



Seattle Human Services

Equity • Support • Community



2026 Shelter Expansion Roster

Request for Qualifications



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Proprietary and Confidential Information

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- 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
- Background, Overview, & Requirements
- Submission Instructions
- Review and Rating Process
- Tips
- Appeal Process
- Q & A



Introduction

- This Request for Qualifications is an open and competitive application process
- Intent is to create a **roster of qualified organizations** for emergency shelter development, emergency shelter operations, and behavioral health care at emergency shelters
- No funding will be awarded through this RFQ.
- Only organizations that qualify through this RFQ, or a future release of this RFQ, will be eligible to receive invitations from HSD to apply for funding.
- HSD may issue invitations as funding and locations become available

Timeline

- Shelter Expansion Roster Opportunity Release: August 6, 2026
- Information Sessions:
 - August 10, 2026, 1:00pm-3:00pm (virtual)
 - August 13, 2026, 10:00am-12:00pm (virtual)
- Technical Assistance Period: August 7 – September 4, 2026 (5:00pm Pacific)
- Last Day to Submit Questions: August 21, 2026, (5:00pm Pacific)
- Application Deadline: September 10, 2026, 12:00pm (noon) Pacific
- Roster Notification: December 2, 2026
- Last Day to Submit an Appeal: December 8, 2026

Background, Overview and Requirements (pg. 5-9)

- Background
- Roster Overview and Criteria
- Priority Population and Focus Population
- Performance Measures
- Future Contract and Compliance Requirements
- Federal Funding Requirements

Background (pg. 5)

- Executive Order 2026-02 directs the accelerated creation of new emergency shelter units to respond to Seattle's ongoing homelessness crisis.
- Recent Point-in-Time (PIT) Counts show rising rates homelessness with thousands of Seattle residents living unsheltered.
- Regional planning indicates a significant unmet need for emergency housing, over 21,000 units by 2044, alongside the need for new permanent housing units.
- Individuals experiencing homelessness often face serious behavioral health challenges; shelters under EO 2026-02 will include enhanced services and behavioral health care to support long-term stability and pathways to permanent housing.

Roster Overview and Criteria (pg. 5-9)

- Roster Overview
- Future Application Process
- General Shelter and Service Expectations
- Emergency Shelter Development Criteria
- Emergency Shelter Operations Criteria
- Behavioral Health Care at Emergency Shelters Criteria



Roster Overview (pg. 5)

- HSD is establishing a roster of qualified organizations for emergency shelter development, emergency shelter operations, and behavioral health care at shelters.
- Applicants may apply for one or more areas and must show dedicated staffing for each area.
- Applicants must be prepared to perform each area of work applied to, meet all RFQ expectations, and collaborate with other qualified organizations and City staff.

Future Application Process (pg. 6)

- Only organizations qualified through this RFQ, or a future release of the RFQ, will be eligible to receive invitations from HSD to apply for funding.
- HSD may issue invitations as funding and locations become available.
- Invitations may identify the number of units and population(s) to be served at a location.
- Funding for emergency shelter development is expected to support one-time development costs.
- Funding for shelter operations and behavioral health care would support ongoing service costs based on funding availability and the terms of each future application.

General Shelter and Service Expectations (pg. 6)

- Organizations that are later awarded funding must coordinate with partners and City staff.
- Coordination may begin during shelter planning and development and continue through shelter operations and service delivery.
- Shelter sites may include up to 250 units and will serve people moving from unsheltered homelessness.
- Sites may use the National Alliance to End Homelessness' (NAEH) [five keys to effective emergency shelter](#).

General Shelter and Service Expectations (pg. 6)

- Shelters may be located on City-owned property, other publicly owned property, privately owned property, or leased property.
- Shelter development must create a welcoming and restorative environment and support confidentiality and privacy in service delivery.
- Shelter operations and behavioral health care must respond to the needs and strengths of the shelter population served at each location.

Emergency Shelter Development Criteria

(pg. 6-7)

- Facilities must meet all applicable building, safety codes and be ready for occupancy.
- Apply [universal design principles](#) that include considerations for space and safety; health and wellness; program design elements.
- City-approved sites may require structural improvements, rehabilitation, maintenance, and/or repairs before use as shelters.
- HSD outlines a list of relevant experience, capacity, or interest for applicants to reference.
- HSD outlines a list of preferred experience for applicants to reference.

