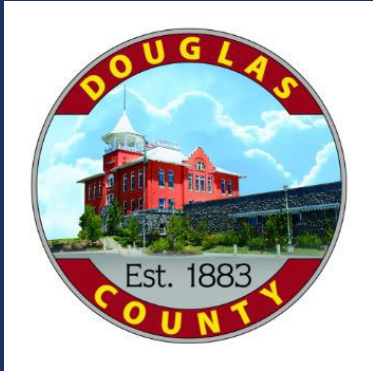


2025-2027 GRANT CYCLE KICKOFF

CHELAN-DOUGLAS HOMELESS HOUSING TASK FORCE



OVERVIEW

- Chelan-Douglas Homeless Housing Task Force
 - [RCW 43.185C.160](#)
 - [Five Year Homeless Housing Strategic Plan](#) – Draft of the 2025-2030 5-Year Homeless Housing Strategic Plan.
 - Disclaimer: This is subject to change, the Task Force will be voting to approve objects 1-4 on April 23. Objective 5 will continue to be worked on with City & County planners and Task Force.
 - Final draft will be available this fall – due to Commerce by December 31st
- Funding Opportunity –
 - Chelan Douglas Homeless Housing Fund ([RCW 36.22.250](#))
 - Consolidated Homeless Grant – Washington State Department of Commerce ([Guidelines](#))

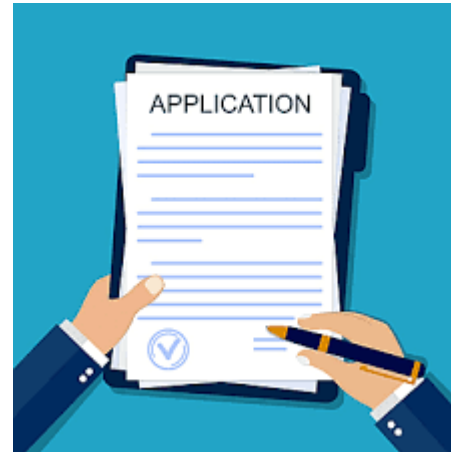


Washington State
Department of
Commerce

GRANT CYCLE PROCESS – APPLICATIONS

- **Applications opened on March 31st and close Friday, May 2nd, 2025 at 5pm**
 - Deadline is a hard deadline to be able to start to prep materials for the Task Force and scheduling interviews
 - Applications must be submitted to Amber Hallberg (amber.hallberg@co.chelan.wa.us) via email **only**
 - No hard copies will be considered

- **Complete application submissions will have:**
 - Agency Application
 - Program Application (one for EACH program)
 - Budget Form (for EACH program)
 - Supporting Documents Required
 - Supporting Documents Optional



GRANT CYCLE PROCESS – APPLICATIONS (CONT.)

- **Agency Application –**
 - Fill ONE application out per agency. This application is to get all of the information for the overall agency.
- **Program Application –**
 - An application will need to be fill out for EACH program an agency is applying for.
- **Budget Form –**
 - A budget form will need to be completed for EACH program and agency is applying for. The Program application narrative should give an overview/narrative of the budget.
- **Supporting Documents (Required) -**
 - Additional requirements for each agency: List of current Board of Directors, Agency Organizational Chart, Copy of the current year agency budget, the agency's current fiscal year financial statement reports including balance sheet, income statement, and statement of cash flow, and current verification of nonprofit status or evidence of incorporation or status as a legal entity.
- **Supporting Documents (Optional)–**
 - Any optional documents that an agency would like to submit such as letters of support, photos, etc. Only up to THREE optional documents may be included

WEBINARS AND Q&A PERIOD



- Chelan County will host a series of Office Hours via Zoom to answer questions that applicants may have
 - **Thursday, April 10th at 11am -12pm:**
<https://us06web.zoom.us/meeting/register/evaWv63dRMqVdcd7At5TwA>
 - **Monday, April 14th 3pm -4pm:**
<https://us06web.zoom.us/meeting/register/h6ncglBzQoaSkld6AITSaw>
 - **Thursday, April 24th 9am -10am:**
<https://us06web.zoom.us/meeting/register/lee45xHHQpGsurZPCVZXPw>
- Applicants can email questions from March 31st – April 25th. Any questions asked after April 25th will not be answered.
- All questions will be posted on the Chelan County BOCC Housing website.
- All questions can be directed to Amber Hallberg (amber.hallberg@co.chelan.wa.us)

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
- After their presentation, the panel will have 10-15 minutes to ask the applicants questions regarding their programs
- **Interview Times –**
 - **May 21st from 8am – 5pm and potentially May 22nd 9am -12pm** (dependent on number of applicants)
 - Applicants will not be able to pick their time to present. If applicants know that they will need a specific time to present that day due to a pre-planned scheduling conflict, they must notify Amber at the time of submission.

AWARD PROCESS

- **Application Process:** March 31st – May 2nd
- **Interview process:** May 21st & potentially 22nd
- **Recommendation:** Task Force makes official allocations on June 11th to go to the Board of County Commissioners for final approval
- **Initial Approval:** Board of County Commissioners approves the recommendations and
- **Contracting:** contracts begin to be drafted and signed by agency leadership
- **Final Approval:** Contracts are finalized and signed by Board of County Commissioners
- ***New grant cycle goes into effect July 1st***



APPLICATION REVIEW CRITERIA

- **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?

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
- Must operate in Chelan and Douglas Counties ONLY

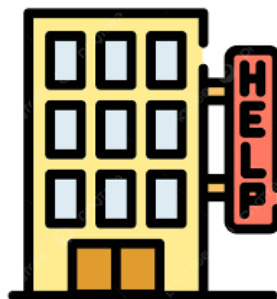
ALLOWABLE INTERVENTIONS / PROGRAM TYPES

- **Homeless Status:** 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
- Definitions of Homeless, At-risk, McKinney Vento



ALLOWABLE INTERVENTIONS – TEMPORARY HOUSING SOLUTIONS

- **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.



ALLOWABLE INTERVENTIONS- PERMANENT HOUSING SOLUTIONS

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.*



ALLOWABLE INTERVENTIONS- PERMANENT HOUSING SOLUTIONS (CONT.)

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.

- **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.*

ALLOWABLE INTERVENTIONS- SUPPORTIVE SERVICES ONLY

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.

BUDGET CATEGORIES

- **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.
- **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.

BUDGET CATEGORIES (CONT.)

- **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.

BUDGET CATEGORIES (CONT.)

- **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. This does not mean that agencies will get the full 15%.
 - 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.

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/4d1ilui45uqljmhlseufez4flxqv1q6b>



LOW BARRIER REQUIREMENTS

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

LOW BARRIER REQUIREMENTS (CONT.)

- **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

LOW BARRIER REQUIREMENTS (CONT.)

- **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.)

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.
- **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

SUBMITTAL GUIDELINES

- **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

- Additional Requirements
- Timeline
- Checklist



REMINDERS



- Application Due
- Q & As posted online
- ZOOMS

Questions?

