



Kittitas County, Washington
**BOARD OF COUNTY
COMMISSIONERS**

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Homelessness and Affordable Housing Funds

2017 Request for Proposals

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Section 1 – Introduction to Fund Sources

Affordable Housing Funds

The Washington State Legislature enacted Substitute House Bill 2060 “An act relating to funds for operating and maintenance of low-income housing projects and for innovative housing demonstration projects” into law in 2002. The provisions of this statute were codified in several locations in the RCW (Revised Code of Washington). This law required each county in Washington State to charge a ten dollar surcharge on almost all recorded documents.

The intent of this act is to assist in the development and preservation of affordable low-income housing to address critical local housing needs. Affordable housing funds must be used for housing activities that serve very low-income households at or below 50% of the area median income, with a priority on extremely low-income households at or below 30% of the area median income. Eligible activities to be funded with affordable housing funds are limited to:

- Acquisition, construction, or rehabilitation of housing projects or units within housing projects that are affordable to very low-income households with incomes at or below fifty percent of the area median income, including units for homeownership, rental units, seasonal and permanent farmworker housing units, units reserved for victims of human trafficking and their families, and single room occupancy units;
- Supporting building operation and maintenance costs of housing projects or units within housing projects eligible to receive housing trust funds, that are affordable to very low-income households with incomes at or below fifty percent of the area median income, and that require a supplement to rent income to cover ongoing operating expenses;
- Rental assistance vouchers for housing units that are affordable to very low-income households with incomes at or below fifty percent of the area median income, including rental housing vouchers for victims of human trafficking and their families, to be administered by a local public housing authority or other local organization that has an existing rental assistance voucher program, consistent with or similar to the United States department of housing and urban development's section 8 rental assistance voucher program standards; and
- Operating costs for emergency shelters and licensed overnight youth shelters.

RCW 36.22.178. Subsequent amendments have not changed these restrictions.

Homeless Housing and Assistance Funds

In 2005, the Washington State Legislature passed ESS House Bill 2163, “An act relating to preventing and ending homelessness in the State of Washington.” The provisions of this statute were codified in several locations in the RCW (Revised Code of Washington). The law required each county Auditor in Washington State to charge additional surcharge(s) on most recorded documents. These funds are intended to be used to accomplish the goals of the local homeless housing plan aimed at addressing short-term and long-term housing for

homeless persons and eliminating homelessness. Local Homeless Housing Task Forces prepare and recommend to local government legislative authorities a ten-year homeless housing plan for its jurisdictional area. The plans are to be consistent with the Washington State ten year homeless housing strategic plan. In Kittitas County, the Homeless and Affordable Housing Committee, appointed by the Kittitas County Board of County Commissioners (BOCC), is responsible for the development, updating, and ensuring implementation of the Kittitas County 10-Year Homeless and Affordable Housing Plan.

Eligible activities under local plans include:

- Rental and furnishing of dwelling units for the use of homeless persons;
- 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;
- Operating subsidies for transitional housing or permanent housing serving formerly homeless families or individuals;
- Services to prevent homelessness, such as emergency eviction prevention programs including temporary rental subsidies to prevent homelessness;
- Temporary services to assist persons leaving state institutions and other state programs to prevent them from becoming or remaining homeless;
- Outreach services for homeless individuals and families;
- 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;
- 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
- Other activities to reduce and prevent homelessness as identified for funding in the local plan.

RCW 42.185C.050. No changes have resulted from subsequent amendments.

Section 2 – Definitions

"Affordable housing" means residential housing for rental occupancy which, as long as the same is occupied by low-income households, requires payment of monthly housing costs, including utilities other than telephone, of no more than thirty percent of the family's income. RCW 43.185A.010(1)

"Homeless person" means an individual living outside or in a building not meant for human habitation or which they have no legal right to occupy, 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, people with mental illness, and sex offenders who are homeless. RCW 43.185C.010(12)

Section 3 – Funding Guidelines

Administration

The Kittitas County Board of Commissioners (BOCC) has primary responsibility for administration of Homelessness and Affordable Housing programs. The Kittitas County Homelessness and Affordable Housing Committee is responsible for receiving requests for funds and making recommendations on the distribution of these funds to the BOCC. The BOCC makes the final determination on funding distribution. Funding will be prioritized based on how proposals address the priorities in the Kittitas County 10 Year Homeless and Affordable Housing Plan (see below).

An applicant who feels aggrieved in the grant application and award process may appeal to the Board of Kittitas County Commissioners under procedures established in the Administrative Procedure Act (RCW 34.05).

