

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

<b>1. Grantee</b> Lower Valley Crisis Support Services PO BOX 93 600 North Avenue Sunnyside, WA 98944		<b>2. Contract Amount</b>  <p style="text-align: center;">\$46,665.00</p>	<b>3. Tax ID#</b>  <p style="text-align: center;">91-1046041</p>
<b>4. Grantee's Program Representative</b>  Leticia Garcia, Executive Director (509)837-6689 lgarcia@lvcss.org		<b>5. YVCOG Program Representative</b>  Crystal Testerman, Program Manager (509)424-4695 crystal.testerman@yvcog.org	
<b>6. Grantee's Financial Representative</b>  Leticia Garcia, Executive Director (509)837-6689 lgarcia@lvcss.org		<b>7. YVCOG's Contract Representative</b>  Lance Larsen, Financial Coordinator (509)574-1550 Lance.larsen@yvcog.org	
<b>8. Contract #/Project Type:</b>  <p style="text-align: center;">LVCSS – DV SHELTER 2018-2020 Domestic Violence Emergency Shelter</p>		<b>9. CONTRACT START DATE</b>  <p style="text-align: center;">7/1/2018</p>	<b>10. CONTRACT END DATE</b>  <p style="text-align: center;">6/30/2020</p>
<b>11. Original Grant Amount</b>  <p style="text-align: center;">\$46,665.00</p>	<b>12. Modification Amount</b>  	<b>14. Funding Authority</b> <p style="text-align: center;">Consolidated Homeless Grant (CHG) Washington State Department of Commerce</p>	
<b>13. TOTAL CONTRACT AMOUNT</b>  <p style="text-align: center;">\$46,665.00</p>		<b>15. State/Federal BARS code</b> <p style="text-align: center;">001-722-572-50-X07</p>	<b>16. CFDA #</b>  <p style="text-align: center;">N/A</p>
<b>17. Grantee Selection Process: (check all that apply)</b> <input type="checkbox"/> Sole Source <input checked="" type="checkbox"/> Competitive Bidding/RFP <input type="checkbox"/> Pre-Approved by Funder		<b>18. Grantee Type: (check all that apply)</b> <input type="checkbox"/> Public Organization/Jurisdiction <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Subrecipient <input checked="" type="checkbox"/> Non-Profit	
<b>Grant Purpose:</b> 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.

**LOWER VALLEY CRISIS SUPPORT SERVICES**

**YAKIMA VALLEY CONFERENCE OF GOVERNMENTS**

Leticia Garcia  
Leticia Garcia

James A Restucci  
James A Restucci, Chairman Date

6-14-18  
Date

Lauris C. Mattson 19 June 2018  
Lauris C. Mattson, Executive Director Date

Attest:

Leticia Garcia  
Agency Representative

Attest:

Jodi Smith  
Jodi Smith, Office & Comm. Specialist

Approved as to form:

[Signature]  
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:	LVCSS DV Shelter
Project Type:	Domestic Violence Emergency Shelter
HMIS Project Name:	xxx
Projected # of Households Served:	5 unduplicated households

Population Served	
	Single Men + Single Women
	Single Men Only
	Single Women Only
	Single Women + Households with Children
	Households with Children
	Youth
X	Victims of Domestic Violence

**TARGET PERFORMANCE MEASURES IDENTIFIED BY THE DEPARTMENT OF COMMERCE:**

Performance Measure	2017 Baseline	Changes from Baseline	June 30, 2019 Program Target
Unduplicated persons	20	0%	20
Unduplicated households	5	0%	5
Exits to Permanent Housing	75%	5%	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**

The GRANTEE is authorized to spend no more than **FOURTY-SIX THOUSAND SIX HUNDRED SIXTY-FIVE AND NO/100 DOLLARS (\$46,665.00) through 6/30/2019** and no more than **FOURTY-SIX THOUSAND SIX HUNDRED SIXTY-FIVE AND NO/100 DOLLARS (\$46,665.00) through 6/30/2020**.

