

Skyway \$5M Fund for Affordable Housing Request For Proposals (RFP) Application

RFP Release Date	January 19, 2022
RFP Due Date	By 1:00 p.m. PST on Monday, March 28, 2022
RFP Coordinator	Joanna Armstrong , Contracts Specialist DCHSContracts@kingcounty.gov
Maximum Award Amount	\$2.5 million per project
How to Apply	Submit proposal through ZoomGrants at: https://www.zoomgrants.com/zgf/Skyway5M Or via email to: DCHSContracts@kingcounty.gov

Please note: Glossary terms are capitalized and bolded the first time they appear in the document.

Submitting a Proposal

Proposals must be submitted no later than 1:00 p.m. PST on Monday, March 28, 2022. Applicants are responsible for regularly checking [ZoomGrants](#) for any updates, clarifications or amendments to this RFP.

Where to Send Proposal Materials

Any organization interested in applying for funds under this RFP can submit materials in one of two ways:

- 1. Submit your proposal online at <https://www.zoomgrants.com/zgf/Skyway5M>**
Proposals may be submitted online through ZoomGrants. If you experience technical difficulties with ZoomGrants and customer service hasn't been able to help in time, please email the proposal to DCHSContracts@kingcounty.gov before the deadline to avoid a late submission.
- 2. Submit your proposal by email at DCHSContracts@kingcounty.gov**
Proposals may be emailed as well. If you choose to email, please double check that you are attaching all required materials. Any proposals that are missing requirements or are submitted late may be considered incomplete and will not be scored by the review panel.

What Form of Materials Will Be Accepted

Proposal materials will be accepted in the following formats:

1. Written answers in ZoomGrants platform.
2. Written answers in any Adobe or Microsoft application (e.g. pdf, .docx, .xlsx, and .ppt).

Please contact DCHSContracts@kingcounty.gov if requesting a different format for submission.

Language Access

If you need the RFP materials in a language other than English, or would like to submit your proposal in a language other than English, please email the RFP Coordinator at DCHSContracts@kingcounty.gov with your request.

Technical Difficulties

You are encouraged to submit all materials through ZoomGrants well in advance of the deadline. If you encounter technical difficulties, contact ZoomGrants by emailing questions@zoomgrants.com early in the process. **If the issue cannot be addressed through ZoomGrants, then reach out to the [RFP Coordinator](#) for assistance or email your proposal directly to avoid a late submission.**

DCHS is not responsible for any technical difficulties that an applicant may experience. **Late submissions may result in rejection of your proposal.**



How to Request Help on Your Proposal

RFP Grant Writing Consultant Assistance

DCHS is partnering with [Communities Rise](#) to offer applicants at minimum one hour of grant writing assistance on their proposal materials. Applicants will meet with experienced grant writing consultants familiar with **Capital Project** RFPs. This support is available to applicants that serve communities impacted by systemic oppression and do not have the internal capacity to hire a grant writer or have staff dedicated to grant writing. Consultants will NOT write or draft proposals or responses to RFP questions for applicants. Consultants can do the following:

- Review drafted proposal materials and provide feedback and suggestions based on content, style, and clarity;
- Brainstorm ideas for answers or help frame a strong response;
- Assist with developing a **Project Budget** or completing other attachments; and
- Help navigate and explain the RFP and relay questions to DCHS who can provide answers.

To sign up for Grant Writing Consultant Assistance:

1. Complete the online intake form no later than **Monday, March 14, 2022:**
<https://communities-rise.org/nonprofit-cbo-services/skyway-rfp-support/>.

2. A representative from Communities Rise will contact you to schedule a meeting with a consultant matched to your organization. Please be responsive and communicate in a timely manner about your scheduling availability.
3. Give yourself enough time to have your draft proposal materials prepared before meeting with a Communities Rise consultant.
4. For more information about receiving assistance from Communities Rise, please contact grantwriting@communities-rise.org.



Proposal Questions

If partnering with other organizations, please identify the lead organization as the applicant. Most questions apply to the applicant but where indicated please also share information about partner organizations. **Narrative responses to the proposal questions should not exceed 12 pages total (not including attachments).** Each section has guidance on suggested page lengths. Some questions have maximum character limits. There is no minimum length for responses to each of these questions. Proposals will be rated on the information requested here using the scoring criteria detailed below.

