

NOTICE OF FUNDING AVAILABILITY

FALL 2008 COMBINED APPLICATION FOR SUPPORTIVE HOUSING FOR HOMELESS FAMILIES, INDIVIDUALS AND YOUNG ADULTS

- Capital Funding for New Affordable Housing
- Operating Support, Rental Assistance & Supportive Services for New or Existing Housing



City of Seattle
Gregory J. Nickels, Mayor
Office of Housing
Adrienne Quinn, Director



King County
Ron Sims, County Executive
**Department of
Community and
Human Services**
Jackie MacLean, Director



**United Way
of King County**
Jon Fine, CEO



ARCH
**A Regional
Coalition for
Housing**



OVERVIEW

We are pleased to announce a combined funding round for supportive housing to address homelessness throughout King County. Six public and private funders will allocate funds this fall as part of this combined Homeless Housing Notice of Funding Availability (NOFA) for a variety of purposes focused on housing homeless households in supportive housing. Approximately \$35 million is available through this NOFA.

The funders participating in this NOFA have combined a variety of funding sources to support initiatives that will place homeless households into existing or new housing. By combining funding and collaborating on planning and funding decisions we hope to speed up the time that it takes to complete projects. Funding decisions will be made concurrently for projects that meet shared priorities. For capital projects, there will be an opportunity to present your proposals and for preliminary feedback through pre-application meetings that bring together the applicant and all the relevant funders.

COORDINATED APPLICATION PROCESS

Organizations interested in applying are strongly encouraged to attend an Application Workshop that will be held on Wednesday, August 6th. The funders will discuss the areas of common interest in detail, and each of the funders will provide specific information about their program and their application process.

Application Workshop
Wednesday, August 6, 2008
10:00 AM – 12:00 Noon
Bellevue City Hall
Room 1e-108
450 110th Ave. NE
Bellevue, WA

IMPLEMENTING THE PLAN TO END HOMELESSNESS IN KING COUNTY

The Committee to End Homelessness in King County (CEHKC) is comprised of a coalition of business, faith communities, non-profit organizations, government, homeless people and other supporters. In spring 2005 CEHKC released the Ten-Year Plan to End Homelessness in King County. One of the priorities set by the CEHKC Governing Board and Interagency Council, overseeing implementation of the plan, is to improve efficiency and coordination of existing resources. This joint allocation of

capital, operating support, rental assistance and supportive services funding for supportive housing is an important step in achieving that priority.

This is the fourth countywide homeless funding effort to coordinate the application and allocation process for proposals that meet the goals of the Ten-Year Plan to End Homelessness. Since the adoption of the Ten Year Plan an additional 1,449 units of housing for homeless households have been brought into operation, in addition to those created before the plan was adopted, and many more are in the development pipeline. The Ten Year Plan goal is 9,500 units of housing available to homeless households.

AREAS OF COMMON INTEREST – FALL 2008 NOFA

Six public and private funders have resources that provide capital, operating support, rental assistance and supportive services funds that meet a set of focused common priorities in addition to the broader eligible uses of many of the local fund sources. Areas of shared and high level interest among the funders in this NOFA follow below.

- 1. Development or acquisition of additional housing for households with significant barriers to securing and sustaining permanent housing, including those with long-term or frequent periods of homelessness and those who are high utilizers of health, criminal justice, and crisis intervention systems.**
- a) **Population focus:** The Interagency Council of the CEHKC has adopted guidance to funders encouraging a focus on the creation of new permanent housing for households who have the greatest barriers to securing and remaining in permanent housing. Persons with high barriers who are targeted to be served in this NOFA include, but are not limited to, chronically homeless adults, adults with barriers to housing stability that are leaving institutions, homeless young adults, young adults exiting from foster care or criminal justice facilities, individuals with significant mental illness and/or drug/alcohol addictions, and homeless households that have poor rental histories, criminal histories, histories of rental instability and/or conditions that have created multiple and/or serious barriers to housing stability.
 - b) **New Funding Source:** This will be the first funding cycle for the King County Mental Illness and Drug Dependency (MIDD) Implementation Plan, which is likely to provide significant new resources for both capital and housing-based supportive services specifically for persons with mental illness and drug dependency issues. In order to allocate funds on a timely basis, this NOFA is soliciting proposals to serve the target populations identified in the MIDD legislation and strategies; however, allocations will be made based on the final MIDD Implementation Plan as approved by the King County Council, which is anticipated to occur by late September. Primary goals of the MIDD are to prevent and reduce chronic homelessness and unnecessary involvement in the criminal justice and emergency medical systems and promote recovers for persons with disabling mental illness and chemical dependency through

implementation of a full continuum of treatment, housing and case management services.

- c) **Consistency between target population, operating policies and funder goals:** Ensuring that supportive services and tenant selection criteria are appropriate for the target populations to be served by each funded project for the duration of the funding commitment is a key goal of this NOFA. We have included definitions of key terms at the end of this NOFA to guide applicants in appropriately representing their target populations, services, and approaches with consistency.

This NOFA does not mandate the use of specific service models, but funders will be looking for consistency between the target population proposed, the service model, and management practices of the housing such as tenant screening, lease terms, etc. For example, if a project is intended to serve homeless households with multiple barriers to permanent housing, the project should mitigate those barriers by providing lower threshold screening, a comprehensive service plan and a plan for addressing ongoing landlord relationships in order to avoid, as much as possible, the cycling of residents back into crisis and homelessness.

- d) Projects funded in this NOFA will be required to participate in the Safe Harbors HMIS system.

2. Provide complete funding for existing projects linked to permanent housing that serve high needs populations, and are missing an essential element to proceed in a timely manner and successfully house the population served.

