



2026 Youth Action Board Support & Collaboration RFP

Information Session

September 17, 2026

Presentation will be recorded

Agenda

- Context
- Timeline
- Funding
- Allowable Costs
- Scope
- Performance Commitments
- Rating & Scoring
- Instructions
- Q&A



Overview

- Seeking applications from qualified agencies interested in providing engagement, professional development, and administrative support to YAB members
- Expect to award one contract up to \$150,000
 - Will result in a Vendor Agreement
- Info session is a high-level overview, review RFP for full details
- All questions and responses (email, info session) will be provided in a document posted to [Funding Opportunities](#) webpage
 - Slides and recording will be linked in document



Timeline

Item	Date
Release Date	September 10, 2026
Information Session	September 17, 2026, 12:00 PM PT
Last Day for Questions to RFP@kcrha.org	October 12, 2026 at 5:00 PM PST
Application Deadline	October 19, 2026 by 11:59 PM PT
Denial Notification	Week of November 2, 2026
Appeals Due	5 Business Days Post Denial Notification
Award Notification	Week of November 9, 2026
Estimated Contract Start	January 1, 2027



Funding

Fund Source	January 1 – December 31, 2027
CoC Planning Grant	\$150,000.00



Allowable Costs

Allowable Costs

- Salaries and wages
- Fringe benefits
- Supplies Travel
- Administrative costs - costs directly associated with contract management and administration that are not charged as indirect costs
- Indirect costs using a federally negotiated indirect cost rate (NICRA) or a de minimis rate of 15%

Unallowable Costs

- Equipment
- Capital repairs
- Capital acquisition



Eligibility

Organization Type

- Non-profit, for-profit, faith-based, tribes and tribal organizations in King County

Training

- All staff providing services must receive appropriate training to effectively deliver youth-centered services:
 - First Aid,
 - Crisis Prevention and De-escalation, and
 - Trauma Informed Care



Eligibility – Cont.

Experience

- 3+ years of experience in providing professional development or supportive services to YYA who have/are experiencing homelessness
- Preference given to agencies that demonstrate experience in using and strong understanding of Positive Youth Development principles:
 - Meaningful youth voice and decision-making,
 - Strengths-based approaches,
 - Leadership development,
 - Trauma-informed practices, and
 - Strategies to foster safe, supportive environments.



Scope

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.



Engagement and collaboration,



Professional development, and



Administrative support.

Scope - Engagement & Collaboration



Assist KCRHA in recruiting, onboarding, training, and supporting Youth Action Board members;



Leverage KCRHA staff support and relationships to help prevent YYA burnout while engaging in the YAB;



Collaborate system leadership to ensure alignment & empowerment of YYA as central decision-makers in those processes.



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.



Scope – Professional Development



Skill building & professional development appropriate for youth and young adults in a formal board setting;



Support development of sustainable governance structures with meaningful YYA participation in system-level decision-making;



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;



Maintain a trauma-informed and youth-centered participation framework.



Scope - Administrative Support



Track staff time and maintain timekeeping documentation, as applicable;



Maintain documentation of services provided and youth engagement activities.

Performance Standards & Deliverables



Maintain accurate records of YAB member engagement.

Records of emails, meetings, and other engagement activities.



Document staff time spent supporting YAB members and provide routine narratives discussing the work completed.

Due Diligence & Financial Review

- Financial Review
 - Current fiscal year's financial statements certified by CFO, Finance Officer, or Board Treasurer
 - Balance Sheet
 - Income Statement
 - Statement of Cash Flows
 - Most recent audit reports with the letter from the auditor
 - Agency plan for correction, if applicable
 - Most recent fiscal year-ending Form 990
 - Proof of Federally Approved Indirect Rate, if applicable
- Due Diligence
 - Minimum Eligibility Requirements
 - KCRHA Conflict of Interest Certification and Disclosure



Minimum Eligibility Requirements

MINIMUM ELIGIBILITY REQUIREMENT	SUPPORTING DOCUMENTATION	COMPLETE
Applicant must be incorporated as a Washington State, private non-profit corporation .	Certificate of Incorporation	☐
Note: Applicant must be granted 501(c)(3) tax-exempt status.	KCRHA confirms the status via the IRS website .	☐
OR a Federally or Washington State-recognized Indian tribe.	Federal or State Registry listing	☐
OR a public corporation or other legal entity established per R.C.W. 35.21.660 or 35.32.730 (public corporation, commission, or authority).	Authorizing documents such as an interlocal agreement, legislative act, or ruling, etc.	☐
AND		
Applicant must be in good standing 12 months before and on the date of application for pre-certification.	Certificate of Existence	☐
Applicant must have a Federal Tax Id number / employer identification number (EIN)	EIN Registration Confirmation from the IRS.	☐
Applicant must have Washington State Business License (UBI#) and Seattle Business License (as applicable), and pay taxes as required by the laws of those jurisdictions.	Copy of Business License(s)	☐
Applicant must not be presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from competing for funding opportunities by any Federal, State, or local department or agency.	KCRHA Certification of Non-debarment	☐
Applicant must have an active System for Award Management (SAM) registration on Sam.gov and an active Unique Entity ID number (UEI).	Proof of active SAM registration and UEI number .	☐



Rating

- Applications will be rated out of 100 points
- Applications scored less than 70 points not considered

Criteria	Maximum Points
Agency Experience & Proposed Approach	40
Positive Youth Development	25
Training & Professional Development	15
Budget & Fiscal Management	20



Instructions

- Review full RFP
- Submit proposals via Salesforce by **October 19, 2026 by 11:59 PM**
- Applicants may submit only one proposal
- If there are supplemental/clarifying questions, respond as promptly as possible
- A completed application must include the following items:
 - Answers to Questions
 - Budget Table
 - Budget Narrative
 - Conflict of Interest Certification
 - Minimum Eligibility Documentation
 - Financial Documentation



Salesforce Technical Assistance Ticket

 **KCRHA**
King County Regional Homelessness Authority

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KING COUNTY REGIONAL HOMELESSNESS AUTHORITY (KCRHA) GRANTS MANAGEMENT SYSTEM

Building on the Puget Sound region's spirit of innovation and vision of shared prosperity, the KCRHA unifies and coordinates policy, funding, and services for people experiencing homelessness across all of King County.

Welcome to the KCRHA Grants Management System (Funding Portal)

Need Support?
To report an issue or request an enhancement, [Click Here](#) to create a ticket.
To schedule an in-person session, [Click Here](#).
You can also email GrantAdmin@KCRHA.org

Thank you for your flexibility and partnership as we continue to enhance the tools that support your work!



For More Information

<https://kcrha.org/service-providers/funding-opportunities/>

- Funding Opportunities
 - Anticipated Funding Opportunity Timeline
 - Open procurements
- Question & Answers
 - Recorded Information Sessions
- Email questions to RFP@KCRHA.org
 - Last day for questions is September 21, 2026 at 5:00 PM
 - All questions and responses will be posted in “ERP PSH Reprocurement Q&A”





Questions?

RFP@kcrha.org

Scan this QR code to sign up for KCRHA emails →



@KingCoRHA



@KCRHA

