

Kittitas County Habitat for Humanity
Grant Application Questions – Responses

Habitat – 14 House Build Project

Kittitas County 2060 Funding for Affordable Housing

1. **Questions regarding land – “What is the adjusted price per house if the land is donated” –Answer:** (Note that each house is estimated to cost \$172,500 – not \$70,000 – however, our request for this grant is \$70,000 per house). This project is based in part on the assumption that the City of Ellensburg partners with Habitat for Humanity using the land at Water/Bender Streets. If the City donates the land, there will be development costs for the infrastructure for the housing development: costs for putting in Water Street, sidewalk costs, and lighting cost. These costs could be as much as the land would cost if we were to purchase the land outright.

2. **Goals – measurable objectives and timelines.**

Answer: Please see revised Goals and objectives forms. We have added additional timelines. Note that the goal for this project specifically addresses 2018 as per your request. Goal 2 - Strategy 1 indicates that the process continues throughout the six-year period. A schedule for Houses to be completed each year is below:

- 1) 2018 - Complete Houses 18, 19 and start House 20;
- 2) 2019 - Complete Houses 20, 21 and start House 22;
- 3) 2020 - Complete Houses 22, 23 and start House 24;
- 4) 2021 - Complete Houses 24, 25 and start House 26;
- 5) 2022 - Complete Houses 26, 27, 28 and start House 29;
- 6) 2023 - Complete Houses 29, 30 and 31 and start House 32

3. **Budget questions: Specifically regarding the \$163,333 requested for each year in the budget.**

Answer: Our grant application is a request for a total of 14 houses. We have estimated the cost of construction at \$172,500 per house. Our request to Kittitas County is for \$70,000 per house for reimbursement for construction costs. We have averaged the number of houses we will complete each year to 2.33. \$70,000 per house times 14 houses equals \$980,000 total request for 2060 funds for the 6-year period. This is divided by 6 years, which equals \$163,333.33 per year. We would bill the County as a reimbursement for expenses on the houses. \$163,333.33 is the amount of our request per year from the County. (Please see the budget column -

"Amount from County Request" and in line "Construction Costs – New Building".) The total request for the six-year period is \$980,000, which you will find on the budget template in the top third of the sheet in the line for "Total County Request". Please refer to the highlighted budget form at the back of this packet.

In the Budget Narrative, you will find the information regarding the funding request amount per year and total for the 6 years. (See the section in red at the bottom of the narrative.) We have broken the budget narrative out per house which may help understand this.

**Kittitas County Habitat for Humanity
Revenue and Development Costs Per House**

Donors	\$ 5,000.00	
Habitat Store	\$ 3,500.00	
Other Grants	\$ 13,000.00	
In-Kind Donations	\$ 2,000.00	
3rd Party Lending	\$ 67,900.00	
Events	\$ 4,285.71	
<u>Reliable Source/Development Costs Subtotal</u>		\$ 95,685.71
HAHC - 2060 Funds	\$ 70,000.00	
2060 Funding - Subtotal		\$ 70,000.00
Habitat - Additional Fundraising Efforts	\$ 6,814.29	
Habitat - Additional Fundraising Efforts Subtotal		\$ 6,814.29
Total Revenue and Development Costs Per House		\$ 172,500.00

The following is the information we included in our grant application. This information includes costs related to all 14 houses:

Donors –approximately \$5,000/house – reliable source	\$ 70,000
Habitat Store Net Profit – approximately \$3,500/house - reliable source	\$ 49,000
Grant (not including 2060) Funding - approximately \$13,000/house	\$182,000
In-Kind Donations – Approximately \$2,000/house – reliable source	\$ 28,000
Third-party lending - Approximately \$67,900/house –reliable source	\$ 950,600
Events – 6 years @ \$10,000/year – reliable source.	<u>\$ 60,000</u>

<u>Sub-Total of Reliable Revenue Sources for Construction</u> <u>(not including Kittitas County funding)</u>	<u>\$1,339,600</u>
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If City of Ellensburg land is donated, this will provide the property, but development costs will off-set what would have spent to purchase the land. If Ellensburg land is not donated, we will have a land cost of about \$45,000+ per lot depending on location of land.

Additional Fundraising Efforts Required by Habitat over 6-year period

Funding that has not yet been committed now will be raised through various resources such as additional donors, increased Store revenue, additional events, and additional grants sources.

<u>Additional Fundraising Efforts Required by Habitat over 6-year period</u>	<u>\$ 95,400 +</u>
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We request the Kittitas County to fund this grant of \$70,000 per house for 14 houses to speed up the build process. We can only build as quickly as we can raise funds. The need for affordable homeownership is at a crisis level now. Grant request total
2060 Grant Request Total **\$ 980,000**

- 4. County Priorities - Question about programs that increase the access to affordable homeownership. Habitat responded in initial grant application:**

Program which increases access to affordable home ownership

KCHFH is the only affordable homeownership non-profit new-construction housing provider in Kittitas County. For qualified individuals/families, KCHFH makes affordable housing a reality through affordable loans, assistance of hundreds of volunteers, the Habitat Store and financial support of grants, fundraisers and donations.

The 3rd Goal of KC Homeless and Affordable Housing Committee Implementation Matrix-to increase community awareness, education and engagement around homelessness and housing issues in Kittitas County. KCHFH addresses this goal by annually engaging hundreds

of volunteers on projects. Build days begin with a presentation about affordable housing issues and addresses how community can be a part of the solution.

Answer: Our first paragraph addresses the questions regarding access to homeownership. The second paragraph shows that Habitat for Humanity is in line with the Kittitas County priorities relating to affordable housing and it highlights one of the ways, besides building new construction housing units for homeownership, that we do this. This answer also applies to the questions regarding New Affordable Housing Development

5. Goals and Objective Form – Question unclear

Answer: Refer to revised Goals and Objectives Forms – Goal One

6. Strategy 3 needs a measurable in #1 – Land Acquisition for House 19

Answer: Please refer to revised Goals and Objective Form (See new Goal One; Strategy 2 answer)

7. How many homes will be built under this grant per year?

Answer:

- 1) 2018 - Complete Houses 18, 19 and start House 20;
- 2) 2019 - Complete Houses 20, 21 and start House 22;
- 3) 2020 - Complete Houses 22, 23 and start House 24;
- 4) 2021 - Complete Houses 24, 25 and start House 26;
- 5) 2022 - Complete Houses 26, 27, 28 and start House 29;
- 6) 2023 - Complete Houses 29, 30 and 31 and start House 32

8. Application, screening and selection process:

Answer:

When we hold a family selection, our goal is to get word out to as many people as possible. To do this we:

- Send out notification to other non-profit organizations and networks within Kittitas County so that they can refer people they know are in need
- Facebook; Twitter and website
- Post fliers around town – grocery stores, post offices, local government office buildings, libraries, local convenience, and hardware stores,
- Press releases with local newspapers
- Washington Disability Resources
- Bright Beginnings – Early Education
- Local School District offices
- Utility companies

- Housing Authority of Kittitas County
- Local Hay Companies
- Suncadia Resort
- Department of Social and Health Services
- Work Source
- Local churches
- Letters, emails and calls to people who have previously expressed an interest in the program
- Public Service Announcements on local radio stations.

