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YV Conference of Governments  
Housing and Homeless Program

### YVCOG Homeless Programs Revised 3-15-2017

4/30/2017 deadline

## Sacred Messengers DBA Transform Yakima Together Camp Hope Homeless Encampment

**\$ 205,000.00** Requested

Submitted: 4/30/2017 10:52:44 PM (Pacific)

#### Project Contact

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#### Additional Contacts

*none entered*

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#### Executive Director

Andrew Ferguson

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### 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.*

24 hours a day, seven days a week. Andy Ferguson - Executive Director.

## 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.*

Camp Hope Homeless Encampment - 2300 E Birch St, Yakima, WA 98901.

We provide emergency shelter, food, limited clothing, transportation, case management and access to other service providers at this location.

### 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)

TYT will achieve the goal of building capacity to provide housing and other services to the homeless through the following short and long term goals:

1. Provide Emergency shelter for single men, women, and couples, including pets by:

- Operating an Emergency shelter (encampment) with food, limited clothing, transportation, case management and access to other service providers at this location.

2. Develop additional Shelter beds with access to services and maintain existing resources by expanding the capacity of the camp during our term of operation. (The City requires that we only increase our #of beds in agreement with them.)

3. Encourage increased utilization of existing shelter services when appropriate for individuals by sending our HOT Team into the community.

4. Coordination of case management both between homeless providers and other systems of care by establishing a comprehensive community network of providers, whereby these partnering agencies will be provided secure access to shared clients in our facilities.

5. Resident outreach and communication by on-site management of the Shelter that will include a 24-hour trained staffing model, on-site, outdoor gathering space for guests, and a direct phone line to on-site management when issues or concerns arise.

6. Facilitate continued data collection efforts and share data between all programs by:

- Using HMIS data and processes
- Supporting Point-in-Time data collection efforts and improve accuracy
- Obtaining and sharing additional data on youth when available
- Utilizing visual reports/aides to provide transparency of program performance of clients being served

7. Build community and political commitment to end homelessness in our County by:

- Developing understanding and information to foster a community voice and consistent message on issues related to homelessness. TYT leadership is an active voice in public forums and the media to encourage a positive perspective and involvement toward the homeless by the community.
- Engaging political leaders to participate in creating solutions for addressing the causes of homelessness as well as solutions for addressing the causes of homelessness as well as programs to assist homeless issues. TYT leadership is actively engaged with political leaders from the City and County to promote positive solutions for homelessness. The collaboration between the City and TYT is representative of this engagement.
- Engaging and use the business community as well as faith-based organizations to lead in support of programs and solution lead in support of programs and solutions that address homeless issues. TYT hosts regular meetings with these groups and our projects are an outgrowth of this outreach.
- Engaging with consumer advocate agencies such as Faith Action Network and the Homeless Network.
- Engaging with homeless individuals through our HOT Teams as well as the coordination of other groups seeking to serve

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**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)**

Transform Yakima Together (TYT) recognizes the significant impact that unmanaged homelessness has on local businesses, housed residents and governmental entities that are located in and around the downtown core.

Providing Downtown Yakima with a safe, accommodating, and well-managed solution for homeless individuals will create relief for downtown businesses, public works, law enforcement and sidewalks so that these places may be used for their intended purposes.

The winter shelter program funded by YVCOG and managed by Yakima Neighborhood Health ended on March 21. As a result, dozens of homeless individuals would have had no place to find shelter and would have likely ended up on public property or in the doorway of local businesses. However, by close collaboration with YVCOG and the City of Yakima, TYT created a solution that is providing for the needs of the homeless as well as the business and government community.

TYT created a "managed," temporary encampment on the City-owned property behind the old K-mart and adjacent to the City's water treatment plant. We opened the encampment on March 22nd, the day after the winter shelters closed, only one and two days after final approval by the City and YVCOG, respectfully.

We now propose to maintain the 24-hour encampment while we locate and acquire a permanent long-term facility for a low barrier homeless shelter, aka the Navigation Center. Once we have the facility and have made any necessary improvements, we will move the shelter to that location. We plan to have this done before November 15, 2017, so that there will be no need for a winter shelter program this year or in the future.

Therefore, we are requesting \$500,000 for the continued daily, year-round operations of the shelter as described below.

