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

Sacred Messengers DBA Transform Yakima Together **EWWS - Overnight Shelters Yakima County**

USD\$ 120,768.00 Requested

Submitted: 9/11/2017 11:17:01 PM (Pacific)

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**Sacred Messengers DBA
Transform Yakima Together**

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DUNS
SAM
Expires

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

CT
AF

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.

TYT proposes to operate Emergency Winter Weather Shelters, offering overnight and daytime shelter, in two locations:

Yakima

The Yakima shelter will be located at 1510 S 36th Ave, Yakima, WA 98908 (Please note: Due to the uncertainty of our grant application and the extensive nature of due diligence involved in securing a facility for the 24-hour shelter, and the number of facilities we had to evaluate, we were not able to finalize all the details and secure a signed lease on the proposed facility. However, we are confident that we will secure this facility. We will continue to pursue this during the scoring period of the RFP process and finalize things if we are awarded the grant.)

At this location we will provide shelter, secured storage, pet accommodation, meals, some clothing, transportation, showers, access to laundry facilities, case management, access to other providers, education opportunities, and job preparation, search and support in collaboration with Entrust Community Services.

The Yakima shelter building has already been inspected by Yakima City personnel and given a preliminary green light for its use as a shelter. The requirements and suggested listed by the inspector (smoke detectors, updated fire extinguishers, etc.) will be implemented once approval has been granted by YVCOG for us to operate the shelter. A letter from the inspector is attached to this application.

Sunnyside

The Sunnyside shelter will be located at 525 South 7th Street, WA 98944. Day services will be supported by Entrust Community Services, located at 533 South 7th Street, Sunnyside, WA 98944.

The Shelters will operate within Yakima County's Extreme Winter Shelter calendar, opening November 15th (or sooner if weather demands) and will run to March 31st. The shelter will be open at 4 pm and will close every morning at 9 am. The shelter will have an occupancy for 15 adults for sleeping. Men and women will be separated for sleeping. Guests will be expected to sign in by 6 pm and will leave by 8 am. Guests will be able to bring in personal belongings and clothing which will be no more than the plastic tote that they will be stored in while guests are at the facility. Guests cannot bring in any weapons, such as knives or guns. These items will need to be checked in while registering and will be stored in a secured area. No pets are allowed at the shelter.

The Shelter will be under the direction of TYT management and their overall EWWS program. There will be at least two volunteers and/or staff on site during EWWS operational hours. Volunteers will work 8 hour shifts, with overlapping shifts. TYT or Entrust Staff will fill any gaps in manning the shelter. Volunteers will leave information regarding the operations of the shelter including issues with residents, maintenance, etc. for both documentation of the incidents, but also to keep everyone informed.

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)

Transform Yakima Together (TYT) recognizes the significant impact that unmanaged homelessness has on local businesses, housed residents and governmental entities that are located in and around the downtown core. Earlier this year, in close collaboration with YVCOG and the City of Yakima, TYT created, Camp Hope, a solution that is providing for the needs of the homeless as well as the business and government community. Camp Hope is a "managed," temporary encampment on the City-owned property behind the old K-mart and adjacent to the City's water treatment plant. We opened the encampment on March 22nd, the day after the winter shelters closed, only one and two days after final approval by the City and YVCOG, respectfully.

Based on the success of Camp Hope and with the winter months approaching and in response to this RFP, we now propose to open and operate a 24-hour facility for a low barrier, emergency winter weather shelter. Therefore, we are requesting \$120,768 this year for the continued daily operations of the night-time shelter as described below. (A separate budget and funding request is being made for the day-time shelter per the RFP)

Filling the Gaps in Homeless Services

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

Consolidation of Shelter Services

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

Furthermore, although it meets the basic need for shelter during the winter months, an EWWS program that requires that people vacate their sleeping quarters at 6:30 in the morning and be shuttled to a separate day room, as well as one that does not allow pets, or easily accommodate people with disabilities, is not ideal. The homeless we serve would much prefer and it would be better for them and the community for them to have a 24-hour facility to meet their needs. Thus, TYT has worked diligently with community leaders and other providers to provide this preferred option to the homeless of the Yakima Valley this winter.

