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YV Conference of Governments  
Housing and Homeless Program

## YVCOG Homeless Programs Revised 3-15-2017

4/30/2017 deadline

### Homeless Youth Workgroup of Yakima County d.b.a. Rod's House Rod's House Resource Center

**\$ 54,000.00** Requested

Submitted: 4/30/2017 12:00:05 AM (Pacific)

#### Project Contact

Joshua Jackson

[joshua@rodshouse.org](mailto:joshua@rodshouse.org)

Tel: 509-895-2665

#### Additional Contacts

*none entered*

#### Homeless Youth Workgroup of Yakima County d.b.a. Rod's House

204 S Naches Ave  
Yakima, WA 98901

#### Executive Director

Joshua Jackson

[joshua@rodshouse.org](mailto:joshua@rodshouse.org)

Telephone 509-895-2665

Fax NA

Web [www.rodshouse.org](http://www.rodshouse.org)

EIN 36-4659738

## 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.*

The Rod's House resource center is open from 10am-6pm Monday-Friday and plans to expand hours to include Saturdays and most holidays.

## PROJECT/PROGRAM DESCRIPTION, SERVICES & POPULATION SERVED

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

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

The Rod's House resource center is located at 204 S Naches Ave. in Yakima. All services are free. These services include: hot meals, food pantry, clothing room, hygiene supplies, access to showers and laundry, access to computers and internet, access to a stable mailing address and phone number, case management and referrals to for services not provided by Rod's House, job coaching and support with growing skills needed to maintain employment.

Rod's House routinely offers on-site visits from other agencies including health providers, mental health practitioners, legal services, and other youth focused organizations.

Beyond providing services, the resource center offers an environment where youth experiencing homelessness can safely connect with their peers. Youth often describe Rod's House as their "first real home." When a youth drops in, staff and volunteers strive to welcome youth with a smile and warm greeting and to build trusting, positive and healthy relationships with youth. As we continue to visit with you individually and through focus groups we've learned that youth are also interested in classes like basic life skills and cooking/nutrition and would like us to schedule more activities like art and day trips/excursions in and around Yakima.

### 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)

Rod's House was established for homeless youth and is the only organization in Yakima that focuses solely on this population's immediate needs. We don't cap the number of youth who can be served, which is crucial with limited housing options available. While we don't provide direct support for housing, we work closely with providers who offer young adult housing. We've learned youth who are successful in these housing programs typically no longer need our resource center services; however, the higher risk/need homeless youth are not typically successful and continue to rely on Rod's House for survival. These programs are also in high demand with long wait lists.

Expanding our resource center services will ensure these high-need/risk youth have a place to receive immediate support and help with connecting to health, behavioral/mental health and drug treatment providers. We offer case management, education support and jobs coaching to each youth, though in the last year the volume of need has greatly stretched our capacity. Our hope is to provide a supportive environment that allows youth to grow and develop the skills needed to navigate life successfully.

The number of homeless youth continues to grow and experiences of homelessness create hurdles for young people to integrate into the community. In 2016, the Yakima County school districts reported a combined total of 2,614 students registered as homeless. While the districts do their best to support these students, homeless students are much more likely to drop out than peers. OSPI reported across the state, "...for the Class of 2016, 53.4 percent of homeless students graduated." If this trend is consistent for Yakima, more than 1,000 students experiencing homelessness will not graduate, placing them further behind the curve. Rod's House has witnessed a growth trend in need.

2013: 204 individuals & 3,918 visits

2014: 255 individuals & 3,922 visits

2015: 209 individuals & 3,498 visits

2016: 309 individuals & 4,387 visits

1/1/17-4/25/17: 249 individuals & 2,011 visits

In alignment with the 5 year plan, we serve several of the priority populations. Many youth are unaccompanied. Many are chronically homeless (even as teens or young adults). Many youth served are homeless with their; while we do not support parents of homeless youth directly, we do all we can to make sure the youth stay with family when appropriate. Also, many homeless youth in our community are becoming parents themselves.