**Filling the Gaps in Homeless Services**

This project will succeed in fulfilling multiple needs outlined by the City of Yakima and YVCOG gap analysis.

**Consolidation of Shelter Services**

The Encampment and the Center will provide shelter for homeless adults. It will offer services to meet the basic needs of the street community and connect people to a coordinated network of vital social services. For the past several years, faith communities in the Yakima area have sheltered adult men and women, primarily during our wet and cold winter months. It is time to take the pressure off these amazing partners by providing unsheltered men and women with trained, qualified, paid staff who are able to meet needs that extend far beyond overnight stays in these communities' buildings.

TYT will prioritize meeting a person's basic needs by minimizing barriers to entry, providing a much-needed gateway to services including housing programs, drug and alcohol treatment, and mental health assistance. TYT is establishing a comprehensive community network of providers via the MOU system, whereby these partnering agencies will be provided secure access to shared clients in one of the many meeting rooms at this facility. (see MOU's cited below)

**Stabilizing the Homeless Community Stabilizes Our Entire Community**

Our Shelter model emphasizes the importance of getting people off the streets as a public safety strategy. Safety concerns within the downtown core and surrounding residential areas stem partly from an unmanaged homeless population. On-site management of the encampment and Center will include a 24-hour trained staffing model, on-site, outdoor gathering space for guests, and a direct phone line to on-site management when issues or concerns arise. Moving people off public sidewalks and out of sleeping overnight in business doorways will be a major step for our downtown. Our ability to connect people with the large network of public services and members of the Faith Community will result in a positive outcome for all.

**Camp Hope - the temporary encampment**

The temporary encampment will be managed by TYT staff and will initially host up to 52 guests each night and eventually

go up to 70. The camp will be open 24 hours a day with guests registering each night with the camp host. The camp will have separate areas for male and female guests, as well as accommodations for couples along with storage facilities for the guests' belongings. A camp host will be on site at all times while the camp is open.

Based on lessons learned from the operation of a tent city last summer and on the experience of the TYT staff, our encampment is managed in a very different manner than last year's tent city. For example, we require that individuals be registered with the organization to stay in the encampment – meaning that it won't just be open for anyone to come at any time. There will be a maximum occupancy established that shall not be exceeded and the entrance will be controlled by security and individuals will need to check in when they come and go.

In addition, we have large dormitory style tents to be used, rather than individual tents. This will keep the clutter that was experienced last summer to a minimum as well as allow for monitoring of resident activity. In addition, each person wishing to stay at the encampment will be asked to sign a Good Neighbor Agreement which will outline expectations for behavior and consequences if expectations are not met. Each resident will be expected to provide up to 10 hours of volunteer service at the encampment to help keep it clean and tidy.

Our temporary encampment has a current capacity of 52 people. However, based on the success of our program, we are working with the City to increase our capacity over the next three months to 70 individuals, including couples, and their pets. This will be done incrementally at intervals of 58, 64 and 70 to ensure that we maintain the quality and effectiveness of our program and facilities. We expect the same capacity for our permanent facility.

We provide three meals per day. Breakfast consists of pastry, fruit, and coffee, with more substantial meals provided on occasion by volunteers. The pastries are provided by the Union Gospel Mission. Lunch consists of sandwiches and snacks. Sandwiches are provided by Sunrise Outreach. Dinner is a typical low-income family meal such as spaghetti, chili, tacos and the like with more elaborate meals provided regularly by volunteers. We rely on food banks such as Sunrise Outreach, and Northwest Food Bank to augment our purchases from local grocery and warehouse stores. In addition, our guests are regularly served by volunteers from churches or civic groups from our community.

To facilitate clients being able to travel between the encampment and downtown where they can get services, we have obtained our own buses or vans from partnering service providers Sunrise Outreach and People for People. In addition, People for People has their Valley Connector stop by the Camp once a day at noon to take residents into town. Our drivers pick the clients up in the morning and take them to the transit center downtown, making several trips each morning and then returning them in the evening in the same manner.

