

2023
Seattle-King County
Phase II Application
Continuum of Care Program Renewal Application

DUE: Monday, August 28, 2023, by 11:59pm PST

Cover Page

A. Project Information

CoC Program Project Title:
HUD Grant Number:
Name of Organization:
Employer or Tax Identification Number:
Unique Entity Identifier:
Project Address:
Primary Contact Person:
Telephone: ()
e-mail address:

2023 HUD CoC Program Phase II Application

Renewal projects (projects previously funded) CoC Program award that **ends** in calendar year 2024 **must submit** the information required in this Phase II Application to be included in the HUD FY 2023 Continuum of Care Homeless Assistance Program NOFO process and to be eligible for continued funding for 2023-2024.

*New projects funded through FY2022 NOFO Bonuses are **NOT** required to complete the **CoC Project Efficiency/Effectiveness/Recipient Performance Information**.*

Checklist for Submission

This checklist is provided to help ensure your submission is complete. Please refer to the specific instructions for each section for information on how to prepare and submit your responses to each section.

- **CoC Project Efficiency/Effectiveness/Recipient Performance Information**
 - Grant Spending
 - HUD Monitoring / Audit Confirmation (Attachment required, as applicable)
 - Recipient / Sub-recipient Grant Information (Timely APR, LOCCS Draws)
- **HUD /CoC Priority Measure Information**
 - HUD / System / Program Component Priority
 - Project Match
 - Housing First
 - Housing First Operational Procedures (Need One Per Agency)
 - HUD Housing First Assessment (One Per Project)
- **Project Narratives**
 - Program Termination / Low Barrier Housing
 - Participant Participation / Feedback
 - Equity Narrative / Question
- **Informational Only**
 - Project Subpopulations
 - Support Services
 - Mainstream Resources and SOAR Training

I. CoC Project Efficiency / Effectiveness / Recipient Performance

1. Grant Spending:

- a. **Did this project expend 100% of awarded HUD funds for the grant most recently ended?**
 Yes
 No

- b. **Three Year Spending History:** Complete the chart below with information about the three most recently completed grant terms for this project. For projects whose most recent grant term ended in March or April 2023, you may not have a completed APR with reported final expenditures. In that case, choose the grant with the 2022 end date as your most recently completed term. If the grant has only been renewed twice, you will only require two lines. If the grant has only been renewed once, enter that recapture amount. If the grant has not yet been renewed, enter -0-.

NOTE: All amounts listed below will be verified with HUD.

HUD Grant Number	Total Grant Award	Total Drawn Down in LOCCS as reported in the APR	Unused/Unspent Amount
<i>WA0000LOT001508</i>	<i>\$200,000</i>	<i>\$190,000</i>	<i>\$10,000</i>
Total Unspent Amount:			

- c. **Average Under-spend:** Calculate the average unspent \$ amount from the three most recently completed renewal grant years. If the grant only renewed twice, average the unspent amounts for those two years. If the grant only renewed once, enter the unused amount from the single renewal. If the grant has not yet been renewed, enter -0-.

Divide the Total Unspent Amount by the number of years for the Average Unspent Amount:

\$ _____

- d. Please explain any contributing factors for not expending 100% of the funds:

2. **HUD Monitoring / Agency Audit:**

- a. Has this program been monitored by HUD since 1/1/19?
 Yes
 No

Date of last monitoring: _____

- b. Are there any unresolved HUD monitoring findings or concerns related to this HUD CoC Program project or other HUD funded projects within your Agency? HUD programs include, but are not limited to ESG, CDBG, Home, HOPWA.
 Yes
 No

c. Are there any unresolved Audit findings related to this project or any other HUD funded project in your Agency that required HUD review?

Yes

No

d. Has HUD instituted any sanctions on any project of your agency, including but not limited to, suspending disbursements (eg, freezing LOCCS, requiring repayment of grant funds or de-obligating grant funds due to performance)?

Yes

No

If YES to any of the above, a narrative is required:

Please include a brief narrative describing the issue and status of the concerns/findings and include the following documentation:

All correspondence by and between HUD to current for HUD monitoring.

A copy of the Audit finding and related correspondence and action to resolve the finding.

3. **Quarterly LOCCS Drawdowns (Response required for Direct HUD Grants Only):**

a. Has this project maintained at least quarterly draws for the most recent grant term related to this renewal grant request? Response will be verified with HUD.

