

**AGREEMENT BETWEEN
YAKIMA VALLEY CONFERENCE OF GOVERNEMENTS
AND
GENERATING HOPE
IN CONJUNCTION WITH PROGRAM YEAR 2018 – 2019 for the
CONSOLIDATED HOMELESS GRANT (CHG) & HOMELESS HOUSING AND ASSISTANCE FUND (HHAF)**

1. Grantee Generating Hope PO Box 1562 Yakima WA 98907		2. Contract Amount <p style="text-align: center;">\$37,500.00</p>	3. Tax ID# <p style="text-align: center;">20-3070634</p>
4. Grantee's Program Representative Mike Zink, Exec Director (509)961-4692		5. YVCOG Program Representative Crystal Testerman, Program Manager (509)424-4695 crystal.testerman@yvcog.org	
6. Grantee's Financial Representative Mike Zink, Exec Director (509)961-4692		7. YVCOG's Contract Representative Lance Larsen, Financial Coordinator (509)574-1550 Lance.larsen@yvcog.org	
8. Contract #/Project Type: <p style="text-align: center;">GH – SHELTER 2018-2020 Emergency Shelter</p>		9. CONTRACT START DATE <p style="text-align: center;">7/1/2018</p>	10. CONTRACT END DATE <p style="text-align: center;">6/30/2020</p>
11. Original Grant Amount <p style="text-align: center;">\$37,500.00</p>	12. Modification Amount 	14. Funding Authority <p style="text-align: center;">Local Surcharge Fee - 2163 Funds</p>	
13. TOTAL CONTRACT AMOUNT <p style="text-align: center;">\$37,500.00</p>		15. State/Federal BARS code <p style="text-align: center;">001-712-516-50-X14</p>	16. CFDA # <p style="text-align: center;">N/A</p>
17. Grantee Selection Process: (check all that apply) <input type="checkbox"/> Sole Source <input checked="" type="checkbox"/> Competitive Bidding/RFP <input type="checkbox"/> Pre-Approved by Funder		18. Grantee Type: (check all that apply) <input type="checkbox"/> Public Organization/Jurisdiction <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Subrecipient <input checked="" type="checkbox"/> Non-Profit	
Grant Purpose: This grant is designed to support an integrated system of housing assistance that can immediately address the need of a household or individual experiencing homelessness, in turn connecting them with the resources needed to end that homeless episode. Funded projects will support Yakima County's 5-Year Homeless Plan to Make Homelessness Brief and Rare through innovative practices that limit barriers to entry and prioritize unsheltered clients.			
Y V C O G and the GRANTEE, as identified above, acknowledge and accept the terms of this Agreement and attachments and have executed this Agreement on the date signed, to start as of the date and year referenced above. The rights and obligations of both parties to this Agreement are governed by this Agreement and the following other documents incorporated by reference: (1) Terms and Conditions, (2) GRANTEE's 2018 - 2020 Homeless Housing, Operations, and Services Application for Funding – Scope of Work, (3) Guidelines for Homeless Housing and Assistance Fund (HHAF), (4) Guidelines for the Consolidated Homeless Grant (CHG), and (5) YVCOG's Grant Agreement with the Department of Commerce.			

(FACE SHEET)

This Contract contains the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.

GENERATING HOPE

YAKIMA VALLEY CONFERENCE OF GOVERNMENTS



Mike Zink, Executive Director




James A Restucci, Chairman Date

Date

 19 June 2018

Lauris C. Mattson, Executive Director Date

Attest:



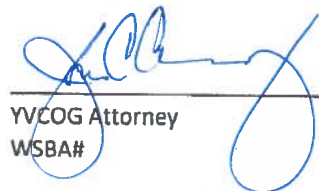
Agency Representative
President of the Board
for Nochs Ark

Attest:



Jodi Smith, Office & Comm. Specialist

Approved as to form:



YVCOG Attorney
WSBA#

TERMS AND CONDITIONS

SECTION NO. 1: PERFORMANCE

The GRANTEE will be responsible for administering an Overnight Lower Valley Shelter in a manner satisfactory to the YVCOG, and in accordance with the GRANTEE's 2018 - 2020 Homeless Housing Assistance RFP Application for Funding, submitted to the Yakima Valley Conference of Governments (YVCOG), as well as the Yakima County 5-Year Homeless Plan incorporated herein by reference.

The YVCOG will monitor the performance of the GRANTEE against the information provided in the GRANTEE's 2018 - 2020 Homeless Housing Assistance RFP Application for Funding, timely submittal of performance data, and spend down of grant funds, and all other terms and conditions of this Agreement. *Substandard performance as determined by the YVCOG will constitute noncompliance with this Agreement and shall result in action which may include, but is not limited to: the GRANTEE being required to submit and implement a corrective action plan, payment suspension, funding reduction, or grant termination.* If action to correct such substandard performance is not timely undertaken by the GRANTEE within a reasonable period of time after being notified by the YVCOG, Agreement suspension or termination procedures will be initiated.

The GRANTEE shall comply with the General Terms and Conditions as specified in the YVCOG's Grant Agreement with Washington State Department of Commerce (incorporated herein by reference).

It is the intent of the YVCOG to continue funding for this Program for the term of this Agreement based upon performance and funding availability, but continuation of the Program is solely based upon the discretion of the YVCOG and entirely contingent upon receipt of State and Local grant funds specifically allowed for this Program.

A. PROGRAM DELIVERY

The GRANTEE agrees to provide the following Program services:

Project Description:	Noah's Ark Homeless Shelter
Project Type:	Emergency Shelter
HMIS Project Name:	xxx
Projected # of Households Served:	200 unduplicated households

Population Served	
X	Single Men + Single Women
	Single Men Only
	Single Women Only
	Single Women + Households with Children
	Households with Children
	Youth

TARGET PERFORMANCE MEASURES IDENTIFIED BY THE DEPARTMENT OF COMMERCE:

Performance Measure	2017 Baseline	Changes from Baseline	June 30, 2019 Program Target
Exit to Permanent Housing	18%	5%	23%
Shelter Utilization Rate	80%	0%	80%

SECTION NO. 2: TIME OF PERFORMANCE

The term of this Agreement shall commence as of the date printed on the FACE SHEET and shall terminate on the date printed on the FACE SHEET, unless terminated sooner.

SECTION NO. 3: BUDGET

GRANTEE is authorized to spend no more than **THIRTY-SEVEN THOUSAND FIVE HUNDRED AND NO/100 DOLLARS (\$37,500.00)** through 6/30/2019 and no more than **THIRTY-SEVEN THOUSAND FIVE HUNDRED AND NO/100 DOLLARS (\$37,500.00)** through 6/30/2020.

Category	Amount
Year 1: 7/1/2018 – 6/30/2019	
Admin – Indirect (6%)	\$2,250
Operations	\$35,250
Year 2: 7/1/2019 – 6/30/2020	
Admin – Indirect (6%)	\$2,250
Operations	\$35,250
TOTAL	\$75,000

SECTION NO. 4: PAYMENT

YVCOG shall reimburse GRANTEE an amount not to exceed the amount set forth on the FACE SHEET of this Agreement for all things necessary, or incidental to the performance of services as set forth in Section No. 1 of this Agreement.

