



REQUEST FOR PROPOSALS (RFP) YOUTH SAFETY AND BELONGING INITIATIVE

RFP Release: February 19, 2026 **(Revised March 10, 2026)**
Application Due Date: March 23, 2026
RFP Lead: Ted Dezember, sicontracts@kcha.org
Funding Amount: \$800,000
Obtaining the RFP: <https://www.kcha.org/business/professional/open/>

This RFP has been revised effective March 10, 2026, to intentionally omit Section 3 requirements and scoring criteria. See Addendum #3.

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Submitting a Proposal:

Email is the preferred submission method. Submit via email with the subject line “Youth Safety and Belonging Initiative Proposal” to the Social Impact Department at sicontracts@kcha.org or submit a sealed proposal labeled “Youth Safety and Belonging Initiative” to the Social Impact Department, King County Housing Authority, 700 Andover Park West, Tukwila, WA 98188.

No proposals will be opened by KCHA before the submission deadline. If a Respondent has submitted a proposal in error, the Respondent may withdraw the original proposal and resubmit before the submission deadline. Submissions will not be opened in public. All information submitted to KCHA will become a public record under Washington State’s Public Records Act, [RCW 42.56](#).

Respondents are responsible for regularly checking <https://www.kcha.org/business/professional/open/> for any updates or addenda to the RFP.

If you experience technical difficulties, please email the Social Impact Department at sicontracts@kcha.org.

Submission Deadline:

Proposals must be received by KCHA no later than 5:00 PM PST on March 23, 2026. For electronic submissions, the email date and time stamp will be used to verify when the proposal was submitted to KCHA. Proposals delivered to King County Housing Authority, 700 Andover Park West, Tukwila, WA 98188, will be date-stamped upon receipt. No proposals will be accepted by KCHA after 5:00 PM PST on March 23, 2026.

Questions:

Any requests for additional information or clarification must be directed to the RFP Lead via email to sicontracts@kcha.org or via U.S. mail (certified mail preferred) by no later than March 6, 2026.

Overview

The King County Housing Authority (KCHA) is pleased to release this Request for Proposals (RFP) for the Youth Safety and Belonging Initiative.

A. About KCHA

KCHA provides affordable rental housing and housing assistance to more than 50,000 people. We support thriving communities and help people achieve their goals in health, education, and self-sufficiency. KCHA operates in King County outside the cities of Seattle and Renton and owns more than 150 properties with more than 12,650 units across the region.

As a national leader in affordable housing, KCHA provides innovative, effective, and equitable housing solutions so that all people and communities can prosper. To learn more about KCHA and its history, mission, and business plan, visit [KCHA's website](#).

B. Equity and Social Justice

Equity and social justice are foundational to the work of KCHA and the Youth Safety and Belonging Initiative. Our goal is to ensure all people, regardless of who they are and where they live, can thrive, with full and equal access to opportunities, power, and resources. We seek to support and partner with community-led and community-informed organizations that are embedded in the communities they serve across all aspects of their leadership and service.

As an equal-opportunity employer, KCHA strongly encourages minority- and women-owned businesses, socially and economically disadvantaged business enterprises, and small non-profits and community-based organizations to submit proposals; to participate as partners; and to participate in other business activity in response to this RFP. KCHA also encourages proposals from businesses qualified under [Section 3](#) of the Housing and Urban Development Act of 1968.

C. Programming Purpose

The King County Housing Authority (KCHA) is soliciting proposals from qualified organizations to deliver intervention-focused programming for high school-aged youth (ages 14–19) living in designated KCHA communities who are at heightened risk of, or have been impacted by, community violence. This investment is intended to support evidence-informed, trauma-informed services that strengthen safety, stability, and positive youth development. Funded programs should center direct intervention services, complemented by intentional outreach to disengaged youth, coordination with onsite providers and community partners, and the ability to provide restorative support as needs arise. Through this procurement, KCHA aims to reduce youth-involved conflicts while strengthening social-emotional skills, connections to caring adults, and overall perceptions of safety within KCHA communities.

D. Qualifications

This RFP is open to non-profit organizations, Community Based Organizations (CBO), tribes and tribal organizations, for-profit organizations, and public or governmental agencies serving communities in King County.

To be considered, Respondents must meet the following minimum qualifications. Failure to meet any minimum qualification may result in disqualification for further consideration.

1. Organizational Eligibility

Respondents must be an organization, or a partnership of organizations, capable of entering a contract with the King County Housing Authority.

2. Programmatic Capacity

Respondents must demonstrate the capacity to design and implement evidence-informed, trauma-informed intervention programming for high school-aged youth (ages 14–19) who are at elevated risk of, or have been impacted by, community violence.

3. Service Delivery Readiness

Respondents must demonstrate the ability to deliver direct youth intervention services within designated KCHA communities and to coordinate program activities with existing onsite service providers and relevant community partners.

4. Restoration and Crisis Response Capacity

Respondents must demonstrate the ability to provide, either directly or through referral or formal partnership, restorative or support services for youth affected by violence as needs arise during the contract period.

5. Financial and Administrative Capacity

Respondents must demonstrate the organizational, administrative, and financial capacity to operate under a reimbursement-based contract and to comply with applicable reporting, data submission, and performance measurement requirements.

