



Seattle Human Services

Equity • Support • Community



2026 Homelessness Prevention Request for Proposals (RFP)

Asma Ahmed, Funding Process Coordinator



Seattle
Human Services
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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/Q narrative responses, budget worksheets, board rosters, other RFP/Q materials, including written/or electronic correspondence. In addition, HSD RFP/Q 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 are subject to the Washington Public Records Act and maybe subject to disclosure to a third-party requestor.**

Examples of personal identifiable information include:

- First Name
- Last Name
- Date of Birth
- Social Security Number
- Financial Account Number
- Driver's License Number or other State Identification Number

HSD does not require social security numbers on application materials or reports. For doing business with the City or HSD, it is recommended to obtain a federal taxpayer identification (EIN) number.

Session Agenda

- Introduction
- Timeline
- Technical Assistance
- HSD's Theory of Change
- Background & Requirements
- Submission Instructions
- Review and Rating Process
- Tips
- Appeal Process
- Q & A

Introduction

- This 2026 Homelessness Prevention RFP is an open and competitive funding process
- Approximately \$8,046,194 is available through General Fund, Payroll Expense Tax, and Housing Levy fund sources
- Funding awards will be made for the period of January 1, 2027 – December 31, 2027

Timeline

- Funding Opportunity Release: June 17, 2026
- Information Sessions: June 23, 1:00-3:00pm & June 25, 9:00-11:00am (virtual)
- Technical Assistance Period: June 17 – July 9, 2026 (5:00pm PST)
- Last Day to Submit Questions: July 7, 2026, 12:00pm PST
- **Application Deadline: July 15, 2026, 12:00pm PST**
- Award announcement: September 2, 2026
- Last Day to Submit an Appeal: September 9, 2026
- Contract Start Date: January 1, 2027

Technical Assistance: What It Is & Who's Eligible

HSD has contracted with **Communities Rise** to provide free proposal technical assistance to eligible applicants during the RFP period.

Who is eligible?

- Community-based organizations with annual operating budgets of \$500,000 or less, particularly those without access to professional grant writing support.
- Support may be extended to organizations with budgets up to \$1,000,000 as capacity allows, with priority given to BIPOC-led organizations

What TA includes:

- One-on-one consultations by phone, video, or email
- Help clarifying application and budget questions
- Feedback on program and service ideas
- Review of application drafts

How to Access Technical Assistance

To request TA:

- Visit the Communities Rise website: <https://communities-rise.org/>
- Contact Communities Rise at cbclinics@communities-rise.org with the email subject line: "TA Request - City of Seattle"

Important reminders:

- TA is available through **July 9, 2026**
- TA is separate from the formal Q&A process and does not substitute for submitting written questions to the Funding Process Coordinator
- Written questions must be submitted to Asma Ahmed at Asma.Ahmed@Seattle.gov by **July 7, 2026 at 12:00pm**

Homelessness Prevention Theory of Change

HSD's goal is that **all people living in Seattle are stably housed**.

This investment leads with race. Data shows that housing instability and eviction fall disproportionately on Black/African American, Hispanic/Latino, American Indian/Alaska Native, and Native Hawaiian/Pacific Islander communities and this RFP is explicitly designed to close those gaps.

How we measure success: % of people experiencing homelessness on a given night in Seattle/King County.

Funded agencies will be expected to collect and report data that connects their program outcomes to this population-level goal. See the performance measures on the following slide for what your program will be held accountable to.



Population

Priority Population: All households at imminent risk of homelessness, including those with recent housing instability, extreme rent burden, or prior experiences of homelessness. This includes:

- Youth and young adults
- Older adults
- Immigrants and refugees
- Families with children under 18
- Survivors of gender-based violence (domestic violence, sexual assault, human trafficking, and other crimes of coercive control)

Focus Population (groups with greatest documented disparities):

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



Performance Measures

HSD measures performance across three dimensions: quantity, quality, and impact.

Strategy 1 examples:

- Quantity: # of households enrolled
- Quality: Average time between enrollment and receiving rental assistance
- Impact: % remaining stably housed at 6, 12, and 24 months

Strategy 2 examples:

- Quantity: # of households enrolled
- Quality: Average time between enrollment and receiving legal services
- Impact: % exiting to permanent housing

Strategy 3 examples:

- Quantity: # of households that applied via the centralized application
- Quality: % receiving a next step after applying
- Impact: # and % of eligible households enrolled in a prevention program



Investment Area Background and Program Requirements (pg.6)

- Overview of Investment Area
- Program Requirements
- Strategies and Activities
- Standardized Application Processing
- Participant Eligibility Criteria
- Description of Key Staff and Staffing Levels