GRANTEE's reimbursement for services set forth in Section No. 1 of this Agreement shall be in accordance with the terms and conditions outlined in the BUDGET chart located in Section No. 3 of this Agreement (above), as well as in accordance with the Program performance requirements. The YVCOG reserves the right to revise this amount in any manner which YVCOG may deem appropriate, to account for any future fiscal limitations affecting the YVCOG.

SECTION NO. 5: NOTICES

A. Notices required by this Agreement shall be in writing and delivered via mail (postage prepaid), commercial courier, or personal delivery or sent by facsimile or other electronic means. Any notice delivered or sent as afore said shall be effective on the date of delivery. All notices and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice between the YVCOG and GRANTEE.

B. Communication and details concerning this Agreement shall be directed to the Agreement representatives as identified on the FACE SHEET.

SECTION NO. 6: SPECIAL CONDITIONS

GRANTEE shall participate in the Yakima County Coordinated Entry Assessment program for services provided under this Agreement, as applicable. The GRANTEE is responsible for designating a staff person who shall attend bi-monthly Coordinated Entry meetings and participate in the planning for future coordinated service efforts.

The GRANTEE shall employ a progressive engagement approach if the GRANTEE will provide rental assistance under this Agreement.

The GRANTEE shall send essential staff to all mandatory YVCOG trainings and information meetings.

The GRANTEE is responsible for re-evaluating the program participant's eligibility in accordance with the Guidelines for Homeless Housing and Assistance Fund (HHAF) and the Guidelines for the Consolidated Homeless Grant (CHG).

Specific to Project: This project is to provide overnight shelter accommodations within the Lower Valley.

SECTION NO. 7: GENERAL CONDITIONS

A. DOCUMENTATION AND RECORD KEEPING

1) Records to be Maintained

The GRANTEE shall maintain all records pertinent to the activities to be funded under this Agreement. Such records shall include and show compliance with the following, but not be limited to:

- a. Records documenting homeless status, or at risk of homeless status;
- b. Records documenting reasonable belief of imminent threat of harm;
- c. Records documenting annual income;
- d. Program participant records, housing standards and services provided;
- e. Conflict of interest and confidentiality requirements;
- f. Records documenting compliance with housing standards and Fair Housing; and
- g. Other records necessary to properly and thoroughly document compliance.

2) Retention

The GRANTEE shall retain all financial records, supporting documents, statistical records, and all other records pertinent to this Agreement for a period of six (6) years. The retention period begins following the date of final payment. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and have commenced before the expiration of the six-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the six-year period, whichever occurs later.

3) Client Data

The GRANTEE shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to: ***client name, address, income level or other basis for determining eligibility, and description of service provided.*** Such information shall be made available to YVCOG monitors or their designees for review upon request.

4) Disclosure

- a. "Confidential Information" as used in this section includes:
 - i. All material provided to the GRANTEE by YVCOG that is designated as "confidential" by YVCOG;
 - ii. All material produced by the GRANTEE that is designated as "confidential" by YVCOG; and
 - iii. All personal information in the possession of the GRANTEE that may not be disclosed under state or Federal law. "Personal information" includes but is not limited to: information related to a person's name, health, finances, education, business, use of government services, addresses, telephone numbers, social security number, driver's license number and other identifying numbers, and "Protected Health Information" (PHI) under the Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- b. The GRANTEE shall comply with all state and Federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The GRANTEE shall use Confidential Information solely for the purposes of this Grant and shall not use, share, transfer, sell or disclose any Confidential Information to any third party, except with the prior written consent of YVCOG or as may be required by law. The GRANTEE shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or Federal laws related thereto. Upon request, the GRANTEE shall provide YVCOG with its policies and procedures on confidentiality. YVCOG may require changes to such policies and procedures as they apply to this

Agreement, whenever YVCOG reasonably determines that changes are necessary to prevent unauthorized disclosures. The GRANTEE shall make the changes within the time period specified by YVCOG. Upon request, the GRANTEE shall immediately return to YVCOG any Confidential Information that YVCOG reasonably determines has not been adequately protected by the GRANTEE against unauthorized disclosure.

- c. **Unauthorized Use or Disclosure.** The GRANTEE shall notify YVCOG within five (5) working days of any unauthorized use or disclosure of any Confidential Information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

B. "INDEPENDENT CONTRACTOR"

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the PARTIES. The GRANTEE shall, at all times, remain an "independent contractor" with respect to the services performed under this Agreement. The YVCOG shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance, as the GRANTEE is an independent contractor, and thus GRANTEE is solely responsible.

C. HOLD HARMLESS.

The GRANTEE shall hold harmless, defend and indemnify the YVCOG from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the GRANTEE's performance or nonperformance of the services or subject matter called for in this Agreement. The Washington State Department of Commerce (DOC) and the State of Washington are not liable for claims or damages arising from GRANTEE's performance or nonperformance of this Agreement.

D. WORKERS' COMPENSATION.

The GRANTEE shall provide statutorily sufficient Workers' Compensation Insurance coverage for all subject employees involved in the performance of this Agreement.

E. INSURANCE AND BONDING.

During the term of the Agreement, the GRANTEE shall maintain in force at its own expense, the following types and amounts of insurance:

- 1) General Liability Insurance on an occurrence basis with a combined single limit of not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage. Supplemental umbrella insurance coverage combined with the General Liability Insurance of not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage is also acceptable. It shall provide that the YVCOG, its agents, officers and employees are Additional Insureds, but only with respect to the GRANTEE's services to be provided under this Agreement; and
- 2) Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the GRANTEE or its insurer(s) to the YVCOG. As evidence of the insurance coverages required by this Agreement, the GRANTEE shall furnish an acceptable insurance certificate to the YVCOG at the time the GRANTEE returns the signed Agreement.

F. AMENDMENTS/MODIFICATION.

The YVCOG or GRANTEE may amend this Agreement at any time, provided that such amendments make specific reference to this Agreement, and are executed with the same formality as this Agreement, in writing and signed by a duly authorized representative of each PARTY. Such amendments shall not invalidate this Agreement, nor relieve, or release the PARTIES from obligations under this Agreement. **All amendments to the budget must be requested in writing by the GRANTEE, and shall be submitted to the YVCOG's Contract Representative (as noted on the Face Sheet).** If approved, the YVCOG will notify the GRANTEE in writing. Budgeted amounts shall not be shifted between categories or Programs without written approval by the YVCOG, and any costs for completing the Program/activities over and above the amount awarded by the YVCOG shall be the sole financial responsibility of the GRANTEE.

The YVCOG may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the Program/ activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both PARTIES.

G. SUSPENSION OR TERMINATION.

The YVCOG may suspend or terminate this Agreement if the GRANTEE materially fails to comply with any terms of this Agreement, which include (but are not limited to) the following:

- a. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and policies or directives as may become applicable at any time; and
- b. Failure, for any reason, of the GRANTEE to fulfill in a timely and proper manner its obligations under this Agreement; and
- c. Ineffective or improper use of funds provided under this Agreement; and/or
- d. Submission by the GRANTEE to the YVCOG reports that are incorrect or incomplete in any material respect.

