

Home Share

Coming Home

A simple idea with a huge impact!



Home Share Resource Guide

A PROGRAM OF

Senior
Services
FOR SOUTH SOUND





ADMINISTRATION

Brian Windrope, Executive Director

bwindrope@southsoundseniors.org
360.586.6181 ext. 104
southsoundseniors.org

Olympia Senior Center

222 Columbia Street NW
Olympia, WA 98501
360.586.6181

Virgil Clarkson Lacey Senior Center

6757 Pacific Avenue SE
Lacey, WA 98503
360.407.3967

HOME SHARE PROJECT

Bryan "BC" Hildebrand, Client Services Director

bhildebrand@southsoundseniors.org
southsoundseniors.org/programs/home-share-program

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Eileen McKenzie Sullivan, Executive Director, Retired, Senior Services for South Sound, provided strategic oversight for the development of this Home Share Resource Guide. As an AmeriCorps VISTA member serving at Senior Services for South Sound, *Dolores Blueford, Ph.D.*, was the principal author of the Resource Guide and the lead for the Home Share project. *Jolene Black* and *Molly Noble* informed the Resource Guide's content and developed program objectives for the Home Share project. *Robert Hopkins*, a Supportive Services graduate student intern in the Home Share Program, assisted in developing the online and database Home Share documents. *Lee Doyle, Communication by Design*, contributed valuable design and marketing expertise, and gave graciously of her time. Dan Smerkin of Smerkin Consulting, Eldercare Services, Ronald San Nicolas, Ph.D., and Senior Services staff, Sara Thiessen, Pam Toal, Linda Terry, provided editorial expertise and commitment to this publication.

A special thanks to the National Sharing Housing Resource Center for its valuable reference *Resource Guide for Establishing a New Home Sharing Program*.¹



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A message from

Eileen McKenzie Sullivan

Executive Director, Retired
Senior Services for South Sound

Home Sharing works! I know it works because in 1979 I was working at a Senior Center in Seattle and one of our dynamic members, Mike, shared a home with a lovely older woman, Millie. Millie and Mike met through the King County Home Share program. Millie had a three-bedroom home in Lake City. Mike had a very modest income from Social Security and was having a hard time living on his income. They made a match and they became good friends. Mike became famous at our Senior Center because Phil Donahue picked up the story of the Home Share Program. His people reached out for a match to interview on the Phil Donahue Show and Mike and Millie were chosen, flown to New York and did a great job touting the benefits of the program!

Fast forward 40 years later. There is an affordable housing crisis in many areas of Washington State, and more and more in Thurston County. It is the perfect time and place to explore Home Sharing, someone with more space than they need and a compatible person who needs a space for a reasonable rent. Though it sounds simple, making a match is not a snap. Two people need to get to know each other, see if they are compatible, take it slow. It is a big commitment. But when it works, it truly makes a huge difference for both people involved.

This is not the solution to the housing crisis, but it can be an important piece of the puzzle! Senior Services for South Sound has been most fortunate in two ways:

1. We were gifted with a bequest to start a Home Share Program
2. We were matched with an amazing VISTA, Dolores Blueford, who has brought structure and organization to make our Home Share Program viable and put it in a form so it can be shared with others.

For over 45 years, Senior Services for South Sound has been committed to improving the lives of people as they age. Our Home Share Program is an innovative and integral part of our comprehensive program offerings available to our community.

RESOURCE GUIDE PURPOSE

Senior Services for South Sound supports Washington state’s goal to provide affordable housing to its citizenry, an essential component of its comprehensive housing plan. To that end, we are committed to ensuring that seniors, aged 55 years or older have access to secure and affordable housing through our innovative Home Share Program. The purpose of this Home Share Resource Guide is to:

1. Increase the awareness and visibility of home sharing as a viable and affordable housing option within local neighborhoods and the broader community
2. Present the current local and national demographic, economic, and housing trends that support the increasing need for a home share housing option for seniors
3. Document the features, benefits, and operational procedures of Senior Services’ Home Share Program in Thurston and Mason counties, Washington.

Section 1 of the Guide provides an overview of administrative and program staff and their roles and contributions to this effort.

Section 2 of the Guide presents a general description of home sharing, reasons to home share, and why this housing arrangement is a viable housing option for seniors. This section also delineates emerging local and national demographic and housing trends, and the economic factors impacting seniors’ access to affordable housing.

Section 3 provides an in-depth description of Senior Services for South Sound’s Home Share Program, including its genesis, frequently asked questions about the program, and the metrics used to measure its effectiveness and efficiency. Direct interviews with Home Providers, Home Seekers, and national home share program managers provided a broader understanding of the benefits and challenges inherent with home sharing. Home Providers and Home Seekers shared their personal home sharing experiences and made recommendations for successful home sharing arrangements. Their interview responses informed the development of best practices, which are included in this section of the Guide.

Section 4 provides Home Share Resources, a glossary of commonly used Home Share terminology, and additional regional and national housing resources.

Section 5 includes an extensive, though not a comprehensive senior housing inventory for Thurston, Mason and surrounding counties in Washington state, beginning on page 21. The lists comprise housing data collected to date for seniors who are low income, disabled or independent living seniors in the referenced counties. The Appendix delineates the Home Share Program operational and screening procedures and corresponding Home Share documents, including the Home Share job position descriptions.

This Resource Guide does not purport to be a step-by-step manual for establishing a home share program or a definitive guide as to how to successfully navigate various home share arrangements. Instead, the Guide can be used by readers for different purposes. Users who are external to Senior Services can use the Guide as a resource that presents helpful information about operating and sustaining a robust home share program. Senior Services’ users will find the Guide to be an invaluable roadmap to managing and running an effective Home Share Program.

We welcome feedback and contributions from Home Share participants, housing partners, and others to assist Senior Services for South Sound to maximize the viability and sustainability of its Home Share Program.

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Section 1

WHO WE ARE

Senior Services For South Sound

Since 1973, Senior Services for South Sound has improved the quality of life for people as they age. A wide array of progressive and comprehensive services—including adult day programs, nutrition, transportation, socialization, health and independent living programs are offered to the senior community in Thurston and Mason counties, Washington. The programs and services for seniors, aged 55 years or older, include *Meals on Wheels, Senior Community Dining (located at 8 locations), Senior Transportation,* and *Brighter Days Adult Day Program* for those living with Alzheimer’s and Dementia. We also offer seniors a *leisure travel program, Care Connection Caregiver Registry, health and wellness activities,* and *academic classes* at the Lacey and Olympia Senior Centers. We are committed to ensuring that seniors have access to safe and secure affordable housing. The Home Share Program is an integral part of the senior program offerings available to the broader community.

Senior Services for South Sound established a Home Share Program in 2015 to provide an affordable housing option that allowed seniors to age in place. The following quick facts support home sharing as a viable housing option for seniors:

- Across the United States, housing, rented or owned, has become increasingly unaffordable.
- Housing costs and other living expenses, including health care, food, transportation, taxes, etc., have increased significantly over the past ten years, making finding and maintaining affordable housing more challenging for seniors.

The above quick facts, among other economic factors, affirm the need to expand and sustain the Senior Services’ Home Share Program.

HOME SHARE PROJECT

Eileen McKenzieSullivan knew from an early age (3rd grade!) that she wanted to work with older adults. With a BA in Sociology/ Social Work from Seattle University, she worked with elders in a variety of ways, in senior case management, residential social work, and senior center activities, all the while bringing her young children to “help” as volunteers. Eileen began work at Senior Services for South Sound in 1982 to develop an Adult Day Program, which she directed for 15 years until being tapped in 1996 to become the organization’s Executive Director. Through her tenure as Executive Director, Eileen developed a broad knowledge of board governance, fund development, program management, and staff supervision. She cultivated a fantastic management team and staff to serve older persons in Thurston and Mason counties, Washington. She is ably assisted in her numerous work responsibilities by her beloved dog, **Izzy**, who serves as the organization’s relaxation therapist!

Dolores Blueford, is an AmeriCorps VISTA, serving at Senior Services for South Sound as the Home Share Outreach Coordinator and team lead for the Home Share project. As a first year VISTA, Dolores’ primary assignment was to build capacity in the organization’s Home Share Program through an exploration of regional and national

demographic, housing, and economic trends. The data collected and information derived from direct client interviews informed best practices in home sharing. The Home Share Program Resource Guide is the outcome of her work and service to the organization and community.

Dr. Blueford received a Ph.D. in Human and Organizational Systems and a Master of Arts degree in Human Development from Fielding Graduate University. She also received a Master of Arts degree in Organizational Leadership from Chapman University. She enjoys various genres of music and received a Bachelor of Arts degree in Music Education from the University of Texas, El Paso. Dr. Blueford served on the Board of Directors for the Community Health Centers (CHC) of Snohomish County, Washington, and Brigid Collins House in Bellingham, Washington.

Jolene Black was first exposed to housing insecurity in Oahu, Hawaii, and helped fund programs for some of the most vulnerable and unhoused populations on the island. She worked with nonprofit organizations to raise the capital needed to ensure that the mission of the nonprofits could continue for over a decade. Jolene has a Master of Science degree in Nonprofit Administration and Leadership from Waldon University and a Bachelor's degree from The Evergreen State College. She was the Senior Services for South Sound Deputy Director, from 2015 to 2019 and employed with the organization since 2014.

Molly Noble spent a lot of her childhood learning from elders while visiting her grandmother, who had Alzheimer's disease for twenty years. During those early years, she developed a deep respect for learning from the wisdom and stories of her elders and grew to love the population deeply. She received a Bachelor's degree in Anthropology from Vassar College and a Master's degree in Social Gerontology from Miami University. Molly served as the Supportive Services Director at Senior Services for South Sound, from 2017 to 2019 and coordinated the Home Share Program.

Robert Hopkins, Supportive Services Intern, grew up in the North Puget Sound area in a farming community in the Skagit Valley, Washington. Upon graduation from high school, he joined the United States Army and eventually served for 24 years, first as a power systems technician and later as a civil engineer. Robert worked with the Washington state Department of Natural Resources Engineering and Facilities after retirement. He was a Supportive Services intern and assisted in the development of new Home Share Program documents.

Section 2

HOME SHARE: A SIMPLE IDEA WITH A HUGE IMPACT

HOME SHARE is a simple idea. It's a living arrangement where Home Providers offer accommodation to Home Seekers in exchange for an agreed upon level of support in the form of combinations of financial contribution, assistance with household tasks, transportation, or companionship. Home Providers and Home Seekers derive several benefits from home sharing through reduced housing expenses, increased independence, and the ability to age in place.

HOME SHARE offers Home Providers a monthly income which can assist in lowering housing expenses and mortgage payments, utility expenses, and property taxes. Home sharing provides Home Providers the ability to stay in the home, which can lessen the need for expensive care services or long-term institutional care. The income Home Providers receive from rent allows them to repair, update, and invest in their property. For Home Seekers, home sharing offers a lower than market rent payment, access to a better quality of housing, security, sense of purpose and belonging to a broader community. Home Seekers also contribute to the local economy by spending money within the neighborhood and community.

HOME SHARE provides a direct and practical way to expand affordable housing inventory by making efficient use of existing or under-utilized housing stock in neighborhoods. It helps preserve the stability of communities by reducing homeowner turnover, vacancies, and dilapidated properties.

HOME SHARE is a viable housing option for seniors 55 years or older and is an essential component of a comprehensive housing plan for Thurston and Mason counties. It is a vital affordable housing option to incorporate in Washington state's affordable housing and community development goals, and comprehensive housing plan.

WHY HOME SHARE?

The National Council on Aging (NCOA) reported that in 2016 over 25 million adults aged 60 or older in the United States were economically insecure, i.e., living at or below 250% of the federal poverty level (FPL) or \$29,425 per year for a single person. Many older adults have and continue to struggle to meet their monthly expenses despite not being considered "poor" under the FPL guides, as reported by the Elder Economic Security Standard™ Index.²

The economic factors implicated in senior economic insecurity include diminished savings, job loss, inadequate nutrition, increasing healthcare costs, lack of access to and affordability of transportation, increasing housing costs and lack of affordable housing. Home sharing has become a viable housing option for seniors as they struggle to meet their housing needs and access to affordable housing. It provides seniors a way to minimize housing and other living expenses, which improves their quality of life.

The following paragraphs delineate significant emerging economic and social trends impacting older adults aged 55 years or older, nationally and in Washington state and present a compelling case for home sharing.

Providers and Seekers derive several benefits from home sharing through reduced housing expenses, increased independence, and the ability to age in place.

The income Providers receive from renting allows them to repair, update, and invest in their property.

EMERGING TRENDS

Aging Population ³

- The senior population in the United States, age 60 or older has increased from 50.7 million to 68.7 million from 2006 to 2016, an increase of 36 percent.
- Approximately one in seven persons in the United States is aged 60 years or older, which represents 15.2 percent of the overall population.
- Ethnic and racial groups in the United States represent 23 percent of the older adult population in 2016, representing 11.1 million persons.
- Life expectancy for people 65 years has increased on average by 19.4 years, 20.6 years for females and 18 years for males, from 2006 to 2016.
- Senior women represent 27.5 million of the population in 2016 as compared to senior men at 21.8 million. In 2017, 33 percent of senior women were widows.
- Forty-five (45) percent of older women age 75 years or older in 2016 lived alone.
- Approximately 13.8 million seniors, 9.3 million women, and 4.5 million men, representing 28 percent of noninstitutionalized seniors lived alone in 2016.
- The population age 85 is projected to increase by 129 percent in the years 2016 to 2040, from 6.4 million to 14.6 million.
- The primary source of income for seniors reported in 2015 was Social Security, which accounted for 90 percent or more of income received by 34 percent of recipients.
- Approximately 44 percent of persons in 2016 spent more than one-third of their income on housing costs. This statistic represents 36 percent of senior homeowners and 78 percent of senior renters.
- The median income for seniors in 2016 was \$31,618 for males and \$18,380 for females.
- The Supplemental Poverty Measure (SPM) indicated in 2016, a poverty level at 14.5 percent for people aged 65 years or older. The SPM released by the U. S. Census Bureau in 2011, accounts for differences in living costs, non-cash benefits received, and non-discretionary expenditures in the official poverty measure.
- As seniors age from 65 years to 85 years, the need for caregiving increases at 3 percent for seniors 65 to 74 years, 9 percent for seniors aged 75 to 84, and 22 percent for seniors aged 85 or older.
- For the years 2016 to 2017, only 4 percent of seniors aged 65 or older moved. Of those who did move, 22 percent moved out-of-state or out of the country. The majority of seniors, 57 percent, stayed in the county in which they lived, and 21 percent remained in the State in which they lived.

Life expectancy of people 65 years has increased an average of 19.4 years between 2006 to 2016.

Economic Insecurity

- The Elder Economic Security Standard™ (Elder Index) highlights the percentage of persons aged 65 or older living in households with an annual income that places them at risk of economic insecurity. The risk of financial instability is higher for ethnic and racial minorities, shown in Table 1 below.
- Calculations of every county in the United States generates state and national averages. The Elder Index indicates the level of income required for seniors to sustain economic security.

Table 1
The Elder Economic Security Standard™ Index for the United States, 2016⁴

Expenses	SINGLE PERSON			COUPLE		
	Owner w/o Mortgage	Renter	Owner w/ Mortgage	Owner w/o Mortgage	Renter	Owner w/ Mortgage
Housing	\$516	\$791	\$1425	\$516	\$791	\$1425
Food	\$256	\$256	\$256	\$470	\$470	\$470
Transportation	\$231	\$231	\$231	\$357	\$357	\$357
Health Care	\$390	\$390	\$390	\$780	\$780	\$780
Miscellaneous	\$279	\$279	\$279	\$425	\$425	\$425
Elder Index/Month	\$1672	\$1947	\$2581	\$2548	\$2823	\$3457
Elder Index/Year	\$20064	\$23364	\$30972	\$30576	\$33876	\$41484

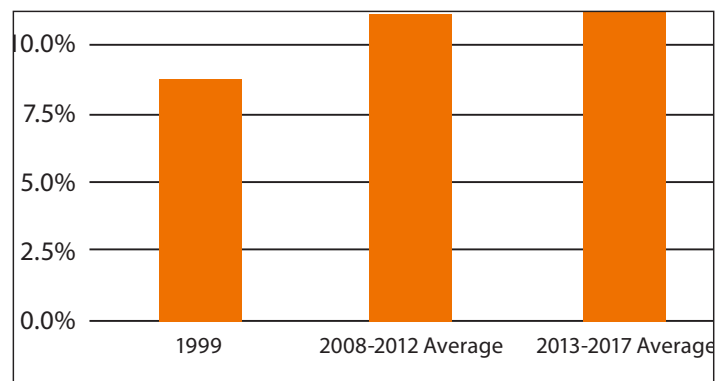
36 percent of senior homeowners and 78 percent of senior renters spent more than one-third of their income on housing.

State of Washington/Thurston County Changing Demographics / Decreasing Self-Sufficiency⁵

- The number of senior households 65 years or older in Washington state increased by a significant 28 percent from 514,402 in 2010 to 656,014 in 2016.
- In 2016, Washington state had over one million people aged 65 years or older.
- Senior household income in Washington state fell below the ALICE (see Glossary on page 18) threshold, the essential cost of living for the state of \$21,252 for a single adult and \$62,472 for a family and grew exponentially by the rate of 44 percent over the same period.
- Forty-two percent of senior households in Washington state had an income below the ALICE threshold in 2016.
- Persons living in poverty continues to increase. Between 2013 to 2017, 11.6 percent of Thurston County residents lived below the Federal Poverty Level (FPL).⁶
- The *Workforce Development Council of King County* and the *Center for Women's Welfare* calculated and published the Self-Sufficiency Standard, a more comprehensive standard than the FPL. In 2017, the Self-Sufficiency Standard was higher than the FPL and incorporated specific household needs like housing, child care, food, and transportation. The federal poverty level underestimates the number of people who are unable to meet their basic needs.

