



2019 Request for Proposals for Balance of State Continuum of Care Program Domestic Violence and Standard Bonus Projects

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PART 1 – General Information

A. General Information on Request for Proposals

All members of the Washington Balance of State (BoS) Continuum of Care (CoC), grantees, partners, and interested parties are invited to submit a request for Continuum of Care Program Bonus Funds. New project funding is available through the domestic violence bonus and standard bonus opportunities in the [2019 Department of Housing and Urban Development CoC Notice of Funding Availability \(NOFA\)](#). Eligible applicants consist of nonprofit organizations, local governments, instrumentalities of local governments, and public housing authorities in the BoS (all counties except Snohomish, King, Pierce, Clark, and Spokane).

Applications must be submitted by the deadline of 5:00 PM PDT on August 13, 2019.

Domestic Violence (DV) bonus projects are solely dedicated to survivors of domestic violence, dating violence, or stalking who are defined as homeless under paragraph (4) at [24 CFR 578.3](#). Proposals for these projects are limited to the following two project types:

- (1) Rapid Re-housing (PH-RRH)** projects that must follow a housing first approach and demonstrate trauma-informed, survivor-center approaches.

(2) Joint TH and PH-RRH component projects as defined in Section III.C.2.n of the NOFA that must follow a housing first approach and demonstrate trauma-informed, survivor-center approaches.

Standard bonus projects are for assisting any eligible homeless population. Proposals for these projects are limited to the following three project types:

(1) Rapid Re-housing (PH-RRH) projects that serve persons who qualify as homeless under paragraphs (1), (2), or (4) of [24 CFR 578.3](#) and follow a housing first approach.

(2) Joint TH and PH-RRH component projects as defined in Section III.C.2.n of the NOFA that serve persons who qualify as homeless under paragraphs (1), (2), or (4) of [24 CFR 578.3](#) and follow a housing first approach.

(3) Permanent Supportive Housing (PSH) projects with all units used to serve people who meet the definition of DedicatedPLUS as defined in Section III.C.2.g of the NOFA, OR with all units used to serve people experiencing chronic homelessness, as defined in [24 CFR 578.3](#). PSH projects must follow a housing first approach.

Applicants may request Bonus Funds for the following eligible activities, depending on the proposed project type: operations, leasing, rental assistance, supportive services, and up to 10% administration. Capital costs such as acquisition, construction, reconstruction or conversion are not eligible for grant assistance.

Regardless of the type of project the CoC applies for, the grant term must be one year. If the applicant is chosen by the CoC bonus review team to apply for funding as part of the CoC's consolidated application, the applicant will then enter their project information into eSnaps. HUD will announce the list of awarded bonus projects in late 2019 or early 2020. Awarded projects will enter into contract directly with HUD, sometime in 2020, who will administer the grant. Projects can apply for renewal funding in future CoC competitions along with the other CoC renewal projects and will be ranked based on performance, according to that year's performance ranking procedure.

Applicants should communicate with their local county(s) continuum to determine if two or more bonus project proposals are being submitted from the same local continuum. If that is the case, the local continuum should send its priority rankings in an email to Matt Mazur-Hart at matt.mazur-hart@commerce.wa.gov so the Balance of State Continuum of Care may respect the priorities of the local continuum.

Potential applicants who have not already discussed their preliminary project design with Matt Mazur-Hart (360-725-2926; matt.mazur-hart@commerce.wa.gov) or Nick Mondau (360-725-3028; nick.mondau@commerce.wa.gov) should contact one of them to discuss the project concept and seek technical assistance by August 1, 2019.

Applicants are responsible for sending their name and email address to Matt Mazur-Hart (matt.mazur-hart@commerce.wa.gov) if they wish to receive notification of any RFP amendments or additional RFP information from Commerce.

B. Available Funding

DV Bonus

Approximately \$552,886 will be available in DV bonus funds. Applicants may apply for any amount up to the full amount, \$552,886, for a single project. We anticipate a strong competition, and therefore the CoC may select two projects at one-half of the full amount \$276,443. Therefore, applicants may submit two budget proposals for the same project. For example, one budget proposal up to the \$552,886 level and one budget proposal up to the \$276,443 level.