Emergency Shelter Operations Criteria (pg. 7-8)

- Operate shelters that are open 24/7, offer ease and immediate access, and provide enhanced services to people moving from unsheltered homelessness.
- Provide services and supports including food access, case management, housing navigation, crisis response, and wraparound services.
- Services will use a [progressive engagement approach](#) that focuses on helping participants achieve stabilization as soon as possible.
- HSD outlines a list of relevant experience, capacity, or interest for applicants to reference.
- HSD outlines a list of preferred experience for applicants to reference.

Behavioral Health Care at Emergency Shelters Criteria (pg. 8-9)

- Provide behavioral health care, including treatment for mental health conditions and substance use disorders, to people exiting unsheltered homelessness with limited or inconsistent access to ongoing health care.
- Services will be provided at emergency shelters by shelter-based or mobile staff and/or at an off-site location with dedicated transportation support.
- Services will reflect the goals and principles of recovery, resilience, and trauma informed care.
- HSD outlines a list of relevant experience, capacity, or interest for applicants to reference.
- HSD outlines a list of preferred experience for applicants to reference.

Priority Population (pg. 9-10)

- Individuals that meet the U.S. Department of Housing and Urban Development's [definition of Literally Homeless](#).
- Individuals experiencing unsheltered homelessness, including individuals residing in RVs or vehicles.
- Individuals experiencing unsheltered homelessness with a substance use disorder.
- Individuals experiencing unsheltered homelessness with a serious mental illness.
- Families with minor children experiencing unsheltered homelessness.



Focus Populations (pg. 9-10)

- American Indian, Alaska Native, and/or Indigenous
- Black, African American, and/or African Descent
- Hispanic and/or Latina/e/o/x
- Native Hawaiian or Pacific Islander

Applicants may specialize in subgroups within the identified focus populations. Applicants can clearly describe additional populations experiencing unsheltered homelessness as well.



Performance Measures: Shelter Development (pg. 10)

Quantity

- # of shelter units created

Quality

- Site is code compliance
- Length of development in days

Impact

- % of site development project milestones met by deadline
- # of shelter units created



Performance Measures: Shelter Operations

(pg. 10-11)

Quantity

- # of households enrolled
- % of households entering from homelessness
- # of participants referred to support services through case management

Quality

- % of beds/units utilized
- Average length of stay in days
- Average number of days between shelter enrollment and initial mental health service
- Average number of days between shelter enrollment and initial substance use service

Impact

- # and % of households exiting to permanent housing
- % of households exiting to permanent housing that return to homelessness within six months



Performance Measures: Behavioral Health Care (pg. 11)

Quantity

- # of unduplicated shelter participants that receive a mental health service
- # of unduplicated shelter participants that receive a substance use service
- # of unduplicated shelter participants referred to outside behavioral health services

Quality

- Average number of days between shelter enrollment and initial mental health service
- Average number of days between shelter enrollment and initial substance use service
- # and % of unduplicated shelter participants who choose to receive repeated mental health or substance use services during their shelter stay

Impact

- # and % of unduplicated shelter participants with a plan to continue mental health or substance use services at exit from the shelter
- # and % of unduplicated shelter participants who receive mental health or substance use services and exit to permanent housing



Future Contract and Compliance Requirements (pg. 11-12)

- Data collection and evaluation
- Coordination requirements
- Contracting requirements
- Fiscal sponsor requirements
- Criminal background check policy



Federal Funding Requirements (pg. 12)

- Organizations may also need to meet federal Community Development Block Grant (CDBG) requirements.
- Both the organization and the location must meet all eligibility criteria for the CDBG program prior to the City's commitment of funds and before cost incur.
- **Organizations selected for the roster must not sign any contracts or complete any property transactions until the City's completion of the required environmental review.**
- Both the organization and the location must comply with applicable CDBG funding requirements, such as Section 3 requirements and the federal Uniform Relocation Assistance guidelines.
- CDBG funds can only be used to reimburse eligible activities identified in 24 CFR 570.