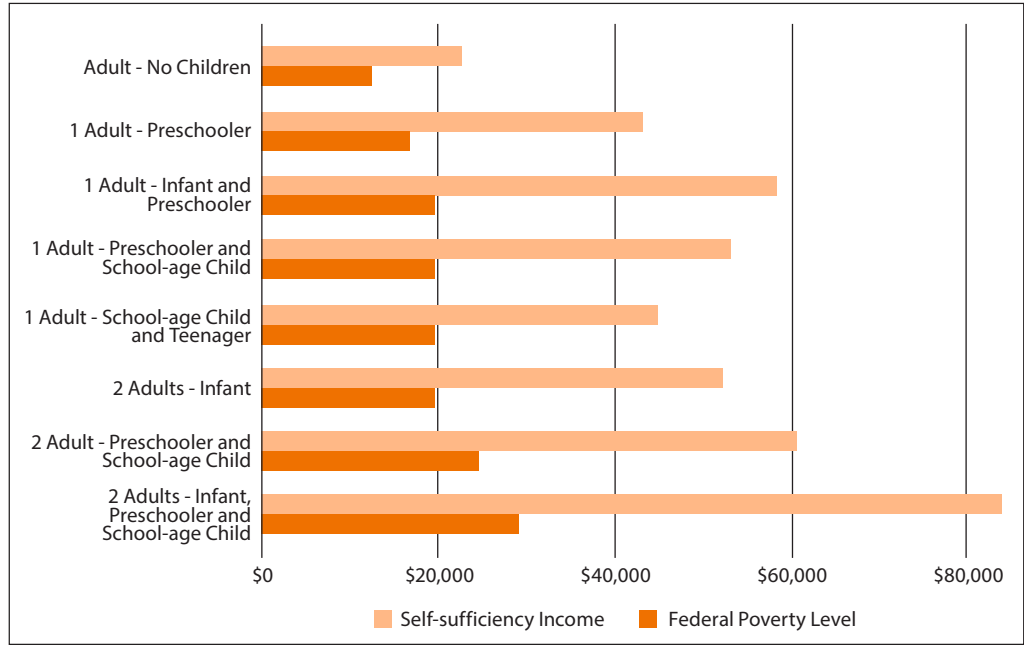
In 2016, Washington state had over 1 million people aged 65 years or older.

Graph 1
Thurston County Poverty Rate⁷



■ The gap between the FPL and the income needed for self-sufficiency in Thurston County continues to grow as household size increases, as shown in Graph 2 below.⁸

Graph 2
Self-Sufficiency Standard versus Federal Poverty Level (2017)⁹



■ The Federal Poverty Level (FPL) for 2019 for 48 states, excluding Alaska and Hawaii, is presented in Tables 2 and 3.

Table 2
Federal Poverty Level (FPL) 2019 (Annual) 48 Contiguous States & D.C.

Family Size	100%	133%	138%	150%	200%	250%
1	\$12,490	\$16,612	\$17,236	\$18,735	\$24,980	\$31,225
2	16,910	22,490	23,336	25,365	33,820	42,275
3	21,330	28,369	29,435	31,995	42,660	53,325
4	25,750	34,248	35,535	38,625	51,500	64,375

Table 3
Federal Poverty Level (FPL) 2019 (Monthly) 48 Contiguous States & D.C.

Family Size	100%	133%	138%	150%	200%	250%
1	\$1,041	\$1,384	\$1,436	\$1,561	\$2,082	\$2,602
2	1,409	1,874	1,945	2,114	2,818	3,523
3	1,778	2,364	2,453	2,666	3,555	4,444
4	2,146	2,854	2,961	3,219	4,292	5,365

www.payingforseniorcare.com/longtermcare/federal-poverty-level/html

■ In Table 4, *Sufficiency Standards by Household Type - Thurston County*, the monthly expenses, wages, and emergency savings indicating sufficiency standards by household type are presented. It is estimated that in 2017, a one-person, no children household required a monthly self-sufficiency wage of \$1901 and an annual wage of \$22,816.

Table 4

Sufficiency Standards by Household Type – Thurston County ¹⁰

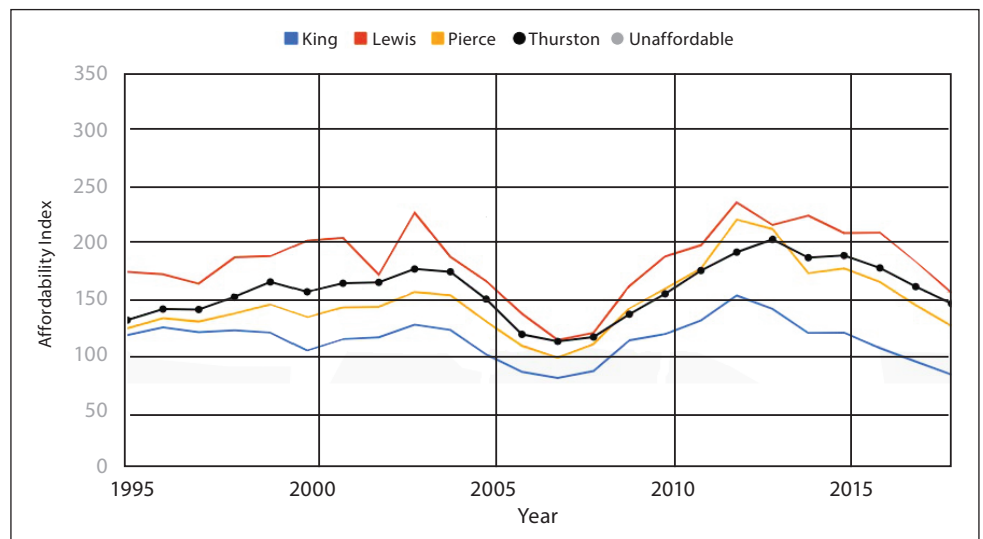
Monthly Expenses (one adult)	No children	Preschooler	Infant & preschooler	Preschooler & school-age child	School-age child & teenager
Housing	\$866	\$1,071	\$1,071	\$1,071	\$1,071
Child Care	0	799	1707	1330	799
Food	257	389	510	587	612
Transportation	242	248	248	248	248
Health Care	116	390	405	412	429
Miscellaneous	148	290	394	365	316
Taxes	274	570	812	715	552
Earned Income Tax Credit	0	0	0	0	0
Child Care Tax Credit	0	-50	-100	-100	-100
Child Tax Credit	-0	-83	-167	-167	-167
Self Sufficiency Wage					
Hourly	\$10.80	\$20.59	\$27.74	\$25.35	\$21.36
Monthly	1,901	3,623	4,882	4,462	3,760
Annual	22,816	43,477	58,580	53,543	45,122
Emergency Savings					
Monthly Contribution	\$58	\$118	\$163	\$153	\$137

Thurston County is considered unaffordable for first-time home buyers.

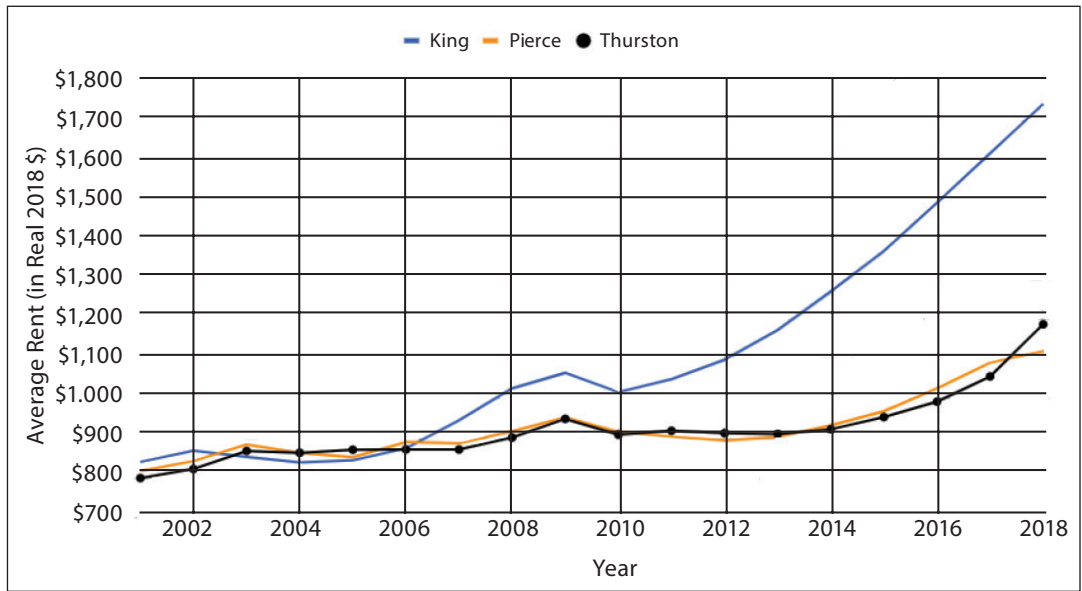
Decreasing Housing and Apartment Rental Affordability

- First quarter 2018, Thurston County’s Housing Affordability Index (HAI), which tracks the ability for a middle-income family to carry a mortgage on a median-priced home decreased for the third year in a row. Housing in Thurston County is more affordable than northern counties in the state, e.g., King, Pierce, Snohomish, but less accessible than contiguous counties, e.g., Lewis, Mason, Grays Harbor, as illustrated in Graph 3.
- Thurston County is considered unaffordable for first-time home buyers as indicated by the HAI, and this downward trend is expected to continue. ¹¹
- Average rent in Thurston County for 2018 was \$1,187, the first year since 2012 that it exceeded the average rent in Pierce County in 2013. The year 2018 also marked five consecutive years of average rental rate increases in Thurston County (Graph 4).
- The average inflation-adjusted rents in Thurston County increased 2.8 percent and 2.3 percent for a one bedroom and two bedrooms, respectively. ¹³

Graph 3
Housing Affordability Index (HAI) ¹²



Graph 4
Average Apartment Rent ¹⁴



Average rent in Thurston County for 2018 was \$1,187, which is the first time since 2012 that it exceeded the average rent in Pierce County.

Conclusion

Seniors aged 55 years or older are healthier and living longer. They are often unprepared to meet current economic challenges relying on Social Security as their primary source of income, with little or no retirement savings. Access to affordable and low-income housing for this growing senior population has become an increasing concern, exacerbated by escalating home mortgage and rental rates, increasing living expenses, such as health care, transportation, food, and taxes. Seniors are also negatively impacted by a shortage of new housing construction and a slow ten-year national economic recovery.

Given the challenging financial and social reality for a growing number of seniors, home sharing presents a viable housing option because this living arrangement can help minimize the impact of escalating housing and other expenses, and support a better quality of life.

Section 3

OUR HOME SHARE STORY

SHARING SISTERS

Senior Services for South Sound’s Home Share Program story began with Katherine and Grace Becker, two sisters with deep roots in our South Puget Sound community. Grace was born in 1917, the year the United States entered World War I; Katherine was born three years later. As they grew into adulthood, they soon enjoyed living independent lives. Katherine married a captain in the Merchant Marines, became a homemaker, and settled in Seattle. Grace also married and lived in Los Angeles, where she worked as a secretary and later studied natural medicine. Upon the deaths of their husbands, the sisters decided to come home to Olympia, and each other.

Having enjoyed years of independence, Katherine and Grace initially chose to rent separate apartments in the same building. They later shared a two-bedroom apartment to lower expenses, and lived together as a family, just as they had started in life.

Grace died in 2012 at the age of 96; Katherine died a few years later at age 95. Before her passing, Katherine had prepared a will, directing her \$800,000 estate to support charities that reflected both sisters’ values: educating children, providing dental services to those in need, supporting disabled veterans, and establishing Senior Services for South Sound’s Home Share Program.

Katherine and Grace were two sisters who chose to share their lives, living independently and together. Their generous philanthropy paved the way for others to experience now the joy of sharing a home.

There are other compelling stories shared by Home Providers and Home Seekers.

When Kathy inquired about the Senior Services’ Home Share Program, she was living in a recreational vehicle without heat or plumbing. She desperately needed safe and affordable housing. About the same time, Fran learned about the Home Share Program from Senior Services’ Executive Director and was inspired to become a Home Provider. She wanted to help someone in need, had a spare room, needed a little help with household chores. After meeting several times, Kathy and Fran agreed they were a good match. Kathy moved into Fran’s home for a modest monthly rent and helped out a little around the house.



Fran, Coco, and Kathy

Fran, a retired nurse, soon became aware that Kathy had difficulty eating and needed dental work. Fran drove Kathy to her dental appointment and held her hand during the procedure. When Fran discovered that Kathy was paying for an expensive storage unit, Fran had a portable unit delivered to the property. Much to Kathy’s delight, she was reunited with cherished possessions and memories, making her new place feel like home. *“I feel so grateful to have been in the right place at the right time,”* Kathy expressed about her new home with Fran. *“I enjoy walking to the river with my dogs and having a place to invite family over, especially for holiday meals,”* shared Kathy about enjoying a space where she

and her dogs could feel safe and welcomed. Fran opened her heart and home to a virtual stranger. She exclaimed, *“I felt guilty having all this space and not sharing it with someone. We are a family now. This is Kathy’s home for as long as she wants to stay!”*

FREQUENTLY ASKED QUESTIONS

The following are the most frequently asked questions and answers about our Home Share Program.

What is Home Share?

Senior Services for South Sound’s Home Share Program connects Home Providers and Home Seekers. Home Providers offer accommodation to Home Seekers in exchange for an agreed upon level of support in the form of combinations of financial contribution, assistance with household tasks, or companionship. In Thurston County, Home Share rents average \$500-\$600/month. Sometimes, these rents include utilities, and other times additional monthly fees are required to cover a portion of the household utility bills.

What are the benefits of Home Sharing?

A primary motivation to home share, for both Provider and Seeker alike, is to be able to make the cost of living more affordable in a difficult housing market. Many Providers and Seekers who apply to the program are living on a fixed income, and home sharing can provide a mutually beneficial, affordable housing option for both parties. Other benefits can include: giving and receiving companionship, security, and help with household chores, the ability to save money or pay down debts, and share the costs of household items and utilities.

Who are typical Home Providers and Home Seekers?

There are no “typical” home sharers. Anyone who is 18 or older may apply to the program. All applicants must pass a criminal background check before being accepted into the program. As a senior-focused organization, our mission is to help seniors remain as independent as possible at home for as long as possible. That said, we have accepted applications from individuals who are full- and part-time workers, students, individuals living with disabilities, and individuals who have been, are at risk of homelessness.

What is the cost of Home Sharing?

The Home Provider determines the cost of home sharing. A Home Provider may ask a Home Seeker to pay monthly rent and a share of utilities, while another Provider may charge a fixed monthly rent that includes utilities. Some Home Providers are open to negotiating their asking fee, while others are firm on what they need to receive each month. Some Home Providers are willing to reduce rent for an exchange of services provided by the Home Seeker. As with all other terms of the cost of home share, each Home Provider is different based on their needs. Senior Services for South Sound charges a \$35 application fee for both Home Providers and Home Seekers, and \$50 per match for Home Providers.

How do I get started to apply to Senior Services Home Share Program?

To start an application, or to get more information about the program, please fill out an inquiry form, available online at <http://southsoundseniors.org/programs/home-share-program/> or in person at either our Olympia or Lacey Senior Centers. To complete

an application, please provide proof of (and copy of) photo ID, names and contact information of three references (non-relative, and for seekers, one past landlord, and previous roommate), and proof of income. Income information is confidential and used only for statistical purposes. Again, for Home Seekers, a former landlord or housemate is required as one of the three references. Consent to conduct a criminal background check is also required to complete an application, which includes the Washington state Patrol database as well as the National Sex Offender database. Results of an applicant's background check may result in disqualification from the program. Senior Services for South Sound also charges both Providers and Seekers a \$35 application fee. An application is complete when all of this information and application fee is received.

How long will it take before I am matched with a Home Provider or Home Seeker?

The timeline for receiving potential match referrals will vary based on many factors, including family size, cost of rent, location of the home, gender identity, storage space, presence of furniture, owning pets, smoking, and other lifestyle preferences. Senior Services for South Sound cannot guarantee a home share match.

How long does a typical match last?

If the match is truly compatible, the hope is that a home share match will last many years.¹⁵

HOME SHARE PROVIDERS AND SEEKERS SPEAK

Direct interviews were conducted with Home Providers and Home Seekers in Thurston and Pierce counties and with three program managers representing national home share organizations. The persons interviewed reflected excellent insight into the positive and challenging aspects of home sharing and expressed compelling narratives about their home sharing experiences. The information derived from the interviews informed the development of best practices in home sharing discussed later in this section of the Guide. The following paragraphs present the interview questions and interview participant responses.

Listed below are the interview questions asked of Home Providers and Home Seekers:

Interview Questions

1. Tell me about yourself?
2. How did you first hear about home sharing program(s)?
3. What were the circumstances that led you to explore and decide to home share?
4. Describe your home sharing arrangement?
5. How long did you home share?
6. What were the benefits you derived from the home sharing experience(s)?
7. What were the challenges you experienced during your home sharing experience(s)?
8. What do you consider to be the “perfect” personal characteristics of a Home Provider?
9. What do you consider to be the “perfect” personal characteristics of a Home Seeker?
10. Describe a positive home sharing experience.
11. Describe a negative home sharing experience.

