

By and For Organizations

SDG Homelessness Prevention Services Funding
Application Workshop 3 –
Budget Portion of the Application

May 23rd, 2023



Introductions

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Agenda

- Go over the Budget Workbook
- Answer Questions on the Narrative
- Overview of Application
 - Important things to know
- Application Timeline
- Questions & Contact Info

- Budget should be for the period of August 1st, 2023 through June 30th, 2024 (11 months).
- Use whole dollars only, no cents.
- Tab 1
 - Column B – costs paid with these SDG grant funds.
 - Column C – costs paid with additional resources that will be applied to this project.
 - Column D – sum of columns C-D, should auto populate.
- Tab 2
 - Narrative for SDG grant funds only.
 - Explain/justify all estimated costs on Tab 1 & Tab 3.
 - Columns A & B should auto populate.
 - Describe how the projected costs apply to the project and how the costs were calculated. Use examples.
- Tab 3
 - Identify each staff position to be supported by the SDG grant Funds.
 - The “Annual Charge to Grant” should auto populate.
 - If Administration Charges are separate from Program Charges, show them separately on this form.

Appendix B

Budget Workbook Instructions



Homelessness Prevention: Funding Example

Estimated Funds Available: \$1,142,000

Divided evenly between 4 orgs: \$285,500
(over 11 months)

- Salaries/Wages/Benefits: \$37,422
 - *.5 FTE Prevention Navigator (\$2,402/month)*
 - *.10 FTE Program Mngr/Dir (\$1,000/month)*
- Supplies, postage, telephone, etc.: \$4,100
- Client assistance: \$201,153
 - (\$18,287/Month)
- Admin (up to 15%): \$42,825



Application:

Threshold Criteria

In order for an Application to be considered for funding, it must meet the following threshold criteria:

1. Application is submitted on time.
2. Application is complete (all Required Materials are included)
3. Proposed Project is eligible for this RFP, and the organization shows the capacity to operate the project and expend funds in a timely manner
4. The organization applying for this funding is considered to be a “By and For Organization” as per the Commerce definition.

If an application does not meet any of the 4 above criteria, the application will not be reviewed for funding.



Application:

Application Deadline

In order for an Application to be considered for funding, it must be turned in no later than **4:00pm on Tuesday, June 6th, 2023**

- Applications can be submitted via email to the OCHS.applications@co.snohomish.wa.us
- If unable to submit applications electronically, they can be mailed
- If unable to submit applications electronically, they can be delivered in-person



Application:

Application Completeness

All Required Sections must be completed (Cover Sheet signed, all Narrative questions answered, and all tabs in the Budget filled out)

	Required Materials (submitted in this order):	
1.	Application Cover Sheet – Section I	Required
2.	Narrative: Organizational Background – Section II	Required
3.	Narrative: Homelessness Prevention Activities – Section III	Required
4.	Narrative: Organizational Capacity & Experience – Section IV	Required
5.	Narrative: Budget Narrative – Section V	Required
6.	Budget Workbook for PY2023 (11 months) – Exhibit A	Required



Application:

Application Completeness

*Continued

Additional Technical Materials are required in addition to the Completed Application Sections, including:

Additional Technical Materials Required:	
Memorandum of Understanding (MOU) or Letter of Intent to Partner. Please note that MOUs are not required unless there is formal subcontracting. Similarly, letters of support for collaborations are not necessary.	Optional; only needed if the Applicant intends to subcontract a portion on the grant
For Nonprofit organizations: Agency Certification of nonprofit Status: IRS 501(c)(3) letter	Required
An electronic copy of your agency's most recent Audited Financial Statements (*if there has been no Audit, then financial statements, IRS Form 990, or financial review engagement documents will work)	Required, unless submitted to the County within the last year
Current organizational chart that includes project staff and management	Required



Application: Instructions

- Submit one copy of the completed application, including Exhibit A. The original application must be signed.
- All budgets and forms are in prescribed format (Excel and Word). Applications are limited to this format; do not include legal size narratives or forms.
- A minimum 11-point point font is required for use in response to all narrative questions. A minimum 10-point font is required for use in the Budget Workbook (Exhibit A).
- Answer each question fully, accurate information and complete forms are required. **The information provided in the application should be written as though the reviewers have no prior knowledge of the agency or programs. The more clearly the project and the services proposed are described, the better the application will be understood.** Applicants are strongly encouraged to thoroughly read the RFP and questions, being careful to respond to these accordingly and completely.
- Include only the specific Technical Materials required. Do not attach other materials such as cover letters, annual reports, newsletters, brochures, and general letters of support. If included, these will be discarded.
- All application pages, budgets, and forms should include the project agency name in the footer.



Application:

Review & Decision Making

- **Staff Review and Assessment**
 - Snohomish County Office of Community and Homeless Services (OCHS) staff will review applications for threshold criteria and completeness.
 - Staff will also review and assess specific sections of the application.
- **Project Review Committee (PRC)**
 - PRC will review and assess applications and incorporate the staff assessments into the final ranking.
 - PRC will make recommendations to the Director of the Human Services Department
- **Human Services Department Director**
 - Final approval of funding decisions is made by the Department Director

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).

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.”

Application Timeline

- **Wednesday, April 26th** , from 3:00 – 4:30pm on Zoom
 - **Information Session:** services that qualify, program expenses that qualify, and client eligibility requirements
- **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
- **June, 2023** application review process
- **Late-June to Early-July** applicants will be notified of conditional funding awards
- **August 1st, 2023** contracts begin



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.