YV Conference of Governments
Housing and Homeless Program
YVCOG Homeless Programs Revised 3-15-2017
4/30/2017 deadline

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Catholic Charities of the Diocese of Yakima
Young Adult Housing Program- Operations & Maintenance

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$ 80,160.00 Requested

Submitted: 4/27/2017 8:39:33 AM (Pacific)

Project Contact
Shannon Landvoy
slandvoy@ccyakima.org
Tel: 509.307.4844

Additional Contacts
lriel@ccyakima.org

Catholic Charities of the Diocese of Yakima

5301 Tieton Drive, Suite C
Yakima, WA 98908

President and CEO
Darlene Darnell
ddarnell@ccyakima.org

Telephone 509.965.7100
Fax   509.966.3676
Web   www.ccyakima.org
EIN   91-1370404

Application Questions

> Some answers will not be presented because they are not part of the selected group of questions based on the answer to #24.

1. What Type of Organization are you?

✔ Private/Non-Profit
⊝ Governmental Entity
⊝ Corporation
⊝ Limited Liability Corporation (LLC)
⊝ Sole Proprietorship
⊝ Other:

2. Please indicate which of the following is true with regard to the types of funding your organization receives:
Select all that apply

✔ Will Accept Federal Funds
✔ Will accept State Funds
✔ Will be serving TANF families
✔ Local Funds
⊝ None of the Above

3. What are your Business Hours?

Please provide the hours when services will be provided (as applicable); and the name and primary contact person for questions about this application.

M-F 7AM-7PM with flexibility to provide services outside of these hours and on weekends by appointment as required by youth. Primary Contact: Laura Riel, Foster Teen Programs Regional Director, 509.965.7100

PROJECT/PROGRAM DESCRIPTION, SERVICES & POPULATION SERVED

4. What is the Project Address (list all that apply):

Please indicate if and what services will be provided at each location.

The project will be physically located at Catholic Charities, 5301 Tieton Drive, Suite C, Yakima, WA 98908. Staff from this office will serve youth throughout Yakima County. All services described in the project summary below will be provided from this location (see #7 for details). However, YAHP is a scattered site model with an intense skill building component; we promote in-the-moment support and coaching as youth learn life skills through a hands-on approach directly in the community. Therefore, program staff will travel around the county as needed during the provision of services to meet the unique needs of program youth.

5. What is the specific Problem/Issue that the project or program will solve or address? Please explain how this addresses the 5 year plan. (0-4 pts)

Homelessness is a result of many societal factors creating financial instability/inability to afford housing; Yakima County has many people experiencing social/ economic risk factors, including no college degree (84%), education < high school (29%), and income below poverty level (23%). In addition, 29% of adults age 18+ reported experiencing 3+ adverse childhood experiences (ACEs). These are underlying conditions that affect youth housing stability. Youth Homelessness in Washington Landscape Scan 2016 states that Yakima County serves ~300 unaccompanied homeless youth in homeless/education systems each year; of the 5 most commonly reported ages for couch surfing (homeless/staying temporarily with friends, family), 3 represent youth 18-24 (2016 PIT Survey). Also, according to the Office of Homeless Youth Prevention & Protection Programs 2016 Report "a significant number of homeless youth (over 87% of those in HMIS) are between the ages of 18 and 24, yet the state spends very little on housing tailored to this population. 44% of young adults are served in the adult homeless system. However, the adult system is not equipped to meet the developmental needs of young adults who are transitioning into adulthood and often need a variety of supports." YAHP addresses these issues providing a youth centered housing program with individualized social supports to ameliorate conditions leading to homelessness and mitigate reentry into the homeless network.

YAHP addresses the 5yr plan in a number of ways. We deliver service to 2 priority populations- homeless unaccompanied youth; young families with children. The YAHP goal is the same as the 5yr plan- get them into housing and provide services that best meet their needs as quickly as possible. YAHP supports participants based on individual needs/strengths emphasizing long term economic stability. Our holistic approach focuses on every life domain including obtaining/ maintaining housing; financial literacy; employment skills; education attainment; strengthening natural support networks; and daily living skills, allowing youth to learn self-sufficiency skills to be successful in obtaining/ultimately maintaining housing. We provide an intensive, hands-on, 1:1 model working with youth to identify overall life goals, break them down to accomplishable steps, and come alongside them as they do necessary work to make progress happen, experiencing problem solving skills in the moment for life-long use. Finally, we work in the community to create additional options for transition from homelessness to more permanent housing- with landlords to gain acceptance of YAHP youth in existing housing; owners/managers of existing motels to provide a rapid transition from homelessness to temporary housing. YAHP provides housing subsidies, coordinates employment/education services, delivers financial literacy/other skills training, and offers resources/case management to benefit youth and contribute to stability.

6. Is this project eligible to execute a contract within 90 days? (0-1 pt)

✔ Yes

e No

7. Please summarize this funding request. What do you want to do? Describe the project in detail: (0-4 pts)

Catholic Charities has been an Independent Youth Housing Program (IYHP) service provider since 2008, providing rent assistance/subsidy and case management to former foster youth ages 18-23. While the focus of the program is housing, youth receive intensive case management/ skill building in other domains that influence housing, like financial literacy,

employment, and education through 1:1 meetings/workshops. Over the years, we saw an unmet need in the community for a housing program of this type for young adults who did not meet the criteria of IYHP because they were not part of the foster care system. Therefore, we began offering the Young Adult Housing Program (YAHP) in November of last year to young adults, aged 18-24, experiencing/ at risk of experiencing homelessness. YAHP follows this same model, including housing subsidy in conjunction with intensive case management. Many of the youth enrolled in our program were staying in the tent encampment and emergency shelters. While they all had the goal of housing and life achievement, they were unable to make progress because they were living in survival mode. Most all youth who have enrolled in YAHP are now housed in safe, affordable housing, maintaining their own lease agreements while working toward larger goals with us (2 opted out of the program). However, we have reached current funding capacity, and have 28 youth on the waiting list for services, with an additional 1-3 youth submitting applications each week. The need is much greater than we anticipated. Furthermore, current funding levels, already much too low, are only secured through June 2017 through the State of Washington Department of Commerce. YVCOG funding will allow us to expand services to serve additional youth beyond current program capacity or allow us to continue the program at around the same capacity for another year in the event that the Department of Commerce is unable to renew the YAHP program funding.

