



2026 Encampment Resolution Program Permanent Supportive Housing Services Reprocurement Request for Proposals

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Table of Contents

I.	Introduction	3
II.	Timeline.....	4
III.	Funding	5
IV.	Scope	6
V.	Contracting Requirements	13
VI.	Application Questions & Rating Criteria.....	14
VII.	Contracting Terms	21
VIII.	How to Apply	22



I. Introduction

The King County Regional Homelessness Authority (KCRHA) is seeking qualified providers to operate and provide supportive services for its existing Encampment Resolution Program (ERP) Permanent Supportive Housing (PSH) portfolio. The 2026 Encampment Resolution Program (ERP) Permanent Supportive Housing (PSH) Reprocurement Request for Proposals (RFP) will ensure the continuity of housing operations and supportive services for individuals permanently housed through the ERP while maintaining compliance with Washington State Department of Commerce Consolidated Homeless Grant (CHG) requirements and other applicable funding regulations.

The ERP PSH portfolio consists of approximately 160 master-leased units and 60 privately leased units located throughout King County. All households served come from unsanctioned encampments resolved through KCRHA's Encampment Resolution Program or from authorized referrals from other unsanctioned encampments. This procurement is intended to ensure the continued operation, financial administration, tenancy support, and supportive services (including onsite behavioral health services) necessary to preserve these existing housing resources and promote long-term housing stability for participants exiting homelessness. **The funding available through this procurement is intended to support service delivery and program operations only; rental assistance and utility assistance payments will be administered separately and should not be included in applicants' proposed budgets.**

The applicant(s) awarded (also referred to as “contractor”) will be responsible for the scope of work. The selected contractor(s) will provide comprehensive housing operations, tenancy support, and housing stabilization services that promote successful long-term housing retention. Contractors will work collaboratively with KCRHA, landlords, property managers, behavioral health providers, and other community partners to ensure participants remain successfully housed while maintaining positive landlord relationships and efficient housing operations.

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 Housing First, person-centered, trauma-informed, culturally responsive, and racially equitable approach that aligns with [KCRHA's Theory of Change](#). The program will primarily serve single adults exiting homelessness through the Encampment Resolution Program, including individuals residing in public rights-of-way and other locations identified by KCRHA.

The deadline for submitting a completed RFP is **September 28, 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 September 21, 2026, at 5:00 PM 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	August 18, 2026
Information Session Webinar #1 <i>Participation is highly suggested but not required</i>	August 25, 2026, 12:00 PM PST Register Here
Information Session Webinar #2 <i>Participation is highly suggested but not required</i>	August 27, 2026, 3:00 PM PST Register Here
Last Day to Submit Questions to RFP@kcrha.org	September 21, 2026, at 5:00 PM PST September 28, 2026, at 5:00 PM PSTⁱ Q&A will be available on KCRHA website under "Funding Opportunities" drop-down menu
RFP Deadline	September 28, 2026, at 11:59 PM PST October 5, 2026, at 11:59 PM PST
Denial Notification	Week of November 2, 2026 Week of November 9, 2026
Appeals Due	5 business days post denial notification
Award Notification	Week of November 9, 2026 Week of November 16, 2026
Estimated Contract Start	No later than February 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, 'RFP Questions & Answers.'

** 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

Fund Source

KCRHA will use ~~\$4,635,994.84~~ **\$4,124,807.84** in Washington State Department of Commerce Consolidated Homeless Grant (CHG) funds to support the projects 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 proposed projects in whole or in part based on the availability of funds. KCRHA reserves the right to make subsequent awards for additional items or projects if additional funds become available.

KCRHA plans to award at minimum two (2) and at maximum five (5) five projects. The following funds support this project:

Fund Source	January 1 – December 31, 2027
Washington State Department of Commerce Consolidated Homeless Grant (CHG)	\$4,635,994.84 \$4,124,807.84ⁱⁱ

Allowable Costs

The funding available through this procurement is intended to support service delivery and program operations only; rental assistance and utility assistance payments will be administered separately and should not be included in applicants' proposed budgets.

