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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 The Community of Hope Tiny Homes Project - CAP IMP

\$ 236,000.00 Requested

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none entered

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Executive Director

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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

PROJECT/PROGRAM DESCRIPTION, SERVICES & POPULATION SERVED

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

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

The program will be coordinated from our offices at 15 N Naches Ave, Yakima, WA. 98901

The tiny homes and, therefore, the clients, will be located throughout the community on various church properties. A participating church may have anywhere from 1 to 4 tiny homes on their property as part of this program. The number will be determined by the church leadership and the size of their available property in consultation with TYT's Executive Director and Program Coordinator.

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)

Building capacity to provide housing and other services to the homeless through the following short and long term goals:

1. (Goal 4: Create additional Rapid Re-Housing options to provide a transition from homeless shelter to more permanent housing) by the construction of new low-income housing with appropriate program supervision
2. (Goal 5: Expand Permanent Supportive Housing options and prioritize services and housing for chronic homeless families and individuals using Coordinated Entry) by:
 - Promoting Housing First as a model of care. Our Program Coordinator will obtain the Housing First Certification through CSH.
 - Coordinate services to place individuals into drug and alcohol rehabilitation programs by establishing a comprehensive community network of providers whereby these partnering agencies will be provided access to shared clients.
 - addressing the special needs of veterans through appropriate housing and programs
 - providing services for youth housing and programs where possible and appropriate
3. (Goal 7: Prevent Homelessness when possible) by creating this initiative for new affordable housing and construction of very low-income units of accessory or efficiency housing.
4. Resident outreach and communication by the management that will include a 24-hour trained staff and a direct phone line when issues or concerns arise.
5. 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
6. 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 programs to assist homeless. 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 the homeless

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)

Our vision is to unite, equip and activate the Faith Community in the Yakima Valley in order to provide resources to the homeless in Yakima County. We see to awaken and connect the churches and parachurch organizations within the Valley to come together in collaboration to provide shelter and resources for the homeless that will effectively reduce homelessness in Yakima County.

The Community of Hope tiny home project is the third phase of our three-phased approach to deal with homelessness in the Yakima Valley. (see the Shiloh Navigation Center plan for a description of phase I and II.)

The Community of Hope tiny home project will link the parachurch ministries and service providers in the Valley, such as UGM, Sunrise Outreach, Catholic Charities, Love INC., and others to provide shelter, client management, and other “wrap around” services in support of the overall Church effort. The combination of our program will equip and coordinate the overall effort of the Faith Community through the churches to provide housing to the homeless in our Valley through Long-term Supportive Housing in Micro Housing (tiny homes).

In addition, through this program, we will coordinate and train volunteers from participating churches and community members to meet “provisional” needs of the homeless population in and outside of “church” housing programs. We will also partner with other community service providers to deliver required professional services for critical care such as drug addiction, mental illness, and medical and dental needs.

Operational planning with key community partners began December 3, 2016, to build coalition support for this project and begin to train volunteers to accommodate the needs of the program.

Service Offers a Gateway to Services

Participants in the Community of Hope will have access to much-needed services including medical and dental care, drug and alcohol treatment, and mental health assistance. TYT will be establishing a comprehensive community network of providers via the MOU system, whereby these partnering agencies will have access to shared clients via our Partner Registry and our transportation service.

Housing - a Vital Step

By moving people into Long-term Supportive Housing via our Community of Hope tiny homes program and providing access to basic needs and services we will provide greater opportunity for people to establish themselves in the community in a positive and functional lifestyle. This is a vital step toward being able to focus on moving themselves forward through a job or education. In addition, since the participant is the guest of a church community they are more likely to establish healthy relationships that could become a positive network of support and enhance their opportunities in life relationly and vocationally. This is a healthy and vital part of life for many people, regardless of their status in life.

The Sheltering Model and Plan

Tiny Houses

As an alternative to having the homeless sleep in tents, some cities are starting to use “tiny houses” as shelters. For the purposes of this proposal, a “tiny house” is defined as a small structure (from 70—300 square feet in size) designed to provide temporary shelter for the homeless, usually with insulation and electrical wiring but without bathroom or cooking facilities (although they are provided nearby). Tiny homes are usually intended to be used as an interim step until permanent housing is found. These small structures are viewed as being a better option than having people sleep on the streets or in tents, especially during the cold and wet winter months. There are a few communities using tiny houses to provide temporary shelter for the homeless throughout the U.S., with some of the more notable examples being in the Pacific Northwest.

