Before Starting the CoC Application

You must submit all three of the following parts in order for us to consider your Consolidated Application complete:

1. the CoC Application,
2. the CoC Priority Listing, and
3. all the CoC's project applications that were either approved and ranked, or rejected.

As the Collaborative Applicant, you are responsible for reviewing the following:

1. The FY 2024 CoC Program Competition Notice of Funding Opportunity (NOFO) for specific application and program requirements.
2. The FY 2024 CoC Application Detailed Instructions which provide additional information and guidance for completing the application.
3. All information provided to ensure it is correct and current.
4. Responses provided by project applicants in their Project Applications.
5. The application to ensure all documentation, including attachment are provided.

Your CoC Must Approve the Consolidated Application before You Submit It

- 24 CFR 578.9 requires you to compile and submit the CoC Consolidated Application for the FY 2024 CoC Program Competition on behalf of your CoC.
- 24 CFR 578.9(b) requires you to obtain approval from your CoC before you submit the Consolidated Application into e-snaps.

Answering Multi-Part Narrative Questions

Many questions require you to address multiple elements in a single text box. Number your responses to correspond with multi-element questions using the same numbers in the question. This will help you organize your responses to ensure they are complete and help us to review and score your responses.

Attachments

Questions requiring attachments to receive points state, "You Must Upload an Attachment to the 4B. Attachments Screen." Only upload documents responsive to the questions posed–including other material slows down the review process, which ultimately slows down the funding process. Include a cover page with the attachment name.

- Attachments must match the questions they are associated with–if we do not award points for evidence you upload and associate with the wrong question, this is not a valid reason for you to appeal HUD's funding determination.
- We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).

1A. Continuum of Care (CoC) Identification

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1A-1. CoC Name and Number: WA-500 - Seattle/King County CoC

1A-2. Collaborative Applicant Name: King County Regional Homelessness Authority

1A-3. CoC Designation: CA

1A-4. HMIS Lead: King County Regional Homelessness Authority

1B. Coordination and Engagement–Inclusive Structure and Participation

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
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- PHA Crosswalk; and
- Frequently Asked Questions

1B-1.	**Inclusive Structure and Participation–Participation in Coordinated Entry.**	
	NOFO Sections V.B.1.a.(1), V.B.1.e., V.B.1f., and V.B.1.p.	

	In the chart below for the period from May 1, 2023 to April 30, 2024:
1.	**select yes or no in the chart below if the entity listed participates in CoC meetings, voted–including selecting CoC Board members, and participated in your CoC's coordinated entry system; or**
2.	**select Nonexistent if the organization does not exist in your CoC's geographic area:**

	Organization/Person	Participated in CoC Meetings	Voted, Including Electing CoC Board Members	Participated in CoC's Coordinated Entry System
1.	Affordable Housing Developer(s)	Yes	Yes	Yes
2.	CDBG/HOME/ESG Entitlement Jurisdiction	Yes	Yes	Yes
3.	Disability Advocates	Yes	Yes	Yes
4.	Disability Service Organizations	Yes	Yes	Yes
5.	EMS/Crisis Response Team(s)	Yes	Yes	Yes
6.	Homeless or Formerly Homeless Persons	Yes	Yes	Yes
7.	Hospital(s)	Yes	Yes	Yes
8.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Yes	Yes	Yes
9.	Law Enforcement	Yes	Yes	Yes
10.	Lesbian, Gay, Bisexual, Transgender (LGBTQ+) Advocates	Yes	Yes	Yes
11.	LGBTQ+ Service Organizations	Yes	Yes	Yes
12.	Local Government Staff/Officials	Yes	Yes	Yes
13.	Local Jail(s)	No	No	Yes
14.	Mental Health Service Organizations	Yes	Yes	Yes
15.	Mental Illness Advocates	Yes	Yes	Yes
16.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes	Yes	Yes

17.	Organizations led by and serving LGBTQ+ persons	Yes	Yes	Yes
18.	Organizations led by and serving people with disabilities	Yes	Yes	Yes
19.	Other homeless subpopulation advocates	Yes	Yes	Yes
20.	Public Housing Authorities	Yes	No	Yes
21.	School Administrators/Homeless Liaisons	Yes	Yes	Yes
22.	Street Outreach Team(s)	Yes	Yes	Yes
23.	Substance Abuse Advocates	Yes	Yes	Yes
24.	Substance Abuse Service Organizations	Yes	Yes	Yes
25.	Agencies Serving Survivors of Human Trafficking	Yes	Yes	Yes
26.	Victim Service Providers	Yes	Yes	Yes
27.	Domestic Violence Advocates	Yes	Yes	Yes
28.	Other Victim Service Organizations	Yes	Yes	Yes
29.	State Domestic Violence Coalition	No	No	Yes
30.	State Sexual Assault Coalition	No	No	Yes
31.	Youth Advocates	Yes	No	Yes
32.	Youth Homeless Organizations	Yes	Yes	Yes
33.	Youth Service Providers	Yes	Yes	Yes
	Other: (limit 50 characters)			
34.	VA; Philanthropy; Faith Communities	Yes	Yes	Yes
35.	Native-led; Immigrant and Refugee Advocates/Service Orgs	Yes	Yes	Yes

1B-1a.	Experience Promoting Racial Equity.	
	NOFO Section III.B.3.c.	

Describe in the field below your CoC's experience in effectively addressing the needs of underserved communities, particularly Black and Brown communities, who are substantially overrepresented in the homeless population.

(limit 2,500 characters)

Homelessness disproportionately harms POC, & the CoC & KCRHA, the CoC lead, explicitly take an equity based decision making framework for all program procurement & support. Our CoC collaborates w/ many underserved communities, particularly Black & Brown communities to fund, design or operate programs that equitably benefit them. Examples include funding: Chief Seattle Club, a native lead housing & service organization operating w/ AI/AN values; Urban League Seattle, the 2nd oldest civil rights agency in Washington providing servere weather shelter in North King County; African Community Housing Development empowering African Diaspora in Seattle by building culturally rooted health & housing stability; Consejo treats the behavioral health needs of the Latine community; Open Doors for Multicultural Families engages w/ culturally & linguistically diverse individuals w/ developmental disabilities to navigate services; Solid Ground, an anti-poverty organization, addresses institutional racism & primarily serves POC; United Indians Homelessness Prevention serves individuals & families who are at imminent risk of eviction through a strengths-based program of case management & financial assistance; YWCA, dedicated to eliminating racism, empowering women, & ensuring all people in Seattle have the opportunity to thrive; Neighborhood House increases access to housing & economic opportunity w/ an emphasis on serving POC; & others. All homeless service procurement is done through the lens of racial equity. BIPOC individuals make up 7% of the total population (ACS data) & 25% of the total homeless pop, 41% of the sheltered homeless pop and 27% of the unsheltered homeless pop (PIT). This data shows that homelessness disportionately affects POC, but also that CoC Homeless Response is weighted toward sheltering BIPOC. It is a goal of the CoC to continue to foster collaboration with BIPOC communities to promote racial equity in solving homelessness for all. Moving forward the CoC is engaging in racial equity work beyond data that is collected in ACS & PIT & working to have a better understanding of the broader context. Strategies we are implementing include analyzing non-HMIS data sources to integrate lived experience into our understanding of inequity as households move through the homeless response system & gathering equity focused qualitative feedback from people experiencing homelessness about their experiences navigating the homeless response system.

1B-2.	**Open Invitation for New Members.**	
	NOFO Section V.B.1.a.(2)	

	Describe in the field below how your CoC:
1.	**communicated a transparent invitation process annually (e.g., communicated to the public on the CoC's website) to solicit new members to join the CoC;**
2.	**ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats; and**
3.	**invited organizations serving culturally specific communities experiencing homelessness in your CoC's geographic area to address equity (e.g., Black, Latino, Indigenous, LGBTQ+, and persons with disabilities).**

(limit 2,500 characters)

1. CoC solicited new members actively. The link to register as a CoC Member is permanently on KCRHA's CoC page of the website & is promoted throughout the year. In 2024, 27 new organizations registered as CoC members. CoC Board & KCRHA Staff conduct regular review to assess need for new representation. Interested partners can contact CoC at any time & CoC targets invites to specialized groups for broader representation in alignment w/ CoC charter. New members solicited through social media, email, CoC website, word of mouth by sitting members, & by CoC staff w/ strong emphasis on lived experience & historically marginalized & disproportionately impacted, esp. BIPOC, LGBTQ+. New members can fill out an online form, while paper forms are made available for those who need them. The form is posted & accessible on an ongoing basis to ensure that inroads to CoC membership are continuously available
2. The CoC is committed to ensuring accessibility & effective communication for persons with disabilities. The CoC Coordinator is also the ADA Coordinator in accordance with Section 504. In notices & posted material, the CoC provides a clear statement respecting request for accommodations & ensuring accessibility for all participants. CoC is responsive to all requests to accommodation & proactively provides accommodations such as video conferencing w/ closed captioning, ASL as requested. Physical locations are selected w/ accessibility in mind. HMIS & CE documents are available in Braille, & HMIS training videos w/ ASL. All CoC materials are made available online in PDF format & all materials are reviewed for clarity & reading comprehension. All CoC meetings are hybrid allowing in-person & online access. In 2024, a CART captioner joined all regular & special CoC board meetings & convenings to added accessibility
3. Equity & inclusion of organizations serving culturally specific communities is a CoC priority. KCRHA Staff prioritize meeting w/ culturally specific communities - BIPOC, LGBTQ+, & disability communities to invite into the CoC. CoC provides opportunities for engagement & inclusion of organizations not formally involved to participate in addressing equity throughout the CoC region. CoC staff regularly attend BIPOC, Gender Based Violence, LGBTQ+ and other coalition meetings to promote the CoC. 9 new culturally specific organizations focused on BIPOC & disabilities joined the CoC in 2024 due to invitation & outreach.

1B-3.	**CoC's Strategy to Solicit/Consider Opinions on Preventing and Ending Homelessness.**	
	NOFO Section V.B.1.a.(3)	

	Describe in the field below how your CoC:
1.	**solicited and considered opinions from a broad array of organizations and individuals that have knowledge of homelessness, or an interest in preventing and ending homelessness;**
2.	**communicated information during public meetings or other forums your CoC uses to solicit public information;**
3.	**ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats; and**
4.	**took into consideration information gathered in public meetings or forums to address improvements or new approaches to preventing and ending homelessness.**

(limit 2,500 characters)

CoC solicited feedback& recommendations from membership who were recruited to represent a broad array of knowledgeable/interested persons/orgs: LE, funders, local jurisdictions, PHAs, Vets, prevention/homeless service providers, CBOs (immigrant/refugee, BIPOC, AI/AN, unsheltered, LGBTQ+, DV, YYA, HCHN, FBO). Convened monthly, agendas held time for public comment, member input, two-way info sharing. CoC gathered input from service providers & community members actively throughout the year via a Request for Information posted online & widely published to inform strategy to address & prevent homelessness. CoC ran program type learning circles (RRH, TH, Diversion). Also targeted outreach to orgs & individuals not represented in regular feedback mechanisms- Gender Based Violence Coalition, vehicle residency, healthcare providers, reentry system. In 2025, KCRHA will convene stakeholders to work on CE system improvements & includes convening around subpopulations& services.
Info/feedback solicited& communicated thru: CoC-specific meetings (Annual Convenings, CoC Board, CE & SysPM); presentations to councils, regional homeless& regional planner meetings; stakeholder meetings; base building spaces for given topic - prevention, rapid rehousing, transtional housing; community engagement sessions led by KCRHA Planning team. All public meetings were hybrid or virtual (all accessible) w/ designated time for community input. CoC also solicited input via online surveys/email
CoC ensured effective communication and access for persons w/ disabilities in the following ways: Reasonable accomondations sent to CoC Coordinator who serves as ADA Coordinator; CoC posted ADA accessible documents, made specific accommodations for screen readers & other adaptive devices. CoC responded to all requests to accommodation w/ a specific point-person & proactively provided accommodations such as video conferencing w/ closed captioning & CART captioning in all public CoC meetings. All CoC materials were made available online in PDF format & all materials reviewed for clarity &reading comprehension. CoC engaged with ADA assessment org for recommendations & resources.
All boards of CoC & KCRHA took public comment during their regular meetings. CoC applied suggestions for improving the rating & ranking from public comment into the FY24 updated rating criteria. All public comments were tracked & responses posted online as a CoC Parking Lot to ensure clear responses and actions were documented

1B-4.	Public Notification for Proposals from Organizations Not Previously Awarded CoC Program Funding.	
	NOFO Section V.B.1.a.(4)	

	Describe in the field below how your CoC notified the public:
1.	that your CoC will consider project applications from organizations that have not previously received CoC Program funding;
2.	about how project applicants must submit their project applications–the process;
3.	about how your CoC would determine which project applications it would submit to HUD for funding; and
4.	ensured effective communication and access for persons with disabilities, including the availability of accessible electronic formats.

(limit 2,500 characters)

1. CoC-specific bonus process opened in Aug '24 & shared publicly on CoC website & all social media sites. CoC applications submitted through local processes include orgs not previously CoC funded. Funding needs for operations/services screened & identified through prior CoC & non-CoC housing RFP processes. Affirmed by CoC NOFO Workgroup, new PSH project targeting high acuity & chronically homeless are prioritized, as well as RRH &TH/RRH, SSO-CE projects that serve broader community w/ emphasis on BIPOC & LGBTQ+. CoC outreaches new organizations via publicly accessible announcements which were posted online & recorded for viewing to call for new applicants for both CoC Bonus & DV Bonus dollars, leading 9 new organizations to apply for CoC Program funding.
2. Apps accepted electronically, all materials posted on the CoC website & accommodations made for those unable to submit online. CoC held 2 publicly accessible office hours to answer process questions on how to complete & submit project applications - TA increasingly available. All apps reviewed for eligibility, capacity, feasibility, pop. priority, sub-regional priority & screened for alignment w/ CoC values & priorities. Meeting w/ agencies year-round for pre-application guidance re: plans, priority populations, service models, project budgets & allocation of HUD CoC/other dollars that best match project need/scope
3. New projects identified for CoC funding rated & affirmed by CoC NOFO Raters (LE, CoC members & CoC Board members) based on project readiness, target population, CoC gaps/needs, HUD priorities, system priorities of equity & fund availability. CoC also took consideration funding organizations not previously funded in order to expand both the organizations receiving funding & the unique populations those new orgs serve. This aligns w/ our equity principles & will expand the geographic coverage of CoC programs. Further emphasis placed on projects leveraging healthcare supports to participants. Held published, virtual community meeting on 10/11 to review all projects, including new projects & organizations. Recorded meeting & covered full selection process.
4. CoC follows federal/local requirements in ADA, communicates ability for accommodation in all materials/workshops. Meeting held as hybrid & include closed captioning, materials reviewed for formatting/reading comprehension & available online in PDF. App format updated to meet accessibility requirements for all project applicants.

1C. Coordination and Engagement

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
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- PHA Crosswalk; and
- Frequently Asked Questions

1C-1.	**Coordination with Federal, State, Local, Private, and Other Organizations.**	
	NOFO Section V.B.1.b.	

	In the chart below:
1.	**select yes or no for entities listed that are included in your CoC's coordination, planning, and operations of projects that serve individuals, families, unaccompanied youth, persons who are fleeing domestic violence who are experiencing homelessness, or those at risk of homelessness; or**
2.	**select Nonexistent if the organization does not exist within your CoC's geographic area.**

	Entities or Organizations Your CoC Coordinates with for Planning or Operations of Projects	Coordinates with the Planning or Operations of Projects?
1.	Funding Collaboratives	Yes
2.	Head Start Program	Yes
3.	Housing and services programs funded through Local Government	Yes
4.	Housing and services programs funded through other Federal Resources (non-CoC)	Yes
5.	Housing and services programs funded through private entities, including Foundations	Yes
6.	Housing and services programs funded through State Government	Yes
7.	Housing and services programs funded through U.S. Department of Health and Human Services (HHS)	Yes
8.	Housing and services programs funded through U.S. Department of Justice (DOJ)	Yes
9.	Housing Opportunities for Persons with AIDS (HOPWA)	Yes
10.	Indian Tribes and Tribally Designated Housing Entities (TDHEs) (Tribal Organizations)	Yes
11.	Organizations led by and serving Black, Brown, Indigenous and other People of Color	Yes
12.	Organizations led by and serving LGBTQ+ persons	Yes
13.	Organizations led by and serving people with disabilities	Yes
14.	Private Foundations	Yes
15.	Public Housing Authorities	Yes
16.	Runaway and Homeless Youth (RHY)	Yes
17.	Temporary Assistance for Needy Families (TANF)	Yes
	Other:(limit 50 characters)	
18.		

1C-2.	CoC Consultation with ESG Program Recipients.	
	NOFO Section V.B.1.b.	

In the chart below select yes or no to indicate whether your CoC:

1.	Consulted with ESG Program recipients in planning and allocating ESG Program funds?	Yes
2.	Provided Point-in-Time (PIT) count and Housing Inventory Count (HIC) data to the Consolidated Plan jurisdictions within its geographic area?	Yes
3.	Ensured local homelessness information is communicated and addressed in the Consolidated Plan updates?	Yes
4.	Coordinated with ESG recipients in evaluating and reporting performance of ESG Program recipients and subrecipients?	Yes

1C-3.	Ensuring Families are not Separated.	
	NOFO Section V.B.1.c.	

Select yes or no in the chart below to indicate how your CoC ensures emergency shelter, transitional housing, and permanent housing (PSH and RRH) do not deny admission or separate family members regardless of each family member's self-reported sexual orientation and gender identity:

1.	Conducted mandatory training for all CoC- and ESG-funded service providers to ensure families are not separated?	Yes
2.	Conducted optional training for all CoC- and ESG-funded service providers to ensure family members are not separated?	Yes
3.	Worked with CoC and ESG recipient(s) to adopt uniform anti-discrimination policies for all subrecipients?	Yes
4.	Worked with ESG recipient(s) to identify both CoC- and ESG-funded facilities within your CoC's geographic area that might be out of compliance and took steps to work directly with those facilities to bring them into compliance?	Yes
5.	Sought assistance from HUD by submitting questions or requesting technical assistance to resolve noncompliance by service providers?	Yes

1C-4.	CoC Collaboration Related to Children and Youth–SEAs, LEAs, School Districts.	
	NOFO Section V.B.1.d.	

Select yes or no in the chart below to indicate the entities your CoC collaborates with:

1.	Youth Education Provider	Yes
2.	State Education Agency (SEA)	Yes
3.	Local Education Agency (LEA)	Yes
4.	School Districts	Yes

1C-4a.	Formal Partnerships with Youth Education Providers, SEAs, LEAs, School Districts.	
	NOFO Section V.B.1.d.	

Describe in the field below the formal partnerships your CoC has with at least one of the entities where you responded yes in question 1C-4.

(limit 2,500 characters)

CoC has extensive agreements and partnerships in place with early care & education agencies, local school districts, & State agencies to ensure collaboration in serving students & families experiencing homelessness (FEH). A CoC board seat is reserved for a representative from youth serving systems, such as a Local Education Agency (LEA).

For connections to childcare & preschool, an agreement is in place with the childcare resource & referral agency for King County (BrightSpark) providing local levy funding to pay the copays for FEH receiving State- & Federally-funded childcare subsidies & offer 350 child care vouchers for FEH not receiving those vouchers. Funding also pays for staff who help FEH understand eligibility requirements & enroll in State & Federal & local education programs & services.

For school districts, CoC's agency operating the family homelessness intake line funds a staff member whose primary responsibility is to ensure children in shelters are enrolled in their school of origin and connected to transportation resources to get to that school. This staff person has recurring case conference calls with nine school districts across King County. An agreement between Neighborhood House and the Highline School District allows the district to refer FEH directly to rapid rehousing to stay in the district. Data is shared with Seattle Public Schools (SPS) to plan new housing investments, including fully funding capital projects rather than using LIHTC so students can live in new housing.

CoC's homeless coalition hosts an annual training in collaboration with education, faith, legal services, & childcare agencies & Seattle Public Schools McKinney-Vento (MK-V) Liaisons for staff at local homeless service agencies, school districts, & agencies serving school-aged children who meet the MK-V definition of homelessness to ensure they understand the rights & services for children experiencing homelessness.

CoC has a family center where agencies offering mental health services for children, homeless services, childcare vouchers, & other services co-locate to have easy access for families, especially families recently experiencing homelessness.

CoC agencies worked w/ Washington State Department of Children, Youth & Families to ease access childcare subsidies for FEH, including waiving work or work-like activity requirements, lengthening renewal periods, & automatic renewals if a family is still experiencing homelessness after 12 months.

1C-4b.	Informing Individuals and Families Who Have Recently Begun Experiencing Homelessness about Eligibility for Educational Services.	
	NOFO Section V.B.1.d.	

Describe in the field below written policies and procedures your CoC uses to inform individuals and families who have recently begun experiencing homelessness of their eligibility for educational services.

(limit 2,500 characters)

The Education Services Policy is included in the CoC Interim Policies. Written procedures require programs serving families with children and school-aged youth and young adults to: inform families and youth experiencing homelessness of their eligibility for McKinney-Vento services during intake; cannot require school enrollment as a condition of program entry; cannot prohibit children from remaining in their school of origin; must develop relationships with colleges to access higher education services; must designate a staff person to ensure children are enrolled in school and connected to education services. Programs are additionally required to ask participants to sign verification of their receipt of McKinney-Vento Act eligibility.
The CoC's homeless coalition hosts an annual joint training in collaboration with BELONG Partners, Seattle Public Schools McKinney-Vento Liaisons, Lutheran Family Services, BrightSpark, Team Child, Olive Crest, and Legal Counsel for Youth and Children for staff at local homeless service agencies, local school districts, and others who serve school-aged children who meet the McKinney-Vento definition of homelessness to ensure they understand the rights and services for children experiencing homelessness and housing instability. The Coalition also produces "Understanding Educational Rights for homeless and unstably housed students – a guide for parents, students, teachers and social workers", which outlines homeless student rights, and provides McKinney-Vento contacts for each King County school district. The brochure is made available to providers, libraries, and schools and is posted online.

The CoC has a family center where agencies offering mental health services for children, homeless services, childcare vouchers, and other services co-locate to have easy access for families and inform them of program eligibility, especially families recently experiencing homelessness.

The CoC's agency operating the family homelessness intake line funds a staff member whose primary responsibility is to ensure children experiencing homelessness at any family shelter in the CoC are enrolled in their school of origin and connected to transportation resources to get to that school. This staff person has recurring case conference calls with nine school districts across King County.

1C-4c.	Written/Formal Agreements or Partnerships with Early Childhood Services Providers.	
	NOFO Section V.B.1.d.	

Select yes or no in the chart below to indicate whether your CoC has written formal agreements or partnerships with the listed providers of early childhood services:

		MOU/MOA	Other Formal Agreement
1.	Birth to 3 years	No	Yes
2.	Child Care and Development Fund	No	Yes
3.	Early Childhood Providers	No	Yes
4.	Early Head Start	No	Yes
5.	Federal Home Visiting Program–(including Maternal, Infant and Early Childhood Home and Visiting or MIECHV)	No	Yes

6.	Head Start	No	Yes
7.	Healthy Start	No	Yes
8.	Public Pre-K	No	Yes
9.	Tribal Home Visiting Program	No	No
	Other (limit 150 characters)		
10.	Childcare Resources - homeless childcare subsidies; Preschool facility fund	No	Yes

1C-5.	Addressing Needs of Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking–Collaboration with Federally Funded Programs and Victim Service Providers.
	NOFO Section V.B.1.e.

In the chart below select yes or no for the organizations your CoC collaborates with:

	Organizations	
1.	State Domestic Violence Coalitions	Yes
2.	State Sexual Assault Coalitions	Yes
3.	Anti-trafficking Service Providers	Yes
	Other Organizations that Help this Population (limit 500 characters)	
4.	Local Coalition on Ending Gender-Based Violence	Yes

1C-5a.	Collaborating with Federally Funded Programs and Victim Service Providers to Address Needs of Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.	
	NOFO Section V.B.1.e.	

	Describe in the field below how your CoC regularly collaborates with organizations that you selected yes to in Question 1C-5 to:
1.	update CoC-wide policies; and
2.	ensure all housing and services provided in the CoC's geographic area are trauma-informed and can meet the needs of survivors.

(limit 2,500 characters)

1. CoC-wide Domestic Violence (DV) and Gender Based Violence (GBV) policies are reviewed annually & recommendations for updates are discussed and drafted w/ the CoC in collaboration with the Coalition on Ending Gender-Based Violence. The CoC Board then votes on any proposed changes to implement CoC-wide. DV policy is reviewed & updated as needed through this process. CoC assists providers on updating & improving project-level policies related to surviving & supporting survivors of domestic violence, dating violence, sexual assault, & stalking throughout the year. During annual monitoring, KCRHA reviews each policy & provides recommendations to better align with survivor-centered language and practice. The CoC looks at ensuring that provider organizations are thoughtfully & mindfully supporting survivors & that each project's policies & practices reflect this. Should project-level issues arise and are reported to our Ombuds Office, the complainant & project staff are supported to review & re-evaluate policies & practices to ensure survivor experience is accounted for in policy updates. Per Washington Department of Commerce 2024 ESG Guidelines, there is privacy protection for victims of domestic violence, dating violence, sexual assault, or stalking. The county, which administers ESG, limits documentation requests to only the grantee if they are entitled to protection under VAWA.
2. To ensure all housing and services are trauma-informed and need the needs of survivors, the CoC closely collaborates w/ the Mayor's Office on Domestic Violence and Sexual Assault, King County DV Office, the Coalition on Ending Gender-Based Violence (CEGBV) and the Washington State Coalition Against Domestic Violence (WSCADV), local DV partners (LifeWire, New Beginnings, YWCA, Solid Ground, Salvation Army, Aurora Commons) to provide CoC-wide training on trauma-informed care and rights of victims of DV to privacy and protection. This training is offered to all homeless services providers whether or not they receive CoC funding. This training includes educating about privacy and protection requirements for grantees of any housing resources available, including ESG or housing accessed through the Coordinated Entry system. A training was conducted at the CoC Convening in May 2024.

1C-5b.	**Implemented Safety Planning, Confidentiality Protocols in Your CoC's Coordinated Entry to Address the Needs of Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.**	
	NOFO Section V.B.1.e.	

	Describe in the field below how your CoC's coordinated entry addresses the needs of DV survivors by including:
1.	**safety planning protocols; and**
2.	**confidentiality protocols.**

(limit 2,500 characters)

1. CoC Coordinated Entry (CE) prioritizes safety as crucial to addressing the needs of households fleeing or attempting to flee DV, dating violence, sexual assault, stalking, or other trauma & safety risks. Written policies include a DV policy that reinforces compliance w/ VAWA, including but not limited to confidentiality, Housing First, trauma-informed client choice, & informing survivors of their rights. Assessors, DV Advocates & CE staff adhere to all related policies, including confidentiality & HMIS consent. CE/DVCE protocols include an emergency transfer plan policy that aligns with VAWA & prioritizes households for referral to other housing if they experience an imminent safety issue & wish to relocate. CoC Housing Providers follow safety planning policies in compliance with VAWA when DV situations arise, & have internal transfer policies to keep survivors safe. CoC also added a dedicated DV Housing Systems CE Manager to further streamline priority access and assure adherence to DV safety planning protocols.
2. CE follows explicit policies regarding confidentiality for DV survivors including: a) having all DV survivors de-identified in HMIS & CE; b) ensuring DV survivors have equal access to CE housing referrals & resources, even though their information is de-identified; c) an emergency transfer policy which prioritizes DV survivor households for referral to other housing if they experience an imminent safety issue & wish or need to relocate; d) a client refusal policy which values client choice in housing referral & does not limit eligible households in the number of resources they can refuse and works to connect people with the resources they want (pending eligibility and capacity). All CE participating agencies are trained in respecting the safety and confidentiality of DV survivors, provide trauma informed services and encouraged to engage with, soliciting the goals and needs of each person and follow the client's lead in crafting a course of action.

1C-5c.	**Coordinated Annual Training on Best Practices to Address the Needs of Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking Survivors.**	
	NOFO Section V.B.1.e.	

In the chart below, indicate how your CoC facilitates training for project staff and coordinated entry staff that addresses best practices on safety planning and confidentiality protocols:

		Project Staff	Coordinated Entry Staff
1.	**Training Occurs at least annually?**	Yes	Yes
2.	**Incorporates Trauma Informed best practices?**	Yes	Yes
3.	**Incorporates Survivor-Centered best practices?**	Yes	Yes
4.	**Identifies and assesses survivors' individual safety needs?**	Yes	Yes
5.	**Enhances and supports collaboration with DV organizations?**	Yes	Yes
6.	**Ensures survivors' rights, voices, and perspectives are incorporated?**	Yes	Yes
	Other? (limit 500 characters)		
7.			

1C-5d.	Implemented VAWA-Required Written Emergency Transfer Plan Policies and Procedures for Domestic Violence, Dating Violence, Sexual Assault, and Stalking.	
	NOFO Section V.B.1.e.	

	Describe in the field below:
1.	whether your CoC's written policies and procedures include an emergency transfer plan;
2.	how your CoC informs all households seeking or receiving CoC Program assistance about their rights to an emergency transfer;
3.	what your CoC requires households to do to request emergency transfers; and
4.	what your CoC does in response to households requesting emergency transfers.

(limit 2,500 characters)

CoC written policies & procedures include an emergency transfer plan. Households are eligible for emergency transfer whether their referral is via CE prioritization or not. Emergency transfer reasons includes Imminent Safety Risk: when a household is at risk of Domestic Violence (DV), Dating Violence, Sexual Assault or stalking & needs to be moved to a different location. Transfer requests under this category are prioritized. CE protocols include an emergency transfer plan policy that aligns w/ VAWA & prioritizes households for relocation to other housing if they experience an Imminent Safety Risk.

CE protocols include mobility request & emergency transfer policies that align w/ VAWA & prioritize households at risk of DV for referral to other housing. Additionally, all CoC providers have written policies for mobility request & emergency transfer that align w/ VAWA that they share with all households at program intake. Both policies are posted on the CE page of the KCRHA website. The process is also documented in the CoC Interim Written Standards that is posted online & shared widely w/ CoC providers, members, & the broader community.

Individuals or families who want/need to request an emergency transfer do so w/ their case manager or other program staff they decide to confide in regarding the need to transfer. The case manager then submits the mobility request to CE flagging the safety issues related to DV. This is available to all survivors in CoC Programs & discussed at program intake to ensure each household is aware of all options available to them, particularly in regards to ongoing safety and security.

As soon as the CoC identifies survivors, it prioritizes quick connection to DV system/services/ housing programs. Survivors are prioritized & CE can expedite emergency transfers when/if safety is an issue. CE also added dedicated DVCE Housing System Coordinator to further streamline priority access. Upon receipt of an emergency transfer, CE staff will review immediately and contact program staff to first identify immediate safety needs and second review available options for the household. Should a housing option not be immediately available, then CE will work w/ the provider to identify an interim solution such as hoteling or an internal program or unit transfer. If another resource is immediately available, CE staff will make a direct referral & initiate the warm handoff to ensure the household is connected & the transfer process begins.

1C-5e.	Facilitating Safe Access to Housing and Services for Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.	
	NOFO Section V.B.1.e.	

Describe in the field below how your CoC ensures households experiencing trauma or a lack of safety related to fleeing or attempting to flee domestic violence, dating violence, sexual assault, or stalking have safe access to all of the housing and services available within your CoC's geographic area.

(limit 2,500 characters)

When an emergency transfer or a mobility request for imminent safety is submitted to the CoC's CE team, all available resources in the CoC are considered for the household & decisions driven by client-choice & safety. CoC prioritizes safety & self determination as paramount to addressing the needs of households fleeing or attempting to flee DV, dating violence, sexual assault, stalking, & other forms of trauma causing imminent safety risk. CE affirms this through prioritizing emergency transfers & mobility requests for imminent safety risk over other requests & referrals when necessary. Written policies include a DV policy that reinforces compliance w/ VAWA, including but not limited to confidentiality, Housing First, trauma-informed client choice, & informing survivors of their rights. As the CoC lead, KCRHA conducted a landscape analysis from late 2021-2022 of all programs - both funded & not funded by CoC - to get a detailed picture of regional access to all program types, including DV/SA specific resources. This work continues as the Regional System Database to ensure expanded capacity for DV survivors to access all housing options available. Currently, both DV and non-DV providers are educated & made readily aware of all services in the homelessness & housing system in order to offer robust & tailored services to all survivors. This aligns w/ belief that all services must be person-centered in order to best meet the needs of each unique household & ensure self determination is at the core of all services.

Survivors are not excluded from non-specific DV provider resources & made actively aware of their options outside of specialized DV services in order to ensure their program, geographic, & personal autonomy needs are met. CoC proactively seeks feedback from providers & survivors to identify & overcome systemic barriers that could impact the provision of safe housing opportunities or access to services. CoC is committed to ensuring that service provision & housing opportunities are advanced through a trauma-informed lens w/ an emphasis on empowerment & safety. Survivors are provided w/ the support & resources to safely access housing, and all other resources (vocational, healthcare, behavioral healthcare, SUD treatment, etc) The CoC carefully works collaboratively with DV & other providers to ensure a coordinated effort that is responsive to any systemic barriers that could jeopardize safety or impede self determination.

1C-5f.	Identifying and Removing Barriers for Survivors of Domestic Violence, Dating Violence, Sexual Assault, and Stalking.	
	NOFO Section V.B.1.e.	

	Describe in the field below how your CoC ensures survivors receive safe housing and services by:
1.	identifying barriers specific to survivors; and
2.	working to remove those barriers.

(limit 2,500 characters)

1. The Coalition on Ending Gender-Based Violence (CEGV) DVCE Manager meets regularly with DV providers to assess how survivors are getting housed across the region. CoC CE staff & DVCE staff meet regularly to analyze qualitative and quantitative data to identify pain points & work to mitigate barriers for survivors in the homeless & housing systems, including fair resource allocation and access to services.
Recently collaboration between the CoC/KCRHA, CEGV, & City of Seattle has brought providers & other stakeholders together to map the individual experiences of survivors, particularly from marginalized communities, in order to more clearly understand these barriers. These collaborative teams then work together to proactively & concretely address these barriers.
CEGV does training for housing providers (on the rights of survivors, the ways that trauma shows up for survivors, etc) to help remove barriers to housing. CEGV also does training for DV providers on landlord tenant laws & the homeless response system to share information helpful for housing survivors.
CoC proactively seeks feedback from providers & survivors to identify & overcome systemic barriers that could impact the provision of safe housing opportunities or access to services. CoC is committed to ensuring that service provision & housing opportunities are advanced through a trauma-informed lens w/ an emphasis on empowerment & seeking safety. Survivors are provided with the support & resources to safely access housing & resources and the CoC carefully works collaboratively with DV & other providers to ensure a coordinated effort that is responsive to any systemic barriers experienced that could jeopardize safety.
2. CoC/KCRHA, City of Seattle Human Services Office of Domestic Violence and the Coalition on Ending Gender-Based Violence (CEGV) meet regularly to share information & remove barriers specific to survivors. We have developed a qualitative improvement feedback loop across the CE & DVCE which develops workplans to address barriers that are identified. Some examples of this are: a.) KCRHA CE manager, in collaboration with DVCE has improved DV CE intake & communication for DV service providers b.) KCRHA's planning team is working with CEGV to improve coordination between Commercial Sexual Exploitation service providers & DV service providers c.) sub-population workgroups to better highlight barriers & uplift potential solutions.

1C-6.	Addressing the Needs of Lesbian, Gay, Bisexual, Transgender and Queer+–Anti-Discrimination Policy and Equal Access Trainings.	
	NOFO Section V.B.1.f.	

1.	Did your CoC implement a written CoC-wide anti-discrimination policy ensuring that LGBTQ+ individuals and families receive supportive services, shelter, and housing free from discrimination?	Yes
2.	Did your CoC conduct annual CoC-wide training with providers on how to effectively implement the Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity (Equal Access Final Rule)?	Yes
3.	Did your CoC conduct annual CoC-wide training with providers on how to effectively implement Equal Access in Accordance With an Individual's Gender Identity in Community Planning and Development Programs (Gender Identity Final Rule)?	Yes

1C-6a.	Anti-Discrimination Policy–Updating Policies–Assisting Providers–Evaluating Compliance–Addressing Noncompliance.	
	NOFO Section V.B.1.f.	

	Describe in the field below:
1.	how your CoC regularly collaborates with LGBTQ+ and other organizations to update its CoC-wide anti-discrimination policy, as necessary to ensure all housing and services provided in the CoC are trauma-informed and able to meet the needs of LGBTQ+ individuals and families;
2.	how your CoC assisted housing and services providers in developing project-level anti-discrimination policies that are consistent with the CoC-wide anti-discrimination policy;
3.	your CoC's process for evaluating compliance with your CoC's anti-discrimination policies; and
4.	your CoC's process for addressing noncompliance with your CoC's anti-discrimination policies.

(limit 2,500 characters)

CoC collabs w/ LGBTQ Commission &incorporates feedback to shape policy updates/shifts designed to improve access. CoC welcomes both solicited & un-solicited feedback regarding current anti-discrimination policies from all stakeholders in community. CoC drafts &CoC Board votes on policy changes based on feedback. Policy reviewed &updated as needed through this process.
CoC ensures all orgs use trauma-informed approach thru a variety of strategies including contractual language &expectations, provider engagement &monitoring, check-ins regarding provision of TIC training.
CoC supported providers to update/improve project-level policies throughout year. During annual monitoring, KCRHA reviewed each policy &provided recs focused on alignment w/ CoC-wide language& practice. CoC offered the approved Policy as an example & template for providers to adapt &provided direct TA to organizations seeking further support. CoC collaborated w/ CSH to develop 2024 Equal Access &Gender Identity training that was sent out all providers in September 2024 w/ goal to have all program staff complete by December 2024. This training outlined requirements for anti-discrimination &resources to support ongoing improvement.
CoC evaluates project level anti-discrimination policies annually to ensure alignment. Compliance evaluation also occurs on ongoing basis through monitoring of referrals & denials, Program team monthly engagement w/ program staff, & via Ombuds Office.
KCRHA Ombuds Office receives inquiries & complaints from
•Community members served by a CoC provider/contracted program
•Residents of shelter, TH, SH, RRH, & PSH
•Providers who contract w/ CoC
•Employees/contractors of CoC
We assist the above groups by providing information & referrals to resources, helping constituents navigate a problem/issue, &investigating more serious concerns.
If a constituent raises an issue related to discrimination, the above process to determines the best method to resolve complaint. Ombuds Office may refer a discrimination matter to the Office of Civil Rights or start an investigation to address the alleged conduct. At end of investigation, if evidence demonstrates anti-discrimination policies have been violated, Ombuds Office will make recs to all parties on how to best prevent & address discrimination in the provision of homeless services. For continued incidents of discrimination, KCRHA will implement a performance improvement plan & ending contracted services w/ provider.

1C-7.	Public Housing Agencies within Your CoC's Geographic Area–New Admissions–General/Limited Preference–Moving On Strategy.	
	NOFO Section V.B.1.g.	

You must upload the PHA Homeless Preference\PHA Moving On Preference attachment(s) to the 4B. Attachments Screen.
Enter information in the chart below for the two largest PHAs highlighted in gray on the current CoC-PHA Crosswalk Report or the two PHAs your CoC has a working relationship with–if there is only one PHA in your CoC's geographic area, provide information on the one:

Public Housing Agency Name	Enter the Percent of New Admissions into Public Housing or Housing Choice Voucher Program During FY 2023 who were experiencing homelessness at entry	Does the PHA have a General or Limited Homeless Preference?	Does the PHA have a Preference for current PSH program participants no longer needing intensive supportive services, e.g., Moving On?
King County Housing Authority	64%	Yes-Both	Yes
Seattle Housing Authority	43%	Yes-Both	No

1C-7a.	Written Policies on Homeless Admission Preferences with PHAs.	
	NOFO Section V.B.1.g.	

	Describe in the field below:
1.	steps your CoC has taken, with the two largest PHAs within your CoC's geographic area or the two PHAs your CoC has working relationships with, to adopt a homeless admission preference–if your CoC only has one PHA within its geographic area, you may respond for the one; or
2.	state that your CoC has not worked with the PHAs in its geographic area to adopt a homeless admission preference.

(limit 2,500 characters)

The CoC works closely & collaboratively with the two largest PHAs, Seattle Housing Authority (SHA) & King County Housing Authority (KCHA), to ensure that the needs of people experiencing homelessness in the community are met & that resources are prioritized to get housing assistance to those who need it most. The local property tax levy also prioritizes PSH applications over other projects when awarding capital funds. Both PHAs have adopted a homeless admission preference for public housing & housing choice vouchers. CoC provides coordination w/ the PHAs to ensure that all eligibility criteria are met, to document homeless histories, & support the referrals in completing applications & documentation requirements to ensure that the homeless preference for each PHA is effectively & efficiently utilized. The PHAs have worked closely w/ the CoC to effectively implement the Emergency Housing Voucher program & in leasing other PHA owned or funded housing. The two PHAs are active participants in CoC's Coordinated Entry efforts & CoC writ large. The CoC's collaboration with SHA and KCHA focuses on serving vulnerable populations experiencing homelessness. The two PHAs partnering with the CoC and participating in CES and HMIS has streamlined access to supportive services often missing from traditional housing subsidy programs. The PHAs work with the CoC to ensure these services are available for successful housing placement and retention.

KCHA and SHA address the diverse needs of the CoC’s most vulnerable groups, including individuals with chronic mental illness, those exiting the criminal justice system, homeless youth and former foster youth, homeless families, veterans, and people escaping domestic violence. The PHAs participate in coordinated entry and built-in waitlist processes for Mainstream and VASH vouchers, contributing to the CoC’s Move-On program with KCHA vouchers.

Data sharing agreements between the CoC and both PHAs enable documentation of households receiving HCV or public housing in HMIS. Both have prioritized homeless households in their recent Mainstream NOFA applications and adopted portability policies. KCHA has utilized HMIS data and coordinated entry to identify households on the HCV waitlist for voucher prioritization.

1C-7b.	**Moving On Strategy with Affordable Housing Providers.**	
	Not Scored–For Information Only	

Select yes or no in the chart below to indicate affordable housing providers in your CoC’s jurisdiction that your recipients use to move program participants to other subsidized housing:

1.	**Multifamily assisted housing owners**	Yes
2.	**PHA**	Yes
3.	**Low Income Housing Tax Credit (LIHTC) developments**	Yes
4.	**Local low-income housing programs**	Yes
	Other (limit 150 characters)	
5.		

1C-7c.	Include Units from PHA Administered Programs in Your CoC's Coordinated Entry.	
	NOFO Section V.B.1.g.	

In the chart below, indicate if your CoC includes units from the following PHA programs in your CoC's coordinated entry process:

1.	Emergency Housing Vouchers (EHV)	Yes
2.	Family Unification Program (FUP)	No
3.	Housing Choice Voucher (HCV)	No
4.	HUD-Veterans Affairs Supportive Housing (HUD-VASH)	Yes
5.	Mainstream Vouchers	Yes
6.	Non-Elderly Disabled (NED) Vouchers	No
7.	Public Housing	Yes
8.	Other Units from PHAs:	
	Site-Based PHA Subsidized PSH	Yes

1C-7d.	Submitting CoC and PHA Joint Applications for Funding for People Experiencing Homelessness.	
	NOFO Section V.B.1.g.	

1.	Did your CoC coordinate with a PHA(s) to submit a competitive joint application(s) for funding or jointly implement a competitive project serving individuals or families experiencing homelessness (e.g., applications for mainstream vouchers, Family Unification Program (FUP), other programs)?	Yes
		Program Funding Source
2.	Enter the type of competitive project your CoC coordinated with a PHA(s) to submit a joint application for or jointly implement.	FUP Voucher Application

1C-7e.	Coordinating with PHA(s) to Apply for or Implement HCV Dedicated to Homelessness Including Emergency Housing Voucher (EHV).	
	NOFO Section V.B.1.g.	

	Did your CoC coordinate with any PHA to apply for or implement funding provided for Housing Choice Vouchers dedicated to homelessness, including vouchers provided through the American Rescue Plan?	Yes

1D. Coordination and Engagement Cont'd

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1D-1.	Preventing People Transitioning from Public Systems from Experiencing Homelessness.	
	NOFO Section V.B.1.h.	

Select yes or no in the chart below to indicate whether your CoC actively coordinates with the public systems listed to ensure persons who have resided in them longer than 90 days are not discharged directly to the streets, emergency shelters, or other homeless assistance programs.

1.	Prisons/Jails?	Yes
2.	Health Care Facilities?	Yes
3.	Residential Care Facilities?	Yes
4.	Foster Care?	Yes

1D-2.	Housing First–Lowering Barriers to Entry.	
	NOFO Section V.B.1.i.	

1.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe Haven, and Transitional Housing projects your CoC is applying for in FY 2024 CoC Program Competition.	58
2.	Enter the total number of new and renewal CoC Program-funded PSH, RRH, SSO non-coordinated entry, Safe Haven, and Transitional Housing projects your CoC is applying for in FY 2024 CoC Program Competition that have adopted the Housing First approach.	58
3.	This number is a calculation of the percentage of new and renewal PSH, RRH, SSO non-Coordinated Entry, Safe Haven, and Transitional Housing projects the CoC has ranked in its CoC Priority Listing in the FY 2024 CoC Program Competition that reported that they are lowering barriers to entry and prioritizing rapid placement and stabilization to permanent housing.	100%

1D-2a.	Project Evaluation for Housing First Compliance.	
	NOFO Section V.B.1.i.	

You must upload the Housing First Evaluation attachment to the 4B. Attachments Screen.
Describe in the field below:

1.	how your CoC evaluates every project–where the applicant checks Housing First on their project application–to determine if they are using a Housing First approach;
2.	the list of factors and performance indicators your CoC uses during its evaluation;
3.	how your CoC regularly evaluates projects outside of your local CoC competition to ensure the projects are using a Housing First approach; and
4.	what your CoC has done to improve fidelity to Housing First.

(limit 2,500 characters)

All funded projects must attest to a Housing First (HF) approach & demonstrate a thorough understanding of HF in practice by submitting their written intake policies, termination policies & participant agreement policies to KCRHA for monitoring. Housing First fidelity is assessed through various methods including provider engagement, onsite monitoring, client feedback & case conferencing. CoC relies heavily on data & monitoring, particularly through the work of Coordinated Entry (CE), the KCRHA Ombuds Office & case conferencing, to identify & respond to any referral delays or program issues related to HF. Regular meetings between KCRHA & other funder contract managers facilitate early identification of issues, providing KCRHA w/ crucial on-the-ground insights to inform discussions w/ agencies. KCRHA also engages w/ providers to better understand the crisis response system & monitor agency behavior, performing regular program & client file assessments to ensure HF principles are implemented effectively.
CoC utilizes HMIS data to track the time from CE referral to program enrollment, allowing CoC to refine processes & eliminate barriers to rapid housing. Additionally, the CoC has worked w/ PHAs to reduce documentation barriers to uphold the Housing First approach, ensuring no unnecessary obstacles hinder access to housing
Factors & performance indicators CoC uses include: Program entry requirements including documentation requirements, Termination policies & actual termination reasons including demographics, CE Mobility request rates - both acceptance, denials, & number from programs; and length of time between CE referral & housing entry
KCRHA as the CoC implements annual monitor of all projects, including a review of program policies & practices. This review allows for a thorough evaluation of HF principles in practice as well as allows for TA to be provided to projects that may be drifting from HF fidelity.
In 2024 CoC reinstated quarterly Housing First training for all service provider to improve fidelity to HF. KCRHA provided direct technical assistance to several providers on HF policies in practice. While commitment to HF exists across agencies, it is not uniformly embedded, necessitating ongoing vigilance & technical assistance. Interventions by KRCHA and/or the Ombuds Office occur when patterns of non-compliance or passive HF adoption emerge, with issues elevated to the Program Performance Team (PPT) for technical assistance or training.

1D-3.	Street Outreach–Data–Reaching People Least Likely to Request Assistance.	
	NOFO Section V.B.1.j.	

Describe in the field below how your CoC tailored its street outreach to people experiencing homelessness who are least likely to request assistance.

(limit 2,500 characters)

CoC street outreach (SO) is coordinated & collaborative, identifying & connecting w/ those who are least likely to request assistance by deploying to places w/ concentrations of street homelessness. SO uses culturally appropriate, client-centered approaches & provides linkage to behavioral health (BH), SUD, housing & shelter resources, & extra activation during severe weather & public health (PH) events. CoC implemented 2 street to housing initiatives for encampment resolution that succeeded in bringing 90% of residents indoors from over 20 encampments, many w/out prior service connections. In mid-2023, CoC redesigned SO contracts w/ clearer geographic assignments to ensure 100% of the geographic region is covered w/ consistent connection w/ people experiencing homelessness (PEH) & increased focus on delivering services that align w/ the needs of those most reluctant to engage in services, including thoughtful rapport building, linkage to BH, distribution of harm reduction supplies, assessing housing needs & supporting housing navigation. The SO teams complement 4 multi-disciplinary street medicine teams deployed by PH to greenbelts, food banks, meal programs, & other locations utilized by PEH. These teams provide services using a harm reduction model that is focused on the immediate needs of people they are serving to connect w/ the people who are least likely to seek care/services. In 2024 CoC and City of Seattle invested over $6 mil in 4 dedicated SO teams, including Street-Based Care Coordination services to facilitate shelter or permanent housing access to those living alone or together in tents, encampments & other places not meant for human habitation; Vehicle Residency Outreach to connect people living in vehicles to shelter, safe lots & permanent housing; Behavioral Health Outreach to support those w/ severe mental health & co-occurring disorders; & Population-Specific Outreach to assist individuals in a culturally- or population-specific manner (BIPOC & youth). These teams collaborate & coordinate using HMIS. SO teams frequently collaborate w/ other municipal services, including over 12 City of Seattle departments, to further connections w/ hard to reach PEH. Seattle Public Utilities' programs offer free, proper sewage & trash disposal for RV dwellers. Seattle Public Libraries employs a Social Services Team to provide information about & referrals to housing, mental health, job training, food, DV, legal & medical resources.

1D-4.	Strategies to Prevent Criminalization of Homelessness.	
	NOFO Section V.B.1.k.	

Select yes or no in the chart below to indicate your CoC's strategies to prevent the criminalization of homelessness in your CoC's geographic area:

	Your CoC's Strategies	Engaged/Educated Legislators and Policymakers	Implemented Laws/Policies/Practices that Prevent Criminalization of Homelessness
1.	Increase utilization of co-responder responses or social services-led responses over law enforcement responses to people experiencing homelessness?	Yes	Yes
2.	Minimize use of law enforcement to enforce bans on public sleeping, public camping, or carrying out basic life functions in public places?	Yes	Yes

3.	Avoid imposing criminal sanctions, including fines, fees, and incarceration for public sleeping, public camping, and carrying out basic life functions in public places?	Yes	Yes
4.	Other:(limit 500 characters)		
	Other CoCs who have similar criminalization laws.	Yes	Yes

1D-5.	Rapid Rehousing–RRH Beds as Reported in the Housing Inventory Count (HIC) or Longitudinal Data from HMIS.	
	NOFO Section V.B.1.l.	

		HIC Longitudinal HMIS Data	2023	2024
	Enter the total number of RRH beds available to serve all populations as reported in the HIC or the number of households served per longitudinal HMIS data, e.g., APR.	HIC	1,247	1,990

1D-6.	Mainstream Benefits–CoC Annual Training of Project Staff.	
	NOFO Section V.B.1.m.	

Indicate in the chart below whether your CoC trains program staff annually on the following mainstream benefits available for program participants within your CoC's geographic area:

	Mainstream Benefits	CoC Provides Annual Training?
1.	Food Stamps	Yes
2.	SSI–Supplemental Security Income	Yes
3.	SSDI–Social Security Disability Insurance	Yes
4.	TANF–Temporary Assistance for Needy Families	Yes
5.	Substance Use Disorder Programs	Yes
6.	Employment Assistance Programs	Yes
7.	Other (limit 150 characters)	
	WA Housing and Essential Needs, Medicare/Medicaid	Yes

1D-6a.	Information and Training on Mainstream Benefits and Other Assistance.	
	NOFO Section V.B.1.m	

	Describe in the field below how your CoC:
1.	works with projects to collaborate with healthcare organizations, including those that provide substance use disorder treatment and mental health treatment, to assist program participants with receiving healthcare services, including Medicaid; and
2.	promotes SSI/SSDI Outreach, Access, and Recovery (SOAR) certification of program staff.

(limit 2,500 characters)

CoC works directly with all funded programs to educate on mainstream benefits & collaborate with healthcare organizations. Leveraging mainstream benefits & integrating healthcare services is a priority of CoC to ensure whole person care is supported. CoC communicates system-wide updates on mainstream benefits by homeless services provider email, social media and updates to the KCRHA website. King County Accountable Communities of Health (ACH) offers trainings & forums. The “Unite Us” platforms facilitated referrals to behavioral /physical health, benefits, services. The Seattle/King County Coalition on Homelessness (SKCCH) provides up to date healthcare resource information via flyers, meetings & trainings, keeps informed of opening schedules for local DSHS service. There is a planned SKCCH training on Medicare/Medicaid as well as accessing mobile services for SUD coming up in 2024.

The CoC promotes and makes direct connections between funded programs and dedicated healthcare organizations such as the Healthcare for the Homeless Network, the Homeless & Housing Outreach Team & NeighborCare Health. CoC also works with providers to bring the homeless health outreach team nurses to housing sites, Healthcare for the Homeless Network staff to shelters.

KCRHA also participates in the WA 1115 Waiver - Foundational Community Supports with our state health care authority that assists our organization and other homeless service providers with billing housing services to Medicaid for eligible households experiencing homelessness in our region.

CoC promotes the integration of SSI/SSDI/healthcare services for CoC program providers. Solid Ground Benefits Legal Assistance offers special training on how to access state benefits and SSI/SSDI. CoC coordinates with the Seattle-King County Coalition on Homelessness and Solid Ground Benefits Legal Assistance to ensure provision of training on Medicaid and Medicare to educate service providers on how to help their clients access and maintain medical benefits as well as training on how to apply for SSI/SSDI.

CoC encourages organizations to implement the SOAR training and regularly communicates with programs on the value of having SOAR certified staff to ensure successful benefits advocacy efforts and that clients can access the SSI/SSDI benefits they qualify for. A number of CoC organizations have staff trained in SOAR, and CoC regularly sends information regarding the available SOAR training.

ID-7.	Partnerships with Public Health Agencies–Collaborating to Respond to and Prevent the Spread of Infectious Diseases.	
	NOFO Section V.B.1.n.	

	Describe in the field below how your CoC effectively collaborates with state and local public health agencies to develop CoC-wide policies and procedures that:
1.	respond to infectious disease outbreaks; and
2.	prevent infectious disease outbreaks among people experiencing homelessness.

(limit 2,500 characters)

The CoC partners with the local public health authority (PH) and State Department of Health (DOH) to develop and implement policies, programs, and procedures to respond to and prevent infectious disease outbreaks among people experiencing homelessness (PEH). PH has multiple interdisciplinary teams that go to shelters, encampments, greenbelts, housing locations, and other locations utilized by PEH to provide preventative and primary healthcare, disease testing, and vaccinations, especially for people who would not otherwise present themselves for care. These teams focus on a range of infectious diseases, including COVID-19, Hepatitis A, Tuberculosis, and sexually transmitted infections. This presence supports surveillance for disease outbreaks among PEH and rapid response through testing, vaccinations, and treatment to prevent further spread. These teams are supplemented by 13 public clinics that provide low barrier services that focus on the immediate needs of the individuals they serve, engaging people in preventative health services and chronic disease management.
Through a data sharing agreement PH and the CoC utilize Medicaid and health services data from hospitals, health clinics, and emergency departments and service data from the homeless network to monitor for new disease outbreaks, investigate cases to identify locations and individuals to connect with to prevent further infections, and evaluate the effectiveness of public health measures in controlling outbreaks.
The CoC and PH use race, ethnicity and other factors that predict vulnerability and identify people furthest from health justice to prioritize locations for mobile team deployment. HMIS and health data are assessed to ensure that the populations served reflect the communities that are over-represented among PEH.
PH has an environmental health team that provides technical assistance and training to providers on improving indoor air quality and ventilation, enhance disinfection methods, and improve the environmental health of homelessness service sites. The CoC collaborates with PH to identify locations for deployment of that team and share guidance on how to prevent or limit infectious disease outbreaks. PH also provides medical and harm reduction supplies to shelters and housing locations, such as COVID-19 test kits, masks, and safe injection kits. In 2024, the DOH provided additional funding for these efforts to increase the amount of supplies distributed.

ID-7a.	Collaboration With Public Health Agencies on Infectious Diseases.	
	NOFO Section V.B.1.n.	

	Describe in the field below how your CoC:
1.	effectively shared information related to public health measures and homelessness; and
2.	facilitated communication between public health agencies and homeless service providers to ensure street outreach providers and shelter and housing providers are equipped to prevent or limit infectious disease outbreaks among program participants.

(limit 2,500 characters)

CoC has extensive ties w/ local public health authority (PH) to collaborate on public health concerns & ensure homeless services providers receive timely & relevant public health information. The CoC has frequent emails, blogs, & social media posts that are supplemented w/ monthly newsletters & meetings to share information, including infectious disease guidance & upcoming provider trainings. This is supplemented as specific public health issues arise. Historically, areas of focus have included sexually-transmitted infections, TB & Hepatitis A.

Over the last year, the rate of overdose deaths in public housing has been the principle public health concern. The CoC & PH held a symposium to discuss the issue & convened a community of practice for housing & shelter providers to deepen understanding of the issue & support implementation of steps to prevent & respond to overdose. The information provided has included discussion of naloxone leave behind approaches, raising awareness of PH's newly initiated 24/7 buprenorphine prescription phone line, & sharing the findings of Univ of Washington survey to understand perceptions of permanent housing residents on their care, overdose response, substance use, & access to treatment.

During periods of severe weather & poor air quality, the PH disseminates information on how to protect oneself & what populations are at risk. KCRHA retransmits that information electronically & verbally to ensure that all providers are aware of the public health advisories & the steps to take to protect the people they serve. The CoC also provides supplies to protect clients, including cooling & warming supplies, air purifiers, & masks.

PH teams go onsite to advise homeless providers on environmental health considerations, like ventilation & sanitation. The CoC distributes COVID-19 detection and mitigation supplies to all homeless services providers in King County.

The CoC, homeless service providers & PH continuously collaborate on the deployment of interdisciplinary street outreach teams that go to shelters, encampments, greenbelts, & other locations utilized by people experiencing homelessness to prevent & limit infectious disease outbreaks, provide preventative & primary healthcare, disease testing, & vaccinations. The CoC & PH have a data sharing agreement to ensure HMIS & health data is used to monitor for new outbreaks, provide preventative care & vaccinations, & continuously evaluate the effectiveness of public health measures

1D-8.	Coordinated Entry Standard Processes.	
	NOFO Section V.B.1.o.	

	Describe in the field below how your CoC's coordinated entry system:
1.	can serve everybody regardless of where they are located within your CoC's geographic area;
2.	uses a standardized assessment process to achieve fair, equitable, and equal access to housing and services within your CoC;
3.	collects personal information in a trauma-informed way; and
4.	is updated at least annually using feedback received from participating projects and households that participated in coordinated entry.

(limit 2,500 characters)

Coordinated Entry (CE) serves households experiencing homelessness across 100% of CoCs geographic area, King County. In addition to 500+ community-based assessors situated across the CoC, 5 Regional Access Points (RAPs) are site-based entry points to CE. RAPs each have a catchment area, which together cover the whole of King County. Households experiencing homelessness can access any RAP, not just the one they are located nearest. CE refers to resources located throughout King County. 28% of 211 requests in King County in the last year were for housing and shelter. When 211 is queried CE RAPs are listed for clients to access. CoC street outreach also actively assists people experiencing homelessness in engaging in the CE system. CoC CE enrollment in HMIS captures homelessness history, disability status, income, & non-cash benefits. A standardized Housing Triage Tool (HTT) within the CE enrollment serves as the CE assessment. Household housing preference & service match data are captured in the Housing Needs Form (HNF) w/in the CE enrollment. These tools provide fair & equitable access to housing & services.

The HTT & HNF are trauma-informed, asking the least invasive questions necessary to solicit the data CE needs to determine service match & prioritize households for referral. The HNF is meant to strongly incorporate client voice in the housing process. CE solicits opinions from CoC Board & Committees [intentionally recruited to represent a broad array of stakeholders: lived experience (LE), regional funders, local jurisdictions, PHA, VA Health, prevention/ homeless service providers, CBOs (immigrant/refugee, AI/AN, unsheltered, LGBTQ, DV, YYA, HCHN, FBO)]. Convened monthly, the CoC Board agendas hold time for public comment, member input, 2-way info sharing; CoC Board; CoC CE Committee; presentations to councils, regional homeless & planner meetings; & outreach to other stakeholders.

CE is committed to continuous improvement through feedback, community conversations, coalition building & data. A annual assessment of the system is conducted w/ recommendations for system improvements. The CoC CE Committee plays a key role in directing system improvements. Additionally, CE solicits and receives real-time feedback in the case conferencing spaces, on improvements to process and assessments; HTT and HNF. CE works closely w/ our HMIS provider, Bitfocus, to make ongoing updates & amendments to our assessments to meet the needs of our clients & providers.

1D-8a.	Coordinated Entry–Program Participant-Centered Approach.	
	NOFO Section V.B.1.o.	

	Describe in the field below how your CoC's coordinated entry system:
1.	reaches people who are least likely to apply for homeless assistance in the absence of special outreach;
2.	prioritizes people most in need of assistance;
3.	ensures people most in need of assistance receive permanent housing in a timely manner, consistent with their needs and preferences; and
4.	takes steps to reduce burdens on people seeking assistance.

(limit 2,500 characters)

CE reach to those who are least likely to apply for assistance in a number of ways: Information on CE is accessible online & via phone through 211. Community-based assessors spread across agencies, w/ many concentrated at agencies with a specific focus on outreach & services for those experiencing severe & persistent mental illness who may be difficult to engage. Assessors are available at agencies with multiple languages and those serving target populations distrustful of systems. CE supports weekly Case Conferencing meetings specifically for American Indian/Alaska Native provider agencies to resource-share & ensure households are connected to CE.
To ensure that CE is still prioritizing the people most in need of assistance, CE pivoted to prioritizing households based on the following criteria: 1. those with the longest current episode of homelessness 2. households fleeing or attempting to flee DV/IPV 3. households who are unsheltered. Using these metrics, CE is able to prioritize households most in need of assistance. Households in need of a mobility transfer are also prioritized for resources.
To ensure people most in need of assistance receive permanent housing in a timely manner, consistent w/ needs & preferences, the CoC assertively monitors the following: the average length of time between access/assessment and referral, service matching accuracy and denial reasons. Expanded CE Assessors allows for greater system connection to navigation supports for basic services. Matching occurs daily to housing resources available in the CE system for the sub pop groups.
CE works reduce burdens on people seeking assistance with the following steps: to increase access for communities whose primary language is not English via translation& interpretation services across the region. CoC actively partners w/ providers serving communities that have not historically accessed CE such as vehicle/RV residents & those unhoused neighbors primarily engaged w/ the behavioral health system. CoC has convened an Access & Engagement workgroup to identify strategies to increase access for organizations serving individuals experiencing homelessness who do not yet have HMIS & CE access. These organizations include libraries, food banks, BIPOC & grassroots homelessness organizations not funded by the CoC who are seeking to house folks through CE

1D-8b.	Coordinated Entry–Informing Program Participants about Their Rights and Remedies–Reporting Violations.	
	NOFO Section V.B.1.o.	

	Describe in the field below how your CoC through its coordinated entry:
1.	affirmatively markets housing and services provided within the CoC's geographic area and ensures it reaches all persons experiencing homelessness;
2.	informs program participants of their rights and remedies available under federal, state, and local fair housing and civil rights laws; and
3.	reports any conditions or actions that impede fair housing choice for current or prospective program participants to the jurisdiction(s) responsible for certifying consistency with the Consolidated Plan.

(limit 2,500 characters)

The CoC affirmatively markets housing & services provided within our geographic area & ensures we reaches all persons experiencing homelessness by: ensuring Information on Coordinated Entry (CE) is accessible online & via phone & internet through 211 website/call line; posting CE resources to the community of assessors & housing navigators daily; spreading community-based assessors across agencies, w/ many concentrated at agencies w/ a specific focus on outreach & services for those experiencing chronic homelessness, severe & persistent mental illness, BIPOC, LGBTQ+ & others who may be difficult to engage. Assessors also are in by/for agencies w/ multiple languages & target populations distrustful of systems. CE supports weekly Case Conferencing meeting specifically for American Indian/Alaska Native provider agencies to resource-share & ensure households are connected to CE.

To ensure program participants are aware of their rights & remedies related fair housing & civil rights laws, CoC does the following: promote the Ombuds Office as a direct resource to raise concerns; daily case conferencing to keep track of referrals & advocate for participants who may have had referrals denied for reasons not in accordance w/ federal, state, or local fair housing and civil rights laws; maintaining a live inventory - a highly detailed information tool about program and unit descriptions, as well as barriers to these program types (sex offender status, arson convictions, methamphetamine manufacturing convictions, etc.) - to better match people experiencing homelessness w/ housing/shelter opportunities. Furthermore, all programs are required to provide a grievance policy & process at intake for all participants.

CoC has partnered closely w/ our Ombuds Office to create information and communication streams to ensure any conditions or actions that impede fair housing choice for current or prospective program participants are reported to the Ombuds appropriately. These channels ensure that impediments to fair housing are reported, followed up on, & remedied. The Washington State Fair Housing Act outlaws discrimination against home renters and buyers by landlords, sellers, and lenders on account of their race, color, religion, sexual orientation, nationality, disability, or family status. Ombuds has collaborated w/ the Housing Justice Project (HJP) to provide free legal help to renters facing eviction due to discrimination. The HJP has both staff & volunteer attorneys.

1D-9.	**Advancing Racial Equity in Homelessness–Conducting Assessment.**	
	NOFO Section V.B.1.p.	

1.	**Has your CoC conducted a racial disparities assessment in the last 3 years?**	Yes
2.	**Enter the date your CoC conducted its latest assessment for racial disparities.**	09/21/2023

1D-9a.	**Using Data to Determine if Racial Disparities Exist in Your CoC's Provision or Outcomes of CoC Program-Funded Homeless Assistance.**	
	NOFO Section V.B.1.p.	

Describe in the field below:

1.	the data your CoC used to analyze whether any racial disparities are present in your CoC's provision or outcomes of CoC Program-funded homeless assistance; and
2.	how your CoC analyzed the data to determine whether any racial disparities are present in your CoC's provision or outcomes of CoC Program-funded homeless assistance.

(limit 2,500 characters)

To assess racial disparities, CoC used HMIS, w/further utilization of the '24 Point-in-Time (PIT) & the CoC Racial Equity Analysis Tool [American Community Survey (ACS)]. For CoC funded programs, the Annual Performance Report monitored outcomes & demographic disproportions. The CoC also had Stella P to monitor exits by race & ethnicity. The CoC Outcomes Report monitored program demographic information, providing an understanding of service impacts across racial & ethnic groups. Our CoC also used the racial analysis tool of the WA State Dept of Commerce. CoC has program-level demographic data for exits to permanent housing, returns, unit availability, utilization rates, & system throughput. Our CE system is beta testing to track referrals & outcomes by race w/ defined benchmarks. CoC also has a housing inventory system reporting on placement of households into permanent housing programs, improving our ability to monitor disparities. The CoC Ombuds office took complaints from clients & documented & followed up. Improving & building on existing tools to monitor disparities is key to CoC's 5 Yr Plan to End Homeless. CoC prioritized inclusion of individuals w/ Lived Experience (LE), recognizing their insights as vital. Individuals with LE make up the majority of our CoC board & HMIS Committee. Individuals w/ LE are also integral to CoC's planning for PIT Count & participate in our rating & ranking for the CoC Consolidated Application.
The CoC prioritized equity &challenging systemic racism &recognizes that equity is both an outcome & a process. A review of the 2022 CoC Racial Equity Analysis Tool revealed that our BIPOC community is disproportionally affected by housing displacement when comparing the PIT count to the total population of our area. The 2024 PIT count again showed disproportional representation of our BIPOC communities w/i those experiencing homelessness when compared to total population from the most recent ACS demographic data. Analysis of these sources revealed continued disproportionally experienced by people of color in the CoC. Using the LSA data with the Stella Performance module, we continued to monitor housing outcomes by race year-over-year. After our system evaluation of CE is finished, & the beta dashboard for monitoring outcomes is complete, our CoC will be have the means to track intervention matching by race. This will aid in establishing local CE benchmarks to address any disparities that may be present.

1D-9b.	Implemented Strategies to Prevent or Eliminate Racial Disparities.	
	NOFO Section V.B.1.p	

Select yes or no in the chart below to indicate the strategies your CoC is using to prevent or eliminate racial disparities.

1.	Are your CoC's board and decisionmaking bodies representative of the population served in the CoC?	Yes
2.	Did your CoC identify steps it will take to help the CoC board and decisionmaking bodies better reflect the population served in the CoC?	Yes

3.	Is your CoC expanding outreach in your CoC's geographic areas with higher concentrations of underrepresented groups?	Yes
4.	Does your CoC have communication, such as flyers, websites, or other materials, inclusive of underrepresented groups?	Yes
5.	Is your CoC training staff working in the homeless services sector to better understand racism and the intersection of racism and homelessness?	Yes
6.	Is your CoC establishing professional development opportunities to identify and invest in emerging leaders of different races and ethnicities in the homelessness sector?	Yes
7.	Does your CoC have staff, committees, or other resources charged with analyzing and addressing racial disparities related to homelessness?	Yes
8.	Is your CoC educating organizations, stakeholders, boards of directors for local and national nonprofit organizations working on homelessness on the topic of creating greater racial and ethnic diversity?	Yes
9.	Did your CoC review its coordinated entry processes to understand their impact on people of different races and ethnicities experiencing homelessness?	Yes
10.	Is your CoC collecting data to better understand the pattern of program use for people of different races and ethnicities in its homeless services system?	Yes
11.	Is your CoC conducting additional research to understand the scope and needs of different races or ethnicities experiencing homelessness?	Yes
	Other:(limit 500 characters)	
12.		

1D-9c.	Plan for Ongoing Evaluation of System-level Processes, Policies, and Procedures for Racial Equity.	
	NOFO Section V.B.1.p.	

Describe in the field below your CoC's plan for ongoing evaluation of system-level processes, policies, and procedures for racial equity.

(limit 2,500 characters)

CoC is dedicated to eliminating racial disparities in the provision &outcomes of CoC Program-funded homeless assistance. This commitment is reflected in targeted processes & policies. When disparities are identified—such as exits to Permanent Housing, CoC engages directly w/providers. Our performance monitoring teams examine outcome data to understand disparities based on race & ethnicity. Providers submit quarterly narratives detailing demographic information. This approach identifies programs exhibiting disparities, allowing for intervention & tailored guidance to foster equitable service delivery. KCRHA collaborates w/HUD w/technical assistance from CSH to refine policies for our program & data management teams. CE, program, & data management teams evaluate program entry data regularly to identify patterns of racial discrimination in referrals & denials. This continuous evaluation fosters open discussions w/ providers & illuminates implicit bias & racial equity

The HMIS Committee, in collaboration w/ CoC Board & CE committee, evaluate policies through the lens of race & intersectionality, using HUD's HMIS lead matrix to ensure compliance w/community &program evaluation needs. This collaborative effort ensures our data is current & effectively addresses disparities in service delivery. Recent enhancements to inventory tracking has allowed monitoring of enrollments & referrals to interventions in real-time, facilitating immediate identification of inequities & enabling timely adjustment. Also, aligned w/ our 5-year plan to end homelessness, we maintain public facing performance dashboards for the community& providers to monitor outcomes.

Our evaluation methods incorporate innovative approaches to redefine success, allowing culturally responsive programs to extend their reach. To reach this objective, our data collection & policymaking strategies involve recruiting individuals with lived experience, community members facing homelessness, & local provider staff to participate in evaluation processes. These individuals serve as raters for all KCRHA RFPs & our consolidated application for CoC funds. Training includes sessions on procurement, application rating, & developing rating matrices, along with an orientation focused on implicit bias. Through these efforts, we hold ourselves accountable for continuous improvement, ensuring that those most impacted by homelessness actively shape our policies & practices.

1D-9d.	**Plan for Using Data to Track Progress on Preventing or Eliminating Racial Disparities.**	
	NOFO Section V.B.1.p.	

	Describe in the field below:
1.	**the measures your CoC plans to use to continuously track progress on preventing or eliminating racial disparities in the provision or outcomes of homeless assistance; and**
2.	**the tools your CoC plans to use to continuously track progress on preventing or eliminating racial disparities in the provision or outcomes of homeless assistance.**

(limit 2,500 characters)

Our CoC prioritizes the inclusion of individuals w/ lived experience, recognizing their insights as vital for tracking progress. We include them in our CoC board, HMIS Committee, & the planning process for the Point in Time Count. They also participate in our rating &ranking the CoC Consolidated Application (NOFO).

To track racial disparities in homeless assistance, we focus on high-quality data collection. Our CoC maintains public-facing dashboards showing the racial breakdown of the homeless population, service access, & system performance. We utilize HMIS data to identify disproportionality in outcomes, such as exits to permanent housing, CE referrals & exits to interventions & evaluate our federal reports (PIT & APRs). Our 5 year plan to end homelessness includes provisions for CoC tracking of exits, returns &other outcomes by race.

Our regional planners work closely w/local policymakers to gather feedback on regional needs &host public meetings for community input. Additionally, our Ombudsman office addresses concerns from individuals in homeless assistance programs.

To continuously track progress on preventing or eliminating racial disparities in the provision or outcomes of homeless assistance, our CoC uses several tools w/ high-quality data collection. BIPOC experience homelessness at higher rates relative to the overall population. Our HMIS lead conducts quarterly training for all users on employing a client-centered approach to recognizing race &ethnicity in data collection. Further, our CoC collects tribal affiliation for improved service delivery &intervention matching. Our CoC has public facing dashboards that display program level outcomes &demographics &CE system evaluation which monitors referrals, outcomes & race with a dashboard accessible from HMIS. The PIT Count, & Annual Performance Reports are both used to monitor racial disparities in outcomes & services. HUDs Racial Analysis Tool is also in use by the CoC. The summary of these federal tools &reports are shared out through our CoC board & HMIS committee. The CoC also has an Ombuds office that takes complaints or concerns from those being served by in homeless assistance programs &documents & follows up. We are currently examining the feasibility of using the Assessment of Fair Housing Tool for Local Governments. Improving and building on existing tools to monitor disparities is a key part of our CoC's 5 Yr. Plan to End Homelessness.

1D-10.	**Involving Individuals with Lived Experience of Homelessness in Service Delivery and Decisionmaking–CoC's Outreach Efforts.**	
	NOFO Section V.B.1.q.	

Describe in the field below your CoC's outreach efforts (e.g., social media announcements, targeted outreach) to engage those with lived experience of homelessness in leadership roles and decisionmaking processes.

(limit 2,500 characters)

The CoC's efforts to engage those w/ lived experience (LE) in service delivery and decision making are varied & take into careful consideration challenges to access. Email, website & social media announcements are augmented by announcements during open, public meetings of the CoC & local government partners, listening sessions, direct outreach, & word-of-mouth to connect with community members w/ LE of homelessness who are interested in providing & utilizing their knowledge and expertise to guide the decisions shaping the community's response to homelessness.

The current CoC Board is primarily made up of members with LE who leverage their own networks to share opportunities with others with LE. The CoC has created an efficient process to serve on the CoC Board with a short application to reduce any onerous barriers, & paper applications are available. Additionally the CoC has implemented supportive incentives such as stipends to overcome challenges to participation. The CoC board continues to prioritize bringing on new members with LE. The CoC, including the Youth Action Board, and KCRHA's Planning Team actively reach out & engage across the region to promote opportunities & invite people w/ LE to participate in strategic planning. This engagement can be in the form of focus group, interview and survey. The LE Coalition announces opportunities at meetings to provide additional inroads for those w/ LE to participate. People with LE are encouraged to serve as Raters for RFPs and RFQs during the procurement process for services and housing. The procurement process also evaluates a contractor's connection to historically marginalized & disproportionately impacted communities, in particular people with lived experience of homelessness. This includes an evaluation of those in leadership & decision-making roles, not just people in frontline staff positions, as well as how a contractor centers LE in program design & execution. Representation of members with LE in leadership is a critical factor in procurement and program selection.

The CoC is committed to continue to engage & employ persons with LE of homelessness in key leadership & decision making arenas. This engagement includes persons w/ past histories as as well those currently experiencing homelessness. This lived expertise is essential to creating a safety net that is aligned LE perspectives and needs of those most directly impacted.

1D-10a.	Active CoC Participation of Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.q.	

You must upload the Lived Experience Support Letter attachment to the 4B. Attachments Screen.
Enter in the chart below the number of people with lived experience who currently participate in your CoC under the four categories listed:

	Level of Active Participation	Number of People with Lived Experience Within the Last 7 Years or Current Program Participant	Number of People with Lived Experience Coming from Unsheltered Situations
1.	Routinely included in the decisionmaking processes related to addressing homelessness.	48	24
2.	Participate on CoC committees, subcommittees, or workgroups.	26	13
3.	Included in the development or revision of your CoC's local competition rating factors.	11	5

4.	Included in the development or revision of your CoC's coordinated entry process.	12	6

1D-10b.	Professional Development and Employment Opportunities for Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.q.	

Describe in the field below how your CoC or CoC membership organizations provide professional development and employment opportunities to individuals with lived experience of homelessness.

(limit 2,500 characters)

The CoC recognizes the critical importance of lived experience (LE) & provides multiple opportunities for professional development & employment to individuals w/ LE of homelessness. People with lived experience (PLE) served on 3 KCRHA boards, many if not all CoC provider boards, subcommittees, & procurement rater panels. Those serving on KCRHA sponsored boards or panels received compensation for their time, energy, & experience at $33/hour. Boards & subcommittees provide leadership opportunities, & both CoC board co-chairs have lived experience. Serving on the CoC board gives members the opportunity to receive training in facilitation, & strategic planning while working alongside staff who can provide additional feedback, support, & mentorship. Across our system, service providers have a focus on emphasizing LE as equal to or more important than education, which further opens opportunity for those with true lived expertise to not only enter the work field, but to excel. The CoC actively encouraged provider organizations serving people experiencing homelessness to take an intentional & proactive approach to including lived experience in their hiring practices & board membership. The number of dedicated board seats and percent of management staff with LE was included in rating criteria for CoC renewals.