This proposal will ensure we meet expectations for Coordinated Entry (goal 1), support youth referrals to permanent supportive housing options (goal 5), improve on obtaining data for HMIS (goal 6), help prevent youth/family homelessness by supporting youth imminently at risk of becoming homeless (goal 7), expand our work with the business and faith communities to serve homeless youth (goal 8), and better serve homeless youth (goal 9) through and expanded resource program and outreach efforts.

**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)**

1. Help more youth, more often. Open the resource center more frequently and longer to allow youth more flexibility to visit on their convenience and to allow those who have challenges being around large numbers of people (sometimes as many as 30-40 youth in our downstairs) a quieter environment. We anticipate this would include opening every Saturday, on most major holidays, and expanded "open hours."
2. Continue to: provide a low barrier entry to support a wide spectrum of youth, provide a positive and healthy environment to build trust with youth, to offer case management and support navigating community resources, support education and career development, help teach young people how to navigate basic life skills, and provide support for basic survival needs.
3. Fund one half of our case manager position and ensure continuity with our case manager position. Our current case manager has been with Rod's House for just over a year and has been instrumental in our ability to serve more youth (a 40% increase during this time period). She connects with youth during street and school outreach, is the first person to complete an intake assessment, and helps connect youth with services in the resource center, with other Rod's House programs, or with resources/services available through other locations.
4. Fund one third of our JVC Northwest volunteer placement. The Rod's House JV, stationed at our front door entry desk, provides a warm welcome to all youth who visit Rod's House and all community members who visit to work with youth or donate supplies, food, clothes, etc. Traditionally, the JV has managed all volunteers at the resource center including regular volunteers, community service volunteers, and workers placed by the People for People training programs. The JV has also been responsible for tracking our daily census, utilization of resources, and HMIS data entry. The JV's time should be at least 50% direct interaction with youth and 20% outreach; however, increased demand has prevented the JV from becoming involved in outreach. Last fall we were at jeopardy at losing our JV placement because the duties performed did no match the job description. We've adjusted, but are not fulfilling all expectations around reporting in HMIS and can greatly improve our capacity to leverage volunteers' time to operate the resource center.
5. As proposed, fund a full-time Operations/Volunteer Coordinator. This position will ensure continuity of all basic resource center operations and volunteer management. Since the JV volunteers have traditionally performed these duties, but are only placed for 11-12 months there is a tremendous loss of institutional knowledge and relationships each year. A new JV faces a learning curve that includes a brand new community, a new organization and experience working with homeless youth and typically does not have much work or volunteer management experience.

A full-time O/V Coordinator position will allow our JV to focus on building relationships with youth, scheduling activities and programming events, conducting outreach at least 20% of the time, and hosting youth focus groups. More importantly, we'll have continuity in our volunteer management function and relationships that are crucial to a continued expansion of services. We anticipate this position will result in an additional 1,000 volunteer hours from July-December. Using standard volunteer value metrics, this translates into more than \$20,000 in donated time, or more than the funded value of the position for the same time period.

Additionally, HMIS usage and reporting requirements are becoming increasingly important, especially with the state

legislature considering bills to allow youth under 18 to share information without parental consent. This position will be responsible for tracking youth visits, resources utilized, and HMIS entry. Again, having a consistent POC for these functions will allow the O/V coordinator to train and manage a volunteer cadre in these areas.

6. Conduct more street, school and community outreach. As proposed, this program expansion and re-division of duties will create more time for the case manager, JV, and new volunteers to participate in outreach to share information and to provide services where they are physically needed. We recognize that there are homeless youth throughout the Yakima Valley and we want to ensure we can serve all homeless youth, not just those in and around the city of Yakima.

7. Continue strategic planning for needs unmet in our community. This funding will support our core operations and will free an undermined, but large, time commitment to find other funding sources. This will allow us to focus on planning for a growing need, more time for advocacy and more time to collaborate with community partners to maximize assistance for youth.

