



King County

REQUEST FOR PROPOSALS

SOUTH KING COUNTY CITY SHELTER PROGRAM

Proposals should be submitted online through Jotform (<https://www.jotform.com/form/233325549800152>)

Release Date: December 1, 2023

Response Due Date: Open until all funds awarded (*see* Page 5, below)

Response Review Begins: January 8, 2024

RFP Lead: Stephanie Killough, [skillough@kingcounty.gov]

OVERVIEW

Over 11,000 people experience homelessness on any given day in King County. With the impacts of the COVID-19 pandemic, the need for emergency Shelters has grown. Through the American Rescue Plan Act (ARPA), one-time Coronavirus Local Fiscal Recovery Funds (CLFR) have become available to King County (the County). The goal is to use this funding to de-intensify existing Shelters by providing more Shelter capacity to rapidly serve unsheltered families or individuals, to reduce the risk of contact spreading among encampments and those living unsheltered, by, among other things, providing temporary lodging, food, support, and services to unhoused individuals currently residing in or near the applicant city.

To that end, the County seeks to provide one-time funding to one or more cities located in south King County to site, construct, operate, and/or projects that benefit people living unsheltered and mitigate the negative impacts of living unsheltered, such as, day centers, hygiene services, sanctioned encampments and Shelter within the city for serving unsheltered individuals or families. Up to \$5 million in funding is available to pay for or reimburse eligible costs incurred from the contract start date through December 31, 2026.

This Request for Proposals (RFP) is a response to the continuing need for additional, safe, emergency Shelter for unsheltered families or individuals as they work to find long-term, stable housing. The County is seeking to fund one or more programs that offer a year-round, temporary services to those experiencing unsheltered homelessness, while offering services that will help address immediate needs of participants with the ultimate goal of moving into permanent housing as quickly as possible.

This RFP is soliciting information regarding the program description, timeline, cost, and feasibility to determine which city or cities has the most effective plan to reduce unsheltered homelessness within their community.

The Department of Community and Human Services (DCHS) is partnering with the Office of Performance, Strategy, and Budget (PSB) Grants team to manage this RFP and the associated grant agreements for awarded agencies.

EQUITY, RACIAL AND SOCIAL JUSTICE

For many in our region, King County is a great place to live, learn, work and play. Yet we have deep and persistent inequities - especially by race and place - that in many cases are getting worse and threaten our collective prosperity. Equity, Racial and Social Justice (ERSJ) is an integrated part of the County's work. Our goal is to ensure that all people, regardless of who they are and where they live, have the opportunity to thrive, with full and equal access to opportunities, power, and resources.

For programs funded by the County, the County seeks to support community-informed organizations that are reflective of and embedded in the communities they serve, and further seek to support organizations that recognize and address the disparities that exist in our communities.

More information about King County's ERSJ work is available at:

<https://kingcounty.gov/en/legacy/elected/executive/equity-social-justice.aspx>.

AVAILABLE FUNDING

A total of up to \$5 million in funding is available through this competitive RFP process. All expenses must be incurred by the awarded Proposer(s) between the effective date of the resulting contract and December 31, 2026. The contract resulting from this RFP will be ARPA funded. Any such contract awarded is contingent upon the availability of funding. The awarded Proposer agrees to administer the award consistent with the contract, and in accordance with applicable ARPA provisions, any future applicable guidance issued by the U.S. Department of Treasury, and any other applicable federal, state, or local provisions. The County reserves the right not to award all funds advertised in this RFP.

ELIGIBILITY CRITERIA

In order to be deemed responsive to this RFP and considered for funding, the Proposer and its Proposal must meet all of the eligibility criteria listed below. Failure to meet any of these criteria may result in the Proposal being disqualified.

ELIGIBLE PROPOSERS

In order to be eligible for consideration for these funds, the Proposer must meet all of the following qualifications:

- Applicants must be a city government located in south King County¹.
- Not be debarred from receiving federal funds and be in good standing with all government and funding contracts and no unresolved corrective actions
- Participate in the Homeless Management Information System (HMIS): [About KC HMIS](#)
- Participate in Coordinated Entry housing placement processes
- Participate in regional homelessness system initiatives

A Proposer will *not* be disqualified if it chooses to contract with a third-party organization to carry out all or part of the activities and services described in the Proposal. However, *the Proposer must be* a city meeting the above listed qualifications and identify any known third-parties who will carry out all or part of the Proposal, or indicate which parts of the Proposal are expected to be performed by a third-party(-ies) if not known at the time of submission.