Community members w/ LE & local provider staff w/ LE are recruited to be raters for all KCRHA RFP and RFQ processes - this includes providing robust training about procurement, rating applications, rating matrices & their development, & an orientation which includes a section on implicit bias. During the 2024 PIT County, community members of the LE also acted as interviewers - they were provided training on how to conduct interviews & paid for their time to participate.

Further examples of professional development and employment opportunities for PLE include:
*Participation in the Roadmap to Housing Justice, and Ruckleshaus Pathways to Housing Security project sponsored by 2 Washington Universities that centered LE in its development and design.
* The CoC Co-Chairs attended a 2-day Robert's Rules of Order training.
* The CoC's Cross Cutting Policy workgroup commenced offering policy analysis & development opportunity and mentorship from the CoC Coordinator.
*The CoC Board held a two-day Board Orientation w/ CSH & KCRHA which included w/ a binder containing all pertinent information needed for their roles.

1D-10c.	Routinely Gathering Feedback and Addressing Challenges of Individuals with Lived Experience of Homelessness.	
	NOFO Section V.B.1.q.	

	Describe in the field below:
1.	how your CoC gathers feedback from people experiencing homelessness;
2.	how often your CoC gathers feedback from people experiencing homelessness;
3.	how your CoC gathers feedback from people who received assistance through the CoC Program or ESG Program;
4.	how often your CoC gathers feedback from people who have received assistance through the CoC Program or ESG Program; and
5.	steps your CoC has taken to address challenges raised by people with lived experience of homelessness.

(limit 2,500 characters)

The CoC gathers feedback from people experiencing homelessness (PEH) on both non CoC/ESG Programs and CoC/ESG Programs through a variety of means including: outreach forums and survey, an accessible web portal to submit feedback; service providers getting feedback & elevating to CoC; CoC Board Meetings during public comment; & via social media reviewing of comments/responses.

KCRHA Ombuds Office's primary function is to solicit & gather feedback from people w/ lived experience (LE) in CoC/ESG funded programs. Ombuds thoughtfully & personally gauge how LE views & experiences programs & what improvement CoC needs to improve how people access & recieve assistance across all program types. HMIS data collection also provides insight into LE experience in CoC funded programs.

CoC providers engage w/ participants regularly through internal feedback mechanisms such a comment boxes, Client Advisory Boards, feedback forums & daily engagement w/ participants. Feedback is incorporated in a variety of ways such as new programming, policy redesign & implementing more participant-led groups. One considerable way a CoC-org promoted client input is by establishing an agency-wide Consumer Advisory Board (CAB). Membership is clients from all programs. The mission of the CAB is to promote the partnership of clients, staff, & community members, which then improves the quality of programs & services for all clients.
The CoC gathers & reviews feedback from PEH including people who have received CoC/ESG program assistance and non CoC/ESG programs: weekly through the CoC Board co-chair meeting, monthly during CoC Board & other standing meetings, & on an ongoing basis via community meetings & listening sessions. CoC/ESG program feedback comes from people with LE through CoC program online submissions, HMIS data & Ombuds office.
When challenges are raised by PEH & w/ LE, the CoC takes the following steps depending on the severity & requested support:
*Ombuds office assistance: providing information & referrals to resources, helping CoC constituents navigate a problem/issue, & investigating more serious concerns
*Ombuds Office: program reviews & mediation
*Direct responses from CoC staff to mediate/connect w/ PEH & providers
*Directly navigating issues with housing application discrimination by supporting reports to the Office of Civil Rights to ensure system barriers are identified & patterns of behavior addressed & corrected

1D-11.	Increasing Affordable Housing Supply.	
	NOFO Section V.B.1.s.	

	Describe in the field below at least two steps your CoC has taken in the past 12 months to engage city, county, or state governments that represent your CoC's geographic area regarding the following:
1.	reforming zoning and land use policies to permit more housing development; and
2.	reducing regulatory barriers to housing development.

(limit 2,500 characters)

The CoC partners with the King County Affordable Housing Committee (AHC), which includes elected and non-elected officials, for work related to zoning and land use requirements. Every ten years, jurisdictions in King County develop comprehensive plans to shape communities and plan for anticipated growth, including housing needs. To receive AHC approval, city plans must achieve assigned housing production goals through zoning and land use rules. This is a year when plans must be adopted, and the state had issued new mandates for housing. The CoC utilized one of the firms that developed the state-wide housing estimates to develop county-specific goals for the next five years for shelter, PSH, and affordable housing, which informed public discussion of these plans. As a result of this year's process, Seattle permanently authorized exceptions that were temporarily approved during the pandemic that benefit PSH and affordable housing, including a Design Review exemption and expedited city permitting. These exemptions shave months off project timelines, save money and bring housing online sooner. Other jurisdictions made revisions to their city comprehensive plans to add tens of thousands of homes.

The CoC commented on and submitted letters of support for the State's proposed State Homeless Housing Strategic Plan and 2025-2030 Local Homeless Housing Plan Guidance. The final versions of these plans were published in October 2024 and required estimates of housing needs and discussion of how homeless housing projects would be prioritized.

The CoC advocated in support of House Bill 2474 in the 2024 session of the State Legislature. The bill would have had cities submit zoning ordinances or development regulations that would impact transitional housing, permanent supportive housing, or emergency housing to the Washington Department of Commerce for review and approval prior to denying or rescinding a permit application. It was put forward after multiple communities took actions effectively banning homeless housing or shelter in their jurisdiction.

Additional zoning and land use polices to promote housing development have already been enacted, including: priority review of PSH and affordable housing permit applications, adding a density bonus for affordable housing on religious organization land, reduced barriers for accessory dwelling units, and incorporation of the "missing middle" housing in zoning codes.

1E. Project Capacity, Review, and Ranking–Local Competition

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

1E-1.	**Web Posting of Advance Public Notice of Your CoC's Local Competition Deadline, Scoring and Rating Criteria.**	
	NOFO Section V.B.2.a. and 2.g.	

1.	**Enter the date your CoC published its submission deadline and scoring and rating criteria for New Project applicants to submit their project applications for your CoC's local competition.**	08/12/2024
2.	**Enter the date your CoC published its submission deadline and scoring and rating criteria for Renewal Project applicants to submit their project applications for your CoC's local competition.**	08/12/2024

1E-2.	**Project Review and Ranking Process Your CoC Used in Its Local Competition. We use the response to this question and the response in Question 1E-2a along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below.**	
	NOFO Section V.B.2.a., 2.b., 2.c., 2.d., and 2.e.	

You must upload the Local Competition Scoring Tool attachment to the 4B. Attachments Screen.
Select yes or no in the chart below to indicate how your CoC ranked and selected project applications during your local competition:

1.	**Established total points available for each project application type.**	Yes
2.	**At least 33 percent of the total points were based on objective criteria for the project application (e.g., cost effectiveness, timely draws, utilization rate, match, leverage), performance data, type of population served (e.g., DV, youth, Veterans, chronic homelessness), or type of housing proposed (e.g., PSH, RRH).**	Yes
3.	**At least 20 percent of the total points were based on system performance criteria for the project application (e.g., exits to permanent housing destinations, retention of permanent housing, length of time homeless, returns to homelessness).**	Yes
4.	**Provided points for projects that addressed specific severe barriers to housing and services.**	Yes
5.	**Used data from comparable databases to score projects submitted by victim service providers.**	Yes

6.	Provided points for projects based on the degree the projects identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and has taken or will take steps to eliminate the identified barriers.	Yes

1E-2a.	Scored Project Forms for One Project from Your CoC's Local Competition. We use the response to this question and Question 1E-2. along with the required attachments from both questions as a factor when determining your CoC's eligibility for bonus funds and for other NOFO criteria below.	
	NOFO Section V.B.2.a., 2.b., 2.c., and 2.d.	

You must upload the Scored Forms for One Project attachment to the 4B. Attachments Screen.
Complete the chart below to provide details of your CoC's local competition:

1.	What were the maximum number of points available for the renewal project form(s)?	126
2.	How many renewal projects did your CoC submit?	53
3.	What renewal project type did most applicants use?	PH-PSH

1E-2b.	Addressing Severe Barriers in the Local Project Review and Ranking Process.	
	NOFO Section V.B.2.d.	

	Describe in the field below:
1.	how your CoC analyzed data regarding each project that has successfully housed program participants in permanent housing;
2.	how your CoC analyzed data regarding how long it takes to house people in permanent housing;
3.	how your CoC considered the specific severity of needs and vulnerabilities experienced by program participants preventing rapid placement in permanent housing or the ability to maintain permanent housing when your CoC ranked and selected projects; and
4.	the severe barriers your CoC considered.

(limit 2,500 characters)

To analyze data regarding each project that successfull housed participants in permanent housing, our community developed a rating process based on system performance measures that track exits to permanent housing w/i HMIS. HMIS data was analyzed during a standard performance period (4/1/23-3/31/24). CoC requested narrative responses related to low barrier practices & termination policies including information on terminations: demographics & why, in order to acertain program supports to quickly move in participants facing severe barriers. This was reviewed & analyzed in correlation w/ program entry, occupancy & program exit data pulled from HMIS to contextualize any outliers along w/ narrative confirmation of practices in reality.
To analyze the length of time to housing people in permanent housing (PH), CoC monitors all referrals & time between initial referral & move-in to PH. CoC analyzes RRH move-in timelines - the length of time between referral to a RRH provider & moving into housing via HMIS. The HMIS data was again analyzed during a standard performance period (4/1/23-3/31/24).
In order to ensure clear consideration for those with severe needs & vulnerabilities to be rapidly placed and maintain permanent housing, the CoC evaluated & took the following steps:
*CoC worked diligently to ensure housing programs maintain low barriers to entry - particularly around ppwk & required docs. The CoC worked w/ DSHS to improve access for participants to minimize the wait time for income documentation in particular. CoC required submission of intake requirements to ensure all providers were proactively decreasings barriers.
*Ensured no income minimums were in place for funded programs & all programs follow Housing First.
*PSH projects provide housing to hardest to serve population & demonstrate positive performance outcomes. We ensure review HMIS performance data such as exit rates, income outcomes, & average length of time, & also solicit narrative information for a fuller picture of services & efforts staff make on the ground to support those w/ more severe needs.
*Gave consideration to the % of unknown information provided- often times those who are hardest to serve may be more reticient to consent to HMIS due to behavorial health challenges.
Severe barriers considered include: behavioral health needs, income status, history of domestic violence/sexual assault or exploitation, criminal backgrounds, access to documentation, & chronic homelessness.

1E-3.	**Advancing Racial Equity through Participation of Over-Represented Populations in the Local Competition Review and Ranking Process.**	
	NOFO Section V.B.2.e.	

	Describe in the field below:
1.	**how your CoC used input from persons of different races and ethnicities, particularly those over-represented in the local homelessness population, to determine the rating factors used to review project applications;**
2.	**how your CoC included persons of different races and ethnicities, particularly those over-represented in the local homelessness population in the review, selection, and ranking process; and**
3.	**how your CoC rated and ranked projects based on the degree that proposed projects identified any barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homelessness population, and steps the projects took or will take to eliminate the identified barriers.**

(limit 2,500 characters)

Homelessness continues to disproportionality affect communities of color in King County. Based on the PIT analyses, 19% of people experiencing homelessness in King County identify as Black/African American, but according to the 2020 U.S. Census only 6% of King County's population identifies as Black/African American. Similarly, 7% of people experiencing homelessness identify as American Indian, Alaskan Native, or Indigenous, but that group makes up only 1% of King County's population.
Our CoC actively integrated input from individuals of diverse races and ethnicities, particularly those over-represented in the local homelessness population, in determining the rating factors for project applications in the following ways:
*NOFO Planning Workgroup met bi-weekly from March 2024-July 2024 to review rating factors. Group was racially & ethnically diverse: CoC board members & staff developed application questions & rating criteria.
*Recommendations then went to System Performance Committee--composed of members from historically marginalized communities— to review rating factors & receive public comment.
*CoC board, provided final review & approval of rating factors. Board is comprised of 75% individuals with lived experience (LE), with 60% of members identify as BIPOC. This ensured that the voices of those disproportionately affected by homelessness directly inform our priorities.
14 CoC members, community partners, & board members completd the rating & ranking process for both new & renewal projects. 9 of the 14 raters self identify as BIPOC while 9 of the 14 identified lived/living experience of homelessness. This was an intentional decision to ensure LE & diverse subpopulations drove the rating & ranking process. The raters then collaborated w/ the CoC Lead to recommend final rank order to the CoC Board.
To rate & rank projects based on their identification of barriers to participation for underrepresented populations, CoC asked each renewal & new applicant to provide detailed narrative responses as well P&P. Questions focused on outreach efforts targeting underserved groups, particularly BIPOC & LGBTQ+ individuals.
Raters evaluated each project w/ an equity lens as outlined in our local values & priorities. Bonus point were included for projects exceeding in equity measures - such as power sharing & addressing disparate outcomes. This approach allowed us to recognize exceptional efforts while also encouraging ongoing development in equity practice

1E-4.	**Reallocation–Reviewing Performance of Existing Projects.**	
	NOFO Section V.B.2.f.	

	Describe in the field below:
1.	**your CoC's reallocation process, including how your CoC determined which projects are candidates for reallocation because they are low performing or less needed;**
2.	**whether your CoC identified any low performing or less needed projects through the process described in element 1 of this question during your CoC's local competition this year;**
3.	**whether your CoC reallocated any low performing or less needed projects during its local competition this year; and**
4.	**why your CoC did not reallocate low performing or less needed projects during its local competition this year, if applicable.**

(limit 2,500 characters)

N/A

1E-4a.	Reallocation Between FY 2019 and FY 2024.	
	NOFO Section V.B.2.f.	

	Did your CoC cumulatively reallocate at least 20 percent of its ARD between FY 2019 and FY 2024?	No

1E-5.	Projects Rejected/Reduced–Notification Outside of e-snaps.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of Projects Rejected-Reduced attachment to the 4B. Attachments Screen.	

1.	Did your CoC reject any project application(s) submitted for funding during its local competition?	Yes
2.	Did your CoC reduce funding for any project application(s) submitted for funding during its local competition?	Yes
3.	Did your CoC inform applicants why your CoC rejected or reduced their project application(s) submitted for funding during its local competition?	Yes
4.	If you selected Yes for element 1 or element 2 of this question, enter the date your CoC notified applicants that their project applications were being rejected or reduced, in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2024, 06/27/2024, and 06/28/2024, then you must enter 06/28/2024.	10/03/2024

1E-5a.	Projects Accepted–Notification Outside of e-snaps.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of Projects Accepted attachment to the 4B. Attachments Screen.	

	Enter the date your CoC notified project applicants that their project applications were accepted and ranked on the New and Renewal Priority Listings in writing, outside of e-snaps. If you notified applicants on various dates, enter the latest date of any notification. For example, if you notified applicants on 06/26/2024, 06/27/2024, and 06/28/2024, then you must enter 06/28/2024.	10/03/2024

1E-5b.	Local Competition Selection Results for All Projects.	
	NOFO Section V.B.2.g.	
	You must upload the Local Competition Selection Results attachment to the 4B. Attachments Screen.	

	Does your attachment include: 1. Project Names; 2. Project Scores; 3. Project Status–Accepted, Rejected, Reduced Reallocated, Fully Reallocated; 4. Project Rank; 5. Amount Requested from HUD; and 6. Reallocated Funds +/-.	Yes

1E-5c.	Web Posting of CoC-Approved Consolidated Application 2 Days Before CoC Program Competition Application Submission Deadline.	
	NOFO Section V.B.2.g. and 24 CFR 578.95.	
	You must upload the Web Posting–CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC posted the CoC-approved Consolidated Application on the CoC's website or partner's website–which included: 1. the CoC Application; and 2. Priority Listings for Reallocation forms and all New, Renewal, and Replacement Project Listings.	10/28/2024

1E-5d.	Notification to Community Members and Key Stakeholders by Email that the CoC-Approved Consolidated Application is Posted on Website.	
	NOFO Section V.B.2.g.	
	You must upload the Notification of CoC-Approved Consolidated Application attachment to the 4B. Attachments Screen.	

	Enter the date your CoC notified community members and key stakeholders that the CoC-approved Consolidated Application was posted on your CoC's website or partner's website.	10/28/2024

2A. Homeless Management Information System (HMIS) Implementation

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2A-1.	HMIS Vendor.	
	Not Scored–For Information Only	

	Enter the name of the HMIS Vendor your CoC is currently using.	Bitfocus, Inc

2A-2.	HMIS Implementation Coverage Area.	
	Not Scored–For Information Only	

	Select from dropdown menu your CoC's HMIS coverage area.	Single CoC

2A-3.	HIC Data Submission in HDX.	
	NOFO Section V.B.3.a.	

	Enter the date your CoC submitted its 2024 HIC data into HDX.	05/10/2024

2A-4.	Comparable Databases for DV Providers–CoC and HMIS Lead Supporting Data Collection and Data Submission by Victim Service Providers.	
	NOFO Section V.B.3.b.	

	In the field below:
1.	describe actions your CoC and HMIS Lead have taken to ensure DV housing and service providers in your CoC collect data in HMIS comparable databases; and
2.	state whether DV housing and service providers in your CoC are using a HUD-compliant comparable database–compliant with the FY 2024 HMIS Data Standards.

(limit 2,500 characters)

CoC HMIS Lead have taken following actions to ensure DV housing &service providers collect data in a comparable database:
Use of Bitfocus Software: All DV housing & service providers use standardized screens& templates w/i Bitfocus Clarity software, ensuring compliance w/ HUD data standards. This software is managed by the same System Administration team that oversees HMIS. Clarity Human Services meets, or exceeds, all the requirements for a secure &private comparable standalone database for victim service providers. It comes fully stocked w/ all HMIS features & functionalities, including customization, program enrollment screens, pre-built HUD &Federal partner reports.
Oversight by Agency HMIS Leads: Each agency has an HMIS Lead who trains staff on data standards, monitors data quality & liaises w/ King County HMIS for new initiatives. They ensure compliance w/ all relevant regulations, including HUDs privacy & security standards.
Commitment to Confidentiality: Confidentiality is paramount in our data management practices. All users are trained to handle personal information sensitively, complying with legal and ethical standards to protect participant privacy. Fostering trust w/participants, ensuring they feel safe sharing their information.
Contracts & Agreements: Our data sharing agreements are explicit that VAWA agencies shall comply w/ the Violence Against Women & Department of Justice Reauthorization Act of 2005 (VAWA) &Washington State RCW 43.185C.030.
No personally identifying Information (PII) may be entered into HMIS for Clients in licensed DV programs (Victim Service Providers) or for clients actively fleeing DV situations. Further, our client consent policy is explicit to not enter PII into HMIS for clients who are in licensed DV agencies (Victim Service Providers) or currently fleeing DV or stalking.
Training and Protocol Compliance: DV Program staff regularly engage in online training provided by Bitfocus. Due to federal &state regulations prohibiting entry of survivors' identifying information, DV Advocates input de-identified data, following strict written protocols to ensure compliance while still gathering useful demographic information. HMIS lead agency has regular check-in w/ our local DV coalition &service provider to ensure compliance"
Yes-All screens &templates are up-to-date to meet data standards. Careful review by system administration at Bitfocus insured compliance. 100% of operational templates were reviewed &updated

2A-5.	Bed Coverage Rate–Using HIC, HMIS Data–CoC Merger Bonus Points.	
	NOFO Section V.B.3.c. and V.B.7.	

Using the 2024 HDX Competition Report we issued your CoC, enter data in the chart below by project type:

Project Type	Adjusted Total Year-Round, Current Non-VSP Beds [Column F of HDX Report]	Adjusted Total Year-Round, Current VSP Beds [Column K of HDX Report]	Total Year-Round, Current, HMIS Beds and VSP Beds in an HMIS Comparable Database [Column M of HDX Report]	HMIS and Comparable Database Coverage Rate [Column O of HDX Report]

1. Emergency Shelter (ES) beds	5,226	93	4,614	88.00%
2. Safe Haven (SH) beds	76	0	76	100.00%
3. Transitional Housing (TH) beds	1,742	151	1,430	82.00%
4. Rapid Re-Housing (RRH) beds	1,990	84	1,990	100.00%
5. Permanent Supportive Housing (PSH) beds	7,768	0	6,339	82.00%
6. Other Permanent Housing (OPH) beds	1,506	18	1,505	100.00%

2A-5a.	Partial Credit for Bed Coverage Rates at or Below 84.99 for Any Project Type in Question 2A-5.	
	NOFO Section V.B.3.c.	

	For each project type with a bed coverage rate that is at or below 84.99 percent in question 2A-5, describe:
1.	steps your CoC will take over the next 12 months to increase the bed coverage rate to at least 85 percent for that project type; and
2.	how your CoC will implement the steps described to increase bed coverage to at least 85 percent.

(limit 2,500 characters)

Our CoC will take the following over the next 12 months to increase the bed coverage rate to at least 85 percent for PSH and TH, which are currently both reporting at 82%. Both PSH and TH coverage improved over the last year: PSH: 80% to 82% and TH: 74% to 82%.
*PSH: We will work with our HUD-VASH partners to ensure they have training and access to report VASH units in HMIS. In addition, follow-up is already scheduled in late 2024 with the leadership group for veteran homelessness and these providers. Current reporting of 82% is a direct and sole result of VASH units not participating in the HMIS. This continues to not be required by the VA or HUD for data entry. In 2024, we increased the number of participating VASH beds from 375 to 491, or an increase of 116 from last year. The CoC has only 54 PSH beds that do not utilize HMIS and are not operated by the public housing authorities. The CoC will engage with the three operators of those beds to highlight the impact that not using HMIS has on the CoC's geographic bed coverage. In addition, the CoC has adopted a bed inventory tool this year that will improve the service matching for veterans to ensure their unique needs and preferences are best met, which will likely provide sufficient incentive for these programs to utilize HMIS.
*TH: In 2024, our CoC moved 4 non-participating TH programs to participating, which resulted in a large coverage increase. Due to government funding moving away from TH, a portion of our TH is operated by faith-based organizations (FBOs) that do not report in HMIS and do not receive public funding or have formal contracts with the CoC. We will continue engaging with those FBOs to discuss the mutual benefit of participation in HMIS to increase both the bed coverage rate and improve their vacancy rates.
In addition, the CoC recently added positions specifically to lead planning spaces and community engagement to enhance collaboration with other service systems and engagement of providers, including agencies that do not participate in HMIS and FBOs. As meaningful and recurring conversations with FBO grow and the value of HMIS is highlighted by other FBOs, we hope some FBOs that are non-participating will move to inclusion. For example, the CoC has been in communication with Seattle's Union Gospel Mission, which uses the same database platform as the CoC and has 103 non-participating beds. We hope that project will move to inclusion by Q2 2025.

2A-6.	**Longitudinal System Analysis (LSA) Submission in HDX 2.0.**	
	NOFO Section V.B.3.d.	
	You must upload your CoC's FY 2024 HDX Competition Report to the 4B. Attachments Screen.	

Did your CoC submit at least two usable LSA data files to HUD in HDX 2.0 by January 24, 2024, 11:59 p.m. EST?	No

2B. Continuum of Care (CoC) Point-in-Time (PIT) Count

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2B-1.	PIT Count Date.	
	NOFO Section V.B.4.a	

	Enter the date your CoC conducted its 2024 PIT count.	01/25/2024

2B-2.	PIT Count Data–HDX Submission Date.	
	NOFO Section V.B.4.a	

	Enter the date your CoC submitted its 2024 PIT count data in HDX.	05/10/2024

2B-3.	PIT Count–Effectively Counting Youth in Your CoC's Most Recent Unsheltered PIT Count.	
	NOFO Section V.B.4.b.	

	Describe in the field below how your CoC:
1.	engaged unaccompanied youth and youth serving organizations in your CoC's most recent PIT count planning process;
2.	worked with unaccompanied youth and youth serving organizations to select locations where homeless youth are most likely to be identified during your CoC's most recent PIT count planning process; and
3.	included youth experiencing homelessness as counters during your CoC's most recent unsheltered PIT count.

(limit 2,500 characters)

The CoC unsheltered PIT in 2022 used a sampling technique called Respondent Driven Sampling (RDS). The methodology for our 2024 unsheltered PIT count also used RDS and expanded the RDS methodology to youth PIT. The RDS approach was approved by the HUD SNAPS office after successful implementation in 2022. RDS includes careful attention to the length, scale & scope of the data collection period & implementation of the chain referral method for respondent selection. In our 2024 unsheltered PIT we built on our 2022 unsheltered strategies & expanded to youth. The CoC engaged with unaccompanied youth during the planning process to ensure successful youth count. The CoC incorporated insights shared from our youth providers, our Youth Action Board, & those involved in developing the By Name List for youth to ensure youth were accurately counted.
In response to our planning efforts w/ unaccompanied youth & youth providers, the CoC hosted a RDS hub at a popular youth-serving program, allowing for seamless integration of youth outreach services. This approach not only facilitated PIT access to unsheltered youth but also facilitated connection between established youth programs & unsheltered youth. Two other hub locations were located at libraries where youth and young adults are known to frequent. For all populations, there was a hub located in rural King County at the YMCA which often serves youth & young adults. Further, early seeding for hubs was used to give youth more opportunity to be counted in our sample for the final youth PIT estimates.
This year again, the RDS methodology used to estimate the number unsheltered persons did not allow for youth participation as counters due to its intensive requirements for personal data handling and consent processes. The method also required significantly fewer counters than a traditional street count. Our CoC did actively recruit and included youth and young persons with lived experience.

2B-4.	PIT Count–Methodology Change–CoC Merger Bonus Points.	
	NOFO Section V.B.5.a and V.B.7.c.	

	In the field below:
1.	describe any changes your CoC made to your sheltered PIT count implementation, including methodology or data quality changes between 2023 and 2024, if applicable;
2.	describe any changes your CoC made to your unsheltered PIT count implementation, including methodology or data quality changes between 2023 and 2024, if applicable;
3.	describe whether your CoC's PIT count was affected by people displaced either from a natural disaster or seeking short-term shelter or housing assistance who recently arrived in your CoCs' geographic; and
4.	describe how the changes affected your CoC's PIT count results; or
5.	state "Not Applicable" if there were no changes or if you did not conduct an unsheltered PIT count in 2024.

(limit 2,500 characters)

Our CoC's sheltered PIT count methodology & data quality did not change from 2023 to 2024 & continues to primarily use data from our HMIS for reporting. It also includes aggregated data collected from our CoC's non-HMIS participating agencies.

The methodology for our 2024 unsheltered PIT count used Respondent Driven Sampling (RDS) consistent w/ 2022, ensuring continuity in our data collection process. This was approved by the HUD SNAPS office after successful implementation in 2022. RDS includes careful attention to the length, scale & scope of the data collection period & implementation of the chain referral method for respondent selection. In 2024 we implemented several improvements. We continued our partnership with the University of Washington, receiving IRB approval for our methodology, & introduced a dedicated family phone line to enhance our sample of families. Our hub locations expanded from 12 to 19, including a new hub on Vashon Island & a dedicated hub for veterans in collaboration w/ local VA services. We also established a youth & young adult hub. To better sample unsheltered vehicle residency, we collaborated w/ local outreach teams & initiated seeding earlier. Additionally, we tailored our approach for specific subpopulations, including AI/AN, BIPOC & youth, engaging community representatives to improve sampling size & accessibility at key service sites. An interpreter line was available for all surveyors & participants, & included American Sign Language service.

No, the 2024 PIT count was not affected by people displaced from a natural disasters or seeking short-term shelter in our geographic area. KCRHA activated severe weather protocols and beds due to low temperatures, not snow, from January 10th thru the 17th, but there is no evidence this affected the PIT.

From 2022 to 2024, as discussed above, we made implementation improvements to our unsheltered PIT RDS methodology. These improvements ensured greater focus on key subpopulations (Veterans, Families, youth) as well as a greater presence in rural areas. These improvements may have contributed to the 22.5% overall increase in unsheltered homelessness from 2022 to 2024, but while this increase coincides with an improved PIT methodology, WA-503 posted a 23% increase in unsheltered homelessness from 2023 to 2024 as well, providing evidence that this is a real increase rather than one due to methodology changes.

2C. System Performance

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

2C-1.	**Reducing the Number of First Time Homeless–Risk Factors Your CoC Uses.**	
	NOFO Section V.B.5.b.	

	In the field below:
1.	**describe how your CoC determined the risk factors to identify persons experiencing homelessness for the first time;**
2.	**describe your CoC's strategies to address individuals and families at risk of becoming homeless; and**
3.	**provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the number of individuals and families experiencing homelessness for the first time**

(limit 2,500 characters)

KCRHA oversees the strategy to reduce the number of people experiencing homelessness for the first time. We analyzed HMIS data and BNLs for veterans, AIAN, and incarcerated individuals with competency determinations to identify factors that have typically preceded homelessness, trends, and risk factors and useed that information to target services. KCRHA worked with jail & hospital discharge planners and the county's work group on individuals that are high utilizers of justice, health, and homeless systems to identify people at risk of entering homelessness and intervene. The CoC was part of a longitudinal study by Westat that examined risk factors, and an examination of eviction data is underway to better identify people at risk of homelessness.
Research demonstrating the effectiveness of diversion began in our area, and diversion is deployed system-wide. It was offered in shelters, and there is a centralized diversion pool that a wider range of agencies, like food banks, accessed for people at risk of homelessness (at risk).
The CoC used research-based prevention screening tools and is part of a national learning circle to improve prevention, implementing changes like not capping prevention assistance and paying tenants directly when landlords will not accept payment. Prevention is dispersed by culturally-specific agencies to tailor approaches to specific populations like AIAN, refugees, and communities of color. Three local levies support prevention approaches, especially in communities with high eviction rates; one doubling its prevention funding this year.
The number of coordinated entry (CE) assessors has been expanded. CE no longer uses a priority pool so case workers can advocate for all households to receive services.
Strategies are tailored to specific populations. There is a centralized family intake line and a family center where agencies offering mental health services, homeless services, childcare vouchers, etc. co-locate to have easy access for at risk families. CoC collaborates with school McKinney-Vento liaisons and the DV coalition to connect at risk households to services. YHDP funding supports a peer connection program for at risk youth with youth who have navigated the homeless system and pays for school engagement teams that come to schools to educate all students about available services. VA clinics have internal housing social work teams that identify veterans at risk and refer them into the process for VASH, GPD, and SSVF

2C-1a.	**Impact of Displaced Persons on Number of First Time Homeless.**	
	NOFO Section V.B.5.b	

Was your CoC's Number of First Time Homeless [metric 5.2] affected by the number of persons seeking short-term shelter or housing assistance displaced due to:	

1.	**natural disasters?**	No
2.	**having recently arrived in your CoC's geographic area?**	Yes

(limit 2,500 characters)

The CoC has been highlighted in the press for asylee and migrant arrivals this year and the number of First Time Homeless was affected by people recently arriving in the CoC. HMIS data does not collect immigration status, citizenship, etc. but numerous anecdotes highlight the increased number. A church began receiving arrivals from as far as Texas, hosting 200 to 500 people on its property a night. The City of Seattle paid for hotel rooms for approximately 200 asylum seekers and migrants for two months after they filled a local park. The agency operating the Family Intake Line reports being inundated with asylum seekers and migrants. All coordinated entry regional access points reported an increase in service demand and assessment requests from asylees and new arrivals, reporting 15-40 calls per week depending on the location. As a result of the asylee and migrant crisis, the State of Washington distributed $32 million this year to support asylum seekers with legal aid, housing, and culturally responsive care management services.

In response to the influx of asylees, refugees, and migrants coming to the CoC, three new asylee- and refugee-serving project were stood up this year. Those three projects served 786 people, all of whom were new arrivals in the area.

The CoC is committed both to providing services to the newly arrived and continuing to ensure access for those experiencing homelessness for the first time within the CoC and must adapt continuously. Displaced persons often have complex and unique service needs as well as significant trauma histories related to their displacement, whether they are fleeing political or social persecution, or they have lost their homes to extreme weather events or other natural disasters. The CoC is committed to adapting to an ever-changing landscape and implementing a trauma-informed response that is grounded in empathy and providing a foundation for displaced persons to rebuild their lives. The CoC utilizes approaches such as Critical Time-Intervention to help displaced persons and all persons experiencing homelessness for the first time to quickly and effectively connect to stabilizing resources.

2C-2.	**Reducing Length of Time Homeless–CoC's Strategy.**	
	NOFO Section V.B.5.c.	

	In the field below:
1.	**describe your CoC's strategy to reduce the length of time individuals and persons in families remain homeless;**
2.	**describe how your CoC identifies and houses individuals and persons in families with the longest lengths of time homeless; and**
3.	**provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the length of time individuals and families remain homeless.**

(limit 2,500 characters)

From 2022 to 2023, the average length of time people experienced homelessness (LOT) decreased by 7.3% (nearly 60 days) & the portion of that time enrolled in a program where they were indoors increased, reflecting the CoC's priority around unsheltered homelessness.
The CoC utilizes HMIS to accurately collect the characteristics of people experiencing homelessness (PEH) to identify and house those with the longest LOT, including a robust module for outreach, capturing housing needs and preferences, & linking each bed to a specific person for rapid vacancy reporting.
KCRHA has responsibility for the CoC's multi-faceted strategy to shorten LOT. It uses a housing first approach with all PEH and employs diversion systemwide.
Several activities seek to shorten move-in times and reduce entries into homelessness. The CoC contracts for a centralized housing location agency that focuses on finding units and proactively recruiting and engaging new landlords who will lower rental barriers for PEH. Seattle adopted a levy renewal that will more than double the funding for homelessness prevention. The CoC has adopted RRH guidelines to ensure those programs utilize best practices and efficiently move PEH into housing. The CoC now master-leases private apartments as an innovate ways to bring supportive housing online faster.
Increasing the availability of affordable and supportive housing is a key strategy to shorten LOT. Seattle passed a $1 billion levy this year to build housing and included a policy to prioritize homeless housing proposals when awarding those funds. In addition, King County imposes a 0.1% sales tax to purchase and operate housing for PEH, opening 1,600 new units since 2020. Each year, the local housing authorities use their regulatory flexibility to dedicate hundreds of housing choice vouchers to the operating of new PSH buildings.
Changes were made to coordinated entry (CE) to shorten LOT. The priority pool was eliminated, opening housing vacancies to anyone while making LOT the tie-breaker for who is placed in the unit. To ensure those matched to housing are document-ready for a faster move-in, $2 million was added to expand housing navigation teams at CE Regional Access Points and shelter and outreach program guides were revised to prioritize document preparation and housing navigation. Successful exits to housing increased this year by 9% for outreach and 6% for shelter, even while increasing the number of exits from both by more than 500.

2C-3.	Successful Permanent Housing Placement or Retention –CoC's Strategy.	
	NOFO Section V.B.5.d.	

	In the field below:
1.	describe your CoC's strategy to increase the rate that individuals and persons in families residing in emergency shelter, safe havens, transitional housing, and rapid rehousing exit to permanent housing destinations;
2.	describe your CoC's strategy to increase the rate that individuals and persons in families residing in permanent housing projects retain their permanent housing or exit to permanent housing destinations; and
3.	provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to increase the rate that individuals and families exit to or retain permanent housing.

(limit 2,500 characters)

The King County Regional Homelessness Authority has responsibility for the CoC's housing placement &retention strategies.

CoC has engaged in a variety of efforts to increase the rate of placement into permanent housing. It has a centralized housing location agency that focuses on finding units and proactively recruiting and engaging new landlords who will lower rental barriers for people experiencing homelessness (PEH). CoC began master-leasing private apartments to use as supportive housing, making units available more rapidly than project-based development. It launched two initiatives that moved people directly into permanent housing from encampments and provides direct access to housing-oriented flexible funding and diversion resources in ES/SH programs. The CoC has made substantial investments in shelter staffing to ensure residents have case management and housing navigation support.

The CoC made significant new investments in the development of permanent housing. Seattle passed a $1 billion housing levy this year and included a policy to prioritize homeless housing proposals when awarding funds. King County imposes a 0.1% sales tax to purchase and operate housing for PEH, opening 1,600 new units since 2020. The local housing authorities use their regulatory flexibility to dedicate hundreds of housing choice vouchers to the operating of new PSH buildings.

The CoC has engaged in a variety of efforts to increase the retention rate for permanent housing that include: a) increased investment in prevention case management for households with previous homeless history; b) added conflict mediation, dispute resolution/family reunification services and training to suite of retention supports; c) new cross sector partnerships with mainstream employment/education services to increase/maintain employment; d) expanded move-on strategy in permanent supportive housing; e) leveraged Medicaid housing supports on-site nursing support through levies; f) expanded use of CE mobility transfer policy to connect households with programs that provide greater service supports; i) increased quarterly review of exits and program terminations to intervene on the program-level to identify patterns and provide TA to decrease likelihood HH will be exited for behavioral reasons; j) systemwide increase to eviction prevention assistance to cover arrears or missed payments; and k) $50 million investment in wages to address staffing challenges and stabilize PH operations.

2C-4.	**Reducing Returns to Homelessness–CoC's Strategy.**	
	NOFO Section V.B.5.e.	

	In the field below:
1.	**describe your CoC's strategy to identify individuals and families who return to homelessness;**
2.	**describe your CoC's strategy to reduce the rate that individuals and families return to homelessness; and**
3.	**provide the name of the organization or position title that is responsible for overseeing your CoC's strategy to reduce the rate individuals and persons in families return to homelessness.**

(limit 2,500 characters)

KCRHA holds responsibility for reducing returns to homelessness (returns). It conducts monthly reviews of every program's outcomes data to identify households (HH) that had returns, their traits, services they received, & where they went to. That identifies trends that drive returns, such as insufficient staff support, unsafe environments, or not engaging with case management so they can be addressed. The CoC utilizes entry & exit surveys for all program types to understand if HH are newly homeless or returns and what led to those situations.

To reduce returns, CoC takes numerous steps, always leveraging lived expertise on design. The Coordinated Entry (CE) process heavily focuses on matching HH to the right service supports and giving clients a choice in their housing, including standardizing the use of a housing needs form and assessment tool to identify client preferences/needs and training agencies on the range of services available for good matches. Extensive training is offered on mobility requests and internal transfers so there is a readily utilized and easy process to move clients to programs with higher levels of support and avoid returns. CE also prioritizes people with multiple returns to move HH that returned into levels of care that will be successful.

System-wide there has been an investment in the wages to increase staff continuity and skill levels to make programs more successful. Because peer supports can reduce returns, there has been a push to embed peer supports in all housing programs and partner service systems. A levy was passed this year to increase the availability of mental health supports for programs. Workforce and training agencies the CoC collaborates with to support HH frequently have set-aside job placements or credential waivers to further assist in HH in gaining employment. Shelter programs have been given substantial increases in funding to enhance their services with case management and housing navigation supports, and RRH programs have recurring meetings as peer agencies to ensure they are following best practices for maintaining housing.

Programs plan around how to ensure HH can afford units long-term before program exit and avoid homelessness returns, such as using shared housing or accessing vouchers. To ensure HH will be collaboratively engaged if issues arise, rather than exited, the CoC master leases apartments and uses centralized housing location to recruit and deepen relationships with landlords.

2C-5.	**Increasing Employment Cash Income–CoC's Strategy.**	
	NOFO Section V.B.5.f.	

	In the field below:
1.	**describe your CoC's strategy to access employment cash sources;**
2.	**describe how your CoC works with mainstream employment organizations to help individuals and families experiencing homelessness increase their employment cash income; and**
3.	**provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase income from employment.**

(limit 2,500 characters)

To increase employment cash income for participants in our CoC, we employ a number of strategies & partnerships. The Workforce Development Council of Seattle-King County (WDC) aims to transform the local workforce development system into an innovative, community-driven model focused on racial equity. Through its oversight of the workforce development system, the WDC leverages resources from one-stop centers & Title I of the Workforce Innovation & Opportunity Act (WIOA). These initiatives help job seekers gain access to employment, education, training, and essential support services to thrive in the labor market. The strategy emphasizes inclusive outreach and connections between job seekers, especially from underrepresented communities, and local employers.
The CoC collaborates with various mainstream employment organizations to enhance employment cash income for individuals and families experiencing homelessness. Key initiatives include:
*Seattle Restored Projects: Engaging individuals experiencing unsheltered homelessness in project development and skill-building through partnerships with organizations like Nii Modo Gallery and Shun Pike.
*South King County and Orion Aeronautical Co.: A six-month apprenticeship and training program aimed at supporting local homeless providers.
*Amazon: Partnership initiatives focused on job training and transition for veterans, in collaboration with Mary's Place, a significant family support agency.
*Junior Achievement: Hosting economic & training programs for youth and BizTown.
*Literacy Source: Providing job training for refugees, asylum seekers, and immigrants with culturally tailored services.
*Urban League Career Bridge and Uplift NW: Offering diverse employment support and vocational training programs.
*Senior Community Service Employment Program: Focused on helping seniors experiencing homelessness.
*Real Change and Homeless Veterans Reintegration Program: Ensuring specialized support for vulnerable populations.
*211 Services: Connecting individuals to resources, including a $5 ID voucher program to assist with employment access.

These collaborations enhance the workforce system by linking training and education directly to employment opportunities, emphasizing work-based learning and direct job placements.

The organization responsible for overseeing the CoC's strategy to increase income from employment is the King County Regional Homelessness Authority.

2C-5a.	Increasing Non-employment Cash Income–CoC's Strategy	
	NOFO Section V.B.5.f.	

	In the field below:
1.	describe your CoC's strategy to access non-employment cash income; and
2.	provide the organization name or position title that is responsible for overseeing your CoC's strategy to increase non-employment cash income.

(limit 2,500 characters)

1. CoC has a comprehensive strategy to increase non-employment cash income for individuals experiencing homelessness. This strategy is rooted in collaboration w/ various service providers& effective training of staff to navigate complex benefit systems. A key element of our approach is SOAR (SSI/SSDI Outreach, Access& Recovery) training, which equips case managers w/ the skills necessary to assist clients in applying for critical benefits such as SSI& SSDI. The majority of our CoC programs have SOAR-trained staff who participate in ongoing training sessions to ensure they are well-versed in best practices for obtaining rapid approvals for clients, particularly those w/ serious mental illnesses or substance use disorders.

We have established partnerships w/ local organizations, including LifeWire, New Beginnings& DAWN, which have co-located Community Service Officers (CSOs) to provide on-site benefit enrollment assistance. Co-location enables direct access to resources, streamlining the process for clients to secure benefits such as TANF& food assistance. Additionally, we are enhancing outreach through local food banks, which now feature benefit navigators trained to assist clients in accessing various forms of non-employment income.

To further improve accessibility, we have a mobile DSHS site at 8th & King, where clients can receive in-person enrollment support. The Community Connections initiative& partnerships with Bright Spark also prioritize families, allowing those receiving housing assistance to move up the list for childcare support. The Workforce Development Council (WDC) under Title I of WIOA plays a crucial role in addressing barriers to training & employment, providing tailored support services that help participants secure & retain benefits while engaging in educational opportunities.

The CoC has also collaborated with DSHS to host informative sessions on transitional cash & food assistance, ensuring providers are equipped w/ the latest information & resources to support their clients effectively. Our ongoing training efforts cover a wide range of benefits, including HEN (Housing and Essential Needs) & ABD (Aged, Blind, Disabled) assistance & the Working Families Tax Credit, ensuring a holistic approach to non-employment income access. Also the CoC is collaborating with the state's Office of Homeless Youth in designing a new pilot program that would send cash directly to young people experiencing housing insecurity.

2. KCRHA

3A. Coordination with Housing and Healthcare

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3A-1.	**New PH-PSH/PH-RRH Project–Leveraging Housing Resources.**	
	NOFO Section V.B.6.a.	
	You must upload the Housing Leveraging Commitment attachment to the 4B. Attachments Screen.	

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses housing subsidies or subsidized housing units which are not funded through the CoC or ESG Programs to help individuals and families experiencing homelessness?	Yes

3A-2.	**New PH-PSH/PH-RRH Project–Leveraging Healthcare Resources.**	
	NOFO Section V.B.6.b.	
	You must upload the Healthcare Formal Agreements attachment to the 4B. Attachments Screen.	

	Is your CoC applying for a new PH-PSH or PH-RRH project that uses healthcare resources to help individuals and families experiencing homelessness?	No

3A-3.	**Leveraging Housing/Healthcare Resources–List of Projects.**	
	NOFO Sections V.B.6.a. and V.B.6.b.	

If you selected yes to questions 3A-1. or 3A-2., use the list feature icon to enter information about each project application you intend for HUD to evaluate to determine if they meet the criteria.

Project Name	Project Type	Rank Number	Leverage Type
Bridges to Housing	PH-RRH	60	Housing
St. Stephen Housi...	Joint TH-RRH	54	Housing
DESC 15th Avenue W	PH-PSH	55	Housing
Highline College ...	PH-RRH	56	Housing

3A-3. List of Projects.

1. What is the name of the new project?	Bridges to Housing
2. Enter the Unique Entity Identifier (UEI):	JC77VNK7P7D3
3. Select the new project type:	PH-RRH
4. Enter the rank number of the project on your CoC's Priority Listing:	60
5. Select the type of leverage:	Housing

3A-3. List of Projects.

1. What is the name of the new project?	St. Stephen Housing Joint Component TH-RRH Project
2. Enter the Unique Entity Identifier (UEI):	JC77VNK7P7D3
3. Select the new project type:	Joint TH-RRH
4. Enter the rank number of the project on your CoC's Priority Listing:	54
5. Select the type of leverage:	Housing

3A-3. List of Projects.

1. What is the name of the new project?	DESC 15th Avenue W

2. Enter the Unique Entity Identifier (UEI):	JC77VNK7P7D3
3. Select the new project type:	PH-PSH
4. Enter the rank number of the project on your CoC's Priority Listing:	55
5. Select the type of leverage:	Housing

3A-3. List of Projects.

1. What is the name of the new project?	Highline College CoC RRH Project
2. Enter the Unique Entity Identifier (UEI):	JC77VNK7P7D3
3. Select the new project type:	PH-RRH
4. Enter the rank number of the project on your CoC's Priority Listing:	56
5. Select the type of leverage:	Housing

3B. New Projects With Rehabilitation/New Construction Costs

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3B-1.	Rehabilitation/New Construction Costs–New Projects.	
	NOFO Section V.B.1.r.	

Is your CoC requesting funding for any new project application requesting $200,000 or more in funding for housing rehabilitation or new construction?	No

3B-2.	Rehabilitation/New Construction Costs–New Projects.	
	NOFO Section V.B.1.r.	

	If you answered yes to question 3B-1, describe in the field below actions CoC Program-funded project applicants will take to comply with:
1.	Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u); and
2.	HUD's implementing rules at 24 CFR part 75 to provide employment and training opportunities for low- and very-low-income persons, as well as contracting and other economic opportunities for businesses that provide economic opportunities to low- and very-low-income persons.

(limit 2,500 characters)

N/A

3C. Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

3C-1.	**Designating SSO/TH/Joint TH and PH-RRH Component Projects to Serve Persons Experiencing Homelessness as Defined by Other Federal Statutes.**	
	NOFO Section V.F.	

	Is your CoC requesting to designate one or more of its SSO, TH, or Joint TH and PH-RRH component projects to serve families with children or youth experiencing homelessness as defined by other Federal statutes?	No

3C-2.	**Cost Effectiveness of Serving Persons Experiencing Homelessness as Defined by Other Federal Statutes.**	
	NOFO Section V.F.	

	You must upload the Project List for Other Federal Statutes attachment to the 4B. Attachments Screen.
	If you answered yes to question 3C-1, describe in the field below:
1.	**how serving this population is of equal or greater priority, which means that it is equally or more cost effective in meeting the overall goals and objectives of the plan submitted under Section 427(b)(1)(B) of the Act, especially with respect to children and unaccompanied youth than serving the homeless as defined in paragraphs (1), (2), and (4) of the definition of homeless in 24 CFR 578.3; and**
2.	**how your CoC will meet requirements described in Section 427(b)(1)(F) of the Act.**

(limit 2,500 characters)

N/A

4A. DV Bonus Project Applicants for New DV Bonus Funding

HUD publishes resources on the HUD.gov website at CoC Program Competition to assist you in completing the CoC Application. Resources include:

- Notice of Funding Opportunity (NOFO) Continuum of Care Competition and Noncompetitive Award of Youth Homeless Demonstration Program Renewal and Replacement Grants;
- 24 CFR part 578;
- FY 2024 CoC Application Navigational Guide;
- Section 3 Resources;
- PHA Crosswalk; and
- Frequently Asked Questions

4A-1.	**New DV Bonus Project Applicants.**	
	NOFO Section I.B.3.j.	

	Did your CoC submit one or more new project applications for DV Bonus Funding?	Yes

4A-1a.	**DV Bonus Project Types.**	
	NOFO Section I.B.3.j.	

Select yes or no in the chart below to indicate the type(s) of new DV Bonus project(s) your CoC included in its FY 2024 Priority Listing.

	Project Type	
1.	SSO Coordinated Entry	No
2.	PH-RRH or Joint TH and PH-RRH Component	Yes

You must click "Save" after selecting Yes for element 1 SSO Coordinated Entry to view questions 4A-2, 4A-2a. and 4A-2b.

4A-3.	**Data Assessing Need for New DV Bonus Housing Projects in Your CoC's Geographic Area.**	
	NOFO Section I.B.3.j.(1)(c) and I.B.3.j.(3)(c)	

1.	**Enter the number of survivors that need housing or services:**	7,335
2.	**Enter the number of survivors your CoC is currently serving:**	2,831
3.	**Unmet Need:**	4,504

4A-3a.	How Your CoC Calculated Local Need for New DV Bonus Housing Projects.	
	NOFO Section I.B.3.j.(1)(c)	

	Describe in the field below:
1.	how your CoC calculated the number of DV survivors needing housing or services in question 4A-3 element 1 and element 2; and
2.	the data source (e.g., comparable databases, other administrative data, external data source, HMIS for non-DV projects); or
3.	if your CoC is unable to meet the needs of all survivors please explain in your response all barriers to meeting those needs.

(limit 2,500 characters)

To calculate the number of DV survivors needing housing and services, the CoC analyzed data from an Annual Performance Report of all programs and services in HMIS between 04/01/2023-03/31/2024. The CoC then reviewed information for all active households in HMIS who indicated a recent history or that they are actively fleeing DV (7,335) based on CE assessment and program intakes to determine the total number of survivors in the CoC seeking housing and services. The CoC then reviewed number of households enrolled in TH, SH, RRH, JC, and PSH (2,831) who, per the Annual Performance Report from the same time period (4/1/23-3/31/24), indicated they are currently or recently fleeing DV.
The data source used for the reports and calculation of the number of DV survivors needing housing and services is the CoC/s HMIS for non-DV projects, and the comparable database for DV projects for both total active households and households with enrollments in housing programs active between April 1,2023 and March 31, 2024.
Our CoC has clear data related to unmet needs for DV survivors.

4A-3b.	Information About Unique Project Applicant Requesting New DV Bonus Housing Project(s).	
	NOFO Section I.B.3.j.(1)	

Use the list feature icon to enter information on each unique project applicant applying for New PH-RRH and Joint TH and PH-RRH Component DV Bonus projects–only enter project applicant information once, regardless of how many DV Bonus projects that applicant is applying for.

Applicant Name
King County Regio...

Project Applicants Applying for New PH-RRH and Joint TH and PH-RRH DV Bonus Projects

4A-3b.	Information About Unique Project Applicant Requesting New DV Bonus Housing Project(s).	
	NOFO Section I.B.3.j.(1)	

Enter information in the chart below on the project applicant that applied for one or more New DV Bonus housing projects included on your CoC's FY 2024 Priority Listing for New Projects:

1.	Applicant Name	King County Regional Homelessness Authority
2.	Rate of Housing Placement of DV Survivors–Percentage	56%
3.	Rate of Housing Retention of DV Survivors–Percentage	99%

4A-3b.1.	Applicant's Housing Placement and Retention Data Explanation.	
	NOFO Section I.B.3.j.(1)(d)	

	For the rate of housing placement and rate of housing retention of DV survivors reported in question 4B-3b., describe in the field below:
1.	how the project applicant calculated the rate of housing placement;
2.	whether the rate for housing placement accounts for exits to safe housing destinations;
3.	how the project applicant calculated the rate of housing retention; and
4.	the data source (e.g., comparable databases, other administrative data, external data source, HMIS for non-DV projects).

(limit 1,500 characters)

KCRHA, the project applicant, calculated the placement rate for DV survivors using Annual Performance Reporting data from 4/1/2023 - 3/31/2024 for all DV programs directly funded by KCRHA. From this report, the rate of placement was based on all enrollments that had moved into a positive, safe destination within the time period. In that time period, 56% of all enrolled participants were in housing and 31% were still searching for a housing placement and 13% either exited before placement or did not have data collected.
Yes, all of the rates calculated account for any exits to safe housing destinations.
During the same time period of 4/1/23-3/31/24, the 99% retention rate was calculated based on program outcome reports for all KCRHA funded DV housing programs (14). The total number of people housed and those who exited to a positive, safe housing destination and did not returned to homelessness within 6 months. This rate was 99%.
The data source used for the calculation is the CoC HMIS for non-victim service provider projects, and comparable database for DV projects for households with enrollments active between April 1, 2023 and March 31, 2024.

4A-3c.	Applicant's Experience Housing DV Survivors.	
	NOFO Section I.B.3.j.(1)(d)	

	Describe in the field below how the project applicant:
1.	ensured DV survivors experiencing homelessness were quickly moved into safe affordable housing;
2.	prioritized survivors–you must address the process the project applicant used, e.g., Coordinated Entry, prioritization list, CoC's emergency transfer plan;
3.	determined survivors' supportive services needs;
4.	connected survivors to supportive services; and
5.	moved survivors from assisted housing to housing they could sustain–address housing stability after the housing subsidy ends.

(limit 2,500 characters)

KCRHA is project applicant for 4 DV Bonus projects. KCRHA ensured DV survivors experiencing homelessness were quickly moved into safe, affordable housing through close partnership w/ the DV-CE operator, the Coalition on Ending Gender-Based Violence (CEGBV) as well as project subrecipients. KCRHA monitored program policies, days from referral to housed status, & housing outcomes on ongoing basis to ensure all funded programs follow DV-Housing First and Trauma-Informed approach to support DV survivors to quickly access safe & affordable housing. Staff paid close attention to how long it took for survivors to access safe housing & housing outcomes & provide problem-solving & technical assistance to support client self-determinization. KCRHA further worked w/ Housing Connector (HC), a tech-enabled landlord-liaison service on a Zillow platform, which connects clients w/ rental challenges to low-barrier member landlords, this partnership supported quick access to safe & affordable housing for DV survivors.

A DV-specific Coordinated Entry system prioritized DV survivors for housing resources. When mainstream CE identified survivors, it prioritized quick connection to services & all available housing programs. CE expedited both mobility requests & emergency transfers when DV safety is raised. The CE-DV system also has a dedicated DV Housing System Manager to further streamline survivor priority access

Survivor's supportive service needs addressed upon intake through an integrated service plan (ISP). Services were survivor centered & survivor led; meaning the survivor determined what services & supports are best for them in the ISP. Providers also used trauma-informed care & progressive engagement model focused on providing what the survivor needs

DV Housing System Manager worked with all homeless providers to ensure safety & connection to DV & supportive services across programs and the region. Cross-agency collaboration provided seamless supportive service provision to survivors seeking a safe place to stay while fleeing domestic violence & wraparound supportive services, w/ client choice in mind to help them stabilize & move to permanent housing quickly

Quick housing attainment occurred thru mobile advocacy, progressive engagement, tailored/voluntary services, safety planning & flexible client assistance: resolving barriers to signing lease, rent readiness/move-in assistance, working & negotiating w/ landlords, budgeting/financial planning & legal advocacy

4A-3d.	Applicant's Experience in Ensuring DV Survivors' Safety.	
	NOFO Section I.B.3.j.(1)(d)	

	Describe in the field below examples of how the project applicant ensured the safety and confidentiality of DV survivors experiencing homelessness by:
1.	taking steps to ensure privacy/confidentiality during the intake and interview process to minimize potential coercion of survivors;
2.	making determinations and placements into safe housing;
3.	keeping survivors' information and locations confidential;
4.	training staff on safety and confidentially policies and practices; and
5.	taking security measures for units (congregate or scattered site), that support survivors' physical safety and location confidentiality.

(limit 2,500 characters)

Ensured privacy/confidentiality during intake & interview process to minimize potential coercion of survivors via monitoring efforts. All DV providers trained in TIC & strict standards of confidentiality. All staff had private spaces & program staff met survivors where they chose to ensure safety & confidentiality. DV advocates are mobile & equipped w/ laptops, hotspots, & smartphones. Services delivered online via MS Teams video & Zoom. Convos held separately w/ members of intact HHs so each adult could talk privately.
Prvdrs adhere to survivor-centered, trauma-informed, self-determination model. Prvdrs use DVHF approach offered access to hsing options that best fit needs, offered alternatives as needs change. Staff recognized safe housing is not one-size-fits-all, worked closely w/ each survivor to tailor housing solutions that meet their specific requirements - proximity to supportive networks or necessary security features.
At entry& throughout enrollment, participants expected to maintain location confidentiality- is consistently, regularly stressed w/ participants. HMIS agency leads ensured all data is secure and confidential, meeting HMIS and WA confidentiality requirements. To accommodate survivors who could not visit physical locations, all services were offered via secure online platforms. These digital services are provided with the utmost regard for security and confidentiality, ensuring that all client interactions are private and safe
Staff completed extensive training at hire& annually per WA State WAC recs w/ essential focus on confidentiality/safety. CoC CEDV staff provided training on DV best practices, advocacy, resources, safety; facilitated bi-monthly meetings of partners--training, problem-solving & sharing of best practices; staff are trained to handle sensitive information with the utmost discretion, ensuring all comms, both internal & external, uphold the privacy of clients. State DV Coalition offered specialized training (attended by DV partners) on serving survivors who wish to remain in relationships&/or where DV is a factor after services begin
Partnered w/ local landlords to secure a variety of safe, affordable units across county, ensuring to meet diverse needs of survivors, including physical safety & location cofidentiality. Survivors chose accommodations that felt safest to them - proximity to certain services/features such as secured entry, security onsite. Offered safety devices such as ring doorbells, motion lights

4A-3d.1.	Applicant's Experience in Evaluating Its Ability to Ensure DV Survivors' Safety.	
	NOFO Section I.B.3.j.(1)(d)	

Describe in the field below how the project evaluated its ability to ensure the safety of DV survivors the project served in the project, including any areas identified for improvement throughout the project's operation.

(limit 2,500 characters)

To evaluate our ability to ensure safety of DV survivors, KCRHA used a multifaceted approach including ongoing monitoring, collaboration w/ direct service providers (DSPs), & active engagement w/ survivors themselves. Focused on key areas:
*Data Tracking & Monitoring: HMIS & comparable database to track housing outcomes & retention rates. Data helped assess impact on survivors' stability & safety, providing a quantitative foundation for evaluation
*Culturally Specific, Trauma-Informed Care: Services designed through a culturally specific & trauma-informed lens, ensuring we respond effectively to the emotional, psychological, & physical needs of survivors. This approach is crucial in helping survivors restore a sense of safety & well-being
*Survivor Feedback Mechanisms: Integral to program evaluation, DSPs regularly conducted surveys during initial calls & upon closing cases, asking survivors if they received the assistance they needed. Additionally, one provider partnered directly w/ University of Washington School of Social Work to conduct annual evaluations that incorporated survivor feedback into program design & improvement for safety
*Ongoing Program Adjustments: Feedback from survivors led to specific changes in services - revealed gaps in immediate safety support, such as emergency housing & childcare. As a result, there has been advocacy for more comprehensive assistance. This approach ensures that programs stay relevant & effective in meeting the safety needs of survivors
*Engagement in Service Design: At DAWN, prioritized actively engaging survivors in shaping services. Through regular surveys, focus groups, & one-on-one interviews, comprehensive feedback informed operational adjustments. This engagement fostered a survivor-centered environment where their voices were integral to safety, security & service delivery
*Survivor-Centered Practices: Housing First approach emphasized securing stable housing for survivors w/o prerequisites. This model is complemented by trauma-informed care, which created a safe environment for healing, & strict confidentiality protocols that protected survivor privacy
*Continuous Improvement: Regularly analyzed feedback from various channels, including satisfaction surveys & informal dialogues. For example, the introduction of self-service kiosks has increased the volume of anonymous feedback, allowing identification of areas for improvement more effectively & candidly.

4A-3e.	Applicant's Experience in Placing and Stabilizing Survivors in Permanent Housing Using Trauma-Informed, Survivor-Centered Approaches.	
	NOFO Section I.B.3.j.(1)(d)	

Describe in the field below the project applicant's experience in:

1.	prioritizing placement and stabilization of survivors;
2.	placing survivors in permanent housing;
3.	placing and stabilizing survivors consistent with their preferences; and
4.	placing and stabilizing survivors consistent with their stated needs.

(limit 2,500 characters)

We prioritize placing survivors in stable housing by implementing tailored case management (CM) strategies. Our approach begin w/ a thorough assessment of each survivor's immediate& long-term needs, enabling them to identify the most appropriate housing solutions. Permanent housing (PH) for survivors included HCV, VASH& non-HUD funded projects. We maintain ongoing communication w/ clients& work collaboratively w/ clients to develop a housing stability plan. This includes housing options & connections to essential services: mental health support, medical care, vocational training & childcare
The Salvation Army (TSA) & YMCA have demonstrable successes in placing survivors in PH.TSAs DV RRH Program has enrolled 63 households, w/ an 88% exit rate to PH. PH includes HCV, VASH or non-HUD projects. This success is bolstered by relationships w/ over 400 landlords, allowing them to provide seamless housing search& placement services. From Jan 1 to Dec 31, 2023, 30% of survivors enrolled in YMCA’s PSH programs exited to PH. This success highlights our ability to navigate complex systems & connect survivors to necessary resources, such as Social Security & Medicaid, while also facilitating employment opportunities & community engagement. Our focus on comprehensive support systems ensures that survivors are not only placed in housing but also equipped w/ tools they need to maintain stability.
We prioritize survivor preference by actively involving them in housing selection process. CMs ensure clients' choices regarding location, type of housing& necessary amenities are respected, empowering them to make informed decisions that align w/ their comfort& safety. This individualized approach fosters self-determination& trust & enhances the likelihood of long-term housing stability. Our strategic efforts to foster stronger collaborations w/ affordable housing providers throughout King County allows us to assist survivors in identifying & securing housing options that meet needs& preferences
Programs evaluate survivor stated needs such as additional safety mechanisms, building security, geographic location, & amenities when navigating housing placement & stabilization. Partnerships w/organizations like Housing Connector help address barriers such as credit issues & past evictions, enabling smoother transitions into stable housing. Additionally, we provide essential resources to reduce household expenses & connect survivors to wellness programs, further their stated needs

4A-3f.	Applicant's Experience in Trauma-Informed, Survivor-Centered Approaches.	
	NOFO Section I.B.3.j.(1)(d)	

	Describe in the field below examples of the project applicant's experience using trauma-informed, victim-centered approaches to meet needs of DV survivors by:
1.	establishing and maintaining an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures survivors and staff interactions are based on equality, and minimize power differentials;
2.	providing survivors access to information on trauma, e.g., training staff on providing survivors with information on the effects of trauma;

3.	emphasizing survivors' strengths, e.g., strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans worked towards survivor-defined goals and aspirations;
4.	centering on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed;
5.	providing a variety of opportunities for survivors' connections, e.g., groups, mentorships, peer-to-peer, spiritual needs; and
6.	offering support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services.

(limit 5,000 characters)

Salvation Army (TSA) and YMCA have demonstrable success in successfully placing survivors in permanent housing. Through TSAs community-based DV Rapid Rehousing (RRH) Program, "Bridges to Housing," they have enrolled 63 households, with an 88% exit rate to permanent housing for those who exited the program. Permanent housing may include HCV, VASH or non-HUD projects. Success is bolstered by relationships w/ over 400 registered landlords, allowing them to provide seamless housing search& placement services.
Our successful experience in placing survivors in permanent housing is further evidenced by the YMCA. From Jan 1 to Dec 31, 2023, 30% of young people survivors enrolled in YMCA's PSH programs, such as Arcadia PSH and Home at Last, exited to their own independent housing. This success highlights our ability to navigate complex systems and connect survivors to necessary resources, such as Social Security and Medicaid, while also facilitating employment opportunities& community engagement.
During the same timeframe, 126 young adults/survivors enrolled in Y's TH, with 45% exiting to their own permanent housing. Additionally, among 26 RRH participants, 76% exited to a permanent destination. Our focus on comprehensive support systems ensures that survivors are not only placed in housing but also equipped w/ tools they need to maintain stability.
Staff undergo comprehensive training on trauma& its effects, which includes workshops& continuous education on the neurobiology of trauma & its impact on behavior. Training equips them to inform survivors about effects of trauma on mental health, decision-making& relationship dynamics, helping survivors understand their experiences. Each program also provide educational materials—such as brochures& workshops—that outline trauma responses, coping strategies& available resources. This ensures survivors not only receive support but also gain knowledge that empowers them to advocate for their own needs
Programs offer strength-based case management. Assessments& questionnaires are specifically designed to identify& measure the strengths& resilience of each survivor, including skills, experiences& support systems. Case plans are collaboratively developed around survivor-defined goals& aspirations, ensuring their unique voices drive the process. This approach reinforces the survivor's capabilities& fosters resilience, helping them see their potential& self-sufficiency. Example: a survivor who previously worked in graphic design but felt her experiences had diminished her confidence. Through strength-based coaching, staff highlighted her artistic talents& experience, which led her to pursue freelance opportunities while she rebuilt her life
KCRHA is committed to cultural competence & inclusivity in all services. Program staff receive ongoing training in cultural responsiveness, which includes understanding the unique barriers faced by marginalized communities. Services are accessible & sensitive to the diverse backgrounds of the survivors our continuum serves, including racial, ethnic, & LGBTQ+ identities
Additionally, programs provide interpretation services & translated materials for various languages to eliminate language barriers, promoting equitable access for all survivors. This focus on cultural inclusivity is reflected in programming, which adapts to the cultural values & preferences of the individuals we support. This has led to more inclusive practices, such as providing materials in multiple languages & ensuring that our support groups are reflective of the communities served. In practice, a survivor from a Latine background was able to access services in Spanish, which not only eased her communication barriers but also fostered a deeper sense of trust & connection w/ her case manager, ultimately enhancing her overall experience & outcomes
KCRHA funded programs offer a variety of connection opportunities tailored to

interests & needs of survivors. They facilitate support groups that create safe spaces for survivors to share experiences, learn from each other & build solidarity. Mentorship programs connect survivors w/ trained mentors who have lived experience, fostering peer support. Programs also respect spiritual needs by providing referrals to faith-based orgs & creating spaces for spiritual expression, ensuring survivors can find support that resonates w/ their personal beliefs.
Programs recognize the unique challenges faced by survivor parents & offer tailored support to address needs. Trauma-informed parenting classes that focus on understanding the effects of trauma on parenting styles & child development are offered. These classes offer practical strategies for nurturing children in a healing environment. Childcare is provided. Staff connect survivors to legal services related to custody, family law, & financial assistance, equipping them w/ the tools they need to navigate the complexities of parenting while healing from trauma.

4A-3g.	**Applicant's Experience Meeting Service Needs of DV Survivors.**	
	NOFO Section I.B.3.j.(1)(d)	

Describe in the field below examples of supportive services the project provided to domestic violence survivors while quickly moving them into permanent housing and addressing their safety needs.

(limit 5,000 characters)

KCRHA subrecipients bring their knowledge of community& its resources & experience in providing services to survivors of DV& their families. All are committed to creating a supportive & inclusive environment for survivors of DV, particularly those from marginalized communities. We have established a comprehensive service model that prioritizes immediate housing solutions, trauma-informed care & participant empowerment, driven by feedback from those served
*Transportation-Feedback from program participants consistently highlights the compassion & understanding they experience w/in our services. For instance, survivors often express appreciation for the emotional support provided by advocates, noting comments like, “I felt listened to &believed for the first time.” Requests for additional resources frequently focus on transportation, such as funding for car repairs & gas. Recently, a survivor shared, “I urgently need help with my car—it’s my lifeline.” In response, one provider allocated $28,000 in flexible funding to assist with emergency expenses, which includes covering car repairs up to $750& providing gas gift cards
*HF-We prioritize getting families into safe &affordable housing as quickly as possible - when a mother &her two children sought help after escaping an abusive situation, they were connected with a welcoming landlord w/in days, ensuring they had a place to stay w/o delay
*Low Barrier Entry-When a client w/ a criminal history needed assistance, program staff navigated the application process by partnering w/ landlords willing to overlook such barriers. This involved conducting joint meetings to discuss the client’s strengths & potential as a tenant, leading to a successful rental agreement. Partnership w/ Housing Connector, a tech-enabled service that connects clients w/ landlords willing to adopt low-barrier criteria. This partnership proved crucial when a survivor w/ rental barriers found a suitable home through our referral network, facilitating their transition into stable housing
*Client Choice & Voluntary Services-a survivor who initially opted for minimal contact later expressed a desire for additional support in navigating legal matters. The progam provided legal aid referrals, enabling them to take control of their situation
*Trauma-Informed &Culturally Appropriate Care-Advocates trained to recognize specific challenges faced by BIPOC &LGBTQ+ survivors, ensuring services resonate w/ lived experiences. One org recently hosted a cultural sensitivity workshop, which included role-playing scenarios that highlighted the importance of using correct names &pronouns, fostering an inclusive atmosphere.
*Education-A survivor who expressed interest in continuing their education was connected w/ local scholarship programs, leading to their enrollment in a community college course. Additionally, advocates offer personalized financial literacy workshops that empower clients to manage their budgets effectively. Feedback from a recent workshop participant indicated that they now feel more confident in handling their finances &planning for future expenses
*Ongoing Stability-Commitment to long-term safety &stability is evident through follow-up services. After a survivor secures permanent housing, providing ongoing case management that includes safety planning &emergency financial assistance. For example, recently helped a family w/ utility bills during a period of unexpected financial strain, ensuring they could maintain their housing stability
*Data-Driven-Grounded in data, which use to monitor outcomes &make evidence-based adjustments to programs. For instance, we track housing stability rates &when data indicated that some demographics were struggling more than others, we adjusted outreach strategies to ensure clients received targeted support

*Inclusive &Accessible Intake-To eliminate barriers during intake, conduct assessments over phone, Zoom, or at client-chosen locations. One survivor requested a meeting in a local café, which allowed them to feel more comfortable &secure during the process. Assist clients in running credit checks &work w/ them to obtain necessary documents, helping navigate barriers effectively
*Housing Search Support-Advocates provide transportation to view rental properties & offer landlord advocacy. Recently, survivor assisted in securing a lease by accompanying them to meetings w/ property managers &advocating for their unique needs, ensuring they felt supported throughout process
*Home Setup-Flexible funding allows coverng essential move-in expenses, such as beds &kitchen items. Provided a newly housed family w/ a set of dishes, cookware & toys for their children, helping to create a warm, inviting home
*Connections to Wellness Resources-Once clients achieve stable housing, help them access wellness resources, including medical &counseling. Connected survivor w/ local BH service, facilitating their transition into therapy, which was vital for their healing

4A-3h.	Applicant's Plan for Placing and Stabilizing Survivors in Permanent Housing Using Trauma-Informed, Survivor-Centered Approaches in the New DV Bonus Housing Project(s).	
	NOFO Section I.B.3.j.(1)(e)	

	Describe in the field below how the project(s) will:
1.	prioritize placement and stabilization of program participants;
2.	place program participants in permanent housing;
3.	place and stabilize program participants consistent with their preferences; and
4.	place and stabilize program participants consistent with their stated needs.

(limit 2,500 characters)

Our projects are dedicated to prioritizing placement & stabilization of domestic violence survivors into permanent housing. We will collaborate w/ Direct Service Providers (DSPs) who utilize holistic, survivor-centered approach, focusing on individual needs. The first step will be onboarding & orienting new DSPs w/ the DV Coordinated Entry System (DVCHAP). DVCHAP provides assessment and referral for all survivors seeking housing services. New DSPs will be trained by CE & DVCHAP staff to both access & open referrals to permanent housing for survivors based on a standard assessment to achieve rapid placement and stabilization.
All new projects will then be trained on trauma-informed, strength-based assessment & service planning. Each survivor will have a thorough assessment to develop tailored housing stability plans that connect them to essential services like physical &mental health support & job training along w/ housing search supports. Key partnerships with organizations such as DVCHAP and Housing Connector will enhance our efforts. Projects' active role in the DVCHAP workgroup will further inform Rapid Re-Housing (RRH) program, while Housing Connector helps address barriers like credit issues & past evictions. By fostering collaborations w/ affordable housing providers, we will empower survivors to secure suitable housing, even when they may not qualify for other existing resources or private market housing imposes burdens such as credit checks.
Each project will be trained to prioritize the preferences of survivors by actively involving them in the housing selection process. Case managers will learn how to apply motivation interviewing techniques w/ survivors to empower them to be vocal about their preferences regarding location, type of housing, & amenities that align w/ their comfort & safety.
We will provide onboarding for programs to be anchored in a trauma-informed care framework that supports survivors' holistic well-being. KCRHA will facilitate partnerships w/ Housing Connector to help address barriers such as credit issues & past evictions, enabling smoother transitions into stable housing. Additionally, we will provide connections to existing programs to support mentorship as new orgs develop. We will partner w/ established programs to provide further training on assessing survivor needs such as additional safety mechanisms, building security, geographic location, & amenities when navigating housing placement & overall stabilization

4A-3i.	**Applicant's Plan for Administering Trauma-Informed, Survivor-Centered Practices in the New DV Bonus Housing Project(s).**	
	NOFO Section I.B.3.j.(1)(e)	

	Describe in the field below examples of how the new project(s) will:
1.	**establish and maintain an environment of agency and mutual respect, e.g., the project does not use punitive interventions, ensures program participant and staff interactions are based on equality, and minimize power differentials;**
2.	**provide program participants access to information on trauma, e.g., training staff on providing program participants with information on the effects of trauma;**
3.	**emphasize program participants' strengths–for example, strength-based coaching, questionnaires and assessment tools include strength-based measures, case plans work towards survivor-defined goals and aspirations;**
4.	**center on cultural responsiveness and inclusivity, e.g., training on equal access, cultural competence, nondiscrimination, language access, improving services to be culturally responsive, accessible, and trauma-informed;**
5.	**provide a variety of opportunities for program participants' connections, e.g., groups, mentorships, peer-to-peer, spiritual needs; and**

6.	offer support for survivor parenting, e.g., trauma-informed parenting classes, childcare, connections to legal services.

(limit 5,000 characters)

Our approach to supporting domestic violence (DV) survivors will continue to be deeply rooted in trauma-informed & survivor-centered practices. Below are detailed examples of how we will effectively implement the new projects:
The first step will be to establish a non-punitive environment, ensuring that interactions between staff & survivors are grounded in equality & mutual respect through training on TIC, motivational interviewing, and power dynamics - program staff in new DV programs will receive training in partnership with Coalition on Ending Gender-Based Violence to recognize & minimize power differentials, empowering survivors to make informed choices about their services. New program policies will be written that do not impose rigid eligibility criteria; instead, each survivor's situation will be individually assessed to foster a sense of agency & collaboration. Intake processes will be anchored in a conversational approach using motivational interviewing, where survivors are encouraged to express their needs & preferences w/o fear of judgment or consequence. The aim will be to create a safe space where survivors feel valued & heard. Staff will be trained to meet with survivors where they decide to ensure all services are survivor-driven from the location to the topics. Survivors lead while staff support.
Staff will undergo comprehensive training on trauma & its effects, which include workshops & continuous education on the neurobiology of trauma & its impact on behavior. This training will equip them to inform survivors about the effects of trauma on mental health, decision-making, & relationship dynamics, helping survivors understand their experiences. Each program will develop and provide educational materials—such as brochures & workshops—that outline trauma responses, coping strategies & available resources. This ensures survivors not only receive support but also gain knowledge that empowers them to advocate for their own needs
Programs will be trained in strength-based case management to develop stability plans collaboratively around survivor-defined goals & aspirations, ensuring their unique voices drive the process. This approach will reinforce the survivor’s capabilities & fosters resilience, helping them see their potential & self-sufficiency. Training will focus on supporting survivors to identify their own strengths while staff supports them to see ways to apply their strengths in new or existing ways to accomplish goals and meet their own aspirations.
KCRHA is committed to cultural competence & inclusivity in all services. Program staff will receive initial and ongoing training in cultural responsiveness, which includes understanding the unique barriers faced by marginalized communities. Services will be designed as accessible & sensitive to the diverse backgrounds of the survivors our continuum serves, including racial, ethnic, & LGBTQ+ identities. Additionally, programs will be set up to provide interpretation services & translated materials for various languages to eliminate language barriers, promoting equitable access for all survivors.
To ensure programs foster a sense of community by offering a variety of connection opportunities tailored to the interests & needs of survivors, all program staff will be provided with education on peer supports, consumer advisory boards, and mentorship programs that connect survivors w/ trained mentors who have lived experience, fostering peer support. New programs will be connected with existing DV programs offering these services to provide direct experience and a roadmap to establish similar offerings or partnerships to collectively support survivors.
Given the unique challenges faced by survivor parents, KCRHA will ensure each new program is set up to offer tailored support to address parenting needs through resource sharing, direct connections to programs, and pairing new projects with existing ones for peer to peer program support. Examples of

resources that will be shared include: trauma-informed parenting classes that focus on understanding the effects of trauma on parenting styles & child development, childcare vouchers and programs for lower income families, and legal services that are focused on custody, family law, & financial assistance, to equip survivors w/ the tools they need to navigate the complexities of parenting while healing from trauma.

4A-3j.	**Applicant's Plan for Involving Survivors in Policy and Program Development, Operations, and Evaluation in the New DV Bonus Housing Project(s).**	
	NOFO Section I.B.3.j.(1)(f)	

	Describe in the field below how the new project will involve survivors:
1.	**with a range of lived expertise; and**
2.	**in policy and program development throughout the project's operation.**

(limit 2,500 characters)

KCRHA is dedicated to ensuring that all new DV programs meaningfully involve survivors in policy development, operations & evaluation. By actively incorporating survivor feedback, we aim to enhance autonomy, safety & personal healing. We seek lived expertise from individuals w/ experiences of homelessness, DV, sexual assault, stalking& sex trafficking to ensure services are responsive to a broad range of needs.

