

Chelan – Douglas Homeless Housing Taskforce

2023 – 2025 Homeless Grant Application Guidelines

Chelan-Douglas Homeless Fund & Consolidated Homeless Grant

Overview

Chelan Douglas Homeless Housing Taskforce is pleased to announce the availability of the following homeless grant funding for the time period of 7/1/2023 – 6/30/2025:

- Chelan-Douglas Homeless Fund
- Consolidated Homeless Grant

Chelan County manages homeless funds on behalf of Chelan and Douglas counties in accordance with the *Chelan-Douglas Homeless Housing Strategic Plan 2019 - 2024*. The plan was developed by the Chelan-Douglas Homeless Task Force and describes how Chelan and Douglas counties will use federal, state, and local funds to alleviate the impacts of homelessness on individuals, families, and the larger community. The plan focuses on serving the most vulnerable homeless households by emphasizing Rapid Rehousing, Housing First, and Permanent Supportive Housing approaches, as well as other locally identified community priorities. Funding allocations will be considered, based in part, upon how well a project addresses Washington State performance goals and priorities identified in the most current update of the plan. The most recent plan update may be viewed at www.wenatcheewa.gov (under *Government/Community Development/Community & Neighborhood Programs/Chelan-Douglas Plan to End Homelessness/Chelan-Douglas Homeless Housing Strategic Plan 2019 - 2024*).

Due Date: Friday, April 7, 2023

Completed applications must be submitted electronically via email to Sasha Sleiman, Chelan County Housing Program Manager: sasha.sleiman@co.chelan.wa.us See pages 8 & 9 of this document for submittal guidelines and checklist

Applications must be received electronically via email by 5:00 p.m. on Friday, April 7, 2023. No hard copies or faxes will be considered. Late or incomplete proposals or proposals that do not meet the minimum eligibility requirements outlined in the application materials will not be accepted for consideration.

Who May Apply

501c(3) non-profit organizations, government entities, and federally recognized Washington State Indian tribes which provide eligible services to residents of Chelan and/or Douglas counties may apply for funds. Non-profit faith-based organizations are also eligible but may not restrict household participation based on required religious affiliation or services. All applicants must operate in compliance with federal, state, and local laws and regulations.

Funding Availability

Funding is available through the following sources:

Funding Source	Description
Chelan-Douglas Homeless Fund	Funding is available under the Washington State Homeless Housing & Assistance Act (RCW 43.185C) and is generated through local document recording fees. It may be used for addressing homeless needs consistent with the <i>Chelan-Douglas Homeless Housing Strategic Plan 2019 - 2024</i> .
Consolidated Homeless Grant	The Consolidated Homeless Grant (CHG) is administered through the Washington State Department of Commerce. CHG funding may be used to support a variety of activities including: <ul style="list-style-type: none"> - The operation of transitional housing facilities, and permanent supportive housing facilities - Rent assistance - Housing placement/stability case management services (rapid rehousing) - Coordinated entry and diversion services - Homeless street outreach services, as a part of the operation of housing programs.

Funding Allocations by Program Type

Funding levels are variable in nature depending on state budgets and on the volume of document recording fees generated through local and state real estate markets. In the event that the allocation of funds to Chelan County is less than the estimated amount, any preliminary grant awards may be reduced. In the event that the allocation of funds to the County is greater than the estimated amount, the County will consult with the Chelan-Douglas Homeless Task force to allocate the additional funds in a manner consistent with funding guidelines.

Allowable Expenses

Allowable expenses vary by funding source. However, the following expenses are generally allowable:

1. **Facility support:** Includes facility and maintenance costs (i.e. facility leasing; facility utilities; security, janitorial, & maintenance services; communal facility supplies) directly related to the operation of emergency shelters, transitional housing facilities, and permanent supportive housing facilities.
2. **Program operations:** Includes operational expenses directly attributable to a particular program or to the homeless crisis response system:
 - a. Salaries and benefits for direct service program staff and program support staff (i.e. information technology, human resources, bookkeeping).
 - b. Office space, utilities, supplies, phone, internet, personal protective equipment, and training (including conferences, travel, and per diem).
 - c. Salaries and benefits to support the homeless crisis response system including Point-in-Time counts, the Housing Inventory Report, HMIS data collection, and coordinated entry.
3. **Administration:** Administrative costs that support the organization as a whole and are not attributed to a particular program (i.e. agency-wide support staff such as Executive Director, bookkeeping, HR, and IT; general building/facility costs; general agency insurance).
4. **Direct client assistance:** Supplies provided directly to individual clients (i.e. food, water, PPE, hygiene products, sleeping bags, clothes, transportation tokens, laundry tokens)

Unallowable Expenses:

The following expenses are ineligible for reimbursement:

- Replacement of operating reserves
- Debt service
- Mortgage assistance to homeowners
- Mortgage payments for a facility
- Drug testing supplies or drug testing analysis services
- Capital construction, repairs, or improvements

Eligible Participants:

All programs must serve individuals/households who are currently homeless or who are at imminent risk of homelessness.