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

Youth drop-in centers are found across the country and have been successful meeting the needs of homeless youth.

The National Network for Youth states: "Drop-in centers offer immediate services to unaccompanied homeless youth, such as food, clothing, showers, laundry, bus tokens, and personal hygiene supplies. The 'low-barrier' type of community-based services drop-in centers offer are seen as a first step toward engaging homeless youth into more intensive services and reintegration. One study found that homeless youth are more likely to access a drop-in center (78%) than emergency shelter (40%)."

Many of these drop-in centers are specifically aimed at transition-aged youth and are more friendly and accepting to this population. Drop-in centers also provide counseling and other support services that allow youth to begin to address the issues that lead to their homelessness or that impact their daily functioning. One research study of a drop-in facility tracked 180 homeless youth who accessed comprehensive intervention and individual therapy from a Drop-in Center in Albuquerque, New Mexico. The research showed the youths' psychological distress and substance use significantly decreased, supporting a finding that substance abuse and mental health therapy models can be effectively integrated into Drop-in Centers."

Rod's House was established and designed specifically to meet the needs of homeless youth in our community. Since opening in 2009, services available have grown/improved with a youth-informed focus. Rather than assuming what youth need, we ask youth what they need immediately or in the future, and help them find the resource or achieve the goal.

While we do not receive funding from the State Office of Homeless Youth, our services, planning efforts, and collaboration with other organizations in the community align with OHY priority service areas:

Stable Housing - Every youth has a safe and healthy place to sleep at night.

Family Reconciliation - Families are reunited when safe and appropriate.

Permanent Connections - Youth have opportunities to establish positive, healthy relationships with adults.

Education and Employment - Youth have opportunities to advance in their education or training and obtain employment.

Social and Emotional Well-Being - Youth have access to behavioral and physical health care; services nurture each youth's individual strengths and abilities.

**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 Rod's House Works program is dedicated to serving youth ages 13-24. Many of the youth could be further defined by characteristics of other population groups including chemical dependency, mental illness, developmental, cognitive disabilities and physical disabilities. Youth who participate are also frequently among the chronically homeless, stemming from family homelessness or being homeless as an adolescent themselves. Youth who experience homelessness are especially vulnerable to criminal victimization, sexual exploitation, labor and sex trafficking or traumatic stress. Rod's House does not discriminate in providing services and focuses on strengths of participants who are in the program.

Rod's House anticipates serving 350 unduplicated youth through 4,800 cumulative visits in 2017. We're planning to support youth with at least 1,500 hours of one on one time through case management and jobs coaching activities. We've also recently updated our program output tracking to include tracking bags of clothes and food given to youth each day, shower and laundry usage, mail service, and appointments made with the case manager or job coach to better evaluate the services utilized during youth visits to Rod's House. We have implemented focus groups and will collect feedback from at least 60 youth to inform how we are doing, where we can improve as an organization and what is needed outside of our current services.

The Rod's House resource center program is designed to meet each youth's individual needs or to help connect the youth with other resources in the community to meet those needs. Every day we provide immediate, survival/physiological needs like food, clothing, and hygiene supplies. The resource center offers a physically and emotionally safe environment for youth to be off of the streets and also fosters a sense of community among our regular visitors. Many of these young people have struggled to foster positive, supportive relationships with peers and adults but improve in these areas after spending time at Rod's House. We validate each youth and are inclusive so that they can feel a sense of belonging when they visit. Over time, being part of Rod's House helps improve youth self-esteem and confidence which is crucial for youth exiting homelessness and becoming independent adults.

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

Throughout the year, Rod's House staff and volunteers go on street outreach to connect with individuals who are homeless where they are, to share information and provide basic resources like water, snacks, or items that help with the elements. Street outreach visits are around the downtown area, to the skate park, to the river, to the park, to organizations like the Space and other places youth may hang out or stay. We share flyers and information with all we encounter and ask that they share the information with youth who may need Rod's House services. As often as we can we join other organizations in street outreach so that we learn more about services available and can better answer questions or make referrals to anyone who may need assistance.

