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YV Conference of Governments
Housing and Homeless Program

YVCOG Homeless Programs Revised 3-15-2017

4/30/2017 deadline

Yakima Valley Farm Workers Clinic DBA Northwest Community Action Center Northwest Community Action Rental Assistance/Rapid Rehousing

\$ 353,684.00 Requested

Submitted: 4/28/2017 6:48:27 PM (Pacific)

Project Contact

Janice Gonzales
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Tel: 509-865-7630

Additional Contacts

n/a

**Yakima Valley Farm Workers
Clinic DBA Northwest
Community Action Center**

706 Rentschler Lane
same as above
Toppenish, WA 98948

Emergency Services Manager

Janice Gonzales
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EIN 91-1019392

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: Private non profit corporation

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.

Monday thru Friday 8 am to 5 pm and extended hours as needed

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.

706 Rentschler Lane, Toppenish, WA 98948

Two experienced homeless services case managers will provide Rental Assistance and Rapid Rehousing services to quickly move households from homelessness into permanent housing by providing temporary rent subsidies and housing-focused case management. A wide array of services will be provided to homeless households to alleviate barriers to housing stability that include: assessment, housing stability plan development, case management, landlord outreach, housing search, housing inspections, client advocacy, landlord liaison and mitigation services, temporary shelter, other direct service provision and/or referral to services as necessary. In addition NCAC will continue to participate in the designated Coordinated Entry, Assessment and Referral System to match households with the most appropriate services. NCAC will work directly with the many for-profit landlords, with whom NCAC has developed a relationship over the years, to identify suitable permanent housing for the household and facilitate housing placements. NCAC will also work closely with its other partners in the county currently providing affordable housing options. Finally, NCAC will leverage other resources and services available in NCAC including energy assistance, employment and training, and education services to maximize program service availability.

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)

This project will address issues associated with homelessness in Yakima County so that homelessness is brief and rare. Our service delivery, although available to homeless throughout the county, will focus on the service area south of Union Gap with specific emphasis on rehousing the homeless near or around Wapato, Toppenish, White Swan, Zillah, Granger, Sunnyside, Grandview and surrounding area.

Goal 1: Utilize a Coordinated Entry, Assessment and Referral System

Northwest Community Action Center will serve as a primary access point for the "Coordinated Entry, and Assessment and Referral System". Each potential client will be assessed utilizing the designated universal assessment tool, Service Prioritization Decision Assistance Tool (SPDAT) to identify those most in need of services and match clients with appropriate services.

Goal 4: Create additional Rapid Re-Housing options to provide a transition from homeless shelter to more permanent housing.

Northwest Community Action Center has extensive experience providing homeless prevention and re-housing services. Since its inception in 1982, Northwest Community Action Center (NCAC) has been providing families, individuals and youth with a range of educational, social and human services. With experienced staff and an extensive array of service options, NCAC is equipped with the resources, experience and expertise to successfully move clients rapidly from homelessness to stably housed. As a long-term provider, NCAC has developed relationships with several landlords that have demonstrated a willingness to work with us to provide safe, permanent housing for families and individuals experiencing homelessness. NCAC will continue to work to develop these relationships and expand affordable housing options for the homeless in Yakima County. Further, we will capitalize on the over 200 relationships developed with other service providers in the area to ensure successful transition from homelessness.

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

Yes

No

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

A minimum of thirty homeless families with children and four chronically homeless individuals will be placed in permanent stable housing. In addition, NCAC will maintain a minimum of 15 rental assistance Housing and Essential Needs (HEN) clients per month each month throughout the contract period.

One of the first priorities of this project will be to move unsheltered households from their current housing situation to sheltered. To accomplish this, NCAC may first attempt to employ diversion strategies. As such, family and friends may be engaged to provide housing. If it is determined that diversion can provide a safe and appropriate temporary living environment for the homeless family or individual, this option will be used. In other situations, existing shelter resources or hotel/motel vouchers may prove to be the best solution to deal with a housing crisis. The specific strategy used will be determined on a case by case basis that will lead to the most effective path to shelter. Once the stress of being unsheltered is removed, the household can more readily concentrate on those steps necessary to gain permanent housing.

The use of the designated Coordinated Entry, Assessment and Referral System is an important step in the process. Coordinated entry is intended to match households with the most appropriate services and prioritize service need so that those most in need receive services first. Therefore, each client will be input into and assessed through the Coordinated Entry, Assessment and Referral System.

