

#### **Section 4 – Project Application: 2013 Funding Cycle**

Please divide your application into three sections. Part A – General Information, Part B – Agency Questions, Part C – Project Questions, Part D – Funding Questions, Part E – Agency Reapplying for Program Funds, and Part F – Additional Information. Type and number each question, followed by your response.

#### **Part A – General Information**

**Project Title:** HopeSource Housing Preservation Project

**Project Site Name:** TBD – Various Homes in Kittitas County

**Project Site Address:** TBD – Various Homes in Kittitas County

**Total Project Costs:** \$150,000

**Grant Amount Requested:** \$50,000

**City, Town or Unincorporated Area to be served:** All locations within Kittitas County

**Name of Applicant/Agency:** HopeSource

**Federal Tax ID#** 91-0814544

**Address of Applicant/Agency:** 700 E. Mountain View Avenue, Ellensburg WA 98926

**Name of Contact Persons:** John Raymond

**Title:** COO

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**Name and Title of Authorized Representative:** John Raymond, COO

Acceptance of this application may be subject to subsequent compliance reviews, including a review of the latest audit of financial statement. Preparation of an application does not guarantee that applicants will receive funds. By signing this grant application form the undersigned certifies that all information is accurate to the best of his/her knowledge.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

#### **Part B - Agency Questions**

**1. Background/History:** (Please give a brief background and/or history of the applicant organization.)

HopeSource is a private non-profit organization that has served low income families in Kittitas County since 1966. Our mission is to address the needs of low income households with community based solutions. The HopeSource staff and Governing Board believe firmly that it is far better to provide a hand up than to simply give a hand out, and all of our programs are designed with the goal in mind of providing access to education, employment, supportive housing, and other vital services to lead individuals and families toward sustainable self-sufficiency.

We also believe that without safe and decent housing, people are not able to focus on the fundamental needs for their household that will move them forward and out of constant crisis needs such as sufficient healthy food, stable employment, licensed child care, insurance, health care, socialization and education for their children or themselves. With this in mind, we would like to use funds from this grant to ensure that low-income families currently housed are able to not only maintain their affordable housing, but ensure their affordable housing is safe and healthy for their families.

**2. Qualifications:** (Describe your organization's ability and qualifications to complete the project you are requesting to be funded, including any experience you have in managing public funds.)

HopeSource has been managing public funds since its inception in 1966. The organization currently manages over 25 separate grants and funding sources, each with its own fiscal and program requirements. HopeSource is audited by an external auditor annually. The past six years have been clear unqualified audits.

The proposed project requires technical expertise and experience in diagnosing and repairing homes. Through its weatherization program, HopeSource has a 30+ years of experience with repairing homes and staff are very knowledgeable in monitoring contractors and ensuring quality work is performed. All permanent weatherization staff members are certified as Environmental Protection Agency Lead Renovators and Building Performance Institute Building Analysts. Weatherization staff receives, on average, over 90 hours of training a year and attend peer information exchange events on a regular basis.

The quality of work performed by the weatherization program has been verified by the numerous monitoring reports performed by the Washington State Department of Commerce. During the last three years, the HopeSource Weatherization Program has been monitored 15 times with no findings. In addition, some of our program methodologies have been cited in state monitoring reports as "best practices." In 2011 and 2012 HopeSource weatherization staff were asked to share some of these best practices with their peers at training sessions for low income weatherization staff from throughout the state of Washington.

The current Weatherization Department staff also has an excellent track record of increasing the volume, quality, and cost effectiveness of home weatherization services. Over the previous five years, HopeSource has dramatically increased the number and complexity of units weatherized each year.

## **Part C – Project Questions**

### **1. Project Title:** HopeSource Housing Preservation Project

**2. Project Summary:** (Provide one to two succinct paragraphs summarizing your project, and how it will strengthen or enhance housing and/or services to prevent or reduce homelessness in Kittitas County.)

