

Welcome to the Summer 2007 Edition of the WFF Grantee Newsletter!

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OVERCOMING HOMELESSNESS
THROUGH SERVICE-ENRICHED HOUSING

The Washington Families Fund (WFF) is a public-private partnership to expand service-enriched affordable housing for homeless families in Washington State. Established by the Washington Legislature in 2004, the Fund fills a critical need by providing stable, long-term funding for housing-based services. To learn more about us visit the WFF homepage at <http://www.aidshousing.org/wff>.

WFF Program Highlight

Housing Authority of Island County - Marjie's House

Marjie's House is a 16-unit apartment complex serving homeless women and children. There are 7 emergency housing units, 8 transitional housing units, and 1 resident manager unit. Marjie's House is owned by the Housing Authority of Island County, with resident referral and case management services provided by the [Opportunity Council](#), a local community action agency, and [Citizens Against Domestic and Sexual Abuse](#), a local domestic violence agency.



Since its opening in February 2005, the Marjie's House Transitional Housing complex has served 23 families headed by single women with children. Seven of these families were able to secure permanent subsidized housing, either in a subsidized housing unit, or through Section 8. One woman purchased a mobile home, and another bought a home out of state. Each of the families served by the case management staff at Marjie's House have had the opportunity to repair credit, learn money management skills, and stabilize their lives while living in a safe and secure environment.

Residing in the Marjie's House Transitional units requires a significant commitment on behalf of the residents. Case managers require that the clients participate in activities that will facilitate the client's movement to a more stable living situation upon leaving the program. Marjie's House was developed to provide an alternative to the [HOME Tenant-Based Rental Assistance \(TBRA\) transitional housing program](#). Many of the clients are eligible for HOME TBRA but have had a difficult, if not impossible, task finding rental housing because of poor credit or tenant history.

The transitional units at Marjie's House provide an environment where these clients have been able to repair their credit issues and establish a good rental history in preparation for returning to the rental market.

We would love to share your program highlight or client success story with other grantees and our funders and policy makers. You can submit your story via [email to WFF@aidshousing.org](mailto:WFF@aidshousing.org).

WFF Steering Committee - Who are they, and what do they do?

As part of our information sharing with all of you, we want to tell you a little bit about the inner workings of the Washington Families Fund. This quarter we chose to highlight the WFF Steering Committee. The Steering Committee is made up of representatives from private funders, non-profits, government, community members, and AIDS Housing of Washington's Board of Directors. The role of the Steering Committee is to advise AHW, [CTED](#), and the Fund's philanthropic investors on the structure and implementation of WFF, including program design, operating policies, and funding guidelines. The group meets at least 3 times a year to discuss the overall direction of WFF, state policy and advocacy work that affects homeless families, the general management of the program, and to review funding recommendations. If there are policy and advocacy items that you would like to share with the Steering Committee, please pass them on to us and we will share them with the group.

A listing of current Steering Committee members can be found online at http://www.aidshousing.org/usr_doc/WFF_Steering_Committee_Current.pdf

WFF 2007 Funding Process Begins

Changes have been made to this year's RFP to reflect the emphasis on employment services. Employment is a key piece in helping families reach increased self sufficiency and economic stability. In 2006, employment for WFF heads of households increased by 88 percent from intake to their first annual update. While there are many programs that already address employment issues with clients, WFF wanted to specifically call on agencies to work on employment issues that will support clients to be successful in housing. This model also relies on agencies to build community partnerships that strengthen clients' participation in employment training and job placement. Due to the array of barriers and variety of client needs, a wide range of employment

activities will be eligible in this model. The goal is that, over time, clients will be successful in obtaining job skills and long-term employment.

In this funding round, WFF will make grants equaling up to \$3,500 per unit, per year, for up to 10 years. The funds will be granted throughout the state to finance support services linked to affordable housing for homeless families. WFF's initial funding commitment will be for 10 years, and grantees will draw funds down annually, based on performance. As in prior years, WFF will fund a maximum of two-thirds of the total case management and support services cost incurred in serving WFF families.

The RFP will be released on July 9th. You can download the RFP application materials from the WFF Applications Guidelines page, online at http://www.aidshousing.org/info-url_nocat4271/info-url_nocat_show.htm?doc_id=314790.

| 2007 RFP Timeline | |
|-------------------------------------|---|
| Date | Activity |
| July 9, 2007 | RFP materials available for download from WFF website |
| July 18, 2007 | Joint NOFA application workshop (King County Agencies only) |
| July 25, 2007 | Bidders' Conference in Seattle |
| August 10, 2007 | Bidders' Conference in Spokane |
| August 17 2007 | Q & A from Bidders' Conferences posted to WFF website |
| September 7, 2007 | Proposals are due to WFF by 4:00 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

A second change for WFF is the creation of a 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 histories of multiple homeless episodes. In this model, WFF will fund agencies that serve families who are experiencing co-occurring barriers, including mental health issues, chemical dependency, domestic violence/trauma from violence, HIV/AIDS, families who are dealing with [Child Protective Services \(CPS\)](#), and serious criminal histories. This model will focus on permanent supportive housing with intensive wrap-around services available to families. Agencies will be asked to use a client-service model based on harm reduction. 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. As with any WFF project, agencies will be looked upon to build or strengthen partnerships with other providers in their community. Funding awards for this model will be provided for 5 years instead

of the 10-year awards that are provided for the Moderate-Level Service Model.

A select group of service providers from across the state has come together to work with us in designing this high-level service delivery model. Through September, this working group will complete work assignments and meet monthly to help shape the overall design of the High-Level Service Model. In addition, this group will work with the WFF evaluation team and consultants to create the final evaluation design that will be implemented for the High-Level Service Model.

