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YV Conference of Governments
Housing and Homeless Program
YVCOG Homeless Programs Revised 3-15-2017
4/30/2017 deadline

YWCA Yakima
YWCA Yakima Housing Program Operations

\$ 100,000.00 Requested

Submitted: 4/30/2017 7:13:57 PM (Pacific)

Project Contact

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none entered

YWCA Yakima

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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.

8:00 AM - 5:00 PM, Monday - Friday (10 holidays are observed per year)

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 project address is 818 West Yakima Avenue, Yakima, WA 98902. At this address, housing advocacy and assistance are provided for individuals who are homeless as a result of domestic violence. We provide 16 low-income, subsidized, onsite apartment units for homeless individuals and their families, with priority given to those who have been victimized by domestic violence within the last six months. We also have six off-site units reserved for the same purpose. Our location also includes a 15-room, 24-hour emergency shelter for individuals and families fleeing intimate-partner domestic violence. We provide crisis intervention and crisis advocacy, legal advocacy, and mobile advocacy, as well as weekly support groups, awareness classes, and prevention curriculum for at-risk youth.

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)

Our housing program addresses the problem of homelessness for individuals and families who have been victimized by domestic violence. In Washington State, 80% of homeless women and children are homeless as a result of domestic violence. Our 16 on-site and 6 off-site housing units for low-income victims of domestic violence fills a housing gap in the community in more ways than one: our housing is the only subsidized housing available for single women in Yakima; our housing is unique in that it gives priority to homeless victims of domestic violence; we provide low-income housing in a county that currently experiences a vacancy rate of less than 1%, so we help to meet a dire housing shortage in our community for homeless and low-income people and their families. Without this vital component and its accompanying services that we provide, accomplishing the goals of the 5-year plan would not be possible.

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)

This request would maintain funding for critical salary expenses that enable us to run our housing program. CHG monies have helped to cover the salaries of critical positions within our Housing Program: our Program Manager position supervises the Housing Program and Housing Advocate Staff; our Housing Advocates provide vital case management services to our housing residents. This funding request would continue the support of these positions, which make our Housing Program possible. Additionally, an expansion of funding from \$80,000 to \$100,000 would also allow for the expansion of our housing services, freeing up monies otherwise dedicated to salaries to target mobile advocacy services, which increases our ability to reach more people in need, and to offer emergency financial assistance, which provides immediate and impactful support to the most financially vulnerable individuals and families, with the goal of facilitating self-sufficiency.

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

YWCA Yakima adheres to a survivor-centered, trauma-informed approach to advocating for and serving individuals and families who have been victimized by domestic violence. These principles align with Domestic Violence Housing First (DVHF) core values. We do not impose decisions onto any client; we operate from a philosophy that the survivor is always the expert of determining their own safety needs and making their decisions autonomously; our advocates offer support and guidance, including emotional assistance for trauma-healing, safety planning strategizing, and warm referrals to other specialized providers in the community.

As a participant in a collaboration with the Washington State Coalition Against Domestic Violence (WSCADV) to conduct a four-year, multi-million-dollar research study on domestic violence and housing, we have spent the last year actively aligning our policies, procedures, and overall philosophies as an agency to align with DVHF objectives.

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)

We anticipate serving most populations specified: Low Income Households (<80% AMI), Very Low-Income Households, (<50% AMI), Extremely Low-Income Households (<30% AMI), Homeless Individuals and Families (including with Children), Households at Risk of Homelessness, Special Needs Populations (Veterans, DD, CD, MI, DV), and the Chronically Homeless, however we will give priority to anyone facing homeless as a result of being victimized by domestic violence within the last six months, as we know this to be a leading cause of homelessness for women and their children, and because we realize that facing homelessness and intimate-partner violence together stack hardships on the individuals and families who experience both concurrently. The population we serve is also low to extremely-low income, and special needs such as chemical dependency and mental illness present with high prevalence.

We anticipate serving approximately 100 families per year.

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

Our outreach plan is to continue engaging local landlords (our intended audience) to work with our agency and our clients in order to expand access to affordable housing for our clients, as well as to the homeless and disadvantaged community at large. As a facility with its own apartments, the YWCA Yakima is a member of the Yakima Valley Landlords Association (YVLA). As such, we attend monthly member meetings to help build awareness and understanding within the landlord community of the unique needs and circumstances of our clients, many of whom are low-income, have criminal records and/or damaged credit ratings (often as a result of domestic violence) and/or evictions in their history. We work to encourage local landlords to work with our clients and offer them housing opportunities, despite their undesirable backgrounds.

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

818 West Yakima Avenue, Yakima, WA 98902

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

The YWCA Yakima is ADA-compliant; we do not discriminate against disabilities - we have handicap-accessible units and our advocates work to ensure that all client needs are met to the extent possible based on our facility's capabilities. On-site accessibility features include wheelchair ramps, large doors and accessible bathrooms.

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.