The Housing Preservation Project will prevent low income families from becoming homeless by restoring and repairing homes that are unhealthy and unsafe. Without funding from the Homeless Assistance Grant Program to repair and restore these homes, they will fall deeper into further disrepair, ultimately resulting in unlivable conditions and homelessness for the homes' residents. Currently low income households have nowhere to turn to for help in Kittitas County if their home is badly in need of repairs.

Deborah lives in an older home in Upper Kittitas County. She cannot afford to purchase the propane that fuels the heating system in her home. Instead, she gets by with a few electric space heaters. The "warm" rooms only heat up to the low 60's. This home is wired with antiquated knob and tube wiring and is not designed to handle the electrical load that is being placed on it. Overloaded electrical wiring and unsafe electrical connections are common in these older houses creating conditions that often lead to house fires. It is not uncommon to lose a couple of homes in this manner every winter in our county.

While HopeSource has funds from other sources to weatherize homes like Deborah's, we cannot expend these funds to weatherize the home if the home is in need of extensive repair. In Deborah's case, we are not permitted to weatherize homes with exposed knob and tube wiring and, unfortunately, cannot use funds from weatherization sources to upgrade the electrical wiring. Funds from the Homeless Assistance Grant Program would be used to upgrade the electrical system, allowing us to use other funding sources to weatherize her home. Thus not only can we stop the avoidable destruction of housing units and prevent homelessness, we can restore affordable housing units by making them safer, more comfortable, and more affordable to live in.

**3. List each goal statement.** Under the goal statement, list the activities (objectives) that will lead to the accomplishment of the goal. Also, discuss the measures you will be using to evaluate whether or not the goal has been met by the end of the funding cycle.

**Goal 1:** Enable 50 low-income individuals (residing in 20 homes) to stay in their homes who would otherwise be at risk for homelessness due to the unsafe or unhealthy conditions of their homes without funding from the Homeless Assistance Grant Program

**Objective 1:** Promote program through outreach to low income families in Kittitas County

**Measurement:** Number of individuals that received information about the program

**Objective 2:** Perform in-home assessments of potential participants in the program

**Measurement:** Number of individuals that receive in-home assessments

**Objective 3:** Out of the home assessed, identify 50 low income individuals living in substandard conditions that are at potential risk of becoming homeless due to condition of their home

**Measurement:** Number of individuals identified to participate in the program

**Objective 4:** Perform home repairs for 50 individuals

**Measurement:** Number of individuals that received home repairs and were able to continue living in their home

**Goal 2:** Restore 20 affordable housing units to livable condition, preserving units for low income families in the community, which would otherwise be rendered unlivable without funding through the Homeless Assistance Grant Program

**Objective 1:** Promote program through outreach to low income families in Kittitas County

**Measurement:** Number of individuals that received information about the program

**Objective 2:** Perform in-home assessments of potential participants in the program

**Measurement:** Number of individuals that receive in-home assessments

**Objective 3:** Identify at least 20 potential homes for restoration and evaluate cost/effectiveness of work to be performed

**Measurement:** Number of homes inspected/evaluated and selected for restoration

**Objective 4:** Complete restoration/preservation work on 20 affordable housing units

**Measurement:** Number of affordable, safe, healthy and livable housing units preserved

Progress toward stated goals will be tracked and monitored throughout the lifetime of the grant. Program effectiveness will be gauged by comparing overall project progress against project goals. This will take place both through weekly Weatherization Program team meetings and monthly grant progress reviews by the HopeSource Management Team.

Below is a chart showing the quarterly goals that have been set for number of people served.

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	5th Quarter	6th Quarter	7th Quarter	8th Quarter
# of Individuals Served	4	5	8	8	8	8	5	4

Individual home project files will capture data including but not limited to: project location, household income, household size and demographic data, pre-work inspection, post-work final inspection report, project costs and invoices.

**4. Priorities:** (Provide a written summary describing how this project responds to the Homeless Assistance Grant Program Priorities for 2009 as listed in Section 2, letter F of this document.)

The proposed project will improve permanent affordable housing facilities in Kittitas County. Grant funds would be used to repair current affordable housing units to ensure that the vulnerable populations living in those homes will not become homeless in the future.