Survivors will play a crucial role in decision-making through listening sessions, hiring practices that prioritize lived experience& the establishment of Survivor Advisory Panels. This engagement ensures our programs resonate with the needs of those we serve.

Each project will solicit ongoing feedback from enrolled survivors using satisfaction questionnaires, allowing for real-time adjustments to services. Continuous dialogue will help incorporate survivor suggestions into program improvements, shaping staff training with the latest best practices reflecting survivor experiences. We commit to transparency, regularly sharing how feedback influences our decisions, reinforcing accountability& the importance of survivor contributions.

Survivor Advisory Panels will be established to provide regular input on policies & programs, meeting at least quarterly to ensure LE voices are central to policy-making process. We will conduct DV workshops in collaboration w/ various organizations, empowering survivors w/ knowledge about their rights, financial independence& health.

To ensure meaningful participation, providers will offer support such as transportation, childcare & meals at events. Staff training will focus on cultural competency to respect the diverse backgrounds of participants. For example, a Spanish-speaking support group has adapted its sessions based on feedback to include immigration& housing resources.

Programs will remain flexible & responsive, quickly adjusting services based on feedback. This continuous loop of communication ensures decisions are informed by the LE of survivors, aligning services w/ cultural values& personal circumstances. KCRHA aims to integrate survivor voices into every aspect of our organizations, reinforcing our commitment to a survivor-centered approach empowering individuals to reclaim their lives.

4B. Attachments Screen For All Application Questions

	We have provided the following guidance to help you successfully upload attachments and get maximum points:
1.	You must include a Document Description for each attachment you upload; if you do not, the Submission Summary screen will display a red X indicating the submission is incomplete.
2.	You must upload an attachment for each document listed where 'Required?' is 'Yes'.
3.	We prefer that you use PDF files, though other file types are supported–please only use zip files if necessary. Converting electronic files to PDF, rather than printing documents and scanning them, often produces higher quality images. Many systems allow you to create PDF files as a Print option. If you are unfamiliar with this process, you should consult your IT Support or search for information on Google or YouTube.
4.	Attachments must match the questions they are associated with.
5.	Only upload documents responsive to the questions posed–including other material slows down the review process, which ultimately slows down the funding process.
6.	If you cannot read the attachment, it is likely we cannot read it either.
	. We must be able to read the date and time on attachments requiring system-generated dates and times, (e.g., a screenshot displaying the time and date of the public posting using your desktop calendar; screenshot of a webpage that indicates date and time).
	. We must be able to read everything you want us to consider in any attachment.
7.	After you upload each attachment, use the Download feature to access and check the attachment to ensure it matches the required Document Type and to ensure it contains all pages you intend to include.
8.	Only use the "Other" attachment option to meet an attachment requirement that is not otherwise listed in these detailed instructions.

Document Type	Required?	Document Description	Date Attached
1C-7. PHA Homeless Preference	No	PHA Homeless Pref...	10/17/2024
1C-7. PHA Moving On Preference	No	PHA Moving On Pre...	10/17/2024
1D-10a. Lived Experience Support Letter	Yes	Lived Experience ...	10/16/2024
1D-2a. Housing First Evaluation	Yes	Housing First Eva...	10/16/2024
1E-2. Local Competition Scoring Tool	Yes	Local Competition...	10/16/2024
1E-2a. Scored Forms for One Project	Yes	Scored Forms for ...	10/16/2024
1E-5. Notification of Projects Rejected-Reduced	Yes	Notification of P...	10/16/2024
1E-5a. Notification of Projects Accepted	Yes	Notification of P...	10/16/2024
1E-5b. Local Competition Selection Results	Yes	Local Competition...	10/16/2024
1E-5c. Web Posting–CoC-Approved Consolidated Application	Yes		
1E-5d. Notification of CoC-Approved Consolidated Application	Yes		

2A-6. HUD's Homeless Data Exchange (HDX) Competition Report	Yes	2024 HDX Competit...	10/16/2024
3A-1a. Housing Leveraging Commitments	No	Housing Leveragin...	10/17/2024
3A-2a. Healthcare Formal Agreements	No		
3C-2. Project List for Other Federal Statutes	No		
Other	No		

Attachment Details

Document Description: PHA Homeless Preference

Attachment Details

Document Description: PHA Moving On Preference

Attachment Details

Document Description: Lived Experience Letter of Support

Attachment Details

Document Description: Housing First Evaluation

Attachment Details

Document Description: Local Competition Scoring Tool

Attachment Details

Document Description: Scored Forms for One Project

Attachment Details

Document Description: Notification of Projects Rejected-Reduced

Attachment Details

Document Description: Notification of Projects Accepted

Attachment Details

Document Description: Local Competition Selection Results

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: 2024 HDX Competition Report

Attachment Details

Document Description: Housing Leveraging Commitments

Attachment Details

Document Description:

Attachment Details

Document Description:

Attachment Details

Document Description: Certification of Consistency with the Consolidated Plan (HUD-2991)

Submission Summary

Ensure that the Project Priority List is complete prior to submitting.

Page	Last Updated
1A. CoC Identification	09/12/2024
1B. Inclusive Structure	10/23/2024
1C. Coordination and Engagement	10/23/2024
1D. Coordination and Engagement Cont'd	10/24/2024
1E. Project Review/Ranking	10/23/2024
2A. HMIS Implementation	10/23/2024
2B. Point-in-Time (PIT) Count	10/23/2024
2C. System Performance	10/23/2024
3A. Coordination with Housing and Healthcare	10/23/2024
3B. Rehabilitation/New Construction Costs	10/23/2024
3C. Serving Homeless Under Other Federal Statutes	10/23/2024

4A. DV Bonus Project Applicants	10/18/2024
4B. Attachments Screen	Please Complete
Submission Summary	No Input Required

Admission and Continued Occupancy Policy

ACOP

GOVERNING ADMISSION TO AND CONTINUED OCCUPANCY OF THE PUBLIC HOUSING PROJECTS OPERATED BY THE HOUSING AUTHORITY OF THE COUNTY OF KING, WASHINGTON

This is the latest version as of: 5-14-2024

Family Members: All members of the household other than live-in aides, foster children, and foster adults. All family members permanently reside in the unit, though they may be temporarily absent. All family members are listed on the lease.

Family Development: Any development assisted under the US Housing Act of 1937 (other than Section 8 or Section 17 of the Act) which is not a Project for the Elderly or Disabled.

Family Self-Sufficiency Program (FSS Program): The program established by a Housing Authority to promote self-sufficiency among participating families, including the coordination of supportive services.

Foster Child Care Payment: Payments to eligible households by state, local or private agencies.

Handicapped Assistance Expenses: Reasonable expenses that are anticipated, during the period for which annual Income is computed, for attendant care or auxiliary apparatus for a Handicapped or Disabled Family member, and **that are necessary to enable a Family member (including the Handicapped or Disabled member) to be employed or further his/her education**, provided that the expenses are neither paid to a member of the Family nor reimbursed by an outside source.

Head of Household: The adult member of the Family who is the head of the household for the purposes of determining income eligibility and rent. A Head of Household must be 18 years of age or older unless they document approval as an Emancipated Minor pursuant to Washington State regulations *(RCW 13.64.)*.

Homeless Family: For selection preference purposes, an applicant is considered a Homeless Family if they:

1. Lack a fixed, regular and adequate night time residence; and

2. Have a primary night time residence that is:

    a. A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing for the mentally ill);

    b. An institution that provides a temporary residence for individuals intended to be institutionalized; or

    c. A public or private place not designed for or ordinarily used as, a regular sleeping accommodation for human beings.

A Homeless Family does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

Housing Authority (HA): The Housing Authority of the County of King, a public corporation.

HUD: The U.S. Department of Housing and Urban Development.

Imputed Asset Income: For households with assets of more than $50,000, the amount calculated by multiplying net family assets by a HUD-specified percentage. If imputed income is more than actual income from assets, the imputed amount is used as income from assets in determining annual income.

Imputed Welfare Income: The amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is nonetheless included in the family's annual income for purposes of determining rent.

Income Limits: A schedule of incomes that do not exceed a percent of the median income for the area as determined by HUD with adjustments for smaller or larger Families, except that HUD may establish income limits higher or lower on the basis of its findings that such variations are necessary because of prevailing levels of construction costs, unusually high or low incomes, or other factors. (See Exhibit E)

Interim Recertification: A reexamination of a family income, expenses, and household composition conducted between regular recertifications when a change in a household's circumstances warrants such a reexamination. (See Section 10 for additional information.)

INS: The U.S. Immigration and Naturalization Service.

Live-in Aide: A person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who (1) is determined by the Housing Authority to be essential to the care and well-being of the person(s); (2) is not obligated for the support of the person(s); and (3) would not be living in the unit except to provide necessary supportive services.

A relative meeting the above three criteria would not be prohibited from serving as a Live-in Aide.

With the consent of the Housing Authority, a live-in aide meeting the above criteria may be permitted to reside in the dwelling unit. In addition to screening the live-in aide for the normal suitability criteria, permission may depend on whether the addition of a new occupant would require a transfer of the family to another unit, and whether another appropriate unit is available.

6: TENANT SELECTION AND ASSIGNMENT PLAN

The Authority has established three (3) separate waiting lists from which eligible applicants will be selected for housing assistance: a Regional, a Site-based and a separate Special Program Set-Aside program waiting list. At the time of application, applicants will be placed on the waiting list of choice and sorted according to their assigned bedroom size, any claimed local preference (if applicable) and date and time of application. [See Section 6.D (below) regarding exceptions to these general selection standards for specific targeted housing programs established by the Housing Authority.]

When a unit becomes available for occupancy, the Authority will rotate Tenant Selection between the Regional, Site-based and Speical Program Set-Aside waiting lists using a ratio of 1:1:1, to select an eligible household to fill the vacant unit.

While the Housing Authority will make a reasonable effort to fill vacant units according to the rotating schedule above, units will not be held vacant to accommodate the Tenant Selection System. In the event that no eligible applicant on a particular waiting list is available to accept a vacant unit, the Authority will move in the rotation to the next waiting list in order to fill the unit with an eligible applicant.

A. ORDER OF SELECTION – LOCAL PREFERENCES

Unless special circumstances exist, as outlined in this section, applications will be selected from their respective waiting lists in order of priority and date and time of application. Families on the regional and site-based waiting lists who have demonstrated an urgent housing need, as defined below, will qualify for a local preference and will be offered housing assistance ahead of those applicants with no qualifying preference.

Qualified categories of urgent housing need, as established by the authority include:

1. **Extremely Low-Income Household.** Applicants whose total household income is equal to or less than the higher of the Federal Poverty level or 30% of the Area Median Income for their household size.

   - ❑ Recipients of federal rent subsidy programs are excluded from qualification of a local preference under this category.

2. **Involuntarily Displaced Household**. An applicant is or will be considered involuntarily displaced if the applicant has vacated or will have to vacate the unit where the applicant lives because of one or more of the following:

   - ❑ Displacement by disaster;

   - ❑ Displacement by government action;

- ❑ Displacement by action of a housing owner;
- ❑ Displacement by domestic violence (domestic violence is defined as actual or threatened physical violence directed against one or more members of the applicant family by a spouse or other member of the applicant's household);
- ❑ Displacement to avoid reprisals;
- ❑ Displacement by hate crimes (hate crimes are actual or threatened physical violence of intimidation that is directed against a person or his or her property and that is based on the person's race, color, religion , sex, national origin, handicap, or familial status);
- ❑ Displacement by inaccessibility of unit;
- ❑ Displacement because of HUD disposition of a multifamily project.

3. **Family living in Substandard Housing**. A family is living in substandard housing if they are living in housing that:
   - ❑ Is dilapidated;
   - ❑ Does not have operable indoor plumbing;
   - ❑ Does not have a usable flush toilet inside the unit for the exclusive use of the family;
   - ❑ Does not have electricity, or has inadequate or unsafe electrical service;
   - ❑ Does not have a safe or adequate source of heat;
   - ❑ Should, but does not, have a kitchen;
   - ❑ Has been declared unfit for habitation by an agency or unit of government

4. **Rent Burdened Household.** A Rent Burdened Household is a family who is currently, and for a minimum of (at least) the last 90 days, has been paying more than 50% of total family income for rent and utilities.
   - ❑ Individuals and families who choose to pay a rent in excess of the established FMR for their bedroom size will not qualify as rent burdened.

5. **Residents displaced due to KCHA Redevelopment.** Families who have been displaced from a development as a result of HOPE VI demolition or other KCHA sponsored redevelopment activities ONLY– this is intended to allow families who

have indicated a desire to move back to the redeveloped site a priority to do so.

During initial re-occupancy of the site, qualified displaced residents may be selected from the waiting list and housed ahead of other applicants as follows:

- ❑ HOPE VI returnees displaced from Park Lake Homes I will be offered a unit based on their number established through a lottery system, rather than the date of application.

- ❑ Residents displaced as a result of other KCHA sponsored redevelopment activities may be offered a unit in accordance with the criteria outlined in the relocation plan established for the specific site.

All applicants will be allowed to initially qualify for a local preference by claiming it on the Housing Authority's preference certification form. Prior to actually being offered housing, all applicants will be required to document that a claimed local preference still exists (see Exhibit G for specific verification requirements). KCHA will waive this requirement for households who are participants in the Rapid Rehousing program (RRP) or any similar short-term *(lasting 12 months or less)* subsidy program. Such applicants will be eligible to retain their initially claimed local preference during program participation.

Unless waived as noted above, applicants who are unable to document qualification of a local preference when asked to do so, will be considered to have "no preference".

Applicants who do not qualify for a local preference as outlined above, may be considered otherwise eligible for housing assistance, but receive assistance only after applicants who document qualification for a local preference.

Notwithstanding the above, applicants who are elderly, disabled, or displaced will be offered housing before other single persons (see 6.C.5).

B. EXECUTIVE DISCRETION WAIVER

Applicants receiving a written waiver of the waiting list by the housing authority's executive director for urgent housing needs not meeting other preferences may receive housing assistance ahead of other applicants on the waiting list. Documentation of the reasons for such waiver will be included in the applicant's file

C. SPECIAL PROGRAM SET-ASIDE

The Housing Authority will administer a separate waiting list of applicants referred under any of the following SpecialProgram Set-Asides established by KCHA:

- Sound Families transitional housing partnership between the King County Housing Authority and the Gates Foundation. (Move-on strategy)
- Passage Point Conditional Housing program.

Applicants will be placed on the Special Programs Set-Aside waiting list according to the Region in which they wish to reside, bedroom size and date/time of graduation from the targeted housing program. Selection of families qualifying for housing assistance will be in rotation with the Housing Authority's Site-based and Regional Waiting lists as outlined in Section 6. In addition, the following rules will apply in determining eligibility and tenant selection under this category:

- Applicants who have applied to the Housing Authority through Special Program Set-Aside may not simultaneously have an active application on the Authority's Site-based or Regional Waiting lists.

- Applicants qualifying for housing assistance under this set-aside program must complete requirements for graduation, as designated by the applicable KCHA Agency Partner, prior to being offered a public housing unit.

D. TARGETED, MIXED FINANCE AND REDEVELOPED PUBLIC HOUSING DEVELOPMENTS

Where the Housing Authority has combined the use of Public Housing funds with other government funding (direct of through provision of support services) or assigned project-based subsidy to a re-developed Public Housing site, selection of applicants from the waiting list will be made in compliance with the partnership and/or cooperation agreements entered into by the Housing Authority for the operation of the development. Specific properties affected by such an agreement and their stipulations include:

- **Bellevue 8 Single Family Homes**: Combines the use of Public Housing funding with funding from King County's Housing Opportunity Fund (HOF) program. Priority for this development is given to families who qualify as Homeless, as outlined under the Bellevue Homeless Families Scattered Site program requirements (See Exhibit X).

- **Greenbridge**: Combines the use of Public Housing funding and funding through the Low Income Housing Tax Credit (LIHTC) program to create a mixed-income neighborhood of new low-income and workforce housing together with affordable and market rate for-sale homes. As outlined in the partnership agreements and LIHTC program requirements, priority for individual developments within the Greenbridge community will be provided as follows:

- **Seola Crossing I and II** - 50% of the units will be given to households whose annual income is at or below 30% of the Area Median Income (AMI) based on family size. Priority for eight (8) units will be provided to families with annual income below 50% of the AMI based on family size. Remaining units will be given to households whose annual income is at or below 60% of the Area Median Income based on family size.

- **Nia Apartments** - 50% of the units will be given to households whose annual income is at or below 30% of the Area Median Income (AMI) based on family size. An additional 10% of the units will be given to households with annual income at or below 50% of the AMI based on family size. The remaining 40% of the units will be filled with households whose annual income is at or below 60% of the Area Median Income based on family size.

- **Birch Creek:** Replaces Public Housing subsidy with Project-Based Section 8 subsidy and combines the use of Low Income Housing Tax Credit (LIHTC) program funding to support redevelopment of the former Springwood Apartments. As established, 50% of the units are designated for occupancy by households whose annual income is at or below 30% of the Area Median Income based on family size. The remaining 50% of the units are designated for occupancy by households whose income is at or below 50% of the Area Median Income based on family size.

- **Pacific Court**: Acquired with financial assistance provided through King County, the development combines the use of Public Housing Operating Subsidy with on-site intensive support services funded through the County's Department of Community and Human Services and the Mental Health and Chemical Abuse and Dependency Services Division (DCHS/MHCADSD) to establish a Permanent Supportive Public Housing program for individuals who are formerly homeless or are at-risk of homelessness. The development is operated in conjunction with the Memorandum of Agreement between DCHS/MHCADSD, Seattle Mental Health (SMH) and the Housing Authority. Occupancy of the site is limited to applicants who are screened, determined eligible and referred for occupancy by SMH as a suitable unit assignment becomes available, in accordance with the Memorandum of Agreement between participating agencies.

In addition, applicants who qualify for specific set-asides, such as Disabled households and those meeting the definition of large households (as defined in development and program partnership/cooperation agreements) will be given priority for available units to the extent necessary to meet the set-aside requirements.

33: EXHIBIT X - OUTLINE FOR "BELLEVUE HOMELESS FAMILY SCATTERED SITE PROGRAM"

I. DESCRIPTION OF PROJECT

This project is a scattered site public housing development providing permanent housing for the homeless. There are eight (8) individual three-bedroom single-family houses averaging 1,200 SF/house. Each house is frame construction with three bedrooms and either one or 1 ½ baths and is located on its own individual lot.

Tenants of these houses will be single head of household families or two head of household families comprised of a minimum of three (3) to a maximum of six (6) persons. It is estimated that the number of tenants housed per year will range from 24 to 48. Naturally, this could fluctuate due to turnover.

II. ELIGIBILITY REQUIREMENTS

This program is targeted to homeless low-income families. In order to be accepted into the Bellevue Homeless Family Scattered Site Program, prospective tenants must demonstrate that their annual incomes do not exceed 50 percent of the annual median income for the Seattle/Everett Metropolitan Statistical Area, adjusted for family size, as estimated from time to time by the U.S. Department of Housing and Urban Development (HUD).

III. SUPPORT SERVICES

The housing Authority has entered into an agreement with the YWCA which is attached and incorporated into this Management Plan by reference. Through this contract, the YWCA will provide case management and support services which will include, but not be limited to, the following:

Home visitation once every two months for the first six months, thereafter as needed for a minimum of one year. During each home visitation, the YWCA case worker will discuss the participating family's present situation and will outline the many types of human services and job training programs (including those listed below) which are available to the family.

In addition, the YWCA case worker will assist program participants in their efforts to access these needed human services programs.

Telephone Contract Services every two-three weeks for first three months, thereafter as needed for a minimum of one year. During each contact, the YWCA case worker will discuss the participating family's present situation and will outline the many types of human services which are available to the family.

In addition, the YWCA case worker will assist program participants in their efforts to access these needed service programs.

Mental Health & Substance Abuse Referral Service through the King County systems.

Eastside Mental Health (EMH) offers three separate divisions to better serve the diverse needs of the community. They include:

Community Support Services – Meeting the needs of those with severe and Persistent forms of mental illness.

-Case Management	-Housing	-Vocational
-Psychiatric Case	-Family Support	-Daily Activity
-24-Hr. Emergency Service	-Advocacy	

Crisis Intervention Services
-Emergency intervention and assessments in community settings
-Walk-in and next day appointments
-Psychiatric care

Eastside Counseling Services – Responding to the concerns of families, children and individual adults.

-Individual, family and group therapy
-Specialized services (family sexual abuse and eating disorders)
-School-based programs
-Eastside Behavioral Responsibility Programs
-Psychiatric care & psychological assessments
-Volunteer and intern training and supervision

Employment and Job Training services offered through the YWCA Eastside employment program located in Bellevue.

Services Provided:

-Skills Assessment
-Career Choices
-Interviewing Techniques
-Job Search Techniques
-Earning a GED
-Choosing a College/Vocational School

-Applying for Financial Aid

Resources Available:

-YWCA Job Bank
-Job Hunt Support Group
-Resume Preparation Service
-Classes & Workshops
-Employer Panels
-Educational Counseling

Many services are free; others are based on a sliding scale fee.

Program Location – Eastside

YWCA Eastside Branch
1420 156th Avenue NE
Bellevue, WA 98007
(425) 644-7361

Project-based Section 8 Administrative Plan

King County Housing Authority

This is the latest version as of: 5/14/2024

13: TENANT APPLICATION PROCESS

A. GENERAL APPLICATION REQUIREMENTS

The following application requirements apply to ALL Project-based Assistance Programs.

1. **Income Targeting Requirements**

   KCHA applies the statutory requirement of the Housing Choice Voucher Program requiring 75% of newly admitted families in any fiscal year be Extremely Low-Income families to the Project-based Assistance Programs. This requirement does not apply to each individual Project; rather it applies to the Project-based Assistance Program as a whole. To ensure that this goal is met, KCHA will twice yearly monitor incomes of newly admitted families and the income of the families on the waitlists. If it appears the requirement is not being met, KCHA will determine whether particular projects are not meeting the requirement and work with them to make adjustments in program outreach and screening as needed. KCHA retains the right to skip higher income families on the waiting list to reach extremely low-income families. If there are not enough extremely low-income families on the waiting list, KCHA will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach this goal.

2. **Waitlists**

   KCHA and/or Owners will administer waitlists in a manner that affirmatively furthers Fair Housing goals and prohibits discrimination. Waitlists and selection will be administered in a manner that is in accordance with Title VI of the Civil Rights Act of 1964, the Federal Fair Housing Act, Executive Order 11063, as amended, Executive Order 12259, Executive Order 12892, Title II of the American with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, State or local Fair Housing laws, and any other HUD requirements and regulations issued under the above authorities.

   In addition, KCHA will ensure compliance with the Violence Against Women Act of 2013 (VAWA 2013) which provides that an applicant for assistance under a covered housing program may not be denied admission to or denied assistance on the basis or as a direct result of the fact that the applicant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant otherwise qualifies for admission, assistance, participation, or occupancy.

   Waitlists are Program specific. Generally applicants applying for Permanent Replacement Housing would apply through the Central Applications Center and choose “Private Housing” as their waitlist choice. Supportive Housing Programs do not maintain a waitlist due to the urgent situation of the households targeted.

Instead, owners and/or their contracted service provider will refer households needing a unit as they become available. [52]

3. **Referral and Waitlist Monitoring**

   To ensure that Project-based Assistance referral and waitlist processes are effective in meeting Fair Housing guidelines, KCHA monitors the processing of applicants on the waitlist. In the case of project sponsors managing and maintaining a waiting list, the sponsor will be required to submit a detailed Tenant Selection and Assignment Plan that meets all of the requirements of furthering Fair Housing goals and objectives and the Authority's policies and procedures. If this monitoring appears to reflect a disproportionally underrepresented portion of the target population, KCHA will begin more frequent monitoring of those projects and begin corrective action including, but not limited to: requiring new referral sources be added to the outreach plan, changes in program design that provide more culturally-appropriate services, and/or replacement of the referring agency.

4. **Suspension of Applications**

   If the number of Applicants claiming Preferences on any waitlist greatly exceeds the number of Families that the Housing Authority is likely to be able to house within the following 12 months, the Housing Authority may at any time suspend the acceptance or processing of new applications or the addition of any new Applicants on that waitlist.

5. **Housing Choice Voucher Program Applicants**

   KCHA will not directly offer applicants on its HCV waitlist the opportunity to apply for Project-based Assistance. However, applicants on the HCV waitlist or any KCHA-managed subsidized housing waitlist may apply for any Project-based Project waitlist for which they are eligible.

6. **Availability of Information regarding Project-based Projects**

   KCHA and/or Owners will make information available to Applicants upon request regarding Project-based Projects including: a description of the development, services offered, and estimates of the time that an applicant may be on a specific waitlist.

7. **Rescheduling Appointments**

   The Housing Authority will allow a Family to reschedule for good cause. Generally, no more than one opportunity will be given to reschedule without good cause, and

[52] Approved MTW Policy Section V.4

no more than two opportunities will be given for good cause. The decision as to the qualifications of "good cause" will be made on a case-by-case basis and will be at the discretion of the Housing Authority. Applicants who are being removed from a waitlist for reasons other than lack of response will be offered the right to an informal review before being removed from a waitlist.

B. ORDER OF SELECTION- ALL PROGRAM CATEGORIES

1. Preferences

Preferences establish groups of Applicants that are prioritized over other Applicants, regardless of date and time. Preferences are established for each Project-based Assistance Program. KCHA will publicly notify interested parties for comment any time a new local preference is proposed or a current local preference is revised. Interested parties will be invited to comment on the proposed changes and present any concerns they feel should be addressed. Any change in the Project-based local preferences will be made in accordance with the provisions of the MTW Agreement with HUD and its MTW Annual Plan.

2. Executive Director's Waiver

Applicants who, as determined by KCHA, are in urgent situations where they do not qualify for any of the preferences in a particular Program may be approved to receive Project-based Assistance by the Executive Director. All such situations will be verified as to the urgency of the Applicant's housing needs.

3. Accessible Units

In selecting families to occupy Project-based units with special accessibility features for persons with disabilities, KCHA will refer, and the Owner must select families needing these unit features above others on the waitlist.

4. Eligibility

For purposes of eligibility, all families who qualify for a preference will be considered eligible to be placed on the Project-based waiting list except "other" single persons who are defined as those who are not elderly, near-elderly, or disabled attempting to apply on their own.

5. Existing Tenant Protections

In order to minimize displacement of in-place families, the HA will have full discretion to either turn on Project-based subsidies upon vacancy at the property, or to offer in-place protections. In-place protections are applicable if an existing unit that is to be placed under contract is occupied by an eligible family on the date of the execution of the Project-based HAP contract. These protections also apply to

occupied units where rehabilitation is planned. If this is the case, families will be given the opportunity to apply for assistance. Admission of such families is not subject to income targeting, however existing tenants must meet a local housing preference described under Section G.4 in order to qualify for the Project-based subsidy. If an existing family is determined eligible and placed on KCHA's waitlist, they will be given an absolute selection preference and referred to a unit that is appropriately sized for the family. Families under lease at the time of execution of a HAP contract will be required to sign a new one-year lease at the time that their subsidy begins.

a. **Notice to Existing Tenants.** If Project-based Assistance is to be turned on upon unit vacancy, this section does not apply. KCHA will ensure that Owners of Existing Housing Developments notify all existing eligible tenants of the opportunity to apply for assistance and that all tenants are given ample time and accommodations to make an application for assistance. Once an Owner has notified existing tenants of the opportunity to apply for Project-based assistance, tenants will have a specified time frame (generally not less than 30 days) in which to submit an application for assistance to the Owner. If an existing tenant seeks to apply for assistance after the specified time frame or moves in after the effective date of the HAP contract the Applicant will be required to apply through the standard application waitlist. The Owner will initially screen the existing tenants for eligibility and send this documentation to KCHA for verification.

C. TIMING/VERIFICATION OF LOCAL PREFERENCE

All applicants will be allowed to initially qualify for a Preference by claiming their Preference on their application. Before actually being approved for assistance, all applicants will be required to document that a Preference exists. If an Applicant does not certify or cannot provide such verification, or if a change in the applicant's circumstances has occurred resulting in the loss of a Preference, the Applicant will be withdrawn. The HA will waive this requirement for applicants who are participants in the Rapid Rehousing Program (RRP) or any similar short-term subsidy program (lasting 12 months or less). Such applicants will be eligible to retain their initially claimed local preference during participation in these programs.

(RRH Move-on)

If a Project-based Applicant is currently receiving Tenant-based assistance under the HOME Program, the HA determines whether the applicant qualifies for a Local Preference based on the situation of the applicant at the time they received assistance from the HOME Program.

D. DENIAL OF LOCAL PREFERENCE

An Applicant denied a Preference will receive a prompt written notice giving a brief statement of the reasons for the denial and given an opportunity to utilize the Informal Review process to review the denial. This review will be limited only to the issue of whether the applicant meets the criteria for receiving a Preference.

E. REMOVING APPLICANT NAMES FROM A WAITLIST

The Housing Authority or Owner will not remove an applicant's name from a waitlist unless:

1. The applicant requests that their name be removed (in writing);

2. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program or misses scheduled appointments;

3. The applicant does not meet the eligibility criteria for the Project; or

4. There is insufficient funding for the Section 8 Program to cover the costs of the Project. Should this occur, the Housing Authority reserves the right to cancel all or a portion of the applications on the Project-based waitlist(s) without prior notice to the Applicants.

Should one of these situations occur, the application will be listed as "Withdrawn". Sufficient information is to be entered on the application form to establish the ineligibility status and the applicant is to be informed in writing of the reason(s) for the denial and right to appeal the determination.

The Housing Authority will consider written requests for reinstatement of non-responsive applicants within twelve months of the date of withdrawal. In addition, any applicant who subsequently maintains that their failure to respond was caused by their disability will be provided reasonable accommodation to explain their circumstances. Should the Family be reinstated, their application will be placed in their former position on the waitlist.

Persons with disabilities who require a reasonable accommodation in completing an application may call the Housing Authority to make special arrangements. A Telecommunication Device for the Deaf (TDD) is available for the hearing impaired. The TDD telephone number is posted in the Section 8 Office and each Public Housing Management Office.

F. HOUSED STATUS

When an applicant is housed in a Project-based KCHA managed property, the applicant's name will be withdrawn from all other Project-based waitlists. For those housed in transitional housing, once the applicant completes their transitional program, they would be eligible for Public Housing through the Sound Families Graduation Process. If a tenant later leaves their Project-based unit in good standing, there is no restriction on reapplication for any housing program later.

G. APPLICATION PROCEDURES –PERMANENT REPLACEMENT HOUSING PROGRAM

The Project-based Permanent Replacement Housing Program "replaces" demolished Public Housing units by attaching Project-based assistance to privately-managed Developments in geographic areas of low poverty and high employment rates. The Program is known to the public as the "Private Housing Program". The Permanent Replacement Housing Application Process mirrors that of the Public Housing Program as closely as possible in order to ensure these Project-based Units are as accessible as the public housing units they are replacing once were.

1. Permanent Replacement Housing Waitlist Process

After all qualified existing tenants have been assisted; new Applicants will typically be referred by KCHA to Owners in the Permanent Replacement Housing Program at a ratio of 1 to 1 between the Standard Project-based Regional Waitlists and the Sound Families Graduate Waitlist, except in cases where the property maintains a site-based waitlist (see below).

a. Standard Permanent Replacement Housing Waitlists

Unless otherwise stated, Applicants wishing to apply for Permanent Replacement Housing will apply through a Regional Permanent Replacement Housing Waitlist based on bedroom size needed. Those Permanent Replacement Housing Developments not designated in the regional waitlist area will maintain site-specific waitlists until two or more Developments are contracted in a particular region, at which point KCHA may establish a new Regional Waitlist.

Interested households may obtain an initial application for Housing through KCHA's Central Applications Center (CAC) and/or website www.kcha.org. This form provides the opportunity to apply for a number of KCHA's subsidized housing programs. Once completed, the CAC places the Applicant Family on the appropriate Waitlists.

The applicant must report changes in their applicant status including changes in family composition, income, or preference factors to the CAC who will make any changes to the application and update their place on the waitlist. Confirmation of the changes will be confirmed with the Family in writing.

b. **Identifying the Next Applicant**

Due to the large number of unresponsive applicants, KCHA may contact a cluster of applicants on any Permanent Replacement Housing waitlist prior to receiving a Notice of Available Unit from an Owner to pre-screen the applicant for Housing Authority eligibility. When KCHA sends an Update Letter to an applicant, the applicant will have 10 days to respond. If the applicant does not respond within 10 days, their application may be withdrawn from the waitlist. An applicant may be reviewed for re-instatement on the waitlist if s/he responds in writing within 12 months of the date of the Update Letter and request to be reinstated. Updated applicants will be offered available units based upon the date of their response to these inquiries and the certified date of their application.

c. **Site-specific waitlists**

For a subset of projects, it may be more appropriate for Owners to maintain their own waitlists. KCHA shall make the determination on an individual case-by-case basis as to whether it is appropriate for a Permanent Replacement Housing project to have a site-based waitlist. This may be considered in cases where the project serves a specific target population (i.e. seniors) from which KCHA's waitlist may not have sufficient eligible applicants to select or when the Owner's application requirements and/or fees vary from KCHA's.

In such cases, KCHA will review the Owner's referral sources and tenant selection methods and criteria at the time of the Owner's application for Project-based Assistance, to determine that they are broad-based, affirmatively furthering Fair Housing goals, and prohibiting discrimination.

2. Sound Families Graduate Waitlist[53]

Only graduates of KCHA-funded Sound Families programs are eligible for this set-aside waitlist. Upon graduation, the graduate and his/her case manager completes an Update Packet and Graduation Notice and submits them to the CAC. The CAC dates and time-stamps the Update Packets and processes them to the extent necessary to determine whether the applicant is eligible for permanent subsidized housing.

[53] Approved MTW Policy Section V.7

The CAC will update information in KCHA's management information system according to the bedroom size needed, preference and date/time of application and will keep it in a permanent file at the CAC. Updated graduates are then placed on the Sound Families set-aside waitlist for permanent, subsidized housing at the CAC.

Move-on strategy --> Sound Families transitional housing participants are only eligible for the Permanent Replacement Housing Program upon graduation. They are not, however, eligible for Permanent Replacement Housing projects where a site-specific waitlist has been approved. If a Family applies for Permanent Replacement Housing prior to graduation, KCHA will notify the Family in writing that they are not eligible to be placed on the Permanent Replacement Housing waitlist until KCHA has received a written Graduation Notice and Update Packet confirming their status.

3. Applicant Notification and Eligibility Determination

Prior to or upon receipt of a Notice of Available Unit, KCHA will contact the next qualified applicant from either the Sound Families or Standard Permanent Replacement Housing Waitlist and instruct him/her to contact the Owner immediately. KCHA will also immediately provide the Owner with the name and contact information for the applicant.

KCHA will make a preliminary eligibility determination upon initial contact with the applicant and work with the applicant to collect information to verify preferences and income at the same time as the Owner screening process.

a. **Owner Suitability Determination**

The Owner will screen the applicant using standard screening criteria used for all applicants to the Development. Owners may apply set-aside requirements from the Low-Income Housing Tax Credit Program to their selection criteria. Applicants for Permanent Replacement Housing will be required to pay any screening fees and provide screening documentation directly to the Owner. The Owner is responsible for notifying KCHA whether or not each applicant passes their screening in a timely manner. If the applicant fails to make contact with the Owner within 48 hours, the Owner may request that KCHA refer the next applicant on the waitlist.

b. **Owner Approval of Applicant**

If the applicant passes the Owner's screening, KCHA will determine the Total Tenant Payment (TTP), brief the applicant, and schedule the inspection in accordance with other Sections of this Administrative Plan.

c. **Owner Rejection of Applicant**

If the applicant does not pass the Owner's screening, the applicant will be allowed to remain on the Permanent Replacement Housing waitlist and be screened by a second Owner with an available unit. If the applicant does not pass the second Owner's screening, the applicant will be removed from all Permanent Replacement Housing waitlists. Owner-denial does not apply in the case of applicants who were denied based upon Owner criteria for tax-credit set-asides. Applicants denied by Permanent Replacement Housing Program Owners will not be removed from any other KCHA subsidized housing waitlists. A withdrawal from the Permanent Replacement Housing waitlist does not affect the Public Housing waitlist status.

d. **Applicant Rejection of Unit**

Applicants may only reject the offer of a unit for good cause. Rejection for good cause will preserve the applicant's placement at the top of the waiting list. Rejection of a unit for other than good cause will result in removal from the Permanent Replacement Housing waitlist. Good cause includes the following:

- Documented reasons related to health, disability or proximity to work, school, or childcare (for those working or going to school), or
- Documented situations where an applicant is temporarily unable to move at the time of the offer (such as major surgery requiring a period of time to recuperate, or serving on a jury; or
- Refusal (turn-down) of a studio apartment by a household that includes more than a single individual; or
- Refusal by an applicant who has turned down an offer for a unit in order to continue participating in a documented transitional housing program from which they have not yet graduated as long as the graduation date does not to exceed 12 months from the date of refusal.

Where it is determined that an applicant's basis for refusal of an offered apartment does not meet established good cause criteria, the applicant will be offered the right to an informal review of the decision to cancel their application for housing assistance.

4. Permanent Replacement Housing Program Order of Selection

Permanent Replacement Housing Program Applicants who meet one of the following Housing Choice Voucher "Local Preference" Categories will be served before those applicants who do not.

- **Extremely Low-Income Household.** Applicant whose total household income is equal to or less than the higher of the Federal poverty level or 30% Of the Area Median Income for Their Household Size.[54]

  - Recipients of federal rent subsidy programs are excluded from qualification of a local preference under this category

- **Involuntarily Displaced**. A Family is or will be considered involuntarily displaced if the applicant has vacated or will have to vacate the unit where the applicant lives because of one or more of the following:

  - Displacement by disaster;
  - Displacement by government action;
  - Displacement by action of a housing Owner (where a signed lease existed);
  - Displacement by domestic violence;
  - Displacement to avoid reprisal;
  - Displacements by hate crimes. Hate crimes are actual or threatened physical violence or intimidation that is directed against a person or his or her property and that is based on the person's race, color, religion, sex, national origin, disability, or familial status;
  - Displacement by inaccessibility of unit;
  - Displacement because of HUD disposition of a multifamily project.

- **Substandard Housing**. A Family is living in "Substandard Housing" if they are "Homeless" as defined in Section 2 of this Administrative Plan, or if living in housing that:

  - Is dilapidated;
  - Does not have operable indoor plumbing;
  - Does not have a usable flush toilet inside the unit for the exclusive use of the Family;
  - Does not have electricity, or has inadequate or unsafe electrical service;

[54] Approved under MTW 11/18/09

- Does not have a safe or adequate source of heat;
- Should, but does not have a kitchen;
    - Has been declared unfit for habitation by an agency or unit of government.

➢ **Rent Burden.** A rent-burdened Family is a Family who is currently paying more than 50% of total family income for rent and utilities. *(Individuals and families who choose to pay a rent in excess of the established FMR for their bedroom size will not qualify as rent burdened.)*

H. APPLICATION PROCEDURES- PUBLIC HOUSING REDEVELOPMENT

The Project-based Public Housing Redevelopment Program attaches Project-based Assistance to units that were formerly subsidized with Public Housing operating subsidies. The waiting lists, application process, and order of selection for Project-based units in this Program are operated in accordance with Section 6 of the Public Housing ACOP including any and all amendments.

Income and family composition for residents living in Public Housing at the time of redevelopment will be determined using verification from the most recent Public Housing review (interim, update, or full recertification) provided it is no more than 12 months old. Existing residents will not be required to meet a Local Preference (as described above in G.4) as they are considered to be "continuously assisted".

I. APPLICATION PROCEDURES-LOCAL PROGRAM (INCLUDING TAX CREDIT)

The Project-based Local Program uses Project-based Assistance to preserve the affordability and physical integrity of Existing Housing stock that serves low-income households and is in physical jeopardy due to a lack of capital reserves and/or operating subsidy.

1. **Local Program Waitlist**

   After all qualified existing applicants have been assisted; KCHA will establish a waitlist at the Project site or may pull applicants from existing housing waitlists managed by KCHA. The waitlist must be established according to date and time of application by bedroom size. Interested households may obtain an application on the KCHA website at www.kcha.org or at any property.

2. **Order of Selection**

Applicants of Local Program Developments will be required to meet one of KCHA's "Local Preference" categories as described in section G.5 above and will be served before those applicants who do not.

J. APPLICATION PROCEDURES- PERMANENT SUPPORTIVE HOUSING

The Permanent Supportive Housing Programs assist households who need supportive services in order to access and remain in their housing. The units subsidized in these Projects are targeted to homeless households and/or those with disabilities.

1. Permanent Supportive Housing Waitlists

Because of the urgent housing situation of the households targeted for these Programs, neither KCHA nor Owners will maintain waitlists for Supportive Housing Projects. Instead, Owners and/or their contracted Service Providers will refer households needing Permanent Supportive Housing as units become available. Referring agencies may take roommate-compatibility into consideration in shared housing situations. At the time of the Owner's application for Project-based Assistance, KCHA will review the Owner's referral sources and tenant selection criteria to determine that they are broad-based, affirmatively furthering Fair Housing goals, and prohibiting discrimination.

2. Applicant Referrals

When a HAP contract is executed for a Supportive Housing Project or unit turnover produces a vacancy, the Service Provider will work with the Owner to ensure suitability prior to referring applicants to KCHA for eligibility determination. The Service Provider will assist applicants in completing the eligibility packet and will designate a representative to answer questions and correspond with KCHA.

The Service Provider will send enough completed eligibility packets to KCHA to fill their vacant contract units. When a large number of applicants are in the process for a particular Project at any given time, KCHA will arrange a group briefing in accordance with Section 18.

3. Order of Selection for Permanent Supportive Housing for Homeless Families

As stated in paragraph J.2. above, applicants are selected as units become available and therefore, selection is based on an as needed basis.

4. Order of Selection for Permanent Supportive Housing for Persons with Disabilities

When a Supportive Housing Project is established for people with disabilities who are not specifically moving out of homelessness, a Project-specific waiting list can be established with the following preference:

a. Disabled households needing supportive services - A Supportive Housing waiting list may give preference to disabled households who need services offered at a particular Project. The preference is limited to the population of households with disabilities that significantly interfere with their ability to obtain and maintain themselves in housing:

    i. Who, without appropriate supportive services, will not be able to obtain or remain in housing; and

    ii. For whom such services cannot be provided in a non-segregated setting.

14: TENANT ELIGIBILITY

A. ELIGIBILITY FOR INITIAL SCREENING

Applicants must meet both KCHA eligibility and Owner screening in order to be offered a Project-based unit. Among income eligible applicant families of the size and composition appropriate to available Project-based units, families will be selected without regard to race, color, religion, age, sex, national origin, familial status, marital status, parental status, sensory, mental, or physical disability or the use of a trained guide dog by a visually or hearing impaired person. In addition, no person will be automatically excluded from participation in or denied the benefits of the Project-based program solely because of membership in a class such as unmarried mothers, recipients of public assistance, persons with a disability, etc.

1. Families will be considered **eligible** who:

   a. Qualify as a "Family" as defined in Section 2.

   b. Have a head of household who is at least 18 years of age (the legal age to enter into and be held accountable for a lease under state law), unless the designated Head of Household documents approval as an Emancipated Minor pursuant to Washington State regulations (RCW 13.64.).

   c. Have Annual Income, at the time of application that does not exceed 80% of the median income for the area (See Exhibit D) set by HUD with the following exceptions:

      i. For Tax Credit residents, Annual Income level cannot exceed 60% of area median income.

      ii. New applicants applying to live at the Project-based units at the Bellevue Homes, Campus Court I & II (house), Shoreham, Victorian Woods, Evergreen Court, Federal Way Homes, Kings Court, Eastridge House, Greenleaf, Cedarwood, Juanita Court, Juanita Trace I & II, Kirkwood Terrace, Avondale Manor, Forest Grove, Glenview Heights, Vista Heights, Youngs Lake Commons, Pickering Court, Riverton Terrace Family units, and Wellswood must be at or below 60% of their Adjusted Median Income for the family size.

      Income Limits apply only at admission and are not applicable for continued occupancy. An applicant who initially qualifies but whose income subsequently increases beyond the income limits prior to housing shall be denied admission.

41: EXHIBIT Q- AFFIRMATIVELY FURTHERING FAIR HOUSING PLAN

A. THREE MAJOR IMPEDIMENTS TO FAIR HOUSING IN KING COUNTY According to the King County Consolidated Plan, 2005 – 2009, the three major impediments to fair housing are

1. Housing Discrimination Impediments:

- Rental market discrimination, with the most notable discrimination occurring on the basis of race, national origin, disability and familial status;
- Discriminatory financing in home ownership including predatory lending, on the basis of race or national origin and sometimes age; and,
- Discriminatory zoning issues and practices and discrimination by housing associations.

2. Administrative Practice Impediments:

- Access to fair housing rights information on a day-to-day basis;
- Confusion about where to go for help with fair housing and where to send people for help;
- Local jurisdiction capacity for fair housing enforcement mechanisms where most of the discrimination occurs; and
- Lack of monitoring for sub-recipients, i.e., entities awarded funds for projects.

3. Inadequate supply of affordable households for the lowest income levels:

- Since 2003, King County Housing Authority has been a Moving to Work Housing Authority, as a result of being named a high-performing housing authority by the U.S. Department of Housing and Urban Development. As mandated by Congress, the MTW Demonstration project provides KCHA and other designated housing authorities with significant flexibility to develop approaches to meet the jurisdiction's housing needs. Two specific goals of the MTW program are to expand KCHA clients' housing choices and preserving and increasing affordable housing opportunities while focusing on those in greatest needs.

A. **Actions taken by King County Housing Authority** (KCHA) to further fair housing through EXAMINATION OF ITS PROGRAMS OR PROPOSED PROGRAMS:

Through the annual submission of an MTW Report to HUD, KCHA outlines program accomplishments and evaluates progress towards upcoming goals. In addition, an MTW Annual Plan is developed and submitted annually to HUD detailing any new projects which are being proposed for the upcoming year. A number of revisions have

been made to the Section 8 program to further fair housing including increases to the payment standard, creation of programs to assist homeless and special needs clients, and increased access to the reasonable accommodation process.

B. Actions taken by KCHA to IDENTIFY AND REDUCE IMPEDIMENTS TO FAIR HOUSING CHOICE:

The following are specific King County Housing Authority efforts to identify and reduce impediments to fair housing choice.

1. **Expanding its role as the safety net for homeless and special needs populations in King County:** In partnership with the Bill and Melinda Gates Foundation and local governments, King County Housing Authority (KCHA) has created a network of service-enriched housing for homeless families. It has redefined tenant selection preferences to move more homeless families into public housing. KCHA's "Housing First" program, in partnership with local behavioral health care systems and United Way, provides housing and services to chronically homeless individuals, those who are most susceptible to housing discrimination.

2. **Ending Homelessness:** KCHA is a leader in the region's efforts to end homelessness by expanding housing for homeless and special needs households, working to serve "hard-to-house" populations not traditionally served by mainstream housing programs, and coordinating rental subsidies with private and public service funding. This year, partnering with King County and behavioral health providers, KCHA will house up to 100 chronically homeless and mentally ill individuals who currently cycle between psychiatric hospitals, jails and the street.

3. **Public Housing and Section 8 Admissions Preferences:** When selecting applicants, KCHA uses local preferences for the Public Housing, Section 8 Housing Choice Voucher and Project-based Assistance programs. Each program's policies will be developed in concert with other admissions-related policies. KCHA will continue to monitor the impact of the Public Housing site based, regional and Sound families waiting lists and use MTW authority where needed to address problem areas.

4. **Limited English Persons (LEP):** Communicating with clients with limited English proficiency is a priority to assure that applicants and residents understand program requirements. Since public housing residents speak more than 20 languages, KCHA has developed a plan to assist clients with limited English proficiency navigate our programs. A working group meets regularly to discuss new ideas on improving communication to LEP clients.

5. **Reasonable Accommodations:** When an applicant for housing indicates on the application that he/she needs reasonable accommodations in their housing, the application is referred to KCHA's Section 504 Coordinator for assistance in locating accessible public housing units that meet the reasonable accommodation needs of the applicant. Those needs include voucher extensions, additional bedroom requests, and

higher payment standards to name a few. In 2008 the King County Section 8 program received 591 requests of which 454 were approved.

6. **Staff Training, Advocacy and Tenant Education:** King County Housing Authority pursues the following additional strategies to address identified impediments to fair housing choice, including:

   - Providing staff training on current changes in laws and regulations. Providing active outreach and education to landlords throughout King County about Section 8 to increase the number of potential landlords willing to accept Section 8 tenants.

   - Intervening with landlords to address concerns.

   - Offering education to Section 8 and Public Housing program participants about their fair housing rights and how to file complaints, sometimes assisting them with the filing process.

C. Actions undertaken by KCHA to ADDRESS ADMINISTRATIVE IMPEDIMENTS TO FAIR HOUSING IN VIEW OF AVAILABLE RESOURCES:

   - King County Housing Authority staff in all offices including the corporate office, the Section 8 office and the on-site management offices are aware of local resources which can assist tenants to deal with discrimination in housing. When an applicant or tenant calls regarding a landlord/tenant concern, the caller is referred to their local fair housing office and the Tenant's Union. Applicants receiving housing vouchers also are given information regarding fair housing at their orientation. Between 2004 and 2006, King County Housing Authority established site-based management offices at each of its public housing sites in an effort to make services more accessible. In addition an on-line Section 8 Housing application was instituted for greater accessibility.

D. Actions undertaken by KCHA to WORK WITH LOCAL JURISDICTIONS TO IMPLEMENT INITIATIVES TO FURTHER FAIR HOUSING

1. **1. Deconcentration:** Utilizing the HOPE VI program, new project-basing rules for Housing Choice vouchers developed under MTW and KCHA's bond and tax credit financed inventory, KCHA is giving low income households greater access to neighborhoods with strong school systems and ample entry-level job opportunities.

2. **Encouraging Homeownership:** Using a Resident Opportunity Self-Sufficiency (ROSS) grant and MTW flexibility, KCHA is helping public housing residents become homeowners. Exceeding the program target, 312 households purchased homes under the program, with 66% utilizing KCHA down payment assistance grants of up to $15,000.

3. **King County's Plan to End Homelessness in Ten Years** (A Roof Over Every Bed in King County: Our Community's Ten-Year Plan to End Homelessness): This local Ten-Year Plan reflects a regional commitment to seek long-term and sustainable solutions to homelessness, utilizing best practices and programs that produce tangible results. Its priorities are: homeless prevention; development of new housing and improved connections to support services; and building the community and political will to end homelessness. In 2005, this Plan was adopted and the Committee to End Homelessness in King County (CEHKC) was formed. CEHKC is made up of representatives of nonprofit organizations, businesses, local governments, homeless advocates and the faith community. [redacted] the Interagency Agency Council [redacted] oversees implementation efforts of the 10-year plan. KCHA uses this plan as a tool in identifying unmet housing needs and aligning KCHA resources with other funders to address those needs.

E. Actions undertaken by KCHA to proactively address accessibility problems for persons with disabilities:

King County Housing Authority maintains policies and procedures which are part of a reasonable accommodation plan with the deliberate intention of addressing challenges of all people with disabilities. The following proactive steps address these challenges:

1. Assist program applicants and participants to gain access to supportive services available within the community, but not require eligible applicants or participants to accept supportive services as a condition of continued participation in the program. King County Housing Authority provides Resident Services Coordinators for each of the 23 senior and disabled properties. Each of these coordinators has information and directories of services available in the community and can inform residents of supportive services provided by community-based agencies. Acceptance of supportive services is not a condition of continued participation in the program.

2. Identify public and private funding sources to assist participants with disabilities in covering the costs of structural alternations and other accessibility features that are needed as accommodations for their disabilities. In the public housing properties owned by King County Housing Authority, costs of approved reasonable accommodations are paid for KCHA. In both Section 8 Tenant-based and Project-based programs, requests for reasonable accommodations are between the resident and the landlord. Section 8 staff maintains lists of possible private agencies that can help complete the work and can assist in locating resources.

3. Not deny persons who qualify for HCV under this program other housing opportunities or otherwise restrict access to PHA program to eligible applicants who choose not to participate. Generally, King County Housing Authority does not make participation in services a condition of housing. However, under certain circumstances where the service is directly tied to the housing program, particularly in Project-based units, services may be required for program participation.

4. **Provide housing search assistance.** In addition to maintaining a list of landlords willing to participate in the Section 8 program, King County Housing Authority contracts with the YWCA of Seattle, King and Snohomish Counties to provide housing search assistance for HCV applicants.

5. In accordance with rent reasonable requirements, approve higher rents to owners that provide accessible units with structural modifications for persons with disabilities. King County Housing Authority performs a rent reasonable test on all Section 8 units and will consider any improvements made by a landlord to make a unit accessible for a person with a disability. In addition, KCHA has a full time 504 Coordinator who reviews any request for a higher rent as a reasonable accommodation and will adjust rents for accessible units.

6. Provide technical assistance, through referrals to local fair housing and equal opportunity offices, to owners interested in making reasonable accommodations or making units accessible to persons with disabilities. The King County Housing Authority Section 8 office provides a website that allows owners to advertise accessible units. While KCHA does not fund a private owner to renovate for accessibility, they will assist by directing them to possible agencies that perform or fund the desired accommodation.

F. Actions undertaken by KCHA to MAINTAIN RECORDS REFLECTING ACTIONS TAKEN To further fair housing:

Records of analysis and actions outlined in this plan are kept through monthly, quarterly, and yearly reports presented in a variety of formats including the MTW Annual Report and Plan, quarterly financial reports, monthly Section 8 and Public Housing management reports, and updates to the HCV Administrative Plan.

1. Certification

The King County Housing Authority certifies that it operates it programs in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

2. Sources of information include the following:

- The major source of information providing guidelines for the investment of certain federal housing and community development funds in King County outside the City of Seattle, during 2005-2009 is the “Consolidated Plan,” a document written by representatives of the King County Consortium, an organization made up of 35 small cities and the unincorporated areas of King County. The Plan had extensive input from a wide range of additional stakeholders including agencies, advocates, community-based organizations,

local and state government staff, and members of the public including low income individuals.

- The most current housing action plan and "Analysis of Impediments to Fair Housing Choice" was published in 2005 and will be in effect through 2009.

- Reference is made to fair housing in the 2009 Moving to Work Annual Plan for the King County Housing Authority.

- Reports are published quarterly by the Committee to End Homelessness.

G. ACTIONS UNDERTAKEN BY KCHA TO INFORM APPLICANTS ON HOW TO FILE A FAIR HOUSING COMPLAINT INCLUDING THE PROVISION OF THE TOLL FREE NUMBER FOR THE HOUSING DISCRIMINATION HOTLINE: 1-800-669-9777 or the Federal Information Relay Service at 1-800-887-8339.

- All Section 8 applicants attend an orientation briefing where they receive information packets including copies of the Fair Housing Complaint file form and instructions for filing. This paperwork includes the toll free number for the housing discrimination hotline. If they file a complaint, they can send these forms directly, or King County Housing Authority will send the forms for them.

42: EXHIBIT R- ORIGINAL PROJECT-BASED PROGRAM POLICY

King County Housing Authority

Making Transition Work

Project Based Assistance Program Policy

I. BACKGROUND

Under HUD's Moving to Work Demonstration Program (renamed "Making Transition Work" by KCHA or MTW), high-performing housing authorities, including KCHA, have the opportunity to develop their own housing programs and policies based on local needs and circumstances in lieu of most of the provisions of the 1937 Housing Act. KCHA must, however, continue to follow related federal laws, including fair housing and other anti-discrimination provisions. The Authority's MTW Agreement with the Department of Housing and Urban Development (HUD) authorizes KCHA to develop a Section 8 Project-Based Assistance Program with locally designed policies and procedures.

Under current HUD rules, KCHA is allowed to provide some of its Section 8 funding as an operating subsidy for housing units (project-based subsidy) as opposed to specific households in the form of a tenant-based voucher. KCHA has awarded Project Based Assistance in a number of Program Categories in the past few years. For example, KCHA has partnered with the Sound Families Initiative to create new transitional housing in the county. Partnerships with agencies serving the disabled have resulted in service-enriched housing opportunities for individuals with disabilities. KCHA has also used Project Based Assistance to replace demolished public housing units and to preserve existing affordable housing. In October of 2005, HUD issued its Final Rule on Project Based Assistance. Some aspects of these regulations enhance opportunities to use Project Based Assistance locally. Others are more restrictive and do not support the goals of KCHA's PBA Program.

The perceived need for a new and expanded Project Based Assistance program is not based on any failure on the part of the Section 8 tenant-based program. On the contrary, KCHA operates a highly successful tenant-based program by a number of standards. For example, more than 90 percent of new participants in the program are extremely low-income households. All new participants meet one or more of KCHA's local admissions preferences. The program also includes a very successful set-aside program for more than 1,500 households with disabilities, the Housing and Services Program (HASP). In addition to the successful outcomes for the program's clients, KCHA has operated the tenant-based program with a high degree of efficiency.

A locally designed Project Based Assistance Program provides an additional tool that allows the Authority and its partners to meet affordable housing needs and problems that the Section 8 tenant-based program is not designed to address. This memorandum details the problems that this program will seek to address, outlines the program's policy goals.

II. PROBLEM STATEMENT

Staff and other KCHA stakeholders have identified a number of affordable housing issues and opportunities that a project-based rental subsidy program can address. In addition, some existing project-basing rules and regulations themselves represent a barrier to efficiently and effectively addressing the affordable housing needs of the County's poorest households. The following is a discussion of the affordable housing issues that have be identified:

1. Affordable Housing Issues in King County

A. **Production of New Affordable Housing**

Few housing units currently being produced in King County are affordable to households earning below 30% of Area Median Income (AMI). Production under the tax-exempt bond and tax credit programs primarily serves households in the 45% to 60% of AMI range. Rising rents in parts of King county make it desirable to create new affordable units in particular submarkets before income diversity is lost. Coordination of Section 8 rental subsidies with other government financing programs to increase the production of new "hard" units affordable to very low income households should be an element in the region's overall growth plan and part of a regional strategy for assuring the long term availability of a supply of affordable housing independent of market conditions. New production also provides opportunities for the development of units for underserved elements of the market, including very large families and physically handicapped individuals.

B. **Preserving Economic Diversity in Gentrifying Communities**

Many submarkets in the region have experienced significant increases in resident incomes and housing costs over the past decade, resulting in growing market pressures on low-income households. Communities to the east of Lake Washington, in particular, have seen a significant loss of economic diversity as older rental housing is either converted to condominium ownership, rehabilitated as higher income rental housing or demolished to make way for higher income uses. Despite "exception rent" waivers provided by HUD, which enable KCHA to approve higher rents for households seeking to utilize Section 8 vouchers in these communities, the supply of available stock affordable to voucher holders on the Eastside continues to shrink. The percentage of KCHA Section 8 voucher holders renting in these communities has decreased from 22% in 1994 to 15% in 2006.

Failure to retain economic diversity in these communities also exacerbates the over concentration of lower income households in other parts of the county and deprives low-income households of ready access to entry-level employment opportunities, superior community facilities, and educational resources available in these communities.

Production or retention of affordable housing in communities experiencing steep increases in housing costs should be explored under the project basing initiative.

C. **Overconcentration of Affordable Housing**

Significant concentrations of poor households, especially in areas with limited resources, have a detrimental impact on the ability of those households to escape poverty. These areas typically have fewer resources for needed human services, poorer performing student bodies, limited employment growth or job opportunities, and higher crime rates.

Despite KCHA's historical commitment to higher rent payment standards to provide Section 8 participants with greater geographic choices, over 75percent of the program's more than 8,000 households live in the south end of the county, traditionally the area with higher poverty rates. This percentage is higher for households with children—81 percent—and even higher for minority populations, encompassing 88 percent of the program's minority households with children. In addition, more than 70 percent of public housing for families with children is located in the south end of the county. An examination of the distribution of other affordable housing in the county outside of Seattle will likely show a similar geographic distribution.

Targeting Project Based Assistance to achieve a more balanced geographic distribution of affordable housing opportunities could help reduce overconcentrations of low income housing in specific locales.

D. **Replacement Housing Initiative**

Under the HOPE VI program, KCHA is replacing a World War II vintage public housing complex in White Center with a new mixed income community. White Center is one of the poorest communities in Seattle/King County and currently accommodates 22% of KCHA's total family public housing inventory.

The redevelopment of Park Lake will provide a more balanced mix of public, workforce and for-sale housing and will result in the loss of 269 public housing units from the site. KCHA is committed to the one-for-one replacement of all of these public housing units with "hard" units, affordable to families on KCHA's waiting list, in other communities.

Providing "hard" units that are affordable to households earning below 30% of AMI is not possible without on-going operating subsidies. KCHA has applied for, and received, contract authority for 269 additional vouchers, to be used specifically to provide off-site replacement housing. KCHA anticipates utilizing replacement housing as part of the strategy to address other older sites of public housing as well.

The MTW policy will facilitate KCHA's provision of replacement housing units prior to the initiation of demolition activities at Park Lake. Off-site replacement housing will be

created through project basing in existing developments, in new developments acquired or built by KCHA and in housing acquired or developed by non-profit housing developers in partnership with local government. Replacement units will be sited at locations that strengthen KCHA's response to deconcentration, economic diversification and job co-location issues.

E. **Affordability Limits in Existing Subsidized Housing**

KCHA owns a portfolio of over 4,000 units of tax credit and bond-financed housing. Nonprofit housing providers also own and manage additional affordable housing in the County outside of Seattle. These housing opportunities generally serve households with incomes between 45 percent and 80 percent of AMI. Although KCHA and nonprofit housing providers desire to use this housing to serve lower income groups—KCHA's Board has established a goal of making a portion of these units available to households at or below 30 percent of AMI—lower rents are not financially feasible without additional subsidies. Project Based Assistance can be used to "buy down" the level of affordability to provide additional housing opportunities for households with incomes below 30 percent of AMI.

F. **Maintaining the Viability of the Existing Affordable Housing Inventory**

The long-term viability of some of the remaining affordable housing in King County is threatened by unmet capital needs and deferred maintenance issues that are becoming increasingly critical as this inventory ages.

Underlying financial vulnerabilities stemming from limited cash flow provided by below market rents and inadequately underwritten capital reserves have left affordable housing complexes without the resources necessary to deal with significant life cycle replacement costs and upgrading needs.

Additional pressure is being placed on this housing through significant increases in operating expenditures, including property and liability insurance and utility costs. The strategic use of Section 8 subsidies to preserve affordability, strengthen cash flow and fund critical capital improvements to preserve existing affordable housing should be explored.

G. **Strengthening the County's Existing Supportive Housing System**

Existing supportive housing in King County is a critical resource for preventing and reducing homelessness. In most cases, households served under these programs would have difficult accessing and maintaining private sector housing even with tenant-based vouchers.

Existing supportive housing is vulnerable to the same pressures that all affordable housing in the county is dealing with, including limited rental incomes, rising operating costs, inadequate capital reserves and aging physical plants. In addition, supportive housing facilities must, in many instances, fund on-site supportive services from project-specific revenues.

Funding for human services is being significantly reduced at present at virtually all levels of government: federal, state, county and suburban jurisdictions. Use of project based Section 8 to stabilize operations at these facilities, pay for necessary capital improvements, and help assure sufficient cash flow to support critical on-site services should be considered.

H. **Underserved and Homeless Populations**

An important element of KCHA's core mission is its role as a safety net for the poorest and most vulnerable populations in King County. Despite KCHA's focus on extremely low-income families in its public housing and Section 8 programs, where 90% to 95% of new program participants have incomes below 30 percent of AMI, some of the poorest households in the county are still underserved for a variety of reasons and have a high likelihood of becoming homeless.

These households include:

- Individuals with special needs, for example, individuals with developmental, mental health, physical, or other disabilities
- Recipients with poor credit histories and landlord references
- Households with substance abuse histories
- Victims of domestic violence
- Children aging out of foster care

The development of additional housing for special needs populations in partnership with non-profit service providers is a critical need identified in the 10 Year Plan to End Homelessness in King County. Increased coordination of Section 8 rental subsidies with local government resources and philanthropic initiatives such as the Bill & Melinda Gates Foundation's Sound Families Initiative and the HASP program are an important element of the response to this issue.

2. **Problems Related to Current Program Rules**

Although federal regulations currently allow for project-basing of Section 8 assistance, and have been updated to facilitate program implementation, a number of existing HUD regulations remain cumbersome. In addition to the need to streamline the program,

the regulations need to be changed so that project-basing can become a more effective tool for addressing affordable housing issues and priorities in King County. Significant constraints presented by existing regulations that are addressed under KCHA's program include:

- The restriction on Transitional Housing eliminates the opportunity to project-base under an important housing type.
- The restriction of HAP contract term extensions to 15 years may not be suitable for new construction/acquisition projects involving longer term financing commitments.
- The requirements of the current cumbersome process for allocating vouchers to units controlled by KCHA is replaced by the noncompetitive application of a clear set of policy objectives and project selection criteria.
- The restriction of project-basing to census tracts with a higher than 20 percent poverty rate does not allow project-basing to be used as a financing tool to leverage significant private sector involvement in the revitalization of distressed communities.
- The current limitation on project-basing to 20 percent of Section 8 tenant-based budget authority may be too restrictive.
- The 25 percent limit on family units in a building that can receive Project Based Assistance is too restrictive.
- The requirement to offer project-based housing to households on the PHA's waiting list may not be appropriate or practical for some projects.
- The requirement to maintain a waiting list for project-based units is not practical for homeless households because these households can not wait for housing. Waiting lists will easily become stagnant and inefficient in meeting immediate housing needs.
- The requirement to maintain a waiting list for project-based units is not practical for people with disabilities moving into shared housing because compatibility of roommates must be taken into account in determining the next household member to be added.
- The rent limit in tax credit projects is too restrictive and may inhibit the ability to serve extremely low-income households in these developments. Rent reasonableness standards should apply instead, combined with appropriate subsidy layering reviews.

- The requirement to provide a tenant-based voucher to tenants receiving Project Based Assistance after 12 months will have an inequitable impact on the tenant-based voucher pool and waiting list.

- The current Contracts and forms required by HUD are not suitable for all potential project-basing uses.

- The goals of Public Housing redevelopment initiatives may be better addressed with a Project Based Assistance policy that allows for a blending of Project Based Assistance and other government subsidy program rules.

- Efficient operations management in mixed-income developments receiving multiple government subsidies is not possible when subsidy rules are incompatible.

- The requirement to submit projects to HUD for subsidy layering and Environmental review can take a significant amount of time and could postpone development, thereby increasing costs. KCHA has the expertise and relationships with partner funders to conduct these reviews.

III. POLICY GOALS

KCHA's Making Transition Work Demonstration Program includes a number of overarching goals that are relevant to the project-basing of Section 8 assistance. In addition, the problems identified above suggest objectives that a new program should pursue. The following list of goals is based on KCHA's Mission, the MTW Demonstration Program goals, and the problem statement. These goals will be pursued within the context of the requirement of HUD, and commitment by KCHA, that the Housing Choice program continue to serve substantially the same number of very low income households as it had served prior to the MTW Demonstration Program.

The Project Based Assistance Program and Policy is designed to achieve the following goals:

1. **Increase the supply of the affordable housing stock in King County through the support of new development**.

   Measurable Outcomes:

   - Project-basing will contribute to a net increase in the number of "hard" units available for low-income households in KCHA's jurisdiction.

   - Project-basing will not result in a decrease in the total number of extremely low-income households served (tenant- or project-based) by KCHA and other providers of affordable housing.

2. **Increase the level of affordability of existing housing stock**.

Measurable Outcomes:

- Existing housing units not currently affordable to extremely low-income households will become affordable to such households.
- Pursuit of this goal will not lead a net reduction in the number of extremely low-income households served by KCHA or other affordable housing providers.

3. **Preserve and revitalize existing affordable housing stock**.

Measurable Outcomes:

- Project Based Assistance may be used as a tool to preserve the affordable housing stock in KCHA's jurisdiction where project cash flow cannot sustain the responsible management, service provision and maintenance of these facilities and continued ability to serve extremely low-income households over the long term.
- Project Based Assistance may be used as a financing tool to assist in the revitalization of physically distressed properties or as part of initiatives to address housing conditions in economically distressed neighborhoods.

4. **Increase housing choice for "special needs" households by strengthening and expanding the continuum of supportive housing programs in King County**.

Measurable Outcomes

- Project Based Assistance will continue to be used to support the development of transitional housing opportunities.
- Project Based Assistance will be used to preserve existing supportive housing where project cash flow cannot sustain the responsible management, service provision and maintenance of these facilities.
- Project Based Assistance will be used to increase service-enriched permanent housing opportunities for households, including individuals with special needs, who are not able to live independently without such services.
- Project Based Assistance will be used to increase service-enriched housing opportunities for households who have barriers to admission to public housing and/or tenant-based programs.

5. **Focus on the needs of extremely low income households.**

Measurable Outcomes:

- Housing units receiving Project Based Assistance will serve (admit) the same or greater percentage of extremely low income households as the tenant-based program.

- The net effect of implementing the project-based program will be to maintain or increase the percentage of extremely low income households subsidized (admitted) by the Section 8 program as a whole (project plus tenant-based).

- Seventy-five percent of project-based tenants will be below 30% of AMI for the entire Project Based Assistance program.

6. **Assist in deconcentration initiatives by replacing all public housing units targeted for redevelopment or disposal.**

   Measurable Outcomes

   - KCHA will use project-basing as a major tool to replace all hard units targeted for demolition under current and future revitalization efforts.

   - KCHA will try to ensure that the number of hard units serving primarily extremely low income households in KCHA's jurisdiction will not decrease at any time during the revitalization process.

7. **Reduce concentrations of subsidized households, especially families with children.**

   Measurable Outcomes

   - The majority of units receiving Section 8 Project Based Assistance, including units serving families with children, will be located in low-poverty, high-employment areas, especially neighborhoods with a low number subsidized housing units.

   - As a general rule, with the exception of transitional housing or service-enriched housing for disabled and elderly households, re-developed public housing, and smaller developments, the total number of units receiving Project Based Assistance in any given development will not exceed 25 percent of the units in that development.

8. **Enhance opportunities for families to become economically self-sufficient**.

   Measurable Outcomes

   - A higher percentage of households receiving Project Based Assistance (than tenant-based recipients) will live in low-poverty areas with greater access to employment opportunities.

   - Project Based Assistance-assisted households receiving TANF will become employed, remain employed, and achieve wage progression at higher rates than tenant-based voucher recipients receiving TANF benefits.

9. Maximize coordination of Section 8 assistance, housing development and support service resources

   Measurable Outcomes

- Project Based Assistance will be used to leverage capital and other funding to create new housing.

- Project Based Assistance will be used to leverage appropriate support services funding for residents of developments assisted under this program.

IV. PROGRAM CATEGORIES

KCHA will make Project Based Assistance available over the course of the MTW Demonstration in order to address the issues and achieve the objectives enumerated above. Different categories of vouchers will be allocated for a range of population groups and purposes. These include both transitional and permanent housing opportunities for individuals and families with children who may or may not need on-site support services. General numerical targets for units to be project-based annually in each category will be reflected in KCHA's Annual Plan. The following is an initial list of current and potential Project Based Assistance Program Categories:

1. Private Housing Program (Off-site HOPE VI Replacement Housing): KCHA will project-base 269 replacement vouchers provided by HUD under the Park Lake HOPE VI project in housing it controls (and in projects owned by nonprofit organizations and funded by A Regional Coalition for Housing (about 120 units) or other government funders.

2. Public Housing Re-development (On-site Public Housing Replacement Housing): To replace or redevelop public housing units on-site at former Public Housing sites, KCHA will permanently and/or temporarily project-base up to 275 units to serve new and returning residents at Greenbridge. Further use of this tool may be contemplated if additional redevelopment sites are identified.

3. Supportive Housing: Housing and Services Program (HASP) vouchers will be made available for project-basing to create or preserve service-enriched permanent housing opportunities for disabled households and individuals who need on-site support services.

4. Transitional Housing: KCHA will support the Sound Families Initiative in partnership with the Bill & Melinda Gates Foundation to create new units of transitional housing.

5. Families with Children: To increase housing opportunities for households with children in low-poverty, employment-rich areas with limited subsidized housing opportunities, KCHA may commit Project Based Assistance for such projects. Such opportunities may be pursued only after KCHA's replacement housing goals have been met and will be conditioned on the availability of additional vouchers.

6. Local Preservation: KCHA will attach Project Based Assistance to projects that require temporary or permanent operating subsidies in order to serve extremely low-income households.

7. King County's Community Plan to End Homelessness: As a member of the Committee to End Homelessness, KCHA reserves the right to identify new program categories to further the goals of the King County Plan to End Homelessness.

8. Transition in Place: If resources are available, KCHA will allocate "transition in place" vouchers to Transitional Housing Programs that are funded by KCHA and Sound Families as needed.

9. Demonstration Programs: KCHA reserves the right to provide Project Based Assistance to a limited number of pilot projects that will serve an important public purpose, but may not qualify under the Program's policies.

V. POLICY RECOMMENDATIONS

The following policy recommendations represent changes to the Department of Housing and Urban Development's project-basing rules and regulations.

1. **Allocation of Project Based Assistance**

Project Based Assistance may be allocated noncompetitively to KCHA-controlled or financed units. KCHA-controlled units include housing units owned by the Authority or owned by a partnership in which the Authority is the general partner. KCHA financed units include housing that has received conduit financing from the King County Housing Authority, provided KCHA enters into a long-term loan and regulatory agreement with the owner that controls the use and affordability of the project for at least 20 years or the term of the Project Based Assistance, whichever is longer. Such noncompetitive allocation can only be made on the basis of the Project-Based Program's policy goals and objectives. Unit selections will not be submitted for HUD review.

Project Based Assistance for units not controlled by the Authority must be awarded on a competitive basis through Requests for Qualifications, Requests for Proposals, or Notice of Funds Available issued by KCHA and/or a partner governmental or supportive service funder.

KCHA may solicit and award Project Based Assistance to Service Providers who will then identify an owner with whom KCHA will establish a HAP Contract.

KCHA may solicit and award Project Based Assistance in the form of a block grant to Service Providers who will then administer the Housing Assistance Payments to the housing owner.

In each case, the Authority will insure that the project meets KCHA's project based program goals and objectives and applicable HUD/KCHA program requirements. Unit selection will not be submitted for HUD review.

KCHA will make public notice of the availability of Project Based Assistance when allocated in partnership with other funders.

Notice of Awards or Rejections will be made to each party that submitted an eligible application but KCHA will not advertise notice of such awards.

2. **Location Restrictions**

Project Based Assistance will be provided only in Census Tracts with poverty rates below 20 percent based on the official Decennial Census estimates available at the time of allocation of assistance. In addition, in the selection of projects for assistance, the Authority will give higher priority to developments located in low-poverty Census Tracts and those with low concentrations of subsidized housing units. Furthermore, Project Based Assistance for permanent housing for families with children and off-site HOPE VI replacement units will only be provided in areas with poverty rates at or below 15 percent. However, the Executive Director may waive these restrictions in areas where public housing units were previously constructed and were redeveloped, and in economically impacted areas where KCHA is attempting to preserve and improve existing affordable housing.

3. **Restrictions on the Percentage of Project Based Assistance in a Development**

As a general rule, the Authority will not project-base Section 8 assistance in more than 25 percent of a development unless it is a transitional, supportive or elderly housing program, regardless of the number of other subsidized units on-site. The Authority reserves the right to waive this requirement in buildings with fewer than 20 units. KCHA may also exceed the 25% cap when Project Based Assistance is used to establish redeveloped units on a former Public Housing Site, so long as the number of project-based units is fewer than the original number of public housing units.

4. **Waiting List and Referral System for Developments Receiving Project Based Assistance**

The following policies will apply to the waiting list system for developments receiving Project Based Assistance:

- Project-based units designed to house homeless families and individuals will be made available through referrals from KCHA approved service providers. No waiting lists will be maintained for these developments.

- The Authority and/or project sponsors will manage and maintain waiting list(s) for all other developments receiving Project Based Assistance.

- Waiting List guidelines will be established for each operational Program Category in the Project Based Assistance Administrative Plan.

- The Authority and/or project sponsors will manage the application process in a manner that affirmatively furthers Fair Housing goals and prohibits discrimination. In the case of project sponsors managing and maintaining a waiting list, the sponsor will be required to submit a detailed Tenant Selection and Assignment Plan that meets all of the requirements of furthering Fair Housing goals and objectives and the Authority's policies and procedures.

5. **Households Eligible for Housing Assistance**

To be eligible for a housing unit receiving Project Based Assistance, applicants must meet the eligibility criteria of KCHA's Section 8 tenant-based program established in the Section 8 Administrative Plan. These include:

- Income eligibility (gross household income at or below 80% of Area Median Income)
- Family eligibility (households with children, or elderly or disabled households or individuals)
- Citizenship (Citizens, nationals, or noncitizens with eligible immigration status)

In addition to the current Section 8 eligibility criteria, children who age out of foster care are eligible for Project Based Assistance if the Authority chooses to establish a program for this purpose.

KCHA and Project owners may establish additional eligibility criteria based on the owner's approved application for Project Based Assistance. The owner is responsible for ensuring that any additional eligibility criteria meet all federal Fair Housing and Civil Rights laws. These criteria will be included in an admissions and occupancy plan provided to KCHA for approval as a condition for entering into a Housing Assistance Payment Agreement.

6. **Admissions Preferences**

The policy intent of the Project Based Assistance Program is to provide assistance to extremely low-income households. Not less than 75% of all project-based participants will be below the higher of the Federal poverty level or 30% of area median income. KCHA will establish admissions preferences consistent with this goal for each of the Project Based Assistance Program Categories in the PBA Administrative Plan.

7. **Continuing Assistance**

KCHA will not provide tenant-based Section 8 vouchers to residents moving out of project-based units. In the case of mixed-finance developments, KCHA may permit transfers between project-based units and public housing. Graduates of project-based transitional units will be eligible for a set-aside wait list for the Public Housing Program as described in KCHA's Public Housing Admissions to and Continued Occupancy Policies.

The Authority and its partners will make every effort to ensure that residents moving out of transitional housing developments receiving Project Based Assistance will have adequate options for permanent housing. All residents of housing units receiving Project Based Assistance will be encouraged to apply for various and appropriate types of permanent housing assistance offered by the Authority and other providers of affordable housing.