Our Models

Our plan calls for there to be four sizes and/or models for the churches to choose, depending on the desired “client” they want to adopt.

- Individual – a 8'x 16' (128 sq.ft.) home lofted (pictured) or simple pitched roof (not pictured).
- Couple or single parent with child – a 10'x 20' (200 sq.ft.) home lofted (pictured).
- Couple with children or single parent with children – a 12'x 24' (288 sq.ft.) home lofted (pictured below).

Power. The homes will be equipped with a solar power system that will provide a modest capacity for lighting and 110v power output.

Plumbing. The homes will be equipped with a self-contained toilet and septic system that will be serviced by our maintenance program. A water storage tank and a sink will be installed in each home for limited "running" water usage. Water may be refilled by the hosting church or our service team.

Each home will be built on skids so as to be moveable. No permanent foundation or infrastructure needs to be in place on the church site.

Church Zoning Exemption

By law, churches can have temporary dwellings on their properties without a permit or any restrictions. Currently, there are no size limits on this provision but we are working with the City of Yakima to design a program that is compatible with ordinary and reasonable codes.

Goal

Our goal is to place 54 homes and 70 to 80 "clients" on church properties throughout the Yakima Valley over the next 27 months.

Costs

The homes will cost between \$8,000 and \$16,000, or an average of \$12,000 per home, depending on the model.

The Program

The Community of Hope tiny home project will link the parachurch ministries and service providers in the Valley, such as UGM, Sunrise Outreach, Catholic Charities, Love INC., and others to provide shelter, client management, and other "wrap around" services in support of the overall Church effort. The combination of our program will equip and coordinate the overall effort of the Faith Community to provide housing to the homeless in our Valley through Long-term Supportive Housing by placing tiny homes on church properties and having the church "adopt" the client.

In addition, through this program we will coordinate and train volunteers from participating churches and community members to meet "provisional" needs of the homeless population in and outside of "church" housing programs. We will also partner with other community service providers to deliver required professional services for critical care such as drug addiction, mental illness, and medical and dental needs.

Client / Host Matching

Every effort will be made to match the church with the type of client that would like to serve. For example; if a church ministers to the women's jail and they are familiar with one of the inmates who is getting released then that person, if she doesn't have another place to go, could reenter society by participating in our program and being assigned to the church with which she was familiar. If another church prefers to minister to single parents who are homeless then we would seek to place someone from that demographic with that church.

Naturally, there are likely to be more potential people wanting to get into the program than don't perfectly match a church's desired profile for their guest so we hope that churches will be open to taking a broad range of guests. Client categories would include:

Single male or female

Couples

Single parent with children

Families

Youth (where approved)

Other criteria may also be considered such as criminal record, drug addiction, mental illness and medical needs.

Community Council

A community council will be formed to help create and monitor program issues and policies. The council will consist of church leaders and clients and will be facilitated by the Community Coordinator. Participation by City and County officials or the TYT Executive Director will be on an as-needed basis.

Support Services

Through the Community of Hope tiny homes program, TYT will coordinate and train volunteers from participating churches and community members to meet "provisional" needs of the homeless population in and outside of "church" housing programs through the following services: (some may be performed through other existing ministries or service

providers)

1. Food – TYT will provide food through access to food banks and scheduled trips to the Union Gospel Mission for meals according to the UGM schedule and availability.
2. Clothing, Blankets, etc. – TYT will provide access to clothing, blankets, etc. through access to providers such as UGM, Love Inc., Salvation Army and Goodwill or other sources that may be available.
3. Transportation - TYT will facilitate clients being able to travel between the church locations and vital services. We will coordinate our bus service with City Transit, People for People or private buses. Our bus schedule will have a morning and evening service with stops at key locations. Morning and evening trips will be timed so as to allow the clients to stop and get a meal at the Union Gospel Mission
4. Sanitation – TYT will operate a service truck that will service and maintain the sanitation and water needs of each housing unit in the program on a regularly scheduled basis.
5. Mobile Shower & Washing Trailers – TYT will operate a shower and clothes washing trailer that will service the needs each client on church property in the program on a regularly scheduled basis.
6. Community “Buddy Program”- TYT will identify and train volunteers from participating churches and the community to be mentors or “buddies” to clients in our program in order to encourage and support them as they navigate their way back to a productive life.
7. Skills Training - TYT will provide or work with other providers to provide basic skills training and education such as GED completion.
8. Job Preparation – TYT will provide or work with other providers to provide services that prepare clients to get jobs such as obtaining valid ID, drivers licenses, resume writing, and interview training.
9. Financial Mgmt. Training – TYT will work with Love Inc. to p

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

This project is founded on the primary model of housing first in providing solutions for homelessness. This is a well-established model, which also forms the foundation of the YVCOG 5-year plan.

