

HOME TBRA RFP Pre-Application Workshop

June 19, 2015 Admin East Public Hearing Room #1

APPLICATIONS DUE ON JUNE 30, 2015

The meeting began promptly at 1pm. There were two attendees, representing two agencies. Jackie Anderson, Dee White and Stephanie Wong represented the Division of Housing and Community Services.

Application-Related Announcements and Highlights:

- Funding is estimated and start date is dependent upon allocation of funds. A Program Year 2015 start date will depend on the possible reallocation of other project funds; otherwise, we anticipate the project may begin in Program Year 2016. This funding round is for the 2015 to 2019 program years; agencies will apply one time, and based on performance and the availability of funds, the County will contract for subsequent years. Funding will be allocated annually through the Policy Advisory Board and approved by the County Council.

General RFP Instructions:

- Application schedule, page 2.
- Background Information, including Funding Priorities and Eligible Activities, page 3.
 - This RFP is for Security and Utility Deposits only. However, if additional funds become available, this will be expanded to include Rental Assistance. Two (2) budgets must be provided to address how the agency will scale the project up to provide Rental Assistance.
- General Guidelines, page 4.
 - Projects serving homeless households will be expected to participate in the County's Homeless Management Information System (HMIS), Coordinated Entry System, and other reporting requirements, page 5.
- Application Instructions, page 5.
 - Ensure that all required sections are complete, including the Application Cover Sheet, TBRA Narrative, Attachment A (Budget – Security and Utility Deposits Only), Attachment B (Budget – Security Deposits, Utility Deposits, and Rental Assistance), and Exhibit A (Agency Capacity and Experience). Both Attachment A and B must be completed by all applicants.
 - Ensure that page limits are not exceeded.
- Threshold Criteria, page 7. Applications will be reviewed only if all Threshold Criteria are met.

RFP for Tenant Based Rental Assistance

- TBRA Program Requirements and Eligible Applicants/Uses, page 10.

- Project will serve extremely low (below 30% AMI) and low-income households (below 50% AMI); assistance to households below 50% AMI must be prioritized for families with children.
- May serve households who are homeless, at risk of homelessness, or unstably housed.
- Housing Requirements/Requirements for Security and Utility Deposit Assistance and Rental Assistance.
- TBRA Application, page 13, Attachments A and B, and Exhibit A.
 - Narratives must be responsive to the questions asked.
 - Budget Narrative, page 17. Ensure that the narrative addresses scale-ability of project in \$100,000 increments; Project must be able to scale up to provide Rental Assistance if funds become available.
- Project Review Criteria. Application narratives must be responsive to the questions asked.

Contact [Leila Copeland](#) or [Stephanie Wong](#) if you have questions.

Questions and Answers:

Q1: Can TBRA be used in housing the agency owns?

A1: The HOME regulations and/or guidance indicate that households must be free to select a unit of their choice. If the agency requires participants to live in agency-owned housing, this would not be considered free choice and is not permitted. However, an agency may refer the household to suitable units but the agency must inform the household that it is not obligated to select a referral unit. Snohomish County is currently developing policies to address this issue.

Q2: Can security deposit assistance be provided to a tenant more than once?

A2: This is not prohibited by the HOME regulation; Snohomish County is currently developing policies to address this issue.

Q3: Can assistance be provided for housing units in the City of Everett?

A3: This is not prohibited by the HOME regulation; Snohomish County is currently developing policies to address this issue.