6. Compliance Requirements

Respondents must be willing and able to comply with all applicable federal, state, and local laws, regulations, and King County Housing Authority contractual and insurance requirements, including required background check protocols for staff, volunteers, and subcontractors. (See Background Checks under Part N Insurance).

7. Staffing Capacity

Respondents must demonstrate access to staff or facilitators with relevant experience working with adolescents impacted by trauma, violence, or system involvement.

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E. RFP Timeline

The table below outlines the timeline for this RFP, from solicitation to program implementation. The dates listed here are subject to change. Respondents are responsible for regularly checking <https://www.kcha.org/business/professional/open/> for any updates or addenda to the RFP.

RFP Timeline	
RFP release	February 19, 2026
Virtual Information Sessions	Two virtual information sessions will be held on the following dates: <ul style="list-style-type: none"> • 10 AM PST on March 3, 2026 • 3 PM PST on March 4, 2026.
Final day to submit questions	March 6, 2026
Applications due	5:00 PM PST, March 23, 2026
Responses reviewed	March 24, 2026- April 10, 2026
Notification of selected and non-selected Respondents	By April 13, 2026
Anticipated Contract start date	May 4, 2026

F. Information Sessions

KCHA will host two virtual information sessions to provide potential Respondents with information about the RFP. Use the links below to attend the information sessions:

Pre-Proposal Information Session #1

March 3, 2026

10:00 AM-11:00 AM PST

<https://kcha-org.zoom.us/j/88302562632?pwd=ARPseOpNB9KUP0Jp4XPJiShh1ui4ug.1>



**Request for Proposals
Youth Safety and Belonging Initiative**

Meeting ID: 883 0256 2632
Passcode: 209565

Pre-Proposal Information Session #2

March 4, 2026

3:00 PM-4:00 PM PST

<https://kcha->

[org.zoom.us/j/85952571128?pwd=rOweeaNKD9tUIUvJBpIKJocXhA6Z1K.1](https://kcha-)

Meeting ID: 859 5257 1128

Passcode: 506930

G. Evaluation

The evaluation criteria have been revised removing the Section 3 qualifications as per Addendum #3.

KCHA intends to use the evaluation criteria outlined in the RFP to select the Respondent (s) best qualified to provide the services outlined in this RFP.

All responses to this RFP received on or before the stated deadline will be evaluated by a review panel and scored according to the criteria listed below:

Criteria	Points
1. Executive Summary	5
2. Organization Description and Experience	15
3. Partnerships and Collaboration	15
4. Program Description	20
5. Program Budget and Narrative Template.	15
6. Personnel and Management	15
7. Section 3 qualifications. ¹	15
Total Points Available	100

H. Information to be Submitted

¹ See Exhibits F and G for details of Section 3 of the Housing and Urban Development Act of 1968 requirements, Section 3 business preferences, evaluation criteria, and documentation requirements. Respondents who meet criteria for Section 3 business categories must indicate under which category they are qualified in their proposal and are responsible for providing sufficient documentation in support of the declared category.

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The proposal must present the Respondent's experience and qualifications to undertake the work outlined above and should sequentially address the requirements outlined below. Each section should be labeled to facilitate quick reference. Respondents may incorporate additional information relating to each of the sections outlined below in response to the evaluation criteria.

1) Submission Checklist:

- Executive Summary
- Organization Description and Experience
- Partnerships and Collaboration (include signed letters of intent, if applicable)
- Program Description
- Program Budget (Exhibit D)
- Personnel and management
- Required Forms (Equal Opportunity Clause, ~~Section 3 Forms~~, and HUD Forms). **Section 3 Forms are no longer required per Addendum #3.**
- Additional requirements (not scored but required for complete submission):
 - a. Two recent (within the past two years) references from past contracts or projects. Provide name, title, email, and phone number of references from recent clients (preferably clients for whom you did similar work).
 - b. Résumés for qualified staff, including, but not limited to, certifications, accreditation, and/or licenses, if applicable.

2) Response Formatting Requirements:

- Use 12-point font, 1-inch margins, and single spacing.
- Include page numbers and section headers.
- Adhere to page limits for each section.

3) Required Proposal Components

Provide the information outlined below. Respondents should **reference Exhibit A, Scope of Work**, in preparing responses to ensure their proposal aligns with the RFP's intent.

Section A: Executive Summary (*maximum length: 1 page*)

Maximum available points: 5 points

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The Executive Summary should provide a concise, high-level overview of the proposed program and demonstrate alignment with the objectives of this RFP:

- State the purpose of the proposed program and explain how it addresses the RFP’s priorities.
- Summarize the program’s design, including key activities and how it incorporates evidence-informed, trauma-informed approaches.
- Summarize organizational strengths, such as relevant experience, ability to meet the unique needs of the community and target population, and partnerships that support effective implementation.
- Summarize proposed subcontractors or consultants (if applicable).
- Bidders should indicate either (1) they are able to accept all standard terms and conditions as presented in the RFP or (2) identify any terms and conditions where they would have proposed changes, as presented under item 1, sections L-P of the RFP.

