Dear Case Manager:

For all Case Managers authorized to access the Centralized Diversion Fund (CDF) upon completion of the diversion training with Building Changes, here is the information needed to submit fund requests:

You can make a CDF request using this link: https://www.tfaforms.com/5212797

We've prepared a tutorial on how to complete the CDF Request Form on our YouTube channel. **Please note that some information has changed since this video was created. We now require you to upload the required forms linked in the application, and we no longer have funds for rental assistance.** https://www.youtube.com/channel/UCP3Abv7B_XcliC4X1UjxspQ

Eligibility Requirements: Must be a homeless family or individual, fleeing domestic violence, low-income, and in King County, Washington.

NOTE IMPORTANT CHANGES REGARDING HMIS:

YOU MUST UPLOAD A COPYOF THE HMIS FORM LINKED IN OUR ONLINE CDF REQUEST FORM FOR EACH MEMBER OF THE HOUSEHOLD.

ALL CLIENTS RECEIVING CDF FUNDS HAVE TO BE ENTERED INTO HMIS

Cap: There is a cap of $5,000 per household and assistance is once per year.

Eligible Expenses: Currently, we can only fund these expenses.

Move-in costs: CDF covers first/last month's rent/deposit, pet deposit (if applicable), and application fees. If utilities are included in rent, these deposits are also included.

Rental Debt in Collections: If requesting rental debt in collections, please upload the bill showing the total amount due.

Info needed from tenant:

Proof of income:
You must upload proof of income (government benefits letter, 2 months' worth of pay stubs, etc.). We can only assist households that meet HUD Income Guidelines. Proof of income also shows ability/inability to pay rent. CDF success rests on people remaining stably housed.

2026 Federal Income Guidelines:

FY 2026 HUD Income Limit Area	The **Seattle-Bellevue, WA HUD Metro Fair Market Rent Area** contains the following areas: King County, WA; Snohomish County, WA.			
FY 2026 Income Limit Category	**1-Person**	**2-Person**	**3-Person**	**4-Person**
Very Low (50%) Income Limits ($)	$ 57,550.00	$ 65,800.00	$ 74,000.00	$ 82,200.00
Extremely Low Income Limits ($)*	$ 34,550.00	$ 39,450.00	$ 44,400.00	$ 49,300.00
Low (80%) Income Limits ($)	$ 81,700.00	$ 93,350.00	$ 105,000.00	$ 116,650.00
	5-Person	**6-Person**	**7-Person**	**8-Person**
	$ 88,800.00	$ 95,400.00	$ 101,950.00	$ 108,550.00
	$ 53,250.00	$ 57,200.00	$ 61,150.00	$ 65,100.00
	$ 126,000.00	$ 135,350.00	$ 144,650.00	$ 154,000.00

Information to be collected from Landlord/Rental Debt Collection Agency

1. Upload the move-in cost sheet or a letter from the landlord showing the breakdown of the total move-in cost. This must match the dollar amount you are requesting.

2. Upload the attached IRS W-9 form for the payee/landlord. You do not need to upload a W-9 for collection agencies. It is very important that you provide the correct address for payments to be mailed. This address is sometimes different from the one on the W-9 form. If the landlord does not yet have a lease, you don't need to upload it. Only provide it if available.

3. The client must provide you with a copy of the bill from the collection agency showing the amount of rental debt in collections. We cannot accept screenshots. You must upload a copy of the actual bill from the collection agency. The client needs to contact the collection agency to authorize you and Africatown International to speak with them on the client's behalf. Without client authorization, you cannot obtain copies of bills, negotiate a lower debt, and we cannot pay the bill.

Feel free to contact us if you have any questions.

Best regards,

Team Africatown International

Questions: Please email: info@africatowninternational.org
Or call: 1-800-889-9383 Ext #2