H. REPORTING AND PAYMENT PROCEDURES.

1) Indirect Costs

GRANTEE may use six percent (6%) for administrative (indirect) costs for projects that align with the homeless housing program per **RCW 36.22.179: Surcharge for local homeless housing and assistance—Use.**

2) Payment Procedures

The YVCOG shall reimburse the GRANTEE only for actual incurred costs upon presentation of accurate and complete reimbursement forms as provided by the YVCOG and approved by YVCOG staff. Only those allowable costs directly related to this Agreement shall be paid. The amount of each request must be limited to the amount needed for reimbursement of eligible costs.

Requests for reimbursement by GRANTEE shall be submitted no more than once per month on or before the 10th of each month for the previous month's expenditures, using the invoice forms provided by YVCOG staff. For expenses incurred during the month of June, the reimbursement request shall be submitted on or before the 8th of July. In conjunction with each reimbursement request, GRANTEE shall certify that services to be performed under this Agreement do not duplicate any services to be charged against any other grant, sub-grant or other founding source. **GRANTEE shall submit reimbursement requests to the YVCOG's Contract Representative designated on the Face Sheet of this Agreement.**

Invoices must be submitted with appropriate supporting documentation, including copies of receipts, as well as invoices and time and effort tracking as directed by the YVCOG's Contract Representative designated on the Face Sheet of this Agreement.

Payment will be made within thirty (30) days after receipt of the GRANTEE's complete reimbursement request, except as provided by state law. If the YVCOG objects to all or any portion of the invoice, it shall notify the GRANTEE and reserves the right to only pay that portion of the invoice not in dispute. In that event, the PARTIES shall immediately make every effort to settle the disputed amount.

In the event that the YVCOG determines any funds were expended by the GRANTEE for unauthorized or ineligible purposes, or the expenditures constitute disallowed costs in any other way, the YVCOG may order repayment of the same. The GRANTEE shall remit the disallowed amount to the YVCOG within thirty (30) days of written notice of the disallowance.

- a. The GRANTEE agrees that funds determined by the YVCOG to be surplus upon completion of the Agreement will be subject to cancellation by the YVCOG;

- b. The YVCOG shall be relieved of any obligation for payments if funds allocated to the YVCOG cease to be available for any cause other than misfeasance of the YVCOG itself; and
- c. The YVCOG reserves the right to withhold payments pending timely delivery of Program reports or documents as may be required under this Agreement.

3) Homeless Management Information System (HMIS)

The GRANTEE shall enter data into the YVCOG Homeless Management Information System (HMIS) for every client served under this Agreement in accordance with HUD/HMIS Data Standards. Client records shall be submitted and updated, as required, **no less frequently than monthly on or before the 5th day of each month**. HMIS required data elements are determined by the funder.

GRANTEE shall submit a Monthly Quantitative Data Report with monthly reimbursement requests, on or before the 10th day of each month. The report must contain the names of the projects for which data has been entered and must include a statement for each project verifying that the data is both complete and accurate. All issues preventing accurate and complete data submissions in the HMIS shall be communicated through the HMIS support ticket system.

GRANTEE shall utilize the HMIS housing inventory tool to manage the occupancy of units and update unit information as occupancy, or housing inventory changes. All unit information shall be updated within forty-eight (48) hours of an occupancy change. GRANTEE staff that are responsible for maintaining and/or updating the housing inventory shall attend offered training on the use and operation of the HMIS-based housing tool and will respond promptly to questions regarding housing inventory posed by the YVCOG. Guidance regarding the information needed to accurately account for housing inventory for the annual submission of the Housing Inventory Count Report and for local planning purposes can be found in HUD Notice CPD-16-060, pp. 5-17 as incorporated herein by reference.

The GRANTEE shall ensure that all applicable staff are fully trained to operate in the HMIS and the Service Prioritization Decision Assistant Tool (SPDAT) and Vulnerability Index – Service Prioritization Decision Assistant Tool (VI-SPDAT) prior to using these systems. GRANTEES providing permanent supportive housing and transitional housing programs will complete a SPDAT on all program participants at program entry, program exit, and if applicable, annually.

YVCOG HMIS staff will post the most current versions of all applicable documents, reports, and operational guidelines to www.yvco.org. Communications regarding updates to the website will be distributed via e-mail to current HMIS. GRANTEE will submit questions regarding participation in the HMIS, including data collection responsibilities, via the support request tool in the HMIS.

4) Other Reporting Requirements

GRANTEE shall submit data required for the Annual Homeless Assessment Report, Commerce Annual Report, Housing Inventory Count, the Annual Point-in-Time Count, and the System Performance Measures Report as specified by the YVCOG.

I. CONTRACT MANAGEMENT STANDARDS.

The GRANTEE shall maintain accurate records to account for its expenditures and program performance. The YVCOG has the right to monitor and audit the finances of the GRANTEE to ensure actual expenditures remain consistent with the spirit and intent of this Agreement. The YVCOG designee may inspect and audit all records and other materials and the GRANTEE shall make such available upon request.

J. INTERNAL AUDITING CONTROL.

The GRANTEE shall establish and maintain a system of internal accounting control which complies with applicable Generally Accepted Accounting Principles (GAAP). All GRANTEE records with respect to any matters covered by this Agreement shall be made available to the YVCOG, or other authorized officials, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data.

If this Agreement is funded by Federal sources as identified on the FACE SHEET, the GRANTEE shall comply with Federal audit requirements for agencies who expend in excess of \$750,000 of federal funds. The YVCOG reserves the right to require special procedures which are more limited in scope than a full audit for those agencies expending less than \$750,000 in federal funds.

The GRANTEE must send a copy of its audit report, corrective action plan for any audit finding(s), and Management Letter to the YVCOG's Contract Representative, designated on the Face Sheet of this Agreement within the earlier of thirty (30) days after receipt of the auditor's report, or no later than nine (9) months after the end of the audit period. Corrective action plans are to be submitted for all findings and Management Letters, not only those related to funding received from the YVCOG.

The GRANTEE that expends less than \$750,000 in a fiscal year in federal funds from all sources shall submit a copy of the GRANTEE's most recent Audited Financial Statement to the YVCOG's Contract Representative, designated on the Face Sheet of this Agreement. The GRANTEE that does not receive a financial audit shall submit financial statements within ninety (90) calendar days of GRANTEE's fiscal year end to the YVCOG's Contract Representative by mail to the address listed above, or to homeless@YVCOG.org.

The GRANTEE is responsible for any audit expenses incurred by its own organization or that of its Subcontractors and the YVCOG reserves the right to recover from the GRANTEE all disallowed costs resulting from the audit.

Failure of the GRANTEE to comply with the audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments.

K. NONDISCRIMINATION.

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation, including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The GRANTEE agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the GRANTEE.

Discrimination shall not include GRANTEE's selection of certain individuals to serve as Board members or managers on the basis of membership in a protected class provided that the selection is based on a bona fide occupational qualification.

L. COMPLIANCE WITH LAWS.

Each party shall comply with all applicable federal, state and local laws, regulations, and Executive Orders applicable to the subject matter of this Agreement, which are incorporated by reference into this Agreement.