The Navigation Center will be housed in our permanent facility, once obtained, and will provide all of the same services as the encampment while enjoying the benefits of a permanent, indoor facility. The Navigation Center will be overseen by the TYT staff, as well as utilize Homeless Outreach Teams from the community that have been trained to assist the homeless. The Center will provide homeless residents with shelter, food, water, and protection from the elements as well as access to essential services provided by other area service providers. Non-residents will be able to enjoy hot and cold beverages, food, clothing, and other basic needs assistance from 8:00 AM to 6:00 PM. These additional health and essential needs services are provided as match services and not included in the TYT budget. The Center is projected to accommodate up to 70 overnight guests at a time.

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

### **Our Approach**

- Relational service model allows staff and volunteers to develop a rapport.
- Rapport turns to trust over time which leads to richer opportunities to support and empower people.
- When people are supported HOPE is developed.
- Hope EMPOWERS people to take the next step in life.

### **Team Work!**

TYT believes in a team approach when supporting and empowering people.

- Staff and volunteers are empowered to work together for the common good of the people we serve.
- Teamwork takes effort, grace, mercy, good communication, and trust.
- Together, as a team of people who each have their own piece in the puzzle (no matter the size or shape), we make a difference.
- TYT values collaboration and partnership

## Working Within the Community

### Services-Enhanced Shelter Offers a Gateway to Services

TYT and the NC will be establishing a comprehensive community network of providers via the MOU system, whereby these partnering agencies will be provided secure access to shared clients in one of the many meeting rooms at this facility.

### Stabilizing the Homeless Community Stabilizes Our Entire Community

Our Shelter First model emphasizes the importance of getting people off the streets as a public safety strategy. Safety concerns within the downtown core and surrounding residential areas stem partly from an unmanaged homeless population. On-site management of The Shelter will include a 24-hour trained staffing model, on-site, outdoor gathering space for guests, and a direct phone line to on-site management when issues or concerns arise. Moving people off public sidewalks and out of sleeping overnight in business doorways will be a major step for our downtown. Our ability to connect people with the large network of public services and members of the Faith Community will result in a positive outcome for all.

### A Vital Step Towards Housing

Many of the rules and requirements that exist within traditional shelters can be difficult or impossible for clients to abide by in times of adversity, and therefore serve to exclude them from accessing resources. We believe that safety, health, respect, and good neighborhood stewardship can be prioritized in a shelter-first model, and it has been shown as a best practice to offer services in a way that is accessible and ultimately successful in stabilizing homeless individuals from the trauma of street life.

The shelter-first model is primarily based off of the housing-first model used by the 1811 Eastlake Project in Seattle, the low-barrier safe shelters in Vancouver, BC and Rain City Housing also located in Vancouver, BC.

These models focus on client driven services, and through research and studies were able to prove that low barrier services are best practices in serving the "hardest to house" populations. Shelter-first programs identify why clients are not accessing traditional services and create programs that clients are more likely to use.

The shelter first model will increase shelter utilization and capacity and decrease the number of illegal encampments, street violence, and weather related deaths and illnesses within the homeless community. These positive health outcomes have been classified as Social Determinants of Health by the Accountable Communities of Health Initiative and the research shows that the overall health of the community as a whole increase when even one Social Determinant of Health is addressed.

We studied shelters located throughout the Northwest, particularly the Love Overwhelming shelter in Longview, WA and the People's House in Olympia, WA

### **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 Homeless, including Chronically Homeless, single men, women, and couples, including pets.

Our temporary encampment has a current capacity of 52 people. However, based on the success of our program, we are working with the City to increase our capacity to 60 individuals and couples and their pets.

We provide three meals per day. Breakfast consists of pastry, fruit, and coffee, with more substantial meals provided on occasion by volunteers. The pastries are provided by the Union Gospel Mission. Lunch consists of sandwiches and snacks. Sandwiches are provided by Sunrise Outreach. Dinner is a typical low-income family meal such as spaghetti, chili, tacos and the like with more elaborate meals provided regularly by volunteers. We rely on food banks such as Sunrise Outreach, and Northwest Food Bank to augment our purchases from local grocery and warehouse stores. In addition, our guests are regularly served by volunteers from churches or civic groups from our community.

To facilitate clients being able to travel between the encampment and downtown where they can get services, we have obtained our own buses or vans from partnering service providers Sunrise Outreach and People for People. In addition, People for People has their Valley Connector stop by the Camp once a day at noon to take residents into town. Our drivers pick the clients up in the morning and take them to the transit center downtown, making several trips each morning and then returning them in the evening in the same manner.

