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YV Conference of Governments  
Housing and Homeless Program

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

4/30/2017 deadline

## Yakima Neighborhood Health Services YNHS Rapid Rehousing and Rental Assistance

**\$ 1,035,382.00** Requested

Submitted: 4/29/2017 5:12:07 AM (Pacific)

#### Project Contact

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#### Additional Contacts

*none entered*

#### Yakima Neighborhood Health Services

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#### COO / Deputy CEO

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EIN 91-0928817

### 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.*

Rhonda Hauff |Main Campus (M-F 7:45-6:30; Sat 8:30-6:00); Neighborhood Connections (M-F 7:30-6:00); Sunnyside Campus (M-F 8:00-6:30; Sat 8:30-6:00) Henry Beauchamp Center (M/F 8:00-5:00; Tue/Thu 8:00-6:00); Granger (M-F 8:00-6:00)

## PROJECT/PROGRAM DESCRIPTION, SERVICES & POPULATION SERVED

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

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

The Rapid Rehousing and Rental Assistance Program at Yakima Neighborhood Health Services has 4 distinct Projects:

1. HURAY Rapid Rehousing
2. Non-Master Leasing Rapid Rehousing
3. Prevention Support Services
4. Housing and Essential Needs (HEN)

Project location is primarily the individual's housing unit or the offices of Yakima Neighborhood Health Services (Yakima, Sunnyside, Granger). Services provided include the following:

Rapid Rehousing Services (both Master Leasing and Non-Master Leasing) include:

- Financial assistance for deposits and rent to secure housing
- Complete assessment of functional status, and identification of support needs, both urgent and long term, prioritizing safety and basic needs first.
- Support for health interventions (primary care, including mental health and chemical dependency) and referrals.
- Tenancy supports, providing guidance to residents on apartment maintenance, budgeting, community living, landlord relations, etc.
- Weekly inspections of each resident's unit to identify physical repairs / updates needed.
- Case management services to support housing stability and self-sufficiency. We anticipate most of these residents will need multiple contacts each week as they transition from the streets to individual units.
- A landlord assistance fund, for repairs and maintenance of unusual wear and tear to the leased units.

The Homeless Assistance Fund (HAF) project:

- Provides emergency assistance in the form of prevention support services to individuals at risk of becoming homeless

The Housing and Essential Needs (HEN) program services include:

- The HEN project provides access to essential needs items and potential housing assistance for low-income adults who are unable to work for at least 90 days due to a physical or mental incapacity and are ineligible for Aged, Blind, or Disabled (ABD) cash assistance. This project is in partnership with the Washington State Department of Social and Health Services.
- Limited Rent and Utility Assistance
- Personal health and hygiene items
- Transportation assistance

### 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)

The 4 projects proposed address the following barriers identified in the Yakima County's 5-Year Homeless Plan (5-Year Plan): Housing First/Harm Reduction housing (for chronically unsheltered and other high-needs populations) and Additional units of Permanent Supportive Housing. Additionally, these projects also address Goal 1 of the Plan: Make homelessness brief and rare (by providing RRH and accompanying case management services for all non-chronically homeless households).

Alignment with the Action Plan includes:

- Goal 4: Create additional RRH options to provide a transition from homeless shelter to more permanent housing
  - o 4.1 Work with landlords to gain acceptance to participate in this program with existing housing
  - o 4.3 Work with the owners of existing motels, single room occupancy and other existing structures
  - o 4.4 Provide funding for case management related to the human service needs of those in the RRH programs

- Goal 5: Expand Permanent Supportive Housing options and prioritize services and housing for chronic homeless families and individuals using Coordinated Entry
  - o 5.1 Promote Housing First as a model of care. We encourage providers to obtain Housing First Certification through CSH.
- Goal 7: Prevent Homelessness when possible [Specific to the HAF and HEN projects]
  - o 7.2 Support programs to provide rent assistance or eviction assistance when warranted
  - o 7.3 Support and increase landlord tenant counseling [All Projects]
  - o 7.5 Support case management to reconnect clients with family members at imminent risk of homelessness to enhance family stability and alternative living situations, including victims of Domestic Violence.
- Goal 10: Increase Capacity to add employment opportunities for self sufficiency
  - o 10.1 Create or increase systems to help homeless people get and secure income. Train case managers on SOAR.
  - o 10.3 Collaborate with the workforce, housing, and transportation systems to make employment an essential component of supportive housing models

**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)**

The Rapid Rehousing and Rental Assistance Program at Yakima Neighborhood Health Services has 4 distinct Projects:

