Hi Phil,

Thanks for your patience.

As a follow-up to our recent conversation, I'm sharing a simple draft withdrawal letter that you can adapt and use to provide formal notice under the ILA, along with some basic communications language in case it is helpful for council materials or other public-facing discussion. The letter can be signed by your Human Service lead or another city representative you choose.

The intent is to keep this straightforward. As KCRHA moves away from administering locally funded service contracts, continuing these ILAs would create a contracting structure that no longer fits the organization's future operating model and, in some cases, could add unnecessary administrative burden for providers. At the same time, this should not be understood as a move away from regional coordination. KCRHA will continue to play a regional role through functions such as HMIS/data, Coordinated Entry, CoC responsibilities, system planning, and other shared infrastructure.

Please feel free to modify the draft materials as needed for your own processes and let me know if there are any questions as you work through the notice process.

Best,
William

>> Additional Content >>>

Template withdrawal letter

[Date]
Dr. Kelly Kinnison
Chief Executive Officer
King County Regional Homelessness Authority
400 Yesler Way, Suite 600
Seattle, WA 98104
Dear Dr. Kinnison:
Pursuant to Article VIII, Section 1 of the Agreement for Homeless Services effective January 1, 2023, the City of [CITY NAME] hereby provides written notice of its intention to withdraw from the Agreement.
The City's withdrawal will be effective December 31, 2026.
Please accept this letter as the City's formal notice of withdrawal under the Agreement. The City looks forward to coordinating with KCRHA and the other Partner Cities on any remaining administrative, financial, or contractual closeout activities associated with the Agreement.
Sincerely,
[NAME]
[TITLE]
City of [CITY NAME]

Communications Support
KCRHA Framing

The decision to wind down the North and East Cities ILAs reflects the broader transition underway at KCRHA, not a change in our commitment to regionalism. As locally funded contracts move back to Seattle and King County, KCRHA is moving away from local contract administration and focusing on the regional infrastructure that helps local-funded services operate as one system. Ending these agreements reduces unnecessary administrative burden for providers, gives cities greater flexibility over their local human-services investments, and aligns contracting responsibility with the organizations that will administer local funding going forward.

Additional city-specific messaging elements

Short public-facing statement

The City of [CITY] is withdrawing from the North/East Cities Agreement for Homeless Services with KCRHA effective December 31, 2026. This change reflects the broader restructuring of KCRHA's role, including its move away from administering locally funded service contracts. The City remains committed to regional coordination on homelessness and will continue participating in shared regional systems and planning while managing its local human services investments through the City's existing processes.

Council or staff report language

The proposed withdrawal is primarily an administrative and governance adjustment. KCRHA is transitioning away from locally funded contract administration as Seattle- and King County-funded service contracts return to those jurisdictions. Continuing the ILA would leave a relatively small set of municipal contracts operating through a structure that no longer aligns with KCRHA's future operating model and could create additional administrative burden for service providers.

Withdrawal from the ILA does not represent a retreat from regional collaboration. The City expects to continue participating in regional homelessness planning, ([if applicable] data sharing, Coordinated Entry, HMIS) , and other shared system functions while incorporating its local homelessness investments into its broader human services funding framework.

Talking points for elected officials

We are changing the administrative structure, not stepping away from regional homelessness work. KCRHA is moving out of the business of managing local service contracts, so it makes sense for our local funding to return to the City's normal human services contracting process. This also simplifies things for providers, many of whom are already transitioning contracts from KCRHA back to Seattle or King County. Maintaining another small contracting relationship through KCRHA would add complexity without providing a clear benefit.

We will still work regionally. The shared infrastructure — data, coordinated access, system planning, federal Continuum of Care work, and cross-jurisdiction coordination — remains important regardless of which public entity holds an individual service contract.

Very short response to "Why are you leaving KCRHA?"

We are not leaving the regional homelessness system. We are ending a contracting arrangement that no longer fits the way KCRHA is being structured. Local dollars will be administered locally, while KCRHA continues to support the regional functions that are most effective when they are shared.

If a city wants to emphasize its Human Services budget

Ending the ILA will allow the City to incorporate these funds into its broader Human Services budget and contracting process, giving the City greater flexibility to align homelessness investments with other local human services priorities. We intend to do that while continuing to coordinate with KCRHA and neighboring jurisdictions on regional homelessness needs and strategies.

William Towey | He/Him
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King County Regional Homelessness Authority
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Mobile: 206-771-2724
Twitter | Facebook | LinkedIn | Instagram



Email communications with KCRHA employees are public records and may be subject to disclosure.