According to the American Community Survey 2007-2011 census data, almost 43% (over 7,000 households) in Kittitas County earn less than \$35,000/year and 36% of the housing stock was built before 1970. The combination of these two factors means that there are large numbers of homeowners in Kittitas County that do not have the financial means to keep up with repairs on their homes.

Currently low income households have nowhere to turn in Kittitas County if their home is badly in need of repairs. The kind of assistance HopeSource is proposing to offer would help alleviate this problem. Kalah is a single mother struggling to make ends meet. She lives with her infant son in a mobile home outside of Ellensburg. She contacted HopeSource to get help repairing the roof of her home. Due to funding restrictions, roof repair is not a service that HopeSource is currently able to provide. The Weatherization Team would like add a couple layers of rigid foam board to the roof and cap it with a synthetic membrane covering. This would stop the slow destruction of the home from moisture damage and add a substantial energy savings benefit as well. Current weatherization funding would pay for part of this measure, but not all of it. Having access to the Homeless Assistance Funds could tip the scales on this kind of repair and make it a reality for Kalah and many others like her.

**5. Creativity/Innovation:** (Describe any creative or innovative aspects of this project. How is it different or unique? Include information about project partners/collaborations.)

Emphasis is often placed on providing housing for people that are currently homeless. This project is innovative in that it seeks to ensure that families that are at risk of being homeless, due to the condition of their home, never become homeless. By making timely repairs and energy upgrades to homes, the project will ensure that low income families in those homes have a safe and affordable place to live for the foreseeable future.

HopeSource frequently receives requests for assistance with home repairs, many from seniors and people with disabilities. HopeSource only has funding to make some home repairs as a small part of a larger weatherization project. Most weatherization funding sources have placed a strong emphasis on energy savings, not home repair. If the cost of repairs needed in a home exceeds the repair budget for that project, weatherization work must be deferred. At least 50% of the homes evaluated by the weatherization staff are deferred due to the extent of repairs needed.

Current funding does not allow for home repair apart from “whole house weatherization”. This means that many smaller repairs go unaddressed, leading to much greater costs down the road. Tina’s story is another situation that HopeSource encounters on a regular basis. She is a school

bus driver who had to relocate due to domestic violence. Since she does not have much money and had to move in a hurry, she could not be picky about her housing options. The window frames in Tina's new home are crumbling from decay. This decay has been caused by severe winter condensation. Since Kittitas County has cold winters, this is a common problem in our low income housing stock. One of the best ways to control this condensation would be through improving the home's ventilation and replacing the aluminum framed windows with modern vinyl framed ones. Weatherization funding sources have become very restrictive on funding window replacement. Simply put, there are not enough cost effective energy savings to be had with window replacement. There are however significant building durability and occupant health benefits to these retrofits. It is possible to use some weatherization funding for this type of retrofit, but a sizable matching contribution from another funding source would be required to make it happen.

Homeless Assistance Grant Program funds will go a long way in allowing HopeSource address the dire needs faced by Tina and many others in Kittitas County.

## **Part D – Funding Questions**

Please respond to the questions in this section about the specific project to be funded.

**1. Homeless Assistance Funds:** (Specify how you will use the Homeless Assistance funds. (Do not describe the project again; rather specify where you will use the funds received from this grant application.)

HopeSource will use the Homeless Assistance Funds for clients that meet the following criteria:

- Low income home owners who do not qualify for the Kittitas County Habitat for Humanity Home Restoration Program
- Low income tenants in homes owned by property owners with three or less rental properties

HopeSource will ensure that Homeless Assistance Funds are reclaimed if rental properties are not maintained as low income rental property as defined by the then current HUD Affordable Housing Rate within twenty five (25) years of receipt of county funds:

- A materials lien between the County and the property owner will be placed on the property for a period of twenty five (25) years from the date the funds were expended
- Any reclaimed funds will be returned to the County to be reapplied as the County determines.