YAHP offers a scattered-site model in Yakima County with youth signing/maintaining their own lease agreements. They may opt to live independently, with roommates, or with children/spouse, depending on individual circumstances. We provide rental subsidies, coupled with intense skill building and case management, gradually reducing the program-paid rent portion until youth can ideally sustain their own housing. This 24-month graduated subsidy structure slowly increases the percentage of youth-paid rent over time to help ensure self-sustained housing at exit. The approach provides a deep subsidy at the beginning of the program, requiring youth to pay only $1 toward rent during the first 2 months, regardless of income. Their rent responsibility increases 10% every other month, requiring youth to pay increasingly higher levels of rent over time and incentivizes youth obtaining living wage employment. The payment structure is delineated for each youth at intake and does not need repeated calculation unless living situations change. In rare cases, if a youth experiences extreme extenuating circumstances like loss of income, staff may revise their payment structure to revert back to a percentage that better fits the circumstances and increases as usual from that point, if the youth has demonstrated a history of paying rent in full/on time and regular contact with staff. YAHP assistance can be provided for a maximum of 5 years depending on their age at entry. Youth must be mentally/physically capable of independent living. If not, staff will help identify/refer to appropriate services.

Although housing is a fundamental component of stability for youth, housing alone does not support transition to healthy, productive adulthood. A holistic, coordinated approach is needed to provide youth educational, emotional, and safety supports. Therefore, YAHP has an intense case management component. We have been skill building with young adults through various teen services since 1999. Staff utilize several approaches to best understand individual youth's needs, learning styles, and areas of support needed. Intensive relational development and trauma informed care are used to understand each youth's life story to determine past trauma, as well as strengths and support networks that are leveraged to apply to needed areas of growth. This approach not only helps ensure staff apply services in an individualized way, but also provides a platform of understanding when/if a youth's accountability toward meeting goals needs to be addressed. Motivational Interviewing techniques are also used to support youth growth and independence while identifying, progressing in, and meeting their goals toward self-sufficiency. Staff support youth holistically; the housing domain cannot be separated from education, employment, money management, daily living skills, and community connectedness. All are intertwined and must be addressed in order for youth to achieve stability/self-sufficiency. Staff and youth discuss all domains and ensure that needs are addressed. Developmentally appropriate, clearly defined and achievable goals are outlined in an individualized, youth-driven Independent Learning Plan (ILP) and used by staff and youth at each meeting as a guide toward progressing and meeting goals. The ILP changes over time as youth work toward transition and is formally updated every 6 months. All case management goals reflect skills needed for self-sufficiency. Budgets and money management goals are created with each youth from the beginning of the program to show taking full responsibility of their rent. Individual meetings, workshops, community outings and referrals are combined to address youth needs and achievement of self-sufficiency goals. Individual meetings provide hands-on learning in which the case manager guides the learning while the young adult practices skills in a safe environment. Youth are encouraged to participate in other program offerings such as workshops in employment, money management, and emotional well-being, as well as community outings such as job tours and college tours. These opportunities are offered according to the needs of young adults participating in our Teen Services programs. They offer the chance to gather groups of young adults who may be seeking growth in similar areas, as well as to engage them in safe, developmentally appropriate groups with supportive adults present.

During the first six months of service, young adults are held accountable through weekly review and feedback of progress toward meeting their identified goals in order to gain and maintain self-sufficiency. This is mainly achieved through

individual meetings. After six months of service, the case manager and young adult reassess the need for weekly meetings, and may reduce them to every two weeks if goals on the ILP have been met.

Transition from the program is addressed with youth in a variety of ways from day one of the program and throughout their duration in YAHP. One way exit is addressed from the beginning is that the program youth always hold their own leases. Furthermore, upon entry, youth are given a written copy of their individualized rent increase schedule, showing the exact amount their rent share will be for each month in the program. Increases to their portion occur gradually over a period of months to ensure youth will be able to self-sustain the rental unit at exit from the program. ILPs also will reflect a slow transition out of program as explained above. Rental units are identified according to each young adult's ability to fully assume financial responsibility of the rent by the end of their term in YAHP. Regular money management skills are reviewed and budgets modified to show life changes as youth progress in the program. Moreover, the graduated subsidy model provides a deep subsidy when youth often need it the most, during the first few months of the program, allowing them to first focus on building their employment, education and money management skills, so that when they slowly take on their portion of the rent, they are fully capable of doing so. The last 4 months of the 24-month subsidy schedule continue to offer program support and case management while youth are scheduled to pay 100% of their rent, in order to help smooth any rough spots during transition. Finally, in addition to a gradual transition, the YAHP is designed to have informal aftercare available to program participants. Teen services staff are always open to meeting informally with youth to support their ongoing independence according to their needs and desires. Staff routinely help youth identify new resources as their needs change. Youth can also choose to participate in our alumni group to help stay connected to program staff and to help give back to current youth in our programs.

Attached in "Other" documents is a news article dated 4/26/2017 from Washington's Office of the Governor about YAHP in Yakima.