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 (~~less than \$5k per item~~)
- Travel
- Subcontracts/subawards
- Minor unit/facility repair and maintenance
- Cleaning
- **Indirect costs billed to Administrative costs up to 15 percent of the total award amount.ⁱⁱⁱ**



- ~~Indirect costs using a federally negotiated indirect cost rate agreement (NICRA) or a de minimis rate of 15%. Please note that if using an approved NICRA rate, supporting documentation must be provided in the Salesforce Application.~~

Unallowable Costs

- Equipment (greater than \$5k per item)
- Rental assistance
- Utility assistance
- Capital repairs
- Capital acquisition
- Acquisition of titled assets (e.g. vehicles)

IV. Scope

Overview

The ERP PSH portfolio consists of approximately 160 master-leased units and 60 privately leased units located throughout King County. All households served come from unsanctioned encampments resolved through KCRHA's Encampment Resolution Program or from KCRHA-authorized referrals from other unsanctioned encampments. This procurement is intended to ensure the continued operation, financial administration, tenancy support, and supportive services (including onsite behavioral health services) necessary to preserve these existing housing resources and promote long-term housing stability for participants exiting homelessness. **The funding available through this procurement is intended to support service delivery and program operations only; rental assistance and utility assistance payments will be administered separately and should not be included in applicants' proposed budgets.**

The selected contractor(s) will provide comprehensive housing operations, tenancy support, and housing stabilization services that promote successful long-term housing retention for single adults. Contractors will work collaboratively with KCRHA, landlords, property managers, behavioral health providers, and other community partners to ensure participants remain successfully housed while maintaining positive landlord relationships and efficient housing operations.

Services shall be delivered using a Housing First, person-centered, trauma-informed, culturally responsive, and racially equitable approach that aligns with KCRHA's Theory of Change. The program will primarily serve single adults exiting homelessness through the Encampment



Resolution Program, including individuals residing in public rights-of-way and other locations identified by KCRHA.

Eligibility Requirements

Organization Type

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

Staffing Ratio

Staff to guest ratio is not to exceed one staff to twenty-five guests (1:25).

Experience

Applicants must have three or more years of experience providing permanent housing services to individuals experiencing homelessness.

- Applicants must demonstrate experience providing permanent housing services to individuals experiencing homelessness, such as Permanent Supportive Housing (PSH), Rapid Re-Housing (RRH), or similar housing programs.
 - Applicants should have experience delivering Housing First, person-centered, and trauma-informed services; providing housing stabilization and tenancy support; collaborating with landlords, property managers, behavioral health providers, and community partners; administering housing assistance and rent payments; maintaining compliance with applicable funding requirements; and utilizing HMIS.
 - Applicants should demonstrate the capacity to provide or coordinate behavioral health services through qualified staff, including individuals with appropriate credentials such as Substance Use Disorder Professional (SUDP) and/or Mental Health Professional (MHP) credentials, as appropriate to participant needs and program design.
 - Preference will be given to agencies with experience operating scattered-site or master-leased housing programs and serving individuals exiting unsheltered homelessness or encampments.

Training

The Contractor shall ensure all staff providing direct services, housing operations, property management coordination, or participant support receive appropriate training to effectively deliver Permanent Supportive Housing services consistent with Housing First principles, trauma-informed care, racial equity, and applicable funding requirements.

At a minimum, all direct service staff shall complete the following trainings:



- Housing First and Permanent Supportive Housing Principles
- Trauma-Informed Care / Trauma-Informed Services
- Racial Equity and Culturally Responsive Service Delivery Training
- De-escalation and Crisis Response
- HMIS/Data Quality and Documentation Requirements
- Washington State Department of Commerce Consolidated Homeless Grant (CHG) Requirements and Program Compliance:
 - Staff responsible for housing operations and financial administration shall understand CHG program requirements, eligible activities, documentation standards, rent calculations, rental assistance procedures, and monitoring expectations.
- Supporting Survivors of domestic violence
- Local Coordinated Entry Policies and Procedures as required by KCRHA Coordinated Entry
- Fair Housing
- LGBTQIA2S+ Competency
- Low Barrier Services and Harm Reduction