In the past year, we've made a concerted effort to visit high schools and middle schools in the valley to share information with students. While most of the students we encounter are not homeless, this approach has been successful in connecting students who are homeless or are at imminent risk of becoming homeless with Rod's House. School outreach is beginning to expand outside of the city of Yakima and we've seen a recent trend in youth coming to Rod's House via a ride on the People for People Connector bus.

Youth and young adults are frequently referred to us from YNHS, YouthBuild, the YWCA, the Union Gospel Mission. We've recently implemented youth focus groups and have learned that word of mouth referrals by homeless youth been a catalyst in the spike of demand for Rod's House services. We've also learned that the youth who visit Rod's House have peers who cannot find/afford transportation to make it to our drop-in center. With this in mind this proposal will help expand our street outreach capacity by redefining duties our case manager and Jesuit Volunteer currently fulfill to an Operations/Volunteer Coordinator, freeing the CM and JV to conduct more outreach and to include volunteers in outreach efforts. We're always happy to bring services to youth wherever they are physically in the Yakima Valley.

Many young adult who are homeless have recently exited systems like the justice system, child welfare care, and drug or alcohol treatment so we maintain relationships with organizations in those systems, too.

Finally, we plan to continue giving presentations in the community to groups who can help spread the word about Rod's House services and will maintain an active presence on social media. We've found that the vast majority of youth have Facebook accounts so we've created a Rod's House youth-only (administered and monitored by staff) Facebook page for us to keep in touch with youth even when they cannot physically be at Rod's House.

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

Rod's House Works is located at our drop-in resource center. This is helpful for clients who can access immediate needs services like food, clothes, laundry and showers and, computers. We can provide services where clients are as needed.

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

According to the National Child Traumatic Stress Network homeless youth have significant mental health problems, including depression, anxiety disorders, post-traumatic stress disorder (PTSD), suicidal ideation, and substance abuse disorders. Most of these youth experienced potentially traumatic events before they left home, and many of them are retraumatized once they arrive on the street. These youth struggle to recover from both previous and new traumatic

experiences while trying to survive in a hostile street environment. Consequences for this trauma include substance abuse, engaging in survival sex, unexpected parenthood, absence of independent skills, poor decision making, and low educational attainment. Additionally, the NCTSN recognizes trauma impairs brain development:

- "abuse and neglect have profound influences on brain development. The more prolonged the abuse or neglect, the more likely it is that permanent brain damage will occur. Not only are people with developmental disabilities more likely to be exposed to trauma, but exposure to trauma makes developmental delays more likely.

- "The developing brain is exquisitely sensitive to stress." Persistent states of fear in children impair their capacity to benefit from cognitive, social, and emotional experiences

- "Exposure to trauma can modify the child's ability to access different levels of brain functioning, resulting in changes in their perception of time, cognitive style, affective tone, ability to develop solutions to problems, and ability to respond to and understand rules, regulations, and laws

Rod's House welcomes all youth experiencing homelessness into this program and is committed to equity in service delivery. We do not have an upper limit on numbers of youth we can serve at our resource center; however, our case managers and job coaches all work with dozens of youth. We are a low barrier provider and offer services with no strings attached. We offer a non-judgmental environment, empower youth to make decisions, and do not give up on them. Some youth from our early days will still drop by to say hello and to share updates from their lives.

Some youth behaviors require that we temporarily direct a youth to leave for a period of time, but all are welcomed back warmly. Focusing on immediate needs allows us to build trusting relationships making the case management and jobs coaching processes more successful. We focus on building upon youth's strengths while also teaching them how to navigate social systems. We also recognize when youth have needs beyond our scope of training and experience and daily refer youth to appropriate, youth friendly providers in our community. We celebrate small steps and progress along the process. We've recently revitalized our training process and are dedicated to ensuring our staff and volunteers receive training in trauma informed care.