The use of Tiny Homes as a low cost, alternative form of housing has been demonstrated in many situations. Examples of this model are Dignity Village in Portland, OR and LIHI Villages in the Seattle area. Perhaps the most visible for us in Washington State is the Quixote Village in Olympia, WA. We have borrowed from these types of programs in considering the use of Tiny Homes as a solution for creating housing capacity for the homeless.

However, these models have several major barriers that inhibit their deployment in communities. The first is the financial investment required. Because all of the homes are built on one property and there is a community center and open space, it takes a sizeable piece of property to hold the village. This costs a lot of money. Secondly, aside from the cost of it, finding a suitable piece of property may be problematic as we have seen here in Yakima. No matter how well this program has done in other areas, the unfortunate reality is that no one wants a homeless village in their neighborhood. This also shows up in the third barrier, namely, zoning. It typically takes a zoning variance or a modification of zoning rules to accommodate such a village. This was just recently addressed by the Yakima City Council in its changing the designation of Multi-Family zoning to allow for tiny homes and alternative housing. All of the above concerns add up to another, final concern and that is timing. It takes time for all of these pieces to come together and for a village to become a reality. TYT believes in and supports this village concept but we also wanted to work toward a faster, less expensive solution.

Because of our involvement in and partnership with the Faith Community, we have come up with another model that we believe offers the same and greater benefits as the Village model but without the barriers.

Community of Hope - Tiny Homes on Church Properties

Unlike the “Village” concept mentioned above, where 30 to 50 tiny homes are placed in a single location, the Transform Yakima Together plan will place one to four homes on church properties throughout the Yakima Valley and connect them via our relationship based service program. There are several advantages to this approach. First, there is no need for expensive land acquisition costs or the lengthy and often complicated permitting and approval process. Because of the special zoning exemptions offered to churches, no permitting or rezoning is required to place tiny homes on church properties. Second, there is no need for an expensive and time-consuming community center to build. Third, the participant(s) is connected to a broader base of the community through the church, which should facilitate his or her reintegration into society. All of the above add up to a faster, less expensive solution to increase the capacity of housing for the homeless. Finally, our model will connect the community to the formerly homeless person so that the community better understands homelessness and the individuals involved rather than it being a nameless and faceless problem that

is somewhere "out there" in their minds. This relationship-based approach is better for everyone involved and will help us accelerate our efforts to reduce homelessness by getting more people involved rather than making it the problem of a few.

In addition, our plan incorporates the following operational models:

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

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)

This program will serve the following populations:

Homeless Individuals, including:

Homeless Families with Children

Households at Risk of Homelessness

Homeless Youth/Young Adults

Chronically Homeless

Very Low-Income Households (<50% AMI)

Extremely Low-Income Households (<30% AMI)

Special Needs Populations

Our goal is to place 54 homes and 70 to 80 "clients," including families, on church properties throughout the Yakima Valley over the next 27 months.

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.

Our staff makes regular visits to places such as the Depot where we can make potential clients aware of the availability of the program.

We have and will continue to connect with various institutions such as the jail, rehab programs and the Union Gospel Mission to make their inmates and clients aware of our program.

We have also 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.

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

The tiny homes and, therefore, the clients, will be located throughout the community on various church properties. A participating church may have anywhere from 1 to 4 tiny homes on their property as part of this program.

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

The Community of Hope Tiny Homes Program will follow ADA guidelines and accommodate persons with disabilities who are otherwise able to be self-sufficient.

Our tiny homes can be equipped with a wheel chair ramp and handicap bathroom.

Our buses are Handicap accessible with a motorized wheelchair lift that can pick them up and drop them off when needing transportation services.

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

- Yes
- No
- Not Applicable - Capital Improvement Project

PERSONNEL & MONITORING

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

Upload resumes and job descriptions of project staff or description of experience with similar projects; OR provide the Consultant/Management firm name, scope of services, and describe how they were selected/hired.