Scope of Services

Agencies awarded (i.e. “contractors”), will be responsible for the entire scope of services including:

- Housing Placement & Leasing Operations
- Housing Stabilization and Tenancy Support
- Behavioral Health and Health Care Coordination
- Income and Benefits Assistance
- Landlord and Property Management Coordination
- Crisis Response
- Housing Retention

Housing Placement and Leasing Operations

The Contractor shall coordinate all housing placement and leasing activities necessary to ensure timely occupancy, effective housing operations, and compliance with applicable federal, state, local, and [Washington State Department of Commerce Consolidated Homeless Grant \(CHG\)](#) requirements. These activities include 1) leasing and move-in responsibilities, 2) financial administration, and 3) compliance and recordkeeping.



Leasing and move-in responsibilities:

- Coordinating participant referrals, unit matching, lease-up activities, and move-in scheduling.
- Collaborating with KCRHA to ensure that all referred households are participants in or referrals from the Encampment Resolution Program, as determined by KCRHA.
- Completing or coordinating required housing inspections ([CHG Housing Habitability Standards form](#), or HUD Housing Quality Standards form).
- Conducting rent reasonableness reviews, as applicable.
- Executing leases and occupancy agreements consistent with program and funding requirements.
- Managing lease renewals and ongoing occupancy documentation.
- Coordinating security deposits and move-in assistance.
- Monitoring vacancies and coordinating timely unit turnover and re-leasing activities.
- Supporting participants in obtaining required documentation to move into permanent housing.
- Ensuring participants meet all program eligibility requirements, including verifying eligibility documentation and supporting participants with obtaining required documentation.

Financial Administration

The Contractor shall administer all housing-related financial transactions in accordance with KCRHA policies and Washington State Department of Commerce Consolidated Homeless Grant (CHG) requirements.

- Administer all housing-related financial transactions for both master-leased and privately leased units in accordance with Washington State Department of Commerce Consolidated Homeless Grant (CHG) requirements, KCRHA policies, and applicable lease agreements.
- Calculate, collect, document, and reconcile participant rent contributions, as applicable.
- Supporting enrollment in utility discount programs, calculation of utility subsidies, and payment of utility bills.
- Process and issue timely rental assistance or rent payments to landlords or property owners, as applicable.
- Reconcile housing payments, resolve payment discrepancies, and maintain complete and accurate financial documentation supporting all participant rent collections and landlord payments.
- Ensure timely rent payments to preserve housing stability and maintain positive landlord relationships.



Compliance and Recordkeeping

- Maintain complete, accurate, and audit-ready leasing and financial records.
- Maintain documentation sufficient to support monitoring, invoicing, and fiscal audits.
- Ensure compliance with all applicable federal, state, local, and funding requirements.

Housing Stabilization and Tenancy Support

The Contractor shall provide ongoing, housing-focused supportive services 24 hours per day and 7 days per week for the households served that is designed to promote housing stability, advance health and well-being, and prevent returns to homelessness.

Services shall include:

- Individualized housing stabilization planning, occurring within 30 days of program enrollment and updated recurrently, at minimum, annually.
- 24-7 staff presence at locations master-leased by KCRHA.
- 24-7 on-call availability for scattered-site units.
- Home visits based on participant need and preference.
- Assertive engagement in services and ongoing case management, with a minimum monthly contact effort.
- Lease education and tenant rights and responsibilities.
- Lease compliance coaching.
- Mediation and conflict resolution between tenants, landlords, and property management, including property management or ownership for units master-leased by KCRHA.
- Eviction prevention and early intervention strategies.
- Safety planning.
- Coordination of transportation and connections to community resources.
- Re-engagement strategies for participants who disengage from services.

Service intensity shall be based on participant needs and adjusted over time while promoting participant choice, self-determination, and long-term housing stability.

Behavioral Health and Health Care Coordination

The Contractor shall assist participants in accessing and coordinating health and behavioral health services appropriate to their individual needs. Preference will be given to Contractors that employ qualified behavioral health professionals to provide these services directly. When direct service provision is not feasible or clinically appropriate, the Contractor shall coordinate access to services through qualified community behavioral health providers to ensure participants receive timely and appropriate care.