Once service need and availability is determined, a wide array of other services will be available to homeless households to alleviate barriers to housing stability that include: assessment, housing stability/self-sufficiency plan development, case management, landlord outreach, housing search, housing inspections, client advocacy, landlord liaison and mitigation/support services other direct service provision and/or referral to other services as necessary. The Homeless Management Information System (HMIS) will be used to record all services and outcomes relative to each homeless household.

Among the services available to the client, housing stability/self-sufficiency planning is a critical next step. This plan is developed between the client and case manager and describes the specific steps necessary for the client to become permanently housed. Barrier removal is essential. Such areas as mental health, substance abuse, physical health or limitations, household income or other factors are all considered and addressed. Regular check-ins will be conducted with clientele to ensure appropriate plan progress and compliance or to identify the need to adjust plan to improve client success. Case management and other services will then focus on accomplishing the planned objectives to support and promote the desired outcome of permanent and stable housing.

Recognizing that many of our potential clientele may have significant obstacles to finding permanent housing, case management, client advocacy, landlord outreach, and landlord support services are critical. Bad credit, past evictions, and criminal records, and/or lack of income often times make clients less appealing to perspective landlords. These issues may be formidable challenges to overcome for the client to be accepted as a tenant.

NCAC will advocate for the client and as necessary offer special incentives to landlords to encourage them to accept homeless households. Larger deposits, first and last month rent at move in as well limited damage repair coverage may be provided as allowable to induce landlords to accept clientele.

Sometimes case management alone can be an excellent selling point for landlords. NCAC will mediate issues with between the tenant and landlord to help the tenant be a better renter while at the same time, avert potential costly evictions procedures by a landlord. In other words, NCAC will provide both advocacy for the homeless and support for the landlord.

In accordance the funding requirements, each potential housing unit will be inspected to ensure a safe and healthy living environment. NCAC staff will work with landlords to help identify repairs as necessary.

NCAC has developed many relationships with private for-profit landlords over the years and will use these connections to identify suitable permanent housing and facilitate housing placements for the project clientele. NCAC will also work closely with its other partners in the county currently providing affordable housing options.

Homeless prevention rental assistance will be provided to HEN clients at risk of becoming homeless. As well, formerly homeless clientele that enrolled in a rapid rehousing program in last 12 months became stably housed, but now find themselves at risk of losing housing, will also be provided prevention services as needed and as funding is available.

This proposal includes the provision of ESG, CHG, 2163, and HEN services. NCAC is experienced operating these programs and will ensure that activities conducted under this grant will comply with all programmatic requirements. It is important to note that CHG funds will be dedicated largely to rent payments to for profit landlords so that, as a whole, no less than 36% of total CHG resources are paid directly to for profit landlords.

Finally, NCAC will leverage other resources and services available at NCAC including hotel/motel vouchers energy assistance, other emergency services, employment and training, and education services to maximize program service availability.

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

NCAC's Rental Assistance Rapid Rehousing Program incorporates the values of housing first into its service delivery strategy. Both the YVCOG 5 Year Plan and the State of Washington Homeless Housing Strategic Plan promote the adoption of a housing first model. In addition, over the course of the last year NCAC participated in a 100 day challenge to achieve net zero homelessness. One of the primary emphasis of the project was to move unsheltered families to housing. Of the 14 families housed by all providers participating in this county-wide project NCAC housed ten.

The coordinated entry system that has been mandated by the state, was first a best practice before it became a requirement. We recognize the value of a unified assessment and referral system and will actively engage in complying with this mandate and participating in work groups to continuously improve the system and program outcomes.

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)

The specific target populations will include homeless families with children, chronically homeless individuals, and Housing and Essential Needs (HEN) eligible persons. The primary strategy of this program will incorporate housing first core values- that a person should be housed in safe housing as a primary tool after which services and support will be offered and provided through collaboration and cooperation with service and support providers. We plan to stably house a minimum of 30 homeless families with children and 4 chronically homeless in total, as well as an average of 15 Housing and Essential Needs (HEN) clients per month.