Stabilizing the Homeless Community Stabilizes Our Entire Community

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

The Shelter will provide all of the same services as the encampment while enjoying the benefits of a 24-hour, indoor facility. The Shelter will be overseen by the TYT staff, as well as utilize volunteers from the community that have been trained to assist the homeless. The Center will provide homeless residents with shelter, food, water, and protection from the elements as well as access to essential services provided by other area service providers. Non-residents will be able to enjoy hot and cold beverages, food, clothing, and other basic needs assistance from 8:00 AM to 6:00 PM. The Shelter will accommodate up to 60 overnight adult guests and up to four families at a time, with overflow capacity for an additional 12 individuals.

Persons wishing to stay at the shelter will be asked to sign a Good Neighbor Agreement which will outline expectations for behavior and consequences if expectations are not met. Each able-bodied resident will be expected to contribute volunteer service at the shelter to help keep the Shelter clean and at maximum capacity to serve the needs of the homeless.

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

Although TYT is a faith-based organization, it will NOT require any attendance at or participation in any religious activity from residents in order to stay at the Shelter or receive services from us.

TYT will lease the shelter from Entrust Community Services, pay for all utilities, provide general liability insurance on buildings / premises, install smoke detectors in sleeping areas and comply with all fire marshal regulations.

The Shelter will be under the Direction and Supervision of Mike Kay, the current Camp Hope Director. His prior experience as a police chief, law enforcement officer, FEMA Disaster Coordinator, and pastor have proven to be invaluable to the Camp residents and the community at large. Mike will train and manage staff and volunteers to fulfill the required duties of running the shelters. He will also maintain communication with TYT Executive Director and, when appropriate, the YVCOG EWWS Coordinator.

Paid staff and interns will monitor shelter residents and activities. They will also maintain a list of clients who are sheltered nightly and complete Incident Report for any unusual events per our policy manual. They will also work with to coordinate and schedule volunteers, coordinate meals, transportation, and activities for the residents.

Staff and Volunteers will go through WSP Background Check and training.

EXTREME WINTER WEATHER SHELTER FOR SUNNYSIDE INTRODUCTION

The city of Sunnyside has long dealt with a population of homeless people within its city limits as well as those who are homeless in the more rural areas, and while people in this city admit there are homeless people, they do not usually know how many people are homeless or what services are available to address it. The exception to this rule is Joe and Elizabeth Knowles, a couple who have been running "the Underground" around Sunnyside with the assistance of the Oasis Church. Joe and Elizabeth have been working with people experiencing homelessness for several years, and they have been in the

Sunnyside area for ten years. They got their start in the area with the help of Sunrise Outreach Ministries in Yakima, and they have developed a drop-in center that, over time, has come to have a reputation for being a consistent place of support.

The Shelters will operate within Yakima County's Extreme Winter Shelter calendar, opening November 15th (or sooner if weather demands) and will run to March 31st. The shelter will be open at 4 pm and will close every morning at 9 am. The shelter will have an occupancy for 15 adults for sleeping. Men and women will be separated for sleeping. Guests will be expected to sign in by 6 pm and will leave by 8 am. Guests will be able to bring in personal belongings and clothing which will be no more than the plastic tote that they will be stored in while guests are at the facility. Guests cannot bring in any weapons, such as knives or guns. These items will need to be checked in while registering and will be stored in a secured area. No pets are allowed at the shelter.

The Shelter will be under the direction of TYT management and their overall EWW program. There will be at least two volunteers and/or staff on site during EWW operational hours. Volunteers will work 8 hour shifts, with overlapping shifts. TYT or Entrust Staff will fill any gaps in manning the shelter. Volunteers will leave information regarding the operations of the shelter including issues with residents, maintenance, etc. for both documentation of the incidents, but also to keep everyone informed.

SHELTERS

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.