8. What best practice models will be used in this project? What informed the design of your project? (0-4 pts)

Several components informed the design of YAHP, which diverges from traditional voucher-type housing programs with high caseloads. The first component is our youth housing program experience. Our IYHP program has evolved since inception in 2008 and has informed program design of other programs across the state. As initially designed, IYHP was a voucher-type program that based the youth portion of rent payment on a gradually increasing percentage of their income. This was problematic from the outset because there was little incentive for youth to increase their income or choose less expensive housing. Furthermore, case management was seen as optional, and youth could essentially age out of the program with no increase in income and little increase in needed self-sufficiency skills. Therefore, we researched other youth housing programs and settled on a graduated rent payment system inspired by the THP-Plus Project, a California Supportive Housing Program for Former Foster Youth established in 2001. The THP guide stated that "the most effective approaches are those that simulate the financial responsibilities participants will take on once they leave the program, but also offer a programmatic 'backup' in case participants experience financial challenges." The graduated rent payment system, where youth pay an increasing percentage of rent over time, has a number of strengths: 1) it provides a deep subsidy when youth need it most- during the first few months in the program, often when youth are unemployed/marginally employed. The youth are only required to pay $1 toward rent during the first 2 months; 2) the graduated rent payment schedule, laid out at the beginning of the program, creates upward pressure on youth to pay an increasingly higher level of rent. This is an incentive for youth to work with staff to obtain living wage jobs sooner rather than later because their rent payment will not increase as soon as their income increases- it continues to follow the established schedule so if they earn more money, it is theirs to keep (although we work with youth around a savings plan if this is the case); 3) it allows more time for program staff to actually work with youth, while programs that base rent portions on the percentage of a youth's income spend considerable time tracking down pay stubs, calculating rent, communicating the rent level, and collecting rent; and 4) the system is clear to the youth from the outset of the program and does not need to be repeatedly re-calculated. As a backup, if a youth experiences extreme extenuating circumstances like loss of income, staff may revise their payment structure to revert back to a percentage that better fits the circumstances and increases as usual from that point if the youth has demonstrated a history of paying rent in full/on time and regular contact with staff.

Another component that informed the design of YAHP is a combination of our experience serving transitional foster youth for the past 17 years as well as our involvement on A Way Home Washington and the Washington Coalition for Homeless Youth Advocacy, both designed to end and prevent youth homelessness. According to the Office of Homeless Youth Prevention & Protection Programs 2016 Report, housing is a fundamental component of stability for youth, yet housing alone does not support transition to healthy, productive adulthood. A holistic, coordinated approach is needed to provide youth educational, emotional, and safety supports. Our project is designed to address the five key components prescribed

by the Homeless Youth Prevention and Protection Act, which dovetail with the Federal Framework to End Youth Homelessness: 1) Stable Housing – YAHP youth have a safe, healthy place to sleep- it expands eligibility formerly limited to foster youth through IYHP to serve a broader population of youth experiencing homelessness; 2) Family Reconciliation and 3) Permanent Connections- YAHP youth work with staff to establish positive, healthy relationships with adults, including relatives when safe and appropriate, to act as natural life-long supports; 4) Education and Employment- YAHP provides supports that make it possible for youth to face barriers to get and keep a job and/or advance their education/ training. While homeless youth have been forced to master survival skills, they often have not been taught/ exposed to day-to-day skills needed to function independently in society. This includes things like money management, hygiene, decision-making, apartment living, and self-esteem; and 5) Social and Emotional Well-Being- adolescence is an important time for youth to form their identity and learn to be an adult. YAHP provides youth opportunities to build skills, practice leadership, and discover their autonomy while under the guidance of caring adults. We allow youth to be architects of their future by helping them identify goals and then build a plan of support/services to help them reach their goals.

9. What populations identified in the 5 year plan do you intend to serve; how many individuals or households will you anticipate serving; and what needs will be met by the program? (0-4 pts)
YAHP will serve 16-20 individuals (as budget allows based on need/living situation of enrolled youth) from two priority populations in the 5 year plan- homeless unaccompanied youth/homeless families with children if parent is within established 18-24 age range.

Yakima County has many people experiencing social/ economic risk factors that may affect a youth's housing stability. In fact, Youth Homelessness in Washington Landscape Scan 2016 states Yakima County serves ~300 unaccompanied homeless youth in homeless/education systems each year and identified Yakima County as a community of opportunity. "Of all potential regions of focus [in Washington State], Yakima is the region most in need of additional resources. Service providers operate largely in reactive mode and have limited bandwidth to coordinate across agencies and systems." Catholic Charities is experienced in working across systems in our own agency-nearly 40,000 people are served each year through counseling/mental health services, early learning/ child development programs, services promoting permanency for kids, promotion of pregnancy/parenting, and elder service programs; service-enriched affordable rental/home ownership opportunities at 25 Catholic Charities Housing Services locations; and assistance including emergency service programs and a food bank at 2 St. Vincent Centers. Not only do we coordinate across systems within our own agency, but we have a long history of partnering/collaborating with many organizations/supports within our communities. We work directly with other service providers to ensure youth are receiving appropriate access to meet their needs. We attend meetings to ensure that youth are receiving unduplicated services. We meet individually with supports to ensure they are aware of our offerings, and to understand the support they can give. In addition we have regular conversations with the youth's service providers to ensure that we all have an accurate picture of what is needed to best support the youth. We work directly with schools, colleges, internship placements, among many other organizations. Furthermore, we utilize these relationships to ensure that we are referring/supporting youth in connecting with appropriate services. We work directly with employment training programs to ensure youth receive additional support in employment endeavors. Moreover we partner with some emergency service providers such as crisis response, Rod's House for homeless youth, and our St Vincent's Center to ensure youth who need temporary, immediate support receive services needed. YAHP meets the need for a proactive housing program designed especially for youth that coordinates services across systems.

Another need YAHP meets is a divergence from traditional voucher-type housing programs with high caseloads to a complete program focusing on housing first along with an intensive case management component emphasizing successful transition from the program from intake in order to achieve the best possible lifelong outcomes for youth. As stated above, the Office of Homeless Youth Prevention & Protection Programs 2016 Report affirms that housing is a fundamental need for youth stability in conjunction with a holistic, coordinated approach to providing youth educational, emotional, and safety supports. Our project is designed to address the five key needs prescribed by the Homeless Youth Prevention and Protection Act, which dovetail with the Federal Framework to End Youth Homelessness: 1) Stable Housing – YAHP youth have a safe, healthy place to sleep- it expands eligibility formerly limited to foster youth through IYHP to serve a broader population of youth experiencing homelessness; 2) Family Reconciliation and 3) Permanent Connections- YAHP youth work with staff to establish positive, healthy relationships with adults, including relatives when safe and appropriate, to act as natural life-long supports; 4) Education and Employment- YAHP provides supports that make it possible for youth to face barriers to get and keep a job and/or advance their education/ training. While homeless youth have been forced to master survival skills, they often have not been taught/ exposed to day-to-day skills needed to function independently in society. This includes things like money management, hygiene, decision-making, apartment living, and self-esteem; and 5) Social and Emotional Well-Being- adolescence is an important time for youth to form their identity and learn to be an adult. YAHP provides youth opportunities to build skills, practice leadership, and discover their autonomy while under the guidance of caring adults.

