[Washington State Department of Commerce](http://www.commerce.wa.gov/)

# Housing Trust Fund Addendum for MULTIFAMILY RENTAL PROJECTS

This document comprises the Department of Commerce Housing Trust Fund Addendum to the Combined Funders Application (CFA). It contains supplemental questions to several Sections of the CFA. The questions pertain to specific requirements placed on the Housing Trust Fund by the Washington State Legislature, or requirements of the HOME and National Housing Trust Fund programs.

All applicants requesting funding for Multifamily Rental housing projects from the Housing Trust Fund, HOME, or National Housing Trust Fund programs must complete and submit this Addendum, along with the documentation listed below.

For questions referring to the Housing Trust Fund’s application requirements and guidelines, please consult the [2017 Stage 2 Solicitation](http://www.commerce.wa.gov/building-infrastructure/housing/housing-trust-fund/applying-to-the-housing-trust-fund/)  and the [Housing Trust Fund Handbook](http://www.commerce.wa.gov/htf).

**IMPORTANT NOTICE:**

**All applicants should carefully follow the requirements listed in the 2017 Stage 2 Solicitation, and the 2017 application forms, sections, and this Housing Trust Fund Addendum. Requirements listed in the Solicitation will often supplement or supersede the information provided in the Housing Trust Fund Handbook. However, in any and every instance where there is a conflict between the Handbook and the Solicitation, the Solicitation will supersede the Handbook. It is the responsibility of the applicant to obtain Housing Trust Fund staff guidance, prior to the questions and clarifications deadline identified in the Solicitation, in any instance where such a conflict could affect their application.**

# Section 1-A – Supplemental Questions: Affirmations & Thresholds

# Affirmations

**The following Affirmations are required of all applications. Applications submitted without the boxes checked (except when not seeking federal funds) WILL NOT BE REVIEWED.**

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|  | “I have read the 2017 Stage 2 Solicitation and all of the requirements therein.” |

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|  | “I affirm my understanding of the fact that Department of Commerce currently does not have an appropriation from the Washington State Legislature to allow making awards from the Housing Trust Fund in the 2017-2019 biennium. I have submitted this Application with the knowledge that, if no 2017-2019 Capital Budget is passed by the Legislature, Department of Commerce will not be able to make Housing Trust Fund awards.” |

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|  | “I affirm that, in all places provided in this Application, and where it is appropriate to do so, all relevant square footage values for this project have been reported to the limit of the applicant’s ability to do so.” |

The following affirmation is required for any Application seeking an award, in whole or in part, from the federal HOME Investment Partnership program:

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|  | “This Application is submitted in pursuit of Federal HOME funds. I am aware that this application constitutes a Federal Nexus, and will commit to avoiding any actions prohibited by U.S. Department of Housing and Urban Development (HUD) as Choice Limiting Actions as of the date of this Application. I further affirm my understanding that this prohibition is dependent on the certification of an Environmental Assessment by Department of Commerce and any other funding agency utilizing Federal funds, and the subsequent Release of Funds by HUD. |

The following affirmation is required for any Application seeking an award, in whole or in part, from the federal National Housing Trust Fund program:

|  |  |
| --- | --- |
|  | “This Application is submitted in pursuit of Federal funds from the National Housing Trust Fund. I am aware that any award resulting from this application will be subject to regulations broadly similar to those governing HOME Investment Partnership program, including the certification of an Environmental Assessment by Department of Commerce prior to the release of funds.” |

# Thresholds

The assessment of 2017 applications includes a review of thresholds pertaining both to the application itself and to the applying organization. Several of the thresholds are evaluated according to information provided in the Combined Funders Application or through review of information submitted to Department of Commerce (Commerce) as part of the Annual Review process. These are noted below with green highlights. Several of the threshold items are unique to the HTF Application Process, and require detail be provided below.

Please remember, projects found to not have sufficiently addressed any of the criteria will likely not be reviewed by Commerce.