NCAC will provide temporary rent subsidies and housing-focused case management. As well, a wide array of services will be available to homeless households to alleviate barriers to housing stability that include: assessment, housing stability plan development, case management, landlord outreach, housing search, housing inspections, client advocacy, landlord liaison and mitigation services, temporary shelter, other direct service provision and/or referral to other services as necessary. In addition, NCAC will continue to participate in the designated Coordinated Entry, Assessment and Referral System to match households with the most appropriate services. NCAC will work directly with the many for-profit landlords, with whom NCAC has developed a relationship over the years, to identify suitable permanent housing for the household and facilitate housing placements. NCAC will also work closely with its other partners in the county currently providing affordable housing options. Finally, NCAC will leverage other resources and services available in the Center including energy assistance, employment and training, and education services to maximize program service availability.

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

Our multi-faceted outreach plan will target three primary groups: 1) the homeless, 2) for profit and non profit landlords, and 3) other service providers.

In respect to outreach to the homeless, one of the obvious outreach opportunities is the annual Point in Time/Project Homeless Connect Events. Northwest Community Action Center has been a participant in these activities for the past eight years. NCAC will continue to participate throughout the county as well as serve as a primary sponsor of the Toppenish Food Bank event. As an experienced provider of services to the homeless, NCAC is familiar with the locations that the homeless frequent and will make continued efforts to contact the homeless where they are. In addition, we will work closely with other service agencies, law enforcement, and religious or other philanthropic organizations to identify opportunities for outreach throughout the year.

We have developed multiple working relationships with both for-profit and non profit landlords. We will continue to reach out to these entities and work to expand the list of participating landlords through presentations to and/or participation in landlord associations, city and county meetings, and other professional and service related organizations. We also contact landlords directly to help the homeless identify suitable housing and keep communications open with the landlords to enable our staff to mediate issues early before those issues jeopardize a clients housing or our relationship with landlords.

Finally, coordination and collaboration with other service agencies are critical to the success of our program. As such, we will continue to work closely with any and all homeless service providers as well as other support agencies to maximize service access and availability to our clientele. As well, NCAC will continue to serve as the lead organization for the Mid-Valley Provider Consortia, a group of organizations providing a variety of services to our community throughout Yakima County. In addition, NCAC will maintain participation in such groups as the Homeless Policy and Planning Committee (HPPC), the Homeless Network of Yakima County (HNYC) , the Lower Valley Homeless Network, and the 701 Group, all dedicated to ending homelessness in Yakima County.

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

Although we do intend to provide services from alternate locations as needed, our primary service location will be at Northwest Community Action Center, 706 Rentschler Lane, Toppenish, WA 98948.

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

Northwest Community Action Center, a division of Yakima Valley Farm Workers Clinic, conducts services in an accessible facility. This organization has the capacity to accommodate persons with disabilities and provide individual accommodations to meet specific person's or household's need. We are compliant with all local, state, and federal rules and regulations associated with accessibility for persons with disabilities or who have special needs. Staff receive regular training regarding providing services to persons with disabilities or who have special needs and our compliance officer ensures that we have the tools, training and resources to provide quality services to all.

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.

Misael Maldonado, Case Manager, Mariana Ambriz-Torres, Case Manager, Janice Gonzales, Emergency Services Manager (Resumes Attached)

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.

Northwest Community Action Center will continue to coordinate and collaborate services with such organizations as

Yakima Neighborhood Health, Triumph Treatment, YWCA, Catholic Families, Next-Step Housing, Transform Yakima Together, Noah's Ark, Lower Valley Crisis Center, Union Gospel Mission and others as necessary to successfully shepherd project participants from homelessness to housing stability.

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)

NCAC, a division of Yakima Valley Farm Workers Clinic, has formal policies and procedures along with the experience to assure proper use and safeguarding of public funds. In addition, our organization conducts a single annual audit of all operations.

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.

No see most recent completed audit.

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.

Northwest Community Action Center is a division of Yakima Valley Farm Workers Clinic. Yakima Valley Farmworkers Clinic is one of the largest Community Health Clinics in the nation with services provided in 33 locations throughout Washington and Oregon. There are no specific financial challenges facing this organization. See Form 990 for further detail.

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

Financial transactions are coordinated through the accounting department headed by the Chief Financial officer, Pete Toop, and Vice President of Finances, Christy Bracewell, and supervised by our Senior Accounting Manager, Grace Almaguer. All lead staff mentioned, are Certified Public Accountants with a minimum of ten years of accounting experience working specifically with public funds.

Individual fund ledgers are established for each separate fund source to track expenditures by grant in relation to budgetary restrictions. Billings are also completed and reviewed by the accounting department for accuracy and completeness.