Section B: Organization Description and Experience (*maximum length: 4 pages*)

Maximum available points: 15 points

Narrative Questions:

- 1) Describe your organization’s mission. How does your history and experience uniquely position you to serve the priority population?
- 2) Describe how direct service staff, volunteers, leadership staff, executives, and board of directors (if applicable) have the experience of meeting the unique needs (e.g., cultural, linguistic) of the communities your organization serves.
- 3) Describe your organization’s approach to involving communities you serve in the design and implementation of programming.
- 4) Describe, using examples, your organization’s experience in providing services similar in size and scope to this RFP.
- 5) Describe your organization’s experience working in communities and neighborhoods that are experiencing violence and other volatile situations. What protocols and safety practices have been implemented in past experiences allowing your organization to successfully operate in these volatile situations?

Rating Criteria:

- Mission aligns with community-led efforts to address violence.
- Meaningful involvement of communities most impacted by violence.

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- Organization has experience working in the priority population at the needed scope and scale.
- Organization has experience in implementing safety protocols and strategies when serving communities experiencing violence or other volatile issues.

Section C: Partnerships and Collaboration (*maximum length: 3 pages, excluding signed letters of intent*)

Maximum available points: 15 points

Narrative Questions:

- 1) Describe the relevant existing partnerships that your organization has. How do you work collaboratively with those organizations? How would you leverage those as part of this effort?
- 2) Describe how your organization would approach engaging with current onsite providers (where applicable) throughout the lifecycle of this program, from planning to implementation.
- 3) If applying with partner group(s), identify a lead Respondent to hold the contract with King County Housing Authority and describe each partner's roles and responsibilities.
- 4) Provide signed letters of partnership intent (not counted toward page limit).

Rating Criteria:

- Effective collaboration enhances service quality and minimizes duplication.
- Clear strategy for building and maintaining partnerships.

Section D: Program Description (*maximum length: 5 pages*)

Maximum available points: 20 points

Narrative Questions:

- 1) Which KCHA community/ies will be served?
- 2) What is the overall purpose of the program and how does the program connect to the desired outcomes outlined in the RFP?
- 3) What is your approach to incorporating youth voices in program design and delivery?
- 4) What core services will be offered, how often will services be offered, how many youth are anticipated to be served and what are the expected outcomes of those services within the 12-month period? Explain how the services incorporate evidence- and trauma-informed approaches.

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- 5) Describe how you will be prepared to provide initial service by July 2026, including hiring, background checks, onboarding, and training.
- 6) What is your approach to regularly assessing successes and challenges and identifying what adjustments will be made to strengthen outcomes and guide strategies.

Rating Criteria:

- Clear service type, delivery model, and intended outcomes; incorporates evidence and trauma-informed approaches.
- Strong plans for youth engagement and Summer 2026 program implementation.
- Initial program implementation plan is realistic.
- Clear approach to continuous improvement.

Section E: Personnel and Management (*maximum length: 2 pages*)

Maximum available points: 15

- 1) Identify staff roles, responsibilities, and qualifications. Include a hiring plan if applicable.
- 2) Please describe your organization's approach to managing this project. Include a description of the overall project management approach, decision making processes, quality control for program administration and delivery, and how the organization will communicate with KCHA.
- 3) Describe your organization's protocol for fulfilling the background check requirement. (See Section N 8)

Rating Criteria:

- Staffing plan reflects the scope and scale of the work proposed.
- Management plan ensures clear roles, decision making processes, quality control for program administration and delivery, and communication expectations.
- Background check plan and protocols are provided and appropriate.

Section F: Program Budget Narrative and Template (*maximum length: 3 pages for narrative*)

Maximum available points: 15 points

- 1) Complete the budget template.
- 2) Describe how each of the proposed budget categories supports the scope and activities proposed in the Program Description. KCHA expects rates to reflect a living wage.

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- a. Salaries & Benefits: Describe how you estimated the proposed FTE allocation and rates. How do your proposed rates reflect a living wage and support recruitment and retention of qualified staff.
 - b. Subcontracts: Describe the rationale for any subcontracts, how the subcontracts support the services proposed, and how the rates were determined.
 - c. Program Operations: Describe each cost item, how it supports the proposed services, and how the rates were determined.
 - d. Administration and Overhead: Describe each item, how it supports the proposed services, and how the rates were determined.
- 3) Identify any existing or anticipated kind of leveraged resources (e.g., other grants, facilities, staff time, volunteer time) that will support this project and how these resources are included in your budget.
 - 4) Briefly describe your fiscal management systems and internal controls. Include who will be responsible for financial oversight, how you will track project expenditures, and how you will ensure accurate, timely invoicing and compliance with contract requirements.

4) Required Forms

The forms listed below must be completed and submitted with the proposal.

- a. Exhibit E: Equal Opportunity Clause
- b. ~~Exhibit F: Section 3 forms (Section 3 Business Certification, Section 3 Individual Certification, and Section 3 Labor Hours Benchmark Report). Section 3 Forms are no longer required per Addendum #3.~~
- c. Exhibit H: HUD Forms (HUD Form 5369-A, HUD Form 50071, and Standard Form LLL).

I. Interviews

At its discretion, KCHA reserves the right to conduct interviews with as many Respondents as necessary. Interviews shall take place after the review panel completes its initial evaluation. The review panel reserves the right to reassign scoring points initially given to proposals based on interviews.

J. Conditions of Proposals

See Form HUD 5369-B “Instructions to Offerors, Non-Construction” and Form HUD 5370-C “General Conditions for Non-Construction Contracts” (Exhibit H).