1. HURAY Rapid Rehousing
2. Non-Master Leasing Rapid Rehousing
3. Prevention Support Services
4. The Housing and Essential Needs (HEN) Program

The HURAY Rapid Rehousing project request includes funding for 2 FTE Case Managers and housing costs for Master Leasing 30 units of housing at \$538 a month for 12 months. Case management services will support housing stability and self-sufficiency. We anticipate most of these residents will need multiple contacts each week as they transition from the streets to individual units. Case Management also includes a complete assessment of functional status, and identification of support needs, both urgent and long term, prioritizing safety and basic needs first. Additional support includes health interventions (primary care, including mental health and chemical dependency), referrals, and Tenancy supports, providing guidance to residents on apartment maintenance, budgeting, community living, landlord relations, etc. Case managers will also conduct Weekly inspections of each resident's unit to identify physical repairs / updates needed. Additional funds are for a Landlord Stabilization fund for repairs and maintenance of unusual wear and tear to the leased units.

The Non-Master Leasing Rapid Rehousing request includes funding for 3.65 FTE Case Managers and rental assistance for 220 individuals. Case management services mirror those for the HURAY Rapid Rehousing project.

The Homeless Assistance Fund (HAF) project request includes funding for emergency assistance such as rental assistance to individuals at risk of becoming homeless. Oftentimes small levels of assistance can prevent individuals from becoming homeless and having higher future needs that are more expensive to address.

The Housing and Essential Needs (HEN) project request includes funding essential needs items and potential housing assistance for low-income adults who are unable to work for at least 90 days due to a physical or mental incapacity and are ineligible for Aged, Blind, or Disabled (ABD) cash assistance. This project is in partnership with the Washington State Department of Social and Health Services. Services will include Limited Rent and Utility Assistance, Personal health and hygiene items, and transportation assistance in the form of bus passes.

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

The Rapid Rehousing (RRH) model has demonstrated success by helping households exit homelessness and not return to shelter. HUD released the evaluation of the first and second years of the HPRP program, finding nearly 85% of RRH program participants exited to permanent housing. Further evidence was provided by the Short-Term Impact Report conducted in 2015 with the following findings in regards to RRH:

- Families that enrolled in a RRH program exited shelter in an average of 2 to 3.2 months faster than those that were

referred to RRH but did not enroll.

- 77% of families that enrolled in RRH did not return to shelter.
- Families referred to RRH had incomes 10% higher than those referred to usual care. RRH also led to improvements in food security relative to usual care.
- 5 families can be rapidly re-housed (\$6,578 per family) for what it costs to house one family in transitional housing (\$32,557 per family).

The two models that have informed the design of the Rapid Rehousing and Rental Assistance program are Housing First and Trauma Informed Care. These are both evidence-based practices (more rigorously studied than best-practices) and are National models. YNHS staff have received ongoing training in these cost-effective models by national consultants specific to the populations they serve.

- Housing First – The National Alliance to End Homelessness defines Housing First as a homeless assistance approach that prioritizes providing people experiencing homelessness with permanent housing as quickly as possible – and then providing voluntary supportive services as needed. This approach prioritizes client choice in both housing selection and in service participation. Housing First programs share critical elements:

- o A focus on helping individuals and families access and sustain permanent rental housing as quickly as possible;

- o A variety of services delivered to promote housing stability and individual well-being on an as-needed and entirely voluntary basis; and

- o A standard lease agreement to housing – as opposed to mandated therapy or services compliance.

- o While all Housing First programs share these elements, program models vary significantly depending upon the population served. For people who have experienced chronic homelessness, long-term services and support may be needed.

- Trauma Informed Care (TIC) – This Best Practice recognizes life progress at the smallest level, and builds on that progress to achieve greater successes in self-sufficiency and improved health. YNHS uses TIC as it's model for case management and outreach in their work with medically fragile patients, mental health clients, homeless clients, and clients in supportive housing. The Substance Abuse and Mental Health Services Administration (SAMHSA) has identified the Six Key Principles of Trauma Informed Care:

- o Safety - Throughout the organization, staff and the people they serve feel physically and psychologically safe.

- o Trustworthiness and transparency - Organizational operations and decisions are conducted with transparency and the goal of building and maintaining trust among staff, clients, and family members of those receiving services.

- o Peer support and mutual self-help - These are integral to the organizational and service delivery approach and are understood as a key vehicle for building trust, establishing safety, and empowerment.