The 2008 RFP will include this High-Level Service Model.

WFF Reporting

Reporting tools, guidance, and links to data collection surveys are available online at http://www.aidshousing.org/newsletter2210/newsletter_show.htm?doc_id=327085.

WFF Quarterly Reports Are Due July 20th



Please make sure your project narrative, service report, and financial report are complete and turned into Emily by July 20th.

If you have questions or concerns, [email Emily at wff@aidshousing.org](mailto:wff@aidshousing.org) or call her at (206) 322-9444 x36 today!

Quarterly Financial and Services Activities Report

| Activity Period | Report Due Date |
|----------------------------------|------------------|
| April - June 2007 Activities | July 20, 2007 |
| July - September 2007 Activities | October 19, 2007 |

Data Collection 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.

| Data Collection Surveys | |
|---|---------------------------------|
| Event | Due Date(s) |
| Initial Intake into WFF Program | Within 60 days of Program Entry |
| * Annual Reassessment | * September 30, 2007 |
| Exit Interview <i>(includes families that disappear)</i> | Within 30 days of Program Exit |
| | 7 months after Program Exit |

*** Please note the date change for the Annual Reassessment. All data should be entered by September 30, 2007.**

Technical Assistance Tips

Parent Help 123 Online Benefits Finder

The Parent Help 123 Benefit Finder is an online interview that helps families determine if they might qualify for **food and health insurance programs** offered through Washington State. The Benefit Finder contains eligibility guidelines for state benefit programs. Eligibility for each program is based on how many people are in the family and how much income the family has. In about 20 minutes, a family can be screened for the following programs: [First Steps](#) (Pregnancy Medicaid), [State Children's Health Insurance Program \(SCHIP\)](#) (also called medical coupons), [Washington Basic Health](#) (affordable health care coverage), [WIC \(Women, Infants, and Children\)](#), and [Washington Basic Food Program](#) (food stamps).

By providing some basic information, including household members' birth dates, gross monthly income, child care costs, and court-mandated child support payments, a family or a provider on behalf of a family can learn if they are eligible for benefits. The applicant can then choose the program they want to apply for, complete and print the application, and receive instructions on where to send the application, and other information to include.

To access Parent Help 123 - Benefits Finder, go to the ParentHelp123 website at <http://cms.parenthelp123.org/>.

Data Collection Surveys - Generating ID Numbers in SurveyMonkey

Delving into the evaluation of the WFF families, we have noticed some inconsistencies in the creation of ID numbers. As a reminder, every member of the household - both adults and children living with the head of household - will need a unique client identifier, or "Client ID." Without a Client ID, you cannot complete the survey tool. To the extent that agencies are participating in the local Homeless Management Information System (HMIS), we recommend that your agency use the HMIS number as the Client ID. If your agency has its own identifier, please note that we will ask you to generate an HMIS ID for all family members.

Here are some general guidelines:

- You can generate an HMIS ID by combining unique personal information as follows: the first, middle, and last initial; gender (F or M); and birth date (mm-dd-yyyy). The result is a 12-character string - for example, ELNF08281973.
- In the case of twins, please list the younger twin as being born on the day following their actual date of birth.
- For families with concerns regarding confidentiality due to domestic violence, recent legislation exempts HMIS participation but WFF would still like to collect data on the families. You can generate a "dummy" HMIS ID by listing the birth date for all family members, as "January 1, (year of birth)" and please use their actual initials and gender.
- Please be sure to record the identifier for each family member in your agency records so

that you can correctly reference it in the future; otherwise, we will not be able to track the family's progress in the program.

In addition to a Client ID, you will also need to provide the birth date of each family member enrolled in the WFF program, in the order of oldest to youngest. This is how WFF will be able to track and evaluate the individual progress of each person.

If you have any questions about creating Client ID numbers or information that is required for family members, please feel free to [email Emily at wff@aidshousing.org](mailto:wff@aidshousing.org) or call her at (206) 322-9444 x36!

WFF TA Staff

WFF staff is here to assist grantees with specific questions about WFF-related activities, as well as general program operation and administration needs. We are available to help answer your questions, talk through a specific scenario, provide resources from our extensive library, or find other appropriate resources. We want to hear from you what would be most helpful in supporting your programs!

Don't hesitate to [email Emily at wff@aidshousing.org](mailto:wff@aidshousing.org) or [email Kelly Zelenka at kelly@aidshousing.org](mailto:kelly@aidshousing.org) and let us know what you need!

Past Event Highlights

"Making Connections - Navigating the Journey Home" the Washington State Coalition for the Homeless 17th Annual Conference

Twenty-six Washington Families Fund grantees joined the staff of AIDS Housing of Washington at the [Washington State Coalition for the Homeless](#) annual conference, held May 9th - 11th in Yakima. Over 450 providers, consumers, advocates, and government staff attended the conference. With a new emphasis on employment in WFF, we were happy to see that an employment track had been added to the conference agenda. We were even more excited to see so many current WFF grantees attending employment workshops. In addition to the employment workshops, grantees were able to attend sessions on motivational interviewing, coping with trauma, creating permanent supportive housing, and re-entry planning. Grantees also met with WFF staff to talk about changes in the upcoming funding round, ideas for training, and resources that WFF/AHW can provide to agencies.

Remember, you are always welcome to contact Kelly or Emily with any training ideas that you have.

Additional grantee resources are available on the Washington Families Fund Homepage, which is online at <http://www.aidshousing.org/wff>.