- a) A high priority for this area of common interest is to fully fund homeless housing projects that have successfully competed for capital funds and other funding sources, are currently in the development pipeline, and still have capital, supportive services and/or operating support gaps; focus is particularly on those projects expecting to open and take residents in 2009.
- b) An additional area of common interest is to fill missing elements of existing projects linked to permanent housing that serve households with significant barriers to housing stability. For example, if a project is intended to provide permanent supportive housing, and has acquired funding for most project elements, but is missing funding for a key element, such as the supportive services element, the funders will seek to complete the funding so that projects can be fully operational in a timely way.

Areas of Common Interest Evaluation Factors

The two common areas of shared and high interest described above are not the sole criteria on which projects will be evaluated for fund sources that prioritize high needs populations. Proposal reviewers will take the following common system goals, as well

as other evaluation factors into consideration when reviewing proposals that meet the funders' priorities listed above. In addition, projects will be evaluated for: feasibility, quality, sustainability and match with fund sources. The funders will determine which fund sources are the best match for projects.

The funders participating in this Combined NOFA each administer fund sources with criteria that prioritize the highest need populations, traditionally the hardest households to serve in permanent housing. Individual funders also administer a number of other funding sources with broader eligible uses than the two common areas of interest. Applicants must consult the specific funding parameters for each participating funder, beginning on page 6. In addition, applicants should also review other funding opportunities, outside the scope of this Combined NOFA, beginning on page 13.

1) System-wide capacity building to better serve diverse populations

Cultural competency will be closely evaluated in each application as a means of addressing the disproportionate number of persons of color represented in the homeless population. In order to develop system-wide capacity in this area, project sponsors are expected to demonstrate their ability to appropriately serve and engage persons of color and households for whom English is not a primary language. While some organizations may be able to clearly demonstrate this capacity on their own, we encourage partnerships between agencies with large organizational capacity and those that are smaller and specifically or primarily serve and engage communities of color in ways often not achieved by larger, less focused agencies.

2) Geographic spread of funds to address homelessness throughout King County

In the past year, sub-regional partners in King County having been working together to plan for sub-regional activities that address the Ten Year Plan to End Homelessness in King County. In East King County the Eastside Homelessness Advisory Committee and Human Services Forum developed the East King County Plan to End Homelessness, which has been adopted by the participating jurisdictions in East King County.

In South King County a stakeholder planning committee has developed a proposed plan, the South King County Response to Homelessness: A Call for Action, which is still being reviewed by localities in that area. Prospective applicants who are planning projects in these parts of the county are encouraged to familiarize themselves with these planning documents and ensure that proposals addressing homelessness in these regions meet their stated goals. Both documents are available on the CEHKC website at: www.cehkc.org/happening.aspx.

Emerging Systems: Placement in New Homeless Housing, Care Coordination, Graduation and Accessing Existing Housing

a) **Homeless Housing Placement and Care Coordination.** Funders are seeking to develop a system of housing placement in which vacant units with intensive or specialized services are filled by people who need such services. The expectation is that these efforts will result in changes in our current system covering types of housing, priority populations, points of entry for services, screening and assessment procedures, and priority for vacant units.

There will be opportunities for input as changes are contemplated and protocols are developed. As these new systems are developed, the funders expect to be able to collaborate on priority referrals to homeless housing projects. Applicants should initially demonstrate their ability to identify and serve high-need clients, and should expect to eventually participate in coordinated entry systems.

b) **Graduation and adjustments in service-levels.** A key feature of non-time limited housing is that residents can stabilize, with housing-based support services as needed, without an arbitrary limit on stay or on length of services. Pilot projects and approaches are developing to make efficient use of permanent supportive housing by encouraging people who are interested, to make a move to more independent housing situations. Funders are interested in approaches, whether involving a move, or transitioning down services while residents stay in place, that reallocate intensive housing-based services as residents' needs for support decline.

c) **Access to Existing Housing through Countywide Landlord Liaison Project.** The YWCA of Seattle-King-Snohomish County has been chosen as the agency to administer this project, which will be an important countywide resource for the provision of centralized housing search assistance to homeless households with barriers to accessing and maintaining permanent housing. The goal of the project is to increase access to private market housing and non-profit owned rental housing that is difficult to access for homeless households with barriers to renting, such as poor credit history, criminal history, prior eviction history or lack of tenancy history. The project is expected to be operational in early 2009.

The project will begin with a limited capacity, but is expected to result in significant systemic change for serving homeless households in scattered site housing. There will be standards for participation by agencies that are serving homeless households with services and rental assistance in scattered site housing, as well as for housing provider participants. Housing providers that participate will have hands-on contact and communication with dedicated landlord liaison staff, and access to a landlord risk mitigation pool. Agencies serving homeless households will have access to a strong bank of centralized resources for locating and placing clients in permanent housing, and helping those clients to maintain permanent housing.

PARTICIPATING FUNDERS

Information that is specific to each of the funding sources is outlined below:

King County Department of Community and Human Services/ Housing and Community Development Program/ Homeless Housing and Services Program; (Section 8 vouchers in coordination with King County and Seattle Housing Authorities)

Operating Support, Rental Assistance and Supportive Services Funding

Funding Available:

- 1) Approximately \$7.5 million in Homeless Housing and Services Program funds to be allocated for multi-year commitments of up to five years. This amount consists of the following sources:
 - 2163/1359 (approximately \$4.5 million);
 - Veterans and Human Services Levy (approximately \$1 million);
 - MIDD Supportive Services Funds (approximately \$2 million, dependent on King County Council approval)
- 2) Up to 60 units assisted with KCHA or SHA Section 8 Housing Choice vouchers to be allocated for multi-year commitments up to five years (see specific requirements below);

Geographic Location: King County including Seattle; desire geographic spread across King County.