- o Collaboration and mutuality - There is true partnering and leveling of power differences between staff and clients and among organizational staff from direct care staff to administrators. There is recognition that healing happens in relationships and in the meaningful sharing of power and decision-making. The organization recognizes that everyone has a role to play in a trauma-informed approach. One does not have to be a therapist to be therapeutic.

- o Empowerment, voice, and choice - Throughout the organization and among the clients served, individuals' strengths are recognized, built on, and validated and new skills developed as necessary. The organization aims to strengthen the staff's, clients', and family members' experience of choice and recognize that every person's experience is unique and requires an individualized approach. This includes a belief in resilience and in the ability of individuals, organizations, and communities to heal and promote recovery from trauma. This builds on what clients, staff, and communities have to offer, rather than responding to perceived deficits.

- o Cultural, historical, and gender issues - The organization actively moves past cultural stereotypes and biases (e.g., based on race, ethnicity, sexual orientation, age, geography), offers gender responsive services, leverages the healing value of traditional cultural connections, and recognizes and addresses historical trauma.

## **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)**

An estimated 1,010 individuals will be served by the Rapid Rehousing and Rental Assistance Program. All 4 of the projects serve either individuals literally homeless or at-risk of being homeless with housing assistance. Specific populations and needs addressed by each project are described below:

- HURAY Rapid Rehousing – Serves chronically homeless and those with disabilities. Needs met include housing, case management, and supportive services. 30 individuals will be served by this project.

- Non-Master Leasing Rapid Rehousing - Serves chronically homeless, those with disabilities and special needs population. Needs met include housing, case management, utility deposits, security deposits, application fees to landlords, hotel/motel vouchers while waiting for vouchers, and supportive services. 220 individuals will be served by this project.

- Prevention Support Services – Serves Individuals at-risk of being homeless as well as homeless families and children.

Needs met include transportation, identification, food, and utilities as indicated by each household. 500 individuals will be served by this project.

- Housing and Essential Needs (HEN) – Serves DSHS clients who are Medicaid eligible with short term disability. Needs met include Rental assistance, utility assistance, hygiene supplies and other essential needs.

260 individuals will be served by this project.

Met needs will be measured by HMIS System Performance Measures and will include:

- o People entered into any housing type
- o Median length of stay
- o Permanent housing exits
- o Returns to homelessness
- o Unsheltered entries
- o Vacancy Rates

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

The Outreach plan and intended audience for each of the project are described below:

- HURAY Rapid Rehousing – YNHS will continue their work to increase outreach to identify homeless clients and encourage participation in services through Coordinated entry. This will be in addition to current outreach approaches being utilized including the YNHS Street Outreach program, Depot Services, health care for the homeless services, and the no wrong door approach. YNHS is also increasing outreach to private landlords. The intended audience for this outreach is the chronically homeless and literally homeless population as well as private landlords.
- Non-Master Leasing Rapid Rehousing – YNHS will continue to use the current outreach approaches being utilized in the form of Street Outreach program, Depot Services, health care for the homeless services, and the no wrong door approach. This will be in addition to intake and assessment in order to identify service and housing needs and provide a link to the appropriate level of both as indicated. YNHS is also increasing outreach to private landlords. The intended audience for this outreach is homeless individuals and families as well as private landlords.
- Prevention Support Services – YNHS will continue to use the current outreach approaches being utilized in the form of Street Outreach program, Depot Services, health care for the homeless services, and the no wrong door approach. This will be in addition to intake and assessment in order to identify service and housing needs and provide a link to the appropriate level of both as indicated. The intended audience for this outreach is individuals and families at risk of homelessness.
- Housing and Essential Needs (HEN) – YNHS will continue to use the current outreach approaches being utilized in the form of Street Outreach program, Depot Services, health care for the homeless services, and the no wrong door approach. This will be in addition to intake and assessment in order to identify service and housing needs and provide a link to the appropriate level of both as indicated. The intended audience for this outreach is qualified recipients of HEN referred by DSHS.

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

Project location is primarily the individual's housing unit or the offices of Yakima Neighborhood Health Services (Yakima, Sunnyside, Granger). Services will be provided in the same location.

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

Yakima Neighborhood Health Services has staff trained in Trauma Informed Care as well as various staff trained to respond to behavioral and mental health needs as indicated.