ELIGIBLE PROPOSALS

¹ Algona, Auburn, Black Diamond, Burien, Covington, Des Moines, Enumclaw, Federal Way, Kent, Maple Valley, Normandy Park, Pacific, Renton, SeaTac, Tukwila

Proposals must describe a program that provides new or expanded Shelter and related services to people experiencing unsheltered homelessness. Accordingly, at a minimum, a Proposal must meet the following qualifications:

- Increase Shelter availability for unsheltered individuals or families through the acquisition/construction of a Shelter setting designed to meet CDC and Public Health Seattle/King County (PHSKC) “Sanitation and Hygiene Guidance for Homeless Service Providers,” and other PSHKC recommendations to minimize the spread of COVID-19²
- Ensure that the funds are not used to require people experiencing homelessness to participate in treatment or perform any other pre-requisite activities as a condition for receiving Shelter, housing or other services
- Proposal must be for a new program or the expansion of an existing program, and not for the mere continuation of an existing program
- Meet CDC guidelines

ELIGIBLE POPULATIONS

These funds have been designated to specifically serve people experiencing unsheltered homelessness. It is for individuals or families that are Homeless to reduce the risk of contact spreading among those living unsheltered. Accordingly, the Proposal must explicitly serve this population.

ELIGIBLE ACTIVITIES

The following activities are considered to be eligible for reimbursement or compensation for this funding:

- Acquiring ownership or site control of land/property for residential uses through purchase, donation, or other means
- Any work that needs to be done before beginning construction, including feasibility, due diligence, permitting, architectural design, engineering, etc.
- Construction, rehabilitation, modification, or other process of physically building or altering interior or exterior spaces, including any equipment and materials used, and any labor associated with, such work
- Purchasing furnishings (e.g., beds/bedding, lockers, tables, and chairs) and appliances (e.g., refrigerators, washers/dryers, air purifiers)
- Operational and program costs associated with such Shelter, including:
 - Personnel
 - Hotel room costs for participants
 - Office supplies and program materials
 - Health, hygiene, and PPE Supplies
 - Expert and consultant Services
 - Data processing
 - Medical, transportation, and safety services (including security supplies and staffing) for participants
 - Telecommunications
 - Automobile expenses
 - Insurance
 - Utilities, to include internet
 - Start-up and basic day-to-day operational supplies
 - Food
 - Client Assistance

² These guidelines can be found here: [Healthcare Services for People Living with Homelessness](#)

- Other support services and Case Management (as defined below) that assist unsheltered individuals or families in meeting basic needs, accessing mainstream services and benefits, and securing permanent housing.

For the sake of clarity, this funding is *not* available for use as rental assistance or for transitional or permanent housing. Any Proposal describing a use of all or part of these funds for such activities may be disqualified.

Proposals will be reviewed for compliance with criteria and documentation requirements for capital projects under the Federal rule governing use of ARPA funds³, including demonstrating that the project is reasonably designed to address an identified impact or harm of the pandemic and related and reasonably proportional to the extent and type of impact or harm. In collaboration with the County, a Proposal including a capital project with total expenditures of \$1 million or greater will prepare a written justification, including analysis of the proposed capital expenditure against alternative capital expenditures that could be made.

EVALUATION CRITERIA

Funding is intended to further strengthen alignment with broader countywide efforts and initiatives to make homelessness rare, brief, and one-time. To that end, Proposals will be evaluated, in part, based on ability to demonstrate the following:

- New Shelter(s)
- Appropriate distancing and health and hygiene facilities and supports, with an emphasis on non-congregate shelter and 24/7 access where possible
- Activities that support Homeless households in meeting basic needs including laundry, sanitation, storage, and access to other basic resources
- Engage with and address immediate needs of the eligible population of households experiencing unsheltered homelessness, as described above
- Connect participants to permanent housing including Housing Navigation and ensuring rapid completion of housing assessments
- Provide Case Management and other support services seven (7) days/week including some evening hours and 24/7 on-site staffing to ensure safety
- A commitment to using a low barrier Housing First approach with Harm Reduction and Trauma-Informed Care practices that also provides a "code of conduct" and fosters a sense of safety and community
- Provide and/or connect participants to mainstream services (e.g., mental health treatment, substance use disorder treatment including buprenorphine and other medication assisted treatment, benefits/entitlements, transportation, employment and education resources, legal aid, veteran's services, interpreter services, and immigration/refugee services, etc.)
- Conduct crisis intervention and demonstrated experience working effectively with police, fire, and other first responders
- Capacity to provide food service or food storage/preparation facilities adequate for the planned number of participants

³ The rule adopted by the U.S. Treasury that includes the eligibility of capital projects can be found at: <https://home.treasury.gov/policy-issues/coronavirus/assistance-for-state-local-and-tribal-governments/state-and-local-fiscal-recovery-funds>.

- Provide hygiene facilities and participant access to sanitation, sharps disposal, including toilets, sinks, and garbage collection
- Capacity to provide janitorial service and maintenance coordination for the facility, including Shelters, common spaces, storage areas, offices and general grounds
- Experience with public outreach and neighborhood engagement
- Capacity to maintain high fiscal accountability standards
- Strongest consideration will be given to Proposals that provide Fair and Just Practices and Culturally Competent Services to ensure inclusivity and accommodations to households served, such as programs that allow pets beyond service animals

Proposals are not required to include all such services or activities to be considered for funding. Rather, Proposals that have the clear and achievable ability to provide such services, and more of such services, will be rated more favorably as part of the evaluation process described below.

SELECTION PROCESS

Responsive Proposals will be reviewed strictly in accordance with the requirements stated in this RFP and any addenda or amendments issued.

Proposals will be accepted on a rolling basis after the opening date. The acceptance period will close either when all funds are awarded or, at the latest, on June 30, 2024.

All Proposals received during the acceptance period will be reviewed by the RFP Lead to ensure that they contain all of the required information requested in the RFP. Only responsive Proposals that meet the threshold requirements will be evaluated by the County designated review panel. Any Proposer or any Proposal that does not meet all of the eligibility criteria or contain all of the required information may be rejected as unresponsive or incomplete.

The RFP Lead may, at their sole discretion, contact Proposer(s) for clarification of any portion of their Proposal. Proposer(s) should take every precaution to ensure that all answers are clear, complete, and directly address the specific requirement.

Proposals will then be reviewed and evaluated by a review panel. The process for choosing Proposals to award will include evaluation of the narrative and accompanying documents. Below are the selection criteria that will be used during the evaluation process.

CRITERIA	MAX POINTS
PROGRAM DESCRIPTION	20 points
The project or program is thoroughly described and includes the identity and role of each provider contributing to the success of the project or program (if known). The description includes a timeline, referral and screening processes, and site (if known). Capital expenses (if any) should be described in detail, with attention to addressing an identified impact or harm of the pandemic. If required, the proposal should include an analysis of the proposed capital expenditure against alternative capital expenditures that could be made.	
EXPERIENCE AND CAPACITY	5 points
The city and any identified service providers have significant prior experience in managing large social service projects, particularly addressing homelessness.	
STAFFING AND TRAINING	5 points

