



2026 Seattle-King County Property Management Request for Letters of Interest

Posted: October 16, 2026

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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 Permanent Supportive Housing Property Management Services for the Encampment Resolution Program.

KCRHA is seeking Letters of Interest (LOI) from qualified organizations to provide property management services for an existing ERP PSH location. The property is located in West Seattle, Washington, and consists of approximately forty-four (44) units. All households served through the project come from unsanctioned encampments resolved through KCRHA's Encampment Resolution Program or from authorized referrals from other unsanctioned encampments.

In the previous solicitation process, only one applicant expressed interest in providing property management services; however, additional organizations may be interested since that time. Due to this, KCRHA is issuing this LOI to gauge current interest and ensure all potentially interested parties are identified before proceeding with an RFP process. *If multiple qualified organizations submit a Letter of Interest, KCRHA will release an RFP. If only one qualified organization submits an LOI, KCRHA may proceed with a sole-source procurement, if appropriate. Organizations must submit a Letter of Interest in order to apply for any subsequent funding or procurement process associated with this opportunity.*

The deadline for submitting a Letter of Interest is November 2, 2026, at 11:59 PM PST.

II. Timeline

The timeline for this Request for Letters of Interest will be established by KCRHA.

Interested organizations should carefully review all RLOI materials and submit their Letter of Interest according to the instructions and deadline established by KCRHA.

Questions regarding this funding opportunity should be submitted to the KCRHA Procurement Lead using the contact information provided in the official RLOI.

An Information Session will be held to review the RLOI 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 opportunity is **October 27, 2026, at 5:00 PM PST**, to allow adequate time for all questions and answers to be posted online and viewed by all respondents.

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	October 16, 2026
Information Session Webinar <i>Participation is highly suggested but not required</i>	October 21, 2026, at 1:00 pm PST Meeting Link Here
Last Day to Submit Questions to rfp@kcrha.org	October 27, 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	November 2, 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 Property Management 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

KCRHA intends to ultimately contract with **one (1) organization** to provide property management services for the ERP PSH location.

If multiple qualified organizations submit Letters of Interest, KCRHA will release a subsequent Request for Proposals (RFP) process, which will result in a Vendor Service Agreement. If only one qualified organization submits an LOI, KCRHA may proceed with a sole-source procurement if appropriate.

Fund Source	Fiscal Year (FY)	Amount
Washington State Department of Commerce Consolidated Homeless Grant (CHG)	January 2027 – December 2027	\$390,000.00
Total		\$390,000.00



IV. Scope

Eligible Organizations

- Eligible respondents include nonprofit or for-profit organizations, local governments, faith-based organizations, federally recognized Tribes, and Tribal organizations that meet the following minimum eligibility requirements:
- Meet State conflict-of-interest standards
- Must be able to provide the following KCRHA required due diligence documentation:
 - Copy of all legally required business licenses
 - Washington State Unified Business Identifier (UBI #)
 - Federal Tax ID number/employer identification number (EIN), as applicable
 - Washington State Certificate of Existence, as applicable
 - Certification of Non-debarment and Suspension
 - Conflict of Interest Certification and Disclosure Form
 - Unique Entity Identification (UEI) and active registration in SAM.gov (if the contract will be federally funded)
 - If an individual/sole proprietor, Independent Contractor Qualifying Questionnaire (ICQQ), as applicable

Services

Respondents submitting a Letter of Interest must provide a high-level description of their proposed approach to assuming the program's responsibilities and budget. KCRHA is seeking qualified vendors with demonstrated experience providing property management services to individuals experiencing homelessness. Should this opportunity advance to an RFP, the Services Overview below provides a preliminary outline of the anticipated scope of work and requirements, which may be further developed and refined as part of the RFP process.

Respondents must demonstrate a minimum of three (3) years of experience providing property management services to individuals experiencing homelessness through programs such as:

- Permanent Supportive Housing (PSH);
- Rapid Re-Housing (RRH);
- Transitional housing; or
- Similar housing and homelessness programs.

Respondents should demonstrate experience with Housing First, person-centered, culturally responsive, and racially equitable approach that aligns with KCRHA's Theory of Change and trauma-informed approaches; housing stabilization and tenancy support; collaboration with landlords and property owners; coordination with supportive service and behavioral health



providers; administration of housing assistance and rent payments; and compliance with applicable funding and regulatory requirements.