Standard Bonus

Approximately \$392,097 will be available for the Standard Bonus funds. Similar to the DV projects, applicants may apply for up to the full amount for a single project and submit a second budget proposal that is smaller.

Applications for Funding

Applicants should request no more grant funds than are needed to ensure the success of the project. If funds offered are less than the full request of an applicant, the applicant will be given the opportunity to propose a scaled-back project, which must still meet the test of feasibility. In the event the applicant does not elect to submit a scaled-back project, the CoC may offer the remaining funds the next highest rated project, and so on. If the funds are not claimed in this manner, the CoC may offer the funds to a higher rated project to scale up their project scope.

In addition, in the event that additional funds become available through recapture of funds or release of additional funds from HUD, the CoC may make additional funds available to applicants for DV or Standard Bonus funds using this same process, which may result in grants of more than the maximums stated above.

Applicants should review detail on definitions and program requirements found in HUD Continuum of Care Program regulations at [24 CFR 578](#), and should refer to the definitions in Section III of the [NOFA](#).

C. Bonus Fund Application Timeline

- July 16, 2019 – DV and Standard Bonus RFP released and posted to the BoS CoC website
- August 1, 2019 – Suggested date by which to advise Commerce of interest to apply for funds. Contact Matt Mazur-Hart (360-725-2926; matt.mazur-hart@commerce.wa.gov).
- August 13, 2019, 5:00 PM PDT - **Deadline for submission** of applications, including all required attachments (see section D below), to Matt Mazur-Hart at matt.mazur-hart@commerce.wa.gov
- August 30, 2019 – Notice of BoS CoC decision on DV Bonus and Standard Bonus project applications

D. Application Components

Following are the required documents for an application for bonus funds to be submitted to matt.mazur-hart@commerce.wa.gov.

- A completed “2019 Standard Bonus and DV Bonus New Project Application: Response to RFP Rating Criteria” and ‘Estimated 12 Month Budget’ within that application
- Copies of leverage letters from donating organizations (see ‘Part 7 – Leverage Information’ for more information)
- The Summary Pages of the most recently completed Independent Audit Letter showing significant findings and issues and, as appropriate, evidence of adequate responses to findings and issues identified
- Applicants who currently have HUD Continuum of Care Program grants must send a copy of the latest HUD monitoring letter and, if appropriate, evidence of actions to clear findings (or evidence that HUD has cleared the findings)
- Projects with dedicated beds for persons with disabilities must provide a brief statement on how they will ensure that persons with disabilities are given opportunities to interact with other persons without disabilities

Note: Applicants selected from this RFP will complete a HUD project application in eSnaps.

E. Technical Assistance

Contact Matt Mazur-Hart at 360-725-2926 (matt.mazur-hart@commerce.wa.gov) or Nick Mondau at 360-725-3028 (nick.mondau@commerce.wa.gov) for any questions or for technical assistance in preparing your application. Priority for TA will be given to projects in counties not currently served by HUD CoC Program funds and applicants not currently administering HUD CoC Program funds.

Part 2 – Threshold Criteria for Standard Bonus and DV Bonus Projects

All Standard Bonus and DV Bonus applications must meet the following threshold requirements. Applicants must clearly state how they meet these threshold requirements in their application.

- (1) Applicant agrees to operate the project using a low barrier, Housing First model according to the definition below, [Section 2.1.3 of the Commerce Guidelines for the Consolidated Homeless Grant; January 2019](#), and as described in the [USICH Housing First Checklist; September 2016](#).

Housing First means low barrier projects that do not have service participation requirements or preconditions to entry and prioritize rapid placement and stabilization in permanent housing. This means the projects allow entry to project participants regardless of their income, credit history, current or past substance use, history of victimization (e.g., domestic violence, sexual assault, childhood abuse), and criminal record. Participants are not terminated from the project for loss of income or failure to increase income, failure to participate in supportive services, failure to make progress toward a service plan, or any other activity not covered in a lease agreement typically found for unassisted persons in the project’s geographic area.