8. **Shared-Housing Projects**

The Authority will accept proposals from agencies that provide opportunities for households who want to share a housing unit. The following provisions apply to shared housing funded in part by Project Based Assistance:

- Section 8 eligibility will be determined separately for each of the individual households who are being considered for a shared housing unit.
- Project managers will determine suitability of each of the individual households considered for shared housing.
- Project owners may consider the gender of adults and older children of different households, subject to all Fair Housing laws and regulations, in determining the compatibility of households under consideration for a shared housing unit.
- A shared housing unit will be considered one housing unit for the purpose of determining rent reasonableness and determining Housing Assistance Payments. However, the Executive Director is authorized to develop unique methods of determining contract rents and payment standards as appropriate for projects with shared housing units.
- Housing assistance payments will not be increased if a shared housing unit is not fully occupied. Because a household's rent contribution is based on its income, the landlord may not increase an individual household's rent contribution if the unit is not fully occupied.
- Upon program completion, each of the individual households in a shared housing unit in a transitional program may be eligible for public housing if they meet all the eligibility conditions for public housing and subject to the same limitations specified in Section 7 above.

9. **Ensuring Safe and Decent Housing**

The Authority will ensure that all housing units and developments receiving Project Based Assistance are safe and decent. The Authority will utilize its Section 8 housing choice voucher program inspectors to inspect units receiving Project Based Assistance, including KCHA controlled and financed units, and will use HUD's Quality Housing Standards as a basis for conducting initial and annual inspections of all such units.

However, the Authority may develop its own housing quality standards to ensure that housing receiving Project Based Assistance is safe and decent. KCHA will inspect developments under application at the time of Contract execution rather than on the proposal selection date.

The management entity will be required to inspect all units receiving Project Based Assistance upon unit turnover and certify annually that all such units have been inspected and meet the required housing quality standards. Once a year, KCHA will perform inspections of a minimum of five units or 10 percent (randomly selected); whichever is more, of a development's units that receive Project Based Assistance. If more than 20 percent of the units fail inspection, 100 percent of the units will be inspected. The actual percentage inspected annually will be based on performance under past annual inspections.

10. **Payment Standards and Contract Rents**

The payment standards used to determine the appropriate subsidy level will be set independently of those for the Authority's Section 8 tenant-based program. KCHA intends to ensure that whenever possible, tenants of project-based units do not pay more than 30% of their adjusted income toward rent and utilities. Therefore, gross rents, which are calculated by adding the contract rent and the utility allowance for the minimum number of occupants for the unit size, will not exceed the Payment Standard. The Executive Director is also authorized to develop a unique set of reduced payment standards and project operating, capital and service reserve requirements to reflect, as appropriate, subsidy layering issues in projects receiving other governmental funds.

11. **Housing Assistance Payment (HAP) Contracts and other HUD documents**

The Housing Authority will enter into an agreement (HAP Contract) with the property management entity responsible for the units receiving Project Based Assistance. The contract may be executed following the start of demolition or construction so long as the owner can document that all federal requirements and Project Based Assistance policies have been met. The HAP Contract may specify the number of units under contract and the range of bedroom sizes under the contract rather than specific units. Additional, appropriate revisions to HUD's HAP Contract and other HUD-prescribed PBA documents will be made as necessary to ensure consistency with the policy provisions contained in this document and to reflect the use of the HAP contract to leverage private sector investment in affordable housing.

12. **Block Grant Policies**

KCHA receives the majority of its Section 8 Housing Choice Voucher Funds in the form of a block grant. To the extent that KCHA chooses to project base block grant funds, KCHA may elect to utilize a portion of these funds to assist in financing the acquisition or rehabilitation of housing, provided that such housing:

- Furthers the goals set forth in this policy.
- Is made available to low income households under the eligibility criteria detailed in KCHA's admissions policies.
- Will be dedicated to such use for a minimum of ten years.

KCHA may also adjust payment standards as appropriate to further the goals and objectives of this policy for units subsidized through the block grant program.

13. **Contract Term**

The term of HAP contracts awarded under this policy will generally be for ten years or less, conditioned on annual appropriations. If appropriations are cut back, priority for renewals will be given to Project Based Assistance over tenant-based assistance. However, the Authority reserves the right to offer longer contracts if determined necessary for financial leveraging and underwriting requirements. Contracts may be renewed after expiration of the five-year terms without limit and without competition at the sole discretion of the Authority.

14. **Rent Reasonableness**

Housing authority employees will make rent reasonableness determinations for all units, including KCHA controlled and financed units, using the same methodology and data source used for determining rent reasonableness for the Section 8 tenant-based program. If sufficient comparables are not available, KCHA may require a project owner to hire a third-party appraiser to conduct a market comparability study.

15. **Jurisdiction Restrictions**

KCHA reserves the right to enter into HAP contracts with owners in another Housing Authority's jurisdiction subject to an inter-agency agreement with the other Housing Authority.

16. **Housing Type**

KCHA will generally accept applications for Project Based Assistance for existing housing and new construction only. KCHA reserves the right to execute an Agreement to enter into a HAP Contract (AHAP) for rehabilitation projects when the AHAP is necessary to meet the requirements of other financing or to ensure that the project owner meets other federal requirements when PBA is the only federal funding source.

KCHA will add manufactured housing, transitional housing, and high-rise elevator buildings for families to the list of HUD-approved housing types.

17. **Inspections other than Housing Quality Standards.**

Project owners will be required to conduct their own construction or rehab inspections mandated by the jurisdictions in which the project is located. KCHA staff will not conduct such inspections.

18. **Subsidy Layering Reviews**

KCHA will not submit projects to HUD for subsidy layering review. KCHA will conduct subsidy-layering reviews in-house, or in partnership with local funders, and insure compliance with HUD guidelines.

19**. Mixed-Finance Developments and Public Housing Re-development Projects**

KCHA may conform the funding structure and operating procedures of Project Based Assistance to that of other public subsidy programs in developments that have more than one type of government operating or rental subsidy and in developments that were formerly public housing developments. Changes may include: unique utility allowances; rent calculation methods and income disregards; interim review procedures; and community service requirements. Additional changes will be made in accordance with the Public Housing Admissions and Continued Occupancy Policy.

20. **Annual Tenant Recertification**

KCHA will not conduct the second annual review for transitional program residents who are expected to move out at 24 months unless a tenant exceeds this time frame by an additional 3 months.

21. **Occupancy Standards**

Occupancy Standards shall follow KCHA's Public Housing standards.

If a family is in a wrong-size unit or an accessible unit that they do not require, they will be permitted to stay in that unit until an appropriate Contract Unit becomes available. If no appropriate unit-type is under contract, the following will occur:

Under-sized units: KCHA will permit tenants of units too small for their family size to stay in the unit so long as they have landlord approval and are not jeopardizing their health and safety.

Over-sized units: Tenants will be permitted to remain in the larger unit without an adjustment to tenant rent for the greater of 3 months or the tenant's next annual review, at which time they will be required to pay a higher rent or move from the unit.

22. **Environmental Review**

The Local Responsible Entity (RE) for KCHA's jurisdiction, as determined by HUD, is King County Government. King County will conduct all Environmental reviews for projects receiving other federal sources of funding. If the local RE refuses to conduct the review because KCHA provides the only source of federal funding in a project, KCHA or HUD will conduct the review.

23. Tenant Briefings

KCHA will permit KCHA-trained project owners and service providers to conduct briefings.

24. Supportive Services

Supportive services for all KCHA-funded supportive housing programs are defined as services that have a professional case management component that creates a direct relationship between the service provider and a member of each household. Services may also include, but are not limited to: mental health and substance abuse treatment, self-sufficiency & educational programs, housing stabilization, socialization activities, daily living skills, job training and job placement. KCHA will monitor the owner's provision of supportive services on an annual basis on its own or in partnership with a recognized supportive services funder that is invested in the project.

VI. IMPLEMENTATION AND EVALUATION

The Executive Director is authorized to develop a Project Based Assistance Program Administrative Plan to guide the implementation and operations of the Project Based Assistance Program consistent with the goals and provisions of this policy. In addition, the MTW annual plan will establish goals and limits for the number of Section 8 vouchers to be project-based and identify and prioritize the housing needs that will be addressed.

The Authority will annually evaluate the outcomes of the Project Based Assistance Program against the goals and objectives established in the policy and the annual implementation plans. These evaluations will be included in the Annual MTW Reports.

43: EXHIBIT S- ENERGY ASSISTANCE SUPPLEMENT TABLE

A. The following EAS tables will be used for all Project-based units unless listed in section B below:

SINGLE FAMILY HOUSES

Who provides electricity to your household?	Does tenant pay for sewer/water/trash?	0-1 bed	2 bed	3 bed	4 bed	5+ bed
SCL	Yes	$149	$188	$233	$292	$339
SCL	No	$79	$107	$133	$174	$202
PSE	Yes	$170	$211	$260	$323	$372
PSE	No	$100	$130	$160	$205	$235
NONE	Yes	$70	$81	$100	$118	$137

MULTI-FAMILY UNITS

Who provides electricity to your household?	Does tenant pay for sewer/water/trash?	0-1 bed	2 bed	3 bed	4+ bed
SCL	Yes	$108	$134	$170	$211
SCL	No	$38	$53	$70	$93
PSE	Yes	$127	$154	$190	$233
PSE	No	$57	$73	$90	$115
NONE	Yes	$70	$81	$100	$118

B. The following Project-based units should refer to the ACOP for determination of the proper EAS amount:

- Birch Creek, Green River Homes, Bellevue 8 Homes, Campus court I & II, Shoreham, Victorian Woods, Evergreen Court, Federal Way 3 Homes, Kings Court, Eastridge House, Green leaf, Cedarwood, Juanita Court, Juanita Trace I & II, Kirkwood Terrace, Avondale Manor, Forest Grove, Glenview Heights, Vista Heights, Youngs Lake, Pickering Court, Riverton Terrace (Family), Wellswood, Seola Crossing, Nia, Salmon Creek, and Eastbridge.

44: EXHIBIT T- INCOME BAND TABLES

INCOME BANDS AND GROSS RENT TABLE for the WIN RENT PROGRAM

Adjusted Gross Income	Gross Rent Table = Total Tenant Payment (TTP)
Less than $1,000	0
1,000 - 1,999	24
2,000 - 2,999	47
3,000 - 3,999	71
4,000 - 4,999	94
5,000 - 5,999	118
6,000 - 6,999	142
7,000 - 7,999	165
8,000 - 8,999	189
9,000 - 9,999	212
10,000 - 12,499	236
12,500 - 14,999	295
15,000 - 17,499	354
17,500 - 19,999	413
20,000 - 22,499	472
22,500 - 24,999	531
25,000 - 29,999	590
30,000 - 34,999	708

35,000 - 39,999	825
40,000 - 44,999	943
45,000 - 49,999	1,061
50,000 - 54,999	1,179
55,000 - 59,999	1,297
60,000 - 64,999	1,415
65,000 - 69,999	1,533
70,000 - 74,999	1,651

The above table represents Total Tenant Payment amounts under the WIN Rent program ONLY, as outlined in Section 21. In general, the actual Tenant Rent due is equal to the TTP (above), less any applicant KCHA established Energy Assistance Supplement for the unit. If the resulting Tenant Rent is less than the established Minimum Rent of $25, the Minimum Rent will be applied, subject to any available Energy Reimbursement credit for a period not to exceed 6 months. For households with income equal to $75,000 or more, the TTP is equal to 28.3% of the household's total Gross Monthly Income.

In limited circumstances, KCHA has entered into mixed finance operating agreements under the Low Income Housing Tax Credit program (LIHTC). Where LIHTC regulations limit the amount of rent that can be charged to a resident to an amount below that show above (and calculated according to WIN Rent program policies), the lower LIHTC rent maximum will be applied.

King County Housing Authority

Section 8 Administrative Plan

S8 Voucher Program

This is the latest version as of: 6/11/2024

SECTION 5: PARTICIPANT SELECTION

Among income eligible applicant families of the size and composition appropriate to available Vouchers, families will be selected without regard to race, color, religion, age, sex, national origin, familial status, marital status, parental status, sensory, mental, or physical disability or the use of a trained guide dog by a visually or hearing impaired person. In addition, no person will be automatically excluded from participation in or denied the benefits of the Housing Voucher Program solely because of membership in a class such as unmarried mothers, recipients of public assistance, persons with a disability, etc.

The HA's Participant Selection system will be administered in a manner that is not incompatible with Title VI of the Civil Rights Act of 1964, the Federal Fair Housing Act, Executive Order 11063, as amended, Executive Order 12259, Executive Order 12892, Title II of the American with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, state or local Fair Housing laws, and any other HUD requirements and regulations issued under the above authorities.

Specific participant selection procedures, definitions and requirements not covered in this Administrative Plan or in the MTW agreement will adhere to the guidelines of 24 CRF Part 882, Part 982 and Part 983.

A. INCOME TARGETING REQUIREMENTS

The HA will adhere to the statutory requirement that 75% of newly admitted families in any fiscal year be families who are extremely low-income. To ensure this goal is met, the HA will twice yearly monitor incomes of newly admitted families and the income of the families on the waiting list. If it appears the requirement is not being met, the HA retains the right to skip higher income families on the waiting list to reach extremely low-income families. If there are not enough extremely low-income families on the waiting list, the HA will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

B. Definitions OF LOCAL PREFERENCES

1. **Extremely Low-Income Household.** A family will be considered extremely low-income whose total household income is equal to or less than the higher of the Federal poverty level or 30% of the Area Median Income for their household size.
    - Recipients of federal rent subsidy programs are excluded from qualification of a local preference under this category.

2. **Involuntarily Displaced.** A family is or will be considered involuntarily displaced if the applicant has vacated or will have to vacate the unit where the applicant lives because of one or more of the following:

   - Displacement by disaster;
   - Displacement by government action;
   - Displacement by action of a housing owner (where a signed lease existed);
   - Displacement by domestic violence.
   - Displacement to avoid reprisals
   - Displacement by hate crimes. Hate crimes are actual or threatened physical violence or intimidation that is directed against a person or his or her property and that is based on the person's race, color, religion, sex, national origin, disability, or familial status;
   - Displacement by inaccessibility of unit;
   - Displacement because of HUD disposition of a multifamily project.

3. **Substandard Housing.** A family is living in "Substandard Housing" if they are "Homeless" as defined in Section 2 of this administrative plan, or if living in housing that:

   - Is dilapidated;
   - Does not have operable indoor plumbing;
   - Does not have a usable flush toilet inside the unit for the exclusive use of the family;
   - Does not have electricity, or has inadequate or unsafe electrical service;
   - Does not have a safe or adequate source of heat;
   - Should, but does not have a kitchen;
   - Has been declared unfit for habitation by an agency or unit of government.

4. **Rent Burden.** A rent burdened family is a family who is currently paying more than 50% of total family income for rent and utilities. Individuals and families

who choose to pay a rent in excess of the established FMR for their bedroom size will not qualify as rent burdened.

C. VERIFICATION OF LOCAL PREFERENCE

Prior to being placed on the Section 8 waiting list, all applicants must initially claim qualification for one of the local preferences on their application for housing. Verification will only be required at this point if the HA has evidence indicating that misrepresentation has occurred or otherwise showing that the declaration is inaccurate. Prior to actually being selected for housing, applicants will be required to document that a preference still exists (See Exhibit E of the Administrative Plan for specific verification requirements).

1. The HA will waive this requirement for applicants who are participants in the Rapid Rehousing Program (RRP) or any similar short-term subsidy program (lasting 12 months or less). Such applicants will be eligible to retain their initially claimed local preference during participation in these programs.

2. If a Section 8 applicant is currently receiving tenant-based assistance under the HOME Program, the HA determines whether the applicant qualifies for a preference based on the situation of the applicant at the time they received assistance from the HOME Program.

   Applicants unable to document eligibility of a claimed preference when required will be determined to be ineligible for the Section 8 program.

D. ESTABLISHING A LOCAL PREFERENCE

The HA will publicly notify interested parties for comment any time a new local preference is proposed or a current local preference is revised. Interested parties will be invited to comment on the proposed additions and present any concerns they feel should be addressed. Any change in the HA local preference will be made in accordance with the provisions of the MTW agreement and the annual plan.

E. ORDER OF SELECTION

Applicants determined eligible for the waiting list through selection during an advertised Lottery opening or those eligible for participation in one of KCHA's specific targeted housing programs will be placed on the General HCV waiting list. Selection from the general waiting list will be made using the priorities listed below. Individual program requirements may affect selection as detailed below.

1. **Priority 1** – Targeted Housing Voucher Funding.
   Eligible applicants who qualify for one of the local preferences and who document qualification for one of KCHA's targeted voucher programs may be housed ahead of other applicants. The HA may limit the number of vouchers issued annually under each targeted program, based upon the number of vouchers allocated for the program, voucher turnover, and current and projected program utilization.

Targeted Voucher programs established by KCHA include:

a. **Supportive Housing Vouchers**

i. **Housing Access Services Program (HASP)** - This program serves people with disabilities, primarily single adults under the age of 62. Referrals are made from one of two sources: 1) a consortium of King County's mainstream human service and behavioral healthcare systems or 2) specific social service provider agencies. These systems directly provide and financially support contracted services such as housing search, crisis intervention, case management and/or clinical services to referred participants. For preference qualification purposes, households moving-

Move-on strategy --> on from a KCHA funded sponsor-based program, the Shelter Plus Care program or an approved service enriched program in collaboration between KCHA and King County will retain the preference documented at the time of entry into the service-enriched housing program from which they are transitioning. This category also includes non-NED Mainstream vouchers issued prior to 2018.

Under HASP applicants will be referred according to the following criteria:

- Disabled applicants who are either homeless or have been determined by their service provider agency to be prepared to move to permanent housing from temporary or transitional housing programs such as Cluster Housing, Shelters and HOPWA funded transitional programs.
- Disabled applicants who have been determined by an agency to be prepared to transition from a supervised living arrangement to a supported living arrangement, such as clients who are transitioning from Group Homes, Hospitals, Living with Family Care Givers, Congregate Care Facilities and Assisted Living Facilities.
- Physical Rehabilitation Facilities – Applicants that are participating in an agency-coordinated and/or sponsored program.

ii. **Mainstream NED** – This targeted program serves households which contain a disabled non-elderly adult.
Applicants for this targeted program will be taken in the following order:

a. Applicants participating with the HASP consortium who also qualify as either transitioning out of an institutional and other segregated setting, at serious risk of institutionalization, homeless, or at risk of becoming homeless will receive priority.
b. Other applicants not participating with a HASP consortium agency and who meet the requirements listed above. These applicants will be placed on the waiting list but will not be given a lottery

number and will only be eligible for the Mainstream NED program.

c. If there are insufficient applicants who meet the requirement to be homeless or otherwise at risk, then non-homeless households which meet other program requirements may be housed.

b. **Family Supportive Housing Programs** - These programs serve families with children who are Homeless, at risk of Homelessness, at risk of separation as a result of poor living conditions, exiting KCHA-recognized emergency and transitional housing, and survivors of domestic violence. Referrals are made from supportive service providers and government child welfare agencies that are operating under a written agreement with KCHA to provide housing search, crisis intervention, housing stabilization, and/or case management services to participants. Examples include Family Unification Program, Domestic Violence and 2163 Homeless programs.

c. **Terminally Ill Housing Program –** This program serves applicants who have a terminal illness and are likely to die before they could receive and use assistance in the form of a Voucher if they had to wait their chronological turn on the waiting list. Terminally ill applicants are defined as individuals with a medical prognosis that their life expectancy is three years or less. In the case of applicants suffering from the AIDS virus, only individuals classified with an AIDS Indicator Condition of C1, C2, C3, or B3 meet the definition of terminally ill. The condition must be documented by the attending physician and/or a Social Service Agency that has been working with the applicant and can provide the necessary information.

d. **Veteran Affairs Supportive Housing Program (VASH)** - This program serves homeless and at-risk Veterans identified as qualifying for the program by the local Veteran's Affairs (VA) Medical Center. Clients must be referred from the VA and receive case management and other supportive services from the VA under a written agreement with the Housing Authority.

e. **Additional Targeted Programs**
This category includes programs designed to assist applicants in KCHA-identified special needs areas as well as applicants selected in conjunction with demonstration programs established by KCHA to test and measure the impact of new approaches to the delivery of housing services. Examples of programs under this category include, but are not limited to, the Creating Moves to Opportunity (CMTO) program, and programs established to assist families who are homeless or at-risk of homelessness. Programs may include those in which applicant referrals are made from support service providers operating under a written agreement with KCHA to provide housing search, crisis intervention, housing stabilization, and/or case management services to participants.

2. **Priority 2** - Non-targeted Housing Voucher Applicants.
   Includes applicants who entered the waiting list through a KCHA advertised waiting list opening. This includes applicants who have claimed qualification for a local preference, been determined initially eligible and were randomly selected and assigned a lottery number only. Final application screening – including but not limited to verification of current eligibility for a local preference – is required prior to voucher assignment. Applicants will be selected and invited to a KCHA Voucher briefing in the order of the lottery number assigned.[32]

F. EXCEPTIONS TO THE WAITLIST

1. Tenant Protection Assistance - When the HA receives funding from HUD targeted for families living in specified units, the family may be admitted to the program without placement on a waiting list. Families qualifying for Tenant Protection Assistance may be selected any time the targeted assistance is made available. Examples include current Public Housing residents who are living in units being demolished as a result of HOPE VI or other community redevelopment programs or families being displaced from other HUD assisted housing where the owner is opting out of the contract.

2. Executive Exception – Applicants who, as determined by the HA, are in urgent situations where they may or may not be currently on a waiting list. All such situations will be verified as to the urgency of the applicant's housing needs and will only be approved by the Executive Director or their designee.

3. Other special voucher allocations, which may be issued by HUD in response to emergency needs.

[32] Approved under MTW 7/21/08

EXHIBIT T: AFFIRMATIVELY FURTHERING FAIR HOUSING PLAN

Three Major Impediments to Fair Housing in King County: According to the King County Consolidated Plan, 2005 – 2009, the three major impediments to fair housing are

I. HOUSING DISCRIMINATION IMPEDIMENTS:

- Rental market discrimination, with the most notable discrimination occurring on the basis of race, national origin, disability and familial status;
- Discriminatory financing in home ownership including predatory lending, on the basis of race or national origin and sometimes age; and,
- Discriminatory zoning issues and practices and discrimination by housing associations.

II. ADMINISTRATIVE PRACTICE IMPEDIMENTS:

- Access to fair housing rights information on a day-to-day basis;
- Confusion about where to go for help with fair housing and where to send people for help;
- Local jurisdiction capacity for fair housing enforcement mechanisms where most of the discrimination occurs; and
- Lack of monitoring for sub-recipients, i.e., entities awarded funds for projects.

III. INADEQUATE SUPPLY OF AFFORDABLE HOUSEHOLDS FOR THE LOWEST INCOME LEVELS:

Since 2003, King County Housing Authority has been a Moving to Work Housing Authority, as a result of being named a high-performing housing authority by the U.S. Department of Housing and Urban Development. As mandated by Congress, the MTW Demonstration project provides KCHA and other designated housing authorities with significant flexibility to develop approaches to meet the jurisdiction's housing needs. Two specific goals of the MTW program are to expand KCHA clients' housing choices and preserving and increasing affordable housing opportunities while focusing on those in greatest needs.

Actions taken by King County Housing Authority (KCHA) to further fair housing through EXAMINATION OF ITS PROGRAMS OR PROPOSED PROGRAMS:

Through the annual submission of an MTW Report to HUD, KCHA outlines program accomplishments and evaluates progress towards upcoming goals. In addition, an MTW Annual Plan is developed and submitted annually to HUD detailing any new projects which are being proposed for the upcoming year. A number of revisions have been made to the Section 8 program to further fair housing including increases to the payment standard, creation of programs to assist homeless and special needs clients, and increased access to the reasonable accommodation process.

Actions taken by KCHA to IDENTIFY AND REDUCE IMPEDIMENTS TO FAIR HOUSING CHOICE:

The following are specific King County Housing Authority efforts to identify and reduce impediments to fair housing choice:

1. **Expanding its role as the safety net for homeless and special needs populations in King County:** In partnership with the Bill and Melinda Gates Foundation and local governments, King County Housing Authority (KCHA) has created a network of service-enriched housing for homeless families. It has redefined tenant selection preferences to move more homeless families into public housing. KCHA's "Housing First" program, in partnership with local behavioral health care systems and United Way, provides housing and services to chronically homeless individuals, those who are most susceptible to housing discrimination.
2. **Ending Homelessness:** KCHA is a leader in the region's efforts to end homelessness by expanding housing for homeless and special needs households, working to serve "hard-to-house" populations not traditionally served by mainstream housing programs, and coordinating rental subsidies with private and public service funding. This year, partnering with King County and behavioral health providers, KCHA will house up to 100 chronically homeless and mentally ill individuals who currently cycle between psychiatric hospitals, jails and the street.
3. **Public Housing and Section 8 Admissions Preferences:** When selecting applicants, KCHA uses local preferences for the Public Housing, Section 8 Housing Choice Voucher and Project-based Assistance programs. Each program's policies are developed in concert with other admissions-related policies. KCHA continues to monitor the impact of the Public Housing site based, regional and Sound families waiting lists and will use MTW authority where needed to address problem areas.
4. **Limited English Persons (LEP):** Communicating with clients with limited English proficiency is a priority to assure that applicants and residents understand program requirements. Since public housing residents speak more than 20 languages, KCHA has developed a plan to assist clients with limited English proficiency navigate our programs. A working group meets regularly to discuss new ideas on improving communication to LEP clients.
5. **Reasonable Accommodations:** When an applicant for housing indicates on the application that he/she needs reasonable accommodations in their housing, the application is referred to KCHA's Section 504 Coordinator for assistance in locating accessible public housing units that meet the reasonable accommodation needs of the applicant. Those needs include **voucher extensions, additional bedroom requests**, and higher payment standards to name a few. In 2008 the King County Section 8 program received 591 requests of which 454 were approved.
6. **Staff Training, Advocacy and Tenant Education:** King County Housing Authority pursues the following additional strategies to address identified impediments to fair housing choice, including:
   - Providing staff training on current changes in laws and regulations.
   - Providing active outreach and education to landlords throughout King County about Section 8 to increase the number of potential landlords willing to accept Section 8 tenants.
   - Intervening with landlords to address concerns.
   - Offering education to Section 8 and Public Housing program participants about their fair housing rights and how to file complaints, sometimes assisting them with the filing process.

Actions undertaken by KCHA to ADDRESS ADMINISTRATIVE IMPEDIMENTS TO FAIR HOUSING IN VIEW OF AVAILABLE RESOURCES:

King County Housing Authority staff in all offices including the corporate office, the Section 8 office and the on-site management offices are aware of local resources which can assist tenants to deal with discrimination in housing. When an applicant or tenant calls regarding a landlord/tenant concern, the caller is referred to their local fair housing office and the Tenant's Union. Applicants receiving housing vouchers also are given information regarding fair housing at their orientation. Between 2004 and 2006, King County Housing Authority established site-based management offices at each of its public housing sites in an effort to make services more accessible. In addition an on-line Section 8 Housing application was instituted for greater accessibility.

Actions undertaken by KCHA to WORK WITH LOCAL JURISDICTIONS TO IMPLEMENT INITIATIVES TO FURTHER FAIR HOUSING:

1. **Deconcentration:** Utilizing the HOPE VI program, new project-basing rules for Housing Choice vouchers developed under MTW and KCHA's bond and tax credit financed inventory, KCHA is giving low income households greater access to neighborhoods with strong school systems and ample entry-level job opportunities.
2. **Encouraging Homeownership:** Using a Resident Opportunity Self-Sufficiency (ROSS) grant and MTW flexibility, KCHA is helping public housing residents become homeowners. Exceeding the program target, 312 households purchased homes under the program, with 66% utilizing KCHA down payment assistance grants of up to $15,000.
3. **King County's Plan to End Homelessness in Ten Years (A Roof Over Every Bed in King County: Our Community's Ten-Year Plan to End Homelessness):** This local Ten-Year Plan reflects a regional commitment to seek long-term and sustainable solutions to homelessness, utilizing best practices and programs that produce tangible results. Its priorities are: homeless prevention; development of new housing and improved connections to support services; and building the community and political will to end homelessness. In 2005, this Plan was adopted and the Committee to End Homelessness in King County (CEHKC) was formed. CEHKC is made up of representatives of nonprofit organizations, businesses, local governments, homeless advocates and the faith community. [redacted] the Interagency Agency Council [redacted] oversees implementation efforts of the 10-year plan. KCHA uses this plan as a tool in identifying unmet housing needs and aligning KCHA resources with other funders to address those needs.

Actions undertaken by KCHA to PROACTIVELY ADDRESS ACCESSIBILITY PROBLEMS FOR PERSONS WITH DISABILITIES:

King County Housing Authority maintains policies and procedures which are part of a reasonable accommodation plan with the deliberate intention of addressing challenges of all people with disabilities. The following proactive steps address these challenges:

1. **Assist program applicants and participants to gain access to supportive services available within the community, but not require eligible applicants or participants to accept supportive services as a condition of continued participation in the program.** King County Housing Authority provides Resident Services Coordinators for each of the 23 senior and disabled properties. Each of these coordinators has information and directories of services available in the community and can inform residents of supportive services provided by community-based agencies. Acceptance of supportive services is not a condition of continued participation in the program.
2. **Identify public and private funding sources to assist participants with disabilities in covering the costs of structural alternations and other accessibility features that are needed as accommodations for their disabilities.** In the public housing properties owned by King County Housing Authority, costs of approved reasonable accommodations are paid for KCHA. In both Section 8 Tenant-based and Project-based programs, requests for reasonable accommodations are between the resident and the landlord. Section 8 staff maintains lists of possible private agencies that can help complete the work and can assist in locating resources.
3. **Not deny persons who qualify for HCV under this program other housing opportunities or otherwise restrict access to PHA program to eligible applicants who choose not to participate.** Generally, King County Housing Authority does not make participation in services a condition of housing. However, under certain circumstances where the service is directly tied to the housing program, particularly in Project-based units, services may be required for program participation.
4. **Provide housing search assistance.** In addition to maintaining a list of landlords willing to participate in the Section 8 program, King County Housing Authority contracts with the YWCA of Seattle, King and Snohomish Counties to provide housing search assistance for HCV applicants.
5. **In accordance with rent reasonable requirements, approve higher rents to owners that provide accessible units with structural modifications for persons with disabilities.** King County Housing Authority performs a rent reasonable test on all Section 8 units and will consider any improvements made by a landlord to make a unit accessible for a person with a disability. In addition, KCHA has a full time 504 Coordinator who reviews any request for a higher rent as a reasonable accommodation and will adjust rents for accessible units.
6. **Provide technical assistance, through referrals to local fair housing and equal opportunity offices, to owners interested in making reasonable accommodations or making units accessible to persons with disabilities.** The King County Housing Authority Section 8 office provides a website that allows owners to advertise accessible units. While KCHA does not fund

a private owner to renovate for accessibility, they will assist by directing them to possible agencies that perform or fund the desired accommodation.

Actions undertaken by KCHA to MAINTAIN RECORDS REFLECTING ACTIONS TAKEN TO FURTHER FAIR HOUSING:

Records of analysis and actions outlined in this plan are kept through monthly, quarterly, and yearly reports presented in a variety of formats including the MTW Annual Report and Plan, quarterly financial reports, monthly Section 8 and Public Housing management reports, and updates to the HCV Administrative Plan.

CERTIFICATION

The King County Housing Authority certifies that it operates it programs in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

SOURCES OF INFORMATION: Sources of information include the following:

1. The major source of information providing guidelines for the investment of certain federal housing and community development funds in King County outside the City of Seattle, during 2005-2009 is the "Consolidated Plan," a document written by representatives of the King County Consortium, an organization made up of 35 small cities and the unincorporated areas of King County. The Plan had extensive input from a wide range of additional stakeholders including agencies, advocates, community-based organizations, local and state government staff, and members of the public including low income individuals.
2. The most current housing action plan and "Analysis of Impediments to Fair Housing Choice" was published in 2005 and will be in effect through 2009.
3. Reference is made to fair housing in the 2009 Moving to Work Annual Plan for the King County Housing Authority.
4. Reports are published quarterly by the Committee to End Homelessness.

IV. ADDENDUM #1

FAMILY UNIFICATION PROGRAM

(a). Actions undertaken by King County Housing Authority to ENSURE CERTIFICATION OF FUP ELIGIBLE FAMILIES THAT MAY BE ON KCHA'S WAITING LIST AND ENSURE THAT THE FAMILY MAINTAIN THEIR ORIGINAL POSITION ON THE WAITING LIST AFTER CERTIFICATION.

As part of the Memorandum of Understanding with the local Department of Child and Family Services (DCFS), KCHA will create a data sharing agreement whereby the names on the HCV waiting list will be cross-referenced with the DCFS list of eligible families. Those families identified as FUP eligible will be given preference on the FUP waiting list. Families will maintain their original position on the HCV waiting list until they receive either a FUP voucher or a general voucher, whichever occurs first.

(b). Actions undertaken by King County Housing Authority to APPROPRIATELY PLACE ALL FUP ELIGIBLE FAMILIES REFERRED FROM DCFS ON THE HCV WAITING LIST IN ORDER OF FIRST COME, FIRST SERVED.

Eligible Families referred by DCFS will be given a housing preference and placed on the FUP waiting list. Families will be selected from this list on a first-come, first-served basis.

(c). Actions undertaken by King County Housing Authority to INFORM APPLICANTS ON HOW TO FILE A FAIR HOUSING COMPLAINT INCLUDING THE PROVISION OF THE TOLL FREE NUMBER FOR THE HOUSING DISCRIMINATION HOTLINE: 1-800-669-9777 or the Federal Information Relay Service at 1-800-887-8339.

All Section 8 applicants including FUP participants attend an orientation briefing where they receive information packets including copies of the Fair Housing Complaint file form and instructions for filing. This paperwork includes the toll free number for the housing discrimination hotline. If they file a complaint, they can send these forms directly, or King County Housing Authority will send the forms for them.

V. ADDENDUM #2:

RENTAL ASSISTANCE FOR NON-ELDERLY PERSONS WITH DISABILITIES IN SUPPORT OF DESIGNATED HOUSING PLANS

(a). Actions undertaken by King County Housing Authority to IDENTIFY NON-ELDERLY DISABLED FAMILIES ON ITS PUBLIC HOUSING WAITING LIST THAT WILL NOT BE HOUSED DUE TO AN APPROVED OR SUBMITTED DESIGNATED HOUSING PLAN.

KCHA has reconstructed the waiting lists for the Public Housing buildings affected by the designated housing plan and will contact the non-elderly disabled applicants at their last known address. Any qualifying applicant responding to the inquiry will be given priority to receive a Housing Choice Voucher.

(b). Actions undertaken by King County Housing Authority to INFORM APPLICANTS ON HOW TO FILE A FAIR HOUSING COMPLAINT INCLUDING THE PROVISION OF THE TOLL FREE NUMBER FOR THE HOUSING DISCRIMINATION HOTLINE: 1-800-669-9777 or the Federal Information Relay Service at 1-800-887-8339.

All Section 8 applicants including FUP participants attend an orientation briefing where they receive information packets including copies of the Fair Housing Complaint file form and instructions for filing. This paperwork includes the toll free number for the housing discrimination hotline. If they file a complaint, they can send these forms directly, or King County Housing Authority will send the forms for them.

VI. ADDENDUM #3:

RENTAL ASSISTANCE TO NON-ELDERLY PERSONS WITH DISABILITIES RELATED TO CERTAIN TYPES OF SECTION 8 PROJECT-BASED DEVELOPMENTS AND SECTIONS 202,221(d)(3) and 236 DEVELOPMENTS (CERTAIN DEVELOPMENTS)

(a). Actions undertaken by King County Housing Authority to IDENTIFY AND CONTACT ALL NON-ELDERLY DISABLED FAMILIES THAT WERE AFFECTED BY THE PREFERENCES, OR RESTRICTED OCCUPANCY, TO CERTAIN UNITS IN CERTAIN DEVELOPMENTS FOR OCCUPANCY BY ELDERLY FAMILIES ONLY.

KCHA has identified a number of buildings in our jurisdiction that restricted housing to elderly families only and has been able to obtain a copy of their waiting lists at the time the elderly only designation was implemented. KCHA will contact the non-elderly disabled applicants at their last known address. Any applicant responding to the inquiry will be given priority to receive a Housing Choice Voucher.

(b). Actions undertaken by King County Housing Authority to INFORM INDIVIDUALS ON HOW TO FILE A FAIR HOUSING COMPLAINT INCLUDING THE PROVISION OF THE TOLL FREE NUMBER FOR THE HOUSING DISCRIMINATION HOTLINE: 1-800-669-9777 or the Federal Information Relay Service at 1-800-887-8339.

All Section 8 applicants including FUP participants attend an orientation briefing where they receive information packets including copies of the Fair Housing Complaint file including the phone number. If they file a complaint, they can send these forms directly, or King County Housing Authority will send the forms for them.

VII. ADDENDUM #4:

RENTAL ASSISTANCE FOR NON-ELDERLY PERSONS WITH DISABILITIES APPLYING ON THEIR OWN OR TRANSITIONING FROM NURSING HOMES OR OTHER HEALTH CARE FACILITIES

(a). Actions undertaken by King County Housing Authority to IDENTIFY NON-ELDERLY DISABLED FAMILIES TRANSITIONING FROM NURSING HOMES AS WELL AS OTHER NON-ELDERLY DISABLED FAMILIES ON ITS SECTION 8 WAITING LIST .

As part of the Memorandum of Understanding with the local Department of Social and Health Services (DSHS), KCHA will create a data sharing agreement whereby the names on the HCV waiting list will be cross-referenced with the DSHS list of eligible families. Those families identified as eligible will be given preference for the special vouchers issued under this NOFA. Families will maintain their original position on the HCV waiting list until they receive either a special voucher or a general voucher, whichever occurs first.

(b). Actions undertaken by King County Housing Authority to APPROPRIATELY PLACE ALL NON-ELDERLY DISABLED FAMILIES TRANSITIONING FROM NURSING HOMES AS WELL AS OTHER NON-ELDERLY DISABLED FAMILIES REFERRED FROM DSHS ON THE HCV WAITING LIST IN ORDER OF FIRST COME, FIRST SERVED.

Eligible Families referred by DSHS will be given a housing preference and placed on the Special Program waiting list. Families will be selected from this list on a first-come, first-served basis.

(c). Actions undertaken by King County Housing Authority to INFORM APPLICANTS ON HOW TO FILE A FAIR HOUSING COMPLAINT INCLUDING THE PROVISION OF THE TOLL FREE NUMBER FOR THE HOUSING DISCRIMINATION HOTLINE: 1-800-669-9777 or the Federal Information Relay Service at 1-800-887-8339.

All Section 8 applicants attend an orientation briefing where they receive information packets including copies of the Fair Housing Complaint file form and instructions for filing. This paperwork includes the toll free number for the housing discrimination hotline. If they file a complaint, they can send these forms directly, or King County Housing Authority will send the forms for them.

Admission and Continued Occupancy Policy

ACOP

GOVERNING ADMISSION TO AND CONTINUED OCCUPANCY OF THE PUBLIC HOUSING PROJECTS OPERATED BY THE HOUSING AUTHORITY OF THE COUNTY OF KING, WASHINGTON

This is the latest version as of: 5-14-2024

Family Members: All members of the household other than live-in aides, foster children, and foster adults. All family members permanently reside in the unit, though they may be temporarily absent. All family members are listed on the lease.

Family Development: Any development assisted under the US Housing Act of 1937 (other than Section 8 or Section 17 of the Act) which is not a Project for the Elderly or Disabled.

Family Self-Sufficiency Program (FSS Program): The program established by a Housing Authority to promote self-sufficiency among participating families, including the coordination of supportive services.

Foster Child Care Payment: Payments to eligible households by state, local or private agencies.

Handicapped Assistance Expenses: Reasonable expenses that are anticipated, during the period for which annual Income is computed, for attendant care or auxiliary apparatus for a Handicapped or Disabled Family member, and **that are necessary to enable a Family member (including the Handicapped or Disabled member) to be employed or further his/her education**, provided that the expenses are neither paid to a member of the Family nor reimbursed by an outside source.

Head of Household: The adult member of the Family who is the head of the household for the purposes of determining income eligibility and rent. A Head of Household must be 18 years of age or older unless they document approval as an Emancipated Minor pursuant to Washington State regulations *(RCW 13.64.)*.

Homeless Family: For selection preference purposes, an applicant is considered a Homeless Family if they:

1. Lack a fixed, regular and adequate night time residence; and

2. Have a primary night time residence that is:

    a. A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing for the mentally ill);

    b. An institution that provides a temporary residence for individuals intended to be institutionalized; or

    c. A public or private place not designed for or ordinarily used as, a regular sleeping accommodation for human beings.

A Homeless Family does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or a State law.

Housing Authority (HA): The Housing Authority of the County of King, a public corporation.

HUD: The U.S. Department of Housing and Urban Development.

Imputed Asset Income: For households with assets of more than $50,000, the amount calculated by multiplying net family assets by a HUD-specified percentage. If imputed income is more than actual income from assets, the imputed amount is used as income from assets in determining annual income.

Imputed Welfare Income: The amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is nonetheless included in the family's annual income for purposes of determining rent.

Income Limits: A schedule of incomes that do not exceed a percent of the median income for the area as determined by HUD with adjustments for smaller or larger Families, except that HUD may establish income limits higher or lower on the basis of its findings that such variations are necessary because of prevailing levels of construction costs, unusually high or low incomes, or other factors. (See Exhibit E)

Interim Recertification: A reexamination of a family income, expenses, and household composition conducted between regular recertifications when a change in a household's circumstances warrants such a reexamination. (See Section 10 for additional information.)

INS: The U.S. Immigration and Naturalization Service.

Live-in Aide: A person who resides with one or more elderly persons, or near-elderly persons, or persons with disabilities, and who (1) is determined by the Housing Authority to be essential to the care and well-being of the person(s); (2) is not obligated for the support of the person(s); and (3) would not be living in the unit except to provide necessary supportive services.

A relative meeting the above three criteria would not be prohibited from serving as a Live-in Aide.

With the consent of the Housing Authority, a live-in aide meeting the above criteria may be permitted to reside in the dwelling unit. In addition to screening the live-in aide for the normal suitability criteria, permission may depend on whether the addition of a new occupant would require a transfer of the family to another unit, and whether another appropriate unit is available.

6: TENANT SELECTION AND ASSIGNMENT PLAN

The Authority has established three (3) separate waiting lists from which eligible applicants will be selected for housing assistance: a Regional, a Site-based and a separate Special Program Set-Aside program waiting list. At the time of application, applicants will be placed on the waiting list of choice and sorted according to their assigned bedroom size, any claimed local preference (if applicable) and date and time of application. [See Section 6.D (below) regarding exceptions to these general selection standards for specific targeted housing programs established by the Housing Authority.]

When a unit becomes available for occupancy, the Authority will rotate Tenant Selection between the Regional, Site-based and Speical Program Set-Aside waiting lists using a ratio of 1:1:1, to select an eligible household to fill the vacant unit.

While the Housing Authority will make a reasonable effort to fill vacant units according to the rotating schedule above, units will not be held vacant to accommodate the Tenant Selection System. In the event that no eligible applicant on a particular waiting list is available to accept a vacant unit, the Authority will move in the rotation to the next waiting list in order to fill the unit with an eligible applicant.

A. ORDER OF SELECTION – LOCAL PREFERENCES

Unless special circumstances exist, as outlined in this section, applications will be selected from their respective waiting lists in order of priority and date and time of application. Families on the regional and site-based waiting lists who have demonstrated an urgent housing need, as defined below, will qualify for a local preference and will be offered housing assistance ahead of those applicants with no qualifying preference.

Qualified categories of urgent housing need, as established by the authority include:

1. **Extremely Low-Income Household.** Applicants whose total household income is equal to or less than the higher of the Federal Poverty level or 30% of the Area Median Income for their household size.

   - ❑ Recipients of federal rent subsidy programs are excluded from qualification of a local preference under this category.

2. **Involuntarily Displaced Household**. An applicant is or will be considered involuntarily displaced if the applicant has vacated or will have to vacate the unit where the applicant lives because of one or more of the following:

   - ❑ Displacement by disaster;

   - ❑ Displacement by government action;

- ❑ Displacement by action of a housing owner;
- ❑ Displacement by domestic violence (domestic violence is defined as actual or threatened physical violence directed against one or more members of the applicant family by a spouse or other member of the applicant's household);
- ❑ Displacement to avoid reprisals;
- ❑ Displacement by hate crimes (hate crimes are actual or threatened physical violence of intimidation that is directed against a person or his or her property and that is based on the person's race, color, religion , sex, national origin, handicap, or familial status);
- ❑ Displacement by inaccessibility of unit;
- ❑ Displacement because of HUD disposition of a multifamily project.

3. **Family living in Substandard Housing**. A family is living in substandard housing if they are living in housing that:
   - ❑ Is dilapidated;
   - ❑ Does not have operable indoor plumbing;
   - ❑ Does not have a usable flush toilet inside the unit for the exclusive use of the family;
   - ❑ Does not have electricity, or has inadequate or unsafe electrical service;
   - ❑ Does not have a safe or adequate source of heat;
   - ❑ Should, but does not, have a kitchen;
   - ❑ Has been declared unfit for habitation by an agency or unit of government

4. **Rent Burdened Household.** A Rent Burdened Household is a family who is currently, and for a minimum of (at least) the last 90 days, has been paying more than 50% of total family income for rent and utilities.
   - ❑ Individuals and families who choose to pay a rent in excess of the established FMR for their bedroom size will not qualify as rent burdened.

5. **Residents displaced due to KCHA Redevelopment.** Families who have been displaced from a development as a result of HOPE VI demolition or other KCHA sponsored redevelopment activities ONLY– this is intended to allow families who

have indicated a desire to move back to the redeveloped site a priority to do so.

During initial re-occupancy of the site, qualified displaced residents may be selected from the waiting list and housed ahead of other applicants as follows:

- ❑ HOPE VI returnees displaced from Park Lake Homes I will be offered a unit based on their number established through a lottery system, rather than the date of application.

- ❑ Residents displaced as a result of other KCHA sponsored redevelopment activities may be offered a unit in accordance with the criteria outlined in the relocation plan established for the specific site.

All applicants will be allowed to initially qualify for a local preference by claiming it on the Housing Authority's preference certification form. Prior to actually being offered housing, all applicants will be required to document that a claimed local preference still exists (see Exhibit G for specific verification requirements). KCHA will waive this requirement for households who are participants in the Rapid Rehousing program (RRP) or any similar short-term *(lasting 12 months or less)* subsidy program. Such applicants will be eligible to retain their initially claimed local preference during program participation.

Unless waived as noted above, applicants who are unable to document qualification of a local preference when asked to do so, will be considered to have "no preference".

Applicants who do not qualify for a local preference as outlined above, may be considered otherwise eligible for housing assistance, but receive assistance only after applicants who document qualification for a local preference.

Notwithstanding the above, applicants who are elderly, disabled, or displaced will be offered housing before other single persons (see 6.C.5).

B. EXECUTIVE DISCRETION WAIVER

Applicants receiving a written waiver of the waiting list by the housing authority's executive director for urgent housing needs not meeting other preferences may receive housing assistance ahead of other applicants on the waiting list. Documentation of the reasons for such waiver will be included in the applicant's file

C. SPECIAL PROGRAM SET-ASIDE

The Housing Authority will administer a separate waiting list of applicants referred under any of the following SpecialProgram Set-Asides established by KCHA:

- Sound Families transitional housing partnership between the King County Housing Authority and the Gates Foundation. (Move-on strategy)
- Passage Point Conditional Housing program.

Applicants will be placed on the Special Programs Set-Aside waiting list according to the Region in which they wish to reside, bedroom size and date/time of graduation from the targeted housing program. Selection of families qualifying for housing assistance will be in rotation with the Housing Authority's Site-based and Regional Waiting lists as outlined in Section 6. In addition, the following rules will apply in determining eligibility and tenant selection under this category:

- Applicants who have applied to the Housing Authority through Special Program Set-Aside may not simultaneously have an active application on the Authority's Site-based or Regional Waiting lists.

- Applicants qualifying for housing assistance under this set-aside program must complete requirements for graduation, as designated by the applicable KCHA Agency Partner, prior to being offered a public housing unit.

D. TARGETED, MIXED FINANCE AND REDEVELOPED PUBLIC HOUSING DEVELOPMENTS

Where the Housing Authority has combined the use of Public Housing funds with other government funding (direct of through provision of support services) or assigned project-based subsidy to a re-developed Public Housing site, selection of applicants from the waiting list will be made in compliance with the partnership and/or cooperation agreements entered into by the Housing Authority for the operation of the development. Specific properties affected by such an agreement and their stipulations include:

- **Bellevue 8 Single Family Homes**: Combines the use of Public Housing funding with funding from King County's Housing Opportunity Fund (HOF) program. Priority for this development is given to families who qualify as Homeless, as outlined under the Bellevue Homeless Families Scattered Site program requirements (See Exhibit X).

- **Greenbridge**: Combines the use of Public Housing funding and funding through the Low Income Housing Tax Credit (LIHTC) program to create a mixed-income neighborhood of new low-income and workforce housing together with affordable and market rate for-sale homes. As outlined in the partnership agreements and LIHTC program requirements, priority for individual developments within the Greenbridge community will be provided as follows:

- **Seola Crossing I and II** - 50% of the units will be given to households whose annual income is at or below 30% of the Area Median Income (AMI) based on family size. Priority for eight (8) units will be provided to families with annual income below 50% of the AMI based on family size. Remaining units will be given to households whose annual income is at or below 60% of the Area Median Income based on family size.

- **Nia Apartments** - 50% of the units will be given to households whose annual income is at or below 30% of the Area Median Income (AMI) based on family size. An additional 10% of the units will be given to households with annual income at or below 50% of the AMI based on family size. The remaining 40% of the units will be filled with households whose annual income is at or below 60% of the Area Median Income based on family size.

- **Birch Creek:** Replaces Public Housing subsidy with Project-Based Section 8 subsidy and combines the use of Low Income Housing Tax Credit (LIHTC) program funding to support redevelopment of the former Springwood Apartments. As established, 50% of the units are designated for occupancy by households whose annual income is at or below 30% of the Area Median Income based on family size. The remaining 50% of the units are designated for occupancy by households whose income is at or below 50% of the Area Median Income based on family size.

- **Pacific Court**: Acquired with financial assistance provided through King County, the development combines the use of Public Housing Operating Subsidy with on-site intensive support services funded through the County's Department of Community and Human Services and the Mental Health and Chemical Abuse and Dependency Services Division (DCHS/MHCADSD) to establish a Permanent Supportive Public Housing program for individuals who are formerly homeless or are at-risk of homelessness. The development is operated in conjunction with the Memorandum of Agreement between DCHS/MHCADSD, Seattle Mental Health (SMH) and the Housing Authority. Occupancy of the site is limited to applicants who are screened, determined eligible and referred for occupancy by SMH as a suitable unit assignment becomes available, in accordance with the Memorandum of Agreement between participating agencies.

In addition, applicants who qualify for specific set-asides, such as Disabled households and those meeting the definition of large households (as defined in development and program partnership/cooperation agreements) will be given priority for available units to the extent necessary to meet the set-aside requirements.

33: EXHIBIT X - OUTLINE FOR "BELLEVUE HOMELESS FAMILY SCATTERED SITE PROGRAM"

I. DESCRIPTION OF PROJECT

This project is a scattered site public housing development providing permanent housing for the homeless. There are eight (8) individual three-bedroom single-family houses averaging 1,200 SF/house. Each house is frame construction with three bedrooms and either one or 1 ½ baths and is located on its own individual lot.

Tenants of these houses will be single head of household families or two head of household families comprised of a minimum of three (3) to a maximum of six (6) persons. It is estimated that the number of tenants housed per year will range from 24 to 48. Naturally, this could fluctuate due to turnover.

II. ELIGIBILITY REQUIREMENTS

This program is targeted to homeless low-income families. In order to be accepted into the Bellevue Homeless Family Scattered Site Program, prospective tenants must demonstrate that their annual incomes do not exceed 50 percent of the annual median income for the Seattle/Everett Metropolitan Statistical Area, adjusted for family size, as estimated from time to time by the U.S. Department of Housing and Urban Development (HUD).

III. SUPPORT SERVICES

The housing Authority has entered into an agreement with the YWCA which is attached and incorporated into this Management Plan by reference. Through this contract, the YWCA will provide case management and support services which will include, but not be limited to, the following:

Home visitation once every two months for the first six months, thereafter as needed for a minimum of one year. During each home visitation, the YWCA case worker will discuss the participating family's present situation and will outline the many types of human services and job training programs (including those listed below) which are available to the family.

In addition, the YWCA case worker will assist program participants in their efforts to access these needed human services programs.

Telephone Contract Services every two-three weeks for first three months, thereafter as needed for a minimum of one year. During each contact, the YWCA case worker will discuss the participating family's present situation and will outline the many types of human services which are available to the family.

In addition, the YWCA case worker will assist program participants in their efforts to access these needed service programs.

Mental Health & Substance Abuse Referral Service through the King County systems.

Eastside Mental Health (EMH) offers three separate divisions to better serve the diverse needs of the community. They include:

Community Support Services – Meeting the needs of those with severe and Persistent forms of mental illness.

-Case Management	-Housing	-Vocational
-Psychiatric Case	-Family Support	-Daily Activity
-24-Hr. Emergency Service	-Advocacy	

Crisis Intervention Services
-Emergency intervention and assessments in community settings
-Walk-in and next day appointments
-Psychiatric care

Eastside Counseling Services – Responding to the concerns of families, children and individual adults.

-Individual, family and group therapy
-Specialized services (family sexual abuse and eating disorders)
-School-based programs
-Eastside Behavioral Responsibility Programs
-Psychiatric care & psychological assessments
-Volunteer and intern training and supervision

Employment and Job Training services offered through the YWCA Eastside employment program located in Bellevue.

Services Provided:

-Skills Assessment
-Career Choices
-Interviewing Techniques
-Job Search Techniques
-Earning a GED
-Choosing a College/Vocational School

-Applying for Financial Aid

Resources Available:

-YWCA Job Bank
-Job Hunt Support Group
-Resume Preparation Service
-Classes & Workshops
-Employer Panels
-Educational Counseling

Many services are free; others are based on a sliding scale fee.

Program Location – Eastside

YWCA Eastside Branch
1420 156th Avenue NE
Bellevue, WA 98007
(425) 644-7361

Project-based Section 8 Administrative Plan

King County Housing Authority

This is the latest version as of: 5/14/2024

13: TENANT APPLICATION PROCESS

A. GENERAL APPLICATION REQUIREMENTS

The following application requirements apply to ALL Project-based Assistance Programs.

1. **Income Targeting Requirements**

   KCHA applies the statutory requirement of the Housing Choice Voucher Program requiring 75% of newly admitted families in any fiscal year be Extremely Low-Income families to the Project-based Assistance Programs. This requirement does not apply to each individual Project; rather it applies to the Project-based Assistance Program as a whole. To ensure that this goal is met, KCHA will twice yearly monitor incomes of newly admitted families and the income of the families on the waitlists. If it appears the requirement is not being met, KCHA will determine whether particular projects are not meeting the requirement and work with them to make adjustments in program outreach and screening as needed. KCHA retains the right to skip higher income families on the waiting list to reach extremely low-income families. If there are not enough extremely low-income families on the waiting list, KCHA will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach this goal.

2. **Waitlists**

   KCHA and/or Owners will administer waitlists in a manner that affirmatively furthers Fair Housing goals and prohibits discrimination. Waitlists and selection will be administered in a manner that is in accordance with Title VI of the Civil Rights Act of 1964, the Federal Fair Housing Act, Executive Order 11063, as amended, Executive Order 12259, Executive Order 12892, Title II of the American with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, State or local Fair Housing laws, and any other HUD requirements and regulations issued under the above authorities.

   In addition, KCHA will ensure compliance with the Violence Against Women Act of 2013 (VAWA 2013) which provides that an applicant for assistance under a covered housing program may not be denied admission to or denied assistance on the basis or as a direct result of the fact that the applicant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant otherwise qualifies for admission, assistance, participation, or occupancy.

   Waitlists are Program specific. Generally applicants applying for Permanent Replacement Housing would apply through the Central Applications Center and choose “Private Housing” as their waitlist choice. Supportive Housing Programs do not maintain a waitlist due to the urgent situation of the households targeted.

Instead, owners and/or their contracted service provider will refer households needing a unit as they become available. [52]

3. **Referral and Waitlist Monitoring**

   To ensure that Project-based Assistance referral and waitlist processes are effective in meeting Fair Housing guidelines, KCHA monitors the processing of applicants on the waitlist. In the case of project sponsors managing and maintaining a waiting list, the sponsor will be required to submit a detailed Tenant Selection and Assignment Plan that meets all of the requirements of furthering Fair Housing goals and objectives and the Authority's policies and procedures. If this monitoring appears to reflect a disproportionally underrepresented portion of the target population, KCHA will begin more frequent monitoring of those projects and begin corrective action including, but not limited to: requiring new referral sources be added to the outreach plan, changes in program design that provide more culturally-appropriate services, and/or replacement of the referring agency.

4. **Suspension of Applications**

   If the number of Applicants claiming Preferences on any waitlist greatly exceeds the number of Families that the Housing Authority is likely to be able to house within the following 12 months, the Housing Authority may at any time suspend the acceptance or processing of new applications or the addition of any new Applicants on that waitlist.

5. **Housing Choice Voucher Program Applicants**

   KCHA will not directly offer applicants on its HCV waitlist the opportunity to apply for Project-based Assistance. However, applicants on the HCV waitlist or any KCHA-managed subsidized housing waitlist may apply for any Project-based Project waitlist for which they are eligible.

6. **Availability of Information regarding Project-based Projects**

   KCHA and/or Owners will make information available to Applicants upon request regarding Project-based Projects including: a description of the development, services offered, and estimates of the time that an applicant may be on a specific waitlist.

7. **Rescheduling Appointments**

   The Housing Authority will allow a Family to reschedule for good cause. Generally, no more than one opportunity will be given to reschedule without good cause, and

[52] Approved MTW Policy Section V.4

no more than two opportunities will be given for good cause. The decision as to the qualifications of "good cause" will be made on a case-by-case basis and will be at the discretion of the Housing Authority. Applicants who are being removed from a waitlist for reasons other than lack of response will be offered the right to an informal review before being removed from a waitlist.

B. ORDER OF SELECTION- ALL PROGRAM CATEGORIES

1. Preferences

Preferences establish groups of Applicants that are prioritized over other Applicants, regardless of date and time. Preferences are established for each Project-based Assistance Program. KCHA will publicly notify interested parties for comment any time a new local preference is proposed or a current local preference is revised. Interested parties will be invited to comment on the proposed changes and present any concerns they feel should be addressed. Any change in the Project-based local preferences will be made in accordance with the provisions of the MTW Agreement with HUD and its MTW Annual Plan.

2. Executive Director's Waiver

Applicants who, as determined by KCHA, are in urgent situations where they do not qualify for any of the preferences in a particular Program may be approved to receive Project-based Assistance by the Executive Director. All such situations will be verified as to the urgency of the Applicant's housing needs.

3. Accessible Units

In selecting families to occupy Project-based units with special accessibility features for persons with disabilities, KCHA will refer, and the Owner must select families needing these unit features above others on the waitlist.

4. Eligibility

For purposes of eligibility, all families who qualify for a preference will be considered eligible to be placed on the Project-based waiting list except "other" single persons who are defined as those who are not elderly, near-elderly, or disabled attempting to apply on their own.

5. Existing Tenant Protections

In order to minimize displacement of in-place families, the HA will have full discretion to either turn on Project-based subsidies upon vacancy at the property, or to offer in-place protections. In-place protections are applicable if an existing unit that is to be placed under contract is occupied by an eligible family on the date of the execution of the Project-based HAP contract. These protections also apply to

occupied units where rehabilitation is planned. If this is the case, families will be given the opportunity to apply for assistance. Admission of such families is not subject to income targeting, however existing tenants must meet a local housing preference described under Section G.4 in order to qualify for the Project-based subsidy. If an existing family is determined eligible and placed on KCHA's waitlist, they will be given an absolute selection preference and referred to a unit that is appropriately sized for the family. Families under lease at the time of execution of a HAP contract will be required to sign a new one-year lease at the time that their subsidy begins.

a. **Notice to Existing Tenants.** If Project-based Assistance is to be turned on upon unit vacancy, this section does not apply. KCHA will ensure that Owners of Existing Housing Developments notify all existing eligible tenants of the opportunity to apply for assistance and that all tenants are given ample time and accommodations to make an application for assistance. Once an Owner has notified existing tenants of the opportunity to apply for Project-based assistance, tenants will have a specified time frame (generally not less than 30 days) in which to submit an application for assistance to the Owner. If an existing tenant seeks to apply for assistance after the specified time frame or moves in after the effective date of the HAP contract the Applicant will be required to apply through the standard application waitlist. The Owner will initially screen the existing tenants for eligibility and send this documentation to KCHA for verification.

C. TIMING/VERIFICATION OF LOCAL PREFERENCE

All applicants will be allowed to initially qualify for a Preference by claiming their Preference on their application. Before actually being approved for assistance, all applicants will be required to document that a Preference exists. If an Applicant does not certify or cannot provide such verification, or if a change in the applicant's circumstances has occurred resulting in the loss of a Preference, the Applicant will be withdrawn. The HA will waive this requirement for applicants who are participants in the Rapid Rehousing Program (RRP) or any similar short-term subsidy program (lasting 12 months or less). Such applicants will be eligible to retain their initially claimed local preference during participation in these programs.

(RRH Move-on)

If a Project-based Applicant is currently receiving Tenant-based assistance under the HOME Program, the HA determines whether the applicant qualifies for a Local Preference based on the situation of the applicant at the time they received assistance from the HOME Program.

D. DENIAL OF LOCAL PREFERENCE

An Applicant denied a Preference will receive a prompt written notice giving a brief statement of the reasons for the denial and given an opportunity to utilize the Informal Review process to review the denial. This review will be limited only to the issue of whether the applicant meets the criteria for receiving a Preference.

E. REMOVING APPLICANT NAMES FROM A WAITLIST

The Housing Authority or Owner will not remove an applicant's name from a waitlist unless:

1. The applicant requests that their name be removed (in writing);

2. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program or misses scheduled appointments;

3. The applicant does not meet the eligibility criteria for the Project; or

4. There is insufficient funding for the Section 8 Program to cover the costs of the Project. Should this occur, the Housing Authority reserves the right to cancel all or a portion of the applications on the Project-based waitlist(s) without prior notice to the Applicants.

Should one of these situations occur, the application will be listed as "Withdrawn". Sufficient information is to be entered on the application form to establish the ineligibility status and the applicant is to be informed in writing of the reason(s) for the denial and right to appeal the determination.

The Housing Authority will consider written requests for reinstatement of non-responsive applicants within twelve months of the date of withdrawal. In addition, any applicant who subsequently maintains that their failure to respond was caused by their disability will be provided reasonable accommodation to explain their circumstances. Should the Family be reinstated, their application will be placed in their former position on the waitlist.

Persons with disabilities who require a reasonable accommodation in completing an application may call the Housing Authority to make special arrangements. A Telecommunication Device for the Deaf (TDD) is available for the hearing impaired. The TDD telephone number is posted in the Section 8 Office and each Public Housing Management Office.

F. HOUSED STATUS

When an applicant is housed in a Project-based KCHA managed property, the applicant's name will be withdrawn from all other Project-based waitlists. For those housed in transitional housing, once the applicant completes their transitional program, they would be eligible for Public Housing through the Sound Families Graduation Process. If a tenant later leaves their Project-based unit in good standing, there is no restriction on reapplication for any housing program later.

G. APPLICATION PROCEDURES –PERMANENT REPLACEMENT HOUSING PROGRAM

The Project-based Permanent Replacement Housing Program "replaces" demolished Public Housing units by attaching Project-based assistance to privately-managed Developments in geographic areas of low poverty and high employment rates. The Program is known to the public as the "Private Housing Program". The Permanent Replacement Housing Application Process mirrors that of the Public Housing Program as closely as possible in order to ensure these Project-based Units are as accessible as the public housing units they are replacing once were.

1. Permanent Replacement Housing Waitlist Process

After all qualified existing tenants have been assisted; new Applicants will typically be referred by KCHA to Owners in the Permanent Replacement Housing Program at a ratio of 1 to 1 between the Standard Project-based Regional Waitlists and the Sound Families Graduate Waitlist, except in cases where the property maintains a site-based waitlist (see below).

a. Standard Permanent Replacement Housing Waitlists

Unless otherwise stated, Applicants wishing to apply for Permanent Replacement Housing will apply through a Regional Permanent Replacement Housing Waitlist based on bedroom size needed. Those Permanent Replacement Housing Developments not designated in the regional waitlist area will maintain site-specific waitlists until two or more Developments are contracted in a particular region, at which point KCHA may establish a new Regional Waitlist.

Interested households may obtain an initial application for Housing through KCHA's Central Applications Center (CAC) and/or website www.kcha.org. This form provides the opportunity to apply for a number of KCHA's subsidized housing programs. Once completed, the CAC places the Applicant Family on the appropriate Waitlists.

The applicant must report changes in their applicant status including changes in family composition, income, or preference factors to the CAC who will make any changes to the application and update their place on the waitlist. Confirmation of the changes will be confirmed with the Family in writing.

b. **Identifying the Next Applicant**

Due to the large number of unresponsive applicants, KCHA may contact a cluster of applicants on any Permanent Replacement Housing waitlist prior to receiving a Notice of Available Unit from an Owner to pre-screen the applicant for Housing Authority eligibility. When KCHA sends an Update Letter to an applicant, the applicant will have 10 days to respond. If the applicant does not respond within 10 days, their application may be withdrawn from the waitlist. An applicant may be reviewed for re-instatement on the waitlist if s/he responds in writing within 12 months of the date of the Update Letter and request to be reinstated. Updated applicants will be offered available units based upon the date of their response to these inquiries and the certified date of their application.

c. **Site-specific waitlists**

For a subset of projects, it may be more appropriate for Owners to maintain their own waitlists. KCHA shall make the determination on an individual case-by-case basis as to whether it is appropriate for a Permanent Replacement Housing project to have a site-based waitlist. This may be considered in cases where the project serves a specific target population (i.e. seniors) from which KCHA's waitlist may not have sufficient eligible applicants to select or when the Owner's application requirements and/or fees vary from KCHA's.

In such cases, KCHA will review the Owner's referral sources and tenant selection methods and criteria at the time of the Owner's application for Project-based Assistance, to determine that they are broad-based, affirmatively furthering Fair Housing goals, and prohibiting discrimination.

2. Sound Families Graduate Waitlist[53]

Only graduates of KCHA-funded Sound Families programs are eligible for this set-aside waitlist. Upon graduation, the graduate and his/her case manager completes an Update Packet and Graduation Notice and submits them to the CAC. The CAC dates and time-stamps the Update Packets and processes them to the extent necessary to determine whether the applicant is eligible for permanent subsidized housing.

[53] Approved MTW Policy Section V.7

The CAC will update information in KCHA's management information system according to the bedroom size needed, preference and date/time of application and will keep it in a permanent file at the CAC. Updated graduates are then placed on the Sound Families set-aside waitlist for permanent, subsidized housing at the CAC.

Move-on strategy --> Sound Families transitional housing participants are only eligible for the Permanent Replacement Housing Program upon graduation. They are not, however, eligible for Permanent Replacement Housing projects where a site-specific waitlist has been approved. If a Family applies for Permanent Replacement Housing prior to graduation, KCHA will notify the Family in writing that they are not eligible to be placed on the Permanent Replacement Housing waitlist until KCHA has received a written Graduation Notice and Update Packet confirming their status.

3. Applicant Notification and Eligibility Determination

Prior to or upon receipt of a Notice of Available Unit, KCHA will contact the next qualified applicant from either the Sound Families or Standard Permanent Replacement Housing Waitlist and instruct him/her to contact the Owner immediately. KCHA will also immediately provide the Owner with the name and contact information for the applicant.

KCHA will make a preliminary eligibility determination upon initial contact with the applicant and work with the applicant to collect information to verify preferences and income at the same time as the Owner screening process.

a. **Owner Suitability Determination**

The Owner will screen the applicant using standard screening criteria used for all applicants to the Development. Owners may apply set-aside requirements from the Low-Income Housing Tax Credit Program to their selection criteria. Applicants for Permanent Replacement Housing will be required to pay any screening fees and provide screening documentation directly to the Owner. The Owner is responsible for notifying KCHA whether or not each applicant passes their screening in a timely manner. If the applicant fails to make contact with the Owner within 48 hours, the Owner may request that KCHA refer the next applicant on the waitlist.

b. **Owner Approval of Applicant**

If the applicant passes the Owner's screening, KCHA will determine the Total Tenant Payment (TTP), brief the applicant, and schedule the inspection in accordance with other Sections of this Administrative Plan.

c. **Owner Rejection of Applicant**

If the applicant does not pass the Owner's screening, the applicant will be allowed to remain on the Permanent Replacement Housing waitlist and be screened by a second Owner with an available unit. If the applicant does not pass the second Owner's screening, the applicant will be removed from all Permanent Replacement Housing waitlists. Owner-denial does not apply in the case of applicants who were denied based upon Owner criteria for tax-credit set-asides. Applicants denied by Permanent Replacement Housing Program Owners will not be removed from any other KCHA subsidized housing waitlists. A withdrawal from the Permanent Replacement Housing waitlist does not affect the Public Housing waitlist status.

d. **Applicant Rejection of Unit**

Applicants may only reject the offer of a unit for good cause. Rejection for good cause will preserve the applicant's placement at the top of the waiting list. Rejection of a unit for other than good cause will result in removal from the Permanent Replacement Housing waitlist. Good cause includes the following:

- Documented reasons related to health, disability or proximity to work, school, or childcare (for those working or going to school), or
- Documented situations where an applicant is temporarily unable to move at the time of the offer (such as major surgery requiring a period of time to recuperate, or serving on a jury; or
- Refusal (turn-down) of a studio apartment by a household that includes more than a single individual; or
- Refusal by an applicant who has turned down an offer for a unit in order to continue participating in a documented transitional housing program from which they have not yet graduated as long as the graduation date does not to exceed 12 months from the date of refusal.

Where it is determined that an applicant's basis for refusal of an offered apartment does not meet established good cause criteria, the applicant will be offered the right to an informal review of the decision to cancel their application for housing assistance.

4. Permanent Replacement Housing Program Order of Selection

Permanent Replacement Housing Program Applicants who meet one of the following Housing Choice Voucher "Local Preference" Categories will be served before those applicants who do not.

- **Extremely Low-Income Household.** Applicant whose total household income is equal to or less than the higher of the Federal poverty level or 30% Of the Area Median Income for Their Household Size.[54]

  - Recipients of federal rent subsidy programs are excluded from qualification of a local preference under this category

- **Involuntarily Displaced**. A Family is or will be considered involuntarily displaced if the applicant has vacated or will have to vacate the unit where the applicant lives because of one or more of the following:

  - Displacement by disaster;
  - Displacement by government action;
  - Displacement by action of a housing Owner (where a signed lease existed);
  - Displacement by domestic violence;
  - Displacement to avoid reprisal;
  - Displacements by hate crimes. Hate crimes are actual or threatened physical violence or intimidation that is directed against a person or his or her property and that is based on the person's race, color, religion, sex, national origin, disability, or familial status;
  - Displacement by inaccessibility of unit;
  - Displacement because of HUD disposition of a multifamily project.

- **Substandard Housing**. A Family is living in "Substandard Housing" if they are "Homeless" as defined in Section 2 of this Administrative Plan, or if living in housing that:

  - Is dilapidated;
  - Does not have operable indoor plumbing;
  - Does not have a usable flush toilet inside the unit for the exclusive use of the Family;
  - Does not have electricity, or has inadequate or unsafe electrical service;

[54] Approved under MTW 11/18/09

- Does not have a safe or adequate source of heat;
- Should, but does not have a kitchen;
    - Has been declared unfit for habitation by an agency or unit of government.

➢ **Rent Burden.** A rent-burdened Family is a Family who is currently paying more than 50% of total family income for rent and utilities. *(Individuals and families who choose to pay a rent in excess of the established FMR for their bedroom size will not qualify as rent burdened.)*

H. APPLICATION PROCEDURES- PUBLIC HOUSING REDEVELOPMENT

The Project-based Public Housing Redevelopment Program attaches Project-based Assistance to units that were formerly subsidized with Public Housing operating subsidies. The waiting lists, application process, and order of selection for Project-based units in this Program are operated in accordance with Section 6 of the Public Housing ACOP including any and all amendments.

Income and family composition for residents living in Public Housing at the time of redevelopment will be determined using verification from the most recent Public Housing review (interim, update, or full recertification) provided it is no more than 12 months old. Existing residents will not be required to meet a Local Preference (as described above in G.4) as they are considered to be "continuously assisted".

I. APPLICATION PROCEDURES-LOCAL PROGRAM (INCLUDING TAX CREDIT)

The Project-based Local Program uses Project-based Assistance to preserve the affordability and physical integrity of Existing Housing stock that serves low-income households and is in physical jeopardy due to a lack of capital reserves and/or operating subsidy.

1. **Local Program Waitlist**

   After all qualified existing applicants have been assisted; KCHA will establish a waitlist at the Project site or may pull applicants from existing housing waitlists managed by KCHA. The waitlist must be established according to date and time of application by bedroom size. Interested households may obtain an application on the KCHA website at www.kcha.org or at any property.

2. **Order of Selection**

Applicants of Local Program Developments will be required to meet one of KCHA's "Local Preference" categories as described in section G.5 above and will be served before those applicants who do not.

J. APPLICATION PROCEDURES- PERMANENT SUPPORTIVE HOUSING

The Permanent Supportive Housing Programs assist households who need supportive services in order to access and remain in their housing. The units subsidized in these Projects are targeted to homeless households and/or those with disabilities.

1. Permanent Supportive Housing Waitlists

Because of the urgent housing situation of the households targeted for these Programs, neither KCHA nor Owners will maintain waitlists for Supportive Housing Projects. Instead, Owners and/or their contracted Service Providers will refer households needing Permanent Supportive Housing as units become available. Referring agencies may take roommate-compatibility into consideration in shared housing situations. At the time of the Owner's application for Project-based Assistance, KCHA will review the Owner's referral sources and tenant selection criteria to determine that they are broad-based, affirmatively furthering Fair Housing goals, and prohibiting discrimination.

2. Applicant Referrals

When a HAP contract is executed for a Supportive Housing Project or unit turnover produces a vacancy, the Service Provider will work with the Owner to ensure suitability prior to referring applicants to KCHA for eligibility determination. The Service Provider will assist applicants in completing the eligibility packet and will designate a representative to answer questions and correspond with KCHA.

The Service Provider will send enough completed eligibility packets to KCHA to fill their vacant contract units. When a large number of applicants are in the process for a particular Project at any given time, KCHA will arrange a group briefing in accordance with Section 18.

3. Order of Selection for Permanent Supportive Housing for Homeless Families

As stated in paragraph J.2. above, applicants are selected as units become available and therefore, selection is based on an as needed basis.

4. Order of Selection for Permanent Supportive Housing for Persons with Disabilities

When a Supportive Housing Project is established for people with disabilities who are not specifically moving out of homelessness, a Project-specific waiting list can be established with the following preference:

a. Disabled households needing supportive services - A Supportive Housing waiting list may give preference to disabled households who need services offered at a particular Project. The preference is limited to the population of households with disabilities that significantly interfere with their ability to obtain and maintain themselves in housing:

    i. Who, without appropriate supportive services, will not be able to obtain or remain in housing; and

    ii. For whom such services cannot be provided in a non-segregated setting.

14: TENANT ELIGIBILITY

A. ELIGIBILITY FOR INITIAL SCREENING

Applicants must meet both KCHA eligibility and Owner screening in order to be offered a Project-based unit. Among income eligible applicant families of the size and composition appropriate to available Project-based units, families will be selected without regard to race, color, religion, age, sex, national origin, familial status, marital status, parental status, sensory, mental, or physical disability or the use of a trained guide dog by a visually or hearing impaired person. In addition, no person will be automatically excluded from participation in or denied the benefits of the Project-based program solely because of membership in a class such as unmarried mothers, recipients of public assistance, persons with a disability, etc.

1. Families will be considered **eligible** who:

   a. Qualify as a "Family" as defined in Section 2.

   b. Have a head of household who is at least 18 years of age (the legal age to enter into and be held accountable for a lease under state law), unless the designated Head of Household documents approval as an Emancipated Minor pursuant to Washington State regulations (RCW 13.64.).

   c. Have Annual Income, at the time of application that does not exceed 80% of the median income for the area (See Exhibit D) set by HUD with the following exceptions:

      i. For Tax Credit residents, Annual Income level cannot exceed 60% of area median income.

      ii. New applicants applying to live at the Project-based units at the Bellevue Homes, Campus Court I & II (house), Shoreham, Victorian Woods, Evergreen Court, Federal Way Homes, Kings Court, Eastridge House, Greenleaf, Cedarwood, Juanita Court, Juanita Trace I & II, Kirkwood Terrace, Avondale Manor, Forest Grove, Glenview Heights, Vista Heights, Youngs Lake Commons, Pickering Court, Riverton Terrace Family units, and Wellswood must be at or below 60% of their Adjusted Median Income for the family size.

      Income Limits apply only at admission and are not applicable for continued occupancy. An applicant who initially qualifies but whose income subsequently increases beyond the income limits prior to housing shall be denied admission.

41: EXHIBIT Q- AFFIRMATIVELY FURTHERING FAIR HOUSING PLAN

A. THREE MAJOR IMPEDIMENTS TO FAIR HOUSING IN KING COUNTY According to the King County Consolidated Plan, 2005 – 2009, the three major impediments to fair housing are

1. Housing Discrimination Impediments:

- Rental market discrimination, with the most notable discrimination occurring on the basis of race, national origin, disability and familial status;
- Discriminatory financing in home ownership including predatory lending, on the basis of race or national origin and sometimes age; and,
- Discriminatory zoning issues and practices and discrimination by housing associations.

2. Administrative Practice Impediments:

- Access to fair housing rights information on a day-to-day basis;
- Confusion about where to go for help with fair housing and where to send people for help;
- Local jurisdiction capacity for fair housing enforcement mechanisms where most of the discrimination occurs; and
- Lack of monitoring for sub-recipients, i.e., entities awarded funds for projects.

