



Chelan – Douglas Homeless Housing Taskforce

2025 – 2027 Request for Proposals

Guidelines



OVERVIEW

Chelan Douglas Homeless Housing Taskforce is pleased to announce the availability of the following homeless grant funding for the time period of **7/1/2025 – 6/30/2027**:

- Chelan-Douglas Homeless Fund (Local Document Recording Fees)
- 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*. The plan is 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, Centralized Case Management 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 and housing goal and priorities identified in the most current update of the plan. For existing subgrantees, the Chelan-Douglas Homeless Task Force may also take into consideration to the performance of the agency in the previous grant cycle.

The most recent plan update may be viewed at <https://www.co.chelan.wa.us/board-of-commissioners/pages/housing> (under *Chelan-Douglas Homeless Housing Strategic Plan 2019 - 2024*). The Chelan-Douglas Homeless Housing Task Force is in the process of finalizing the Strategic Plan for 2025-2030.

I. 2025-2027 GRANT CYCLE APPLICATION PROCESS

It is important that applicants read through all sections of this request for proposal as the process has changed from previous grant cycles.

- 1. Applications** - This year, the application will be in two parts. First, the agency applying will fill out **one** application with their agency information. Second, each agency will fill out separate applications for each program that they are applying. For example, if an agency operates a rapid re-housing program and a transitional housing program, then the agency must fill out one agency application, a rapid re-housing application, and a transitional housing program application.

Due Date: Friday, May 2nd, 2025 at 5pm (PDT)

Completed applications must be submitted **electronically** via email to Amber Hallberg, Chelan County Community Services Manager: amber.hallberg@co.chelan.wa.us

Applications must be received via email **by 5:00 p.m. (PDT) on Friday, May 2nd, 2025**. 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.

2. **Webinars and Question & Answer Period** – Chelan County will host a kick off Zoom on **Thursday, April 3rd at 11am**. It is not required to attend the Zoom. The Zoom will go over the application process, the types of projects that can be funded, and the requirements. There will be time at the end of the Zoom for applicants to ask questions. The information will be recorded and posted on the Chelan County Housing page located on the Board of County Commissioner’s website.

- Applicants interested in the webinar can register for the Zoom by using this link:
<https://us06web.zoom.us/meeting/register/a1630iHgStSY0NfoWlu1ug>

There will be a question-and-answer period from **March 31st – April 25th** for any questions regarding the application process. Any questions submitted to Chelan County after April 25th will not be answered. All questions received will be posted on the Chelan County website.

Chelan County Staff will host office hours for technical assistance via Zoom on the following days:

- **Thursday, April 10th at 11am -12pm:**
<https://us06web.zoom.us/meeting/register/evaWv63dRMqVdcd7At5Twa>
- **Monday, April 14th 3pm -4pm:**
<https://us06web.zoom.us/meeting/register/h6ncglBzQoaSkld6A1TSAw>
- **Thursday, April 24th 9am -10am:**
<https://us06web.zoom.us/meeting/register/1ee45xHHQpGsurZPCVZXPw>

3. **Interviews** – Applicants will have a brief interview with a panel from the Chelan-Douglas Homeless Housing Task Force. The panel will be comprised of voting members and non-voting members. There will be a commissioner from each county on the interview panel. Applicants should prepare for a 10 -15 minute presentation for the panel for each program that they are applying. After their presentation, the panel will have 10-15 minutes to ask the applicants questions regarding their programs. The interviews will take place on **May 21st from 8am – 5pm and potentially May 22nd 9am -12pm** dependent on the number of applicants. Interview times will be set by Chelan County. Agencies will not be able to pick their interview times – unless there is a circumstance that requires the agency to present at a specific time. This should be disclosed at the time of applying if applicable.
4. **Award Process** – The Task Force will make determinations on funding allocations to recommend to the Board of Chelan County Commissioners at the June 11th Chelan-Douglas Homeless Housing Task Force meeting. The following Monday, the Board of Chelan County Commissioners will vote to approve the recommendation from the Task Force. Once the recommendation has been approved, Staff will draft contracts, meet with agencies, and get signed copies of the contracts from Executive Directors of agencies. The signed copies will then go to the Board of Chelan County Commissioners to officially execute the contract. Contracts will go into effect July 1st, 2025.