The Rod's House resource center is accessible for individuals with physical disabilities. When an individual's disability presents challenges that we are not familiar with or when additional support is needed we work closely connecting clients to Yakima Specialties and Entrust Community Services since these organizations specialize in working with people with disabilities.

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

- Yes
- No
- Not Applicable - Capital Improvement Project

**PERSONNEL & MONITORING**

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**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.*

Provide service: Jesuit Volunteer-Resource Program Coordinator: new placement in July 17 Case Manager Monica Lopez.  
Supervise/Reporting: Executive Director Joshua Jackson

**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.*

As a de facto entry point for homeless youth, it is crucial for Rod's House to collaborate to serve youth. The list below are reflect partners we've worked with recently/frequently; however, it is not close to all-inclusive.

We're an active participant of the Homeless Network of Yakima County and the HPPC to ensure that youth needs are represented in our community. Improved support and coordination is necessary to meet the needs of homeless youth.

- Yakima Neighborhood Health Services: close working relationship with The Depot for young adults including the

emergency winter shelter needs of young adults and referrals to Depot housing programs. Refer LGBTQ youth identified during outreach or at the resource center to The Space.

- Union Gospel Mission: refer clients to UGM for assistance with immediate needs and shelter for those 18 and up. Refer youth to programs at the Madison House.
- Catholic Family & Child Service: refer youth to the young adult housing program
- Team Child: refer youth for assistance with civil legal needs including support with sealing juvenile records
- ESD 105 often provides training to our staff and volunteers and supports at-risk youth with education plans
- Henry Beauchamp Community Center and YPAL: refer youth for activities
- WorkSource Yakima and OIC of Washington: refer youth and youth adults seeking employment. Actively refer to the YouthBuild program.
- Comprehensive Healthcare: referrals for youth who need counseling and for youth who have been crime victims
- Triumph Treatment Services and Merit Resource Services: refer youth who are ready substance addiction treatment
- Health District visits to provide free STD testing
- Refer youth to Yakima Pediatrics new teen clinic
- NW Harvest provides food
- Work with dozens of meal partners: local businesses, churches, and volunteer groups provide a hot meal for youth each day we are open
- Yakima School District middle and high school campuses: Outreach in the schools has been instrumental in serving the growing number of homeless youth
- Youth Suicide Prevention Group: homeless youth are over-represented in youth suicide stats; this partnership helps us remain aware of youth needs and resources in the community for those considering suicide
- JVC Northwest: Our JV placement is a fundamental part of our resource center operations
- People for People connects us with placements in their job training programs
- Local service groups including Rotary/Rotaract, Zonta, Junior League, etc. have been regular supporters of our meal partner program, have coordinated donations of food and supplies, and have helped with projects. Can't list all because of character limits, but these are all very much appreciated.
- Dozens of local businesses and churches and hundreds of individuals support with regular food and supply donations, volunteers, and financial support.

## **FISCAL MANAGEMENT**

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**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)**

All finances are monitored at least monthly. We've recently updated our policies for credit card, petty cash and gift card usage to ensure separation of duties for financial functions.

**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.*

Our finance committee includes two community volunteers experienced in nonprofit finance who are also CPAs. Recent revisions to credit card, petty cash, and gift card policies stemmed from identification of lack of internal controls.

**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.*

Rod's House is fortunate to have the support of the greater Yakima community and is currently operating with a board designated reserve that could cover at least 3-6 months of expenses. We receive regular donations by individuals, churches and small businesses, but our annual fundraiser brings most our private operating revenue. We've changed the date of this fundraiser to October 13, 2017 and are optimistic that we'll see a strong show of support from the community; however, until the event actually occurs the revenue is only a target and since we've moved the event from spring to fall are unsure of the financial impact.

All Rod's House board members are engaged as advocates of our organization and all participate in fundraising efforts. The executive director, with support of the board, submits grant applications, managing grants and contracts and participates in fundraising efforts.

