



2026 Youth Action Board Support and Collaboration Request for Proposal

Posted: September 10, 2026

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I. Introduction

The 2026 Youth Action Board (YAB) Support and Collaboration Request for Proposal (RFP) is seeking applications from qualified agencies interested in providing engagement, professional development, and administrative support to YAB members to ensure their success as a youth or young adult in a formal board position.

The intent of the 2026 Youth Action Board (YAB) Support and Collaboration RFP is to identify a partner to provide comprehensive, youth-centered support to recruit, develop, and sustain Youth Action Board member participation through meaningful engagement, leadership development, trauma-informed practices, accessible participation in close partnership with KCRHA to advance youth homelessness system goals and governance priorities. KCRHA seeks to partner with applicants who can demonstrate how their services incorporate direction, authentic partnership, and feedback from people with lived experience of homelessness.

This funding opportunity is open to proposals from non-profit, for-profit, faith-based, tribes and tribal organizations throughout King County. **KCRHA expects to award one contract up to \$150,000.**

All proposals will be reviewed to ensure completeness, alignment with the program scope, and budget feasibility. The rating panel will recommend proposals to be funded, ensuring that services proposed have a person and youth-centered, trauma-informed approach that aligns with [KCRHA's Theory of Change](#). The professional development and administration services provided will be for youth and young adult Youth Action Board members in King County. Successful proposals will demonstrate the ability to provide support through meaningful, youth-centered YAB engagement through strong partnership, leadership development, and equitable participation.

The deadline for submitting a completed RFP is October 19, 2026, at 11:59 PM PST.

II. Timeline

An Information Session will be held to review the RFP requirements and answer questions. Information Session details can be found in the table below.

Questions submitted outside of the Information Session should be submitted to the Procurement Lead via email at RFP@KCRHA.org; agencies will receive a response via email. The final day to ask questions related to this funding opportunity is October 12, 2026, at 5:00PM PST, to allow adequate time for all questions and answers to be posted online and viewed by all applicants.



Questions and answers elicited during the Information Session, submitted via email, and otherwise answered by the Procurement Lead, will be posted online at:

<https://kcrha.org/resources/funding-opportunities/>.

Below is an expected timeline for this funding opportunity:

Action	Date
RFP Released	September 10, 2026
Information Session Webinar <i>Participation is highly suggested but not required</i>	September 17, 2026, at 12:00 PM PST Register Here
Last Day to Submit Questions to RFP@kcrha.org	October 12, 2026 at 5:00 PM PST Q&A will be available on KCRHA website under "2026 Youth Action Board Support and Collaboration RFP"
RFP Deadline	October 19, 2026, at 11:59 PM PST
Award/Denial Notification	Week of November 2, 2026
Appeals Due	5 Business Days Post Denial Notification
Estimated Contract Start Date	January 1, 2027

* KCRHA reserves the right to change any dates in the RFP timeline. Any updates, including responses to questions, will be posted on the [KCRHA website](#) under, '2026 Youth Action Board Support and Collaboration RFP.'

** Please contact the Procurement Lead for accommodation requests at rfp@kcrha.org.

** KCRHA reserves the right to reopen any funding opportunity if needed.

III. Funding

KCRHA will use \$150,000.00 in Continuum of Care (CoC) Planning Grant funds to support the contract awarded through this RFP. The funding period is January 1, 2027, through December 31, 2027.

This RFP does not commit KCRHA to award a contract or to pay any costs incurred in the preparation of a proposal. KCRHA reserves the right to award proposals in whole or in part based on the availability of funds. KCRHA reserves the right to make subsequent awards for additional services if additional funds become available.

KCRHA anticipates awarding one contract to a single organization, with total funding of \$150,000.00 available. The following funds support this project:

Fund Source(s)	Calendar Year (CY)	Funding Available
CoC Planning Grant	January 1, 2027 – December 31 st , 2027	\$150,000.00
Total		\$150,000.00

IV. Scope of Work



Overview

Successful proposals will demonstrate the capability of supporting and developing members of the Youth Action Board. The Youth Action Board (YAB) is a formal board comprised of Youth and Young Adults (YYA) who are lived and living experts of youth homelessness and consists of at least 3 youth and young adults ages 14-24.