Commerce will exercise its discretion in issuing threshold waivers only in rare and extraordinary circumstances. Applicants should note that waivers are the exception, rather than the rule, and consult the [HTF Handbook](http://www.commerce.wa.gov/wp-content/uploads/2015/12/hfu-htf-handbook-version-3-28-2017.pdf) Sections 207.8 and 301.2.1) prior to requesting a waiver. All waiver approvals will be made public.

### Threshold Item 1: Timely & Complete Submittal

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| Applications must be submitted by the deadline indicated in the 2017 Solicitation for Stage 2 Applications and must be complete, i.e., the applicant must fill out all applicable sections and attach any required attachments or additional documents at the time of application submittal.  *Additional information or corrections will NOT be accepted after the deadline, unless specifically requested by HTF staff (such as clarification on an entry, missing attachment, etc.).* | |
|  | |
| If any of the items listed in the Table of Contents and Affidavits document are being omitted, please list them below and provide an explanation for why they are not available at the time of application. Attach copies of emails documenting discussion of the delay with Commerce (if applicable). | |
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### Threshold Item 2: Eligible Activities

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| The project must only include activities that are eligible under the HTF legislation and per HTF stated policies (the [HTF Handbook](http://www.commerce.wa.gov/wp-content/uploads/2015/12/hfu-htf-handbook-version-3-28-2017.pdf)). Applicants are responsible for ensuring that their application meets this criterion by becoming familiar with Sections 202.2 and 202.5 of Chapter 2 of the [HTF Handbook](http://www.commerce.wa.gov/wp-content/uploads/2015/12/hfu-htf-handbook-version-3-28-2017.pdf) and [RCW 43.185.050](http://app.leg.wa.gov/RCW/default.aspx?cite=43.185.050) and [RCW 43.185A.030](http://app.leg.wa.gov/RCW/default.aspx?cite=43.185A.030)*.*  PLEASE NOTE that the referred RCWs also enabled Commerce to fund activities administered by the Housing Assistance Unit (e.g., homeless services), and that only those activities listed in the HTF Handbook are actually considered eligible for Housing Trust Fund awards. |
| Addressed by Question 1 in Section 2 |

### Threshold Item 3: Eligible Applicant

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| The applicant must be an eligible applicant per [RCW 43.185A.040](http://app.leg.wa.gov/RCW/default.aspx?cite=43.185A.040): “Organizations that may receive assistance from the department under this chapter are local governments, local housing authorities, nonprofit community or neighborhood-based organizations, federally recognized Indian tribes in the state of Washington, and regional or statewide nonprofit housing assistance organizations. Eligibility for assistance from the department under this chapter also requires compliance with the revenue and taxation laws, as applicable to the recipient, at the time the grant is made.” |
| Addressed by Question 5 of Section 9 |

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| *Experience: The applicant must have recent (e.g., last 5-7 years) and relevant (e.g., HTF) housing development experience. If an applicant has not had relevant (relevant to the applied for project type, project size, funding structure) and recent experience in affordable housing development, they must partner with a development consultant with recent and relevant experience in affordable housing development.* |
| Addressed on Forms 9C and D |

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| *Good Standing: The applicant organization must be in good standing with the HTF and Commerce and must be fiscally sound. The HTF asset management team will make this determination based on the applicant’s history with HTF and Commerce (per the HTF Handbook), such as:*   * *No outstanding findings with the HTF, or the applicant is making a good faith effort to comply with an agreed-upon corrective action plan.* * *All required documents have been received and are current (i.e., insurance, audits, annual reports, etc.).* * *All HTF loan repayments are current or a workout plan has been agreed to by Commerce.*   *Applicants that do not have a history with HTF or Commerce must provide letters of “good standing” from local public funders (city, county).* |
| Addressed by HFU Asset Management Staff, based on review of current contract performances and submitted organizational audits in compliance with HFU annual reporting requirements. |

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| *Capacity: The applicant organization must demonstrate financial capacity to perform the proposed activities—both during the completion of development and ongoing operations of the project. The HTF asset management team will make this determination based on the applicant’s audited financial statements and proposed sources and uses statement.* |
| Addressed by HFU Asset Management Staff, based on review of current contract performances and submitted organizational audits in compliance with HFU annual reporting requirements. |

