

Welcome to the WFF Grantee Newsletter!

This quarterly newsletter is *specifically* for WFF grantees. It will provide information on special topics, upcoming events and training opportunities, funding updates, and the variety of resources available to you through WFF.

In this first edition, you'll meet the WFF Technical Assistance Team and learn how their expertise and access to resources can help ensure your ongoing success as an agency and as a WFF grantee.

We would like to highlight individual WFF grantee programs in upcoming newsletters, so send us a picture and brief program description if you'd like to share your story.

The WFF Technical Assistance Team

The WFF Technical Assistance Team is here to assist grantees with specific questions about WFF-related activities as well as general questions about program operation and administration needs. Do you need examples of job descriptions or intake policies? Do you have questions regarding your WFF reporting requirements? These are some of the things our Technical Assistance Team can assist you with. We will answer your questions or direct you to the person on staff who can. We also have an extensive library of resource and educational materials.

WFF grantees can access FREE technical assistance at any time by contacting our team members. Don't hesitate to contact us and let us know what you need!

Emily Nolan, Washington Families Fund Administrator

Emily Nolan brings over 10 years of experience in the housing and homelessness field. As Supervisor of the [Community Information Line](#) in King County, she helped connect clients with appropriate services and provided trainings to service providers on how best to link clients with resources. She currently manages the day-to-day operations of the Washington Families Fund and provides assistance and guidance to both WFF grantee agencies and potential applicants.

Emily Nolan can be contacted via email to emily@aidshousing.org or via phone at (206) 322-9444, extension 36.

Kelly Zelenka, Technical Advisor II

Kelly Zelenka brings over 17 years of experience in the mental health and housing fields, providing direct services to multiply diagnosed individuals in both urban and rural settings and in the administration of low-income housing programs. She has assisted providers in the development of program and housing management plans and service packages, including developing operating agreements and developing policies and procedures. She currently provides project-specific hands-on consultation, training, and technical assistance to AIDS housing, low-income housing, and special needs housing providers, with a focus on federal and state housing programs.

Kelly Zelenka can be contacted via email to kelly@aidshousing.org or via phone at (206) 322-



OVERCOMING HOMELESSNESS
THROUGH SERVICE-ENRICHED HOUSING

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WFF Reporting

WFF Quarterly Reports Due April 21st



Please make sure your project narrative, service report, and financial report are complete and turned in to Emily Nolan by April 21st. If you have questions or concerns, contact Emily today!

Quarterly Activity Reporting

Activity Period	Report Due
January - March	April 21st
April - June	July 21st
July - September	October 20th

Evaluation Survey Due Dates

WFF evaluations are an important part of the WFF program, and the survey due dates are summarized below. Surveys are available on the WFF website at http://www.aidshousing.org/newsletter2210/newsletter_show.htm?doc_id=327085.

Family Status Reporting	
Report	Due Date(s)
Intake	Within 60 days of Program Entry
Annual Reassessments	October 15th <i>of every year until Program Exit</i>
Exit Interview <i>(includes families that disappear)</i>	Within 30 days of Program Exit
Post-Exit Follow-Ups	7 months after Program Exit <i>and every 6 months afterward until family disappears</i>

Important Changes in WFF Funding Priorities!

New Employment Focus

Employment is paramount to helping families reach increased self sufficiency and economic stability, and the 2007 funding round will have an increased focus by WFF on employment training and services in case management. While there are many grantee programs that already address employment issues with clients, WFF is asking all agencies to expand employment strategies that

will help clients obtain job skills and stable employment. This will mean building community partnerships that strengthen clients' participation in employment training and job placement services. Due to the array of client needs and barriers to employment, a wide range of employment activities will be eligible for funding in this model.

2007 Funding Process Timeline	
Date	Activity
July 2, 2007	RFP materials available for download from WFF website
Mid-July 2007	Bidders' Conference in Seattle
Early August 2007	Bidders' Conference in Spokane
August 2007	Q & A from Bidders' Conferences posted to WFF website
September 6, 2007	Proposals due to WFF by 5:00 PM
October 11, 2007 - November 8, 2007	Site visits to notified applicants
December 2007	Successful applicants notified of award
January 2008	Public awards announcement
March 2008	Contracts in place with grantees

New High-Level Service Model

WFF recognizes that there is a lack of housing and support services available in our state for *high-needs* families with long histories of homelessness and/or multiple homeless episodes. In 2007, WFF will fund agencies that serve families that are experiencing co-occurring barriers that include: mental health issues, chemical dependency, domestic violence/trauma from violence, HIV/AIDS, families who are dealing with CPS, and serious criminal histories.

This High-Level Service Model will focus on permanent supportive housing with intensive wrap-around services for families. Agencies will be asked to use the housing first/harm reduction model, wherever possible. Staffing levels for this model are proposed to have a lower client ratio per case manager, along with a higher funding level for the services. Funding awards for the High-Level Service Model will be made for 5 years instead of the 10-year awards that are made for the moderate-level service model.

The RFQ for the High-Level Service Model was released on March 14, 2007.

Upcoming Events

"Making Connections - Navigating the Journey Home"

[The Washington State Coalition for the Homeless](#) is hosting their 17th annual conference - "Making Connections - Navigating the Journey Home" - on May 9th - 11th in Yakima. The conference will include **42 Workshops in SIX Tracks:**

- Organizational Development;
- Completing the Continuum of Housing;

- Housing Options;
- Re-Entry Planning;
- Case Management; and
- Employment and Training Models

For more information on the conference and workshop topics please see the official site at:
<http://www.endhomelessnesswa.org/WSCH/Conference/conference.html>

WFF would also like to invite all of the grantees who attend the conference, not just those receiving scholarships, to a meeting on Wednesday, May 9th from 5:30 - 7:00 at the [Red Lion Hotel Yakima Center](#). We would like to discuss moving residents along the employment continuum through maximizing education, vocational, and employment opportunities that exist in your communities.

With WFF's increased emphasis on employment issues, we encourage grantee agencies to send at least one member of their staff team to the employment & training session at the conference.

Past Event Highlights

"National Conference to End Homelessness"

Close to 500 practitioners, advocates, government officials, and people experiencing homelessness attended the National Conference to End Homelessness on February 8th and 9th in Oakland, California, to explore promising strategies that are reducing homelessness among families. Nan Roman, President and CEO of the [National Alliance to End Homelessness](#), greeted the participants from the United States, as well as Canada and Australia, and provided an overview of the lessons learned and the challenges and opportunities that remain in the work to end homelessness.

17 staff members from 10 WFF-funded agencies were able to attend the conference thanks to WFF financial assistance. PowerPoint presentations from the 32 workshops are posted on the National Alliance to End Homelessness website at <http://www.endhomelessness.org/section/tools/conference/conferences>.

Additional grantee resources are available on the WFF Homepage, which is online at http://www.aidshousing.org/info-url_nocat4271/info-url_nocat.htm.