The YAB is part of the Seattle-King County Continuum of Care (CoC) and is required for Youth Homelessness Demonstration Program (YHDP) funded projects. YABs are vital components to the homelessness response system as YYA experiencing homelessness face specific barriers to housing and YYA specific trauma, YABs provide thoughtful governance and insight about how to improve both system-level work and project-level practice. This includes oversight for and engagement on decisions made in the community that impact YYA experiencing homelessness, including:

- Providing feedback on systems that service YYA;
- Collaborating with service providers and other YYA to ensure homeless services meet the needs of YYA; and
- Collaborating as a stakeholder on funding processes for youth programs.

In addition to governance and insight, the YAB is involved in a collaboration between [Built for Zero](#), philanthropy, YYA-focused service providers, and KCRHA to visibly reduce youth homelessness in King County. For approximately two years, these stakeholders, sometimes referred to as the YYA Collaborative, have worked to achieve the Built for Zero approach to reducing homelessness. YYA experiencing homelessness have been engaged in guiding this work, and KCRHA expects substantial overlap between the duties of the YAB and the activities and initiatives arising from the YYA Collaborative.

Eligibility

Organization Type

This funding opportunity is open to proposals from non-profit, for-profit, faith-based, tribes and tribal organizations throughout King County.

Experience

Applicants must have three or more years of experience in providing professional development or supportive services to youth and/or young adults who have experienced or are experiencing homelessness.

Preference will be given to agencies that demonstrate experience in using and a strong understanding of the application of Positive Youth Development principles, including meaningful



youth voice and decision-making, strengths-based approaches, leadership development, trauma-informed practices, and strategies to foster safe, supportive environments.

Training

Applicants must ensure all staff providing the services receive appropriate training to effectively deliver youth-centered services, including, at minimum:

- First Aid,
- Crisis Prevention and De-escalation, and
- Trauma Informed Care

Scope of Work

This RFP seeks to identify an agency to provide support to YAB members to ensure their success as a youth or young adult in a formal board position. Support of YAB members is primarily 1) engagement and collaboration, 2) professional development, and 3) administrative support.

Engagement and Collaboration

- Assist KCRHA in recruiting, onboarding, training, and supporting Youth Action Board members;
- Leverage KCRHA's existing staff support and relationships to help prevent YYA exhaustion and burnout while engaging in the YAB and other activities supporting work to end YYA homelessness;
- Collaborate with KCRHA, the Youth and Young Adult Collaborative, and Built for Zero leadership to ensure alignment between youth leadership activities, CoC governance requirements, new initiatives to end YYA homelessness, and system priorities and ensure the empowerment of YYA as central decision-makers in those processes.
- Seek to build connections with YAB members to support meaningful participation rather than symbolic engagement; and
- Support equitable participation pathways to avoid overreliance on individual youth leaders.

Professional Development

- Professional development appropriate for youth and young adults in a formal board setting;
- Support engagement of young people in development of sustainable governance structures that will ensure meaningful youth and young adult participation in system-level decision-making;



- Assist in skill-building to allow for meaningful YYA engagement in efforts to end youth homelessness, including the YAB;
- Communicate with, train, and advise KCRHA staff and YAB members on recognizing and mitigating imbalanced power dynamics and system resistance;
- Support YAB members with preparation and debriefs so responsibilities are reasonable, transparent, and sustainable; and
- Maintain a trauma-informed and youth-centered participation framework.

Administrative Support

- Track staff time and maintain timekeeping documentation, as applicable;
- Maintain documentation of services provided and youth engagement activities.

Performance Standards & Deliverables

The awarded contractor must maintain accurate records of YAB member engagement. This includes records of emails, meetings, and other engagement activities. The awarded contractor will need to document staff time spent supporting YAB members and provide routine narratives discussing the work completed.

V. Allowable Costs

The following categories list typical allowable and unallowable costs. This is not an exhaustive list; for more detailed information or to ask any questions, please email the Procurement Lead at RFP@kcrha.org.

Allowable Costs

- Salaries and wages
- Fringe benefits
- Supplies Travel
- Administrative costs¹ (costs directly associated with contract management and administration that are not charged as indirect costs)

¹ **Administrative Costs and Indirect Costs:** For purposes of this procurement, administrative costs are direct costs related to the management and administration of the contract, such as contract oversight,



- Indirect costs using a federally negotiated indirect cost rate agreement (NICRA) or a de minimis rate of 15 percent.
 - If using an approved NICRA rate, supporting documentation must be provided.

Unallowable Costs

- Equipment
- Capital repairs
- Capital acquisition

VI. Application Questions & Rating Criteria

The following is a list of application questions and corresponding rating criteria that will be used to evaluate and score each question. These questions will be answered and submitted via Salesforce along with any other requirements outlined in this document. KCRHA may inquire into the applicant regarding statements made in the application or otherwise. Applicants may submit only one proposal.