Priorities:

- 1) Additional permanent housing for households with significant barriers to securing and sustaining permanent housing, including projects for young adults that align with the CEHKC young adult homeless priorities and include adequate supportive services;
- 2) Provide complete funding for existing projects serving high needs populations that are missing essential elements to proceed in a timely manner and successfully house the population to be served; the priority in this area is new permanent housing units for homeless households, including veterans, in the development pipeline that have clear services and operating gaps, and will be available no later than December 31, 2009;

Requirements:

- Consistency with applicable plan/s: Veteran's and Human Services Levy Service Improvement Plan, MIDD Implementation Plan, United Way Chronic Homelessness Initiative and Ten Year Plan to End Homelessness in King County;

- Funders will determine fund eligibility and will match the appropriate fund source with the project;
- Housing Authority Section 8 requirements, for projects which are awarded vouchers; KCHA-specific requirements: no single award may be less than 10 vouchers to lease existing housing. Vouchers can be retargeted to newly built or acquired housing when capital projects are complete, but the intent of the offering is to place vouchers into service within 6 months of the award. Vouchers may be tenant, project or sponsor based. KCHA reserves the right to expand, at its discretion, the number of vouchers awarded to selected pilot projects without further competitive process.
- Projects serving veterans with V-HS Levy funding must have relationships with existing veterans programs/systems to determine housing needs and for referral of veterans to the units;
- MIDD requirements:
 - 1) Population. Persons with mental illness and/or chemical dependency who are either currently enrolled in, are eligible for treatment services in the publicly funded treatment systems administered by the Mental Health, Chemical Abuse and Dependency Services Division (eligible clients must receive service assistance to become enrolled.), or are currently engaged in a MIDD-funded service program; and, are either: being discharged from Western State Hospital, local psychiatric hospitals, residential chemical dependency treatment programs, and King County or municipal jails, or are homeless or at risk of becoming homeless.
 - 2) MIDD Supportive Services funded under this NOFA: Non-treatment services to support clients' maintenance of permanent housing

Application Workshop:

Organizations interested in applying for Operating Support, Rental Assistance and Services funds are strongly encouraged to attend a separate Application Workshop that will be held on **Wednesday, September 10, 2008 from 1pm to 3 pm** at the Mercer View Community Center.

How to Access the Application: <http://www.metrokc.gov/dchs/csd/Housing/Index.htm>

The common application for operating support, rental assistance and supportive services funding will be available on the King County website on **August 29, 2008**.

This common application will be used for all funds discussed in this section as well as United Way Supportive Services funds for the Campaign to End Chronic Homelessness below. Applications will be due on Friday, October 3, 2008.

Lead Contact Person:

Katy Miller, KC Housing and Community Development Program

(206) 263-9090; Katy.miller@kingcounty.gov

United Way of King County-Campaign to End Chronic Homelessness

Supportive Services Funding

Funding Available:

- Approximately \$2 million to be allocated for multi-year commitments up to five years. Approximate level of support is \$2,000 to \$3,000 per unit per year.

Geographic Location: King County including Seattle

Priorities:

- This initiative targets chronically homeless persons for permanent housing: utilizers of emergency medical, sobering center, and jail services in King County, as well as visibly homeless individuals living on the street, and vulnerable individuals with high needs living in shelters;
- Funded supportive services may include intensive case-management, life skills and tenancy support, and services related to mental health, physical health, physical disabilities and chemical dependency;
- Once a person secures supportive housing, a key outcome goal is the maintenance of housing and prevention from returning to homelessness;
- The initiative is focused on projects using Housing First and Harm Reduction strategies in permanent supportive housing, and strives to address racial inequities toward the goal of ensuring that the proportion of persons of color housed corresponds to the overall share of the chronic homelessness population.

Requirements:

- To apply for funding, applicant must be pre-qualified via the June/July-2008 Request for Qualifications (RFQ) for United Way of King County's Campaign to End Chronic Homelessness;
- Commitment that housing units will continue to be used for chronically homeless individuals for duration of funding commitment.

How to Access the Application: United Way will use the common application for operating support, rental assistance and supportive services funding and will participate jointly in King County's Homeless Housing and Services Program review process. Organizations interested in applying for funds are strongly encouraged to attend a separate Application Workshop that will be held on **Wednesday, September 10, 2008 from 1pm to 3 pm** at the Mercer View Community Center.

Lead Contact Person: Neil Powers - Manager, Campaign to End Chronic Homelessness
(for questions re: UW participation in joint NOFA) United Way of King County
(206) 461-4934; npowers@uwkc.org

**King County Department of Community and Human Services / Housing and
Community Development Program / Housing Finance**

Capital Funds

Funding Available:

Approximately \$23.4 million in capital housing funds. This amount consists of the following sources:

- Veterans and Human Services Levy (V-HS Levy) capital funds (approximately \$3.6 million)
- HOME funds (approximately \$3.5 million)
- Regional Affordable Housing Program (RAHP) funds (approximately \$3 million),
- HOF HIPDD funds (approximately \$300,000)
- MIDD funds (approximately \$13 million, pending King County Council approval)

Priorities:

MIDD (County-wide):

- Persons with mental illness and/or drug and alcohol issues who are homeless or at risk of homelessness, including high utilizers and persons exiting institutions and jails (see specific requirements below); permanent supportive housing, including projects using a housing first strategy.