#### **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.*

Program Supervisor - Annette Rodriguez; Compliance Reporting - Rhonda Hauff

**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.*

YNHS collaborates with many agencies in most programs and projects including, but not limited to; Yakima Housing Authority, private landlords, etc. for housing needs. For support services, YNHS rely on the expertise of Triumph Treatment Services and the YWCA of Yakima for clients with Chemical Dependency and Domestic Violence issues. YNHS also collaborates with the workforce, housing, and transportation systems to make employment an essential component of their supportive housing programs and projects.

YNHS is an access point for coordinated entry, and as a result, are working with all agencies who are participating in coordinated entry to identify the most vulnerable in the community in order to prioritize them for housing.

Additionally, YNHS has been an early adopter of HMIS data and processes and continues to promote the shared enterprise of a county-wide HMIS database. Yakima County HMIS providers share one database so they can share and see what services homeless residents in Yakima County are receiving, and are able to coordinate services among the providers.

Letters of support from a private landlord and client are attached as well as letters from the following partners: Comprehensive Healthcare, Justice Housing, Yakima Valley Farm Workers Clinic – Northwest Community Action Center, Rod's House and Generating Hope.

## **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)**

YNHS has a sound set of financial policies and procedures that are approved by the Board of Directors and are reviewed annually.

**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.*

In Fiscal Year 2016, there were no audit findings by the CPA Firm who conducted the audit. See more information in next question.

**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 financial position is strong. Due to the complexities of health care billing function, there are ebbs and flows, however the longer-term prospect (mid-2017 onward) is very good. YNHS expects the Medicaid and Medicare services in this industry will continue to position YNHS in a sound place servicing a population that provides stable funding. 80% of YNHS revenue comes from patient fees, and 80% of those fees are generated from Medicaid patients (mostly through managed care contacts). The advent of the Affordable Care Act has strengthened the organization's abilities to respond to the health care needs in our communities. Additionally, YNHS' federal funding is largely a grant from the Bureau of Primary Health Care Public Health Service Act section 330. This supports the cost of health care services provided to the uninsured. This program has been strongly bipartisan supported for many years and continues to enjoy broad support.

Regarding recent reviews (no space allotted in previous question), the Bureau of Primary Health Care (BPHC) evaluates processes every three years, and YNHS has met all 19 of the BPHC's 19 program requirements. In the previous year (FY2015), there was one deficiency noted (not a material weakness), where YNHS billed a federal grant for a payroll period that crossed over into the new grant year. YNHS developed a procedure that clearly outlines its year end grant draw down

process. This process requires a review by management of grant funds and related draw downs, so as to guarantee funds are drawn from the appropriate grant cycle.

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

YNHS uses an electronic financial accounting system called "Profund", and has used this system for more than a decade. YNHS has a staff of five accountants, supervised by a controller who has been with YNHS for 9 years and who manage the daily business of the organization, and a contracted CFO, who has been with YNHS for 16 years and has 24 years of experience in this industry. YNHS also has an electronic practice management system, which provides for electronic billing and collection of patient claims, as well as cash management. YNHS produces monthly financial statements and a Financial and Operational dashboard report that is presented on a timely basis to the CEO, Deputy Director and the Board of Directors. Month over month and actual to budget variances are noted and explained. There variances are not just related to financial statement variances, but also variances of key agency indicators, such as productivity by provider, health services payor mix, days in accounts receivable, as well as others.

Additionally, the auditors review internal controls annually, the Bureau of Primary Health Care, which is a major source of federal funding, reviews policies and procedures once every three years. YNHS has successfully met these review requirements. YNHS has developed time and attendance, tracking processes and recording of revenues and expenses to meet federal grant requirements.

**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)**

YNHS leverages several sources of funding to maximize a comprehensive range of services to clients in our communities. Agency wide, YNHS is leveraging the following funding: HUD McKinney funding provides 65 units of permanent supportive housing, along with case management (approximately \$387,000 annually). The Yakima Housing Authority provides ten "look-alike" subsidized housing units for families who were previously supported by the Washington Families Fund, which YNHS continues to support (housing valued at \$90,000 per year, case management value of \$45,000 annually). No current funds are being leveraged for this program.

The YVCOG funding provides the necessary funding gap to complete our holistic approach to service the population in Yakima County. The impact of not receiving full funding for any of the 4 projects would result in individuals returning to homelessness and their assistance would no longer be funded.