Background (pg. 7)

- King County experienced 8,732 evictions last year — a 12% increase from 2024 and a record high
- 46% of King County renters are rent burdened, with higher rates among people with low incomes (79%), disabilities (58%), limited English proficiency (56%), and older adults (59%)
- 9 in 10 evictions in Washington State result from nonpayment of rent
- The most recent Point in Time Count found Seattle's homeless population rose by 26%
- This RFP 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

Program Requirements (pg. 7)

All funded agencies will be expected to:

- Deliver services aligned with their awarded strategy and operate as part of a **coordinated homelessness prevention system**
- Complete training and become **authorized users** of the City's rental assistance web-based application platform
- Use the platform for all **client eligibility and prioritization assessments**
- Participate in ongoing **case conferencing** to coordinate client placement and service delivery across providers
- Allocate a minimum of **40% of their award** to direct client financial assistance (Strategies 1 & 2); proposals below this threshold must provide clear justification
- Collect, maintain, and report data in **HMIS** in accordance with local, state, and federal requirements

Strategies and Activities (pg. 8)

This RFP funds three strategies:

- **Strategy 1: Stabilizing Households at Imminent Risk of Homelessness** — ~\$6,519,194 available; up to 15 agencies; minimum request \$250,000
- **Strategy 2: Intervening in Active Eviction** — ~\$627,000 available; up to 5 agencies; minimum request \$100,000
- **Strategy 3: Operating the Centralized Front Door** — ~\$900,000 available; one agency to operate centralized intake, screening, and referral
- Organizations may apply for any combination of strategies. Note: an agency awarded Strategy 3 is not eligible to also receive Strategy 1 or 2 funding

Required Service Components (pg. 8)

- **Strategy 1:** Rental assistance (current/future rent and arrears); housing-related financial assistance (utilities, deposits, move-in costs, transportation); short-term case management; platform participation; accept referrals from Centralized Front Door as capacity allows
- **Strategy 2:** Legal consultation and eviction defense; court representation; landlord negotiation/mediation; rental and housing-related financial assistance; platform participation; accept referrals from Centralized Front Door as capacity allows
- **Strategy 3:** Manage online rental assistance application and applicant pool; community outreach; call-in phone line; applicant intake assistance; urgency assessment and referrals; direct rental/financial assistance when needed; case conferencing facilitation across providers

Standardized Application Processing (pg. 9)

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

- **Application Submission:** Households apply through the shared online platform independently, with support from the Centralized Front Door Agency, or with assistance from a participating provider
- **Initial Review:** Applications submitted with provider support are reviewed directly by that provider; others are reviewed by the Centralized Front Door Agency
- **Urgency Assessment:** The Centralized Front Door Agency assesses urgency and determines the appropriate next step based on household need and provider capacity
- **Referral and Service Connection:** Households are referred to providers based on client circumstances and provider capacity
- **Case Conferencing:** The Centralized Front Door Agency facilitates ongoing case conferencing to coordinate service connections and ensure timely placement
- **Direct Support:** When immediate intervention is needed or referral isn't feasible, the Centralized Front Door Agency provides direct assistance

Participant Eligibility Criteria (pg. 10)

Participants must meet all of the following:

- ✓ Reside within the City of Seattle at time of program intake
- ✓ Household income at or below 50% of Area Median Income (AMI)
- ✓ At imminent risk of homelessness or currently facing eviction — meaning housing loss is likely within 30 days without intervention
- ✓ Lack sufficient financial resources to maintain or secure stable housing without assistance

Please note:

- Households served under Strategy 2 must be involved in a formal eviction proceeding.
- In cases where housing stability is best supported by relocation outside city limits, exceptions may be requested through the Exception Request Process



Description of Key Staff and Staffing Level (pg. 12)

- Staff must have experience working with households experiencing housing instability, eviction, or homelessness
- Staff must demonstrate understanding of structural inequities and their impact on housing stability
- Staff must be trained in or have demonstrated experience with trauma-informed and culturally responsive practices
- Staffing model must be sufficient to support timely rental assistance, housing stabilization, legal services, and/or coordinated access functions, as applicable



Submission Instructions (pg. 24)

- Applications due: **July 15, 2026, 12:00pm PST**
- Submit via one of two methods only:
- **Online:** HSD Online Submission System at <http://web6.seattle.gov/hsd/rfi/index.aspx>
- **Email:** HSD_RFP_RFQ_Email_Submissions@seattle.gov (subject line: "2026 Homelessness Prevention RFP"; attachments limited to 30 MB)
- No faxed or mailed submissions accepted. HSD is not responsible for ensuring applications are received by the deadline. It is each applicant's responsibility to confirm receipt.