Applicants are qualified for the program based on 3 criteria: 1) Need; 2) Ability to pay a mortgage that does not exceed 30% of gross monthly income; The family's income must fall between 30% and 60% of the area median income for Kittitas County, and 3) Willingness to partner, demonstrated by the homeowner family/individual working between 350 and 500 sweat equity hours helping build their home and by taking part in homeowner education courses. To select the homeowner family/individual from a group of applicants, credit and criminal background checks are made which help narrow down candidates. A home visit is conducted on finalists to determine greatest need. A family selection committee works together to conduct a home ownership orientation – a public meeting at which the Habitat for Humanity program is explained. At this meeting, the applicants submit their applications after meeting with a volunteer to ask questions and review their application. The family selection committee, after reviewing the applications, performing criminal and credit checks and completing the home visit select the homeowner family. The family selection committee makes a written recommendation to the board of directors and then the board of directors vote on the selection of the family. Board approval takes place within one month of the orientation meeting. Accepted families are notified immediately, as are those who are not selected.

9. Credit worthiness of Habitat families/individuals

Answer: Yes, credit worthiness play a large role in the selection process. Habitat for Humanity wants to see that those people selected handle money responsibly. Those with good credit have been shown to have a greater chance of becoming and remaining a successful homeowner. For those who do not have good credit, Habitat for Humanity refers them to resources that can help them strengthen their credit.

10. Does Habitat always charge for the house?

Answer: Yes. Habitat for Humanity does not give houses away. We offer a hand-up, not a hand-out. Our homeowners will never pay more than 30% of their gross income toward their house payment. Most of our homeowners are not able to qualify for a

conventional mortgage to purchase a home. Habitat for Humanity makes ownership possible by offering a variety of loan products, some including zero percent interest loans.

11. Repayment monies – going to Kittitas County or into the Revolving Fund for Humanity

Answer: We request that when a partner family loan closes or a partner family make a house payment to Habitat for Humanity - that the funding stays with Habitat for Humanity. This funding is what is used to start the next Habitat House. Every Habitat house built provides funding for the next Habitat house. With affordable housing at a crisis level, our goal is to increase capacity. To do this requires funding. The more funds we can raise the more houses we can build. All Revolving Fund for Humanity revenue goes straight into the next house. This money is not used for administrative purposes but toward our program costs for construction.

12. Revolving Fund for Humanity vs funding to build additional homes

Answer: The Revolving Fund for Humanity is part of the fund to build additional homes. Some of our partner families have a zero-interest loan which was financed by Habitat for Humanity. These families pay a monthly mortgage to Habitat for Humanity and their payments, which come in monthly installments are used to fund the current house we are building. We have just started using 3rd party loans which allows us to receive a portion of the purchase price of the house at the closing of the house. The 3rd party loan proceeds come into Habitat when the homeowner loan closes. This is new to Habitat and it is allowing us to build houses more quickly. We are not waiting over a period of thirty years for small monthly increments. Most of our 3rd party mortgages will require a silent second mortgage which will be financed by Habitat for Humanity using a zero-interest loan. This second mortgage will not be due until the first mortgage has been paid off (30 years). At that time, it will be spread over a 10-year period and will not exceed 30% of the homeowner's income at the time of their application.

13. Percentage of recipients who repay their obligation

Answer: Kittitas County Habitat for Humanity has built 17 houses since 1993. One hundred percent of our homeowners are making payments on their homes and are current on their mortgages. Only one homeowner has sold her home which she did just prior to her death. She lived in her house for over 20 years, raised her three children in her home who have all gone on to attend various universities. When she sold her home, she had less than 5 years left on her mortgage.

14. Who documents the expenses against the approved budget?

Our program manager and bookkeeper, Jennifer Caloia, tracks all expenses in QuickBooks. Each week the staff of Habitat for Humanity has a meeting where we discuss the budget, the expenses and upcoming bills. Financials are discussed at our monthly board meeting and voted on. A variance report is reviewed by the board and staff members each month to assess where we stand on our budget.

15. Audits and accountability

Answer: We have an annual audit conducted by Villbrandt, Stark and Moorer, PLLC. Bruce Moorer is our CPA. His contact information is 18 South 4th Avenue, Yakima, Washington, 98902 509-575-1558.

16. Measure of Success:

Answer: We measure our success by several factors;

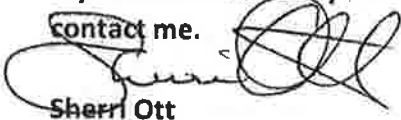
- Number of homes completed;
- Number of homeowner families/individuals;
- Number of families/individuals completing homeowner education;
- Number of volunteers engaged;
- Number of outreach events completed to help educate the public about affordable housing issues.

17. Reporting for 2018 (prior to 2019, 2020 monies being released)

Answer: We are happy to complete any report required for this grant by Kittitas County and/or HAHC. As we recall, a quarterly report was required for this grant in the past. In the past when reporting 2060 grant expenditures we have submitted:

- Receipts for purchases related to construction costs
- Information regarding our partner family
- Statistics required by the County of Kittitas
- Updates from news articles
- Updates on build progress
- Updates on fundraising efforts

If you should have any additional questions or need clarification, please feel free to contact me.



Sherri Ott

Executive Director

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sherri.ott@kchabitat.org

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: <u>Goal One</u> Increase number of affordable housing homeownership units completed by 2 between 01/01/2018 and 12/31/2018. See Measures, Strategies and Measurable Objectives for 2018. In 2018 KCHFHH will complete House 18. 19 and House 20 will be in progress.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Certificate of Occupancy received for House 18 by February 28, 2018 and House 19 by September 15, 2018.	Certificate of Occupancy
Homeowner loan for House 18 closes by March 20, 2018 and House 19 by September 23, 2018.	Closing documents - Title is in homeowner's name.
Homeowner moves into House 18 by March 30, 2018 and House 19 by September 30, 2018.	Physical move and homeowner loan servicing documentation.
<div style="text-align: center;">①</div> Strategy #1: (What will you do to achieve your goal?)	Strategy 1 - Select 2 qualified individual/families for Houses 19 and 20 by January 1, 2018.
<div style="text-align: center;">Measurable Objectives:</div>	1) Hold family selection orientation by January 1, 2018; Qualify applicants by need, ability to pay a mortgage and a willingness to partner with KCHFHH - to be completed within one month of orientation (orientation currently scheduled week of September 18th - 22, 2017; Board approval of applicants selected by the family selection committee of KCHFHH - approval at October 17, 2017 board meeting.
<div style="text-align: center;">②</div> Strategy #2: (What will you do to achieve your goal?)	Strategy 2 - Secure land for House 18 and 19 by 01/01/2018.
<div style="text-align: center;">Measurable Objectives:</div>	1) KCHFHH owns lot for House 18. Land acquisition committee finds acceptable lot for House 19 and completes due diligence report for board; (Completed August 15, 2017). 2) Board approves lot for House 19 - August 18, 2017. Lot for house 19 closes on September 8, 2018 and transferred into KCHFHH's name.
<div style="text-align: center;">③</div> Strategy #3: (What will you do to achieve your goal?)	Strategy 3 - KCHFHH will continue to work with the City of Ellensburg to acquire 17 Water/Bender Street lots.
<div style="text-align: center;">Measurable Objectives:</div>	1) Met with Kristen Sackett (Community Development Director) and City of Ellensburg employees in July 2017 regarding possibility of partnership on Water/Bender Street lots; 2) Site plan has been created by Encompass Engineering and will be voted on by KCHFHH board of directors on September 19, 2017. 3) Once approved by the board, KCHFHH will complete the pre-application, SEPA Environmental documents and all required documentation. At that point we will schedule a meeting with Kristen Sackett to move to next steps. We plan to meet with her by December 31, 2017. Our goal is to begin building on this property by August 31, 2018.
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: <i>Goal One</i> Increase number of affordable housing homeownership units completed by 2 between 01/01/18 and 12/31/18. See Measures, Strategies and Measurable Objectives for 2018. In 2018 KCHFH will complete House 18. 19 and House 20 will be in progress.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Certificate of Occupancy received for House 18 by February 28, 2018 and House 19 by September 15, 2018.	Certificate of Occupancy
Homeowner loan for House 18 closes by March 20, 2018 and House 19 by September 23, 2018.	Closing documents - Title is in homeowner's name.
Homeowner moves into House 18 by March 30, 2018 and House 19 by September 30, 2018.	Physical move and homeowner loan servicing documentation.
④ Strategy #1: (What will you do to achieve your goal?)	Strategy 4 - Work with architect to create plans and specifications for House 19.
Measurable Objectives:	1) Plans completed and ready for permit process by 12/10/17. Size of house is based on sizee and makeup of family according to Habitat for Humanity International standards.
⑤ Strategy #2: (What will you do to achieve your goal?)	Strategy 5 - Acquire building permit for House 19 by 01/01/2018.
Measurable Objectives:	1) Plans and specifications completed by 12/10/17; 2) Steps required by local regulatory agencies completed and permit granted by 01/01/18.
⑥ Strategy #3: (What will you do to achieve your goal?)	Strategy 6 - Continue work on House 18 until completion at which time loan closes and homeowner moves in - March 30, 2018.
Measurable Objectives:	1) Volunteers rallied for work on House 1 until House 18 is completed by March 31, 2018. 2) Certificate of occupancy received by 2/28/2018; 3) Family dedication ceremony held by 03/15/2018; 3) Family loan closes by March 20, 2018; Title of house transferred to homeowner - March 27, 2018; Partner family moves in by March 30, 2018
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	


GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: <i>Goal One</i> Increase number of affordable housing homeownership units completed by 2 between 01/01/2018 and 12/31/2018. Below see Measures and Strategies and Measurable Objectives for 2018. In 2018 KCHFH will complete House 18, 19 and House 20 will be	
Measures (How will you know you are making progress toward your goal?)	Data Source
Certificate of Occupancy received for House 18 by February 28, 2018 and House 19 by September 15, 2018.	Certificate of Occupancy
Homeowner loan for House 18 closes by March 20, 2018 and House 19 by September 23, 2018.	Closing documents - Title is in homeowner's name.
Homeowner moves into House 18 by March 30, 2018 and House 19 by September 30, 2018.	Physical move and homeowner loan servicing documentation.
⑦ Strategy #1: (What will you do to achieve your goal?)	Strategy 7 - Secure land with City of Ellensburg 1) Complete steps required by City of Ellensburg in order for partnership to occur. 2) Sign agreement with City of Ellensburg by July 31, 2018. 3) Begin land infrastructure by August 31, 2018.
⑧ Strategy #2: (What will you do to achieve your goal?)	Strategy 8 - Work with architect to create plans and specifications for House 20 - completed by by September 1, 2018. 1) Plans and specifications completed by 8/31/2017; 2) Steps required by local regulatory agencies completed and permit granted by 09/15/2017.
⑨ Strategy #3: (What will you do to achieve your goal?)	Strategy 9 - House 19 - Begin construction by 01/01/2018 and continue work on House 19 until completion - September 30, 2018. 1) Volunteers rallied for work on House 19 until House 19 is completed by September 10, 2018. 2) Certificate of occupancy received by 9/15/2018, 2018; 3) Family dedication ceremony held by September 20, 2018; 3) Family loan closes by <i>Sept 23, 2018</i> ; Title of house transferred to homeowner <i>Sept 30, 2018</i> ; Partner family moves in by September 30, 2018
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: Goal 1: Increase number of affordable housing homeownership units completed by 2 between 01/01/18 and 12/31/18. See Measures, Strategies and Measurable Objectives for 2018. In 2018 KCHFH will complete House 18. 19 & House 20 will be in progress.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Certificate of Occupancy received for House 18 by February 28, 2018 and House 19 by September 15, 2018.	Certificate of Occupancy
Homeowner loan for House 18 closes by March 20, 2018 and House 19 by September 23, 2018.	Closing documents - Title is in homeowner's name.
Homeowner moves into House 18 by March 30, 2018 and House 19 by September 30, 2018.	Physical move and homeowner loan servicing documentation.
<div style="text-align: center;">  </div> Strategy #1: (What will you do to achieve your goal?)	Strategy 10 - Ongoing fundraising
Measurable Objectives:	1) Increase Store sales by enlarging Store sales space and adding new merchandise - complete August 18, 2017; 2) Increase in donations by adding 4 new major donors in 2018 - 2019 and ongoing through 2023; 3) Increase event giving by adding one major event - from 2 to 3 per year; 4) Add 10 recurring donors each year; 5) Increase in grant funding by \$15,000 or more per year.
Strategy #2: (What will you do to achieve your goal?)	
Measurable Objectives:	
Strategy #3: (What will you do to achieve your goal?)	
Measurable Objectives:	
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: Goal 2: Continue with Strategies 1 through 10 of Goal one for the remaining five years of the grant cycle - Years 2019 - 2023	
Measures (How will you know you are making progress toward your goal?)	Data Source
2-3 houses will be completed annually for each year 2019 - 2023	Certificate of Occupancy Issued; homeowner moved in; homeowner making payments on home
Strategy #1: (What will you do to achieve your goal?)	Goal 2 - Strategy 1: Strategies 1 through 10 for Goal 1 will be repeated until 14 houses have been completed. KCHFH will complete houses at a rate of approximately 2.33 per year.
Measurable Objectives:	1) 2018 - Complete House 18, 19 and start House 20; 2) 2019 - Complete House 20, 21 and start House 22; 3) 2020 - Complete House 22, 23 and start House 24; 4) 2021 - Complete House 24, 25 and start House 26; 5) 2022 - Complete House 26, 27, 28 and start House 29; 6) 2023 - Complete House 29, 30 and 31 and start House 32
Strategy #2: (What will you do to achieve your goal?)	
Measurable Objectives:	
Strategy #3: (What will you do to achieve your goal?)	
Measurable Objectives:	
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

Kittitas County
Homeless and Affordable Housing Funds
Budget Template

Please fill in only gray shaded areas.