Yes

No

If NO, please provide a narrative explanation:

4. **On-time APR (for most recent grant ending on or before 2/28/23):**

- a. Was the program's HUD Annual Progress Report (APR) successfully submitted on time for the most recently expired grant?
- Yes
 - No

Instructions: The APR is due 90 days after the grant term expires:

- Select “**Yes**” to indicate that an APR was submitted on time for the grant term that most recently expired (for most, this will be your FY2020 renewal e.g., grants ending on or before 12/31/22). For some of you it will be your FY2021 grant and those with a calendar year term ending 2/28/23.
 - Select “**No**” to indicate that an APR was submitted late or has not been submitted for the grant term most recently expired. If no, please explain why the APR was not submitted to HUD in a timely fashion, and the steps you are taking to ensure timely submission in the future.
 - Select **N/A** if this is a first-time renewal for which the original grant term has not yet.
- Yes
 - No
 - N/A

II. HUD / CoC Priority System Information

1. **HUD /System / CoC Priority:**

- a. System Priority: Please check the box that describes your program type:
- This is a *Permanent Supportive Housing Project*.
 - This is a *Rapid Rehousing* project serving Families, Individuals, Young Adults, or Persons Fleeing Domestic Violence
 - This is a *Transitional Housing* Project
 - This is a *Joint Component Transitional Housing / Rapid Rehousing or Youth Housing Demonstration Program (YDHP) Bridge Housing* project serving Families, Individuals, Young Adults, or Persons Fleeing Domestic Violence
 - This is a *YDHP Services Only* project.
- b. Population Priority: Please check the box that describes your program's population priority:
- Project is 100% chronically homeless dedicated.
 - Project prioritizes chronically homeless persons and by policy and practice, 100% of units are prioritized at turnover for chronically homeless.
 - 100% of units/services dedicated to Youth and/or Young Adults (ages 18-24)
 - 100% of units operate as “recovery housing” and provide on-site recovery-based services.
 - 100% of units are filled by households that are fleeing domestic violence.

2. Match

- a. What dollar amount of match is the project providing for the upcoming award year (2023- 2024):

Source 1: _____ \$: _____ % Match: _____

Source 2: _____ \$: _____ % Match: _____

Source 3: _____ \$: _____ % Match: _____

3. Housing First Priority Checklist and Narratives:

Housing First is a model of housing assistance that prioritizes rapid placement/stabilization in permanent housing and does not have service participation requirements or preconditions (such as sobriety or a minimum income threshold).

It is an approach to connect individuals and families experiencing homelessness quickly and successfully to permanent housing without barriers to entry, such as sobriety, treatment or service participation requirements; or other preconditions that might lead to the program participant from the project.

Adherence to Housing First Principles is a system measure and is a scoring element for the Seattle-King County Consolidated Application.

- Include with this application your agency's Housing First Operational Procedures or equivalent documentation.
- Include with this application a self-assessment using the [HUD Housing First Assessment Tool](#).

- a. **At Program Entry:** This project ensures participants are **NOT** screened out based on (please select all that apply):
- Having too little or no income
 - Active substance use
 - History of substance abuse
 - Having a criminal record with exceptions for state/SHA-mandated restrictions
 - Fleeing domestic violence (e.g., lack of a protective order, period of separation from abuser, or law enforcement involvement).
 - Sexual Orientation or Gender Identity
- b. **At Program Exit:** This project ensures participants are **NOT** terminated from the program for the following reasons (please select all that apply):
- Failure to participate in supportive services
 - Failure to make progress on a service plan Loss of income or failure to improve income
 - Being a victim of domestic violence
 - Any other activity not covered in the lease agreement typical of area.

For any element **NOT** checked in question #1 and #2 above, programs must submit a short response narrative that explains why.

c. Housing First Program Narrative:

Please describe your program's Housing First philosophy and how you apply this philosophy in your day-to-day operations.

d. Housing First Program Termination / Low Barrier Housing Narrative:

Please describe the rules or behavioral expectations participants must follow in your program and whether these are provided in writing. Further, describe the behavior/issues that would cause you to ask someone to leave your program.

Briefly describe the process used to terminate someone, including the support provided to keep someone from being terminated and returning to homelessness.

Include the number of households terminated from your program between 4/1/22 and 3/31/23. For each termination, please include race and/or ethnicity and the cause for termination.

II. Program Narratives

1. Participant Participation/Feedback

The Seattle-King County CoC and King County Regional Homelessness Authority (KCRHA) affirm the value that all services should reflect the expressed needs of persons who are experiencing homelessness. KCRHA believes that when participants are provided opportunities to contribute experiences and expertise especially related to the design and implementation of the assistance and services that they need, projects and the continuum are strengthened.

Please respond to the question below:

Does the agency solicit and respond to feedback from participants?

- Yes
- No

If yes, please describe the process you use for residents/clients to provide input and feedback. Describe how and when the information is collected and provide a specific example of how client feedback has been used in your program, with a particular emphasis on enhancing individual wellbeing, within the past two years.