M. ASSIGNMENTS.

This Agreement is binding on the parties and their heirs, successors, and assigns. The GRANTEE may not assign, transfer or subcontract its interest, in whole or in part, without the prior written consent of the authorizing official for the YVCOG of Spokane.

N. NON-WAIVER.

No delay or waiver by either party to exercise any contractual right shall be considered as a waiver of such right or any other right currently or in the future.

SECTION NO. 8: SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless remain in full force and effect.

SECTION NO. 9: SECTION HEADINGS AND SUBHEADINGS

The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

SECTION NO. 10: ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the YVCOG and the GRANTEE for the use of funds received under this Agreement, and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the YVCOG and the GRANTEE with respect to the subject matter of this Agreement.

SECTION NO. 11: ANTI-KICKBACK

No officer or employee of the YVCOG, having the power or duty to perform an official act or action related to this Agreement shall have or acquire any interest in the Agreement, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in the Agreement.

SECTION NO. 12: CONSTRUAL

The GRANTEE acknowledges receipt of a copy of the Agreement documents and agrees to comply with them. The silence or omission in the Agreement documents concerning any detail required for the proper execution and completion of the performance means that only the best general practice is to prevail, and that only material and workmanship of the best quality are to be used. This Agreement shall be construed neither in favor of, nor against either party, and is intended to benefit only the Parties to this Agreement, there are no third-party beneficiaries.

SECTION NO. 13: RELIGIOUS ACTIVITIES

The GRANTEE acknowledges no portion of the public funds shall be appropriated for or applied to any religious activity or essentially religious endeavors, including but not limited to religious worship, exercise or instruction.

The GRANTEE acknowledges that government-paid staff is prohibited from conducting religious activities during their on-duty hours.

ALL participation in religious activities by clients must be purely voluntary. Religious activities should be conducted in a place and in a manner that allows clients to opt in (such as going to a room or space separate from the main facility) and that does not stigmatize those who elect not to participate.

No homeless services provided by GRANTEE shall be denied due to person's religious affiliation or lack thereof.

SCOPE OF WORK



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YV Conference of Governments
Homeless and Housing Program
YVCOG HP RFP 2018-2020
4/9/2018 deadline

Generating Hope Noah's Ark Homeless Shelter

<p>USD\$ 150,000.00 Requested</p> <p>Submitted: 4/9/2018 6:33:37 PM (Pacific)</p> <p>Project Contact David Hacker davidhacker916@gmail.com Tel: 509-961-4692</p> <p>Additional Contacts <i>none entered</i></p>
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Generating Hope

PO Box 1562
Yakima, WA 98907

Telephone 509-877-6337

Fax

Web www.generatinghope.org

Executive Director

Mike Zink
noahsark.genhope@gmail.com

Application Questions

PROJECT NARRATIVE

1. PROJECT SUMMARY: Provide a brief description of the proposed project. Describe how the project is aligned with the goals in the Yakima County 5-Year Plan.

The Yakima County 5-Year Plan can be found in the Library tab.

Noah's Ark Homeless Shelter provides 30 overnight emergency shelter beds and three meals a day year-round to the chronically homeless. The shelter also provides hygiene services and supplies, mail services, and a clothing closet. Staff helps with immediate needs of the chronically homeless and works for long term solutions. Clients receive help with accessing benefits, filling out paperwork, transportation to appointments, referrals to other agencies, residential treatment, and

finding employment and housing. Noah's Ark is the only low-barrier 24/7 365 day a year shelter and drop in center in the lower valley serving chronically homeless single adults, regardless of race, ethnicity, gender, sexual orientation or religious affiliation.

With these services, Noah's Ark Homeless Shelter directly addresses the problem of unsheltered homeless. Noah's Ark serves a high need underserved area on the Yakama Reservation. This addresses Goal #3.1 of the 5 Year Plan "Support existing shelter programs." As well as 3.2 "Encourage increased utilization of existing shelter services for individuals when appropriate." Though Noah's Ark is applying under the category "Lower Valley – Overnight Emergency Shelter," it also provides a drop in/day shelter program where clients can be indoors in a safe environment. Clients receive three meals a day, hygiene and other services, and can meet with staff for further assistance. In addition, indoor recreational activities are available. This addresses goal #3.5 "Provide day shelter and common areas for homeless persons that create a safe environment." In addition, Noah's Ark is committed to working with partners to implement coordinated entry, Goal #1 of the 5-year plan. Most of Noah's Ark clients score very high on the vulnerability index and so coordinating with Noah's Ark will ensure that the most vulnerable are identified and prioritized for housing options. Noah's Ark also participates in HMIS, even though for most of its over 10 years of service it has not received funding that would require or assist it in doing this data entry. With increased funding, the shelter will be able to continue and expand its ability to gather data on the homeless population and more effectively coordinate services through HMIS with other partners thus addressing Goal #6.

2. TARGET POPULATION: Describe in detail the target population this project will serve. Include agency's experience working with this particular population and knowledge/understanding of this populations' unique service needs.

Please indicate how serving this population aligns with the 5-Year Plan.

Noah's Ark serves chronically homeless single men and women, among a diverse population which aligns with several goals of the 5-year Plan as stated in the answer to question #1. The shelter has been operating since September of 2007. In 2017, it provided overnight shelter to 178 unique individuals, 18 and over, with 24 people over the age of 62. 68% were male and 27% female. 53% were Native American, 29% Hispanic. The shelter anticipates serving approximately 200 unduplicated individuals in 2018 in its overnight shelter program, and anticipates serving over 500 people this year in its drop-in day shelter program.

Noah's Ark has over 10 years of experience serving the chronically homeless. Over the last ten years, it has implemented best practices tailored to the population it serves. As a low barrier shelter, Noah's Ark practices a radical hospitality. Substance abuse is a pervasive problem among this shelter's clients. Though it has strict rules about behavior to ensure the safety of all, intoxication itself is not a barrier to access. Staff and volunteers of the shelter have learned to walk the long walk over many years with their guests, and, because of this commitment, have seen many success stories of people who have gotten into treatment and permanent housing. However, many repeat the cycle of addictions, and staff have attended many funerals of people they have cared deeply about.

Noah's Ark is aware of the historical trauma and disenfranchisement in the communities they serve, of which homelessness is a symptom, especially among the Native and Latino populations. Shelter staff and volunteers have led workshops and trainings on historical trauma and worked with tribal

colleagues to bring traditional cultural resources to address issues facing this community. Shelter house managers are Tribal and bilingual Latino. With increased funding from this proposal Noah's Ark will be able to sustain this level and diversity of staffing. Spanish speaking staff is critical to work effectively with clients who have very few resources and limited ability to communicate. Also, from the beginning the shelter has offered space for traditional Yakama practices. The shelter was opened ten years ago with a smudging and cleansing ceremony by Yakama elders. Tribal staff regularly smudge the shelter and elders share songs and testimonies at various shelter gatherings. A mural on the outside of the building depicting traditional Native and Latino themes in the landscape of the Yakima valley was designed and painted in large part by residents themselves with the support of artists who organized the project. Often traditional Native and Latino meals are cooked by resident volunteers. Thanks to partnerships in the Homeless Network shelter staff has attended trainings on Trauma Informed Care, Motivational Interviewing. Shelter staff has also become very knowledgeable about the day to day negotiations and de-escalation of tensions needed that arise from a diverse community living in such close quarters. Increased funding will ensure that extensive staff training is accomplished so that all staff can continue to increase their knowledge and skills in caring for this diverse chronically homeless population.