Andrew Ferguson-Executive Director; Mike Kay-Homeless Director; Julie Grove-Case Manager; Tim Jensen-Finance Manager; Tino Alonso-Compliance; Matthew McCay-Tech Support and reporting; Dave Hanson-Advisor; Community Coordinator/ Program Director-TBD

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.

We are also working with local churches to provide meals and other volunteer ser

FISCAL MANAGEMENT

16. Please describe how the organization will assure proper use and safeguarding of public funds. Does your organization have policies and procedures regarding the financial operations of the organization? (0-4 pts)

Yes. Our organization utilizes best practices for non-profit financial management to ensure the safeguarding of public funds. Our fiscal policies and procedures are included in the accompanying documents.

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 100% supported by a \$50,000 bridge loan from a board member, and over \$35,000 in donations from private parties for operating expenses and needed equipment and supplies. At this time we have one firm commitments from YVCOG for \$100,000 for the Emergency Shelter/Encampment.

We are asking YVCOG for \$236,000, to capitalize this new innovative program and cover the costs of permits and building materials for the construction of our housing units. We have commitments for substantial in-kind donations from our partners and the community.

Once the program 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. In addition, another private donor has pledged over \$70,000 in gifts and loans, specifically for this tiny homes project. 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.

22. Indicate the population(s) served: (0-2 pts)

Select all that apply. Refer to Library for definitions and additional information.

- Low Income Households (<80% AMI)
- Very Low-Income Households (<50% AMI)
- Extremely Low-Income Households (<30% AMI)
- Homeless Individuals

- Homeless Families with Children
- Households at Risk of Homelessness
- Special Needs Populations (Veterans, DD, CD, MI, DV)
- Homeless Youth/Young Adults
- Chronically Homeless

23. Indicate if Funding Requested is to:

- Fund a Current Program
- Expand an Established Program
- Start a New Program

PROJECT/PROGRAM SPECIFIC INFORMATION

24. PLEASE INDICATE THE PROJECT OR PROGRAM TYPE FOR WHICH YOU ARE SUBMITTING THIS APPLICATION:

Please choose only one. If you are requesting funding from more than one of the following choices, you must submit a separate application for each. Disregard number sequencing, as different questions will be omitted depending on your answer below:

- Capital Improvement Project - Questions #25-33
- Community Investment Project (CIP) - Questions #34 & 35
- Rapid Re-Housing/Rent Assistance - Questions #36 & 37
- Operations & Maintenance - Question #36
- Emergency Shelter - Questions #38-40

25. Indicate the Program Type:

For Capital Improvements only. Select all that apply.

- Permanent Supportive Housing: Acquisition
- Permanent Supportive Housing Rehabilitation
- Permanent Supportive Housing: New Construction
- Affordable Housing: Rental Housing
- Affordable Housing: Rehabilitation
- Affordable Housing: Acquisition
- Affordable Housing: New Construction
- Affordable Housing: Home Ownership
- Transitional Housing with Services
- Other:
- Not Applicable

26. Do you have site control? (0-1 pt)

Please attach documentation showing site control.

- Yes
- No
- Other: Sites will be located on various church properties where we will have a no-cost lease.

27. Does proposed use comply with zoning code? (0-1 pt)

If yes, please attach supporting documentation including any correspondence with the jurisdiction in which you intend to operate.

- Yes
- No
- Other:

28. Is this a phased project?

Yes. We will be building 6 to 12 units at a time during the contract depending on the availability of sites with churches and YV Tech schedule, as well as funding.

29. Describe in detail your plan for overcoming barriers and achieving a timely and successful completion of the project: (0-2 pts)

If funded, it is expected that the project will begin within 90 days of being issued a fully executed contract and completed within 12 months.

In order to ensure the success of the program within the contract period with YVCOG, we have been planning and working with partners since December 2016 to work through unit design issues and program management issues. In addition we are currently building the first 5 units to be placed into the program so that when we begin our contract period we will already have proof of concept and be able to include any modifications needed to the program going forward.

In addition, we have been working closely with the City of Yakima concerning zoning issues and how to insure that we stay clear of any issues regarding these or other areas of concerns. A major premise and advantage of our program is the use of church property to host the tiny homes because churches are exempt from zoning restrictions that an individual or business would have to deal with.