<u>Category</u>	<u>Amount</u>
<b>Year 1: 7/1/2018 – 6/30/2019</b>	
Admin – Indirect (7.5%)	\$3,500
Operations	\$43,165
<b>Year 2: 7/1/2019 – 6/30/2020</b>	
Admin – Indirect (7.5%)	\$3,500
Operations	\$43,165
<b>TOTAL</b>	<b>\$93,330</b>

**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: "No special conditions."*

## **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 7.5% percent for administrative (indirect) costs for projects that align with the Consolidated Homeless Grant Guidelines issued by the Washington State Department of Commerce.

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 10<sup>th</sup> 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](http://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](mailto: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.

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# SCOPE OF WORK



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

### Lower Valley Crisis and Support Services DV Emergency Shelter

**USD\$ 46,665.00** Requested

Submitted: 4/9/2018 10:35:13 AM  
(Pacific)

**Project Contact**  
Leticia Garcia  
[lgarcia@lvcss.org](mailto:lgarcia@lvcss.org)  
Tel: 509-837-6689

**Additional Contacts**  
*none entered*

**Lower Valley Crisis and Support Services**

PO Box 93  
600 North Avenue  
Sunnyside, WA 98944

**Executive Director**  
Leticia Garcia  
[lgarcia@lvcss.org](mailto:lgarcia@lvcss.org)

Telephone 509-837-6689  
Fax 509-837-6918  
Web not applicable

### 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.*

The proposed project is for Emergency Domestic Violence Shelter. This project will serve victims of domestic violence and sexual assault who are fleeing an unsafe situation and have no other housing options available to them. This project was selected because of our geographic location in Eastern Washington, where we continue to see victims and survivors struggle to find shelter and housing options. The majority of the victims/survivors prefer to stay in their communities of

Eastern Washington regardless of the safety implications.

In addition, transportation is an issue as some of our clients do not know how to drive and the option of public transportation is not available or very limited. LVCSS's services for domestic violence and sexual assault victims includes a crisis line, crisis intervention, legal, medical and general advocacy, emergency domestic violence shelter for victims of intimate partner violence, therapy, support groups, education, and information about community resources.

Our office is located in Sunnyside. However, the service region includes Lower Yakima Valley, South of Union Gap to Grandview. Because of transportation clients may face, advocates are able to travel to meet them where they are. In addition, we have two advocates stationed at our local community services office in Sunnyside and Toppenish. LVCSS services are free, confidential, and available by Spanish speaking staff. No appointment is necessary.

The project is aligned with the goals in the Yakima County 5-Year Plan to ensure that people quickly get the help they need to be safe and stable

**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.*

LVCSS serves victims of domestic violence and sexual assault, with a very high percentage of Latina survivors – nearly 50%. Yakima County has a higher percentage of Latino and Hispanic residents than the state and nation. Yakima County's Hispanic or Latino population makes up (48.8) percent of its population, much higher than Washington State (12.4 percent) and the nation (17.8 percent). Yakima County's American Indian/Native Alaskan population was 6.4 percent compared to 1.9 percent in the state, which reflects the presence of the Yakama Nation. (Source: U.S. Census Bureau QuickFacts).

The percentage of persons living below the poverty level in the county is 18.2%, compared to 11.3% statewide and 12.7% nationally.

The target population is families and individuals who are victims of domestic and sexual violence, with an emphasis on marginalized populations which are historically underserved. This includes immigrant, migrant and farm-worker Latina survivors in rural areas and Native-American survivors. Our region has 49% Hispanic population, compared to 12% Statewide. In addition, LVCSS provide housing and services to members of the Yakama Indian Tribe, as the Yakama Nation currently does not provide shelter or housing services specific to DV Survivors.

LVCSS's experience working with this population includes 8 bilingual/bicultural staff, including the Executive director. The agency has served the Lower Yakima Valley since 1978, and we have expanded advocacy strategies to include mobile advocacy and Latina-centered advocacy. We have also deepened our relationships the Latina community-based organizations, such Nuestra Casa, Inspire Development Centers, NW Immigrant Rights Project, NW Justice Project, Sunnyside Work Source, Radio KDNA, KNUW Television, among others that continue to work with LVCSS.