In addition to this Request for Proposal (RFP) process, disbursement of county recording fee funds outside the RFP process may take place in order to meet emergent needs. In these situations, the following requirements will be in effect:

1. The applicant must allow the Homelessness and Affordable Housing Committee (HAHC) at least four to six weeks for review and recommendation; and to forward the proposal to the Board of County Commissioners.
2. The applicant must submit a complete application as per the guidelines outlined the most recent RFP documents. Incomplete applications will not be accepted or reviewed.
3. The HAHC reserves the right to review applications submitted outside of the regular RFP process.

Eligibility

Non-Profit Applicants

Eligible recipients of this funding shall include those entities described in RCW 43.185.060 including “local governments, local housing authorities, behavioral health organizations established under chapter 71.24 RCW, nonprofit community or neighborhood-based organizations, federally recognized Indian tribes in the state of Washington, and regional or statewide nonprofit housing assistance organizations. Eligibility for assistance to be provided if the proposal is accepted also requires compliance with the revenue and taxation laws, as applicable to the recipient, at the time the grant is made.”

For-Profit Applicants

For-profit developers may also qualify if the funds are used only for projects as defined in RCW 36.22.178 (See Section 1: Affordable Housing Funds).

Priorities

All applications for funding should address one or more of the priorities outlined in the 2017 Kittitas County Homelessness and Affordable Housing Plan as described below.

- Increase capacity and sustainability for all types of homeless sheltering.
- Connect shelter clients to services to reduce homelessness.
- Increase site-based rental vouchers for people who are homeless with wrap-around case management through current partnerships.
- New affordable housing development.
- Increased access to rental vouchers.
- Promotion of private landlord usage of Section 8 rental vouchers.
- Programs which increase access to affordable home ownership.

Terms and Conditions of Funding

- Funds for the 2017 RFP shall begin (date TBD).
- Funds may be requested for one or more years.
- All program funding shall be distributed as reimbursements.
- Administrative costs are not to exceed 15% of the non-administrative budget (see budget template.)
- The BOCC reserves the right to negotiate additional terms and conditions of an award.
- All recipients of homeless housing and assistance funds (see Section 1) will be required to enroll and participate in the county's Coordinated Entry program managed by HopeSource, the Homeless Management Information System (HMIS), the annual Point in Time (PiT) count, and the Housing Inventory Chart (HIC).
- 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.
- 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 project funded with \$3,000 or more of county recording fee funds must, pursuant to RCW 43.185.070(5)(f), have the intent of serving the original target group or income level for a period of twenty-five (25) years. Projects of less than \$3,000 must have the intent of serving the original target group or income level for a period of seven (7) years. If a recipient of funds fails to meet these requirements, 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 funds are paid. New housing projects using these funds shall have this restriction placed on the deed. At the end of the seven or twenty-five year period, all restrictions will be removed. Any deviation from this procedure needs specific approval of the Kittitas County Board of County Commissioners.
- Recipient of funds must be in compliance with all local, state, and federal guidelines, laws, regulations, codes, and comprehensive plans.

Reporting Requirements

Successful applicants will provide quarterly reports to the Homelessness and Affordable Housing Committee and a final report at the end of the contract detailing their use of funds. Timelines will be provided in the contract with the county along with reporting guidelines and templates.

Section 4 – Application Guidelines

Important: If an entity wishes to apply for both Affordable Housing and Homeless Housing and Assistance funds (see pages 2-3), please submit a separate application for each fund source.

Instructions

A completed application package will contain the following:

- ☐ The completed application form (*available at <http://www.co.kittitas.wa.us/boc/boards/boards.aspx?board=homelessness-affordable-housing>*)
- ☐ Budget template
- ☐ Copy of IRS Determination Letter (*for non-profits only*)

All materials must be submitted in a single file via email at hahc@co.kittitas.wa.us, fax at (509) 962-7679, or mail or in person at the Kittitas County Commissioner's Office, Attn: Homelessness and Affordable Housing Committee, 205 W. 5th Ave, Suite #108, Ellensburg, WA 98926.

Applications are due to be received or postmarked by 5:00 pm, on (**DATE TBD**). Incomplete and/or late applications and applications that do not follow instructions will not be accepted.

