



**2026 Homelessness Prevention
Request for Proposals
Release Date: June 17, 2026**

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Funding Process Coordinator:

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GUIDELINES

INTRODUCTION

The [City of Seattle Human Services Department \(HSD\)](#) Homelessness Division is seeking applications from qualified organizations to provide homelessness prevention services that support Seattle residents to remain stably housed. The 2026 Homelessness Prevention request for proposals (RFP) will fund emergency rental assistance, housing stabilization and legal services for households at imminent risk of homelessness. The investment is guided by [Executive Order 2025-06, Delivering Rental Assistance](#), which directs the City to improve coordination, transparency and service delivery of rental assistance programs as a critical strategy to prevent eviction and homelessness.

HSD's goal through this investment is to ensure that all people in Seattle remain stably housed, while advancing racial equity and improving access to services for communities disproportionately impacted by housing instability.

Approximately **\$8,046,194** is available through this RFP. Funding is from three sources as described below.

Table 1: Available Funding by Source

Fund Sources	Available Amount (\$)
Housing Levy	\$2,792,429
Payroll Expense Tax	\$527,000
General Fund	\$4,726,765
Total	\$8,046,194

This investment funds the following homelessness prevention strategies:

Strategy	Approx. funding	Expected number of awards	Minimum request	Primary purpose
Strategy 1: Stabilizing Households at Imminent Risk	\$6,519,194	Up to 15	\$250,000	Rental assistance, housing stabilization, case management
Strategy 2: Intervening in Active Eviction	\$627,000	Up to 5	\$100,000	Legal services, eviction defense, rental assistance
Strategy 3: Operating the Centralized Front Door	\$900,000	1	\$900,000	Centralized intake, screening, referral, coordination, limited rental assistance

Applying for More than a Single Strategy

Organizations may apply for any combination of strategies, including all three. Applicants applying for more than one strategy must submit one core narrative and separate strategy-specific narratives for each strategy they are applying for, along with separate budgets and all required attachments. Page limits for both the core narrative and strategy-specific responses are outlined in Table 5. Each application will be reviewed and scored independently.

While organizations may apply for any combination of strategies, if an applicant is selected for Strategy 3, they will not be eligible to receive Strategy 1 or Strategy 2 funding. Applicants not selected for Strategy 3 may still be considered for Strategy 1 and/or Strategy 2.

Funding Information

Services must be provided to residents of the City of Seattle. In cases where a household must relocate, exceptions to this requirement may be requested through the Exception Request Process for clients whose housing stability is best supported by moving outside of city limits. Agencies are not required to be headquartered or have offices within Seattle city limits. Service delivery may take place at any location convenient for the client and the agency.

This Request for Proposals (RFP) is a competitive funding opportunity open to any legally constituted entity meeting [HSD Agency Minimum Eligibility Requirements](#) and any additional requirements outlined in these guidelines.

All materials and updates to the RFP are available on [HSD's Funding Opportunities webpage](#). HSD will not provide individual notice of changes, and applicants are responsible for regularly checking this webpage for any updates.

Funding awards will be made for the contract period of January 1, 2027 – December 31, 2027. While it is the City's intention to renew contracts resulting from this funding opportunity on an annual basis through December 31, 2030, future funding will be contingent upon performance and funding availability.

The final number of awards and funding amounts may vary by strategy and will depend on the quality of applications received, available funding and overall system needs. HSD reserves the right to fund more or fewer agencies than anticipated. Applicants may request funding amounts that align with the scope and scale of services proposed. HSD encourages applicants to propose budgets that are sufficient to deliver meaningful and effective services.

How Funding Decisions Will Be Made

A rating panel made up of subject matter experts including government and system partners, nonprofit staff and community members will review and score application materials using the Application Rating Criteria and will submit funding recommendations to the HSD Department Director. HSD may also fund alternative proposals based on specific criteria, including but not limited to the following:

- The proposal would ensure services are provided in a region of the city that is underserved,
- The proposal serves communities who are currently or have historically been underserved by this investment portfolio,
- The proposal provides unique services that are not offered elsewhere.

Questions and Accommodations

All questions regarding the 2026 Homelessness Prevention RFP must be submitted in writing via email to the Funding Process Coordinator at Asma.Ahmed@Seattle.gov by July 7, 2026, at 12:00pm. Questions and answers (Q & A) will be posted on HSD's Funding Opportunities webpage so that all applicants have access to the same information.

To protect the integrity of the competitive funding opportunity, applicants and their representatives are prohibited from contacting any HSD employee, rating panel member or City official regarding this RFP outside of this process. HSD employees and rating panel members are not permitted to discuss the RFP, its requirements or any application with prospective applicants outside of the formal information sessions and written Q & A process described in these guidelines.

HSD is committed to ensuring that this funding opportunity is accessible to all eligible applicants. If you require a reasonable accommodation to participate in any part of this process, including the information sessions, application submission or any other aspect of this RFP, please contact the Funding Process Coordinator at Asma.Ahmed@Seattle.gov as early as possible. Reasonable accommodations may include, but are not limited to, materials in alternative formats, language interpretation or translation services or other adjustments needed due to a disability or limited English proficiency.

TIMELINE

Table 2: Funding Opportunity Timeline

Date	Time	Activity
June 17, 2026		Funding Opportunity Released
June 23, 2026	1:00pm – 3:00pm PST	<p>Information Session #1* – Virtual Microsoft Teams Meeting Link Meeting ID: 220 404 966 982 564 Passcode: 4Bb2aZ3U</p> <p>Dial in by phone: +1 206-686-8357, 472175764# United States, Seattle Find a local number Phone conference ID: 472 175 764#</p> <p>Join on a video conferencing device: Tenant key: seattle@m.webex.com Video ID: 113 105 374 7</p> <p><i>For accessibility accommodations, contact:</i> Asma.Ahmed@Seattle.gov</p> <p>*This information session will be recorded and posted on the HSD website.</p>
June 25, 2026	9:00am- 11:00am PST	<p>Information Session #2 – Virtual Microsoft Teams Meeting Link Meeting ID: 251 050 093 683 723 Passcode: FF9so7AW</p> <p>Dial in by phone: +1 206-686-8357, 875219456# United States, Seattle Find a local number Phone conference ID: 875 219 456#</p> <p>Join on a video conferencing device: Tenant key: seattle@m.webex.com Video ID: 113 867 113 9</p> <p><i>Q & A from both virtual sessions will be posted in writing on HSD's Funding Opportunities Page</i> <i>For accessibility accommodations, contact:</i> Asma.Ahmed@Seattle.gov</p>

July 7, 2026	12:00pm PST	Last Day to Submit Questions (via email only) Asma.Ahmed@Seattle.gov
July 15, 2026	12:00pm PST	Applications Deadline (electronic submissions only) 1. HSD Online Submission System: http://web6.seattle.gov/hsd/rfi/index.aspx OR 2. Email: HSD_RFP_RFQ_Email_Submissions@seattle.gov
September 2, 2026		Award Notifications
January 1, 2027		New Contracts Start

HSD reserves the right to change any dates in the 2026 Homelessness Prevention RFP timeline.

Information Sessions

HSD will offer two virtual information sessions. The recorded session will be made available on [HSD’s Funding Opportunities webpage](#). Agencies interested in learning more about this RFP are encouraged to attend and ask questions; however, attendance is not required.