YAHP will address all of these needs by providing a holistic youth- focused, housing first program while coordinating intensive employment and education resources/services, financial literacy and other independent living skills training, and resources and case management to benefit youth and contribute to lifelong stability.

10. What is your outreach plan and who is your intended audience? (0-4 pts)

Catholic Charities has had a strong presence in our communities since 1949. Our name is synonymous with social service. In general, we regularly participate in community events to provide information about community needs, services offered, and how programs are making a positive impact, as well as post flyers at schools, colleges and other educational institutions. We also have various boards in our agency to post information on youth-centered activities and programs. The agency sends out community newsletters four times per year focused on the issues, challenges, and needs to be addressed in our communities, the services we offer, and how our programs have improved the lives of children and families in our neighborhoods. Furthermore, we operate a fully functional website displaying a myriad of programmatic information. In addition to our mission, vision and values, the site gives community specific information on all of our programs, including our teen services programs, and hosts occasional video client testimonials.

Outreach is also targeted for specific programs. According to the Office of Homeless Youth, there is a strong association between youth who experience homelessness and those who have had some form of institutional placement, such as foster care, the juvenile justice system, or a substance abuse treatment facility. Therefore, YAHP targets outreach efforts to potential participants to schools, juvenile justice facilities, safe place sites, and treatment facilities, posting flyers and informing staff of program availability. Communications designed for our youth programs are screened to ensure they use youth-friendly wording and graphics and score between a 7th and 8th grade level for readability. Our Teen Services programs use social media for outreach and engagement. A youth Peer Mentor posts events and workshops in Facebook and uses messaging to communicate with youth on an ongoing basis. Our use of Facebook stems from youth feedback that this was the most effective way of communication with them.

Our outreach continues as youth become involved in services. New youth receive tours of our building and teen meeting space, including youth computers, sensory items, job/program offerings/workshops boards, and fully stocked snacks/drinks area. Following an introduction to team members, youth receive a program packet with resources, a Mockingbird Times newspaper and other useful information. Youth meet 1:1 with staff to discuss confidentiality, including education on mandated reporting, how to be confidential in a group and how to keep others' information confidential, and how disclosure of information forms work for our staff to share information with others. We make an effort to have youth present at meetings that pertain to them when possible to share their own information; when release forms are necessary, we discuss with youth prior to signing them. Staff discuss behavioral expectations 1:1 with youth. Services are voluntary; youth cannot be forced to participate and their goals are always self-driven. However, it is necessary to work toward agreed upon goals in order to continue service. Behavioral expectations/ youth-driven goals are routinely reviewed/ revised with youth; plans that result from these reviews act in part as written behavioral expectations. Furthermore, we have both written and verbal behavioral expectations for workshops and community outings. Youth also have opportunities to provide feedback through periodic written surveys asking how staff are doing and how programming could be improved/ expanded. There are specific written surveys after every workshop/outing for youth to give feedback regarding their experience. And the Director routinely checks in with youth about their involvement in the program.

The intended audience of the outreach will be young adults aged 18-24 who are experiencing, or at risk of experiencing homelessness, as well as service professionals who come into contact with eligible participants. Eligible youth must meet one of the HUD HMIS Data Standards categories of housing status- homeless, at imminent risk of losing housing, homeless only under other federal statutes, fleeing domestic violence, or at-risk of homelessness. They must also not initially exceed the HUD Very Low (50%) Income Limits for Yakima County, except for those in the category of At-Risk of Homelessness, who must not exceed the HUD Extremely Low (30%) Income Limits for Yakima County. Finally, youth must not be enrolled in Extended Foster Care or the Independent Youth Housing Program. Initial outreach will focus on the nearly 30 eligible youth already on the waiting list for YAHP services. If funding sources for the YVCOG grant have specific eligibility requirements, we will adapt as necessary.

11. Where will your project be located and where will services be provided? (0-1 pt)

The project will be physically located at Catholic Charities in Yakima. All services described in the project design above will be provided from this hub location with staff traveling throughout the county to meet needs of youth.

12. How will services be accessible to persons with disabilities or who have special needs? (0-4 pts)

Catholic Charities complies with all federal, state, and local nondiscrimination laws, regulations and policies including the

Washington State Law Against Discrimination, the WAC regarding gender-segregated facilities, and the Fair Housing Act. We are committed to providing accessible/responsive services for the unique needs of youth marginalized due to race, ethnicity, gender, or sexuality. Our mission is to bring hope to life, especially for those most in need, regardless of race, religion, creed, color, sex, age, national origin, disability, and sexual orientation. CC envisions communities where people are treated with dignity/respect, their basic needs are met, and they are empowered to enhance the quality of their lives. One value of the organization is respecting the "uniqueness and dignity of people," which is inclusive of all cultures/backgrounds, whether it is ethnic groups, belief systems, or the LGBTQ community.

We employ a workforce that reflects the diversity of our clientele and community. According to our 2015 survey, 35% of paid staff are people of color, as are 30% of our volunteers. Service delivery is culturally competent/responsive to each participant's cultural beliefs/values, ethnic norms, language needs, and individual differences. With nearly 40,000 people served each year, our experience with cultural, racial, ethnic and minority groups tends to reflect the population of Yakima County. Of those served in 2015, 51% were children/adolescents, 42% adults, and 6% seniors, with ~6,000 clients living below the poverty line. Of all clients served who identified their ethnicities, approximately 66% identified as a person of color or unknown. Appropriate translation/interpretation is provided to anyone who has difficulty understanding English or who has trouble being understood by the English-speaking population. As needed, activities are conducted in the language the client feels most comfortable speaking. Additionally, written materials are reviewed internally as necessary to ensure they are respectful and valid and have correct Spanish language dialect. The agency has consultants from Native American, African American, Asian, and Hispanic populations to confer with regarding culturally sensitive services as needed. Finally, communications designed for our youth programs are screened to ensure they use youth-friendly wording/graphics and score between a 7th and 8th grade level for readability.