The Navigation Center will be housed in our permanent facility, once obtained, and will provide all of the same services as the encampment while enjoying the benefits of a permanent, indoor facility. The Navigation Center will be overseen by the TYT staff, as well as utilize Homeless Outreach Teams from the community that have been trained to assist the homeless. The Center will provide homeless residents with shelter, food, water, and protection from the elements as well as access to essential services provided by other area service providers. Non-residents will be able to enjoy hot and cold beverages, food, clothing, and other basic needs assistance from 8:00 AM to 6:00 PM. These additional health and essential needs services are provided as match services and not included in the TYT budget. The Center is projected to accommodate up to 70 overnight guests at a time.

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

We have and will continue to liaise with various service providers in the Yakima Valley to make them aware of our services. Our volunteers and staff are in communication with these providers regularly in dealing with client needs, thus making them aware of our program.

In conjunction with the City, we have developed a postcard describing the location and basic services of the shelter that is being given to and used by the police, service providers, business owners, and other community members to give to the homeless or those that may know them to make them aware of our location and services.

We have utilized the media to make the community aware of our location and program in order to reach potential clients or those who might know them.

In addition, we have created and activated our Homeless Outreach Team (HOT) that respond to calls from the community and law enforcement to intervene in situations with homeless individuals and offer them shelter. The HOT also "cruises" the community from time to time to seek out the homeless and let them know that the services are available.

The HOT has been a pilot since we opened Camp Hope and will be the subject of a separate grant application to obtain funding to make it a full-time, permanent part of our program.

Through a 24-hour hotline, community outreach, and a partnership with The Downtown Business Association, we will provide business owners an alternative to calling 911 when issues arise. This will greatly decrease pressure on the Yakima Police Department in responding to nuisance calls as well as reducing the fiscal impact on the Police Department for such calls.

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

The initial temporary encampment is located at 2300 E Birch St, Yakima, WA 98901

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

Camp Hope is open to all including those with mental and physical disabilities who are able to take care of themselves.

Camp Hope will comply with ADA guidelines and do everything possible to meet the needs of the handicapped and those with special needs. However, the Temporary Encampment is not ideally suited for people with severe disabilities because it requires a level of self-maintenance and mobility. Because our facilities are basically the same as camping, people in wheelchairs will have difficulty navigating the terrain. However, we do have handicap access to bathrooms and our tents so handicapped individuals can manage if they have the ability to deal with the "camping" environment. And, we do actually have a handicapped resident at this time.

**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.*

We will be providing the services with our own staff and volunteers. Our leaders are: Andy Ferguson, Executive Director; Mike Kay, Shelter Director; Julie Grove, Resident Care Coordinator; Tino Alonso, Compliance; Matt McCay, Technology and Reporting

**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.*

Yes, TYT has established a comprehensive community network of providers, whereby these partnering agencies will be provided secure access to shared clients in our facilities or visa versa. Currently, we have agreements with the following organizations for the services described:

Sunrise Outreach to provide lunches for the day shelter, access to their food bank, transportation assistance as well as some administrative and advisory services.

The Union Gospel Mission regarding the provision of meals and other food and miscellaneous needs for our clients, including showers and clothing. The Mission also provides low or no-cost medical and dental services that are available to our clients. In addition, we will work with the Mission to place willing and qualified guests into their rehabilitation program.

Yakima Neighborhood Health for employment counseling and assistance, medical, dental, housing referrals, mental health referrals, and other hygiene and essential needs.

Comprehensive Mental Health for Case management, mental health services, psychiatry.

Entrust Community Services to provide Navigation and screening services to help residents find and qualify for funding and general support for employment services.

YWCA to provide representatives to meet with our residents who have been victims of domestic violence for counseling along with legal advocacy, support groups, emergency housing for the victim and their families, and housing placement support.

Fulcrum Institute to assist Basic Food recipients to find employment by providing case management, job skills training, job search assistance, application and resume writing classes, interview training, education classes, clothing, and general support in finding and maintaining a job.

Love Inc. for financial management training for working clients or who have consistent income who are making their way back into mainstream society.