12. Is there anything else you would like to share?

Research Findings

Home Providers and Home Seekers expressed similar benefits to home sharing. The benefits included a desire to maintain independent living and housing, lower monthly housing expenses, companionship, secure and stable housing, services and care, help another person, and increase their quality of life. Other benefits seniors expressed about the benefits of home sharing were their ability to get out of debt, personal survival, safety, growth as a person, and being part of a broader community.

Despite the numerous benefits to home sharing, Providers, Seekers, and program managers expressed that there were also challenges. The three Home Share program managers interviewed reported the following challenges to home sharing, which were also expressed by the Providers and Seekers. The challenges described below reflected common experiences.

Before entering into a home share arrangement or agreement, the Provider and Seeker must clearly state and clarify “deal-breaker” preferences, scope of services provided, and expectations.

- An ***imbalanced power dynamic*** between Home Provider and Home Seeker. Since the Provider was the owner of the home or apartment, he/she established the parameters of the living arrangement. In essence, the Provider had the upper hand or power to determine what was permissible within the home, including the length of the home share arrangement. This imbalance of power created tension between the Provider and Seeker, resulting in an eventual severing of the home share arrangement.
- The ***lack of transparency*** about the physical condition of the Provider’s home, living situation, or health condition. The Provider favorably overstated the “great” physical condition (insulation, working appliances, well-maintained plumbing or electrical systems, etc.) or amenities available in his/her home. The Provider wasn’t transparent in informing the prospective Seeker about the strained or tenuous family dynamics, the number of people living in the house, the nature or seriousness of the Provider’s health, or the level of care needed. The Seeker did not fully disclose to the Provider the extent of his or her health concerns or condition. A lack of transparency resulted in loss of trust between the Provider and the Seeker.
- The ***unrealistic expectations*** for rent, level of care, amount of services provided. The Provider expected rent payments above the \$500 to \$600 average amount for Thurston County. The Provider and Seeker disagreed about the scope of services or level of care the Seeker was expected to provide (chores, yard work, cleaning, transportation, etc.) for a reduction in the rental payment, which resulted in an untenable living arrangement.
- The ***lack of clarity*** about the Providers or Seekers personal physical, monetary, social, or other needs. The Provider or Seeker entered into a home share arrangement without thoroughly and honestly assessing what he or she wanted or needed from the home share arrangement, resulting in miscommunication, misunderstanding, or unrealistic expectations.
- A ***change of circumstances***, i.e., a decline in health, mental incapacity, unemployment, family members or friends moving in/out of the home. These changes in conditions were often unexpected or unplanned and resulted in significantly altering the living arrangement between the Provider and Seeker agreement.
- The ***clashing personal values or beliefs***, e.g., religious, political, social. Religious or

political views were avoided or not discussed during the initial home share match or trial home sharing, only to surface later. When differing personal values, social, or political views surfaced, the living arrangement became uncomfortable, unpleasant, or tenuous.

- The ***cultural differences***, ethnic, cultural or national backgrounds amplified differences in Providers and Seekers world view, lifestyle, food choices, food preparation, cooking, eating habits, or most importantly, how each communicated with the other.
- The ***incompatible lifestyles***, including different preferences in types of music, television watching, wake/sleep schedules, drug, alcohol, or tobacco consumption, and other lifestyle preferences. Lifestyle incompatibility created untenable living arrangements.
- The ***differing use of the shared living space***. Essential cleaning preferences, use of household appliances, e.g., refrigerator, washer/dryer, television, frequency of guests or out-of-town visitors, and other “deal breaker” preferences were not expressed before establishing the home share arrangement, which made living together uncomfortable for the Provider and Seeker.
- The ***discordant communication styles***. Cultural, educational, religious, and other factors influenced different communication styles. Different languages spoken by either person was especially challenging. Providers or Seekers personality type, either introverted or extraverted also made effective communication a persistent challenge.

Best Practices

To mitigate the challenges to a successful home share match, or to remedy the challenging home share arrangements discussed earlier, the Providers, Seekers, and program managers interviewed offered recommendations, which informed best practices. A Home Seeker expressed that the most important questions for the Provider and Seeker to ask each other before entering into a home share arrangement are, “***Why do you want to share a home?***” and “***What kind of relationship, i.e., friendship or distant roommates do you want to have with each other?***” Another Seeker expressed that the most crucial question to ask a Home Provider is “***Do you really want another person in your home?***” Interview participants made the following recommendations, which were incorporated into the best practices in home sharing discussed in the following pages.

- The ***Home Share Program staff must thoroughly review and verify the information provided on the Home Provider and Home Seeker Application***, including, but not limited to, background check, references, insurance, prior employment, and volunteer experience.
- The ***Home Provider and Home Seeker should meet a minimum of three (3) times to affirm a compatible match***. Before entering into a Home Share agreement or moving into the home, the Home Provider and Home Seeker must clearly state and clarify “deal breaker” preferences, scope of services provided, and expectations. Direct and informal discussions between the Provider and Seeker are critical to establishing compatibility.
- The ***Home Provider and Home Seeker should have a “trial live-in period,”*** not to exceed 30 days, before initiating a formal Home Share Agreement.

Effective screening of Providers and Seekers is the most essential service provided by Home Share program staff.

- The ***Home Provider and Home Seeker should get to know each other*** during the “trail live-in period” and before signing a Home Share Agreement:
 - ✓ Observe Home Provider’s home physical environment (clean, hoarder, refrigerator packed, furnished/unfurnished, etc.)
 - ✓ Discuss each other’s values and belief system — political, religious, cultural, lifestyle.
 - ✓ Share personal stories and backgrounds.
 - ✓ Talk about each person’s social life.
 - ✓ Discuss expectations and how to establish healthy boundaries.
 - ✓ Discuss the individual’s need for physical space, freedom, spontaneity.
 - ✓ Observe how well you communicate with each other.
- A Home Provider considering a Seeker with a physical, cognitive, mental, behavioral disability, or who is chronically homeless, it is recommended that ***the Provider have specialized medical, behavioral, or educational training/certification.***
- ***Institute an application fee*** to complete the formal application to the Home Share program. This recommendation was given as a way to identify and encourage serious home share applicants, and to cover background check fees. Other payment mechanisms were discussed, including a sliding scale for Providers and Seekers, ranging from \$0 to \$600—the upper limit specifically for Providers.
- The ***Home Share Program staff must provide periodic follow-up*** with the Provider and Seeker to ensure that both parties are adhering to their home share agreement. If concerns arise, the staff person should work with the parties to remedy the situation or refer either one or both parties to an appropriate partner organization for conflict mediation or other supportive services. It is important to note that a home share match lasting 90 days to 18 months is the desired goal.

The million-dollar \$\$ question is: How do you get people to share their home? Kirby Dunn, Executive Director, HomeShare Vermont, shared the results of a 2017 AARP-Vermont sponsored survey that asked the question: ***What are the barriers to home sharing?*** The survey respondents, aged 45 and older, expressed three critical barriers to home sharing:

1. ***Most people don’t want to share their homes***, and the older they get, the less likely they want to consider home sharing.
2. ***The biggest concerns about home sharing are privacy, compatibility, safety, and security.***
3. ***The essential service provided by Home Share Vermont*** – as compared to a trial period, written home share agreement, or ongoing home share staff support – ***was the program’s screening service.***

Ms. Dunn addressed survey respondent concerns with a focused marketing and outreach strategy that emphasized program outreach and ***marketing all the time and everywhere!*** She stressed the importance of “word of mouth.” The idea that people in the community must be talking about the Home Share program and sharing positive experiences all the time and everywhere, including schools, civic organizations, supermarkets, social media, radio, local television, real estate firms, chambers of commerce, government agencies, churches, and more.¹⁶

HOW WE MEASURE SUCCESS

Metrics

The two essential components of a viable and sustainable Home Share program are a powerful home share story and measurable program outcomes that indicate program effectiveness and efficiency. Katherine and Grace’s compelling home share story appeared earlier in the Guide. This section delineates the demographic and program data collected and metrics used to measure the overall effectiveness of Senior Services’ Home Share Program.

Demographic data collected in 2018, included Home Share Program inquiries, Provider and Seeker data from applications submitted, and supportive services referrals. This data was input and maintained in Senior Services integrated COMPASS360 database, and extracted for analysis, internal and external reporting purposes.

The **Results-Based Accountability™ (RBA)**¹⁷ approach was used to measure the Home Share Program’s overall effectiveness. A description of the RBA approach appears in the Glossary. Examples of the specific demographics and program data collected and RBA analysis criteria are detailed below.

Demographic Data

- Age Range—Home Providers, Home Seekers
- Average Age—Home Providers, Home Seekers
- Percent Low Income — Home Providers, Home Seekers, based on 100% Federal Poverty Level (FPL)

Program Data

- Number of program Inquiries
- Number of Inquiries resulting in completed Applications
- Number of Matches in a fiscal year (new and existing)
- Percent Matches Only Rent
- Percent Matches Combination Rent and Service
- Average Monthly Rent Amount
- Maximum Monthly Rent Amount

Annual Results-Based Accountability™ Outcomes

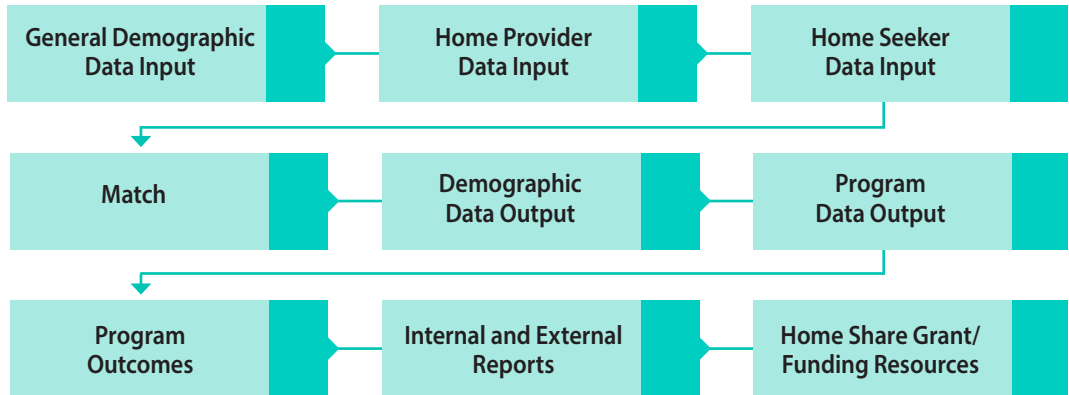
- How much did we do?
 - Unduplicated number of persons in match
 - Number of service hours exchanged
- How well did we do it?
 - Home share average match length
 - Participant satisfaction (survey, interviews, case notes)
- Is anyone better off as a result of our work?
 - Affordability of housing—average rent
 - Ability of seniors to stay safely at home
 - Improved quality of life, such as:
 - Less Lonely*
 - Feel happier*
 - Feel safer*
 - Eat better*
 - Feel healthier*

Market the Home Share program all the time and everywhere!

Metrics

COMPASS360 Capacity and Process (See Home Share Operational Procedures in the Appendix)

The diagram below illustrates the process flow by which Home Provider and Home Seeker demographic data, derived from home share applications, background checks, and direct interviews are entered into the COMPASS360 database, and accessed to create compatible matches between a Home Provider and a Home Seeker. Data queries were formulated to extract data from the database to analyze and generate internal reports. An analysis of program outcomes over a specific period reflected the success of the overall Home Share Program. External reports based on specific program outcomes provided valuable information for prospective grant funders, donors, and contributors to the Home Share Program.



Section 4 HOME SHARE RESOURCES

Adult Family Home Council Of Washington state

523 Pear Street SE, Olympia, WA 98501
360.754.3329
John Ficker, Executive Director
john@adultfamilyhomecouncil.org

Lewis-Mason-Thurston Area Agency On Aging

2404 Heritage Court SW, Suite A, Olympia, WA 98502
360.664.3162, ext. 131
Juno Whittaker, Case Management Director
juno.whittaker@dshs.wa.gov

City Of Lacey

420 College Street SE, Lacey, WA 98503
360.491.5642
Ryan Andrews, Planning Manager
randrews@ci.lacey.wa.us

City Of Olympia

610 4th Avenue East, Olympia
P. O. Box 1967, Olympia, WA 98507
360.753.8183, 360.753.8087 (Fax)
M. Anna Schlecht, Community Service Programs Manager
aschlech@ci.olympia.wa.us

City Of Redmond

15670 NE 85th Street
P. O. Box 97010 Redmond, WA 98073-9710
425.556.2416, 425.556.4242 (Fax)
Brooke Buckingham, Senior Planner
bbuckingham@redmond.gov

City Of Tumwater

Tumwater City Hall
555 Israel Road SW, Tumwater, WA 98501
360.754.4180
Brad Medrud, Planning Manager
bmedrud@ci.tumwater.wa.us

Community Resource Center

9612 - 271st NW
P. O. Box 935, Stanwood, WA 98292
360.629.5257, 360.629.4705 (Fax)
Joanna Dobbs, Executive Director
director@crc-sc.org

Community Youth Services

711 State Avenue NE, Olympia, WA 98506
360.943.0780
Derek Harris, CEO
dharris@communityyouthservices.org

Fishline Home Share

9105 Viking Way NW, Poulsbo, WA 98370
360.229.2503
Emily Klein
homeshare@fishlinehelps.org

Habitat For Humanity

711 Capitol Way S, Suite 401, Olympia, WA 98501
360.956.3456, ext. 5
Ally Upton, Director of Housing
ally@spshabitat.org

HIP Housing

800 S Claremont Street, #210, San Mateo, CA 94402
650.348.6660, ext. 303
Laura Fanucchi, Associate Executive Director
lfanucchi@hiphousing.org

Homes First

5203 Lacey Blvd SE, Suite A, Lacey, WA 98503
360.236.0920
Trudy Soucoup, CEO
ceo@homesfirst.org

HomeShare Vermont

412 Farrell Street, #300, South Burlington, VT 05403
802.863.5625
Kirby Dunn, Executive Director
kirby@homesharevermont.org

Housing Authority Of Thurston County

1206 12TH Avenue SE, Olympia, WA 98501
360.753.8292, 360.586.0038 (Fax)
844.628.7343 (Housing Hotline)
www.hatc.org

Plum Street Village

Low Income Housing Institute (LIHI)
Josh Castle
josh.castle@lihi.org

Shared Housing Services (SHS)

901 South 11th Street, Tacoma, WA 98405
253.272.1532, 253.272.0315 (Fax)
Mark Merrill, Executive Director
markm@sharedhousingservices.org

Thurston Regional Planning Council

2424 Heritage Court SW, Suite A, Olympia, WA 98502
360.956.7575, 360.956.9815 (Fax)
Mark Daily, Executive Director
dailym@trpc.org

Thurston Thrives

809 Legion Way, Olympia, WA 98501
360.357.3362
Krosbie Carter, Director
kcarter@thurstonchamber.com

Washington Association of Area Agencies on Aging

info@agingwashington.org
(360) 485-9761
w4a@agingwashington.org

Washington DSHS Adult Family Homes; Assisted Living Data

<https://fortress.wa.gov/dshs/adsaapps/Lookup/BHAdvLookup.aspx>

YWCA Seattle | King | Snohomish

Everett YWCA
3301 Broadway, Everett, WA 98201
425.258.2766
Kresha Green, Regional Director of Housing
kgreen@ywcaworks.org

GLOSSARY OF TERMINOLOGY

ALICE: *Asset Limited, Income Constrained, Employed* reports the increasing number of households within communities with earned income that is insufficient to afford necessities. See <https://www.unitedforalice.org/washington>.

Assisted Living (AL) Facility: Housing facility for seniors or disabled persons that provides nursing care, housekeeping, and prepared meals as needed.

Background and Reference Checks: Criminal, property, credit, sex offender, and other public records conducted on prospective Home Providers and Home Seekers.

COMPASS360: A comprehensive, fully-integrated, and highly cost-effective management software used by non-profit organizations. The software allows managers the ability to track constituents, track capital campaigns, and membership. It also provides non-profit managers the ability to track internal projects, execute targeted queries, data import/export, among other features. Retrieved June 4, 2019, from <https://www.compass-360.org>.

Deal Breakers: Those factors, issues, or specific expectations one is unwilling to accept that could cause the severing of the home sharing arrangement and subsequently the Home Share Agreement.

Dementia Care (DC) Facility: Memory care facility that provides special or expert care for persons with various degrees of dementia or Alzheimers.

Federal Poverty Level (FPL): The FPL is a measure of income established by the United States government to determine a person's eligibility criteria for subsidies, e.g., food stamps, healthcare, housing vouchers, long-term care.

Home Provider: Person with a home offering an extra bedroom for rent or service/care-taking exchange.

Home Seeker: Person looking for affordable housing offering for rent or service/care-taking exchange.

Home Share Agreement: An agreement, formal or informal, between the Home Provider and Home Seeker that delineates specific living arrangements and expectations of the home share, including rent amount, care-taking or services exchanged, and other "deal breaker" expectations.

Home Share Application: Providers and Seekers complete a document containing their personal and general information. The information provided in the application is used to screen and match compatible Providers and Seekers. See page 25 and 36, respectively.

Home Share Budget: A Home Share document that assists Providers or Seekers to account for monthly income and expenses, to determine and manage their financial affairs. See page 46.

