

By and For Organizations

SDG Homelessness Prevention Services Funding
Information Session

April 26th, 2023





Snohomish County

Introductions

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Agenda

- By and For
 - Definition from Commerce
- Homelessness Prevention
 - Definition
 - Services that qualify
 - Program expenses that qualify
 - Eligibility requirements for those you serve
- Reporting Requirements
 - HMIS & Invoicing
- Funding Example
- Application Timeline
- Questions?

By and For Organizations

As defined by the WA State Department of Commerce:

“By and For Organizations are operated by and for the community they serve. Their primary mission and history is serving a specific community and they are culturally based, directed, and substantially controlled by individuals from the population they serve. At the core of their programs, the organizations embody the community’s central cultural values. These communities may include ethnic and racial minorities; immigrants and refugees; individuals who identify as LGBTQ+, individuals with disabilities or who are deaf; and Native Americans.”

Homelessness Prevention

Homelessness Prevention helps households who are at risk of homelessness to maintain or obtain stable housing and avoid homelessness.

Eligible services include housing-focused case management, temporary rent payments, and other housing costs (such as arrears and utilities).



Homelessness Prevention: Services That Qualify

- Monthly rent and any combination of first and last months' rent.
- Rental arrears and associated late fees.
 - Rental arrears is any missed rent payment currently owed (full or partial), including the current month or past months.
- Lot rent for RV or manufactured home
- Costs of parking spaces when connected to a unit
- Landlord incentives, including reimbursement for damages paid to a landlord
- Security deposits for households moving into new units
- Utilities that are included in rent
- Other fees that are included in rent, including landlord administrative fees



Homelessness Prevention:

Services That
Qualify
*Continued

- Utility payments
- Utility arrears
- Utility deposits for a household moving into a new unit
- Application fees, background, credit check fees, and costs of urinalyses for drug testing of household members if necessary/required for rental housing

Services that DO NOT qualify

- Ongoing rent/utilities for subsidized housing
- Cable deposits or services
- Mortgage assistance and utility assistance for homeowners


Expenses that are directly attributable to the proposed Homelessness Prevention services

- Intake and Assessment
- Housing Stability Services
- Housing Search and Placement Services
- Outreach services for this program
- Mediation and outreach to property owners (landlord incentives)
- Data collection and entry
- General liability insurance and automobile insurance related to the program
- Salaries and benefits for staff costs directly attributable to the program
- Office space, utilities, supplies, phone, internet
- Equipment for program staff, up to \$5,000 per grant period unless approved in advance by Snohomish County



Homelessness Prevention:

Program Expenses That Qualify



Homelessness Prevention: Eligibility Requirements

Housing Status: must be at risk of homelessness

Households are at risk of homelessness if they meet one of the following conditions:

- Have a missed rent payment and currently owe all or part of a rent payment (current month or past months); OR
- Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR
- Is living in the home of another because of economic hardship; OR
- Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR
- Lives in a hotel/motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR
- Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR
- Is exiting a publicly funded institution or system of care.

Homelessness Prevention:

Eligibility Requirements *Continued

Combined Household Income: must not exceed 80% of Area Median Income

- Income is money that is paid to, or on behalf of, any household member.
- Income includes the current gross income (annualized) of all adult (18 years and older) household members and unearned income attributable to a minor.
- Income eligibility determinations are based on the household's income at program entry.

Area Median Income (AMI) can be located for each county at: www.huduser.gov (Data Sets, Income Limits).

# in HH	1	2	3	4	5	6	7	8
80% AMI	\$66,750	\$76,250	\$85,800	\$95,300	\$102,950	\$110,550	\$118,200	\$125,800

- Invoices must be submitted monthly
- Invoices 1st/12th month must include all backup documentation (may request intermediate)
- Expenses/amounts requested must be consistent with the approved Project Budget (Contract -Exhibit C)
- If questionable expenses; additional info/documentation may be requested

Backup Documentation:

- General Ledger
 - A record/summary of the financial transactions
- and
- Source Documentation
 - An invoice or receipt or timesheet
 - Should match the General Ledger



Homelessness Prevention:

Reporting Requirements

Homeless Management Information System (HMIS)

What is HMIS?

Database and agency info, required of State and Federal funding

HMIS Users

Collect, analyze, and report data about the population you are serving

HMIS Admin

The County HMIS team

ClientTrack is our County's HMIS Vendor

Web based

Only accessible on Secured & Approved Work Stations



Homelessness Prevention:

Reporting Requirements *Continued

Homeless Management Information System (HMIS)

All client data to be entered into HMIS

- Projects are required to provide quality data to the best of their ability.
 - Completeness
 - Timeliness
 - Accuracy
 - Consistency
- Personally identifying information (PII) must not be entered into HMIS unless all adult household members have provided informed consent.
- Informed consent must be documented with a signed copy of the Client Release of Information and Informed Consent Form in the client file.



Homelessness Prevention:

Reporting Requirements *Continued



Homelessness Prevention:

Funding Example

\$285,500 Award (12 months)

- Salaries/Wages/Benefits: \$37,426
 - *.5 FTE Prevention Navigator*
 - *.10 FTE Program Mngr/Dir*
- Supplies, postage, telephone, etc.: \$4,100
- Client assistance: \$201,149
 - (\$16,762/Month)
- Admin (up to 15%): \$42,825

Application Timeline

- **Tuesday, May 9th** the Request for Proposals (RFP) for this funding will be released!!!
- **Thursday, May 11th**, from 3:00 - 4:30pm on Zoom
 - **Application Workshop #1 – General:** Review County contracting requirements, reporting requirements, and other general information, and answer questions.
- **Tuesday, May 16th**, from 3:00 - 4:30pm on Zoom
 - **Application Workshop #2 – Narrative:** Review the narrative portion of the application and answer questions.
- **Tuesday, May 23rd**, from 3:00 - 4:30pm on Zoom
 - **Application Workshop #3 – Budget:** Review the budget portion of the application and answer questions.
- **Friday, June 2nd, 12:00pm** technical assistance deadline
- **Tuesday, June 6th, 4:00pm** application deadline



Snohomish County

Questions?

Contact **Natasha Doyea** if you have additional questions at:

natasha.doyea@snoco.org

Website:

<https://snohomishcountywa.gov/6293/By-and-For-Organizations>

We highly encourage you to join the **Community and Homeless Services Information (CHSI)** listserv if you haven't already, in order to find out about other resources and funding opportunities. Simply send an email to OCHS.Mailbox@co.Snohomish.wa.us asking to be added to the list.