The contract manager reviews and approves all financial transactions submitted by case managers for accuracy and program compliance before submitting transaction for payment to the accounting department. There is a minimum of three individuals involved in the approval and payment of any and all program expenditures to provide for an adequate separation of duties.

Formal accounting and fiscal management systems are in place to safeguard funds and ensure appropriate use of and all funds flowing through the corporation. A computerized system records, pays, tracks, summarizes and reports all financial transactions. Supporting documents are maintained to provide a paper trail of all transactions as dictated by programmatic document retention standards and/or established internal standards, whichever is greater.

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)

Currently approximately \$50,000 per year of our internal funds are used to provide emergency hotel/motel vouchers to CHG, ESG and HEN clientele. These funds permit us to preserve the limited rent payment resources in the aforementioned projects for direct payments to landlords. Likewise, Emergency Winter Weather Hotel Motel, and FEMA hotel motel vouchers could no longer be issued by our organization without requested staff to administer the funds.

Northwest Community Action Center is a primary point of access for the coordinated entry system, we would not

continue in that role if funds were not authorized to do so.

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

Each program funding source has slightly different eligibility criteria. As a long-term provider, our skilled case managers are very familiar with the eligibility criteria and unique nuances associated with each program including CHG, ESG and HEN.

A coordinated entry assessment is conducted for all potential clients to match individuals and households with appropriate services.

The subsequent step in the eligibility determination for CHG or ESG is to verify homelessness. While the optimum verification would be a statement from a shelter, agency, or other homeless service provider, we also may use a third party verification of homelessness, or as a last resort a client's self-declaration.

We then verify household income to determine current capacity to participate in housing expense and or eligibility for specific programs. The Benefit Verification System (BVS), a Department of Social and Health Services benefit tracking system has proven to be an excellent source to verify income as well as other client eligibility information when a client does not have documents in hand. The BVS coupled with a client self-declaration of income may also be required.

Another step in the eligibility process is identifying all household members. Original identification forms for each household member is the preferred choice, but if the client does not have that in his/her possession, frequently other agencies such as Department and Social Health Services or Yakama Nation have been excellent alternative sources of identification. We will work with the client to obtain identification after enrollment in the program as a lack of such can be a barrier to employment, housing, and accessing other benefits needed to support the household from homelessness to housing stability.

In the case of HEN program document, we have access to the DSHS Benefit Verification System by which eligibility is determined. The level of service is based on individual housing situation, at risk of becoming homeless or literally homeless. If a HEN client is not homeless or in danger of becoming homeless, he or she may only be provided with essential needs in the form of hygiene supplies, bus passes or other supportive services.

Client information is input into the Homeless Management System (HMIS) Completed eligibility forms and supporting documents are maintained in the individual or household case file and reviewed and updated at predetermined intervals as dictated by the specific program requirements.

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:

Select all that apply.

- Tenant Based Rental Assistance (TBRA)
- Rapid Re-Housing
- Regular Rent Assistance

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 do not plan to provide overnight shelter, but rather to facilitate the placement of homeless individuals into permanent housing. Over the course of the time that a family or individual participates in the program, however, diversion activities and or use of existing homeless shelters and/or hotel motel vouchers will be used to move those unsheltered to sheltered as quickly as possible.

Budget

CAPITAL IMPROVEMENT PROJECT BUDGET	Responsible Parties, Methods	This Request	Other Federal	State/Local	Private or Other	TOTAL
Amount Requested						\$ 0.00
Federal						\$ 0.00
State						\$ 0.00
County						\$ 0.00
Local/City						\$ 0.00
In-kind						\$ 0.00
Private cash donations						\$ 0.00
Other:						\$ 0.00
Other:						\$ 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		\$ 109,649.00			
Project Manager/Consultants					
Rent/Mortgage		\$ 0.00			
Insurance					
Operating Supplies (phone, printing/copying, etc.)		\$ 1,800.00			
Facilities		\$ 0.00			
Equipment		\$ 1,800.00			
Transportation		\$ 4,500.00			
Utilities		\$ 1,200.00			
Rental Assistance		\$ 198,060.00			
Services		\$ 12,000.00			
Other:Administration/indirect		\$ 24,675.00			

Other:					
Other:					
Other:					
Total		\$ 0.00	\$ 353,684.00	\$ 0.00	\$ 0.00

Budget Narrative

"Personnel Costs" include salaries and benefits for two highly experienced Case Managers along with not more than .10 full time equivalent (FTE) of a staff person engaged in data collection and reporting necessary to facilitate efficient and effective program operations. These personnel funds will also enable NCAC to continue to participate in the Coordinated Entry System and serve as a mid-valley coordinated entry access point. In addition, this staffing will be critical to our future participation in emergency winter hotel/motel services.