Home Share Navigator: Primary contact person for the Home Share Program. He/she/they are responsible for managing the day-to-day operation of the program, including acquiring and processing Provider and Seeker inquiries, applications, and screenings leading to a match.

Home Sharing: Two or more persons share a home to their mutual comfort and benefit.

Inquiry: An Inquiry about the Home Share Program made online or in-person. See page 24.

Match: A Home Provider and a compatible Home Seeker are matched, based on personal data and information provided in their applications and supporting documents.

Older Adults: Persons aged 55 years or older. (See also Seniors).

Referral: Persons referred to other internal supportive services or partner organizations for appropriate behavioral, physical, psychological, or other housing services. See pages 47 and 48.

Rent Only: The Home Seeker pays the Home Provider an agreed upon rent amount in exchange for housing.

Rent/Service Agreement: The Home Seeker pays the Home Provider an agreed upon rent and provides services in exchange for a rent reduction as defined in a Home Share Agreement.

Results-Based Accountability (RBA)TM: RBA is a concise, disciplined, and a common-sense approach to using data to ensure accountability for the performance of social services or other programs. Mark Friedman, author of *Trying Hard is Not Good Enough*, developed the RBA concept. The approach starts with the ends and works, systematically towards the means. The ends are conditions that express well-being; for example, the Home Providers or Seekers are better off when the Home Share program works well. For example, the percentage of Home Seekers reporting better health outcomes the result of home sharing. (See Notes, number 17.)

Seniors: Persons aged 55 years or older. (See also Older Adults).

Service Exchange: The Home Seeker pays no rent or a reduction in rent, in exchange for services or care-taking provided to the Home Provider.

Subsidized Apartments (SA): Apartment rent is paid for to a greater or lesser extent by either an outside organization or the government. Tenants are required to meet specific criteria to qualify for the subsidy, usually based on income, medical, or disability status.

Trial Period: Recommended two-week trial period of matched Provider and Seeker before finalizing the formal or informal Home Share Agreement.

NOTES

- ¹ National Shared Housing Resource Center. (June 2018) *Resource Guide for Establishing a New Home Sharing Program*.
- ² U.S. Department of Health and Human Services. Administration for Community Living and Administration on Aging. (2018 April). *2017 Profile of Older Americans*. Retrieved May 2, 2017, from <https://acl.gov/sites/default/files/Aging%20and%20Disability%20in%20America/2017>.
- ³ U.S. Department of Health and Human Services. Administration for Community Living and Administration on Aging. (2018 April). *2017 Profile of Older Americans*, 1-16.
- ⁴ The Elder Economic Security Standard™. Retrieved May 29, 2019, from [https://www.umb.edu/editor_uploads/images/centers_institutes/center_social_demo_research_aging/Living_Below_the_Line_Disparities_reports_\(combined\).pdf](https://www.umb.edu/editor_uploads/images/centers_institutes/center_social_demo_research_aging/Living_Below_the_Line_Disparities_reports_(combined).pdf).
- ⁵ The United Way ALICE Project. (2018 Report). *ALICE: A Study of Financial Hardship In Washington*.
- ⁶ U.S. Bureau of the Census: American Community Survey (ACS). *Poverty*. Retrieved May 20, 2019, from www.trpc.org/462/Poverty.
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- ⁸ U.S. Bureau of the Census: American Community Survey (ACS). *Poverty*. Retrieved May 20, 2019, from www.trpc.org/462/Poverty.
- ⁹ U.S. Bureau of the Census: American Community Survey (ACS) (2017). *Self-Sufficiency Standard versus Federal Poverty Level* (2017). Retrieved May 23, 2019, from https://docs.google.com/spreadsheets/d/1AMMn5UuSM0c15gpctKeTdGZGcRSa_A7KMpX1ONpvKDQ/pubchart?oid=1042696670&format=interactive.
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- ¹¹ University of Washington: Runstad Center for Real Estate Studies. *Housing Affordability*. Retrieved April 29, 2019, from, www.trpc.org/459/Affordability.
- ¹² University of Washington: Runstad Center for Real Estate Studies. *Housing Affordability Index (HAI)*. Retrieved April 29, 2019, from <https://docs.google.com/spreadsheets/d/e/2PACX-1vQRC5aly13VphcPGU3yilujz2EszXh9PDxNxQqBWz2cwKARMIN9YacfrhvdMtyMljuJ8I0kBLd3m0xv/pubchart?oid=1566273211&format=interactive>.
- ¹³ University of Washington: Runstad Center for Real Estate Studies. *Housing Affordability*. Retrieved April 29, 2019, from www.trpc.org/456/Apartment-Rent-Vacancy.
- ¹⁴ University of Washington: Runstad Center for Real Estate Studies. *Average Apartment Rent*. Retrieved April 27, 2019, from https://docs.google.com/spreadsheets/d/1y_mZT0ixPe2pBTEZ2hD2ZxKIY50SwRBi2E7nf1xsn-E/pubchart?oid=1291216152&format=interactive.
- ¹⁵ HIP Housing. Resources & FAQ. Retrieved April 15, 2019, from <https://hiphousing.org/resources-faq/>.
- ¹⁶ K. Dunn, Executive Director, HomeShare Vermont. Email communication, May 22, 2019.
- ¹⁷ Mark Friedman. *The Results-Based™ Accountability Guide*. Retrieved March 18, 2019, from http://dhs.state.il.us/onenetlibrary/27896/documents/by_division/dchp/rfp/rbguide.pdf.
- ¹⁸ Mary Ann O'Garro. Thurston County Public Health & Social Services Department. Email communication, February 20, 2019. Eileen McKenzie Sullivan. Senior Services for South Sound direct communication, May 17, 2019.
- ¹⁹ Thurston County, WA. Public Health and Social Services. *Subsidized Housing Units in Thurston County*. Compiled by P. Kmet, as of January 27, 2019. Retrieved May 8, 2019, from <https://www.co.thurston.wa.us/health/sscp/PDF/Subsidized%20Housing%20Units%20Table.pdf>.
- ²⁰ Housing Authority of Thurston County. *Applying for Rental Assistance*. Retrieved April 11, 2019, from www.hatc.org.



Section 5
APPENDIX

Home Share Operational Procedures

Documents	Forms	Completion	Storage	Changes/Updates	Contacts	Policies	Notes
HSI 101 Form A Inquiry	Form A Attached	<p>Required responses are indicated by a red asterisk (*).</p> <p>Section 1: Personal Information Write/Enter name, date of birth, age, current address, telephone number, email, and whether one is a Provider or Seeker.</p> <p>Section 2: Housing Status Check the appropriate box for housing status, and length of time in housing.</p> <p>Section 3: Interests Describe why one is interested in the Senior Services for South Sound Home Share Program.</p> <p>Section 4: News and Media Tell how one heard about Senior Services for South Sound Home Share Program.</p>	<p>Hard copy Inquiry forms stored in Receptionist's file cabinet in Olympia and Lacey Centers. Completed hard copy Inquiry forms forwarded to or placed in HS staff mailbox and responded to within 48 business hours. Completed online Inquiry forms will be forwarded to HS staff email and entered into COMPASS360 by volunteer or staff. HS staff will maintain original hard copy form in department file and in COMPASS360.</p>	<p>Bi-annual review and revisions to the Inquiry form made and maintained by Client Services Director. Revised forms, containing new document date – hard copies distributed to Olympia and Lacey Receptionist's file cabinets, and updated in COMPASS360 by Client Services Director or designated staff or volunteer.</p>	<p>The inquirer contacted by HS staff within 48 business hours after receipt of the completed document. HS staff will answer questions and explain the next steps in the Home Share application process.</p>	<p>Completed hard copy Inquiry forms entered into COMPASS360, and all forms retained for 12 months.</p>	<p>Review completed form for accuracy and thoroughness.</p>
HSAP 101 & HSAS 101 Applications	Form B Attached	<p>Section 1: Personal Information Write/Enter personal information, including name, current address, gender, date of birth, former names used, etc.</p> <p>Section 2: Employment/ Volunteer Information Write/ Enter names, email addresses, telephone numbers of two (2) employer/volunteer positions.</p> <p>Section 3: Income Write/Enter dollar amounts for SSI, Social Security, other income, etc.</p> <p>Section 4: Personal References Write/Enter names, email addresses, telephone numbers of three (3) non-family references – one (1) reference to be former roommate or landlord.</p> <p>Section 5: Substance Usage Check/Enter Drug Use, yes or no. List all non-prescription drugs used, alcohol use/amount, and smoker, etc.</p> <p>Section 6: Legal/Criminal History Check and/or list describe felony convictions, DUI, criminal misdemeanors, CPS, and/or APS involvement, etc.</p> <p>Section 7: Home Share Program Check top three (3) reasons from list to home share. List "other" reason. Select from list how long you want home share to last. Describe what someone would like about you.</p> <p>Section 8: Housing Status: Seeker Check/Enter whether homeless; times/days homeless in three (3) years, stable housing, unstably housed, exact required date to move out of current home. Check yes or no fleeing domestic violence and how long. Needs furnished/unfurnished, storage, closet, bathroom, parking, mobility barriers, rent, services, etc.</p> <p>Section 8: Housing Status: Provider Select type of resident housing, number of rooms available, furnished/unfurnished, laundry, closet space, storage, bathrooms, ADA accessible, cable, internet, utilities, parking, public transportation, describe amenities; schools, etc.</p>	<p>Hard copy forms will be stored in Receptionist's file cabinet in Olympia and Lacey Centers. Completed hard copy Application forms forwarded to or placed in HS staff mailbox. Completed online Application forms will be entered into COMPASS360. HS staff will maintain original hard copy form in department file and in COMPASS360.</p>	<p>Bi-annual review and revisions to the Application form will be made and maintained by Client Services Director. Revised forms, containing new document date – hard copies distributed to Olympia and Lacey Receptionist's file cabinets, and updated in COMPASS360 by Client Services Director or designated staff or volunteer.</p>	<p>The Applicant will be contacted by HS staff within three (3) to five (5) business days after receipt of the completed and signed Application, and \$35 application fee. HS staff person will initiate a background check, and then schedule Provider or Seeker interview. If applicant does not meet HS Program requirements, SS HS staff can refer her/him/they to other SS partner services or Supportive Services. See Referral form HSR 101 and HSR 102. An applicant receiving a criminal history report may complete a criminal history explanation.</p>	<p>Completed hard copy and online Application forms entered into COMPASS360, and all forms retained for 24 months.</p>	<p>Review completed form for accuracy and thoroughness.</p>

Home Share Operational Procedures (continued)

Documents	Forms	Completion	Storage	Changes/Updates	Contacts	Policies	Notes
		<p>Section 9: Background Check Provider or Seeker Read, sign, and date Criminal History Policy & Background Check.</p> <p>Section 10: Agreement of Non-Liability/Release of Information Read, sign, and date Agreement of Non-Liability/Release of Information. Read, sign, and date the Acknowledgement.</p>					
HS1101 Referral	Form C Attached	<p>This form to be completed by HS staff only.</p> <p>Section 1: Personal Information Write/Enter name, address, email address, telephone number.</p> <p>Section 2: Housing Assistance Select/Check the appropriate referral services for person.</p> <p>Section 3: Administration Write/enter in the Administrative Use Only section the referral date, organization, contact name, telephone number, email, comment(s), and HS staff initials. Give person referral form <i>HSR 102 Home Share Partner Referral</i> containing this information.</p>	Hard copy forms maintained by Client Services Director and held in department file. Completed hard copy Referral forms entered into COMPASS360.	Bi-annual review and revisions to the Referral form will be made and maintained by Client Services Director. Revised hard copy forms, containing new document date printed. Form updated in COMPASS360 by Client Services Director or designated staff or volunteer.	HS staff refer applicant to other Client Services or partner services. Person being referred will be provided a referral slip containing her/his name, referral date, referral organization, contact name, telephone number, email, comments, and HS staff initials, using <i>Referral form HSR 101 and HSR 102</i> .	Completed hard copy Referral forms will be entered into COMPASS360, and all forms retained for 12 months.	Review completed form for accuracy and thoroughness.
HSA 101 Budget	Form D Attached	<p>Section 1: Income List in dollar \$ amounts the sources of income and total income.</p> <p>Section 2: Expenses List in dollar \$ amount living expenses and totals.</p> <p>Section 3: Net Income Subtract total expenses from total income, which equals net income or discretionary income.</p>	Hard copy forms will be stored in Receptionist's file cabinet in Olympia and Lacey Centers. Completed hard copy Budget forms forwarded to HS staff and entered into COMPASS360. HS staff will maintain original copy.	HS staff refer applicant to other Client Services or partner services. Person being referred will be provided a referral slip containing her/his name, referral date, referral organization, contact name, telephone number, email, comments, and HS staff initials, using Referral form HSR101.	HS staff person will explain to the Provider or Seeker how to complete Budget form, and its importance in support of the HS application process.	Completed hard copy Budget forms will be entered into COMPASS360, and all forms retained for 24 months.	Review completed form for accuracy and thoroughness.



Date: _____

HOME SHARE INQUIRY FORM

Thank you for your interest in our Home Share Program. A Senior Services staff member will contact you within 48 business hours upon receipt of a completed Home Share Inquiry Form.

Name: _____
First Middle Name Last Suffix (Mr., Mrs., Ms.)

Date of Birth: _____ Current Age: _____ Gender: Male Female Other
(MM/DD/YYYY)

Your Preferred Pronouns: She/Her He/Him They/Them Other _____

Current Address: _____

City/Town: _____ State: _____ Zip: _____

Phone: Home (_____) Cell (_____) Work (_____)

Your Email Address: _____

Please check how you would like to participate in the Home Share Program: Seeker Provider

Your current housing status:

- Single family own
- Condo/townhome own
- Mobile home own
- Apartment
- Single family rent
- Condo/townhome rent
- Mobile home rent
- Other If other, please describe _____

How long have you lived in that home: _____

How did you learn about the Home Share Program?

- Newspaper
- TV
- Senior Services publication
- Friend
- Radio
- Senior Services member
- Facebook
- Other If other, please explain _____

If you selected TV or Radio, provide name and date/time of the program/show _____

ADMINISTRATION USE ONLY

Referral Date _____	Comments _____
Referral Organization _____	_____
Contact Name _____	HS Staff Name _____
Contact Phone _____	HS Contact Phone _____
Contact Email _____	HS Email _____



HOME SHARE PROVIDER APPLICATION

Dear Home Share Applicant,

Thank you for your interest in the **Home Share Program** at Senior Services for South Sound. We look forward to partnering with you to find your new Home Share housemate.

If you are applying to be a **Home Provider**, acceptance into the program is dependent upon providing a complete application, three references (that we can contact), an entrance interview, passing a background check, passing a home inspection, and the receipt of the \$35 non-refundable processing fee.

If you are applying to be a **Home Seeker**, acceptance into the program is dependent upon providing a complete application, three references (that we can contact), passing a background check, an entrance interview, and the receipt of the \$35 non-refundable application fee for each person in your household 18 years or older. Although some Home Providers do offer free or reduced rent in exchange for caregiving, cooking, and other household help, it will be necessary to provide proof of income and the ability to pay the requested rent.

Return your completed application and \$35 non-refundable processing fee to **Home Share Program, Senior Services for South Sound, 222 Columbia St NW, Olympia, WA 98501**. You may also access the application and Frequently Asked Questions (FAQs) about the Home Share Program on our website at: www.southsoundseniors.org.

It takes approximately three (3) to seven (7) business days to confirm acceptance into the program after the completed application, reference and background checks, and application fee are received and processed. To expedite the application process, we recommend you notify your references in advance and encourage them to respond quickly. The inability to reach listed references in a timely manner will mean disqualification from the program.

The **Home Share Program** is designed to provide stable and affordable housing for both the Home Seeker and Home Provider. Home Providers and Home Seekers are matched on the basis of compatibility and **it can take weeks or months to find a compatible match**. When a match is made, the Home Provider is assessed a \$50 match fee. It is important to note that The Home Share Program is not an emergency shelter program, and placement is not based upon vulnerability. **We cannot guarantee a match.**

You may contact us by email regarding the status of your application. We will provide you with information about what you can expect next in the process at that time.

Thank you for your interest in the **Home Share Program** at Senior Services for South Sound. We look forward to working with you.

Please contact us with any questions or comments at homeshare@southsoundseniors.org.

The Home Share Program Team!



Date: _____

HOME SHARE PROVIDER APPLICATION

Thank you for your interest in our Home Share Program. Please complete this application as accurately and as thoroughly as possible to help us make the best match for you. Application is complete upon receipt of the \$35 application fee by cash or check.

\$35
Application Fee

Please make checks payable to **Senior Services for South Sound, Home Share**. Mail your application or deliver in person with your check to:
222 Columbia St NW | Olympia WA 98501

Providers are charged a \$50 Match Fee at the time a match is made.

Section 1: **PERSONAL INFORMATION** Please print all responses.

● Name: _____
First Middle Name Last Suffix (Mr., Mrs., Ms.)

● Other Names Used: _____ Primary Language _____

● What is your ethnicity/race (optional): Asian/Pacific Islander Black/African
 Native American/Indian Hispanic White (non-Hispanic) Other _____

● Date of Birth: _____ Current Age: _____
(MM/DD/YYYY)

● Your Preferred Pronouns: She/Her He/Him They/Them Other _____

● Current Address: _____

City/Town: _____ State: _____ Zip: _____

● Phone: Home (_____) Cell (_____) Work (_____)

● Your Email Address: _____

● Emergency Contact Person: _____
First Name Last Name Phone Number

_____ Emergency Contact Email Your Relationship to Emergency Contact

● How long have you resided in Thurston County: Months _____ Years _____

● Have you lived in another state in the past 10 years: Yes No

If yes, please list all states: _____



Section 1: **PERSONAL INFORMATION (Continued)** Please print all responses.