The staffing plans and (as needed) reasonable timeline for hiring and onboarding any new staff is thorough and includes an adequate number of staff and roles to successfully operate the program or project. Qualifications desired for all staff involved in direct service provision, including any required trainings, are included.	
UNDERSTANDING THE ISSUE	10 points
Demonstrate a high level of understanding of the data on homelessness in target areas, and provide insight into the specific needs and challenges of the unsheltered population. Describe the data used to make informed policies, and how this informs the program and strategies used.	
SERVICE PLANS AND STRATEGIES	10 points
The service strategies that will be used in this project include those identified in this RFP (e.g. trauma informed, housing first, etc.) A successful proposal will detail service plans in terms of the types of available services, types and number of staff, etc.	
EQUITY AND INCLUSIVITY	10 points
Demonstrate a thorough understanding of the equity disparities for homeless populations and include a plan to ensure equitable and inclusive access to proposed services. Programs or projects that include the expertise and input of marginalized racial groups and those with lived experience are preferred.	
SAFETY AND SECURITY	5 points
Include an outline of the specific measures and protocols your city has implemented, or plans to implement, to ensure the safety and security of individuals involved in the project with an emphasis on COVID-19 compliance, crisis management, overdose prevention, and the use of Trauma-Informed Care for the protection of both service providers and clients.	
RESOURCE ALLOCATION	10 points
The proposal must include a detailed budget in the provided format.	
TIMELINESS	15 points
The provided timeline should be detailed and realistic, spanning the entire project from any necessary planning and hiring through the end of the funding period. Include estimated dates by which necessary licenses and permits will be obtained. A successful proposal will also address how well-prepared the city is to meet the proposed plan within the timeframe.	
COMPLIANCE WITH REGULATIONS	5 points
The city has significant experience with managing local, state, and federal regulations and standards for both direct and contracted services, particularly ARPA/CLFR.	
PERFORMANCE METRICS	5 points
Address specific performance metrics the city will use to assess the success of their proposed project, including plans for continuous improvement based on data and feedback.	
TOTAL POINTS	100

Review team members will assign scores on a scale of zero (0) to 100 where the end and midpoints are defined as follows:

Score	Description	Discussion
0	No Value	The Proposal does not address any component of the requirements, or no information was provided.
10	Poor	The Proposal only minimally addresses the requirement and is missing components or components were missing.
30	Below Average	The Proposal only minimally addresses the requirement and the Proposer's ability to comply

		with the requirements or simply has restated the requirements. The Proposal is responsive but does not represent best practices.
50	Average	The Proposal shows an acceptable understanding or experience with the requirement. Sufficient detail to be considered meeting minimum requirements. The Proposal represents best practices or an adequate alternative.
70	Above Average	The Proposal is thorough and complete and demonstrates firm understanding of concepts and requirements. Proposal provides a thoughtful and innovative response but may be missing components.
100	Excellent	The Proposal has provided an innovative, detailed, and thorough response to the requirements, and clearly demonstrates a high level of experience with or understanding of the requirements.

Those individual scores will then be averaged, resulting in an average score for each scored element of this RFP. The points for each element will then be summed to determine the total points awarded for that Proposal.

COMMUNICATION PROCESS

All Proposal documents will be uploaded through Jotform.

The RFP Lead is the sole point of contact for this RFP. All communication regarding the subject matter of this opportunity between Proposers and the County upon release of this RFP must be through the RFP Lead. Communication with anyone other than the RFP Lead on this RFP may result in disqualification of the Proposer.

Only written communications from the RFP Lead will be considered official and binding on the County. All other communication will be considered unofficial and non-binding on the County. Proposers are to rely only on written statements issued by the RFP Lead.

Unless otherwise requested, letters and other transmittals pertaining to this RFP will be issued to the email address noted in the Proposal created within Jotform. If other personnel should be contacted via email in the evaluation of this Proposal, or to be notified of evaluation results, please add the information in the area provided in Jotform.

REVIEW PROCESS

Review panels may consist of King County staff, external subject matter experts, evaluators, community members, advisory board members, participants with past or current lived experience, and members or designees of the King County Council (who will serve as nonvoting members).

The RFP review panel will score each Proposal based on the rating criteria described above. The score will be a key factor used by the RFP rating panel to develop recommendations on the selection of Proposal to the County.

SELECTION PROCESS

Final selection of awardee(s) will be made based upon recommendations from the review panel and based upon equity considerations to ensure services are responsive to funding priorities and community need. The County reserves the right to make such selections based on the best interests of King County, and as a result, may not select the highest scoring or lowest cost Proposal for award, and it will execute contract(s) based upon the final selections.

To serve its best interests, the County reserves the right to be its own reference with any potential Proposer as deemed necessary in its sole discretion. This may result in a lower score or disqualification of any Proposal.

FUNDING ALLOCATION AND CONTRACT NEGOTIATIONS

The County anticipates that requests for funding may exceed the total dollar amount of funding available through this RFP. If this occurs, the County reserves the right to enter into discussions with Proposer(s) to assess if proposed services and activities can be scaled to match the dollar amount offered by the County. If the Proposal is not scalable, or a Proposer rejects the dollar amount offered by the County, the County reserves the right to withdraw the funding offer to such Proposer(s) and enter discussions with other high-ranking Proposer(s). Contract negotiations and development will begin when a funding amount for each awarded Proposal has been reached between the Proposer(s) and the County.

