

Question and Answer

2026 Shelter Expansion Roster Request for Qualifications

Version 3

Updated: August 27, 2026

	Project Area	Question	Answer
1	Shelter Operations	Can you confirm for me, emergency shelters are required to be open 24/7, yes?	Yes, emergency shelters are required to be open 24 hours a day, seven days a week.
2	Fiscal Sponsor	For applicants using a fiscal sponsor, does the applicant itself need to have prior organizational experience operating shelters, or can the professional experience of the applicant's leadership and program staff be used to demonstrate that experience?	A strong application will clearly describe how the organization, leadership, and program staff have the preferred and relevant experience as well as outline a realistic plan to rapidly build capacity to operate an emergency shelter. See pages 7 - 8 of the Guidelines and pages 4 – 5 of the Application for Rating Criteria for Emergency Shelter Operator questions. Applicants can seek technical assistance from Communities Rise for translating preferred and relevant experience to future emergency shelter operations work.
3 8/20 Amendment	Shelter Site	What if an applicant already has control of a property?	HSD is not soliciting information about property control through this RFQ. Once the roster is established, HSD may release future invitations to apply where it solicits emergency shelter sites from the roster of qualified organizations and may ask about property control then. HSD is not soliciting information about shelter site locations through this RFQ. If an organization has information about a shelter site location and it wants to receive funds from HSD to develop, operate, or provide behavioral health care at the location, the organization must be qualified through this RFQ or a re-release of the RFQ to receive invitations from HSD to apply for future funding to provide those services.

			If an organization has information about a shelter site location but is not itself seeking to develop or provide services at the location, please contact Gabriel Silberblatt by email at Gabriel.Silberblatt@seattle.gov .
4	Fund Source	Does HSD currently have CDBG funds secured for shelter projects or is that something HSD is pursuing?	HSD currently has CDBG funds available for shelter projects. While no funding will be awarded through this RFQ, HSD wants roster applicants to be aware that federal funds could be used in the future. When an invitation to apply is released, the fund source will be provided.
5	Future Funding	Could funding that becomes available down the line for organizations on the roster be used to support existing emergency shelter operations, or would funds be used for new shelters or shelter enhancements or expansions only?	HSD's expectation is that future funding will be used to support new shelter sites.
6	Shelter Operations	For a newly formed organization applying for the Emergency Shelter Operator roster, can the professional experience of the organization's leadership and proposed staff be used to demonstrate experience and capacity, even though the organization itself doesn't have an operating history yet?	See response to question 2.
7	Shelter Operations	For a new organization that doesn't have its own history yet, can we use the experience of the people who would be leading and staffing the program to show that we have the experience and capacity to operate the shelter?	See response to question 2.
8	Fiscal	If the applicant is newly formed and doesn't yet have an audit or Form 990, can the fiscal sponsor's financial	Yes, if an applicant uses a fiscal sponsor, it is expected that the applicant will provide the required financial documents of the fiscal sponsor.

		documents satisfy those requirements?	
9	Staffing	For the staffing section, can an applicant identify proposed staff or partners who would be brought onto the team if selected for a future funding opportunity, or do the identified staff need to already be employed by the applicant at the time of the RFQ application?	The applicant can identify both current and proposed staff with its RFQ application.
10	Shelter Site	I saw that shelter sites may include up to 250 units. Will there also be opportunities for smaller shelter models, and can applicants indicate the size or operational capacity they are prepared to manage?	Once the roster is established, HSD may release future invitations to apply where it would indicate the number of units at a specific shelter site. See page 4 of the Application, question 1 in Section C, Emergency Shelter Operator Questions.
11	Service Coordination	For an organization applying under Shelter Operations, can services such as behavioral health, food, security, or other wraparound supports be provided through partnerships or subcontractors? Specifically for behavioral health, would those services need to be provided directly by the shelter operator, or could they be provided through a separately qualified behavioral health provider?	Once the roster is established, HSD may release future invitations to apply where it would solicit an emergency shelter developer, emergency shelter operator, and a behavioral health care provider for a specific shelter site. The behavioral health provider selected through the invitation to apply process would be responsible for providing the behavioral health services. It is expected that the emergency shelter operator will provide food, security, and wraparound services either directly or through identified subcontract(s). Emergency shelter operators may refer participants to their partners for services it does not provide.
12	Performance and Data	For a newly formed organization without its own historical performance data, can the Performance and Data section include the previous experience and	A strong application will: Clearly describe how the organization, its leadership, and proposed staff measure success in the services provided;

