

**Seattle/King County Continuum of Care  
Advisory Committee Application Process**

**\*\*Updated 1/30/2023\*\***

**INTRODUCTION**

The Advisory Committee functions as the [Continuum of Care Board](#) for the Seattle/King County Continuum of Care (CoC) under the requirements for federal homelessness funding by the U.S. Department of Housing and Urban Development (HUD). The CoC is supported by the [King County Regional Homelessness Authority](#) (KCRHA), which was established in 2019 by King County and the City of Seattle through an [Interlocal Agreement](#) to oversee policy, funding, and services for people experiencing homelessness countywide, and act as lead entity for the HUD Continuum of Care funding application.

The Advisory Committee is currently soliciting new members to serve on the committee and support our regional homelessness programming and funding application.

**ROLE AND COMMITMENT**

The Advisory Committee (AC) is governed by the [Seattle/King County Advisory Committee Charter \(approved 12/02/2020\)](#) and the region's Theory of Change.

***Theory of Change: If we create a homelessness response system that centers customer voice,  
then we will be able to focus on responding to needs and eliminating inequities,  
in order to end homelessness for all.***

The CoC is a broad coalition of stakeholders dedicated to ending homelessness in the region. This includes people with experience of homelessness, service providers representing various populations and interventions, representatives of culturally-specific constituencies, funders, the faith community, researchers and universities, health care providers and others.

The Advisory Committee performs two main functions:

1. It functions as the CoC Board for actions required under the [HUD regulations at 24 CFR §578](#), including approval of committee recommendations that do not have appropriation/political components.
2. It appraises the KCRHA Implementation Board on policy and technical issues on which it has made decisions, and forwards for approval any committee recommendations that it identifies as sensitive or political in nature, or for which it does not have decision-making authority.

Meeting frequency and rhythm is expected for committee members to be one regular meeting plus one sub-committee per month and all special meetings requiring the AC to vote. This also includes emails, phone calls, and other administrative tasks. Applicants are asked to commit for at least two years.

NOTE: Compensation for all persons eligible with lived experience will be made at \$32.50/hr paid by the Lived Experience Coalition. This can include the following; attending meetings and, per the legislation, be reimbursed for any additional reasonable expenses incurred in performing their duties including but not limited to transportation, retreat and special meetings, technology support and time spent responding with phone calls, emails etc.

To receive compensation, you will be asked to complete necessary tax information forms that will require your full legal name and a social security number. **We do not want documentation to be a barrier to participation, so please let us know if you will need an alternative arrangement.**

(“Lived Experience” means current or past experience of housing instability or homelessness, including individuals who have accessed or sought homeless services while fleeing domestic violence and other unsafe situations.)

**SELECTION PROCESS**

Applications will be reviewed by a selection committee of the AC to ensure a diverse group of people who broadly represent the Continuum of Care. The selection committee will identify a number of candidates who will proceed on to a 30-minute phone screen interview. The AC will affirm the recommended candidates, and present them for vote by the upcoming annual meeting of the Continuum of Care membership Spring 2023, date to be determined. The following estimated timeline will guide next steps:

**\*\*ESTIMATED TIMELINE\*\***

<b>Applications Due</b>	<b>11:59pm, Thursday April 6th, 2023</b>
AC Selection Committee Reviews Applications and Phone Screen Interviews Conducted for Top Candidates	By April 15th, 2023
Advisory Committee Affirms Applicants	By May 5th, 2023
1 <sup>st</sup> Convening of Continuum of Care Body	TBD Spring 2023

**COMPLETING AND SUBMITTING YOUR APPLICATION:**

We are accepting applications for the Advisory Committee. You can apply by using [the online application linked here](#) or by [downloading the PDF application](#), filling it out, and either emailing it to CoCboard@kcrha.org, or by dropping it off in person at the King County Regional Homelessness Authority: 400 Yesler Way, Suite 600 Seattle WA, 98103, Monday through Thursday 10 AM – 4 PM. The building will be locked when you arrive. Please call (206)-794-0569 when you arrive and someone will meet you at the front door to pick up your application.

If you are unable to complete a paper application and would like to request an application interview, please contact CoCboard@kcrha.org or call (206)-794-0569. All other questions can be directed to: CoCboard@kcrha.org or by calling Alexandra Pfiffner at (206)-794-0569.

**\*\*UPDATED\*\* All applications are due by 11:59 p.m. on Thursday April 6th, 2023.**