Applicant Name: _____

Funding Start Date: January 1, 2018
 Funding End Date: _____

Project Start Date: _____
 Project End Date: _____

Number of Funding Years: 6

Total County Request: \$980,000.00
 Total from Other Sources: \$1,455,000.00
 Total Project Budget: \$2,415,000.00

		ANNUAL PROJECT BUDGET	
	Amount from County Request	Amount from Other Sources	TOTAL
Non-Administrative Staff Costs			
Salaries and Wages			\$
Benefits			\$
Non-Administrative Staff Cost Totals	\$	\$	\$
Direct Client Services			
Rental Assistance			\$
Hotel/Motel costs			\$
Move-In costs			\$
Utility costs			\$
Maintenance/janitorial costs			\$
Shelter supplies			\$
Transportation assistance			\$
Other			\$
Direct Client Services Totals	\$	\$	\$
Direct Operational Costs			
Office space rental			\$
Utilities			\$
Supplies			\$
Equipment			\$
Telephone			\$
Internet			\$
Training			\$
Travel			\$
Insurance			\$
Other			\$
Operational Cost Totals	\$	\$	\$
Construction Costs			
New Building			\$ 402.50
Building improvements/maintenance			\$
Other			\$
Construction Cost Totals	\$ 163,333.33	\$ 239,166.67	\$ 402.50
TOTAL NON-ADMINISTRATIVE COSTS	\$ 163,333.33	\$ 239,166.67	\$ 402.50
Administrative Costs (not to exceed 15% of the total non-administrative budget)			
Administrative Staff Salaries and Wages			\$
Administrative Staff Benefits			\$
Office Supplies & Equipment			\$
Insurance			\$
Audits			\$
Board Expenses			\$
Membership fees and dues			\$
Rent			\$
Depreciation			\$
Maintenance and janitorial			\$
Other			\$
TOTAL ADMINISTRATIVE COSTS	\$	\$	\$
ANNUAL TOTALS	\$ 163,333.33	\$ 239,166.67	\$ 402,500

Kittitas County Habitat for Humanity
Grant Application Questions – Responses
Habitat – 14 Critical Home Repair Project
Kittitas County 2060 Funding for Affordable Housing

1. Strategies and Measures – Specificity and timelines needed.

Answer: Please see revised Goals and Objective Forms

2. Specificity of strategy and measure

Answer: Please see revised Goals and Objective Forms

3. Goals and Objectives – Goal 1 – no measurable

4. Answer: Please see revised Goals and Objective Forms

5. How many homes per year?

Answer: Depending on the cost per repair, we expect to complete between 2 and 5 repairs per year. Some repairs such as roof replacements cost more than repairing porch steps or building a wheelchair ramp. Roof replacements seem to be the most requested repair. We are requesting \$10,000 per year from Kittitas County 2060 funds to fund these repairs for a period of six years. For every dollar provided by the 2060 funds for repairs, Habitat for Humanity will raise an additional \$1.33 to complete the repair. At the very least, Habitat for Humanity will complete 14 repairs over the six-year period. It is likely that more projects will be completed as not all projects will be roof replacements. Our goal is to complete as many projects as possible using 43% 2060 funding - \$10,000 - and 57% Habitat for Humanity raised funds - \$13,333.33 - to a total of \$23,333.33 per year.

6. Application, screening and selection process:

Answer:

When we hold a family selection, our goal is to get word out to as many people as possible. To do this we:

- **Send out notification to other non-profit organizations and networks within Kittitas County so that they can refer people they know are in need**

- Facebook; Twitter and website
- Post fliers around town – grocery stores, post offices, local government office buildings, libraries, local convenience, and hardware stores,
- Press releases with local newspapers
- Washington Disability Resources
- Bright Beginnings – Early Education
- Local School District offices
- Utility companies
- Housing Authority of Kittitas County
- Local Hay Companies
- Suncadia Resort
- Department of Social and Health Services
- Work Source
- Local churches
- Letters, emails and calls to people who have previously expressed an interest in the program
- Public Service Announcements on local radio stations.

Applicants are qualified for the program based on 3 criteria: 1) Need; 2) Ability to pay a mortgage that does not exceed 30% of gross monthly income; The family's income must fall between 30% and 60% of the area median income for Kittitas County, and 3) Willingness to partner, demonstrated by the homeowner family/individual working 8+ sweat equity hours helping repair their home and/or working in our Store. To select the homeowner family/individual from a group of applicants, credit and criminal background checks are made which help narrow down candidates. A home visit is conducted on finalists to determine greatest need and determine the extent of the work needed. A family selection committee works together to conduct a home repair orientation – a public meeting at which the Habitat for Humanity program is explained. At this meeting, the applicants submit their applications after meeting with a volunteer to ask questions and review their application. The family selection committee, after reviewing the applications, performing criminal and credit checks and completing the home visit select the homeowner family. The family selection committee makes a written recommendation to the board of directors and then the board of directors vote on the selection of the family. Board approval takes place within one month of the orientation meeting. Accepted families are notified immediately, as are those who are not selected.

7. Credit worthiness of Habitat families/individuals

Answer: Yes, credit worthiness play a large role in the selection process. Habitat for Humanity wants to see that those people selected handle money responsibly. Those with good credit have been shown to have a greater chance of becoming and remaining successful homeowners who will repay their loans. For those who do not have good credit, Habitat for Humanity refers them to resources that can help them strengthen their credit.

8. Does Habitat always charge for the repair?

Answer: Yes. Habitat for Humanity does not give repairs away. We offer a hand-up, not a hand-out. Our homeowners will never pay more than 30% of their gross income toward their housing expenses, which includes the house mortgage. Habitat for Humanity makes repairs possible by offering a variety of loan products, including a zero percent interest loans. Volunteer labor also helps to keep the costs of the repairs as low as possible.

9. Repayment monies – going to Kittitas County or into the Revolving Fund for Humanity

Answer: We request that when a partner family makes a repair loan payment to Habitat for Humanity that the funding stays with Habitat for Humanity. This funding is what is used to start the next Habitat repair. Every Habitat house repair provides funding for the next Habitat repair. With affordable housing at a crisis level, our goal is to increase capacity. We want to keep low-income homeowners who cannot afford home repairs in their homes by helping them to make their homes more safe, healthy and usable. To do this requires funding. The more funds we can raise the more houses we can repair for those in need. All Revolving Fund for Humanity revenue goes straight into the next house. This money is not used for administrative purposes but toward our program costs for construction.

10. Revolving Fund for Humanity vs funding to complete additional repairs

Answer: The Revolving Fund for Humanity is part of Habitat's fund to complete additional repairs.

11. Percentage of recipients who repay their obligation

Answer: Kittitas County Habitat for Humanity has repaired 9 homes in the last five years. To date, all homeowners are making payments on their home repairs or have paid off their loans for repair work.

12. Who documents the expenses against the approved budget?

Our program manager and bookkeeper, Jennifer Caloia, tracts all expenses in QuickBooks. Each week the staff of Habitat for Humanity has a meeting where we

discuss the budget, the expenses and upcoming bills. Financials are discussed at our monthly board meeting and voted on. A variance report is reviewed by the board and staff members each month to assess where we stand on our budget.

13. Audits and accountability

Answer: We have an annual audit conducted by Villbrandt, Stark and Moorer, PLLC. Bruce Moorer is our CPA. His contact information is 18 South 4th Avenue, Yakima, Washington, 98902 509-575-1558.

14. Measure of Success:

Answer: We measure our success by several factors;

- Number of homes repaired
- Number of homeowner families/individuals served
- Number of volunteers engaged
- Number of outreach events completed to help educate the public about affordable housing issues.

15. Reporting for 2018 (prior to 2019, 2020 monies being released)

Answer: We are happy to complete any report required for this grant by Kittitas County and/or HAHC. As I recall, a quarterly report was required for this grant in the past. In the past when reporting 2060 grant expenditures we have submitted:

- Receipts for purchases related to construction costs
- Information regarding our partner family
- Statistics required by the County of Kittitas
- Updates from news articles
- Updates on build progress
- Updates on fundraising efforts

If you should have additional questions or need clarification, please let me know.

Thanks!