Our partnership with YV Tech is another major advantage for the program in several ways. First, we can take advantage of their labor and expertise. The students provide the labor under the experienced hands of licensed supervisors. This saves us the expense and hassle of trying to organize our own labor. In addition, the units can be built on their property and then moved to their host location. This too will save us the hassle of where to build the units. Third, YV Tech will not be charging for their services as it is an educational opportunity for the students that they are glad to have. This way, we get the units at the cost of the materials. Fourth, we can and have scheduled the units to be built every quarter during their school time over the next year.

In addition to the risk of not being able to build the units, which we have addressed above, the greatest risk is in obtaining and preparing the sites with local churches. Our phased approach helps us deal with this because we will have time between each build (6 units per quarter) to identify the new sites and church partnerships where the next phase of units will be located. That will also give us the time to prep the sites at each location. The primary requirement for site preparation is power connection and leveling the spot the unit will be located so it can be easily delivered and set up. Our first pilot units will be the demonstration and "sales" units to demonstrate to the other churches how the program will work. Based on the relationship we have with local churches and the time we have spent working with them in preparation for this project, we are confident that we will have steady flow of churches signing up to host the units and their homeless residents.

30. Can your project be partially funded?

If yes, identify your priority items and amounts, indicating what accomplishments/phases could be completed and accomplishments that can expect to be completed from partial funding.

<input type="checkbox"/>	Yes	Priority 1
<input type="checkbox"/>	Yes	Priority 2
<input type="checkbox"/>	Yes	Priority 3
<input type="checkbox"/>	Yes	Priority 4
<input type="checkbox"/>		Not Applicable - Project cannot be partially funded
<input type="text" value="0.00"/>		TOTAL

31. Describe your current plan for completing this project, including responsible parties, phase dates, and all sources of funds.

If other funds are committed, please upload a letter of commitment from the identified funding source(s) under the Documents tab.

We are working closely with YV Tech and local area churches to design the housing units and the supporting program.

TYT and TV Tech will design the units.

YV Tech will build the units. (Some volunteer labor from the community may be included.)

Local churches will supply the locations and the preparations for the unit other than power.

TYT will be responsible for connecting a suitable power source for the units, typically a power pole.

The program will be built over 5 phases:

Phase 1 - Pilot - 5 units to be build in May-June 2017 by YV Tech. 4 units will be delivered to and set up at Camp Hope. The fifth unit will be delivered and set up at a local church and host our first client in June 2017. A donor as volunteered to finance the first 5 units.

Phase 2 (Priority 1) - July - Sept 2017 - 6 units built and deployed. (Depending on funding)

Phase 3 (Priority 2) - Oct - Dec 2017 - 6 units built and deployed. (Depending on funding)

Phase 4 (Priority 3) - Jan - Mar 2018 - 6 units built and deployed. (Depending on funding)

Phase 5 (Priority 4) - Apr - June 2018 - 6 units built and deployed. (Depending on funding)

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)

No.

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)

Please read the Environmental Review criteria in the Library for more information. If available, upload the existing ER, any completed assessments, as well as any other information regarding the environmental condition of project site.

N/A

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)

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

39. Have you operated an Emergency Shelter program before? (0-1 pt)

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

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

If so, please describe:

Support Services

TYT will coordinate and train volunteers from participating churches and community members to meet "provisional" needs of the homeless population in and outside of "church" housing programs through the following services: (some may be performed through other existing ministries or service providers)

1. Food – TYT will provide food through access to food banks and scheduled trips to the Union Gospel Mission for meals according to the UGM schedule and availability.

2. Clothing, Blankets, etc. – TYT will provide access to clothing, blankets, etc. through access to providers such as UGM, Love Inc., Salvation Army and Goodwill or other sources that may be available.

3. Transportation - TYT will facilitate clients being able to travel between the church locations and vital services. We will coordinate our bus service with City Transit, People for People or private buses. Our bus schedule will have a morning and evening service with stops at key locations, including stops at the Union Gospel Mission for meals.

4. Sanitation – TYT will operate a service truck that will service and maintain the sanitation and water needs of each

housing unit in the program on a regularly scheduled basis.

5. Mobile Shower & Washing Trailers – TYT will operate a shower and clothes washing trailer that will service the needs each client on church property in the program on a regularly scheduled basis.

6. Community “Buddy Program”- TYT will identify and train volunteers from participating churches and the community to be mentors or “buddies” to clients in our program in order to encourage and support them as they navigate their way back to a productive life.