- (2) Applicant agrees to serve vulnerable homeless populations (see [HUD CPD Notice 16-11](#)).
- (3) Applicant is participating (or agrees to participate) in the local Coordinated Entry System, which must be in compliance with [BoS CoC CE guidelines](#).

- (4) Projects with dedicated beds for persons with disabilities must provide a brief statement on how they will ensure that persons with disabilities can interact with other persons without disabilities.

All Applicants must also meet the following:

- (1) Submit a complete application
- (2) Meet all HUD and CoC applicant eligibility requirements and thresholds
- (3) The proposed activities meet Continuum of Care Program eligibility requirements
- (4) The grant request is reasonable based upon the proposed scope
- (5) A review of their latest Independent Audit reveals no major findings unaddressed. Evidence of agency's adequate capacity determined by the applicant's response to the Audit findings.
- (6) For applicants with current HUD Continuum of Care Program grants, the latest HUD monitoring letter reveals no major findings unaddressed. (Applicants who currently have HUD Continuum of Care Program grants must also include the latest HUD monitoring letter and, if appropriate, evidence of actions to clear findings or evidence findings have been cleared by HUD).
- (7) The overall application will be reviewed to determine if the new project is likely to improve the CoC's outcome performance and will contribute to reducing homelessness
- (8) The project and the applicant meet or will meet HUD's Continuum of Care Program threshold requirements as listed in the [NOFA](#)
- (9) To demonstrate organizational capacity, if an applicant for bonus funds is currently operating Continuum of Care Program funded project(s), the most recently reported performance scores for those grants must not be substantially below the average total of all other scores.
- (10) The applicant has submitted all items listed in Part 1 - section D, 'Application Components'.

Part 3 – Rating Criteria for Standard Bonus and DV Bonus Projects

DV Bonus Project proposals and Standard Bonus Project proposals will both be scored on the criteria below. **The narrative to address the following ten scoring criteria, and responses to threshold criteria in 'Part 2', cannot exceed five pages.**

(1) Project Prioritizes Based on Greatest Need/Vulnerability (0-20 points)

All projects will receive points on how well they describe the severity of need of the population they propose to serve and how they will prioritize the most vulnerable populations. To receive full points, applicants must clearly describe:

- the outreach process used to engage homeless persons living on the streets or in shelter;
- the process used for prioritizing persons with the most severe needs;
- identify the specialized needs of vulnerable populations they will serve such as unaccompanied youth, families with children, Veterans, survivors of domestic violence, and chronic homeless persons

Applicants should carefully review [HUD CPD 16-11](#) *Notice Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing* and consider

the requirements found in [HUD CPD 17-01 Notice Establishing Additional Requirements for a Continuum of Care Centralized or Coordinated Assessment System](#).

(2) Housing First (0-20 points)

Applicants will receive points based on the extent to which the project will follow a Housing First model, based on the definition in the 'Threshold' section above.

To receive full points, the applicant must:

- Demonstrate the extent of experience it has in operating a successful Housing First project or demonstrate a plan to develop the knowledge necessary to operate a successful Housing First project
- Clearly describe a project design that meets the 'Threshold' section definition of Housing First

(3) Coordination with Local Providers and Mainstream Services (0-15 points)

Applicants will receive points based on the extent to which the project leverages mainstream and/or local resources for supportive services. To receive full points, applicants must demonstrate the leveraging of Medicaid resources available in the state. Applicants will receive points as follows:

- Applicants may receive up to 10 points for demonstrating a strong partnership with Medicaid services. Applicants should demonstrate that specific activities are in place to identify and enroll all Medicaid-eligible project participants. Applicants should also ensure that a process is in place to link project participants to Medicaid-financed services, including case management, tenancy supports, behavioral health services, or other services important to supporting housing stability. Project applicants may include Medicaid-financed services either by the recipient receiving Medicaid coverage payments for services provided to project participants or through formal partnerships with one or more Medicaid billable providers (e.g., Federally Qualified Health Centers). No points will be awarded for Medicaid-financed health services provided in a hospital setting. Where projects can demonstrate that there are barriers to including Medicaid-financed services in the project, applicants will receive up to 10 points under this paragraph for demonstrating that the project leveraged non-Medicaid resources available in the local continuum's geographic area, including mainstream behavioral health system resources such as mental health or substance abuse prevention and treatment block grants or state behavioral health system funding.
- Applicants may receive up to 5 points for demonstrating that the project will utilize partnerships with existing local service providers to enhance the range of and access to additional resources that promote housing stability and positive grant outcomes. Optional services through such partnerships may include but are not limited to: home visitation, job training, substance abuse treatment, financial literacy, life skills education, mental health services, etc. Applicants can also describe the service partnerships that exist within its own organization, especially in communities without other local providers to offer these services.

(4) Leveraging (0-5 points)

Applicants may receive points based on the extent to which the project will leverage additional resources to develop a comprehensive project that meets the needs of people experiencing homelessness and ensure successful project outcomes. To receive full points, applicants must

demonstrate, with a written commitment, that the cash or in-kind value of leveraged commitments is at least 200 percent of the total initial request to HUD.

- Applicants will be scored on the amount of valid, firm commitments in signed letters meeting HUD requirements and submitted by the due date (see 'Part 7 – Leverage Information').

(5) Readiness (0-10 points)

Applicants will receive points based upon the extent of the project's readiness to proceed. The score will be based on the following.

- Narrative describing the actions taken and actions to be taken, including but not limited to staffing, training, developing project operating procedures, coordination or negotiation with landlords (if appropriate), and any steps involved in the development of the housing resource, to prepare for an early and successful start of the project.
- Projected timeline of major steps, indicating the number of months between each step beginning from the execution of a HUD contract to beginning occupancy to full occupancy.

(6) Capacity (0-10 points)

Applicants will receive points based on the extent to which the applicant's experience is relevant to the type of participants to be served and the type of housing proposed. If the applicant does not have current capacity for its proposed project, but plans to build that capacity by the project's start date, it must clearly demonstrate how it will build that capacity in its application. Capacity includes:

- Overall experience of the organization
- Experience of the organization in undertaking similar activities, including experience with the population to be served and the type of housing and services to be provided
- Experience of staff proposed to operate the project OR the standards the organization will use in recruiting/hiring for positions in the project

(7) Soundness of Approach (0-15 points)

Applications will be scored based upon the description of the project and its proposed outcomes. Outcomes proposed will be considered based on the appropriateness of proposed best practices and activities that would result in their achievement.

- Description of project model
- If the project is not operated by a domestic violence provider, applicant must describe how the project plans to collaborate with its local DV provider to help ensure the safety and confidentiality of DV survivors served by the project (this, like the rest of the rating criteria in Part 2, applies to all applicants – DV Bonus and Standard Bonus)
- If the project is operated by a domestic violence provider, applicant must describe how the project adheres to DV survivor project best practices, as defined here:
<https://wscadv.org/projects/domestic-violence-housing-first/toolkit/survivor-driven-trauma-informed-mobile-advocacy/>
- Use data to demonstrate performance of similar projects serving similar populations
- Description of the major outcomes to be achieved through the project (use annualized data/outcomes as a timeframe where appropriate)
- Description of major steps that will be taken to achieve the proposed outcomes

(8) Meeting a Community Need (0-10 points)

- Applicant utilizes data to demonstrate an unmet community need
- Description of how the project fits with local community plan to reduce homelessness

(9) The project is in a county that doesn't already have a CoC Program grant (0 or 5 points)

To broaden the range of assistance throughout the 34-county CoC, 5 points will be given to projects proposed in counties which do not currently have CoC Program grants, including active CoC capital grants, and were not awarded by HUD in the previous CoC competition and are awaiting a grant.

(10) Racial Equity (0-5 points)

Applicants will receive points for describing how the project will advance racial equity.