Technical Assistance

HSD has contracted with Communities Rise to provide free proposal technical assistance during the RFP period. Technical assistance will be prioritized for smaller community-based organizations with operating budgets of \$500,000 or less. Support will be available to organizations with budgets up to \$1,000,000 as capacity allows. Technical assistance will be available until 5:00pm PST on July 9, 2026. To request technical assistance or to learn more, visit [Communities Rise website](#), or email cbclinics@communities-rise.org and include "TA Request - City of Seattle" in the subject line.

Technical assistance is separate from the formal Q & A process. Only written answers posted by HSD through the formal Q & A process are official.

Clarifying Questions

In lieu of interviews, applicants may be invited to respond to questions identified by the rating committee. The RFP Coordinator will contact the individual identified as the Agency Primary Contact in the Proposal Cover Sheet (Attachment 2) via email to ask clarifying questions from the rating committee.

Applicants must provide a written response via email within three (3) business days of the date the clarifying questions are sent. Written responses become part of the official application record and will be attached to the application. Late responses will not be reviewed.

INVESTMENT AREA BACKGROUND AND PROGRAM REQUIREMENTS

A. Overview of Investment Area

Housing instability and eviction remain significant challenges in our region. King County experienced 8,732 evictions in 2025, which was a 12% increase from 2024 and a record high.¹ Unfortunately, even more are at risk,

¹ Alexis Weisend, “King County, WA Eviction Levels Hit an All-Time High, Again,” *The Seattle Times*, February 2, 2026, [link](#).

as 46% of King County renters are rent burdened (i.e., paying 30% of income toward rent).² Disparities are evident among rent burdened households. People with low incomes(79%), with a disability (58%), with limited English proficiency (56%), and who are elderly (59%) all experience elevated levels of rent burden disproportionate to their representation in the general population. People of color also experience high rates of rent burden, reflecting broader patterns of economic inequality and housing instability.

At the same time, the last Point in Time Count found our homeless population rose by 26%.³ Compounding this, 9 in 10 evictions in Washington State result from nonpayment of rent.⁴ Research consistently shows that the households most at risk are those experiencing economic instability and high rent burden who cannot absorb sudden financial shock such as job loss, medical expenses, or increases in rent. Homelessness prevention programs offering emergency rental assistance and support services are widely recognized as cost-effective interventions that significantly decrease the likelihood that households enter homelessness.⁵

This RFP builds on the City’s existing homelessness prevention system by investing approximately \$8 million in strategies to improve access to rental assistance, provider coordination and overall impact. This investment is guided by [Executive Order 2025-06](#), *Delivering Rental Assistance* and focuses on three (3) strategies:

1. Stabilizing Households at Imminent Risk of Homelessness
2. Intervening in Active Eviction
3. Operating the Centralized Front Door

While the first two strategies are existing interventions in Seattle, the third is intended to establish a coordinated homelessness prevention system that will improve access to rental assistance, consistent service delivery and strengthen outcomes for at-risk households. At its center is a new online rental assistance application to standardize the intake process across all awarded providers launching in 2027. This will be hosted on a City of Seattle website and replace the current process where households must reach out to individual providers who maintain distinct screening and intake processes. This RFP will select a “Centralized Front Door” agency to coordinate this application process and work across providers to connect clients with immediate, appropriate support.

B. Program Requirements

Funded agencies will be expected to deliver services aligned with their awarded strategy(ies) and operate as part of a coordinated homelessness prevention system. This includes working collaboratively with other providers funded under this investment area and participating in shared processes that support consistent and timely service delivery across the system. As part of this coordinated approach, all funded agencies will be required to complete training and become authorized users of the City’s rental assistance web-based application, use the application to complete all client eligibility and prioritization assessments, and participate in ongoing case conferencing meetings to coordinate client placement and service delivery.

HSD recognizes that budgets will vary across programs based on service model, population served, organizational capacity and the intensity of case management required. However, to ensure that a meaningful portion of funds directly benefit participants, applicants for Strategies 1 and 2 are expected to allocate a minimum of 40% – and ideally more than 50% of their award to direct client financial assistance. Proposals that fall below 40% must provide a clear justification for how the proposed staffing and service model supports this allocation. While HSD seeks proposals that include direct client financial assistance for Strategy 3, applicants have the discretion to propose an amount that is appropriate for their service model.

² Puget Sound Regional Council, *Renter Cost Burden*, [link](#).

³ King County Regional Homelessness Authority, *Point-In-Time Count 2024*, [link](#).

⁴ Weisend, “Evictions Hit an All-time High”

⁵ *Policy Primer: Emergency Rental Assistance*, Change Lab Solutions, May 2023, [link](#).

C. Strategies and Activities

HSD will invest in three service strategies through this RFP. Applicants may choose to apply from one to all of the strategies below. Please note that if an applicant is awarded funding for Strategy 3, they will not be eligible to receive funding for Strategy 1 or Strategy 2.

Strategy 1: Stabilizing Households at Imminent Risk of Homelessness

This strategy focuses resources on households with a significant amount of rent arrears due to temporary financial hardship who are at imminent risk of eviction or homelessness. “Imminent risk” of housing loss or eviction means that the housing crisis identified at the time of program intake must provide reasonable grounds for agency staff to conclude that housing loss will result within 30 days without successful program intervention. Strategy 1 will provide households with rental and housing-related financial assistance to prevent housing loss, as well as case management to support long-term housing stability.

Key requirements are as follows:

- Providing rental assistance, including current or future rent and arrears.
- Providing housing-related financial assistance, such as utilities, security deposits, move-in costs and transportation costs directly related to securing or maintaining stable housing (e.g., moving costs, travel to housing appointments, etc.).
- Providing short-term case management necessary for client stability.
- Becoming authorized users of the City’s rental assistance web-based application platform, use the application to complete all client eligibility and prioritization assessments and participate in ongoing case conferencing meetings to coordinate client placement and service delivery.
- Accepting referrals for urgent active eviction clients from the Centralized Front Door as capacity allows.

Other eligible activities (the following activities are permitted but not required and will not be scored):

- Housing navigation and landlord engagement.
- Budgeting and financial coaching.
- Tenant education and support with lease compliance.
- Assistance accessing social service benefits and community resources.

Strategy 2: Intervening in Active Eviction

This strategy focuses resources on renters with a significant amount of rent arrears due to temporary financial hardship who are engaged in formal eviction proceedings. Such programs will provide rental assistance in tandem with legal assistance, eviction defense and tenant support services to assist clients with retaining their housing.

Key requirements are as follows:

- Providing legal consultation and advice.
- Providing eviction defense and court representation.
- Negotiating or mediating with landlords.
- Providing rental assistance, including current or future rent and arrears.
- Providing housing-related financial assistance, such as utilities, security deposits, move-in costs and transportation costs directly related to securing or maintaining stable housing (e.g., moving costs, travel to housing appointments, etc.).
- Becoming authorized users of the City’s rental assistance web-based application platform and use the application to complete all client eligibility and prioritization assessments.
- Accepting referrals for urgent active eviction clients from the Centralized Front Door as capacity allows.

Other eligible activities (the following activities are permitted but not required and will not be scored):

- Coordination with rental assistance providers to support housing stabilization outcomes.
- Providing tenant education and rights-based services.