Application/Funding Schedule:

Date	Activity
Tuesday, March 7, 2023	Application Available on Chelan County Website
Wednesday, March 29, 2023 1:00 p.m. – 2:30 p.m.	Pre-Proposal Technical Assistance Workshop: <ul style="list-style-type: none"> - Conducted virtually via Zoom - Accessible via computer, tablet, or smartphone at https://us06web.zoom.us/j/7535543500?pwd=dmdudak0xaWdiRWFNS3QxUWRoSVE2QT09 - Attendees may also dial in via phone at +1 253 205 0468 (meeting ID: 753 554 3500 Passcode: 742781)
Friday, April 7, 2023 by 5:00 p.m.	Application submittal deadline
April 10 – 12, 2023	Chelan County program staff initial review of applications for proposal completeness and funding eligibility.
April 12 – 25, 2023 Wednesday, April 26, 2023 3:00 – 5:00 p.m.	Homeless Task Force reviews applications, interviews applicants, and makes funding recommendations. In-person applicant interviews will be conducted on April 26th (specific interview times to be scheduled). Depending on number of applications and availability, more interview dates may be scheduled. Please hold this time on your calendar.
May 24, 2023	Homeless Task Force meeting to decide recommended funding allocations
June 5, 2023	Board of Chelan County Commissioners reviews funding recommendations and approves grants for the 7/1/2023 – 6/30/2025 funding cycle
June 12, 2023	Applicants are notified of grant awards
June 13 – June 30, 2023	Awardees sign contracts & attend grantee orientation meetings
July 1, 2023	New grant period begins

Pre-Proposal Technical Assistance Workshop

Interested applicants are encouraged to attend a pre-proposal technical assistance workshop on Wednesday, March 29, 2023 from 1:00 p.m. – 2:30 p.m. Details of the grant programs and the proposal process will be reviewed and technical assistance will be available. The workshop will be conducted virtually and can be accessed via computer, tablet, or smartphone at <https://us06web.zoom.us/j/7535543500?pwd=dmduak0xaWdiRWFNS3QxUWRoSVE2QT09>. Attendees may also dial in via phone at +1 253 205 0468 (meeting ID: 753 554 3500 Passcode: 742781).

Right to Reject Proposals

The Chelan-Douglas Homeless Task Force reserves the right to reject any or all proposals and negotiate with any agency in order to make awards in the best interest of the residents of Chelan and Douglas counties. Incomplete proposals will be disqualified.

Proposal Review Process

Chelan County program staff will initially review applications for proposal completeness and funding eligibility. The Chelan-Douglas Homeless Task Force will then evaluate applications, interview applicants, and develop funding recommendations.

Application Review Criteria

In reviewing grant applications, the following evaluation criteria will be used:

- Is there an established need for the proposed program? How is that need determined (i.e. statistical data, client waiting lists, documented lack of services)?
- Are there other organizations serving the same need? If so, is there strong evidence of working partnerships with other service providers to avoid duplication of services?
- How many people will be directly served by the project?
- Is the organization well-positioned to successfully implement the proposed project? (i.e. strong leadership, staff, and volunteer base; broad funding base).
- Is the design of the proposed program sound? Is it well planned and likely to succeed?
- Is the proposed program designed to incorporate Housing First and Low-Barrier principles? Does the applicant's operating procedures and practices support participants moving into permanent housing in the most rapid and streamlined way possible, without unnecessary service prerequisites, rules, or program requirements?
- How does the applicant leverage traditional and non-traditional partnerships within the community to access to a range of services on behalf of clients?
- Is there a realistic budget in place? Does the program leverage other funding sources to ensure long-term sustainability?
- Is there a strong program evaluation plan in place? Are the outcomes targeted and measurable?

Every eligible applicant will have an opportunity to meet with members of the Homeless Task Force for an in-person interview. Interviews generally last 30 minutes and provide an applicant with an opportunity to share additional information about their agency and program. Site visits may be requested at the discretion of the Homeless Task Force.

The Homeless Task Force retains the option of holding a proposal open in order to request further information from the applicant. The decision to request additional information is at the sole discretion of the Homeless Task Force.

Funded organizations must meet the following requirements:

- Grant participation and documentation requirements:
Applicants receiving funding through the Consolidated Homeless Grant, or the Chelan-Douglas Homeless Fund, must abide by the requirements outlined in the Department of Commerce's *Guidelines for the Consolidated Homeless Grant* and any subsequent updates.