Basic Information (Unscored)

- Organization name
- Project name
- Amount requested
- Name of primary contact for this proposal and Executive Director for organization
- Phone number
- Email address
- Zip code(s) you propose to serve with this project (answer should be 98178)

Please select the type of funding and amount you are seeking:

- Predevelopment** only in the amount of _____ (\$500,000 maximum award)
- Acquisition** and/or **Construction** only in the amount of _____ (\$2 million maximum award)
- Predevelopment AND Acquisition and/or Construction in the amount of _____ (\$2.5 million maximum award)

Please select the type of housing proposed in your project (select all that apply):

- Affordable homeownership housing
- Affordable rental housing
- Mixed use* (the project will include **Affordable Housing** and non-housing uses)

*Please note that funds awarded from this RFP can only support the Affordable Housing uses of your project.

What type of nonprofit organization is the applicant?

- Nonprofit **Community Based Organization (CBO)** (501c3)
- Nonprofit affordable housing developer (501c3)
- CBO that is fiscally sponsored by a 501c3
- Other: please explain

Is your organization based in Skyway-West Hill (SWH) or are you partnering with a SWH-based organization?

- Organization is based in SWH
- Organization is not based in SWH but has a history of providing services and/or programs designed specifically for SWH residents
- Organization is working in partnership on this project with a CBO based in SWH or with a CBO with a history of providing services and/or programs designed specifically for SWH residents
- Organization and proposed project are not affiliated with a CBO based in SWH
- Other: Please explain

Vaccination Mandate:

On September 22, 2021, the King County Executive issued Executive Order [#ACO-8-28-EO](#), which requires workers of King County **Contractors** to be fully vaccinated before beginning work if the organization will be:

- Providing on-site services on county property or in county facilities, or
- Providing services requiring interaction with the general public.

If you are awarded a contract as a result of this RFP, you will need to submit an [Evidence of Vaccination – Attestation](#) form to King County before you can begin performing services. If you have concerns about meeting this requirement, please reach out to the RFP Coordinator through the Admin Tab in ZoomGrants or by email.

You can read more information about this Executive Order [here](#). You must check the box below to confirm:

- I have (1) read the Executive Order, (2) understand the Executive Order, and (3) if it applies to the services proposed in my proposal, I will comply with the Executive Order.

Organization Background (Scored, 1-2 pages in length recommended)

If partnering with other organizations, please also describe the partner organizations in your responses to questions #1-4.

1. **COMMUNITY INVOLVEMENT:** Please describe your organization and your history with the community of SWH. In your description, please include the following:
 - a. The organization's mission
 - b. The communities you serve
 - c. The core programs and/or services you provide
 - d. Your history of working with or serving SWH residents
2. **EQUITY AND SOCIAL JUSTICE:** What are your organization's **Equity** and social justice values? When did your organization develop and adopt these values and how do you apply them to your work?
3. **ORGANIZATION ROLE:** Describe the role your organization is playing in the proposed affordable housing project and why your organization decided to work on this project.
4. **KEY MEMBERS:** Who on your team will have primary responsibility or oversight over the proposed project? Please list their names, titles, role in the project, and key experience or skills they bring to this work.

Project Concept (Scored, 2-3 pages in length recommended)

Do your best to answer questions #5-8 based on what you know about your project at this time. If you don't know the answer at this time, please explain your vision and/or steps you are taking to determine the answer.

5. **CONCEPT:** Please describe your proposed affordable housing project, including:
 - a. Your project vision and idea, including what need/s your project will address in the community.
 - b. Who your project intends to serve.
 - c. Whatever is known at this time about the anticipated number of units, affordability levels (as a percentage of **Area Median Income**), and type/s of housing.
 - d. Your project's geographic site or site/s of interest (if known); and
 - e. Who will own, operate, and manage your project and/or the land.
6. **STAGE:** Describe the stage of design and development your project is currently in and who has been engaged in the process of conceptualizing, designing, and/or developing your project thus far.
7. **TIMELINE:** Provide an outline of the overall timeline for your project. Please include major phases and benchmarks, such as planning and predevelopment work, acquiring a site, permitting, construction, and managing and operating your project.
8. **PARTNERSHIPS/OWNERSHIP:** What partners will be involved and what are the respective roles partners will have in your project? How do you define an equitable partnership and what efforts have been made to ensure that the partnership and ownership structure is equitable?