KCHA reserves the right to: 1) reject/cancel any or all proposals; 2) award the contract to one Respondent or several Respondents; 3) award the contract in different phases based on budget condition; and 4) define and waive any informalities in the RFP.

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KCHA will only award the contract to responsible and qualified Respondents who meet KCHA's standards and requirements as outlined in this RFP. KCHA will make a final judgment as to whether proposals are responsive or non-responsive to the RFP after carefully evaluating the RFP results and considering all the factors. All proposals that are deemed non-responsive or received from non-responsible or unqualified Respondents will be rejected.

KCHA also reserves the right to obtain clarification of any point in an Respondent's proposal. Failure of a Respondent to respond to such a request for clarification could result in rejection of the Respondent's proposal.

This RFP does not commit KCHA to pay any costs incurred by any Respondent in the submission or presentation of a proposal, or in making necessary studies for the preparation thereof.

K. Contract Negotiations

The review panel will rate all proposals according to the evaluation criteria set forth in the RFP. KCHA and the highest rated Respondent (s) will then proceed to negotiate the terms and conditions of the contract. In the event KCHA and the highest rated Respondent (s) cannot agree on contract terms and conditions, KCHA reserves the right, at its sole discretion, to enter negotiations with the next highest rated Respondent (s) and will be relieved of any obligation to negotiate or contract with the highest rated Respondent (s).

L. Indemnification and Hold Harmless

With regard to the contracted services, the Respondent hereby agrees to indemnify and hold harmless KCHA, its successors and assigns, directors, employees, agents, partners, and volunteers ("Indemnitees") from and against any and all claims and losses, harm, costs, liabilities, damages, and expenses (including, but not limited to, reasonable attorney's fees) arising or resulting from such claims, the performance of the contracted services, or the acts or omissions of the Respondent, its successors and assigns, employees, and agents of each of the foregoing. The foregoing indemnity is specifically and expressly intended to constitute waiver of the Respondent's immunity under Washington State's Industrial Insurance Act, [Title 51 RCW](#), and this waiver has been specifically negotiated and agreed upon by the parties.

The Respondent will not be required, however, to indemnify, defend, or hold harmless the indemnitees as provided in the preceding paragraphs of this section if the claim, suit, or action for injuries, death, or damages is caused by the sole negligence of the indemnitee. Where such claims, suits, or actions result from the concurrent negligence of (a) the indemnitees or the indemnitees' agents or employees and (b) the Respondent or the Respondent's agent or employee, the indemnity provisions provided in the preceding paragraphs of this section shall be

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valid and enforceable only to the extent of the Respondent's negligence or the negligence of its agents and employees.

M. General Conditions

- 1. Doing Business with KCHA:** The successful Respondent must be licensed where applicable and must be current on all Federal and State taxes including industrial insurance payments to the Washington State Department of Labor & Industries, when applicable. In addition, the successful Respondent must not be debarred, suspended, or otherwise ineligible to contract with KCHA, and must not be included on the General Services Administration's (GSA) "List of Parties Excluded from Federal Procurement and Non-procurement Programs" or HUD's "Limited Denial of Participation" list.
- 2. Addenda:** In the event there are changes to this RFP, KCHA shall issue an addendum. Addenda will only be sent to those parties who have registered with KCHA as having received an official copy of the RFP. It is the responsibility of the Respondent to check with KCHA prior to the submission deadline to ensure that all addenda issued by KCHA have been received.
- 3. Rights reserved by KCHA:** KCHA reserves the right to reject any and/or all proposals. Generally, KCHA will not disclose the number of responses received, the names of the Respondents, or the status of negotiations until the President and Chief Executive Officer (or assignee) has approved the award of the contract.
- 4. Records made Public:** All documents submitted to KCHA will become public record, under [RCW 42.56](#). Do not submit information as part of this RFP which you think is "confidential" or "proprietary" to your firm. KCHA cannot guarantee that such information would be withheld from disclosure in connection with a public records request.
- 5. Payment Requirements:** No advance payments will be made to the awarded Respondent, who must have the capacity to meet all expenses in advance of payments by KCHA.

N. Insurance

- 1. General Requirements for Insurance:** The selected Respondent shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property, which may arise from (i) the Contractor's performance or non-performance of services under the Contract, or (ii) any basis in connection with the Contract. All insurance policies shall be underwritten by companies doing business in the State of Washington and carrying an A.M. Best rating of A-VII rating or better. The cost of such insurance shall be borne solely by the Respondent.

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2. Minimum Required Insurance Coverage and Limits:

- *Commercial General Liability:* Commercial General Liability coverage with a minimum limit of \$2,000,000 per occurrence covering bodily injury, personal injury and property damage. Coverage shall be on an “occurrence basis.”
- *Commercial Automobile Liability:* Commercial Automobile Liability coverage with a minimum limit of \$2,000,000 bodily injury and property damage liability, combined single limit, regarding owned, non-owned, leased, or hired vehicles. Coverage shall be on an “occurrence basis.”
- *Sexual Abuse or Molestation (SAM) Liability:* If the scope of work includes contact with minors or other vulnerable populations, and the commercial general liability policy referenced above is not endorsed to include coverage for sexual abuse or molestation, Contractor shall obtain and maintain a policy covering Sexual Abuse and Molestation with a limit no less than \$2,000,000 per occurrence or claim.
- *Cyber/Network Security and Privacy Liability Insurance:* If the work will include collection, storage and sharing of protected personal information, contractor shall maintain Cyber/Network Security and Privacy Liability Insurance in an amount not less than \$1,000,000 combined single limit to cover civil, regulatory and statutory damages, contractual damage, as well as data breach management exposure, and any loss of income or extra expense as a result of actual or alleged breach, violation, or infringement of right to privacy, consumer data protection law, confidentiality, or other legal protection for personal information, as well as confidential information of KCHA, its employees, residents, or clients.
- *Professional Liability Insurance (if required):* Contractor shall maintain professional liability insurance for itself and its professional employees and shall ensure that its contractors maintain professional liability insurance, if services delivered pursuant to this Contract, either directly or indirectly, involve providing professional services. Such professional liability insurance shall be (i) appropriate to the Contractor, its services and operation, and the profession of its employees and contractors, and (ii) maintained in an amount not less than \$2,000,000 per claim. For this paragraph, “professional services” shall mean, but not be limited to, any services provided by a physician, licensed psychologist, social worker, nurse, or other professionals providing such services under this Contract.
- *Worker’s Compensation and Employer’s Liability:* \$1,000,000 per accident for Bodily Injury or Disease.

The Contractor’s general liability and automobile liability policies shall contain, or be endorsed, to contain clauses that implement or execute the following:

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- a. KCHA, its officers, officials, employees, partners, volunteers, and agents are to be covered as additional insured on a primary and non-contributory basis on the Commercial General Liability policy, ISO form CG2010 1185 or equivalent with respect to liability arising out of, or in connection with, the performance or non-performance under this Contact by the Contractor, or by those acting on its behalf.
 - b. The Contractor's insurance coverage shall be primary insurance with respect to KCHA, and any insurance or self-insurance maintained or expired by Indemnites shall be excess of the Contractor's insurance and shall not contribute with it.
 - c. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled or materially changed, except after thirty (30) days [ten (10) days for cancellation for non-payment of premium] prior written notice by certified mail, return receipt requested, has been provided to KCHA.
3. **Waiver of Subrogation:** Contractor hereby grants to KCHA a waiver of any right to subrogation which any insurer may acquire against KCHA by virtue of the payment of any loss under such insurance. The contractor agrees to obtain any endorsement that may be necessary to affect the waiver of subrogation.
4. **Subcontractors:** Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein.
5. **Maintenance of Insurance:** Maintenance of the proper insurance for the duration of the Contract is a material element of the Contract. Changes in the required coverage or cancellation of the coverage shall constitute a material breach of the Contract.
6. **Deductibles and Self-insured Retentions:** Deductibles and self-insured retentions of more than \$10,000 must be declared to and approved by KCHA. At KCHA's discretion, either (i) the insurer may be required to reduce or eliminate such deductibles or self-insured retentions with respect to KCHA or (ii) the Contractor may be required to provide a financial guarantee satisfactory to KCHA guaranteeing payment for losses and expenses incurring within the subject deductibles and self-insured retentions.
7. **Certificates of Insurance and Endorsements:** The Contractor and each subcontractor shall furnish KCHA with certificates of insurance and relevant endorsements as proof the required insurance is in force. All certificates and endorsements shall be provided to KCHA in sufficient time to permit the Contractor to correct any deficiencies before performance commences under the Contract. KCHA reserves the right to require at any time the production of certified copies of the Contractor's insurance policies and endorsements, or pertinent parts thereof, related to insurance required under the Contract.

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8. **Background Checks:** The Contractor shall be solely responsible for completing criminal background checks of all staff, volunteers, and subcontractors. The Contractor must prepare and submit a protocol that outlines how background checks will be conducted, documented, and verified. KCHA will not participate in or assume any liability related to the contractor's background check process.

In any case where a person who will provide direct services relevant to the scope of work does not meet traditional employment, volunteer, or contractual requirements, the Contractor must detail a protocol that ensures monitoring and supervision of that person, to ensure compliance with applicable safety standards.

O. Fair Housing

Subject: Accessibility Notice: Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the Architectural Barriers Act of 1968 and the Fair Housing Act of 1988.

Purpose: The purpose of this Notice is to remind recipients of federal funds (in this instance, the Public Housing Authority) of their obligation to comply with pertinent laws and implementing regulations which provide for non-discrimination and accessibility in federally funded housing and non-housing programs for people with disabilities.

Notifications: Public housing agencies (PHAs) and other recipients of federal PIH funds are responsible for providing this Notice to all current and future contractors participating in covered programs/activities or performing work covered under the above subject legislation and implementing regulations.

To access the full text of the Notice: Go to

[eCFR :: 24 CFR Part 8 -- Nondiscrimination Based on Handicap in Federally Assisted Programs and Activities of the Department of Housing and Urban Development](#)

P. Cooperative Purchase

This bid and contract may be anticipated for use by other government agencies. The host agency of this bid and contract has entered intergovernmental (Interlocal) purchasing agreements pursuant to [RCW 39.34](#) with other government agencies. Interlocal purchasing agreements allow either party to make purchases at the other party's accepted bid price. By submitting a proposal, the respondent agrees to make the same bid terms and price, exclusive of freight and transportation fees, available to other such governmental agencies. The host agency will in no way incur any liability in relation to specifications, delivery, payment, or any other aspect of purchases by such agencies.