5. 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.

6. 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?

II. ELIGIBLE APPLICANTS

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 **must 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.

III. FUNDING OVERVIEW

1. 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</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: The operation of transitional housing facilities, and permanent supportive housing facilities Rent assistance Housing placement/stability case management services (rapid rehousing) Diversion services Homeless street outreach services, as a part of the operation of housing programs. |

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. The State of Washington has said to prepare for a 20% reduction from funding levels that were given in the 2023-2025 grant cycle. The Chelan-Douglas Homeless Housing Task Force will make their best efforts to fund successful applicants at their requested amount. However, this may not be possible due to funding restrictions. Applicants must be prepared to answer to the Task Force on what impact it would have on their programs if they are not fully funded.

2. Low Barrier Requirements - Beginning July 1st, 2025, 80% of the programs and facilities funded by CHG through the Chelan-Douglas Homeless Housing Task Force **must** meet the definition of low barrier.

CHG definition of low barrier **must** include all of the following:

- All homeless housing projects adhere to state and federal anti-discrimination laws
- All projects ensure equal access for people experiencing homelessness regardless of race, national origin, gender identity, sexual orientation, marital status, age, veteran or military status, disability, or the use of an assistance animal
- Projects designed to serve families with children experiencing homelessness ensure equal access regardless of family composition and regardless of the age of a minor child
- Projects that operate gender segregated facilities allow the use of facilities consistent with the person's gender expression or identity

Intake & Project Eligibility - Low barrier projects have flexible intake schedules and require minimal documentation. At the minimum, homeless households are not screened out based on the following criteria:

- Having too little or no income
- Having poor credit or financial history
- Having poor or lack of rental history

- Having involvement with the criminal justice system
- Having active or a history of alcohol and/or substance use
- Having been impacted or affected by a crime
- The type or extent of disability-related services or supports that are needed
- Lacking ID or proof of U.S. Residency Status
- Other behaviors that are perceived as indicating a lack of “housing readiness,” including resistance to receiving services

Project Participation – Low barrier projects have realistic and clear expectations. Rules and policies are narrowly focused on maintaining a safe environment and avoiding exits to homelessness. Low barrier projects do not have work or volunteer requirements. Projects that require households to pay a share of rent allow reasonable flexibility in payment. Emergency shelters must not require households to pay a share of rent or program fees.

Households are not terminated from the project for the following reasons:

- Failure to participate in supportive services or treatment programs
- Failure to make progress on a housing stability plan
- Alcohol and/or substance use in and of itself is not considered a reason for termination
- Households residing in emergency shelter must not be exited to homelessness due to reaching a maximum stay limit.

If a household is terminated from a low barrier project due to violating rules focused on maintaining a safe environment, there must be a process in place for the household to be considered for re-enrollment if the household demonstrates unsafe behavior is unlikely to re-occur (i.e. engaged in new treatment plan, mental health services, medical care, etc.)

IV. ALLOWABLE INTERVENTIONS

All clients that access programs that are funded by the Chelan-Douglas Homeless Housing Task Force must meet the U.S. Housing and Urban Development definition of Homeless or At Imminent Risk of Homelessness. Those definitions can be found here:

https://files.hudexchange.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf

All allowable housing interventions are defined below. Allowable interventions are dependent on fund source.

1. **Temporary Housing Solutions** - Temporary housing interventions are those in which the household must leave the shelter or unit at the end of their program participation. Households are considered homeless while enrolled in temporary housing interventions.