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

Individuals who are involved in the HURAY Rapid Rehousing project and the Non-Master Leasing Rapid Rehousing project have eligibility and risk determined through participation through the Coordinated Entry system which includes administration of the Vulnerability Index (VI-SPDAT) to prioritize services (highest need receives top priority). All individuals served by the HEN project must low-income adults who are unable to work for at least 90 days due to a physical or mental incapacity and are ineligible for Aged, Blind, or Disabled (ABD) cash assistance and determined by a referral from the Washington State Department of Social and Health Services. All projects also use the following methods to determine and document eligibility based on their current circumstances:

- Street (Those who are permanently camping; do not have a home; those who state they live on the street or in their cars; those living in abandoned buildings or other structures not meant for human habitation)
  - o Signed and dated statements validating situation on letterhead from outreach workers and/or organizations that assisted the person in the recent past OR
  - o Written verification signed and dated on letterhead from referring social service organization or outreach worker providing information regarding where the person has been residing OR
  - o Verification from Homeless Network member known by YNHS staff with first-hand knowledge of client situation.
  - o Documentation already verified in Yakima County HMIS System.
- Literally Homeless (Continually Homeless 1 Year or 4 Episodes in 3 Years that add up to 1 year):
  - o Verification signed and dated on shelter letterhead.
  - o Shelter's bed-night roster.
  - o Verification from Homeless Network member known by YNHS staff with first-hand knowledge of client situation.
  - o Documentation already verified in Yakima County HMIS System.
- From Transitional Housing:
  - o Written verification from Transitional Housing provider, showing date client entered transitional housing and verifying

client was previously homeless.

- o Verification from Homeless Network member known by YNHS staff with first-hand knowledge of client situation.
- o Documentation already verified in Yakima County HMIS System.
- Institutions / Treatment Centers: (must have been homeless prior to being institutionalized):
  - o Written, signed and dated verification on letterhead from institution's staff that participant is being discharged without housing and lacks resources to obtain housing.
  - o Verification from Homeless Network member known by YNHS staff with first-hand knowledge of client situation.
  - o Documentation already verified in Yakima County HMIS System.

**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)**

Yes

No

**37. Indicate the type of program you will implement:**

*Select all that apply.*

Tenant Based Rental Assistance (TBRA)

Rapid Re-Housing

Regular Rent Assistance

**38. Complete the table below. Attach additional documentation or explanation as needed under the 'Documents' tab. (0-4 pts)**

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

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

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

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

*If so, please describe:*

The HURAY Rapid Rehousing project request includes funding for 2 FTE Case Managers. Case management services will support housing stability and self-sufficiency. We anticipate most of these residents will need multiple contacts each week as they transition from the streets to individual units. Case Management also includes a complete assessment of functional status, and identification of support needs, both urgent and long term, prioritizing safety and basic needs first. Addition support includes health interventions (primary care, including mental health and chemical dependency), referrals, and Tenancy supports, providing guidance to residents on apartment maintenance, budgeting, community living, landlord relations, etc. Case managers will also conduct Weekly inspections of each resident's unit to identify physical repairs / updates needed.

The Non-Master Leasing Rapid Rehousing request includes funding for 3.65 FTE Case Managers. Case management services mirror those for the HURAY Rapid Rehousing project.

The Homeless Assistance Fund (HAF) project request includes funding for emergency assistance such as rental assistance to individuals at risk of becoming homeless. Oftentimes small levels of assistance can prevent individuals from becoming homeless and having higher future needs that are more expensive to address.

The Housing and Essential Needs (HEN) project request includes funding essential needs items and potential housing assistance for low-income adults who are unable to work for at least 90 days due to a physical or mental incapacity and are ineligible for Aged, Blind, or Disabled (ABD) cash assistance. Services include Limited Rent and Utility Assistance, Personal health and hygiene items, and transportation assistance in the form of bus passes.

## 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		\$ 242,345.00			
Case Management Costs					
Rent/Mortgage					
Insurance					
Operating Supplies(phone, printing/copying, etc.)					
Facilities					
Equipment					
Transportation		\$ 12,000.00			
Utilities					
Rental Assistance		\$ 501,750.00			
Services					
Administrative Costs		\$ 58,607.00			
Indirect Costs					
In-Kind Donations					
Other:					
Master leasing		\$ 193,680.00			
Prevention Services		\$ 10,000.00			
Essential Needs		\$ 10,000.00			
Landlord Stability		\$ 7,000.00			

**Total** \$ 0.00 \$ 1,035,382.00 \$ 0.00 \$ 0.00 \$ 0.00

**Budget Narrative**

All costs were determined using the previous budget of actual costs to provide current services.