Exhibit A: Scope of Work

The King County Housing Authority (KCHA) seeks proposals from qualified organizations to implement innovative, healing-centered strategies that support safe communities, stability, and well-being for high school aged youth (ages 14-19) at housing sites owned by KCHA in Auburn, Kent, and Shoreline. This funding supports intervention and restoration services that enhance individual and community safety. KCHA aims to fund programs that promote positive youth development, reduce youth violence on and off site, and create lasting pathways to opportunity so youth can thrive in secure, supportive, and connected environments. This RFP is one component of a broader effort by KCHA to ensure its communities are vibrant spaces to live in.

Through this investment KCHA seeks to:

- Increase priority population* engagement in structured, positive development activities.
- Improve social-emotional skills and conflict-resolution abilities for the priority population.
- Increase connections to caring adults within the priority population.
- Increase feelings of safety in the community for priority population.
- Reduce frequency of interpersonal conflicts.

***Defined below.**

The total funding available through this solicitation is \$800,000 for a 12-month service period. Respondents may apply to provide services at sites in one or multiple cities; however, a respondent must serve each community within the selected city(s). Requests should reflect the scope and intensity of proposed services (e.g., number of sites, duration, and participant volume) rather than assume equal distribution across all covered locations. Respondents proposing to serve only a subset of the properties/cities should request a proportionate share of the total funding, reflecting the scope and scale of their proposed services.

Respondents should anticipate three phases of implementation.

1. Between the point of award and service start, respondents are expected to demonstrate readiness through finalized staffing plans, site coordination, and implementation timelines.
2. Beginning in July, respondents should deliver initial direct services to program participants. Concurrently with this initial implementation, respondents should have a plan for how to adapt service delivery to ensure services are maximally aligned with community needs. This should include integrating feedback from youth and families in the communities being served.

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3. Beginning in September, respondents should begin delivering services that are informed by experiences during the initial summer service delivery.

KCHA is available to provide technical assistance to providers to support engaging youth in the development of programming that is responsive to their interests and needs. KCHA’s role can be discussed during contract negotiations.

The respondent will be expected to coordinate with current onsite youth providers, as well as with the broader network of organizations that support youth. KCHA already offers Out of School Time programming with community-based organizations, community-building activities, and other resident services at most housing sites covered by this RFP (**see Exhibit B for details about current providers and services**).

At locations where an onsite service provider is present, the selected respondent will be expected to closely coordinate with that provider regarding use of space, program design, and implementation. Proposed programs should complement and enhance existing offerings, so Respondents should consider current onsite programs and services when preparing their proposals. In addition, KCHA recognizes that youth violence prevention is part of a larger system involving many organizations. Therefore, RFP respondents are expected to understand this network and coordinate effectively with other entities to best support youth. KCHA will support initial coordination and role clarification with onsite providers; however, awarded respondents are expected to proactively manage day-to-day coordination and resolve routine scheduling or programmatic conflicts.

Current on-site providers are eligible to respond to this RFP either as an individual organization or in partnership with another qualified organization. However, **status as a KCHA on-site provider is not required to be competitive for this procurement**.

Funding awarded through this RFP may not be used to duplicate existing services; proposals should focus on new or distinct programming aligned with the objectives of this solicitation.

Regions and communities to be served

The table below summarizes the cities and housing communities identified for this solicitation. **See Exhibit B – Current Onsite Service Providers, Location, and Scope of Services** for a detailed description of the current services at each of the sites.

City	Community
Auburn	Burndale Homes, Firwood Circle
Kent	Birch Creek, Valli Kee, Cascade Homes, Haven Apartment Homes
Shoreline	Ballinger Homes

To ensure responsiveness to community needs and effective use of resources, KCHA reserves the right to modify the service delivery location(s) brought under contract by the selected provider/s. Should emergent needs arise at another KCHA-owned property, KCHA may reassign or expand the scope of services to that location, provided that the alternate

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site is situated within reasonable proximity to the communities and cities identified in this RFP. Proposers are encouraged to demonstrate the ability to deliver services flexibly across sites as needed.

Priority population definition

The priority population includes high school-aged youth, ages 14-19, residing in designated KCHA properties who are at elevated risk of committing or being a victim of violence or have been impacted by community violence. These youth may or may not be currently engaged with existing onsite or offsite services or education institutions.

The table below displays approximately how many youth live at each site by age. The goal for engagement is roughly one third of the youth population who are not actively engaging in onsite programs.

Current Population of Youth by Property

Age Group	Kent				Auburn		Shoreline
	Birch Creek	Cascade	Valli Kee	Haven Apt Homes*	Burndale Homes	Firwood Circle	Ballinger Homes
14 –15	56	15	20		6	12	21
16 - 17	66	20	24		12	14	22
18-19	52	16	21		6	11	28
TOTAL	174	51	65		24	37	71
Goal Engagement	47	14	18		6	10	20

*Note. At the time of RFP release, KCHA does not have data on the number of youths at Haven Apartment Homes in Kent, WA. It should be assumed based on the number of units and bedroom size that there is an adequate number of youths for service delivery at this property.

KCHA Investment:

Programming should follow evidence-based frameworks, incorporate strategies that have demonstrated effectiveness, and be trauma-informed.