3. Inadequate supply of affordable households for the lowest income levels:

- Since 2003, King County Housing Authority has been a Moving to Work Housing Authority, as a result of being named a high-performing housing authority by the U.S. Department of Housing and Urban Development. As mandated by Congress, the MTW Demonstration project provides KCHA and other designated housing authorities with significant flexibility to develop approaches to meet the jurisdiction's housing needs. Two specific goals of the MTW program are to expand KCHA clients' housing choices and preserving and increasing affordable housing opportunities while focusing on those in greatest needs.

A. **Actions taken by King County Housing Authority** (KCHA) to further fair housing through EXAMINATION OF ITS PROGRAMS OR PROPOSED PROGRAMS:

Through the annual submission of an MTW Report to HUD, KCHA outlines program accomplishments and evaluates progress towards upcoming goals. In addition, an MTW Annual Plan is developed and submitted annually to HUD detailing any new projects which are being proposed for the upcoming year. A number of revisions have

been made to the Section 8 program to further fair housing including increases to the payment standard, creation of programs to assist homeless and special needs clients, and increased access to the reasonable accommodation process.

B. Actions taken by KCHA to IDENTIFY AND REDUCE IMPEDIMENTS TO FAIR HOUSING CHOICE:

The following are specific King County Housing Authority efforts to identify and reduce impediments to fair housing choice.

1. **Expanding its role as the safety net for homeless and special needs populations in King County:** In partnership with the Bill and Melinda Gates Foundation and local governments, King County Housing Authority (KCHA) has created a network of service-enriched housing for homeless families. It has redefined tenant selection preferences to move more homeless families into public housing. KCHA's "Housing First" program, in partnership with local behavioral health care systems and United Way, provides housing and services to chronically homeless individuals, those who are most susceptible to housing discrimination.

2. **Ending Homelessness:** KCHA is a leader in the region's efforts to end homelessness by expanding housing for homeless and special needs households, working to serve "hard-to-house" populations not traditionally served by mainstream housing programs, and coordinating rental subsidies with private and public service funding. This year, partnering with King County and behavioral health providers, KCHA will house up to 100 chronically homeless and mentally ill individuals who currently cycle between psychiatric hospitals, jails and the street.

3. **Public Housing and Section 8 Admissions Preferences:** When selecting applicants, KCHA uses local preferences for the Public Housing, Section 8 Housing Choice Voucher and Project-based Assistance programs. Each program's policies will be developed in concert with other admissions-related policies. KCHA will continue to monitor the impact of the Public Housing site based, regional and Sound families waiting lists and use MTW authority where needed to address problem areas.

4. **Limited English Persons (LEP):** Communicating with clients with limited English proficiency is a priority to assure that applicants and residents understand program requirements. Since public housing residents speak more than 20 languages, KCHA has developed a plan to assist clients with limited English proficiency navigate our programs. A working group meets regularly to discuss new ideas on improving communication to LEP clients.

5. **Reasonable Accommodations:** When an applicant for housing indicates on the application that he/she needs reasonable accommodations in their housing, the application is referred to KCHA's Section 504 Coordinator for assistance in locating accessible public housing units that meet the reasonable accommodation needs of the applicant. Those needs include voucher extensions, additional bedroom requests, and

higher payment standards to name a few. In 2008 the King County Section 8 program received 591 requests of which 454 were approved.

6. **Staff Training, Advocacy and Tenant Education:** King County Housing Authority pursues the following additional strategies to address identified impediments to fair housing choice, including:

   - Providing staff training on current changes in laws and regulations. Providing active outreach and education to landlords throughout King County about Section 8 to increase the number of potential landlords willing to accept Section 8 tenants.

   - Intervening with landlords to address concerns.

   - Offering education to Section 8 and Public Housing program participants about their fair housing rights and how to file complaints, sometimes assisting them with the filing process.

C. Actions undertaken by KCHA to ADDRESS ADMINISTRATIVE IMPEDIMENTS TO FAIR HOUSING IN VIEW OF AVAILABLE RESOURCES:

   - King County Housing Authority staff in all offices including the corporate office, the Section 8 office and the on-site management offices are aware of local resources which can assist tenants to deal with discrimination in housing. When an applicant or tenant calls regarding a landlord/tenant concern, the caller is referred to their local fair housing office and the Tenant's Union. Applicants receiving housing vouchers also are given information regarding fair housing at their orientation. Between 2004 and 2006, King County Housing Authority established site-based management offices at each of its public housing sites in an effort to make services more accessible. In addition an on-line Section 8 Housing application was instituted for greater accessibility.

D. Actions undertaken by KCHA to WORK WITH LOCAL JURISDICTIONS TO IMPLEMENT INITIATIVES TO FURTHER FAIR HOUSING

1. **1. Deconcentration:** Utilizing the HOPE VI program, new project-basing rules for Housing Choice vouchers developed under MTW and KCHA's bond and tax credit financed inventory, KCHA is giving low income households greater access to neighborhoods with strong school systems and ample entry-level job opportunities.

2. **Encouraging Homeownership:** Using a Resident Opportunity Self-Sufficiency (ROSS) grant and MTW flexibility, KCHA is helping public housing residents become homeowners. Exceeding the program target, 312 households purchased homes under the program, with 66% utilizing KCHA down payment assistance grants of up to $15,000.

3. **King County's Plan to End Homelessness in Ten Years** (A Roof Over Every Bed in King County: Our Community's Ten-Year Plan to End Homelessness): This local Ten-Year Plan reflects a regional commitment to seek long-term and sustainable solutions to homelessness, utilizing best practices and programs that produce tangible results. Its priorities are: homeless prevention; development of new housing and improved connections to support services; and building the community and political will to end homelessness. In 2005, this Plan was adopted and the Committee to End Homelessness in King County (CEHKC) was formed. CEHKC is made up of representatives of nonprofit organizations, businesses, local governments, homeless advocates and the faith community. [redacted] the Interagency Agency Council [redacted] oversees implementation efforts of the 10-year plan. KCHA uses this plan as a tool in identifying unmet housing needs and aligning KCHA resources with other funders to address those needs.

E. Actions undertaken by KCHA to proactively address accessibility problems for persons with disabilities:

King County Housing Authority maintains policies and procedures which are part of a reasonable accommodation plan with the deliberate intention of addressing challenges of all people with disabilities. The following proactive steps address these challenges:

1. Assist program applicants and participants to gain access to supportive services available within the community, but not require eligible applicants or participants to accept supportive services as a condition of continued participation in the program. King County Housing Authority provides Resident Services Coordinators for each of the 23 senior and disabled properties. Each of these coordinators has information and directories of services available in the community and can inform residents of supportive services provided by community-based agencies. Acceptance of supportive services is not a condition of continued participation in the program.

2. Identify public and private funding sources to assist participants with disabilities in covering the costs of structural alternations and other accessibility features that are needed as accommodations for their disabilities. In the public housing properties owned by King County Housing Authority, costs of approved reasonable accommodations are paid for KCHA. In both Section 8 Tenant-based and Project-based programs, requests for reasonable accommodations are between the resident and the landlord. Section 8 staff maintains lists of possible private agencies that can help complete the work and can assist in locating resources.

3. Not deny persons who qualify for HCV under this program other housing opportunities or otherwise restrict access to PHA program to eligible applicants who choose not to participate. Generally, King County Housing Authority does not make participation in services a condition of housing. However, under certain circumstances where the service is directly tied to the housing program, particularly in Project-based units, services may be required for program participation.

4. **Provide housing search assistance.** In addition to maintaining a list of landlords willing to participate in the Section 8 program, King County Housing Authority contracts with the YWCA of Seattle, King and Snohomish Counties to provide housing search assistance for HCV applicants.

5. In accordance with rent reasonable requirements, approve higher rents to owners that provide accessible units with structural modifications for persons with disabilities. King County Housing Authority performs a rent reasonable test on all Section 8 units and will consider any improvements made by a landlord to make a unit accessible for a person with a disability. In addition, KCHA has a full time 504 Coordinator who reviews any request for a higher rent as a reasonable accommodation and will adjust rents for accessible units.

6. Provide technical assistance, through referrals to local fair housing and equal opportunity offices, to owners interested in making reasonable accommodations or making units accessible to persons with disabilities. The King County Housing Authority Section 8 office provides a website that allows owners to advertise accessible units. While KCHA does not fund a private owner to renovate for accessibility, they will assist by directing them to possible agencies that perform or fund the desired accommodation.

F. Actions undertaken by KCHA to MAINTAIN RECORDS REFLECTING ACTIONS TAKEN To further fair housing:

Records of analysis and actions outlined in this plan are kept through monthly, quarterly, and yearly reports presented in a variety of formats including the MTW Annual Report and Plan, quarterly financial reports, monthly Section 8 and Public Housing management reports, and updates to the HCV Administrative Plan.

1. Certification

The King County Housing Authority certifies that it operates it programs in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

2. Sources of information include the following:

- The major source of information providing guidelines for the investment of certain federal housing and community development funds in King County outside the City of Seattle, during 2005-2009 is the “Consolidated Plan,” a document written by representatives of the King County Consortium, an organization made up of 35 small cities and the unincorporated areas of King County. The Plan had extensive input from a wide range of additional stakeholders including agencies, advocates, community-based organizations,

local and state government staff, and members of the public including low income individuals.

- The most current housing action plan and "Analysis of Impediments to Fair Housing Choice" was published in 2005 and will be in effect through 2009.

- Reference is made to fair housing in the 2009 Moving to Work Annual Plan for the King County Housing Authority.

- Reports are published quarterly by the Committee to End Homelessness.

G. ACTIONS UNDERTAKEN BY KCHA TO INFORM APPLICANTS ON HOW TO FILE A FAIR HOUSING COMPLAINT INCLUDING THE PROVISION OF THE TOLL FREE NUMBER FOR THE HOUSING DISCRIMINATION HOTLINE: 1-800-669-9777 or the Federal Information Relay Service at 1-800-887-8339.

- All Section 8 applicants attend an orientation briefing where they receive information packets including copies of the Fair Housing Complaint file form and instructions for filing. This paperwork includes the toll free number for the housing discrimination hotline. If they file a complaint, they can send these forms directly, or King County Housing Authority will send the forms for them.

42: EXHIBIT R- ORIGINAL PROJECT-BASED PROGRAM POLICY

King County Housing Authority

Making Transition Work

Project Based Assistance Program Policy

I. BACKGROUND

Under HUD's Moving to Work Demonstration Program (renamed "Making Transition Work" by KCHA or MTW), high-performing housing authorities, including KCHA, have the opportunity to develop their own housing programs and policies based on local needs and circumstances in lieu of most of the provisions of the 1937 Housing Act. KCHA must, however, continue to follow related federal laws, including fair housing and other anti-discrimination provisions. The Authority's MTW Agreement with the Department of Housing and Urban Development (HUD) authorizes KCHA to develop a Section 8 Project-Based Assistance Program with locally designed policies and procedures.

Under current HUD rules, KCHA is allowed to provide some of its Section 8 funding as an operating subsidy for housing units (project-based subsidy) as opposed to specific households in the form of a tenant-based voucher. KCHA has awarded Project Based Assistance in a number of Program Categories in the past few years. For example, KCHA has partnered with the Sound Families Initiative to create new transitional housing in the county. Partnerships with agencies serving the disabled have resulted in service-enriched housing opportunities for individuals with disabilities. KCHA has also used Project Based Assistance to replace demolished public housing units and to preserve existing affordable housing. In October of 2005, HUD issued its Final Rule on Project Based Assistance. Some aspects of these regulations enhance opportunities to use Project Based Assistance locally. Others are more restrictive and do not support the goals of KCHA's PBA Program.

The perceived need for a new and expanded Project Based Assistance program is not based on any failure on the part of the Section 8 tenant-based program. On the contrary, KCHA operates a highly successful tenant-based program by a number of standards. For example, more than 90 percent of new participants in the program are extremely low-income households. All new participants meet one or more of KCHA's local admissions preferences. The program also includes a very successful set-aside program for more than 1,500 households with disabilities, the Housing and Services Program (HASP). In addition to the successful outcomes for the program's clients, KCHA has operated the tenant-based program with a high degree of efficiency.

A locally designed Project Based Assistance Program provides an additional tool that allows the Authority and its partners to meet affordable housing needs and problems that the Section 8 tenant-based program is not designed to address. This memorandum details the problems that this program will seek to address, outlines the program's policy goals.

II. PROBLEM STATEMENT

Staff and other KCHA stakeholders have identified a number of affordable housing issues and opportunities that a project-based rental subsidy program can address. In addition, some existing project-basing rules and regulations themselves represent a barrier to efficiently and effectively addressing the affordable housing needs of the County's poorest households. The following is a discussion of the affordable housing issues that have be identified:

1. Affordable Housing Issues in King County

A. **Production of New Affordable Housing**

Few housing units currently being produced in King County are affordable to households earning below 30% of Area Median Income (AMI). Production under the tax-exempt bond and tax credit programs primarily serves households in the 45% to 60% of AMI range. Rising rents in parts of King county make it desirable to create new affordable units in particular submarkets before income diversity is lost. Coordination of Section 8 rental subsidies with other government financing programs to increase the production of new "hard" units affordable to very low income households should be an element in the region's overall growth plan and part of a regional strategy for assuring the long term availability of a supply of affordable housing independent of market conditions. New production also provides opportunities for the development of units for underserved elements of the market, including very large families and physically handicapped individuals.

B. **Preserving Economic Diversity in Gentrifying Communities**

Many submarkets in the region have experienced significant increases in resident incomes and housing costs over the past decade, resulting in growing market pressures on low-income households. Communities to the east of Lake Washington, in particular, have seen a significant loss of economic diversity as older rental housing is either converted to condominium ownership, rehabilitated as higher income rental housing or demolished to make way for higher income uses. Despite "exception rent" waivers provided by HUD, which enable KCHA to approve higher rents for households seeking to utilize Section 8 vouchers in these communities, the supply of available stock affordable to voucher holders on the Eastside continues to shrink. The percentage of KCHA Section 8 voucher holders renting in these communities has decreased from 22% in 1994 to 15% in 2006.

Failure to retain economic diversity in these communities also exacerbates the over concentration of lower income households in other parts of the county and deprives low-income households of ready access to entry-level employment opportunities, superior community facilities, and educational resources available in these communities.

Production or retention of affordable housing in communities experiencing steep increases in housing costs should be explored under the project basing initiative.

C. **Overconcentration of Affordable Housing**

Significant concentrations of poor households, especially in areas with limited resources, have a detrimental impact on the ability of those households to escape poverty. These areas typically have fewer resources for needed human services, poorer performing student bodies, limited employment growth or job opportunities, and higher crime rates.

Despite KCHA's historical commitment to higher rent payment standards to provide Section 8 participants with greater geographic choices, over 75percent of the program's more than 8,000 households live in the south end of the county, traditionally the area with higher poverty rates. This percentage is higher for households with children—81 percent—and even higher for minority populations, encompassing 88 percent of the program's minority households with children. In addition, more than 70 percent of public housing for families with children is located in the south end of the county. An examination of the distribution of other affordable housing in the county outside of Seattle will likely show a similar geographic distribution.

Targeting Project Based Assistance to achieve a more balanced geographic distribution of affordable housing opportunities could help reduce overconcentrations of low income housing in specific locales.

D. **Replacement Housing Initiative**

Under the HOPE VI program, KCHA is replacing a World War II vintage public housing complex in White Center with a new mixed income community. White Center is one of the poorest communities in Seattle/King County and currently accommodates 22% of KCHA's total family public housing inventory.

The redevelopment of Park Lake will provide a more balanced mix of public, workforce and for-sale housing and will result in the loss of 269 public housing units from the site. KCHA is committed to the one-for-one replacement of all of these public housing units with "hard" units, affordable to families on KCHA's waiting list, in other communities.

Providing "hard" units that are affordable to households earning below 30% of AMI is not possible without on-going operating subsidies. KCHA has applied for, and received, contract authority for 269 additional vouchers, to be used specifically to provide off-site replacement housing. KCHA anticipates utilizing replacement housing as part of the strategy to address other older sites of public housing as well.

The MTW policy will facilitate KCHA's provision of replacement housing units prior to the initiation of demolition activities at Park Lake. Off-site replacement housing will be

created through project basing in existing developments, in new developments acquired or built by KCHA and in housing acquired or developed by non-profit housing developers in partnership with local government. Replacement units will be sited at locations that strengthen KCHA's response to deconcentration, economic diversification and job co-location issues.

E. **Affordability Limits in Existing Subsidized Housing**

KCHA owns a portfolio of over 4,000 units of tax credit and bond-financed housing. Nonprofit housing providers also own and manage additional affordable housing in the County outside of Seattle. These housing opportunities generally serve households with incomes between 45 percent and 80 percent of AMI. Although KCHA and nonprofit housing providers desire to use this housing to serve lower income groups—KCHA's Board has established a goal of making a portion of these units available to households at or below 30 percent of AMI—lower rents are not financially feasible without additional subsidies. Project Based Assistance can be used to "buy down" the level of affordability to provide additional housing opportunities for households with incomes below 30 percent of AMI.

F. **Maintaining the Viability of the Existing Affordable Housing Inventory**

The long-term viability of some of the remaining affordable housing in King County is threatened by unmet capital needs and deferred maintenance issues that are becoming increasingly critical as this inventory ages.

Underlying financial vulnerabilities stemming from limited cash flow provided by below market rents and inadequately underwritten capital reserves have left affordable housing complexes without the resources necessary to deal with significant life cycle replacement costs and upgrading needs.

Additional pressure is being placed on this housing through significant increases in operating expenditures, including property and liability insurance and utility costs. The strategic use of Section 8 subsidies to preserve affordability, strengthen cash flow and fund critical capital improvements to preserve existing affordable housing should be explored.

G. **Strengthening the County's Existing Supportive Housing System**

Existing supportive housing in King County is a critical resource for preventing and reducing homelessness. In most cases, households served under these programs would have difficult accessing and maintaining private sector housing even with tenant-based vouchers.

Existing supportive housing is vulnerable to the same pressures that all affordable housing in the county is dealing with, including limited rental incomes, rising operating costs, inadequate capital reserves and aging physical plants. In addition, supportive housing facilities must, in many instances, fund on-site supportive services from project-specific revenues.

Funding for human services is being significantly reduced at present at virtually all levels of government: federal, state, county and suburban jurisdictions. Use of project based Section 8 to stabilize operations at these facilities, pay for necessary capital improvements, and help assure sufficient cash flow to support critical on-site services should be considered.

H. **Underserved and Homeless Populations**

An important element of KCHA's core mission is its role as a safety net for the poorest and most vulnerable populations in King County. Despite KCHA's focus on extremely low-income families in its public housing and Section 8 programs, where 90% to 95% of new program participants have incomes below 30 percent of AMI, some of the poorest households in the county are still underserved for a variety of reasons and have a high likelihood of becoming homeless.

These households include:

- Individuals with special needs, for example, individuals with developmental, mental health, physical, or other disabilities
- Recipients with poor credit histories and landlord references
- Households with substance abuse histories
- Victims of domestic violence
- Children aging out of foster care

The development of additional housing for special needs populations in partnership with non-profit service providers is a critical need identified in the 10 Year Plan to End Homelessness in King County. Increased coordination of Section 8 rental subsidies with local government resources and philanthropic initiatives such as the Bill & Melinda Gates Foundation's Sound Families Initiative and the HASP program are an important element of the response to this issue.

2. **Problems Related to Current Program Rules**

Although federal regulations currently allow for project-basing of Section 8 assistance, and have been updated to facilitate program implementation, a number of existing HUD regulations remain cumbersome. In addition to the need to streamline the program,

the regulations need to be changed so that project-basing can become a more effective tool for addressing affordable housing issues and priorities in King County. Significant constraints presented by existing regulations that are addressed under KCHA's program include:

- The restriction on Transitional Housing eliminates the opportunity to project-base under an important housing type.
- The restriction of HAP contract term extensions to 15 years may not be suitable for new construction/acquisition projects involving longer term financing commitments.
- The requirements of the current cumbersome process for allocating vouchers to units controlled by KCHA is replaced by the noncompetitive application of a clear set of policy objectives and project selection criteria.
- The restriction of project-basing to census tracts with a higher than 20 percent poverty rate does not allow project-basing to be used as a financing tool to leverage significant private sector involvement in the revitalization of distressed communities.
- The current limitation on project-basing to 20 percent of Section 8 tenant-based budget authority may be too restrictive.
- The 25 percent limit on family units in a building that can receive Project Based Assistance is too restrictive.
- The requirement to offer project-based housing to households on the PHA's waiting list may not be appropriate or practical for some projects.
- The requirement to maintain a waiting list for project-based units is not practical for homeless households because these households can not wait for housing. Waiting lists will easily become stagnant and inefficient in meeting immediate housing needs.
- The requirement to maintain a waiting list for project-based units is not practical for people with disabilities moving into shared housing because compatibility of roommates must be taken into account in determining the next household member to be added.
- The rent limit in tax credit projects is too restrictive and may inhibit the ability to serve extremely low-income households in these developments. Rent reasonableness standards should apply instead, combined with appropriate subsidy layering reviews.

- The requirement to provide a tenant-based voucher to tenants receiving Project Based Assistance after 12 months will have an inequitable impact on the tenant-based voucher pool and waiting list.

- The current Contracts and forms required by HUD are not suitable for all potential project-basing uses.

- The goals of Public Housing redevelopment initiatives may be better addressed with a Project Based Assistance policy that allows for a blending of Project Based Assistance and other government subsidy program rules.

- Efficient operations management in mixed-income developments receiving multiple government subsidies is not possible when subsidy rules are incompatible.

- The requirement to submit projects to HUD for subsidy layering and Environmental review can take a significant amount of time and could postpone development, thereby increasing costs. KCHA has the expertise and relationships with partner funders to conduct these reviews.

III. POLICY GOALS

KCHA's Making Transition Work Demonstration Program includes a number of overarching goals that are relevant to the project-basing of Section 8 assistance. In addition, the problems identified above suggest objectives that a new program should pursue. The following list of goals is based on KCHA's Mission, the MTW Demonstration Program goals, and the problem statement. These goals will be pursued within the context of the requirement of HUD, and commitment by KCHA, that the Housing Choice program continue to serve substantially the same number of very low income households as it had served prior to the MTW Demonstration Program.

The Project Based Assistance Program and Policy is designed to achieve the following goals:

1. **Increase the supply of the affordable housing stock in King County through the support of new development**.

   Measurable Outcomes:

   - Project-basing will contribute to a net increase in the number of "hard" units available for low-income households in KCHA's jurisdiction.

   - Project-basing will not result in a decrease in the total number of extremely low-income households served (tenant- or project-based) by KCHA and other providers of affordable housing.

2. **Increase the level of affordability of existing housing stock**.

Measurable Outcomes:

- Existing housing units not currently affordable to extremely low-income households will become affordable to such households.
- Pursuit of this goal will not lead a net reduction in the number of extremely low-income households served by KCHA or other affordable housing providers.

3. **Preserve and revitalize existing affordable housing stock**.

Measurable Outcomes:

- Project Based Assistance may be used as a tool to preserve the affordable housing stock in KCHA's jurisdiction where project cash flow cannot sustain the responsible management, service provision and maintenance of these facilities and continued ability to serve extremely low-income households over the long term.
- Project Based Assistance may be used as a financing tool to assist in the revitalization of physically distressed properties or as part of initiatives to address housing conditions in economically distressed neighborhoods.

4. **Increase housing choice for "special needs" households by strengthening and expanding the continuum of supportive housing programs in King County**.

Measurable Outcomes

- Project Based Assistance will continue to be used to support the development of transitional housing opportunities.
- Project Based Assistance will be used to preserve existing supportive housing where project cash flow cannot sustain the responsible management, service provision and maintenance of these facilities.
- Project Based Assistance will be used to increase service-enriched permanent housing opportunities for households, including individuals with special needs, who are not able to live independently without such services.
- Project Based Assistance will be used to increase service-enriched housing opportunities for households who have barriers to admission to public housing and/or tenant-based programs.

5. **Focus on the needs of extremely low income households.**

Measurable Outcomes:

- Housing units receiving Project Based Assistance will serve (admit) the same or greater percentage of extremely low income households as the tenant-based program.

- The net effect of implementing the project-based program will be to maintain or increase the percentage of extremely low income households subsidized (admitted) by the Section 8 program as a whole (project plus tenant-based).

- Seventy-five percent of project-based tenants will be below 30% of AMI for the entire Project Based Assistance program.

6. **Assist in deconcentration initiatives by replacing all public housing units targeted for redevelopment or disposal.**

   Measurable Outcomes

   - KCHA will use project-basing as a major tool to replace all hard units targeted for demolition under current and future revitalization efforts.

   - KCHA will try to ensure that the number of hard units serving primarily extremely low income households in KCHA's jurisdiction will not decrease at any time during the revitalization process.

7. **Reduce concentrations of subsidized households, especially families with children.**

   Measurable Outcomes

   - The majority of units receiving Section 8 Project Based Assistance, including units serving families with children, will be located in low-poverty, high-employment areas, especially neighborhoods with a low number subsidized housing units.

   - As a general rule, with the exception of transitional housing or service-enriched housing for disabled and elderly households, re-developed public housing, and smaller developments, the total number of units receiving Project Based Assistance in any given development will not exceed 25 percent of the units in that development.

8. **Enhance opportunities for families to become economically self-sufficient**.

   Measurable Outcomes

   - A higher percentage of households receiving Project Based Assistance (than tenant-based recipients) will live in low-poverty areas with greater access to employment opportunities.

   - Project Based Assistance-assisted households receiving TANF will become employed, remain employed, and achieve wage progression at higher rates than tenant-based voucher recipients receiving TANF benefits.

9. Maximize coordination of Section 8 assistance, housing development and support service resources

   Measurable Outcomes

- Project Based Assistance will be used to leverage capital and other funding to create new housing.

- Project Based Assistance will be used to leverage appropriate support services funding for residents of developments assisted under this program.

IV. PROGRAM CATEGORIES

KCHA will make Project Based Assistance available over the course of the MTW Demonstration in order to address the issues and achieve the objectives enumerated above. Different categories of vouchers will be allocated for a range of population groups and purposes. These include both transitional and permanent housing opportunities for individuals and families with children who may or may not need on-site support services. General numerical targets for units to be project-based annually in each category will be reflected in KCHA's Annual Plan. The following is an initial list of current and potential Project Based Assistance Program Categories:

1. Private Housing Program (Off-site HOPE VI Replacement Housing): KCHA will project-base 269 replacement vouchers provided by HUD under the Park Lake HOPE VI project in housing it controls (and in projects owned by nonprofit organizations and funded by A Regional Coalition for Housing (about 120 units) or other government funders.

2. Public Housing Re-development (On-site Public Housing Replacement Housing): To replace or redevelop public housing units on-site at former Public Housing sites, KCHA will permanently and/or temporarily project-base up to 275 units to serve new and returning residents at Greenbridge. Further use of this tool may be contemplated if additional redevelopment sites are identified.

3. Supportive Housing: Housing and Services Program (HASP) vouchers will be made available for project-basing to create or preserve service-enriched permanent housing opportunities for disabled households and individuals who need on-site support services.

4. Transitional Housing: KCHA will support the Sound Families Initiative in partnership with the Bill & Melinda Gates Foundation to create new units of transitional housing.

5. Families with Children: To increase housing opportunities for households with children in low-poverty, employment-rich areas with limited subsidized housing opportunities, KCHA may commit Project Based Assistance for such projects. Such opportunities may be pursued only after KCHA's replacement housing goals have been met and will be conditioned on the availability of additional vouchers.

6. Local Preservation: KCHA will attach Project Based Assistance to projects that require temporary or permanent operating subsidies in order to serve extremely low-income households.

7. King County's Community Plan to End Homelessness: As a member of the Committee to End Homelessness, KCHA reserves the right to identify new program categories to further the goals of the King County Plan to End Homelessness.

8. Transition in Place: If resources are available, KCHA will allocate "transition in place" vouchers to Transitional Housing Programs that are funded by KCHA and Sound Families as needed.

9. Demonstration Programs: KCHA reserves the right to provide Project Based Assistance to a limited number of pilot projects that will serve an important public purpose, but may not qualify under the Program's policies.

V. POLICY RECOMMENDATIONS

The following policy recommendations represent changes to the Department of Housing and Urban Development's project-basing rules and regulations.

1. **Allocation of Project Based Assistance**

Project Based Assistance may be allocated noncompetitively to KCHA-controlled or financed units. KCHA-controlled units include housing units owned by the Authority or owned by a partnership in which the Authority is the general partner. KCHA financed units include housing that has received conduit financing from the King County Housing Authority, provided KCHA enters into a long-term loan and regulatory agreement with the owner that controls the use and affordability of the project for at least 20 years or the term of the Project Based Assistance, whichever is longer. Such noncompetitive allocation can only be made on the basis of the Project-Based Program's policy goals and objectives. Unit selections will not be submitted for HUD review.

Project Based Assistance for units not controlled by the Authority must be awarded on a competitive basis through Requests for Qualifications, Requests for Proposals, or Notice of Funds Available issued by KCHA and/or a partner governmental or supportive service funder.

KCHA may solicit and award Project Based Assistance to Service Providers who will then identify an owner with whom KCHA will establish a HAP Contract.

KCHA may solicit and award Project Based Assistance in the form of a block grant to Service Providers who will then administer the Housing Assistance Payments to the housing owner.

In each case, the Authority will insure that the project meets KCHA's project based program goals and objectives and applicable HUD/KCHA program requirements. Unit selection will not be submitted for HUD review.

KCHA will make public notice of the availability of Project Based Assistance when allocated in partnership with other funders.

Notice of Awards or Rejections will be made to each party that submitted an eligible application but KCHA will not advertise notice of such awards.

2. **Location Restrictions**

Project Based Assistance will be provided only in Census Tracts with poverty rates below 20 percent based on the official Decennial Census estimates available at the time of allocation of assistance. In addition, in the selection of projects for assistance, the Authority will give higher priority to developments located in low-poverty Census Tracts and those with low concentrations of subsidized housing units. Furthermore, Project Based Assistance for permanent housing for families with children and off-site HOPE VI replacement units will only be provided in areas with poverty rates at or below 15 percent. However, the Executive Director may waive these restrictions in areas where public housing units were previously constructed and were redeveloped, and in economically impacted areas where KCHA is attempting to preserve and improve existing affordable housing.

3. **Restrictions on the Percentage of Project Based Assistance in a Development**

As a general rule, the Authority will not project-base Section 8 assistance in more than 25 percent of a development unless it is a transitional, supportive or elderly housing program, regardless of the number of other subsidized units on-site. The Authority reserves the right to waive this requirement in buildings with fewer than 20 units. KCHA may also exceed the 25% cap when Project Based Assistance is used to establish redeveloped units on a former Public Housing Site, so long as the number of project-based units is fewer than the original number of public housing units.

4. **Waiting List and Referral System for Developments Receiving Project Based Assistance**

The following policies will apply to the waiting list system for developments receiving Project Based Assistance:

- Project-based units designed to house homeless families and individuals will be made available through referrals from KCHA approved service providers. No waiting lists will be maintained for these developments.

- The Authority and/or project sponsors will manage and maintain waiting list(s) for all other developments receiving Project Based Assistance.

- Waiting List guidelines will be established for each operational Program Category in the Project Based Assistance Administrative Plan.

- The Authority and/or project sponsors will manage the application process in a manner that affirmatively furthers Fair Housing goals and prohibits discrimination. In the case of project sponsors managing and maintaining a waiting list, the sponsor will be required to submit a detailed Tenant Selection and Assignment Plan that meets all of the requirements of furthering Fair Housing goals and objectives and the Authority's policies and procedures.

5. **Households Eligible for Housing Assistance**

To be eligible for a housing unit receiving Project Based Assistance, applicants must meet the eligibility criteria of KCHA's Section 8 tenant-based program established in the Section 8 Administrative Plan. These include:

- Income eligibility (gross household income at or below 80% of Area Median Income)
- Family eligibility (households with children, or elderly or disabled households or individuals)
- Citizenship (Citizens, nationals, or noncitizens with eligible immigration status)

In addition to the current Section 8 eligibility criteria, children who age out of foster care are eligible for Project Based Assistance if the Authority chooses to establish a program for this purpose.

KCHA and Project owners may establish additional eligibility criteria based on the owner's approved application for Project Based Assistance. The owner is responsible for ensuring that any additional eligibility criteria meet all federal Fair Housing and Civil Rights laws. These criteria will be included in an admissions and occupancy plan provided to KCHA for approval as a condition for entering into a Housing Assistance Payment Agreement.

6. **Admissions Preferences**

The policy intent of the Project Based Assistance Program is to provide assistance to extremely low-income households. Not less than 75% of all project-based participants will be below the higher of the Federal poverty level or 30% of area median income. KCHA will establish admissions preferences consistent with this goal for each of the Project Based Assistance Program Categories in the PBA Administrative Plan.

7. **Continuing Assistance**

KCHA will not provide tenant-based Section 8 vouchers to residents moving out of project-based units. In the case of mixed-finance developments, KCHA may permit transfers between project-based units and public housing. Graduates of project-based transitional units will be eligible for a set-aside wait list for the Public Housing Program as described in KCHA's Public Housing Admissions to and Continued Occupancy Policies.

The Authority and its partners will make every effort to ensure that residents moving out of transitional housing developments receiving Project Based Assistance will have adequate options for permanent housing. All residents of housing units receiving Project Based Assistance will be encouraged to apply for various and appropriate types of permanent housing assistance offered by the Authority and other providers of affordable housing.

8. **Shared-Housing Projects**

The Authority will accept proposals from agencies that provide opportunities for households who want to share a housing unit. The following provisions apply to shared housing funded in part by Project Based Assistance:

- Section 8 eligibility will be determined separately for each of the individual households who are being considered for a shared housing unit.
- Project managers will determine suitability of each of the individual households considered for shared housing.
- Project owners may consider the gender of adults and older children of different households, subject to all Fair Housing laws and regulations, in determining the compatibility of households under consideration for a shared housing unit.
- A shared housing unit will be considered one housing unit for the purpose of determining rent reasonableness and determining Housing Assistance Payments. However, the Executive Director is authorized to develop unique methods of determining contract rents and payment standards as appropriate for projects with shared housing units.
- Housing assistance payments will not be increased if a shared housing unit is not fully occupied. Because a household's rent contribution is based on its income, the landlord may not increase an individual household's rent contribution if the unit is not fully occupied.
- Upon program completion, each of the individual households in a shared housing unit in a transitional program may be eligible for public housing if they meet all the eligibility conditions for public housing and subject to the same limitations specified in Section 7 above.

9. **Ensuring Safe and Decent Housing**

The Authority will ensure that all housing units and developments receiving Project Based Assistance are safe and decent. The Authority will utilize its Section 8 housing choice voucher program inspectors to inspect units receiving Project Based Assistance, including KCHA controlled and financed units, and will use HUD's Quality Housing Standards as a basis for conducting initial and annual inspections of all such units.

However, the Authority may develop its own housing quality standards to ensure that housing receiving Project Based Assistance is safe and decent. KCHA will inspect developments under application at the time of Contract execution rather than on the proposal selection date.

The management entity will be required to inspect all units receiving Project Based Assistance upon unit turnover and certify annually that all such units have been inspected and meet the required housing quality standards. Once a year, KCHA will perform inspections of a minimum of five units or 10 percent (randomly selected); whichever is more, of a development's units that receive Project Based Assistance. If more than 20 percent of the units fail inspection, 100 percent of the units will be inspected. The actual percentage inspected annually will be based on performance under past annual inspections.

10. **Payment Standards and Contract Rents**

The payment standards used to determine the appropriate subsidy level will be set independently of those for the Authority's Section 8 tenant-based program. KCHA intends to ensure that whenever possible, tenants of project-based units do not pay more than 30% of their adjusted income toward rent and utilities. Therefore, gross rents, which are calculated by adding the contract rent and the utility allowance for the minimum number of occupants for the unit size, will not exceed the Payment Standard. The Executive Director is also authorized to develop a unique set of reduced payment standards and project operating, capital and service reserve requirements to reflect, as appropriate, subsidy layering issues in projects receiving other governmental funds.

11. **Housing Assistance Payment (HAP) Contracts and other HUD documents**

The Housing Authority will enter into an agreement (HAP Contract) with the property management entity responsible for the units receiving Project Based Assistance. The contract may be executed following the start of demolition or construction so long as the owner can document that all federal requirements and Project Based Assistance policies have been met. The HAP Contract may specify the number of units under contract and the range of bedroom sizes under the contract rather than specific units. Additional, appropriate revisions to HUD's HAP Contract and other HUD-prescribed PBA documents will be made as necessary to ensure consistency with the policy provisions contained in this document and to reflect the use of the HAP contract to leverage private sector investment in affordable housing.

12. **Block Grant Policies**

KCHA receives the majority of its Section 8 Housing Choice Voucher Funds in the form of a block grant. To the extent that KCHA chooses to project base block grant funds, KCHA may elect to utilize a portion of these funds to assist in financing the acquisition or rehabilitation of housing, provided that such housing:

- Furthers the goals set forth in this policy.
- Is made available to low income households under the eligibility criteria detailed in KCHA's admissions policies.
- Will be dedicated to such use for a minimum of ten years.

KCHA may also adjust payment standards as appropriate to further the goals and objectives of this policy for units subsidized through the block grant program.

13. **Contract Term**

The term of HAP contracts awarded under this policy will generally be for ten years or less, conditioned on annual appropriations. If appropriations are cut back, priority for renewals will be given to Project Based Assistance over tenant-based assistance. However, the Authority reserves the right to offer longer contracts if determined necessary for financial leveraging and underwriting requirements. Contracts may be renewed after expiration of the five-year terms without limit and without competition at the sole discretion of the Authority.

14. **Rent Reasonableness**

Housing authority employees will make rent reasonableness determinations for all units, including KCHA controlled and financed units, using the same methodology and data source used for determining rent reasonableness for the Section 8 tenant-based program. If sufficient comparables are not available, KCHA may require a project owner to hire a third-party appraiser to conduct a market comparability study.

15. **Jurisdiction Restrictions**

KCHA reserves the right to enter into HAP contracts with owners in another Housing Authority's jurisdiction subject to an inter-agency agreement with the other Housing Authority.

16. **Housing Type**

KCHA will generally accept applications for Project Based Assistance for existing housing and new construction only. KCHA reserves the right to execute an Agreement to enter into a HAP Contract (AHAP) for rehabilitation projects when the AHAP is necessary to meet the requirements of other financing or to ensure that the project owner meets other federal requirements when PBA is the only federal funding source.

KCHA will add manufactured housing, transitional housing, and high-rise elevator buildings for families to the list of HUD-approved housing types.

17. **Inspections other than Housing Quality Standards.**

Project owners will be required to conduct their own construction or rehab inspections mandated by the jurisdictions in which the project is located. KCHA staff will not conduct such inspections.

18. **Subsidy Layering Reviews**

KCHA will not submit projects to HUD for subsidy layering review. KCHA will conduct subsidy-layering reviews in-house, or in partnership with local funders, and insure compliance with HUD guidelines.

19**. Mixed-Finance Developments and Public Housing Re-development Projects**

KCHA may conform the funding structure and operating procedures of Project Based Assistance to that of other public subsidy programs in developments that have more than one type of government operating or rental subsidy and in developments that were formerly public housing developments. Changes may include: unique utility allowances; rent calculation methods and income disregards; interim review procedures; and community service requirements. Additional changes will be made in accordance with the Public Housing Admissions and Continued Occupancy Policy.

20. **Annual Tenant Recertification**

KCHA will not conduct the second annual review for transitional program residents who are expected to move out at 24 months unless a tenant exceeds this time frame by an additional 3 months.

21. **Occupancy Standards**

Occupancy Standards shall follow KCHA's Public Housing standards.

If a family is in a wrong-size unit or an accessible unit that they do not require, they will be permitted to stay in that unit until an appropriate Contract Unit becomes available. If no appropriate unit-type is under contract, the following will occur:

Under-sized units: KCHA will permit tenants of units too small for their family size to stay in the unit so long as they have landlord approval and are not jeopardizing their health and safety.

Over-sized units: Tenants will be permitted to remain in the larger unit without an adjustment to tenant rent for the greater of 3 months or the tenant's next annual review, at which time they will be required to pay a higher rent or move from the unit.

22. **Environmental Review**

The Local Responsible Entity (RE) for KCHA's jurisdiction, as determined by HUD, is King County Government. King County will conduct all Environmental reviews for projects receiving other federal sources of funding. If the local RE refuses to conduct the review because KCHA provides the only source of federal funding in a project, KCHA or HUD will conduct the review.

23. Tenant Briefings

KCHA will permit KCHA-trained project owners and service providers to conduct briefings.

24. Supportive Services

Supportive services for all KCHA-funded supportive housing programs are defined as services that have a professional case management component that creates a direct relationship between the service provider and a member of each household. Services may also include, but are not limited to: mental health and substance abuse treatment, self-sufficiency & educational programs, housing stabilization, socialization activities, daily living skills, job training and job placement. KCHA will monitor the owner's provision of supportive services on an annual basis on its own or in partnership with a recognized supportive services funder that is invested in the project.

VI. IMPLEMENTATION AND EVALUATION

The Executive Director is authorized to develop a Project Based Assistance Program Administrative Plan to guide the implementation and operations of the Project Based Assistance Program consistent with the goals and provisions of this policy. In addition, the MTW annual plan will establish goals and limits for the number of Section 8 vouchers to be project-based and identify and prioritize the housing needs that will be addressed.

The Authority will annually evaluate the outcomes of the Project Based Assistance Program against the goals and objectives established in the policy and the annual implementation plans. These evaluations will be included in the Annual MTW Reports.

43: EXHIBIT S- ENERGY ASSISTANCE SUPPLEMENT TABLE

A. The following EAS tables will be used for all Project-based units unless listed in section B below:

SINGLE FAMILY HOUSES

Who provides electricity to your household?	Does tenant pay for sewer/water/trash?	0-1 bed	2 bed	3 bed	4 bed	5+ bed
SCL	Yes	$149	$188	$233	$292	$339
SCL	No	$79	$107	$133	$174	$202
PSE	Yes	$170	$211	$260	$323	$372
PSE	No	$100	$130	$160	$205	$235
NONE	Yes	$70	$81	$100	$118	$137

MULTI-FAMILY UNITS

Who provides electricity to your household?	Does tenant pay for sewer/water/trash?	0-1 bed	2 bed	3 bed	4+ bed
SCL	Yes	$108	$134	$170	$211
SCL	No	$38	$53	$70	$93
PSE	Yes	$127	$154	$190	$233
PSE	No	$57	$73	$90	$115
NONE	Yes	$70	$81	$100	$118

B. The following Project-based units should refer to the ACOP for determination of the proper EAS amount:

- Birch Creek, Green River Homes, Bellevue 8 Homes, Campus court I & II, Shoreham, Victorian Woods, Evergreen Court, Federal Way 3 Homes, Kings Court, Eastridge House, Green leaf, Cedarwood, Juanita Court, Juanita Trace I & II, Kirkwood Terrace, Avondale Manor, Forest Grove, Glenview Heights, Vista Heights, Youngs Lake, Pickering Court, Riverton Terrace (Family), Wellswood, Seola Crossing, Nia, Salmon Creek, and Eastbridge.

44: EXHIBIT T- INCOME BAND TABLES

INCOME BANDS AND GROSS RENT TABLE for the WIN RENT PROGRAM

Adjusted Gross Income	Gross Rent Table = Total Tenant Payment (TTP)
Less than $1,000	0
1,000 - 1,999	24
2,000 - 2,999	47
3,000 - 3,999	71
4,000 - 4,999	94
5,000 - 5,999	118
6,000 - 6,999	142
7,000 - 7,999	165
8,000 - 8,999	189
9,000 - 9,999	212
10,000 - 12,499	236
12,500 - 14,999	295
15,000 - 17,499	354
17,500 - 19,999	413
20,000 - 22,499	472
22,500 - 24,999	531
25,000 - 29,999	590
30,000 - 34,999	708

35,000 - 39,999	825
40,000 - 44,999	943
45,000 - 49,999	1,061
50,000 - 54,999	1,179
55,000 - 59,999	1,297
60,000 - 64,999	1,415
65,000 - 69,999	1,533
70,000 - 74,999	1,651

The above table represents Total Tenant Payment amounts under the WIN Rent program ONLY, as outlined in Section 21. In general, the actual Tenant Rent due is equal to the TTP (above), less any applicant KCHA established Energy Assistance Supplement for the unit. If the resulting Tenant Rent is less than the established Minimum Rent of $25, the Minimum Rent will be applied, subject to any available Energy Reimbursement credit for a period not to exceed 6 months. For households with income equal to $75,000 or more, the TTP is equal to 28.3% of the household's total Gross Monthly Income.

In limited circumstances, KCHA has entered into mixed finance operating agreements under the Low Income Housing Tax Credit program (LIHTC). Where LIHTC regulations limit the amount of rent that can be charged to a resident to an amount below that show above (and calculated according to WIN Rent program policies), the lower LIHTC rent maximum will be applied.

King County Housing Authority

Section 8 Administrative Plan

S8 Voucher Program

This is the latest version as of: 6/11/2024

SECTION 5: PARTICIPANT SELECTION

Among income eligible applicant families of the size and composition appropriate to available Vouchers, families will be selected without regard to race, color, religion, age, sex, national origin, familial status, marital status, parental status, sensory, mental, or physical disability or the use of a trained guide dog by a visually or hearing impaired person. In addition, no person will be automatically excluded from participation in or denied the benefits of the Housing Voucher Program solely because of membership in a class such as unmarried mothers, recipients of public assistance, persons with a disability, etc.

The HA's Participant Selection system will be administered in a manner that is not incompatible with Title VI of the Civil Rights Act of 1964, the Federal Fair Housing Act, Executive Order 11063, as amended, Executive Order 12259, Executive Order 12892, Title II of the American with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, state or local Fair Housing laws, and any other HUD requirements and regulations issued under the above authorities.

Specific participant selection procedures, definitions and requirements not covered in this Administrative Plan or in the MTW agreement will adhere to the guidelines of 24 CRF Part 882, Part 982 and Part 983.

A. INCOME TARGETING REQUIREMENTS

The HA will adhere to the statutory requirement that 75% of newly admitted families in any fiscal year be families who are extremely low-income. To ensure this goal is met, the HA will twice yearly monitor incomes of newly admitted families and the income of the families on the waiting list. If it appears the requirement is not being met, the HA retains the right to skip higher income families on the waiting list to reach extremely low-income families. If there are not enough extremely low-income families on the waiting list, the HA will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

B. Definitions OF LOCAL PREFERENCES

1. **Extremely Low-Income Household.** A family will be considered extremely low-income whose total household income is equal to or less than the higher of the Federal poverty level or 30% of the Area Median Income for their household size.
    - Recipients of federal rent subsidy programs are excluded from qualification of a local preference under this category.

2. **Involuntarily Displaced.** A family is or will be considered involuntarily displaced if the applicant has vacated or will have to vacate the unit where the applicant lives because of one or more of the following:

   - Displacement by disaster;
   - Displacement by government action;
   - Displacement by action of a housing owner (where a signed lease existed);
   - Displacement by domestic violence.
   - Displacement to avoid reprisals
   - Displacement by hate crimes. Hate crimes are actual or threatened physical violence or intimidation that is directed against a person or his or her property and that is based on the person's race, color, religion, sex, national origin, disability, or familial status;
   - Displacement by inaccessibility of unit;
   - Displacement because of HUD disposition of a multifamily project.

3. **Substandard Housing.** A family is living in "Substandard Housing" if they are "Homeless" as defined in Section 2 of this administrative plan, or if living in housing that:

   - Is dilapidated;
   - Does not have operable indoor plumbing;
   - Does not have a usable flush toilet inside the unit for the exclusive use of the family;
   - Does not have electricity, or has inadequate or unsafe electrical service;
   - Does not have a safe or adequate source of heat;
   - Should, but does not have a kitchen;
   - Has been declared unfit for habitation by an agency or unit of government.

4. **Rent Burden.** A rent burdened family is a family who is currently paying more than 50% of total family income for rent and utilities. Individuals and families

who choose to pay a rent in excess of the established FMR for their bedroom size will not qualify as rent burdened.

C. VERIFICATION OF LOCAL PREFERENCE

Prior to being placed on the Section 8 waiting list, all applicants must initially claim qualification for one of the local preferences on their application for housing. Verification will only be required at this point if the HA has evidence indicating that misrepresentation has occurred or otherwise showing that the declaration is inaccurate. Prior to actually being selected for housing, applicants will be required to document that a preference still exists (See Exhibit E of the Administrative Plan for specific verification requirements).

1. The HA will waive this requirement for applicants who are participants in the Rapid Rehousing Program (RRP) or any similar short-term subsidy program (lasting 12 months or less). Such applicants will be eligible to retain their initially claimed local preference during participation in these programs.

2. If a Section 8 applicant is currently receiving tenant-based assistance under the HOME Program, the HA determines whether the applicant qualifies for a preference based on the situation of the applicant at the time they received assistance from the HOME Program.

   Applicants unable to document eligibility of a claimed preference when required will be determined to be ineligible for the Section 8 program.

D. ESTABLISHING A LOCAL PREFERENCE

The HA will publicly notify interested parties for comment any time a new local preference is proposed or a current local preference is revised. Interested parties will be invited to comment on the proposed additions and present any concerns they feel should be addressed. Any change in the HA local preference will be made in accordance with the provisions of the MTW agreement and the annual plan.

E. ORDER OF SELECTION

Applicants determined eligible for the waiting list through selection during an advertised Lottery opening or those eligible for participation in one of KCHA's specific targeted housing programs will be placed on the General HCV waiting list. Selection from the general waiting list will be made using the priorities listed below. Individual program requirements may affect selection as detailed below.

1. **Priority 1** – Targeted Housing Voucher Funding.
   Eligible applicants who qualify for one of the local preferences and who document qualification for one of KCHA's targeted voucher programs may be housed ahead of other applicants. The HA may limit the number of vouchers issued annually under each targeted program, based upon the number of vouchers allocated for the program, voucher turnover, and current and projected program utilization.

Targeted Voucher programs established by KCHA include:

a. **Supportive Housing Vouchers**

i. **Housing Access Services Program (HASP)** - This program serves people with disabilities, primarily single adults under the age of 62. Referrals are made from one of two sources: 1) a consortium of King County's mainstream human service and behavioral healthcare systems or 2) specific social service provider agencies. These systems directly provide and financially support contracted services such as housing search, crisis intervention, case management and/or clinical services to referred participants. For preference qualification purposes, households moving-

Move-on strategy --> on from a KCHA funded sponsor-based program, the Shelter Plus Care program or an approved service enriched program in collaboration between KCHA and King County will retain the preference documented at the time of entry into the service-enriched housing program from which they are transitioning. This category also includes non-NED Mainstream vouchers issued prior to 2018.

Under HASP applicants will be referred according to the following criteria:

- Disabled applicants who are either homeless or have been determined by their service provider agency to be prepared to move to permanent housing from temporary or transitional housing programs such as Cluster Housing, Shelters and HOPWA funded transitional programs.
- Disabled applicants who have been determined by an agency to be prepared to transition from a supervised living arrangement to a supported living arrangement, such as clients who are transitioning from Group Homes, Hospitals, Living with Family Care Givers, Congregate Care Facilities and Assisted Living Facilities.
- Physical Rehabilitation Facilities – Applicants that are participating in an agency-coordinated and/or sponsored program.

ii. **Mainstream NED** – This targeted program serves households which contain a disabled non-elderly adult.
Applicants for this targeted program will be taken in the following order:

a. Applicants participating with the HASP consortium who also qualify as either transitioning out of an institutional and other segregated setting, at serious risk of institutionalization, homeless, or at risk of becoming homeless will receive priority.
b. Other applicants not participating with a HASP consortium agency and who meet the requirements listed above. These applicants will be placed on the waiting list but will not be given a lottery

number and will only be eligible for the Mainstream NED program.

c. If there are insufficient applicants who meet the requirement to be homeless or otherwise at risk, then non-homeless households which meet other program requirements may be housed.

b. **Family Supportive Housing Programs** - These programs serve families with children who are Homeless, at risk of Homelessness, at risk of separation as a result of poor living conditions, exiting KCHA-recognized emergency and transitional housing, and survivors of domestic violence. Referrals are made from supportive service providers and government child welfare agencies that are operating under a written agreement with KCHA to provide housing search, crisis intervention, housing stabilization, and/or case management services to participants. Examples include Family Unification Program, Domestic Violence and 2163 Homeless programs.

c. **Terminally Ill Housing Program –** This program serves applicants who have a terminal illness and are likely to die before they could receive and use assistance in the form of a Voucher if they had to wait their chronological turn on the waiting list. Terminally ill applicants are defined as individuals with a medical prognosis that their life expectancy is three years or less. In the case of applicants suffering from the AIDS virus, only individuals classified with an AIDS Indicator Condition of C1, C2, C3, or B3 meet the definition of terminally ill. The condition must be documented by the attending physician and/or a Social Service Agency that has been working with the applicant and can provide the necessary information.

d. **Veteran Affairs Supportive Housing Program (VASH)** - This program serves homeless and at-risk Veterans identified as qualifying for the program by the local Veteran's Affairs (VA) Medical Center. Clients must be referred from the VA and receive case management and other supportive services from the VA under a written agreement with the Housing Authority.

e. **Additional Targeted Programs**
This category includes programs designed to assist applicants in KCHA-identified special needs areas as well as applicants selected in conjunction with demonstration programs established by KCHA to test and measure the impact of new approaches to the delivery of housing services. Examples of programs under this category include, but are not limited to, the Creating Moves to Opportunity (CMTO) program, and programs established to assist families who are homeless or at-risk of homelessness. Programs may include those in which applicant referrals are made from support service providers operating under a written agreement with KCHA to provide housing search, crisis intervention, housing stabilization, and/or case management services to participants.

2. **Priority 2** - Non-targeted Housing Voucher Applicants.
   Includes applicants who entered the waiting list through a KCHA advertised waiting list opening. This includes applicants who have claimed qualification for a local preference, been determined initially eligible and were randomly selected and assigned a lottery number only. Final application screening – including but not limited to verification of current eligibility for a local preference – is required prior to voucher assignment. Applicants will be selected and invited to a KCHA Voucher briefing in the order of the lottery number assigned.[32]

F. EXCEPTIONS TO THE WAITLIST

1. Tenant Protection Assistance - When the HA receives funding from HUD targeted for families living in specified units, the family may be admitted to the program without placement on a waiting list. Families qualifying for Tenant Protection Assistance may be selected any time the targeted assistance is made available. Examples include current Public Housing residents who are living in units being demolished as a result of HOPE VI or other community redevelopment programs or families being displaced from other HUD assisted housing where the owner is opting out of the contract.

2. Executive Exception – Applicants who, as determined by the HA, are in urgent situations where they may or may not be currently on a waiting list. All such situations will be verified as to the urgency of the applicant's housing needs and will only be approved by the Executive Director or their designee.

3. Other special voucher allocations, which may be issued by HUD in response to emergency needs.

[32] Approved under MTW 7/21/08

EXHIBIT T: AFFIRMATIVELY FURTHERING FAIR HOUSING PLAN

Three Major Impediments to Fair Housing in King County: According to the King County Consolidated Plan, 2005 – 2009, the three major impediments to fair housing are

I. HOUSING DISCRIMINATION IMPEDIMENTS:

- Rental market discrimination, with the most notable discrimination occurring on the basis of race, national origin, disability and familial status;
- Discriminatory financing in home ownership including predatory lending, on the basis of race or national origin and sometimes age; and,
- Discriminatory zoning issues and practices and discrimination by housing associations.

II. ADMINISTRATIVE PRACTICE IMPEDIMENTS:

- Access to fair housing rights information on a day-to-day basis;
- Confusion about where to go for help with fair housing and where to send people for help;
- Local jurisdiction capacity for fair housing enforcement mechanisms where most of the discrimination occurs; and
- Lack of monitoring for sub-recipients, i.e., entities awarded funds for projects.

III. INADEQUATE SUPPLY OF AFFORDABLE HOUSEHOLDS FOR THE LOWEST INCOME LEVELS:

Since 2003, King County Housing Authority has been a Moving to Work Housing Authority, as a result of being named a high-performing housing authority by the U.S. Department of Housing and Urban Development. As mandated by Congress, the MTW Demonstration project provides KCHA and other designated housing authorities with significant flexibility to develop approaches to meet the jurisdiction's housing needs. Two specific goals of the MTW program are to expand KCHA clients' housing choices and preserving and increasing affordable housing opportunities while focusing on those in greatest needs.

Actions taken by King County Housing Authority (KCHA) to further fair housing through EXAMINATION OF ITS PROGRAMS OR PROPOSED PROGRAMS:

Through the annual submission of an MTW Report to HUD, KCHA outlines program accomplishments and evaluates progress towards upcoming goals. In addition, an MTW Annual Plan is developed and submitted annually to HUD detailing any new projects which are being proposed for the upcoming year. A number of revisions have been made to the Section 8 program to further fair housing including increases to the payment standard, creation of programs to assist homeless and special needs clients, and increased access to the reasonable accommodation process.

Actions taken by KCHA to IDENTIFY AND REDUCE IMPEDIMENTS TO FAIR HOUSING CHOICE:

The following are specific King County Housing Authority efforts to identify and reduce impediments to fair housing choice:

1. **Expanding its role as the safety net for homeless and special needs populations in King County:** In partnership with the Bill and Melinda Gates Foundation and local governments, King County Housing Authority (KCHA) has created a network of service-enriched housing for homeless families. It has redefined tenant selection preferences to move more homeless families into public housing. KCHA's "Housing First" program, in partnership with local behavioral health care systems and United Way, provides housing and services to chronically homeless individuals, those who are most susceptible to housing discrimination.
2. **Ending Homelessness:** KCHA is a leader in the region's efforts to end homelessness by expanding housing for homeless and special needs households, working to serve "hard-to-house" populations not traditionally served by mainstream housing programs, and coordinating rental subsidies with private and public service funding. This year, partnering with King County and behavioral health providers, KCHA will house up to 100 chronically homeless and mentally ill individuals who currently cycle between psychiatric hospitals, jails and the street.
3. **Public Housing and Section 8 Admissions Preferences:** When selecting applicants, KCHA uses local preferences for the Public Housing, Section 8 Housing Choice Voucher and Project-based Assistance programs. Each program's policies are developed in concert with other admissions-related policies. KCHA continues to monitor the impact of the Public Housing site based, regional and Sound families waiting lists and will use MTW authority where needed to address problem areas.
4. **Limited English Persons (LEP):** Communicating with clients with limited English proficiency is a priority to assure that applicants and residents understand program requirements. Since public housing residents speak more than 20 languages, KCHA has developed a plan to assist clients with limited English proficiency navigate our programs. A working group meets regularly to discuss new ideas on improving communication to LEP clients.
5. **Reasonable Accommodations:** When an applicant for housing indicates on the application that he/she needs reasonable accommodations in their housing, the application is referred to KCHA's Section 504 Coordinator for assistance in locating accessible public housing units that meet the reasonable accommodation needs of the applicant. Those needs include **voucher extensions, additional bedroom requests**, and higher payment standards to name a few. In 2008 the King County Section 8 program received 591 requests of which 454 were approved.
6. **Staff Training, Advocacy and Tenant Education:** King County Housing Authority pursues the following additional strategies to address identified impediments to fair housing choice, including:
   - Providing staff training on current changes in laws and regulations.
   - Providing active outreach and education to landlords throughout King County about Section 8 to increase the number of potential landlords willing to accept Section 8 tenants.
   - Intervening with landlords to address concerns.
   - Offering education to Section 8 and Public Housing program participants about their fair housing rights and how to file complaints, sometimes assisting them with the filing process.

Actions undertaken by KCHA to ADDRESS ADMINISTRATIVE IMPEDIMENTS TO FAIR HOUSING IN VIEW OF AVAILABLE RESOURCES:

King County Housing Authority staff in all offices including the corporate office, the Section 8 office and the on-site management offices are aware of local resources which can assist tenants to deal with discrimination in housing. When an applicant or tenant calls regarding a landlord/tenant concern, the caller is referred to their local fair housing office and the Tenant's Union. Applicants receiving housing vouchers also are given information regarding fair housing at their orientation. Between 2004 and 2006, King County Housing Authority established site-based management offices at each of its public housing sites in an effort to make services more accessible. In addition an on-line Section 8 Housing application was instituted for greater accessibility.

Actions undertaken by KCHA to WORK WITH LOCAL JURISDICTIONS TO IMPLEMENT INITIATIVES TO FURTHER FAIR HOUSING:

1. **Deconcentration:** Utilizing the HOPE VI program, new project-basing rules for Housing Choice vouchers developed under MTW and KCHA's bond and tax credit financed inventory, KCHA is giving low income households greater access to neighborhoods with strong school systems and ample entry-level job opportunities.
2. **Encouraging Homeownership:** Using a Resident Opportunity Self-Sufficiency (ROSS) grant and MTW flexibility, KCHA is helping public housing residents become homeowners. Exceeding the program target, 312 households purchased homes under the program, with 66% utilizing KCHA down payment assistance grants of up to $15,000.
3. **King County's Plan to End Homelessness in Ten Years (A Roof Over Every Bed in King County: Our Community's Ten-Year Plan to End Homelessness):** This local Ten-Year Plan reflects a regional commitment to seek long-term and sustainable solutions to homelessness, utilizing best practices and programs that produce tangible results. Its priorities are: homeless prevention; development of new housing and improved connections to support services; and building the community and political will to end homelessness. In 2005, this Plan was adopted and the Committee to End Homelessness in King County (CEHKC) was formed. CEHKC is made up of representatives of nonprofit organizations, businesses, local governments, homeless advocates and the faith community. [redacted] the Interagency Agency Council [redacted] oversees implementation efforts of the 10-year plan. KCHA uses this plan as a tool in identifying unmet housing needs and aligning KCHA resources with other funders to address those needs.

Actions undertaken by KCHA to PROACTIVELY ADDRESS ACCESSIBILITY PROBLEMS FOR PERSONS WITH DISABILITIES:

King County Housing Authority maintains policies and procedures which are part of a reasonable accommodation plan with the deliberate intention of addressing challenges of all people with disabilities. The following proactive steps address these challenges:

1. **Assist program applicants and participants to gain access to supportive services available within the community, but not require eligible applicants or participants to accept supportive services as a condition of continued participation in the program.** King County Housing Authority provides Resident Services Coordinators for each of the 23 senior and disabled properties. Each of these coordinators has information and directories of services available in the community and can inform residents of supportive services provided by community-based agencies. Acceptance of supportive services is not a condition of continued participation in the program.
2. **Identify public and private funding sources to assist participants with disabilities in covering the costs of structural alternations and other accessibility features that are needed as accommodations for their disabilities.** In the public housing properties owned by King County Housing Authority, costs of approved reasonable accommodations are paid for KCHA. In both Section 8 Tenant-based and Project-based programs, requests for reasonable accommodations are between the resident and the landlord. Section 8 staff maintains lists of possible private agencies that can help complete the work and can assist in locating resources.
3. **Not deny persons who qualify for HCV under this program other housing opportunities or otherwise restrict access to PHA program to eligible applicants who choose not to participate.** Generally, King County Housing Authority does not make participation in services a condition of housing. However, under certain circumstances where the service is directly tied to the housing program, particularly in Project-based units, services may be required for program participation.
4. **Provide housing search assistance.** In addition to maintaining a list of landlords willing to participate in the Section 8 program, King County Housing Authority contracts with the YWCA of Seattle, King and Snohomish Counties to provide housing search assistance for HCV applicants.
5. **In accordance with rent reasonable requirements, approve higher rents to owners that provide accessible units with structural modifications for persons with disabilities.** King County Housing Authority performs a rent reasonable test on all Section 8 units and will consider any improvements made by a landlord to make a unit accessible for a person with a disability. In addition, KCHA has a full time 504 Coordinator who reviews any request for a higher rent as a reasonable accommodation and will adjust rents for accessible units.
6. **Provide technical assistance, through referrals to local fair housing and equal opportunity offices, to owners interested in making reasonable accommodations or making units accessible to persons with disabilities.** The King County Housing Authority Section 8 office provides a website that allows owners to advertise accessible units. While KCHA does not fund

a private owner to renovate for accessibility, they will assist by directing them to possible agencies that perform or fund the desired accommodation.

Actions undertaken by KCHA to MAINTAIN RECORDS REFLECTING ACTIONS TAKEN TO FURTHER FAIR HOUSING:

Records of analysis and actions outlined in this plan are kept through monthly, quarterly, and yearly reports presented in a variety of formats including the MTW Annual Report and Plan, quarterly financial reports, monthly Section 8 and Public Housing management reports, and updates to the HCV Administrative Plan.

CERTIFICATION

The King County Housing Authority certifies that it operates it programs in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), and title II of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.).

SOURCES OF INFORMATION: Sources of information include the following:

1. The major source of information providing guidelines for the investment of certain federal housing and community development funds in King County outside the City of Seattle, during 2005-2009 is the "Consolidated Plan," a document written by representatives of the King County Consortium, an organization made up of 35 small cities and the unincorporated areas of King County. The Plan had extensive input from a wide range of additional stakeholders including agencies, advocates, community-based organizations, local and state government staff, and members of the public including low income individuals.
2. The most current housing action plan and "Analysis of Impediments to Fair Housing Choice" was published in 2005 and will be in effect through 2009.
3. Reference is made to fair housing in the 2009 Moving to Work Annual Plan for the King County Housing Authority.
4. Reports are published quarterly by the Committee to End Homelessness.

IV. ADDENDUM #1

FAMILY UNIFICATION PROGRAM

(a). Actions undertaken by King County Housing Authority to ENSURE CERTIFICATION OF FUP ELIGIBLE FAMILIES THAT MAY BE ON KCHA'S WAITING LIST AND ENSURE THAT THE FAMILY MAINTAIN THEIR ORIGINAL POSITION ON THE WAITING LIST AFTER CERTIFICATION.

As part of the Memorandum of Understanding with the local Department of Child and Family Services (DCFS), KCHA will create a data sharing agreement whereby the names on the HCV waiting list will be cross-referenced with the DCFS list of eligible families. Those families identified as FUP eligible will be given preference on the FUP waiting list. Families will maintain their original position on the HCV waiting list until they receive either a FUP voucher or a general voucher, whichever occurs first.

(b). Actions undertaken by King County Housing Authority to APPROPRIATELY PLACE ALL FUP ELIGIBLE FAMILIES REFERRED FROM DCFS ON THE HCV WAITING LIST IN ORDER OF FIRST COME, FIRST SERVED.

Eligible Families referred by DCFS will be given a housing preference and placed on the FUP waiting list. Families will be selected from this list on a first-come, first-served basis.

(c). Actions undertaken by King County Housing Authority to INFORM APPLICANTS ON HOW TO FILE A FAIR HOUSING COMPLAINT INCLUDING THE PROVISION OF THE TOLL FREE NUMBER FOR THE HOUSING DISCRIMINATION HOTLINE: 1-800-669-9777 or the Federal Information Relay Service at 1-800-887-8339.

All Section 8 applicants including FUP participants attend an orientation briefing where they receive information packets including copies of the Fair Housing Complaint file form and instructions for filing. This paperwork includes the toll free number for the housing discrimination hotline. If they file a complaint, they can send these forms directly, or King County Housing Authority will send the forms for them.

V. ADDENDUM #2:

RENTAL ASSISTANCE FOR NON-ELDERLY PERSONS WITH DISABILITIES IN SUPPORT OF DESIGNATED HOUSING PLANS

(a). Actions undertaken by King County Housing Authority to IDENTIFY NON-ELDERLY DISABLED FAMILIES ON ITS PUBLIC HOUSING WAITING LIST THAT WILL NOT BE HOUSED DUE TO AN APPROVED OR SUBMITTED DESIGNATED HOUSING PLAN.

KCHA has reconstructed the waiting lists for the Public Housing buildings affected by the designated housing plan and will contact the non-elderly disabled applicants at their last known address. Any qualifying applicant responding to the inquiry will be given priority to receive a Housing Choice Voucher.

(b). Actions undertaken by King County Housing Authority to INFORM APPLICANTS ON HOW TO FILE A FAIR HOUSING COMPLAINT INCLUDING THE PROVISION OF THE TOLL FREE NUMBER FOR THE HOUSING DISCRIMINATION HOTLINE: 1-800-669-9777 or the Federal Information Relay Service at 1-800-887-8339.

All Section 8 applicants including FUP participants attend an orientation briefing where they receive information packets including copies of the Fair Housing Complaint file form and instructions for filing. This paperwork includes the toll free number for the housing discrimination hotline. If they file a complaint, they can send these forms directly, or King County Housing Authority will send the forms for them.

VI. ADDENDUM #3:

RENTAL ASSISTANCE TO NON-ELDERLY PERSONS WITH DISABILITIES RELATED TO CERTAIN TYPES OF SECTION 8 PROJECT-BASED DEVELOPMENTS AND SECTIONS 202,221(d)(3) and 236 DEVELOPMENTS (CERTAIN DEVELOPMENTS)

(a). Actions undertaken by King County Housing Authority to IDENTIFY AND CONTACT ALL NON-ELDERLY DISABLED FAMILIES THAT WERE AFFECTED BY THE PREFERENCES, OR RESTRICTED OCCUPANCY, TO CERTAIN UNITS IN CERTAIN DEVELOPMENTS FOR OCCUPANCY BY ELDERLY FAMILIES ONLY.

KCHA has identified a number of buildings in our jurisdiction that restricted housing to elderly families only and has been able to obtain a copy of their waiting lists at the time the elderly only designation was implemented. KCHA will contact the non-elderly disabled applicants at their last known address. Any applicant responding to the inquiry will be given priority to receive a Housing Choice Voucher.

(b). Actions undertaken by King County Housing Authority to INFORM INDIVIDUALS ON HOW TO FILE A FAIR HOUSING COMPLAINT INCLUDING THE PROVISION OF THE TOLL FREE NUMBER FOR THE HOUSING DISCRIMINATION HOTLINE: 1-800-669-9777 or the Federal Information Relay Service at 1-800-887-8339.

All Section 8 applicants including FUP participants attend an orientation briefing where they receive information packets including copies of the Fair Housing Complaint file including the phone number. If they file a complaint, they can send these forms directly, or King County Housing Authority will send the forms for them.

VII. ADDENDUM #4:

RENTAL ASSISTANCE FOR NON-ELDERLY PERSONS WITH DISABILITIES APPLYING ON THEIR OWN OR TRANSITIONING FROM NURSING HOMES OR OTHER HEALTH CARE FACILITIES

(a). Actions undertaken by King County Housing Authority to IDENTIFY NON-ELDERLY DISABLED FAMILIES TRANSITIONING FROM NURSING HOMES AS WELL AS OTHER NON-ELDERLY DISABLED FAMILIES ON ITS SECTION 8 WAITING LIST .

As part of the Memorandum of Understanding with the local Department of Social and Health Services (DSHS), KCHA will create a data sharing agreement whereby the names on the HCV waiting list will be cross-referenced with the DSHS list of eligible families. Those families identified as eligible will be given preference for the special vouchers issued under this NOFA. Families will maintain their original position on the HCV waiting list until they receive either a special voucher or a general voucher, whichever occurs first.

(b). Actions undertaken by King County Housing Authority to APPROPRIATELY PLACE ALL NON-ELDERLY DISABLED FAMILIES TRANSITIONING FROM NURSING HOMES AS WELL AS OTHER NON-ELDERLY DISABLED FAMILIES REFERRED FROM DSHS ON THE HCV WAITING LIST IN ORDER OF FIRST COME, FIRST SERVED.

Eligible Families referred by DSHS will be given a housing preference and placed on the Special Program waiting list. Families will be selected from this list on a first-come, first-served basis.

(c). Actions undertaken by King County Housing Authority to INFORM APPLICANTS ON HOW TO FILE A FAIR HOUSING COMPLAINT INCLUDING THE PROVISION OF THE TOLL FREE NUMBER FOR THE HOUSING DISCRIMINATION HOTLINE: 1-800-669-9777 or the Federal Information Relay Service at 1-800-887-8339.

All Section 8 applicants attend an orientation briefing where they receive information packets including copies of the Fair Housing Complaint file form and instructions for filing. This paperwork includes the toll free number for the housing discrimination hotline. If they file a complaint, they can send these forms directly, or King County Housing Authority will send the forms for them.

Docusign Envelope ID: D74B0CA2-BE48-4024-A523-6B8CE2C5A714

October 11, 2024

To Whom It May Concern,

The WA500 Seattle/King County Continuum of Care (CoC) Board is delighted to provide this letter of support for our collaborative applicant, the King County Regional Homelessness Authority (KCRHA), in their FY2024 Notification of Funding Opportunity application for $ $ 74,247,987 for 66 programs within our continuum.

Board members and individuals from within our CoC membership were actively involved in this year's NOFO process, from refining the language of our local application to rating and reviewing proposals to reinforcing our CoC's values and priorities for serving individuals and families experiencing homelessness with severe service needs in your CoC's geographic area. The WA500 Seattle/King County Continuum of Care (CoC) Board is made up of 12 members who identify as having lived and living experience of homelessness and are committed to ensuring that the voices of people who are receiving services are central to our decision-making. By partnering closely with KCRHA, we have created a collaborative environment that prioritizes innovative and effective solutions to significantly decrease homelessness in King County.

We urge you to approve the application and allocate the necessary funding to continue programs who address the urgent needs of our community.

Sincerely,

Signed by:
Ruby Romero
EAD21020BDE74AD...
Ruby Tuesday Romero
CoC Board Co-Chair

Signed by:
Dorsol Plants
4692F12E9FF74CB...
Dorsol Plants
CoC Board Co-Chair

Signed by:
Tamara Bauman
2299D7317939418...
Tamara Bauman
CoC Board Member

COMPREHENSIVE MONITORING REPORT

I. ELECTRONIC DESK REVIEW

Agency Name:

Contract #:

Project #:

Project Name/Type:

RHA Reviewers:

Electronic Desk Review Date:

Approving Managers:

Site Visit Recommended:

Corrective Action Plan Required:

Finding = Corrective Action Required **Recommendation =** Area of Concern, but no Corrective Action Required

A. PROGRAM REVIEW

SECTION 1 - PROGRAM SERVICES (PSA) / AGENCY POLICIES AND PROCEDURES

QUESTION	Y	N	N/A	COMMENTS
1. What type of on-site services does the agency offer? (Specify type of services and providers specified in the PSA)				
2. Does the agency have a program referral and intake process?				
3. Does the agency have any Coordinated Entry (CE) accessors?				
4. Does the agency have a diversity, equity and inclusion plan or policy?				
5. Does the agency maintain Good Neighbor Policies?				

QUESTION	Y	N	N/A	COMMENTS
6. Does the agency have written policies related to health, safety, and sanitation that ensure program participants understand its importance?				
7. Does the program maintain and follow written policies and procedures for the prevention and control of communicable diseases?				
8. Does the program have a written right of return policy for guests who are negatively exited from the program?				
9. Does the agency have on-site case Managers?				
If yes, what is the Case manager-to-guest ratio?				
10. Does the agency have on-site Housing Navigators?				
11. Did the agency submit Monthly HMIS Reports promptly?				
12. Did monthly HMIS Reports meet performance standards?				
13. Did the agency submit Quarterly Narrative Reports promptly?				
14. Describe any challenges and concerns raised in the Quarterly Narrative Reports in the comments section.				

SECTION 2 CLIENT FILES

RRH CLIENT FILES

QUESTION	Y	N	N/A	COMMENTS
1. Does the client file contain a File Checklist?				
2. Does the client file contain a signed Informed Consent?				
3. Does the client file contain documentation of homelessness status?				
4. Does the client file contain documentation of income eligibility at intake?				
At each 90-day interval?				
5. Does the client file contain a copy of the Benefits Verification System (BVS) form, if used to document income?				

QUESTION	Y	N	N/A	COMMENTS
6. Does the client file contain a copy of the BVS form documenting Housing and Essential Needs (HEN) referral eligibility?				
7. Does the client file contain an executed lease (or rent agreement) or (for HEN or if no federal funds) CHG Certification of Payment Obligation from a friend/family?				
8. Does the client file contain proof of ownership Print-out from the County parcel website				
9. Does the client file contain the RRH Subsidy Calculation Work Sheet and RRH Reassessment form at 90-day intervals				
10. Does the file have an individual service plan, reviewed every 90 days?				
11. Does the client file have a client's rights document?				
12. Does the client file have a self-sufficiency assessment?				
13. Does the client file have the participant grievance procedure?				
14. Does the client file have an HMIS consent form?				
15. Does the client file have a copy of the Housing Quality Standards inspection report?				
16. Does the client file contain a signed standard 12-month lease that is terminable for cause naming the participant as lessee (HUD)?				
17. Does the client file contain the RRH YA participant agreement form?				
18. Does the client file contain case notes?				
19. Does the client file contain proof of income throughout program enrollment?				
20. Does the client file have a copy of the client's ID for verification of age?				
21. Does the client file contain rent and rent re-assessment calculations throughout program enrollment?				
22. Does the client file contain the RRH YA consortium Release of				

QUESTION	Y	N	N/A	COMMENTS
Information?				
23. Does the client file contain a rental assistance hardship letter?				
24. Does the client file contain a 90-day supervisor file review?				
25. Does the client file contain a rent reasonableness checklist and certification (HUD requirement)?				
26. Does the client file contain an exit summary?				

PSH CLIENT FILES

QUESTION	Y	N	N/A	COMMENTS
1. Does the client file contain a File Checklist?				
2. Does the client file contain a signed Informed Consent form?				
3. Does the client file contain documentation of homelessness status?				
4. Does the client file contain documentation of disability?				
5. Does the client file contain a copy of the BVS client consent form?				
6. Does the client file contain documentation of income eligibility at intake?				
7. Does the client file contain documentation of asset verification at intake?				
8. Does the client file contain documentation of move-in/move-out conditions?				
9. Does the client file contain documentation of lease-lease terms, and addenda?				
10. Does the client file contain documentation of housing service plans?				
Does the client file contain a housing stability plan?				
11. Does the client file contain an executed lease (or rent agreement) or (for HEN or if no federal funds) CHG Certification of Payment Obligation from a friend/family?				

PSH CLIENT FILES				
QUESTION	**Y**	**N**	**N/A**	**COMMENTS**
12. Does the client file contain rent calculations and re-assessment calculations, including income recertification (HUD requirement) throughout program enrollment?				