The residents at the shelter have in fact formed a community of mutual support. Much of the daily operations of the shelter are overseen by the residents themselves who volunteer with daily chores, cook most of the meals, act as day and night monitors, receptionists. Many have contributed their unique skills to improve the facility and operations over the years. Residents hold regular house meetings to help shape their community life and provide input the operations. For many participating in this community is a part of their recovery. In the process residents learn life and work skills that contribute to their housing stability goals.

The shelter has also gathered a diverse support base from the larger community. Many different faith communities support, volunteer and do programming at the shelter to meet a diversity of spiritual and material needs. The shelter has developed a network of agencies to refer clients including a variety of agencies of the Yakama Nation and partner agencies in the Yakima County Homeless Network.

3. SERVICES/ACTIVIES: Describe the services/activities proposed in a specific and detailed manner. Include a description of how the services/activities will be implemented and the frequency/duration of services.

Please indicate how the proposed services align with the 5-Year Plan.

Noah's Ark Homeless Shelter provided 8276 shelter bed nights to 178 homeless individuals in 2017 according to our HMIS data which directly relates to the 5-year Plan as indicated in question #1. Noah's Ark has a capacity of 30 beds, with, currently, 22 beds for men and 8 beds for women in two separate dorms. In 2017 we served an average of 23 guests per night. In addition, we had 10,268 day-use sign-ins for an average of 28 additional people a day in our day use program. Due to the initiation of recent tribal homeless programs, these numbers are lower than previous years. At the same time, the shelter collaborates with new Yakama tribal programs, it continues to meet tribal concerns regarding the most vulnerable chronically homeless who do not qualify for other tribal programs. Even with these changes, Noah's Ark remains the only year-round low barrier shelter, in the lower valley open to all adults, practicing a radical hospitality. It anticipates its numbers to be similar in 2018 and 2019, serving close to 200 unduplicated individuals in its overnight shelter

program per year.

Noah's Ark Homeless Shelter provides three meals a day, seven days a week and served 21,823 meals in 2017. Showers, bathroom, and laundry facilities and a clothing closet are also available for use by clients. Noah's Ark is used as a mailing address by many clients as well. Drop in center recreation activities are also available. These services are used by residents of the shelter as well as by many low-income and unsheltered homeless who couch surf or stay in the camps. Approximately 500 individuals will use any number of the shelter's services throughout the year. Partial HMIS records covering only about six years of our 10-year history show 591 unique overnight guests served. The shelter's internal records, including sign ins for day use, indicate that thousands of unique unduplicated individuals have accessed Noah's Ark services since its beginning.

Clients sign in for a bed each night but can come back as often as needed to meet their housing stability goals. Each new guest at the shelter receives an intake, orientation, is entered into HMIS and with staff develops a housing stability plan. Clients will also be immediately referred to NCAC or YNHS to be assessed for coordinated entry on the vulnerability index. YNHS also regularly comes to Noah's Ark to conduct these coordinated entry assessments. Shelter staff and volunteers provide a variety of services to help clients achieve their goals. Services include referrals to partner agencies, help with filling out forms, transportation to appointments. The shelter provides homeless verification for partners agencies providing services. Staff regularly checks in with clients regarding their progress.

For much of its history, Noah's Ark has sustained itself with very limited staffing and has relied on resident volunteers to manage the daily operations. This amounts to thousands of hours of in-kind volunteer support. For the first several years it operated with a volunteer Director and for most of its 10 years it employed only one Executive Director. More recently, in 2017, funding allowed us to employ a part time Executive Director, and House Managers (2.5 FTE) to be able to almost provide complete coverage of our 24/7 operations. Funding from this RFP, will ensure that Noah's Ark will be able to sustain this level of operation and increase its capacity. With this funding Noah's Ark will employ a full time Executive Director and 3 FTE House Managers. This will ensure that Noah's Ark can continue to provide a safe environment for all who seek shelter, providing complete coverage 24/7. It will ensure adequate staffing to oversee and organize the resident volunteer community and to provide the numerous services provided to shelter clients on a daily basis. This level of staffing will increase the shelter's capacity to effectively work with our partners to achieve housing outcomes the and to document these outcomes.

Given the level of funding available in this RFP for Lower Valley Overnight Shelter, Noah's Ark will use available funding to pay for its overnight portion of the program. Also given limited funding it will necessarily employ its Director and House Managers at low wages with few benefits. But, nevertheless, this funding will be crucial for the shelter's ability to sustain and grow its operations. This request is also seeking funding to cover a portion of the shelter's overall operating expenses. For example, the annual utilities line item alone, to provide this 24/7 year-round shelter for hundreds of clients, is \$17,000.

4. LOCATION: In what City or Cities will your project be located? Describe how the services

will be available and accessible.

Is this location near a public transit line and/or will your services include client transportation, if necessary.

Noah's Ark Homeless Shelter is located at 117 E 2nd St, Wapato, WA 98951. It is near public transportation operated by People for People and the Yakama Nation. Located in Wapato, a small, rural community, away from many services located in Yakima, the shelter also has its own van to provide transportation to appointments. Staff and volunteers provide transportation to other partners shelters, to other tribal and county agencies, to medical, employment, treatment, housing and other social service appointments. Noah's Ark helps clients move into new housing. Noah's Ark is handicapped accessible. We do have clients in wheel chairs, and others dealing with long term medical, physical and mental disabilities. However, the shelter is not equipped to handle those who are incontinent or unable with minor assistance to manage their own care. On numerous occasions emergency responders have been at the shelter, dealing with acute and chronic illnesses and disabilities. When the shelter first began, EMT personnel were very grateful for the ability to respond to the well-lit, clean environment of Noah's Ark compared to the kinds of places they used to respond to care for the homeless.

5. LINK TO NEED: Describe how the proposed services/activities, including the location, meet the needs of the target population and fill any gaps in services. How do the proposed services meet the need in the community without duplicating efforts?

Indicate whether the service delivery model to be used is best practice, and provide detailed information to support that the project design is: a) evidence based, or b) introduces an innovation that improves the services provided.

The Noah's Ark vision is that no one would be forgotten, discarded or abandoned. The design of its program is informed by a value of radical hospitality in which all are welcome, all are of infinite worth and all can contribute to the life of the community. Seattle and San Francisco for example have implemented this vision of radical hospitality (<https://www.seattletimes.com/seattle-news/homeless/seattle-may-try-san-franciscos-radical-hospitality-for-homeless/>). This model is particularly appropriate for tribal homeless populations, who are have experienced generational and historical trauma, often marginalized, criminalized, and dehumanized by the dominate culture and local community, who find welcome a hard thing to come by.