### Threshold Item 4: Amount Requested per Project/Applicant/Biennium

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| **Per Project**: The maximum award per project is $3 million for multi-family projects. In some circumstances, Commerce may waive this limit, but applicants must follow the formal waiver request procedure, and attach notification of a granted waiver received from Commerce to their application. | |
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|  | Per Project Waiver is attached |

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| --- | --- | --- |
| **Per Applicant**: The maximum award per applicant is $3 million per year and $6 million per biennium. Commerce views organizations that share common by-laws, board members (more than 50 percent), and service area as the same organization within their common service area). **No waivers will be granted of the $6 million biennial limit.** | | |
|  | |  |
| Total ask to HTF from this Applicant, this round: | |  |
|  | |  |
|  | Per Applicant Waiver is attached | |
|  | |  |
| Planned ask to HTF, 2018 Round (if any) | |  |

### Threshold Item 5: Readiness

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| *Site: The project site must be under control, or the applicant must provide evidence that it will be before contract closing, should the project receive HTF funding. Site control is required at the time of application for all multi-family projects and single-family subdivision developments, but not required for scattered-site projects.* See Chapter 2, Section 205.3 of the [HTF Handbook](http://www.commerce.wa.gov/wp-content/uploads/2015/12/hfu-htf-handbook-version-3-28-2017.pdf). |
| Addressed by attachment to Section 2 |

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| *Zoning: Zoning must be appropriate for the proposed project, or the applicant must provide evidence that it will be before contract closing, should the project receive HTF funding.* See Chapter 2, Section 205.11 of the [HTF Handbook](http://www.commerce.wa.gov/wp-content/uploads/2015/12/hfu-htf-handbook-version-3-28-2017.pdf). |
| Addressed by Question 16 of Section 2 |

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| *Services: If applicable to the project, services must be committed to the project. If the applicant does not provide the services, a formal partnership (e.g., MOU) with a qualified and experienced service provider must be evidenced in the application. See* Section 205.7 of Chapter 2 of the [HTF Handbook](http://www.commerce.wa.gov/wp-content/uploads/2015/12/hfu-htf-handbook-version-3-28-2017.pdf). |
| Addressed by:   * Question 1 of Section 1 * Question 2 of Section 2 * Section 10 (particularly if serving Homeless) * Attachment to Section 10 |

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| *Operations & Long-Term Sustainability: The applicant must demonstrate solid financial operations and long-term sustainability.* See Sections 206.1.2 and 206.1.3 of the [HTF Handbook](http://www.commerce.wa.gov/wp-content/uploads/2015/12/hfu-htf-handbook-version-3-28-2017.pdf). Note that the HTF required commitment period is 40 years ([HTF Handbook](http://www.commerce.wa.gov/wp-content/uploads/2015/12/hfu-htf-handbook-version-3-28-2017.pdf), Chapter 2, Section 203.2). |
| Addressed by HFU Asset Management Staff, based on review of current contract performances and submitted organizational audits in compliance with HFU annual reporting requirements. |

### Threshold Item 6: The Evergreen Sustainable Development Standard

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| *Experience: The applicant must have prior experience with ESDS or partner with an experienced party as their ESDS coordinator. See* Chapter 2, Section 207 of the [HTF Handbook](http://www.commerce.wa.gov/wp-content/uploads/2015/12/hfu-htf-handbook-version-3-28-2017.pdf). | | |
|  |  | |
| Number of publicly-funded Affordable Housing Projects worked on since July 1st, 2008 by the individual listed on Form 9A | |  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Minimum Score for Project Type: The project must meet the ESDS minimum score, as applicable to the project type.* | | | | |
|  | | | | |
|  | **Project Type** | **Point Threshold** | **Points Claimed** |  |
|  | New Construction | 50 |  |  |
|  | “Gut” Rehab | 50 |  |  |
|  | Rehab – Substantial | 40 |  |  |
|  | Rehab - Moderate | 40 |  |  |
|  | Seasonal Farmworker | 35 |  |  |