Services include a combination of directly providing or offering coordination and referrals for:

- Primary medical care.
- Behavioral health treatment.
- Substance use disorder treatment and recovery supports.
- Psychiatric services and medication management.
- Crisis stabilization services.
- Hospital discharge planning.
- Peer support services, when available.

Contractors shall maintain collaborative partnerships with community behavioral health providers, healthcare systems, and other service providers to ensure participants receive coordinated care.

Income and Benefits Assistance

The Contractor shall support participants in increasing income and financial stability through benefits acquisition and employment supports, including:

- Enrollment and recertification for Medicaid and other public benefits.
- Income verification and reporting.
- Employment and vocational referrals.
- Financial literacy education.
- Budgeting assistance.
- Connections to workforce development resources.

Landlord and Property Management Coordination

The Contractor shall cultivate and maintain strong working relationships with participating landlords and property managers to support successful tenancies and preserve housing resources.

Responsibilities include:

- Serving as the primary liaison between landlords, property managers, and participants.
- Responding to landlord and neighborhood concerns within one (1) business day.
- Coordinating reasonable accommodation requests.
- Assisting with lease renewals and unit turnover activities.
- Addressing tenancy issues through mediation and problem-solving.
- Promoting positive landlord engagement to support long-term housing partnerships.



Where property management services are provided by another entity, the Contractor shall establish clear communication protocols to ensure coordinated service delivery.

Crisis Response

The Contractor shall maintain the capacity to respond promptly to housing-related crises that may threaten housing stability.

Responsibilities include:

- Maintaining a 24-7 staff presence for approximately 160 units master-leased by KCRHA.
- Maintaining an after-hours on-call response system for private market units where rent subsidies are provided.
- Providing crisis de-escalation and safety planning.
- Coordinating with mobile crisis response teams and emergency responders, as appropriate.
- Responding to housing-threatening incidents in a timely manner.
- Documenting critical incidents and coordinating appropriate follow-up services.

Housing Retention

The Contractor shall implement proactive strategies that maximize housing retention and minimize returns to homelessness.

Housing retention activities include:

- Early identification of tenancy risks.
- Lease compliance coaching.
- Mediation between tenants and landlords.
- Behavioral intervention and stabilization planning.
- Relapse prevention support.
- Coordination of care following hospitalization, incarceration, or other significant life events.
- Ongoing monitoring of housing stability and timely interventions to address barriers to successful tenancy.



V. Contracting Requirements

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

1. Minimum Eligibility Requirements

- Agencies are required to meet the requirements found on [KCRHA's website](#).

2. Financial Review

- Agencies 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

3. Performance Commitments, Data Collection, and Evaluation

- All funded agencies will participate in data collection through the King County Homeless Management Information System (HMIS) to evaluate and improve the quality of their programming.
 - Applicants are not required to have access to HMIS in order to apply but if awarded they must be able to execute and comply with the KCRHA Partner Agency Privacy and Data Sharing Agreement and shall complete the semi-annual HMIS compliance review and certification.
- KCRHA will collaboratively establish and evaluate performance metrics with each grantee which will be incorporated into each Service Contract. Below are the performance metrics required for this project type:

Performance Commitment	Performance Measure	HMIS Data
# Units available during the contract period	To be developed during contract negotiations. Total across all awards will not be less than 220, applications to serve less than 220 households will be accepted.	Bed and Unit Inventory
# Days of service provided during the contract period	365	Operating Start and End Dates; Project Start and Exit Dates
% Units occupied (Utilization rate)	85%	Bed and Unit Inventory; Housing Move-In Date; active enrollment



% Households exited to or maintain permanent housing	90%	Project Exit Date; Destination; enrollment status
% Households that exit to permanent housing and do not return to homelessness within 6 months	95% - Singles, Families 80% - YYA	Project Exit Date; Destination; subsequent project enrollments recorded in HMIS