V-HS Levy (County-wide):

- Chronically homeless households (veterans and others) with intensive service needs; permanent supportive housing, including projects using a housing first strategy.
- Homeless households (veterans and others) that have a moderate need for services to overcome barriers and be successful in permanent housing; service enriched housing..

HOME (Balance of county, outside City of Seattle):

- Low and very low-income households, including homeless households with various levels of service needs.

**RAHP (County-wide, but portion administered by HCD is for balance of county,
outside City of Seattle)**

- Low and very low-income households, including homeless households with various levels of service needs.

Other Requirements:

- MIDD units must target the following population: Persons with mental illness and/or chemical dependency who are either currently enrolled in, or are eligible for treatment services in the publicly funded treatment systems administered by the Mental Health, Chemical Abuse and Dependency Services Division (eligible clients must receive service assistance to become enrolled.), or are engaged in a MIDD-funded service program; and are either being discharged from Western State Hospital, local psychiatric hospitals, residential chemical dependency treatment programs, or King County/municipal jails or are homeless or at risk of becoming homeless.
- Consistency with the King County Consortium’s Consolidated Housing and Community Development Plan, the Veteran’s and Human Services Levy Service Improvement Plan, MIDD Implementation Plan and King County’s Ten Year Plan to End Homelessness;
- Projects serving veterans with V-HS Levy funding must have relationships with existing veterans programs/systems to determine housing needs and for referral of veterans to the units;
- Compliance with King County Housing Finance Program housing capital funding requirements and displacement/relocation policies.

How to Access the Application: <http://www.metrokc.gov/dchs/csd/Housing/Index.htm>
The capital application will be available on the HCD website on **August 15, 2008** and applications will be due **September 23, 2008**.

Lead Contact Person: John deChadenedes, Coordinator, KC Housing Finance Program
(206) 263-9081
John.deChadenedes@kingcounty.gov

<p style="text-align: center;">A Regional Coalition for Housing (ARCH)</p> <p style="text-align: center;">Capital Funds</p>

Funding Available:
Approximately \$2.5 million available in the fall round for all forms of housing and that meet local priorities. ARCH has a long term goal to spend approximately 13% of its resources for housing serving the homeless. It is noted that this is a long term goal and in any given round a higher or lower percentage may be spent for homelessness.

- Approximately \$750,000 to \$1.5 million of the above total amount of funds are prioritized for a potential project on a city-controlled property.)

Geographic Location: East King County cities and unincorporated areas within Urban Growth Line, (does not include Snoqualmie Valley area). See ARCH website (www.archhousing.org) for list of member cities.

Priorities: To support and further the goals and objectives of the 10 Year plan to End Homelessness, and the East King County Plan to End Homelessness.

Details – <http://www.cehkc.org/plan.aspx> / http://www.eastsideforum.org/pdfs/Homeless_060407.pdf)

Other Requirements: Refer to ARCH funding guidelines at <http://www.archhousing.org/HTF/>

Some ARCH members have local priorities which are also presented in the funding guidelines.

How to Access Application: <http://www.archhousing.org/HTF/>

Lead Contact Person: Arthur Sullivan / Kolya McCleave
(425) 861-3677
asullivan@bellevuewa.gov / kmcleave@bellevuewa.gov

Seattle Office of Housing
Capital and Operating and Maintenance (O&M) Funds

Funding Available:

Approximately \$4 million Capital and a limited amount of O&M funds

Geographic Location: City of Seattle

Priorities:

- Permanent supportive housing that has low thresholds for access (Housing First model) for chronically homeless individuals (including veterans) who are high utilizers of publicly funded services such as Harborview emergency room, sobering center, shelters and the jail; and
- Permanent supportive housing projects serving homeless families with dependent children facing multiple barriers to securing housing;
- Other housing consistent with the goals of the 10 Year Plan to End Homelessness.

Other Requirements: City's Administration & Finance Plan and Consolidated Plan housing policies including:

- Siting Policy limiting percent of extremely low income units within Census block groups;
- Neighborhood notification and Community Relations Guidelines;
- Residential prevailing wage rates policy;
- WMBE construction and other contracted services contract voluntary goals; and
- Sustainability guidelines.

How to Access the Application:

<http://www.seattle.gov/housing/development/MultifamilyNOFA.htm>

Capital applications will be due on **September 23, 2008**.

Lead Contact Person: Debbie Thiele, Multifamily Lending & Development Manager

(206) 615-0995

debbie.thiele@seattle.gov

OTHER FUNDING OPPORTUNITIES AND ANNOUNCEMENTS OF NEW RESOURCES:

McKinney Homeless Assistance Funds

McKinney Homeless Assistance Funds ("McKinney") are competitively allocated federal funds intended to help homeless households: (1) increase their housing stability, (2) increase their skills and/or income, and (3) obtain greater self-sufficiency. Locally more than 60 projects are currently funded with McKinney dollars.

A single consolidated application covering all of King County is submitted to the U.S. Department of Housing and Urban Development (HUD) each year at a time determined by HUD. The exact date varies from year to year. We expect this year's application deadline to be September, 2008.

Each year funding for new projects is available on a limited basis. For the 2008 and 2009 competitions [funds available in 2009 and 2010 respectively], the Seattle-King County Homeless "Continuum of Care" (HUD's term for our consolidated application) is looking to fund new permanent supportive housing for disabled persons. To that end, McKinney funding for new projects is expected to be available in each round as follows:

- Approx. \$1 million in new dollars for acquisition, construction, operating and/or leasing for new permanent supportive housing for persons meeting HUD's definition of chronically homeless.
- An additional amount of funds may be made available for annual leasing or operating for new permanent supportive housing for disabled persons through reallocation of existing funds.