● Do you have any disabilities: Yes No If yes, please list them _____

● What disability services do you require: _____

● What disability services do you receive: _____

Please list all medical doctor prescribed medications you take: _____

● What is your relationship status: Married Domestic Partner Single Widowed Separated

● How many people currently reside with you: _____

For people residing with you, please list the name and relationship (relative, friend, roommate, partner, etc.):

1. _____ 2. _____

3. _____ 4. _____

● Please describe any disabilities of those people living with you: _____

● Do you have allergies, other than pet allergies: Yes No

If yes, please describe your allergies: _____

Are you a U.S. Veteran: Yes No If yes, which military branch: _____

● Are you a gun owner: Yes No

● Do you have home owner/rental insurance: Yes No

● Do you have pets: Yes No If yes, please list type (bird, dog, cat, etc.,) and breed of each pet: _____

What is the weight (oz/lbs) of your largest pet: _____

Do you have pet allergies: Yes No If yes, please describe: _____



Section 2: **EMPLOYMENT/VOLUNTEER INFORMATION** Please print all responses.

Position 1) Employer/Volunteer Agency: _____

Current/most recent employer/volunteer dates: _____
(example: 02/19/18 to 02/22/19)

Job Title: _____ Supervisor: _____ Phone #: _____

Position 2) Employer/Volunteer Agency: _____

Current/most recent employer/volunteer dates: _____
(example: 02/19/18 to 02/22/19)

Job Title: _____ Supervisor: _____ Phone #: _____

Position 3) Employer/Volunteer Agency: _____

Current/most recent employer/volunteer dates: _____
(example: 02/19/18 to 02/22/19)

Job Title: _____ Supervisor: _____ Phone #: _____

Section 3: **INCOME - PAST 30 DAYS** Please print all responses.

- Please list the dollar (\$) amount of monthly income you received in the following categories:

Supplemental Security Income: _____ Social Security: _____ Child/Spousal Support: _____

Housing Voucher: _____ Food Stamps: _____ Medical Voucher: _____ Veteran Benefits: _____

Other Type of Income: _____ Dollar Amount of Other Income: _____

- Total Monthly Income: _____

Section 4: **PERSONAL REFERENCES** Please print all responses.

- Please list three (3) references that are **non-family** relationships.

Reference 1) _____
FIRST NAME LAST NAME

REFERENCE PHONE NUMBER REFERENCE EMAIL ADDRESS

Reference 2) _____
FIRST NAME LAST NAME

REFERENCE PHONE NUMBER REFERENCE EMAIL ADDRESS



Reference 3) _____
FIRST NAME LAST NAME

REFERENCE PHONE NUMBER REFERENCE EMAIL ADDRESS

Section 5: SUBSTANCE USAGE Please check all responses.

- Do you use non-prescription drugs: Yes No If yes, please list all drugs used: _____

- Have you ever, or currently, been enrolled in an addiction treatment program: Yes No
If yes, please list the dates and treatment locations: _____
- Do you consume alcohol: Yes No If yes, please list the types of alcohol consumed (i.e., beer, wine, liquor, spirits, if other please specify) _____
- How many alcoholic drinks do you consume daily, if any: 0-1 2-3 3 or more
- Are you a smoker? Yes No
Please list any/all tobacco and/or recreational inhalant products you use: _____

Section 6: LEGAL/CRIMINAL HISTORY Please print all responses.

- Have you ever been convicted of a felony: Yes No If yes, please list the convictions and dates: _____

- Have you ever been convicted of a DUI (driving under the influence): Yes No If yes, please list the convictions and dates _____
- Have you ever been convicted of a criminal misdemeanor: If yes, please list the convictions and dates: _____

- Have you ever been involved in a **Child Protective Services (CPS)** case: Yes No If yes, please list CPS involvement dates and description _____
- Have you ever been involved in an **Adult Protective Services (APS)** case: Yes No If yes, please list APS involvement dates and description _____



Section 6: **LEGAL/CRIMINAL HISTORY Continued** Please print all responses.

- Have you experienced an incident of domestic violence in your home: Yes No
If yes, please select: Past 30 days Past 90 days 3-6 months 1 year ago or more

Section 7: **HOME SHARE PROGRAM**

- Please select the top three (3) reasons you desire to enter the Home Share Program:
 Increase income Secure, stable housing Increased quality of life Companionship
 Meet monthly housing expenses Help another person Receive services
 Maintain independent living/housing Other
If other, please describe the other reason(s) you desire to enter the Home Share Program:

- How long do you expect the Home Share arrangement to last:
 0-3 months 6-12 months 12-18 months Longer than 18 months
- How did you learn about the Home Share Program:
 Newspaper Radio
 TV Senior Services member
 Senior Services publication Facebook
 Friend Other If other, please explain: _____
- If you selected Radio or TV, please provide the name of the program/show
and approximate date/time: _____
- Describe what someone would like about you: _____

Section 8: **CURRENT HOUSING STATUS**

- What type of home do you reside in currently:
 Single family own Single family rent
 Condo/townhome own Condo/townhome rent
 Mobile home own Mobile home rent
 Apartment Other If other, please describe _____
- How many rooms do you have available for home share: _____



Section 8: **CURRENT HOUSING STATUS** (Continued)

- Please describe your available rooms (for example, upstairs/downstairs bedroom, den, etc.): _____

- Is the available space: Furnished Unfurnished Partially furnished
If partially furnished, please describe furniture that will remain in the room: _____

- Are there in-home laundry privileges: Yes No If no, please describe how Seeker is expected to do laundry: _____
- Please check if the following are available to the Seeker: Closet space Additional on-site storage
- Please describe the bathroom facilities available to the Seeker:
 Shared bathroom (please describe) Toilet Bathtub Shower
 Private bathroom (please describe) Toilet Bathtub Shower
- Is the Seeker's bathroom facility ADA Accessible: Yes No Please describe any ADA modifications or limitations: _____
- Are there stairs or other environmental barriers: Yes No If yes, please describe: _____

- What is the amount, in dollars, you currently pay in rent/mortgage: _____
- What is the minimum rent, in dollars, that is acceptable to you: _____
- Are you willing to exchange any services for reduced rent: Yes No
If yes, please select the services you are willing to exchange for rent:
 Housework Cooking
 Light maintenance/repair Driving/errands
 Laundry Caregiving
 Gardening Yard work
- What is the minimum amount of service-compensated rent you would be willing to accept: _____
- Is TV cable service included? Yes No Is Internet service included: Yes No



Section 8: **CURRENT HOUSING STATUS** (Continued)

- Are there other utilities included: Yes No If yes, please select below:
 - Natural gas Propane
 - Sewer Water
 - Electric Garbage
 - Other If other, please describe: _____
- Please describe vehicle parking, and any associated costs (such as garage, carport, street, etc.): _____

- Are you close to local services/amenities: Yes No If yes, please describe (i.e., grocery, pharmacy, parks, retail shops, etc.): _____
- Please list all elementary, middle, high schools, and day care facilities in your neighborhood: _____

- Please select the noise level of your neighborhood: Low Medium High
- Please describe your unique neighborhood characteristics/concerns: _____

- What is the proximity to public transportation: 0-3 blocks 3-6 blocks more than 6 blocks
- We welcome any additional information you would like to provide: _____



Section 9: **CRIMINAL HISTORY POLICY**

It is the policy of Senior Services for South Sound to screen all applicants for criminal convictions. Washington residents are screened through the Washington State Patrol. If an applicant has lived outside of Washington in the last ten (10) years, a multi-state background check is required.

Based on information received by Senior Services, it is the policy of Senior Services not to refer any applicant to Home Share who has been convicted of a felony crime, a crime of moral turpitude, a crime of child or adult abuse, or criminal activity involving crimes of physical violence to persons or property within the last ten (10) years. Upon receipt of an adverse report of criminal history, the applicant will be sent a letter denying the application due to a criminal history report, and informing the client of the procedures to follow if the client wishes to seek review/reconsideration.

Policy on nondiscrimination: All services offered by Home Share services are provided in a manner which is free from discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, handicap, and familial status.

I certify that I have read this Criminal History Policy and understand the above information.

Participant Signature: _____

Spouse/Partner Signature: _____

In order to ensure the safety of our clients, other volunteers, staff, and to protect Senior Services for South Sound from risk of liability, you must agree to the following:

Criminal History Background Check

By your signature you authorize Senior Services for South Sound to conduct a thorough Criminal History Background Check at the time your Home Share Application is received. The Criminal History Background Check draws upon records from multiple sources, including, but not limited to, Washington Access to Criminal History (WATCH) and the National Sex Offender Registry (NSOR). An adverse background check finding does not automatically disqualify you from entering the Home Share Program. Disqualifying offenses are listed in WAC 388-113-0020. If you have any criminal or traffic convictions, please list the nature of the offense(s) and conviction date(s) here:

Participant Signature: _____ Date _____

Spouse/Partner Signature: _____ Date _____



Section 10: **AGREEMENT OF NON-LIABILITY/RELEASE INFORMATION**

Agreement of Non-Liability

I understand that the staff of Senior Services for South Sound will use their facilities to bring together those who have available housing (Home Provider) with those who express a desire for housing (Home Seeker).

I, as a Home Provider/Home Seeker, understand that Senior Services for South Sound is not the agent of either party, but acts only as a facilitator to provide the opportunity for the parties involved to come together and work out an acceptable housing agreement.

I, as the Home Provider, am not relying entirely on Senior Services for South Sound to screen Home Seekers. All credit checks, references, and all other background information will be obtained and/or confirmed by myself.

I, as the Home Seeker, am not relying entirely on Senior Services for South Sound as to the Home Provider background or as to condition of the premises and their sustainability for my needs. I agree to obtain and/or conform all information myself.

Any disputes between the Home Provider and Home Seeker which may arise shall not involve the staff of Senior Services for South Sound, either individually or as a group, and I will not hold staff responsible for any claims, damages, or other consequences which may arise from any home sharing arrangement. I have also been advised to seek the services of an attorney should I have any questions about my legal rights and the laws of the State of Washington.

Participant Signature: _____ Date _____

Spouse/Partner Signature: _____ Date _____

Release of Information (General)

I, _____, hereby authorize Senior Services for South Sound staff to send information to and discuss my specific circumstances with Senior Services for South Sound coordinators and staff of other agencies. It is understood that any interchange of information between staff and coordinators of Senior services for South Sound and other agencies will be used only for purposes of attempting to determine appropriate services on my and my family's behalf.

I also hereby authorize Senior Services for South Sound staff to provide information supplied by myself to potential home sharers in the process of attempting to bring about a home sharing arrangement for me, including any information on any arrest and/or criminal convictions obtained by Senior Services for South Sound.

Participant Signature: _____ Date _____

Spouse/Partner Signature: _____ Date _____



ACKNOWLEDGEMENT

I hereby acknowledge that I have read, understand, and agree to the terms of this document, and that I have answered all questions fully and truthfully.

Participant Signature: _____ Date_____

Spouse/Partner Signature: _____ Date_____

Administrative Use Only

Date received: _____

Interview date: _____

Date entered into Compass:_____



HOME SHARE SEEKER APPLICATION

Dear Home Share Applicant,

Thank you for your interest in the **Home Share Program** at Senior Services for South Sound. We look forward to partnering with you to find your new Home Share housemate.

If you are applying to be a **Home Provider**, acceptance into the program is dependent upon providing a complete application, three references (that we can contact), an entrance interview, passing a background check, passing a home inspection, and the receipt of the \$35 non-refundable processing fee.

If you are applying to be a **Home Seeker**, acceptance into the program is dependent upon providing a complete application, three references (that we can contact), passing a background check, an entrance interview, and the receipt of the \$35 non-refundable application fee for each person in your household 18 years or older. Although some Home Providers do offer free or reduced rent in exchange for caregiving, cooking, and other household help, it will be necessary to provide proof of income and the ability to pay the requested rent.

Return your completed application and \$35 non-refundable processing fee to **Home Share Program, Senior Services for South Sound, 222 Columbia St NW, Olympia, WA 98501**. You may also access the application and Frequently Asked Questions (FAQs) about the Home Share Program on our website at: www.southsoundseniors.org.

It takes approximately three (3) to seven (7) business days to confirm acceptance into the program after the completed application, reference and background checks, and application fee are received and processed. To expedite the application process, we recommend you notify your references in advance and encourage them to respond quickly. The inability to reach listed references in a timely manner will mean disqualification from the program.

The **Home Share Program** is designed to provide stable and affordable housing for both the Home Seeker and Home Provider. Home Providers and Home Seekers are matched on the basis of compatibility and **it can take weeks or months to find a compatible match**. When a match is made, the Home Provider is assessed a \$50 match fee. It is important to note that The Home Share Program is not an emergency shelter program, and placement is not based upon vulnerability. **We cannot guarantee a match.**

You may contact us by email regarding the status of your application. We will provide you with information about what you can expect next in the process at that time.

Thank you for your interest in the **Home Share Program** at Senior Services for South Sound. We look forward to working with you.

Please contact us with any questions or comments at homeshare@southsoundseniors.org.

The Home Share Program Team!



Date: _____

HOME SHARE SEEKER APPLICATION

Thank you for your interest in our Home Share Program. Please complete this application as accurately and as thoroughly as possible to help us make the best match for you. Application is complete upon receipt of the \$35 application fee by cash or check.

\$35
Application Fee

Please make checks payable to **Senior Services for South Sound, Home Share**. Mail your application or deliver in person with your check to:
222 Columbia St NW | Olympia WA 98501

Section 1: **PERSONAL INFORMATION** Please print all responses.

● Name: _____
First Middle Name Last Suffix (Mr., Mrs., Ms.)

● Other Names Used: _____ Primary Language _____

● What is your ethnicity/race (optional): Asian/Pacific Islander Black/African
 Native American/Indian Hispanic White (non-Hispanic) Other _____

● Date of Birth: _____ Current Age: _____
(MM/DD/YYYY)

● Your Preferred Pronouns: She/Her He/Him They/Them Other _____

● Current Address: _____

City/Town: _____ State: _____ Zip: _____

● Phone: Home (_____) Cell (_____) Work (_____)

● Your Email Address: _____

● Emergency Contact Person: _____
First Name Last Name Phone Number

Emergency Contact Email Your Relationship to Emergency Contact

● How long have you resided in Thurston County: Months _____ Years _____

● Have you lived in another state in the past 10 years: Yes No

If yes, please list all states: _____



Section 1: **PERSONAL INFORMATION (Continued)** Please print all responses.

● Do you have any disabilities: Yes No If yes, please list them _____

● What disability services do you require: _____

● What disability services do you receive: _____

Please list all medical doctor prescribed medications you take: _____

● What is your relationship status: Married Domestic Partner Single Widowed Separated

● How many people currently reside with you: _____

For people residing with you, please list the name and relationship (relative, friend, roommate, partner, etc.):

1. _____ 2. _____

3. _____ 4. _____

● Please describe any disabilities of those people living with you: _____

● Do you have allergies, other than pet allergies: Yes No

If yes, please describe your allergies: _____

Are you a U.S. Veteran: Yes No If yes, which military branch: _____

● Are you a gun owner: Yes No

● Do you have home owner/rental insurance: Yes No

● Do you have pets: Yes No If yes, please list type (bird, dog, cat, etc.,) and breed of each pet: _____

What is the weight (oz/lbs) of your largest pet: _____

Do you have pet allergies: Yes No If yes, please describe: _____



Section 2: **EMPLOYMENT/VOLUNTEER INFORMATION** Please print all responses.

Position 1) Employer/Volunteer Agency: _____

Current/most recent employer/volunteer dates: _____
(example: 02/19/18 to 02/22/19)

Job Title: _____ Supervisor: _____ Phone #: _____

Position 2) Employer/Volunteer Agency: _____

Current/most recent employer/volunteer dates: _____
(example: 02/19/18 to 02/22/19)

Job Title: _____ Supervisor: _____ Phone #: _____

Position 3) Employer/Volunteer Agency: _____

Current/most recent employer/volunteer dates: _____
(example: 02/19/18 to 02/22/19)

Job Title: _____ Supervisor: _____ Phone #: _____

Section 3: **INCOME - PAST 30 DAYS** Please print all responses.

- Please list the dollar (\$) amount of monthly income you received in the following categories:

Supplemental Security Income: _____ Social Security: _____ Child/Spousal Support: _____

Housing Voucher: _____ Food Stamps: _____ Medical Voucher: _____ Veteran Benefits: _____

Other Type of Income: _____ Dollar Amount of Other Income: _____

- Total Monthly Income: _____

Section 4: **PERSONAL REFERENCES** Please print all responses.

- Please list three (3) references that are **non-family** relationships.

Reference 1) _____
FIRST NAME LAST NAME

REFERENCE PHONE NUMBER REFERENCE EMAIL ADDRESS

Reference 2) _____
FIRST NAME LAST NAME

REFERENCE PHONE NUMBER REFERENCE EMAIL ADDRESS



Section 4: **PERSONAL REFERENCES Continued** Please print all responses.

Reference 3) _____
FIRST NAME LAST NAME

REFERENCE PHONE NUMBER REFERENCE EMAIL ADDRESS

Section 5: **SUBSTANCE USAGE** Please print all responses.