It is the applicant's responsibility to review and understand these requirements, as they will be incorporated by reference into any subsequent grant contract. A copy of the guidelines is available on the County's website at <https://www.co.chelan.wa.us/board-of-commissioners/pages/housing>.

- Homeless Management Information System (HMIS): HMIS is an online data system administered by the Washington State Department of Commerce that collects data on homeless households who receive housing and homeless services. HMIS participation is required by the state legislation that authorizes these funds. All applicants who provide direct services and who are awarded funds must enter client data into HMIS for all of their organization's temporary and permanent housing interventions regardless of the funding source (see Section 6.2 of the *Guidelines for the Consolidated Homeless Grant* for additional details). Participation includes:
 - Entering into regional data sharing agreements which authorize the sharing of client data between HMIS users in Chelan & Douglas counties
 - Staff attendance at HMIS training classes/webinars
 - Ongoing client data entry
 - Performance tracking and reporting

The level of HMIS participation may vary depending on the type of services being provided. Please contact Chelan County staff with questions regarding program-specific HMIS requirements.

- Coordinated Entry: Each region in Washington State is mandated by the Washington State Department of Commerce to implement a coordinated entry system. Coordinated entry provides a uniform method of client intake, assessment, prioritization, and referrals for homeless services. All applicants who are awarded funding are required to participate in the Chelan-Douglas coordinated entry system, also known as the Community Housing Network, and to adhere to the requirements outlined in the Department of Commerce's *Washington State Coordinated Entry Guidelines* and any subsequent updates for all of their organization's temporary and permanent housing interventions regardless of the funding source (See Section 2.2 of the *Washington State Coordinated Entry Guidelines* document for additional details). A copy of the guidelines document is available on the County's website at <https://www.co.chelan.wa.us/board-of-commissioners/pages/housing>

Coordinated entry participation is defined as:

- Referring all existing and potential future clients to the coordinated entry hotline or to a designated coordinated entry site for intake/assessment prior to providing program services.
- When referring clients to the coordinated entry hotline, providing in-agency phone access and space, as needed, for clients to complete the coordinated entry referral/intake process.
- Utilizing the coordinated entry prioritization process to fill agency vacancies (i.e. units, beds, vouchers) for all of the organization's temporary and permanent housing interventions regardless of the funding source.
- Sending at least one agency representative to Coordinated Entry Case Conferencing meetings.
- Participating in any associated planning and implementation activities for coordinated entry as identified by Chelan County
- Requiring all program staff to attend periodic coordinated entry and diversion training unless specifically exempted.

- Low-Barrier and Housing First Program Policies: Low-barrier and Housing First programs are designed to connect people experiencing homelessness with permanent housing swiftly and with few or no treatment preconditions, behavioral contingencies, or other barriers. Low-barrier programs offer services as needed and do not make housing contingent on participation in services. (e.g. sobriety, engagement in treatment, service participation requirements). All applicants are required to demonstrate program adherence to low-barrier / Housing First principles. For any low-barrier criteria not met, applicants will be asked to provide feedback on how the requirement will be met or provide justification as to why it cannot be incorporated into current program policies.
- Annual Homeless Housing Inventory Report: Completion and periodic updating of the annual housing inventory report which includes information on program type, services provided, and program funding sources/amounts and expenditures. Information must be provided for all of the organization's temporary and permanent housing interventions regardless of the funding source.
- Point-in-Time Count(s)/Resource Fair(s): Participation in up to two annual point-in-time count/resource fair events which count sheltered and unsheltered households in Chelan and Douglas counties. Grantees are required to participate in the event and submit client-specific data as requested.
- Program Policies/Procedures: Grantees must maintain updated program policies and procedures for funded programs including at a minimum, as applicable, the following topics: Client eligibility criteria; client confidentiality & records retention; client termination or denial of services; client grievance process; habitability complaint reporting process; and fees/fee waivers policy for those unable to pay. Within 30 days of a grant award, grantees will be required to submit a copy of their program policies/procedures to the County for review and agree to make revisions as required to align with the *Guidelines for the Consolidated Homeless Grant* and the *Washington State Coordinated Entry Guidelines*.
- Program-specific progress reports: Submittal of regular progress reports to the County in the form, content, and frequency as specified by the County.
- Grantor Meetings: Send at least one agency representative to all grantor meetings unless specifically exempted.
- Local, State, and Federal Law Compliance: Grantees must comply with all applicable local, state, and federal laws, regulations, and policies.
- Nondiscrimination: Grantees must comply with the Washington State Law against Discrimination, RCW 49.60, as it now reads or as it may be amended. RCW 49.60 currently prohibits discrimination or unfair practices because of race; creed; color; national origin; families with children; sex; marital status; sexual orientation; age; honorably discharged veteran or military status; the presence of any sensory, mental, or physical disability; or the use of a trained guide dog or service animal by a person with a disability.

