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YV Conference of Governments  
Housing and Homeless Program  
**YVCOG Homeless Programs - EWWS RFP**  
9/11/2017 deadline

## Yakima Valley Farm Workers Clinc DBA Northwest Community Action Center NCAC EWW Hotel/Motel Voucher

**USD\$ 41,250.00** Requested

Submitted: 9/8/2017 5:27:04 PM (Pacific)

**Project Contact**

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**Additional Contacts**

*none entered*

**Yakima Valley Farm Workers  
Clinc DBA Northwest Community  
Action Center**

706 Rentschler Lane  
same as above  
Toppenish, WA 98948

**Emergency Services Manager**

Janice Gonzales  
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SAM Expires 10/11/2017

### Application Questions

**1. What Type of Organization are you? (no score)**

- Private/Non-Profit
- Governmental Entity
- Corporation
- Limited Liability Corporation (LLC)
- Sole Proprietorship
- Religious Organization as defined by RCW 35.21.915
- Other

**2. Please indicate which of the following is true with regard to the type of emergency shelter your organization will provide (1-8 pts):**

*Select all that apply*

- A. Provide shelter to house men
- B. Provide shelter to house women
- C. Provide hotel/motel vouchers
- D. Provide shelter to families with children
- E. Provide shelter to youth and young adults
- F. Provide shelter to homeless with pets
- G. Provide shelter to couples without children
- H. Provide day warming shelter

**3. PLEASE INDICATE THE PROJECT TYPE FOR WHICH YOU ARE SUBMITTING THIS APPLICATION: (no score)**

*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:

- Emergency Night Shelter - Questions 7-15
- Hotel / Motel Voucher - Questions 16-18
- Day Warming Shelter - Questions 7-15

**4. What is the Project Address and provide a schedule of all services at each location. (list all apply): (1-5 pts)**

*Have you started the approval process with zoning and/or fire marshal? Give a detailed answer of your process.*

Northwest Community Action  
706 Rentschler Lane  
Toppenish, WA 98948

Opened Monday thru Friday 8 am to 5 pm - will issued Hotel Motel/Vouchers during that time for homeless individuals and families

**5. Is this project eligible to execute a contract by November 15, 2017?**

*(If your project is not ready to begin on November 15, 2017, your application will not qualify for review and scoring)*

- Yes
- No

**6. Please summarize this funding request. What do you want to do? Describe the project in detail: (1-5 pts)**

Northwest Community Action Center (NCAC), a division of Yakima Valley Farm Workers Clinic, will issue hotel motel vouchers to homeless individuals and families in Yakima County. Although we will make services available to all eligible clientele, we will place emphasis on service to that portion of the county south of Union Gap. Each family and/or individual will be assessed and entered into the coordinated entry system to help link the client with the most appropriate additional services needed to expedite placement in stable housing. Hotel/Motel vouchers will be issued to those individuals for whom other emergency shelter accommodations are not appropriate for or accessible to. Northwest Community Action Center will utilize existing agreements with six motels in Yakima, Toppenish, and Sunnyside to temporarily house program clientele. In addition, NCAC will utilize, the Cosecha Apartments, a seasonal farmworker housing unit, to house larger families. Cosecha Apartment utilization is made possible through an agreement between the Yakima Housing Authority. Yakima Housing Authority was granted waiver from the USDA to utilize this housing for homeless emergency shelter during the months that the housing traditionally lies vacant, November through March. The onsite manager will assist with checking in clients and will work closely with NCAC Case managers to ensure smooth operations.

## SHELTERS

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**7. What is your plan to provide all shelter space as safe, secure, and a respectful facility for clients accessing services. (1-5 pts)**

*Attach your operation plan. Provide sleeping accommodations and fire/emergency safety plan.*

n/a

**8. How will you coordinate the donation and distribution of supplies, money, food, and other necessities for the operation of shelter projects (1-5 pts)**

*Provide the hours of operation to received and distribute items*

n/a

**9. Explain how you will provide a project level coordinator to conduct necessary volunteer training, site management, monitoring, data entry and reporting, and other duties as required. (1-5 pts)**

*Include a list of staff and or volunteers you will have to perform these duties.*

n/a

**10. How will you recruit, train and supervise consistent lead volunteer(s) or staff at each shelter site to monitor program quality, internal controls, client safety, and other routine site management activities as required? (1-5 pts)**