Because of HUD's requirements for timely expenditure of funds, McKinney dollars need to be among the last dollars into a project. Projects funded through this and previous combined funding rounds, as well as projects that are already substantially funded through other sources will be best positioned for this funding.

Lead Contacts:

City of Seattle:

Eileen Denham

(206) 684-0915

eileen.denham@seattle.gov

King County:

Kate Speltz

(206) 263-9084

kate.speltz@kingcounty.gov

King County Criminal Justice Initiative, Forensic Intensive Supportive Housing Project (FISH)

This project seeks to secure permanent supportive housing through a housing first approach for vulnerable adults with histories of long-term homelessness and involvement with the King County Criminal Justice System or the Washington State Veteran's Reintegration Services Project. The county seeks to contract with a single agency, via an RFP process to be released later this fall. The RFP will be available at the following website: <http://www.metrokc.gov/procurement/default.aspx>.

The selected agency will provide housing, treatment and supportive services [or the lead agency of a partnership consisting of one or more housing providers and one or more service providers]. Funding for the project will cover all elements of the project, and comes from the Veterans and Human Services Levy and Mental Health Chemical Abuse and Dependency Services Division treatment funds.

Lead Contact for more information about the forthcoming RFP:

Dave Murphy
(206) 263-8954
dave.murphy@kingcounty.gov

HUD-Veterans Administration Supportive Housing Program (HUD-VASH)

The Seattle and King County Housing Authorities have been awarded a total of 105 Section 8 vouchers from HUD in tandem with funding allocated by the National VA to the VA Puget Sound Health Care System Seattle Division to provide clinical social workers to support the veterans receiving these vouchers. The Housing Authorities and the Seattle VA are interested in ensuring that Veterans served by VASH have access to housing and any supplemental services they will need to be successful. The groups invite landlords and service providers to contact them to discuss partnership opportunities. In addition, referrals for the HUD-VASH program can be made to the Care Line Social Services Assistant Monday through Friday at 206.277.6768.

Lead Contact for VA:

Kathy Gerard, Veterans Administration
(206) 277-3260
Katherine.Gerard@med.va.gov

Lead Contact for Landlords:

Toni Manjarrez, Seattle Housing Authority
(206) 239-1619
tmanjarrez@seattlehousing.org

Washington Families Fund

The Washington Families Fund (WFF) supports two models of service funding: **Moderate Level** and **High Level**. Both RFP's were issued July 11th and are available at www.buildingchanges.org

Moderate Level Project Eligibility Requirements and Highlights:

- WFF will fund up to \$3,500 per unit

- 10 year award
- 2:1 match required (service \$\$ only, in-kind does not count towards match)
- Time-limited housing – can be scattered-site or project-based
- Families need to be at or below 50% AMI
- Projects must apply for a minimum of 4 units

High Level Project Eligibility Requirements and Highlights:

- WFF will fund up to \$7,500 per unit
- 5 year award
- 1:1 match required (service \$\$ only, in-kind does not count towards match)
- Permanent supportive housing
- Families need to be at or below 20% AMI
- Projects must apply for a minimum of 10 units

Lead Contact:

Emily Nolan

Washington Families Fund Manager

(206) 322-9444 x36

Emily.Nolan@BuildingChanges.org

SUBMITTING APPLICATIONS

See the attached chart, “**How Many Copies of the Application are Required and Where Do I Deliver Them?**” for details on the number of applications required and where to deliver them.

HOW MANY COPIES OF THE APPLICATION ARE REQUIRED AND WHERE DO I DELIVER THEM?

Capital Projects to be Located in Seattle

Funding Type	Where is Project Located?	What Funds Will I Apply for? [Check all that apply]	How Many Copies?	Where Do I Deliver the Applications?	What Application Do I Complete?
<p>Capital Funding</p>	<p>Seattle</p>	<p><input type="checkbox"/> Seattle Office of Housing – Capital \$\$</p>	<p>1 original and 1 CD that includes a complete copy of the of the State Common Application and Seattle Supplemental Application along with a copy of the Budget and Excel Forms workbook – No PDF’s please.</p> <p>(If applying for KC 2060 or HIPDD funds, 1 additional complete copy for each additional source.)</p>	<p>Attn: Debbie Thiele Seattle Office of Housing Seattle Municipal Tower 700 Fifth Ave, 57th floor Seattle debbie.thiele@seattle.gov</p>	<p>CTED Common Application plus Seattle Supplemental Application - revised for 2008</p>

HOW MANY COPIES OF THE APPLICATION ARE REQUIRED AND WHERE DO I DELIVER THEM?

Capital Projects to be Located in King County outside of Seattle

Funding Type	Where is Project Located?	What Funds Will I Apply for? [Check all that apply]	How Many Copies?	Where Do I Deliver the Applications?	What Application Do I Complete?
Capital Funding	King County – including Seattle	<input type="checkbox"/> HOME, Regional Affordable Housing Program (2060), Veteran's and Human Services Levy Capital, HOF HIPDD, MIDD	1 original and 1 CD that includes the complete Common CTED Application and Housing Finance Program (HFP) supplemental questions and all attachments (budget and excel forms workbook). 7 paper copies of the CTED Common Application and HFP supplemental questions only.	Attn: John deChadenedes King County Housing Finance Program 401 5 th Ave., 5 th floor Seattle, WA 98104 John.deChadenedes@metrokc.gov	CTED Common Application plus Housing Finance Program supplemental questions
	King County – outside Seattle	<input type="checkbox"/> ARCH Capital	1 original w/attachments and 1 electronic (preferred)	Attn: Arthur Sullivan ARCH 16225 N.E. 87 th St, Suite A-3 Redmond, WA 98052 asullivan@bellevuewa.gov	CTED Common Application plus ARCH Supplemental Application

HOW MANY COPIES OF THE APPLICATION ARE REQUIRED AND WHERE DO I DELIVER THEM?