LVCSS has long enjoyed a good working relationship with our community partners, such as school

districts, law enforcement, including Yakama Nation Tribal Police, the Yakima County Courts system, Yakima Valley hospitals and medical clinics, as well as social service agencies throughout Lower Yakima Valley. We receive referrals on a regular basis from social service agencies, law enforcement, the courts, and the medical and education communities.

LVCSS continues to work with Yakama Nation Tribal Police, School Counselors in White Swan and Toppenish. We also have two advocates stationed at the local Community Service Offices (Toppenish and Sunnyside) through our DSHS WorkFirst grant. As part of the grant requirements, advocates interview and develop a TANF Family Violence Service Plan, participates in DSHS case staffing when requested by DSHS staff, refers clients to appropriate resources available in the community based on participant needs, and provides empowerment-based advocacy to referred clients. The majority of the clients they serves include those from a marginalized population that includes a large portion of Hispanic and Native American clients. We also provide flyers in English and Spanish on a regular basis to our local hospitals, law enforcement, court system, DSHS/CPS offices, agencies such as Nuestra Casa, OIC of Yakima County, local clinics such as Yakima Valley Farmworkers clinic, Yakima Neighborhood Health Services, Fred Hutchinson Cancer Research Center, Northwest Community Action Center, NW Justice Project, NW Immigrant Rights Project, Inspire Development Centers, all of which serve our marginalized populations in our community.

We are often asked the question, "Why does she stay" in her abusive relationship? Victims fear reprisal by their abuser, often lack work history or the job skills necessary to support themselves and their children, or often don't have the ability to identify and access achievable resources necessary to gain self-determination.

In this region, these barriers are exacerbated by a high percentage of immigrant women, who face the additional obstacles of cultural or language barriers, social isolation, or feeling trapped because of immigration laws. There are often additional barriers faced by Native victims and their children. Native victims living on reservation lands may wish to remain with their tribal community rather than leave the reservation to escape their abuser but may need funding support to help pay for utilities and rental deposits. The needs of immigrant, migrant and farm-worker Latina survivors in rural areas are great. Housing options are limited and much of the housing programs are only seasonal and available only during the primary working and harvest seasons.

The project is aligned with the goals in the Yakima County 5-Year Plan to ensure that people quickly get the help they need to be safe and stable, and working with other service providers to assist with longer-term housing.

**3. SERVICES/ACTIVITIES: 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.*

The services proposed are to provide emergency shelter for those that are fleeing an unsafe environment due to violence. The project will allow victims to access stable housing as quickly as possible and then providing the necessary support as victims rebuild their lives. For many of us, words like family, safety, and security come to mind.

Unfortunately, for too many women, home is a reason to stay in an abusive relationship. For many survivors of domestic violence, the alternative is homelessness, which can be just as unsafe and scary. No one should become homeless because they are fleeing domestic and/or sexual violence. This project will ensure that people quickly get the help they need to be safe and stable, offer supportive and nurturing environments for clients and their children. This project will address the need for flexible, survivor-driven, trauma-informed, and culturally relevant advocacy and support to survivors of domestic violence in combination with providing financial assistance to help survivors in securing and overcoming barriers to permanent, affordable housing. The proposed services will also include The Domestic Violence Housing First (DVHF) approach to help victims of domestic or sexual violence transition in place and avoid having to go to the shelter as they overcome barriers to self-sufficiency and independence.

The frequency/duration of services will be determined by the clients' needs. Some clients are in shelter one week, others anywhere from 30 to 90 days. While clients are in shelter, they will be working with an experienced advocate who can provide them with resources such as housing list, referral to service providers that work with homeless population. LVCSS partners with the following organizations that provide longer term housing for the purpose of identifying longer term housing options for the clients we serve, developing partnerships and streamlined referral process:

Yakima Neighborhood Health Services (Homeless and Outreach Program), Northwest Community Action Committee through Yakima Valley Farmworkers Clinic, and our local housing authorities including Yakima Nation Housing Authority. The agency has also connected with DK Bain a local real estate agency for the purpose of establishing a connection with private landlords to educate them about our services and how we can work together to provide safe and affordable housing for our clients. This agency is familiar with our services and can help us network. We also have a strong partnership with Catholic Charities and Housing Program.