Proposals must include activities across the following areas:

- **Coordination and networking** with other entities that deliver services, resources, or programming to youth in the priority population. This involves identifying potential partners, building necessary connections, and linking youth to services that the respondent may not be able to provide directly. It also ensures that programs and strategies complement—rather than duplicate—existing services within the community. This includes coordinating with local law enforcement (e.g.

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liaisons, community police units, school resource officers, etc.) who are active in the communities and at the housing sites. Other examples of this coordination may include working with local initiatives, schools, other service providers, and mental or behavioral health professionals.

- **Intentional outreach** to youth in the priority population who are not engaged in existing onsite programs or other services. This could include approaches such as hosting community events, offering in-school or at-school programs or events, or street outreach in and near neighborhoods or schools.
- **Intervention programming** to engage and support youth in the priority population. This could include approaches such as structured activities focused on social emotional, healthy relationships and/or conflict resolution skill development; mentoring, coaching, and/or credible messengers' programs; violence interruption and de-escalation; coordinating and monitoring warm referrals to behavioral/mental health support.
- **Restoration support** to help rebuild stability and repair harm and relationships for youth who may have committed, been a victim of, witnessed, or experienced an impact of violence. This could include whole neighborhood support and incorporate approaches such as re-entry support, mediation, or healing circles.

Respondents should focus their proposed services on Intervention Programming to support the priority population and be able to provide Restoration Support as needs arise. Coordination, networking, and intentional outreach should occur to the extent needed to engage the priority population. Funded respondents will also be required to participate in regular meetings with KCHA focused on program design and implementation, coordination with KCHA resources, and logistics to support successful implementation.

Respondents should propose a service mix that aligns with the understanding of the needs of the priority population. However, **Exhibit C offers a suggested example of a division of resources across program areas.**

See Exhibit C

Continuous Improvement and Performance Measurement

Continuous improvement is used to inform the ongoing development and implementation of programming. KCHA and the respondent will collaboratively review performance data regularly to adjust programming. KCHA will complete a final performance measurement plan in partnership with the funded organization, and the organization will be required to submit data based on that plan. KCHA anticipates periodic check-ins with awarded providers to support learning and continuous improvement; specific reporting expectations will be finalized during contract negotiation. Respondents should be prepared to report individual level and aggregate qualitative or quantitative data in the following areas:

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- **Quantity-** How many youth in each community where services are delivered are engaged in services and how consistent is engagement? (e.g., number of unduplicated youth/young adults involved in structured activities, mentoring sessions provided, or outreach events conducted).
- **Quality-** the extent to which the programming is offered as planned (e.g., program fidelity and dosage) and aligned with the unique needs of the community being served. Metrics could include percent of enrolled youth completing sessions; percent of warm handoffs or referrals completed within a desired timeframe.
- **Impact-** Outcomes resulting from the program's activities and services (e.g., percent of youth making progress toward their goals; percent of youth with increased socio-emotional or conflict resolution skills; percent of youth who report connection to a caring adult.)

Exhibit B: Current Onsite Service Providers, Location, and Scope of Services

Many King County Housing Authority properties have services and programming available for residents on-site. Below is a description of current providers and services that are available at the sites identified in the RFP.

Out of School Time programming serves youth ages 5–19, offering a coordinated continuum of academic, social emotional, and enrichment supports. Services include afterschool tutoring, homework assistance, Social Emotional Learning focused curricula, leadership development, and structured enrichment activities that promote academic success, positive relationships, and wellbeing. Programs are delivered in supportive, youth centered environments that emphasize consistency, safety, and engagement, while strengthening connections with families and, where applicable, aligning with school day learning to reinforce student achievement and participation.

KCHA Resident Services supports housing stability and resident well-being by welcoming new residents, connecting them to resources, and coordinating onsite programs and services. Resident Services Coordinators provide referrals, assist residents in accessing benefits and community resources, and work proactively to address potential issues before they escalate into crises. The program collaborates with property management and community partners to promote health, safety, self-sufficiency, and resident engagement.

Location	Providers
Region: Kent Housing Sites Birch Creek Cascade Valli Kee Haven Apartment Homes	Kent Youth and Family Services (Mon-Fri) YMCA of Greater Seattle (Mon-Thurs) No existing on-site youth services at Haven Apartment Homes
Region: Auburn Housing Sites Burndale Homes Firwood Circle	Neighborhood House (Mon-Thurs)
Region: Shoreline Housing Site Ballinger Homes	Center for Human Services (Tues-Thurs) City of Shoreline (Fri)
All Sites , except for Haven Apartments Homes	The KCHA Resident Services team maintains weekly presence across sites, except for Haven Apartment Homes.

Exhibit C: Example Division of Labor and Resources

Respondents should propose a service mix that aligns with the understanding of the needs of the priority population. However, this model offers a suggested example of a division of resources across program areas.

Coordination and networking	15%
Intentional outreach	15%
Intervention programming	50%
Restoration support	15%
KCHA engagement	5%

*Amount of Project Resources (time, energy) Spent

Exhibit D: Budget

(required proposal attachment)

As part of the proposal, submit an Excel version of the proposed budget using the budget template provided.

Contract Budget and Duration

The total funding available through this solicitation is \$800,000. Respondents proposing to serve only a subset of the properties/cities should request a proportionate share of the total funding, reflecting the scope and scale of their proposed services. The duration of the contract shall be 12 months. KCHA reserves the right to extend the contract.