7. Skills Training - TYT will provide or work with other providers to provide basic skills training and education such as GED completion.

8. Job Preparation – TYT will provide or work with other providers to provide services that prepare clients to get jobs such as obtaining valid ID, driver's licenses, resume writing, and interview training.

9. Financial Mgmt. Training – TYT will work with Love Inc. to provide financial management training. All adult participants must participate in this program as a requirement to obtain housing unless specifically excused by the Executive Director.

10. Workplace reintegration – TYT will work with employers and employment agencies for job placements and counseling for long-term job success.

We will aid in the access to and the expansion of vital services to the "most difficult to serve" through collaboration with service providers in Yakima and throughout the state for critical care such as drug addiction, mental health issues, and medical and dental needs

Overall coordination of these efforts will be the responsibility of TYT staff, specifically by a full-time “Community Coordinator.” Primary services will be provided during the work week with emergency services provided seven days a week through our 24-hour hotline for the duration of the program

Budget

CAPITAL IMPROVEMENT PROJECT BUDGET	Responsible Parties, Methods	This Request	Other Federal	State/Local	Private or Other	TOTAL
Design & Inspection Project					\$ 15,000.00	\$ 0.00
Manager/Consultants					\$ 12,000.00	\$ 0.00
Relocation Costs (if applicable)						\$ 0.00
Title Insurance						\$ 0.00
Environmental Review						\$ 0.00
Permits & Fees		\$ 8,000.00				\$ 0.00
Land Acquisition						\$ 0.00
Site Development & Landscape					\$ 48,000.00	\$ 0.00
Utilities		\$ 36,000.00				\$ 0.00
Other: Building Materials & Labor		\$ 192,000.00			\$ 96,000.00	\$ 0.00
Total	\$ 0.00	\$ 236,000.00	\$ 0.00	\$ 0.00	\$ 171,000.00	\$ 0.00

ALL OTHER PROGRAM TYPES BUDGET	CIP Funding	Rapid Re-Housing/Rental Assistance Funding	Operations & Maintenance Funding	Emergency Shelter Funding	Private or Other Funding
Personnel Costs			\$ 0.00		
Case Management Costs			\$ 0.00		
Rent/Mortgage					
Insurance			\$ 0.00		
Operating Supplies(phone, printing/copying, etc.)			\$ 0.00		

Facilities					\$ 0.00
Equipment					\$ 0.00
Transportation					\$ 0.00
Utilities					\$ 0.00
Rental Assistance					
Services					\$ 0.00
Administrative Costs					\$ 0.00
Indirect Costs					\$ 0.00
In-Kind Donations					\$ 0.00
Other:Marketing					\$ 0.00
Total	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Budget Narrative

As stated before, this construction portion (Capital Improvement Project) of the Community of Hope Tiny Homes Program) is a partnership between TYT, YV Tech and local area churches.

Based on a plan to build and deploy 24 units over the contract period of July 2017 to June 2018, not including the 5 pilot units being built in May-June 2017, the estimated capital requirements or costs of the project and their sources are as follows:

- Design, Engineering and Inspection - (TYT & YV Tech) ~\$15,000
- Project Management - (TYT & YV Tech) ~\$12,000
- Permits and Fees - (YVCOG Grant Funding) ~\$8,000 (~\$250ea)
- Site Prep - (Local Church) ~ \$48,000 (~\$2,000 per site)
- Building Materials - (YVCOG Grant Funding) ~\$192,000 (~\$8,000ea)
- Labor - (YV Tech and TYT Volunteers) ~\$48,000 (~\$4,000ea)

The in-kind contributions of YV Tech and Local churches have been committed. No additional outside cash donations have been committed at the time of this application. However, TYT and its Board have already invested or committed \$50,000 in funding to produce the five pilot units, which is the essential primer to this program. YVCOG support is critical to the successful deployment of this program.

The overall cost per unit is ~\$17,000 with in-kind donations the hard cost will be less than \$10,000 per unit. This is a long-term investment that will house many individuals and families for years to come. Conservatively speaking, if the units had a 10-year life, the amortized cost per unit would only be \$1,000 per year per individual or family, not including program operating costs. This makes this tiny home proposal one of the most cost effective solutions in providing affordable housing to low-income and homeless people.