TH CLIENT FILES				
QUESTION	**Y**	**N**	**N/A**	**COMMENTS**
1. Does the client file contain a File Checklist?				
2. Does the client file contain a signed Informed Consent form?				
3. Does the client file contain documentation of homelessness status?				
4. Does the client file contain documentation of income eligibility?				
5. Does the client file contain a copy of the BVS client consent form?				
6. Does the client file contain an emergency medical sheet?				
7. Does the client file contain an HMIS consent form?				
8. Does the client file contain a service plan?				
9. Does the client file a participant rights and responsibilities form?				
10. Does the client file contain a housing stability plan?				
11. Does the client file contain an executed lease (or rent agreement) or (for HEN or if no federal funds) CHG Certification of Payment Obligation from friend/family?				

PREVENTION CLIENT FILES				
QUESTION	**Y**	**N**	**N/A**	**COMMENTS**
1. Does the client file contain a File Checklist?				
2. Does the client file contain a signed Informed Consent form?				

PREVENTION CLIENT FILES				
QUESTION	**Y**	**N**	**N/A**	**COMMENTS**
3. Does the client file contain documentation of at-risk of homelessness status?				
4. If yes, does the client file contain documentation of "No subsequent Residence and Insufficient Resources"?				
5. Does the client file contain a copy of the Benefits Verification System (BVS) form, if used to document income?				
QUESTION	**Y**	**N**	**N/A**	**COMMENTS**
6. Does the client file contain a copy of the BVS client consent form?				
7. Does the client file contain a lease agreement? (Lease required if rent assistance is paid to a landlord)				
8. If moving to a new unit, does the client file contain the Minimum Standards for Permanent Housing Checklist?				
9. If moving to a new unit, does the client file contain Lead Paint Based Assessment?				
10. Does the client file contain a housing stability plan?				
11. Does the client file contain proof of ownership Print-out from the County parcel website				
12. Does the client file contain a 90-day supervisor file review?				
If over 90 days, at the 90-day interval?				

DIVERSION CLIENT FILES				
QUESTION	**Y**	**N**	**N/A**	**COMMENTS**
1. Does the client file contain a File Checklist?				
2. Does the client file contain a signed Informed Consent?				
3. Does the client file contain a housing plan that shows how diversion expenditures tie to housing placement?				
4. Does the client file contain copies of receipts for any funds expended?				

DIVERSION CLIENT FILES				
QUESTION	**Y**	**N**	**N/A**	**COMMENTS**
5. Does the client file contain a copy of the lease, and the landlord's W-9 if the client moved into their own rental unit?				
6. Does the client file contain case management notes documenting a conversation with a family member or friend if the household moved in with family/friends (including if transportation costs were paid to help the household move)?				

REGIONAL ACCESS POINTS (RAP) – PATH TO HOME CLIENT FILES				
QUESTION	**Y**	**N**	**N/A**	**COMMENTS**
1. Does the client file contain a File Checklist?				
2. Does the client file contain a signed Informed Consent form?				
3. For the move-in cost, does the client file contain a W-9 from the Landlord?				
4. For the move-in cost, does the client file contain King County Parcel Information?				
5. For the move-in cost, does the client file contain a Breakdown of Costs from the Landlord?				
6. For Arrears, does the client file contain a W-9 from a collection agency or property where debt is owned?				
7. For Arrears, does the client file contain the original debt invoice?				
8. For Arrears, does the client file contain a receipt of debt paid once the debt collector cashes the check?				
9. For Reunification (travel cost), does the client file contain documentation on a plan for reunification? For example, letter from friend with expectations.				
10. Move in with friend/family who is renting, does the client file contain copy of family/friend's lease, W-9, or Household Self-certification Form?				
11. Move in with friend/family who is renting, does the client file contain breakdown of cost to move in family (i.e., deposit, rent amount, or fees like utility costs)?				

REGIONAL ACCESS POINTS (RAP) – PATH TO HOME CLIENT FILES				
QUESTION	**Y**	**N**	**N/A**	**COMMENTS**
12. Move in with friend/family who is owns, does the client file contain a letter from homeowner stating the household is able to live there (must include dates/timeline household can stay)?				
13. Move in with friend/family who owns, does the client file contain breakdown of cost to move in family (i.e., deposit, rent amount, or fees like utility costs)?				
14. Move in with friend/family who owns, does the client file contain parcel information of family/friend's address?				
15. Paying a bill for exchange of housing, does the client file contain a copy of family/friend's lease that the program participant will be living in?				
16. Paying a bill for exchange of housing, does the client file contain a copy of the agreement between participant and family/friend they will be moving in with?				
17. Paying a bill for exchange of housing, does the client file contain a copy of original bill?				
18. Paying a bill for exchange of housing, does the client file contain a copy of receipt?				

YOUTH ENGAGEMENT CLIENT FILES				
QUESTION	**Y**	**N**	**N/A**	**COMMENTS**
1. Does the client file contain a homeless verification form?				
2. Does the client file contain a self-sufficiency matrix?				
3. Does the client file contain a client rights form?				
4. Does the client file have a participant consent to service agreement?				
5. Does the client file have a participant grievance procedure form?				
6. Does the client file contain case notes?				
7. Does the client file contain an HMIS consent form, enrollment and exit date?				
8. Does the client file contain a copy of ID or verification of age?				

YOUTH ENGAGEMENT CLIENT FILES				
QUESTION	**Y**	**N**	**N/A**	**COMMENTS**
9. Does the client file contain a copy of the HQS inspection report?				
10. Does the client file contain a rental agreement?				
11. Does the client file contain a rent reasonableness form?				
12. Does the client file contain an exit summary?				
13. Does the therapist documents contain a clinician disclosure form?				
14. Does the therapist documents contain a statement of client rights and consent for treatment?				
15. Does the therapist documents contain a psycho-social assessment?				
16. Does the therapist documents contain an agency individual service plan?				
17. Does the therapist documents contain session clinical documentation?				
18. Does the therapist documents contain team meeting summaries?				
19. Does the therapist documents contain a discharge summary?				
20. Is there a retainer agreement form for legal services?				
21. Does the legal services file contain a release for information?				
22. Does the legal services file contain an intake form?				
23. Does the legal services file contain a closing form?				

HOST HOMES PROGRAM CLIENT FILES (YHDP) CLIENT FILES				
QUESTION	**Y**	**N**	**N/A**	**COMMENTS**
1. Does the client file contain a homeless verification form?				
2. Does the client file contain a self-sufficiency matrix?				
3. Does the client file contain a client rights form?				
4. Does the client file contain a Host Homes King County Parent Authorization?				

HOST HOMES PROGRAM CLIENT FILES (YHDP) CLIENT FILES				
QUESTION	**Y**	**N**	**N/A**	**COMMENTS**
5. Does the client file have a participant consent to service agreement?				
6. Does the client file have a participant grievance procedure form?				
7. Does the client file contain a youth and young adult application?				
8. Does the client file contain case notes?				
9. Does the client file contain an HMIS consent form, enrollment and exit date?				
10. Does the client file contain a copy of ID or verification of age?				
11. Does the client file contain a copy of the HQS inspection report?				
12. Does the client file contain a rental agreement?				
13. Does the client file contain a rent reasonableness form?				
14. Does the client file contain a photo release form?				
15. Does the client file contain an exit summary?				
16. Does the client file contain a rules and expectations form?				

CONTINUOUS STAY SHELTER CLIENT FILES:				
QUESTION	**Y**	**N**	**N/A**	**COMMENTS**
1. Does the client file contain a Client file Checklist?				
2. Does the client file contain documentation of homelessness status?				
3. Does the client file contain an HMIS Informed Consent Form?				
4. Does the client file contain a copy of the BVS client consent form, if applicable?				
5. Does the client file have a copy of the Housing Quality Standards inspection report? (Non-Congregate)				

CONTINUOUS STAY SHELTER CLIENT FILES:				
QUESTION	**Y**	**N**	**N/A**	**COMMENTS**
6. Does the client file contain an occupancy agreement, if applicable? (Non-congregate)				
7. Does the client file contain a signed lead-based paint disclosure, if applicable? (Non-congregate)				
8. Does client file contain an exit summary?				

OVERNIGHT/ DROP-IN SHELTER CLIENT FILES				
QUESTION	**Y**	**N**	**N/A**	**COMMENTS**
1. Does the client file contain an HMIS Informed Consent Form?				
2. Does the client file contain documentation of homelessness status?				
3. Does the client file contain a copy of the BVS client consent form, if applicable?				

OUTREACH HMIS DATABASE CLIENT REVIEWS – See HMIS Enrollment Data				
QUESTION	**Y**	**N**	**N/A**	**COMMENTS**
1. Does the client record contain documentation of homelessness status?				
2. Does the record contain a signed HMIS Informed Consent or Release of Information Form?				
3. Does the client record contain a copy of the BVS client consent form, if applicable?				
4. Exit Summary: Does the client record document to what service(s) the client was referred? (e.g., Extended Shelter, Overnight Shelter, Safe Lots, Housing Navigator, Case Management, etc.)				
5. Does the client record contain a copy of the client's case management notes? (Only applies to Outreach workers who also provide case management services.)				

B. FISCAL REVIEW

SECTION 1 - INVOICES & PAYMENTS

[1]Selected Invoice:

Selected Payment:

Invoice Submit Date:

Payment Date:

QUESTION	Y	N	N/A	COMMENTS
1. What is the frequency of invoicing?				
2. Were invoices submitted on time?				
3. If not, was there documentation to support an exception?				
4. Was GL or other supporting documents submitted with the invoice?				
5. Did the invoice line items agree to GL and other support?				
6. If not, please indicate variances.				
7. Did the invoice line items align with the project budget?				
8. If not, please indicate variances.				
9. Did the invoice only include expenditures incurred during the applicable award period?				
10. If not, please indicate variances.				
11. Was support submitted for federally approved indirect cost rate or de minimus rate certified in the PSA application?				
12. Were indirect costs invoiced in accordance with published or approved indirect/de minimum cost rate?				
13. If not, please indicate variances.				
14. Did the payroll amount on the invoices tie to the payroll registers?				
15. If not, please indicate variances.				

[1] Repeat Section as needed for each invoice reviewed.

QUESTION	Y	N	N/A	COMMENTS
16. Was the documentation adequate to support payment of expenses?				
17. If not, please indicate variances.				
18. Does the agency system keep track of expenditures or P&L by grant/funding source?				
19. If yes, did the invoice tie to P&L by grant?				
20. If not, were there any cost allocation policy or writeup?				
21. If not, was there any informal cost allocation practice?				
22. Were cost allocation calculations accurate/reasonable?				
23. If not, please indicate variances				
24. If applicable, was a tenant list submitted in a timely manner?				
25. If not, was there documentation to support an exception?				
26. Did the rental costs on the invoice tie to the tenant list?				
27. If not, please indicate variances.				
28. Did agency submit Match Fund Letter in FLUXX, if applicable?				
29. Were Match Fund(s) documented in the invoice as applicable?				
30. If not, was there documentation to support an exception?				
31. Was the Match Fund(s) GL or other supporting documents submitted with the invoice?				
32. Did the Match Fund line items agree to GL and other support?				
33. If not, please indicate variances.				
34. Did the Match Funds line items align with the project budget?				
35. If not, please indicate variances.				
36. Did the Match Fund(s) only identify expenditures incurred during the applicable award period?				
37. If not, please indicate variances.				
38. If not, was there documentation to support an exception?				

QUESTION	Y	N	N/A	COMMENTS
39. Were there any audit findings based on a review of the financial statements?				
40. Please document the audit findings identified on the financial statements audit report				
41. Was the most recent financial audit report submitted ~~timely based on the required frequency under PSA~~?				
42. If not, is there any documentation to support an exception(s)?				
43. Were audit all previous audit Findings resolved?				
44. Were expenditures billed allowable and eligible costs?				
Fund Source 1				
If no, please indicate variances				
Fund Source 2				
If not, please indicate variances				
Fund Source 3				
If no, please indicate variances				
Fund Source 4				
If, not please indicate variances				
45. Do we need to extend our testing?				
If yes, the above testing procedures will be repeated for the extended testing.				

C. CONTRACTS/COMPLIANCE REVIEW

SECTION 1 - GENERAL COMPLIANCE POLICIES & PROCEDURES

QUESTION	Y	N	N/A	COMMENTS
1. Does the agency have written Property Management & Inventory Controls Policy(ies)?				

QUESTION	Y	N	N/A	COMMENTS
2. Does the agency's policy contain provisions requiring assets to be tracked based on funding source?				
3. Does the agency's policy contain provisions regarding the disposition of property & inventory?				
4. Did the agency make any capital asset purchases using award funds?				
5. Does the agency have a written Conflict of Interest Policy that includes a definition of the relationships that are viewed as a conflict of interest?				
6. Does the policy explain how officers, employees, and agents are made aware of and provided with a copy of COI policy and procedures?				
7. Does the policy contain a methodology for how officers, employees, and agents should report relationships that could potentially be viewed as a conflict of interest?				
8. Does the policy indicate who reviews potential conflicts of interest and determines if a conflict exists?				
9. Does the policy identify who/how it is verified that an officer, employee, or agent is removed from participation when a conflict is identified?				
10. Does the policy indicate what, if any, gratuities are allowed? (i.e., are there situations where the financial interest is not substantial, or the gift is an unsolicited item of nominal value?)				
11. If a nominal value is allowed, what is the amount?				
12. Does the agency have a written Whistleblower Policy?				

SECTION 2 COMPLIANCE - FLUXX DUE DILIGENCE DOCUMENTATION

QUESTION	Y	N	N/A	COMMENTS
1. Does the FLUXX record contain a signed certificate of non-debarment?				
2. Does the FLUXX record contain an Insurance Certificate of Endorsement (ICE) adding RHA as an additional insured?				

QUESTION	Y	N	N/A	COMMENTS
3. If the Agency received funds from the City of Seattle, was the City of Seattle added to the ICE as an additional insured, if applicable? 4. Did the agency submit its Sanitation & Hygiene Assessment to the RHA by February 1 ***(For Homeless Shelters, Day Centers, Villages, and Encampments only)*** 5. Have required Match Letters been uploaded to the FLUXX Record. COC/ESG				

SECTION 3 CONTRACTS – THIRD PARTY CONTRACTS /SUBRECIPIENT MONITORING

QUESTION	Y	N	N/A	COMMENTS
1. Did the agency provide two (2) third-party contracts?				
2. ***If no, to 1 above:*** Did the agency provide a written statement attesting that it did not issue any third-party contracts for goods or services paid for with the RHA grant fund award?				
3. Do the agency's contracts/subcontracts/POs and Work Orders align with the services contracted for in the PSA?				
4. Does the agency's contracts/subcontracts/POs and Work Orders contain required provisions regarding conflict of interest, non-debarment, and equal employment practices? ***(Federally funded contracts only)***				
5. Does the agency's contracts/subcontracts/POs and Work Orders contain required provisions regarding the prohibition against the use of grant funds for partisan political activities?				
6. Were all payments issued under the agency's contracts/subcontracts/POs and Work Orders with third-party vendors paid within the contracted period per the terms of the contract(s) or Work Order?				

II. SITE VISIT

Site Visit Date: 5/31/24

Site Visit Date:

RHA Reviewers:

Approving Managers:

A. PROGRAM REVIEW

SECTION 1 - PROGRAM SERVICES / AGENCY POLICIES AND PROCEDURES

QUESTION	Y	N	N/A	COMMENTS
1. Is the agency engaging in direct client assistance?				
If yes, specify usage.				
2. Do the on-site services provided by the agency align with the services documented in the contract?				
If not, describe in detail each variance. (i.e., lack of on-site showers, does not serve couples, no community room, etc.)				
3. Does the agency offer technical skills and professional developmental training to agency staff?				
If yes, describe in detail the types of training provided.				
4. Does the agency offer technical skills training to staff on health and safety, including COVID protocols?				
5. Does the agency provide diversity, equity, and inclusion training to its employees?				
If yes, describe in detail the types of training provided.				

QUESTION	Y	N	N/A	COMMENTS
6. Describe how clients are referred to the program and your assessment process, including eligibility requirements. ***Auditor Note: Listen*** *for CE participation, designated set-asides for shelter, how verification of homelessness is collected, verification of income, how disability is documented, if applicable, etc.*				
7. How many referrals have been denied in the past year?				
8. When referrals are denied what are the reasons? *(**Auditor Note:** Listen to see if rejection criteria are allowable.)*				
9. Does the program have a written right of return policy for guests who are negatively exited from the program?				
10. Do clients have access to a copy of their rights and responsibilities for the program?				
11. Does the agency maintain Good Neighbor Policies?				

SHELTER SERVICES ONLY 12. Does the agency have the number of set-aside beds documented in the contract?				
If yes, specify source and number.				
If not, describe what accounts for the variance.				

SECTION 2 - PROGRAM SUCCESS AND CHALLENGES

QUESTION	Y	N	N/A	COMMENTS
13. Describe program successes shared by the agency during the site review.				
14. Describe challenges and specific requests for TA shared by the agency during site review.				

B. FISCAL REVIEW

SECTION 1 - SYSTEMS, POLICIES AND PROCEDURES

QUESTION	Y	N	N/A	COMMENTS
1. Name(s) and Role of Staff Person(s) who prepares, reviews, approves, signs and submits invoices and other monthly reports?				
2. Review financial management and accounting systems or software used and document inquiries and observations in detail.				
3. Review financial management policies and procedures related to cash receipts, drawdowns, disbursements, grant expenditures, procurement, timesheets, payroll, cost allocations, internal controls and segregation of duties, and document inquiries and observations in detail.				
4. Review chart of accounts showing cost centers and codes, and document inquiries and observations in detail.				
5. Are internal controls around grant invoice and other monthly reports, and documents sufficient? ***Reviewers Note:*** *Note observations in detail.*				

QUESTION	Y	N	N/A	COMMENTS
6. Do cost allocation documents include reasonable cost allocation methodologies and assumptions to ensure accurate calculations and documentation of any discrepancies? ***Reviewers Note:*** *Document any discrepancies and questionable costs.*				
How do you calculate indirect cost allocations?				
7. Does the accountant's report on the indirect cost allocation contain any discrepancies?				
8. Has the agency cleared all deficiencies from their independent financial audit findings for at least 2 years?				
If not, please describe deficiencies that have not been cleared.				

C. CONTRACTS AND COMPLIANCE REVIEW

SECTION 2 - CONTRACTS & SUBCONTRACTS

QUESTION	Y	N	N/A	COMMENTS
6. Name/Position of Staff Persons who are responsible for determining if a potential third-party vendor is classified as subrecipient or contractor under to 2 CFR § 200.331				
7. If applicable, review procurement documents and purchase orders for vendor invoices on the GL expenditures report, and verify the approvals align with agencies procurement and disbursement policies and procedures. ***Reviewer Note:*** *Document discrepancies in detail.*				
8. If applicable, review signed contracts, work orders and purchase orders to ensure proper signatures. ***Reviewer Note:*** *Document discrepancies in detail.*				

QUESTION	Y	N	N/A	COMMENTS
9. If applicable, review signed contracts to confirm inclusion of proper signatures and required contract clauses for third-party contracts using grant funds. ***Reviewer Note:*** *Document discrepancies in detail.*				
10. Review signed contracts to determine if contractors/subrecipients have subcontractors. If so, is there is a monitoring plan in place? ***Reviewer Note:*** *Document discrepancies in detail.*[2]				

SECTION 3 - TECHNICAL ASSISTANCE & TRAINING

QUESTION	Y	N	N/A	COMMENTS
1. Describe the technical assistance and training provided to the agency during site visit.				

[2] § 200.331 Subrecipient and contractor determinations.

(a) ***Subrecipients.*** A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the subrecipient. a subrecipient:

- Determines who is eligible to receive what Federal assistance;
- Has its performance measured in relation to whether objectives of a Federal program were met;
- Has responsibility for programmatic decision-making;
- Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and
- In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

(b) ***Contractors.*** A contract is for the purpose of obtaining goods and services for the non-Federal entity's own use and creates a procurement relationship with the contractor. a contractor:

- Provides the goods and services within normal business operations;
- Provides similar goods or services to many different purchasers;
- Normally operates in a competitive environment; ‘
- Provides goods or services that are ancillary to the operation of the Federal program; and
- Is not subject to compliance requirements of the Federal program as a result of the agreement.

QUESTION	Y	N	N/A	COMMENTS
2. Describe additional technical assistance and training needed by the agency.				

Housing First Standards

For each standard, please use the drop down boxes in the three columns to the right to select “Not at all” or “Sometimes” or "Always". Marking "Always" signifies full compliance for the standard.

No.	Standard	Access Definition / Evidence	Say It	Document it	Do it
Access 1	Projects are low-barrier	Admission to projects is not contingent on pre-requisites such as abstinence of substances, minimum income requirements, health or mental health history, medication adherence, age, criminal justice history, financial history, completion of treatment, participation in services, “housing readiness,” history or occurrence of victimization, survivor of sexual assault or an affiliated person of such a survivor or other unnecessary conditions unless required by law or funding source. *Optional notes here*	Please select answer	Please select answer	Please select answer
Access 2	Projects do not deny assistance for unnecessary reasons	Procedures and oversight demonstrate that staff do everything possible to avoid denying assistance or rejecting an individual or family for the reasons listed in Access Standard #1. *Optional notes here*	Please select answer	Please select answer	Please select answer
Access 3	Access regardless of sexual orientation, gender identity, or marital status	Equal access is provided in accordance with the 2012 and 2016 Equal Access Rules, meaning that any project funded by HUD must ensure equal access for persons regardless of one’s sexual orientation or marital status, and in accordance with one’s gender identity. Adult only households, regardless of marital status, should have equal access to projects (if these project types are not available within a CoC, the CoC should conduct an assessment to determine if these project types are needed and work with providers to accommodate the need). Please see Equal Access Rules here: https://www.hudexchange.info/resource/1991/equal-access-to-housing-final-rule/ *Optional notes here*	Please select answer	Please select answer	Please select answer
Access 4	Admission process is expedited with speed and efficiency	Projects have expedited admission processes, to the greatest extent possible, including helping participants obtain documentation required by funding sources, as well as processes to admit participants regardless of the status of their eligibility documentation whenever applicable. *Optional notes here*	Please select answer	Please select answer	Please select answer

Access 5	Intake processes are person-centered and flexible	Intake and assessment procedures are focused on the individual's or family's strengths, needs, and preferences. Projects do not require specific appointment times, but have flexible intake schedules that ensure access to all households. Assessments are focused on identifying household strengths, resources, as well as identifying barriers to housing that can inform the basis of a housing plan as soon as a person is enrolled in the project. *Optional notes here*	Please select answer	Please select answer	Please select answer
Access 6	The provider/project accepts and makes referrals directly through Coordinated Entry	Projects actively participate in the CoC-designated Coordinated Entry processes as part of streamlined community-wide system access and triage. If these processes are not yet implemented, projects follow communities' existing referral processes. Referrals from Coordinated Entry are rarely rejected, and only if there is a history of violence, the participant does not want to be in the project, there are legally valid grounds (such as restrictions regarding sex offenders) or some other exceptional circumstance that is well documented. *Optional notes here*	Please select answer	Please select answer	Please select answer
Access 7	Exits to homelessness are avoided	Projects that can no longer serve particular households utilize the coordinated entry process, or the communities' existing referral processes if coordinated entry processes are not yet implemented, to ensure that those individuals and families have access to other housing and services as desired, and do not become disconnected from services and housing. Households encounter these exits under certain circumstances, such as if they demonstrate violent or harassing behaviors, which are described within agencies' regulation-adherent policies. *Optional notes here*	Please select answer	Please select answer	Please select answer

	Name	Participant Input Definition / Evidence	Say It	Document it	Do it
Participant Input 1	Participant education is ongoing	Project participants receive ongoing education on Housing First principles as well as other service models employed in the project. In the beginning of and throughout tenancy, participants are informed about their full rights and responsibilities as lease holders, including the potential causes for eviction. *Optional notes here*	Please select answer	Please select answer	Please select answer
Participant Input 2	Projects create regular, formal opportunities for participants to offer input	Input is welcomed regarding the project's policies, processes, procedures, and practices. Opportunities include involvement in: quality assurance and evaluation processes, a participant leadership/advisory board, processes to formally communicate with landlords, the design of and participation in surveys and focus groups, planning social gatherings, integrating peer specialists and peer-facilitated support groups to compliment professional services. *Optional notes here*	Please select answer	Please select answer	Please select answer

Housing First Standards Assessment Tool

Overview: This tool aims to assess and document how closely a housing and service provider adheres to the recommended best practice standards of the Housing First model, in the context of the broader work to implement a Housing First orientation at the system-level. This tool specifically evaluates project-level fidelity to Housing First, which directly impacts a system's fidelity to Housing First. In addition to the universal best practice standards identified in this tool, Continuums should also take into account their local community context and local written standards pertaining to Housing First when assessing projects. A Continuum of Care can use this tool to prompt discussion and

Provider Info tab: The Provider Information tab should be completed ***prior*** to beginning the assessment. Specifically, the ***Project Name***, ***Project Type***, ***Target Sub-Population*** **served, and** ***Date of Assessment*** fields need to be completed in order to populate the assessment standards and report summary with questions that are specific to the project type and population. Please complete this section prior to printing any standards for assessment.

Standards: The standards have been arranged into the following categories: *Access, Evaluation, Services, Housing, Leases, and Project-Specific*. The "Tab" chart at the bottom of this page describes each of the categories in more detail. Some of the categories are not applicable for all project types, and those standards do not need to be completed,

Project Type	Applicable Standards
Coordinated Entry	Access & Evaluation; Project-specific
Street Outreach	Access & Evaluation; Project-specific
Emergency Shelter	Access & Evaluation; Service & Housing; Project-specific
Transitional Housing	Access & Evaluation; Service & Housing; Leases; Project-specific
Rapid Rehousing	Access & Evaluation; Service & Housing; Leases; Project-specific
Permanent Supportive Housing	Access & Evaluation; Service & Housing; Leases; Project-specific

Safeguarding: Please keep in mind safeguarding concerns when assessing projects. In particular, we advise Continuums of Care to work with projects with victims of domestic violence to make sure that adequate safety and confidentiality policies and practices are in place before beginning assessments.

Scoring: For each standard, there are three scoring criteria: "Say It", "Document It", and "Do It" (as explained further below). To show that a project is in full compliance with each standard, the assessor should mark "Always" for each scoring criteria. Use the drop down in the three columns to the right to select "Always" or "Somewhat" or "Not at

- "*Say It*" means that project and agency staff can describe verbally what they do concerning each standard. The assessor should be able to identify that the organizational culture supports the standard by how staff talks about what is done.
- "*Document It*" means that there is written documentation that supports the project's compliance with each standard. Written documentation could include Policies and Procedures, Personnel Handbooks, Professional Development Plans, Project Rules, etc.
- "*Do It*" means that the assessor was able to find evidence that supports the project's compliance with each standard. Evidence could include information contained in client or other administrative files, client acknowledgement that something is being done, staff can point to documentation that supports implementation of the standard, etc.

Assessor Notes: A cell below each individual standard allows the assessor to add optional notes about the information collected for that particular standard. The notes can include where information was found, what questions were asked, who answered the questions, what additional information is needed to be able to mark that standard as "Always", "Sometimes," or "Not at all".

Tab	Description	Purpose

Instructions	Tool overview and aim	Offers instruction to users on the assessment tool
Provider Info	Input provider, project and general assessment information	Determines project-specific standards for consideration
Standards - Access & Evaluation	Input compliance with standards concerning participant access to the project and input, project evaluation and performance management	Assesses whether access and evaluation are compliant with Housing First principles
Standards - Leases	Input compliance with standards concerning the lease and occupancy agreements, where applicable	Assesses whether leases and occupancy agreements are compliant with Housing First principles
Standards - Services & Housing	Input compliance with standards concerning the service and housing models and structure, where applicable	Assesses whether services and housing are compliant with Housing First principles
Standards – Project-Specific	Prompts assessment standards based on project type and targeted sub-populations served by the project, where applicable	Assesses whether specific project standards are compliant with Housing First principles
Report Summary	Displays assessment scores and conclusions, and highlights non-compliant standards	Printable summary of the assessment

Provider Information

Please complete the information below on the organization being assessed.

Provider Information	
Provider's Legal Name	**[Test Provider]**
Acronym (If Applicable)	
Year Incorporated	
EIN	
Street Address	
Zip Code	

Project Information	
Project Name	
Project Budget	
Grant Number	
Name of Project Director	
Project Director Email Address	
Project Director Phone Number	
Which best describes the project *	**Joint Transitional Housing & Rapid Rehousing**
If project is a Safe Haven, please choose project type that it most operates like, e.g. shelter, transitional housing, or permanent housing	
Are your services targeted to any of the following populations specifically? Please select one if so, as this impacts your assessment questions.	**People in Recovery**

*Please note that when you select a project type, particular standards may not be relevant.

Management Information	
Name of CEO	
CEO Email Address	
CEO Phone Number	
Name of Staff Member Guiding Assessment	
Staff Email Address	
Staff Phone Number	

Assessment Information	
Name of Assessor	
Organizational Affiliation of Assessor	
Assessor Email Address	
Assessor Phone Number	
Date of Assessment	**Nov 02 2016**

Housing First Standards

For each standard, please use the drop down boxes in the three columns to the right to select “Not at all” or “Sometimes” or "Always". Marking "Always" signifies full compliance for the standard.

	Standard	Lease and Occupancy Definition / Evidence	Say It	Document It	Do It
Leases 1	Housing is considered permanent (not applicable for Transitional Housing)	Housing is not time-limited (though rent assistance may be) and leases are automatically renewable upon expiration, except with prior notice by either party. *Optional notes here*	Please select answer	Please select answer	Please select answer
Leases 2	Participant choice is fundamental	A participant has, at minimum, choices in deciding the location and type of housing based on preferences from a range of housing types and among multiple units, as available and as practical. In project-based settings, participants should be offered choice of units within a particular building, or within the portfolio of single site properties. In projects that use shared housing, i.e. housing with unrelated roommates, participants should be offered choice of roommates, as available and as practical. Additionally, as applicable, participants are able to choose their roommates when sharing a room or unit. *Optional notes here*	Please select answer	Please select answer	Please select answer
Leases 3	Leases are the same for participants as for other tenants	Leases do not have any provisions that would not be found in leases held by any other tenant in the property or building and is renewable per the participants’ and owner’s choice. People experiencing homelessness who receive help moving into permanent housing should have leases that confer the full rights, responsibilities, and legal protections under Federal, state, and local housing laws. For transitional housing, there may be limitations on length of stay, but a lease/occupancy agreement should look like a lease that a person would have in the normal rental market. *Optional notes here*	Please select answer	Please select answer	Please select answer
Leases 4	Participants receive education about their lease or occupancy agreement terms	Participants are also given access to legal assistance and encouraged to exercise their full legal rights and responsibilities. Landlords and providers abide by their legally-defined roles and responsibilities. *Optional notes here*	Please select answer	Please select answer	Please select answer

Leases 5	Measures are used to prevent eviction	Property or building management, with services support, incorporates a culture of eviction avoidance, reinforced through practices and policies that prevent lease violations and evictions among participants, and evict participants only when they are a threat to self or others. Clear eviction appeal processes and due process is provided for all participants. Lease bifurcation is allowed so that a tenant or lawful occupant who is a victim of a criminal act of physical violence committed against them by another tenant or lawful occupant is not evicted, removed or penalized if the other is evicted. *Optional notes here*	Please select answer	Please select answer	Please select answer
Leases 6	Providing stable housing is a priority	Providers engage in a continued effort to hold housing for participants, even if they leave their housing for short periods due to treatment, illness, or any other temporary stay outside of the unit. *Optional notes here*	Please select answer	Please select answer	Please select answer
Leases 7	Rent payment policies respond to tenants' needs (as applicable)	While tenants are accountable to the rental agreement, adjustments may be needed on a case by case basis. As necessary, participants are given special payment arrangements for rent arrears and/or assistance with financial management, including representative payee arrangements. *Optional notes here*	Please select answer	Please select answer	Please select answer

Housing First Standards

For each standard, please use the drop down boxes in the three columns to the right to select “Not at all” or “Sometimes” or "Always". Marking "Always" signifies full compliance for the standard.

	Standard	Services Definition / Evidence	Say it	Document it	Do it
Services 1	Projects promote participant choice in services	Participants are able to choose from an array of services. Services offered are housing focused and include the following areas of support: employment and income, childhood and education, community connection, and stabilization to maintain housing. These should be provided by linking to community-based services. *Optional notes here*	Please select answer	Please select answer	Please select answer
Services 2	Person Centered Planning is a guiding principle of the service planning process	Person-centered Planning is a guiding principle of the service planning process *Optional notes here*	Please select answer	Please select answer	Please select answer
Services 3	Service support is as permanent as the housing	Service connections are permanently available and accessible for participants in Permanent Supportive Housing. Rapid Re-Housing projects should, at a minimum, be prepared to offer services for up to 6 months after the rental assistance ends. In emergency shelter and transitional housing, services are available as long as the participant resides in the unit or bed – and up to 6 months following exit from transitional housing. *Optional notes here*	Please select answer	Please select answer	Please select answer
Services 4	Services are continued despite change in housing status or placement	Wherever possible, participants continue to be offered services even if they lose their housing unit or bed (for congregate projects), or if they are placed in a short-term inpatient treatment. Ideally, the service relationship should continue, despite a service hiatus during some institutional stays. *Optional notes here*	Please select answer	Please select answer	Please select answer

Services 5	Participant engagement is a core component of service delivery	Staff provide effective services by developing relationships with participants that provide immediate needs and safety, develop trust and common ground, making warm hand-offs to other mainstream service providers, and clearly explain staff roles. Engagement is regular and relationships are developed over time. *Optional notes here*	Please select answer	Please select answer	Please select answer
Services 6	Services are culturally appropriate with translation services available, as needed	Project staff are sensitive to and support the cultural aspects of diverse households. Wherever possible, staff demographics reflect the participant population they serve in order to provide appropriate, culturally-specific services. Translation services are provided when needed to ensure full comprehension of the project. Projects that serve families with children should have family-friendly rules that allow for different schedules based on work and school hours and have services that allow parents to participate in activities without having to constantly supervise their children themselves (i.e. can use the bathroom or take a shower without their children being in the bathroom with them). *Optional notes here*	Please select answer	Please select answer	Please select answer
Services 7	Staff are trained in clinical and non-clinical strategies (including harm reduction, motivational interviewing, trauma-informed approaches, strength-based)	Services support a participant's ability to obtain and retain housing regardless of changes in behavior. Services are informed by a harm-reduction philosophy, such as recognizing that substance use and addiction are a part of some participants' lives. Participants are engaged in non-judgmental communication regarding their behavior and are offered education regarding how to avoid risky behaviors and engage in safer practices. *Optional notes here*	Please select answer	Please select answer	Please select answer

Standard		Housing Definition / Evidence	Say It	Document It	Do It
Housing 1	Housing is not dependent on participation in services	Participation in permanent and temporary housing settings, as well as crisis settings such as emergency shelter, is not contingent on participating in supportive services or demonstration of progress made on a service plan. Services must be offered by staff, but are voluntary for participants. *Optional notes here*	Please select answer	Please select answer	Please select answer
Housing 2	Substance use is not a reason for termination	Participants are only terminated from the project for violations in the lease or occupancy agreements, as applicable. Occupancy agreements or an addendum to the lease do not include conditions around substance use or participation in services. If the project is a recovery housing model focused on people who are in early recovery from drugs or alcohol (as outlined in HUD's Recovery Housing Brief), different standards related to use and subsequent offer of treatment may apply. See HUD's Recovery Housing brief here: https://www.hudexchange.info/resource/4852/recovery-housing-policy-brief/	Please select answer	Please select answer	Please select answer

		Optional notes here			
Housing 3	The rules and regulations of the project are centered on participants' rights	Project staff have realistic expectations and policies. Rules and regulations are designed to support safe and stable communities and should never interfere with a life in the community. Participants have access to the project at all hours (except for nightly in and out shelter) and accommodation is made for pets. *Optional notes here*	Please select answer	Please select answer	Please select answer
Housing 4	Participants have the option to transfer to another project	Transfers should be accommodated for tenants who reasonably believe that they are threatened with imminent harm from further violence if the tenant remains in the same unit. Whenever possible, transfers occur before a participant experiences homelessness. *Optional notes here*	Please select answer	Please select answer	Please select answer

Housing First Standards

For each standard, please use the drop down boxes in the three columns to the right to select “Not at all” or “Sometimes” or "Always". Marking "Always" signifies full compliance for the standard.

	Standard	Project -Specific Standards	Say It	Document it	Do it
Project 1	Quick access to RRH assistance	A Rapid Re-housing project ensures quick linkage to rapid re-housing assistance, based on participant choice. *Optional notes here*	Please select answer	Please select answer	Please select answer
Project 2	RRH services support people in maintaining their housing	Participants and staff understand that a primary goal of rapid re-housing is to end homelessness and move participants to permanent housing as quickly as possible, regardless of perceived barriers. *Optional notes here*	Please select answer	Please select answer	Please select answer
Project 3	Providers continuously assess a participant’s need for assistance	On an ongoing basis, providers assess a participant’s needs for continued assistance and provide tailored assistance based on those assessments. *Optional notes here*	Please select answer	Please select answer	Please select answer
Project 4	Transitional housing is focused on safe and quick transitions to permanent housing	Participants and staff understand that the primary goals of transitional housing are to provide temporary accommodations that are safe, respectful, and responsive to individual needs, address the services needs of participants, and re-house participants in permanent housing as quickly as possible, regardless of other personal issues or concerns, and as desired by the participant. Participation in transitional housing services does not inhibit participants from moving to permanent housing when they choose to. Assessment and planning for permanent housing placement begins as soon as the individual or family expresses a desire to transition to permanent housing. *Optional notes here*	Please select answer	Please select answer	Please select answer
Project 5	TH projects provide appropriate services	TH projects provide appropriate services to meet the participants health and safety needs (e.g., persons in early recovery; domestic violence survivors; those who need special accommodations) when there are no permanent housing solutions available (with or without supportive services) or when the participant chooses transitional housing. Services are not required in order to participate in housing.	Please select answer	Please select answer	Please select answer

		Optional notes here			
		No additional standards			
		Optional notes here			
		No additional standards			
		Optional notes here			
		No additional standards			
		No additional standards			
		Optional notes here			
	Standard	**Population Specific Standards**	**Say It**	**Document It**	**Do It**
Population 1	Recovery housing is offered as one choice among other housing opportunities	Connection to recovery housing reflects individual choice for this path toward recovery. Abstinence-only spaces are incorporated into a Housing First model wherever possible, thus providing this type of recovery option to those who choose it. Recovery supports are offered, particularly connections to community-based treatment options.	Please select answer	Please select answer	Please select answer
		Optional notes here			
Population 2	Services include relapse support	Housing and services include relapse support that does not automatically evict or discharge a participant from the project for temporary relapse. Relapse support might include referrals to outpatient treatment or direct provision of outpatient services or the ability to hold a unit for a certain period of time (30-90 days) while the participant undergoes residential treatment.	Please select answer	Please select answer	Please select answer

		Optional notes here			
Population 3	Services support sustained recovery	Recovery housing projects provide services that align with participants' choice and prioritization of recovery, including but not limited to abstinence from substances (if that is a personal goal), long-term permanent housing stability, and stable income through employment or benefits. Support is offered through connections to community-based treatment options. *Optional notes here*	Please select answer	Please select answer	Please select answer
	Population	No additional standards *Optional notes here*			

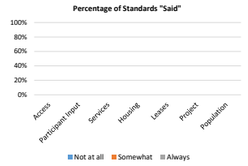
Housing First Standards: Assessment Summary

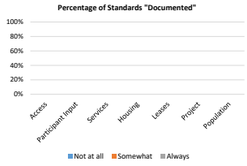
[Test Provider]
2-Nov-16

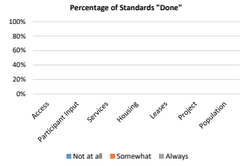
Some standards have not been evaluated. Please return and complete all standards before finalizing report.

Your score:	**0**
Max potential score:	*210*

Score is calculated by awarding 1 point for standards answered 'sometimes' and 2 points for standards answered 'always'. Categories that are not applicable for your project are not included in the maximum potential score.







Non-Compliant Standards ("Not at all" to Whether Standard is Said)			
Category	*No.*	*Name*	*Standard*

Non-Documented Standards ("Not at All" to Whether Standard is Documented)			
Category	*No.*	*Name*	*Standard*

Non-Evidenced Standards ("Not at All" to Whether Standard is Done")			
Category	*No.*	*Name*	*Standard*

Comply	Document	Evidence	N	Name	Standard	Category	Notes	Not at all	Not at all	Not at all
Please select answer	Please select answer	Please select answer		Projects are low-barrier	Admission to projects is not contingent on pre-requisites such as abstinence of substances, minimum income requirements, health or mental health history, medication adherence, age, criminal justice h	Access	Optional notes here			
0	0	0			0 Optional notes here	Access	0			
Please select answer	Please select answer	Please select answer		Projects do not deny assistance for unnecessary reasons	Procedures and oversight demonstrate that staff do everything possible to avoid denying assistance or rejecting an individual or family for the reasons listed in Access Standard #1.	Access	Optional notes here			
0	0	0			0 Optional notes here	Access	0			
Please select answer	Please select answer	Please select answer		Access regardless of sexual orientation, gender identity, or e	Equal access is provided in accordance with the 2012 and 2016 Equal Access Rules, meaning that any project funded by HUD must ensure equal access for persons regardless of one's sexual orientation	Access	Optional notes here			
0	0	0			0 Optional notes here	Access	0			
Please select answer	Please select answer	Please select answer		Admission process is expedited with speed and efficiency	Projects have expedited admission processes, to the greatest extent possible, including helping participants obtain documentation required by funding sources, as well as processes to admit participants	Access	Optional notes here			
0	0	0			0 Optional notes here	Access	0			
Please select answer	Please select answer	Please select answer		Intake processes are person-centered and flexible	Intake and assessment procedures are focused on the individual's or family's strengths, needs, and preferences. Projects do not require specific appointment times, but have flexible intake schedules tha	Access	Optional notes here			
0	0	0			0 Optional notes here	Access	0			
Please select answer	Please select answer	Please select answer		The provider/project accepts and makes referrals directly th	Projects actively participate in the CoC-designated Coordinated Entry processes as part of streamlined community-wide system access and triage. If these processes are not yet implemented, projects f	Access	Optional notes here			
0	0	0			0 Optional notes here	Access	0			
Please select answer	Please select answer	Please select answer		Exits to homelessness are avoided	Projects that can no longer serve particular households utilize the coordinated entry process, or the communities' existing referral processes if coordinated entry processes are not yet implemented, to	Access	Optional notes here			
0	0	0			0 Optional notes here	Access	0			
Please select answer	Please select answer	Please select answer		Participant education is ongoing	Project participants receive ongoing education on Housing First principles as well as other service models employed in the project. In the beginning of and throughout tenancy, participants are informe	Participant In	Optional notes here			
0	0	0			0 Optional notes here	Participant In	0			
Please select answer	Please select answer	Please select answer		Projects create regular, formal opportunities for participants	Input is welcomed regarding the project's policies, processes, procedures, and practices. Opportunities include involvement in: quality assurance and evaluation processes, a participant leadership/adv	Participant In	Optional notes here			
0	0	0			0 Optional notes here	Participant In	0			
Please select answer	Please select answer	Please select answer		Projects promote participant choice in services	Participants are able to choose from an array of services. Services offered are housing focused and include the following areas of support: employment and income, childhood and education, community	Services	Optional notes here			
0	0	0			0 Optional notes here	Services	0			
Please select answer	Please select answer	Please select answer		Person Centered Planning is a guiding principle of the servic	Person-centered Planning is a guiding principle of the service planning process	Services	Optional notes here			
0	0	0			0 Optional notes here	Services	0			
Please select answer	Please select answer	Please select answer		Service support is as permanent as the housing	Service connections are permanently available and accessible for participants in Permanent Supportive Housing. Rapid Re-Housing projects should, at a minimum, be prepared to offer services for up	Services	Optional notes here			
0	0	0			0 Optional notes here	Services	0			
Please select answer	Please select answer	Please select answer		Services are continued despite change in housing status or pl	Wherever possible, participants continue to be offered services even if they lose their housing unit or bed (for congregate projects), or if they are placed in a short-term inpatient treatment. Ideally, the	Services	Optional notes here			
0	0	0			0 Optional notes here	Services	0			
Please select answer	Please select answer	Please select answer		Participant engagement is a core component of service deliv	Staff provide effective services by developing relationships with participants that provide immediate needs and safety, develop trust and common ground, making warm hand-offs to other mainstream s	Services	Optional notes here			
0	0	0			0 Optional notes here	Services	0			
Please select answer	Please select answer	Please select answer		Services are culturally appropriate with translation services a	Project staff are sensitive to and support the cultural aspects of diverse households. Wherever possible, staff demographics reflect the participant population they serve in order to provide appropriate,	Services	Optional notes here			
0	0	0			0 Optional notes here	Services	0			
Please select answer	Please select answer	Please select answer		Staff are trained in clinical and non-clinical strategies (includ	Services support a participant's ability to obtain and retain housing regardless of changes in behavior. Services are informed by a harm-reduction philosophy, such as recognizing that substance use and	Services	Optional notes here			
0	0	0			0 Optional notes here	Services	0			
Please select answer	Please select answer	Please select answer		Housing is not dependent on participation in services	Participation in permanent and temporary housing settings, as well as crisis settings such as emergency shelter, is not contingent on participating in supportive services or demonstration of progress m	Housing	Optional notes here			
0	0	0			0 Optional notes here	Housing	0			
Please select answer	Please select answer	Please select answer		Substance use is not a reason for termination	Participants are only terminated from the project for violations in the lease or occupancy agreements, as applicable. Occupancy agreements or an addendum to the lease do not include conditions arou	Housing	Optional notes here			
0	0	0			0 Optional notes here	Housing	0			
Please select answer	Please select answer	Please select answer		The rules and regulations of the project are centered on part	Project staff have realistic expectations and policies. Rules and regulations are designed to support safe and stable communities and should never interfere with a life in the community. Participants hav	Housing	Optional notes here			
0	0	0			0 Optional notes here	Housing	0			
Please select answer	Please select answer	Please select answer		Participants have the option to transfer to another project	Transfers should be accommodated for tenants who reasonably believe that they are threatened with imminent harm from further violence if the tenant remains in the same unit. Whenever possible, tra	Housing	Optional notes here			
0	0	0			0 Optional notes here	Housing	0			
Please select answer	Please select answer	Please select answer		Housing is considered permanent (not applicable for Transit	Housing is not time-limited (though rent assistance may be) and leases are automatically renewable upon expiration, except with prior notice by either party.	Leases	Optional notes here			
0	0	0			0 Optional notes here	Leases	0			
Please select answer	Please select answer	Please select answer		Participant choice is fundamental	A participant has, at minimum, choices in deciding the location and type of housing based on preferences from a range of housing types and among multiple units, as available and as practical. In projec	Leases	Optional notes here			
0	0	0			0 Optional notes here	Leases	0			
Please select answer	Please select answer	Please select answer		Leases are the same for participants as for other tenants	Leases do not have any provisions that would not be found in leases held by any other tenant in the property or building and is renewable per the participants' and owner's choice. People experiencing	Leases	Optional notes here			
0	0	0			0 Optional notes here	Leases	0			
Please select answer	Please select answer	Please select answer		Participants receive education about their lease or occupancy	Participants are also given access to legal assistance and encouraged to exercise their full legal rights and responsibilities. Landlords and providers abide by their legally-defined roles and responsibilities	Leases	Optional notes here			
0	0	0			0 Optional notes here	Leases	0			
Please select answer	Please select answer	Please select answer		Measures are used to prevent eviction	Property or building management, with services support, incorporates a culture of eviction avoidance, reinforced through practices and policies that prevent lease violations and evictions among partic	Leases	Optional notes here			
0	0	0			0 Optional notes here	Leases	0			
Please select answer	Please select answer	Please select answer		Providing stable housing is a priority	Providers engage in a continued effort to hold housing for participants, even if they leave their housing for short periods due to treatment, illness, or any other temporary stay outside of the unit.	Leases	Optional notes here			
0	0	0			0 Optional notes here	Leases	0			
Please select answer	Please select answer	Please select answer		Rent payment policies respond to tenants' needs (as applicat	While tenants are accountable to the rental agreement, adjustments may be needed on a case by case basis. As necessary, participants are given special payment arrangements for rent arrears and/or as	Leases	Optional notes here			
0	0	0			0 Optional notes here	Leases	0			
Please select answer	Please select answer	Please select answer		Quick access to RRH assistance	A Rapid Re-housing project ensures quick linkage to rapid re-housing assistance, based on participant choice.	Project-specif	Optional notes here			
0	0	0			0 Optional notes here	Project-specif	0			
Please select answer	Please select answer	Please select answer		RRH services support people in maintaining their housing	Participants and staff understand that a primary goal of rapid re-housing is to end homelessness and move participants to permanent housing as quickly as possible, regardless of perceived barriers.	Project-specif	Optional notes here			
0	0	0			0 Optional notes here	Project-specif	0			
Please select answer	Please select answer	Please select answer		Providers continuously assess a participant's need for assista	On an ongoing basis, providers assess a participant's needs for continued assistance and provide tailored assistance based on those assessments.	Project-specif	Optional notes here			
0	0	0			0 Optional notes here	Project-specif	0			
Please select answer	Please select answer	Please select answer		Transitional housing is focused on safe and quick transitions	Participants and staff understand that the primary goals of transitional housing are to provide temporary accommodations that are safe, respectful, and responsive to individual needs; address the servic	Project-specif	Optional notes here			
0	0	0			0 Optional notes here	Project-specif	0			
Please select answer	Please select answer	Please select answer		TH projects provide appropriate services	TH projects provide appropriate services to meet the participants health and safety needs (e.g., persons in early recovery; domestic violence survivors; those who need special accommodations) when	Project-specif	Optional notes here			
0	0	0			0 Optional notes here	Project-specif	0			
Please select answer	Please select answer	Please select answer			No additional standards	Project-specif	Optional notes here			
0	0	0			0 Optional notes here	Project-specif	0			
Please select answer	Please select answer	Please select answer			No additional standards	Project-specif	Optional notes here			
0	0	0			0 Optional notes here	Project-specif	0			
Please select answer	Please select answer	Please select answer			No additional standards	Project-specif	Optional notes here			
0	0	0			0 Optional notes here	Project-specif	0			
Please select answer	Please select answer	Please select answer		Recovery housing is offered as one choice among other hous	Connection to recovery housing reflects individual choice for this path toward recovery. Abstinence-only spaces are incorporated into a Housing First model wherever possible, thus providing this type	Population	Optional notes here			
0	0	0			0 Optional notes here	Population	0			
Please select answer	Please select answer	Please select answer		Services include relapse support	Housing and services include relapse support that does not automatically evict or discharge a participant from the project for temporary relapse. Relapse support might include referrals to outpatient t	Population	Optional notes here			
0	0	0			0 Optional notes here	Population	0			
Please select answer	Please select answer	Please select answer		Services support sustained recovery	Recovery housing projects provide services that align with participants' choice and prioritization of recovery, including but not limited to abstinence from substances (if that is a personal goal), long-ter	Population	Optional notes here			
0	0	0			0 Optional notes here	Population	0			
Please select answer	Please select answer	Please select answer			No additional standards	Population	Optional notes here			
0	0	0			0 Optional notes here	Population	0			

Order of columns:
Non-compliant (G-I)
Non-documented (J-L)
Non-evidenced (M-O)

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Numbers	Access			Participant Input			Services			Housing			Leases			Project-specific			Population		
	Not at all	*Somewhat*	*Always*	*Not at all*	*Somewhat*	*Always*	*Not at all*	*Somewhat*	*Always*	*Not at all*	*Somewhat*	*Always*	*Not at all*	*Somewhat*	*Always*	*Not at all*	*Somewhat*	*Always*	*Not at all*	*Somewhat*	*Always*
Please select answer	21			6			21			12			21			15			9		
Say it	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Document it	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Do it	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Checks	-			-			-			-			-			-			-		

Percentages	Access			Participant Input			Services			Housing			Leases			Project-specific			Population		
	Not at all	*Somewhat*	*Always*	*Not at all*	*Somewhat*	*Always*	*Not at all*	*Somewhat*	*Always*	*Not at all*	*Somewhat*	*Always*	*Not at all*	*Somewhat*	*Always*	*Not at all*	*Somewhat*	*Always*	*Not at all*	*Somewhat*	*Always*
Please select answer	300%			300%			300%			300%			300%			300%			300%		
Say it	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Document it	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Do it	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Number of standards	7			2			7			4			7			5			3		

'Say It'

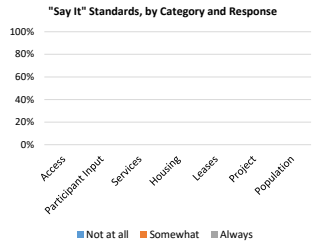
	Access	Participant Inp	Services	Housing	Leases	Project	Population
Not at all	0%	0%	0%	0%	0%	0%	0%
Somewhat	0%	0%	0%	0%	0%	0%	0%
Always	0%	0%	0%	0%	0%	0%	0%
Check	-						

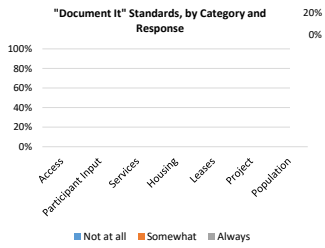
'Document It'

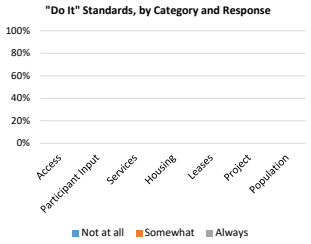
	Access	Participant Inp	Services	Housing	Leases	Project	Population
Not at all	0%	0%	0%	0%	0%	0%	0%
Somewhat	0%	0%	0%	0%	0%	0%	0%
Always	0%	0%	0%	0%	0%	0%	0%
Check	-						

'Do It'

	Access	Participant Inp	Services	Housing	Leases	Project	Population
Not at all	0%	0%	0%	0%	0%	0%	0%
Somewhat	0%	0%	0%	0%	0%	0%	0%
Always	0%	0%	0%	0%	0%	0%	0%
Check	-						







Supportive Housing Standards Rating		Pointer	
Start	0	Value	0
Initial	15	Pointer	3
Middle	45	End	210
End	40		
Max	100		

Score:	0

Standard Numbers	With special pop	Without special pop
Coordinated entry	17	14
Street outreach	17	14
Emergency shelter	28	25
Transitional housing	35	32
Rapid rehousing	35	32
Permanent supportive housing	35	32

Max answer score (for 'always') 6 *3 categories (say, document, do) x 2 max points for 'always'*

Answer Numbers	With special pop	Without special pop	
Coordinated entry	102	84	1
Street outreach	102	84	1
Emergency shelter	168	150	2
Transitional housing	210	192	3
Rapid rehousing	210	192	3
Permanent supportive housing	210	192	3

Project type	Joint Transitional Housing & Rapid Re	3
Special population	People in Recovery	1

Evaluation max score	210

Assumptions for the standards

This page does not comprise part of the assessment. It is for information only.

Project standards

Standards	Coordinated Entry	Street Outreach	Emergency Shelter	Transitional Housing	Rapid Rehousing	Permanent Supportive Housing	Joint Transitional Housing & Rapid Rehousing
Title	Coordinated Entry does not screen people out for perceived barriers	Projects screen for health and safety needs	Focus of emergency shelter is on safe and responsive temporary shelter	Quick access to TH assistance	Quick access to RRH assistance	Quick access to PSH assistance	Quick access to RRH assistance
Project 1	Coordinated Entry does not screen people out for assistance due to perceived barriers related to housing or services, including, but not limited to, too little or no income, active or a history of substance use, domestic violence history, minimal linkages to other services, the type or extent of disability-related services or supports that are needed, or criminal justice history.	Outreach projects screen people contacted through outreach as soon as possible for critical health and safety needs, providing immediate response to people with the most severe needs.	Participants and staff understand that the primary goals of the emergency shelter are to provide temporary accommodation that is safe, respectful, and responsive to individual needs and that participants are offered permanent housing as quickly as possible, regardless of perceived barriers.	A transitional housing project ensures quick linkage to a unit and services based on participant choice.	A Rapid Re-housing project ensures quick linkage to rapid re-housing assistance, based on participant choice.	A permanent supportive housing project ensures quick linkage to a unit and wrap around services, based on participant needs, preferences, and resource availability.	A Rapid Re-housing project ensures quick linkage to rapid re-housing assistance, based on participant choice.
	Type notes here, if required	*Type notes here, if required*	*Type notes here, if required*	*Type notes here, if required*	*Type notes here, if required*	*Type notes here, if required*	*Type notes here, if required*
Title	Process to assess project-level policies and alert CoC	Street outreach projects are focused on providing access to housing and services	Housing comes first	Transitional housing is focused on safe and quick transitions to permanent housing	RRH services support people in maintaining their housing	PSH is focused on ending homelessness for those with the most severe barriers to maintaining housing	RRH services support people in maintaining their housing
Project 2	Written policies and procedures exist to determine which projects have project-level policies that screen out "high barrier" households, and the steps that the coordinated entry provider will take to alert the CoC of these projects, thereby enabling the CoC to take steps to assist these projects in adopting Housing First principles.	Participants and staff understand that the primary goals of street outreach are to provide access to temporary housing and services and/or re-housing participants in permanent housing as quickly as possible, regardless of perceived barriers. Street outreach projects reflect the low-barrier orientation of the Coordinated Entry process.	If a temporary shelter placement is made, assessment and planning for permanent housing placement begins as quickly as possible. People who are unsheltered are not required to first enter an emergency shelter in order to access permanent housing placement assistance and enter permanent housing.	Participants and staff understand that the primary goals of transitional housing are to provide temporary accommodations that are safe, respectful, and responsive to individual needs, address the service needs of participants, and re-house participants in permanent housing as quickly as possible, regardless of other personal issues or concerns, and as desired by the participant. Participation in transitional housing services does not inhibit participants from moving to permanent housing when they choose to. Assessment and planning for permanent housing placement begins as soon as the individual or family expresses a desire to transition to permanent housing.	Participants and staff understand that a primary goal of rapid re-housing is to end homelessness and move participants to permanent housing as quickly as possible, regardless of perceived barriers.	Participants and staff understand that a primary goal of permanent supportive housing is to end homelessness for people with the most severe service needs and help participants stay housed, regardless of other perceived barriers.	Participants and staff understand that a primary goal of rapid re-housing is to end homelessness and move participants to permanent housing as quickly as possible, regardless of perceived barriers.
	Type notes here, if required	*Type notes here, if required*	*Type notes here, if required*	*Type notes here, if required*	*Type notes here, if required*	*Type notes here, if required*	*Type notes here, if required*
Title	RRH as a bridge to permanent supportive housing	Street outreach is linked to Coordinated Entry		TH projects provide appropriate services	Providers continuously assess a participant's need for assistance	Property Management duties are separate and distinct from services/ case management	Providers continuously assess a participant's need for assistance
Project 3	Rapid Re-Housing is made available to serve as a bridge to other permanent housing options so that persons with high service needs or vulnerabilities can be housed more quickly. (See HUD's Rapid Re-Housing Brief here: https://www.hudexchange.info/resources/documents/Rapid-Re-Housing-Brief.pdf)	Written policy and procedures detail a process by which street outreach staff ensures that persons encountered on the streets are offered the same standardized processes as persons assessed through site-based access points. Outreach teams are coordinated, trained, and have the ability to engage and quickly connect people experiencing homelessness to the local coordinated entry process in order to apply for and obtain permanent housing. Based on the CoC's decision about how street outreach is incorporated into the assessment process, street outreach projects must comply with the CoC's decision.	No additional standards	TH projects provide appropriate services to meet the participants health and safety needs (e.g., persons in early recovery; domestic violence survivors; those who need special accommodations) when there are no permanent housing solutions available (with or without supportive services) or when the participant chooses transitional housing. Services are not required in order to participate in housing.	On an ongoing basis, providers assess a participant's needs for continued assistance and provide tailored assistance based on those assessments.	In order to provide clear roles of staff for participants in terms of lease and rules enforcement as well as tenant advocacy, property management and service provider staff should be separate roles. However, they should work together on a regular basis through regular communications and meetings regarding Participants to address tenancy issues in order to preserve tenancy.	On an ongoing basis, providers assess a participant's needs for continued assistance and provide tailored assistance based on those assessments.
	Type notes here, if required	*Type notes here, if required*		*Type notes here, if required*	*Type notes here, if required*	*Type notes here, if required*	*Type notes here, if required*
Title		Street outreach continuously engages those experiencing homelessness and on the street		Housing comes first			Transitional housing is focused on safe and quick transitions to permanent housing
Project 4	No additional standards	Through continuous engagement strategies, a street outreach project provides quick linkage to housing and services when a person is ready to engage.	No additional standards	No individuals or families, including those who are unsheltered, are required to enter a transitional housing project in order to access permanent housing placement assistance and enter permanent housing.	No additional standards	No additional standards	Participants and staff understand that the primary goals of transitional housing are to provide temporary accommodations that are safe, respectful, and responsive to individual needs, address the services needs of participants, and re-house participants in permanent housing as quickly as possible, regardless of other personal issues or concerns, and as desired by the participant. Participation in transitional housing services does not inhibit participants from moving to permanent housing when they choose to. Assessment and planning for permanent housing placement begins as soon as the individual or family expresses a desire to transition to permanent housing.
				Type notes here, if required			*Type notes here, if required*
Title		Street Outreach engagements inform the community's efforts to improve their crisis response system					TH projects provide appropriate services
Project 5	No additional standards	Communities use street outreach engagements with those on the street and in encampments to understand and remove barriers to those accessing the crisis response system.	No additional standards	No additional standards	No additional standards	No additional standards	TH projects provide appropriate services to meet the participants health and safety needs (e.g., persons in early recovery; domestic violence survivors; those who need special accommodations) when there are no permanent housing solutions available (with or without supportive services) or when the participant chooses transitional housing. Services are not required in order to participate in housing.
		Type notes here, if required					*Type notes here, if required*
Title							
Project 6	No additional standards	No additional standards	No additional standards	No additional standards	No additional standards	No additional standards	No additional standards

Project standards

	Youth and Young Adults	People in Recovery	Domestic Violence Survivors	None of the above
Title	Services are offered	Recovery housing is offered as one choice among other housing opportunities	Participant safety is a priority at all points of engagement and in all planning processes	
Population 1	Services are focused on ensuring that youth transition to independence.	Connection to recovery housing reflects individual choice for this path toward recovery. Abstinence-only spaces are incorporated into a Housing First model wherever possible, thus providing this type of recovery option to those who choose it. Recovery supports are offered, particularly connections to community-based treatment options.	Led by the survivor, a safety plan is developed that includes an assessment of danger, particular points of vulnerability, and best approaches to increasing safety.	
	Type notes here, if required	*Type notes here, if required*	*Type notes here, if required*	
Title	Projects include positive youth development principles	Services include relapse support	Survivor-driven advocacy is available	
Population 2	Youth projects should include positive youth development orientation. Positive youth development builds on strengths and resiliency. By focusing on strengths and assets, rather than what might be "wrong," youth are empowered and are equipped to make positive decisions.	Housing and services include relapse support that does not automatically evict or discharge a participant from the project for temporary relapse. Relapse support might include referrals to outpatient treatment or direct provision of outpatient services or the ability to hold a unit for a certain period of time (30-90 days) while the participant undergoes residential treatment.	The unique needs and strengths of each individual survivor and their children are taken into account with regard to the types of services that are available and offered. Project uses flexible and survivor-focused approaches to overcome barriers survivors may face in accessing services through traditional models.	
	Type notes here, if required	*Type notes here, if required*	*Type notes here, if required*	
Title	Staff use harm reduction practices and approaches	Services support sustained recovery	Housing stability is a priority	
Population 3	Youth models employ a harm reduction and recovery orientation, including those developed for youth and young adults with substance use and addictions. Projects may make abstinence-based models available for youth and young adults; however, the choice should lie with the participant, not with the project.	Recovery housing projects provide services that align with participants' choice and prioritization of recovery, including but not limited to abstinence from substances (if that is a personal goal), long-term permanent housing stability, and stable income through employment or benefits. Support is offered through connections to community-based treatment options.	Providers support survivors and their children to retain or obtain safe, stable housing. Survivors choose the type of housing and location of housing. Housing is located in an area that is considered safe from the abusive relationship.	
	Type notes here, if required	*Type notes here, if required*	*Type notes here, if required*	
Title	Project design accounts for the age of youth and young adults to be served			
Population 4	Developmentally-appropriate project design ensures that project entry and on-going participation is not predicated on behaviors or experiences that youth and young adults may not currently have or if they were older would not result in consequences. For example, projects should accept and allow continued participation for youth who do not have income or immediate prospects of income because their age has not allowed them the opportunity to gain employment.	No additional standards	No additional standards	
	Type notes here, if required			

Title Project 7	No additional standards	No additional standards	No additional standards	No additional standards	No additional standards	No additional standards	No additional standards
Title Project 8	No additional standards	No additional standards	No additional standards	No additional standards	No additional standards	No additional standards	No additional standards

KCRHA
King County Regional Homelessness Authority

2024 Local Rating Template

HMIS data was pulled for the operating period 4/1/23 to 3/31/24. This data will be used to assess project performance according to the key indicators that populate the Annual Performance Review (APR). Additional efficiency and effectiveness measures will also be considered. The following review elements were approved by the Seattle-King County CoC System Performance Committee.

The CoC will assess projects in six categories, outlined as follows:

Project Rated:				
2024 Indicator Measures		**Up to 126 points**		
1. Movement to Housing: Measured against HUD standards and local performance targets for persons obtaining or maintaining housing.	**Scoring Ranges**	**Maximum Points**	**Source**	**Score**
PSH: % remaining in remaining in PSH or exited to a PH situation **TH:** % moving to PH (zero points if less than 50%). Full points to meet/exceed system target of 85% **RRH:** % moving to PH (zero point if less than 50%). Full points to meet/exceed system target of 85%	Meets or exceeds = 15pts Nearing goal = 10 pts Does not meet expectations = 5pts	Up to 15	HMIS	
Bonus: % TH to PH in 90 days or less % PSH moving to other PH destinations % RRH moving to PH in 30 days or less	Full points: meets threshold. No partial points.	5	HMIS	

Extent to which the project is meeting system expectations for length of stay: PH: Participants stay at least 12 months TH: The project meets or exceeds performance targets Single Adult Target = 90 days Family Target = 90 days Young Adult = 180 days RRH: Participants meet or exceed system target of 120 days	Full points = meets or exceeds system target. No partial scores.	5	HMIS	
Extent to which participants exit to a known destination.	Full points = Less than 5% of clients that exit to "unknown". No points if more than 5% exit to “unknown”.	7	HMIS	
The extent to which persons who exit homelessness to permanent housing destination return to homelessness meets or exceeds system target for program and population type.	Full points = meets or exceeds system target. No partial scores.	5	HMIS	
2. Income Progress: Measures the extent to which participants show positive changes in income	**Scoring Ranges**	**Maximum Points**	**Source**	**Score**
Exits with Earned Income: Extent to which adults in the program exit with employment income	Full points = More than 20% exited with earned income. No partial scores	3	HMIS	
Exits with non-earned income: Extent to which adults in the program exit with cash income from other sources (e.g. TANF, SSDI) or non-cash (e.g. EBT, Medicaid)	Full points = More than 95% exited with non-earned income. No partial scores	3	HMIS	
No Financial Resources: Extent to which no more than 10% of participants exit with “no financial resources” (cash or non-cash)	Full points = Fewer than 10% exited with no income. No partial scores.	3	HMIS	

**Please note that consolidated grants and grants with multiple subgrantees may have partial points after the final Project Score is averaged.

3. Participant Outreach	**Scoring Ranges**	**Maximum Points**	**Source**	**Score**
Proportion of Households served coming from streets and/or Emergency Shelter	Full points = 100% population served coming from homelessness. No partial scores.	10	HMIS	
4. HMIS Data Quality/Completeness: Measures complete/quality data reported in HMIS (this criterion is waived for confidential DV programs).	**Scoring Ranges**	**Maximum Points**	**Source**	**Score**
No more than 5% reported missing/not collected etc., for data in any element (excluding Name, SSN, HIV /AIDS status)	Full Points = Less than 5% of universal data elements that are 'missing' - e.g. data not collected, client doesn't know, client refused. No partial scores.	7	HMIS	
5. HUD / System / Program Component Priority Measure	**Scoring Ranges**	**Maximum Points**	**Source**	**Score**
Program Component Priority: Permanent Supportive Housing Project = 14pts Rapid Rehousing for Families, Individuals, and Young Adults = 12pts Joint Component Transitional Housing/Rapid Rehousing = 10pts Transitional Housing = 8pts Safe Haven = 8pts YHDP Support Services Only = 6pts	Full points based on component type. No partial points.	Up to 14	Application	
Program Population Priority: 100% of units are dedicated / prioritized for Chronically Homeless Persons = 3pts 100% of units serve Youth and Young Adults= 1pt 100% of units operate as “Recovery Based” Housing = 1pt 100% of units serve Elders and seniors = 1pt 100% of households are fleeing Domestic Violence or Sex Trafficking = 1pt	3 points = 100% of units dedicated to or prioritized for chronic homelessness 1 point = 100% dedicated to other population type	Up to 3	Application	

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Housing First Narrative = 5pts (Question Sets 3a and 3c)	5 = The agency provides clear description and documentation that identifies a Housing First model in alignment with HUD standards. 3 = The agency provides a description and documentation that identities a Housing First model but is not in full alignment with HUD standards. No Points = The agency provides a description and documentation that does not identify a Housing First model nor is in alignment with HUD standards.	5	Application	
Program Termination & Low Barrier Housing Narrative = 5pts (Question Set 3b and 3d)	5 = The program provides clear description and documentation that identifies a low barrier service model and supports minimizing program termination in alignment with HUD standards. 3 = The program provides a description and documentation that identifies a low barrier service model and/or supports minimizing program termination but is not in full alignment with HUD standards. No Points = The program provides a description and documentation that does not identify low barrier services and/or supports to minimize program termination nor is in alignment with HUD standards.	5	Application	

**Please note that consolidated grants and grants with multiple subgrantees may have partial points after the final Project Score is averaged.

Participant Engagement/Feedback Narrative = 5pts	5 = The program solicits qualitative and quantitative feedback more than once a year and provides clear examples of how they have changed practices based on feedback and engagement. 3 = The program solicits feedback once a year but does not provide examples of how they have changed practices based on feedback and engagement. No Points = The program does not solicit or incorporate participant feedback.	5	Application	
Lived & Living Experience = 5pts	5 points = The agency has at minimum 1 dedicated board seat for a person actively receiving services from the organization and 1 **filled** seat for someone with past lived experience. 3 points = The agency has 1 dedicated and **filled** board seat for someone with lived experience. 1 point = The agency has 1 dedicated board seat for someone with lived experience. Seat is **not filled**. 0 points = The agency does not have a dedicated board seat for someone with lived experience.	5	Application	
BONUS Lived & Living Experience = 2pts	Full points if the board seat for a person actively receiving services from the organization is currently filled. No partial points.	2	Application	

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Racial Equity Narrative = 5pts	5 points = The agency names and describes specific actions taken to increase racial equity in the project. 3 points = The agency gives a general or blanket statement on racial equity but does not include a specific action. 0 points = The agency provides no clear statement or action on increasing racial equity in the project.	5	Application	
BONUS: Racial Equity = 2pts Agency submits a currently implemented policy on Diversity, Equity, Inclusion and Belonging.	Full points based on submission of a fully implemented policy. No partial points.	2	Application	
LGBTQIA2S+ Narrative = 5pts	5 points = The agency names specific actions taken to increase LGBTQIA2S+ equity in the project. 3 points = The agency gives a general or blanket statement on LGBTQIA2S+ equity but does not include a specific action. 0 points = The agency provides no clear statement or action on increasing LGBTQIA2S+ equity in the project.	5	Application	
BONUS: Inclusive Intake Process = 2pts	Full points for projects that include space for participants to indicate pronouns. No partial points.	2	Application	

**Please note that consolidated grants and grants with multiple subgrantees may have partial points after the final Project Score is averaged.

6. Project Efficiency and Effectiveness Measure	Scoring Ranges	Maximum Points	Source	Score
Project Expenditures: Extent to which the project spent down 100% of HUD funds.	3 points = Underspend is less than or equal to 10% 1 point = Underspend is over 10% and less than 25% No points for underspend over 25%	3	Application	
Occupancy: Extent to which the project maintains capacity/occupancy. Note: RRH scores are determined by move-in rate.	5pts = Occupancy of 95% or more (RRH based on move-in rate) 3pts = Occupancy of 90-94% (RRH based on move-in rate) 2pts = Occupancy rate of 85-89% (RRH based on move-in rate) No points for less than 85% occupancy (RRH based on move-in rate)	5	HMIS	
			Total:	

**Please note that consolidated grants and grants with multiple subgrantees may have partial points after the final Project Score is averaged.

KCRHA
King County Regional Homelessness Authority

2024 New CoC Bonus Project Rating Template

Project Rated:			
2024 Indicator Measures		**Up to 117 points**	
A. Need for the Project/ Project Narrative	**Scoring Ranges**	**Maximum Points**	**Score**
1. Demonstrates a Clear Need and Logical Plan • Demonstrates a clear need for the project or project expansion. • The project plan addresses the housing and supportive services needs in a clear and logical manner. • The applicant has a logical, thorough plan to address the needs identified in this procurement process. **2. Experience and Expertise** • Demonstrates experience and expertise in providing proposed services. • Provides adequate experience to deliver Permanent Supportive Housing (PSH) rental assistance, services, and/or operations. • Provides detail about the anticipated number of people housed and anticipates serving an underserved population. **3. Service Approach and Methodology** • Demonstrates a commitment to a housing first approach, trauma-informed, person-centered approaches that maintain confidentiality and encourage wellbeing. • The ratio of direct-service staff to participants supports person-centered services.	Low (0-7): Does not meet and/or address the criteria. Medium (8-15): Adequately addresses the criteria. High (16-20): Demonstrates excellence in all and/or most of the criteria.	20	

4. Target Population • Proposes to serve households who meet HUD's definition of "homeless," • **PSH Only**: Proposes to serve individuals and families who meet HUD's definition of "chronically homeless," with at least one member in the household having a disability. **5. Program Implementation and Fit** • Proposes to implement services within the Seattle-King County CoC's area. • The number and confirmation of units will fit the needs of the program participants. • PSH and RRH: The number of proposed households served matches the proposed number of units. **6. Unique Community Features** • Effectively demonstrates unique features needed within the community and Continuum of Care through this funding process.			
BONUS: PSH and SH: Your jurisdiction needs 0-30% housing = 5pt RRH and TH-RRH: Your jurisdiction needs 31-50% housing = 5pt TH: Your jurisdiction needs emergency housing = 5pt	PSH & SH: Full points based on project location's jurisdiction needs. RRH & TH-RRH: Full points based on project location's jurisdiction needs. TH: Full points based on project location's jurisdiction needs. 0 points = Your jurisdiction has already met the 0-30% or 31-50% housing need based on program type.	5	
B. Demonstration of Experience and Proposed Services	**Scoring Ranges**	**Maximum Points**	**Score**

**Please note that consolidated grants and grants with multiple subgrantees may have partial points after the final Project Score is averaged.

1. Operational Experience and System Performance Effectiveness • **Proven Track Record**: Demonstrates a history of successfully operating projects similar to the one proposed, showcasing relevant experience and capabilities. • **Operational History**: Has successfully operated similar program type. • **Successful Retention**: Shows that supportive services will help program participants retain or obtain permanent housing, including all supportive services regardless of the funding source. • **Permanent Housing Retention**: Demonstrates the ability to keep residents housed permanently or exited into permanent housing. • **Occupancy and Capacity**: Clearly explains the plan to maintain occupancy and capacity of the program. **2. Supportive Services and System Coordination** • **Comprehensive Supportive Services**: Outlines a range of supportive services designed to help participants maintain or achieve permanent housing, with support provided regardless of the funding source. • **Effective Housing Retention and System Coordination**: Demonstrates the ability to maintain permanent housing for residents and integrates with the healthcare system and other community services. Includes a staffing plan with qualifications appropriate for the program's needs. **3. Collaboration and Partnerships** • **Collaboration with Providers**: Shows the ability to collaborate effectively with other organizations within the Continuum of Care (CoC). • **Partnerships with Healthcare**: Explains collaborations with healthcare (including behavioral health) organizations to assist survivors with enrolling in health insurance and effectively utilizing Medicaid and other benefits. • **Leveraging Partnerships**: Demonstrates the ability to leverage partnerships and services to best serve participants. Additional points are awarded for having formal agreements with healthcare providers.	Low (0-3): Does not meet and/or address the criteria. Medium (4-7): Adequately addresses the criteria. High (8-10): Demonstrates excellence in all and/or most of the criteria.	10	

**Please note that consolidated grants and grants with multiple subgrantees may have partial points after the final Project Score is averaged.

4. Staffing and Expertise • **Staff Qualifications**: Includes a staffing plan with qualifications appropriate for the program type. Demonstrates how staff are kept systematically up to date on mainstream resources available for participants (e.g., Food Stamps, SSI, TANF, substance abuse programs).			
C. Demonstration of Commitment to Advancing Race and Social Justice	**Scoring Ranges**	**Maximum Points**	**Score**
1. Commitment to Equity and Anti-Oppression • **Understanding and Addressing Systemic Oppression**: Demonstrates an understanding of historical and systemic forms of oppression affecting the communities served and actively works to empower participants' potential. • **Support for Marginalized Communities**: Shows a strong history or commitment to working with low-income BIPOC communities, individuals impacted by institutional racism, and marginalized groups including those with disabilities, survivors of domestic violence (DV), immigrants/refugees, people living with substance use or co-occurring disorders, those with criminal records, and people with limited English proficiency. **2. Inclusive and Specialized Support** • **Support for Diverse Populations**: Provides targeted outreach and support to LGBTQIA+ individuals, ensuring they receive equal access to services. • **Specific Actions for Equity**: Names and describes specific actions taken to advance racial equity and LGBTQIA2S+ equity within the project. **3. Empowerment and Accessibility** • **Empowerment of Participants**: Supports and empowers individuals from marginalized backgrounds, including those experiencing systemic oppression, ensuring they have full access to the organization's support and services. • **Gender Inclusivity**: Actively asks for and respects the gender pronouns of clients to ensure inclusivity and respect.	Low (0-8): Does not meet and/or address the criteria. Medium (9-16): Adequately addresses the criteria. High (17-25): Demonstrates excellence in all and/or most of the criteria.	25	

**Please note that consolidated grants and grants with multiple subgrantees may have partial points after the final Project Score is averaged.