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 120 possible points. **Applications scored less than 84 points (70 percent) will not be considered.**

Agency Experience and Proposed Approach (65 Points)

1. Describe the proposed program model, and how it will address the scope of services. Include number of expected households served. The entire portfolio consists of 220 leased units located throughout King County, and applications to serve fewer than 220 households will be accepted. **(15 points)**
 - Scope of services include:
 - Housing Placement & Leasing Operations
 - Housing Stabilization and Tenancy Support
 - Behavioral Health and Health Care Coordination
 - Income and Benefits Assistance
 - Landlord and Property Management Coordination
 - Crisis Response
 - Housing Retention

Rating Criteria

- 11 – 15 Points: The proposed program is specifically designed to address the scope of services. The application provides strong documentation and clearly demonstrates how the applicant will implement all areas of the scope of service.
- 6 – 10 Points: The proposed services partially and/or mostly addresses the scope of services required but is missing 1-3 key services.



- 1 – 5 Points: The proposed program demonstrates minimal or indirect alignment with the scope of services, and it is unclear how the provider will implement services.
2. Describe your organization’s qualifications and experience providing permanent housing services to individuals experiencing homelessness. Preference is given to experience of operating scattered-site or master-leased housing programs and serving individuals exiting unsheltered homelessness or encampments. **(10 Points)**

Rating Criteria

- 6 – 10 Points: Applicant has 3+ years of experience providing PSH services and demonstrates experience for all of the following:
 - Providing permanent housing services to individuals experiencing homelessness, such as Permanent Supportive Housing (PSH) or Rapid Re-Housing (RRH).
 - Operating scattered-site or master-leased housing programs and serving individuals exiting unsheltered homelessness or encampments.
 - Delivering Housing First, person-centered, and trauma-informed services; providing housing stabilization and tenancy support; collaborating with landlords, property managers, behavioral health providers, and community partners; administering housing assistance and rent payments; maintaining compliance with applicable funding requirements; and utilizing HMIS.
 - 1 – 5 points: Applicant has 3+ years of experience providing supportive services and demonstrates experience of:
 - Providing permanent housing services to individuals experiencing homelessness, such as Permanent Supportive Housing (PSH) or Rapid Re-Housing (RRH).
 - Delivering Housing First, person-centered, and trauma-informed services; providing housing stabilization and tenancy support; collaborating with landlords, property managers, behavioral health providers, and community partners; administering housing assistance and rent payments; maintaining compliance with applicable funding requirements; and utilizing HMIS.
3. Describe your past contract performance for a similar program(s). In your response address the following components: **(15 Points)**
- If your agency has had any findings, or material deficiencies in its program or fiscal audits in the last three years.
 - If yes, were they resolved in a timely manner and are there open findings?
 - Provide supporting documentation if applicable.
 - What steps does your agency take to ensure invoicing and reporting are accurate, complete, and submitted on a timely basis and in accordance with contract terms?



- What steps does your agency take to ensure you are responding timely to funder inquiries and requests for documentation?

Rating Criteria

- 11 – 15 Points: Applicant has no open findings or material deficiencies program or fiscal audits in the last three years. Applicant provides steps that clearly demonstrates the full ability to provide accurate and on-time invoices and reports, and ability to respond in a timely manner to funder inquiries and requests for documentation.
 - 6 – 10 Points: Applicant has open finding or recommendations, demonstrates actively meeting requirements of a corrective action plan, and demonstrates good faith effort to improve. Applicant provides steps that clearly demonstrates ability to provide accurate and on-time invoices and reports, and ability to respond in a timely manner to funder inquiries and requests for documentation.
OR applicant has no open findings or material deficiencies program or fiscal audits in the last three years. Applicant provides limited demonstration of the ability to provide accurate, on-time invoices and reports or to respond in a timely manner to funder inquiries and requests for documentation.
 - 1 – 5 Points: Applicant has cure notices, show case letter, or open findings and no corrective action plan or overdue completion of a corrective action plan. Applicant provides little to no demonstration of the ability to provide accurate, on-time invoices and reports or to respond in a timely manner to funder inquiries and requests for documentation.
4. Describe how your program model will meet the program performance metrics. If applicable, provide data from a similar program that demonstrates your ability to meet the requirements. If data does not exist, provide anecdotal evidence if available. **(15 points)**
- Maintain an 85% unit utilization rate
 - Achieve 90% rate of households exiting to or maintaining permanent housing
 - Ensure households that exit to permanent housing do not return to homelessness within 6 months, at a rate of:
 - 95% exits to Permanent Housing for Singles and Families
 - 80% rate for exits to Permanent Housing for Youth and Young Adults