Lastly, our agency updates our low income housing list once a year. LVCSS has also continued to collaborate with these entities to provide training opportunities for our staff and volunteers on the services that are offered in our communities.

In addition to housing services, clients will have access to our other services that include; 24 hour crisis line, crisis intervention, legal, medical and general advocacy, therapy, individual advocacy sessions, support groups, and other community resources that they may need.

We also have established a good working relationship with some of the residential properties in the area whom we have referred clients to and have been able to place in long term housing.

This project address the 5 year plan by, 1) defining the core problems facing the residents of Yakima County, 2) identifying gaps in the housing market for low-income and very low-income citizens, 3) assessing additional needs for prevention and service provider assistance for the homeless and at-risk populations, and 4) ensure that people quickly get the help they need to be safe and stable.

**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.*

Our office is located in Sunnyside, with a service region in Lower Yakima Valley, South of Union Gap to Grandview.

In the rural area we serve, transportation is a huge barrier to housing stability. Advocates have the skills, supervision, and technology to support working safely out in the community and travel all throughout lower Yakima valley to provide services for our clients. They are able to literally meet survivors where they are—in the survivor's home, other service providers' office, hospital/clinic, coffee shops, parks, etc.

Through our flexible financial funds, we can provide assistance for transportation that will encompass car repair (replacing windows damaged by an abuser), gas cards so survivors could get to their jobs and take their children to school.

We also have two advocates stationed at local community services office in Sunnyside and Toppenish as part of our DSHS Workfirst grant.

**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 proposed services will focus on getting survivors of domestic or sexual violence into a place of supportive services and safe, temporary lodging offered on a twenty-four hour, seven-day per week basis to victims of domestic violence and their dependent children. The project will promote advocacy in a bilingual/bicultural, culturally relevant manner when needed, mobile advocacy, and flexibility in serving survivors of domestic and sexual violence in rural Lower Yakima Valley. Advocates will provide flexible, survivor-driven, trauma-informed, and culturally relevant advocacy and support to survivors of domestic violence and their children.

LVCSS has a long history of commitment to breaking the cycle of violence and poverty and providing shelter and advocacy to victims of domestic violence. We provide core services around advocacy and crisis intervention. This includes safety planning, comprehensive resources and referrals, community based advocacy, emergency shelter, 24 hour Crisis Line, Legal Advocacy, Support groups, Housing Advocacy, DSHS / CSO advocacy, 9-1-1 Cell Phone Program, Children's Programming, Immigration Assistance as well as clothing, food boxes and other Basic Needs Assistance. We also have a volunteer program that engages community members in providing advocacy and support to survivors.

LVCSS has an established working relationship with the YWCA of Yakima, who also provides emergency shelter and advocacy to victims of domestic violence in upper Yakima Valley. We have formed a regional approach, forming a coalition - the Domestic Violence Housing First (DVHF) South-Central Region, to cross county lines, partnering together to help victims overcome barriers to permanent housing. Due to our partnership, we hold meetings on a quarterly basis to ensure partnering together to help victims overcome barriers to permanent housing and that we are not duplicating efforts.



The DVHF approach supports survivors as they gain stability and rebuild their lives. The four pillars of DVHF include; 1. Flexible Financial Assistance, in which funds are free to be used in whatever way will best help survivors retain housing: Rent and utilities, as well as costs like child care, transportation, and employee uniforms, 2. Housing Stability - Advocates accompany survivors to housing appointments, act as a liaison with landlords, and negotiate leases, 3. Community Engagement - advocates reach out to landlords, law enforcement, housing/homeless providers, and employment programs, encouraging them to support survivors, 4. Survivor-Driven Advocacy – advocates are able to meet clients where it is safe and convenient for survivors and survivors lead the process and choose their own goals.