Scope of Services

If this opportunity advances to an RFP, the proposed program scope would include:

- Supervise and manage day-to-day operations of the property, including security, maintenance, and facility management.
- The contractor will provide two 24/7 front desk personnel to monitor the property, assist tenants, and notify supportive services of issues which may arise.
- Oversee all physical aspects of the building, including initial setup, preventive maintenance, urgent repairs, and property upkeep, including damage to units or common areas caused by tenants or their guests.
 - The contractor shall maintain the property in good condition and repair, including routine cleaning and sanitation of common areas, grounds maintenance, and general maintenance of sinks, toilets, showers, light fixtures, appliances, interior walls, and exposed plumbing, mechanical, and electrical fixtures.
 - The contractor shall ensure timely repairs of damages beyond normal wear and tear, maintain compliance with applicable health, safety, and building codes, and coordinate with the property owner on repairs to major building systems (e.g., elevators, sprinklers, fire monitoring systems, roofs, pipes, and foundations) and exterior areas, as needed.
 - The contractor shall document damages and completed repairs, as appropriate, and notify KCRHA of repairs performed. Costs shall be the contractor's responsibility where required by the governing agreement.
 - Handle initial setup of units and unit turns.
- Coordinate with local jurisdictions and service providers to ensure compliance with local laws and regulations.
- Hold sub-leases on behalf of KCRHA.
 - The contractor will be responsible for the issuance of notices to tenants and will be responsible for any unlawful detainer actions that occur.
- Implement and maintain security protocols to ensure the safety of residents and staff.
- Maintain crisis management and de-escalation staff during specified hours.
- Advance equity for Black, Indigenous, and other people of color (BIPOC), individuals with disabilities, and LGBTQIA2S+ individuals.



Required Training

- The Contractor shall ensure all onsite staff with regular interaction with residents receive training in safety, de-escalation, and similar training for working with high need populations that require trauma-informed approaches.
- The Contractor shall ensure all onsite staff and staff with regular interaction with residents receive training to effectively deliver PSH property management services consistent with Housing First principles, trauma-informed care, racial equity, and applicable funding requirements.

Budget & Allowable Costs

Allowable Costs

- Salaries and benefits for staff providing property management services.
- Operations
 - Office space, utilities, supplies, phone, and internet.
 - One-time equipment purchases up to \$5,000.
- Facility Support
 - Lease or rent payment on a building used to provide temporary housing or permanent supportive housing.
 - Utilities (gas/propane, phone, electric, internet, water and sewer, garbage removal).
 - Maintenance (janitorial/cleaning supplies, pest control, fire safety, materials and contract or staff maintenance salaries and benefits-including overtime and bonus pay-associated with providing the maintenance, mileage for maintenance staff).
 - Security and janitorial (salaries and benefits-including overtime and bonus pay-associated with providing security, janitorial services).
 - Essential facility equipment and supplies (e.g. common-use toiletries, food served in shelters, bedding, mats, cots, towels, microwave, pet food and crates, etc.).
 - On-site management costs related to the building.
 - Facility specific insurance (mortgage insurance is not allowable) and accounting.
- Indirect Costs and/or Administrative Costs up to 15 percent. Administrative costs must be treated consistently in similar circumstances.

Unallowable Costs

- Replacement or operating reserves.
- Debt Services.
- Construction or rehabilitation.
- Mortgage payment, including property taxes for the facility.
- New Construction.
- Equipment purchases over \$5,000.



- 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) to RFP@kcrha.org, that includes responses to the following questions: Letter of Interest (LOI) that includes responses to the following questions:

1. Briefly describe your organization's experience providing property management services for housing programs serving individuals experiencing homelessness, and your organization's interest and capacity to assume program responsibilities within the anticipated budget and contract period.
2. Briefly describe your organization's approach and capacity to assume the anticipated program responsibilities, including property operations, tenant support, and coordination with service providers and property owners.
3. Describe your organization's capacity to provide staffing, oversight, and operational support necessary to manage the program and ability to meet applicable regulatory and funding requirements.
4. Describe how your organization incorporates Housing First, trauma-informed care, and culturally responsive and equitable practices into its work.

VI. Contracting Requirements

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

1. Minimum Eligibility Requirements
 - a. Agencies are required to meet the requirements found on [KCRHA's website](#).
2. Financial Review
 - a. Agencies must pass a financial review including:
 - 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



- a. KCRHA will collaboratively establish and evaluate performance metrics with each grantee, which will be incorporated into each Service Contract.
 - b. 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. 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 respondents 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 respondent 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 submissions are due by **November 2, 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 Property Management 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 #

Does your organization meet KCRHA's minimum eligibility requirements?

☐ Yes ☐ No