- Emergency Shelters (ES) – provides short-term temporary shelter (lodging) for those experiencing homelessness. Emergency shelters can be facility-based or hotel/motel voucher. Drop-in shelters or “night-by-night” shelters and continuous stay shelters are both considered emergency shelter.
 - Transitional Housing (TH) – subsidized, facility-based housing that is designed to provide long-term temporary housing and to move households experiencing homelessness into permanent housing. Lease or rental agreements are required between the transitional housing project and the household.
2. **Permanent Housing Solutions** - Permanent housing is housing in which the household may stay as long as they meet the basic obligations of tenancy. All allowable housing interventions are defined below. Allowable interventions are dependent on fund source.
- **Rapid Re-housing (RRH)** - quickly moves households from homelessness into permanent housing by providing:
 - *Housing Identification Services*: Recruit landlords to provide housing for RRH participants and assist households with securing housing.
 - *Financial Assistance*: Provide assistance to cover move-in costs and deposits as well as ongoing rent and/or utility payments.
 - *Case Management and Services*: Provide services and connections to community resources that help households maintain housing stability.
 - **Homelessness Prevention (HP)** - helps households who are at risk of homelessness to maintain or obtain stable housing and avoid homelessness. Services include housing-focused case management and temporary rent subsidies. *Homelessness prevention services are the same as the RRH services described above.*
 - **Permanent Supportive Housing (PSH)** - Permanent Supportive Housing (PSH) is subsidized, non-time-limited housing with support services for homeless households that include a household member with a permanent disability. Support services must be made available but participation is voluntary. PSH may be provided as a rent assistance (scattered site) or facility-based model. For facility-based models, a lease or rental agreement is required between the PSH project and the household. The services and the housing are available permanently.
 - **Permanent Supportive Housing for Chronically Homeless Families (PSH CHF)** – This program follows all of the same requirements as stated in PSH; however, households funded with PSH CHF must include a Head of Household who is chronically homeless and permanently disabled AND there must be a dependent in the household (dependent is defined as any household member who is not the head, co-head, or spouse, but is: under the age of 18 years; disabled (of any age); or a full-time student (of any age). *Note: This has historically been a difficult program to place clients into due to the restrictive requirements for enrollment.*
3. **Services Only Interventions** - Street outreach is a strategy for engaging people experiencing homelessness who are otherwise not accessing services for the purpose of connecting them with emergency shelter, housing, or other critical services. Centralized Case Management, case management only, and diversion services are classified as service only interventions.
- **Centralized Case Management** – Case managers that are working from the bottom of the coordinated entry list and are assisting with diversion services for clients while they await

permanent housing solutions. Centralized Case Managers will work closely with Coordinated Entry and other case managers of programs to close referral loops.

- **Diversion** – Interventions that can quickly remove someone from homelessness or avoid them entering into homelessness such as transportation to verified stable supports in other communities, provide move-in cost assistance only, obtaining documentation for housing stability such as ID's and birth certificates, etc.

V. BUDGETARY CATEGORIES

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. **Rent** - Monthly rent and any combination of first and last months' rent. Rent may only be paid one month at a time, although rental arrears, pro-rated rent, and last month's rent may be included with the first month's payment. Rental arrears and associated late fees. Rental arrears may be paid if the payment enables the household to obtain or maintain permanent housing. Additional allowable expenses include but not limited to:
 - RV or manufactured home rent, incentives to landlords including reimbursement for damages, security deposits, hotel/motel expenses for households when no suitable shelter bed is available during housing search, utilities that are included in rent, landlord admin fees associated with rent, utility only assistance if no other assistance is available, application fees, credit checks, etc.
3. **Operations** - Includes operational expenses directly attributable to a particular program or to the homeless crisis response system:
 - Salaries and benefits for direct service program staff and program support staff (i.e. information technology, human resources, bookkeeping).
 - Office space, utilities, supplies, phone, internet, personal protective equipment, and training (including conferences, travel, and per diem).
 - 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
 - Program expenses such as intake and assessment, including time spent assessing a household eligibility, housing stability services (individualized housing plans, monitoring & evaluating household progress, identifying housing solutions, housing searches, etc.), mediation and outreach to property owners/landlords, outreach services, optional support services for individuals in permanent supportive housing, data collection and entry.
 - **Flexible funding** – provision of goods payments of expenses, or purchase of merchant gift cards or vouchers not included in other allowable expense categories, which helps a household increase housing stability or meet essential household need. Examples include: essential household needs, personal health and hygiene items, cleaning supplies, transportation passes and other personal need items. Households accessing emergency shelter with pets that require essential veterinary services to enter, such as visits for core vaccinations (i.e. rabies, distemper, parvovirus), flea treatment, and sterilization (spay or neuter), can be paid for on behalf of the household.