D. Demonstration of Commitment to Include Residents & Others w/ Lived Experience	Scoring Ranges	Maximum Points	Score
1. Partnership and Community Involvement • **Engagement with Lived Experience**: Clearly describes how they will partner with residents and community members who have lived experience of homelessness. This includes actively involving these individuals in planning, implementation, and evaluation processes. **2. Feedback and Power Sharing** • **Incorporation of Customer Voice**: Effectively communicates how they share power with clients and respond to customer feedback. This includes including the customer voice in the planning, implementation, and evaluation of services. • **Regular Feedback Mechanisms**: Solicits qualitative and quantitative feedback more than once a year and provides clear examples of how practices have been adjusted based on this feedback. **3. Board Representation** • **Diverse Board Composition**: The board includes dedicated seats for individuals with lived and living experience of homelessness. Specifically, there is at least one seat filled by a person currently receiving services and one seat filled by someone with past lived experience.	Low (0-5): Does not meet and/or address the criteria. Medium (6-10): Adequately addresses the criteria. High (11-15): Demonstrates excellence in all and/or most of the criteria.	15	
E. HUD Priority Components	**Scoring Ranges**	**Maximum Points**	**Score**
• **Program Component Priority**: Permanent Supportive Housing Project = 14pts • Rapid Rehousing = 12pts • Joint Component Transitional Housing/Rapid Rehousing = 10pts • Support Services Only = 6pts	Full points based on component type. No partial points.	14	
Program Population Priority: • 100% of units are dedicated / prioritized for Chronically Homeless Persons = 3pts • 100% of units serve Youth and Young Adults= 1pt • 100% of units operate as “Recovery Based” Housing = 1pt	3 points = 100% of units dedicated to or prioritized for chronic homelessness 1 point = 100% dedicated to other population type	3	

**Please note that consolidated grants and grants with multiple subgrantees may have partial points after the final Project Score is averaged.

• 100% of units serve Elders and seniors = 1pt • 100% of households are fleeing Domestic Violence or Sex Trafficking = 1pt			
F. Housing First and Low Barrier Services	**Scoring Ranges**	**Maximum Points**	**Score**
1. Housing First Approach Implementation • **Description of Implementation:** Clearly describes how a Housing First approach is implemented in the proposed project. • **Alignment with Standards**: Provides agency-level documentation that identifies the Housing First model and aligns with HUD standards. **2. Barrier Reduction and Participant Support** • **Lowering Barriers:** Effectively communicates how the program works to lower barriers for participants. • **Person-Centered Termination Processes:** Ensures termination processes are low-barrier and person-centered, aiming to mitigate harm and support participants in remaining housed.	Low (0-5): Does not meet and/or address the criteria. Medium (6-10): Adequately addresses the criteria. High (11-15): Demonstrates excellence in all and/or most of the criteria.	15	
G. Data and Fiscal Management Practices	**Scoring Ranges**	**Maximum Points**	**Score**
1. Experience and Capacity with Data Management • **HMIS Data Management**: Demonstrates previous experience or provides a detailed explanation of their knowledge and capacity to collect and manage Homeless Management Information System (HMIS) data. **2. Reporting Requirements** • **Experience with Reporting**: Has experience meeting reporting requirements for state, local, and/or federally funded programs, or demonstrates the ability to fulfill these requirements. **3. Financial Management and Health** • **Financial Overview**: Adequately describes the organization's revenue, financial health, and fiscal management system. • **Fiscal Management System**: Maintains a fiscal management system with checks and balances that adheres to Generally Accepted Accounting	Low (0-1): Does not meet and/or address the criteria. Medium (2-3): Adequately addresses the criteria. High (4-5): Demonstrates excellence in all and/or most of the criteria.	5	

**Please note that consolidated grants and grants with multiple subgrantees may have partial points after the final Project Score is averaged.

Principles (GAAP) to safeguard all awarded funds. If the applicant lacks fiscal management capabilities, they must identify a fiscal sponsor. •			
H. Project Budget	**Scoring Ranges**	**Maximum Points**	**Score**
1. Staffing and Qualifications • **Staffing Needs**: Clearly explains how staff positions and their qualifications are designed to meet the needs of the program's customers. **2. Budget Justification** • **Budget Explanation**: Provides a clear explanation for each budget item and its intended use. Budget items are logical and cost-effective. • **Funding Sources**: If using funds from other sources, clearly lists those sources and provides a detailed explanation of budget allocations. **3. Match Requirement** • **Match Requirement Compliance**: Demonstrates the ability to meet the 25% match requirement for the funding.	Low (0-1): Does not meet and/or address the criteria. Medium (2-3): Adequately addresses the criteria. High (4-5): Demonstrates excellence in all and/or most of the criteria.	5	
		Total:	

**Please note that consolidated grants and grants with multiple subgrantees may have partial points after the final Project Score is averaged.

KCRHA
King County Regional Homelessness Authority

2024 New DV Bonus Project Rating Template

Project Rated:			
2024 Indicator Measures		**Up to 100 points**	
A. Need for the Project/ Project Narrative	**Scoring Ranges**	**Maximum Points**	**Score**
1. Need and Planning • **Clear Need**: Demonstrates a clear need for the project or project expansion. • **Logical Project Plan**: The project plan clearly and logically addresses the housing and supportive service needs. • **Thorough Approach**: Provides a logical, thorough plan to address the needs identified in this procurement process. **2. Experience and Expertise** • **Relevant Experience**: Demonstrates experience and expertise in providing services to survivors of domestic violence (DV), sex trafficking, stalking, dating violence, and/or sexual assault, as well as in providing rental assistance as described in the scope of work. **3. Target Population** • **Survivors of Violence**: Proposes to serve survivors of DV, sexual assault, sex trafficking, and/or stalking, and ensures that these survivors meet HUD's definition of "homeless."	Low (0-7): Does not meet and/or address the criteria. Medium (8-15): Adequately addresses the criteria. High (16-20): Demonstrates excellence in all and/or most of the criteria.	20	

• **Underserved Population**: Provides details about the anticipated number of people housed and plans to serve an underserved population. Additional points are awarded for proposals that exclusively serve survivors. **4. Housing and Support Services** • **Rapid Rehousing (RRH)**: Proposes to provide Rapid Rehousing rental assistance, services, and/or operations. • **Unit Fit**: The number and confirmation of units will meet the needs of the program participants. **5. Program Approach** • **Housing First and Trauma-Informed**: Demonstrates a commitment to a Housing First approach, trauma-informed, person-centered services that maintain confidentiality and encourage wellbeing. • **Survivor-Centered Services**: The ratio of direct-service staff to survivors supports survivor-centered services. **6. Community Integration** • **Unique Features**: Effectively demonstrates unique features needed within the community and Continuum of Care. • **Implementation Area**: Proposes to implement services within the Seattle-King County CoC's area.			
BONUS: PSH and SH: Your jurisdiction needs 0-30% housing = 5pt RRH and TH-RRH: Your jurisdiction needs 31-50% housing = 5pt TH: Your jurisdiction needs emergency housing = 5pt	PSH & SH: Full points based on project location's jurisdiction needs. RRH & TH-RRH: Full points based on project location's jurisdiction needs. TH: Full points based on project location's jurisdiction needs. 0 points = Your jurisdiction has already met the 0-30% or 31-50% housing need based on program type.	5	

**Please note that consolidated grants and grants with multiple subgrantees may have partial points after the final Project Score is averaged.

B. Quality of the Project Applicant Experience & System Coordination	Scoring Ranges	Maximum Points	Score
1. Collaboration and Partnerships • **Collaboration with Providers**: Demonstrates the ability to collaborate effectively with Victim Service Providers and other organizations within the Continuum of Care (CoC). • **Partnerships with Healthcare**: Explains collaborations with healthcare (including behavioral health) organizations to assist survivors with enrolling in health insurance and effectively utilizing Medicaid and other benefits. • **Leveraging Partnerships**: Shows the ability to leverage partnerships and services to best serve survivors. Additional points are awarded for having formal agreements with healthcare providers. **2. Staffing and Expertise** • **Staff Qualifications**: Includes a staffing plan with qualifications appropriate for the program type. Demonstrates how staff are kept systematically up-to-date on mainstream resources available for survivors (e.g., Food Stamps, SSI, TANF, substance abuse programs). **3. System Performance Effectiveness and Sustainability** • **Operational History**: Demonstrates a history of successfully operating Permanent Housing-Rapid Re-Housing (PH-RRH) and/or Transitional Housing-Rapid Re-Housing (TH-RRH). • **Successful Retention**: Shows that supportive services will help program participants retain or obtain permanent housing, including all supportive services regardless of the funding source. • **Permanent Housing Retention**: Demonstrates the ability to keep residents housed permanently. • **Occupancy and Capacity**: Clearly explains the plan to maintain occupancy and capacity of the program.	Low (0-3): Does not meet and/or address the criteria. Medium (4-7): Adequately addresses the criteria. High (8-10): Demonstrates excellence in all and/or most of the criteria.	10	

C. Demonstration of Commitment to Advancing Race and Social Justice	Scoring Ranges	Maximum Points	Score
1. Commitment to Equity and Anti-Oppression • **Understanding and Addressing Systemic Oppression**: Demonstrates an understanding of historical and systemic forms of oppression affecting the communities served and actively works to empower participants' potential.	Low (0-8): Does not meet and/or address the criteria.	25	

**Please note that consolidated grants and grants with multiple subgrantees may have partial points after the final Project Score is averaged.

• **Support for Marginalized Communities**: Shows a strong history or commitment to working with low-income BIPOC communities, individuals impacted by institutional racism, and marginalized groups including those with disabilities, survivors of domestic violence (DV), immigrants/refugees, people living with substance use or co-occurring disorders, those with criminal records, and people with limited English proficiency. **2. Inclusive and Specialized Support** • **Support for Diverse Populations**: Provides targeted outreach and support to LGBTQIA+ individuals, ensuring they receive equal access to services. • **Specific Actions for Equity**: Names and describes specific actions taken to advance racial equity and LGBTQIA2S+ equity within the project. **3. Empowerment and Accessibility** • **Empowerment of Participants**: Supports and empowers individuals from marginalized backgrounds, including those experiencing systemic oppression, ensuring they have full access to the organization's support and services. • **Gender Inclusivity**: Actively asks for and respects the gender pronouns of clients to ensure inclusivity and respect.	Medium (9-16): Adequately addresses the criteria. High (17-25): Demonstrates excellence in all and/or most of the criteria.		

**Please note that consolidated grants and grants with multiple subgrantees may have partial points after the final Project Score is averaged.

D. Demonstration of inclusion of victim/survivor-centered practices	Scoring Ranges	Maximum Points	Score
1. Partnerships and Collaboration • **Partnerships with Survivors and Stakeholders**: Clearly describes how they will partner with survivors and/or other community stakeholders with lived experience of homelessness and violence, including details on the nature of these partnerships. **2. Customer Feedback and Power Sharing** • **Inclusion of Customer Voice**: Effectively communicates how they 'share power' and incorporate customer feedback into the planning, implementation, and evaluation of services. **3. Program Effectiveness** • **Support for Permanent Housing**: Shows how the program will help survivors remain in permanent housing by addressing their needs with trauma-informed, survivor-centered approaches while maintaining confidentiality. • **Victim-Centered Practices**: Clearly explains how the proposal addresses the housing and safety needs of survivors by adopting victim/survivor-centered practices such as Housing First, Trauma-Informed Care, and Confidentiality. • **Adoption of Victim-Centered Practices**: Demonstrates current adoption of victim-centered practices or provides a detailed plan for how they will integrate these practices.	Low (0-5): Does not meet and/or address the criteria. Medium (6-10): Adequately addresses the criteria. High (11-15): Demonstrates excellence in all and/or most of the criteria.	15	

E. Housing First and Low Barrier Services	Scoring Ranges	Maximum Points	Score
1. Housing First Approach Implementation • **Description of Implementation:** Clearly describes how a Housing First approach is implemented in the proposed project. • **Alignment with Standards**: Provides agency-level documentation that identifies the Housing First model and aligns with HUD standards.	Low (0-5): Does not meet and/or address the criteria. Medium (6-10): Adequately addresses the criteria.	15	

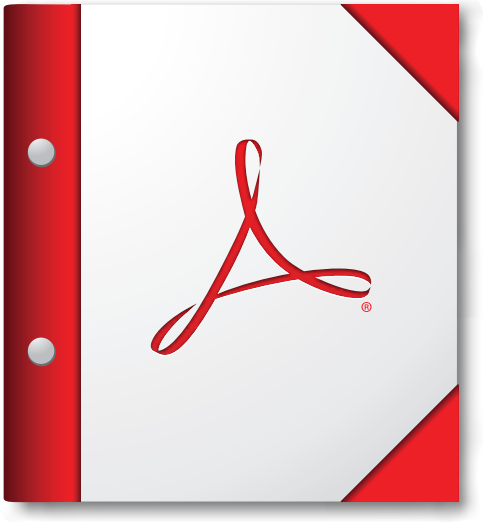
**Please note that consolidated grants and grants with multiple subgrantees may have partial points after the final Project Score is averaged.

2. Barrier Reduction and Participant Support • **Lowering Barriers:** Effectively communicates how the program works to lower barriers for participants. • **Person-Centered Termination Processes:** Ensures termination processes are low-barrier and person-centered, aiming to mitigate harm and support participants in remaining housed.	High (11-15): Demonstrates excellence in all and/or most of the criteria.		
F. Data and Fiscal Management Practices	**Scoring Ranges**	**Maximum Points**	**Score**
1. Experience and Capacity with Data Management • **HMIS Data Management**: Demonstrates previous experience or provides a detailed explanation of their knowledge and capacity to collect and manage Homeless Management Information System (HMIS) data. **2. Reporting Requirements** • **Experience with Reporting**: Has experience meeting reporting requirements for state, local, and/or federally funded programs, or demonstrates the ability to fulfill these requirements. **3. Financial Management and Health** • **Financial Overview**: Adequately describes the organization's revenue, financial health, and fiscal management system. • **Fiscal Management System**: Maintains a fiscal management system with checks and balances that adheres to Generally Accepted Accounting Principles (GAAP) to safeguard all awarded funds. If the applicant lacks fiscal management capabilities, they must identify a fiscal sponsor.	Low (0-1): Does not meet and/or address the criteria. Medium (2-3): Adequately addresses the criteria. High (4-5): Demonstrates excellence in all and/or most of the criteria.	5	
G. Project Budget	**Scoring Ranges**	**Maximum Points**	**Score**

**Please note that consolidated grants and grants with multiple subgrantees may have partial points after the final Project Score is averaged.

1. Staffing and Qualifications • **Staffing Needs**: Clearly explains how staff positions and their qualifications are designed to meet the needs of the program's customers. **2. Budget Justification** • **Budget Explanation**: Provides a clear explanation for each budget item and its intended use. Budget items are logical and cost-effective. • **Funding Sources**: If using funds from other sources, clearly lists those sources and provides a detailed explanation of budget allocations. **3. Match Requirement** • **Match Requirement Compliance**: Demonstrates the ability to meet the 25% match requirement for the funding.	Low (0-1): Does not meet and/or address the criteria. Medium (2-3): Adequately addresses the criteria. High (4-5): Demonstrates excellence in all and/or most of the criteria.	5	
		Total:	

**Please note that consolidated grants and grants with multiple subgrantees may have partial points after the final Project Score is averaged.



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Outlook

FY24 CoC NOFO Application Denial

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 2:32 PM
To Mario Paredes <marioparedes@consejocounseling.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

2 attachments (161 KB)
Consejo-Counseling-&-Referral-Service-CoC-Denial-Letter_10022024.pdf; IPVE Bonus Funds Program Scope.pdf;

Hello,

We regret to inform you that your project application for the FY24 CoC NOFO has been denied.

Please see the attached letter with more information as well as the program scope information as posted in the original Request for Proposals.

Best,
Kelsey

--
Kelsey Beckmeyer | She/Her
Program Performance Manager
King County Regional Homelessness Authority
Email: kelsey.beckmeyer@kcrha.org
Mobile: 206-735-9026
Twitter | Facebook | LinkedIn | Instagram

KCRHA
King County Regional Homelessness Authority

Email communications with KCRHA employees are public records and may be subject to disclosure.

Book time to meet with me

KCRHA
King County Regional Homelessness Authority

KCRHA
400 Yesler Way, STE 600
Seattle, WA 98104

October 3, 2024

The King County Regional Homelessness Authority (RHA), as the Seattle - King County Continuum of Care (CoC), has completed its review of project proposals to be submitted under the 2024 local renewal application process in response to the FY 2024 U.S. Department of Housing and Urban Development (HUD) CoC Notice of Funding Opportunity (NOFO) competition.

We regret to inform you that the following CoC Bonus application was not selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: Mi Casa
Agency Name: Consejo Counseling & Referral Service
Requested Amount: $114,616.72

The KCRHA received a total of ten applications for the 2024 CoC Bonus funds. Unfortunately, this year's funding requests exceeded the amount of Bonus funding available, and your proposal did not meet the program scope requirements as outlined in the published Request for Proposals and HUD NOFO. Therefore, it will not move forward to the HUD consolidated application.

Nationally, CoC funding is increasingly competitive, and HUD is directing its resources toward housing as made clear in their NOFO processes and funding priorities. HUD emphasizes low barrier housing and rapid movement to permanent housing, with a focus on performance and strategic use of resources. The RHA CoC Board affirms the local values and priorities for these funds.

The Seattle-King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look at the performance of both individual projects as well as the performance of the CoC as a whole.

If you have questions about the process or HUD's priorities, please feel free to contact us at coc.questions@kcrha.org.

We look forward to working with you in the future. Please also check our website for additional funding opportunities which may become available, www.kcrha.org. Thank you.

Sincerely,

Irene Agustin
Chief Program Officer
King County Regional Homelessness Authority
https://www.kcrha.org

Outlook

FY24 CoC NOFO Project Application Denial

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 2:40 PM
To Sound FoundationsNW <soundfoundationsnw@gmail.com>

2 attachments (186 KB)
Sound-Foundations-NW-CoC-Denial-Letter_10022024.pdf; CoC General Bonus Funds Program Scope.pdf;

Hello,

We regret to inform you that your project application for the FY24 CoC NOFO has been denied.

Please see the attached letter with more information as well as the program scope information as posted in the original Request for Proposals.

For future funding opportunities please see our website: https://kcrha.org/resources/funding-opportunities/.

Best,
Kelsey

--
Kelsey Beckmeyer | She/Her
Program Performance Manager
King County Regional Homelessness Authority
Email: kelsey.beckmeyer@kcrha.org
Mobile: 206-735-9026
Twitter | Facebook | LinkedIn | Instagram

KCRHA
King County Regional Homelessness Authority

Email communications with KCRHA employees are public records and may be subject to disclosure.

Book time to meet with me

KCRHA
400 Yesler Way, STE 600
Seattle, WA 98104

October 3, 2024

The King County Regional Homelessness Authority (RHA), as the Seattle - King County Continuum of Care (CoC), has completed its review of project proposals to be submitted under the 2024 local renewal application process in response to the FY 2024 U.S. Department of Housing and Urban Development (HUD) CoC Notice of Funding Opportunity (NOFO) competition.

We regret to inform you that the following CoC Bonus application was not selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: Construction of Tiny Homes for Tiny Home Villages
Agency Name: Sound Foundations NW
Requested Amount: $486,000.00

The KCRHA received a total of ten applications for the 2024 CoC Bonus funds. Unfortunately, this year's funding requests exceeded the amount of Bonus funding available, and your proposal did not meet the program scope requirements as outlined in the published Request for Proposals and HUD NOFO. Therefore, it will not move forward to the HUD consolidated application.

Nationally, CoC funding is increasingly competitive, and HUD is directing its resources toward housing as made clear in their NOFO processes and funding priorities. HUD emphasizes low barrier housing and rapid movement to permanent housing, with a focus on performance and strategic use of resources. The RHA CoC Board affirms the local values and priorities for these funds.

The Seattle-King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look at the performance of both individual projects as well as the performance of the CoC as a whole.

If you have questions about the process or HUD's priorities, please feel free to contact us at coc.questions@kcrha.org.

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Sincerely,

Irene Agustin
Chief Program Officer
King County Regional Homelessness Authority
https://www.kcrha.org

Outlook

FY24 CoC NOFO Project Application Denial

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 2:39 PM
To Lisa Daugaard <lisa.daugaard@wearepda.org>; tara.moss@wearepda.org <tara.moss@wearepda.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

2 attachments (186 KB)
Purpose-Dignity-Action-CoC-Denial-Letter_10022024.pdf; CoC General Bonus Funds Program Scope.pdf;

Hello,

We regret to inform you that your project application for the FY24 CoC NOFO has been denied.

Please see the attached letter with more information as well as the program scope information as posted in the original Request for Proposals.

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Best,
Kelsey

--
Kelsey Beckmeyer | She/Her
Program Performance Manager
King County Regional Homelessness Authority
Email: kelsey.beckmeyer@kcrha.org
Mobile: 206-735-9026
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We regret to inform you that the following CoC Bonus application was not selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: CoLEAD Aftercare
Agency Name: Purpose Dignity Action
Requested Amount: $500,000.00

The KCRHA received a total of ten applications for the 2024 CoC Bonus funds. Unfortunately, this year's funding requests exceeded the amount of Bonus funding available, and your proposal did not meet the program scope requirements as outlined in the published Request for Proposals and HUD NOFO. Therefore, it will not move forward to the HUD consolidated application.

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Sincerely,

Irene Agustin
Chief Program Officer
King County Regional Homelessness Authority
https://www.kcrha.org

Outlook

FY24 CoC NOFO Project Application Denial

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 2:36 PM
To shkelqimk@housingconnector.com <shkelqimk@housingconnector.com>
Cc RHA-COC Questions <coc.questions@kcrha.org>

2 attachments (186 KB)
Housing-Connector-CoC-Denial-Letter_10022024.pdf; CoC General Bonus Funds Program Scope.pdf;

Hello,

We regret to inform you that your project application for the FY24 CoC NOFO has been denied.

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Best,
Kelsey

--
Kelsey Beckmeyer | She/Her
Program Performance Manager
King County Regional Homelessness Authority
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Mobile: 206-735-9026
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King County Regional Homelessness Authority

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We regret to inform you that the following CoC Bonus application was not selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: Housing for All, Powered by Technology
Agency Name: Housing Connector
Requested Amount: $2,526,299.15

The KCRHA received a total of ten applications for the 2024 CoC Bonus funds. Unfortunately, this year's funding requests exceeded the amount of Bonus funding available, and your proposal did not meet the program scope requirements as outlined in the published Request for Proposals and HUD NOFO. Therefore, it will not move forward to the HUD consolidated application.

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We look forward to working with you in the future. Please also check our website for additional funding opportunities which may become available, www.kcrha.org. Thank you.

Sincerely,

Irene Agustin
Chief Program Officer
King County Regional Homelessness Authority
https://www.kcrha.org

Outlook

FY24 CoC NOFO: Project Acceptance and Next Steps

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 1:24 PM
To ygsgrants@seattleymca.org <ygsgrants@seattleymca.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

1 attachments (125 KB)
YMCA-of-Greater-Seattle-CoC-Bonus-Acceptance-Letter_10022024.pdf;

Hello,

We are pleased to announce that your project application for the FY24 NOFO was selected for submission to HUD.

While this is not a confirmation of funding, it is a confirmation that we will request funding from HUD. Please see the attached for more information.

Finally, please read the following carefully:

As a potential new CoC subrecipient, you are required to contribute information for the HUD 2880.

The HUD Form 2880 is a required federal form designed to collect information about all other assistance involved with your HUD CoC Program grant(s), including any that have a continuing vitality at the time of this CoC Application request.

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Thank you and please let me know if you have any questions!

I so appreciate this community of folx and thank you again for your nimbleness as we navigate this rapid speed NOFO season.

Best,
Kelsey

--

Kelsey Beckmeyer | She/Her
Program Performance Manager
King County Regional Homelessness Authority
Email: kelsey.beckmeyer@kcrha.org
Mobile: 206-735-9026
Twitter | Facebook | LinkedIn | Instagram

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Seattle, WA 98104

October 3, 2024

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We are pleased to inform you that the following new application was selected for inclusion as a Bonus project in the 2024 KCRHA application to HUD. Due to the total amount requested from all accepted applications and the available amount in the DV Bonus, your final award amount has been reduced from your initial request.

Project Name: Bellevue House
Agency Name(s): YMCA of Greater Seattle
Agency Request: $794,854.35
Agency Award Amount: $623,115.55
Total Award Amount: $652,787.73

HUD will announce the final award decisions between March and May of 2025. Inclusion in the RHA's application to HUD does not guarantee this application will be included in HUD's final decision.

Nationally, CoC funding is increasingly competitive, and HUD is directing its resources toward housing as made clear in their NOFO processes and funding priorities. HUD emphasizes low barrier housing and rapid movement to permanent housing, with a focus on performance and strategic use of resources. The RHA CoC Board affirms the local values and priorities for these funds.

Final recommendations established a priority order that is best positioned to maximize our potential to receive funding this year and in the future. It considered HUD priorities, target populations, equity, barriers to housing, such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

Additionally, we are seeking CoC Bonus funding for 6 new projects. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is brief and one-time occurrence. In addition, our CoC is also applying for 4 new projects with HUD DV Bonus funds, made available in the FY 2024 NOFO.

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If you have questions about the process or HUD's priorities, please feel free to contact us at coc.questions@kcrha.org.

We look forward to working with you over the coming months and encourage you to talk with us and participate in the CoC Board meetings regarding HUD and Seattle - King County CoC local priorities. The schedule of CoC meetings can be found on the KCRHA website at www.kcrha.org. Thank you.

Sincerely,

Irene Agustin
Chief Program Officer
King County Regional Homelessness Authority
https://www.kcrha.org

Outlook

Fw: FY24 CoC NOFO: Project Acceptance and Next Steps

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 1:23 PM
To ciara.murphy@usw.salvationarmy.org <ciara.murphy@usw.salvationarmy.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

1 attachments (124 KB)
The-Salvation-Army-CoC-Bonus-Acceptance-Letter_10022024.pdf;

Hello,

We are pleased to announce that your project application for the FY24 NOFO was selected for submission to HUD.

While this is not a confirmation of funding, it is a confirmation that we will request funding from HUD. Please see the attached for more information.

Finally, please read the following carefully:

As a potential new CoC subrecipient, you are required to contribute information for the HUD 2880.

The HUD Form 2880 is a required federal form designed to collect information about all other assistance involved with your HUD CoC Program grant(s), including any that have a continuing vitality at the time of this CoC Application request.

We must compile the information we collect into a single report submitted to HUD with your application. Please complete **one entry per fund source** via the linked **SmartSheet** **by Tuesday, October 15, 2025.**

Example - If you have supporting funds from King County, Dept. of Commerce, and City of Kent then you will need to complete **three submissions.** One for each.

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3. **Amount Provided**: Enter the dollar amount of the other government assistance expected to be made available with respect to the project.

Thank you and please let me know if you have any questions!

I so appreciate this community of folx and thank you again for your nimbleness as we navigate this rapid speed NOFO season.

Best,
Kelsey

--

Kelsey Beckmeyer | She/Her
Program Performance Manager
King County Regional Homelessness Authority
Email: kelsey.beckmeyer@kcrha.org
Mobile: 206-735-9026
Twitter | Facebook | LinkedIn | Instagram

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Book time to meet with me

KCRHA
400 Yesler Way, STE 600
Seattle, WA 98104

October 3, 2024

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We are pleased to inform you that the following new application was selected for inclusion as a Bonus project in the 2024 KCRHA application to HUD. Due to the total amount requested from all accepted applications and the available amount in the DV Bonus, your final award amount has been reduced from your initial request.

Project Name: Bridges to Housing
Agency Name(s): The Salvation Army
Agency Request: $510,332.13
Agency Award Amount: $420,057.26
Total Award Amount: $440,059.99

HUD will announce the final award decisions between March and May of 2025. Inclusion in the RHA's application to HUD does not guarantee this application will be included in HUD's final decision.

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Final recommendations established a priority order that is best positioned to maximize our potential to receive funding this year and in the future. It considered HUD priorities, target populations, equity, barriers to housing, such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

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Sincerely,

Irene Agustin
Chief Program Officer
King County Regional Homelessness Authority
https://www.kcrha.org

Outlook

FY24 NOFO Application: Acceptance Letter and Next Steps

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 12:54 PM
To Shwethap@atlanticstreet.org <Shwethap@atlanticstreet.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

1 attachments (125 KB)
Atlantic-Street-Center-CoC-Bonus-Acceptance-Letter_10022024.pdf;

Hello,

We are pleased to announce that your project application for the FY24 NOFO was selected for submission to HUD.

While this is not a confirmation of funding, it is a confirmation that we will request funding from HUD. Please see the attached for more information.

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Best,
Kelsey

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Kelsey Beckmeyer | She/Her
Program Performance Manager
King County Regional Homelessness Authority
Email: kelsey.beckmeyer@kcrha.org
Mobile: 206-735-9026
Twitter | Facebook | LinkedIn | Instagram

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Book time to meet with me

KCRHA
King County Regional Homelessness Authority

KCRHA
400 Yesler Way, STE 600
Seattle, WA 98104

October 3, 2024

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Project Name: Gender-Based Violence RRH
Agency Name(s): Atlantic Street Center
Agency Request: $1,512,234.00
Agency Award Amount: $1,131,610.65
Total Award Amount: $1,185,496.87

HUD will announce the final award decisions between March and May of 2025. Inclusion in the RHA's application to HUD does not guarantee this application will be included in HUD's final decision.

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Sincerely,

Irene Agustin
Chief Program Officer
King County Regional Homelessness Authority
https://www.kcrha.org

Outlook

FY24 CoC NOFO: Project Acceptance and Next Steps

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 12:57 PM
To Jeanette Mihaila <Jeanette@dawnrising.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

1 attachments (124 KB)
DAWN-CoC-Bonus-Acceptance-Letter_10022024.pdf;

Hello,

We are pleased to announce that your project application for the FY24 NOFO was selected for submission to HUD.

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Thank you and please let me know if you have any questions!

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Best,
Kelsey

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Kelsey Beckmeyer | She/Her
Program Performance Manager
King County Regional Homelessness Authority
Email: kelsey.beckmeyer@kcrha.org
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Seattle, WA 98104

October 3, 2024

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Project Name: Blue Sky
Agency Name(s): Domestic Abuse Women's Network
Agency Request: $446,214.3
Agency Award Amount: $349,767.80
Total Award Amount: $366,423.41

HUD will announce the final award decisions between March and May of 2025. Inclusion in the RHA's application to HUD does not guarantee this application will be included in HUD's final decision.

Nationally, CoC funding is increasingly competitive, and HUD is directing its resources toward housing as made clear in their NOFO processes and funding priorities. HUD emphasizes low barrier housing and rapid movement to permanent housing, with a focus on performance and strategic use of resources. The RHA CoC Board affirms the local values and priorities for these funds.

Final recommendations established a priority order that is best positioned to maximize our potential to receive funding this year and in the future. It considered HUD priorities, target populations, equity, barriers to housing, such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

Additionally, we are seeking CoC Bonus funding for 6 new projects. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is brief and one-time occurrence. In addition, our CoC is also applying for 4 new projects with HUD DV Bonus funds, made available in the FY 2024 NOFO.

The Seattle-King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look at the performance of both individual projects as well as the performance of the CoC as a whole.

If you have questions about the process or HUD's priorities, please feel free to contact us at coc.questions@kcrha.org.

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Sincerely,

Irene Agustin
Chief Program Officer
King County Regional Homelessness Authority
https://www.kcrha.org

KCRHA
400 Yesler Way, STE 600
Seattle, WA 98104

October 3, 2024

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: Anita Vista TH/RRH
Total Award Amount: $366,116.00
Agency Name: YWCA
Agency Award Amount: $351,716.00
HUD Grant #: WA0483D0T002302

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Additionally, we are seeking CoC Bonus and DV Bonus funding for 10 new projects. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is brief and one-time occurrence.

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: Arbor House (New Ground Bothell)
Total Award Amount: $123,062.00
Agency Name: Friends of Youth
Agency Award Amount: $123,062.00
HUD Grant #: WA0005L0T002316

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: Auburn Family PSH
Total Award Amount: $57,540.00
Agency Name: King County
Agency Award Amount: $57,540.00
HUD Grant #: WA0466L0T002304

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: Avalon Place
Total Award Amount: $54,361.00
Agency Name: King County
Agency Award Amount: $54,361.00
HUD Grant #: WA0228L0T002313

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: Broadview Transitional Housing Program
Total Award Amount: $158,620.00
Agency Name: Solid Ground
Agency Award Amount: $158,620.00
HUD Grant #: WA0009L0T002316

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: Cascade Women's Supportive Housing
Total Award Amount: $116,182.00
Agency Name: King County
Agency Award Amount: $116,182.00
HUD Grant #: WA0364L0T002307

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: Coming Home
Total Award Amount: $488,420.00
Agency Name: Plymouth Housing Group
Agency Award Amount: $476,791.00
HUD Grant #: WA0012L0T002316

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: DESC Burien PSH
Total Award Amount: $237,074.00
Agency Name: King County
Agency Award Amount: $237,074.00
HUD Grant #: WA0482L0T002100

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: DESC Clement Place Consolidated
Total Award Amount: $2,400,725.00
Agency Name: King County
Agency Award Amount: $1,797,988.00
HUD Grant #: WA0384L0T002305

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: DESC Consolidated PSH Portfolio #1
Total Award Amount: $4,589,135.00
Agency Name: King County
Agency Award Amount: $4,589,135.00
HUD Grant #: WA0345L0T002306

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: DESC Consolidated PSH Portfolio #2
Total Award Amount: $2,820,379.00
Agency Name: King County
Agency Award Amount: $2,820,379.00
HUD Grant #: WA0018L0T002316

Nationally, CoC funding is increasingly competitive, and HUD is directing its resources toward housing as made clear in their NOFO processes and funding priorities. HUD emphasizes low barrier housing and rapid movement to permanent housing, with a focus on performance and strategic use of resources. The RHA CoC Board affirms the local values and priorities for these funds.

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: DESC Greenlake
Total Award Amount: $1,976,421.00
Agency Name: Downtown Emergency Service Center
Agency Award Amount: $1,894,279.00
HUD Grant #: WA0546L0T002301

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Project Name: DV/SA Rapid Rehousing Program
Total Award Amount: $1,561,030.00
Agency Name: YWCA
Agency Award Amount: $999,620.68
HUD Grant #: WA0550D0T002301

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Sincerely,

Irene Agustin
Chief Program Officer
King County Regional Homelessness Authority
https://www.kcrha.org

KCRHA
400 Yesler Way, STE 600
Seattle, WA 98104

October 3, 2024

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: Family Village Redmond PSH for Families
Total Award Amount: $125,201.00
Agency Name: King County
Agency Award Amount: $125,201.00
HUD Grant #: WA0320L0T002308

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Project Name: FOY - Francis Village Permanent Supportive Housing
Total Award Amount: $125,000.00
Agency Name: Friends of Youth
Agency Award Amount: $119,318.00
HUD Grant #: WA0549L0T002301

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: Hickman House Joint Component RRH/TH
Total Award Amount: $397,446.00
Agency Name: The Salvation Army
Agency Award Amount: $390,203.00
HUD Grant #: WA0411L0T002305

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: Home Safe Rapid Rehousing
Total Award Amount: $475,184.00
Agency Name: New Beginnings
Agency Award Amount: $466,434.00
HUD Grant #: WA0363L0T002307

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: Kerner Scott House
Total Award Amount: $443,471.00
Agency Name: Downtown Emergency Service Center
Agency Award Amount: $432,912.50
HUD Grant #: WA0032L0T002316

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: King County Consolidated Rapid Rehousing Program
Total Award Amount: $1,612,654.00
Agency Name: African Community Housing & Dvelopment
Agency Award Amount: $493,267.82
HUD Grant #: WA0366L0T002307

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Project Name: King County Consolidated Rapid Rehousing Program
Total Award Amount: $1,612,654.00
Agency Name: Lutheran Community Services Northwest
Agency Award Amount: $493,267.82
HUD Grant #: WA0366L0T002307

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Project Name: King County Consolidated Rapid Rehousing Program
Total Award Amount: $1,612,654.00
Agency Name: Neighborhood House
Agency Award Amount: $603,304.86
HUD Grant #: WA0366L0T002307

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: King County Consolidated Scattered Sites Supportive Housing
Total Award Amount: $8,778,090.00
Agency Name: King County
Agency Award Amount: $8,778,090.00
HUD Grant #: WA0297L0T002309

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: King County Shelter Plus Care Program - SRA
Total Award Amount: $1,783,730.00
Agency Name: King County
Agency Award Amount: $1,783,730.00
HUD Grant #: WA0033L0T002316

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Project Name: King County Shelter Plus Care Program - TRA
Total Award Amount: $9,900,955.00
Agency Name: King County
Agency Award Amount: $9,900,955.00
HUD Grant #: WA0034L0T002316

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Project Name: Lyon Building
Total Award Amount: $582,127.00
Agency Name: Downtown Emergency Service Center
Agency Award Amount: $582,127.00
HUD Grant #: WA0036L0T002316

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Project Name: Mi Casa
Total Award Amount: $64,613.00
Agency Name: Consejo Counseling & Referral Services
Agency Award Amount: $63,075.00
HUD Grant #: WA0041L0T002316

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Project Name: Multicultural IDD Integrated Support Team (MIDST) PSH
Total Award Amount: $762,204.00
Agency Name: Open Doors for Multicultural Families
Agency Award Amount: $731,629.00
HUD Grant #: WA0548L0T002301

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Sincerely,

Irene Agustin
Chief Program Officer
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https://www.kcrha.org

KCRHA
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Project Name: My Friend's Place TH/RRH
Total Award Amount: $433,344.00
Agency Name: LifeWire
Agency Award Amount: $424,588.00
HUD Grant #: WA0392L0T002306

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: Noel House
Total Award Amount: $253,047.00
Agency Name: King County
Agency Award Amount: $253,047.00
HUD Grant #: WA0213L0T002313

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Project Name: Nyer Urness
Total Award Amount: $786,249.00
Agency Name: King County
Agency Award Amount: $786,249.00
HUD Grant #: WA0227L0T002310

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Project Name: Ozanam House Consolidated PSH
Total Award Amount: $491,394.00
Agency Name: King County
Agency Award Amount: $491,394.00
HUD Grant #: WA0239L0T002313

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Project Name: Patrick Place
Total Award Amount: $203,170.00
Agency Name: King County
Agency Award Amount: $203,170.00
HUD Grant #: WA0259L0T002311

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Project Name: PHG 7th and Cherry
Total Award Amount: $265,297.00
Agency Name: King County
Agency Award Amount: $265,297.00
HUD Grant #: WA0344L0T002307

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Project Name: Rapid Rehousing for Young Adults
Total Award Amount: $1,656,870.00
Agency Name: Friends of Youth
Agency Award Amount: $89,000.00
HUD Grant #: WA0319L0T002308

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Project Name: Rapid Rehousing for Young Adults
Total Award Amount: $231,389.00
Agency Name: YMCA
Agency Award Amount: $1,760,413.00
HUD Grant #: WA0319L0T002308

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Project Name: Ravenna House
Total Award Amount: $151,856.00
Agency Name: YouthCare
Agency Award Amount: $151,856.00
HUD Grant #: WA0046L0T002316

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Project Name: Regional RRH for DV Consolidated
Total Award Amount: $4,652,916.00
Agency Name: Lifewire
Agency Award Amount: $1,423,904.96
HUD Grant #: WA0412D0T002305

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Project Name: Regional RRH for DV Consolidated
Total Award Amount: $4,652,916.00
Agency Name: New Beginnings
Agency Award Amount: $1,084,617.72
HUD Grant #: WA0412D0T002305

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Project Name: Regional RRH for DV Consolidated
Total Award Amount: $4,652,916.00
Agency Name: YWCA
Agency Award Amount: $2,007,105.32
HUD Grant #: WA0412D0T002305

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Project Name: Ronald Commons
Total Award Amount: $199,143.00
Agency Name: King County
Agency Award Amount: $199,143.00
HUD Grant #: WA0316L0T002308

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Sincerely,

Irene Agustin
Chief Program Officer
King County Regional Homelessness Authority
https://www.kcrha.org

KCRHA
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Seattle, WA 98104

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: Rose of Lima House
Total Award Amount: $119,947.00
Agency Name: King County
Agency Award Amount: $119,947.00
HUD Grant #: WA0048L0T002316

Nationally, CoC funding is increasingly competitive, and HUD is directing its resources toward housing as made clear in their NOFO processes and funding priorities. HUD emphasizes low barrier housing and rapid movement to permanent housing, with a focus on performance and strategic use of resources. The RHA CoC Board affirms the local values and priorities for these funds.

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Project Name: Roy St Transitional Living & RRH Program
Total Award Amount: $1,000,998.00
Agency Name: YMCA
Agency Award Amount: $994,158.00
HUD Grant #: WA0586L0T002300

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Project Name: Salvation Army William Booth
Total Award Amount: $253,988.00
Agency Name: The Salvation Army
Agency Award Amount: $247,941.00
HUD Grant #: WA0023L0T002316

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: Sandpoint Families Supportive Housing
Total Award Amount: $393,823.00
Agency Name: King County
Agency Award Amount: $393,823.00
HUD Grant #: WA0318L0T002308

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Project Name: Sandpoint Youth Group Homes
Total Award Amount: $324,869.00
Agency Name: Friends of Youth
Agency Award Amount: $317,160.00
HUD Grant #: WA0052L0T002316

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: Scattered Site Leasing
Total Award Amount: $937,959.00
Agency Name: King County
Agency Award Amount: $937,959.00
HUD Grant #: WA0053L0T002316

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: Seattle Rapid Rehousing for Families Consolidated Project
Total Award Amount: $2,100,365.00
Agency Name: Neighborhood House
Agency Award Amount: $555,752.76
HUD Grant #: WA0295L0T002309

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Project Name: Seattle Rapid Rehousing for Families Consolidated Project
Total Award Amount: $2,100,365.00
Agency Name: Solid Ground
Agency Award Amount: $1,057,903.17
HUD Grant #: WA0295L0T002309

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Project Name: Seattle Rapid Rehousing for Families Consolidated Project
Total Award Amount: $2,100,365.00
Agency Name: Wellspring
Agency Award Amount: $444,279.12
HUD Grant #: WA0295L0T002309

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: Severson Program
Total Award Amount: $123,286.00
Agency Name: YMCA
Agency Award Amount: $120,431.00
HUD Grant #: WA0054L0T002316

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Project Name: St. Martin's on Westlake
Total Award Amount: $197,739.00
Agency Name: King County
Agency Award Amount: $197,739.00
HUD Grant #: WA0056L0T002316

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: Straley House
Total Award Amount: $105,602.00
Agency Name: YouthCare
Agency Award Amount: $105,602.00
HUD Grant #: WA0057L0T002316

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Project Name: The Inn - Safe Haven
Total Award Amount: $348,156.00
Agency Name: Archdiocesan Housing Authority
Agency Award Amount: $339,867.00
HUD Grant #: WA0020L0T002316

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Project Name: Thea Bowman Apartments
Total Award Amount: $207,657.00
Agency Name: King County
Agency Award Amount: $207,657.00
HUD Grant #: WA0390L0T002304

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Sincerely,

Irene Agustin
Chief Program Officer
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https://www.kcrha.org

KCRHA
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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: Valley Cities Landing
Total Award Amount: $253,835.00
Agency Name: King County
Agency Award Amount: $253,835.00
HUD Grant #: WA0001L0T002314

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: WA-500 Coordinated Entry
Total Award Amount: $1,872,500.00
Agency Name: Catholic Community Services
Agency Award Amount: $454,667.00
HUD Grant #: WA0343L0T002308

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Project Name: WA-500 Coordinated Entry
Total Award Amount: $1,872,500.00
Agency Name: KCRHA
Agency Award Amount: $739,514.00
HUD Grant #: WA0343L0T002308

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: WA-500 Coordinated Entry
Total Award Amount: $1,872,500.00
Agency Name: Multi-Service Center
Agency Award Amount: $227,333.00
HUD Grant #: WA0343L0T002308

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Project Name: WA-500 Coordinated Entry
Total Award Amount: $1,872,500.00
Agency Name: Solid Ground
Agency Award Amount: $223,653.00
HUD Grant #: WA0343L0T002308

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Project Name: WA-500 Coordinated Entry
Total Award Amount: $1,872,500.00
Agency Name: YWCA
Agency Award Amount: $227,333.00
HUD Grant #: WA0343L0T002308

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Project Name: WA-500 Coordinated Entry - DV
Total Award Amount: $264,498.00
Agency Name: Coalition Ending Gender Based Violence
Agency Award Amount: $256,217.00
HUD Grant #: WA0413D0T002305

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: WA-500 HMIS
Total Award Amount: $403,714.00
Agency Name: KCRHA
Agency Award Amount: $403,714.00
HUD Grant #: WA0050L0T002316

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Project Name: WA-500 YHDP - Bridge Housing
Total Award Amount: $1,997,594
Agency Name: United Indians for All Tribes Foundation
Agency Award Amount: $944,519.10
HUD Grant #: WA0484Y0T002302

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: WA-500 YHDP - YET & Nav/Div Consolidated
Total Award Amount: $1,275,877
Agency Name: Friends of Youth
Agency Award Amount: $350,381.80
HUD Grant #: WA0485Y0T002302

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Project Name: WA-500 YHDP - YET & Nav/Div Consolidated
Total Award Amount: $1,275,877
Agency Name: YMCA
Agency Award Amount: $735,762.40
HUD Grant #: WA0485Y0T002302

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Project Name: WA-500 YHDP - YET & Nav/Div Consolidated
Total Award Amount: $1,275,877
Agency Name: YMCA
Agency Award Amount: $163,611.80
HUD Grant #: WA0486Y0T002302

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: WA-500 YHDP Behavioral Health Crisis Response
Total Award Amount: $96,188
Agency Name: NeighborCare
Agency Award Amount: $93,898.00
HUD Grant #: WA0486Y0T002302

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Sincerely,

Irene Agustin
Chief Program Officer
King County Regional Homelessness Authority
https://www.kcrha.org

KCRHA
King County Regional Homelessness Authority

KCRHA
400 Yesler Way, STE 600
Seattle, WA 98104

October 3, 2024

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: Williams Apartments
Total Award Amount: $758,070.00
Agency Name: King County
Agency Award Amount: $758,070.00
HUD Grant #: WA0244L0T002311

Nationally, CoC funding is increasingly competitive, and HUD is directing its resources toward housing as made clear in their NOFO processes and funding priorities. HUD emphasizes low barrier housing and rapid movement to permanent housing, with a focus on performance and strategic use of resources. The RHA CoC Board affirms the local values and priorities for these funds.

Final recommendations established a priority order that is best positioned to maximize our potential to receive funding this year and in the future. It considered HUD priorities, target populations, equity, barriers to housing, such as housing placement and income growth. Other factors reviewed were project efficiency measures such as occupancy, grant expenditures, and HMIS data quality and completeness.

Additionally, we are seeking CoC Bonus and DV Bonus funding for 10 new projects. These projects not only address HUD funding priorities, but support our goal of ending disparities, making homelessness rare, and for those who become homeless, ensuring it is brief and one-time occurrence.

The Seattle-King County CoC is measured by its progress towards HUD's HEARTH Performance measures and targets. The HEARTH measures look at the performance of both individual projects as well as the performance of the CoC as a whole.

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: YWCA Supportive Housing
Total Award Amount: $231,080.00
Agency Name: King County
Agency Award Amount: $231,080.00
HUD Grant #: WA0045L0T002316

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We are pleased to inform you that the following renewal application was selected for inclusion in the 2024 KCRHA application to HUD.

Project Name: WA-500 CoC Planning Grant
Total Award Amount: $1,500,000.00
Agency Name: KCRHA
Agency Award Amount: $1,500,000.00
HUD Grant #:

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We are pleased to inform you that the following new application was selected for inclusion as a Bonus project in the 2024 KCRHA application to HUD. Due to the total amount requested from all accepted applications and the available amount in the DV Bonus, your final award amount has been reduced from your initial request.

Project Name: Bellevue House
Agency Name(s): YMCA of Greater Seattle
Agency Request: $794,854.35
Agency Award Amount: $623,115.55
Total Award Amount: $652,787.73

HUD will announce the final award decisions between March and May of 2025. Inclusion in the RHA's application to HUD does not guarantee this application will be included in HUD's final decision.

Nationally, CoC funding is increasingly competitive, and HUD is directing its resources toward housing as made clear in their NOFO processes and funding priorities. HUD emphasizes low barrier housing and rapid movement to permanent housing, with a focus on performance and strategic use of resources. The RHA CoC Board affirms the local values and priorities for these funds.

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Project Name: Bridges to Housing
Agency Name(s): The Salvation Army
Agency Request: $510,332.13
Agency Award Amount: $420,057.26
Total Award Amount: $440,059.99

HUD will announce the final award decisions between March and May of 2025. Inclusion in the RHA's application to HUD does not guarantee this application will be included in HUD's final decision.

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Project Name: Gender-Based Violence RRH
Agency Name(s): Atlantic Street Center
Agency Request: $1,512,234.00
Agency Award Amount: $1,131,610.65
Total Award Amount: $1,185,496.87

HUD will announce the final award decisions between March and May of 2025. Inclusion in the RHA's application to HUD does not guarantee this application will be included in HUD's final decision.

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Project Name: Blue Sky
Agency Name(s): Domestic Abuse Women's Network
Agency Request: $446,214.3
Agency Award Amount: $349,767.80
Total Award Amount: $366,423.41

HUD will announce the final award decisions between March and May of 2025. Inclusion in the RHA's application to HUD does not guarantee this application will be included in HUD's final decision.

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Sincerely,

Irene Agustin
Chief Program Officer
King County Regional Homelessness Authority
https://www.kcrha.org

Outlook

FY24 CoC NOFO: Project Acceptance and Next Steps

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 1:24 PM
To ygsgrants@seattleymca.org <ygsgrants@seattleymca.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

1 attachments (125 KB)
YMCA-of-Greater-Seattle-CoC-Bonus-Acceptance-Letter_10022024.pdf;

Hello,

We are pleased to announce that your project application for the FY24 NOFO was selected for submission to HUD.

While this is not a confirmation of funding, it is a confirmation that we will request funding from HUD. Please see the attached for more information.

Finally, please read the following carefully:

As a potential new CoC subrecipient, you are required to contribute information for the HUD 2880.

The HUD Form 2880 is a required federal form designed to collect information about all other assistance involved with your HUD CoC Program grant(s), including any that have a continuing vitality at the time of this CoC Application request.

We must compile the information we collect into a single report submitted to HUD with your application. Please complete **one entry per fund source** via the linked **SmartSheet** **by Tuesday, October 15, 2025.**

Example - If you have supporting funds from King County, Dept. of Commerce, and City of Kent then you will need to complete **three submissions.** One for each.

The form is collecting information related to other "Other Government Assistance" as defined below:

- **Assistance from the Federal government either direct or indirect** (other than that requested from HUD in the CoC Program project application). This would include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, etc. Examples of this category might include tax credits that provide for a number of years of tax benefits, or Housing Authority Project Based assistance that continues to benefit the project at the time of the application request, etc.
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2. **Type of Assistance:** (e.g., loan, grant, loan insurance, tax credits):
3. **Amount Provided**: Enter the dollar amount of the other government assistance expected to be made available with respect to the project.

Thank you and please let me know if you have any questions!

I so appreciate this community of folx and thank you again for your nimbleness as we navigate this rapid speed NOFO season.

Best,
Kelsey

--

Kelsey Beckmeyer | She/Her
Program Performance Manager
King County Regional Homelessness Authority
Email: kelsey.beckmeyer@kcrha.org
Mobile: 206-735-9026
Twitter | Facebook | LinkedIn | Instagram

Email communications with KCRHA employees are public records and may be subject to disclosure.

Book time to meet with me

Outlook

Fw: FY24 CoC NOFO: Project Acceptance and Next Steps

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 1:23 PM
To ciara.murphy@usw.salvationarmy.org <ciara.murphy@usw.salvationarmy.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

1 attachments (124 KB)
The-Salvation-Army-CoC-Bonus-Acceptance-Letter_10022024.pdf;

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Outlook

FY24 NOFO Application: Acceptance Letter and Next Steps

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 12:54 PM
To Shwethap@atlanticstreet.org <Shwethap@atlanticstreet.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

1 attachments (125 KB)
Atlantic-Street-Center-CoC-Bonus-Acceptance-Letter_10022024.pdf;

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Outlook

FY24 CoC NOFO: Project Acceptance and Next Steps

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 12:57 PM
To Jeanette Mihaila <Jeanette@dawnrising.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

1 attachments (124 KB)
DAWN-CoC-Bonus-Acceptance-Letter_10022024.pdf;

Hello,

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FY24 NOFO Project Renewal Acceptance

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 4:47 PM
To Shelby Maidl <ext-shelby.maidl@neighborcare.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

2 attachments (184 KB)
WA-500 YHDP Behavioral Health Crisis Response-Acceptance-Letter.pdf; Final-FY24-WA-500-Rank-Order_09052024.pdf;

Hello,

Please find the attached letter with information on the project renewal for the FY24 NOFO. Attached you will also find the FY24 Project Priority List which details the rating and ranking of every project - this will also be posted on our website by October 9.

Best,
Kelsey

--
Kelsey Beckmeyer | She/Her
Program Performance Manager
King County Regional Homelessness Authority
Email: kelsey.beckmeyer@kcrha.org
Mobile: 206-735-9026
Twitter | Facebook | LinkedIn | Instagram

KCRHA
King County Regional Homelessness Authority

Email communications with KCRHA employees are public records and may be subject to disclosure.

Book time to meet with me

Outlook

FY24 NOFO Project Renewal Acceptance

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 4:46 PM
To jgearhart@unitedindians.org <jgearhart@unitedindians.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

2 attachments (184 KB)
WA-500 YHDP - Bridge Housing-Acceptance-Letter.pdf; Final-FY24-WA-500-Rank-Order_09052024.pdf;

Hello,

Please find the attached letter with information on the project renewal for the FY24 NOFO. Attached you will also find the FY24 Project Priority List which details the rating and ranking of every project - this will also be posted on our website by October 9.

Best,
Kelsey

--
Kelsey Beckmeyer | She/Her
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Outlook

FY24 NOFO Project Renewal Acceptance

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 4:45 PM
To Lea Aromin <lea@endgv.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

2 attachments (184 KB)
WA-500 Coordinated Entry - DV-Acceptance-Letter.pdf; Final-FY24-WA-500-Rank-Order_09052024.pdf;

Hello,

Please find the attached letter with information on the project renewal for the FY24 NOFO. Attached you will also find the FY24 Project Priority List which details the rating and ranking of every project - this will also be posted on our website by October 9.

Best,
Kelsey

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Book time to meet with me

Outlook

FY24 NOFO Project Renewal Acceptance

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 4:44 PM
To EmilyM@ccsww.org <EmilyM@ccsww.org>; Eileen McComb <EileenM@ccsww.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

5 attachments (578 KB)

The Inn - Safe Haven-Acceptance Letter.pdf; St. Martin's on Westlake-Acceptance-Letter.pdf; Rose of Lima House-Acceptance-Letter.pdf; Final-FY24-WA-500-Rank-Order_09052024.pdf; CCS-WA-500 Coordinated Entry-Acceptance_Letter.pdf;

Hello,

Please find the attached letters with information on the project renewals for the FY24 NOFO. Attached you will also find the FY24 Project Priority List which details the rating and ranking of every project - this will also be posted on our website by October 9.

Best,
Kelsey

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Book time to meet with me

Outlook

FY24 NOFO Project Renewal Acceptance

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 4:43 PM
To annea@mschelps.org <annea@mschelps.org>; phoebe.anderson@mschelps.org <phoebe.anderson@mschelps.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

2 attachments (184 KB)
MSC-WA-500 Coordinated Entry-Acceptance_Letter.pdf; Final-FY24-WA-500-Rank-Order_09052024.pdf;

Hello,

Please find the attached letter with information on the project renewal for the FY24 NOFO. Attached you will also find the FY24 Project Priority List which details the rating and ranking of every project - this will also be posted on our website by October 9.

Best,
Kelsey

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Program Performance Manager
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Book time to meet with me

Outlook

FY24 NOFO Project Renewal Acceptance

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 4:40 PM
To Irene Agustin <irene.agustin@kcrha.org>; Tiffany Brooks <tiffany.brooks@kcrha.org>; James Rouse <james.rouse@kcrha.org>; Taj Wallace <taj.wallace@kcrha.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

4 attachments (428 KB)

WA-500 CoC Planning Grant-Acceptance-Letter.pdf; WA-500 HMIS-Acceptance-Letter.pdf; KCRHA-WA-500 Coordinated Entry-Acceptance_Letter.pdf; Final-FY24-WA-500-Rank-Order_09052024.pdf;

Hello,

Please find the attached letters with information on the project renewals for the FY24 NOFO. Attached you will also find the FY24 Project Priority List which details the rating and ranking of every project - this will also be posted on our website by October 9.

Best,
Kelsey

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Program Performance Manager
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Mobile: 206-735-9026
Twitter | Facebook | LinkedIn | Instagram

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King County Regional Homelessness Authority

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Book time to meet with me

Outlook

FY24 NOFO Project Renewal Acceptance

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 4:36 PM
To Megan Davies <megan.davies@youthcare.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

3 attachments (306 KB)
Straley House-Acceptance-Letter.pdf; Ravenna House-Acceptance-Letter.pdf; Final-FY24-WA-500-Rank-Order_09052024.pdf;

Hello,

Please find the attached letters with information on the project renewals for the FY24 NOFO. Attached you will also find the FY24 Project Priority List which details the rating and ranking of every project - this will also be posted on our website by October 9.

Best,
Kelsey

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Kelsey Beckmeyer | She/Her
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Twitter | Facebook | LinkedIn | Instagram

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King County Regional Homelessness Authority

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Book time to meet with me

Outlook

FY24 NOFO Project Renewal Acceptance

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 4:34 PM
To Emil Floresca <efloresca@seattleymca.org>; Shaun Frazier <sfrazier@seattleymca.org>; Darlene Weigle <dweigle@seattleymca.org>; Kathryn Boyer <kathrynboyer@seattleymca.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

6 attachments (672 KB)

YMCA-YET-WA-500 YHDP - YET & Nav-Div Consolidated-Acceptance-Letter.pdf; YMCA-WA-500 YHDP - YET & Nav-Div Consolidated-Acceptance-Letter.pdf; Severson Program-Acceptance-Letter.pdf; Roy St Transitional Living & RRH Program-Acceptance-Letter.pdf; YMCA-Rapid Rehousing for Young Adults-Acceptance-Letter.pdf; Final-FY24-WA-500-Rank-Order_09052024.pdf;

Hello,

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Best,
Kelsey

--
Kelsey Beckmeyer | She/Her
Program Performance Manager
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Mobile: 206-735-9026
Twitter | Facebook | LinkedIn | Instagram

KCRHA
King County Regional Homelessness Authority

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Book time to meet with me

Outlook

FY24 NOFO Project Renewal Acceptance

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 4:30 PM
To alexish@lifewire.org <alexish@lifewire.org>; Public Funding <publicfunding@lifewire.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

3 attachments (306 KB)

LW-Regional RRH for DV Consolidated-Acceptance-Letter.pdf; My Friend's Place TH-RRH-Acceptance-Letter.pdf; Final-FY24-WA-500-Rank-Order_09052024.pdf;

Hello,

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Best,
Kelsey

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Mobile: 206-735-9026
Twitter | Facebook | LinkedIn | Instagram

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Book time to meet with me

Outlook

FY24 NOFO Project Renewal Acceptance

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 4:29 PM
To Olga Lindbom <olgal@opendoorswa.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

2 attachments (184 KB)
Multicultural IDD Integrated Support Team (MIDST) PSH-Acceptance-Letter.pdf; Final-FY24-WA-500-Rank-Order_09052024.pdf;

Hello,

Please find the attached letter with information on the project renewal for the FY24 NOFO. Attached you will also find the FY24 Project Priority List which details the rating and ranking of every project - this will also be posted on our website by October 9.

Best,
Kelsey

--
Kelsey Beckmeyer | She/Her
Program Performance Manager
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Mobile: 206-735-9026
Twitter | Facebook | LinkedIn | Instagram

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Book time to meet with me

Outlook

FY24 NOFO Project Renewal Acceptance

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 4:27 PM
To Norma Guzman <NGuzman@consejocounseling.org>; marioparedes@consejocounseling.org <marioparedes@consejocounseling.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

2 attachments (184 KB)
Mi Casa-Acceptance-Letter.pdf; Final-FY24-WA-500-Rank-Order_09052024.pdf;

Hello,

Please find the attached letter with information on the project renewal for the FY24 NOFO. Attached you will also find the FY24 Project Priority List which details the rating and ranking of every project - this will also be posted on our website by October 9.

Best,
Kelsey

--
Kelsey Beckmeyer | She/Her
Program Performance Manager
King County Regional Homelessness Authority
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Mobile: 206-735-9026
Twitter | Facebook | LinkedIn | Instagram

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King County Regional Homelessness Authority

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Book time to meet with me

Outlook

FY24 NOFO Project Renewal Acceptance

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 4:26 PM
To David Moser <dmoser@lcsnw.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

2 attachments (184 KB)

LCSNW-King County Consolidated Rapid Rehousing Program-Acceptance-Letter.pdf; Final-FY24-WA-500-Rank-Order_09052024.pdf;

Hello,

Please find the attached letter with information on the project renewal for the FY24 NOFO. Attached you will also find the FY24 Project Priority List which details the rating and ranking of every project - this will also be posted on our website by October 9.

Best,
Kelsey

--

Kelsey Beckmeyer | She/Her
Program Performance Manager
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Twitter | Facebook | LinkedIn | Instagram

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Book time to meet with me

Outlook

FY24 NOFO Project Renewal Acceptance

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 4:25 PM
To hamdi@achdo.org <hamdi@achdo.org>; Ethiopia Alemneh <ethiopia@achdo.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

2 attachments (184 KB)

ACHD-King County Consolidated Rapid Rehousing Program-Acceptance-Letter.pdf; Final-FY24-WA-500-Rank-Order_09052024.pdf;

Hello,

Please find the attached letter with information on the project renewal for the FY24 NOFO. Attached you will also find the FY24 Project Priority List which details the rating and ranking of every project - this will also be posted on our website by October 9.

Best,
Kelsey

--
Kelsey Beckmeyer | She/Her
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Twitter | Facebook | LinkedIn | Instagram

KCRHA
King County Regional Homelessness Authority

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Book time to meet with me

Outlook

FY24 NOFO Project Renewal Acceptance

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 4:23 PM
To Brianna Dwyer-O'Connor <briannad@nhwa.org>; Nathan Buck <nathanb@NHWA.ORG>; Cecilia Heine <ceciliah@NHWA.ORG>
Cc RHA-COC Questions <coc.questions@kcrha.org>

3 attachments (306 KB)

NH-Seattle Rapid Rehousing for Families Consolidated Project-Acceptance Letter.pdf; NH-King County Consolidated Rapid Rehousing Program-Acceptance-Letter.pdf; Final-FY24-WA-500-Rank-Order_09052024.pdf;

Hello,

Please find the attached letters with information on the project renewals for the FY24 NOFO. Attached you will also find the FY24 Project Priority List which details the rating and ranking of every project - this will also be posted on our website by October 9.

Best,
Kelsey

--

Kelsey Beckmeyer | She/Her
Program Performance Manager
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Mobile: 206-735-9026
Twitter | Facebook | LinkedIn | Instagram

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King County Regional Homelessness Authority

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Book time to meet with me

Outlook

FY24 NOFO Project Renewal Acceptance

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 4:21 PM
To NB Contracts <contracts@newbegin.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

3 attachments (306 KB)

NB-Regional RRH for DV Consolidated-Acceptance-Letter.pdf; Home Safe Rapid Rehousing-Acceptance-Letter.pdf; Final-FY24-WA-500-Rank-Order_09052024.pdf;

Hello,

Please find the attached letters with information on the project renewals for the FY24 NOFO. Attached you will also find the FY24 Project Priority List which details the rating and ranking of every project - this will also be posted on our website by October 9.

Best,
Kelsey

--
Kelsey Beckmeyer | She/Her
Program Performance Manager
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Mobile: 206-735-9026
Twitter | Facebook | LinkedIn | Instagram

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King County Regional Homelessness Authority

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Book time to meet with me

Outlook

FY24 NOFO Project Renewal Acceptance

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 4:19 PM
To ciara.murphy@usw.salvationarmy.org <ciara.murphy@usw.salvationarmy.org>; Nicole Nguon <nicole.nguon@usw.salvationarmy.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

3 attachments (306 KB)

Salvation Army William Booth-Acceptance-Letter.pdf; Hickman House Joint Component RRH-TH-Acceptance-Letter.pdf; Final-FY24-WA-500-Rank-Order_09052024.pdf;

Hello,

Please find the attached letters with information on the project renewals for the FY24 NOFO. Attached you will also find the FY24 Project Priority List which details the rating and ranking of every project - this will also be posted on our website by October 9.

Best,
Kelsey

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Kelsey Beckmeyer | She/Her
Program Performance Manager
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Mobile: 206-735-9026
Twitter | Facebook | LinkedIn | Instagram

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King County Regional Homelessness Authority

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Book time to meet with me

Outlook

FY24 NOFO Project Renewal Acceptance

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 4:18 PM
To DESC Contracts Manager <contractsmanager@desc.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

4 attachments (428 KB)

Lyon Building-Acceptance Letter.pdf; Kerner Scott House-Acceptance-Letter.pdf; DESC Greenlake-Acceptance-Letter.pdf; Final-FY24-WA-500-Rank-Order_09052024.pdf;

Hello,

Please find the attached letters with information on the project renewals for the FY24 NOFO. Attached you will also find the FY24 Project Priority List which details the rating and ranking of every project - this will also be posted on our website by October 9.

Best,
Kelsey

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Mobile: 206-735-9026
Twitter | Facebook | LinkedIn | Instagram

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Book time to meet with me

Outlook

FY24 NOFO Project Renewal Acceptance

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 4:12 PM
To Jessica Matheson <jessicam@friendsofyouth.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

6 attachments (672 KB)

FOY-WA-500 YHDP - YET & Nav-Div Consolidated-Acceptance-Letter.pdf; Sandpoint Youth Group Homes-Acceptance-Letter.pdf; Rapid Rehousing for Young Adults-Acceptance-Letter.pdf; FOY - Francis Village Permanent Supportive Housing-Acceptance-Letter.pdf; Arbor House (New Ground Bothell)-Acceptance-Letter.pdf; Final-FY24-WA-500-Rank-Order_09052024.pdf;

Hello,

Please find the attached letters with information on the project renewals for the FY24 NOFO. Attached you will also find the FY24 Project Priority List which details the rating and ranking of every project - this will also be posted on our website by October 9.

Best,
Kelsey

--

Kelsey Beckmeyer | She/Her
Program Performance Manager
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Mobile: 206-735-9026
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Book time to meet with me

Outlook

FY24 NOFO Project Renewal Acceptance

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 4:14 PM
To naomin@solid-ground.org <naomin@solid-ground.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

4 attachments (428 KB)

SG-WA-500 Coordinated Entry-Acceptance_Letter.pdf; SG-Seattle Rapid Rehousing for Families Consolidated Project-Acceptance Letter.pdf; Broadview Transitional Housing Program-Acceptance-Letter.pdf; Final-FY24-WA-500-Rank-Order_09052024.pdf;

Hello,

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Book time to meet with me

Outlook

FY24 NOFO Project Renewal Acceptance

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 4:15 PM
To MJ Kiser <kiser@plymouthhousing.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

2 attachments (184 KB)
Coming Home-Acceptance-Letter.pdf; Final-FY24-WA-500-Rank-Order_09052024.pdf;

Hello,

Please find the attached letter with information on the project renewal for the FY24 NOFO. Attached you will also find the FY24 Project Priority List which details the rating and ranking of every project - this will also be posted on our website by October 9.

Best,
Kelsey

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Kelsey Beckmeyer | She/Her
Program Performance Manager
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Book time to meet with me

Outlook

FY24 NOFO Project Renewal Acceptance - Part 2

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 4:08 PM
To Sassorossi, Martha <msassoro@kingcounty.gov>

16 attachments (2 MB)

PHG 7th and Cherry-Acceptance-Letter.pdf; Patrick Place-Acceptance-Letter.pdf; Ozanam House Consolidated PSH-Acceptance-Letter.pdf; Nyer Urness-Acceptance-Letter.pdf; Noel House-Acceptance-Letter.pdf; King County Shelter Plus Care Program - TRA-Acceptance Letter.pdf; King County Shelter Plus Care Program - SRA-Acceptance-Letter.pdf; King County Consolidated Scattered Sites Supportive Housing-Acceptance-Letter.pdf; Family Village Redmond PSH for Families-Acceptance-Letter.pdf; DESC Consolidated PSH Portfolio 2-Acceptance-Letter.pdf; DESC Consolidated PSH Portfolio 1-Acceptance-Letter.pdf; DESC Clement Place Consolidated-Acceptance-Letter.pdf; DESC Burien PSH-Acceptance-Letter.pdf; Cascade Women's Supportive Housing-Acceptance-Letter.pdf; Avalon Place-Acceptance-Letter.pdf; Auburn Family PSH-Acceptance-Letter.pdf;

Hello,

Please find the attached letters with information on the project renewals for the FY24 NOFO.

Best,
Kelsey

--
Kelsey Beckmeyer | She/Her
Program Performance Manager
King County Regional Homelessness Authority
Email: kelsey.beckmeyer@kcrha.org
Mobile: 206-735-9026
Twitter | Facebook | LinkedIn | Instagram

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Book time to meet with me

Outlook

FY24 NOFO Project Renewal Acceptance - Part 1

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 4:06 PM
To Sassorossi, Martha <msassoro@kingcounty.gov>

10 attachments (1 MB)

YWCA Supportive Housing-Acceptance-Letter.pdf; Williams Apartments-Acceptance-Letter.pdf; Valley Cities Landing-Acceptance-Letter.pdf; Thea Bowman Apartments-Acceptance-Letter.pdf; St. Martin's on Westlake-Acceptance-Letter.pdf; Scattered Site Leasing-Acceptance-Letter.pdf; Sandpoint Families Supportive Housing-Acceptance-Letter.pdf; Rose of Lima House-Acceptance-Letter.pdf; Ronald Commons-Acceptance-Letter.pdf; Final-FY24-WA-500-Rank-Order_09052024.pdf;

Hello,

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Outlook

FY24 NOFO Project Renewal Acceptance

From Kelsey Beckmeyer <kelsey.beckmeyer@kcrha.org>
Date Thu 10/3/2024 4:02 PM
To Jeanice Hardy <jhardy@ywcaworks.org>; swilder@ywcaworks.org <swilder@ywcaworks.org>
Cc RHA-COC Questions <coc.questions@kcrha.org>

5 attachments (574 KB)

YWCA-WA-500 Coordinated Entry-Acceptance_Letter.pdf; YWCA-Regional RRH for DV Consolidated-Acceptance-Letter.pdf; DV-SA Rapid Rehousing Program-Acceptance Letter.pdf; Anita Vista TH-RRH-Acceptance-Letter.pdf; Final-FY24-WA-500-Rank-Order_09052024.pdf;

Hello,

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Program Performance Manager
King County Regional Homelessness Authority
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Book time to meet with me

2024 HUD CoC NOFO Process

KCRHA 2024 CoC NOFO Local Process Timeline
Approved 2024 CoC Local Values and Project Priorities
FY24 Renewing Project Rating Criteria
Approved FY24 WA-500 Priority List

Upcoming NOFO Meetings

NOFO Priority Listing Community Meeting
Date: Friday, October 11, 2024
Time: 10:00 am PT
Access: Click here to join the Microsoft Teams meeting.

Listening Sessions

CoC Bonus Listening Session One
This session happened on July 18, 2024, but session materials are still available below.
FY24 CoC Bonus Listening Sessions Slides
CoC Bonus Funds Listening Session Notes

CoC Bonus Listening Session Two
This session happened on July 18, 2024, but session materials are still available below.
FY24 CoC Bonus Listening Sessions Slides
CoC Bonus Funds Listening Session Notes

Sent 100424_NOFO_Ratings-Community-Meeting

Details Reporting Heat Map

Preview

Subject	Community Meeting: NOFO Priority Projects Review
Pre header	FY24 NOFO Project Priority List Publicly Posted
From name	Lisa Edge | King County Regional Homelessness Authority
Sent	October 4th 2024 at 12:30 pm PDT
From Address	lisa.edge@kcrha.org
Reply to address	lisa.edge@kcrha.org
Lists	2024 CoC Board Members (August 2024), All Emails Staff, CoC & Service Providers, CoC 2024 NOFO (August 24), Events & Public Meetings, Implementation Board 2023 Show less
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KCRHA
King County Regional Homelessness Authority

FY24 NOFO Project Priority List Posted: Learn more in our upcoming community meeting

On Friday, October 11 at 10:00 am, KCRHA is hosting a virtual community meeting where we'll review the projects on the FY24 Priority List to be submitted in our 2024 Continuum of Care (CoC) Notice of Funding Opportunity (NOFO) application to the U.S. Department of Housing and Urban Development (HUD).

In this meeting, we'll share information about the rating process (how projects are selected) and go over this year's priority list for submission.

In advance of the meeting you can review available 2024 CoC NOFO documents, including the priority list and rating template, on our Continuum of Care page.

Click the button below to join the meeting at 10:00 am on Friday, October 11, 2024.

Join the Meeting

If you have questions regarding this meeting or the NOFO process, please reach out to coc.questions@kcrha.org.

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On Friday, October 11, KCRHA is hosting a virtual community meeting to review the ranking and rating process, as well as this year's Priority List, for the 2024 U.S. Department of Housing and Urban Development Continuum of Care (CoC) ...more

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On Friday, October 11, KCRHA is hosting a virtual community meeting to review the ranking and rating process, as well as this year's Priority List, for the 2024 U.S. Department of Housing and Urban Development Continuum of Care (CoC) Notice of Funding Opportunity (NOFO). This process is how we, as a community, have worked together to create a list of local projects to receive HUD funding in the coming fiscal year.

More information, including meeting details, the FY24 Priority List, and our Ranking & Rating template are available on our CoC page: https://kcrha.org/resources/continuum-of-care/

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kingcorha On Friday, October 11, KCRHA is hosting a virtual community meeting to review the ranking and rating process, as well as this year's Priority List, for the 2024 @HudGov Continuum of Care (CoC) Notice of Funding Opportunity (NOFO). This process is how we, as a community, have worked together to create a list of local projects to receive HUD funding in the coming fiscal year.