- How is your homeless housing system addressing the fact that homelessness disproportionately affects people of color?
- How does this specific project address this disproportionality?
- What data have you examined or where are you looking for information to better understand and/or address this problem?
- If your homeless housing system is not currently addressing racial disparities, how will your system, together with this proposed project, start?

Part 4 – Additional Threshold Criteria for DV Bonus Projects

Threshold Criteria

All applications must meet the following four DV Bonus Project threshold requirements. Applicants must clearly state how they meet these threshold requirements in their application.

- (1) Projects must adhere to DV RRH best practices, many of which are outlined in '[Rapid Re-Housing: Considerations for Homeless Service Providers Supporting Families Impacted by Domestic Violence](#)'. As part of these best practices, applicants must demonstrate that the project will use trauma-informed and survivor-centered approaches, as defined on page 20 of [BoS CoC Policies and Procedures](#).
- (2) Applicants must describe their safety plan for ensuring the safety and confidentiality of all project participants, from initial intake to project exit.
- (3) Applicants must incorporate provisions for extensions in their rental assistance models, since the effects of trauma can prevent survivors from assuming the full costs of housing within common timelines for non-DV projects.
- (4) Applicants must have substantial experience serving survivors of domestic violence, dating violence, and stalking, OR closely partner with another service provider that has substantial experience.

Part 5 – Additional Rating Criteria for DV Bonus Projects

The CoC will use the following rating criteria to score and select new DV Bonus project applications. Each application will be scored on the overall quality of the project, and the extent to which the applicant is able to clearly demonstrate the following three criteria. **The narrative to address the following scoring criteria, and responses to DV threshold criteria in 'Part 4', cannot exceed three pages.**

(1) Safety Plan (0-20 points)

Applicants will receive points based on the extent that their safety plan clearly ensures the protection and confidentiality of all project participants, from initial intake to project exit.

(2) Prior Experience and/or Collaboration (0-20 points)

Applicants will receive points based on the extent of their experience serving this target population. Narrative should include the level and description of project participant input in developing the project design. Applicants without substantial prior experience serving this population will receive points based on the extent of their proposed collaboration with another provider that has substantial experience.

Applicants must provide a detailed description of the training they or their partners have received. This training must include, at a minimum, the requirements listed in [WAC 388-61A-1080](#).

Applicants partnering with an outside service provider to meet this requirement must attach a memorandum of understanding (MOU) that outlines, at a minimum:

- The outside provider's training and experience serving the target population
- A detailed plan outlining the role the provider will play in the partnership and how they will leverage their experience to better serve the target population
- Description of the services the provider will offer to project participants

(3) Past Performance (0-20 points)

Applicants will receive up to five points in each of the following categories, based on their past performance. Applicants should use data in their responses where possible.

- Rate of housing placement of DV survivors (0-5 points)
- Rate of housing retention of DV survivors (0-5 points)
- Improvements in safety of DV survivors (0-5 points) Examples include:
 - The extent to which survivors learn more ways to plan for their safety
 - The extent to which survivors know whom to contact for safety support
- How the project applicant addresses multiple barriers faced by DV survivors (0-5 points)

Part 6 – Balance of State Continuum of Care Competition Policies and Procedures

The principle of fair play through an open, inclusive and transparent application process will be employed throughout the competition.

The CoC will manage the application process with an openness throughout, including significant information exchange and the assignment of staff to help clarify and assist applicants throughout the process. RFPs will be broadcast to the broadest mailing list possible to maximize opportunities for all potential applicants throughout the CoC to participate. Criteria for selecting bonus fund applications will give preference to applicants from counties without current HUD Continuum of Care Program grants. Technical Assistance will be prioritized to assist applications from counties without Continuum of Care Program grants and to applicants not currently operating Continuum of Care Program grants. Application criteria are developed in an open process of the Continuum of Care Steering Committee with minutes of meetings at which all interested parties are invited to join and participate. The rating criteria are reviewed and approved annually by the CoC.