4. **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). Up to 15% of the CHG Standard and PSH CHF contracted budget may be allocated to administration. Note: If you are applying for administration with the Housing and Essential Needs (HEN) program up to 7% of HEN contracted budget may be allocated to HEN administration.

VI. INELIGIBLE EXPENSES

The following expenses are ineligible for reimbursement:

- Ongoing rent/utilities for subsidized housing
- Rent and rent/utility assistance in combination with facility support
- Cable deposits or services
- Debt Services
- Replacement of operating reserves
- Mortgage assistance to homeowners
- Mortgage payments for a facility
- Drug testing supplies or drug testing analysis services
- Capital construction, repairs, or improvements

For all other questions regarding eligible or ineligible expense please refer to the CHG guidelines on the Washington State Department of Commerce website:

<https://deptofcommerce.app.box.com/s/4d1ilui45uqljmhseufez4flxqv1q6b>

VII. TIMELINE

| Date | Activity |
|--|---|
| Monday, March 31st, 2025 | Application Available on Chelan County Website – Question and Answer Period Begins |
| Thursday, April 3rd, 2025 11am -12pm | 2025-2027 Grant Kickoff/Technical Assistance Workshop: <ul style="list-style-type: none"> Conducted virtually via Zoom only Register: https://us06web.zoom.us/join/9tJfTgVp2e <i>Optional not required</i> |
| Thursday, April 10th, 2025 at 11am -12pm | 2025- 2027 Grant Cycle Technical Assistance Office Hours <ul style="list-style-type: none"> Conducted virtually via Zoom only Register: https://us06web.zoom.us/join/9tJfTgVp2e <i>Optional not required</i> |
| Monday, April 14th, 2025 3pm -4pm | 2025- 2027 Grant Cycle Technical Assistance Office Hours <ul style="list-style-type: none"> Conducted virtually via Zoom only Register: https://us06web.zoom.us/join/9tJfTgVp2e <i>Optional not required</i> |
| Thursday, April 24th, 2025 9am -10am | 2025- 2027 Grant Cycle Technical Assistance Office Hours <ul style="list-style-type: none"> Conducted virtually via Zoom only Register: https://us06web.zoom.us/join/9tJfTgVp2e <i>Optional not required</i> |
| Friday, April 25th, 2025 at 5pm | Question and Answer Period Closes |
| Friday, May 2nd at 5pm | Application closes – no submittals after 5pm (PDT) will be accepted |
| May 3rd – May 9th, 2025 | Applicants will be notified of their presentation time to the Chelan-Douglas Task Force |
| Wednesday, May 21st, 2025 from 8am -5pm | In-person applicant interviews will be conducted on May 21 st (specific interview times to be scheduled). Depending on number of applications and availability, more interview dates may be scheduled. <i>Please hold this time on your calendar.</i> |
| May 22nd, 2025 from 9am – 12pm | Tentative in-person applicant interviews will be conducted if the Task Force is not able to conduct all interviews on one day. <i>Please hold this time on your calendar.</i> |
| June 11th, 2025 3:30pm -5pm | Homeless Task Force meeting to decide recommended funding allocations |
| June 16th, 2025 | Board of Chelan County Commissioners reviews funding recommendations and approves grants for the 7/1/2025 – 6/30/2027 funding cycle |
| June 16th, 2025 | Applicants are notified of grant awards |
| June 16th – June 24th, 2025 | Awardees sign contracts |
| June 25th, 2025 | Chelan County Board of County Commissioners sign and approve contracts for effective date July 1 st , 2025 |
| July 1, 2023 | New grant period begins |