*Include a timeline for each activity*

n/a

**11. What guidelines, policies and procedures do you have regarding serving homeless clients including but not limited to providing emergency shelter? (1-5 pts)**

*Attach a copy of guidelines, policies and procedures for these requirements*

n/a

**12. Please describe and attach written agreements with any participating parties offering donated space for the provision of services establishing clear terms of use, including any usage restrictions and liability responsibilities. (1-5 pts)**

*Include how you will measure the success of partners and your conflict resolution to resolve issues that arise*  
n/a

**13. How often will you conduct random on site visitations, reviews, and other interventions as necessary to ensure client safety and adherence to policy. (1-5 pts)**

*Who will be responsible for client safety and following the policies you have put in place*  
n/a

**14. Do you have a means of tracking, summarizing, and reporting incidents occurring on site at the shelters and their resolution and provide YVCOG staff and their contracted agents weekly and complete summaries of any such incidents? (1-5 pts)**

*Who will be responsible for this requirement and how will you report back to YVCOG*  
n/a

**15. How will you provide a confidential and anonymous means for clients to register grievances, complaints, safety concerns, etc. regarding the operations of shelters, staff or volunteers, or any other element of the EWW Shelter project. (1-5 pts)**

*Who will be responsible for this task in your organization and how will these issues be addressed?*  
n/a

## **HOTEL / MOTEL VOUCHERS**

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**16. What hours will you be available to assess a homeless client for a motel voucher? (1-5 pts)**

*Provide the location where the client can go to apply*

Northwest Community Action staff will be available Monday through Friday 8 am to 5 pm to issue vouchers. Expanded hours of operation may be available as needed.

**17. What measurement will you use to determine who to give priority access to vouchers for unsheltered households? (1-5 pts)**

Only unsheltered individuals or families that other emergency shelter in the community is either not available or does not provide suitable accommodations will be given access to vouchers. Extreme Winter Weather (EWW) by its very nature dictates that we look for any and all options to shelter people. With this in mind, NCAC will serve homeless ages 18 and older who meet the aforementioned criteria. NCAC will work with all EWW and housing providers to select the most appropriate service option.

**18. Is your organization certified in the County's online Homeless Management and Information System (HMIS) for all persons receiving assistance funded under the terms of this contract. (0-1 pts)**

*Data must be input within a 24 hour period.*

Northwest Community Action Center is certified in the County's online Homeless Management and Information System and is a member of the coordinated entry committee.

## **PROJECT/PROGRAM SPECIFIC INFORMATION**

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**19. Are you able to enter into and maintain data sharing and client confidentiality agreements (0-1 pts)**

*Provide your confidentiality policy.*

We have data sharing agreements and have entered into client confidentiality agreements. We understand the necessity to maintain such agreements and are committed to doing so.

Our organization confidentiality policy is attached.

**20. Will you reach out to other agencies and collaborate on services with this project? (1-5 pts)**

*Who will you reach out to and what services will you collaborate on?*

Recognizing the urgency of placing unsheltered individuals and families in some type of temporary shelter during extreme winter weather as quickly as possible, it is essential that we work with all shelter and housing providers. As a long time provider of emergency shelter, we have worked closely with other winter shelter operations in the past, we will continue to seek the help and support from our partners in the community and work closely with them to serve clients that may be more appropriate for hotel motel and likewise refer those that can be accommodated by shelter other than hotel vouchers. NCAC is committed, therefore, to reach out to all other agencies to collaborate on services with this project.

**21. Who will provide monthly reports on services provided to stakeholders (1-5 pts)**

*What information will you report on and who will report on it?*

Janice Gonzales, Emergency Services Manager or one or her designees Misael Maldonado or Mariana Ambriz, we will provide information on bed nights provided and another other related information requested by the HPPC. or YVCOG Homeless Program Management

**22. How many bed nights will you serve each night. (1-5)**

We will provide, on average of 27 bed nights each night for a total of 3,255 bed nights.