We meet clients "where they are at" in their life circumstances and with the needs that they have. We understand local challenges/issues young adults face and utilize that knowledge as a framework to identify youth who may have these challenges. We recognize the high rate of sexual exploitation that happens to homeless youth and among gangs in the valley. A Teen Services staff completed a Commercial Sexual Exploitation of Children (CSEC) Train the Trainer program and will be training others. We also receive additional training and technical assistance from the Center for Children and Youth Justice, including what to look for in identifying Commercially Sexually Exploited (CSE) youth and how to best support them. Also, we work in conjunction with Mirror Ministries, who provide one-on-one care to CSE youth, provide trauma-informed care while building life skills/providing case management through YAHP. Furthermore, Mirror Ministries provides our agency with more intensive training on identifying CSE youth/human trafficked survivors and utilizing interventions in a person-centered, individualized manner.

Staff will be participating in training particular to working with the LGBTQ community and have been intensively trained in Motivational Interviewing, with a consultant available to us to further embed the approach into our services. We ask young people to disclose if they have criminal history in order to best serve them and their identified needs. We support youth and young adults who are sex offenders in identifying the barriers that exist, and learning how to work with those barriers to achieve life goals. In addition, we work with local attorneys to learn how to seal juvenile records, and assist young adults, when possible, in sealing records. We work with the youth and their probation officers, counselors, and other supportive adults to understand the circumstances for the youth's offense to best support them and their goals. In addition, sex offenders can participate in most all program offerings as we build a safety plan to ensure the safety of that youth, other youth participants, and others they may come into contact with through our programming. This includes young people participating in our YAHP program; we work with them to locate and secure appropriate housing in the community within the bounds of their criminal records.

13. Will your project provide case management services? (0-4 pts)

✔ Yes

⊖ No

⊖ Not Applicable - Capital Improvement Project

PERSONNEL & MONITORING

14. Who will provide services (as applicable), supervise the project or program, and be responsible for compliance reporting requirements? Is there Internal staff capacity or how will you provide these services? (0-4 pts)

Upload resumes and job descriptions of project staff or description of experience with similar projects; OR provide the

Consultant/Management firm name, scope of services, and describe how they were selected/hired.
A .5 Team Lead/2 Case Managers will provide service. Project Director, Laura Riel, will supervise program/be responsible for compliance reporting. Job descriptions/resumes for filled positions attached. We will hire for any currently unfilled positions.

15. Will you be collaborating with other programs/agencies to complete the project/program for which you are seeking funding? (0-4 pts)
Upload any MOU's or Letters of Support relating to your project.
The OHY Prevention & Protection Act states housing alone does not support youth transition to a healthy, productive adulthood. YAHP provides a youth centered housing program with individualized social supports to ameliorate conditions that lead to homelessness, supporting a healthy transition to adulthood/mitigating re-entry into homelessness. This requires a diverse community service network; we have focused our collaborations on economic self-sufficiency to permanently launch youth out of the homeless system. See attached letters of support.

Yakima Valley College: supports YAHP youth in engaging/persisting in post-secondary education, providing opportunities for young adults to experience higher education in a supportive capacity to eliminate barriers often faced by this marginalized population.

People for People: provides intensive employment services/job placements/job transportation for eligible YAHP youth.

Opportunities Industrialization Center (OIC): supports young adults who are participating in YAHP to engage in their education and employment programs, including YouthBuild and WIOA.

Rod's House: works closely with Catholic Charities' Youth Programs to offer support and opportunities for youth and alumni of foster care, as well as young adults experiencing homelessness. Our organizations collaborate to better understand the community and the needs of youth, and to offer a streamlined service to young adults.

In addition, we also work with several property management/ rental companies who accept YAHP tenants who meet the screening criteria for available housing units and collaborate with YAHP to support housed youth.

Finally, we will access the myriad of programs available through Catholic Charities as needed for youth, including Counseling Services and the Youth Employment Connections Program. And we will continue youth advocacy work in partnership with Mockingbird Society.

FISCAL MANAGEMENT

16. Please describe how the organization will assure proper use and safeguarding of public funds. Does your organization have policies and procedures regarding the financial operations of the organization? (0-4 pts)
With a $26,000,000 annual budget, Catholic Charities has policies and procedures to ensure proper accounting and security of all assets, including the segregation of duties and required review and approval procedures as appropriate.

17. Have recent reviews or audits of the organization by a certified public accountant (CPA) or other financial professional identified weaknesses or findings in the organization's financial internal controls? Please explain below: (0-4 pts)
Please provide a copy of your most recent audited financial statements under the Documents tab and provide an explanation below of how the organization has resolved any negative findings identified in the report.
CC's financials are audited yearly; received another "clean opinion." See attached. Sudden exit of controller (health reasons) right before last audit caused delayed reports; we received findings. Controller/CPA hired; reports are now completed timely.

18. Please describe your organization's current and anticipated financial condition: (0-4 pts)
If the organization is facing financial challenges, describe what steps are being taken to strengthen the organization's financial condition.
Catholic Charities is in sound financial health with a strong balance sheet. At the end of our last fiscal year (June 30, 2016) we had cash in excess of $15 million. While $8 million of this was restricted as to its use, we had over $7 million available without restriction. At the same time, our payables and expenses were less than $3 million (even when including the

current portion of long term debt). We also have very little debt relative to our size. We have a balance sheet of almost $20 million in total assets yet our debt is less than $1 million. Our revenue grew by $3.7 million last year, or 16% over the prior year, and our net cash flow was over $1 million. We expect to have increased revenue in our current year (ending June 30, 2017) and are projecting increases for next year as well. We manage our operations diligently and have been able to maintain our administrative ratio under 10% of total revenue, which is well below many nonprofits. We are proud that so much of our donations can go directly to providing services to those in need.

