

# Homelessness Prevention and Reduction Funds

## Grant Application, Guidelines, and Instructions (Amended January 19, August 24, 2010 & September 3, 2013)

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## Section 1 – The Homeless Assistance Act Program

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The Washington State Legislature passed ESSHB 2163, the Homeless Housing and Assistance Act (“the Act”), into law in April 2005. The law requires each county in Washington State to have a Homeless Housing Task Force to prepare and recommend to its local government legislative authority a ten-year homeless housing plan for its jurisdictional area which shall be consistent with the Washington State Department of Community Trade and Economic Development’s (“department” or “CTED”, now called Washington State Department of Commerce) statewide temporary guidelines, for the December 31, 2005, plan, and thereafter the department's ten-year homeless housing strategic plan and which shall be aimed at eliminating homelessness, with a minimum goal of reducing homelessness by fifty percent by July 1, 2015. The local government may amend the proposed local plan, to be adopted by December 31, 2005. Performance in meeting the goals of this local plan shall be assessed annually in terms of the performance measures published by the department. Local plans may include specific local performance measures adopted by the local government legislative authority, and may include recommendations for any state legislation needed to meet the state or local plan goals.

### Permissible Uses Under the Law

- (a) Rental and furnishing of dwelling units for the use of homeless persons;
- (b) Costs of developing affordable housing for homeless persons, and services for formerly homeless individuals and families residing in transitional housing or permanent housing and still at risk of homelessness;
- (c) Operating subsidies for transitional housing or permanent housing serving formerly homeless families or individuals;
- (d) Services to prevent homelessness, such as emergency eviction prevention programs including temporary rental subsidies to prevent homelessness;
- (e) Temporary services to assist persons leaving state institutions and other state programs to prevent them from becoming or remaining homeless;
- (f) Outreach services for homeless individuals and families;
- (g) Development and management of local homeless plans including homeless census data collection; identification of goals, performance measures, strategies, and costs and evaluation of progress towards established goals;
- (h) Rental vouchers payable to landlords for persons who are homeless or below thirty percent of the median income or in immediate danger of becoming homeless; and
- (i) Other activities to reduce and prevent homelessness as identified for funding in the local plan (e.g. discharge planning, case management, etc.).

## **Definition of “Homeless”**

"Homeless person" means an individual living outside or in a building not meant for human habitation or for which there is no legal right of occupancy, in an emergency shelter, or in a temporary housing program which may include a transitional and supportive housing program if habitation time limits exist. This definition includes substance abusers, mentally ill people, and other disenfranchised persons who are homeless.

## **Section 2 – Local Plan Guiding Principles**

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The following Guiding Principles are recommended to the Kittitas County Board of Commissioners (BOCC) for the implementation of ESSHB 2163, RCW 36.22.179.

### **A. Administration**

The Kittitas County Board of Commissioners has primary responsibility for administration of the program, which funds are maintained by the County Auditor’s office pursuant to RCW 36.22.179 until disposition is approved and made by the BOCC, after recommendation by the Kittitas County Homeless and Affordable Housing Committee.

### **B. Review Committee**

The Kittitas County Homeless and Affordable Housing Committee (“The Committee”) shall receive and make recommendations on grant applications and provide accountability for use of homeless assistance funds. The Committee members will be required to follow established conflict of interest policies, at a minimum those requirements outlined in statute at Title 42 RCW. The Kittitas County Board of Commissioners shall make the final determinations of awards.

### **C. Fund Availability**

Annually, the BOCC shall publish a Request for Proposal (RFP) through its established methods during March and September. Grants approved from the March applications will be effective July 1. Grants approved from the September applications will be effective January 1 of the New Year. September RFPs will be issued only when enough funding is available to support a grant cycle. The RFP notice will set forth the purpose; amount of funds available; term of funds to be awarded; deadline for submission of funding applications; where to obtain an application; and other information related to the application process.

In addition to the RFP Process, the Review Committee may, upon application, recommend disbursement of funds outside the annual RFP process to meet emergent needs.

## **D. Eligible Recipients**

Eligible recipients of the homelessness funds shall be those agencies and individuals who demonstrate to the satisfaction of the Committee and the BOCC that they are qualified to utilize the homelessness funds in accordance with law.