**23. Where will you provide shelter(s) or motel vouchers? (1-16 pts)**

- City of Yakima
- Grandview
- Granger
- Harrah
- Mabton
- Moxee
- Naches
- Selah
- Sunnyside
- Tieton
- Toppenish
- Union Gap
- Wapato
- Zillah
- Unincorporated Yakima County
- Yakama Reservation

**24. Are you providing any additional services other than emergency shelter? (1-5 pts)**

*If so, please describe:*

Each homeless individual or family enrolled in the EWW Hotel Motel Project with NCAC will be assessed and input into the County's Coordinated entry system. The assessment process will identify barriers to housing stability from which the case manager can develop a housing stability plan. Additional services deemed warranted, such as case management, counseling, housing search, housing inspection, housing placement, landlord outreach and referral to other services are some of the services that will be made available on a case by case basis. As a community action agency, NCAC provides a number of additional in-house programs that will be made available to enrolled clientele such as employment and training services, job search assistance, resume writing assistance, computer labs, budgeting classes, assistance with energy and utility bills.

**25. Please provide any other information you believe to be relevant to the success of your application and the services your organization provides. (1-5 pts)**

It is important to note that we are not requesting sufficient resources to cover staffing costs associated with this project. Recognizing the limited resources available to our community, we will leverage existing staffing resources to provide services to this client group.

There are currently no family shelters in the area of Yakima Valley south of Union Gap and only one year-round shelter for singles with limited capacity. Hotel/Motel vouchers are essential to the health and well-being of the homeless during the extreme winter weather.

The site designations in item 23, "Where will you provide shelter or motel vouchers is simply the locations where we have current vendor agreements in place. This reference is not intended to exclude individuals identified as homeless in other communities but simply a means to communicate where openings might exist. NCAC will continue to seek additional alternatives with other hotel or motel providers.

**26. Detail your service plan, including transportation, hygiene facilities, meals, etc. (1-5 pts)**

It is our intention to provide hotel/motel vouchers and utilize the Cosecha Apartments as described under question 6 and services as describe under question 24. A small amount of resources will be used to provide hygiene supplies for residents. Blankets, towels, cleaning supplies have already been secured for use with the Cosecha Operation.

**27. How will you leverage your other programs and or funding to assist with the EWWS? (1-5 pts)**

All the services provided by NCAC Emergency Services, Employment and Training, and Education and Nutrition Divisions will be made available to program clientele. As well, a minimum of 10,000 in additional YVFWC funds has been committed to augmenting this project. Community resources will be used to alleviate barriers and promote stable housing situations.

## Budget

<b>EXTREME WINTER WEATHER SHELTER</b>	Local (2163) Request	In-kind or Other
Personnel Salaries / Wages	USD\$ 3,000.00	
Personnel Fringe Benefits	USD\$ 1,000.00	
Administration Costs	USD\$ 400.00	USD\$ 0.00
In-Kind Donations		
Hotel / Motel Vouchers	USD\$ 36,600.00	USD\$ 10,000.00
Overnight Shelter Operations		
Day Warming Shelter Operations		
Travel	USD\$ 250.00	
<b>Total</b>	<b>USD\$ 41,250.00</b>	<b>USD\$ 10,000.00</b>

### Total Project Cost

calculation error

### Budget Narrative

Salaries and benefits consist of direct staff charges associated with issuing vouchers, maintaining agreements with hotels, and Yakima Housing Authority and insuring client adherence to rules. Likewise travel is associated with estimated travel costs for outreach and follow up with clients and vendors.

Vouchers are based on an estimate of issuance of 122 seven-day vouchers at an average cost of \$300 per voucher.

## Documents

<b>Documents Requested *</b>	Required?	<b>Attached Documents *</b>
Commitment letters for all leveraged funds/Letters of Support	✓	<a href="#">Leveraging letter</a>
Verification and Signature <a href="#">download template</a>	✓	<a href="#">Verification and Signature</a>
Project Map/Program Service Area		
For Non-Profits: IRS Form 990	✓	<a href="#">Form 990</a>
For Non-Profits: Board Documentation (List of Board Members, Charter, ByLaws)	✓	<a href="#">Board Bylaws</a> <a href="#">Board Roster</a>
For Non-Profits: 501(c)3 Tax Exempt Letter	✓	<a href="#">501(c)3 Tax Exempt Letter</a>
General Liability Insurance Certificate	✓	<a href="#">Certificat of General Liability</a>
Agency's Audit Report for the most recent Fiscal Year	✓	<a href="#">Agency Audit</a>
Other relevant documentation		<a href="#">Confidentiality Policy</a>

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