# Section 2-A – Supplemental Questions:

# Opportunity-Rich Communities

## Access to Employment ([RCW 43.185.070](http://app.leg.wa.gov/RCW/default.aspx?cite=43.185.070) (5)(k))

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| --- | --- |
| 1. Give a brief account of how your project’s location facilitates access to employment centers (e.g., WorkSource, community college career center, or similar) in the region or area. To be considered “accessible” by residents, employment centers must be close enough that commute times are less than 30 minutes travel by car or one hour by public transit. | |
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## Youth Employment Opportunities ([RCW 43.185.070](http://app.leg.wa.gov/RCW/default.aspx?cite=43.185.070) (5)(l)

|  |  |
| --- | --- |
| 1. If applicable to your project, describe the ways in which employment and training opportunities for disadvantaged youth under a youthbuild or youthbuild-type program (including certain Americorps VISTA and WIA programs), as defined in [RCW 50.72.020](http://app.leg.wa.gov/RCW/default.aspx?cite=50.72.020), will be provided. | |
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## Access to Transportation ([RCW 43.185.070](http://app.leg.wa.gov/RCW/default.aspx?cite=43.185.070) (5)(m))

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| 1. Describe residents’ access to transportation. Make sure that the information provided here is consistent with the answers provided in Section 2 question 11 of the Combined Funders Application. | |
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## School Board Collaboration ([RCW 43.185.070](http://app.leg.wa.gov/RCW/default.aspx?cite=43.185.070) (5)(n))

|  |  |
| --- | --- |
| 1. If applicable to your project, describe the collaborative partnership that exists between the applicant and the local school district in which the project will be located.  How will the applicant and the school district work together to help children of low-income families succeed in schools?  This condition is met if the process described in RCW 43.185.070(5)(n) is evidenced: “… To receive this preference, the local school district must provide an opportunity for community members to offer input on the proposed project at the first scheduled school board meeting following submission of the grant application to the department.” | |
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## Resident engagement

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| 1. Providing a space, physically and/or conceptually, for residents to participate in the management of their housing (e.g., leisure, recreational, wellness, reorientation activities) communicates a respect the applicant and housing provider have for its residents. This is seen as having the potential to produce positive effects in residents’ ability to pursue personal goals and self-sufficiency, and provide for their overall wellbeing. Describe any efforts planned to engage the residents of this project in its management. |

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# Section 3-A – Supplemental Questions:

# Legislative Population Targets, Accessibility

## Population Targets

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| 1. Indicate whether your project will specifically target any of the populations listed below. If a quantity is not provided, Commerce will not consider your project as having actually targeted that population. Units can only be listed once (no double-counting), i.e., if you are serving 10 veterans with disabilities, you can list 10 “Veterans” *or* 10 “People with Disabilities,” or divide the units between the two, but you cannot include 10 units in both categories. Any units indicated in this application as being targeted for a Legislatively Targeted Population *will be* required as part of any resultant HTF award.   **Please note: The populations listed below are the legislative population identified in the Capital Budget bill passed in the** [**House**](http://leap.leg.wa.gov/leap/Budget/Detail/2017/hcBill1075_0701.pdf) **(**[**House Passed EHB 1075, 7/1/2017**](http://leap.leg.wa.gov/leap/Budget/Detail/2017/hcBill1075_0701.pdf)**) and the bill awaiting a vote in the** [**Senate**](http://leap.leg.wa.gov/leap/Budget/Detail/2017/scBill5981_0720.pdf) **(**[**Senate Bill 5981, 07/20/17**](http://leap.leg.wa.gov/leap/Budget/Detail/2017/scBill5981_0720.pdf)**). Should a final 2017-2019 Capital Budget be enacted subsequent to this Stage 2 application deadline and have requirements that are substantially different from these budget bills, Commerce will provide all applicants with an opportunity to update their applications and/or provide additional information, as needed.** |

|  |  |  |
| --- | --- | --- |
|  | **Legislatively Targeted Population** | **Quantity** |
|  | Case-managed, permanent supportive housing for persons with chronic mental illness |  |
|  | Veterans |  |
|  | People with developmental disabilities |  |
|  | Homeless families with children |  |
|  | Homeless youth |  |
|  | Seniors |  |
|  | Farmworkers permanent housing |  |
|  | Farmworkers seasonal housing |  |
|  | Other low income or special needs populations |  |