While our financial position is stable, our direct services staff compensation and benefits lag slightly behind industry averages and will be an issue with the growth in the state minimum wage each year. We've recently made the commitment to provide group health coverage benefits to our employees, which we hope will be helpful for retention; however, the cost is brand new for us to cover as an organization. We recognize that the relationships and trust built between youth and Rod's House staff and volunteers are paramount to individual and program long-term success so we are committed to reducing turnover as much as possible.

We're in the early process of revising our strategic plan for operations and fundraising to align with youth need and with other services in our community. There is an obvious lack of resources for all of the community's homeless, but that gap is even greater for homeless youth, so it is imperative this continues to happen collaboratively within our community.

Our organization has explored several options for how to provide overnight housing (outside of overnight services available at the CRC at Ohana Crisis Center, which is going through the re-licensing process) and while service delivery models may work in the community, the funding structure has never been successfully identified.

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

Rod's House has an active board finance committee with participation of the executive director, treasurer, board member at large, bookkeeper, and two independent community volunteers who are CPAs. Our part-time bookkeeper has been with Rod's House for several years, and follows standard accrual accounting procedures using Quickbooks. We bank with Solarity and all checks over \$1,000 require more than one signature.

All expenses, including time, are submitted at least monthly and are approved by a next level supervisor. Our bookkeeper shares the financials monthly for review by the finance committee and approval by the Treasurer. Documents reviewed monthly include: P&L statement and P&L by class, balance sheet, donor contribution summary, restricted funds summary, bank checks issued, and bank deposit detail. The financials are provided to the board of directors for final review at monthly board meetings.

One of our community volunteers that participates on the finance committee files the annual 990 with approval by the Treasurer.

The Rod's House bookkeeper uses QuickBooks for our fiscal management system to include a general ledger of all expenses. QuickBooks allows us to keep all revenue and expenses transparently, is used to depreciate assets, keep track of liabilities, coordinate income statements, expense statements and our balance sheet. The system minimizes paperwork while still allowing us to ensure data integrity and security while keeping records up to date. The system can produce endless customizable reports at the request of the executive director, treasurer, finance committee, board of directors, or funders.

Rod's House maintains an insurance policy with general liability, automobile liability, property and miscellaneous

professional liability that meets or exceed industry standards.

**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)**

Rod's House leverages more than \$60,000 of in-kind resources like donated food, clothes, hygiene items, and supplies for the resource center and relies on a full-time Jesuit Volunteer to administer the resource center, manage volunteers, and complete HMIS entry currently. Historically, more than 95% of resource center funding has been raised through private contributions; however, to continuing growing we are counting on grants like this (and others in progress) more than in the past.

Outside of this application, Rod's House will continue to work with individual, business, and faith based supporters to develop financial resources over the year. Additionally, we are planning our annual fundraiser "In Their Shoes" for October 13, 2017. We will submit outside grant request on a regular basis.

Rod's House will continue to deliver services whether or not this project is funded fully; however, the funding will allow us to serve youth across a broader spectrum of hours while also complying with required HMIS reporting. We anticipate that a fully funded Operations and Volunteer coordinator position would increase our volunteer hours by at least 1,000 hours for the period of July 17 - December 17. Using standard volunteer value metrics this translates into an additional \$20,000 worth of volunteer time, exceeding the actual cost of the coordinator.

We take great pride as an organization in providing excellent service for each individual who needs our assistance. This focus will not shift if this project is not funded in full; however, our growing need and time spent working directly with youth will put some of our statistical tracking and data on the back burner.

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

All clients complete an intake when first visiting Rod's House. During this intake youth are qualified for services utilizing the McKinney definition of homeless: individuals who lack a fixed, regular, and adequate nighttime residence. This definition includes:

- Children and youth sharing housing due to loss of housing, economic hardship or a similar reason
- Children and youth living in motels, hotels, trailer parks, or camp grounds due to lack of alternative accommodations
- Children and youth living in emergency or transitional shelters
- Children and youth abandoned in hospitals
- Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc)
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations
- Migratory children and youth living in any of the above situations

We strive to ensure Rod's House is accessible to all youth with relatively low barriers, but we do have behavioral expectations at the facility to ensure a safe environment for all. By age 22, youth are expected to be enrolled in Rod's House works (seeking employment or to complete their education) to continue receiving services offered at the resource. If a youth is not actively participating or trying to move forward they may be exited; however, when ready they are welcomed back warmly or referred to another agency if they have aged out of services.