PERFORMANCE MEASURES

All community grants from the County come with the expectation of some data collection and reporting by the funded organization. The County is committed to only collecting data and information that is necessary for routine monitoring of program performance and meeting the Department's reporting obligations. The program(s) awarded funds under this RFP is expected to generate strong performance outcomes as measured in HMIS.

The primary purpose of performance measurement is to use data to understand which activities are effective and why, and support shared and transparent responsibility for your program's implementation and impact. It also enables the County to meet our reporting requirements to the King County Council and other partners and make data-informed decisions.

The contract awarded under this RFP will be part of the Seattle / King County Continuum of Care's efforts to make homelessness rare, brief, and one-time. To this end, program performance will be a key part of this RFP's rating criteria, and an integral part of contracting for funds awarded under this RFP. Performance measures will include those identified below, as well as other performance measures that may be identified by the King County Regional Homelessness Authority System Performance Committee.

Current performance measures for our homeless system include the following U.S. Department of Housing and Urban Development (HUD) Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act Performance Measures as implemented by the King County Regional Homelessness Authority System Performance Committee:

- Movement to permanent housing as measured by exit destinations;
- Length of time homeless, as measured by length of time in emergency Shelter and/or transitional housing;
- Returns to homelessness, as measured by returns to emergency Shelter or transitional housing after an exit to permanent housing.

The following program performance measures will also be considered:

- Program occupancy;
- Participant eligibility (i.e., serving those who are literally homeless and living unsheltered);
- Program length of stay;

RFP AND CONTRACT REQUIREMENTS

A. RFP Terms

1. Revisions to the RFP

If the County determines in its sole discretion that it is necessary to revise any part of this RFP, an addendum to this RFP will be posted on the PSB Grants website on KingCounty.gov. For this purpose, the published questions and answers and any other pertinent information will also be provided as an addendum to the RFP and will be published online.

The County also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

2. Cost to Propose

The County will not be liable for any costs incurred by the Proposer in preparation of a Proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related in any way to this RFP.

3. No Obligation to Contract

This RFP does not obligate the County to enter into any contract for services specified herein.

5. Rejection of Proposal

The County reserves the right, at its sole discretion, to reject any and all Proposals received without penalty and not to issue any contract as a result of this RFP.

6. Acceptance Period

Proposals must provide one hundred twenty (120) calendar days for acceptance by the County from the date of submission of the Proposal.

7. Award

Final selection of awardee may be made by the PSB and DCHS department directors based upon final recommendations from the RFP review panel. PSB Grants will execute contracts based upon the final selections.

PSB Grants, in partnership with DCHS, intend to award one or more contracts from the RFP. The RFP Lead will notify all Proposers in writing of the acceptance or rejection of their Proposal. Written notification will be sent via email to the email address(s) indicated in the Proposal.

8. *Waiver of Administrative Irregularities*

The County reserves the right to waive minor administrative irregularities or informalities in a Proposal.

9. Protest

The County has a process in place for receiving protests/appeals based upon the RFP or contract awards. The protest/appeal procedures are available at: [Procurement and Payables](#).

B. Contract Terms

1. Standard Terms and Conditions

The Proposer that is awarded funds through this RFP process will contract with the County. Contracts include conditions relating to several Federal and State regulations, County ordinances, and ARPA requirements which should be considered when planning a Proposal. The Proposer awarded funds through this process must also certify on the that it has reviewed the current standard terms and conditions; and that it understands and is able to meet the requirements set forth therein.

A contract may be negotiated with the Proposer whose Proposal would be most advantageous to the County in the County's sole opinion, all factors considered.

The contents of the selected Proposal shall become contractual obligations if a contract ensues.

A contract between the selected Proposer and the County shall include the contract instrument, the original RFP, the awarded Proposal, and any other documents mutually agreed upon. The contract must include, and be consistent with, the specifications and provisions stated in the RFP.