Sherri Ott
Executive Director
509-962-5058
Sherri.ott@kchabitat.org

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: Goal One: Provide 2 - 5 affordable home repairs to low-income families/individuals who qualify for Habitat for Humanity's Critical Home Repair program in 2018. This process is repeated each year for a six-year period.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Home Repair Orientation held by March 31, 2018	Interested applicants attend orientation - sign-in sheet
Homeowner Family (families) selected by April 30, 2018	Board vote on qualified applicants - board minutes
<small>Work completed on home/Family makes loan payments - TBD determined by type of project to be completed. Following selection, work on the first project will begin by 05/15/2018, and be completed by June 15, 2018. This process continues throughout the year until a total of \$23,333.33 has been utilized - (\$10,000 2060 Funds; \$13,333.33 Habitat for Humanity raised funding)</small>	
<div style="text-align: center; font-size: 24px; margin-bottom: 10px;">①</div> Strategy #1: (What will you do to achieve your goal?)	Strategy 1 - Conduct community wide outreach to potential applicants for home repairs by 02/15/2018.
Measurable Objectives:	1) Contact 10 or more community based organizations; 2) Use Facebook; Twitter; webpage; Community Connect and Wiggio to get word out; 3) Contact all persons who have expressed interest in the home repair program by mail, phone and email; 4) Contact all local churches to inform about program; 5) Hold three speaking engagements prior to selection orientation - March 31, 2018.
<div style="text-align: center; font-size: 24px; margin-bottom: 10px;">②</div> Strategy #2: (What will you do to achieve your goal?)	Strategy 2 - Hold orientation meeting with applicants take applications by March 31, 2018. Select families/family for repairs by April 30, 2018.
Measurable Objectives:	1) Application process in place with guidelines based on Habitat for Humanity International regulations; 2) Qualify families/individuals in need who can repay an affordable loan for the repairs - based on need, affordability and willingness to partner with Habitat for Humanity; 3) Family/individual selected for repair by Family Selection committee; 4) Board votes to approve family/individual for repair project by April 30, 2018.
<div style="text-align: center; font-size: 24px; margin-bottom: 10px;">③</div> Strategy #3: (What will you do to achieve your goal?)	Strategy 3 - Make needed repairs on project. Complete project and homeowner begins making payments
Measurable Objectives:	1) Begin construction on project by 05/15/2018; Note that this program allows for greater opportunities to engage more people in helping to solve the affordable housing issues in our community; 2) Engage the homeowner in sweat equity hours to help with the project. Depending on the extent of the repairs needed and the length of the project, critical home repair projects often require 8 hours of sweat equity; 3) Home repair project is completed by 06/15/2018. 4) Homeowner signs certificate of completion and completes loan paperwork; 5) Homeowner begins making monthly affordable, zero-interest loan payments to Habitat for Humanity. This process is completed for each project done. We will complete as many projects as possible using the 43% (2060 Funds) and 57% (Habitat for Humanity raised funds) split. Again, the number of projects completed will depend on the cost of each project. The total we expect to spend per year completing projects is \$23,333.33 - \$10,000 of which is funded by the 2060 Funds and with \$13,333.33 being funded through Habitat for Humanity's fundraising efforts.
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: Goal 2: Provide affordable means for qualified families in need to access affordable home repair services	
Measures (How will you know you are making progress toward your goal?)	Data Source
Homeowners pay no more than 30% of their gross income for housing expenses	Check stubs and loan documents
<small>Serve increased number of individuals and families in Kittitas County with affordable housing needs. We are estimating the number to be between 2 to 5 projects per year depending on the cost of each project. Our goal is to complete as many projects as possible using 43% 2060 funding and 57% Habitat for Humanity raised funds to a total of \$23,333.33 per year.</small>	Number of Partners (homeowner families/individuals) served
<i>Goal 2 - Strategy ①</i> Strategy #1: (What will you do to achieve your goal?)	Strategy 1 - Use payment options which are affordable and fit with the income of qualified partners.
Measurable Objectives:	1) Number of no-interest home repair loans held by KCHF; 2) Number of USDA 504 loans used by qualified partners; 3) Loans are spread out over years to ensure that the partner is not cost-burdened by the payment. 4) All partners paying not more than 30% for housing expenses, including current mortgage.
<i>Goal 2 - Strategy ②</i> Strategy #2: (What will you do to achieve your goal?)	Strategy 2 - Utilize volunteer labor when possible to keep costs lower for homeowner family. The number of volunteers per project will be dependent on type and size of project.
Measurable Objectives:	1) Cost of projects in which volunteers are utilized provide a lower cost loan for the homeowner; 2) We will track number of volunteers per project and estimate value of the volunteer labor.
<i>Goal 2 - Strategy ③</i> Strategy #3: (What will you do to achieve your goal?)	Strategy 3 - This process continues for each project. We are estimating completing 2 to 5 projects per year depending on the cost of each project. Our goal is to complete as many projects as possible using 43% 2060 funding and 57% Habitat for Humanity raised funds to a total of \$23,333.33 per year.
Measurable Objectives:	1) Track and document expenses of each project; 2) Track funding split between 2060 and Habitat - raised funding: \$10,000 per year from 2060 funding; \$13,333.33 per year from Habitat for Humanity raised funding - totaling \$23,333.33 in project costs annually.
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

HOPESOURCE-SENIOR ADVOCACY PROGRAM

1. Somewhere in the Project Description Summary it needs to be made clear that you are requesting an additional \$45,000.00 to be added to the \$80,000.00 you are already approved to receive for this program in 2018. Then list each year and amounts with the 5% added through 2023. This should impact your request because you already have \$80,000 allocated for 2018. If this is not a correct assumption, then essentially you are asking for over \$200,000.00 for this program in 2018. Very confusing. NG

HopeSource modified Project Description Summary:

HopeSource is requesting amendment of the current contract with funding for direct service rental assistance of \$125,507.00 annually, which is the historic \$80,000.00 plus \$45,000.00, with an escalator of 5% per year through 2023. These funds will immediately remove the wait list for housing. SSAP has historically ensured that 24 vulnerable seniors annually are prevented from remaining or returning to homelessness. Data indicates that 70 additional seniors could require assistance of become homeless in the next three to five years.

2. Redo Goals, Strategies and Measures to be more specific and measurable and include timelines. Use the sample sheet provided. NG

See revised goals worksheet

3. More detail is needed in the budget narrative. How much from this budget is being expended directly on seniors and how much on staff? Why are you asking for a 5% escalation each year? Does that benefit the seniors or staff salaries or operational costs? NG

Direct client service will total \$93,840.00 and non-administrative staff will total \$15,987.00 in the first grant year. Requested increases will address standard annual COLA (cost of living adjustment) of 3% plus additional increases in rents anticipated due to lack of housing availability.

4. Proposal Details #4 Partnerships, page 9. Are these entities actual, real partners? I do not mean they just happen to provide services to people; are they actual partners with HopeSource? JF

HopeSource regularly works with and considers the organizations listed in the grant as collaborative partners in meeting the needs of vulnerable populations in our community.

The term partnership among social service providers in a community is a generally accepted term that defines cooperation and inter-referral among agencies within that community.

5. Proposal Details #6 Sustainability, Page 11. Is stated “the SSAP program is not sustainable without Kittitas County funds”... do you mean there is absolutely NO other manner of funding whatsoever and you would have to NOT have this program? JF

This program is unique to Kittitas County and there are no other available funding sources that meet this exact criteria.