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

The Shelter will provide all of the same services as the encampment while enjoying the benefits of a 24-hour, indoor facility. The Shelter will be overseen by the TYT staff, as well as utilize volunteers from the community that have been trained to assist the homeless. The Center will provide homeless residents with shelter, food, water, and protection from the elements as well as access to essential services provided by other area service providers. Non-residents will be able to enjoy hot and cold beverages, food, clothing, and other basic needs assistance from 8:00 AM to 6:00 PM. The Shelter will accommodate up to 60 overnight adult guests and up to four families at a time, with overflow capacity for an additional 12 individuals.

Persons wishing to stay at the shelter will be asked to sign a Good Neighbor Agreement which will outline expectations for behavior and consequences if expectations are not met. Each able-bodied resident will be expected to contribute volunteer service at the shelter to help keep the Shelter clean and at maximum capacity to serve the needs of the homeless.

TYT will prioritize meeting a person's basic needs by minimizing barriers to entry, providing a much-needed gateway to services including housing programs, drug and alcohol treatment, and mental health assistance.

A floor plan with sleeping arrangements as well as our overall safety and emergency plan is attached.

SUNNYSIDE

LOCATION - The Sunnyside shelter will be located at 525 South 7th Street, WA 98944. Day services will be supported by Entrust Community Services, located at 533 South 7th Street, Sunnyside, WA 98944 (Directly across the street).

DATES OF OPERATION - The Shelter will operate within Yakima County's Extreme Winter Shelter calendar, opening November 15 th (or sooner if weather demands) and will run to March 15 th (or later if weather demands). The shelter will be open at 4 pm and will close every morning at 8 am.

OCCUPANCY-The shelter will have an occupancy for 15 adults for sleeping. However, a upstairs portion of the building can be used to shelter guest if needed. Men and women will be separated for sleeping. Guests will be expected to sign in between the hours of 4pm - 6 pm and will leave by 8 am daily. Intake procedures will be identical to the policy & procedures used by Transform Yakima Together.

PERSONAL PROPERTY - Guests will be able to bring in personal belongings and clothing which will be stored in a secure area while guests are at the facility. Guests will not be allowed to bring in any weapons, drugs or illegal substances. These items will need to be checked in, labeled while registering and will be stored in a secured area. A safe will be used to secure prescription medication while the guest is staying in the facility. Guest will be allowed access to the medication and be responsible for taking the medication as prescribed. No pets are allowed at the shelter. However, guests with pets will be provided with the information for the low-barrier shelter in Yakima being run by Transform Yakima

Together who will be in collaboration for this shelter.

STAFFING - There will be at least two volunteers on sight during EWWS operational hours. Volunteers will work 8 hour shifts, with overlapping shifts. Transform Yakima Together will provide direct supervision, policy & procedures and operational oversight to include volunteer training and supervision. TYT will also provide staffing as needed.

Using the policies & procedures used by Transform Yakima Together, Staff & Volunteers will log information regarding the operations of the shelter including minor issues with residents, maintenance, etc. Transform Yakima Together will provide Incident reports and report management system for incidents involving threats, violence, or major violations of the rules to include recommended sanctions. Guests may be Sanctioned or excluded from the shelter for behavior proscribed in the Transform Yakima Together Shelter Policy Manual. Sanctions will only be issued by the shelter director.

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

Under the supervision of the shelter director, we will use staff members and volunteers who will monitor and coordinate all donations. We will also use a team consisting of shelter guest who have expressed an interest in assisting in shelter operations we have identified as "trustees". Trustees will be trained, supervised and managed by the staff members and answer directly to the shelter director. We will accept donations between the hours of 8AM - 5PM each day of shelter operation. Donations will be inventoried, recorded in a donation logbook and then assigned per category (Food, clothing, hygiene and perishables). Donations will be distributed on an as needed basis to guest. Food and Perishable donations will be assigned to the meal coordinator for immediate use or planned use.

Our Food Coordinator will work directly with volunteers to coordinate food donations from individuals, food banks, and restaurants. In addition, they will with community partners such as churches, businesses, and civic groups to schedule and provide meals for the residents.