**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**

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**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**



<b>ALL OTHER PROGRAM TYPES BUDGET</b>	<b>CIP Funding</b>	<b>Rapid Re- Housing/Rental Assistance Funding</b>	<b>Operations &amp; Maintenance Funding</b>	<b>Emergency Shelter Funding</b>	<b>Private or Other Funding</b>
Payroll for Direct Services Staff (wages, overtime, PTO, holiday, etc.)			\$ 48,000.00		\$ 100,236.00
Payroll Taxes for Direct Services Staff					\$ 16,305.00
Payroll for Admin/Support Wages			\$ 2,000.00		\$ 5,400.00
Payroll Taxes for Admin/Support					\$ 814.00
Utilities (gas, recycling, power, water/sewer/garbage, irrigation)					\$ 3,542.00
Telephone and Internet					\$ 1,400.00
Printing and Copying					\$ 775.00
Food (supplements to food pantry or donated meals)					\$ 9,000.00
Supplies					\$ 2,000.00
Specific Assistance to Individuals					\$ 1,000.00
Insurance					\$ 4,600.00
Outside Contract Services (JVC Northwest Placement)			\$ 4,000.00		\$ 8,000.00
Equipment Rental and Maintenance					\$ 6,100.00
Advertising, Postage and Mailing Expenses					\$ 900.00
Staff Development					\$ 1,500.00
Business registration and taxes					\$ 1,236.64
Memberships and dues					\$ 350.00
Travel/POV Mileage, Conferences, Conventions and Meetings					\$ 2,400.00
In-Kind Donation - Supplies					\$ 44,103.00
In-Kind Donations - Food					\$ 21,785.00
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 54,000.00</b>	<b>\$ 0.00</b>	<b>\$ 231,446.64</b>

### Budget Narrative

The costs identified above reflect the Rod's House resource 2017 budget with an additional \$32,000 reflected for an Operations and Volunteer Coordinator position that will allow us to extend operating hours to include Saturdays, most holidays, and extended drop-in hours during the week. The \$48,000 request for payroll direct services staff covers half of a case manager salary and the full-time operations and volunteer coordinator position. The \$2,000 request for payroll will support our part-time bookkeeper. The \$4,000 request for outside contract services would fund one third of the cost for our next Jesuit Volunteer placement.

We are planning for at least 4,800 cumulative visits in 2017. Excluding in-kind donations, the projected cost per youth visit is \$34.49 and the projected cost per participant requested through this application is \$11.25.

We're planning to serve at least 350 unduplicated youth in 2017. Excluding in-kind donations, the projected

cost of the resource center per youth participant is \$627.31 and the projected cost per participant for funds requested through this application is \$154.29.

Outside of this application, Rod's House will continue to work with individual, business, and faith based supporters to develop financial resources over the year. Additionally, we are planning our annual fundraiser "In Their Shoes" for October 13, 2017.

Rod's House will continue to deliver services whether or not this project is funded fully; however, the funding will allow us to serve youth across a broader spectrum of hours while also complying with required HMIS reporting. We anticipate that a fully funded operations and volunteer coordinator position would increase our volunteer hours by at least 1,000 hours for the period of July 17 - December 17.