People for People to provide transportation assistance by creating a fixed-route stop at our facility once a day and the donation of a surplus 14-passenger bus, and their 211 service to all clients for easy access to information on basic human needs resources.

Celebrate Recovery for addiction recovery and peer counseling as well as pick up and delivery of guest.

AA and NA for holding meetings at our facility for clients who want to participate in their programs.

Merit Resource Services for drug/alcohol assessment, outpatient treatment, relapse prevention programs, continuing recovery/aftercare, and family counseling as part of their treatment plans for those who qualify.

Yakima County Veterans Program to assist qualified homeless veteran residents to obtain housing, with emergency needs such as vouchers for gas and food and case management.

Northwest Harvest Food Bank to provide food supplies for the shelter.

Yakima Humane Society for the care of pets.

## 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)**

TYT has written financial policies and internal controls that conform to best practices and Generally Accepted Accounting Principles. Additionally, TYT has secured services of a retired Certified Public Accountant who spent 20 years working with public f

**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. TYT has just recently begun to offer public services and does not have a financial history that would warrant a review or audit. Going forward we will have both internal professionals overseeing our financial practices as well as external audits.

**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.*

The organization is currently being supported by a \$50,000 bridge loan from a board member, and over \$25,000 in donations from private parties for operating expenses. At this time we have one firm commitments from YVCOG for \$100,000. We are asking YVCOG for \$200,000, for the months of July thru November, 2017 to extend the program through November, Annualized, the requests would be for approximately \$600,000. This would represent 58% of our total annual funding package and is the biggest single revenue line. The funding from YVCOG is essential to mobilize this project. The project does not contemplate large-scale capital improvements initially. The cost mix we expect to incur will be about 70% Staff driven, the remainder is rent, insurance, utilities and modest admin costs. Additionally, we are expecting substantial in-kind donations,. Once the camp is determined to be a success, and the community realizes the benefits of the eradication of homelessness we are confident that our program will fill the gaps that many of our homeless population have fallen through. At this point YVCOG's effective and swift administration of SEC.2163 funding is mandatory for our continued delivery of services to our clients. TYT is continuing to cultivate other financial options. We have applied for funding from Legends Casino, LOWES, Home Depot and Yakima Community Foundation in July when their window opens. We realize that this program, at this point, is depending on YVCOG for over half of our operating revenue, and, while we feel we have a realistic and achievable funding mix. We are hoping to get as much diversification as possible to help ensure continued operations into the future. The organizations books will conform with GAAP, and TYT has professional accounting oversight and can produce Financial Statements. We feel, however, that a full audit would do little to actually protect resources and the cost is not justifiable given the cost of such an engagement.

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

Initially, TYT will use QuickBooks as its financial system. Reports to the Board will be made monthly to ensure oversight of the program. Bank statements will be reconciled monthly, and reviewed by an experienced, retired CPA with 30 years of auditing and tax experience, as well as 20 years managing public funds and working with outside State Auditors and granting agencies.. All expenditures will have met a rigid and effective internal control environment. TYT has written policies regarding internal controls and board level oversight to verify compliance. Our goal will be to deliver quality services to our clients while keeping administrative costs as low as possible. Compensating internal controls will be developed to maximize fiscal management and keep administrative costs to a minimum. TYT has secured the talent to realize these goals. The encampment is going to present internal control challenges due to the dynamic nature of our mission, but we are confident we can effectively manage these hurdles. We will utilize electronic, web-based systems offered by most vendors we will be paying regularly to provide a second set of eyes on payables to allow TYT management to verify status of accounts, and a second authorization system prior to releasing payments. This is an example of compensating Internal Controls to track payments and have an additional log of bills and payments received. We will also initiate revenue collection electronically as much as possible. This prevents lost checks and again provides additional records to guarantee the validity of transactions. Ingenuity can save money and provide a high level of internal controls. TYT has partnered with Sunrise Outreach Center to utilize their CFO to plan and set these systems up. Tim Jensen is a retired CPA with experience as a financial statement auditor, a tax return preparer and twenty years in public finance as a treasury manager responsible for approximately \$500 million a year in revenue collection, payroll and A/P operations.