VIII. ADDITIONAL FUNDING REQUIREMENTS

Funded organizations will have to adhere to the following requirements with the funding:

1. 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>.

2. 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 7.2 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.

3. Coordinated Entry (CE) - Each region in Washington State is mandated by the Washington State Department of Commerce and the U.S. Department of Housing and Urban Development to implement a coordinated entry system for certain programs. 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 Homeless Housing Network, and to adhere to the requirements outlined in the Department of Commerce's Washington State Coordinated Entry Guidelines. The lead entity is responsible for creating policies and procedures for the operation of the coordinated entry system for the region it serves. Chelan County operates the Homeless Housing Network and is therefore seen as the lead entity. The region served is both Chelan and Douglas Counties. All agencies must adhere to the local policies and procedures per the Department of Commerce's Washington State Coordinated Entry Guidelines:

<https://deptofcommerce.app.box.com/s/3ky79wzn89foskenxkhayrlbqcogu0tl/file/1038577877737>

4. **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.
5. **Point-in-Time Count(s)/Resource Fair(s)** - Participation in up to two annual point-in-time counts and quarterly resource fair events. PIT Count is an event that 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.
6. **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, and low barrier requirements. 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.
7. **Program-specific progress reports** - Submittal of regular progress reports to the County in the form, content, and frequency as specified by the County.
8. **Grantor Meetings** - Send at least one agency representative to all grantor meetings unless specifically exempted. It will be required that at least one agency representative attend the monthly case conferencing meetings hosted by Coordinated Entry.
9. **Local, State, and Federal Law Compliance** - Grantees must comply with all applicable local, state, and federal laws, regulations, and policies.
10. **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.

11. 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.
- If a program is providing rental assistance, there must be an approved rental calculation tool that will determine the subsidy amount on a client-by-client basis and cannot have a blanket approach to subsidies (i.e. "All tenants must pay 30% of the rent amount.") This is required of facility-based programs as well.
- Programs must ensure a path to re-entry into the program for clients who may have been previously removed – unless there is a justifiable reason for ineligibility (i.e. a client was terminated due to violence against a staff member and there is a restraining order in place).

12. 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.

13. 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.

IX. SUBMITTAL GUIDELINES

Completed proposals must be submitted electronically via email to Amber Hallberg, Chelan County Community Services Manager: Amber Hallberg at amber.hallberg@co.chelan.wa.us All documents from an agency should be submitted together in one email.

1. Format –

- Email subject line: 2025-2027 Homeless Grant Application Materials_Agency Name
- Documents should be labeled:
 - Agency Name_Application Form_2025-2027
 - Agency Name_Program Name_Program Narrative Form_2025-2027
 - Agency Name_Program Name_Program Budget Form_2025-2027
- Proposals, forms, and attachments should be submitted in an 8 ½" X 11" PDF format

2. Submittal - 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
3. **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

X. AGENCY SUBMITTAL CHECK LIST

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:
 - Guidelines for the Consolidated Homeless Grant - <https://deptofcommerce.app.box.com/s/4d1ilui45uqljmhseufez4flxqv1q6b>
 - Washington State Coordinated Entry Guidelines – <https://deptofcommerce.app.box.com/s/3ky79wzn89foskenxkhayrlbqcogu0tl/file/1038577877737>
- ☐ 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