Grantees must comply with the Federal Fair Housing Act and its amendments as it now reads or as it may be amended. The Fair Housing Act currently prohibits discrimination because of race, color, national origin, religion, sex, disability or family status. The Fair Housing Act prohibits enforcing a neutral rule or policy that has a disproportionately adverse effect on a protected class.

Contracts may be monitored for compliance with these laws and any violation will result in corrective action.

- Prohibitions:
 - Grantees may not require households to participate in religious services as a condition of receiving program assistance.
 - Grantees may not deny emergency shelter to households that are unable to pay fees for shelter.
 - If a program serves households with children, the age of a minor child cannot be used as a basis for denying any household's admission to the program.
 - If a program serves households with children, the program must serve all family compositions.
 - If a program operates gender-segregated facilities, the program must allow the use of facilities consistent with the client's gender expression or identity.

- Insurance requirement: Grantees must maintain and provide proof of insurance coverage during the term of the grant as follows:
 - Commercial General Liability Insurance: Minimum of \$1,000,000 per occurrence. Note: With prior approval from the County, local government grantees may provide coverage under a self-insured risk management program.
 - Automobile Liability: Minimum limit of \$1,000,000 per occurrence if the grant program uses an agency vehicle.

- Advance Payments: Unless otherwise specified, grant payments will be processed on a reimbursement basis only. No payments will be made in advance of goods or services to be provided under any subsequently awarded grant agreement.

Submittal Guidelines

- Completed proposals must be submitted electronically via email to Sasha Sleiman, Chelan County Housing Program Manager: Sasha.sleiman@co.chelan.wa.us
 - All documents from an agency should be submitted together in one email
 - Email subject line: 2023-2025 Homeless Grant Application Materials_Agency Name
 - Documents should be labeled:
 - Agency Name_Application Form_2023-2025
 - Agency Name_Program Name_Program Narrative Form_2023-2025
 - Agency Name_Program Name_Program Budget Form_2023-2025
- Proposals must be received by 5:00 p.m. on Friday, April 7, 2023. No hard copies or faxes will be considered.
- Format instructions: Proposals, forms, and attachments should be submitted in an 8 ½" X 11" PDF format.
- A proposal MUST include all of the following items or it may be deemed incomplete and may not be considered:
 - One completed *Agency Application Form (one form per applicant)*
 - Program proposal narrative for ***EACH*** proposed program
 - Each program narrative must not exceed 10 pages (8.5" x 11"), single-sided, no smaller than 12-point font
 - 10-page maximum does not include the agency application form or the required forms and supporting attachments referenced below
 - *Proposed Program Budget* form for ***EACH*** program proposal submitted
 - Supporting documents (***one copy of each document per agency***):
 - List of current Board of Directors including length of time served
 - Agency organizational chart
 - A copy of the current year agency budget
 - The agency's current fiscal year financial statement reports including a balance sheet, income statement, and statement of cash flow
 - Current verification of nonprofit status or evidence of incorporation or status as a legal entity
 - Optional documents: Applicants may submit up to THREE pages of supplemental materials such as letters of support, photos, Partnership agreements, partnership intent letters, or memorandums of understanding, etc. if applicable to program application
- Application materials are available for download on the County's website: <https://www.co.chelan.wa.us/board-of-commissioners/pages/housing>

For more information or technical assistance contact:

Sasha Sleiman, Housing Program Manager
Chelan County
Phone: (509) 667-6685
Email: sasha.sleiman@co.chelan.wa.us

2023 – 2025 Homeless Grant Application Checklist

This checklist is designed help ensure your application is complete prior to submission. ***Please do not submit this form with your application.***

HAVE YOU:

- Read and understand the following supplemental documents found on the Chelan County website at <https://www.co.chelan.wa.us/board-of-commissioners/pages/housing>
 - Draft 2023 Guidelines for the Consolidated Homeless Grant
 - Washington State Coordinated Entry Guidelines
- Completed the *Agency Application Form*? (***one form per applicant***)
- Completed a *Program Narrative Form* for **EACH** proposed program
 - Each program narrative must not exceed 10 pages (8.5" x 11"), single-sided, no smaller than 12-point font
 - 10-page maximum does not include the required forms and supporting attachments referenced below
- Completed a *Program Budget Form* for **EACH** proposal submitted?
- Attached the following supporting documents? (***one copy of each document per agency***)
 - List of current Board of Directors including length of time served
 - Agency organizational chart
 - A copy of the current year agency budget
 - The agency's current fiscal year financial statement reports including a balance sheet, income statement, and statement of cash flow
 - Current verification of nonprofit status or evidence of incorporation or status as a legal entity
- Optional documents: Applicants may submit up to THREE pages of supplemental materials such as letters of support, photos, Partnership agreements, partnership intent letters, or memorandums of understanding, etc. if applicable to program application