6. Goals and Objectives Form Page 13. All three pages have the same question: Why are there no measurables listed? JF

See revised worksheet

7. Budget Narrative #1: Funding Utilization page 14. What is the actual amount you are asking for on this specific grant? \$125,507 or \$693,504.30? JF

The initial funding request is for \$125,507.00 for the coming 2018 grant year with a 5% escalator each year thereafter for the remaining grant years.

8. Budget Narrative #2: Other support page 15. You state “Crestview has a cash allotment paid to us”... 1- is this a guarantee? 2- How much is it? 3- How long does this last? JF

HopeSource and Crestview have a private contract that is renegotiated and renewed annually.

9. Budget Narrative #3 Sustainability page 16. I guess my response here is this statement doesn’t really tell me much... would it be sustainable or not... I see the word “sporadically” but that does not tell me much. JF

There are no consistent funds to sustain this program other than what is provided through the generosity of Kittitas County. Private grants may or may not be made available on an annual basis and, in any event, are not at the current levels needed to sustain the program.

10. Please explain the total funding requested: Is the amount requested in addition to funds already allocated to your organization? Or, is some portion additional monies requested?
GC

Yes. We are requesting \$45,000.00 in addition to the \$80,000.00 we currently receive for the Senior Rent Assistance Program. The request for \$125,507.00 for the initial 2018 grant year is to amend the grant we currently receive for this purpose.

11. Please explain the screening and application process. GC

See Screening and Application process document.

12. How many clients do you expect to serve with this grant? GC

We expect to add an additional 10 seniors to our current case load of 24. We are targeting 34 assisted households annually.

13. Who audits how the money is spent to ensure the best interests of Kittitas County taxpayers? GC

Kittitas County Auditor is responsible for auditing all county expenditures. HopeSource is annually audited by an external account and has received 11 consecutive years of clean audits.

14. How will you measure the success of your program? GC

By achieving our amended goal statements.

15. Before the 2019, 2020, etc. monies are released, how will you report, and what will you report, on the expenditures of the prior year to the committee? GC

Using the reporting tool that is currently in use by the Senior Rent Assistance program provided by the HAHC.

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: Provide outreach and support services to target of 34 vulnerable seniors who are homeless or at risk of imminent homelessness because of high cognitive, physical and financial barriers in upper and lower Kittitas County.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Number of clients served	CAP 60
Strategy #1: (What will you do to achieve your goal?)	Provide focused educational materials at locations throughout the community
Measurable Objectives:	-Meet with 5 senior living centers to develop appropriate outreach materials within 60 days of grant award - Distribute materials to 100% of senior centers, food sites, convenience stores, clinics and Medicaid service providers in Kittitas County
Strategy #2: (What will you do to achieve your goal?)	Research potential SSAP qualified seniors
Measurable Objectives:	-Search energy assistance database for 2010-2017 to identify potential needs - Contact 10 new seniors per year to verify qualification and need
Strategy #3: (What will you do to achieve your goal?)	Promote community partner outreach and education
Measurable Objectives:	- Interview 100% of local providers who provide services to seniors to increase understanding of services available - Offer a minimum of 10 workshops in the community at large on the needs of this specific population and the services offered by SSAP
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: Target 5 seniors from SSAP to move into permanent subsidized housing based solely on income (not permanent supportive housing which requires continuing case management)	
Measures (How will you know you are making progress toward your goal?)	Data Source
Successful moves to permanent housing	Cap 60 data Base
	HMIS
Strategy #1: (What will you do to achieve your goal?)	Evaluate seniors for match with criteria of subsidized units available in county including financial, physical and emotional needs
Measurable Objectives:	<ul style="list-style-type: none"> - Evaluate up to 34 seniors to verify eligibility for subsidized housing - Contact subsidized units operators monthly to verify availability.
Strategy #2: (What will you do to achieve your goal?)	Prepare viable senior candidates to meet eligibility criteria of available units
Measurable Objectives:	<ul style="list-style-type: none"> - Monthly coaching and education sessions for 5 seniors qualified for subsidized units completed
Strategy #3: (What will you do to achieve your goal?)	Create resource plan with 100% of seniors who qualify for subsidized units
Measurable Objectives:	<ul style="list-style-type: none"> - Resource stability plans developed and reviewed monthly for 5 seniors in preparation for move to new units
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: Target 34 seniors to fully utilize all community resources to decrease their living cost and move them closer to independence.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Improvement in number and type of resource per senior	CAP 60 Database
	Resource referral list
Strategy #1: (What will you do to achieve your goal?)	Conduct comprehensive whole person assessment to identify seniors barriers to permanent housing
Measurable Objectives:	- Whole person assessment and Well Being Survey completed for target of 34 seniors in program
Strategy #2: (What will you do to achieve your goal?)	Connect seniors and community resources
Measurable Objectives:	-Connect 100% of SSAP seniors to resources identified in assessment that assist their mental, physical, social and spiritual well-being.
Strategy #3: (What will you do to achieve your goal?)	Assist seniors, identified in the assessment, who need assistance with Medicare, Social Security and Insurance support
Measurable Objectives:	- Seniors identified are enrolled and connected with needed services. -Monthly check-ins completed for a period of 3 months to ensure sustainable connection to services.
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

Senior Support and Advocacy Program:

Participation in the Senior Support and Advocacy is certified yearly beginning January 1 through December 31. After yearly intakes seniors are notified concerning whether they have been approved for an additional year of financial assistance.

At intake client's work with case manager developing their stability plan with the goal of directing the client towards self-sufficiency and housing stability. The plan includes utilizing resources through Hope University, Energy assistance, Aging and Long Term Care, and other community resources and service providers. Applying for subsidized housing that is based on the client's low fixed income will also be a recommended part of affordable stable housing. Waitlists for affordable stable housing units can vary from 9 to 18 months.

Eligibility and Screening Process

- Clients must be 65 or older to be eligible for the program.
- Clients income must be 50% or AMI or lower
- Each client who is seeking assistance through the SSAP program or is already a client of the program will come in for an intake in October and November.
- Clients need proof of income, lease, proof of ongoing medical expenses, Social Security card and photo ID.
- During the intake an accurate budget will be done to see where their money is going and if they can cut back anywhere. Also other resources will be addressed such as family.

A rent calculation should be filled out to see what 30% of their income would be taking into account an elderly/disabled deduction.

Rent assistance agreements would be signed by client, landlord, case manager and manager and their assistance would start for the next year, January 1st. Payments are made monthly directly to the landlord on record.

HOUSING AUTHORITY/ HOPESOURCE / ELMVIEW- HASS

1. Project Description- Redo this paragraph and take out all of the program description. What we need to know is which agency is doing what part of this partnership. Also, you mention Habitat for Humanity? Are they part of this project? If so, where do they fit in and what do they do? NG

HopeSource's revised Project description:

HAKC, HopeSource and Elmview propose to collaborate on a combination of rental vouchers supported by wrap around case management and supportive services. HAKC, in conjunction with the Yakima Housing Authority, will continue to provide vouchers to 25 households and will contract with HopeSource and Elmview for wrap around case management and employment training with the goal of graduating tenants from subsidized voucher housing to permanent unsubsidized housing.

HopeSource case managers will provide households with Supportive Services and connect them internally to energy assistance, youth scholarships, transportation, and life skills education including budgeting, credit and debt, and employment preparation. They connect households externally with resources such as nutrition security, mental health, physical health, substance counseling, and job searching.

Elmview case managers will provide Employment Services that support and empower families with job searching and training for the workforce.