Services and Operating Support Proposals to be Located in King County Including Seattle

Funding Type	Where is Project Located?	What Funds Will I Apply for? [Check all that apply]	How Many Copies?	Where Do I Deliver the Applications?	What Application Do I Complete?
<p>Operating Support, Rental Assistance, Supportive Services or other non-Capital Funding.</p> <p>See Specific Funders' Requirements" section of this document for specific funding information.</p>	King County Including City of Seattle	<input type="checkbox"/> King County DCHS/CSD/Housing and Community Development Program – Homeless Housing and Services Program	1 original with attachments; 4 paper copies; and 1 electronic copy	Katy Miller King County HCD 401 5 th Ave., 5 th floor Seattle, WA 98104 Katy.miller@metrokc.gov	Common Application for Operating Support, Rental Assistance and Supportive Services 2008
		<input type="checkbox"/> United Way Supportive Services Funding – Campaign to End Chronic Homelessness	Same as above	Katy Miller King County HCD 401 5 th Ave., 5 th floor Seattle, WA 98104 Katy.miller@metrokc.gov	Common Application for Operating Support, Rental Assistance and Supportive Services 2008

PUBLIC FUNDER PARTICIPANTS Funding Availability – Fall

	Web address to access program guidelines or application	Capital to Develop New Housing	Rental Assistance	Operating Support	Supportive Services: Case Mgmt, Mental Health, Chemical Dependency, Other	Section 8 Vouchers
City of Seattle – Office of Housing	http://www.seattle.gov/housing/development/MultifamilyNOFA.htm	X		X		
King County DCHS/CSD/ Housing and Community Development, Homeless Housing and Services Program; Seattle & King County Housing Authorities	http://www.metrokc.gov/dchs/csd/Housing/Index.htm		X	X	X	X
King County DCHS/CSD/Housing and Community Development, Housing Finance	http://www.metrokc.gov/dchs/csd/Housing/Index.htm	X				
United Way of King County (use common services app on King County web site)	http://www.metrokc.gov/dchs/csd/Housing/Index.htm				X	
A Regional Coalition for Housing	http://www.archhousing.org/HTF/	X				

Homeless Housing Key Definitions

The Ten Year Plan to End Homelessness establishes a goal of providing 9,500 additional units of housing for people experiencing homelessness, with a range of supportive service levels. A range of housing models and strategies are needed to address the diverse needs of homeless people. As part of promoting awareness and discussion of successful models of housing, staff from several funders prepared the definitions on the next page. These definitions are meant to be descriptive and to promote a common understanding of the use of these terms. The definitions may evolve over time and are not meant to establish absolute requirements or prohibitions in terms of the service models that applicants may propose in their applications. Sponsors are encouraged to use the definitions and checklists that follow the definitions to be clear about the population they plan to serve, the model they will use, and a good explanation of how the service model will fit the needs of the anticipated residents.

- I. **Capital for Housing.** Funding pays for the costs to develop housing. These costs may include construction, rehabilitation, acquisition and other associated development costs, such as capitalized reserves.
 - a. **Non Time-limited Housing.** Independent community based housing that has no time-limit on tenancy or specific service requirement as a condition of tenancy, although services may be provided, depending on residents served. Residents hold rental agreements and can stay in the housing for as long as they choose and comply with their rental agreement or lease.
 1. **Permanent Supportive Housing.** Permanent rental housing for a household that is homeless or at risk of homelessness and has a condition or disability, such as mental illness, substance abuse, chronic health issues, or other conditions that create multiple and serious ongoing barriers to housing stability. Households have a long term need for housing case management and services in order to meet the obligations of tenancy and maintain their housing. Tenant holds a rental agreement or lease and may continue tenancy as long as rent is paid and the tenant complies with the rental agreement or lease. Tenants have access to a flexible array of comprehensive services, mostly on site, such as medical and wellness, mental health, substance abuse, vocational/employment, and life skills. Services are available and encouraged but are not be required as a condition of tenancy. There is ongoing communication and coordination between supportive service providers, property owners or managers, and/or housing subsidy programs. Housing providers may need to relax screening criteria to serve many of the households in this category.
 2. **Service Enriched Housing.** Permanent rental housing for homeless households with a lower level of service needs than those needing permanent supportive housing. Housing case management is offered, and many households will have only intermittent need for services, as the housing is designed for low-income and homeless people with a range of service needs. Some households may need individualized flexible services for a period of time, but do not need ongoing services to maintain housing long-term. Programs and services may be available on or off-site and promote personal and community asset building. Services are not required as a condition of tenancy.
 3. **Transition in Place.** Allows households to initially stabilize in housing with intensive services, and for services to be reduced over time and eventually discontinued. Households can remain in the housing and convert the terms of their tenancy from temporary to permanent housing in the same unit or in a new unit in the same development. In most cases, there are a number of designated transitional units within a larger complex of primarily permanent units. Transition in place works only if there is a sufficient supply of affordable permanent units available to participants when their need for transitional housing services diminishes. Household income must be sufficient to pay the new rent amount or rental assistance must be offered.

b. Time-limited Housing.