"Operating Supplies", "Equipment", and "Utilities" are directly associated with costs necessary to support personnel engaged in the delivery of direct services to clients. Transportation costs will include travel reimbursement for outreach to clientele and landlords, as well as attendance in training, meetings, and the annual conference. Rental assistance includes direct payments to landlords for rehousing for ESG/CHG clientele and utility and rental payments for HEN clientele. Rental assistance payment estimates include the assumption that 100% of CHG rental payments will be issued to for-profit landlords. Costs estimates for rental assistance are based on 30 Families becoming stably housed at an average rental assistance cost of \$2,200 per household, 4 (four) chronically homeless individuals housed at an average rental cost of 8,640 per household and an average of 15 HEN clients served per month at a monthly rental assistance cost of 542 per month per client . Resources requested under "Services" are direct services dollars used to cover hygiene items, bus passes or other essential needs for HEN clientele. Cost estimate includes 20 Housing and Essential needs (HEN) clients who are receiving rental assistance or Essential needs only on a monthly basis throughout the contract period at an average cost of \$50 per client per month.

Logic Models

ALL OTHER PROGRAM TYPES LOGIC MODEL

PROGRAM PLAN, Program 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	Experienced Case Managers Linkages with landlords Existing Homeless Families and Individuals	Housing Stability plans, Housing Search, Homeless outreach, Landlord Outreach, rapid rehousing, Case management, rental assistance. support services, landlord mediation, and follow up, coordination with and referral to other appropriate services within the area, coordinated entry	Homeless Families with Children including TANF, Chronic homeless, HEN Clientele	Serve a total of 15 HEN, 4 Chronically homeless, and 30 homeless families with children move from unsheltered to sheltered or are placed in permanent housing	Still sheltered or in housing after 3 months, six months, 12 months. Families increase sufficient to pay 100% of rent at 3 months as reported in case files and HMIS
At 12 months	Experienced Case	Experienced Case Managers	Homeless Families with	of those served a total of 20 HEN	Still in housing after 3 months, six months,

Managers Linkages with landlords resources, Existing Homeless Families and Individuals	Housing Stability plans, Housing Search, Homeless outreach, Landlord Outreach, rapid rehousing, Case management, rental assistance, follow up, landlord mediation, coordination with and referral to other appropriate services, coordinated entry.	Children including TANF, Chronic homeless, HEN Clientele	clients 4 chronically homeless and 30 families placed in permanent housing.(this is total for year)	12 months. Families increase income sufficient to pay 100% of rent at 3 months as reported in case files and HMIS
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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					

Documents

Documents Requested *

Required? Attached Documents *

Commitment letters for all leveraged funds/Letters of Support



[Letters support](#)

[Next Step Housing Letter of Support](#)

[Lower Valley Crisis Letter of Support](#)

[Neighborhood Health Letters of Support](#)

[YWCA Letter of Support](#)

[PFP Letter of Support](#)

[Letter of Support Catholic Charities](#)

Verification and Signature



[Verification and signature](#)

[download template](#)

Project Map/Program Service Area

For Non-Profits: IRS Form 990



[Form 990](#)

For Non-Profits: Board Documentation (List of Board Members, Charter, ByLaws)



[Board By laws](#)

[List of Board Members](#)

For Non-Profits: 501(c)3 Tax Exempt Letter



[501\(c\)3 Tax Exempt Letter](#)

General Liability Insurance Certificate



[Liability Insurance Certificate](#)

Agency's Audit Report for the most recent Fiscal Year



[Agency's Audit Report](#)

Purchase or Option Agreement (if applicable)

Uniform Relocation Act (URA) compliance Documentation (if applicable)

Project Management Capacity Documentation (if applicable)

[Resume of Mariana Ambriz](#)

[Resume of Misael Maldonado](#)

[Resume of Janice Gonzales](#)

Environmental Review Checklist and Other Information/Documentation (if applicable/available)

[download template](#)

Other (Photos, program brochure, etc.)

** ZoomGrants™ is not responsible for the content of uploaded documents.*

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