The collaboration of the three local agencies outlined provide the support and framework to move families to self-sufficiency and potential home ownership opportunities through a Habitat for Humanity home ownership program or other conventional opportunity.

Habitat for Humanity is included by reference as a community partner whom we may refer our successful graduating households to for a home ownership opportunity.

2. Is this a pilot for a Pathways to Permanence project? Or, is that an additional part of this project? It's difficult to understand.

The philosophy of this program is to move people from subsidized housing to permanent housing that households can afford without subsidy. Strategies include improving wages, improved budgeting skills, and finance management. The "pathways to permanence" is a phrase used by community action agencies to describe the work Community Action does to move households into stability and self-sufficiency.

3. . Goals, Strategies and Measures- very confusing, not specific enough and do not include timelines at this point. The responsibilities of each agency should be identified in this section as well. What will be done, how will it be accomplished and who is responsible for each strategy and/or measure? NG

See updated Goals worksheet.

4. In the budget narrative, Funding and Utilization, outline which agency receives funding, the work they do for the funding, and how much funding. Who coordinates the budget and how will each agency receive their funding? Why the 5% increase each year? Approximate the amounts of the in-kind contributions of the two year span. NG

The non-administrative staff cost will be shared by HopeSource and Elmview for supportive service and supportive employment staff activity to be determined by the individual needs of the clients. Administrative functions will be administrated by HopeSource and its staff. The 5% increase covers the 3% increase in COLA (cost of living allowance) and projected operations cost increases.

Approximately \$17,000.00 in in-kind contributions from the Housing Authority and Elmview for space, utility, supplies and equipment costs over the two year period.

5. Proposal Details #1: Applicant profile and Qualifications page 4 348 words. Obviously, this is not a question. I merely want it on record. JF

Understood.

6. Proposal Details #2: Project Description Summary page 5 19 words. Obviously, this is not a question; I merely want it on record. Why is Habitat for Humanity and not Elmview referred to in paragraph 3? JF

Habitat for Humanity, unlike Elmview provides homeownership opportunity which is one of the goals of this program.

7. Proposal Details #3: county priorities page 8- why is Habitat for Humanity referred to here? JF

See above

8. Proposal details #4: Partnerships page 9- 274 words. Obviously, this is not a questions; I merely want it on record. Are these entities actual, real partners with HopeSource? JF

HopeSource regularly works with and considers the organizations listed in the grant as collaborative partners in meeting the needs of vulnerable populations in our community. The term partnership among social service providers in a community is a generally accepted term that defines cooperation and inter-referral among agencies within that community.

9. Proposal Details #6: Partnerships page 11- you state in the first paragraph, "... utilize other grant sources to backfill..." What other grant sources? JF

HopeSource operates a variety of grants in central Washington, many of which can be leveraged or used as match to fill in any gaps in funding.

10. Goals and Objectives form page 12- All three pages have the same question: Why are there no measurable listed? On the third of these pages where it states, in the top box, "...HopeSource and Habitat for Humanity..." What does Habitat have to do with this funding request? JF

See revised goals worksheets

(The Pathways to Permanence narrative and goals sheet has been removed from our grant proposal.)

11. Budget Narrative #1- Funding Utilization page 14- What is the actual amount you are asking for on this specific grant? JF

We are requesting \$117,256.00 for the initial 2018 grant year with a 5% escalator for the remaining year.

12. Budget Narrative #3: Sustainability page 15- You state "Those individuals who are receiving Social Security or who become recipients..." Is this SSA retirement of disability? JF

Individuals may be recipients of either/or SSA or SSDI

13. How many clients do you expect to serve with this grant? GC

We are targeting 25 households annually.

14. Please explain the application, screening and selection process. GC

Participants of the program must first qualify for HAKC housing and are then selected from the HAKC waitlist per their required waitlist selection criteria.

15. Who audits how the money is spent to ensure the best interests of Kittitas County taxpayers? GC

Kittitas County Auditor is responsible for auditing all county expenditures. HopeSource is annually audited by an external account and has received 11 consecutive years of clean audits.

16. Are all the vouchers used each year? GC

Housing Authority has committed 25 housing based vouchers to this project which we

anticipate using.

17. How will you measure the success of your program? GC

Per the updated goals worksheet

18. Before the 2019, 2020, etc. monies are released, how will you report, and what will you report, on the expenditures of the prior year to the committee? GC

We will work with the HAHC and the Board of Commissioners to create a reporting tool which meets requirements.

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: Prepare a target of 25 tenants for unsubsidized housing through wrap around case management.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Number of tenants exited to permanent housing	Cap60
Improved Self Sufficiency Scores	Internal wellbeing survey
Strategy #1: (What will you do to achieve your goal?)	Develop case management Support Services program for HAKC clients
Measurable Objectives:	-Support Services program tailored to HAKC demographic completed within the first 60 days of grant award. -Criteria and process for equitable and confidential selection for the case management program developed within 90 days of grant award
Strategy #2: (What will you do to achieve your goal?)	Conduct assessment of 25 tenants and identify tenants with capability to move to greater self-sufficiency
Measurable Objectives:	- Assessments completed for all identified tenants within 120 days of grant award. - Screen minimum of 4 tenants a month to verify status and appropriate to program
Strategy #3: (What will you do to achieve your goal?)	Provide tenants connections, referral and guidance to services needed to overcome identified barriers.
Measurable Objectives:	-Stability plans outlining expectations and accountability developed with identified tenants within 10 days of assessment -Referrals and connection to identified service providers that will overcome specific household barriers completed within 10 days of assessment.
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL:

75% of people participating in the program will have completed the Elmview employment program and will be employed.

Measures (How will you know you are making progress toward your goal?)		Data Source
Number of people employed within 6 months of training		Internal Tracking Documents
Strategy #1: (What will you do to achieve your goal?)	Collaborate with HAKC and HopeSource to identify individuals in need of employment supports.	
Measurable Objectives:	50% of those identified for the program will incorporate employment outcomes in their stability plan.	
Strategy #2: (What will you do to achieve your goal?)	Engage identified individuals to develop individualized person centered plans (PCP) focused on employment outcomes.	
Measurable Objectives:	80% of individuals identified as participants will develop a PCP	
Strategy #3: (What will you do to achieve your goal?)	Work with individuals to implement employment focused PCP.	
Measurable Objectives:	-80% of individuals actively engaged in the training will implement an employment PCP - Number of people employed within 10 months of training completion	
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>		

HOPESOURCE-WOMEN'S SOBER HOUSE

1. Goals, Strategies, and Measures: All of the strategies you submitted will be useful AFTER you find the clients for this program. You need a goal and then strategies and measures to identify where and how you will find your clients. Rework goal/strategies/measure you submitted to include specifics and timelines. NG

As you develop the strategies and measures, you must be specific as you lay out how you will accomplish the goal. You must also identify timelines for each strategy and measure. (For examples: how many meetings does each client have to attend, how often will you check compliance for each client and what does that mean? How will you monitor Hope University attendance, etc. etc.)

The goals/strategies/measures section tells the story, in a step-by-step fashion, of what you are going to do for this project. The goal of each piece is the big picture. The strategies and measures are broken out so the reviewer can see how you are going to meet your goal. We need the specificity and timelines for the accountability work that we have to do.