19. Describe the organization's fiscal management systems. (0-4 pts)

The Agency, governed by the Catholic Charities Board of Trustees, maintains a strong and robust fiscal management system with appropriate controls and oversight. We have a CFO with a CPA, MBA and Masters in Accountancy with over 30 years of experience. A new controller was hired this past year with a CPA and over 15 years of nonprofit experience. An existing controller, with a certification in nonprofit accounting from the AICPA who has been with us several years, will be working specifically with this grant. Our accounting system, SAGE 100, is updated/ scheduled to be updated with all of the most current information. We have the SAGE Intelligence Package, which allows us to do our consolidation and other reporting needs within the system. Last year we converted our HR and Payroll systems to HRMS so that we could improve the payroll process and better manage our HR needs for our 300+ employees. The payroll system is integrated such that all entries and needed information can be loaded into SAGE software. We have set up separate accounting units within SAGE to allow us to track individual contracts by contract year. The accounting department work s closely with each contract manager during the budgeting process and throughout the year. Each manager receives a preliminary detailed and summary statement of activity each month prior to the close so they can review the details. They then receive the final report after each month. They also have online access to their staff hours, salary detail, and allocations as applicable.

20. What additional dollars are you leveraging for the project/program and what would be the impact of not receiving full funding for the project? (0-4 pts)

The current at-capacity YAHP program is funded through June 30, 2017 for $130,597 by the State of Washington Department of Commerce, Office of Homeless Youth (contract face page is attached under commitment letters for all leveraged funds). This includes rental assistance, case management, and operations/maintenance costs. It is important to note that this amount is ONLY for 9 months of programming to coincide with the Department of Commerce funding cycles. We have reached current funding capacity, and have 28 youth on the waiting list for services, with as many as 1-3 youth submitting applications each week. The need is much greater than we anticipated. Current funding levels, already much too low, are only secured through June 2017. YVCOG funding will allow us to expand services to serve additional youth beyond current program capacity or allow us to continue the program at around the same capacity for another year in the event that the Department of Commerce is unable to renew the YAHP program funding.

The National Conference of State Legislatures states that homeless youth are at a higher risk for physical abuse, sexual exploitation, mental health disabilities, substance abuse, and death, estimating that 5,000 unaccompanied youth die each year as a result of assault, illness, or suicide. Homeless youth experience:

Increased likelihood of high-risk behaviors, including engaging in unprotected sex, having multiple sex partners and participating in intravenous drug use;
Greater risk of severe anxiety and depression, suicide, poor health and nutrition, and low self-esteem;
Increased likelihood of exchanging sex for food, clothing and shelter (also known as "survival sex"), especially for homeless gay, lesbian, bisexual, transgender or questioning (LGBTQ) youth, or dealing drugs to meet basic needs; and
Difficulty attending school due to lack of required enrollment records (such as immunization and medical records and proof of residence) as well as lack of access to transportation to and from school.

Therefore, as reported by the National Alliance to End Homelessness, the cost of homelessness can be quite high. Hospitalization, medical treatment, incarceration, police intervention, and emergency shelter expenses can add up quickly, making homelessness surprisingly expensive for municipalities and taxpayers. In fact, according to Politifact.com in 2012, the US Department of HUD Secretary stated that it costs about $40,000 a year for a homeless person to be on the streets. The National Conference of State Legislatures notes that youth housing programs are more cost-effective than alternative out-of-home placements such as juvenile corrections facilities, treatment centers or jail. So although the cost per person of an intensive youth housing program seems quite high, we believe YAHP will ultimately produce better, long-lasting outcomes for young people at a relatively substantial cost savings.

21. How are you going to determine and document client eligibility for your proposed project? (0-2 pts)

Eligible youth must be aged 18-24 and experiencing, or at risk of experiencing homelessness. They must meet one of the HUD HMIS Data Standards categories of housing status- homeless, at imminent risk of losing housing, homeless only

under other federal statutes, fleeing domestic violence, or at-risk of homelessness. They must also not initially exceed the HUD Very Low (50%) Income Limits for Yakima County, except for those in the category of At-Risk of Homelessness, who must not exceed the HUD Extremely Low (30%) Income Limits for Yakima County. Finally, youth must not be enrolled in Extended Foster Care or the Independent Youth Housing Program. If funding sources for the YVCOG grant have specific eligibility requirements, we will adapt as necessary.

YAHP has written policies and procedures addressing participant selection, grievance, termination and denial of service, rental assistance and transitional housing, re-enrollment, and record maintenance and destruction. Use of a participant file checklist is required to record the contents of each participant file and ensure file consistency overall. See YVCOG Documents Requested section under "Other" to view the Participant File Checklist that is attached. Documentation is thorough and accompanies each form and includes evidence of rent reasonableness, the unit lease or equivalent, eligibility verifications, unit inspections, and all other notes and documents relevant to the youth's participation, progress, exit or termination from the program, and follow-up reports.

Furthermore, the YAHP Verification of Household Eligibility & Income Recertification Form must be kept in each participant file and updated every 6 months. See YVCOG Documents Requested section under "Other" to view this attached form- our eligibility determination/documentation is complex and is easily delineated in this form. It includes an Age Verification section, including the types of documentation we accept; a Housing Status Verification section, delineated by category of eligible housing status, along with types of documentation accepted for each; an Income Verification & Recertification section with types of required documentation accepted; and an Other Eligibility Requirements addressing Extended Foster Care and the Independent Youth Housing Program with types of documentation accepted.