## **E. Grant Elements**

Projects will be selected based on their ability to address the homeless needs of the County. These needs will be determined quantitatively and qualitatively by assessing local housing data, the annual Point in Time data, and local needs assessment data. Qualitative input on the County needs will be assessed through collaboration with the Homeless and Housing Network of Kittitas County. The strongest projects will meet all of the following criteria:

- The proposal comprehensively addresses homelessness and affordable housing needs and priorities as identified in the County 10-year Homeless and Housing Plan.
- The applicant's contribution toward total project costs, including in-kind and administrative costs not greater than twelve percent of the total grant request.
- The project's ability to leverage other funds to support the grant proposal.
- Support of the "housing first" principle as well as the priorities outlined in the 2009 Kittitas County Homeless Prevention Plan.
- The project's ability to sustain or strengthen existing resources.
- The project will have measurable goal statements with objectives clearly defined to meet the goal(s).
- The project will have clearly defined evaluation strategies that result in data indicating the goal(s) has/have been met.

## **F. Priorities**

All applications should address at least one of the 2009 Priorities as outlined in Appendix 8 of the Kittitas County Homeless Prevention and Reduction Plan

- Increase emergency housing capacity in Kittitas County.
- Improve and/or develop new emergency, transitional or permanent affordable housing facilities in Kittitas County.
- The project's ability to increase housing options available for single persons and disenfranchised populations, as described in the "Gaps in Service" section of the 10-year Plan.
- Connect homeless populations to services.
- Strengthen linkages between agencies providing services to homeless individuals/families.
- Provide additional case management to homeless populations.
- Funding help with rent payments when households lose their primary source of income.

## G. Timeline for Applications

The RFP announcement will be timely and will appear in both the upper and lower county newspapers. Applicants will have approximately one month to prepare their proposal before the deadline. Applications deadlines will be announced in the RFP. Funds will be available on July 1 for Spring applications and January 1 for Fall applications.

## H. Terms and Conditions of Funding

- Agencies requesting 2163 funds for cCapital Pprojects (e.g. housing projects, maintenance projects, ~~rental assistance projects~~, etc.) must ensure these projects remain affordable to homeless and extremely low-income households and meet commitment guidelines, ~~under RCW 43.185C.070(3)(d)~~, for serving the target population for a period of at least ~~twenty-five~~ten years.
- Projects must be consistent with local housing plans and policies.
- Project applicants must adhere to HUD's Fair Housing Act standards and State laws that govern the landlord-tenant relationship as set forth at RCW 59.18. Recipients governed by RCW 59.18 must enter into lease agreements with tenants and leases may not be terminated by the landlord unless the tenant fails to substantially comply with the lease.
- Funds that are provided for operation and maintenance projects shall be distributed in the form of reimbursable grants.
- The Review Committee and BOCC reserve the right to negotiate additional terms and conditions of the award.

## I. Reporting Requirements

Successful applicants will provide quarterly reports to the Committee and a final report detailing their use of funds in a format determined by the Review Committee. Timelines will be provided in the contract with the county.

## J. Geographic Equity

The intent of this program is to ensure all areas of Kittitas County receive appropriate levels of funding based on local homeless assistance needs.

## K. Annual Review

These Guidelines will be reviewed by the Review Committee at the discretion of the Committee and/or Board of County Commissioners.

## L. Recipient Default

If it is discovered or believed that a recipient of funding has misappropriated or misused funds, this matter will be forwarded to the Kittitas County Prosecutor's Office for investigation and action.

## M. Grievance Process

An applicant who feels aggrieved in the grant application and award process may ask the Homeless and Affordable Housing Committee to review the matter for a further or revised decision. The Committee may hear the grievance by allowing the applicant to present both written and oral testimony to the Committee. After review and decision by the Committee, the applicant may appeal to the Board of Kittitas County Commissioners under procedures established in the Administrative Procedure Act, chapter 34.05 RCW.

## N. Sale and Change of Use

In order to protect the interests of the county and its people, and in furtherance of the health, safety and welfare of the community, it is the policy of Kittitas County that any capital improvement/maintenance projects funded with 2163 funds must, ~~pursuant to RCW 43.185.070(5)(f),~~ serve the original target group or income level for a period of at least ~~twenty-five (25)~~ten years.

If the recipient of 2163 funds fails to meet the objectives and requirements of the low-income housing law and fails to serve the low-income housing community in accord with the intent and requirements of RCW 36.22.178 ~~and RCW 43.185.070(5)(f)~~ for at least a period of ~~twenty-five~~ten years, the money provided by the County shall be repaid to the County ~~with interest at the maximum legal rate in existence at the time the grant funds are paid to the Recipient.~~ Upon application to the Review Committee, and upon approval by the Board of Kittitas County Commissioners, new housing projects shall have this restriction placed on the deed by the agency that is charged with disbursing the county funds. At the end of ~~twenty-five~~ten years, the restriction may be removed.

Any deviation from this procedure may be addressed only with the specific approval of the Board of Kittitas County Commissioners.

## O. Project Monitoring

The Board of County Commissioners, assisted by the Committee, shall monitor all projects for compliance with the funding terms and conditions in the agreement(s). Project monitoring shall be concluded no less than annually.