The goals of the DVHF approach are to increase safety, stability, self-sufficiency, and empowerment to support survivors in creating lives free from violence. Advocates will work closely with their respective Housing Authorities, local landlords and property management services to identify housing opportunities for those whose only alternative to staying in the emergency shelter is returning to their abuser, moving to another shelter, or living on the street. This advocacy is aimed at being more responsive to the unique needs of each survivor and will include working in collaboration with other community partners in rural areas where marginalized Native American and immigrant/migrant/farm-worker survivors live and work, and will include partnerships with organizations such as Tribal Programs such as Yakima Nation Behavior Health Victims Assistance Program.

**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?*

Due to the established connections that LVCSS has in our region, we receive referrals on a regular basis from some of the following entities: social service agencies, law enforcement, the courts, housing programs, word of mouth, medical and education communities, through outreach activities, prevention presentations, media, etc.

LVCSS strives to make our services as accessible and as barrier free as possible. The screening process consists of an in-depth conversation between advocates and the survivor requesting our support. During the screening process, our goal is to screen survivors in, (not out) of our services. Through our verbal screening process, the survivors unique and individualized needs are identified and assessed based on current resources and/or support our agency or our partner agencies are able to provide.

We believe a participant meets our eligibility if he/she is a victim of domestic violence or sexual assault and there is an agreement that the applicant can benefit from our domestic violence and sexual assault services.

For all our programs, the following Eligibility/Screening Tools apply: Eligibility for our Emergency Domestic Violence Shelter is based on self-certification, survivors own statement of her experience of domestic violence, and no fees are charged for emergency shelter or advocacy services.

Trained advocates work with survivors to help them determine and reach their goals. Services offered include:

- Survivor- driven advocacy: Our advocates ask "What do you need?" instead of saying "Here's what we offer." They are mobile, meeting where it is safe and convenient for survivors. Survivors lead the process and choose their own goals. This also includes safety planning and providing comprehensive resources and referrals.
- Flexible financial assistance: Advocates and survivors are able to uniquely utilize financial assistance in a way that will best help survivors stabilize their housing. Examples: rent (short-long term), utility assistance, move-in costs, rental deposits, screening/application fees, etc.)
- Housing Services: Our advocates work directly with survivors on accessing and/or retaining their housing, this includes accompanying survivors to housing appointments, acting as the liaison with landlords and negotiating leases.
- Community engagement: Our advocates provide outreach and education to landlords, public housing authorities and community partners on the dynamics of domestic violence, changing and improving the way communities respond to domestic violence and increasing the resources available for survivors.

**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.*

Not applicable. We are submitting an RFP for DV Emergency Shelter.

**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.*

There is a need for dedicated and mobile advocates to work closely with the Housing Authority, local landlords and property management services to identify housing opportunities for those women whose only alternative to staying in the emergency shelter is returning to their abuser, moving to another shelter, or living on the street.

LVCSS partners with the following organizations that provide longer term housing for the purpose of identifying longer term housing options for the clients we serve, developing partnerships and streamlined referral process:

Yakima Neighborhood Health Services (Homeless and Outreach Program), Northwest Community Action Committee through Yakima Valley Farmworkers Clinic, and our local housing authorities including Yakama Nation Housing Authority. The agency has also connected with DK Bain, a local

real estate agencies for the purpose of establishing a connection with private landlords to educate them about our services and how we can work together to provide safe and affordable housing for our clients. This agency is familiar with our services and can help us network. We also have a strong partnership with Catholic Charities and Housing Program. Lastly, our agency updates our low income housing list once a year. LVCSS has also continued to collaborate with these entities to provide training opportunities for our staff and volunteers on the services that are offered in our communities.