See revised goals worksheets

2. Need more detail in the Budget Narrative. What kinds of staff activity will be funded and estimates? How much are lease payments each month? Estimates on utilities and other costs, house monitor costs, and administration and maintenance/yard work. NG

Staffing funds will be utilized for an in-house House Manager and Program Supervisor. We anticipate lease costs to average \$1,950.00 per month depending on property leased. Utilities and maintenance are estimated at \$4,575.00 annually and there will be an administration cost of \$4,680.00 annually.

3. Proposal Details #3: County Priorities: Increase capacity and sustainability for homeless sheltering page 6. You state "Kittitas County coordinated entry indicates on average 28 homeless single women request housing services and also self-identify as having substance use disorders" ... this number contradicts homeless numbers from the past (and previous) years' Point-In-Time count HopeSource conducted. JF

The Point-in-time count numbers are collected on a single day of the year, the fourth Thursday of January. The coordinated entry numbers indicated in our proposal are annual

numbers not single day representations.

4. Proposal Details #4: Partnerships page 9 at the end of the first paragraph you state "and many others" ... I really hate to nit-pick but what are the "many others"? In the second paragraph, you mention Hope University as a partner. How can it be considered a "partner" when it is part of HopeSource itself? JF

Merit Resources regularly works with and considers the organizations listed in the grant as collaborative partners in meeting the needs of vulnerable populations in our community. The term partnership among social service providers in a community is a generally accepted term that defines cooperation and inter-referral among agencies within that community.

Many others include any community agency that provides services needed for each individual. It is impossible to list them all, they will depends on the needs of each individual resident. This may include, but not limited to; DSHS, Bright Beginnings, YVCC, Work Source, the Housing Authority, Comprehensive Healthcare, ASPEN, Public Health and more.

Hope University is a specific component of our housing program, they are a part of Hope Source, yes, but a valuable component that is being highlighted as an additional partner.

5. Budget Narrative #1: Funding Utilization Page 14

You state "Funds for the program would pay house rent and utilities for a two-year period and would also help furnish the rental." Does this mean you have to come back every two years and asked for assistance? Is there any way you can accumulate money to begin to offset what you ask for and eventually (say 2-4 years) not come before our committee and request funds? JF

Yes, there are currently no other funding resources available to fund this valuable Women's Sober House project. Although some program income may be received from participants in the sober house program, the program income is minimal and will not be sufficient to support the program.

6. Budget Narrative #3: Sustainability Page 16

Don't your clients pitch in to pay rent? Is there no DSHS-related entity (like the old ADATSA) to receive money? Don't they work? JF

Yes, there is minimal program income, but the income is not sufficient to support the program.

The ADATSA program was terminated approximately 10 years ago and there are currently no other funding sources to support the program except the possibility of ABD which provides \$197.00 per month to eligible individuals.

7. Budget Narrative #4: Partial Funding Page 16 You state, in the first sentence, "...we would need rental dollars..." Per your list on page 14, (Funding Utilization) six other items you need the money for. I am assuming when you use the word "rental dollars" you are including everything (e.g. activity of staff, utilities, help furnish, etc.) JF

In this case, "rental dollars" does include non-administrative staff cost, direct client services, operational costs, and administrative costs.

8. Budget Template

In the box marked "Direct Client Services", the first line is "Rental Assistance" and you have \$23,400 entered. In the box marked Administrative costs, the eighth line is "Rent" of \$300. What is THIS rent for? JF

This is the cost associated with pooled space expenses.

9. Please explain the total funding requested: this seems like an insufficient amount to deliver on commitments made in the grant application. GC

a. Is the about requested \$26,000 per year?

No, the amount requested is the \$52,212.00 for the 2018 grant year.

b. Who will pay for staff?

The grant provides funding for the House Manager and Program Supervisor.

c. How are operating expenses (food, clothing, utilities, etc.) paid?

Utilities and maintenance and other operating costs are funded through the grant, however food and clothing are funded through other sources.

10. Please explain the application, screening, and selection process.

The application process is fairly basic are the must be;

- 1. diagnosed substance use dependent and willing to engaged with Merit Resource Services treatment services**
- 2. Homeless and single (non-custodial parent)**
- 3. Free from serious violent, sexual, arson or weapons offenses**

4. Willing to follow all house rules and expectations, including compliance with Hope University and Hope Source long-term housing assistance

If there is a bed available and they meet the above criteria they are eligible. If we have more than one application for a single opening the individual who meets the state definition of homeless has priority.

11. How many clients do you expect to serve with this grant?

We are targeting 8-10 individuals in the initial year and 10-14 clients in the second year of the grant.

12. Who audits how the money is spent to ensure the best interests of Kittitas County taxpayers? GC

Kittitas County Auditor is responsible for auditing all county expenditures. HopeSource is annually audited by an external account and has received 11 consecutive years of clean audits.

13. How will you measure the success of your program? GC

See revised Goals Worksheet

14. Before the 2019, 2020, etc. monies are released, how will you report, and what will you report, on the expenditures of the prior year to the committee? GC

Merritt Resources will work with the HAHC and the Board of Commissioners to develop appropriate reporting mechanisms.

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: Identify and hire "House Monitor" for grant, start date January 2018	
Measures (How will you know you are making progress toward your goal?)	Data Source
Have house monitor hired	Internal
Strategy #1: (What will you do to achieve your goal?)	Reach out to Recovery Community for interest.
Measurable Objectives:	Have job description created and ready December 2017.
Strategy #2: (What will you do to achieve your goal?)	Upon notice of grant approval, start hiring process.
Measurable Objectives:	Hire staff.
Strategy #3: (What will you do to achieve your goal?)	
Measurable Objectives:	
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

GOALS AND OBJECTIVES FORM*Fill out white sections only.***GOAL:**

Identify potential residents for grant start date January 2018

Measures (How will you know you are making progress toward your goal?)		Data Source
Full house		Beds full
Strategy #1: (What will you do to achieve your goal?)	Talk with Merit staff about current patients in program (December 2017)	
Measurable Objectives:	Interview potential residents and determine need and eligibility (December 2017) Eligibility includes; no disqualifying criminal history (serious violence, arson, weapons or sex offense), active in treatment at Merit, ties to community, current housing status and need.	
Strategy #2: (What will you do to achieve your goal?)	Work with Hope Source and access Coordinated Entry to see if any homeless women also self-identified as substance use dependant.	
Measurable Objectives:	Reach out to those individuals to determine need and eligibility. (December 2017)	
Strategy #3: (What will you do to achieve your goal?)	Communicate with the jail and ASPEN to inform them of the program start and see if they have any potential applicants identified.	
Measurable Objectives:		
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>		

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: Transition 8 - 10 women from homelessness to stabilized housing in 60-180 days.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Transition 8-10 women through the program to stable housing.	Coordinated Entry/HMIS
Strategy #1: (What will you do to achieve your goal?)	Women must stay in active compliance with treatment at Merit Resource Services
Measurable Objectives:	Group attendance, treatment plan compliance and sobriety.
Strategy #2: (What will you do to achieve your goal?)	Women must stay in active compliance with sober house rules and expectations
Measurable Objectives:	* Attend 5-7 sober support meetings, weekly. * Attend weekly house meeting with monitor and case manager. * Attend appointments with case manager as directed. * Attend Hope University as directed by case manager and Hope Source. * Comply with other services as determined appropriate (mental health care, YVCC/GED prep, medical, job assistance, etc.
Strategy #3: (What will you do to achieve your goal?)	Hope University Classes and Hope Source long-term housing placement and assistance.
Measurable Objectives:	Compliance checks with Hope University. Housing assistance with Hope Source as appropriate.
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