Strategy 3: Operating the Centralized Front Door

This strategy will select an agency to manage rental assistance applications in conjunction with the launch of the City-hosted online application portal. The latter is intended to serve as a common platform for applicants seeking rental assistance. The selected agency will serve as the “Centralized Front Door” for managing submitted applications and will coordinate participant access to services through a shared intake, screening and referral process. This agency will also provide support to households in the application process and lead the coordination of services across awarded agencies.

Key requirements are as follows:

- Collaborating with City of Seattle in managing the online rental assistance application, including applicant pool management (e.g. prioritization, intake, screening, and referral).
- Raising broad community awareness about the application.
- Managing a call-in phone line for households seeking rental assistance.
- Assisting applicants in completing the application, either in-person, by phone or in partnership with providers.
- Reviewing submitted applications to assess households and connect them to appropriate services based on household need and provider capacity.
- Supporting consistent eligibility determination and prioritization across the system.
- Providing rental assistance (including current or future rent and arrears) in situations where immediate intervention is needed.
- Providing housing-related financial assistance, such as utilities, deposits, move-in costs, transportation, etc.
- Coordinating with providers, including facilitating ongoing case conferencing, to coordinate client placement and service delivery.
- Case management necessary for client stability (when agency is providing rental assistance directly).

Other eligible activities (the following activities are permitted but not required and will not be scored):

- Housing navigation and landlord engagement.
- Budgeting and financial coaching.
- Tenant education and support with lease compliance.
- Assisting with access to social service benefits and community resources.

D. Standardized Participant Application Processing

Regardless of the Homelessness Prevention strategy, all prospective participant applications will follow a standardized process:

1. **Application Submission:** Households submit applications through the shared online platform, either independently, with the support of the Centralized Front Door Agency, or with the assistance of a participating provider.
2. **Initial Review and Coordination:** Applications submitted with the support of a participating provider may be reviewed directly by that provider. Applications submitted independently, or those requiring additional coordination, are reviewed by the Centralized Front Door Agency.
3. **Urgency Assessment:** For applications submitted independently, the Centralized Front Door Agency assesses the urgency of each application and determines the appropriate next step based on household need and provider capacity.

4. **Referral and Service Connection:** Households are referred to participating providers based on client circumstances and provider capacity. Providers deliver services including rental assistance, case management, legal services and other housing stabilization supports.
5. **Case Conferencing:** The Centralized Front Door Agency facilitates ongoing case conferencing with participating providers to coordinate service connections and ensure timely placement across the system.
6. **Direct Support:** When immediate intervention is needed, or when referral to another provider is not feasible or capacity is limited, the Centralized Front Door Agency provides direct support, including case management and rental assistance.

E. Participant Eligibility Criteria

Participants served through this RFP must meet the following minimum criteria:

- Reside within the City of Seattle at the time of program intake
- Have a household income at or below 50% of [Area Median Income](#) (AMI)
- Be at imminent risk of homelessness or currently facing eviction
- Lack sufficient financial resources to maintain or secure stable housing without assistance

Households may be considered at imminent risk of homelessness if they are experiencing a crisis that will result in housing loss within 30 days. This includes, but is not limited to, the presence of rental arrears, an eviction notice, “pay or vacate” notice or unstable or doubled-up living situations with limited resources. Households served under the Active Eviction strategy must be involved in a formal eviction proceeding.

The eligibility criteria above represent minimum requirements applicable across all fund sources. During contracting, HSD may define additional criteria for specific activities based on individual fund source requirements. HSD also reserves the right to refine prioritization and targeting criteria to ensure alignment with program goals and community need.

F. Priority Population and Focus Population

Priority and focus populations for this funding are based on HSD’s Results-Based Accountability (RBA) framework and intended to ensure that the department’s investments address disparities within the population.

1. **Priority Populations** – Priority populations are defined as groups comprising a specific demographic (e.g., seniors, youth, families) or individuals who share a common issue (e.g., homelessness, mental health, involvement in violence).

Priority populations for this investment are all households at imminent risk of homelessness, including those with recent housing instability, extreme rent burden or prior experiences of homelessness.

Providers are expected to prioritize outreach and service delivery to the following populations:

- Youth and young adults
 - Older adults
 - Immigrants and refugees
 - Families with children under 18
 - Survivors of gender-based violence which include domestic violence, sexual assault, human trafficking and other crimes of coercive control
2. **Focus Populations** – Focus populations are defined as specific racial or ethnic groups within the priority population from whom data show the greatest disparities in the investment area. Based on available data, the focus population(s) for this investment opportunity are:

- Black/African American
- Hispanic/Latino
- American Indian/Alaska Native
- Native Hawaiian/Pacific Islander households

RFP applicants do not need to serve every priority or focus population. Applicants should clearly identify the populations they propose to serve and explain their experience, access strategy, and service approach for those populations.

For more information about the data used to determine the priority and focus populations, please refer to HSD's Results Based Accountability and Theory of Change document for this RFP on the [HSD Funding Opportunity webpage](#).

G. Expected Performance Measures

HSD uses data to measure performance in three areas: quantity (how much service is being delivered), quality (how well is it being delivered) and impact (who is better off as a result). Performance measures for the 2026 Homelessness Prevention RFP may include, but are not limited to the following:

Strategy 1: Stabilizing Households at Imminent Risk of Homelessness

Quantity:

- # of households enrolled
- # of households with a documented homelessness prevention vulnerability assessment score in Homelessness Management Information System (HMIS)

Quality:

- % of households with a documented homelessness prevention vulnerability assessment score in HMIS
- Average amount of time between enrollment and receiving rental assistance payments
- % of households enrolled receiving housing-related financial assistance
- Average amount of financial assistance per household

Impact:

- # and % of households at-risk of homelessness that exit to permanent housing
- % of households at imminent risk of homelessness that exit to stable permanent housing and do not enter homelessness within 6 months, 12 months or 24 months

Strategy 2: Intervening in Active Eviction

Quantity:

- # of households enrolled
- # of households with a documented homelessness prevention vulnerability assessment score in HMIS

Quality:

- % of households with a documented homelessness prevention vulnerability assessment score in HMIS
- Average amount of time between enrollment and receiving legal services
- % of households enrolled receiving housing-related financial assistance
- Average amount of financial assistance per household

Impact:

- # and % of households at-risk of homelessness that exit to permanent housing
- % of households at imminent risk of homelessness that exit to stable permanent housing and do not enter homelessness within 6 months, 12 months or 24 months

Strategy 3: Operating the Centralized Front Door**Quantity:**

- # of households that applied for rental assistance using the City's centralized application
- # of households that applied and were eligible for a homelessness prevention program
- # of households receiving direct financial assistance and/or case management from the Centralized Front Door agency

Quality:

- % of applicants who receive a next step after applying for rental assistance (e.g., referral to a provider, enrollment in services, or determination of ineligibility)
- Average amount of time between application submission and enrollment in prevention program
- % of households receiving direct assistance from the Centralized Front Door agency
- Average amount of financial assistance per household served directly by the Centralized Front Door agency

Impact:

- # and % of eligible households enrolled in a homelessness prevention program
- # and % of households successfully referred to prevention program that exit to permanent housing
- % of households receiving direct assistance from the Centralized Front Door agency that exit to stable permanent housing and do not enter homelessness within 6 months, 12 months, or 24 months

H. Description of Key Staff and Staffing Level

Applicants should demonstrate the ability to staff their proposed program at a level sufficient to effectively deliver services and meet the needs of the population(s) served. Staffing models should be appropriate to the proposed strategy and service approach, including the ability to provide timely rental assistance, housing stabilization services, legal services and/or coordinated access functions, as applicable. Applicants should describe key staff roles and responsibilities, including how staffing structure supports service delivery, coordination with other providers and participation in system-wide processes. To ensure high-quality and equitable service delivery, staff should:

- Reflect the communities and populations served.
- Have experience working with households experiencing housing instability, eviction or homelessness.
- Demonstrate an understanding of structural inequities and their impact on housing stability; and
- Be trained in or demonstrate experience with trauma-informed and culturally responsive practices.