2. Equity in Housing Narrative:

KCRHA leads with a Theory of Change that states: *If* we create a homelessness response system that centers the voices of people who have lived experience of homelessness, *then* we will be able to focus on responding to needs and eliminating inequities, *in order to* end homelessness for all.

Additionally, our **core values** state: We center lived experience; we call out racial, social, and structural inequities and injustices; we believe people have a right to dignity, healing, and housing; and we operate with a pragmatic, collaborative and solutions-oriented approach. Homelessness disproportionately harms Black, Indigenous, and People of Color, and the reason for that is rooted in systemic racism.

Nearly two thirds of people experiencing homelessness are people and families of color. Institutional and systemic racism contributes to the oppression of people of color, creating inequity, poverty and in some cases, homelessness. Success in reducing racial disparities and creating effective systems both for a dignified emergency response and housing, will require bold action and shared accountability.

This commitment will include the proactive reinforcement of policies, practices, attitudes and actions to produce equitable power, access, opportunities, treatment, impacts and outcomes for all in keeping with the above, the Seattle King County CoC affirmed a priority for programs that advance the collective goal of addressing racial disproportionality and achieving equitable outcomes across the spectrum of homeless persons, including Indigenous, Black and other people of color. It is important to understand the disparities that show up in the homeless system and the role that housing, and service providers play in ensuring equitable outcomes for the persons and the households they serve.

Please respond to the questions below:

- a. Programs should consider and address racial equity when evaluating their housing outcomes. Using exit data from the Seattle-KC Program Outcomes Report** for the period April 1, 2022, to March 31, 2023, describe your housing outcomes and what racial disparities exist, if any. Describe how this program works to ensure equitable outcomes for all participants and how you are addressing any identified racial disparities.

The Seattle-KC Program Outcomes Report is found in the HMIS Report Library under Agency Specific [[KCWA-101] Seattle-KC Program Outcomes Report [2019]

i. Describe how this program incorporates activities to advance racial equity and social justice.

ii. Provide detailed information (total number of seats, member demographics) on the makeup of your board of directors, including the number of dedicated seats for those with lived and living experience.

- b. Describe how you do outreach and support people from marginalized communities, particularly LGBTQ+ people.

IV. INFORMATIONAL ONLY, NOT SCORED:

1. **Subpopulations:** Check the appropriate box(s) if this project will have a specific subpopulation focus. (Select all that apply)

- N/A - Project Serves All Subpopulations
- Domestic Violence
- Veterans
- Substance Abuse
- Youth (under 25)
- Mental Illness
- Families with Children
- HIV/AIDS
- Chronic Homeless
- Other: _____

2. For all supportive services available to program participants, indicate who will provide them and how often they will be provided.

Supportive Services	Provider	Frequency
Assessment of Service Needs		
Assistance with Moving Costs		
Case Management		
Child Care		
Education Services		
Employment Assistance and Job Training		
Food		
Housing Search and Counseling Services		
Legal Services		
Life Skills Training		
Mental Health Services		
Outpatient Health Services		
Outreach Services		
Substance Abuse Treatment Services		
Transportation		
Utility Deposits		

3. Mainstream Benefits and Other Assistance:

A HUD priority is to ensure CoCs demonstrate CoC Program funded projects work to supplement CoC Program funds with resources from other public and private sources, including mainstream programs that assist homeless program participants in applying for and receiving mainstream benefits. CoCs must demonstrate: **1)** that program staff are kept systematically up-to-date regarding mainstream resources available for homeless program participants (e.g., Food Stamps, SSI, TANF, substance abuse programs), **2)** there is collaboration with healthcare organizations to assist homeless program participants with enrolling in health insurance, and **3)** projects provide assistance through the effective utilization of Medicaid and other benefits.

a. Please check all that are true:

- Case Managers systematically assist clients in completing applications for mainstream benefit programs.
- We supply transportation assistance to clients to attend mainstream benefit appointments, employment training, or jobs
- We use the DSHS single application form that helps program participants sign up for four or more mainstream programs.
- We have staff who systematically follow-up with program participants (at least annually) to ensure that they have applied for and are receiving their mainstream benefits and that benefits are renewed.
- We participate in enrollment and outreach activities to ensure eligible households know of and are enrolled in health insurance (eg., Medicaid, Medicare, Affordable Care Act options).

b. Please check all that are true. Add information as requested.

- We have specialized staff, or contract with another organization, for the primary responsibility of identifying, enrolling, and following up with clients regarding participation in SSI/SSDI.

NOTE: If the above box is checked, identify staff by job title, and organization.

- 1.
- 2.
- 3.

- We have staff, or contract with another organization who has staff, who participated in an in-person or online SOAR training in the last 24 months.

c. Describe how this program coordinates with healthcare organizations.