2. Equity, Racial and Social Justice

In order to effectively operate and provide services within a culturally responsive framework, an organization shall intentionally consider equity and integrate it into its values and principles, decisions and policies. The County expects funded organizations to incorporate a racial equity lens in their service delivery models and administration in order to challenge systemic and structural inequality, reduce prejudice and racism, and advance equity. As part of this effort, organizations will be asked to provide individual-level demographic information to inform analysis and understanding of barriers created by institutional racism. More information about King County's ERSJ work is available at: [Equity and Social Justice](#).

3. Statement of Work Requirements

In addition to the standard terms and conditions, the program funded will have a detailed Statement of Work (SOW) and other requirements.

The awarded Proposer will be expected to provide additional information, as needed, for project monitoring, management, and evaluation. The County will visit sites and maintain active contact with the contracted Proposer to provide technical support and assistance, as capable.

C. GENERAL INFORMATION

1. The County affirmatively furthers fair housing and passes this duty on to our awarded contracts. Subsequently funded Shelter projects/units must further support federal, state, and local fair housing laws in design, operation, or services. The County strongly advises agencies to consult the publication, "[A Guide to Fair Housing for Nonprofit Housing and Shelter Providers](#)," and other resources available on the King County Office of Civil Rights web page. In addition, agencies may contact the Office of Civil Rights for specific questions: [Office of Civil Rights](#).
2. The County is an Equal Opportunity Employer and does not discriminate against individuals or firms because of their race, color, creed, marital status, religion, age, sex, national origin, sexual orientation, need for service animal, or the presence of any mental, physical, or sensory handicap in an otherwise qualified handicapped person.
3. American with Disabilities Act. The County complies with the American with Disabilities Act (ADA). Proposers may contact the RFP Lead to receive materials for this RFP in alternative formats, such as Braille, large print, audio tape, or computer disc.
4. All submitted Proposals, applications and evaluation materials become public information and may be reviewed by appointment by anyone requesting to do so at the conclusion of the evaluation and award process.
5. The County reserves the right to reject any or all Proposals that are deemed not responsive to its needs.
6. King County Code 2.93.40 prohibits the acceptance of any Proposal after the time and date specified on the RFP. There shall be no exceptions to this requirement.
7. Protest Procedure. King County has a process in place for receiving protests based upon either specifications published in solicitation documents, or for contract awards. If you would like to receive or review a copy, please contact the Buyer named on the front page of this document or call Procurement Services at 206-263-9400.
8. Washington State Public Records Act (RCW 42.56) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act or are otherwise privileged.
9. Accounting Methods: Expenditures must be recorded and documented using the cash or accrual basis of accounting using Generally Accepted Accounting Principles (GAAP) and the provisions of Title 2 CFR Part 200 and all Appendices.
10. Payroll Documentation: Time and effort semi-annual certifications or personnel activity reports for all personnel should be maintained and collected for audit documentation to support costs to comply with 2CFR 200.430 and 200.431.
11. The Contractor must retain on file backup documentation for all costs paid for by ARPA Relief funds (including receipts, invoices, timesheets, and copies of checks).
12. The Contractor shall not invoice and charge the County for incurred costs specifically paid for by another source of funds.
13. Reimbursement v. Advanced Payment. CLFR funding is not advanced and is only given after the demonstrated costs are incurred and documentation has been provided. The requirements for reimbursement and other specific conditions that the County may apply to awardee are set forth in 2 CFR 200.208(b), (c), and (d).