There is currently internal staff capacity. Services will be provided by YWCA Yakima Housing Advocates, with supervision provided by our Program Manager; our Program Director will ensure compliance reporting requirements are completed.

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.

YWCA Yakima partners with several agencies within the community in order to meet the needs of its clients and fulfill its contractual objectives. We are partnering with Transform Yakima Together (TYT), a local organization working with the homeless, to coordinate services. TYT regularly experiences a steady influx of individuals and families who are homeless as a direct result of domestic abuse, and yet TYT has no domestic violence services support to offer. In order to address this issue, TYT and YWCA Yakima have signed an MOU agreeing to coordinate services: TYT will contact YWCA Yakima regarding

individuals and families who are homeless as a result of domestic violence, and YWCA Yakima's Mobile Advocacy Team will travel to TYT to offer support services to these clients - services cover a broad spectrum including Shelter & Crisis Services and Legal and Housing Advocacy; services offered will depend on the unique needs of each individual.

YWCA Yakima is also partnered with the Yakima Valley Conference of Governments (YVCOG) and Yakima Neighborhood Health Services (YNHS) to participate on an ongoing community advisory group to study and implement the new Coordinated Entry project. YWCA Yakima's Program Manager has agreed to attend these meetings and represent our agency in the effort.

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)

It is a policy of YWCA Yakima to adhere to any restrictions imposed by its funders. We have a written Accounting & Procedures Manual and an Agency Cost Allocation Plan. We also get audited annually to ensure those internal controls are being met.

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, we have had zero negative findings in our audits for the last couple of years.

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.

We are currently in "good" standing financially. Over the last couple of years we have received a couple of large bequests on top of being able to meet our fundraising goals. We invested over half of that extra revenue, and have been using the rest for things the agency has really needed. We purchased two used vehicles which we needed badly, completed some capital improvement projects that our building/shelter/housing units has needed. That being said we have also and are also losing some of our government funding this year and also next year, and are unsure about continued funding on a couple other smaller revenue sources. We are very reliant on fundraising revenue and anything we can get on top of that to be more secure the better.

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

The YWCA of Yakima has both a written Accounting Policies & Procedures Manual as well as a written Cost Allocation plan that we follow. we have good internal controls with checks and balances. Received revenue is recorded and logged by someone other than the Finance Manager, and our donations are entered into two different systems. One is accounting software and the other is donor management, so we are able to reconcile the two systems to help look for any discrepancies. We attempt to make effective and efficient use of our resources. We thrive on gaining respect and confidence of funding agencies. We are preparing for long-term financial sustainability to where we could operate at least a few months w/out hardship to our clients and staff if we happen to lose any of our largest grants. We work to have; consistency; accountability; transparency and integrity in our programs and financial management.

20. What additional dollars are you leveraging for the project/program and what would be the impact of not receiving full funding for the project? (0-4 pts)

Currently we are asking for \$100,000 for Operations which would give us approx. an extra \$14,420 each fiscal year. We would like to put that towards Housing Advocate salaries. We currently have 2 full-time Housing Advocates and 2 Admin staff that we could charge some CHG time to. We are currently only able to cover 1 FT staff and the partial admin costs w/our current amount. The extra would help us alleviate some of the costs under our fundraising revenue and/or project based voucher revenue.

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

Client eligibility is based on need - if a client has been victimized by intimate-partner domestic violence within the last six months and has been destabilized financially and rendered homeless as a result, the client (and their family) will be given

priority for admittance to our housing program.

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

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

- Low Income Households (<80% AMI)
- Very Low-Income Households (<50% AMI)
- Extremely Low-Income Households (<30% AMI)
- Homeless Individuals
- Homeless Families with Children
- Households at Risk of Homelessness
- Special Needs Populations (Veterans, DD, CD, MI, DV)
- Homeless Youth/Young Adults
- Chronically Homeless

23. Indicate if Funding Requested is to:

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

PROJECT/PROGRAM SPECIFIC INFORMATION

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

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

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

25. Indicate the Program Type:

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

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

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

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

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

28. Is this a phased project?

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

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

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

30. Can your project be partially funded?

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

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

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

32. Are owners or residential or business tenants currently occupying the site. If applicable, will anyone be required to move, either temporarily or permanently, as a result of this project? How will you manage relocation? (0-2 pts)

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

33. If an Environmental Review (ER) has been commenced or completed, please indicate the name of the firm that conducted the ER, the type of review conducted and date of review, and the determination of that ER: (0-1 pt)

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

34. Indicate the Priority Goal for the Funding being requested:

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

35. Indicate the number of and briefly describe the roles of volunteers needed to help achieve Program objectives and outcomes: (0-1 pt)

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

36. Will your program participate in Coordinated Entry? (0-1)

Yes

No

37. Indicate the type of program you will implement:

-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:

The services we provide in addition to overnight shelter consist of our Housing Program (which includes Housing Advocacy Services), Legal Advocacy Services, Crisis Advocacy Services, Mobile Advocacy, Family & Children's Advocacy, Domestic Violence Prevention Curriculum for At-risk Youth, weekly Domestic Violence Support Groups and Awareness Clinics, Aftercare, Working Women's Wardrobe Professional Clothing Assistance for Low-income Women & Teens, and Retail Job Skills & Employment Training for Domestic Violence Survivors.