Community Involvement (Scored, 1-2 pages in length recommended)

9. **VISION:** What is your vision for how SWH community members will have a voice in shaping and directing the project?

10. IMPLEMENTATION: What steps will you take to engage SWH community members in the future phases of your project? How do you intend to be accountable to community input and priorities?

Alignment with RFP Values and Community Priorities (Scored, 1-3 pages in length recommended)

Please refer to the RFP Values listed on page 5-6 of the RFP Guidelines when answering questions #11-15.

11. ANTI-DISPLACEMENT:

- a. Please describe how your project will address the needs of historically underserved communities and those at highest risk of **Displacement** in SWH, including but not limited to:
 - Low-income households
 - Renters
 - Black, Indigenous, and people of color (BIPOC) households
 - People with disabilities
 - Elders and youth
 - LGBTQ+ households
 - Immigrant, refugee, and non-English speaking households
- b. How will your project **Affirmatively Market** to current residents of SWH and community members who have a historical connection to SWH?

12. COMMUNITY BENEFITS:

- a. Besides the creation of affordable housing, what economic benefits or other community benefits will your project bring to SWH and for whom (ie. job creation, youth internships, other community serving assets, etc)? Please describe benefits that may be generated at all stages of the project from concept to completion and operation.
- b. What plans do you have to work with a construction contractor who will employ women- and BIPOC-owned businesses and people who live in the 98178 zip code?

13. COMMUNITY TOP 10 PRIORITIES: Do you envision your project supporting or complimenting any priorities listed in the [“Community Top Ten Priorities” list](#) on page 108 of the Draft Skyway Subarea Plan? If so, please tell us how.

14. ENVIRONMENT: How will you address the environmental impacts of your project?

- a. If your project has **Site Control** or a known site of interest: What environmental impacts do you anticipate? How do you intend to mitigate and reduce any environmental harms and/or increase environmental benefits to the SWH community as a result of this project?
- b. If you don't have a site: What environmental factors will be important to you as you identify a site? What environmental harms common in SWH will your project aim to mitigate?

- c. Are you aspiring to incorporate any green building components beyond [Evergreen Sustainable Development Standards](#) (known as ESDS), for example net zero energy, solar arrays, electric vehicle charging, etc?

15. ADDITIONAL INFORMATION: Is there anything else you would like to share about how your project aligns with the values of this RFP and/or how your project will further equity and social justice?

Organizational Capacity (scored, 1-2 pages in length recommended)

If partnering with other organizations, please include capacity from your partner organizations in your responses to questions #16-19.

- 16. CURRENT CAPACITY:** What staff, volunteers, and/or other capacity does your organization currently have that will help your project succeed?
- 17. FUTURE CAPACITY:** What capacity (staff, volunteer, or otherwise) do you anticipate needing that you don't currently possess and what strategies will you use to increase capacity where it is needed?
- 18. ADDITIONAL PROJECTS:** In addition to this project, are there other big programs or projects your organization is working on currently or in the near future? What percentage of your organizational capacity is going to the proposed affordable housing project?
- 19. CONFLICT RESOLUTION:** If conflicts arise within your project partnerships or project planning processes, what capacity, resources, and/or governance systems does your organization have that will support you to engage in conflict resolution, accountability processes, or renegotiate agreements if needed? What additional support or technical assistance would be needed?



Attachments

Please submit the following attachments with your proposal.