1. **Transitional Housing.** Temporary housing that is time-limited, generally from three months to two years. Tenure is contingent upon participation in services, compliance with program rules, and compliance with tenancy. The goal of transitional housing is to provide the support needed for participants to become ready to “graduate” into permanent housing. Intensity and range of services provided varies among programs and should be appropriate for the target population served. Services may include case management, information and referral, life skills training, tenant education, and many others.
2. **Emergency Shelter.** Emergency Shelter is defined as temporary shelter from the elements and unsafe streets for homeless individuals and families. In Seattle-King County, shelter programs are either fixed capacity (facility-based) or flexible capacity (i.e., hotel/motel vouchers, etc.). Emergency shelters typically address the basic health, food, clothing, and personal hygiene needs of the households that they serve and provide information and referrals about supportive services and housing. Shelters range from mats on the floor in a common space to beds in individual units.

II. Supportive Services. A wide range of direct client services and assistance to people throughout the homeless housing continuum. Services may include such things as outreach and engagement, case management, information and referral, treatment, healthcare, employment, life skills training and housing stability.

- a. **Case Management:** Individually-tailored services provided in a client’s home or at an office that are described in a mutually-agreed-upon plan of action to address life challenges. Case Management Services may include such things as budgeting and money management, life skills training, linkage to community services such as legal assistance, assistance applying for public benefits, parenting and liaison with schools, domestic violence counseling and safety planning, assistance with housing applications, mental health counseling, etc. Individual service plans include goals related to greater self-sufficiency and stability. Housing case management is the same services that are linked specifically to housing, and are intended to promote housing stability.
- b. **Employment Services.** Services that help link clients to employment opportunities in the community through skill building, job training, job readiness classes, assistance with resume writing, employment search, supported employment, and direct connections and referrals to jobs and/ or job programs.
- c. **Health Care Services.** Medical and health related services that may include health screening, health education and illness prevention, testing, and treatment.
- d. **Landlord Liaison.** Housing Search services aimed at linking homeless clients to units of permanent housing. A landlord liaison provides a bridge between the client, the property manager/landlord, service providers working with clients, and in some cases an agency that is master-leasing units from the landlord. Services may include such things as identifying and securing available housing units, outreach to landlords, managing landlord incentives, providing subsidies or connecting with subsidy providers, facilitating or performing unit inspections, providing on-call service to landlords and connecting with service providers for clients in crisis, assisting with housing applications and advocating on behalf of clients to landlords, mediating and helping to resolve conflicts between a landlord and a client.
- e. **Linkage Services.** Provide clients with contact information and referrals to housing and needed services and resources in the community.
- f. **Outreach Services.** Engagement with people who are not currently connected to community resources. Outreach services specifically target populations and/ or geographic areas in order to identify and connect people to services and/or housing.

- g. Resident Services** (also known as Front Desk Enhancement/ Enhanced Property Management). Property-based services that coordinate onsite activities and primarily provide information and referral to assist households in accessing services offered by third party providers. Resident services promote personal and community asset building, such as After-school programs; Employment programs; Adult Education programs; Child Care; Community Safety, and Resident Leadership and may be available through referral and/or on site with at least one staff to coordinate and deliver services. Classes and activities based on residents' needs may be offered on site. Activities and services may include such things as after-school youth recreation and tutoring, ESL, parenting, nutrition and financial literacy classes, employment services, adult education and community building and engagement and eviction prevention.
- h. Treatment Services.** Therapeutic health, mental health, or substance abuse services that are provided by a licensed person/ agency to a client. Services are geared towards the individual needs of the client and may be provided in housing, a treatment facility, or in a community health/mental health care setting.

III. Financial Assistance. Expenses paid by an agency on behalf of a client to cover such costs as move-in assistance, household items, application fees, emergency rent-assistance and other emergent needs.

IV. Operating Support. Assistance provided to a housing provider to pay the costs to run and operate housing that is affordable to households with very low incomes.

V. Rental Assistance. Subsidy paid to a Landlord on behalf of a specific tenant to pay for a portion of the tenant's rent. Generally, the tenant pays 30% of their monthly income toward rent and utilities, and the subsidy provider pays the remainder up to a reasonable amount. If the client has zero income, rental assistance may pay the entire rent amount to the landlord. Rental Assistance may be long-term (12 months and longer) or short-term (less than 12 months).

VI. Populations.

- a. Chronically Homeless Person- HUD Definition.** Chronically homeless as defined by HUD, is an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. A disabling condition is defined as: (1) A disability as defined in section 223 of the Social Security Act; (2) a physical, mental, or emotional impairment which is expected to be of long-continued and indefinite duration, substantially impedes an individual's ability to live independently, and of such a nature that the disability could be improved by more suitable conditions; (3) a developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act; (4) the disease of acquired immunodeficiency syndrome or any conditions arising from the etiological agency for acquired immunodeficiency syndrome; or (5) a diagnosable substance abuse disorder. The term "homeless" in this case means a person sleeping in a place not meant for human habitation (e.g., living on the streets), in an emergency homeless shelter, or in a Safe Haven as defined by HUD.
- b. Chronically Homeless Person- United Way Definition.** Chronically homeless person as defined by United Way of King County's Chronic Homeless Initiative is a person who experiences long periods of time in emergency shelters and on the streets of King County due to multiple personal barriers to finding and maintaining housing. Many individuals may have one or more disabling conditions that contribute to personal barriers.

