

## Kittitas County Homeless and Affordable Housing Committee

Nancy Goodloe, Chair  
Member at Large

David Miller,  
City of Ellensburg Representative

Sarah Bedsaul,  
County Representative

Cathy Bambrick  
Community Representative

Kelly Thielen  
Member at Large

Jack Frost  
Member at Large

### MEMORANDUM

**TO:** Kittitas County Board of Commissioners  
205 W. 5<sup>th</sup> Street  
Ellensburg, WA 98926

**RE:** Spring 2012 Grant Applications and Recommendations

In February 2011 an RFP was issued by the County for up to \$150,000 for the 2163 Homeless Funds. Deadline for applications was March 9, 2012. Three applications were received, and copies with rating sheets were sent to each member of the Homeless and Affordable Housing committee. The Committee members met twice to review the grants, April 5 to review rating sheets and have discussion on each application and again on April 12 to make final recommendations. In the interim week Nancy Goodloe and Sarah Bedsaul were dispatched to follow-up with two agencies for clarification on issues raised by the committee members.

**1. People for People Ending Homeless Together. Total Grant request: \$6054.** This proposed to provide funding for People for People staff to provide advocacy and referral for homeless clients using the 211 call line, for outreach to the community and specific agencies as well as the homeless network, and to develop a database for homeless clients using the 211 call center.

This application graded out very low across the Committee. It addressed one of 3 goals and two of 7 priority areas used in our grading matrix and scored very low on six other criteria on the matrix. Additionally, the majority of Committee members felt that the work outlined in this proposal was very similar to the work outlined in the previous proposal submitted by People for People in 2011. The Committee believes that People for People's continued involvement in the Homeless Network of Kittitas County will enable this staff to have access to the information they proposed to gather through this grant request.

**Recommendation:** The unanimous vote from the Committee was NOT to recommend funding this project.

**2. Kittitas Community Land Trust, submitted by Elmview. Total Grant request: \$85,000.** This proposal is a one-year request to conduct initial capacity building activities in Kittitas County resulting in a land trust, a homeownership model for affordable home ownership in Kittitas County. This model for home ownership is well-known across the county and is mentioned specifically in the 10-year Plan to Address Homeless and Affordable Housing as one of the strategies to increase the number of affordable housing opportunities in Kittitas County.

Currently, the bulk of affordable housing opportunities for low-income families in our county is in low-income apartments. There is a long waiting period for these apartments. Additionally, Habitat for Humanity is the only agency providing home ownership opportunities for low-income families.

The committee believes the work of a community land trust added to the Habitat effort is desirable because it will ease the burden for affordable housing in the county while providing home ownership options for low income families.

While this grant request funds salary and start-up costs for the first year, the request graded out very high on all rating sheets of the committee, addressing two of three 2011 goals and scoring high marks in the areas of (1) Potential for increasing housing options, (2) ability to sustain itself, (3) supporting the "housing first" principle, and (4) overall strength to comprehensively address homelessness in our county. Additionally, Elmview is contributing +\$14000 in matching funds to this project.

**Recommendation:** The unanimous vote from the Committee was to recommend funding for this project.

**3. Homeless Assistance Program, submitted by Entrust Community Services, Housing Authority of Kittitas County, and Friends in Service to Humanity (FISH), one year funding for each agency. Total Grant Request: \$404,620-new request \$85,026.**

This application combines the current work of three agencies to address in a more coordinated fashion the issue of emergency housing in our county. It proposes continued funding for RIETH (Rapid Intervention Emergency Transitional Housing), operated by Entrust Community Services at the funding rate of \$75,396, and for the Housing Authority for operation of the 24/7 Hotline for \$12,260. The request for FISH for cold weather emergency shelter vouchers and staff support for \$12,000 is a new request.

In addition to this work, the grant funds will support the development of the HMIS database system across 6 agencies (Entrust, HAKC, FISH, ADDS, ASPEN, and CWDR). This database will be a part of the current database used by Hopesource in their reporting to the state and will meet a significant goal of the committee to have a shared database in this county. This work has great significance to the long-term ability of our county agencies to effectively address gaps in services to homeless persons, and to ensure efficiency of service and wise expenditure of all funds supporting homeless work in this county.

RIETH will continue its housing assistance and case management/advocacy for individuals and families in Kittitas County that experience significant barriers to housing and, for one reason or another, cannot qualify for other existing county programs. REITH staff will provide the leadership and person-power in the development of the shared database. The 24/7 Hotline will continue to provide round the clock emergency housing and referral for Kittitas County residents. FISH will provide referrals to the 24/7 Hotline in a consistent manner and will support cold weather emergency shelter vouchers when needed. Both REITH and FISH are significant referral agencies for the 24/7 Hotline.

