



2026 Seattle-King County Continuum of Care Transitional Housing Request for Letters of Interest

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I. Introduction

The King County Regional Homelessness Authority (KCRHA) is pleased to announce a Request for Letters of Interest (RLOI) for Fiscal Year 2025 Continuum of Care (CoC) transitional housing funds. \$268,451 in CoC funds and \$67,112 in City of Seattle General match funds for an ongoing project have been voluntarily relinquished.

The project budget and household number have been approved by the Department of Housing and Urban Development (HUD), the project requirements cannot be negotiated and few changes are possible. Due to this, KCRHA seeks to ensure it is aware of all interested parties before running a lengthy Request for Proposals (RFP) process. If multiple organizations submit a Letter of Interest (LOI) and also indicate already having access to units that could quickly be utilized, KCRHA will release a following RFP. **Organizations must submit a letter of interest in order to apply for any subsequent funding process.**

The deadline for submitting a Letter of Interest is June 21, 2026, at 11:59 PM PST.

II. Timeline

The timeline for the process was created to meet the needs of the FY 2026 HUD CoC NOFO, as the outcome of the LOI and any subsequent RFP may impact how the project is renewed. KCRHA seeks to give respondents as much time as possible to provide a quality letter of interest.

An Information Session will be held to review the RFP requirements and answer questions. Information Session details can be found in the table below.

Questions submitted outside of the Information Session should be submitted to the Procurement Lead via email at RFP@KCRHA.org; agencies will receive a response via email. The final day to ask questions related to this funding opportunity is June 14, 2026, at 5:00PM PST, to allow adequate time for all questions and answers to be posted online and viewed by all applicants.

Questions and answers elicited during the Information Session, submitted via email, and otherwise answered by the Procurement Lead, will be posted online at:

<https://kcrha.org/resources/funding-opportunities/>.

Below is an expected timeline for this process:



Action	Date
RLOI Released	June 9, 2026
Information Session Webinar <i>Participation is highly suggested but not required</i>	June 11, 2026, at 2:00pm PST Register Here
Last Day to Submit Questions to rfp@kcrha.org	June 14, 2026, at 5:00 PM PST Q&A will be available on KCRHA website under "Funding Opportunities" drop-down menu
RLOI Deadline to Submit to rfp@kcrha.org	June 21, 2026, at 11:59 PM PST

* KCRHA reserves the right to change any dates in the timeline. Any updates, including responses to questions, will be posted on the [KCRHA website](#) under, '2026 CoC Transitional Housing Request for Letters of Interest.'

** Please contact the Procurement Lead for accommodation requests at rfp@kcrha.org.

** KCRHA reserves the right to reopen any funding opportunity if needed.

III. Fund Source

Funds available are Continuum of Care funds with City of Seattle General Funds for a 25 percent match. KCRHA plans to ultimately award one organization, with a maximum award of \$329,516, through a following RFP process if multiple organizations submit letters of interest.

For the program's required CoC budget and allowable costs, see the scope listed below.

Fund Source	Fiscal Year (FY)	Amount
Continuum of Care	FY 2025	\$262,404.00
City of Seattle General Funds	FY 2026-2027	\$67,112.00
Total		\$329,516.00

IV. Scope

Eligible Organizations

Nonprofit, government, faith-based, tribes and tribal organizations are eligible to submit an LOI. Organizations cannot have a conflict of interest related to federal CoC funds and must not be debarred or suspended.

Program

Organizations submitting a letter of interest must include how they will assume the responsibilities and budget of the program. The following are the requirements for the ongoing program. The transitional housing program must include supportive services, clear exits to



permanent housing, and employment and income pathways. Interested parties must have units for use in association with these funds that could accept move-in's no later than October 1, 2026.