**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)**

As has been discussed earlier, we have loans and contributions from Board members totaling over \$85,000 as well as several grants from 5 possible material donors. Management and the Board at TYT understand the absolute need for diversity of donors as much as possible first to give all groups an opportunity to be a partner in the most comprehensive homeless assistance program in Yakima. The City is being as generous as possible within legal constraints. They have no obligation to participate other than moral purpose. There are many who have come forward and given offering for this noble purpose. We are commanded by God to love each other as we do ourselves. We don't demand much other than good behavior from our clients, and we are trying to provide much. If TYT is given the privilege of continuing to offer services to anyone who needs them. We believe that such a broad and sincere net will attract many interests to the Lord's cause. To be candid, however, at this point without 2163 dollars flowing we can not continue for any reliable spans of time. We are making good connections and establishing key relationships with other organizations and sharing assistance in many technical and professional areas. "A rising tide floats all boats" John F. Kennedy. We are establishing channels through which many in-kind donations come. Those relationships are providing good contacts for new donors.

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

We will rely on the Coordinated Entry System for Yakima County that will match and refer the clients to us after the client's need is assessed and they are prioritized at the local access point (YNHS for upper valley, NCAC for mid-valley, and YNHS Sunnyside for lower valley). We will also be documenting the services we provide in the HMIS system as required by State and Federal guidelines.

As a low barrier shelter we will be open to clients coming in directly off the streets or through emergency and law enforcement "referrals." As such, our client eligibility requirements are very limited but include:

Abstaining from the use of illegal substances while on the premises and agreeing to our community behavior requirements, which are:

- No violence toward yourself or others
- No illegal substances or alcohol or paraphernalia on the premises or within a two block radius
- No stealing
- Everyone contributes to the upkeep and welfare of the village and works to become a productive member of the community which includes ten hours of community service per week
- No disruptive behavior of any kind that disturbs the general peace and welfare of the village

The rules are enforced on a "one-strike-and-you're-out basis" and all residents agree when they move in to leave voluntarily if found in violation of these rules.

- In addition, residents will be expected to
- Attend the weekly mandatory community meeting
  - Actively participate in community cleaning every week as mandated by the Department of Health.

**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 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)

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

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)

60	How many bednights will you provide? (#)
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60.00	TOTAL
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39. Have you operated an Emergency Shelter program before? (0-1 pt)

Yes

No

40. Are you providing any additional services other than overnight shelter? (0-4 pts)

*If so, please describe:*

We provide three meals per day. Breakfast consists of pastry, fruit, and coffee, with more substantial meals provided on occasion by volunteers. The pastries are provided by the Union Gospel Mission. Lunch consists of sandwiches and snacks. Sandwiches are provided by Sunrise Outreach. Dinner is a typical low-income family meal such as spaghetti, chili, tacos and the like with more elaborate meals provided regularly by volunteers. We rely on food banks such as Sunrise Outreach, and Northwest Food Bank to augment our purchases from local grocery and warehouse stores. In addition, our guests are regularly served by volunteers from churches or civic groups from our community.

To facilitate clients being able to travel between the encampment and downtown where they can get services, we have obtained our own buses or vans from partnering service providers Sunrise Outreach and People for People. In addition, People for People has their Valley Connector stop by the Camp once a day at noon to take residents into town. Our drivers pick the clients up in the morning and take them to the transit center downtown, making several trips each morning and then returning them in the evening in the same manner.

The Center will provide homeless residents with shelter, food, water, and protection from the elements as well as access to essential services provided by other area service providers. Non-residents will be able to enjoy hot and cold beverages, food, clothing, and other basic needs assistance from 8:00 AM to 6:00 PM. Clothing is made available to residents as visiting guests on an "as available" basis.

Case Management is conducted by our resident care coordinator.

In addition, we have created and activated our Homeless Outreach Team (HOT)

We are currently actively recruiting volunteers, staff, and other organizations to partner with TYT to provide a Homeless Outreach Team or HOT. HOT will respond as requested to areas within Yakima County as staffing and funding allows.

HOT will act as a response team to the Yakima County Community. HOT will respond with specially trained volunteers to calls placed by the community, city or other service providers for homeless who may be congregating, or unaware of the services they can access.