Submission Instructions (pg. 9)

- Applications due on **Thursday, September 10 at 12:00 p.m. (noon) Pacific**
- Submit via one of two methods only:
 - Online at: <http://web6.seattle.gov/hsd/rfi/index.aspx>.
 - Via email at: **HSD_RFP_RFQ_Email_Submissions@seattle.gov**. Email attachments are limited to 30 MB. **The subject heading must be titled: Shelter Expansion Roster RFQ.**
- No faxed, mailed, or in-person delivery of applications
- Applications must be complete and on-time
- Applicants is responsible for confirming receipt of submission



HSD Online Submission System (pg. 9)

- 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 confirmation is not received, reach out to Ann-Margaret Webb at Ann-Margaret.Webb@seattle.gov before the deadline to verify submission



Complete Applications (pg. 9)

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

Applications must include:

- A completed and signed Application Cover Sheet (Attachment 2, page 12)
- Core Narrative Response (3-page limit)
- Emergency Shelter Developer Narrative Response, if applying for this area (3-page limit)
- Emergency Shelter Operator Narrative Response, if applying for this area (5-page limit)
- Behavioral Health Provider Narrative Response, if applying for this area (4-page limit)
- A signed copy of the applicant's current fiscal year's Balance Sheet Report
- A signed copy of the applicant's current fiscal year's Income Statement Report
- A signed copy of the applicant's current fiscal year's Statement of Cash Flow
- A copy of the most recent audit report
- A copy of the most recent Form 990 report
- If applicable, a signed letter of agreement from the organization acting as a fiscal sponsor



Required Financial Documents (pg. 7-8)

All applicants must submit the following financial documents with their application.

- A copy of the following financial statement reports for the current fiscal year signed by the applicant's Chief Financial Officer, Finance Director, Board Treasurer, or equivalent role:
 - Balance Sheet Report
 - Income Statement Report
 - Statement of Cash Flow
- A copy of the applicant's most recent audit report
- A copy of the applicant's most recently completed Form 990 report

These documents will only be reviewed and evaluated for applicants recommended for the roster. Applications that do not include these documents will be incomplete and may not be considered for the roster.



Fiscal Sponsors (if applicable)

- Applicants that have a fiscal sponsor must ensure their fiscal sponsor can meet all criteria as listed in the HSD Fiscal Sponsor Requirements document.
- Fiscal Sponsors are required to comply with all HSD contracting requirements and the Master Agency Services Agreement.
- Applicants that have a fiscal sponsor must submit the required financial documents to HSD as outlined in the application.



Application Rating Criteria (pg. 2-7)

Core Narrative

Category	Points	Percentage of Total
Background	5	17%
Staffing	10	33%
Collaboration and Partnership	5	17%
Financial Management	10	33%
Total	30	100%



Application Rating Criteria (pg. 2-7)

Emergency Shelter Developer Narrative, if applying

Category	Points	Percentage of Total
Experience	10	40%
Project Management	10	40%
Compliance	5	20%
Total	25	100%



Application Rating Criteria (pg. 2-7)

Emergency Shelter Operator Narrative, if applying

Category	Points	Percentage of Total
Experience	5	11%
Service Quality	10	22.25%
Cultural Responsiveness	10	22.25%
Performance and Data	10	22.25%
Operations	10	22.25%
Total	45	100%



Application Rating Criteria (pg. 2-7)

Behavioral Health Provider Narrative, if applying

Category	Points	Percentage of Total
Experience	10	25%
Service Quality	10	25%
Cultural Responsiveness	10	25%
Performance and Data	10	25%
Total	40	100%



Review and Rating Summary

- Applications submitted
- Rating committee reviews complete applications
- 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 the organization's experience, capacity, or interest
- Have someone else read your application before submitting
- Meet the page limits for all narrative responses
- 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 to Leslea Bowling and Kate Hoffman at Leslea.Bowling2@seattle.gov and Kate.Hoffman2@seattle.gov by the Q&A deadline Friday, August 21 at 5:00 p.m. Pacific**



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 Shelter Expansion Roster RFQ

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.



Questions?

- Questions & Answers posted on RFP website
- Only written answers are official
- Contact Leslea Bowling and Kate Hoffman at Leslea.Bowling2@seattle.gov and Kate.Hoffman2@seattle.gov with questions prior to the Q&A deadline on Friday, August 21 at 5:00 p.m. Pacific
- Any issues and/or questions about the online submission system, contact Ann-Margaret Webb, Funding Policy and Process Advisor, at Ann-Margaret.Webb@seattle.gov