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| --- | --- |
|  | Notes |
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| --- | --- | --- |
|  | Yes | No |

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| --- | --- | --- |
| 1. If this project intends to serve People with Chronic Mental Illness, please confirm that your project is consistent with a behavioral health organization six-year capital and operating plan (per [RCW 43.185.070](http://app.leg.wa.gov/RCW/default.aspx?cite=43.185.070)(6)). |  |  |

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| 1. Describe your organization’s experience serving each indicated target population, including number of years and number of existing projects that serve them. | |
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| --- | --- | --- |
| 1. Indicate which Accessibility Standards apply to this project (check all that apply): | | |
|  | | |
|  |  | [**Title VI of Civil Rights Act of 1964**](http://www.justice.gov/crt/about/cor/coord/titlevi.php) |
|  |  |  |
|  |  | **Title VIII of Civil Rights Act of 1968 & 1988** [**Federal Fair Housing Act**](http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_equal_opp/FHLaws/yourrights) |
|  |  |  |
|  |  | [**24 CFR 100.25**](http://www.gpo.gov/fdsys/granule/CFR-2011-title24-vol1/CFR-2011-title24-vol1-sec100-205) **for Design & Construction Requirements for Accessibility Related to FFHA** |
|  |  |  |
|  |  | [**Section 504**](http://portal.hud.gov/hudportal/HUD?src=/programdescription/sec504) **of the Rehabilitation Act of 1973** |
|  |  |  |
|  |  | **The Uniform Federal Accessibility Standards ([UFAS](http://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards/ufas)) (**[**Checklist**](http://www.hud.gov/offices/fheo/library/UFASAccessibilityChecklistforPHAs-5-7-08.pdf)**) and** [**24 CFR Part 8**](http://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=24:1.1.1.1.8) |
|  |  |  |
|  |  | **Title II of the Americans with Disabilities Act (**[**ADA**](http://www.ada.gov/) **&** [**ADAAG**](https://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-ada-standards/background/adaag)**) and the Architectural Barriers Act of 1968 (**[**ABA**](http://www.access-board.gov/guidelines-and-standards/buildings-and-sites/about-the-aba-standards/ufas)**)** |
|  |  |  |
|  |  | **Housing for Older Persons of 1995 ([HOPA](http://www.hud.gov/offices/fheo/library/hopa_final.pdf))** |
|  |  |  |
|  |  | [**WA State Fair Housing Law**](http://www.hum.wa.gov/FairHousing/Index.html) |
|  |  |  |
|  |  | [**WA State Residential Landlord-Tenant Act**](http://apps.leg.wa.gov/RCW/default.aspx?cite=59.18) |
|  |  |  |
|  |  | **Barrier Free Facilities (**[**WAC 51-50**](http://apps.leg.wa.gov/wAc/default.aspx?cite=51-50&full=true#51-50-001)**)**  **WA Law Against Discrimination (RCW 49.60)**  **Gender-segregated facilities (WAC 162-32-060)** |

# Section 8-A – Supplemental Question:

# Utility Allowances

## Calculation of Utility Allowances

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| 1. Choose one of the following options for determining annual utility allowance. If your project is seeking funds from public funders in addition to HTF (e.g., WSHFC, City or County affordable housing programs), please be aware that not all methodologies are accepted by all funders. Check with your other funders before making your selection. | | |
|  | | |
|  |  | Public Housing Authority utility allowance |
|  |  |  |
|  |  | Multifamily Housing Utility Analysis\* |
|  |  |  |
|  |  | HUD and USDA RD regulated properties approved utility allowance |
|  |  |  |
|  |  | Completed HUD Utility Schedule Model found at <http://huduser.org/portal/resources/utilmodel.html> |
|  |  |  |
|  |  | Utility Company Estimate |
|  |  |  |
|  |  | Low Income Housing Tax Credit Agency Estimate |
|  |  |  |
|  |  | Energy Consumption Model |

\*Following the methodology outlined in HUD Notice H-2015-04.