- Do you use non-prescription drugs: Yes No If yes, please list all drugs used: _____

- Have you ever, or currently, been enrolled in an addiction treatment program: Yes No
If yes, please list the dates and treatment locations: _____
- Do you consume alcohol: Yes No If yes, please list the types of alcohol consumed (i.e., beer, wine, liquor, spirits, if other please specify) _____
- How many alcoholic drinks do you consume daily, if any: 0-1 2-3 3 or more
- Are you a smoker? Yes No
Please list any/all tobacco and/or recreational inhalant products you use: _____

Section 6: **LEGAL/CRIMINAL HISTORY** Please print all responses.

- Have you ever been convicted of a felony: Yes No If yes, please list the convictions and dates: _____

- Have you ever been convicted of a DUI (driving under the influence): Yes No If yes, please list the convictions and dates _____
- Have you ever been convicted of a criminal misdemeanor: If yes, please list the convictions and dates: _____

- Have you ever been involved in a **Child Protective Services (CPS)** case: Yes No If yes, please list CPS involvement dates and description _____



Section 6: **LEGAL/CRIMINAL HISTORY Continued** Please print all responses.

- Have you ever been involved in an **Adult Protective Services (APS)** case: Yes No If yes, please list APS involvement dates and description _____
- Are you fleeing a domestic violence situation: Yes No
If yes, please select: Past 30 days Past 90 days 3-6 months 1 year ago or more

Section 7: **HOME SHARE PROGRAM**

- Please select the top three (3) reasons you desire to enter the Home Share Program:
 Increase income Secure, stable housing Increased quality of life Companionship
 Meet monthly housing expenses Help another person Receive services
 Maintain independent living/housing Other
If other, please describe the other reason(s) you desire to enter the Home Share Program:

- How long do you expect the Home Share arrangement to last:
 0-3 months 6-12 months 12-18 months Longer than 18 months

- How did you learn about the Home Share Program:
 Newspaper Radio
 TV Senior Services member
 Senior Services publication Facebook
 Friend Other If other, please explain: _____

- If you selected Radio or TV, please provide the name of the program/show and approximate date/time: _____

- Describe what someone would like about you: _____



Section 8: CURRENT HOUSING STATUS Please print all responses.

- Are you currently homeless: Yes No If yes, how many times have you been homeless in the last three (3) years: _____

- Do you currently have stable housing: If you do, please select appropriate response:
 - Single family home Multi-family home
 - Shared home/apartment Apartment
 - Mobile home Other _____

- Are you currently unstably housed: Yes No If you do not currently have stable housing, please select appropriate response: Emergency shelter Tent Abandoned building
 Car/truck/van/RV Other _____

- Please select your housing requirements: Furnished Unfurnished Partially furnished
 Closet space Additional storage Private bathroom Vehicle parking
If you selected partially furnished, please explain: _____

- Can you live where there are stairs or other mobility barriers: Yes No If you selected No, please explain: _____

- Do you have any ADA requirements: Yes No If you selected Yes to ADA requirements, please describe: _____

- How much do you currently pay in rent: _____ What is the maximum rent you can afford: _____

- Would you be willing to exchange any services for reduced rent: Yes No If yes, please select the services you are willing to exchange for rent:
 - Housework Cooking Light maintenance/repair
 - Driving/errands Laundry Caregiving
 - Gardening Yard work Other _____



Section 9: **CRIMINAL HISTORY POLICY**

It is the policy of Senior Services for South Sound to screen all applicants for criminal convictions. Washington residents are screened through the Washington State Patrol. If an applicant has lived outside of Washington in the last ten (10) years, a multi-state background check is required.

Based on information received by Senior Services, it is the policy of Senior Services not to refer any applicant to Home Share who has been convicted of a felony crime, a crime of moral turpitude, a crime of child or adult abuse, or criminal activity involving crimes of physical violence to persons or property within the last ten (10) years. Upon receipt of an adverse report of criminal history, the applicant will be sent a letter denying the application due to a criminal history report, and informing the client of the procedures to follow if the client wishes to seek review/reconsideration.

Policy on nondiscrimination: All services offered by Home Share services are provided without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, handicap, and familial status.

I certify that I have read this Criminal History Policy and understand the above information.

Participant Signature: _____

Spouse/Partner Signature: _____

In order to ensure the safety of our clients, other volunteers, staff, and to protect Senior Services for South Sound from risk of liability, you must agree to the following:

Criminal History Background Check

By your signature you authorize Senior Services for South Sound to conduct a thorough Criminal History Background Check at the time your Home Share Application is received. The Criminal History Background Check draws upon records from multiple sources, including, but not limited to, Washington Access to Criminal History (WATCH) and the National Sex Offender Registry (NSOR). An adverse background check finding does not automatically disqualify you from entering the Home Share Program. Disqualifying offenses are listed in WAC 388-113-0020. If you have any criminal or traffic convictions, please list the nature of the offense(s) and conviction date(s) here: _____

Participant Signature: _____ Date _____

Spouse/Partner Signature: _____ Date _____



Section 10: **AGREEMENT OF NON-LIABILITY/RELEASE INFORMATION**

Agreement of Non-Liability

I understand that the staff of Senior Services for South Sound will use their facilities to bring together those who have available housing (Home Provider) with those who express a desire for housing (Home Seeker).

I, as a Home Provider/Home Seeker, understand that Senior Services for South Sound is not the agent of either party, but acts only as a facilitator to provide the opportunity for the parties involved to come together and work out an acceptable housing agreement.

I, as the Home Provider, am not relying entirely on Senior Services for South Sound to screen Home Seekers. All credit checks, references, and all other background information will be obtained and/or confirmed by myself.

I, as the Home Seeker, am not relying entirely on Senior Services for South Sound as to the Home Provider background or as to condition of the premises and their sustainability for my needs. I agree to obtain and/or conform all information myself.

Any disputes between the Home Provider and Home Seeker which may arise shall not involve the staff of Senior Services for South Sound, either individually or as a group, and I will not hold staff responsible for any claims, damages, or other consequences which may arise from any home sharing arrangement. I have also been advised to seek the services of an attorney should I have any questions about my legal rights and the laws of the State of Washington.

Participant Signature: _____ Date _____

Spouse/Partner Signature: _____ Date _____

Release of Information (General)

I, _____, hereby authorize Senior Services for South Sound staff to send information to and discuss my specific circumstances with Senior Services for South Sound coordinators and staff of other agencies. It is understood that any interchange of information between staff and coordinators of Senior services for South Sound and other agencies will be used only for purposes of attempting to determine appropriate services on my and my family's behalf.

I also hereby authorize Senior Services for South Sound staff to provide information supplied by myself to potential home sharers in the process of attempting to bring about a home sharing arrangement for me, including any information on any arrest and/or criminal convictions obtained by Senior Services for South Sound.

Participant Signature: _____ Date _____

Spouse/Partner Signature: _____ Date _____



ACKNOWLEDGEMENT

I hereby acknowledge that I have read, understand, and agree to the terms of this document, and that I have answered all questions fully and truthfully.

Participant Signature: _____ Date _____

Spouse/Partner Signature: _____ Date _____

<p>Administrative Use Only</p> <p>Date received: _____</p> <p>Interview date: _____</p> <p>Date entered into Compass: _____</p>



Date: _____

BUDGET WORKSHEET FORM

Thurston County

SECTION 1: Income (Past 30 Days)

Source of Income	Current Income Received (\$)
DSHA (TANF, GAX, etc.)	
Food Stamps	
Unemployment	
Child Support	
SSI/SSA/SSD	
Wages/Salary	
Investments	
VA Compensation	
Annuities	
Retirement/Pension	
Rental Income	
Other Income	
Other Income	
TOTAL	

SECTION 2: Expenses (Last 30 Days)

Living Expenses	Current Expenses Last Month (\$)
Rent/Mortgage	
Rental/ Home Insurance	
Health Insurance	
Other Insurance	
Taxes	
Utilities	
Food	
Automobile Payment	
Automobile Insurance	
Automobile Fuel	
Bus/Public Transportation	
Entertainment/Cable	
Entertainment/Other	
Home/Cell Phone	
Clothing	
Personal Care	
Credit Cards	
Student Loans	
Other Loans	
Other Expenses	
TOTAL	

SECTION: 3 Discretionary Income

Total Income (From Section 1)	
Total Expenses (From Section 2)	
Net Income (Subtract total expenses from total income)	



Date: _____

HOME SHARE REFERRAL FORM Thurston County

SECTION 1: Personal Information

Name: _____
First Middle Name Last Suffix (Mr., Mrs., Ms.)

Phone: _____ Email Address: _____

Appointment Yes No Age: _____

SECTION 2: Housing Assistance

Housing Assistance/Shelter

- Drexel House (Programs & Shelters)
24 hrs 360-753-3340
- Family Support Center (Family Shelter)
360-754-9297
- Housing Authority, Thurston
360-753-8292
- Interfaith Works
360-357-7224
- SafePlace (Shelter for Abused Women)
360-786-8754
- Salvation Army (Emerg Shltr/Rental Assistance)
360-754-6300
- SideWalk Support Center
360-515-5587

Emergency Needs

- City Gates Ministries
360-705-0291
- St Vincent de Paul (Utilities Assistance)
360-352-7554
- Veterans Assistance Fund
360-867-2625
- Veterans Benefits and Services
360-725-2200

Food and Nutrition

- Food Bank Thurston County
360-352-8597
- Olympia Union Gospel Mission
360-709-9725
- Salvation Army (Community Kitchen)
360-352-8596

Safety / Legal / Consumer Assistance

- Adult Protective Services
877-734-6277
- BHR, Older Adult Services
360-704-7170
- CIELO
360-709-0931
- CLEAR Hotline (Legal)
888-201-1014
- Dispute Resolution Center
360-956-1155
- Long-term Care Ombudsman
360-943-6018
- Thurston County Volunteer Legal Services
360-705-8194
- Other Supportive Services _____

SECTION: 3 Administration

Admin Use Only
Referral Date: _____
Referral Organization: _____
Contact Name: _____
Contact Phone: _____
Email: _____
Comments: _____
HS Staff Name: _____
HS Contact Phone: _____
HS Email: _____



HOME SHARE PARTNER REFERRAL

Referral Date_____

Referral Organization_____

Contact Name_____

Contact Phone_____

Email_____

Comments_____

HS Staff Name_____

HS Contact Phone_____

HS Email_____

HSR 102. Rev 8/17/2019



HOME SHARE PARTNER REFERRAL

Referral Date_____

Referral Organization_____

Contact Name_____

Contact Phone_____

Email_____

Comments_____

HS Staff Name_____

HS Contact Phone_____

HS Email_____

HSR 102. Rev 8/17/2019



HOME SHARE PARTNER REFERRAL

Referral Date_____

Referral Organization_____

Contact Name_____

Contact Phone_____

Email_____

Comments_____

HS Staff Name_____

HS Contact Phone_____

HS Email_____

HSR 102. Rev 8/17/2019



HOME SHARE PARTNER REFERRAL

Referral Date_____

Referral Organization_____

Contact Name_____

Contact Phone_____

Email_____

Comments_____

HS Staff Name_____

HS Contact Phone_____

HS Email_____

HSR 102. Rev 8/17/2019

Home Share Screening Process

Full Processes	Inquiry	Application	Background Checks	Screening Process/ Interview	Matching/ Data Entry	Trial Period/ Move-In	Follow-Up /Referral
<p>HS Inquiry/ Application/ Match Processes</p>	<p>A person, eighteen (18) years or older may inquire about the Home Share Program, either directly, online, or email to HS Client Services Director. He/she/they complete Inquiry form on SS Home Share Program website, or acquire Inquiry form from SS Customer Service at Lacey or Olympia Center. A HS staff will respond to the inquiry within 48 business hours of its receipt.</p> <p>Alternately, a person may walk into a Center and inquire directly about the program. SS staff will explain the program, e.g., not emergency housing, transitional housing.</p> <p>The person may decide to complete a hard copy Inquiry form and return it to SS Customer Service staff. See Home Share Inquiry form HSI 101.</p>	<p>A person may download a HS application from the organization's website or pick up a hard copy at both senior centers, Olympia or Lacey, front desk. Applicants may return hard copy application via mail, emailed attachment, in person or online, with a \$35.00* application fee. SS staff follow up if additional info is needed or application is incomplete. HS staff will meet with a person upon receipt of a completed application and fee. SS staff will enter HS Application Provider or Seeker data is entered into COMPASS360 database. See Home Share Application form HSAP 101 or HSAS 101.</p> <p>*1st Return Check or Insufficient Funds notice, Provider or Seeker may reapply to the HS Program six (6) months from original date of application. 2nd Return Check or Insufficient Funds notice, Provider or Seeker may reapply to HS Program one (1) year from date of re-application.</p>	<p>Upon receipt of a completed application and \$35.00* application fee, SS will request/initiate a background and national sex offender checks. HS staff will speak with and verify three (3) reported non-family references. During this process, Home Share applicants are encouraged to contact Home Share staff via email for Home Share match status. HS staff may require additional information. If applicant does not meet HS Program requirements, SS HS staff may refer him/her to other SS partner services or SS. See Referral form HSR 101 and HSR 102.</p> <p>An applicant receiving a reported criminal history may complete a criminal history explanation.</p>	<p>An initial interview will be conducted with a prospective Provider or Seeker, following results of background checks. The Seeker interview takes place at the SS office as part of the screening process.</p> <p>The Provider interview will take place at his/her/they home. While in the home, SS staff conducts an informal home inspection for operating utilities, furnishing status, etc. See Home Inspection Work Sheet.</p> <p>HS staff will assess Provider and Seeker preferences, "deal breakers," and expectations.</p>	<p>Following completion of the HS Application, \$35 application fee, background checks, and Provider and Seeker interviews, and data entered into COMPASS360 database, HS staff will begin the Provider/Seeker matching process. When a prospective match occurs, HS staff will call a Provider and Seeker.</p> <p>The Provider remits a \$50 Match fee.</p> <p>If HS incurs a Return Check or an Insufficient Funds notice, Provider will be charged a \$12.00 Return Item fee.</p>	<p>The HS staff provides the Provider and Seeker cross-referrals. The Provider and Seeker are encouraged to have a telephone conversation, and at least three (3) in-person meeting to determine compatibility. If compatibility is established, an in-home visit by the Seeker to the Provider's home is encouraged. If the Provider and Seeker decide that the match is a mutual "fit," they discuss, initiate a formal Home Share Agreement. They can arrange move-in details, which could include a trail live-in period, not to exceed a recommended 30 days. This "trial" stay is suggested, but not required, before the actual Seeker move-in occurs.</p> <p>Note: HS staff will advise the parties to a Home Share Agreement to consult an attorney and/or tax advisor.</p>	<p>HS staff will follow-up with matched Provider and Seeker, at intervals of 30, 90, and 120 days, then annually to discuss home share status or to mitigate relationship challenges, or any other issues. Providers or Seekers are spoken with separately, except in instances/issues necessitating input from both parties.</p> <p>Referral to mediation/ general problem-solving assistance, SS partners or other Supportive Services may be provided for either Provider or Seeker (or both) upon request. See Referral form HSR 101.</p>