14. Repayment of Funds. If the Contractor has unspent award funds on hand at project completion, it shall return all unspent grant proceeds to the County within ten (10) calendar days. If any funds provided to the Contractor were used in a manner that is not consistent or allowable as outlined in this agreement or in Attachment A, the Contractor shall return funds to the County in the amount determined to be ineligible within ten (10) calendar days after notice provided.
15. Debarment and Suspension: CLFR funds are subject to debarment and suspension regulations set forth in 2 CFR 180, which restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.
16. SAM Registration: The Contractor shall have an active registration with the System for Award Management (SAM) (<https://www.sam.gov>) if:
 - The Contractor receives other federal awards, in addition to CLFR funding, where the total funds exceed \$30,000.
 - The Contractor receives only CLFR funding if the total of funds received exceeds \$50,000.
 - And, to ensure timely receipt of funding, Treasury notes Non-Entitlement Units of Government (NEUs) who have not previously registered with SAM.gov may do so after receipt of award, but before submission of mandatory reporting.
17. Immigrant Participant Protection: The Contractor may serve undocumented immigrants and their families and shall safeguard these program participants by complying with the following requirements, if contracted. Contractor shall:
 - Immediately notify the County if Contractor receives any requests from an employee or agent of any federal immigration agency. Requests may include but are not limited to subpoenas or requests for access to data, information, or non-public areas;
 - Refuse all voluntary information sharing with law enforcement authorities, including federal immigration authorities, to the fullest extent possible under the law, without prior review and consent of the County;
 - Not share or release information from a participant's records except pursuant to a court order or lawfully issued subpoena;
 - Not initiate communication with any law enforcement agency, including any federal immigration agency, regarding a participant or participant family member's status or any information obtained by their participation in this program; and
 - Not enter into agreements to share participants' and participant family member's information with local or federal law enforcement except as required by law or this contract.

APPLICATION SUBMISSION

All applications (electronic format) for this RFP solicitation must be submitted in an electronic format to the County through the Jotform application for the South King County Shelter Program (link to [Jotform](#)).

Applications must include:

- Responses to Application Questions
- Uploaded Budget Workbook

Proposals that do not follow the specified format and/or meet the submission requirements may be disqualified in the County's sole discretion and not reviewed.

APPLICATION AND AWARD TIMELINE

December 1, 2023	RFP Release Date
January 8, 2024	Beginning of the County's evaluation period
January 29, 2024	Estimated date of beginning of award announcement(s)
April 1, 2024	Estimated start date of contracts resulting from this RFP

QUESTIONS AND TECHNICAL ASSISTANCE

GENERAL QUESTIONS

All questions must be submitted through email to the RFP Lead at skillough@kingcounty.gov. County staff other than the RFP Lead are prohibited from speaking with potential Proposers about the project or the RFP until the application phase is closed. All questions will be posted (with answers) in a Frequently Asked Questions (FAQ) document that will be posted to the grants website (*link coming soon*). Any other communication will be considered unofficial and non-binding on the County. Communication directed to parties other than the RFP Lead may result in disqualification of the Proposer. Proposers are responsible to check PSB Grants webpage on KingCounty.gov for posted FAQs.

TECHNICAL QUESTIONS

Proposers bear the risk that technical difficulties may result in a late or undelivered Proposal. Therefore, Proposers are encouraged to submit materials through Jotform on a timely basis.

Technical questions about Jotform may be resolved through the [Help Center](#), or by contacting a support agent [here](#). You can also click "Support" in the top menu of the Jotform page.

If Proposers experience technical difficulties early in the process, please reach out to Jotform as noted on this RFP. If the issue cannot be addressed through Jotform, then reach out to the RFP Lead for assistance.

DEFINITIONS OF KEY TERMS

These definitions are meant to be descriptive and to promote a common understanding of the use of key terms. All definitions specific to this RFP and not provided above are as follows:

- **Contractor:** Term used within the King County contract, signifying the entity awarded funding in consideration for the performance of certain services and as described in the resulting contract.
- **Case Management:** Case management that focuses on immediate efforts to address housing attainment, utilizing the minimum assistance needed to address each household's immediate housing crisis. Staff works with each household to identify and refer households to other resources in the community (mainstream services, benefit services, food assistance programs, childcare resources, etc.) to support on-going housing stability. Services are generally light touch, housing-focused and person-centered; but can be increased through progressive engagement if more services are necessary to help households stabilize in housing.
- **Culturally Competent Services:** Cultural competency within an organization and the services that it provides includes a defined set of values and principles, and demonstrated behaviors,

attitudes, policies, and structures that enable the organization to work effectively in cross-cultural situations. The following three (3) components must exist:

- **Accessibility:** The agency evaluates and modifies the way in which its services are accessible (language, location, delivery style) to populations whose modes of engagement are different from the majority population.
 - **Relevance:** The agency identifies specific culturally-based needs of populations and modifies the services delivered in order to meet those needs, including acquiring and institutionalizing cultural knowledge.
 - **Commitment:** The agency periodically conducts a self-assessment and reviews its cultural competency, to include obtaining input from client and non-client culturally diverse populations and key stakeholders and uses this feedback in policy making, agency administration, and service delivery.
- **Equity:** Giving everyone what they need to be successful as opposed to equality which means treating everyone the same.
 - **Racial Equity:** Racial equity is the condition that would be achieved if one's racial identity no longer predicted, in a statistical sense, how one fares. When we use the term, we are thinking about racial equity as one part of racial justice, and thus we also include work to address root causes of inequities not just their manifestation. This includes elimination of policies, practices, attitudes, and cultural messages that reinforce differential outcomes by race or fail to eliminate them.
 - **Fair and Just Practices:** Agency policies, practices, attitudes, services, and systems that promote fairness and opportunity for all people, particularly marginalized communities, including people of color, low-income communities, people with limited English proficiency, immigrants and refugees, individuals with disabilities, and LGBTQ individuals. This includes programs that engage all communities in a manner that fosters trust among people and supports efforts to develop solutions on individual, organizational, and community levels.
 - **Harm Reduction:** A set of practical strategies that reduce the negative consequences associated with drug use, to include safer use, managed use, and non-punitive abstinence. These strategies meet drug users "where they're at," to address conditions and motivations of drug use along with the use itself. Harm reduction acknowledges an individual's ability to take responsibility for their own behavior. This approach fosters an environment where individuals can openly discuss substance use without fear of judgment or reprisal and does not condone or condemn drug use. Staff working in a harm reduction setting work in partnership with tenants, and are expected to respond directly to unacceptable behaviors, whether or not the behaviors are related to substance use. The harm reduction model has also been successfully broadened to reduce harms related to health and wellness as well as many other issues.
 - **Homeless:**
 - 1) A household that lacks a fixed, regular, and adequate nighttime residence, meaning:
 - a) A household with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including; a car, a park, abandoned building, bus or train station, airport, or camping ground; or
 - b) A household living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, State, or local government programs for low-income individuals); or

- c) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution; or
 - 2) Any household who:
 - a) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - b) Has no other residence; and
 - c) Lacks the resources or support networks, e.g. family, friends, and faith-based or other social networks, to obtain other permanent housing.
- **Housing First:** Housing First is a homeless system orientation that centers on providing homeless people with housing as quickly as possible without a "housing readiness" test, or other conditions to entering housing. Programs in a Housing First homeless system empowers homeless people to overcome barriers to obtaining permanent housing. A Housing First system does not require that households spend time in a Shelter or graduate from a transitional housing program to receive permanent housing, although many will enter housing from a Shelter. In order to achieve a Housing First system orientation, homeless housing units in the system must remove screening barriers (i.e., utilize low criteria principals) and screen in homeless households, many of whom may have barriers that traditionally make it more difficult for them to rent in the private market.
- **Housing Navigation:** Housing Navigation is assistance during the process of securing housing from housing referral to "lease up". Activities include assisting in documentation gathering, meeting transportation needs, and addressing any challenges that may arise in the housing process at the time of referral.
- **Jotform:** An online form where Applicants can submit their application for programs/services outlined in the RFP.
- **Proposal:** A written response written by a Proposer and submitted to the County in order to be considered for an award of funds through this RFP.
- **Proposer:** A city that submits a Proposal in order to be awarded a portion or all of the funds made available by the County through this RFP.
- **Shelter:** Any non-congregant facility, the primary purpose of which is to provide a temporary shelter for the Homeless in general or for specific populations of people experiencing homelessness and which does not require occupants to sign leases or occupancy agreements. "Shelter" includes, but is not limited to, motel/hotel lodging, tiny homes, trailers, pallet shelters, or other micro-modular housing.
- **Trauma-Informed Care:** An approach to working with people that understands, recognizes, and responds to the impacts of trauma. No one is immune to the impact of trauma, but it is certainly experienced by people facing homelessness. Often, trauma survivors can be re-traumatized by well-meaning providers. Becoming "trauma-informed" recognizes that people experience many different types of trauma in their lives and their responses vary. By orienting our organizations, environments, services, and day-to-day interactions around the impacts of trauma, we create a safe and healing space for everyone.

LIST OF ATTACHMENTS

- A. RFP Questions
- B. Budget Template