HopeSource will ensure that Homeless Assistance Funds are reclaimed if the home is sold within twenty five (25) years:

- A materials lien will be placed on the property for a period of twenty five (25)-5 years from the date the funds were expended
- Any reclaimed funds will be returned to the County to be reapplied as the County determines. to HopeSource's Housing Preservation or Weatherization Programs
- See Attachments A and B for a copy of the full agreements for both rental and owner occupied homes

“HUD Affordable Housing Rate” is defined as the rental rate for the property which at or below 30% of the then current 80% AMI income level.

HopeSource is proposing to use the Homeless Assistance Funds to provide the following types of assistance for low income families in Kittitas County.

- Repair/upgrade electrical systems (electrical panels, knob & tube wiring, unsafe splices, etc.)
- Repair/upgrade plumbing (leaks, poly-butyl piping, hot water tanks, etc.)
- Repair moisture/ventilation problems
- Repair/upgrade mobile roofs
- Replace doors/windows
- Repair/replace unsafe and/or inefficient heating systems

These repairs must be completed and the homes condition improved before we can expend funds from other sources on weatherization measures. Without these repairs, these other funds cannot be expended on households that are at the highest risk of becoming homeless. Applicants will be selected according their income, home ownership status, and type/quantity of repairs needed for the home.

**2. Other Funds:** (What funding for this project have you already secured? What in-kind donations have been received? What other grants are you applying for?)

HopeSource has worked hard to provide matching funds for this project. The proposed funding request for Homeless Assistance Funds would be matched 3:1 through other funding sources. Just recently, HopeSource was the only Washington State recipient of the USDA Housing Preservation Grant. Matching the USDA and weatherization funds with the Housing Assistance Funds would allow us to double our impact in our community.

Below is a summary of other matching grant funds for the project:

<b>Fund Source</b>	<b>Amounts to support Projects</b>
Matchmaker - WA State Weatherization Assistance Program	\$12,000
LIHEAP - Weatherization Assistance Program	\$21,000
Department of Energy – Weatherization Assistance Program	\$4000
Puget Sound Energy	\$8000
Bonneville Power Administration	\$6000
USDA Housing Preservation Grant	\$49,000
Total Amount (for two year period)	\$100,000

**3. Sustainability:** (Discuss how this project will be sustained after the Homeless Assistance funds are exhausted.)

Although we are currently asking for \$50,000 to fund this program over two years, we know that continued funding from the Homeless Assistance funds over two additional grant cycles would enable us to make the greatest impact and serve over 150 individuals and repair 60 homes. Additional resources (as listed above) are available in limited amounts to sustain the project described. Additional funds will be sought from the USDA Rural Preservation Grant, HUD Rural Development Grant, Department of Commerce Consolidated Homeless Grant, LIHEAP Weatherization Assistance Program and Department of Energy Weatherization Program to sustain the project when Homeless Assistance Funds are exhausted.

**4. Timeline:** (Provide a very specific calendar for the expenditure of the Homeless Assistance funds, including important project milestones.)

Below is a timeline for the expenditure of funds based on month and budget line:



Month	Direct Housing Repairs Costs	Administration Costs	Grant Coordination Costs	Total
Jan-14	\$ 1,000.00	\$ 62.50	\$ 187.50	\$ 1,250.00
Feb-14	\$ 1,000.00	\$ 62.50	\$ 187.50	\$ 1,250.00
Mar-14	\$ 1,200.00	\$ 75.00	\$ 225.00	\$ 1,500.00
Apr-14	\$ 1,600.00	\$ 100.00	\$ 300.00	\$ 2,000.00
May-14	\$ 1,600.00	\$ 100.00	\$ 300.00	\$ 2,000.00
Jun-14	\$ 1,800.00	\$ 112.50	\$ 337.50	\$ 2,250.00
Jul-14	\$ 1,800.00	\$ 112.50	\$ 337.50	\$ 2,250.00
Aug-14	\$ 1,800.00	\$ 112.50	\$ 337.50	\$ 2,250.00
Sep-14	\$ 1,800.00	\$ 112.50	\$ 337.50	\$ 2,250.00
Oct-14	\$ 1,800.00	\$ 112.50	\$ 337.50	\$ 2,250.00
Nov-14	\$ 1,800.00	\$ 112.50	\$ 337.50	\$ 2,250.00
Dec-14	\$ 1,800.00	\$ 112.50	\$ 337.50	\$ 2,250.00
Jan-15	\$ 1,800.00	\$ 112.50	\$ 337.50	\$ 2,250.00
Feb-15	\$ 1,800.00	\$ 112.50	\$ 337.50	\$ 2,250.00
Mar-15	\$ 1,800.00	\$ 112.50	\$ 337.50	\$ 2,250.00
Apr-15	\$ 1,800.00	\$ 112.50	\$ 337.50	\$ 2,250.00
May-15	\$ 1,800.00	\$ 112.50	\$ 337.50	\$ 2,250.00
Jun-15	\$ 1,800.00	\$ 112.50	\$ 337.50	\$ 2,250.00
Jul-15	\$ 1,800.00	\$ 112.50	\$ 337.50	\$ 2,250.00
Aug-15	\$ 1,800.00	\$ 112.50	\$ 337.50	\$ 2,250.00
Sep-15	\$ 1,800.00	\$ 112.50	\$ 337.50	\$ 2,250.00
Oct-15	\$ 1,600.00	\$ 100.00	\$ 300.00	\$ 2,000.00
Nov-15	\$ 1,600.00	\$ 100.00	\$ 300.00	\$ 2,000.00
Dec-15	\$ 1,600.00	\$ 100.00	\$ 300.00	\$ 2,000.00
<b>Total</b>	<b>\$ 40,000.00</b>	<b>\$ 2,500.00</b>	<b>\$ 7,500.00</b>	<b>\$ 50,000.00</b>
<b>Per Year</b>	<b>\$ 20,000.00</b>	<b>\$ 1,250.00</b>	<b>\$ 3,750.00</b>	<b>\$ 25,000.00</b>

Below is a time line of key tasks and when they will be accomplished.

Key Task	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	5th Qtr.	6th Qtr.	7th Qtr.	8th Qtr.
Advertise Program	On-going	On-going	On-going	If needed	If needed	If needed	If needed	If needed
Qualify/Select Applicants	On-going	On-going	On-going	On-going	On-going	If needed	If needed	If needed
Complete Scopes of Work	On-going	On-going	On-going	On-going	On-going	On-going	On-going	On-going
Inspect work	On-going	On-going	On-going	On-going	On-going	On-going	On-going	On-going
Request funds draw	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
Complete quarterly reports	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly	Quarterly

Prepare/submit final report								Final
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**5. Partial Funding:** (If this project were to receive only partial funding from the Homeless Assistance Grant Program, how would the funds be used? How would the project be impacted?)

Funding through the Homeless Assistance Grant Program will provide the opportunity to repair and restore homes for 20 low income affordable housing units and 50 individuals, who are currently living in substandard, unhealthy conditions. Partial funding will reduce the number of homes that can be restored and the number of individuals who will avoid the risk of homelessness due to substandard living conditions.

**6. What are your administrative costs for this grant?**

Administrative costs for this grant are budgeted at \$2,500 for the two year period (\$1250 annually). This represents 5% of the total grant funds for this program.

**7. Submit a copy of the grant budget.**

Budget Item	Annual Budget Amount	Budget Amount for Entire Project (2 Years)
Direct Housing Repair Costs	\$20,000	\$40,000
Administration Costs	\$1,250	\$2,500
Grant Coordination Costs	\$3,750	\$7,500
Total Budget	\$25,000	\$50,000

**8. What percent of the total project budget does this request represent?**

Funding through the Homeless Assistance Grant Program in the amount described above represents 33% of the total funds for the project. Matching funds received through the USDA Housing Preservation Grant and other traditional weatherization funding sources will make up the remainder funding needed for the project.

**9. What percent of your total agency budget does this request represent?**

Funding through the Homeless Assistance Grant Program represents approximately 1.3% of the total agency budget.

### **Part E – Agency Reapplying for Program Funds**

**1. Please provide a one page summary of your previous programs' successes over the past year.**

N/A

**Part F – Additional Information**

**1.** If you have not addressed any of the grant elements please indicate in this section why you have not included that information.

N/A