Scoring

All applications will be evaluated using a score sheet. The score sheet is used as a screening tool for applications and does not necessarily dictate which applications are awarded funding. The following areas will be evaluated for each application received:

Application Section	Points Possible
Applicant Profile and Qualifications	5
Project Description Summary	15
County Priorities	15
Partnerships	5
Gaps and Duplication in Services	5
Sustainability (proposal details)	5
Goals and Objectives	15
Funding Utilization	5
Other Support	5
Sustainability (budget narrative)	5
Partial Funding	5
Budget Template	15
TOTAL	100

Section 5 – Application Form (to be formatted into a fillable PDF file)**PROJECT INFORMATION****Project Title(s):****Project Site Name(s):****Project Site Address (s):****Which fund source is this proposal for (select one, see Section 1 of the RFP for details)?**

- ☐ Affordable Housing Funds
- ☐ Homeless and Housing Assistance Funds

Total Project Costs (*including other funding and resources*):**Total Amount Requested (*from Kittitas County Homeless Housing and Assistance or Affordable Housing funds*):****Time Frame for Utilization of Requested Funds:****City, Town or Unincorporated Area to be served:****APPLICANT INFORMATION****Name of Applicant Organization:****Mailing Address:****City, State, Zip:****Phone:****Fax:****Email Address:****Website:****Federal Tax Identification Number:**

Type of Organization:

- ☐ Government
- ☐ Non-Profit
- ☐ For-Profit
- ☐ Local housing authority
- ☐ Tribe

PROJECT CONTACTS**Name of Organization Director:****Phone:****Email:****Project Contact Name:****Title:****Phone:****Email Address:****Fiscal Contact Name:****Phone:****Email Address:****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

PROPOSAL DETAILS

1. **Applicant Profile and Qualifications:** Tell us about your organization including the purpose of your work, your goals, any history, and experience working in homeless and/or affordable housing services, experience managing public funds, and anything else that describes the organization's qualifications. (250 words)
2. **Project Description Summary:** Provide a brief summary the project being proposed and a general description of how it will address homelessness or affordable housing in Kittitas County. Be sure and indicate whether the proposal is intended to provide direct client services or construction, maintenance, or improvement of housing facilities. (250 words)
3. **County Priorities:** Indicate which of the following priorities are being addressed by the proposed project. (Select all that apply and give a brief 100 word description for each selected.)
 - ☐ Increase capacity and sustainability for homeless sheltering.
 - ☐ Connect shelter clients to services to reduce homelessness.
 - ☐ Increase site-based rental vouchers for people who are homeless with wrap-around case management through current partnerships.
 - ☐ New affordable housing development.
 - ☐ Increased access to rental vouchers.
 - ☐ Promotion of private landlord usage of Section 8 rental vouchers.
 - ☐ Programs which increase access to affordable home ownership.
4. **Partnerships:** List your key community partnerships for the proposed project and what their role will be. (250 words)
5. **Gaps and Duplication in Services:** Describe how your proposed project fills a gap in homeless and/or affordable housing services in Kittitas County. Include a description of how the project is or isn't a duplication of current services. (250 words)
6. **Sustainability:** Describe your ability, experience, and resources to implement and sustain the project during the term of the project. (250 words)
7. **Goals & Objectives:** Use the Goals and Objectives Form below to fill in the following table with your project's goals, measures, strategies, and objectives. See the examples below for guidance and use as many forms as necessary.

Example #1:

GOAL: Increase number of people enrolled in health insurance by 25% by December 31, 2017.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Number of new enrollees in health insurance	Internal tracking sheet
Strategy #1 (What will you do to achieve your goal?)	Create promotional materials to distribute to local partners advertising health insurance enrollment assistance.
Measurable Objectives:	- Promote the service with at least 5 community partners each quarter through December 2017. - Distribute at least 100 flyers around the community by December 2017.
Strategy #2 (What will you do to achieve your goal?)	Offer health insurance enrollment assistance at local community events.
Measurable Objectives:	Attend at least 2 community events per quarter in both Upper Kittitas County and Lower Kittitas County through December 2017.
Strategy #3 (What will you do to achieve your goal?)	Offer health insurance enrollment assistance appointments in the office.
Measurable Objectives:	- Schedule at least 40 hours per month of open walk-in assistance through December 2017. - Ensure staff availability for at least 25 scheduled appointments each month through December 2017.