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.

We will use a hands-on approach to project coordination, volunteer training and site inspection. We currently use a defined management team consisting of a shelter director, shelter monitors, interns (usually a member of the community that has experienced homelessness that receives specialized training and supervision) that work alongside a shelter monitor.

The Shelter will be under the Direction and Supervision of Mike Kay, the current Camp Hope Director. His prior experience as a police chief, law enforcement officer, FEMA Disaster Coordinator, and pastor have proven to be invaluable to the Camp residents and the community at large. Mike will train and manage staff and volunteers to fulfill the required duties of running the shelters. He will also maintain communication with TYT Executive Director and, when appropriate, the YVCOG EWWS Coordinator.

Paid staff and interns will monitor shelter residents and activities. They will also maintain a list of clients who are sheltered nightly and complete Incident Report for any unusual events per our policy manual. They will also work with to coordinate and schedule volunteers, coordinate meals, transportation, and activities for the residents.

Staff and Volunteers will go through WSP Background Check and training.

Volunteer & Staff training will be the responsibility of the Shelter Director. We will conduct an initial orientation for all volunteers and staff. The orientation will be conducted at least one week prior to the opening of the shelter. The orientation process will consist of policy & procedures, safety protocols, first aid & CPR certification, blood Borne pathogen and biohazard awareness & protocols as well as a clear understanding of our expectation for interacting and caring for guests.

Certified instructors or professionals in the areas of Listening Skills, Deescalation Techniques, Crisis Intervention, Health Codes, Food Preparation, Community Resources and Service Providers will conduct training.

Mike Kay - Shelter Director
John Sherrard - Lead Staff Monitor
Randy Peugh - Lead Staff Monitor
Kenny Yellow Owl - Staff Monitor
Curtis Eldridge - Staff Monitor
Vashti McCowan - Staff Monitor

Sarah Jonas - Staff Monitor

Sheri Rynd - Lead Volunteer Coordinator
Doug Williams - Volunteer
Jay Crippen - Volunteer
Eric Lopez - Volunteer
Matthew McCay - Volunteer
Tino Alonzo - Volunteer
Cathy Hale - Volunteer
Jody Miller - Volunteer
Dana Smiley - Volunteer
Lisa Perez - Volunteer

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

Entrust staff will partner with TYT to recruit local volunteers in the faith community, business and civic sectors. Volunteers will be trained to a level currently used by TYT to ensure efficiency and safety of the shelter are the focus. The priority is to make sure there are no gaps in volunteer scheduling; Entrust staff will work closely with Transform Yakima Together's trained and experienced shelter staff to fill an empty post not filled by a volunteer.

We will conduct an initial orientation for all volunteers and staff. The orientation will be conducted at least one week prior to the opening of the shelter. The orientation process will consist of policy & procedures, safety protocols, first aid & CPR certification, blood Borne pathogen and biohazard awareness & protocols as well as a clear understanding of our expectation for interacting and caring for guests.

We will conduct orientations on a weekly or bi-weekly basis depending on need.

Staff will have weekly in-service training on various topics that change on a weekly basis.

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

The shelter will be supervised on a 24-hour basis by trained, experienced shelter monitors who are staff members. Shelter monitors will have the primary task of ensuring guest safety and ensuring all rules and policies are followed. At least one staff member will be on-site at all times. Depending on the needs of the guests of the shelter, the number of staff can be increased by adding another staff member or the use of interns. It is our intention to staff the shelter with a staff member and at least one other staff member or intern.

The shelter director will make daily site visitations, reviews and interventions as necessary. The shelter director will be directly responsible to ensure all staff, volunteers, and guests are following all rules, policy and procedures.

Please see POLICY & PROCEDURE MANUAL

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

Entrust Community Services and the Oasis Church "Underground" have graciously granted us use of their facilities for housing the EWWS in Yakima and Sunnyside. Letters indicating so are attached. Formal leases will be executed if we are awarded the grant.