As this RLOI is for a relinquished project, the assumed responsibilities would include:

- Have units available no later than October 1, 2026, ideally sooner, to accept enrollments into the project
- Provide transitional housing services for up to forty-three (43) beds annually.
 - For single adults or families
 - No households are currently enrolled in the program.
- Address immediate housing solutions to secure stable housing.
- Provide direct client assistance, including financial assistance, to help individuals cover immediate housing-related costs.
- Resource navigation for community resources and services and connection to relevant support networks, employment opportunities, or educational programs, etc.
- Crisis intervention services to manage immediate threats to housing stability.

Providers of CoC programs must meet the following requirements:

- Comply with federal cost principles ([2 CFR Part 200](#))
- Serve HUD-eligible populations ([Categories 1 and 4](#))
- Participate in (Homeless Management Information System) HMIS and meet federal conflict-of-interest standards
- Be registered in [SAM.gov](#) and not be debarred or suspended
- Meet KCRHA's [minimum eligibility requirements](#) and be able to provide [required documentation](#)
- Certify compliance with restrictions related to drug use and distribution activities

Budget & Allowable Costs

The organization(s) that assume this project, along with its responsibilities listed above, must assume the HUD approved budget, which is detailed below.

CoC Funding Budget

Budget Item	Amount
Supportive Services	\$149,348.00
Operating	\$107,009.00
Project Administration	\$6,047.00
Total CoC Funds	\$262,404.00



Allowable Costs

- [Leasing](#)
- [Supportive Services](#)
- [Operating](#)
- [Project Administration](#)

Unallowable Costs

- Rehabilitation
- New Construction
- Equipment (greater than \$5k per item)
- Capital repairs
- Capital acquisition

V. Letter of Interest

Interested providers should submit: 1) Completed [Cover Sheet Form](#) and 2) 2-4 page Letter of Interest (LOI) that includes responses to the following questions:

1. Provide a brief overview of your mission and qualifications to provide CoC transitional housing services.
2. How would your organization assume the responsibilities and budget of the project?
3. Provide a brief description of the program model and services that you would provide as part of the project. Include location and number of units and beds, number of households to serve and major activities as well as methods and best practices used.
4. Describe the mechanism or process the agency has completed or is currently utilizing to secure the units required to carry out the program requirements and the date the units will be or are expected to be available, ideally providing any executed agreement or other written documentation demonstrating secured or pending access to the necessary units.
5. Provide any other additional information you deem appropriate and useful.
6. Are there any known restrictions, limitations, or potential conflicts of interest for your organization that KCRHA should be aware of?



VI. Contracting Requirements

Applicants must agree and adhere to the requirements outlined below to contract with KCRHA:

1. Minimum Eligibility Requirements
 - Agencies are required to meet the requirements found on [KCRHA's website](#).
2. Financial Review
 - a. Agencies must pass a financial review
 - Current fiscal year's financial statements (Balance Sheet, Income Statement, and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer)
 - Most recent audit reports
 - Most recent fiscal year-ending Form 990
3. Data Collection, Evaluation, and Performance Measures
 - KCRHA will collaboratively establish and evaluate performance metrics with each grantee which will be incorporated into each Service Contract.
 - All funded agencies will participate in data collection through the King County Homeless Management Information System (HMIS) to evaluate and improve the quality of their programming.
4. Good Neighbor Agreement if applicable
5. A safety plan for fires and other relevant emergencies.

VII. Terms

- A. Please be advised that this request is subject to the availability of funding. This RLOI does not constitute a promise to issue a competitive solicitation in the future, and does not commit KCRHA to contract for any services whatsoever. KCRHA reserves the right to select one or more agencies with a demonstrated capability to provide the requested services as part of this RFQ process.
- B. KCRHA reserves the right to verify information provided in each response. If an insufficient number of responses are received, KCRHA reserves the right to re-issue an RFQ, issue an RFP, execute a sole-source contract, or take any other action deemed appropriate by KCRHA.
- C. Please note that any statements by the King County Regional Homelessness Authority, its employees, board members, or agents, including public announcements of the awardees or missives informing successful applicants of an award, do not constitute a guarantee of funds or an offer to contract. All obligations to perform or pay funds are contingent upon



the execution of a written agreement signed by all required parties. A binding agreement is a fully executed contract that has been signed by authorized representatives of both the awardee and the agency. No email, award letter, or other communication shall be construed as creating a contractual obligation on the part of the agency.