Budget

CAPITAL IMPROVEMENT PROJECT BUDGET	Responsible Parties, Methods	This Request	Other Federal	State/Local	Private or Other	TOTAL
Design & Inspection Project						\$ 0.00
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
Total	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

ALL OTHER PROGRAM TYPES BUDGET	CIP Funding	Rapid Re-Housing/Rental Assistance Funding	Operations & Maintenance Funding	Emergency Shelter Funding	Private or Other Funding
Personnel Costs			\$ 100,000.00		
Case Management Costs					
Rent/Mortgage					
Insurance					
Operating Supplies(phone, printing/copying, etc.)					
Facilities					
Equipment					
Transportation					
Utilities					
Rental Assistance					
Services					
Administrative Costs					
Indirect Costs					
In-Kind Donations					
Other:					
Total	\$ 0.00	\$ 0.00	\$ 100,000.00	\$ 0.00	\$ 0.00

Budget Narrative

We currently have 2 FT Housing Advocates with total salaries plus fringe benefits totaling \$85,955 per year. We then have 2 admin staff who either do some direct client services and/or supervise the Janitorial and Maintenance positions, and ensure all Facilities, Maintenance & Janitorial for our agency are completed and in compliance. We are currently charging \$4202 to admin costs but we would like to be able to charge some more time to CHG if awarded for approx. \$14,045. That would bring our 2 FT and our Admin time to the total of \$100,000. This grant amount would help alleviate about \$18,000 that we need to pull from our fundraising revenue which of course is never guaranteed. We do not anticipate receiving more large bequests like we have the last two years which will reduce our revenue quite a bit.

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	We currently have 16 on-site and 6 off-site	Housing assistance	Individuals and families	We plan to accomplish	HMIS is a key measurement tool

apartment units dedicated to low-income individuals and families experiencing homelessness (with priority given to those who have been victimized by domestic violence within the last six months). We are connected to these clients by a variety of means, including stays in our Emergency Shelter, and through community partnerships.	provided includes admittance to our low-income housing program, ongoing case management, assistance with housing placement elsewhere in the community, financial assistance to support self-sufficiency for the financially vulnerable.	who have been victimized by domestic violence within the past six months and have been rendered homeless as a result.	increased and enhanced housing placement (whether it be through our own housing program or through other programs in the community). We plan to track the number of individuals served on a regular basis through our Housing Program.	that we employ, and that we rely on for stats reporting. InfoNet is another tool that we utilize in order to track stats. YWCA Yakima, furthermore, maintains tracking sheets in Excel software. YWCA Yakima's advocates track service units and support category for every client served.
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At 12 months	We plan to maintain our 16 on-site and 6 off-site apartment units dedicated to low-income individuals and families experiencing homelessness (with priority given to those who have been victimized by domestic violence within the last six months). We also intend to maintain the bridges that connect our clients to us, including stays in our Emergency Shelter, and through community partnerships. We hope that our efforts to participate in Coordinated Entry will endow our programs with enhanced service models and capacities to serve the homeless in our community.	Housing assistance provided includes admittance to our low-income housing program, ongoing case management, assistance with housing placement elsewhere in the community, financial assistance to support self-sufficiency for the financially vulnerable.	Individuals and families who have been victimized by domestic violence within the past six months and have been rendered homeless as a result.	We plan to accomplish increased and enhanced housing placement (whether it be through our own housing program or through other programs in the community). We plan to track the number of individuals served on a regular basis through our Housing Program.	HMIS is a key measurement tool that we employ, and that we rely on for stats reporting. InfoNet is another tool that we utilize in order to track stats. YWCA Yakima, furthermore, maintains tracking sheets in Excel software.
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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)
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At 6 months

At 12 months

Documents

Documents Requested *	Required?	Attached Documents *
Commitment letters for all leveraged funds/Letters of Support	✓	YNHS Commitment Letter for YWCA Yakima
Verification and Signature download template	✓	Verification & Signature - YWCA Yakima
Project Map/Program Service Area		
For Non-Profits: IRS Form 990	✓	IRS Form 990
For Non-Profits: Board Documentation (List of Board Members, Charter, ByLaws)	✓	Board of Directors List - YWCA Yakima BOD Bylaws - YWCA Yakima Articles of Incorporation - YWCA Yakima
For Non-Profits: 501(c)3 Tax Exempt Letter	✓	501(c)3 Tax Exempt Letter - YWCA Yakima
General Liability Insurance Certificate	✓	Certificate of Liability Insurance - YWCA Yakima for YVCOG
Agency's Audit Report for the most recent Fiscal Year	✓	Most recent audited financial statement
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.)		YWCA Yakima Programmatic Overview Sheet YWCA Yakima Programmatic Overview Sheet - Spanish

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