HSD Online Submission System (pg. 24)

- The system is NOT an online Application – no saving.
- You may upload files up to a maximum of 100 MB.
- Acceptable file types include: .pdf .doc .docx .rtf .xls .xlsx
- There are required fields to be completed. ***Ensure you allow sufficient time to complete the steps in order to submit your application by the deadline.***
- The system automatically sends a confirmation to all e-mail addresses you enter. If you don't receive that confirmation, please reach out to Tracy Chae at Tracy.Chae@seattle.gov before the deadline to verify your submission came through



Complete Applications (pg. 26)

Late applications will not be accepted. **HSD is not responsible for ensuring that applications are received by the deadline.**

Applications must include:

- Signed Application Cover Sheet (Attachment 2) for each strategy applied for
- Core narrative (Sections A–D), max 7 pages; strategy-specific responses, max 4 pages per strategy
- Proposed Program and Personnel Detail Budgets (Attachments 3 & 4, Excel) for each strategy
- Current fiscal year financial statements (Balance Sheet, Income Statement, Statement of Cash Flow), most recent audit, and Form 990*
- Start-up timeline for new services, if applicable
- Signed letters from any named partners, subcontractors, or fiscal sponsor (if applicable)

*Required at submission but reviewed only for applicants recommended for funding.



Required Financial Documents (pg. 23)

All applicants must submit the following:

- Signed current fiscal year **Balance Sheet Report**
- Signed current fiscal year **Income Statement Report**
- Signed current fiscal year **Statement of Cash Flow**
- Most recent **audit report**
- Most recent **Form 990**
- These 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 a recent audit is unavailable, submit a signed unaudited Balance Sheet, Income Statement, and Statement of Cash Flow. If only a simplified Form 990-N or 990-EZ was filed, also submit signed current fiscal year financial statements.



Fiscal Sponsors (if applicable)

Applicants that do not have the capacity to maintain adequate accounting procedures and internal controls to safeguard funds must identify a fiscal sponsor.

- The fiscal sponsor must meet all HSD Agency Minimum Eligibility Requirements
- If utilizing a fiscal sponsor, applicants must include a signed letter of agreement from the fiscal sponsor with their application (does not count toward page limit)
- For full requirements, refer to the HSD Fiscal Sponsorship Requirements document on the Funding Opportunities webpage



Application Scoring (pg. 17)

| Category | Points | % of Total |
|------------------------------------|--------|------------|
| Organization Experience | 30 | 24% |
| Culturally Responsive Services | 15 | 12% |
| Partnerships and Collaborations | 10 | 8% |
| Fiscal Responsibility | 10 | 8% |
| Program Design (strategy-specific) | 60 | 48% |
| Total | 125 | 100% |



Review and Rating Summary

- Applications submitted
- Rating committee reviews complete applications
- Applicants may be invited to respond to clarifying questions in writing
- Fiscal review
- Final recommendations to HSD Director
- Agency and public announcement



Tips

- Follow the required format defined in the Guidelines
- Be specific, detailed, and concise
- Answer all questions and in the context of your proposed program(s)
- Submit an accurate budget; double check your numbers
- Propose plans for addressing services that are not in place



Tips (continued)

- Have someone else read your application before submitting
- Meet the page limits – 7 pages for core narrative; 4 pages per strategy
- Use the application submission checklist
- Start early
- Review the Online Submission Assistance Page for helpful information:
<http://web6.seattle.gov/hsd/rfi/help.aspx>
- ***E-mail questions by the Q&A deadline July 7, 2026, 12:00pm PST: Asma Ahmed at Asma.Ahmed@Seattle.gov***



Appeal Process

Applicants have the right to protest or appeal certain decisions in the award process

Grounds for Appeals:

- Violation of policies outlined in the Funding Process Manual.
- Violation of policies or failure to adhere to guidelines or published criteria and/or procedures established in the funding opportunity.

Appeals Deadlines:

- Appeals must be received within four (4) business days from the date of written application status (award/denial).
- A written decision by the HSD Director will be made within four (4) business days of the receipt of the appeal. The HSD Director's decision is final.

No contracts resulting from the solicitation will be executed until the appeal process has closed. An appeal may not prevent HSD from issuing an interim contract for services to meet important client needs.



Questions?

- Questions & Answers posted on RFP website.
- Only written answers are official.
- Contact **Asma.Ahmed@Seattle.gov** with questions prior to July 7, 12:00pm PST.
- Any issues and/or questions regarding the online submission system, contact Tracy Chae, Tracy.Chae@seattle.gov