## Section 3 – Instructions for Completing a Funding Application

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Grant applicants shall follow the instructions below in preparing their proposal.

- Complete the supplied application forms using a computer. No hand written forms.
- Do not use graphics or formatting embellishments beyond those within the application.
- Be sure to read Sections 1 and 2 of the Kittitas County Homeless and Prevention Plan, 2009.
- Answer each question and sub-question individually in each section of the application.
- Leave in the question and directions. This way we will be sure of the question you are answering, and it will also facilitate easy review for the review committee.
- Use the 1-inch margins through the entire application except as formatted otherwise.
- Use single spaced 12-point Times New Roman or similar font.
- Make certain you are answering the questions. If the question asks “How” answer how, not whether or when.
- Your proposal must contain clearly defined goal statements, objectives to meet those goals, and an evaluation strategy for each goal.

**\*New applicants please include the following:**

- ☐ Current Month Statement of Income & Expenses
- ☐ Recent Fiscal Year-end Agency Audit or Financial Statement (completed by CPA)
- ☐ Agency Budget for Current Fiscal Year
- ☐ Copy of IRS Determination Letter
- ☐ Board of Directors Roster

**\*Repeat applicants include the following only:**

- ☐ Most Recent Year-end Agency Audit or Financial Statement
- ☐ Current Month Statement of Income & Expenses

**Applications are due by 4:00 pm, on the date specified in the RFP announcement at the Kittitas County Board of Commissioner’s Office. You will be notified that your application has been received and accepted by the Committee.**

Homeless Assistance Grant Program  
205 W 5th AVE Suite 108  
Ellensburg WA 98926

**Please submit one electronic copy, one original and 5 hard copies of the entire application.**

*NOTE: Incomplete applications may be rejected.*

## Section 4 – Project Application: 2013 Funding Cycle

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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:**

**Project Site Name:**

**Project Site Address:**

**Total Project Costs:**

**Grant Amount Requested:**

**City, Town or Unincorporated Area to be served:**

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**Name of Applicant/Agency:**

**Federal Tax ID#**

**Address of Applicant/Agency:**

**Name of Contact Persons:**

**Title:**

**Email address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Name and Title of Authorized Representative:**

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**

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

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

### **Part C – Project Questions**

1. **Project Title:**
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.
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.

For example:

**Goal 1:** Increase number of homeless people utilizing the shelter by 10%

**Objective 1:** Create promotional materials to distribute to local partners advertising hours and availability of shelter

**Measurement:** Number of flyers distributed during funding cycle

**Objective 2:** Increase the number of beds available at the shelter with donated/recycled materials and volunteer labor

**Measurement:** Before and after count of beds in shelter

**Objective 3:** Work with the shelter to create a tracking system to count how many people have used their various services

**Measurement:** Whether or not system is in place and sustainable (yes/no)

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

### **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)
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?)
3. **Sustainability:** (Discuss how this project will be sustained after the Homeless Assistance funds are exhausted.)
4. **Timeline:** (Provide a very specific calendar for the expenditure of the Homeless Assistance funds, including important project milestones).
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?)
6. What are your administrative costs for this grant?
7. Submit a copy of the grant budget.
8. What percent of the total project budget does this request represent?
9. What percent of your total agency budget does this request represent?

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

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

### **Part F – Additional Information**

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

## Section 5 – Certification of Consistency with Local Plans

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I certify that the proposed activities/projects in the application are consistent with the jurisdiction's local plans and policies.

Project Title:

Applicant/Agency Name:

Address of Project:

Name of Certifying Jurisdiction (Kittitas County or incorporated city/town in Kittitas County):

### **Certifying Official of the Local Jurisdiction**

If the application involves a housing project, it is the applicant's responsibility to ensure that the project is consistent with all building and zoning codes and the comprehensive plan of the relevant local jurisdiction (either an incorporated city/town, or Kittitas County for projects in the unincorporated county). The applicant must have the relevant City Manager or Community Development Director complete the following section and sign below as the Certifying Official.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Section 6 – Acknowledgement of Application Receipt

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Enter the applicant's name and full address in the box below.

\_\_\_\_\_ Kittitas County Homeless Assistance Grant Program received your application by the deadline and will consider if for funding. No further information will be released concerning the relative standing of any applicant until funding announcements are made. However, you may be contacted after initial screening if more information is needed by the Review Committee.

\_\_\_\_\_ Kittitas County Homeless Assistance Grant Program did not receive your application by the deadline; therefore, your application will not receive further consideration. Your application is enclosed.

Processor's Name: \_\_\_\_\_

Date and Time of Receipt: \_\_\_\_\_