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

The shelter will be supervised on a 24-hour basis by trained, experienced shelter monitors who are staff members. Shelter monitors will have the primary task of ensuring guest safety and ensuring all rules and policies are followed. At least one staff member will be on-site at all times. Depending on the needs of the guests of the shelter, the number of staff can be increased by adding another staff member or the use of interns. It is our intention to staff the shelter with a staff member and at least one other staff member or intern.

The shelter director will make daily site visitations, reviews and interventions as necessary. The shelter director will be directly responsible to ensure all staff, volunteers, and guests are following all rules, policy and procedures. We currently use an incident report system, which is kept in an incident log. Incident reports are completed at the conclusion of any situation resulting in threats, violence, medical issues, and theft or rule violations. We also use a secondary logbook, which is used to document minor communication issues such as operational issues. These reports can be transmitted electronically or reviewed on-site at YVCOG discretion.

See Emergency Plan

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

Per our Policy Manual a Log Book will be kept of all incidents occurring on site at the shelter and their resolution. Said Log Book will be made available to YVCOG upon reasonable notice. Major incidents will be reported to YVCOG staff within 48 hours by TYT Executive Director or Shelter Director.

Grievances, complaints, safety concerns and sanctions will be the responsibility of the shelter director. The shelter director will provide each guest with access to a form documenting the issue to include witnesses and/or extenuating circumstances to be considered. At no time will the guest be required to list their name or sign the form. The director will then review the form, policy / procedures, incident reports and speak to any witness.

A complaint regarding a complaint about a staff member or volunteer will be addressed by the shelter director and if necessary confer with the executive director and / or homeless division board of Transform Yakima Together.

The shelter director will address a complaint, grievance or safety concern regarding shelter operations. The shelter director if time allows will convening a meeting of trustees (guests of the shelter who have been voluntarily selected) to review current policy / procedures, applicable laws and operational needs and make a recommendation to the shelter director.

Immediate Safety Concerns will be addressed immediately to prevent any harm or injury to staff, guest or volunteers.

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?

In addition to the policies and procedures outlined in the previous question (14), the phone number for YVCOG will be clearly posted at the Shelter so that residents may call directly with any complaints. Residents may use the Shelter phone to make the call if they do not have their own phone and every effort will be made to allow the call to be made in private, thus ensuring confidentiality.

HOTEL / MOTEL VOUCHERS

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

N/A

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

N/A

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.

YES

TYT and Entrust staff have been trained and registered with HMIS through the State Department of Commerce.

PROJECT/PROGRAM SPECIFIC INFORMATION

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

Provide your confidentiality policy.

YES. Please see attached Confidentiality Agreement

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?

Transform Yakima Together and Entrust are collaborating to provide this shelter in Sunnyside, but both organizations are committed to working with other service providers and organizations that can offer opportunities to serve homeless guests. Both organizations are working with the faith-based community to provide volunteers and food resources. IN addition to this, discussions are in the works for local organizations to help provide showers. Service providers will be encouraged to visit the drop-in center to get to know guests and connect them with services. The goal of this collaboration is to make permanent opportunities in Sunnyside for guests to utilize.

We will also be partnering with Sunrise Outreach, the Union Gospel Mission, and Northwest Harvest Food Bank for food provisions.

We will continue to work with Yakima Neighborhood Health Systems, Comprehensive Mental Health, Triumph Treatment Centers, the YWCA, Merit, Entrust Community Services, and various Veterans Organizations to provide services physical and mental health services as well as housing and job support services to our clients.

Sunnyside

The Sunnyside shelter will be located at 525 South 7th Street, WA 98944. Day services will be supported by Entrust Community Services, located at 533 South 7th Street, Sunnyside, WA 98944.

The Shelter will operate within Yakima County's Extreme Winter Shelter calendar, opening November 15th (or sooner if weather demands) and will run to March 15th (or later if weather demands). The shelter will be open at 4 pm and will close every morning at 9 am.