I. Data, Background Checks, Fiscal Sponsorship, and Other Requirements:

In addition to the [HSD Agency Minimum Eligibility Requirements](#), agencies must also adhere to the following criteria:

1. Data Collection and Evaluation

Funded agencies will be required to collect, maintain and report data to support program monitoring, performance evaluation and the continuous improvement of homelessness prevention services. All funded agencies must participate in the **Homeless Management Information System (HMIS)** and enter timely, complete and accurate data in accordance with local, state and federal requirements. Data collection will

support both individual program performance and system-wide analysis of outcomes. Technical assistance and other resources will be available from HSD staff to help agencies learn this system.

Agencies will be expected to collect data on participant demographics, services provided, financial assistance and housing outcomes. Collected data will include household characteristics, types of assistance delivered and program exits related to housing stability. HSD will use this data to:

- Monitor program performance and contract compliance.
- Evaluate the effectiveness of homelessness prevention strategies and activities.
- Assess equity in service access and outcomes across populations; and
- Inform program improvements and future funding decisions.

Funded agencies will also be expected to participate in ongoing evaluation and learning activities, which may include responding to data requests from HSD or evaluation partners, participating in data quality improvement efforts, and engaging in discussions related to performance, outcomes and system improvements.

All funded agencies will be expected to utilize the City's centralized rental assistance application to support data collection, eligibility determination and prioritization in alignment with system-wide standards. Additional data collection, reporting requirements and performance measures will be defined during the contracting process.

J. Criminal Background Check Policy

All applicants working with minors or other vulnerable individuals must maintain written criminal background check policies and procedures that comply with all applicable federal, state and local laws and regulations, and shall keep records demonstrating compliance. Such policies and procedures shall include provisions for screening job applicants and volunteer candidates who may have unsupervised access to vulnerable adults (as defined in [RCW 43.43.830](#)), and participants younger than 18 years old. The organization's criminal background check policies, procedures, and records shall be available for review upon request by HSD staff.

K. Fiscal Sponsor

Applicants that do not have the capabilities to maintain general accounting principles, adequate administrative and accounting procedures and internal controls to safeguard funds may have to establish another agency to act as fiscal sponsor. If utilizing a fiscal sponsor, applicants must provide a signed letter of agreement from the fiscal sponsor. The letter will not count toward the application page limit. The HSD fiscal sponsor requirements can be found here: [HSD Fiscal Sponsorship Requirements](#).

L. Other Regulations Applicable to the Investment Area

Funded agencies must comply with all applicable federal, state, and local laws, regulations, and requirements. This includes, but is not limited to:

- Civil rights and nondiscrimination requirements.
- Accessibility requirements under the Americans with Disabilities Act (ADA).
- Applicable labor laws and wage requirements.
- Privacy and confidentiality requirements related to client data.
- Any additional requirements associated with specific funding sources, including the Seattle Housing Levy and other public funds

Additional regulatory and compliance requirements will be detailed during the contracting process.

Contact the **Funding Process Coordinator** with any questions at Asma.Ahmed@Seattle.gov

2026 Homelessness Prevention RFP APPLICATION

HOW TO COMPLETE THE APPLICATION

Applications will be rated only on the information requested in this RFP and may include any clarifying information requested by HSD. Answer each question completely. Applications that do not follow the required format may lose points. Applications missing any required narrative and budget documents will be considered incomplete and ineligible for review. Required financial documents are subject to a separate standard and are outlined in the Required Financial Documents section. Do not include any materials not requested with your application. Submit applications via HSD Online Submissions System at <http://web6.seattle.gov/hsd/rfi/index.aspx> **OR** email to HSD_RFP_RFQ_Email_Submissions@seattle.gov. It is the responsibility of each applicant to ensure you receive a confirmation of receipt from HSD.

Complete application packets are due by July 15, 2026, at 12:00pm Pacific Standard Time (PST).

Required format for the Narrative Response:

- Typed and formatted to letter-size (8 ½ x 11-inch) document.
- One-inch margins, single spacing, and size 11-point Times New Roman font.
- The narrative response is divided into two parts: the core narrative (Sections A-D) and strategy-specific responses (Sections E-G). The core narrative must not exceed 7 pages. Strategy-specific responses are limited to 4 pages per strategy, for a total of up to 12 pages if applying for all three strategies. No individual strategy response may exceed 4 pages. Requested attachments will not count toward the page limit.

Table 3: Required Documents

When submitting documents via the Online Submissions System or via email, name them as follows:

Document Type	Document Name	Accepted Format(s)
Attachment 2: Application Cover Sheet (for each strategy applied for)	Cover Sheet - [Strategy Name] (e.g., Cover Sheet - Strategy 1, Cover Sheet - Strategy 2)	MS Word or PDF
Narrative Response (Core Narrative and Strategy-Specific question responses)	Narrative	MS Word or PDF
Attachment 3: Proposal Budget (submit one completed budget per strategy applied for, clearly labeled with the strategy name)	Proposal Budget - [Strategy Name] (e.g., Proposal Budget - Strategy 1, Proposal Budget - Strategy 2)	Excel
Attachment 4: Proposal Personnel Detail Budget (submit one completed budget per strategy applied for, clearly labeled with the strategy name)	Personnel Detail Budget - [Strategy Name] (e.g., Personnel Detail Budget - Strategy 1, Personnel Detail Budget - Strategy 2)	Excel
Current Fiscal Year Balance Sheet Report*	Balance Sheet Report	MS Word or PDF
Current Fiscal Year Income Statement Report*	Income Statement Report	MS Word or PDF
Current Fiscal Year Statement of Cash Flow*	Statement of Cash Flow	MS Word or PDF

Most Recent Audit Report (or alternate documents as outlined on page 23 of the application)*	Audit Report	MS Word or PDF
Most Recent Form 990 Report (or alternate documents as outlined on page 23 of the application)*	Form 990	MS Word or PDF

**These fiscal documents (balance sheet, income statement, state of cash flow, audit report, form 990) are required from all applicants at the time of application submission but will only be reviewed and evaluated for applicants recommended for funding by the rating panel.*

Table 4: Additional Documents

If applicable, submit these documents and name them as follows:

Document Type	Document Name	Accepted Format(s)
Memorandum of Agreement from subcontracted agency (If Applicable)	Memorandum of Agreement	MS Word or PDF
Letter of Agreement from Fiscal Sponsor (If Applicable)	Letter of Agreement	MS Word or PDF
Letter of Collaboration from Partner (If Applicable)	Letter of Collaboration	MS Word or PDF
Start-up Timeline (If Applicable)	Start-up timeline	Excel, MS Word, or PDF

Proposal Narrative & Rating Criteria

Please complete sections A through D with narrative responses that fully answer each question. Do not exceed a total of 7 pages for sections A-D. Please see the instructions in the table below for guidance on page limits for the different strategies in sections E-G.