22. Indicate the population(s) served: (0-2 pts)
Select all that apply. Refer to Library for definitions and additional information.
- ✔ Low Income Households (<80% AMI)
- ✔ Very Low-Income Households (<50% AMI)
- ✔ Extremely Low-Income Households (<30% AMI)
- ✔ Homeless Individuals
- ✔ Homeless Families with Children
- ✔ Households at Risk of Homelessness
- ∈ Special Needs Populations (Veterans, DD, CD, MI, DV)
- ✔ Homeless Youth/Young Adults
- ∈ Chronically Homeless

23. Indicate if Funding Requested is to:
- ∈ Fund a Current Program
- ✔ Expand an Established Program
- ∈ Start a New Program

PROJECT/PROGRAM SPECIFIC INFORMATION

24. PLEASE INDICATE THE PROJECT OR PROGRAM TYPE FOR WHICH YOU ARE SUBMITTING THIS APPLICATION:
Please choose only one. If you are requesting funding from more than one of the following choices, you must submit a separate application for each. Disregard number sequencing, as different questions will be omitted depending on your answer below:
- ∈ Capital Improvement Project - Questions #25-33
- ∈ Community Investment Project (CIP) - Questions #34 & 35
- ∈ Rapid Re-Housing/Rent Assistance - Questions #36 & 37
- ✔ Operations & Maintenance - Question #36
- ∈ Emergency Shelter - Questions #38-40

25. Indicate the Program Type:

-answer not presented because of the answer to #24-

26. Do you have site control? (0-1 pt)
-answer not presented because of the answer to #24-

27. Does proposed use comply with zoning code? (0-1 pt)
-answer not presented because of the answer to #24-

28. Is this a phased project?
-answer not presented because of the answer to #24-

29. Describe in detail your plan for overcoming barriers and achieving a timely and successful completion of the project: (0-2 pts)
-answer not presented because of the answer to #24-

30. Can your project be partially funded?
-answer not presented because of the answer to #24-

31. Describe your current plan for completing this project, including responsible parties, phase dates, and all sources of funds.
-answer not presented because of the answer to #24-

32. Are owners or residential or business tenants currently occupying the site. If applicable, will anyone be required to move, either temporarily or permanently, as a result of this project? How will you manage relocation? (0-2 pts)
-answer not presented because of the answer to #24-

33. If an Environmental Review (ER) has been commenced or completed, please indicate the name of the firm that conducted the ER, the type of review conducted and date of review, and the determination of that ER: (0-1 pt)
-answer not presented because of the answer to #24-

34. Indicate the Priority Goal for the Funding being requested:
-answer not presented because of the answer to #24-

35. Indicate the number of and briefly describe the roles of volunteers needed to help achieve Program objectives and outcomes: (0-1 pt)
-answer not presented because of the answer to #24-

36. Will your program participate in Coordinated Entry? (0-1)
  ✔ Yes
  ⊖ No

37. Indicate the type of program you will implement:
-answer not presented because of the answer to #24-

38. Complete the table below. Attach additional documentation or explanation as needed under the 'Documents' tab. (0-4 pts)
-answer not presented because of the answer to #24-

39. Have you operated an Emergency Shelter program before? (0-1 pt)
-answer not presented because of the answer to #24-

40. Are you providing any additional services other than overnight shelter? (0-4 pts)
If so, please describe:
We were told by YVCOG that this question should not have been included in the Operations & Maintenance application. Not Applicable.

Budget

CAPITAL IMPROVEMENT PROJECT BUDGET	Responsible Parties, Methods	This Request	Other Federal	State/Local	Private or Other	TOTAL
Design & Inspection						$ 0.00
Project Manager/Consultants						$ 0.00
Relocation Costs (if applicable)						$ 0.00
Title Insurance						$ 0.00
Environmental Review						$ 0.00
Permits & Fees						$ 0.00
Land Acquisition						$ 0.00
Site Development & Landscape						$ 0.00
Utilities						$ 0.00
Other:						$ 0.00
Total	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**	**$ 0.00**

ALL OTHER PROGRAM TYPES BUDGET	CIP Funding	Rapid Re-Housing/Rental Assistance Funding	Operations & Maintenance Funding	Emergency Shelter Funding	Private or Other Funding
Personnel Costs			$ 51,727.00		
Case Management Costs					
Rent/Mortgage			$ 1,580.00		
Insurance					
Operating Supplies(phone, printing/copying, etc.)			$ 3,922.00		
Facilities					
Equipment			$ 5,000.00		
Transportation			$ 4,500.00		
Utilities					
Rental Assistance					
Services			$ 3,500.00		
Administrative Costs			$ 4,931.00		
Indirect Costs					
In-Kind Donations					
Other: Training and conferences			$ 5,000.00		
Total	**$ 0.00**	**$ 0.00**	**$ 80,160.00**	**$ 0.00**	**$ 0.00**

Budget Narrative

Personnel Costs- 0.5 FTE Team Lead position and 0.25 FTE Project Director including salaries, benefits and taxes commensurate with Catholic Charities' employment structure.

Rent- $10 per 158 square feet of office space.

Operating Supplies- includes general office supplies in the amount of $1,000; costs for communication lines, hot spots, etc in the amount of $2,200; and IT costs based on an agency-wide assigned dollar amount per % of

budgeted FTEs.

Equipment- 2 computers, 1 laptop (for community work), 1 printer

Transportation- Mileage reimbursement for staff travels throughout Yakima County as needed to serve clients based on current YAHP travel. Federal rate of 54 cents per mile.

Services- Direct client needs to assist in removing barriers to achieving goals (bus pass, GED testing fees, interview clothing, State ID fees, etc). YAHP is averaging $200-250/youth to launch into finishing education and obtaining employment.

Administrative Costs- 12% of salaries

Other- Registration fees, hotel and food for the Washington State Low Income Housing Alliance- Ending Homelessness Conference and Affordable Housing Management Association of Washington Housing Conference. CPR certifications. Local trainings emphasizing LGBTQ, CSEC, and Suicide Prevention and Assessment.

The Department of Commerce funds of $130,597 described in #20 of this application are for a 9 month period ending June 30, 2017. These funds are separate from this YVCOG budget because they will serve separate youth; they do not appear in this YVCOG budget.

Although our rental assistance application budget is based on serving 16 youth at FMR, we estimate serving as many as 20 youth with this budget because of our experience with this program design; current program youth have tended to find housing under FMR for Yakima County. There is also the possibility of youth choosing to share housing, thus reducing rental costs. Both of these scenarios leave more money in the budget to serve additional youth.