The shelter will have an occupancy for 15 adults for sleeping. Men and women will be separated for sleeping. Guests will be expected to sign in by 6 pm and will leave by 8 am. Guests will be able to bring in personal belongings and clothing which will be no more than the plastic tote that they will be stored in while guests are at the facility. Guests cannot bring in any weapons, such as knives or guns. These items will need to be checked in while registering and will be stored in a secured area. No pets are allowed at the shelter.

There will be at least two volunteers on site during EWWS operational hours. Volunteers will work 8 hour shifts, with overlapping shifts. Volunteers will leave information regarding the operations of the shelter including issues with residents, maintenance, etc. for both documentation of the incidents, but also to keep everyone informed.

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?

TYT Executive Director, Andrew Ferguson, Shelter Director, Mike Kay, and/or Ellie Lambert from Entrust Community Services will provide information regarding bednights, demographics of clients served, meals served, and incident reports.

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

The Yakima Shelter will have a standard capacity of 60 individual adults and four families each night, with a extra accommodation of 12 individual adults for emergency overflow.

The Sunnyside shelter will have an occupancy for 15 adults for sleeping each night.

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:

Yes

Three meals a day will be provided to our guests at the Yakima facility - a light breakfast and lunch with a hot meal at night. Our building currently has an area which will be used for meal services.

Our transportation plan includes the use of two vehicles. One being a 14 passenger ADA compliant bus and a 14 passenger van. Both vehicles will be used to transport guests from the shelter in the morning to the transit center. The bus will also pick up our guest in the evening and return them to the shelter. In addition, there is Yakima Transit bus stop (36th & Washington) within easy walking distance from the shelter where guests can jump on the city bus. We also work with other service providers to assist when needed transporting guest to medical appointments, criminal justice system appointments as well appointments with other service providers such as employment services.

Hygiene Facilities – Our building currently has several large ADA compliant restrooms available inside the building. We also will be providing showers on a nightly basis to our guest via a large mobile shower trailer. The shower trailer is capable of showering 6 people in individual showers at a time. It is equipped with hot water on demand system and each guest will be provided with a clean towel, and a personal hygiene bag consisting of shampoo, soap, shaving items, deodorant, toothbrush and toothpaste. We will provide greater laundry services once a month by partnering with Laundry Love, which takes our clients to a laundromat and pays for them to do all their laundry.

We are providing case management via a part time case manager. Showers are provided on a nightly basis, as well as transportation services two times a day via a 14 passenger bus. We also are partnering with ENTRUST as well as conducting our own educational services to our guests. Courses to be offered will include basic reading, writing and math. GED preparation course study, Resume writing, personal finance management, GRIEF SHARE, as well as basic computer familiarization courses.

Our Homeless Outreach Team (HOT) will be out and about during the winter months looking for those who might need shelter telling them about the services that are being provided and offering to provide transportation to the Shelter. We will also continue to respond to calls from the community regarding homeless people that might be staying in unwanted places, etc.

We also have programs such as our Accountability Partners, Director's Council, and Trustee Program to help develop our guests, give them profitable, supervised experience, and assist them on their journey to a healthier lifestyle. (see attachments)

At the Sunnyside location, Entrust will make laundry services available to guests three times a week. They will also make their offices available for service providers to use to work with guests.

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)

The experience that TYT and our staff have gained from Camp Hope is priceless and will go a long way to having a successful EWWS program this winter. Our familiarity with many of the homeless individuals who will be served has allowed us to garner trust, which is vital in truly helping people with their needs. The Camp has fostered a sense of Community among the homeless and with the staff. We can build on this during the Winter months as we continue to work with our guests to make progress in their lives. This sense community also provides for a greater sense of security, particularly for our female guests. This is important to consider when thinking about the EWWS because without that many clients will revert back to just survival mode because staying the night in church building without the broader community and having to make their way to the day center each day may be too much for some and they will lose the ground they have gained at Camp Hope. There are many who, based on the security of the situation and the relationships they have established, have begun working on education and other goals to move forward in their lives. And, without that context they may give up and it would take some time and a great deal of encouragement for them to try again.