This best practice of low barrier housing applied to emergency temporary shelter at Noah's Ark is a critical piece in the homeless crisis response system according the National Alliance to End Homelessness' Best Practices of Emergency Shelters. The role of emergency shelters in a comprehensive coordinated entry system is described here in the model from Connecticut: <http://cceh.org/wp-content/uploads/2015/12/Connecticut-Emergency-Shelter-Training-Final-For-Participants.pdf> This model works best when it is thoroughly integrated into a solid coordinated entry system, in which housing first is the goal of the whole system, in which agencies are talking always about housing their clients and resources are applied to make sure that the most vulnerable are housed first, and therefore stays in the shelter are brief. Ensuring the Noah's Ark is an adequately funded and supported partner in the overall system is crucial to achieving housing outcomes.

Another unique best practice of Noah's Ark is the mutually supportive community of residents who contribute to the daily operations of the shelter. All are expected to pitch in to run the shelter. Resident volunteers cook most of the meals, do all the chores, serve as front desk reception, and

late-night monitors. Though it is not completely self-governed by the residents themselves, as some other best practice models, residents do meet regularly for house meetings to vote on aspects of the daily operations and contribute their input and help shape the daily operations. These meetings are also used to build community among the diverse population and offer other in-service training and support.

Noah's Ark does not duplicate services, but partners with other services in Wapato and the Yakama Nation. Staff meets from time to time with a variety of tribal and community social services under the 7.01 tribal relations guidelines of the Department of Health and Human Service. There are now three new homeless and housing programs operated by the Yakama Nation: a tiny house village which operates as a transitional housing program at the RV Park, an extreme winter overnight shelter only for adults in the Armory in Toppenish, and Pahto Village with transitional and permanent supportive housing for homeless veterans and others able to live in a clean and sober environment. We work with all these programs, making referrals, sharing resources and donations. The shelter has seen a decline in meals served and bed nights counts over the last year with the addition of these new services. Several of Noah's Ark clients have found housing at Pahto Village. Others who have tried the RV Park, have returned to the Ark's low barrier environment. During the winter months, Armory residents take advantage of the shelter's daytime operations. However, all these programs operated by the Yakama Nation are for tribal members only. Noah's Ark continues to be the only agency serving the most vulnerable among the chronic homeless population who are ineligible for other programs. It remains the only low barrier year-round 24/7 shelter serving a diverse population in the Lower Valley.

6. ACCESSABILITY: Describe in detail how the proposed project will be accessed by the targeted population.

How will this project coordinate with the Coordinated Entry System?

Noah's Ark is often the first point of access for the chronically homeless in Wapato and the surrounding Yakama Nation. Located in downtown Wapato just off the main street, the shelter and its distinctive mural are visible and have become well known in the community. Noah's Ark also has a website and Facebook page and those in need have contacted the shelter through these means. In addition, Noah's Ark is on referral lists throughout the county, including 211, and those throughout the county are able to locate shelter services. Noah's Ark refers clients to many other agencies and provides homeless verification in order for them to receive services.

Noah's Ark is an entry point to the newly established coordinated entry system for the most vulnerable and chronic homeless. NCAC and YNHS provide coordinated entry services to the shelter's clients. Clients will immediately, as a part of their intake be referred to NCAC and/or YNHS. YNHS outreach workers come to Noah's Ark regularly to assess clients with the vulnerability index tool. Already several Noah's Ark clients have been placed at the top of list for available housing in the network.

7. HOUSING SEARCH AND STABILIZATION: For Rapid Rehousing/Rental Assistance Projects ONLY. Describe the agency's experience in working with area landlords and/or property managers and detail the project's planned liaison efforts.

Describe your agency's approach to maintaining strong relationships with landlords and providing tenants with knowledge of their responsibilities as a tenant.

N/A

8. COMPLEMENTARY SERVICES and COORDINATION: Describe other services, projects, and agencies that will provide services or resources to project participants that help meet needs and promote movement toward permanent housing.

Describe in detail any formal agreements or history of partnerships (i.e. education, employment, life skills, mental health, substance abuse) that your agency has with partnering agencies and UPLOAD signed MOU's/agreements in the Documents Tab.

Noah's Ark works with a variety of agencies to help move clients toward permanent housing, greater self-sufficiency and to regain their lives. The shelter has helped to move clients into a variety of longer term housing including: transitional housing programs, clean and sober housing, assisted living, permanent supportive housing and private market rentals. As mentioned above, Northwest Community Action Agency and Yakima Neighborhood Health Services are main partners for coordinated entry. They have helped to place shelter clients into available supportive housing in the Homeless Network. Others have received rental assistance to get back into their own apartments. NCAC and YNHS also provide a variety of other services to our clients. YNHS health care outreach workers come regularly to the shelter, providing services such as immunizations, foot care, and screening for other medical services at their clinic. Noah's Ark works with Triumph Treatment, Merritt Resources, Sundown Ranch for substance abuse assessments and other treatment services and works to get clients placed in residential treatment facilities. The PATH Outreach worker from Comprehensive Mental Health regularly comes to the shelter as well as Entrust outreach workers. The shelter has worked with Aging and Long-Term Care and local assisted living and nursing home providers for the elder population. Many clients work in the fields during the season, and other employers stop by the shelter to hire day laborers. Staff refer clients to Work Source as well as other job training programs. Noah's Ark is also a site for community service hours through DSHS, probation and juvenile court. A variety of faith communities offer meals, services and support groups at the shelter. The shelter has its own small revolving loan fund to supplement help clients can access through other partners. Clients pay back the fund as they are able. With this fund the shelter has been able to help with needed medication, transportation, clothing and equipment for work, filing fees, and occasionally there are enough funds for security deposits to help move a client into housing.

9. PROJECT OUTPUTS: The overall goal of this RFP is to prioritize unsheltered, rapidly move households into permanent housing, and reduce the time spent homeless and on the streets or in shelters. The next FOUR (4) questions address projected output.

Will your project have measurable outputs?

- Yes
- No
- Other:

10. A) PERSONS SERVED: Indicate number of projected unduplicated persons and households to be assisted for a 12 month program period. Unduplicated means that each person/household served by the project is counted only once during the program period.

Disregard Total at the bottom.

200	Unduplicated Persons (7/1/18 - 6/30/19)
200	Unduplicated Households (7/1/18 - 6/30/19)
400.00	TOTAL

11. B) SERVICE UNITS: Identify and describe THREE (3) service units to be provided. (Examples: number of outreach contacts, emergency shelter bed nights, housing stability service hours, vouchers, etc.)

For each service unit, indicate total number of service units to be provided in a 12-month program period. Identify how you track and monitor clients and services provided; be specific.

1. Shelter Bed Nights: Noah's Ark has the capacity to provide 10,950 Shelter Bed Nights annually (30 beds x 365 days). These bed nights will be tracked daily in HMIS. Typically, the shelter is at capacity during the winter months, and must refer elsewhere or turn people away, and is not at capacity in the spring and summer months. House Managers on duty 24/7 assign beds, monitor services provided, and enter bed nights counts into HMIS. With an 80% annual utilization rate the shelter anticipates providing 8760 shelter bed nights in a 12 month period.

2. Meals: Noah's Ark serves three meals a day, seven days a week. Though from time to time volunteer groups bring meals to the shelter, most of these meals are prepared on site in the shelter's commercial kitchen by resident volunteers. Meals are counted as served by the cook and kitchen staff on duty, recorded on a chart and compiled each month by staff. Only regular meals served at breakfast, lunch and dinner times are counted. Over the last three years the shelter has served an average of 30,000 meals a year and anticipate this level of service going forward.