Logic Models

ALL OTHER PROGRAM TYPES LOGIC MODEL

PROGRAM PLAN, OUTCOME PLAN & MEASUREMENT PLAN	Program Plan: Inputs- What we have)	Program Plan: Activities- What we do)	Program Plan: Target Group (Who we serve)	Outcome Plan: What we will accomplish (and how we will measure it) after 6 months and after	Measurement Plan: Key Measurements and Measurement Tools (How we will know)
At 6 months					
At 12 months					

ALL OTHER PROGRAM TYPES LOGIC MODEL

PROGRAM PLAN, OUTCOME PLAN & MEASUREMENT PLAN	Program Plan: Inputs-What we have)	Program Plan: Activities-What we do)	Program Plan: Target Group (Who we serve)	Outcome Plan: What we will accomplish (and how we will measure it) after 6 months and after	Measurement Plan: Key Measurements and Measurement Tools (How we will know)
At 6 months	Public & Private Funding In-kind contributions Executive Director Program Director Case Manager Staff Volunteers Safe living environment-physically and emotionally Basic necessities and Household supplies Training and education Partners/ other service providers	Provide safe, secure, affordable housing by placing tiny homes on church properties in conjunction with a managed program of wrap-around services including access to food, transportation to and from transit station for connection to public transit and other primary stops. 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; as well as low and extremely low income individuals and families who may be at risk of becoming homeless.	<p>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</p> <p>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.</p> <p>c) Clients acquiring education and new skills that will help them obtain long-term employment and housing</p> <p>d) community engagement and support of the homeless</p> <p>- Specific goals</p> <p>-10 to 12 individuals housed and utilizing our transportation to connect to services and other providers or education and employment</p> <p>- over 600 meals or equivalent provided each</p>	# of housing units deployed and filled # of meals served # of volunteer hours # of in-kind donation # of clients getting needed services # of clients moving out of homelessness

month
 -in-kind donations
 of \$3000 per
 month in goods
 and services and
 financial
 contribution.
 - 100 volunteer
 hours given per
 month

<p>At 12 months</p>	<p>Public & Private Funding In-kind contributions Executive Director Program Director Case Manager Staff Volunteers Safe living environment- physically and emotionally Basic necessities and Household supplies Training and education Partners/ other service providers</p>	<p>Provide safe, secure, affordable housing by placing tiny homes on church properties in conjunction with a managed program of wrap-around services including access to food, transportation to and from transit station for connection to public transit and other primary stops. 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.</p>	<p>Homeless individuals, including the chronically homeless, men, women, couples and their pets; as well as low and extremely low income individuals and families who may be at risk of becoming homeless.</p>	<p>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 - Specific goals -24 to 30 individuals housed and utilizing our transportation to connect to services and other providers or education and employment</p>	<p># of housing units deployed and filled # of meals served # of volunteer hours # of in-kind donation # of clients getting needed services # of clients moving out of homelessness</p>
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- over 1400 meals or equivalent provided each month
 -in-kind donations of \$6000 per month in goods and services and financial contribution.
 - 200 volunteer hours given per month
 - 4 or more individuals have moved on to permanent employment and independent housing.

Documents

Documents Requested *

Required? Attached Documents *

Commitment letters for all leveraged funds/Letters of Support



[Letter from City of Yakima](#)

[MOU Celebrate](#)

[MOU Entrust](#)

[MOU Fulcrum](#)

[MOU Love Inc.](#)

[MOU Merit 1](#)

[MOU Merit 2](#)

[MOU Merit 3](#)

[MOU PFP](#)

[MOU Sunrise](#)

[MOU Yak Vets](#)

[MOU YUGM](#)

[MOU YWCA](#)

[YNHS for TYT](#)

[Loan for Tiny Homes](#)

[Donation of Shower Trailer](#)

Verification and Signature



[Signature Verification for RFP](#)

[download template](#)

Project Map/Program Service Area

For Non-Profits: IRS Form 990



[IRS 990](#)

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



[Board Members List](#)

[Articles of Incorporation](#)

[SM Bylaws](#)

		Certificate of Good Standing
For Non-Profits: 501(c)3 Tax Exempt Letter	✓	IRS Letter
General Liability Insurance Certificate	✓	Insurance Certificate
Agency's Audit Report for the most recent Fiscal Year	✓	Audit Statement SM Balance Sheet 3-23-2017
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.)		Mike's Resume Matt's Resume Julie's Resume Tino's Resume Andy's Resume

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

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