- A. It is improper for any KCRHA officer, employee, or agent to solicit consideration, in any form, from a responder with the implication, suggestion, or statement that the responder will obtain any type of favorable treatment arising out of this process or that the responder's failure to provide such consideration may negatively affect the responder. A responder shall not offer or give, either directly or through an intermediary, consideration, in any form, to a KCRHA officer, employee, or agent for the purpose of securing any type of favorable treatment that may arise from the process.
- B. Any contract resulting from this RLOI will be between KCRHA and the applicant organization.
- C. Contracts may be amended to ensure that services and outcomes align with community needs or changes in the availability of funding.
- D. Contractors will be required to comply with the Terms and Conditions of the KCRHA Master Service Agreement (MSA). These requirements shall be included in any contract awarded because of the RFP and are not negotiable.
- E. Contractors will be required to maintain books, records, documents, and other evidence directly related to the performance of the work following Generally Acceptable Accounting Procedures (GAAP). KCRHA, or any of its duly authorized representatives, shall have access to such books, records, and documents for inspection, audit, and copying for a period of seven (7) years after completion of work.
- F. Contractors must complete all required reports and billing documentation as stated in the contract. Reimbursement will be contingent upon receipt and approval of required reports. Additional data may be required for audit or evaluation purposes.
- G. Contractors must have the capacity to protect and maintain all confidential information gained by reason of this contract against unauthorized use, access, disclosure, modification, or loss.
- H. Please note that some projects may require compliance with prevailing wage and competitive bidding laws. Recipients of grant funds may be subject to RCW 39.12 Prevailing Wages if the project qualifies as a public work or meets other criteria requiring prevailing wages. If applicable, contractors and subcontractors must pay prevailing wages as determined by the Washington State Department of Labor & Industries (L&I). A Statement of Intent to Pay Prevailing Wages may be required before work begins, and an Affidavit of Wages Paid before final payment. Grant recipients should consult L&I or legal counsel to determine prevailing wage obligations and any competitive bidding requirements. The applicable prevailing wage rates are available at the L&I website: <https://www.lni.wa.gov>.



Public works projects may also require competitive bidding to comply with relevant state and local laws.

VIII. Submission Instructions

Due Date

Completed applications **submissions** are due by **June 21, 2026, at 11:59 PM PST**.

LOI Instructions

Interested respondents should submit their letter of interest, detailed above, as a PDF email attachment to rfp@kcrha.org with the subject line “2026 Seattle-King County Coc Transitional Housing LOI Submission.” In the body of the email, include:

- Your name and title
- The name of your organization
- Attach a PDF of the Cover Sheet Form
- PDF of a Letter of Interest (LOI) including responses to the questions from Section VI
 - Letters must be a minimum of 2 pages (2) and no more than four (4) pages

Submissions must be in a PDF file with clearly separated paragraphs and readable formatting (single, 1.5, or double spacing). Use bold text to highlight key points. Only electronic submissions will be accepted, no fax or hard copies. The LOI should not be more than four (4) pages, not including Cover Sheet.

Responses must be submitted under the legal name of the organization. Submissions must be signed by an authorized representative.

Responses will be reviewed by KCRHA, and KCRHA may follow up for additional information if needed. Questions should be directed to rfp@kcrha.org. Do not send questions or discuss the RFQ with any other KCRHA staff. It is the responsibility of each respondent to check the website for updates and answers.



IX. Appendix

Cover Sheet Form

A fillable version of the Cover Sheet can be found [here](#).

Organization Name

Organization Primary Contact

CEO/Executive Director

Organization Address

Primary Contact Phone Number

Primary Contact Email

Organization Type

Non-Profit For Profit Public Agency Tribe/Tribal Organization Other (Specify):

Federal Tax ID or EIN (Employer Identification Number):

Unique Entity Identifier (UEI) #

Check box to affirm UEI is active on SAM.gov

WA Business License #