		outcomes of its leadership and proposed staff, along with the data collection and performance systems the organization plans to implement?	• Thoroughly explain how the organization, its leadership, and proposed staff document participant outcomes or results and uses these data to inform services; and • Thoroughly explain how the organization, its leadership, and proposed staff collect and manage data using a database, including field-based data entry capacity, data accuracy, and timeliness. See the Rating Criteria for Performance and Data on pages 5 and 7 of the Application. Applicants can seek technical assistance from Communities Rise for translating previous performance and data experience of an organization, its leadership, and proposed staff to future emergency shelter operations work.
13	Fiscal	If an applicant qualifies for the roster using a fiscal sponsor and later obtains its own 501(c)(3) and meets HSD's contracting requirements independently, is there a process to transition away from the fiscal sponsor while remaining on the roster?	Yes, there would be a process for an organization that is qualified to be on the roster to transition from using a fiscal sponsor if and when the organization is able to meet HSD Agency Minimum Eligibility Requirements and HSD Contracting Requirements .
14	Roster	Is this list for the current year? Our organization will be in a position to offer emergency shelter services, but not for about 3 years. I got the impression from the presentation that this roster is for the next fiscal year, but I wanted to make sure that there would be an opportunity to join another roster for funding that might exist in 2 to 3 years.	The roster will be valid through December 31, 2029. HSD anticipates re-releasing the Shelter Expansion Roster RFQ in January 2027, and periodically thereafter to solicit qualified organizations to support emergency shelter work.

15	Fiscal	The completed applications submission checklist states that we must include "a copy of most recent audit report." Can you please clarify that this is optional if your organization does not currently meet the City's requirements for needing to complete an audit based on being under the fiscal threshold?	All applicants of the Shelter Expansion Roster RFQ are required to provide a copy of the organization's most recent audit report. 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 Director, or Board Treasurer should be submitted in lieu. Unaudited financial statement reports are ones that have not been subjected to an independent verification and review process. If an agency cannot meet either of these requirements it may consider partnering with a fiscal agent.
16	Shelter Site	I know that subsequent funds available for agencies on the roster will be for new shelters only, but we were wondering if a new emergency shelter program co-located on the same site as an existing shelter would count? In this scenario, the two shelters would be run as separate programs with a distinct set of clients, but would share a building.	HSD is not soliciting information about shelter site locations through this RFQ. If an organization has information about a shelter site location, including co-locating a new shelter site with an existing shelter site, and it wants to receive funds from HSD to develop, operate, or provide behavioral health care at the location, the organization must be qualified through this RFQ or a re-release of the RFQ to receive invitations from HSD to apply for future funding to provide those services. See response to question 3.
17	Fiscal	If an organization has filed for an extension on their 990, can they submit the 990 from 2024 and their extension document?	If the 2025 Form 990 is not complete, please submit your completed 2024 Form 990.
18	Shelter Operations	Would a proposal for shelter operations utilizing hotels be eligible for this RFQ?	HSD is not awarding funding for shelter operations or soliciting information about shelter site locations through this RFQ. If an organization has information about a shelter site location, including the use of a hotel, and it wants to receive funds from HSD to develop, operate, or provide behavioral health care at the location, the organization must be qualified through this RFQ or a re-release of the