Members of the Rating and Ranking Committee scoring the applications are composed of persons invited by staff of the CoC to participate in the rating and ranking process. Persons are chosen for their non-conflicted position and experience with activities to end homelessness. No applicants may participate in a Committee to review and rate projects who are competing or potentially competing for project funding in the current round of competition. Membership on the Committee will reflect as much as feasible the major geographical framework of the CoC, with at least one representative from the eastern and the western regions of the state. In addition, to the extent feasible, a former homeless person will be included (as has been the case from 2011-2019).

Project Selection Criteria

The Rating Criteria will be provided to all interested parties as part of the RFP. The criteria are approved each year by the CoC. There may be separate selection criteria dependent upon the need to respond to the HUD NOFA. For 2019, the rating and ranking criteria are posted on the CoC website and included in e-mail communications to all potential interested persons in the Balance of State jurisdiction.

Rating criteria for renewals will be based primarily upon objective and outcome-based data on the performance of the existing project; and projects requesting new funds (Bonus and Reallocation) will be based largely upon the quality of the proposal, capacity, extent to which they serve the most difficult populations, housing first commitments, and leverage. The full set of criteria can be found in the RFPs of each of the application types.

If two or more applications from the same local continuum are ranked differently at the local level than by the Balance of State (BoS) Continuum process, the Balance of State Continuum will apply the ranking of the local Continuum in developing the BoS Continuum's ranking list (for example if two projects submitted from a local continuum are ranked numbers 2 and 4 in the BoS Competition and the local Continuum ranked those projects 2 and 1 respectively, the BoS Continuum will switch the order so that local Continuum project #1 is ranked #2 and local Continuum project #2 is ranked #4 in the BoS Continuum rankings). In the event that no local county preference letter is received on a timely basis, the rankings of the BoS Continuum will govern the final rankings.

Encouragement of applications from counties and new applicants not previously funded with Continuum of Care Program Funds

The Continuum continues to encourage new applications from counties and from applicants which have not previously received HUD Continuum of Care Program funding. Counties are notified of this preference in the Request for Proposals. In addition, applications from new counties will be given bonus points in the rating system. Finally, applications from previously unfunded counties and applicants which have not previously received Continuum of Care Program funds will be offered priority for technical assistance to help them prepare.

Timing of Application Process

The following guidelines will be followed for the annual application process:

- Notices inviting applications for various categories are forwarded to the broadest e-mail list maintained by the CoC as soon as the analysis of the annual HUD NOFA is completed, project and Continuum of Care application forms are available from HUD, and input from the Continuum Steering Committee is obtained to set priorities and application processes for the competition. This notice will also be posted on the CoC's website. All major amendments or changes will be similarly announced by e-mail communication to those who have expressed interest to the RFP coordinator and major actions will be posted on the website.
- By HUD requirement, at least 15 days prior to the deadline for submission of the CoC's Application to HUD, any applicant whose application is 1) rejected by the CoC or 2) otherwise will not be sent to HUD as part of the CoC's application, will be provided written notice of the results, the reasoning for the decision and advised of the opportunity to appeal the results prior to submission of the CoC's application.
- Prior to the submission of the CoC and Project Applications to HUD, the Final Project Listing and the CoC's Application will be posted on the CoC website and the full membership, stakeholders and interested parties will be provided an e-mail, communicating the results of the Project Listing (including information on the projects rejected and accepted) and the CoC's application. All parties will be advised by e-mail where on the CoC's website the information is located.

Protest Procedure

Applicants have five business days from the written notice of the results to submit a written appeal to Matt Mazur-Hart at matt.mazur-hart@commerce.wa.gov. Written appeals submitted more than five business days from the announcement of the results will not be considered.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination, or conflict of interest on the part of an evaluator;
- Errors in computing the score;
- Non-compliance with procedures described in the procurement document or BoS CoC policy.

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's professional judgment on the quality of a proposal, or 2) BoS CoC's assessment of its own and/or applicant needs or requirements.

Commerce, as Collaborative Applicant, and the Rating and Ranking Committee will review the protest and issue a decision within ten business days of receipt of the protest.