Example #2:

GOAL: Increase the number of trail systems available to the general public within the City of Ellensburg from 5 to 7 by December 2019.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Number of trail systems open to the public and clearly labeled	Trails report
Strategy #1 (What will you do to achieve your goal?)	Establish public-private partnerships for funding trail construction and maintenance.
Measurable Objectives:	- Create tailored presentation about project by March 2017. - Meet with at least 2 potential partners each quarter through June 2018. - Establish at least 2 primary public-private partnerships for trails by December 2018.
Strategy #2 (What will you do to achieve your goal?)	Identify sites for new trail systems.
Measurable Objectives:	- Conduct site visits with partners of potential new sites by March 2018. - Identify pros and cons of potential new sites by June 2018. - Solidify 2 new trail sites by December 2018.
Strategy #3 (What will you do to achieve your goal?)	Build new trail systems.
Measurable Objectives:	- Create plans for construction of new trail systems by March 2019. - Two new trail systems will be built by December 2019.

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

GOAL:	
Measures (How will you know you are making progress toward your goal?)	Data Source
Strategy #1: (What will you do to achieve your goal?)	
Measurable Objectives:	• • • • •
Strategy #2: (What will you do to achieve your goal?)	
Measurable Objectives:	• • • • •
Strategy #3: (What will you do to achieve your goal?)	
Measurable Objectives:	• • • • •
Strategy #4: (What will you do to achieve your goal?)	
Measurable Objectives:	• • • • •
Strategy #5: (What will you do to achieve your goal?)	
Measurable Objectives:	• • • • •
<i>*Use copies of the same form if you have more than 5 strategies for the same goal*</i>	

Section 6 – Budget Narrative

1. **Funding Utilization:** Describe how the funds will be used to support the proposed project. For example, will the funds be used for staff time, supplies, consultants, contractors, construction costs, direct customer services, etc.? (250 words)
2. **Other Support:** Describe any monetary, in-kind, donations, grants, or other types of support that will be used for the project. Include both guaranteed support and support that may still be uncertain. (250 words)
3. **Sustainability:** Describe how this project would or wouldn't be sustained if these Homelessness Prevention and Affordable Housing funds were not available either currently or in the future. (250 words)
4. **Partial Funding:** If this project were to receive only partial funding from this source, how would the project be impacted? How would the proposal be adjusted for less than the requested amount of funds? (250 words)

Section 7 – Budget Template Instructions

- Please only fill in costs and/or descriptions in the shaded gray areas. Non-shaded cells have formulas to automatically calculate totals.
- Fill in costs and descriptions based on annual costs for the project. The template will automatically calculate the total project budget for multi-year projects. If your projected costs will be different in each year, please use average annual costs.

Non-Administrative Staff Costs: *Salary, wage, and benefit costs for staff that provide direct client services or direct programmatic activities.*

- Enter the salary and benefit for non-administrative staff costs that will be paid from the grant in cells B26 and B27 respectively. If there are salary and benefit expenses that will be paid with other fund sources, enter those in cells C26 and C27 respectively.
- Enter details, a description, or justification of the non-administrative salary and benefit costs in cells E26 and E27 respectively. This could include number of hours per week, percentage of FTE, and/or salary and benefit rates.

Direct Client Services: *Expenses that go to directly benefit clients such as vouchers, shelter supplies, or transportation assistance.*

- Enter the direct client services costs by category that will be reimbursed with the grant in cells B31 through B38. If there are direct client services costs that will be paid with other fund sources, enter those in cells C31 through C38.
- Enter the details, a description, or justification of the direct client services expenses in cells E31 through E38. This could include rates, estimated assistance per client, etc.

Direct Operational Costs: *Expenses associated with providing direct client or programmatic services such as office space and utilities for a staff person who provides direct services, training for that staff person, or supplies associated with providing direct services.*

- Enter the direct operational costs by category that will be reimbursed with the grant in cells B42 through B51. If there are direct operational costs that will be paid with other fund sources, enter those in cells C42 through C51.
- Enter the details, a description, or justification of the direct operational expenses in cells E42 through E51. This could include monthly rate estimates, known rental amounts, etc.

Construction Costs: *Expenses associated with building or building improvements.*

- Enter the construction costs by category that will be reimbursed with the grant in cells B55 through B57. If there are construction costs that will be paid with other fund sources, enter those in cells C55 through C57.
- Enter the details, a description, or justification of the construction expenses in cells E55 through E57. This could include estimated supply costs, construction location, design, permitting fees, etc.

Administrative Costs: *Expenses associated with overhead costs that are not directly related to direct client or programmatic services such as a portion of supervisory or administrative staff time, office rent, board expenses, or general office supplies.*

- Enter the administrative costs by category that will be reimbursed with the grant in cells B63 through B73. If there are administrative costs that will be paid with other fund sources, enter those in cells C63 through C73.
- Enter the details, a description, or justification of the administrative expenses in cells E63 through E73. This could salary rates, hours per week, etc.