- Personnel Costs line item is for Case Managers assigned to the HURAY Rapid Rehousing project (2 FTEs) and the Non-Master Leasing Rapid Rehousing Project 3.65 FTEs. The amounts are based on current salaries of existing staff providing case management services:

- o Case Manager 1 – 1 FTE = \$40,390
- o Case Manager 2 – 1 FTE = \$41,460
- o Case Manager 3 – 1 FTE = \$40,270
- o Case Manager 4 – 1 FTE = \$40,270
- o Case Manager 5 – 1 FTE = \$47,735
- o Case Manager 6 – .65 FTE = \$32,220

- Transportation costs line item is for bus passes that are distributed by the HEN project and is based on current actuals.

- The Rental Assistance line item includes rental assistance for two projects and is based on current actuals:

- o HEN project - \$393,000
- o Non-Master Leasing Rapid Rehousing project - \$108,750

- The Master Leasing line item is solely for the HURAY Rapid Rehousing project and is based on current actuals for 30 units x \$538 a month x 12 months.

- Prevention Services line item is solely for the Homeless Assistance Fund (HAF) project and is based on current actuals.

- Administrative costs line item is for all projects at a combined rate of 5.66%.

- Essential Needs line item is for Hygiene items associated with the HEN project and is based on current actuals.

- Landlord Stability line item is solely for the HURAY project and is for repairs and maintenance of unusual wear and tear to the leased units and is based on current actuals.

Estimated cost per client for the Rapid Rehousing and Rental Assistance Program is \$1,024 (\$1,035,195/1,010 estimated individuals).

**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	In addition to what is measured by HMIS, YNHS provides outreach and support to landlords	Outreach and support to private landlords to address concerns and help ensure long-term participation	Literally Homeless and those at Risk of Being Homeless	(In addition to state HMIS performance measures) There will a greater than 75% retention rate of private landlords who participate in this program	Internal tracking of the number of landlords who are participating in the Rapid Rehousing and Rental Assistance program
At 12 months	In addition to what is measured by HMIS, YNHS	Outreach and support to private landlords to address concerns	Literally Homeless and those at Risk of Being	(In addition to state HMIS performance measures) There will a greater than 75%	Internal tracking of the number of landlords who are participating in the Rapid Rehousing

provides outreach and support to landlords	and help ensure long-term participation	Homeless	retention rate of private landlords who participate in this program	and Rental Assistance program
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## ALL OTHER PROGRAM TYPES LOGIC MODEL

PROGRAM PLAN, OUTCOME PLAN & MEASUREMENT PLAN	Program Plan: Inputs-What we have)	Program Plan: Activities-What we do)	Program Plan: Target Group (Who we serve)	Outcome Plan: What we will accomplish (and how we will measure it) after 6 months and after	Measurement Plan: Key Measurements and Measurement Tools (How we will know)
At 6 months	In addition to what is measured by HMIS, the Non-Master Leasing Rapid Re-Housing project meets the For Profit Set Aside	Build and maintain relationships with private landlords.	Literally Homeless	(In addition to state HMIS performance measures) 100% of Non-Master Leasing will be with private landlords	All landlords providing housing for the Non-Master Leasing Rapid Re-Housing project will be confirmed as being private landlords by using YakiMap.
At 12 months	In addition to what is measured by HMIS, the Non-Master Leasing Rapid Re-Housing project meets the For Profit Set Aside	Build and maintain relationships with private landlords.	Literally Homeless	(In addition to state HMIS performance measures) 100% of Non-Master Leasing will be with private landlords	All landlords providing housing for the Non-Master Leasing Rapid Re-Housing project will be confirmed as being private landlords by using YakiMap.

## Documents

### Documents Requested \*

### Required? Attached Documents \*

Commitment letters for all leveraged funds/Letters of Support



[LOS Comprehensive Healthcare](#)

[LOS Client](#)

[LOS Generating Hope](#)

[LOS Justice Housing](#)

[LOS Landlord](#)

[LOS NCAC](#)

[LOS Rods House](#)

Verification and Signature  
[download template](#)



[Verification and Signature](#)

Project Map/Program Service Area

[Program Service Area Map](#)

For Non-Profits: IRS Form 990



[IRS Form 990](#)

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



[List of Board Members](#)

[Bylaws](#)

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



[IRS tax exempt status](#)

[Tax ID Certification](#)

General Liability Insurance Certificate	✓	<a href="#">General Liability Insurance Certificate</a>
Agency's Audit Report for the most recent Fiscal Year	✓	<a href="#">Audit Report for the most recent Fiscal Year</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="#">Program Supervisor - Annette Rodriguez</a>
		<a href="#">Compliance Reporting - Rhonda Hauff</a>

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

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