The grant proposal graded out very high with all committee members in the following areas:

- a. ability to support the 2009 Goals and Priority Areas of the Homeless Plan;
- b. ability to strengthen community resources;
- c. potential for increasing housing options available for single person and disenfranchised populations;
- d. support of the Housing First principle;
- e. inclusion of measurable goals and program evaluation strategies (Arizona Matrix); and
- f. the applicant's contribution toward total project cost – including in-kind contributions (+\$100,000), ability to leverage funds, and reduced administrative costs.
- g. ~85% of the funds requested go to direct client service (\$18,848 for case management/53,000 vouchers).
- h. ~61% of the funds needed are matching funds.

**Recommendation:** The Committee voted 4-1 to recommend full funding for ENTRUST. The Rieth and the 24/7 Hotline. This amount would be **\$85,026**. (NOTE: a revised budget is attached with this Recommendation)>

The Committee voted unanimously NOT to fund the FISH request because of the lack of infrastructure at FISH to ensure adequate screening for and tracking of the housing vouchers. The Committee strongly encourages FISH to develop this infrastructure and resubmit their grant request in August. We believe a cold weather voucher program is needed in this county.

Furthermore, the Committee recognizes that the recommendations we are making would total to \$170,026. This is +\$20,026 more than we allocated for this grant cycle. However, we strongly believe the additional allocation is merited on the basis of the work these two grant projects will support in our county. Furthermore, at our February 2012 meeting, we decided that \$300,000 could be allocated during the two grant cycles this year, \$150,000 each cycle. Today, we are proposing to allocate that total differently than originally discussed.

We appreciate your consideration of these recommendations.

Cordially,

Members, Kittitas County Homeless and Affordable Housing Committee

April 19, 2012  
Per request of HAHC

Revised Total Budget for Entrust and Housing Authority

Description	Overall Budget	Request	Other/Inkind
<b>Staff Salaries:</b>			
Staff 24/7/ Hotline	\$ 4,620.00	\$ 4,620.00	\$
HAP Service Coordinator	\$ 28,728.00	\$ 14,328.00	\$ 14,400.00
HEN staff	\$ 6,789.00	\$ -	\$ 6,789.00
Management Oversight	\$ 8,135.00	\$ 1,000.00	\$ 7135.00
<b>Sub-total</b>	<b>\$ 48,272.00</b>	<b>\$ 19,948.00</b>	<b>\$ 28,324.00</b>
<b>Operational Expenses</b>			
Staff Travel:	\$ 1,200.00	\$ 1,000.00	200.00
Staff Training:	\$ 1,200.00	\$	\$ 1,200.00
Supplies:	\$ 1,858.00	\$ 1,858.00	\$
Communications/Software	\$ 1,020.00	\$ 420.00	\$ 600.00
Rental/Lease:	\$ 9,000.00	\$ 3,000.00	\$ 6000.00
<b>Sub-total</b>	<b>\$ 14,278.00</b>	<b>\$ 6,278.00</b>	<b>\$ 8,000.00</b>
<b>Client Assistance Funds:</b>		\$	
Rental Assistance	\$ 45,000.00	\$ 45,000.00	\$
Emergency Housing Vouchers	\$ 8000.00	\$ 8000.00	\$
HEN Rental Assistance and EN Funds	\$ 65,770.00	\$	\$ 65,770.00
<b>Sub-total</b>	<b>\$ 118,770.00</b>	<b>\$ 53,000.00</b>	<b>\$ 65,770.00</b>
Fees for Admin of Housing Fund	\$ 5,500.00	\$ 5,500.00	\$
HEN Admin	\$ 5,304.00	\$	\$ 5304.00
Other: Advertising:	\$ 1,300.00	\$ 300.00	\$ 1,000.00
<b>Sub-total</b>	<b>\$ 12,104.00</b>	<b>\$ 5,800.00</b>	<b>\$ 6304.00</b>
<b>Total before Admin</b>	<b>\$ 193,424.00</b>	<b>\$ 85,026.00</b>	<b>\$ 108,398.00</b>
Administration Costs	\$ 23,210.88	\$	\$ 23,210.00
<b>Total Program Costs</b>	<b>\$ 216,634.88</b>	<b>\$ 85,026.00</b>	<b>\$ 131,608.88</b>

1. How much administrative cost is included in this application?

The only administrative fees charged to this funding are to oversee the financial management of the Hotel/Motel Voucher program. They total \$5500 or 5%. All program administration costs are in-kind or offset by other funding sources.

**Management Oversight of \$1,000 (or 1%) represents financial audit, contract compliance, and monitoring of all partners to ensure proper implementation and tracking of the project to ensure it meets all goals and contract requirements.**