Table 5: Page Limits

Narrative Response Sections	Page Limits
A. Organization Description B. Culturally Responsive Services C. Partnerships and Collaborations D. Fiscal Responsibility	The page limit for all these sections COMBINED is 7 pages.
E-G. Strategy Specific-Questions	Limit of 4 pages if applying for a single strategy. Limit of 8 pages if applying for two strategies. Limit of 12 pages if applying for three strategies. <i>Not exceeding 4 pages for any individual strategy</i>

Any part of the narrative response that exceeds the maximum page limit will not be rated, resulting in lost points. Proposals will be evaluated against the rating criteria listed next to each section of questions. Highly rated proposals will describe how the applicant will meet **all** rating criteria.

APPLICATION QUESTIONS

Core Narrative Questions: A-D (7 pages maximum)

A. ORGANIZATION EXPERIENCE	RATING CRITERIA	Possible Points: 30
<ol style="list-style-type: none"> 1. Describe your organization’s mission and experience. How does your work align with homelessness prevention and housing stability in Seattle? 2. Describe your understanding of the root causes of housing instability and eviction in Seattle. How does your organization’s work address these factors? 3. Describe your organization’s experience and understanding in serving the priority and focus populations identified in this RFP. 4. Describe how clients and community members learn about and access your services. How do your outreach and communications (or community engagement) strategies reach priority and focus populations, including those who may face barriers to accessing services? 5. Describe your plan for staff recruitment, training, supervision and retention for the proposed program. 6. Describe your organization's experience with data management, including collecting, storing and reporting on client information and program activities. Include your experience with or plan for participating in the Homeless Management Information System (HMIS). 	<ul style="list-style-type: none"> • Applicant clearly articulates how their mission and experience align with homelessness prevention and housing stability in Seattle. (5 points) • Applicant demonstrates a clear understanding of the root causes of housing instability and eviction and describes how their work addresses these factors. (5 points) • Applicant demonstrates relevant experience serving one or more of the priority and focus populations identified in this RFP and shows an understanding of their unique characteristics, strengths, needs, and concerns. (5 points) • Applicant describes a clear and intentional outreach strategy that ensures priority and focus populations are aware of and able to access services, including those who may face additional barriers. (5 points) • Applicant describes processes for attracting and retaining quality staff that matches the levels needed to run the program as described. (5 points) • Applicant demonstrates an understanding of and capacity for data management and reporting, including experience with or a clear plan for HMIS participation, timely data entry, and data quality management. (5 points) 	

B. CULTURALLY RESPONSIVE SERVICES	RATING CRITERIA	Possible Points: 15
<ol style="list-style-type: none"> 1. Describe your program’s strategy for ensuring culturally and linguistically responsive services are integrated throughout service delivery. How are services adapted to meet the strengths, needs, and preferences of the populations 	<ul style="list-style-type: none"> • Applicant demonstrates a clear and intentional strategy for integrating culturally and linguistically responsive services throughout service delivery, including how services are adapted to meet the strengths, needs, and preferences of the populations served and how this approach is 	

<p>served? How is this approach reflected in your policies, procedures, and practices?</p> <ol style="list-style-type: none"> 2. Describe how your agency’s board and staff reflect the cultural, linguistic and socio-economic backgrounds of program participants. 3. Describe the training and professional development your agency provides to support culturally responsive service delivery. 	<p>reflected in policies, procedures and practices. (5 points)</p> <ul style="list-style-type: none"> • Applicant demonstrates that the composition of board and staff reflects, or has a clear plan to reflect, the cultural, linguistic and socio-economic backgrounds of the populations served. (5 points) • Applicant demonstrates a commitment to supporting culturally responsive service delivery through training and professional development for staff. (5 points)
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C. PARTNERSHIPS AND COLLABORATIONS	RATING CRITERIA	Possible Points: 10
<ol style="list-style-type: none"> 1. Effective homelessness prevention requires coordination across providers. Agencies funded through this RFP are expected to collaborate with other awardees to ensure households can access the full range of services they need. <ol style="list-style-type: none"> 1a. Describe your organization's approach to partnering and collaborating with other organizations to strengthen service delivery and meet the full range of client needs. If you do not currently have partnerships established, describe how you would develop them. 1b. If your proposal includes any formal collaborations, partnerships, or subcontracts, identify each partner and describe their roles and responsibilities. <i>Signed letters of intent are required from any partner identified as providing key program elements. Applications that identify significant partnerships but do not include the required letters of intent will be considered incomplete and will not be reviewed. Partnership letters will not count toward the maximum page limit.</i> 2. Describe how you will refer clients to other programs, services, and agencies in a proactive, seamless, client-friendly manner. 	<ul style="list-style-type: none"> • Applicant demonstrates a thoughtful approach to partnering and collaborating with other organizations to strengthen service delivery and meet the full range of client needs OR describes a realistic plan to develop the partnerships needed to effectively serve clients. (5 points) • Applicant describes how clients will be referred to other programs, services, and agencies in a proactive, seamless, client-friendly manner. (5 points) 	

D. FISCAL RESPONSIBILITY	RATING CRITERIA	Possible Points: 10
<p>1. Describe your organization’s financial management system. How does your agency establish and maintain Generally Accepted Accounting Principles to ensure adequate administrative and accounting procedures and internal controls are in place to safeguard any funds that may be awarded under the terms of this funding opportunity? Entities without such capabilities must establish a relationship with another agency to act as fiscal sponsor. If you have a fiscal sponsor, provide this information about the fiscal sponsor.</p> <p>2. Describe how your organization has the capacity to meet program expenses in advance of reimbursement. If not, describe the steps your organization will take to ensure this can be accomplished. Entities without such capabilities may wish to have another organization act as fiscal sponsor.</p>	<ul style="list-style-type: none"> • Applicant clearly describes its fiscal management system and how it establishes and maintains Generally Accepted Accounting Principles (GAAP) to ensure adequate administrative and accounting procedures and internal controls are in place to safeguard all funds that may be awarded under the terms of this funding opportunity. (5 points) • Applicant can administer a cost reimbursable contract. If applicant lacks fiscal management capabilities, applicant identifies its fiscal sponsor and provides the information about its fiscal sponsor’s capability to do so. (5 points) 	

STRATEGY-SPECIFIC NARRATIVE QUESTIONS (4 pages maximum if applying for one strategy, 8 pages maximum if applying for two strategies, 12 pages maximum if applying for three strategies; not exceeding 4 pages for any individual strategy):

Strategy 1: Stabilizing Households at Imminent Risk of Homelessness

Provide a response for this section only if applying for this strategy. If not, write “N/A.”