More information, including meeting details, the FY24 Priority List, and our Ranking & Rating template are available on our CoC page - link in bio

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KCRHA
King County Regional Homelessness Authority

FY2024 HUD Continuum of Care Final Priorty Listing

Tier	Rank	Project Name	Score	Status	Type	Amount Requested from HUD	Aggregate $
Tier 1- $53,300,251							
Tier 1	1	Patrick Place	110	Accepted	PSH	$203,170.00	$ 203,170
Tier 1	2	Family Village Redmond PSH for Families	103.5	Accepted	PSH	$125,201.00	$ 328,371
Tier 1	3	Lyon Building	103.5	Accepted	PSH	$582,127.00	$ 910,498
Tier 1	4	King County Shelter Plus Care Program - SRA	102	Accepted	PSH	$1,783,730.00	$ 2,694,228
Tier 1	5	Nyer Urness	102	Accepted	PSH	$786,249.00	$ 3,480,477
Tier 1	6	Thea Bowman Apartments	101	Accepted	PSH	$207,657.00	$ 3,688,134
Tier 1	7	Anita Vista TH/RRH	99	Accepted	Joint	$366,116.00	$ 4,054,250
Tier 1	8	Valley Cities Landing	98	Accepted	PSH	$253,835.00	$ 4,308,085
Tier 1	9	Noel House	98	Accepted	PSH	$253,047.00	$ 4,561,132
Tier 1	10	St. Martin's on Westlake	97	Accepted	PSH	$197,739.00	$ 4,758,871
Tier 1	11	Ozanam House Consolidated PSH	96	Accepted	PSH	$491,394.00	$ 5,250,265
Tier 1	12	Ronald Commons	95.5	Accepted	PSH	$199,143.00	$ 5,449,408
Tier 1	13	PHG 7th and Cherry	95	Accepted	PSH	$265,297.00	$ 5,714,705
Tier 1	14	Auburn Family PSH	94	Accepted	PSH	$57,540.00	$ 5,772,245
Tier 1	15	Scattered Site Leasing	92	Accepted	PSH	$937,959.00	$ 6,710,204
Tier 1	16	Arbor House (New Ground Bothell)	91	Accepted	TH	$123,062.00	$ 6,833,266
Tier 1	17	King County Consolidated Scattered Sites Supportive Housing	90.5	Accepted	PSH	$8,778,090.00	$ 15,611,356
Tier 1	18	WA-500 HMIS	**	Accepted	HMIS	$403,714.00	$ 16,015,070
Tier 1	19	WA-500 Coordinated Entry	**	Accepted	SSO-CE	$1,872,500.00	$ 17,887,570
Tier 1	20	WA-500 Coordinated Entry - DV	**	Accepted	SSO-CE DV	$264,498.00	$ 18,152,068
Tier 1	21	Hickman House Joint Component RRH/TH	89	Accepted	Joint	$397,446.00	$ 18,549,514
Tier 1	22	Kerner Scott House	87	Accepted	SH	$443,471.00	$ 18,992,985
Tier 1	23	Severson Program	86.5	Accepted	TH	$123,286.00	$ 19,116,271
Tier 1	24	Rose of Lima House	85	Accepted	PSH	$119,947.00	$ 19,236,218
Tier 1	25	King County Shelter Plus Care Program - TRA	84	Accepted	PSH	$9,900,955.00	$ 29,137,173
Tier 1	26	YWCA Supportive Housing	82.5	Accepted	PSH	$231,080.00	$ 29,368,253
Tier 1	27	DESC Clement Place Consolidated	81	Accepted	PSH	$2,400,725.00	$ 31,768,978
Tier 1	28	Avalon Place	80	Accepted	PSH	$54,361.00	$ 31,823,339
Tier 1	29	Regional RRH for DV Consolidated	80	Accepted	RRH	$4,652,916.00	$ 36,476,255
Tier 1	30	DESC Consolidated PSH Portfolio #1	79.75	Accepted	PSH	$4,589,135.00	$ 41,065,390
Tier 1	31	DESC Greenlake	78.5	Accepted	PSH	$1,976,421.00	$ 43,041,811
Tier 1	32	Williams Apartments	78	Accepted	PSH	$758,070.00	$ 43,799,881
Tier 1	33	Sandpoint Families Supportive Housing	78	Accepted	PSH	$393,823.00	$ 44,193,704
Tier 1	34	Cascade Women's Supportive Housing	76	Accepted	PSH	$116,182.00	$ 44,309,886
Tier 1	35	DESC Consolidated PSH Portfolio #2	74	Accepted	PSH	$2,820,379.00	$ 47,130,265
Tier 1	36	Sandpoint Youth Group Homes	74.5	Accepted	TH	$324,869.00	$ 47,455,134
Tier 1	37	Seattle Rapid Rehousing for Families Consolidated Project	73.3	Accepted	RRH	$2,100,365.00	$ 49,555,499
Tier 1	38	Coming Home	70	Accepted	TH	$488,420.00	$ 50,043,919
Tier 1	39	Home Safe Rapid Rehousing	68.5	Accepted	RRH	$475,184.00	$ 50,519,103
Tier 1	40	FOY - Francis Village Permanent Supportive Housing	68	Accepted	PSH	$125,000.00	$ 50,644,103
Tier 1	41	Multicultural IDD Integrated Support Team (MIDST) PSH	**	Accepted	PSH	$762,204.00	$ 51,406,307
Tier 1	42	DESC Burien PSH	**	Accepted	PSH	$237,074.00	$ 51,643,381
Tier 1	43	Rapid Rehousing for Young Adults	67.5	Accepted	RRH	$1,656,870.00	$ 53,300,251
Tier 2							
Tier 2	43	Rapid Rehousing for Young Adults	67.5	Accepted	RRH	$231,389.00	$ 53,531,640
Tier 2	44	My Friend's Place TH/RRH	66.5	Accepted	Joint	$433,344.00	$ 53,964,984
Tier 2	45	Roy St Transitional Living & RRH Program	**	Accepted	Joint	$1,000,998.00	$ 54,965,982
Tier 2	46	DV/SA Rapid Rehousing Program	65	Accepted	RRH	$1,561,030.00	$ 56,527,012
Tier 2	47	Broadview Transitional Housing Program	62	Accepted	TH	$158,620.00	$ 56,685,632
Tier 2	48	Mi Casa	56	Accepted	TH	$64,613.00	$ 56,750,245
Tier 2	49	Salvation Army William Booth	55	Accepted	TH	$253,988.00	$ 57,004,233
Tier 2	50	The Inn - Safe Haven	53	Accepted	SH	$348,156.00	$ 57,352,389
Tier 2	51	Ravenna House	52.5	Accepted	TH	$151,856.00	$ 57,504,245
Tier 2	52	Straley House	49	Accepted	TH	$105,602.00	$ 57,609,847
Tier 2	53	King County Consolidated Rapid Rehousing Program	42	Accepted	RRH	$1,612,654.00	$ 59,222,501
Tier 2 CoC Bonus							
Tier 2 CoC Bonus	1	St. Stephen Housing Joint Component TH-RRH Project	108	Accepted	Joint	$857,472.00	$ 60,079,973
Tier 2 CoC Bonus	2	15th Avenue W	106.5	Accepted	PSH	$3,760,351.06	$ 63,840,324
Tier 2 CoC Bonus	3	Highline College CoC Project	95	Accepted	RRH	$450,371.90	$ 64,290,696
Tier 2 CoC Bonus	4	YWCA Rapid Rehousing Supportive Services (RRSS)	91	Accepted	RRH	$410,312.32	$ 64,701,008
Tier 2 CoC Bonus	5	WA-500 HMIS Expansion	87.5	Accepted	HMIS	$1,105,638.60	$ 65,806,647
Tier 2 CoC Bonus	6	WA-500 Coordinated Entry Expansion	83.5	Accepted	SSO-CE	$926,913.12	$ 66,733,560
Tier 2 DV Bonus							
Tier 2 DV Bonus	1	Bridges to Housing	98	Accepted	RRH	$440,059.99	$ 67,173,620
Tier 2 DV Bonus	2	Bellevue House	85	Accepted	Joint	$652,787.73	$ 67,826,408
Tier 2 DV Bonus	3	Blue Sky	81	Accepted	RRH	$366,423.41	$ 68,192,831
Tier 2 DV Bonus	4	Gender-based Violence RRH	78	Accepted	RRH	$1,185,496.87	$ 69,378,328
YHDP Renewal							
YHDP Renewal	**	WA-500 YHDP - Bridge Housing	**	Accepted	YHDP	$1,997,594	$ 71,375,922
YHDP Renewal	**	WA-500 YHDP - YET & Nav/Div Consolidated	**	Accepted	YHDP	$1,275,877	$ 72,651,799
YHDP Renewal	**	WA-500 YHDP Behavioral Health Crisis Response	**	Accepted	YHDP	$96,188	$ 72,747,987
CoC Planning $1,500,000		CoC Planning (non-competitive / not part of tiering)	Not Ranked	Accepted	**	$ 1,500,000	$ 74,247,987
					Application TOTAL		**$ 74,247,987**

Not Selected Projects	Housing for All, Powered by Technology	N/A	Rejected	Not in Scope	$2,526,299
	Construction of Tiny Homes for Tiny Home Villages	N/A	Rejected	Not in Scope	$486,000
	CoLEAD Aftercare	N/A	Rejected	Not in Scope	$500,000
	Mi Casa	N/A	Rejected	Not in Scope	$114,617

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KCRHA
King County Regional Homelessness Authority

October 17, 2024

To Whom It May Concern:

The King County Regional Homelessness Authority is pleased to submit new projects for CoC funding that incorporate additional housing leverage from non-CoC and ESG. Enclosed you shall find letters of commitment, contracts, and other formal written documents that demonstrate the number of subsidies or units being provided to support all the new projects that leverage housing. Please note that each Rapid Rehousing component can support additional households beyond the request in the CoC applications. This demonstrates further ability for each program to effectively leverage housing resources in addition to CoC funded support.

Below is a summary of each project that will leverage housing should they be funded in the FY24 NOFO Competition based on the submitted project application unit and household counts:

Project Name	Source of Commitment	Number of Units/Program Participants	Percent Total Units/Program Participants	Date of Availability
DESC 15th Avenue W	WA State Department of Commerce; King County ORS; City of Seattle O&M; 1115 Medicaid Wavier Foundational Community Supports	109 units	100%	October 2025
St. Stephens Joint Component TH-RRH	King County Housing Authority	9 participants	33%	Upon start of CoC Contract
Bridges to Housing	The City of Seattle, Human Services Department King County Regional Affordable Housing Program	9 participants	100%	January 2025

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Highline College CoC RRH Program	State Board for Community and Technical Colleges, Highline College Foundation, and United Way of King County	14 participants	100%	Upon start of CoC Contract

Sincerely,

Signed by:
A4EE7629E2824B0...

Irene Agustin
Chief Program Officer
King County Regional Homelessness Authority

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King County
Department of
Community and Human Services

Leo Flor, Director

401 Fifth Avenue, Suite 400
Seattle, WA 98104

(206) 263-9100 Fax (206) 296-5260
TTY Relay 711

December 28, 2023

Daniel Malone
Downtown Emergency Service Center
515 3rd Ave
Seattle, WA 98104
dmalone@desc.org

RE: 2023 Request for Proposal (RFP) Operating Support, Rental Assistance and Supportive Services (ORS) for Non-time Limited Housing and Services

Dear Daniel Malone,

Thank you for submitting a proposal for the 2023 ORS RFP. Providing housing assistance and services for homeless households in King County is a vital effort in our community. We are proud to partner with you through a project award of $750,000 over five years (see details below).

The 2023 ORS funding round continues to be highly competitive. Even though this was a limited round (i.e., limited to anticipated renewal and capital projects), DCHS received project applications for nearly triple the advertised amount for anticipated projects.

While we recognize there are insufficient funds to meet the demonstrated need, each award is a continued investment that will keep clients housed and connected to services. We continue to strategize how to increase the ORS funds available so that we can support the real cost of services and operations as well as bring new projects online. We value your partnership and sincerely thank you and your staff for the work you do.

Application	DESC - 15th Avenue West		
Award Amount	$750,000	**Term**	Up to five years
Anticipated Source(s)		**Fund-Specific Conditions**	
King County Veterans, Seniors and Human Services Levy (VSHSL)		Eligible for services and operating costs.	

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Substitute House Bill (SHB) 1406 Local-State Shared Tax for Affordable and Supportive Housing	Eligible for services and rental assistance.

The final annual funding amount will be confirmed during contract discussions and reassessed during contract review. Ongoing funding for the full term of the award will be contingent on meeting contractual obligations and this award may be subject to change.

DCHS expects your agency to apply for and to leverage all other service and operating fund sources (e.g., Medicaid Foundational Community Supports (FCS), State of WA Commerce Operating & Maintenance Fund (O&M), and/or local jurisdiction funding) that may be applicable and appropriate for this project.

Your project is required to participate in Coordinated Entry.

HHCDD staff will contact you in advance of the start of your new contract. It is important that your agency does not incur any costs against activities covered by this award until you have received written authorization to proceed from HHCDD.

Please keep a copy of this letter in your project file.

You are entitled to a debrief of your application review. Contact DCHSContracts@kingcounty.gov to schedule a debrief meeting. If you have any other questions about the ORS funding round please contact homeless.housing@kingcounty.gov . For project-specific questions, contact your contract manager directly.

Sincerely,

DocuSigned by:
Simon P. Foster
C39AFE19665B4FE...

Simon Foster, Director
Housing, Homelessness and Community Development Division

cc: Leo Flor, Director, DCHS
Sunaree Marshall, Deputy Division Director, HHCDD
Kate Speltz, Housing Services and Stability Manager, HHCDD

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Seattle
Office of Housing

August 1st, 2023

Mr. Daniel Malone
Executive Director
Downtown Emergency Service Center (DESC)
515 Third Ave
Seattle, WA 98104

Dear Mr. Malone:

I am pleased to inform you that the Office of Housing (OH) has approved the 15th Avenue West (Project), located at 2626 15th Ave W, Seattle WA 98119 for conditional funding up to $15,490,826.00 for a loan for the development of 105 affordable housing units. This amount is subject to change based on final project costs. If there are decreases in development costs or increases in other projected sources such as tax credit equity, OH and other public funders explicitly reserve the right to decrease the final subsidy award to the minimum level needed.

The projected sources of OH capital funding are HOME, Levy, and other local funds.*

This letter will serve as an award of funds, subject to:

1. the conditions outlined below;
2. approval of the final Project development budget;
3. the 2016 Housing Levy Administrative and Financial Plan;
4. the NOFA (Notice of Funding Availability) dated July 2022;
5. the income and affordability levels in the attached Multi-Family Lending Term Sheet; and
6. additional OH requirements as requested prior to closing.

This letter does not cover all federal, state and local requirements, or all the terms that will be included in loan documents including legal rights and obligations.

Additionally, OH is making a conditional funding award of Operations and Maintenance (O&M) operating subsidy. The subsidy amount is to support twenty-nine (29) units up to $2,500 per unit per year or $72,500 for the first full year of operations.

Please read this letter carefully and return a signed copy of the Acknowledgement at the bottom to your OH Project Manager.

**Sources are subject to change.*

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FUNDING CONDITIONS

The City's reservation of funds is based upon representations made in your NOFA application. Changes to those representations must be reported as specified in Section II: Reporting, and approved by OH in writing. Unreported changes may result in a delay of closing and/or a loss of City funding. These requirements are designed to ensure productive communication between the Borrower and the City regarding Project status prior to closing. You are encouraged to visit http://www.seattle.gov/housing/housing-developers/rental-housing-program for further information on the City's funding process.

I. Project Scope Timeline and Budget

A. Project Scope

1. One 6-floor building with 105 studio units
2. Unit mix and affordability per Term Sheet
3. 59,373 of total building GSF including 21,938 SF of common area

B. Timeline

Disbursement of City loan funds is conditioned upon the Borrower meeting the development timeline below.

Task	Completion Date
• All other Project financing secured	August 2023
• First written report to OH due	30 days from date of this letter
• Building permit issued	December 22, 2023
• Construction started	January 5, 2024
• Construction Completed	Fall 2025

C. Development Budget Sources

Source		Amount
Seattle Office of Housing	$	15,490,826
King County HFP	$	1,000,000
Apple Health and Home	$	7,697,021
LIHTC Equity 9%	$	20,552,262
FHLB Des Moines AHP	$	1,000,000
Total	$	45,740,109

D. Operating and Services Budget

Operating Expenses	
Total Annual Operating Expenses	$1,512,740.00
Annual Per Unit Operating Expenses	$14,407.00
Total Annual Service Expenses	$2,399,569.00
Annual Per Unit Service Expenses	$22,853.04
Annual Replacement Reserve Deposit	$350 Per unit with 3% inflation factor
Operating Reserve Requirement	3 months

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II. Reporting Requirements

A. Budget Updates

Borrower shall submit the most current version of the development budget and operating pro forma to the Office of Housing, King County, and Washington State at each of the following milestones. Each submission shall be clearly dated and provide a narrative explanation of changes.

1. Thirty days after Borrower's receipt of this letter.
2. At the time of any application to a potential Project funder for capital, equity, operating or rental assistance, and/or service funds.
3. Each time there is a proposed change to the development budget or operating budget of more than 1%.
4. No less than quarterly, and upon OH request.

B. Status Reports

Borrower shall submit an email status report when changes to the Project cause the proposal to differ from the NOFA application or previous Status Reports. Reports must explain any problems or needed modifications, and propose a plan for addressing them. Items in the status reports include the following:

- Status of architectural and engineering work including explanation of any pending or proposed modification to the design submitted in the NOFA application
- Status of Master Use Permit and Building Permit
- Status of relocation activities, if applicable
- Status of ongoing neighborhood notification activities and good neighbor activities
- Progress in meeting the Project Timeline
- Copies of all documents relevant to the amount and conditions of this award
- Status of environmental review, including copies of SEPA/NEPA determination of non-significance. City funding is contingent upon this determination
- The final Closing Schedule, when available
- The Tenant Rent-Up Plan, if applicable
- A draft RFP which includes the OH Term Sheet soliciting investors as well as LOI's received from potential investors
- All documents related to the limited partnership or limited liability corporation formed for the purpose of raising equity funds through the sale of federal low-income housing tax credits, including a draft limited partnership or limited liability corporation agreement
- A detailed syndication pro forma from the tax credit investor showing all financial sources and uses, shall include the schedule of tax benefits, tax credits and other deductions, as well as a schedule of equity pay-ins

C. Pre-Closing Report

Upon receipt of general contractor bids and not less than 10 days prior to closing, Borrower must submit the following to OH. At that time OH will make a determination of the final loan amount.

1. A summary of contractor bids noting the winner and an explanation of the selection
2. The final Project development budget
3. The most current operating pro forma
4. The unexecuted construction contract with all exhibits

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D. Construction Schedule and Subcontractor Bid Summary

Upon closing, the developer shall submit the construction schedule showing the expected start dates of each trade and a summary of all completed subcontractor bids and selections.

III. Bidding and Contracting Requirements

Borrower shall submit proposed competitive selection processes, contract type and project delivery method as soon as possible and not less than 15 business days prior to commencing a solicitation process and receive OH approval prior to implementation.

A. General Contractor Selection

Borrower must competitively select the Project's general contractor, third party construction management services, and subcontractors. If your project is receiving federal funding Borrower shall comply with Section 3 hiring and contracting practices for both construction and non-construction activities. OH, at its discretion, may waive the requirement to competitively select the general contractor provided Borrower can provide sufficient information that a competitive construction price will be achieved with the selected contractor. If a selected general contractor is not able meet the approved construction budget OH may require a new bidding process prior to the OH loan closing.

B. Subcontractor Selection

Borrower must require the general contractor to solicit a minimum of three subcontractors for competitive bids/proposals for each subcontract over $25,000. Subcontracts shall be awarded based on the lowest responsive and responsible bid.

C. Contracting Practices

Borrower must comply with the City's Fair Contracting Practices ordinance. Borrower and its general contractors shall be encouraged to take actions, consistent with the ordinance that would increase opportunities for women and minority business enterprises (WMBEs). A combined WMBE voluntary goal of 14% of the total construction and other contracted services contracts shall apply to this Project. Borrower shall report periodically on WMBE contracting outcomes. If project funding includes federal funds, Borrower shall comply with Section 3 hiring and contracting practices regarding economic opportunities for low-income persons (24 CFR 135).

D. Wages

Borrower shall require all general contractors and subcontractors to adhere to current OH policies. As of December 2018, this policy requires contractors to pay, at a minimum, State Residential Prevailing Wages for all residential construction activities on the Project. Borrower and its contractors are required to follow the City of Seattle Office of Housing Residential Prevailing Wage Rate policy attached.

IV. Other Requirements and Conditions

A. Community Relations Plan

Borrower shall finalize the draft Community Relations Plan (dated September 2022). Borrower shall implement the Plan throughout the development and operation of the Project. Borrower shall keep OH informed of the status of community relations, and, in particular, of any issues or concerns raised by neighbors or community organizations.

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B. Evergreen Sustainable Development Standard
Borrower shall ensure that development meets the Evergreen Sustainable Development Standard.

C. Federal Requirements
If project funding includes federal funds, Borrower shall comply with all applicable federal laws and regulations including but not limited to: NEPA review requirements, federal Displacement, Relocation and Acquisition requirements, Davis Bacon prevailing wage requirements, and Section 3 compliance and reporting.

D. Term Sheet
Please review the attached Multi-Family Lending Term Sheet. OH requires that this term sheet be included in any solicitation for project financing including Requests for Proposals to LIHTC investors and private lenders. Borrower shall provide final drafts of LIHTC investor Letters of Interest (LOI's) prior to execution for OH review.

Your OH Project Manager during the development of 15th Avenue West is Luis Cano. If you have questions regarding any of the enclosed materials, please contact Luis at 206-256-5235 or luis.cano@seattle.gov.

Sincerely,

Maiko Winkler-Chin
Director, Office of Housing

Enc: Multi-Family Lending Term Sheet
OH Residential Prevailing Wage Policy

I, Daniel Malone, Executive Director of DESC, acknowledge that I have read and understand the above funding conditions.

ORIGINAL SIGNATURE OF AUTHORIZED OFFICIAL

DS SN

Signature: DocuSigned by: 279B127CBA8F422... **Title:** Executive Director

Name: Daniel Malone **Date:** 8/3/2023

Organization: Downtown Emergency Service Center

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St. Stephen Housing Association

13055 SE 192nd Street, Renton, WA 98058-7604
Phone: 253-638-9798 Fax: 866-861-6294
Email: Office@StStephenHousing.org

October 16, 2024

This letter is to confirm that the City of Kent is funding the St. Stephen Housing Joint Component TH-RRH Project with city funding, for the 2023-2024 funding cycle in the amount of $20,000 per year. In addition, we have received notice that the project will be funded again for the 2025-2026 funding cycle at the same amount (contracts have not been finalized as of this writing).

In addition, the King County Housing Authority leases 9 three-bedroom units for this project's transitional housing component. This lease has been in effect since 1990 and continues indefinitely.

Way Back Inn and St. Stephen Housing are merging at the end of November 2024 and the four units owned by Way Back Inn will be transferred to St. Stephen Housing's portfolio. With funding from HUD, we will convert these units to the Joint Component TH-RRH Project.

All 13 of these units will be part of the Joint Component TH-RRH Project. We expect to serve at least 50 individuals in transitional housing the first year, who will transition to the Rapid Rehousing program at the end of their stay. As new families move into transitional housing units, we will continue to serve exiting families with Rapid Rehousing assistance for the next 12 months.

The units are available immediately upon receipt of funding.

Respectfully,

Ann Allen
Executive Director
St. Stephen Housing Association

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LEASE AGREEMENT
(LOCAL PROGRAM)
NIKE MANOR

THIS LEASE AGREEMENT ("Lease"), effective as of January 1, 2017 (the "Effective Date"), is entered into between KING COUNTY HOUSING AUTHORITY, a Washington municipal corporation (hereinafter called "Lessor"), and **ST. STEPHEN HOUSING ASSOCIATION** a Washington nonprofit corporation (hereinafter called "Lessee").

WHEREAS, under a Lease Agreement dated July 1, 1998 between Lessor and Lessee (as same may have been amended from time to time, the "Prior Lease"), the Lessee is currently leasing the Premises (more specifically defined below) from Lessor in order to provide 9 units of housing to homeless families. Those persons who reside at the Premises from time to time are referred to herein as "Clients"; and

WHEREAS, both parties agree on the mutual goal of preserving and making affordable housing available to needs-based client groups, based on sound fiscal and physical management and maintenance of the property; and

WHEREAS, the Lessor and Lessee desire to cancel the Prior Lease and substitute the provisions of this Lease in its place.

NOW THEREFORE, IT IS AGREED THAT:

1. PREMISES: Subject to the terms of this Lease, Lessor hereby leases to Lessee, and Lessee hereby accepts, those 9 single family buildings (each, a "Unit") located adjacent to each other which are depicted and described by Unit number on Exhibit A attached hereto and one office space located in the Property community center (collectively, the "Premises"). The Premises are part of a 10.1 acre residential development known as the Nike Manor Apartments with an address 23960 35th PL S, Kent, in King County, Washington located on the real property legally described on Exhibit B hereto ("Property"). The Property contains 31 single family buildings, together with common area ("Common Area") comprised of lawn, a community playground, a swing set and a community center. Lessee has inspected the Premises and Common Area and accepts the same "AS IS", with any and all faults and defects, and without representation or warranty of any sort by Lessor.

2. TERM: The term of this Lease (as same may be renewed, the "Term") is approximately one (1) month, commencing on the later of December 1, 2016 or mutual execution by the parties whichever is later (the "Commencement Date") and ending on the last day of the calendar year. The Term will be automatically renewed for successive periods of one year unless either party gives 60 days' prior written notice. Upon the Effective Date, the Prior Lease and all pre-existing leases and other use agreements signed by Lessee or any predecessor of Lessee relating to the Premises shall be deemed terminated and of no further force or effect, except for such provisions as are made to survive termination either by the context or their express terms.

Each party to this Lease shall have the right to cancel this Lease for any or no reason, by giving written notice to the other party not less than sixty (60) days prior to the effective date of such termination.

3. RENT AND RENT ADJUSTMENTS; LATE FEES: Lessee agrees to pay to Lessor during the Term, in advance, on or before the first day of each month without offset or deduction, rent in the monthly amount of $291 per Unit. In addition and separate from such rent amount, Lessee will pay, as rent, (w) pass-through costs for any services and maintenance requested by Lessee that solely benefit the Premises, (x) insurance pursuant to Section 14 below, (y) taxes, if any, described in Section 6 below and (z) the cost of repairing any damage caused by Lessee, its Clients or third parties at the Premises pursuant to Section 7(c) below. All rent hereunder shall be prorated for partial months at the beginning and end of the Term.

Lessee acknowledges that, upon sixty (60) days prior written notice, Lessor may (but is not required to) reset the monthly rent payable hereunder effective as of the annual Lease renewal date, in order to more accurately reflect the cost of operating the Premises, and Lessee agrees to pay such increased rent. A rent increase will be made no more than once in any twelve-month period.

All amounts owing by Lessee under this Lease shall be paid to Lessor at Lessor's address set forth herein or such other address as Lessor may from time to time provide. Rent during any partial month during the Lease Term shall be prorated. If any such amount is not received by Lessor within ten (10) days after the due date, Lessor may collect a late charge equal to the greater of Forty Dollars ($40) or five percent (5%) of the overdue amount from Lessee.

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Lessor waives the collection of a security deposit from Lessee in connection with this Lease.

4. USE/COMPLIANCE/HOUSING REFERRALS/TRANSFERS. The Premises shall be used solely for the operation by Lessee of 9 housing units for homeless families as further described in Exhibit C attached hereto, and for no other purpose without the prior written consent of Lessor. Lessee agrees to comply with the provisions set forth on Exhibit C, all of which are incorporated by reference into this Lease.

Attached as Exhibit D-1 are a list of Lessor's policies and rules and regulations applicable to the Property, including the Common Area. As a part of the process of turning over a Unit at the Premises to a new Client, Lessee shall distribute such policies and rules and regulations to the Client and shall collect and retain in the Client's file, a signed acknowledgment of receipt, in the form attached as Exhibit D-1, from each adult residing at the Unit. Lessor reserves the right to add to or modify any of the items listed on Exhibit D-1 after the date of this Lease, upon thirty (30) days prior written notice to Lessee. The Lessee covenants that (a) it will not use, or allow its Clients or other third parties to use, the Premises or Property in violation of the policies, rules and regulations listed on Exhibit D-1, any laws, ordinances or regulations, the provisions of the Department of Commerce Housing Trust Fund Contract No. 96-493-250 (as amended from time to time), or any recorded covenants or restrictions of record affecting any part of the Property, (b) it will not permit any nuisance or waste to occur at the Premises, nor permit anything to be done on the Premises that will interfere in any manner with the quiet enjoyment of other occupants of the Property and (c) it will maintain all licenses required to operate from the Premises and will otherwise comply, and will cause all Clients and invitees to comply, promptly with all laws and regulations relating to use of the Premises and Lessee's operation thereof. All Lessee personnel working with Clients will be properly licensed, certified and trained for such work. Lessee will complete criminal background checks of Lessee's personnel prior to allowing its personnel to work with Clients. Lessee agrees to screen all employees and volunteers who come in contact with vulnerable children and adults as per RCW 43.43.830 - 43.43.842, 74.15.010 - 74.15.030 or any equal or more stringent industry standard.

Lessor may refer or transfer to Lessee current or former clients of Lessor's Housing Choice Voucher, Project Based Section 8 and/or Public Housing properties who are persons in need of supportive housing of the nature provided by Lessee at the Premises. As partial consideration for this Lease, Lessee agrees that if such persons meet Lessee's then-current qualifications and screening criteria, Lessee will offer them housing at the Premises, on a priority and preferential basis ahead of applicants not referred by Lessor, subject only to availability of vacant Units. If there are no vacant Units at such time, qualified applicants referred by Lessor shall be placed at the top of any waiting list and shall be offered housing when Units become available.

5. UTILITIES AND SERVICES: The following utilities and services are available to the Premises: electricity, water, sewer, telephone, recycling, and garbage pickup. No surveillance or security services are provided to the Premises by Lessor. Lessee agrees to ensure all utility and service accounts, except recycling and garbage pickup, are set up in Lessee's name and to pay service providers directly for all utilities and services, as well as for any security services desired at the Premises.

The recycling and garbage collection service at the Property is paid by Lessor and passed through to Lessee as a separate charge. Such service is currently set up for a two can per Unit per week, garbage and recycle collection service. Lessee will reimburse Lessor the per Unit cost (plus an additional charge for any extra garbage collected), as same may be adjusted annually, based on actual costs incurred by Lessor. The garbage fees will billed monthly to the Lessee by the Lessor, and will be shown as a separate line item if included on a monthly rental billing statement.

Lessee will comply with Lessor's reasonable energy reduction guidelines and shall be responsible for using all utilities in an energy conservative manner, including ensuring that the heat, lights, equipment, and appliances are turned down/off when the space is not being utilized. If necessary, to encourage energy conservation, Lessor reserves the right to modify the method of paying utility costs under this Lease. If recycling or composting is available on-site, Lessee shall recycle and compost as applicable to Lessee's operations.

Lessor shall not be liable in damages, by rent abatement or otherwise, for any interruption or reduction whatsoever in utility or other services for any reason whatsoever, provided, however, that if Lessor desires to temporarily suspend any utility or service in order to perform Lessor's maintenance obligations or otherwise, Lessor agrees to give Lessee thirty (30) days prior written notice of such suspension.

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6. TAXES: Lessee shall timely pay any of the following that may apply from time to time: (i) all taxes assessed against and levied upon its leasehold improvements, trade fixtures, furnishings, equipment and all other personal property of Lessee on or about the Premises, and (ii) any other taxes, including leasehold excise tax, that may be applicable to Lessee's use of the Premises. Lessor shall pay any real property taxes or assessments (special, supplemental or otherwise) or other governmental levies or impositions imposed against the Property during the Lease term, and any expenses of Lessor in contesting or attempting to reduce any of the foregoing or the assessed valuation of the tax parcel.

7. MAINTENANCE/DAMAGES: The following apply to maintenance, repair and damage of the Property, including the Common Area.

a) Health and Safety. Lessee agrees to maintain the Premises in a manner that does not create a nuisance or any health and/or safety hazards for other lessees, Clients, visitors, or the surrounding community. In addition, Lessee shall be responsible for determining whether existing laws, ordinances or recorded restrictions (including zoning) are appropriate for Lessee's intended use of the Premises and for making any modifications to the Premises required by such laws, ordinances or restrictions.

b) Routine Upkeep and Maintenance/Unit Turns.
   i) Lessee shall provide routine repair and maintenance of the Premises, at Lessee's cost in accordance with the standards set forth on the attached Exhibit D-2. Repairs will be made in a timely manner. Lessee agrees to implement adequate steps to ensure completion of routine inspection of building and safety systems (i.e. smoke alarms, etc.), other than the heating system, at the Premises.
   Lessor shall have the right, but not the obligation, to periodically inspect the Premises and major systems (i.e., fire alarm and monitoring, heating equipment, etc.). If inspections conducted by representatives of Lessor find Lessee to be in non-compliance with cleaning standards under Exhibit D-2, Lessee may be required to provide additional janitorial services at Lessee 's cost.
   ii) When a Client vacates a Unit, Lessee shall prepare the Unit for occupancy by the next Client at Lessee's cost, including cleaning and repairing any damage to the Unit, repainting the Unit and discarding any personal property left by the former Client.

c) Lessee Damage. Lessee shall be responsible for the cost of restoring the Property, beyond ordinary and reasonable wear and tear, if damage results from Lessee's activities or is caused by the acts or omissions of its Clients, subcontractors or other third parties at the Premises. Lessor shall repair all damage as may occur and shall make such additional repairs as are requested by the Lessee, provided that Lessee shall pay Lessor for the cost of such repairs within 30 days of receiving Lessor's invoice. Lessor shall present Lessee with an itemized bill reflecting the costs actually incurred by the Lessor including overhead expenses. Lessor's obligation for repair and replacement shall not include Lessee's personal property.

d) Lessor Obligation. Subject to Section 7(c), Lessor agrees to provide routine repair and maintenance of (i) the Unit roof, exterior walls, foundation and structural components, (ii) the heating and other major building systems of the Units, and (iii) the Common Area, provided that any damage to such components, systems or Common Area caused by acts or omissions of the Lessee, its Clients, subcontractors or other third parties shall be repaired by the Lessor at Lessee's cost. Lessor will monitor and enforce all warranties in connection with the original construction of, and any Alterations (as defined in Section 9 below) to, the Units. Lessor shall not be liable to Lessee for any failure to make repairs or to perform maintenance unless such failure continues for an unreasonable time following written notice to Lessor from Lessee, which shall not exceed three (3) business days for any condition that deprives Lessee of the use of a refrigerator, range, oven or major plumbing fixture supplied by Lessor. Lessor shall provide routine pest control on an as-needed basis, provided Lessee prepares the Premises for actions required for such control. Pest control costs shall be charged to Lessee if pest control problems are caused by Lessee, its Clients or invitees.

e) Failure to Perform. If Lessee fails to perform its obligations under this Section 7, Lessor may enter upon the Premises after 10 days' prior written notice to Lessee (except in the case of an emergency, in which case no notice shall be required), perform such obligations on Lessee's behalf, and put the Premises in good order, condition and repair, and Lessee shall promptly pay to Lessor a sum equal to the actual cost to Lessor thereof (which cost may include reasonable amounts for Lessor's overhead expenses).

f) Notice of Property Damage. In the event of any material damage to the Premises, Lessee shall immediately (i.e., not more than one business day) contact Lessor at the telephone number provided to Lessee for such purpose on Exhibit C.

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8. CRIMINAL ACTIVITY: Lessee shall immediately contact Lessor regarding any criminal activity occurring at the Premises and shall provide Lessor with follow up reports, including case number if applicable.

9. IMPROVEMENTS AND ALTERATIONS: Lessee shall not, without Lessor's prior written consent, make any improvements, alterations or remodeling to or upon the Premises ("Alterations"). If Lessee desires Lessor's consent, Lessee shall submit detailed plans to Lessor and such other information as Lessor may reasonably request. Lessor's consent to Alterations shall not be unreasonably withheld, but may include such appropriate conditions as Lessor may require. Lessee agrees to accept the decision of the Lessor in determining which Alterations must be restored to their original condition upon termination of occupancy and to pay the cost of such restoration. Any rooftop installation proposals shall be at the discretion and approval of the Lessor, with all rental income from the site belonging solely to Lessor.

10. DISPUTE RESOLUTION: In the event of any dispute relating to the interpretation or intent of this Lease, the parties hereto shall use their best efforts to resolve such dispute through mutual cooperation. To this end, they shall consult and negotiate with each other in good faith and, recognizing their mutual interest, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such a solution within a period of thirty (30) days, the parties agree to try in good faith to settle any dispute (other than any action to regain possession of the Premises which may be maintained in King County Superior Court) by mediation administered by the American Arbitration Association under its Commercial Mediation Rules, before resorting to litigation or any other dispute resolution procedure. Each party shall pay for its own expenses in any mediation proceedings.

11. DEFAULT: Lessee shall be in material default of this Lease upon the occurrence of any one or more of the following: (i) Lessee fails to pay amounts required to be paid by Lessee under this Lease or fails to carry the insurance required under this Lease, and such failure continues for five (5) days following written notice from Lessor; (ii) Lessee fails to observe or perform any of the covenants, conditions or provisions of this Lease, including without limitation the failure to follow Rules and Regulations, where such failure shall continue for a period of thirty (30) days after written notice thereof from Lessor to Lessee, provided, however, that if the nature of Lessee's noncompliance is such that more than thirty (30) days are reasonably required for its cure, then Lessee shall not be deemed to be in default if Lessee has commenced such cure within said thirty-day period and thereafter diligently pursues such cure to completion; (iii) Lessee shall vacate or abandon the Premises for fifteen (15) consecutive days without Lessor's prior consent; (iv) Lessee shall change the use of the Premises in violation of Section 4 above; or (v) any petition in bankruptcy shall be filed by or against Lessee under any federal or state bankruptcy or insolvency act and shall not have been dismissed within ninety (90) days from the filing thereof, or a receiver shall be appointed for Lessee by any court and such receiver shall not have dismissed within sixty (60) days from the date of appointment.

12. REMEDIES: In the event of any material default or breach of this Lease by Lessee, Lessor may at any time thereafter, with or without notice or demand and without limiting Lessor in the exercise of any right or remedy that Lessor may have by reason of such default:

a) Terminate Lessee's right to possession of the Premises by any lawful means, in which case this Lease and the Term hereof shall terminate and Lessee shall immediately surrender possession of the Premises to Lessor. In such event Lessor shall be entitled to recover from Lessee all damages incurred by Lessor by reason of Lessee's default including, but not limited to: the cost of recovering possession of the Premises; expenses of reletting, including necessary renovation and alteration of the Premises, reasonable attorneys' fees, and any real estate commission actually paid.

b) Pursue any other remedy now or hereafter available to Lessor under the laws or judicial decisions of the state wherein the Premises are located.

13. SUBORDINATION: Lessee agrees that, at Lessor's election, this Lease shall automatically be subordinate to any underlying leases and any mortgages or deeds of trust or other encumbrances now or hereafter recorded against the Premises, and all modifications thereof, without the need of having further instruments executed by Lessee to effectuate the same. Lessee shall attorn to any purchaser at any foreclosure sale, or to any grantee or transferee designated in any deed given in lieu of foreclosure, without deduction or setoff. Lessee agrees to execute, acknowledge and deliver upon Lessor's request any documents or instruments which may be deemed necessary by Lessor to more fully and certainly assure the subordination of this Lease to any such leases, mortgages or deeds of trust.

14. INSURANCE. Lessee agrees to maintain insurance with the coverage and in the amounts shown on Exhibit E hereto.

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15. INDEMNIFICATION: Lessor or its agents shall not be liable for any injury or damage to persons or property sustained by Lessee or any other person or entity in and about the Property, except to the extent caused by the gross negligence or willful misconduct of Lessor. Lessee agrees to indemnify, defend and hold Lessor, its affiliates and their respective officials, officers, employees, volunteers, partners, members and agents harmless from any and all loss, liability, claim, action, damage, cost or expense, including but not limited to reasonable attorneys' fees, arising or resulting from or incidental to the use or operation of the Premises, Lessee's breach of the Lease or the acts or omissions of Lessee, its contractors and their respective employees, agents, successors and assigns, or others acting on Lessee's behalf, except to the extent caused by Lessor's gross negligence or willful misconduct. The terms of this Section shall survive expiration or termination of this Lease.

FURTHERMORE, the Lessee acknowledges that the foregoing indemnities described in this Section are specifically and expressly intended to constitute waiver of Lessee's immunity under Washington's Industrial Act, RCW Title 51, and that this waiver has been specifically negotiated and agreed upon by the parties.

16. SUBROGATION WAIVER: Lessee hereby releases and relieves Lessor and waives its entire right of recovery against Lessor for loss or damage arising out of or incident to the perils required to be insured against hereunder or actually insured against by Lessee, whether due to the negligence of Lessor, its agents, employees or otherwise. Lessee shall cause its insurance policy to be endorsed to confirm this waiver.

17. HAZARDOUS SUBSTANCES: Lessee shall not, without Lessor's prior written consent, keep, nor allow any Client or other third party at the Premises, to keep any substances designated as, or containing components designated as, hazardous, dangerous, toxic or harmful and/or subject to regulation under any federal, state or local law, regulation or ordinance (hereinafter "Hazardous Substances") on or around the Property. Lessee shall be fully and completely liable to Lessor for any and all cleanup costs and expenses and any and all other charges, expenses, fees, fines, penalties (both civil and criminal) and costs imposed with respect to the use, disposal, transportation, generation and/or sale of Hazardous Substances by Lessee, any Client or other third party in or about the Property. Lessee shall indemnify, defend and hold Lessor, its affiliates and their respective officials, officers, employees, volunteers, and agents harmless from any and all of the costs, fees, penalties, charges and expenses assessed against or imposed upon Lessor (as well as Lessor's attorney fees and costs) as a result of such use, disposal, transportation, generation and/or sale of Hazardous Substances.

18. LIENS: Lessee shall keep the Premises free from any liens arising out of any work performed for, materials furnished to, or obligations incurred by Lessee and shall hold Lessor harmless against the same.

19. SUBLETTING OR ASSIGNMENT: Except as expressly permitted by Section 4, Lessee shall not sublet the whole or any part of the Premises, nor assign, lien or otherwise transfer this Lease or its interest therein (all, a "Transfer") without the prior written consent of Lessor in its sole discretion. This Lease shall not be assignable by operation of law.

20. ACCESS: Lessor shall retain a key and have the right to enter any part of the Property at all reasonable times for the purpose of inspection, to perform services, make repairs, additions, or alterations, and to show the Premises. Lessee shall accede to and cooperate with such entries. Inspections of residential units by Lessor shall occur only following at least 48 hours' written notice to Lessee, provided that in an emergency, Lessor shall have the right to immediately enter and to use any means it deems proper to access the Premises, including the residential units.

21. REMOVAL OF PROPERTY: In the event Lessor lawfully re-enters the Premises as provided in Section 12, Lessor shall have the right, but not the obligation, to remove all the personal property located herein and to place such property in storage at the expense and risk of Lessee. Any fixtures or equipment left on the Premises at the expiration of the Lease term will be deemed abandoned and automatically become the property of Lessor who may sell, store or dispose of them without notice or liability to Lessee.

22. FUTURE SUPPORT: Lessor makes no commitment to support Lessee and its program and assumes no obligation for such future support except as expressly set forth in this Lease.

23. LESSOR'S CONSENT; TRANSFER: Whenever Lessor's consent or approval is required prior to any action under this Lease, in no event shall Lessor be liable in damages or otherwise for withholding its consent or approval unless Lessee proves the same to have been withheld unreasonably or in bad faith. Lessor may freely encumber or transfer all or any part of its interest in the Premises, the Property or any adjoining property, without Lessee's consent and Lessee agrees to cooperate with Lessor in making any modifications to the terms of this Lease that may be reasonably requested in connection

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with effectuating such rights. In the event of a transfer of all of Lessor's interest, Lessee agrees to look solely to such transferee for the performance of Lessor's obligations hereunder from and after the transfer date.

24. LIABILITY OF LESSOR: The term "Lessor" as in this Lease shall mean only the owner of the Premises at the time in question. In the event of any transfer of such title or interest, Lessor herein named (and in case of any subsequent transfers the then grantor) shall be relieved after the date of such transfer of all liability for Lessor's obligations to be performed thereafter. The obligations contained in this Lease to be performed by Lessor shall be binding on Lessor's successors and assigns only during their respective periods of ownership. If Lessee shall obtain a money judgment against Lessor as a result of Lessor's failure to cure a default hereunder, such judgment shall be satisfied solely against Lessor's interest in the Premises and out of the rents or other income from the Premises receivable by Lessor, or out of the consideration received by Lessor's right, title and interest in the Premises, but Lessor shall not be personally liable for any deficiency.

25. SURRENDER OF PREMISES: Lessee agrees, upon termination of this Lease (after notice of termination under Section 2, if applicable), to peacefully quit and surrender the Premises to Lessor without additional notice, to return the Premises in the same condition received (except for ordinary and reasonable wear and tear), and deliver all Premises keys to Lessor. All of Lessee's personal property and removable trade fixtures shall be removed at the end of the Term (including, at Lessor's option, any Alterations), and Lessee shall repair any damage caused by such removal. If Lessee fails to complete such removal and repair, Lessor may do so and charge the cost thereof to Lessee.

26. HOLDING OVER: Lessee shall vacate the Premises at termination of this Lease unless the parties specifically agree otherwise in an amendment to this Lease. If Lessee holds over after termination of this Lease, Lessee shall be a tenant at sufferance subject to all the Lease terms, except that Rent shall be payable at 150% the monthly rate, unless otherwise agreed in writing by the parties.

27. RECORDING: This Lease shall not be recorded.

28. MISCELLANEOUS: Time is of the essence with respect to the performance of each of the covenants and agreements of this Lease. This Lease, with Exhibits and any Rules or Regulations, represents the entire agreement of the parties with respect to its subject matter. The Lease may be modified only by a writing signed by both parties. The Lease is binding on and will benefit the parties and their respective successors and assigns (subject to all restrictions in the Lease regarding transfers). The invalidity of any provision of this Lease as determined by a court of competent jurisdiction shall in no way affect the validity of any other provision hereof. This Lease shall be construed in accordance with the laws of the State of Washington, and venue in any action to enforce this Lease shall be King County, Washington. The parties hereby agree to waive any right to a jury trial. Each party represents to the other that it has not dealt with any broker or similar representative, and that no commissions or finders' fees are payable in connection with the Lease. Any waiver of a breach or default under the Lease shall not be a waiver of any other breach or default. Either party's consent to or approval of any act of the other requiring such party's consent or approval shall not be deemed a waiver of any required consent or approval of any subsequent or similar act by such party. If, by reason of any default or breach on the part of either party in the performance of any of the provisions of this Lease, a legal action is instituted, the losing party agrees to pay all reasonable costs and attorneys' fees of the prevailing party. The parties each represent that the individual signing this Lease on its behalf is duly authorized to execute and deliver this Lease, and the Lease is binding on such party.

29. NOTICE: Any notice required to be given under this Lease shall be in writing and either personally delivered or sent by United States mail, postage prepaid, addressed to the Lessor at:

NIKE MANOR
c/o King County Housing Authority
600 Andover Park West
Tukwila, WA 98188-3326
Attn: Executive Director

or to Lessee at:

St. Stephen Housing Association
13055 SE 192nd St.
Renton, WA 98058-7604
Attn: Executive Director

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or at such other address as either party may designate to the other in writing from time to time. Notices shall be deemed effective on the third (3rd) business day following the date of deposit in the United States mail.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals as of the Effective Date.

The following exhibits are attached:
EXHIBIT A – DEPICTION OF PREMISES
EXHIBIT B – LEGAL DESCIPTION
EXHIBIT C – HOUSING PROGRAM AGREEMENT
EXHIBIT D-1 – ACKNOWLEDGMENT OF RECEIPT – COMMUNITY REQUIREMENTS
EXHIBIT D-2 - HOUSEKEEPING STANDARDS
EXHIBIT E – INSURANCE REQUIREMENTS

LESSOR:

KING COUNTY HOUSING AUTHORITY, a Washington municipal corporation

By _____
Its Deputy Director
Date: 1/13/17
Address: 600 Andover Park West
Seattle, WA 98188-3326
Phone: (206) 574-1100
Facsimile: (206) 574-1104

LESSEE:

St. Stephen Housing Association, a Washington nonprofit corporation

By _____
Its Director
Date: 12-15-16
Address: 13055 SE 192nd St.
Renton, WA 98058-7604
Phone: (253)638-9798
Facsimile: (425)255-2943

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STATE OF WASHINGTON)
)ss.
COUNTY OF KING)

I CERTIFY that I know or have satisfactory evidence that Dan Watson is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute this instrument and acknowledged it as the Deputy Executive Director of King County Housing Authority to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: January 13, 2017

JESSICA OLIVES
NOTARY PUBLIC
STATE OF WASHINGTON
COMMISSION EXPIRES
OCTOBER 9, 2018

JESSICA OLIVES
(Print name)
Notary public in and for the State of Washington,
residing at King County
My appointment expires: Oct 9, 2018

STATE OF WASHINGTON)
)ss.
COUNTY OF KING)

I CERTIFY that I know or have satisfactory evidence that _____ is the person who appeared before me, and said person acknowledged that _____ signed this instrument, on oath stated that _____ was authorized to execute this instrument and acknowledged it as the _____ of St. Stephen Housing Association, a Washington nonprofit corporation, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: _____

_____
(Print name)
Notary public in and for the State of Washington,
residing at _____
My appointment expires: _____

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or at such other address as either party may designate to the other in writing from time to time. Notices shall be deemed effective on the third (3rd) business day following the date of deposit in the United States mail.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals as of the Effective Date.

The following exhibits are attached:
EXHIBIT A – DEPICTION OF PREMISES
EXHIBIT B – LEGAL DESCIPTION
EXHIBIT C – HOUSING PROGRAM AGREEMENT
EXHIBIT D-1 – ACKNOWLEDGMENT OF RECEIPT – COMMUNITY REQUIREMENTS
EXHIBIT D-2 - HOUSEKEEPING STANDARDS
EXHIBIT E – INSURANCE REQUIREMENTS

LESSOR:

KING COUNTY HOUSING AUTHORITY, a Washington municipal corporation

By _____
Its _____
Date: _____
Address: 600 Andover Park West
Seattle, WA 98188-3326
Phone: (206) 574-1100
Facsimile: (206) 574-1104

LESSEE:

St. Stephen Housing Association, a Washington nonprofit corporation

By Ann Allen Ann Allen
Its Director Director
Date: 12-15-16 1-18-17
Address: 13055 SE 192nd St.
Renton, WA 98058-7604
Phone: (253)638-9798
Facsimile: (425)255-2943

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STATE OF WASHINGTON)
)ss.
COUNTY OF KING)

I CERTIFY that I know or have satisfactory evidence that Dan Watson is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute this instrument and acknowledged it as the Deputy Executive Director of King County Housing Authority to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: _____

_____
_____
(Print name)
Notary public in and for the State of Washington,
residing at _____
My appointment expires:_____

STATE OF WASHINGTON)
)ss.
COUNTY OF KING)

I CERTIFY that I ~~know~~ or have satisfactory evidence that Ann Marie Allen is the person who appeared before me, and said person acknowledged that She signed this instrument, on oath stated that She was authorized to execute this instrument and acknowledged it as the Director of St. Stephen Housing Association, a Washington nonprofit corporation, to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED: 1/18/17

Shamin Karan
Shamin Karan
(Print name)
Notary public in and for the State of Washington,
residing at Seatac, WA
My appointment expires: 3-18-19

Notary Public
State of Washington
SHAMIN KARAN
My Appointment Expires Mar 18, 2019

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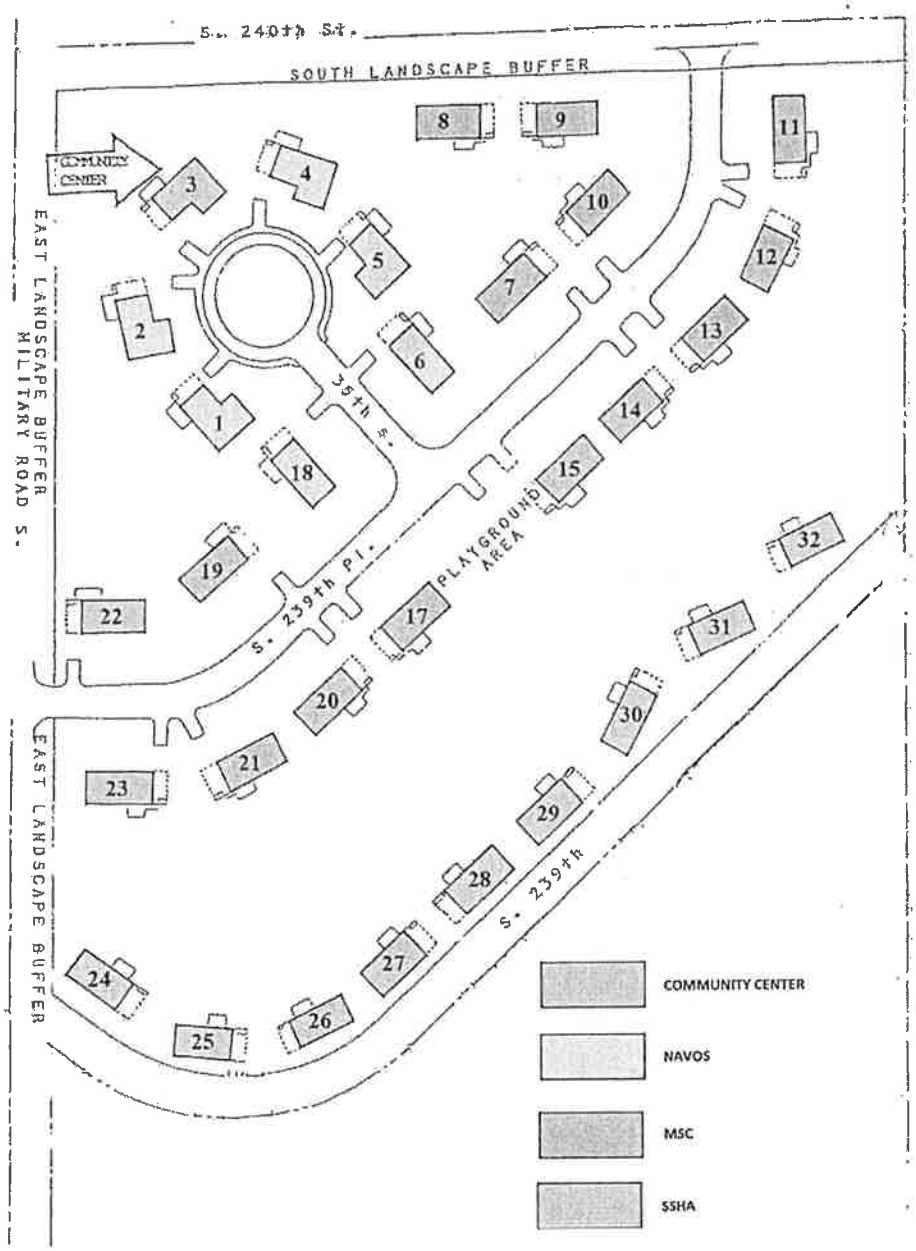
EXHIBIT A

DEPICTION OF PREMISES

NIKE MANOR
23960 35th S.
Kent, WA. 98032



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Includes the following Units:

Unit #	Address
M24	3555 S. 239th St., Kent, WA 98032
M25	3547 S. 239th St., Kent, WA 98032
M26	3541 S. 239th St., Kent, WA 98032
M27	3535 S. 239th St., Kent, WA 98032
M28	3529 S. 239th St., Kent, WA 98032
M29	3523 S. 239th St., Kent, WA 98032
M30	3517 S. 239th St., Kent, WA 98032
M31	3511 S. 239th St., Kent, WA 98032
M32	3505 S. 239th St., Kent, WA 98032

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EXHIBIT B

LEGAL DESCRIPTION

THAT PORTION OF THE EAST HALF OF THE SOUTHWEST QUARTER OF SECTION 15, TOWNSHIP 22 N, RANGE 4 E. OF THE WILLAMETTE MERIDIAN, KING COUNTY, WA., LYING SOUTHERLY OF GEORGE W. PECK ROAD #2 (sometimes known as Peck Rd. or as Jeffery Rd.), AS ESTABLISHED BY ORDER OF THE KING COUNTY COMMISSIONERS DATED FEBRERY 24, 1914, AND ENTERED IN VOL. 17, PAGE 578.

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EXHIBIT C

HOUSING PROGRAM AGREEMENT

All capitalized terms used below will have the meanings given them in the Lease.

Lessee will be responsible for the following:

Program

- Overview: Lessee will provide management and comprehensive supportive services to homeless families at 9 Units at the Premises on an emergency housing basis. On site case management services shall include a comprehensive package of supportive services directed at helping Clients progress toward long term financial and housing stability, and shall include development of an individualized self-sufficiency plan with goals in areas of permanent housing, education, employment, financial, legal, mental health, chemical dependency, domestic violence and parenting. Additional services (on site, off site and referral services) are listed at the bottom of this Exhibit.

- Eligibility of Clients: Lessee will screen Clients (age 18 and above) to meet Lessee's eligibility criteria for the program and the following Lessor criteria:
  a. Head of household must be at least 18 years old.
  b. May not be bound to "lifetime registration" under any State Sex Offender registration program. *Verified through United States Department of Justice Dru Sjodin National Sex Offender Public Website at http://www.nsopw.gov/en-US*
  c. Total household income cannot exceed 30% of Area Median Income (AMI) for the Seattle-Bellevue, WA area, pursuant to the Department of Commerce Housing Trust Fund Contract No. 96-493-250.
  d. May not ever have been convicted of manufacturing or producing methamphetamine.
  e. Any convictions as follows – no time limit
  Registered sex offender Arson

- Lease-up and New Client Orientation:
  a. Assist new Clients with move-in process and paperwork
  b. Provide new Clients with an orientation to the unit including a demonstration of Unit appliances (washer, dryer, garbage disposal, etc.) and an orientation to the community and surrounding resources.
  c. Review the Community Requirements and Housekeeping Standards on Exhibits D-1 and D-2 with each adult household member and collect signed copies of the Exhibit D-1 acknowledgement forms.
  d. Include the Community Requirements and Housekeeping Standards with leasing documents prior to move-in.

- Staffing:
  a. Perform on-boarding and on-going training of Lessee's staff on all Lease requirements.
  b. Hold at least one case management meeting per quarter with the Client in each Unit. This meeting will include a Unit inspection for Lease compliance. Lessee will notify Lessor in writing of any violations that are not corrected by the next case management meeting.

- Communication:
  a. Collaborate with Lessor to address issues of concern relating to the activity at the Premises. Contacts for each party are Lessor's Asset Manager and Lessee's case management staff on site.
  b. It is expected that each party will notify the other if Clients are demonstrating behavior that puts them at risk of losing housing. If issues cannot be resolved at the operational level, each party shall notify their respective senior representative for further action.
  c. Participate in quarterly meetings. These meetings are intended to bring together representatives of Lessor and Lessee to review any challenges (including policy, regulatory, occupancy, community safety and program goals and objectives) related to the Premises. This group will be comprised of representatives of Lessee and of Lessor's Asset Management department.
  d. Lessor will provide an emergency contact number for Lessee's use to Lessee's case management staff.

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Reporting:

- Deliver for review by Lessor income certifications prepared by Lessee for new residents at unit turnover
- Deliver for review by Lessor quarterly occupancy reports for the Premises in a format and with information reasonably requested by Lessor.
- Deliver for review by Lessor an annual report, together with outcome reports and other record keeping for the program and Clients that are provided to other program funders.

Financial Management

- The procurement of all funding necessary to provide services to Clients and prompt notice to Lessor if program funding is in jeopardy.
- Full and primary responsibility for enforcement and compliance of the Lease and all exhibits, including payment of all utilities, services, repairs and liabilities that arise as a result of operating Lessee's program.

Physical Management and Maintenance

- Lessee is responsible for the physical management and maintenance, repair and replacement of the Premises as described in the Lease. As part of managing the program, Lessee shall assist Clients in caring for their units and for the Premises, including the proper and responsible use of building and safety systems.
- Basic housekeeping standards for the Premises' upkeep are attached as Exhibit D-2.

On site services by Lessee will include but are not limited to:

- Housing stabilization services.
- Basic needs assessments and connections to entitlement benefits.
- Housing barrier identification, housing search planning including mediation and advocacy services to assist families with transitioning to permanent housing.
- Domestic violence services, including safety planning and specific advocacy for children.
- Information and connections to children's school district for McKinney Vento homeless services.
- Lease and community rule counseling and enforcement.
- Quarterly case management meetings and quarterly inspections in the unit
- On site Healthcare for the Homeless site visits at the Property which includes nursing visits, mental health/chemical dependency counseling and facilitates referrals to appropriate healthcare services including in-patient treatment services.

Off site and Referral services may include but are not limited to:

- Emergency food and clothing bank services.
- Employment and education services.
- Financial management/empowerment services.
- Transportation linkages.
- Housing search and advocacy counseling including connections to affordable housing waitlists.
- Domestic violence counseling and safety planning services.
- Childcare services.
- Financial management/empowerment services.
- Legal assistance connections.
- Healthcare services including mental health and chemical dependency services.
- Parenting and family planning services.

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EXHIBIT D-1

ACKNOWLEDGMENT OF RECEIPT –
COMMUNITY REQUIREMENTS

[NIKE MANOR]

I,_____, ACKNOWLEDGE THAT I HAVE RECEIVED THE FOLLOWING FORMS:

- Smoke & Carbon Monoxide Detector Information
- Fire Safety Precautions and Procedures
- Non-smoking Addendum
- Got Mold
- Utility Saving Ideas
- Parking Addendum
- Pet Policy
- Satellite Dish Rules
- No Fireworks are allowed at any time on the property
- Nike Manor Apartment Rules and Regulations
- Lead Based Paint Disclosure (REQUIRED FOR HOUSING BUILT BEFORE 1978)
- Asbestos Disclosure: Operations & Maintenance Program (REQUIRED FOR HOUSING BUILT BEFORE 1978)

I also understand that I will be held to the same standards and rules as the others residing in this community and will contact my case manager if I have any questions about any of the above items.

_____ _____
Signature Date

_____ _____
Printed Name Unit #

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EXHIBIT D-2

HOUSEKEEPING STANDARDS

The Premises shall be maintained by Lessee as set forth in the Lease and in accordance with the minimum standards set forth below.

Housekeeping Standards - Inside the Units

General -

- Walls: should be clean, free of dirt, grease, holes, cobwebs, and fingerprints.
- Floors: should be clean, clear, dry and free of hazards.
- Ceilings: should be clean and free of cobwebs and hazards.
- Windows: should be clean. Windows shall be intact, free of cracked panes and not nailed shut - proper locking devices shall be installed and in proper working condition. Shades or blinds should be intact.
- Woodwork: should be clean, free of cuts, gouges, or scratches.
- Doors: should be clean, free of grease and fingerprints. Doorstops should be present. Exterior doors shall have properly working locks and be weather-tight.
- Heating units: should be dusted and access should be uncluttered. Perform routine furnace inspections, furnace cleaning and replace filters every six months.
- Trash: should be disposed of properly and not left in the Unit.
- Fire Alarm/Safety systems (i.e. smoke alarms, etc.): shall be kept in proper working order. Inspections should be completed and batteries replaced at least twice yearly.
- Lighting: shall be maintained in proper working condition, lights bulbs replaced as needed.
- Plumbing: shall be in good working order and free of leaks/ drainage problems.
- Unit ventilation shall be operated as needed to maintain levels of moisture within the Unit that will not result in mold.
- Cleaning products used within Unit shall not be corrosive or otherwise damaging to porcelain fixtures and other surfaces.
- Entire unit shall be free of rodent or insect infestation.

Kitchen -

- Stove/Oven: should be, clean and free of food and grease and shall be kept in proper working order.
- Refrigerator: should be clean and shall be in proper working order. Freezer door should close properly and freezer should have no more than one inch (1") of ice build-up.
- Cabinets: should be clean and neat. Cabinet surfaces and countertop should be free of grease and spilled food. Cabinets should not be overloaded. Storage under sink should be limited to small or lightweight items to permit access for repairs. Heavy pots and pans should not be stored under the sink.
- Exhaust Fan: shall be in proper working order, free of dust and grease.
- Sink: shall be clean, free of grease and garbage. Dirty dishes should be washed and put away. Garbage disposal, if applicable, should be in proper working condition.
- Food storage areas: should be neat and clean without spilled food.
- Trash/Garbage: should be stored in a covered container until removed to the exterior disposal area.

Bathroom -

- Toilet and tank: shall be in proper working condition, clean and odor free.
- Tub and shower: should be clean and free of excessive mildew and mold. Where applicable, shower curtains should be in place and of adequate length to ensure water is not spilled from shower.
- Exhaust fan: should be working properly and free of dust.
- Sink: should be clean and in proper working condition.

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Storage Areas -

- Closets and other storage areas should be neat and clean. Items shall not be stored in or around Hot Water Heater and Furnace. Sufficient access to water and space heating equipment will be maintained to allow for necessary repairs and maintenance. Flammable items must not be stored within the dwelling unit, on patios, carports or storage units.

Housekeeping Standards - Outside the Units:

- Yard/Flower beds: shall be kept free of debris, trash and overgrowth.
- Porches, Steps and Sidewalks: shall be kept clean and free of hazards. Any items stored outside shall not impede the access or egress from the unit.
- Storm Doors: should be clean, with glass and screen intact.
- Parking: shall be kept clean and free of hazards. Only minor car repairs should be completed on site - waste shall be disposed of in a proper receptacle and manner. Abandoned and/or inoperable vehicles should not be kept on the Premises.

Carports – not to be used primarily for storage, bicycles are allowed, toys must be put away.

No charcoal bbqs – bbq must be located away from Unit siding and on cement pad.

No tents, no firepits, no pools allowed at the Property.

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EXHIBIT E

INSURANCE REQUIREMENTS

General Requirements for Insurance: Lessee shall procure and maintain for the duration of the Lease insurance against claims for injuries to persons or damage to property, which may arise from or in connection with this Lease or Lessee's use or occupancy of the Premises. The insurance requirements herein are minimum requirements for this Lease and in no way limit the indemnity covenants contained herein. Lessor in no way warrants that the minimum limits contained herein are sufficient to protect the Lessee from liabilities that might arise out of this Lease. Lessee is free to purchase such additional insurance as Lessee determines necessary.

All insurance shall be carried with companies that are financially responsible and admitted to do business in the State of Washington, and carrying a A-: VII rating, according to A.M. Best's Insurance Rating Guide, most recent edition. The cost of such insurance shall be borne solely by Lessee.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE: Lessee shall provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a "following form" basis.

1. Commercial General Liability – Occurrence Form
Policy shall include bodily injury, property damage and broad form contractual liability coverage.

• General Aggregate	$2,000,000
• Products – Completed Operations Aggregate	$1,000,000
• Personal and Advertising Injury	$1,000,000
• Each Occurrence	$1,000,000
• Fire Damage (Damage to Rented Premises)	$ 100,000

2. Property Insurance

Coverage for Lessee's improvements	Replacement Value
Coverage on Premises	Replacement Value

a. Property insurance shall be written on an all risk basis (including pollution coverage) with replacement cost coverage.
b. Lessor shall be named as a loss payee on property coverage for both the Premises and Lessee improvements.
c. Policy shall contain a waiver of subrogation against the Lessor.

B. ADDITIONAL INSURANCE REQUIREMENTS: The policies shall include, or be endorsed to include, the following provisions:

1. The following additional insured language: "King County Housing Authority, its employees, agents, contractors, officers and directors shall be an additional insured with respect to liability arising out of the use and/or occupancy of the property subject to this Lease."
2. The Lessee's insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.

C. NOTICE OF CANCELLATION: Each insurance policy required by the insurance provisions of this Contract shall provide the required coverage and shall not be suspended, voided or canceled except after thirty (30) days prior written notice has been given to Lessor, except when cancellation is for non-payment of premium, then ten (10) days prior notice may be given. Such notice shall be sent directly to Attn: Risk Management at Lessor's address set forth in the Lease.

D. ACCEPTABILITY OF INSURERS: Insurance is to be placed with insurers duly licensed or authorized to do business in Lessor and with an "A.M. Best" rating of not less than A- VII. Lessor in no way warrants that the above-required minimum insurer rating is sufficient to protect the Lessee from potential insurer insolvency.

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E. VERIFICATION OF COVERAGE: Lessee shall furnish Lessor with certificates of insurance (ACORD form or equivalent approved by Lessor) with the appropriate endorsements as required by this Lease. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and any required endorsements are to be received and approved by Lessor before the Lease commences. Each insurance policy required by this Lease must be in effect at or prior to commencement of this Lease and remain in effect for the duration of the Lease. Failure to maintain the insurance policies as required by this Lease or to provide evidence of renewal is a material breach of contract.

All certificates required by this Lease shall be sent directly to Mary Gonzalez-Hanson at Lessor's address set forth in the Lease. The Building name and address are to be noted on the certificate of insurance. Lessor reserves the right to require complete, certified copies of all insurance policies and endorsements required by this Lease at any time.

F. APPROVAL: Any modification or variation from the insurance requirements in this Lease must have prior approval from Lessor, whose decision shall be final. Such action will not require a formal lease amendment, but may be made by administrative action.

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DOING THE MOST GOOD℠

Chief Program Officer
King County Regional Homeless Authority
400 Yesler Way, Suite 600
Seattle, WA 98104.

Oct 16th, 2024 *Via Electronic Submission*

Re: FY2024 HUD COC NOFO DV Bonus Funds - Leverage Commitment
Project Name: Bridges to Housing (RRH)

Dear Chief Program Officer,

For the FY2024 NOFO, The Salvation Army Northwest Division commits to providing **$140,000** in leverage for our Domestic Violence RRH Program entitled *Bridges to Housing*, This amount represents 33% of our proposed award of $420,057.26 This leverage will come from the following sources in the amounts indicated:

SOURCE	CONTRACT NO.	AMOUNT
The City of Seattle, Human Services Department's gender-based Violence (Housing) Funds	DA25-01235	$55,000
KCRHA (RAHP funds) for Rapid Rehousing	DA-202212-01253	$75,000
Salvation Army NW Division (Cost of office space related to the supportive services)	In-Kind contribution	$10,000
	TOTAL	$140,000

Our contracts/award letters are attached.

This leverage support amounts to **$3,500 per household (based on 40 households/units) annually.** As this is a rapid rehousing program where households experiencing homelessness will receive assistance to move into apartment units in the private rental market, the units will be available immediately.

Sincerely,

Cynthia Foley

Lt. Colonel Cynthia Foley
Divisional Commander

The Salvation Army Northwest Division
111 Queen Anne Ave North, Suite 300
Seattle WA 98109
Phone: (206) 281-4600
cindy.foley@usw.salvationarmy.org

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Seattle Human Services

October 01, 2024

Ciara Murphy
Director of Domestic Violence Programs
The Salvation Army, a California Corp
1101 Pike St
Seattle, WA 98101
ciara.murphy@usw.salvationarmy.org

Subject: **January 1, 2025 – December 31, 2025** Contract Allocation and Information Update Packet

Dear Ciara Murphy:

The City of Seattle Human Services Department (HSD) will renew the existing contract with your agency for the maximum amount of **$391,248.00** for GBV Advocacy Services during the period of **January 1, 2025** through **December 31, 2025**.

Contract Number	**HS0DA25-01235**
2025 Allocations*	
Funding Source	Amount
General Fund – Mobile Flexible Advocacy	$189,575.00
General Fund – Shelter/Housing	$201,673.00

*Due to the uncertainty of funding levels at this time, the contract allocation(s) may be subject to change depending upon the availability of Federal, State, County, and other funding sources. The 2025 inflationary increase based on the Consumer Price Index for Urban Wage Earners and Clerical Workers and the Wage Equity increase proposed by Mayor Harrell are reflected in this contract allocation(s) for all eligible contracts. Any changes in funding resulting from the final budget adoption by the Seattle City Council will be incorporated through a contract amendment in January 2025.

Enclosed are the Information Update Packet and Budget forms your agency needs to complete and return to your City of Seattle Program Specialist no later than **October 11, 2024.** In our effort to increase the efficiency of HSD's contracting process and to provide timely services to the community, HSD is committed to ensuring that all contracts are executed (signed by both parties) as soon as possible. Failure to return the information update packet and budget forms by the above due date may result in late contract execution and delay in payment to your agency. Under no circumstances will HSD process an invoice without an executed contract in place.

For contracts with no federal funds in 2025, HSD is removing the indirect cost cap, but we will continue to capture the indirect facilities and administration costs in budgets, during monitoring,

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and at year-end with the understanding that we will be flexible in agencies' moving costs as needed and allowable throughout the contract year.

For contracts with federal funding in 2025 federally approved Indirect Cost Rates apply. If your agency does not have a federally approved Indirect Cost Rate, your agency must choose one of the following two options due to receipt of federal funds as part of this contract:

1. Agency may elect to use the 15% de minimis rate of the Modified Total Direct Costs (MTDC), or
2. Agency may elect to charge all costs as direct.

According to your General Terms and Conditions Agreement (GTCA) your agency is required to maintain specific insurance coverage throughout the term of your contract agreement. HSD will not be able to execute a contract or process an invoice for payment without evidence demonstrating compliance with the minimum levels of coverage, limits of liability and terms and conditions outlined in the GTCA. Please ensure that your agency has submitted a copy of your Certificate of Commercial General Liability Insurance and Endorsement stating the City of Seattle as an additional insured to the HSD Business Operations at HSD_LAD_Contracts@seattle.gov.

If you have any questions about this letter, please contact your Program Specialist, Karen Valle at karen.valle@seattle.gov or (206) 379-3741.

Sincerely,

Tanya Kim, Human Services Department Director

Enclosures: 2025 Contract Information Packet, Budget forms Excel workbook

cc: Erika Pablo, Safe & Thriving Communities Division Director
File

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KCRHA
King County Regional Homelessness Authority

Contract #:	DA-202212-01253 (**FLUXX Reference #:** DA-202310-02543)
Project ID #:	DA-106
Amendment #:	DA-202212-01253-A2
Changes:	☐ Scope of Services ☒ Time of Performance ☒ Contract Budget ☒ Other

Contractor Name:	The Salvation Army
Project Name:	Bridges to Housing
Contractor Address	1101 Pike St., Seattle, WA 98101
Contractor Email Address:	cindy.foley@usw.salvationarmy.org
Purpose of Amendment:	(1) To extend the period of contract performance for one (1) year; (2) to add the 2024 Contract Budget; (3) to add a paragraph requiring compliance with the Violence Against Women Act Reauthorization Act of 2022; and (4) to renumber Section 500, Entire Agreement.
Attachments Included:	Schedule B-2 – 2024 Budget and Payment

SECOND AMENDMENT TO PROJECT SERVICE AGREEMENT

King County Regional Homelessness Authority ("KCRHA") and The Salvation Army ("Contractor") (each individually a "Party" and collectively, the "Parties") agree to amend Contract No. DA-202212-01253 ("Agreement") as follows ("Amendment 2"):

1. **By extending the period of contract performance for one (1) year.** Accordingly, the Agreement between the Parties is hereby extended through and including December 31, 2024 ("Term").

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2. By adding the 2024 Project Budget specified in Schedule B-2 – Budget and Payment. The agreement is hereby amended to include Schedule B-2 – 2024 Budget and Payment attached hereto and hereby incorporated by reference.

3. By adding a new paragraph to ARTICLE I, GOVERNING AUTHORITY, immediately following Section 100, Governing Authority to require Contractor to provide VAWA and VAWA 2022 protections as provided by law as follows:

> **Violence Against Women Act ("VAWA") Reauthorization Act of 2022 ("VAWA 2022").** VAWA 2022, enacted as Division W of the Consolidated Appropriations Act, 2022) (March 15, 2022) (S. 3623-117th Congress (2021-2022), amends and extends the protections of VAWA 2022 and provides that an applicant for or tenant of housing assisted under a covered housing program cannot be denied admission to, denied assistance under, terminated from participation in, or evicted from the housing on the basis that the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant or tenant otherwise qualifies for admission, assistance, participation, or occupancy.

4. By renumbering ARTICLE VI, SIGNATURES, Section 500, Entire Agreement. Section 500 is hereby renumbered Section 600. All internal cross-references between sections are renumbered accordingly, if required.

Agreement Otherwise in Full Force and Effect. Except as specifically set forth in this Amendment 2 all other terms and conditions of the Agreement remain in full force and effect. If there is a conflict between this Amendment 2 and the Agreement or any earlier amendment, then the terms of this Amendment 2 will prevail.

The Parties, intending to be legally bound, have through their proper and duly authorized representatives, executed this Amendment 2 on the last signature date set forth below. Amendment 2 is operative on the same date.

KING COUNTY REGIONAL HOMELESSNESS AUTHORITY	**THE SALVATION ARMY**
By: _____	By: _____
	Cindy Foley, Divisional Commander
_____	_____
Date	Date

Docusign Envelope ID: E3F2F330-86EA-4A64-A569-05900B362559

SCHEDULE B-2
2024 BUDGET AND PAYMENT

Funding for this program is made possible through revenue from the fund source(s) identified on PSA. Budgeted funds may not be used for costs incurred prior to the beginning date of the term specified. Unspent funds from one grant period may not be carried forward to the subsequent grant period. Continued funding is contingent upon program performance and availability of funds.

The RHA's line-item reimbursement to the RHA will be based on the provision of services as identified in: (a) Schedule A-1 of this Agreement; (b) the approved Proposed Program and Personnel Detailed Budget (hereby incorporated by reference), which shall be submitted to the RHA via the FLUXX Grants Management Portal in a format substantially similar to Exhibit 3A and Exhibit 3B attached hereto; and (c) in accordance with the line-item budget specified herein. The budget reflected in this Schedule is a total program budget that includes all anticipated fund sources, including those not provided by the RHA through this Agreement.

Line-item Budget.

	CHG-KC-24	Other Funding Sources	TOTAL
Personnel Services	$57,366.40		**$57,366.40**
Fringe and Other Benefits	$17,633.60		**$17,633.60**
Supplies and Other			
Indirect Costs			
TOTAL EXPENDITURES	**$75,000.00**		**$75,000.00**

Budget Changes

Should the RHA not expend funds allocated under this Agreement in accordance with any Program Expenditure Rate that may have been established as part of the contract budget, the RHA may recapture and reprogram any such under-expenditures unilaterally and without the need for further amendment of this Agreement, including the shifting of fund sources.

Changes between two or more major budget categories (Personnel, Fringe, and Supplies and Other) that are less than ten percent (10%) of the lesser major budget category, do not require an amendment; however, the RHA must be informed immediately in writing of each such change. Changes between two or more major budget categories of the contract budget that are more than ten percent (10%) of the lesser budget category (as between the two or more categories) do require an amendment.

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Changes to the RHA's Agreement numbering system, fund source or coding may be made unilaterally by the RHA and without the need for amendment of this Agreement.

The RHA shall be notified in writing of any changes in the Agreement number, fund source or coding assigned by the RHA; provided, however, that the total compensation allocated by the RHA through this Agreement does not change. Any other changes to the terms and conditions of this Agreement shall not be effective until agreed to in writing by the authorized representative of the parties hereto.

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HIGHLINE COLLEGE

Dear KCRHA Review Committee,

Highline College is applying for CoC Bonus funds to serve 40 additional homeless students through our Highline College CoC RRH Project.

We have been asked to submit a letter of commitment outlining the units RRH enrollees may be offered that are not supported with the possible CoC rental assistance, but rather through referrals to Student Housing and Retention Services (SHoRe), While In School Housing (WISH), and Women's Programs. The 2 housing units on campus (at Campus View) are available when there are openings. Other units off campus are made available through referrals to various housing agencies and local motels such as the Red Lion Motel.

Below is a table of non-CoC funded resources used by Highline College to provide rapid rehousing support for the 40 current homeless students in SHoRe, WISH, and Women's Programs.

As VP of Equity, Diversity and Transformation it is my responsibility to oversee the work of the above programs and confirm the funding levels described below.

If you have any questions, please contact me at mjimenez@highline.edu

Signature

10/16/2024
Date

Partner	Resource Description	Value
United Way of King County (UWKC)	UWKC provides $160,000 Bridge to Finish grant funds which support a wide range of services including $100,000 for student emergency grants and $60,000 for staffing. Additionally, United Way King County hires and trains 3 full-time AmeriCorps Benefits Hub Coaches who meet with students one and one and assess students' housing needs, help access funds for eviction prevention and moving costs, transportation supports, EBT/food stamps and sign up for Apple Health. An additional 1000-hour AmeriCorps member staffs our College Food Pantry to connect students with on-campus food resources. This funding supports 100% of WISH and SHoRe students who are homeless.	UWKC= $160,000

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Highline College Foundation	Through an MOU with United Way of King County, the Highline College Foundation matches emergency grants at 25% totaling $25,000 annually for student emergency funds. Funds are dispersed directly to the student via the Foundation. This funding supports 100% of WISH and SHoRe students who are homeless.	Highline College Foundation = $25,000
State Board for Community and Technical Colleges (SBCTC)	SBCTC provides funds through a $115,000 Supporting Students Experiencing Homelessness (SSEH) grant which supports a full-time Student Housing and Retention Services (SHoRe) Program Manager and support services for 100% of students who are homeless served in the WISH and SHoRe programs, such as on and off campus accommodations, resources for housing support, and employment/job search resource information. Additionally backpacks, school supplies, and chromebooks/laptops are purchased with these funds for this student population. SBCTC also provides $172,000 of funding through a Student Emergency Assistance Grant (SEAG) for urgent emergency assistance. Funds are dispersed directly to the student via Financial Aid.	SSEH = $115,000 SEAG = $172,000