- Our goal is to provide the community with an immediate response.
- Provide relief off of emergency service providers having to deal with non-criminal nuisance complaints. HOT will provide safe transportation for the client to sheltering / encampment/service providers.
- Provide our homeless population with a trained person im

## Budget

<b>CAPITAL IMPROVEMENT PROJECT BUDGET</b>	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
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

<b>ALL OTHER PROGRAM TYPES BUDGET</b>	CIP Funding	Rapid Re-Housing/Rental Assistance Funding	Operations & Maintenance Funding	Emergency Shelter Funding	Private or Other Funding
Personnel Costs				\$ 104,000.00	
Case Management Costs				\$ 12,500.00	
Rent/Mortgage					
Insurance				\$ 4,500.00	
Operating Supplies (phone, printing/copying, etc.)				\$ 7,500.00	
Facilities				\$ 25,000.00	
Equipment				\$ 12,500.00	
Transportation				\$ 19,026.00	
Utilities				\$ 4,000.00	
Rental Assistance				\$ 0.00	
Services				\$ 5,000.00	
Administrative Costs				\$ 5,000.00	

Indirect Costs				\$ 5,000.00	
In-Kind Donations				\$ 0.00	\$ 40,000.00
Other: Food				\$ 41,310.00	
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 245,336.00</b>	<b>\$ 40,000.00</b>

## Budget Narrative

The budget reflects the cost of running a 24-hour shelter for the five months of July 2017 through November 2017 while the permanent site is determined and made ready. This is a managed encampment with a camp director and full-time security. Therefore, Personnel costs represent the highest single cost of this program. There will always be two staff/security personnel on site at all times. Personnel costs include a contribution to the Executive Director of \$3500 per month, a Camp Director at \$3500 per month, plus benefits; and four full-time and four part-time security staff with hourly wages ranging from \$13.00/hr. to \$16.00/hr. plus employer contributions, and one part-time, office administrator at \$14.00 per hour plus employer contributions.

A case manager will be on duty each weekday to help clients meet program goals and connect with other service providers. The case manager will be part-time and paid a salary of \$2000 per month plus benefits, equalling \$2500/mo.

Operating supplies, including phone, paper supplies, propane for camp stoves, and misc. is expected to be about \$1500/mo.

Facilities costs, including garbage, sanitation (the camp is serviced by 6 port-a-potties @ \$95/mo + tax) and sharps disposal, as well as facility maintenance/repair or replacement with an estimated budget of \$5000/mo.

We are budgeting \$1250 per month for equipment repair and replacement. This is a guesstimate as the outdoor environment of the camp is a harsh environment for the shelters and the equipment needed to provide the services to the clients.

Insurance to cover the encampment operations and protect the organization's liabilities is \$900/mo.

Transportation is estimated to be a little less than \$4000 per month based on numbers received from People for People from whom we received the donated bus. They calculate the cost of running the bus is \$63.42/hr. and we plan on running the bus approximately 3 hours per day each weekday to run clients into town and back. Weekend trips will be on an as-needed basis at the discretion of the camp director. We had hoped that we could get other service providers to cover the cost of transportation for our clients but that has not worked out. We are grateful, however, for the bus that was donated by People for People, which has made our bus service possible.

We are drawing electrical power from the City installed power polls to service the encampment. Based on the fact that we have area lighting on the poles at night and the other equipment being utilized, we estimate the electric bill each month to be about \$800.

Legal and accounting services are estimated to be \$1000 per/mo.

Other administrative and indirect costs are estimated to be \$2000 each month.

In-kind donations of volunteer time and supplies and materials to support the camp are estimated to an average of \$8,000. This is reflected in our first month's experience.

Meals are provided 3 x's / day at an estimated average cost of \$1.50 per meal. Therefore, the cost of food for 5 months is estimated to be \$41,310. This food plan is considerably more than the original plan of just one meal a day that was submitted for the interim period of March thru June 2017. Therefore, the increase has a significant impact on the overall budget.

Based on this budget the cost per client (based on an average of 55 clients per day) of receiving all of the above services for 5 months is estimated to be \$4500, or \$900 per month per client. With \$40,000 of the cost expected to be received in in-kind contributions, that reduces the "out of pocket" costs by \$750 per client overall or down to less than \$750 per client per month.