			RFQ to receive invitations from HSD to apply for future funding to provide those services. See response to question 3.
19	Shelter Site	Does the organization and/or shelter need to be located in Seattle?	While an organization can be located outside of Seattle, it must meet HSD Agency Minimum Eligibility Requirements, and any additional requirements described in the Guidelines. City-approved shelter sites will primarily serve people experiencing unsheltered homelessness in Seattle.
20	Shelter Site	Our current shelters are not located in Seattle, and we would like to use this funding opportunity to support our shelter work outside of the City. Can we still apply?	HSD is not awarding funding or soliciting information about shelter site locations through this RFQ. If an organization has information about a shelter site location and it wants to receive funds from HSD to develop, operate, or provide behavioral health care at the location, the organization must be qualified through this RFQ or a re-release of the RFQ to receive invitations from HSD to apply for future funding to provide those services. See response to question 3. While an organization can be located outside of Seattle, it must meet HSD Agency Minimum Eligibility Requirements, and any additional requirements described in the Guidelines. City-approved shelter sites will primarily serve people experiencing unsheltered homelessness in Seattle. See response to question 19.
21	Applicant Eligibility	Is the expectation that providers responding have local experience or just experience with similar work,	While an organization can be located outside of Seattle, it must meet HSD Agency Minimum Eligibility Requirements, and any additional requirements described in the Guidelines.

		regardless of location? Our organization is headquartered in Texas and has experience in other states. Are you looking for past experience in Seattle specifically, or is relevant experience enough?	City-approved shelter sites will primarily serve people experiencing unsheltered homelessness in Seattle. See response to question 19. See pages 6-9 of the Guidelines about the preferred and relevant experience for emergency shelter development, emergency shelter operations, and behavioral health care at emergency shelters. See the Rating Criteria on pages 2-7 of the Application.
22	Fiscal	For financial statements, when you say current fiscal year. Does it mean YTD?	Current fiscal year refers to the period beginning on the first day of the applicant's fiscal year and extending up to the current date. See Required Financial Documents on page 7 in the Application.
23	Information Session	Will today's information session be posted in its entirety?	No. The recording of the information session that occurred on August 10 is posted to the Shelter Expansion Roster RFQ webpage . The PowerPoint presentation used for both information sessions is also posted to the Shelter Expansion Roster RFQ webpage .
24	Shelter Site	Would the City also fund sites that are in neighboring communities? In particular, we have a 1-acre site in NE Tukwila that is 250 feet from the Seattle city limits.	HSD is not awarding funding or soliciting information about shelter site locations through this RFQ. If an organization has information about a shelter site location, including those in neighboring communities, and it wants to receive funds from HSD to develop, operate, or provide behavioral health care at the location, the organization must be qualified through this RFQ or a re-release of the RFQ to receive invitations from HSD to apply for future funding to provide those services. See response to question 3.
25	Staffing	Is the contractor allowed to use a staffing agency?	Yes. If the contractor meets HSD Contracting Requirements , follows applicable labor laws, and the staffing requirements outlined in the Guidelines, use of a staffing agency is allowed.
26	Eligibility	Clarifying eligibility, we are a nonprofit incorporated in Texas. Are we eligible to apply (given we are	See response to question 19.

		not incorporated in Washington), specifically for shelter operations? We are licensed to do business in Washington.	
27		For shelter operators who integrate behavioral health care into their core shelter staffing/operating approach (rather than supplementing other shelter providers' operations with inserted BH care), should we respond only to the shelter operator portion, or should we also address specifically our methods of providing BH care in the BH services portion as well?	An organization interested in operating emergency shelter and providing behavioral health care at emergency shelter must submit a narrative response for: • Section A: Core Narrative Questions, • Section C: Emergency Shelter Operator Questions, and • Section D: Behavioral Health Provider at Emergency Shelters Questions. See pages 1 – 7 of the Application.
28	Fiscal Sponsor	We have a fiscal sponsor, but we have separate mailing addresses. Which mailing address should we use on the application?	Use the mailing address for the applicant.
29	Fiscal Sponsor	If our fiscal sponsor does not have a DUNS number, are we required to obtain one prior to submission?	If a fiscal sponsor does not have a DUNS number, the applicant is required to provide the fiscal sponsor's Unique Entity ID (UEID) at the time of submission.