In addition to overnight shelter, LVCSS will provide the following services for clients wishing to participate in our drop in services;

24 hour crisis line - Advocates provide services that are available 24 hours a day 7 days a week via toll-free crisis hotline 1-877-604-7462

crisis intervention - Advocates provide short-term crisis intervention to individuals in distress through support, validation, and a listening ear.

legal advocacy - Advocates act on behalf of and in support of victims on a 24-hour basis to ensure their interests are represented and their rights upheld. This includes assistance with temporary and permanent protection orders, advocacy with issues surrounding immigration and family court.

medical advocacy - Advocates are able to respond to hospital, clinics and police department to assist the victim regain personal power and control as s/he makes decisions regarding medical care and to promote an appropriate response from individual service providers.

general advocacy - Advocates provide personal support and/or assistance in services needed to enhance an individual's recovery from their victimization. Ongoing personal support, including outreach calls/visits. Practical help as needed; information and referrals which are case specific and client focused.

support groups - Psychoeducational support groups are available for domestic violence and sexual abuse/assault survivors. The primary focus is to provide education, support, and increase knowledge and coping skills, rather than attempt to change some aspect of the person.

information and referral/ community resources - Advocates respond 24 hours a day in person or by phone to direct requests for information or assistance related for available services.

**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.*

20	Unduplicated Persons (7/1/18 - 6/30/19)
5	Unduplicated Households (7/1/18 - 6/30/19)
25.00	<b>TOTAL</b>

**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.*

Emergency shelter nights - 400 bed nights

Advocacy hours - 300

Motel vouchers - 5

The agency keeps client files on all shelter residents and updates the information on a statewide data collection system required by our funders. We use a numbering system to ensure no identifying information is included. From that data collection system, reports are run to track and monitor clients, services provided, etc.

InfoNet is a data collection and reporting system for crime victim service providers in Washington State. It is designed to ease data collection, improve the quality and quantity of victim service data available, and provide an integrated means of data collection for victim services providers. The system incorporates Internet capabilities to generate reports from a central database.

A database system within InfoNet, allows program sites to report three types of data: 1) client demographic and services data; 2) data on program activities, such as presentations and community events; and, 3) administrative information.

The database facilitates data entry by using drop down menus, check boxes, and automatic totals calculation wherever possible. The database is designed to ensure program sites can easily comply with all Federal, state and local data reporting guidelines. The InfoNet database tracks clients until a case is closed, or until the program no longer has contact with the client.

Security for this information network is important. Therefore, the network includes three types of security.

First, any information that could identify a client will remain at the local program site.

Second, the InfoNet servers are password protected.

Finally, the InfoNet servers are protected by a firewall. These three types of security provide a secure system that presents less risk than most program sites currently undertake in storing client-level hard copy data.

**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.*

3	# of Units
8	# of Beds
	% Utilization Rate
11.00	<b>TOTAL</b>

**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.**

Domestic violence is the immediate/leading cause of homelessness for many women in our region and across the nation. The intersection of homelessness and domestic violence is complex. Many women leave their housing and seek shelter to escape a dangerous partner. Others are evicted from housing due to a batterer's destructive or criminal behavior, such as damaging property, harassing landlords, failing to pay rent, causing disturbances, and perpetrating physical or sexual assaults in the unit. In some cases, once the batterer is removed by means of eviction or public safety efforts, the remaining tenants must also leave because the unit is no longer affordable.

Similarly, a survivor may be unable to pay rent because of actions taken by an abusive partner to undermine her economic stability and ability to live independently. Examples include sabotaging her employment opportunities or attempts to access welfare assistance, failing to pay child support, and damaging her credit. In many cases, however, the survivor's first choice for herself - and especially for her children - would be to stay in her own home.

Immediately, survivors require safe housing away from the abuser. Ultimately, the family requires access to safe, stable, affordable housing. We know that helping survivors maintain their housing or quickly find new housing decreases their burden of economic hardship, housing instability, and uncertain futures as they work toward establishing safety for themselves and their children. Increasing capacity to support survivors through prevention assistance and a housing first approach aligns with the aim of the domestic violence movement to broaden survivors' options, create alternatives to remaining in abusive homes, and reduce the degree to which survivors are re-victimized in the aftermath of abuse.