3. Client Service Contacts: Noah's Ark staff makes hundreds of client service contacts every day, multiple times for each individual client. The daily sign in count for 2017 was over 10,000 for the year. Besides meals and shelter bed nights, clients check their mail, take showers, use the bathrooms, get help with hygiene supplies and clothing from the clothing closet. Especially with funding from YVCOG, Noah's Ark will be able to more thoroughly track the many daily client service contacts made by its dedicated staff. Staff will particularly track significant client service contacts in which they provide services, such as transportation to medical and other appointments, assistance in obtaining benefits, filling out applications for employment and housing, referrals to various partners agencies, etc, that assist clients with their housing stability plans and self-development goals. Staff will also track funding provided to help clients through our in-house funds. Each client service contact will be logged by the staff providing service, recorded in client case management files using HMIS case management tools and counted in a database for ease of reporting. At least 1000 such client service contacts will be recorded annually.

12. C) EMERGENCY SHELTER & TRANSITIONAL HOUSING PROJECTS ONLY: How many units (or beds) are in your program and what percent of utilization do you anticipate:

Disregard Total at the bottom.

2	# of Units
30	# of Beds
80	% Utilization Rate
112.00	TOTAL

13. D) POTENTIAL BARRIERS: Describe any potential barriers to achieving the identified output(s) and the strategy for overcoming these barriers in order to meet the proposed performance targets.

Based on data over the last 10 years of operation, Noah's Ark will meet its targeted outputs in shelter bed nights and meals provided and be able to adequately document these services

provided. Increased funding will be needed, as requested in this proposal, to effectively provide additional client services and adequately document targeted clients service contacts. House Managers provide numerous services to clients on a daily basis. This proposal includes funding for a full time Executive Director and additional House Manager hours to more effectively work with clients and partners, better coordinate and document services to clients and document outcomes achieved that lead to sustained permanent housing.

14. Please select your proposed project type for this application. Separate applications must be done for each project your agency will apply for.

Answer ONLY the questions below that pertain to your project type; type N/A in questions that do not pertain.

- Coordinated Entry Services
- Emergency Shelter (DV, Youth, 24-hour, overnight only)
- Winter Weather Hotel/Motel Vouchers
- Outreach Services
- Rapid Rehousing (RRH) / Rental Assistance (RA)
- HEN Rental Assistance
- TANF Rental Assistance
- Capital Improvement

15. COORDINATED ENTRY SERVICES: Describe your agency's process for completing the CE Intake Assessment and ensuring the client gets prioritized appropriately. Indicate number of estimated assessments your agency is likely to complete per month.

Describe any potential barriers this project may encounter and the strategy for overcoming these barriers.

N/A

16. EMERGENCY SHELTER: Emergency Shelter Projects have the following performance targets: at least 60% of clients exit to permanent housing and an average length of stay of 20 days. Describe your action plan to achieve these targets.

Describe any potential barriers to achieving the identified outcomes and the strategy for overcoming these barriers.

Looking at last year's bed night statistics, 53% of Noah's Ark clients stayed less than 20 days during 2017. However, this does not mean they have moved into permanent housing solutions. Many of the clients of Noah's Ark are chronically homeless, having been homeless off and on in their lives for many years as well as having chronic health issues such as substance abuse. There is a small group who have lived at the shelter off and on for years who have become a part of the resident volunteer community that helps to operate the shelter. Given the nature of our clients who come and go, move in and out of homelessness, camp out, stay with friends, couch surf, live temporarily in substandard housing, perhaps a dilapidated storage shack in someone's yard, it is, to say the least, a challenge to accurately track as well as assist clients to quick housing solutions.

There are few options for many of our clients, with a vacancy rate of 1% in the country and serious lack of affordable housing as well as alternative supportive housing options. According to Commerce's Washington State Homeless Report System Performance Report Card, over all, Yakima county shows only 35% of HMIS entries exited to permanent housing, with 14% returned to

homelessness and 67% of entries remaining unsheltered. Only 23% of emergency shelter clients are moved to permanent housing.

Noah’s Ark does have many success stories to share, however, in the past it has relied on anecdotal evidence of individual success stories to document its outcomes, and with limited funding and staffing has limited its reportable HMIS data entry to bed night counts. With increased funding resources, the shelter will be able to provide more intensive support needed to move the most difficult to place into housing, will be able to work more effectively with partners to achieve this goal, and through use of HMIS case management and exist interview tools will be able to document this work more thoroughly. Noah’s Ark is eager as well to participate fully in a coordinated and well-funded housing first model in the county homeless system. With increased funding the shelter will work with partners to ensure that all new clients are immediately assessed and entered into the coordinated entry system. Without this increased funding, and a coordinated system in place, in which Noah’s Ark can participate, achieving these performance targets will be extremely difficult.

Yakima County, years ago, did operate the HGAP program, a Housing First model that had a coordinated team of case managers from 7 different agencies in the Homeless Network, as well as funding to provide 18 months of subsidized rent to the most vulnerable clients. With this program, the community was able to place people directly into private market rentals and provide them with ongoing case management to help them be successful. Several from Noah’s Ark were placed into housing with this program, who still are in permanent housing today. But this program was defunded years ago. With new funding, Noah’s Ark will work with all our partners to increase the percentage of homeless who are successfully housed.

17. RAPID REHOUSING (RRH)/RENTAL ASSISTANCE (RA) - Describe your agency's process for assisting clients in obtaining necessary identification, disability, and homeless verification documentation to obtain housing assistance.

Describe any potential barriers this project may encounter and the strategy for overcoming these barriers.

N/A

18. RRH: RRH projects have the performance targets of: at least 90% of clients exit to permanent housing, an average length of time from enrollment to move-in of 14 days or less, and less than 5% of clients returning to homelessness within 1 year.

Describe your action plan for meeting the identified outcomes and your strategy for overcoming any barriers to meeting the proposed performance targets.

N/A

19. RA: TH or PSH: TH projects will only be considered for youth or DV clients. Performance targets for: TH - at least 80% exit to PH and average LOS less than 180 days. PSH - at least 90% retain or exit to PH.

Describe your action plan for meeting the identified outcomes and your strategy for overcoming any barriers to meeting the proposed performance targets. Describe your action plan for increasing or maintaining the total income of clients served.

N/A

20. CAPITAL IMPROVEMENT: Please attach a copy of the signed Purchase Agreement, Lease

Agreement, Zoning Approval and any other supporting documentation under the Documents tab.

Please give a "yes", "no", or "unknown" response for each question below.

- Does your agency own the property or have a contract to purchase or lease the property?
- Does the proposed use of project comply with city zoning codes and state regulations?
- Will this project require relocating individuals and if so, does your agency intend to comply with the Uniform Relocation Act (URA)? (See Library Tab)
- Does the proposed use of this project directly benefit homeless individuals?
- Does this proposed project align with the goals outlined in the Yakima County 5-Year Plan? (see Library Tab)
- TOTAL**

21. CAPITAL IMPROVEMENT: Describe your proposed project in detail including timeline for completion, proposed deliverable, and how it aligns with the 5-year plan.