Rating Criteria

- 11 – 15 Points: Applicant describes ability to meet program performance metrics and provides logical plan to meet metrics and includes data from similar program that demonstrates ability to meet performance metrics.



- 6 – 10 Points: Applicant describes ability to meet program performance metrics and provides logical plan to meet metrics and includes anecdotal evidence from similar program that demonstrates ability to meet performance metrics.
 - 1 – 5 Points: Applicant describes limited ability to meet program exit performance metrics and provides limited/no evidence.
5. Describe your commitment to trauma-informed, person-centered approaches that maintain confidentiality and encourage well-being, including the prevention steps and/or supportive services provided to promote positive outcomes. Provide examples of policies and procedures that demonstrate the use of such an approach. **(10 points)**

Rating Criteria:

- 6 – 10 Points: Applicant demonstrates excellence in their ability to utilize a trauma-informed and person-centered approach. Applicant provides policies, procedures, and description of an agency culture that ensures the approaches will be used and improve client outcomes.
- 1 – 5 Points: Applicant adequately addresses their ability to utilize a trauma-informed and person-centered approach. Applicant provides policies or procedures, and description of an agency culture that ensures the approaches will be used and improve client outcomes.

Staffing (15 Points)

6. How do the staff positions and their required qualifications meet the needs of the program and program participants? Required minimum for staffing ratio is 1 direct service staff to 25 individuals. **(15 points)**
- Respond in relation to the program's design and not the individual staff members expected to fill the roles.
 - How will the program provide behavioral health services; will staff be directly hired or contracted? Preference is given to directly hiring staff.

Rating Criteria:

- 11 – 15 Points: Staffing model and justifications are reasonable based on proposed number of households to serve, minimum ratio of direct staff to clients is met, and behavioral health services staff are directly hired. Applicants demonstrate the capacity to provide behavioral health services through directly hired qualified staff, including individuals with appropriate credentials such as Substance Use Disorder Professional (SUDP) and/or Mental Health Professional (MHP) credentials, as appropriate to participant needs and program design.



- 6 – 10 Points: Staffing model and justifications are reasonable based on proposed number of households to serve, minimum ratio of direct staff to clients is met. Applicant is not able to directly provide behavioral health services through agency's own staffing but demonstrates ability to contract with qualified providers for these services.
- 1 – 5 Points: Staffing model meets some of the required services but is not reasonable or does not meet minimum requirements.

Racial Equity and Social Justice (15 Points)

7. Describe how your agency uses strength-based approaches to empower and support BIPOC individuals within the program? **(5 Points)**
 - How does your agency ensure services are tailored to respect diverse customs, values, and cultural contexts.
 - Describe how your organization's leadership, governance board, and frontline staff reflect the diverse racial, ethnic, and cultural demographics of the community.

Rating Criteria

- 4 – 5 Points: Applicant has a strong history and experience working with and supporting BIPOC communities and individuals impacted by institutional racism. Racial equity and cultural competency is incorporated into their work and specific examples of existing policies and practices, learning opportunities, professional development or support that demonstrate a commitment to racial equity have been provided.
 - 1 – 3 Points: Applicant has some history of working with and supporting BIPOC communities and individuals impacted by institutional racism. Applicant provides examples of future policies and practices, learning opportunities, professional development or support.
8. Describe how your agency uses strength-based approaches to empower and support LGBTQIA2S+ individuals within the program? **(5 points)**
 - How does your agency ensure equal access to program services and facilities in accordance with a person's self-identified gender?