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

TYT will provide coordination of shelter, meals, and basic needs assistance to homeless individuals and families from

November 15, 2017 to March 31, 2018, at two facilities, one in Yakima and the other in Sunnyside.

Three meals a day will be provided to our guests at the Yakima facility - a light breakfast and lunch with a hot meal at night. Our building currently has a area which will be used for meal services. In Sunnyside Meal delivery will be organized through Entrust for volunteer groups, churches and individuals to deliver a meal for each night. A schedule will be created to ensure there is a meal available every day and to prevent duplication. Recruitment for involvement in meal provision has already begun. However as a secondary plan, if a volunteer organization is not available Transform Yakima will assist in ensuring all guests of the EWW shelter receive a meal.

Our transportation plan includes the use of two vehicles. One being a 14 passenger ADA compliant bus and a 14 passenger van. Both vehicles will be used to transport guests from the shelter in the morning to the transit center. The bus will also pick up our guest in the evening and return them to the shelter. In addition, there is Yakima Transit bus stop (36th & Washington) within easy walking distance from the shelter where guests can jump on the city bus. We also work with other service providers to assist when needed transporting guest to medical appointments, criminal justice system appointments as well appointments with other service providers such as employment services.

Hygiene Facilities – Our building currently has several large ADA compliant restrooms available inside the building. We also will be providing showers on a nightly basis to our guest via a large mobile shower trailer. The shower trailer is capable of showering 6 people in individual showers at a time. It is equipped with hot water on demand system and each guest will be provided with a clean towel, and a personal hygiene bag consisting of shampoo, soap, shaving items, deodorant, tooth brush and tooth paste.

Sunnyside Shelter

The Shelter will operate within Yakima County’s Extreme Winter Shelter calendar, opening November 15th (or sooner if weather demands) and will run to March 15th (or later if weather demands). The shelter will be open at 4 pm and will close every morning at 9 am. The shelter will have an occupancy for 15 adults for sleeping.

The Underground will continue to operate their drop-in center on Mondays, Wednesdays and Fridays from 9 am to noon. Hours of operation could be expanded if there are enough volunteers to run it (a minimum of 2 people on sight). They will be awake throughout the night to monitor the building for fire and to monitor the guests.

Entrust will make laundry services available to guests three times a week. They will also make their offices available for service providers to use to work with guests.

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

The overlap and continuity of programs between Camp Hope and the EWWS will allow for a smooth transition of materials and supplies of both the Camp/Shelter and the guests we serve. In addition, the continuity of management will make the transition easier for the guests because they won’t have to get use to a new program or staff. Although there is a constant change in the residents, there is a core group that have been there consistently or regularly utilize the Camp and this familiarity will make it easier for both sides. Camp staff are familiar with the residents and their issues. It will simply be a matter of moving locations. The overlap will also allow for staff, volunteers, and residents to work together in the weeks prior to the Shelter opening to make the new location ready for occupancy.

TYT will leverage its relationship with various churches in the Yakima area to recruit Volunteers to work in the shelter and provide meals for our guests.

Budget

EXTREME WINTER WEATHER SHELTER	Local (2163) Request	In-kind or Other
Personnel Salaries / Wages	USD\$ 117,000.00	
Personnel Fringe Benefits	USD\$ 17,500.00	
Administration Costs	USD\$ 11,250.00	
In-Kind Donations		USD\$ 44,000.00
Hotel / Motel Vouchers		
Overnight Shelter Operations @ 60% of Cost Est.	USD\$ 42,465.00	
Day Warming Shelter Operations @40% of Cost Est.	USD\$ 28,310.00	
Total	USD\$ 216,525.00	USD\$ 44,000.00