Applications will be scored with a total of 100 possible points. **Applications scored less than 70 points will not be considered.**

Agency Experience & Proposed Approach (40 Points)

1. Describe what qualifications and experience the agency has engaging and working with youth and youth adults? What changes have or would you make to develop and/or operate these services? **(20 Points)**

Rating Criteria

- 16 – 20 points will be awarded to applicants that demonstrate 3+ years of experience and a logical plan to execute the core components of their selected program area(s) including an understanding and connection to race and social justice.

reporting, invoicing, and fiscal management, that can be specifically identified and allocated to the contract. Indirect costs are organization-wide overhead costs that cannot be readily assigned to a specific project and are recovered through an approved federally negotiated indirect cost rate agreement (NICRA) or the de minimis indirect cost rate. Costs included in an indirect cost rate may not also be charged as administrative or direct costs. Vendors are responsible for ensuring compliance with federal cost principles and avoiding duplicate cost recovery.



- 10 – 15 points will be awarded to applicants that demonstrate some but less than 3 years of experience providing these specific services and have a plan that mostly address the need to execute the core component of the program area and have some connection to race and social justice.
 - 1 – 9 points will be awarded to applicants that do not have any experience, do not have a logical plan, and little to no connection to race and social justice.
2. Describe the staff who will have a significant role in designing, delivering, and evaluating supports to members of the Youth Action Board. **(20 points)**
- a) What experience or qualifications do they have?
 - b) How do you ensure that staff are trained in First Aid, Crisis Prevention and De-escalation, and Trauma Informed Care?
 - c) How do you ensure staff embody youth-centered practices?
 - d) How does your agency recruit, hire, and retain a diverse staff that reflects the community it serves?

Rating Criteria

- 16 – 20 Points will be awarded to applicants that provide a clear and detailed description of staff roles and responsibilities, and clearly describes key staff roles and qualifications, training processes, and strategies for recruiting and retaining diverse staff. Strong emphasis is placed on trauma-informed, youth-centered practices, and all staff providing the services receive appropriate training to effectively deliver youth-centered, trauma-informed services including First Aid, Crisis Prevention and De-escalation, and Trauma Informed Care training.
- 10 – 15 points will be awarded to applicants that provide a high-level description of staff roles and responsibilities and has provides some details for key staff roles and qualifications, training processes, and strategies for recruiting and retaining diverse staff. Trauma-informed care and youth-centered practices are discussed but not a core part of the response, and all staff providing the services receive at minimum First Aid and Crisis Prevention and De-escalation training.
- 1 – 9 points will be awarded to applicants that provide vague details of staff roles and responsibilities, key staff roles and qualifications, training processes, and strategies for recruiting and retaining diverse staff. Response to trauma-informed care and youth-centered practices is limited or omitted. Staff receive at minimum First Aid training.

Positive Youth Development (25 Points)

3. Describe how your organization will incorporate Positive Youth Development principles to support Youth Action Board members, including fostering youth leadership, creating safe



and supportive environments, promoting meaningful youth decision-making, addressing power imbalances, and preventing youth burnout. **(15 Points)**

Rating Criteria

- 11 – 15 points will be awarded to applicants that clearly demonstrate a strong understanding and application of Positive Youth Development principles, including meaningful youth voice and decision-making, strengths-based approaches, leadership development, trauma-informed practices, and strategies to foster safe, supportive environments. Applicants provide specific examples of successful youth engagement and show how youth and young adults will have authentic influence over Youth Action Board activities and system-level decisions.
 - 6 – 10 points will be awarded to applicants that describe some Positive Youth Development practices and youth engagement strategies but provide limited detail, examples, or evidence of meaningful youth leadership and decision-making authority.
 - 1 – 5 points will be awarded to applicants that provide minimal information about Positive Youth Development principles, rely primarily on adult-led approaches, or do not demonstrate how youth voice, leadership, and meaningful participation will be supported.
4. How does your program create a safe and youth-centered environment for YAB members? Please describe, using past examples and outcomes. **(10 Points)**

Rating Criteria

- 8 – 10 points will be awarded to applicants that demonstrates a strong commitment to youth-centered strategies or policies to create a welcoming environment for YAB members. Applicant provides past examples, processes, and policies that demonstrate commitment.
- 5 – 7 points will be awarded to applicants that demonstrates a strong commitment to youth-centered practices to create a welcoming environment for YAB members. Applicants provide a framework or strategy, but do not include concrete examples, processes, or policies.
- 1 – 4 points will be awarded to applicants that express a commitment to youth-centered practices but do not provide a framework or examples that demonstrate the commitment.