Rating Criteria

- 4 – 5 Points: Applicant has a history and experience working with and supporting LGBTQIA2S+ communities and individuals. Cultural competency is integrated into their work and specific examples of existing policies and practices, learning opportunities, professional development or support that demonstrate a commitment



- to respecting and supporting LGBTQIA2S+ individuals. Applicant has a policy regarding respecting transgender individuals and ensures equal access to program services and facilities in accordance with a person's self-identified gender.
- 1 – 3 Points: Applicant has some history of working with and supporting LGBTQIA2S+ communities individuals. Applicant provides examples of future policies and practices, learning opportunities, professional development or support.
9. Describe how your agency uses strength-based approaches to empower and support people living with disabilities. **(5 Points)**

Rating Criteria

- 4 – 5 Points: The applicant has a history and experience supporting people living with disabilities and demonstrates that their programs are accessible to people of all abilities. Cultural competency is integrated into their work and specific examples of existing policies and practices, learning opportunities, professional development or support that demonstrate a commitment to accessibility, beyond ADA minimum requirements, have been provided.
- 1 – 3 Points: Applicant has some history of working with and supporting people living with disabilities. Applicant provides examples of future policies and practices, learning opportunities, professional development or support.

Budget and Fiscal Management (25 Points)

10. Do you have a Federally approved Negotiated Indirect Cost Rate Agreement (NICRA)? Provide proof of indirect rate if applicable. **(0 Points)**

Rating Criteria

- This question is for documentation purposes only and is not rated.

11. 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: Applicant describes 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: If the applicant lacks fiscal management capabilities, a signed letter of agreement stating an appropriate fiscal sponsor is provided.
- 0 Points: Applicant 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.

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

Rating Criteria

- 8 – 10 Points: Budget is logical and cost effective, and all proposed costs are allowable.
- 5 – 8 Points: Budget is logical and mostly cost effective. Most costs are allowable, but the budget may require updates to meet allowability.
- 1 – 4 Points: Budget is not logical, cost effective, and/or several items are not allowable.

13. Submit a Budget Narrative that provides a line-by-line overview and explanation of your methodology of each budget line item requested. **(10 Points)**

Rating Criteria

- 8 – 10 Points: Budget Narrative is detailed and clearly articulates the need for the entire budget, each line items, and effectively demonstrates the need for the entire budget.
- 5 – 7 Points: Budget Narrative clearly explains the inclusion of each line item, and is mostly logical, but does not clearly show the need for the entire budget.
- 1 – 4 Points: The Budget Narrative has a limited explanation of line items and does not show need for the entire budget.

Supplemental Questions

These questions will not impact application score but are required for contract development.

Program Information

- Populations Served
 - Single Adults
- Meals Provided (Check all that apply)
 - Breakfast, lunch, dinner, snacks



Personnel Information

- Number of FTE case management personnel.
- Staff to guest ratio.
- On-site Supportive Services
 - Behavioral Health
 - Substance Use Counseling
 - Medical Care
 - 24/7 Case Management

Performance Commitments

By applying, applicants commit to the following performance standards for the contract period.

- Maintain an 85%-unit utilization rate
- Achieve 90% rate of households exiting to or maintaining permanent housing
- Ensure households that exit to permanent housing do not return to homelessness within 6 months, at a rate of:
 - 95% exits to Permanent Housing for Singles and Families
 - 80% rate for exits to Permanent Housing for Youth and Young Adults

VII. 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.

VIII. How to Apply

Application Due Date

Completed applications are due by ~~September 28, 2026~~, at 11:59 PM PST **October 5, 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 homelessness 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/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

ⁱ Deadline for last day to ask questions and application due date extended by five business days to ensure notification of amendment, and all potential applicants are able to incorporate any changes needed to their applications.

ⁱⁱ Total funding available was amended due to identified errors. \$390,000.00 included in the original amount available is for ERP PSH property management services to be reprocurd this year and will not be awarded via this RFP. \$120,00.00 errantly included in the originally stated amount was due to a miscalculation error.

ⁱⁱⁱ Clarification of allowable indirect costs.

