

Question and Answer

2026 Homelessness Prevention Request for Proposals

Updated: June 30, 2026

Version 1

#	Program Area	Question	Answer
1	Program	Will this PowerPoint be distributed after this meeting?	The Information Session PowerPoint and recording have been posted to the HSD Funding Opportunities webpage: 2026 Homelessness Prevention RFP .
2	Fiscal	Who is eligible to sign the required financial documents? Is a CEO's signature acceptable, or does it need to be someone from the finance team or board treasurer?	Financial documents must be signed by the organization's Chief Financial Officer (CFO), Finance Officer, or Board Treasurer, attesting to the accuracy of the reports. Please refer to the Required Financial Documents section on page 23 of the Guidelines and Application.
3	Program	How will the Centralized Front Door agency work in practice?	The Centralized Front Door agency serves as the central coordinator of the rental assistance system. Its primary functions are to manage the shared online application, assess urgency, coordinate referrals to Strategy 1 and 2 providers, facilitate case conferencing, and provide direct assistance when needed. In practice, most households will interact with the Centralized Front Door agency in one of two ways: either by submitting an application independently through the shared platform, in which case the Centralized Front Door agency reviews the application, assesses urgency, and connects the household to an appropriate provider; or by contacting the Centralized Front Door agency directly by phone or online, in which case the agency assists with intake and makes a referral based on household need and provider capacity. In cases where a household comes directly to a Strategy 1 or 2 provider, that provider can assist the household in completing the shared application and serve them directly without involvement from the Centralized Front Door agency. The shared platform serves as the documentation that the household was served and met eligibility criteria.

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4	Program	If a client fills out our intake form, will they still need to fill out the centralized application, or only the centralized application?	All funded agencies will be required to use the shared web-based rental assistance application for all client eligibility and prioritization assessments. Any existing intake forms your organization currently uses would not replace that requirement.
5	Program	Can a Strategy 1 or 2 provider request that a client's application be transferred to them?	The Centralized Front Door agency coordinates referrals to Strategy 1 and 2 providers based on household need and provider capacity. The mechanics of how providers communicate capacity and coordinate client connections (including any transfer requests) will be defined during the contracting and onboarding process. Funded agencies are expected to participate in ongoing case conferencing facilitated by the Centralized Front Door agency, which will serve as the primary forum for system-wide coordination.
6	Program	Is the expectation that all clients served must come through the rental assistance application system?	Yes.
7	Fiscal	When the Guidelines reference "current fiscal year" financial documents, does that mean our organization's fiscal year or the City's?	Your organization's fiscal year. Please refer to the Required Financial Documents section on page 23 of the Guidelines and Application for additional detail.
8	Eligibility	The Guidelines reference Seattle as the service area. Does that mean Seattle city limits or the Seattle metropolitan area?	Seattle city limits. Please refer to the Funding Information section on page 4 of the Guidelines and Application.
9	Program	Historically, the Seattle Department of Construction and Inspections (SDCI) has administered a tenant services RFP for work similar to Strategy 2. Will SDCI still be doing so, or does this RFP replace that?	This RFP largely consolidates that work under HSD. SDCI continues to administer some eviction defense funding, but much of that work has transitioned to HSD.
10	Program	Can you describe what the rental assistance application will look like? Is it a	The rental assistance application is a web-based platform hosted on a City of Seattle website. Agencies will use it to enter client information, document household