## Logic Models

### ALL OTHER PROGRAM TYPES LOGIC MODEL

<b>PROGRAM PLAN, OUTCOME PLAN &amp; MEASUREMENT PLAN</b>	<b>Program Plan: Inputs-What we have)</b>	<b>Program Plan: Activities-What we do)</b>	<b>Program Plan: Target Group (Who we serve)</b>	<b>Outcome Plan: What we will accomplish (and how we will measure it) after 6 months and after</b>	<b>Measurement Plan: Key Measurements and Measurement Tools (How we will know)</b>
At 6 months	<ul style="list-style-type: none"> <li>- Homeless youth</li> <li>- Facility</li> <li>- collaboration with other community organizations and supporters in the community</li> <li>- staff and volunteers</li> <li>- In-kind donations</li> </ul>	<ul style="list-style-type: none"> <li>- program intake and assessment</li> <li>- health/mental health referrals</li> <li>- legal assistance referrals</li> <li>- housing referrals</li> <li>- barrier reduction support</li> <li>- education enrollment</li> <li>- Hot meal and food pantry</li> <li>- Clothing and laundry</li> <li>- Hygiene items and showers</li> <li>- Stable mailing address</li> <li>- Computer access</li> <li>- Crisis referrals</li> <li>- "normal" activities and events for young people</li> <li>- school, street, and community</li> </ul>	<ul style="list-style-type: none"> <li>youth experiencing homelessness or who are at risk of becoming homeless</li> </ul>	<ul style="list-style-type: none"> <li>- 350 unduplicated youth served by end of 2017</li> <li>- 4,800 cumulative visits by end of 2017</li> <li>- at least 1,500 hours of staff time working directly with individual youth in case management/ job coaching</li> <li>- At least 4,500 volunteer hours recorded by end of 2017</li> <li>- 3 social gatherings outside of resource center in 2017</li> <li>- 60 youth provide feedback through focus groups</li> <li>- immediate needs of homeless youth met</li> <li>- youth build</li> </ul>	<ul style="list-style-type: none"> <li>- number of unduplicated youth</li> <li>- number of cumulative visits</li> <li>- staff hours working directly with youth</li> <li>- volunteer hours</li> <li>- social gatherings/attendance</li> <li>- focus group attendance and feedback</li> </ul>

		outreach		healthy and trusting relationships - youth develop stable network of support and to model positive relationships - youth exit homelessness and integrate into broader community	
At 12 months	- Homeless youth - Facility - collaboration with other community organizations and supporters in the community - staff and volunteers - In-kind donations	- program intake and assessment - health/mental health referrals - legal assistance referrals - housing referrals - barrier reduction support - education enrollment - Hot meal and food pantry - Clothing and laundry - Hygiene items and showers - Stable mailing address - Computer access - Crisis referrals - "normal" activities and events for young people - school, street, and community outreach	youth experiencing homelessness or who are at risk of becoming homeless	- immediate needs of homeless youth met - youth build healthy and trusting relationships - youth develop stable network of support and to model positive relationships - youth exit homelessness and integrate into broader community  To be further updated after funding cycle completes	To be updated after funding cycle completes

**ALL OTHER PROGRAM TYPES LOGIC MODEL**

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

At 12 months

## Documents

### Documents Requested \*

### Required? Attached Documents \*

Commitment letters for all leveraged funds/Letters of Support



[Homeless Network Letter of Support for RH](#)

[YNHS Letter of Support](#)

[TeamChild Letter of Support for RH](#)

[Zonta Letter of Support for RH](#)

[Ohana Crisis Center Letter of Support for RH](#)

Verification and Signature



[Verification and signature](#)

[download template](#)

Project Map/Program Service Area

[Resource Center Job Descriptions](#)

For Non-Profits: IRS Form 990



[IRS 990 2015](#)

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



[RH Bylaws and BoD Roster](#)

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



[IRS Determination Letter](#)

General Liability Insurance Certificate



[Certificate of Insurance](#)

Agency's Audit Report for the most recent Fiscal Year



[Lack of Audit Statment](#)

Purchase or Option Agreement (if applicable)

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

Project Management Capacity Documentation (if applicable)

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

[download template](#)

Other (Photos, program brochure, etc.)

[RH Flyer](#)

[Infographic with 2016 early 2017 stats](#)

[Outreach flyer](#)

[Join Us flyer](#)

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