# Section 9-A - Supplemental Question:

# Washington State Quality Award Program

Some applicants are required to also apply to the [Washington State Quality Award Program (WSQA).](http://performanceexcellencenw.org/) Read Chapter 2, Section 206.6, of the HTF Handbook to see if this applies to you. There is also a [Commerce-specific question and answer document](http://www.commerce.wa.gov/wp-content/uploads/2015/12/hfu-htf-wsqa-qa.doc).

[RCW 43.185C.210 (5)](http://app.leg.wa.gov/RCW/default.aspx?cite=43.185C.210) states:

*(5)(a) Except as provided in (b) of this subsection, beginning in 2011, each eligible organization receiving over five hundred thousand dollars during the previous calendar year from the transitional housing operating and rent program and from sources including: (i) State housing-related funding sources; (ii) the affordable housing for all surcharge in RCW* [*36.22.178*](http://app.leg.wa.gov/RCW/default.aspx?cite=36.22.178)*; (iii) the home security fund surcharges in RCW* [*36.22.179*](http://app.leg.wa.gov/RCW/default.aspx?cite=36.22.179) *and* [*36.22.1791*](http://app.leg.wa.gov/RCW/default.aspx?cite=36.22.1791)*; and (iv) any other surcharge imposed under chapter* [*36.22*](http://app.leg.wa.gov/RCW/default.aspx?cite=36.22) *or* [*43.185C*](http://app.leg.wa.gov/RCW/default.aspx?cite=43.185C) *RCW to fund homelessness programs or other housing programs, shall apply to the Washington state quality award program for an independent assessment of its quality management, accountability, and performance system, once every three years.*

*(b) Cities and counties are exempt from the provisions of (a) of this subsection until 2018.*

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| During the prior calendar year, did your organization receive a total of more than $500,000 from the following sources:   * State housing-related funding sources (includes operating and capital) Affordable housing for all surcharge in [RCW 36.22.178](http://app.leg.wa.gov/RCW/default.aspx?cite=36.22.178) * Home security fund surcharges in [RCW 36.22.179](http://app.leg.wa.gov/RCW/default.aspx?cite=36.22.179) and [RCW 36.22.1791](http://app.leg.wa.gov/RCW/default.aspx?cite=36.22.1791) * Any other surcharge imposed under [chapter 36.22](http://app.leg.wa.gov/RCW/default.aspx?cite=36.22) or [RCW 43.185C](http://app.leg.wa.gov/RCW/default.aspx?cite=43.185C) to fund homelessness programs or other housing programs. |  |  |

# Section 10-A - Supplemental Questions:

# Homeless Youth Services

The Office of Homeless Youth Prevention and Protection Programs (OHY) was created in Department of Commerce in 2015 to lead statewide efforts to reduce and prevent homelessness for youth and young adults. These questions were developed in collaboration with OHY to encourage best practices related to improving the welfare of homeless youth in Washington.

Responses to the following questions are required *only* if your project has identified Homeless Youth as a targeted population.

|  |  |
| --- | --- |
| What trainings does your organization or service provider provide to its staff to prepare them for working with and meeting the developmental needs of homeless youth? | |
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| --- | --- |
| What sort of outreach and engagement efforts will your organization or service provider participate in to attract youth to agency services? | |
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| --- | --- |
| What best practices or service models will be used by your organization or service provider that have shown to be effective when working with homeless youth? | |
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| --- | --- |
| What other sectors does your organization or service provider collaborate with to meet the needs of homeless youth? | |
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| When shelter participants will be in shared spaces, how will your facility mitigate interpersonal conflict amongst participants? | |
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| --- | --- |
| How will shelter space be shared amongst participants (i.e. commons spaces vs. private rooms)? If private rooms are provided, how many participants to a room? | |
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| --- | --- |
| Where private rooms are provided, would they be shared with other participants? If yes, approximately how many participants would be to a room? | |
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| --- | --- |
| How will your facility provide therapeutic spaces for participants who may need special accommodations due to mental and physical health issues, disabilities, PTSD, etc.? | |
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| --- | --- |
| How will your organization work with families to achieve family reunification? If family reunification is not safe or appropriate, how will your organization prepare youth to transition to stable housing at program exit? | |
|  |  |