- IRS 501(c)3 Letter or Fiscal Sponsor Letter:** Please attach a copy of your organization's 501(c)3 IRS Letter, or a letter confirming your Fiscal Sponsor.
- Organizational Leadership Chart:** Please attach a chart explaining the governance and leadership structure of your organization, including the names and titles of individuals on your Board, Staff, and/or any members of advisory or governance bodies with decision making power. Please indicate if any members of your leadership and governance are current or former SWH residents.
- Organizational Financials:** Please attach a copy of the following financial documents.
 - a. Most recent audited financial statements, if available
 - b. Balance Sheet
 - c. Income Statement/Statement of Activities from the last fiscal year

- d. Your current fiscal year **Operating Budget** detailing your projected expenses and income sources.
- Community Reference:** The Community Reference form should be completed by a current or former SWH resident who has experience working with your organization and/or knowledge of your organization's work in SWH, but who is not a Staff or Board member of your organization. Your Community Reference should be someone who has been involved in a meaningful way with your organization and can speak to the quality of your organization's relationship with the SWH community. Please use the Community Reference Form provided in the Attachments tab in [ZoomGrants](#). The form must be submitted by the individual providing the reference, not by the applicant.
- 12 Month Project Workplan:** Detail the specific predevelopment and/or acquisition (or construction if applicable) activities that will be conducted over the next year for your proposed project. Please use the 12 Month Project Workplan template provided in the Attachments tab in [ZoomGrants](#). If awarded, you will update this workplan quarterly.
- Project Budget:** Detail your project's funding sources and costs, at minimum explaining how you would use the first \$150,000 of the award. Please use the Project Budget template provided in the Attachments tab in [ZoomGrants](#). In the template you will also be asked to submit narrative responses to the following budget related questions:
 - a. How would funding from this RFP support your project? Please be specific.
 - b. Please describe what your cost estimates are based on (ie. conversations with developers, past projects etc).
 - c. Please describe your current accounting systems and staff. If awarded, how will you track eligible expenses and ensure accurate reporting to King County?



Proposal Submission Checklist

Complete proposals must have the following items in order to be evaluated and considered for an award.

- Basic Information Section
- Proposal Questions Narrative Responses
- All Attachments, including related narrative questions in the templates



Scoring Criteria

This RFP is intended to support **Community-Driven** affordable housing projects. Applicants do not need to have prior development experience or site control to be eligible. It is important that applicants (1) have strong ties to SWH and alignment with the RFP values, (2) have a clear and compelling project concept, (3) have capacity to carry out the near-term project work, and (4) can describe specifically how they would use the funds to further their project.

Table 1: Each question and attachment will be scored using the following criteria		
High score	7-10 points	Applicant and/or project meets or exceeds the intended purpose and/or the characteristics of a strong proposal.
Medium score	4-6 points	Applicant and project addresses some but not all of the intended purpose or the intended program characteristics.
Low score	1-3 points	Applicant or project does not meet the intended purpose.
No score	0 points	The answer provided is non-responsive to the question.

Table 2: Each question and attachments are assigned the following weights			
Proposal Question	Weight	Proposal Question / Attachment	Weight
Q1: COMMUNITY INVOLVEMENT	10	Q13: COMMUNITY TOP 10 PRIORITIES	5
Q2: EQUITY AND SOCIAL JUSTICE	8	Q14: ENVIRONMENT	5
Q3: ORGANIZATION ROLE	5	Q15: ADDITIONAL INFO	5
Q4: KEY MEMBERS	4	Q16: CURRENT CAPACITY	10
Q5: CONCEPT	10	Q17: FUTURE CAPACITY	5
Q6: STAGE	6	Q18: ADDITIONAL PROJECTS	3
Q7: TIMELINE	4	Q19: CONFLICT RESOLUTION	5
Q8: PARTNERSHIPS/OWNERSHIP	10	Organizational Leadership Chart	3
Q9: VISION	8	Organizational Financials	5
Q10: IMPLEMENTATION	10	Community Reference	10
Q11: ANTI-DISPLACEMENT	10	12 Month Project Workplan	7
Q12: COMMUNITY BENEFITS	10	Project Budget	10

Since projects at various stages are eligible, you are encouraged to apply even if you do not meet every characteristic in Table 3 at this time. **CBOs with strong ties to SWH are especially encouraged to apply.**

Table 3: Characteristics of a strong and high scoring proposal	
Organization Background	<ul style="list-style-type: none"> Applicant and/or partner CBO has strong ties to SWH and a history of working with or serving SWH residents.