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		form for data tracking or a database? How many systems will funded agencies be required to use?	circumstances, and complete eligibility and prioritization assessments. The platform is not integrated with agencies' internal databases or other systems, but data can be exported. Agencies will be able to update application statuses, which will be visible to other funded agencies in the system. Funded agencies will also be required to use the Homeless Management Information System (HMIS) for data collection and reporting. HSD will provide training on both systems. Please refer to Section I. Data, Background Checks, Fiscal Sponsorship, and Other Requirements on page 12 of the Guidelines and Application.
11	Fiscal	What is the allowable indirect cost rate for this funding opportunity?	Applicants with a federally negotiated indirect cost rate may apply that rate to their proposed budget. Please refer to Attachment 3. If the applicant does not have a federally negotiated indirect rate, please document and propose a rate as outlined on pages 30 - 31 of the Guidelines and Application.
12	Program	Is the rental assistance application currently available on the City of Seattle website?	The rental assistance application is not yet available. It is anticipated to be completed in late 2026.
13	Program	I represent an affordable housing organization. Are we required to accept referrals from the Centralized Front Door agency? We currently only serve residents in our buildings.	Funded agencies are expected to receive referrals from the Centralized Front Door agency as capacity allows. The Centralized Front Door agency will coordinate referrals based on each provider's capacity, program model, priority population, and other relevant criteria, so referrals should be appropriate to your organization's scope and current availability. It is each organization's responsibility to communicate their capacity accurately so that the Centralized Front Door agency can coordinate effectively across the system. Please note: funded agencies may not use HSD rental assistance funds to pay rental assistance on behalf of clients who are residents in buildings owned or managed by that same agency.
14	Program	For Strategy 1, if we serve a specific priority population (e.g., seniors or	It is HSD's expectation that the Centralized Front Door agency will become well-versed in each funded provider's population focus and service strengths and will make referrals

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		immigrants and refugees), will the Centralized Front Door agency send us clients from that population? Are we expected to serve clients outside our area of focus?	accordingly. Funded agencies are not required to accept referrals outside of their area of focus but are expected to serve clients within their area of focus as capacity allows. Please refer to Section C. Strategies and Activities on page 8 of the Guidelines and Application.
15	Program	For Strategy 3, is this similar to the Centralized Diversion Fund?	No, Strategy 3 is not modeled after the Centralized Diversion Fund. The selected agency will be contracted directly with HSD and will have its own distinct budget. Please refer to Section C. Strategies and Activities on page 8 of the Guidelines and Application for a full description of Strategy 3.
16	Funding	Are there caps on rental assistance amounts per household?	There is no maximum cap on rental assistance per household. However, proposals anticipating rental assistance exceeding \$15,000 per household must provide clear justification for the proposed assistance level. Additional requirements may be established during the contracting process based on specific fund source requirements. Please refer to the rating criteria for Strategies 1 and 2 on pages 18-20 of the Guidelines and Application.
17	Program	Will the existing six-month limit on rental assistance still apply?	Yes. Rental assistance is limited to no more than six months of rent within a 12-month period, or no more than 18 months of rent within a 36-month period.
18	Application	Where can I find the application checklist?	The RFP Application Checklist is Attachment 1 on page 26 of the Guidelines and Application: 2026 Homelessness Prevention RFP Guidelines and Application .
19	Funding	Is there a maximum amount we can request?	There is no maximum funding request for Strategies 1 or 2. For Strategy 3, the maximum available amount of \$900,000 should be requested. Applicants should propose budgets that are sufficient to deliver meaningful and effective services at the scope and scale proposed. Please refer to the funding table on page 3 of the Guidelines and Application.
20	Application	If we apply for both Strategies 1 and 2, can we combine the minimum request amounts into one budget?	No. Each strategy requires a separate application, including a separate strategy-specific narrative, cover sheet, and budget. Minimum request amounts apply independently to each strategy and cannot be combined. Please refer to the Applying for More than a Single Strategy section on page 3 of the Guidelines and Application.