E. Program Description	RATING CRITERIA	Possible Points: 60
<p>1. Describe your program model, including key service activities (e.g., rental assistance, housing stabilization services, case management). Describe how services will be delivered, including locations, access points and service approach.</p> <p>2. Describe your organization’s experience providing services within this strategy. Include examples of what success has looked like, such as outcomes achieved, populations served, or impact on housing stability. <i>If your organization does not have direct experience delivering these services, describe any related experience and</i></p>	<ul style="list-style-type: none"> • Applicant presents a clear and thorough program model aligned with the strategy and includes well-defined service activities. (10 points) • Applicant provides concrete examples that demonstrate the depth and quality of their experience delivering these services, including outcomes and impact. OR, for applicants providing the service for the first time, presents a clear and realistic plan and timeline for launching a new service. (5 points) • Applicant clearly identifies the population to be served and presents an estimate of households 	

<p><i>your plan for developing service capacity, including a start-up timeline.</i></p> <ol style="list-style-type: none"> 3. Describe who you intend to serve, including priority populations and the anticipated number of households to be served annually. 4. Describe who will deliver services, including key staff roles and responsibilities. 5. Describe how your program will achieve the expected performance measures while incorporating the strengths, needs and concerns for the population(s) served. 6. Describe how your program will coordinate with other providers to ensure timely access to services and support housing stability. 7. Identify the percentage of your proposed budget allocated to direct client financial assistance. If your proposed budget allocates less than 40% toward direct client financial assistance, provide a clear justification for how your staffing and service model supports client outcomes. 8. Complete the Proposed Program and Personnel Budgets (Attachments 3 & 4) for this strategy. In the template titles, clearly note which strategy this budget is for. Describe how funds will be used and identify any other funding sources that will support the proposed program. Budget worksheets will not count toward the page limits outlined in Table 5. 	<p>served that aligns with its proposed budget. Proposals anticipating rental assistance exceeding \$15,000 per household must provide a clear justification for the proposed assistance level. (10 points)</p> <ul style="list-style-type: none"> • Applicant demonstrates appropriate staffing and organizational structure to deliver services. (8 points) • Applicant clearly describes how the program will achieve housing stability outcomes and prevent eviction. (8 points) • Applicant demonstrates an ability to coordinate with other providers to support effective service delivery. (10 points) • Applicant's proposed budget allocates funds toward direct client financial assistance within the expected range. (4 points) <ul style="list-style-type: none"> ○ 4 points — 50% or more allocated to direct client financial assistance ○ 3 points — 40-49% allocated to direct client financial assistance ○ 1 point – below 40% with a sufficient justification provided ○ 0 points — below 40%, or justification for lower allocation is insufficient • Applicant provides a clear proposed program budget with an overview of what this funding will cover, as well as other funds and resources that will support participants. (5 points)
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Strategy 2: Intervening in Active Eviction

Provide a response for this section only if applying for this strategy. If not, write “N/A.”

F. Program Description	RATING CRITERIA	Possible Points: 60
<ol style="list-style-type: none"> 1. Describe your program model, including key legal service activities (e.g., legal consultation, eviction defense, court representation, tenant education, landlord negotiation). Describe how services will be delivered, including access points, service settings (e.g., court-based, community-based) and service approach. 	<ul style="list-style-type: none"> • Applicant presents a clear and thorough program model aligned with the strategy and includes well-defined service activities. (10 points) • Applicant provides concrete examples that demonstrate the depth and quality of their experience delivering these services, including 	

<p>2. Describe your organization’s experience providing services within this strategy. Include examples of what success has looked like, such as outcomes achieved, populations served, or impact on housing stability. <i>If your organization does not have direct experience delivering these services, describe any related experience and your plan for developing service capacity, including a start-up timeline.</i></p> <p>3. Describe who you intend to serve, including priority populations and the anticipated number of households to be served annually.</p> <p>4. Describe who will deliver services, including key staff roles and responsibilities (e.g., attorneys, legal advocates, support staff).</p> <p>5. Describe how your program will achieve the expected outcomes of preventing eviction and supporting housing stability. Include how your legal service approach responds to the strengths, needs and concerns of the populations served.</p> <p>6. Describe how your program will coordinate with rental assistance providers and other agencies to support housing stabilization and prevent displacement.</p> <p>7. Identify the percentage of your proposed budget allocated to direct client financial assistance. If your proposed budget allocates less than 40% toward direct client financial assistance, provide a clear justification for how your staffing and service model supports client outcomes.</p> <p>8. Complete the Proposed Program and Personnel Budgets (Attachments 3 & 4) for this strategy. In the template titles, clearly note which strategy this budget is for. Describe how funds will be used and identify any other funding sources that will support the proposed program. Budget worksheets will not count toward the page limits outlined in Table 5.</p>	<p>outcomes and impact. OR, for applicants providing the service for the first time, presents a clear and realistic plan and timeline for launching a new service. (5 points)</p> <ul style="list-style-type: none"> ● Applicant clearly identifies the population to be served and presents an estimate of households served that aligns with its proposed budget. Proposals anticipating rental assistance exceeding \$15,000 per household must provide a clear justification for the proposed assistance level. (10 points) ● Applicant demonstrates appropriate staffing and organizational structure to deliver services. (8 points) ● Applicant clearly describes how the program will achieve housing stability outcomes and prevent eviction. (8 points) ● Applicant demonstrates an ability to coordinate with other providers to support effective service delivery. (10 points) ● Applicant's proposed budget allocates funds toward direct client financial assistance within the expected range. (4 points) <ul style="list-style-type: none"> ○ 4 points — 50% or more allocated to direct client financial assistance ○ 3 points — 40-49% allocated to direct client financial assistance ○ 1 point – below 40% with a sufficient justification provided ○ 0 points — below 40%, or justification for lower allocation is insufficient ● Applicant provides a clear proposed program budget with an overview of what this funding will cover, as well as other funds and resources that will support participants. (5 points)
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Strategy 3: Operating the Centralized Front Door

Provide a response for this section only if applying for this strategy. If not, write “N/A.”

G. Program Description	RATING CRITERIA	Possible Points: 60
<ol style="list-style-type: none"> 1. Describe your approach to managing a centralized intake and referral system for rental assistance services that includes online, phone and in-person access options. 2. Describe your organization’s experience providing services within this strategy (i.e., centralized intake and referral coordination, application management, client screening and prioritization, and direct rental assistance and case management when needed). Include examples of what success has looked like, such as outcomes achieved, populations served, or impact on housing stability. <i>If your organization does not have direct experience delivering these services, describe any related experience and your plan for developing service capacity, including a start-up timeline.</i> 3. Describe your capacity to manage a high-volume system, including anticipated number of applicants served, workflow management and timelines for processing and referrals. 4. Describe who will deliver these functions, including key staff roles and responsibilities related to intake, coordination and system management. 5. Describe your experience coordinating referrals to service providers and ensure timely, accurate and client-centered connections to services. 6. Describe how your approach will improve access to services, streamline coordination across providers and contribute to housing stability outcomes. 7. Describe your ability to manage direct client financial assistance. What percentage of your proposed budget would be allocated to direct client financial assistance? 8. Complete the Proposed Program and Personnel Budgets (Attachments 3 & 4) for this strategy. In the template titles, clearly note which strategy this budget is for. Describe how funds 	<ul style="list-style-type: none"> • Applicant presents a clear and well-defined approach to managing a centralized intake and referral system, including core functions and service delivery model. (10 points) • Applicant provides concrete examples that demonstrate the depth and quality of their experience delivering these services, including outcomes and impact. OR, for applicants providing the service for the first time, presents a clear and realistic plan and timeline for launching a new service. (5 points) • Applicant demonstrates capacity to manage system scale, including high-volume workflows and timely processing that aligns with its proposed budget. (10 points) • Applicant demonstrates appropriate staffing and organizational structure to support centralized system functions. (8 points) • Applicant demonstrates a clear and effective approach to coordinating referrals and ensuring participants are connected to appropriate services. (8 points) • Applicant clearly describes how the centralized system will improve coordination, access, and housing stability outcomes. (10 points) • Applicant clearly describes the ability to manage direct client financial assistance with a proposed allocation noted in the budget. (4 points) • Applicant provides a clear proposed program budget with an overview of what this funding will cover, as well as other funds and resources that will support participants. (5 points) 	

<p>will be used and identify any other funding sources that will support the proposed program. Budget worksheets will not count toward the page limits outlined in Table 5.</p>	
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<p>TOTAL POSSIBLE POINTS</p>	<ul style="list-style-type: none">• 125 (Strategy 1)• 125 (Strategy 2)• 125 (Strategy 3)
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REQUIRED FINANCIAL DOCUMENTS

All applicants are required to submit the following financial documents with their application. However, these documents will only be reviewed and evaluated for applicants recommended for funding by the rating panel. These documents do not count toward the page limits outline in **Table 5**.