- c. **High-Utilizer.** Those persons diagnosed with mental illness and/or chemical dependency who are frequent users of emergency medical services, hospitals and/or the criminal justice system. High-utilizers are identified by the county sponsored high-utilizer coordinating group.
- d. **Homeless-King County Homeless Housing and Services Program and State THOR Definition.** A homeless person or household is someone who, on a particular day or night, does not have decent and safe shelter or sufficient funds to purchase a place to stay. This includes people who can provide proof of imminent housing loss or who are currently residing in homeless shelters or transitional housing.
- e. **Homeless Person-McKinney Act (42 U.S.C 11302) Definition.** A homeless person is a person sleeping in a place not meant for human habitation or in an emergency shelter; and a person in transitional housing for homeless persons who originally came from the street or an emergency shelter.
- f. **Homeless Young Adult.** A homeless young person ages 18 to 25 that may have been in an unstable housing situation for most of their life and require services that are geared toward their individual developmental needs.
- g. **Long-Term Homeless:** This term includes all people who have been homeless for long periods of time or repeatedly over long periods of time as evidenced by stays in the streets, emergency shelters, or other temporary settings, sometimes cycling between homelessness and hospitals, jails, or prisons. This definition intentionally includes a larger group of people than the HUD definition of chronically homeless, such as families, youth, partnered homeless people, and those who do not have a documented disability.
- h. **Person with a Disability- Social Security Definition.** A person who is determined to: 1) have a physical, mental or emotional impairment that is expected to be of continued and indefinite duration, substantially impedes his or her ability to live independently, and of such a nature that the ability could be improved by more suitable housing conditions; or 2) have a developmental disability, as defined in the Developmental Disabilities Assistance and Bill of Rights Act.
- i. **Person with Substance Use Issues.** A person who has problems resulting from a pattern of using substances such as alcohol and drugs. Problems can include a failure to fulfill major responsibilities and/ or using substances in spite of physical, legal, social, and interpersonal problems and risks.
- j. **Person with a Mental Illness.** A person with a mental illness is someone who has a psychiatric disorder that results in a disruption in a person's thinking, feeling, moods, and ability to relate to others.
- k. **Veteran.** A veteran is defined as any person who:
- Served in any branch of the armed forces of the United States, including the National Guard, the Coast Guard, and the Armed Forces Reserve; AND
 - Fulfilled the initial military service obligation, OR was called into federal service for at least 180 cumulative days; AND
 - Received the following characters of discharge: Honorable, Medical, Under Honorable Conditions (UHC).

National Guard, reserve member or service member is defined as any person who:

- Has been called up under Federal or State orders (including Article 10 or Article 32 activations); OR
- Is currently enlisted in the US Armed Forces; OR
- Is in the process of activation for duty; OR
- Is activated for duty; OR
- Is returning from duty; OR
- Has returned from duty in the previous 365 days.

Family members of veterans are defined as:

- A spouse or domestic partner of a veteran or service member, as defined above;
- A dependent of a veteran or service member, as defined above; a dependent must be the legal responsibility of the veteran or service member at the time of receipt of assistance.

VII. Strategies.

- a. **Assertive Community Treatment (ACT).** ACT is a service-delivery model that provides comprehensive, locally based treatment to people with serious and persistent mental illnesses. Unlike other community-based programs, ACT is not a linkage or brokerage case-management program that connects individuals to mental health, housing, or rehabilitation agencies or services. Rather, it provides highly individualized services directly to consumers. ACT recipients receive the multidisciplinary, round-the-clock staffing of a psychiatric unit, but within the comfort of their own home and community. For homeless clients, this can mean providing services on the streets or in shelters. To have the competencies and skills to meet a client's multiple treatment, rehabilitation, and support needs, ACT team members are trained in the areas of psychiatry, social work, nursing, substance use, and vocational rehabilitation. (This definition is excerpted from the National Alliance for the Mentally Ill, www.nami.org).
- b. **Graduation Beds.** Graduation beds refers to a strategy where residents of permanent, service-rich supportive housing, who no longer need high-intensity services of their existing building and who want greater independence, are given the option to move into permanent affordable housing with less service supports. These clients will be supported throughout the shift to new housing and provided services on an as needed basis.
- c. **Harm Reduction:** Harm reduction is a set of practical strategies that reduce the negative consequences associated with drug use, including safer use, managed use, and non-punitive abstinence. These strategies meet drug users "where they're at," addressing conditions and motivations of drug use along with the use itself. Harm reduction acknowledges an individual's ability to take responsibility for their own behavior. This approach fosters an environment where individuals can openly discuss substance use without fear of judgment or reprisal, and does not condone or condemn drug use. Staff working in a harm reduction setting work in partnership with tenants, and are expected to respond directly to unacceptable behaviors, whether or not the behaviors are related to substance use. The harm reduction model has also been successfully broadened to reducing harms related to health and wellness as well as many other issues.
- d. **Housing First.** Housing first is a philosophical approach to permanent supportive housing that supports the direct provision of permanent housing to people who are homeless without a "housing readiness" test. There is no requirement that a household spend time in a shelter or

graduate from a transitional housing program in order to receive permanent supportive housing, as above. In order to achieve “housing first”, such housing must remove screening barriers, screen in many households that have traditional barriers to renting, and remove certain tenancy rules that present barriers, such as a clean and sober requirement.

- e. **Rapid Re-Housing.** Rapid re-housing is a term recently used by HUD to describe their homeless family initiative. It refers to the immediate and primary goal of moving a homeless household quickly into permanent, “non time-limited” housing and to help them stabilize. Services are delivered primarily following a housing placement and the goal is housing stability. Housing is not contingent on services; instead, participants must comply with a lease agreement and are provided with the services and supports as necessary.
- f. **Voluntary Services.** Flexible services designed primarily to help tenants maintain housing. Voluntary services are those that are available to but not demanded of tenants (One’s housing is not dependent on participation in services), such as service coordination/case management, physical and mental health, substance use management and recovery support, job training, literacy and education, youth and children's programs, and money management. While services are not a condition of tenancy, providers may employ motivational interviewing and other techniques to engage clients in services.