Senior Housing Facilities ¹⁸

PROPERTY NAME	TYPE	STREET ADDRESS	CITY	COUNTY	ZIP	TELEPHONE #	LOW INCOME (100% FPL)	STUDIO	1 BDRM	2 BDRM
Affinity at Olympia	I	4701 7th Ave SW	Olympia	Thurston	98502	360.810.3445		Yes	Yes	Yes
Aldea Court MHP	IL	6204 Aldea Court SE	Lacey	Thurston	98503	844.759.7732				
Aldea Glen MHP	IL	6452 5th Way SE	Lacey	Thurston	98503	360.292.0121		Yes	Yes	Yes
Alderbrook Estates MHP	IL	2110 Trosper Rd SW	Tumwater	Thurston	98512	360.357.9448				
Artesian Place	AL	828 McPhee Rd SW	Olympia	Thurston	98502	360.310.4146		Yes	Yes	Yes
Billie Frank Jr. Place	IL	318 State Ave NE	Olympia	Thurston	98501	360.890.4567	✓	Yes	Yes	Yes
Boardwalk Apartments	IL/AL	410/510 Capitol Way N	Olympia	Thurston	98501	360.464.9757	✓A	Yes	Yes	Yes
Bonaventure of Lacey	IL, AL, MC	4528 Intelco Lp SE	Lacey	Thurston	98503	360.339.5017		Yes	Yes	Yes
Brentwood Apartments	IL	527 11th Ave SE	Olympia	Thurston	98501	360.754.1505				
Brookdale Olympia East	ALF	616 Lilly Rd NE	Olympia	Thurston	98506	360.456.0601		Yes	Yes	Yes
Brookdale Olympia West	SDC/EARC	420 Yauger Way SW	Olympia	Thurston	98502	360.236.1400		Yes	Yes	Yes
Candlewood Manor MHP	IL	4500 Martin Way E	Olympia	Thurston	98516	360.491.5004				
Capital Place	IL	700 Black Lake Blvd SW	Olympia	Thurston	98502	844.508.8479		Yes	Yes	Yes
Casa Madrona	I	3948 Martin Way NE	Olympia	Thurston	98506	844.553.3061	✓		Yes	Yes
Colonial Estates MHP	IL	3700 14th Ave SE	Olympia	Thurston	98501	360.459.3700	A	Yes	Yes	Yes
Columbia Place	IL	501 Capital Way North	Olympia	Thurston	98501	360.705.0174				
Cooper Point Village	IL	4125 Capital Mall Dr SW	Olympia	Thurston	98502	844.516.2689			Yes	Yes
DeTrays MHP	SA	1617 Fones Rd SE	Olympia	Thurston	98501	360.438.2345				
Eagles Landing MHP	IL	2257 West Eagle Ln SW	Tumwater	Thurston	98512	60.754.1880				
Easthaven Villa	SDC/AL/EARC	311 Cullen St NW	Yelm	Thurston	98597	360.458.2800		Yes	Yes	Yes
Fieldstone Cooper Point	SDC, IL, AL	810 Fieldstone Dr SW	Olympia	Thurston	98502	360.915.5764		Yes	Yes	Yes
Fieldstone Memory Care (2019)	SDC, IL, AL	710 Fieldstone Dr SW	Olympia	Thurston	98502	360.915.5737		Yes	Yes	Yes
Friendly Village MHP	IL	1111 Archwood Dr SW	Olympia	Thurston	98502	360.943.3112		Yes	Yes	Yes
Garden Courte Memory Care	MC	626 Lilly Rd NE	Olympia	Thurston	98506	360.491.4435		Yes	Yes	Yes
Hacienda Apartments	IL	3805 14th Ave SE #C23	Lacey	Thurston	98503	360.456.1110		Yes	Yes	Yes
Hampton Alzheimers Care	SDC/EARC /ARC	1400 Trosper Rd SW	Tumwater	Thurston	98512	360.464.1567		Yes		
Jubilee®	IL	8487 Bainbridge Lp NE	Lacey	Thurston	98516	360.923.1584		Yes	Yes	Yes
Killion Court	IL	405 Killion Rd	Yelm	Thurston	98597	281.657.9187	✓	Yes	Yes	Yes
Krislen Apartments	IL	9525 Cullens Rd NW	Yelm	Thurston	98597	360.458.7000	✓	Yes	Yes	Yes
LARC at Olympia	IL	3600 Forestbrooke Way SW	Olympia	Thurston	98502	360.515.5248	✓A	Yes	Yes	Yes
Laurel Park Estates MHP	IL	3244 66th Avenue SW	Olympia	Thurston	98512	360.943.9432	✓	Yes	Yes	Yes
ManorCare Health Services	SNF	4524 Intelco Lp SE	Lacey	Thurston	98503	360.491.9890		Yes	Yes	Yes
Martin Terrace	II	7917 Martin Way	Lacey	Thurston	98513	360.456.5125	✓	Yes	Yes	Yes
Mountain Green MHP	IL	5520 Mt. Green Lane SE	Lacey	Thurston	98503	360.491.9428				
Olympian Hotel	IL	519 Washington St SE	Olympia	Thurston	98501	360.357.4451	✓A	Yes	Yes	Yes
Olympia Transitional Healthcare & Rehab	SNF	430 Lilly Rd NE	Olympia	Thurston	98516	360.491.9700		Yes	Yes	
Olympia Village	IL	900 Fairview SE	Olympia	Thurston	98501	844.590.6845			Yes	
Olympics West Retirement Inn	EARC/ARC /ALF	929 Trosper Rd SW	Tumwater	Thurston	98512	360.464.1143		Yes	Yes	Yes
Ovation at Oak Tree	IL	3732 Eagledale Court SE	Lacey	Thurston	98513	360.489.5818		Yes	Yes	Yes
Panorama Continuing Care Community	IL/AL/ SNF	1751 Circle Lane SE	Lacey	Thurston	98503	360.456.0111		Yes	Yes	Yes

Senior Housing Facilities (continued)

PROPERTY NAME	TYPE	STREET ADDRESS	CITY	COUNTY	ZIP	TELEPHONE #	LOW INCOME (100% FPL)	STUDIO	1 BDRM	2 BDRM
Panorama	LR	1752 Circle Lane SE	Lacey	Thurston	98503	360.456.0111		Yes	Yes	
Panorama	LR	1753 Circle Lane SE	Lacey	Thurston	98503	360.456.0111		Yes	Yes	
Patriots Landing	IL/AL/MC	1600 Marshall Circle	DuPont	Thurston	98327	253.964.4900		Yes	Yes	Yes
Prestige Senior Living	AL/IL	215 Killion Rd SE	Yelm	Thurston	98597	360.458.1800		Yes	Yes	Yes
Providence Mother Joseph	SNF	3333 Ensign Rd NE	Olympia	Thurston	98506	360.493.4900		Yes	Yes	Yes
Providence St. Francis House	I	3415 12th Ave NE	Olympia	Thurston	98506	360.493.5700	✓	Yes	Yes	Yes
Puget Sound Healthcare Center	SNF	4001 Capital Mall Blvd SW	Olympia	Thurston	98502	360.754.9792		Yes	Yes	Yes
Rainier Apartments	IL	202 SW Edwards St	Yelm	Thurston	98597	360.458.3288	✓A	Yes	Yes	Yes
Revel	IL	211 Hoh St SE	Lacey	Thurston	98516	360.459.9866		Yes	Yes	Yes
Roo-Lan Healthcare	SNF	1420 Carpenter Rd SE	Lacey	Thurston	98503	360.491.1765		Yes	Yes	Yes
Rosemont Retirement	IL/AL	215 NW Killion Rd	Yelm	Thurston	98597	360.458.1800		Yes	Yes	Yes
Salmon Shores MHP	IL	5446 Blacklake Blvd. SW	Olympia	Thurston	98512	360.357.8618				
Sandstone Apartments A	IL	118 McArthur N	Tenino	Thurston	98589	844.411.8024	✓	Yes	Yes	Yes
Sandstone Apartments B	IL	298 Ritter St S	Tenino	Thurston	98589	844.411.8025	✓	Yes	Yes	Yes
Seashore Villa MHP	IL	4805 Cushman Rd NE	Olympia	Thurston	98506	360.357.5846		Yes	Yes	Yes
Silver Leaf Residences	IL	4520 Henderson Blvd SE	Olympia	Thurston	98501	360.515.5025		Yes	Yes	Yes
South Sound Villa	IL	4101 Lacey Blvd	Lacey	Thurston	98503	360.459.8792	✓	Yes	Yes	Yes
The Colonial Inn	IL	3730 14th Ave SE	Olympia	Thurston	98501	360.459.9110		Yes	Yes	Yes
The Cottages of Lacey	IL/MC	8570 Martin Way	Lacey	Thurston	98516	360.489.1128		Yes	Yes	Yes
The Firs Retirement Community	L	426 Lilly Rd NE	Olympia	Thurston	98506	360.456.3477		Yes	Yes	Yes
The Lodge at Roo-Lan	SDC	1530 Carpenter RD SW	Tumwater	Thurston	98503	360.491.1765		Yes	Yes	Yes
The Olympian	IL	519 S. Washington St	Olympia	Thurston	98501	360.357.4451	✓	Yes	Yes	Yes
The Reserve	IL	6110 Pacific Ave SE	Lacey	Thurston	98503	N/A	A			
The Sequoia Assisted Living	ARC/AL	825 Lilly Rd NE	Olympia	Thurston	98506	360.539.5438		Yes	Yes	Yes
Thunderbird Village MHP	IL	706 Dennis St SE	Tumwater	Thurston	98501	360.357.8838		Yes	Yes	Yes
Timberlane MH Estates	IL	4707 Blacklake Belmore Rd SW	Olympia	Thurston	98512	360.352.2812		Yes	Yes	Yes
Tumwater Apartments	IL	5701 6th Ave SW	Tumwater	Thurston	98501	360.352.4321		Yes	Yes	Yes
Tumwater MH Estates	IL	930 Trosper Rd SW	Tumwater	Thurston	98512	360.943.1229	✓			
WA Land Yacht Harbor RV Park	IL	9101 Steilacoom Rd SE	Olympia	Thurston	98513	360.491.3750				
Western Plaza MHP	IL	1841 Trosper Rd SW	Tumwater	Thurston	98512	360.753.5805		Yes	Yes	Yes
Woodland Retirement	AL/ALSC	4532 Intelco Lp SE	Lacey	Thurston	98503	360.339.6361		Yes	Yes	Yes
Yauger Park Villas	IL	322 Lachman Lane SW	Olympia	Thurston	98502	360.915.9697				Yes

LEGEND: A Affordable EARC Enhanced Adult Residential Care SDC Specialized Dementia Care
 AL Assisted Living DC Dementia Care SNF Shared Nursing Facility
 ALF Assisted Living Facility I Independent
 ARC Adult Residential Care IL Independent Living
 ALSC Assisted Living Specialized Care MC Memory Care

Summary Information on Non-Profit/Subsidized Housing in Thurston County ¹⁹

Owner & Address	Total # of Units	Number of Income Restricted Units				Permanent Shelter Beds	Cold Weather Beds	Day Center	Comments
		Lacey	Olympia	Tumwater	Other				
<u>BHR Properties</u> Main Office, 3857 MARTIN WAY E, Olympia 104 State Ave, Olympia 2105 State Ave, Olympia 115 X St, Tumwater The Gardens, 1275 2 nd Ave, Tumwater			7 9	8 34				Provides mental health and chemical dependency services	
<u>Capitol Way Associates/Senior Housing Assistance Group (SHAG)</u> Main Office: 201 27th Ave SE Bldg A Suite 200, Puyallup Boardwalk Apartments, 410 Capitol Way North	284		280					SHAG is the largest non profit providers of affordable rental apartments for seniors in WA State 280 units are income restricted. Low to moderate income seniors and eligible disabled only. WSHFC funded.	
<u>Catholic Community Service of Western WA/ Archdiocesan Housing Authority</u> Main Office, 100 23 rd Ave S, Seattle Billy Frank Place, 318 State Ave, Olympia (LIH) Devoe II, 607 Patterson St, Olympia Drexel House, 604 & 606 Devoe St, Olympia Tumwater Apartments, 6 th Ave, Tumwater	43 50 37		42	50			16	Also operates "Community Kitchen" at Salvation Army and Drexel House Veteran's housing. 42 of 43 units are income restricted. WSHFC funded. All units are income restricted. WSHFC funded. 606 Devoe has 26 units of which 25 units are income restricted and is WSHFC funded. Not clear if this and 604 is veteran's only housing. Senior housing	
<u>Community Action Council of Lewis, Mason, Thurston Counties</u> Main Office, 3020 Willamette Dr NE, Lacey, WA 98516 Deschutes Cove Apts, 7201 Henderson Blvd, Tumwater Tolmie Cove Apts, 7245 32nd Ave, Lacey 1516 Diamond Rd, Lacey		44 1		44				Manages a wide array of programs for low income residents 2 bedroom home	
<u>Community Youth Services (CYS)</u> Main Office, 711 State Ave NE, Olympia, WA Young Adult Housing Program, 711 State Ave, Olympia Haven House 1630 Eastside St, Olympia Rosie's Place, 520 Pear St, Olympia		2	10 1				12	40 5 40	Provides a comprehensive array of programs for youth (12-17) and young adults (18-24) Scattered site housing units 4 bedroom home Also has day shelter

Summary Information on Non-Profit/Subsidized Housing in Thurston County (Continued) ¹⁹

Surrey Lane, 2810 Ruddell Rd 6625 Steamer Dr 1311-1317 Hall St 9121 Skokomish Way (in Lacey UGA) Olympia Holdings 1205 Creekwood Ct Olympia Crest Phase I & II, 206 Lilly Rd Horizons West, 507 10th Ave Evergreen Vista Apts I, 1209 Fern St	96 1 12 1	104	4 165 24 102						Status unclear. Not listed on HATC website 102 Income restricts units. WSHFC funded.
<u>King County Housing Authority (KCHA)</u>									
600 Andover Park West, Tukwila, WA 3948 Martin Way E, Olympia (Casa Madrona)			70						Independent municipal corporation created in 1939 to provide affordable housing and related services Only housing complex outside of King Co
<u>Low Income Housing Institute (LIHI)</u>									
HQ Office, 2407 First Ave, Seattle Arbor Manor, 1322 Skyridge St, Lacey Fleetwood Apts, 119 7th Ave, Olympia Magnolia Villa, 1410 Magnolia St, Lacey	1 20	43 21	42						Provides rental housing for low income, homeless and formerly homeless. Most housing is in King Co Single family home for women 42 units are income restricted. Serves homeless and veterans. WSHFC funded 20 units are income restricted. Serves families. WSHFC funded.
<u>Mercy Housing Washington IX LP</u>									
HQ Office, 1999 Broadway Suite 1000, Denver, CO Evergreen Vista II, 1225 Fern St, Olympia Sandstone Apts, Tenino		51	50	30					Catholic housing group that manages over 2,000 housing units in NW Apts for families; 49 income restricted units. WSHFC funded. Housing for seniors and disabled of any age
<u>Olympia Unitarian Universalist Congregation</u> , 2315 Division Street NW, Olympia									
<u>Providence Community Care Center/Sidewalk</u>									
225 State Ave SE, Olympia						12			Operates medical center and day shelter. No overnight beds or permanent housing at this location. Provides coordinated entry for adults without children 100

Summary Information on Non-Profit/Subsidized Housing in Thurston County (Continued) 19

<u>Providence St. Francis House</u> 3415 12th Ave. NE, Olympia						59						Subsidized senior (62+) low income housing
<u>Quixote Village</u> 3350 Mottman Road, Olympia						30						30 tiny houses with community building with showers, kitchen, storage, dining & common area; on land owned by Thurston Co
<u>SafePlace</u> Main Office, 521 Legion Way, Olympia Undisclosed location						1	28					Provides permanent shelter beds and services for victims of domestic violence (all genders) Safe House for clients
<u>Saint Michael's (Catholic) Parish</u> 1208 11th Ave SE, Olympia											14	For single men M-Th
<u>Sacred Heart Catholic Church</u> 812 Bowker St, SE, Lacey												Same 14 beds for single men but F-Sun
<u>Salvation Army</u> PO Box 9219, Seattle 808 5th Ave SE, Olympia											48	Currently remodeling. When completed will have 48 overnight beds; also serves meals here and has cold weather shelter
<u>South Puget Sound Habitat for Humanity</u> Main Office, 711 Capitol Way South, Suite 401 Deyoe Vista, off 37th Ave, Lacey 1534 Fairview Av, Olympia Shepard's Grove 5108-5116 Henderson Blvd, Tumwater						15				33		Local chapter of international christian-based organization. Builds homes for low income families Several units under construction
<u>UNION GOSPEL MISSION ASSN OF OLYMPIA</u> Olympia Union Gospel Mission (OUGM) PO BOX 7668, Olympia 413 Franklin St NE, Olympia 6617-6631 Littlerock Rd, Tumwater (Genesis Acres) 3118 Hampton Dr, Tumwater 1044 Grant St, Tumwater											50	Also operates day shelter at this location 2 houses and 10 single wide manf homes Appears to be transitional housing Appears to be transitional housing
<u>United Churches of Olympia</u> Interfaith Works (Shelter)												Currently consisting of 29 Faith communities, organizations and individuals

Summary Information on Non-Profit/Subsidized Housing in Thurston County (Continued) ¹⁹

110 11 th Ave SE, Olympia									42			
<u>Yelm Community Services</u>												
PO Box 5320, 624 Crystal Springs Rd SE, Yelm												
9525 Cullens Rd SE							24					
Subtotal						270	987	396	58	208	104	290
Total number of subsidized housing units (columns C thru F)												1711

* As of January 27, 2019

Information on housing units from Thurston Co Assessor's Tax Base, WSHFC website, and websites of housing owners/operators
 Information on shelter beds, cold weather beds and day center from Family Support Center & Sidewalk

Summary Information on Resident Owned Mobile Home Parks in Thurston County, compiled by P. Kmet *

Owner & Address	Number of Living Units				Permanent Shelter Beds	Cold Weather Beds	Day Center	Comments
	Lacey	Olympia	Tumwater	Other				
<u>Hidden Village Cooperative</u> 4627 17th Lane NE, Olympia (located in Lacey)	20							Affordable, resident owned manufactured park community
<u>Thunderbird Village Residents Association Inc</u> 706 Dennis St. SE # 10, Tumwater			114					Thunderbird Village is a 55 and older, self-governed, resident-owned, nonprofit corporation. About half the residents are members of the corporation.
Subtotal	20	0	114	0	0	0	0	
Total number of subsidized housing units								134

* As of December 12, 2018

Information on housing units from Thurston Co Assessor's Tax Base, and websites of housing owners/operators

Summary Information on Non-Profit/Subsidized Housing in Thurston County (Continued) ¹⁹

Woodland Retirement and Assisted Living Community 4532 Intelco Loop SE Lacey, WA 98503	150	30							Senior Care Facility; Received WSHFC financing; No active tax exemption - may no longer have restricted income apts
Subtotal		306	1464	0	194	0	0	0	
Total number of income limited housing units (columns C thru F)									1964

* As of January 27, 2019

Information on housing units from Thurston Co Assessor's Tax Base, websites of housing owners/operators and WSHFC database

<http://www.wshfc.org/managers/Other/CurrentMultifamilyProperties.xlsx>

These properties have income limits and rents restricted by having received financing through the Washington State Housing Finance Commission

Summary Information on Non-Profit/Subsidized Housing in Thurston County (Continued) ¹⁹