- A copy of the following current fiscal year's financial statement reports signed by the organization's Chief Financial Officer (CFO), Finance Officer, or Board Treasurer attesting to the accuracy of the reports:
 - Balance Sheet Report (also called a Statement of Financial Position)
 - Income Statement Report (also called a Profit and Loss Statement or Statement of Revenues and Expenditures)
 - Statement of Cash Flow

Note: Current fiscal year is based on your organization's fiscal year (for example, January 1, 2025 to December 31, 2025, or July 1, 2024 to June 30, 2025, etc.). Provide the most recent financial statement reports available.

- A copy of your organization's most recent audit report

Note: an audit report is a written opinion of an independent certified external auditor regarding an entity's financial statements covering the period of the entity's most recent fiscal year end. The report is written in a standard format as mandated by Generally Accepted Auditing Standards (GAAS). GAAS requires or allows certain variations in the report, depending on the circumstances of the audit work that the auditor engaged in.

If an audit report has not been conducted recently or is unavailable, then a copy of your organization's most recent full fiscal year unaudited Balance Sheet Report, Income Statement Report, and Statement of Cash Flow signed by the CFO, Finance Officer, or Board Treasurer should be submitted. Unaudited financial statement reports are ones that have not been subjected to an independent verification and review process. These reports remain unaudited until they are reviewed and approved by an independent, certified, external auditor.

- A copy of your organization's most recently completed Form 990 report

Note: Form 990 is an Internal Revenue Service form that provides the public with financial information about a nonprofit organization. If the 2025 Form 990 is not complete, send your 2024 Form 990.

If a simplified Form 990 (N or EZ) was filed, then a copy of your organization's most recent full fiscal year Balance Sheet Report, Income Statement Report, and Statement of Cash Flow signed by the CFO, Finance Officer, or Board Treasurer should be submitted.

Applications that do not include these documents will be incomplete and may not be considered for funding.

COMPLETED APPLICATION REQUIREMENTS

Application Submittal

The proposal **must** include:

- A completed and signed Application Cover Sheet (Attachment 2) for each strategy applied for.
- A completed Narrative Response including a core narrative (Sections A-D) not exceeding 7 pages, and strategy-specific responses not exceeding 4 pages per strategy (up to 12 pages if applying for all three strategies), not counting the budget and other documents.
- A completed Proposal Budget (Attachment 3), in Excel.
- A completed Proposal Personnel Detail Budget (Attachment 4), in Excel.
- A signed copy of current fiscal year's Balance Sheet Report*
- A signed copy of current fiscal year's Income Statement Report*
- A signed copy of current fiscal year's Statement of Cash Flow*
- A copy of most recent audit report*
- A copy of most recent Form 990 report*

*These financial documents are required at the time of submission but will only be reviewed and evaluated for applicants recommended for funding by the rating panel.

- If you are proposing to provide any new (for your agency) services, attach a start-up timeline for each service.
- Signed partnership letters and/or collaboration letters of intent if your application names specific partners or collaborating agencies.
- Completed applications are due by **July 15, 2026, at 12:00pm PST**.
- Proposals must be submitted through the HSD Online Submission System **OR** via email. No faxed or mailed proposals will be accepted. Allow ample time for uploading and confirmation receipt.

Subcontracting:

- If you are proposing a subcontract with another agency, attach a signed letter of commitment from that agency's Director or other authorized representative. The letter should clearly state subcontractor's responsibilities and expectations and align with the narrative response.

Fiscal Sponsorship:

- If you have a fiscal sponsor, attach a signed letter of agreement from that agency's Director or other authorized representative.

You may apply through **one** of the following methods only. Please note HSD will consider your latest submission as the final submission if there are multiple attempts to apply.

- 1. Via HSD Online Submission System** (<http://web6.seattle.gov/hsd/rfi/index.aspx>). HSD advises uploading proposal documents several hours prior to the deadline in case you encounter an issue with your internet connectivity. HSD is not responsible for ensuring that applications are received by the deadline. If you encounter issues with the online submission system, please email Tracy Chae at Tracy.Chae@seattle.gov.

OR

- 2. Via Email [HSD RFP RFQ Email Submissions@seattle.gov](mailto:HSD_RFP_RFQ_Email_Submissions@seattle.gov)**. Email attachments are limited to 30 MB. **The subject heading must be titled: 2026 Homelessness Prevention RFP**. Any risks associated with submitting a proposal by email are borne by the applicant. Applicants will receive an email acknowledging receipt of their application.

HSD Proprietary and Confidential Information

The State of Washington’s Public Records Act (Release/Disclosure of Public Records) Under Washington State Law (reference [RCW Chapter 42.56](#), the Public Records Act) states that all materials received or created by the City of Seattle are considered public records. These records include but are not limited to: RFP narrative responses, budget worksheets, board rosters, other RFP materials, including written/or electronic correspondence. In addition, HSD RFP application materials are released to rating committee members, and all rating committee members must sign and adhere to the Confidentiality and Conflict of Interest Statement.

Personal identifiable information entered on these materials is subject to the Washington Public Records Act and may be subject to disclosure to a third-party requestor.

List of Attachments & Related Materials

- Attachment 1: Application Checklist
- Attachment 2: Application Cover Sheet
- Attachment 3: Proposed Program Budget
- Attachment 4: Proposed Personnel Detail Budget

Attachment 1 – Application Checklist

This list is to help you ensure your application is complete prior to submission. Please do not submit this form with your application.

- Read and understand the following additional documents found on the [Funding Opportunities Webpage](#):
 - HSD Agency Minimum Eligibility Requirements
 - HSD Contracting Requirements
 - HSD Fiscal Sponsor Requirements
 - HSD Funding Opportunity Selection Process
 - HSD Appeal Process
 - HSD Commitment to Funding Culturally Responsive Services
 - HSD Guiding Principles
 - HSD General Terms and Conditions Sample
 - HSD 2026 Homelessness Prevention RFP Theory of Change
- Completed and signed the Application Cover Sheet (Attachment 2)? ***
 - If your application names specific partner agencies, representatives from these agencies must also sign the application cover sheet.
 - If your application names a fiscal sponsor, authorized representatives from this agency must have read and understood the HSD Fiscal Sponsor Requirements document and must sign the application cover sheet.
- Completed each section of the Application Questions?**
 - Must not exceed the maximum page limits outlined in **Table 5** (8 ½ x 11), single spaced, size 11 font, with 1-inch margins. Page count does not include the required forms and supporting documents requested in this funding opportunity.
- Completed the full Proposed Program Budget (Attachment 3) in Excel for each strategy applied for, clearly labeled with the strategy name (e.g., "Proposal Budget - Strategy 1")?***
- Completed the full Proposed Personnel Detail Budget (Attachment 4) in Excel for each strategy applied for, clearly labeled with the strategy name (e.g., "Personnel Detail Budget - Strategy 1")?***
- Included a signed copy of your current fiscal year's Balance Sheet Report?***
- Included a signed copy of your current fiscal year's Income Statement Report?***
- Included a signed copy of your current fiscal year's Statement of Cash Flow?***
- Included a copy of your most recent audit report?***
- Included a copy of your most recent Form 990?***
- If you are proposing to provide any new services (for your agency), have you attached a start-up timeline for each service, beginning January 1, 2027?***
- If you are proposing a subcontract with another agency, attach a signed Memorandum of Agreement (MOA) from that agency's director or other authorized representative. ***
- If you are proposing a significant collaboration with another agency, have you attached a signed letter of intent from that agency's Director or other authorized representative?*** Note: Applications that identify significant partnerships but do not include required letters of intent will be considered incomplete and may not be reviewed.