N/A

22. OUTREACH SERVICES: Describe the anticipated outcomes of your project and what will be the proposed deliverables?

Describe your action plan for connecting your target population to a Coordinated Entry Access Point and prioritized for housing or other services.

N/A

AGENCY CAPACITY AND EXPERIENCE

23. AGENCY CAPACITY AND EXPERIENCE: Please provide a brief response to each question below.

Please give a "yes", "no", or "unknown" response for each question below

- Does your agency have experience providing homeless housing and/or services?
- Does your agency have experience managing and accounting for public funding?
- Have you had an audit in the last 24 months?
- Has your agency received any audit or monitoring findings in the last 3 years? If yes, upload audit in Documents Tab.
- Has your agency undergone organizational restructuring in the last 24 months?
- Has your agency experienced turnover in key management positions in the last 24 months pertinent to this project?
- Does your agency maintain policies for minimum qualifications for the staff members who will provide client services. If yes, please attach in Document Tab.
- Does your agency utilize policies, procedures, and best practices to promote fairness and opportunity for all people, particularly people of color and communities that are disproportionately represented among the homeless population?

yes Does your agency assure access to underserved communities impacted by homelessness?

yes Will your agency provide services to racial and ethnic minorities, immigrants and refugees, individuals with disabilities, LGBTQ, and people with limited English proficiency?

yes Does your agency identify specific cultural based needs of populations and use that information to modify engagement and services?

yes Does your agency conduct self-assessment of its fair and just practices and cultural competency including both internal and external input?

yes Does your agency participate in HMIS currently?

yes Does your agency currently participate in the Coordinated Entry System for Yakima?

0.00 **TOTAL**

24. AGENCY COMMUNITY PARTICIPATION/COLLABORATION: Upload any MOUs between partnering agencies in the Documents Tab.

Please give a "yes", "no", or "unknown" response for each question below

yes Does your agency participate in local homeless planning committees?

yes Is your agency collaborating with partner agencies? Please attach all MOU's.

0.00 **TOTAL**

Budget

CAPITAL IMPROVEMENT PROJECT BUDGET	This Request	Other Federal	Other State/Local	Private or Other	TOTAL
Design & Inspection					USD\$ 0.00
Project Manager/Consultants					USD\$ 0.00
Relocation Costs (if applicable)					USD\$ 0.00
Title Insurance					USD\$ 0.00
Environmental Review					USD\$ 0.00
Permits & Fees					USD\$ 0.00
Land Acquisition					USD\$ 0.00
Site Development & Landscape					USD\$ 0.00
Utilities					USD\$ 0.00

Other: USD\$ 0.00
 Total USD\$ 0.00 USD\$ 0.00 USD\$ 0.00 USD\$ 0.00

ALL OTHER PROJECT TYPES BUDGET	TOTAL Project Cost	Request Amount	Other Revenue	In-Kind Contribution	Anticipated Donations
Personnel Costs (Direct - 100% to program)	USD\$ 263,560.00	USD\$ 116,000.00	USD\$ 50,000.00		USD\$ 97,560.00
Admin (Indirect - expenses shared with organization)	USD\$ 50,000.00				USD\$ 50,000.00
Facilities Costs (Rent/Mortgage)	USD\$ 16,400.00			USD\$ 26,400.00	
Operating Costs (Insurance, Utilities, Phone, Supplies, Mileage, etc.)	USD\$ 74,000.00	USD\$ 34,000.00	USD\$ 0.00		USD\$ 24,000.00
Operating Equipment (max \$1,500)	USD\$ 1,500.00				USD\$ 1,500.00
Program Expenses: Specific: Case Management Specific: Hotel/Motel Vouchers Specific: Coordinated Entry Access Point Specific: RRH/RA - (For-Profit Only) Specific: TANF RA - (For-Profit Only) Specific: HEN RA Specific: Outreach Services Specific: Emergency Shelter Services					
Food and Supplies	USD\$ 430,000.00		USD\$ 8,000.00	USD\$ 400,000.00	USD\$ 22,000.00
Revolving Loan Fun	USD\$ 3,000.00				USD\$ 3,000.00
Total	USD\$ 838,460.00	USD\$ 150,000.00	USD\$ 58,000.00	USD\$ 426,400.00	USD\$ 198,060.00

Budget Narrative

Budget Narrative:

This is a 24-month budget (July 1, 2018 - June 30, 2020):

1. Staffing includes Full Time Director (whose position is almost completely direct programming to implement the Noah's Ark Emergency Shelter program), and 3 FTE House Managers. The requested amount for staffing of \$58,000 annually for two years will partially cover evening and night House Manager hours at minimum wage. Other revenue for operations included is anticipated from the Emergency Food and Shelter Program which is billed at \$12.50 per bed night up to an anticipated award amount for 2018 of 25,000 and another \$25,000 in 2019. Volunteer hours mostly contributed by the residents themselves are not included in this budget.
2. Administrative Costs include costs for bookkeeping and financial management, fund development which are contracted with another organization. These are not included in the requested amount. A volunteer board also contributes a great deal to the work fund raising and public relations, keeping costs down.
3. The use of the full 6,000 square foot facility at 117 E 2nd that houses Noah's Ark Homeless Shelter is donated rent free by The Rev David Hacker as an in-kind contribution in honor of his late wife, the Rev Sheri Noah. There are no rental or mortgage costs to Generating Hope for the facility.
4. Utilities alone are \$17,000 per year which is the amount requested in the proposal for two years. Other operational costs included in total budget are based on previous years' experience.
5. Equipment. Noah's Ark will purchase an additional computer for data entry.
6. Food and Supplies. Noah's Ark receives a large amount of in-kind donations of food and supplies. NW Harvest for example provides approximately 50% of our food. Faith communities, businesses, organizations do special drives for food, clothing, hygiene supplies etc. Annually we raise \$200,000 in kind donations. A portion of our meal cost is also covered on a per meal basis at \$2 a meal by the Emergency Food and Shelter Program up to an anticipated award of \$4000 in 2018 and another \$4000 in 2019.
7. Our revolving loan fund is used for small allocations to help people achieve their goals.

Documents

Documents Requested *	Required?	Attached Documents *
Commitment letters for all leveraged funds/Letters of Support	✓	YNHS Support Letter Yakama Nation Support Letter NCAC Support Letter Homeless Network Support Letter Transform Yakima Support Letter YNHA Support Letter
Verification and Signature (2018 RFP APPLICATION COVER SHEET) download template	✓	GH Cover Sheet
Project Map/Program Service Area For Non-Profits: IRS Form 990	✓	GH IRS Form 990

For Non-Profits: Board Documentation (List of Board Members, Charter, ByLaws)	✓	GH Board List GH By-Laws
For Non-Profits: 501(c)3 Tax Exempt Letter	✓	IRS Letter
General Liability Insurance Certificate	✓	GH Certificate of Insurance
Agency's Audit Report for the most recent Fiscal Year	✓	Financial Review
Other relevant documentation		Financial Policy Procedures Employee Handbook Volunteer Operations Manual
Board Documentation (List of Board Members, Organizational Chart)	✓	GH Board List

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