	<ul style="list-style-type: none"> • Applicant has clear equity and social justice values and a history of centering equity and practicing social justice values in their work. • SWH community priorities have informed the applicant’s role in the proposed project. • Community Reference makes a compelling or strong reference in support of the applicant's work in SWH.
Project Concept	<ul style="list-style-type: none"> • The project has oversight and leadership from team members with skills and experience (including lived experience) that will benefit the project. • The project concept is well developed and demonstrates good planning. • Project has clear anti-displacement goals and advances priorities identified by the SWH community in the Skyway-West Hill and North Highline Anti-displacement Strategies Report. • Impact of the project will provide new affordable housing units, maximizing property potential, and serve households with incomes between 30-50% AMI for affordable rental housing and 50-80% AMI for affordable homeownership. • At whatever stage the project is in, SWH community members are engaged in shaping and leading the project. • The major phases of the project work are clear and achievable. • Applicant has a clear and reasonable idea of how to deliver on the predevelopment aspects of the project. • Applicant understands what partnerships will be needed to be successful and can identify who they plan to work with. • A CBO is playing a key role in the project visioning and planning and/or as long-term owner or steward of the project. • Care has been taken to develop a partnership agreement that is equitable (as defined by the applicant and their partners) and in which the CBO has decision making power and an ownership stake (if that is desired by the CBO). • Project Budget reflects a realistic understanding of expected costs and activities as well as other sources of funding.
Community Involvement	<ul style="list-style-type: none"> • Applicant has a governance or leadership structure that includes SWH community members in decision making roles. • The proposal contains a clear description of how community members will shape the project. • The proposal contains a clear description of how the project will engage community members and be accountable to community members’ input.
Alignment with RFP Values and Community Priorities	<ul style="list-style-type: none"> • Communities most impacted by displacement risk are benefiting from this project and are engaged in shaping the project. • Project will produce other community benefits such as jobs and economic opportunities for residents of SWH and women- and BIPOC-owned businesses. • The project supports, compliments, or advances community priorities identified in the "Community Top Ten" priorities list on page 108 of the Draft Skyway-West Hill Subarea Plan. • The project has plans and ideas to reduce harmful environmental impacts and increase environmental benefits. • The proposal addresses ethnic or cultural communities, and/or equity approaches not typically recognized.

Organizational Capacity	<ul style="list-style-type: none"> • Organization is financially stable. • Organization possesses proper accounting systems and staff to sufficiently track and administer the funds. • There is an adequate number of staff/volunteers to carry out the work and they have the skills/expertise/lived experience to do the work. • Applicant is aware of the future capacity they will need and has realistic plans to address those needs and build their capacity. • Applicant workload is manageable with the current staff and volunteer resources they possess. • The proposed project is not competing with other programs and services the applicant provides. • Organization demonstrates awareness of the resources and capacity they possess to address conflicts if they arise and what types of additional support or technical assistance they will need.
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Individual and total scores for each proposal will be calculated as follows:

1. A review panel made up of County staff and SWH community members will review each proposal and evaluate answers to questions and attachments using the criteria listed in Table 3.
2. Individual evaluators will assign a score between 0 and 10 according to the scale in Table 1.
3. Each evaluator’s score will then be multiplied by the assigned weight in Table 2.
4. Those weighted scores will then be averaged.
5. The averaged scores for each individual question and attachment will then be added together to determine an applicant’s total score.



Questions?

Questions about the RFP

Questions about the RFP can be submitted through the “Contact Admin” tab in ZoomGrants, or by emailing the RFP Coordinator at DCHSContracts@kingcounty.gov. Questions should be asked by the date and time indicated in the RFP Timeline to ensure DCCHS has enough time to answer them.

Virtual Info Sessions for Live Questions & Answers

DCCHS will host two online info sessions to provide information to potential applicants about the RFP and answer any questions. Use the links below to register for the info sessions:

[Monday January 24, 2022](#)

3:00 - 4:00 p.m.

<https://bit.ly/3pNqsjE>

[Wednesday January 26, 2022](#)

11:00 a.m. - 12:00 p.m.

<https://bit.ly/3pNqsjE>

DCCHS will post a written list of questions and answers as well as recordings from these sessions on ZoomGrants as an RFP amendment. Applicants are responsible to check ZoomGrants often for any posted amendments to this RFP.