These documents do not count against the maximum page limits outlined in **Table 5.*

All applications are due to the City of Seattle Human Services Department by **July 15, 2026, at 12:00pm PST**. See Completed Application Requirements page for submission instructions.

Attachment 2 - Application Cover Sheet

If applying for more than one strategy, submit a separate cover sheet for each strategy applied for.

1. Applicant Agency:			
2. Agency Executive Director: Email: Phone #:			
3. Agency Primary Contact: Name: _____ Title: _____ Address: _____ Email: _____ Phone #: _____			
4. Agency Type <input type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Public Agency <input type="checkbox"/> Other (Specify): _____			
5. Federal Tax ID or EIN:		6. DUNS Number:	
7. WA Business License Number:			
8. Proposed Program Name:			
9. Strategy Applied For		<input type="checkbox"/> Strategy 1: Stabilizing Households at Imminent Risk of Homelessness <input type="checkbox"/> Strategy 2: Intervening in Active Eviction <input type="checkbox"/> Strategy 3: Operating the Centralized Front Door	
10. Focus Population(s) program will serve (check all that apply; those checked should match who you describe serving in your application):		<input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Black/African American <input type="checkbox"/> Hispanic/Latin0 <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> Other: _____	
11. Funding Amount Requested:			
12. Number of unduplicated households proposed to serve			
13. Provide a high level (200 words or less) program description:			
14. Partner Agency (if applicable): Contact Name: _____ Title: _____ Address: _____ Email: _____ Phone Number: _____ Description of partner agency proposed activities: _____			

15. Fiscal Sponsor (if applicable):

Contact Name:

Title:

Address:

Email:

Phone Number:

I have read and understood the Fiscal Sponsor Requirements document and will comply with all obligations if the applicant is awarded funding.

Signature of Fiscal Sponsor Representative: _____ Date: _____

Contract Compliance Attestation:

Yes No Has your organization had any service contract terminated due to non-compliance by any funder in 2025 or 2026? If yes, please state the funder and cause.

Authorized signature of applicant/lead agency

To the best of my knowledge and belief, all the information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all the contractual obligations if the applicant is awarded funding. If awarded funding, I will submit additional documents within 4 business days of request or may forfeit awarded funds.

Name and Title of Authorized Representative: _____

Signature of Authorized Representative: _____ Date: _____

Attachment 3 - Proposal Budget

January 1, 2027 – December 31, 2027

Excel versions of the budget templates can be found on the application page of the [HSD Funding Opportunity Webpage](#).

Applicant Agency Name:	
Proposed Program Name:	
Strategy this budget is for:	Strategy 1 <input type="checkbox"/> Strategy 2 <input type="checkbox"/> Strategy 3 <input type="checkbox"/>

Item	Amount by Fund Source			Total Program
	Requested HSD Funding	Other ¹	Other ¹	
PERSONNEL SERVICES				
Salaries (Full- & Part-Time)	\$	\$	\$	\$
Fringe Benefits	\$	\$	\$	\$
SUBTOTAL - PERSONNEL SERVICES	\$	\$	\$	\$
SUPPLIES, OTHER SERVICES & CHARGES				
Office Supplies (includes printing, postage, and general supplies. Does not include computer or technology expenses)	\$	\$	\$	\$
Operating Supplies ² (includes computers, other technology expenses (not internet) and other expenses related to providing services)	\$	\$	\$	\$
Rent	\$	\$	\$	\$
Contractual Employment/Other Professional Services ³	\$	\$	\$	\$
Travel (includes mileage, parking)	\$	\$	\$	\$
Insurance	\$	\$	\$	\$
Utilities (includes electric, internet, phone, water, sewer, garbage)	\$	\$	\$	\$
Other Miscellaneous Expenses ⁴	\$	\$	\$	\$
Indirect Facilities and Administration (F & A) Costs ⁵	\$	\$	\$	\$
SUBTOTAL - SUPPLIES, OTHER SERVICES & CHARGES	\$	\$	\$	\$
TOTAL EXPENDITURES	\$	\$	\$	\$

¹ Identify specific funding sources included under the "Other" column(s) above:	
	\$
	\$
	\$
	\$
Total	\$

² Operating Expenses- Itemize below (Do not include Office Supplies):	
	\$
	\$
	\$
	\$
Total	\$

³ Contractual Employment/Other Professional Services	
	\$
	\$
	\$
	\$
Total	\$

⁴ Other Miscellaneous Expenses- Itemize below:	
	\$
	\$
	\$
	\$
Total	\$

⁵ Indirect Facilities and Administration (F&A) Costs- Itemize below:	
	\$
	\$
	\$
	\$
Total	\$

⁵ Indirect Facilities and Administration (F&A) Costs: Those costs referred to as overhead costs, or administrative costs. These are actual costs incurred to conduct the normal business activities of an agency and are not readily identified with or directly charged to a program, making it difficult to precisely assess each user's share. Those indirect F&A expenses include:

- General Administration
- Departmental Administration
- Operation and Maintenance
- Building and Equipment Depreciation
- Non-Capitalized Interest

Does the agency have a federally approved rate?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, provide the rate.				

Attachment 4 - Proposal Personnel Detail Budget

January 1, 2027 – December 31, 2027

Excel versions of the budget templates can be found on the application page of the [HSD Funding Opportunity Webpage](#)

Applicant Agency Name:								
Proposed Program Name:								
Strategy this budget is for:	Strategy 1 <input type="checkbox"/> Strategy 2 <input type="checkbox"/> Strategy 3 <input type="checkbox"/>							
Agency's Full-Time Equivalent (FTE) =		hours/week	Amount by Fund Source(s)					
Position Title	Staff Name	Hourly Rate	How many hours a week this funding will pay for	Requested HSD Funding	Other Fund Source	Other Fund Source	Other Fund Source	Total Program
								\$
								\$
								\$
								\$
								\$
								\$
Subtotal – Salaries & Wages				\$	\$	\$	\$	\$
Personnel Benefits:								
FICA								\$
Pensions/Retirement								\$
Industrial Insurance								\$
Health/Dental								\$
Unemployment Compensation								\$
Other Employee Benefits								\$
Subtotal – Personnel Benefits:				\$	\$	\$	\$	\$
TOTAL PERSONNEL COSTS (SALARIES & BENEFITS):				\$	\$	\$	\$	\$