Training and Professional Development (15 Points)

5. Describe what training you would provide to new and continuing members of the Youth Action Board. Include in your response what training would be provided to new compared to



continuing members for professional development related to a formal board position. **(15 Points)**

Rating Criteria

- 11 – 15 points will be awarded to applicants that clearly describes what and how, including processes and methods, they will train YAB members on. Trainings suggested are logical and meet the needs of the scope of work, including professional development for a formal board role with a youth-centered, trauma-informed lens.
- 6 – 10 points will be awarded to applicants that describes what and how, including processes and methods, they will train YAB members on. Trainings suggested mostly meet the needs of the scope of work including professional development for a formal board role.
- 1 – 5 points will be awarded to applicants that provide a list of suggested trainings that do not meet the scope of work.

Budget and Fiscal Management (20 Points)

6. Do you have a Federally approved Negotiated Indirect Cost Rate Agreement (NICRA)? Provide proof of indirect rate if applicable.

Rating Criteria

- This question is for documentation purposes only and is not rated.
7. Describe how your agency manages finances, including any financial systems you use. How does your agency make sure General Accepted Accounting Principles (GAAP) are in place to safeguard a funding award? If you do not have this ability, your agency must have an established agency acting as a fiscal sponsor and will need to provide a signed letter of agreement from your fiscal sponsor. **(5 points)**

Rating Criteria

- 4 – 5 Points will be awarded to applicants that describe revenue, financial health, and financial management systems. Applicant has a fiscal management system which maintains checks and balances and follows Generally Accepted Accounting Principles to safeguard all funds that may be awarded under the terms of this funding opportunity.
- 1 – 3 Points will be awarded to applicants that if there is lack fiscal management capabilities, a signed letter of agreement stating an appropriate fiscal sponsor is provided.
- 0 Points will be awarded to applicants that do not describe revenue, financial health, and financial management systems or does not have a system that maintains checks



and balances and follows Generally Accepted Accounting Principles to safeguard all funds that may be awarded under the terms of this funding opportunity.

8. Complete the proposed Program and Personnel Budget Table within Salesforce for a 12-month operating budget. **(10 Points)**

Rating Criteria

- 8 – 10 Points will be awarded to applicants that provide a highly competitive budget that is logical and cost effective, and all proposed costs are allowable. Budget is clearly justified by applicant's expertise, methodology, and deliverables.
 - 5 – 7 Points will be awarded to applicants that provide a competitive budget that is logical and mostly cost effective. Costs are reasonable and generally allowable with minor concerns.
 - 1 – 4 Points will be awarded to applicants that provide a budget that is not logical, cost effective, and/or several items are not allowable. Pricing is high relative to scope of work and is not justified.
9. Submit a Budget Narrative that provides a line-by-line overview and explanation of your methodology of each budget line item requested. **(5 Points)**

Rating Criteria

- 5 Points will be awarded to applicants that provide a Budget Narrative that is detailed and clearly articulates the need for the entire budget, each line items, and effectively demonstrates the need for the entire budget. Budget is clearly justified by applicant's expertise, methodology, and deliverables.
- 3 – 4 Points will be awarded to applicants that provide a Budget Narrative that clearly explains the inclusion of each line item, and is mostly logical, but does not clearly show the need for the entire budget. Costs are mostly reasonable and generally allowable with minor concerns.
- 1 – 2 Points will be awarded to applicants that provide a Budget Narrative that has a limited explanation of line items and does not demonstrate the need for the entire budget.

VII. Contracting Requirements

Applicants must agree and adhere to the requirements outlined below to contract with KCRHA:

1. Minimum Eligibility Requirements

- Applicants are required to meet the requirements found on [KCRHA's website](#).
- Minimum Eligibility documentation must be uploaded and reviewed before contracting.



2. Financial Review

- Applicants must upload the following financial documents to be reviewed:
 - Current fiscal year's financial statements (Balance Sheet, Income Statement, and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer)
 - Most recent audit reports
 - Most recent fiscal year-ending Form 990

VIII. Contracting Terms

Please be advised that this request is subject to the availability of funding. Please note that any statements by the King County Regional Homelessness Authority, its employees, board members, or agents, including public announcements of the awardees or missives informing successful applicants of an award, do not constitute a guarantee of funds or an offer to contract. All obligations to perform or pay funds are contingent upon the execution of a written agreement signed by all required parties. A binding agreement is a fully executed contract that has been signed by authorized representatives of both the awardee and the agency. No email, award letter, or other communication shall be construed as creating a contractual obligation on the part of the agency.