Budget Narrative

The budget reflects the cost of running a 24-hour shelter for the 4-1/2 months of November 2017 through March 31, 2018. (There is an overlap of the services of the permanent shelter and the temporary encampment because we cannot predetermine the exact timing of the closure of one and the opening of the other. In addition, we may run both facilities for a time in order to ensure a smooth transition and to work out any kinks in the permanent shelter before being fully dependent on it.) This is a managed shelter with a shelter director and full-time case manager and 24 security. Therefore, Personnel costs represent the highest single cost of this program. There will always be two staff/security personnel on site at all times. Personnel costs include a contribution to the Executive Director of \$3500 per month, a Shelter Director at \$4000 per month, plus benefits; and four full-time and two part-time security staff with hourly wages ranging from \$13.00 to \$16.00/hr. plus employer contributions, and one part-time, office administrator at \$15.00 per hour plus employer contributions. This equals a total estimated salary and wage expense at ~\$24,000 per month, plus 15% employer contributions of \$3600, per month.

A case manager will be on duty each weekday to help clients meet program goals and connect with other service providers. The case manager will be part-time and paid a salary of \$2000 per month plus employer costs, equalling \$2300/mo.

Operating supplies, including phone, paper supplies, and misc. is expected to be about \$500/mo.

Facilities costs, including \$2000/mo for rent, garbage, sanitation and sharps disposal, as well as facility maintenance/repair or replacement for a total facilities budget of \$10,000 for facilities for the 5 months.

In addition, we are budgeting \$500 per month for equipment repair and replacement. This is a guesstimate as this will be a new 24-hour shelter and there is no history on which to base our estimate.

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

Transportation is estimated to be approximately \$4500 per month based on numbers received from People for People from whom we received the donated bus. They calculate the cost of running the bus is \$63.42/hr. and we plan on running the bus approximately 3 hours per day each weekday to run clients into town and back. Weekend trips will be on an as-needed basis at the discretion of the camp director. We are grateful, for the bus that was donated by People for People, which has made our bus service possible. Sunrise Outreach has also loaned us their 12 passenger van.

We estimate the electric bill each month to be an average of \$800.

Legal and accounting services are estimated to be \$500 per/mo.

Other administrative and indirect costs are estimated to be \$1500 each month.

In-kind donations of volunteer time and supplies and materials to support the Shelters are estimated to an average of \$10,000. This is reflected in our first few months' experience.

Meals are provided 3 x's / day at an estimated average cost of \$1.20 per meal. Therefore, the cost of food for 4-1/2 months is estimated to be \$29,376.

Based on this budget the cost per client (based on an average of 60 clients per day) of receiving all of the above services for 4-1/2 months is estimated to be ~\$48,000, or ~\$800 per month per client. With \$44,000 of the cost expected to be received in in-kind contributions, that reduces the "out of pocket" costs by \$163 per client overall or down to less than \$637 per client per month. (That's a \$446 and \$191 split for the Night Shelter and Day Warming Shelter respectively.)

Since this is a 24-hour shelter, these operations costs have been divided between the Overnight Shelter and the Day Warming Shelter budget line items above at a 70/30 ratio respectively. Therefore, we are making a request of \$120,768 for the Overnight Shelter portion of this budget.)

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

Documents Requested *Required? **Attached Documents ***

Commitment letters for all leveraged funds/Letters of Support

[Letter of Support - Sunrise Outreach](#)[MOU Celebrate Recovery](#)[MOU YUGM](#)[Entrust Collaboration Letter for EWWS 2017-18](#)

Verification and Signature

[EWWS Signature Verification](#)[download template](#)

Project Map/Program Service Area

[TYT EWWS Shelter Floorplan](#)[TYT EWWS Shelter Sleeping plan](#)

For Non-Profits: IRS Form 990

[IRS 990](#)

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

[List of Board Members](#)

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

[Tax Exempt Letter](#)

General Liability Insurance Certificate

[Insurance Certificate](#)

Agency's Audit Report for the most recent Fiscal Year

[Financial Statement](#)

Other relevant documentation

[TYT EWWS Yakima Bldg Inspection Letter](#)[Policy & Procedure Manual](#)[Emergency Plan](#)[Confidentiality Agreement & Policy](#)[Good Neighbor Policy Agreement](#)[Homeless Outreach Team Plan](#)[Accountability Partner Program](#)

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