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21	Fiscal	We are a newly formed legal entity and have not yet completed our first fiscal year or reached our first IRS filing deadline. We do not yet have a Form 990, audit report, or full fiscal year financial statements. Would the following substitute documentation be acceptable: a signed explanation letter, IRS EIN confirmation, Washington UBI/business registration documentation, and a startup timeline?	The substitute documentation listed is not sufficient to meet the Required Financial Documents outlined on page 23 of the Guidelines and Application. Applications that do not include the required financial documents will be considered incomplete. Newly formed organizations that have not yet completed their first fiscal year or reached their first IRS filing deadline have the option to apply through a fiscal sponsor. A fiscal sponsor must meet all HSD Agency Minimum Eligibility Requirements, including having the capacity to maintain adequate accounting procedures and internal controls to safeguard funds. If utilizing a fiscal sponsor, applicants must include a signed letter of agreement from the fiscal sponsor with their application. For more information on fiscal sponsorship, please refer to the HSD Fiscal Sponsorship Requirements document available on the Funding Opportunities webpage.
22	Program	Can you explain how the Centralized Front Door (Strategy 3) differs from the Centralized Diversion Fund?	The King County Regional Homelessness Authority administers the Centralized Diversion Fund, which falls outside the scope of this RFP. The Centralized Front Door, as described in this RFP, is not a pooled or centralized fund. HSD will contract separately with each funded agency, including the Strategy 3 agency, and each agency will maintain its own distinct budget. The role of the Centralized Front Door agency is to manage the shared online rental assistance application, coordinate referrals across funded providers, and provide direct assistance when needed. It does not control or distribute funds on behalf of other funded agencies. For more information on how the Centralized Front Door agency operates within the broader system, see Question #3. For a full description of Strategy 3 and its required functions, please refer to Section C. Strategies and Activities on page 8 of the Guidelines and Application.

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23	Application	Can multiple programs within one agency apply as separate applicants?	The applicant is the organization, not an individual program within it. An organization may apply for any combination of strategies. Each strategy requires a separate application, including a separate cover sheet, strategy-specific narrative, and budget. An organization may not submit more than one application for the same strategy. Please refer to the Applying for More than a Single Strategy section on page 3 of the Guidelines and Application.
24	Program	Are there set-aside funds for gender-based violence survivors within this RFP? How does serving this population factor into the rating process?	There is no set-aside funds specifically designated for gender-based violence survivors. Survivors of gender-based violence (including domestic violence, sexual assault, human trafficking, and other crimes of coercive control) are identified as one of the priority populations for this investment. Applicants are not required to serve every priority population but are expected to clearly identify the populations they propose to serve and demonstrate their experience, outreach strategy, and service approach for those populations. This is reflected in the rating criteria, particularly under Organization Experience and Culturally Responsive Services, where applicants are evaluated on their demonstrated experience serving priority and focus populations and their ability to deliver culturally and linguistically responsive services. Please refer to the Application Questions on page 16 of the Guidelines and Application for the full rating criteria.
25	Application	If we apply for strategy 3, can we also apply for strategy 1?	Yes, organizations may apply for any combination of strategies, including both Strategy 1 and Strategy 3. However, if an applicant is awarded 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. Please refer to the Applying for More than a Single Strategy section on page 3 of the Guidelines and Application.

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26	Application	Can you provide an example of an application cover sheet? We are not able to locate attachment 2.	The Application Cover Sheet (Attachment 2) is included in the Guidelines and Application document on pages 28-29, which is available on the HSD Funding Opportunities webpage: 2026 Homelessness Prevention RFP - Human Services seattle.gov
27	Application	Can you also provide an example and clarification for signed partnership letters that need to be included?	There are three types of letters that may be required depending on your application: • Letter of Collaboration (<i>also referred to in the Guidelines & Application as a letter of intent</i>): Required if your application names a specific partner agency that provides key program elements. The letter must be signed by that agency's director or authorized representative and must clearly state the partner's roles and responsibilities. Applications that identify significant partnerships but do not include the required letters will be considered incomplete and will not be reviewed. • Memorandum of Agreement (MOA), <i>also referred to in the Guidelines & Application as a letter of commitment</i>: Required if you are proposing a formal subcontract with another agency. The MOA must be signed by that agency's director or authorized representative and must clearly state the subcontractor's responsibilities and expectations. • Letter of Agreement: Required if you have a fiscal sponsor. The letter must be signed by the fiscal sponsor's director or authorized representative. None of these letters count toward the application page limit. HSD does not provide templates for these letters, but they should be on the partner organization's letterhead, signed, and clearly describe the nature of the relationship and each party's roles and responsibilities. Please refer to the Completed Application Requirements section on page 24 of the Guidelines and Application.