1. Any contract resulting from this RFP will be between KCRHA and the applicant organization.
2. Contracts may be amended to ensure that services and outcomes align with community needs or changes in the availability of funding.
3. Contractors will be required to comply with the Terms and Conditions of the KCRHA Master Service Agreement (MSA). These requirements shall be included in any contract awarded because of the RFP and are not negotiable.
4. Contractors will be required to maintain books, records, documents, and other evidence directly related to the performance of the work following Generally Acceptable Accounting Procedures (GAAP). KCRHA, or any of its duly authorized representatives, shall have access to such books, records, and documents for inspection, audit, and copying for a period of seven (7) years after completion of work.
5. Contractors must complete all required reports and billing documentation as stated in the contract. Reimbursement will be contingent upon receipt and approval of required reports. Additional data may be required for audit or evaluation purposes.
6. Contractors must have the capacity to protect and maintain all confidential information gained by reason of this contract against unauthorized use, access, disclosure, modification, or loss.



Please note that some projects may require compliance with prevailing wage and competitive bidding laws. Recipients of grant funds may be subject to RCW 39.12 Prevailing Wages if the project qualifies as a public work or meets other criteria requiring prevailing wages. If applicable, contractors and subcontractors must pay prevailing wages as determined by the Washington State Department of Labor & Industries (L&I). A Statement of Intent to Pay Prevailing Wages may be required before work begins, and an Affidavit of Wages Paid before final payment. Grant recipients should consult L&I or legal counsel to determine prevailing wage obligations and any competitive bidding requirements. The applicable prevailing wage rates are available at the L&I website: <https://www.lni.wa.gov>. Public works projects may also require competitive bidding to comply with relevant state and local laws.

IX. How to Apply

Application Due Date

Completed applications are due by **October 19, 2026, at 11:59 PM PST**.

Application Instructions

Applicants may submit only one proposal. All applications and required documentation will be submitted through Salesforce. KCRHA advises completing the application several days before the deadline in case you encounter any technical issues. A completed application must include the following items. Incomplete applications will **not** be rated. Applications will be scored with a total of 120 possible points. Applications scored less than 84 points will not be considered.

KCRHA reserves the right to waive minor irregularities in an application or within the process in its discretion. Proposals must meet minimum eligibility qualifications and pass a fiscal review. An eligibility screening will verify that the agency meets KCRHA's minimum eligibility requirements, the proposal is complete and submitted on time, and if KCRHA contracts with the agency for the provision of services, confirmation that the organization is in good standing. KCRHA reserves the right to exercise due diligence and inquire as to any statements made in the application or the validity thereof. KCRHA may inquire into the applicant regarding statements made in the application or otherwise. The application will be rated by a panel of subject matter and lived and living experts. KCRHA or the panel may decide to reopen the request for applications after review of the applications when necessary to carry out the purpose of the underlying funding.

A completed application must include the following items:

1. Answers to Program Questions in Salesforce
2. Program and Personnel Budget Table in Salesforce



3. Budget Narrative in Salesforce
4. Conflict of Interest Certification uploaded in Salesforce
5. Minimum Eligibility Documentation uploaded in Salesforce
6. Financial Documentation uploaded in Salesforce
 - a. Current fiscal year's financial statements (Balance Sheet, Income Statement, and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer)
 - b. Most recent audit reports
 - c. Most recent fiscal year-ending Form 990

Appeal Process

An applicant may protest or appeal KCRHA's decision within five (5) business days of receiving written notification of an ineligible, incomplete, or unfunded proposal. Only appeals involving the following issues will be considered:

- Violation of policies outlined in this funding opportunity.
- Failure to adhere to guidelines or published criteria and/or procedures established in this funding opportunity.

See the [KCRHA Procurement Appeal Process](#) for more information including how to appeal.

Salesforce Resources

Salesforce resources can be found on the [KCRHA Grant Management Resources Webpage](#). Learn how to log into and navigate Salesforce with step-by-step instructions on the webpage and at the links below:

- [Step-by-Step Salesforce Training Guide](#)
- Training videos
 - [Creating an Account & Navigating the Portal](#)
 - [Managing Your Account](#)
 - [Submitting an Application](#)
 - [Reimbursements \(Invoices\) & Reporting](#)

Application Link

https://kcrhagrants.my.site.com/fundingprograms/s/application/Application__c/Default