Eligible Costs

Respondents may apply for funding to pay for the following costs:

- Salary and benefits
- subcontracts
- program operations
- administration and overhead.

Exhibit E: Equal Opportunity Clause

(required proposal attachment)

During the performance of this Contract, the Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, creed, religion, sex, or national origin, citizenship status, creed, age, marital status, physical or mental disability, sexual orientation, political ideology, or status as a Vietnam era or specially disabled veteran. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to the aforementioned conditions. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Contracting Officer setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to the aforementioned conditions of paragraph 1 above.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice to be provided by the Department's Contracting Officer, advising the labor union or workers' representative of the Contractor's commitments under Section 202 of Executive Order 11246 of September 24, 1965, and [Title VII of the Civil Rights Act of 1964 | U.S. Equal Employment Opportunity Commission](#) shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and Title VII of the Civil Rights Act of 1964, and by the rules, regulations, and relevant orders of the Secretary of Labor.
5. The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and Title VII of the Civil Rights Act of 1964, and by the rules, regulations and relevant orders of the Secretary of Labor, or pursuant thereto, and will permit access to his/her books, records and accounts by the Department and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
6. In the event of the Contractor's non-compliance with the non-discrimination clauses of the Contract or with any of such rules, regulations or orders, this Contract may be canceled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further Government Contracts, in accordance with procedures

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authorized in Executive Order 11246 of September 24, 1965, and Title VII of the Civil Rights Act of 1964, and by such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, and Title VII of the Civil Rights Act of 1964, and/or by rules, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

7. The Contractor will include the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulation, or order of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, and Title VII of the Civil Rights Act of 1964 so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Department may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Department, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

By: _____ **Title:** _____
(Please Print)

Signature: _____ **Date:** _____

Exhibit F: Section 3 Forms

This Section has been removed per Addendum #3 and should be disregarded.

The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3) as implemented by HUD under 24 CFR Part 75 (collectively, the “Section 3 Regulations”). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD- assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, including persons who are recipients of HUD assistance for housing, with preference for both targeted workers living in the service area or neighborhood of the Development and YouthBuild participants.

The following forms are required exhibits to this RFP.

1. [Section 3 Clause](#)
2. [Section 3- Supplemental Instructions to Bidders](#)
3. [Section 3 Business Certification](#) (*required proposal attachment*)
4. [Section 3 Individual Certification](#) (*required proposal attachment if claiming ‘yes’ to question 3 or 4 of the Section 3 Business Certification*)
5. [Section 3 Labor Hours Benchmark Report](#)

Exhibit G: Section 3 Evaluation Criteria

This Section has been removed per Addendum #3 and should be disregarded.

Respondents are awarded points based on Section 3 Business Qualifications as outlined below.

Your business may or qualify for *only one* of the categories below. The points assigned for each category will not be changed by the scoring committee. **To receive Section 3 points, your business must complete the KCHA Section 3 certification process and receive certification from KCHA. Certification is recommended prior to the submission of a proposal.** Failing to do so may result in not receiving Section 3 points during the proposal evaluation process. To get certified, please contact KCHA’s Section 3 Coordinator (Section3@kcha.org).

<p>Section 3 Business—Category I</p> <ol style="list-style-type: none"> 1. 51% or more owned by residents of the housing development or developments for which the Section 3 covered assistance is expended. <p style="text-align: center;">-or-</p> <ol style="list-style-type: none"> 2. Whose full-time, permanent workforce includes 30% of such residents as employees. 	15%
<p>Section 3 Business—Category II</p> <ol style="list-style-type: none"> 1. 51% or more owned by residents of other housing developments or developments managed by the housing authority that is expending the Section 3 covered funding <p style="text-align: center;">-or-</p> <ol style="list-style-type: none"> 2. Whose full-time, permanent workforce includes 30% such residents as Employees. 	12%
<p>Section 3 Business---Category III</p> <ul style="list-style-type: none"> • HUD Youthbuild programs being carried out in the metropolitan area or non- metropolitan county in which the Section 3 covered funding is expended. 	9%
<p>Section 3 Business—Category IV</p> <ol style="list-style-type: none"> 1. 51% or more are owned by Section 3 residents, or whose full-time, permanent workforce includes no less than 30% Section 3 residents. <p style="text-align: center;">-or-</p> <ol style="list-style-type: none"> 2. Subcontracts more than 25% of the total amount of subcontracts to Category 1 or Category 2 businesses. 	6%
<p>Section 3 Business—Category V</p> <ul style="list-style-type: none"> • Subcontracts in excess of 25% of the total amount of subcontracts to Category 3 or Category 4 businesses. 	3%

If you have questions regarding Section 3 requirements, please contact KCHA at Section3@kcha.org.

Exhibit H: HUD Forms

The following forms are required exhibits to this RFP from the United States Department of Housing and Urban Development (HUD).

1. [Form HUD 5369-A](#)- Representations, Certifications, and Other Statements of Bidders **(required proposal attachment)**
2. [Form HUD 5369-B](#)- Instructions to Offerors Non-Construction
3. [Form HUD 5370-C](#)- General Conditions for Non-Construction Contracts
4. [Form HUD 50071](#)- Certification of Payments to Influence Federal Transactions **(required proposal attachment)**
5. [Standard Form LLL](#)- Disclosure of Lobbying Activities **(required proposal attachment)**.