The community has been very supportive of this project as is evidenced by the number of in-kind donations received. And we have generous individuals and groups that have pledged to help underwrite our costs to a limited degree. However, while the support for this project by the community has been very favorable, we will not likely be able to succeed in running the encampment and providing the breadth services we do if we do not get all or substantially all of the amount we have requested.

## 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					
At 12 months					

### 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	Public & Private Funding In-kind contributions Executive Director Camp Director Case Manager Staff Volunteers Facilities Partners/ other service providers	Provide safe, secure, emergency shelter in a managed encampment Provide food Provide regular group transportation from camp to transit station for connection to public transit. Provide case management to assist clients in connecting with service providers who can meet their need for medical and dental service, job training and preparation, addiction counseling and rehabilitation, life skills	Homeless individuals, including the chronically homeless, men, women, couples and their pets	a) conditions that provide for the clients basic needs and that allow clients to feel safe and secure so that they can move forward in their lives b) clients utilizing transportation and case management to gain connection to services and other providers that will help them move forward in recovery (where needed) and reintegration	# of bed nights # of meals served # of volunteer hours # of in-kind donation # of clients getting needed services # of clients attending classes and programs that provide skills training and education # of clients moving out of homelessness

and financial management training.

into mainstream society.  
 c) Clients acquiring education and new skills that will help them obtain long-term employment and housing  
 d) community engagement and support of the homeless

At 12 months	Public & Private Funding In-kind contributions Executive Director Camp Director Case Manager Staff Volunteers Facilities Partners/ other service providers	Provide safe, secure, emergency shelter in a managed encampment Provide food Provide regular group transportation from camp to transit station for connection to public transit. Provide case management to assist clients in connecting with service providers who can meet their need for medical and dental service, job training and preparation, addiction counseling and rehabilitation, life skills and financial management training.	Homeless individuals, including the chronically homeless, men, women, couples and their pets	a) conditions that provide for the clients basic needs and that allow clients to feel safe and secure so that they can move forward in their lives b) clients utilizing transportation and case management to gain connection to services and other providers that will help them move forward in recovery (where needed) and reintegration into mainstream society. c) Clients acquiring education and new skills that will help them obtain long-term employment and housing d) community engagement and support of the homeless	# of bed nights # of meals served # of volunteer hours # of in-kind donation # of clients getting needed services # of clients attending classes and programs that provide skills training and education # of clients moving out of homelessness
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## Documents

### Documents Requested \*

Commitment letters for all leveraged funds/Letters of Support

### Required? Attached Documents \*



[Letter from City of Yakima](#)

[YNHS for TYT](#)

[MOU Celebrate](#)

[MOU Entrust](#)

[MOU Fulcrum](#)

[MOU Love Inc.](#)

		<a href="#">MOU Merit 1</a>
		<a href="#">MOU Merit 2</a>
		<a href="#">MOU Merit 3</a>
		<a href="#">MOU PFP</a>
		<a href="#">MOU Sunrise</a>
		<a href="#">MOU Yak Vets</a>
		<a href="#">MOU YUGM</a>
		<a href="#">MOU YWCA</a>
Verification and Signature <a href="#">download template</a>	✓	<a href="#">Signature Verification for Camp Hope App</a>
Project Map/Program Service Area		<a href="#">Camp Hope Map</a>
For Non-Profits: IRS Form 990	✓	<a href="#">Form 990</a>
For Non-Profits: Board Documentation (List of Board Members, Charter, ByLaws)	✓	<a href="#">Board Members List</a> <a href="#">SM Bylaws</a> <a href="#">Articles of Incorporation</a> <a href="#">Certificate of Good Standing</a>
For Non-Profits: 501(c)3 Tax Exempt Letter	✓	<a href="#">Tax Exempt Letter</a>
General Liability Insurance Certificate	✓	<a href="#">Liability Ins Certificate</a>
Agency's Audit Report for the most recent Fiscal Year	✓	<a href="#">SM Balance Sheet</a> <a href="#">Financial Audit Statement</a>
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) <a href="#">download template</a>		
Other (Photos, program brochure, etc.)		<a href="#">Fiscal Policies and Procedures</a> <a href="#">Andy's Resume</a> <a href="#">Mike's Resume</a> <a href="#">Julie's Resume</a> <a href="#">Matt's Resume</a> <a href="#">Tino's Resume</a>

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

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