Estimated Cost per Client- Operations & Maintenance for the most intensive Year 1 programming of our 2-year cycle is approximately $4,008 per youth. Since we have also submitted another application for the Rental Assistance part of the program, with a budget in the amount of $224,194, our overall cost per youth for the first year would be approximately $15,218. This is less than our current program funding from Department of Commerce, which is approximately $17,413 per youth. While it's hard to quantify the cost of homelessness, many organizations have tried. The National Alliance to End Homelessness states that the typical cost per state or federal prison bed is $20,000 per year. Green Doors, a nonprofit housing corporation, states that the average homeless person visits the emergency room five times a year, while the highest users visit weekly; that is $18,500 per year for an average homeless person to more than $44,000 for the highest users. In fact, according to politifact.com, the 2012 US Department of HUD Secretary, Shaun Donovan, is quoted as saying, "The thing we finally figured out is that it's actually, not only better for people, but cheaper to solve homelessness than it is to put a band-aid on it. Because, at the end of the day, it costs, between shelters and emergency rooms and jails, it costs about $40,000 a year for a homeless person to be on the streets." So taken in context, while YAHP cost per youth is high, it is not nearly as high as homelessness and is meant to teach youth the skills necessary to make a successful transition to adulthood and mitigate reentry into the homeless network.

Logic Models

ALL OTHER PROGRAM TYPES LOGIC MODEL

PROGRAM PLAN, OUTCOME PLAN & MEASUREMENT PLAN	Program Plan: Inputs- What we have)	Program Plan: Activities- What we do)	Program Plan: Target Group (Who we serve)	Outcome Plan: What we will accomplish (and how we will measure it) after 6 months and after	Measurement Plan: Key Measurements and Measurement Tools (How we will know)
At 6 months					

At 12 months					

ALL OTHER PROGRAM TYPES LOGIC MODEL

PROGRAM PLAN, OUTCOME PLAN & MEASUREMENT PLAN	Program Plan: Inputs- What we have)	Program Plan: Activities-What we do)	Program Plan: Target Group (Who we serve)	Outcome Plan: What we will accomplish (and how we will measure it) after 6 months and after	Measurement Plan: Key Measurements and Measurement Tools (How we will know)
At 6 months	Staff/expertise Time Grant funds Materials Coordination Partner Resources Technology (HMIS)	Community/Youth Outreach Eligible Youth Identification/ Recruitment Youth Intake/Orientation Documentation of Eligibility/ Services HMIS Data Entry Support in Obtaining Safe/ Secure Housing Payment of Rental Subsidies Development of Independent Living Plans (ILPs) Completion of Self-Sufficiency Matrix 1:1 Case Management Economic Self Sufficiency Support, especially Education, Employment, Financial Management Provision of Hands-on Learning Opportunities Identification/Referral to Needed Community Services Monitoring of Progress Quarterly Logic Model Updates to YVCOG	Youth aged 18-24 (per documented Eligibility Requirements)	1. Additional budgeted staff will be hired 2. At least 2 youth will be enrolled each month per direct service staff (until capacity is met) 3. At least 70% of program youth established in housing will maintain bimonthly increase in rent payment as established by graduated subsidy model.	1. HR Documentation 2. YAHP Database/HMIS 3. Youth Program Files
At 12 months	Staff/expertise Time Grant funds Materials Coordination Partner Resources Technology (HMIS)	Community/Youth Outreach Eligible Youth Identification/ Recruitment Youth Intake/ Orientation Documentation of Eligibility/ Services	Youth aged 18-24 (per documented Eligibility Requirements)	1. At least 2 youth will be enrolled each month per direct service staff (until capacity is met) 2. At least 70% of program youth	1. YAHP Database/HMIS 2. Youth Program Files 3. Self-Sufficiency Matrix/ HMIS Report (attached as "Other" document) 4. HMIS Housing

| Evaluation | HMIS Data Entry Support in Obtaining Safe/ Secure Housing Payment of Rental Subsidies Development of Independent Living Plans (ILPs) Completion of Self-Sufficiency Matrix 1:1 Case Management Economic Self Sufficiency Support, especially Education, Employment, Financial Management Provision of Hands-on Learning Opportunities Identification/Referral to Needed Community Services Monitoring of Progress Quarterly Logic Model Updates to YVCOG Final Report to YVCOG | | established in housing will maintain bimonthly increase in rent payment as established by graduated subsidy model. 3. At least 70% of program youth will increase self-sufficiency at yearly update and/or exit. 4. At least 70% of program youth will move to more permanent housing situations. | Status Report/ YAHP Database |

Documents

Documents Requested *	Required?	Attached Documents *
Commitment letters for all leveraged funds/Letters of Support	✔	Commerce.YAHP Contract YVC Letter of Support People for People Letter of Support Rod's House Letter of Support OIC Letter of Support
Verification and Signature download template	✔	Verification Letter
Project Map/Program Service Area		
For Non-Profits: IRS Form 990	✔	Form 990
For Non-Profits: Board Documentation (List of Board Members, Charter, ByLaws)	✔	Group Ruling Catholic Directory Trustees Roster Articles of Incorporation 2nd amendment Articles of Incorporation 3rd Amendment ByLaws
For Non-Profits: 501(c)3 Tax Exempt Letter	✔	Tax Exempt Letter
General Liability Insurance Certificate	✔	Liability Cert
Agency's Audit Report for the most recent Fiscal Year	✔	Audit
Purchase or Option Agreement (if applicable)		
Uniform Relocation Act (URA) compliance		

Documentation (if applicable)	
Project Management Capacity Documentation (if applicable)	Program Lead Job Description
	Program Lead Resume
	Case Manager Job Description
	Case Mananger Resume
	Program Director Resume
	Program Director Job Description
Environmental Review Checklist and Other Information/Documentation (if applicable/available) download template	
Other (Photos, program brochure, etc.)	Participant File Checklist
	Verification of Household Eligibility & Income Recertification
	Self Sufficiency Matrix
	YAHP Yakima News article

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