Establishing Project Ranking and HUD Project Priority List

The overall approach to developing the CoC's Project Priority List is to start by ranking the Renewal projects in order of their performance score against all other Renewal projects, integrate Bonus projects into the List based on their score against all other Bonus projects and rank all Reallocated projects at the bottom of Tier 1 based upon their score in the Reallocation competition.

New Bonus Applications received after the CoC's project application deadline (or which are substantially incomplete by the deadline), or which do not otherwise meet threshold requirements, will be rejected. Renewal and Reallocation Applications received after the Continuum's project application deadline (or which are substantially incomplete at the deadline) are subject to rejection or placement at the bottom of Tier 2.

Part 7 – Leverage Letters

It is important to the success of the application that we demonstrate that the Balance of State Continuum of Care is able to leverage other federal, local, and state funds in our projects.

Leverage can be cash or the value of labor or materials provided to the project (in-kind). It can include below-market lease payments by agencies, rental income for tenants put back into the program, volunteer labor at \$10/hour or, if professional labor (lawyers, doctors, etc.) is provided, it can be valued at the going cost of the service. It can also include services provided for free or at reduced rates by other agencies and staff time of your agency that is not reimbursed by the Continuum of Care Program grant.

In short, leverage includes everything that contributes to the project, other than the Continuum of Care Program grant itself, as long as a firm letter of commitment is obtained meeting the requirements of the model below. Applicants are encouraged to maximize their leverage points by requesting letters which cover the full term of the grant period requested. Only letters and agreements meeting the below requirements that are dated after March 1, 2019 and submitted by the deadline of August 13, 2019, 5:00 PM PDT, will be accepted for rating purposes. Only letters with firm commitments will be accepted (i.e. no "subject to budget approval"). All letters should be sent by e-mail to matt.mazur-hart@commerce.wa.gov as part of the application.

**Model Commitment or Donation Letter for Leverage for
New Projects**

Bold Print = Suggested Text

Regular Print = (Explanation of fill-in item)

Typed on Donor Agency Letterhead

To: _____ (*Sponsor of Project*) _____ (*a date between March 1 and August 13, 2019*)

Subject: Commitment to the _____ (*Name of Homeless Project*)

(A. For Services, Leasing or Operations Costs):

If the _____ (*name of homeless project*) **is awarded HUD Continuum of Care Program funds,**
_____ (*name of agency, church, organization, government, person or business*) **commits to**
provide contributions worth \$ _____ **over the next year to** _____ (*name of sponsor*
organization). **Our contribution for** _____ (*operations or type of service: e.g. cash,*
childcare, case management, clothing, food, etc.) **will be available for the 12 month period beginning February**
1, 2020 (beginning date of the potential Program Period for the grant).

1. (If professional services based on an hourly rate are involved add the following to the first two sentences of A.): **The commitment is calculated based upon** _____ **hours of** _____ (*type of service*) **at our normal rate of**
\$ _____ **/hour.**

2. (If non-professional/volunteer services are involved add the following to the first two sentences of A.): **The**
commitment is based upon _____ **hours of service at the rate of \$10.00/hour.**

3. (If the donation is a physical item, add the following to the first two sentences of A.): **The amount of the**
contribution is based upon a donation of _____ (*units*) **of** _____ (*words describing the contribution*).

4. If the donation is space, the following to the first two sentences of A.):

5. If the donation is housing or office space leased at below market rents, state the following:) **We agree to lease**
_____ (*number of units*) **to** _____ (*name of the agency renting or participants in the agency's program*) **at**
the following rents of _____ (*# of units by bedroom size and \$ for rent*) **for a one year period beginning**
February 1, 2020. (You will then need to use some standard - Fair Market Rents, documented comparable rents, a
letter from a realtor establishing comparable rents - to calculate the amount of the benefit representing the difference
between standard rents and the agreed upon rents).

Sincerely,

_____ (*must be signed by an authorized representative of the donating agency*)

_____ (*title*)