Summary Information on Private "Affordable" Housing Units in Thurston County *

Affinity at Olympia LLC/Copper Trail Apts LLC/Copper Wood	Apts LLC								
Main Office: 120 W Caldo Ave, Suite 100, Spokane									Affinity Living Communities is part of the Inland Group, specializing in the development of high density residential communities.
Affinity at Olympia 707 Kaiser Rd SW, Olympia 98502	170								Received WSHFC financing; active tax exemption
Copper Trail Apartments 701 Alta St. SW, Olympia 98502	260	34							55+ community designed for active adults Received WSHFC financing; active tax exemption
Wood Apartments 10244 E. Martin Way, Lacey 98516	228	258							Received WSHFC financing; active tax exemption
		221							
Ashwood Downs Apartments 1900 Ashwood Downs Lane SE Olympia WA 98501	96	95							Received WSHFC financing; active tax exemption
College Glen Apartments 4870 55th Lane SE Lacey, WA 98503	164	161							
Courtside Apartments 515 Courtside ST SW Olympia, WA 98502	211	209							Received WSHFC financing; Sold in 2018; may no longer have restricted income apts
Crowne Pointe Apartments 2800 Limited Lane Olympia, WA 98502	160	158							Received WSHFC financing; Sold in 2016; may no longer have restricted income apts
Evergreen Villages 505 Division Street NW Olympia, WA 98502	180	178							Received WSHFC financing; No active tax exemption - may no longer have restricted income apts Received WSHFC financing; active tax exemption

Summary Information on Non-Profit/Subsidized Housing in Thurston County (Continued) ¹⁹

FRTPI LLC/ SPITPI LLC 4260 Galewood Street Suite A, Lake Oswego, OR Fern Ridge Apartments 1309 Fern Street SW Olympia, WA 98502 Stuart Place Apartments 110 Legion Way Olympia, WA 98502	99 36	98 36					Received WSHFC financing; No active tax exemption - may no longer have restricted income apts Received WSHFC financing; No active tax exemption - may no longer have restricted income apts
Olympia Vista Apartments/LARC at Olympia 3600 Forestbrooke Way SW Olympia, WA 98502	141	141					62+ Senior Retirement Community; Received WSHFC financing; active tax exemption
Olympic Heights Apartments 300 Kenyon Street NW Olympia, WA 98502	178	36					Received WSHFC financing; No active tax exemption - may no longer have restricted income apts
Prestige Senior Living Rosemont 215 Killion Road NW Yelm, WA 98597	87		18				Senior Care Facility; Received WSHFC financing; No active tax exemption - may no longer have restricted income apts
VBT Summer Ridge LLC 1911 65 th Ave W, Tacoma 98466 Summer Ridge Apartments/Forest Grove Apts 3010 Ruddell Road SE	116	115					Received WSHFC financing; active tax exemption
CAC 515 Preservation Portfolio/Salmon Run Yelm Associate Main Office: 545 Rainier Blvd N Suite 9, Issaquah Killion Court Apartments 405 Killion Ct NW, Yelm Prairie Run Apartments 205 Mountain View Road Salmon Run Apartments 10720 Vancil Rd SE, Yelm	109 32 40	106 31 39					Received WSHFC financing; active tax exemption Discrepancy between # units on WSHFC website (109) and Thurston Co Assessor database (20) Received WSHFC financing; active tax exemption Received WSHFC financing; active tax exemption

Subsidized Apartments ²⁰

Privately owned and managed subsidized housing for low-income family or senior households in Thurston, Mason, or Lewis Counties, WA. Each property maintains an onsite and separate waiting list.²⁰

Family Units

PROPERTY NAME	STREET ADDRESS	TELEPHONE #	COUNTY	UNITS	ONE (1)	TWO (2)	THREE (3)	FOUR (4)
Deschutes Cove	7200 Henderson Blvd., Tumwater	360.753.5813	Thurston	44	Yes	Yes	Yes	
Evergreen Apartments	907 W. Simpson Ave., McCleary	360.495.4191		15	Yes	Yes	Yes	
Evergreen Villages	505 Division Street NW, Olympia	360.943.5505	Thurston	180	Yes	Yes	Yes	Yes
Fairmont & Goldsborough Cove	940 Fairmont Avenue, Shelton	360.426.4417		40 & 20	Yes	Yes	Yes	
Magnolia Villa	1410 Magnolia, Lacey	360.491.3924	Thurston	21	Yes	Yes	Yes	Yes
Pine Gardens	3000 John's Prairie Road, Shelton	360.432.3161		24	Yes	Yes	Yes	Yes
Tolmie Cove	7245 32nd Avenue NE, Olympia	360.491.7907	Thurston	44	Yes	Yes	Yes	
Woodsvilla Apartments	1015 Oakhurst, Elma	360.482.4840		50	Yes	Yes	Yes	
Yelm Cove	500 Mckenzie, Yelm	360.458.2048		32	Yes	Yes	Yes	

Senior, Elderly, and Disabled

PROPERTY NAME	STREET ADDRESS	TELEPHONE #	COUNTY	UNITS	STUDIO	ONE (1)	TWO (2)	THREE (3)	FOUR (4)
Ashford House/ Belfair House	170 Hwy 3 NE, Belfair	360.275.1400		24		Yes	Yes		
Casa Madrona	3948 Martin Way NE, Olympia	844.553.3061	Thurston	70		Yes			
Evergreen Apartments- Seniors only	907 W. Simpson, McCleary	360.495.4191				Yes	Yes	Yes	Yes
Evergreen Villages	505 Division Street NW, Olympia	360.943.5505	Thurston	180		Yes	Yes	Yes	
Fir Tree Park	614 N 4th Street, Shelton	360.426.5666		60		Yes			
Goldsborough Cove	303 S 7th Street, Shelton	360.426.3903		24		Yes			
Harmony House	1100 N 13th Street, Shelton	360.275.1400		30		Yes	Yes		
Killion Court	405 Killion Road, Yelm	360.458.2661		20		Yes			
Lewis & Clark Apartments	117 W Magnolia, Centralia	360.736.5358			Yes	Yes			
Providence St. Francis House- Senior Only	3415 12th Avenue NE, Olympia	360.493.5700	Thurston	60		Yes			
Rainier Apartments (wheelchair ramps)	202 Edwards Street, Yelm	360.334.5018		22		Yes	Yes		
Sandstone Apartments	230 Ritter, Tenino	360.264.4414 425.335.3248 TTD		30		Yes	Yes		
Saratoga Springs	1100 N 12th Street, Shelton	360.427.7033		43	Yes	Yes			
South Sound Villa	4101 Lacey Blvd., Lacey	360.459.8792		70		Yes			
The Olympian	519 S Washington Street, Olympia	360.357.4451	Thurston	50	Yes	Yes			
Tumwater Apartments-Senior Only	5701 6th Avenue SW, Tumwater	360.352.4321		50	Yes	Yes			



HOME SHARE POSITION DESCRIPTION

Title:	Home Share (HS) Program Navigator
Developed:	May 20, 2019
Reports To:	Client Services Director
Supervisor Contact:	360.586.6181 x120
Location:	Olympia Senior Services for South Sound Center
Time Commitment:	1.00 FTE
Salary:	Negotiable

Job Description:

The Home Share Program Navigator serves as the organization's primary point of contact for the Home Share Program. The Navigator will work directly with the Home Share Intake Specialist and Home Share Outreach Coordinator to ensure that the program works effectively and efficiently to provide seniors a viable housing option. The Navigator will also work closely with the organization's housing internal and external partners to support a network of referral contacts for seniors needing other supportive services available in the community.

This position is located at the Administrative Office of Senior Services for South Sound and will support the Olympia Senior Center and the Virgil Clarkson Lacey Senior Center.

Responsibilities:

- Respond to inquiries about the Home Share Program with timeliness and knowledge.
- Review Provider and Seeker completed applications for accuracy and thoroughness.
- Efficiently assess an individual's housing status and housing needs and his/her appropriateness for the home share program.
- Input Provider and Seeker application data into COMPASS360 database with speed and accuracy.
- Effectively assess and match Providers and Seekers using application and other information entered into COMPASS360.
- Make appropriate referrals to other partner or supportive services, as requested.
- Follow up with home share matches to mitigate concerns and to provide retention support.
- Generate monthly COMPASS360 reports to track home share program activity and progress.
- Perform Community Outreach to housing partner organizations.
- Recruit Provider and Seeker participants to the Home Share Program.
- Inform the development of Home Share Program marketing materials.
- Inform the development of a strong and extensive social media presence for HS Program.
- Engage and collaborate with other local, WA State, and national home share housing partners.

**Senior Services for South Sound
Administrative Offices**
222 Columbia Street NW
Olympia, WA 98501
360.586.6181

Virgil Clarkson Lacey Senior Center
6757 Pacific Avenue SE
Lacey, WA 98503
360.407.3967

Mason County Office
190 Sentry Drive
Shelton, WA 98584
360.525.3238

Title: Home Share (HS) Program Navigator (page 2)

Responsibilities (continued):

- Attend county housing partner meetings, committees, and workshops as appropriate.
- Attend WA State, national, or international home share conferences, as appropriate.

Qualifications:

- Bachelors degree in social work, human development, psychology, related field or equivalent experience
- Strong communication and presentation skills, written and oral
- Minimum 1 to 2 years' experience in social services, teaching, or counseling
- Computer proficiency with Microsoft Office suite products (Word, Excel, PowerPoint)
- Strong cultural competency skills
- Ability to network and collaborate with local community, WA State, national home share housing partners
- Ability to problem-solve and work with a diverse senior population
- Ability to develop and maintain positive and supportive work relationships
- Ability to handle sensitive or confidential information and data

Preferred Qualifications or Experience:

- Masters Degree in social work or related field
- Excellent communication and presentation skills, written and oral
- Experience in project development and management
- Strong knowledge of and adeptness with social media platforms
- Knowledge of housing resources in Thurston and Mason Counties
- Knowledge of current general housing data, patterns, and trends
- Prior experience working 3 to 5 years in a non-profit social services organization, with increasing responsibility
- Prior experience working directly with older adults 55 years or older
- Prior experience working in an affordable or low-income housing program
- Prior experience working with various case management/client databases (ACCESS, COMPASS360)
- Prior experience working in an effective team environment
- Proven ability to exhibit a high degree of professionalism under stressful situations
- Grant writing, bilingual a plus

What You'll Love About Us:

We are more than just a place to work. We have fun too, making a difference in the lives of people that we serve!

- Paid Holidays
- Paid Time Off + Sick Leave
- Medical/Vision/Dental
- 401K Retirement Plan



HOME SHARE POSITION DESCRIPTION

Title:	Home Share Outreach Coordinator
Developed:	May 10, 2019
Reports To:	Home Share Program Navigator
Supervisor Contact:	360.586.6181
Location:	Olympia Senior Services for South Sound Center
Time Commitment:	.5 FTE
Salary:	\$20 to \$25 hour (industry average)

Job Description:

The Home Share Outreach Coordinator will develop and implement an effective marketing strategy, marketing plan, and materials to recruit and retain qualified Home Providers and Home Seekers for the Home Share program. He/she will work closely with the Home Share Intake Specialist to ensure that participants recruited for the program are attended to on a timely and efficient manner. The Outreach Coordinator will also work closely with the organization's housing partners and community organizations to develop a network of prospective program recruitment opportunities, contacts, and tabling events.

This position is located at the Administrative Office of Senior Services for South Sound and will support the Olympia Senior Center and the Virgil Clarkson Lacey Senior Center.

Responsibilities:

- Develop and initiate a community outreach strategy and plan
- Develop an effective and proactive marketing strategy
- Develop an extensive social media presence for Home Share Program
- Maintain and update the HS Program presence on social media
- Inform the development of Home Share Program marketing materials
- Conduct community outreach through presentations, written articles, and tabling events
- Recruit Provider and Seeker participants to the Home Share Program
- Network and collaborate with other local, WA State, and national home share housing partners
- Attend county housing partner meetings, committees, and workshops as appropriate
- Attend WA State, national, or international home share conferences, as appropriate

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360.407.3967

Mason County Office
190 Sentry Drive
Shelton, WA 98584
360.525.3238

Title: Home Share Outreach Coordinator (page 2)

Qualifications:

- Bachelors degree in social work, human development, psychology, related field or equivalent experience
- Minimum 1 to 2 years' experience in social services, teaching, or counseling
- Strong communication and presentation skills, written and oral
- Effective organization and community networking skills
- Strong cultural competency skills
- Experience cold and warm calling customer prospecting skills
- Computer proficiency with Microsoft Office suite products (Word, Excel, PowerPoint)
- Knowledge of the housing needs for a diverse and local senior population
- Ability to develop and maintain positive and supportive organizations and partner relationships
- Ability to handle sensitive or confidential information and data

Preferred Qualifications or Experience:

- Masters Degree in social work, related field, or comparable experience
- Excellent communication and presentation skills, written and oral
- Strong customer prospecting skills (cold/warm customer calling)
- Strong organizational and time-management skills
- Knowledge of housing resources in Thurston and Mason Counties
- Knowledge of current general housing data, patterns, and trends
- Prior experience working directly with older adults 55 or older
- Proven ability to exhibit a high degree of professionalism under stressful situations
- Cultural competency skills

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HOME SHARE POSITION DESCRIPTION

Title:	Home Share (HS) Program Intake Specialist
Developed:	May 20, 2019
Reports To:	Home Share Program Navigator
Supervisor Contact:	360.586.6181
Location:	Olympia Senior Services for South Sound Center
Time Commitment:	.5 FTE/ or Volunteer
Salary:	\$15 to \$18 per hour (industry average)

Job Description:

The Home Share Intake Specialist will respond to prospective program participant inquiries, application, matching, referral, and follow-up program deliverables. The Specialist will capture and input Provider and Seeker data into COMPASS360 database, perform clerical tasks, initiate routine program participant follow-up and communication, and other miscellaneous tasks as assigned.

This position is located at the Administrative Office of Senior Services for South Sound and will support the Olympia Senior Center and the Virgil Clarkson Lacey Senior Center.

Responsibilities:

- Respond to inquiries about the Home Share Program with timeliness and knowledge
- Assist Provider and Seeker in completing program applications
- Review Provider and Seeker completed applications for accuracy and thoroughness
- Call references listed in Provider or Seeker applications; initiate background check process
- Efficiently assess an individual's housing status and housing needs and his/her appropriateness for the home share program
- Input Provider and Seeker application data into COMPASS360 database with speed and accuracy
- Effectively assess and match Providers and Seekers using application and other information entered into COMPASS360
- Make appropriate referrals to other partner or supportive services, as requested
- Follow up with home share matches to address concerns and to provide retention support

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360.407.3967

Mason County Office
190 Sentry Drive
Shelton, WA 98584
360.525.3238

Title: Home Share (HS) Program Intake Specialist (page 2)

Qualifications:

- High School diploma or equivalent education
- Minimum 6 months experience in social services, customer service
- Computer proficiency with Microsoft Office suite products (Word, Excel, PowerPoint)
- Strong cultural competency skills
- Basic familiarity with online data bases
- Prior clerical or administrative experience
- Ability to handle sensitive or confidential information and data

Preferred Qualifications or Experience:

- Bachelors degree in social work or related field
- Prior experience working 1 to 2 years in a non-profit social services organization
- Strong communication skills via telephone, email, text, and in-person
- Familiarity with various social media platforms
- Prior experience working directly with older adults 55+
- Prior experience in data-entry
- Prior experience working in an affordable or low-income housing program
- Ability to problem-solve and work with a diverse senior population

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Home Share Resource Guide Feedback

We are committed to continuous improvement of the Home Share Resource Guide. You can help us meet our commitment by completing this form, detaching, fold, and mailing it in. **Please circle the words** that best answer the following questions. In the space provided, **please elaborate** on your response, if appropriate.

1. How useful is the information presented in this publication?	Not Useful	Somewhat Useful	Very Useful
2. How clear is the information presented in this publication?	Not Clear	Somewhat Clear	Very Clear
3. How responsive are the goal, objectives, and strategies to the challenges presented in this publication?	Not Responsive	Somewhat Responsive	Definitely Responsive
4. How accurate is the information?	Not Accurate	Somewhat Accurate	Very Accurate
5. How is the information presented?	Not Enough Detail	Right Amount Detail	Too Much Detail
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8. How did you expect to use this publication? How have you used this publication?			
9. How can this publication be made more useful in future editions? What additional information would you like to see in subsequent publications?			



Please Tell Us About Yourself

JOB TITLE	SECTOR Public ___ Private ___ Nonprofit ___	ZIP CODE
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Would you like to be contacted about future Home Share initiatives in this field? Yes ___ No ___

If we have any questions about what you have written here, may we contact you? Yes ___ No ___

(If you answered "yes" to this question, please fill out the following:)

NAME	ADDRESS	
CELL/PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS



Stamp
Here

Home Share Program
222 Columbia Street NW
Olympia, WA 98501

In gratitude

Dolores Blueford, Ph.D.

Dolores came to Senior Services for South Sound with passion and commitment to help elder adults achieve excellent quality of life as they age in place. Developing the framework for a successful Home Share Program gave her tremendous gratification. She wishes the adult senior community many vital years of coming home to a vibrant community of caring friends.



In support!



Lee Doyle had worked on many initiatives to create safe, affordable housing options within her community. She enthusiastically joined the Home Share project effort as a positive approach for senior adults to remain in their homes while extending a sense of belonging to other home seekers.

Notes

Notes



ADMINISTRATION

Brian Windrope, Executive Director
bwindrope@southsoundseniors.org
360.586.6181 ext. 104
southsoundseniors.org

Olympia Senior Center

222 Columbia Street NW
Olympia, WA 98501
360.586.6181

Virgil Clarkson Lacey Senior Center

6757 Pacific Avenue SE
Lacey, WA 98503
360.407.3967

HOME SHARE PROJECT

Bryan "BC" Hildebrand, Client Services Director
bhildebrand@southsoundseniors.org

southsoundseniors.org/programs/home-share-program