Our regions serves over 300 clients in an average year but only has emergency shelter space for up to eight individuals. Each year, our turn-away numbers for emergency shelter increases with unmet requests for shelter. Our DVHF approach will help survivors in emergency shelter to access permanent housing and often, help survivors bypass shelter altogether.

**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.*

Our region has high occupancy rate with limited availability of affordable or subsidized housing. According to the State of Washington Housing Needs Assessment (Jan. 2015), extremely low and very low income households can't afford the median rent. Across our region 50-60% of the median income is required to afford fair market rates, which is well above the standard affordability rate of 30% of a household's income.

In conjunction, our region has only a very small share of the statewide inventory of subsidized housing. This means that a significant majority of the low income families we serve do not have access to housing assistance even if they qualify. Waiting lists for the housing authorities and other subsidized programs is often 1-3 years long. In addition, many of the families we serve don't qualify for housing assistance because they are undocumented.

The strategy for overcoming these barriers will be offered through flexible, survivor-driven, trauma-informed, and culturally relevant advocacy and support to survivors of domestic violence in combination with providing financial assistance to help survivors in securing and overcoming barriers to permanent, affordable housing within the lower valley. Using this approach will help victims of domestic violence transition in place and avoid having to go to the shelter as they overcome barriers to self-sufficiency and independence.

We will also continue to work with Yakima Neighborhood Health Services (Homeless and Outreach Program), Northwest Community Action Committee through Yakima Valley Farmworkers Clinic, and our local housing authorities including Yakama Nation Housing Authority.

**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.*

The action plan to exit at least 80% of shelter residents to permanent housing will be through the following:

- Advocates have the skill and information about area resources that we provide each client that enters into shelter.
- Advocates will work closely with their respective Housing Authorities, including Yakama Nation, local landlords and property management services to identify housing opportunities for those whose only alternative to staying in the emergency shelter is returning to their abuser, moving to another shelter, or living on the street.
- Advocates work directly with survivors on accessing and/or retaining their housing, this includes accompanying survivors to housing appointments, acting as the liaison with landlords and negotiating leases.
- Through our DSHS WorkFirst grant, advocates interview and develop a TANF Family Violence Service Plan, participates in DSHS case staffing when requested by DSHS staff, refers clients to appropriate resources available in the community based on participant needs, i.e., employment opportunities, going back to school, technical training, etc.
- We will work with Yakima Neighborhood Health Services (Homeless and Outreach Program) and Northwest Community Action Committee through Yakima Valley Farmworkers Clinic to access the emergency resources they have in the form of rental assistance.
- For employment opportunities, we will work with our area ESD Work Source office. When clients are referred to them, staff discuss their education and background, what work skills they have, and what they would like to do. They can also look at each client's individual situation and see what else they can do to assist, including referrals to other community organizations/training.
- If clients are interested in going back to school for GED, certificates, degrees, etc., we have contacts for each of the local colleges that we can get them referred to.
- Our agency will provide flexible financial assistance: Advocates and survivors are able to uniquely utilize financial assistance in a way that will best help survivors stabilize their housing. Examples: rent (short-long term), utility assistance, move-in costs, rental deposits, screening/application

fees, etc.)

It is imperative that advocates continue to be informed of all the local resources available to clients we serve in shelter. Training for staff occurs at least once a month, where community partners are invited to present information about their services. We also participate in local meetings to ensure we have the most up to date information. LVCSS does not provide transitional housing, only short term, emergency shelter for victims of intimate partner domestic violence.

**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?



- no Has your agency received any audit or monitoring findings in the last 3 years? If yes, upload audit in Documents Tab.
- no Has your agency undergone organizational restructuring in the last 24 months?
- no Has your agency experienced turnover in key management positions in the last 24 months pertinent to this project?
- yes Does your agency maintain policies for minimum qualifications for the staff members who will provide client services. If yes, please attach in Document Tab.
- yes 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?
- 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.
- TOTAL**

**Budget**

<b>CAPITAL IMPROVEMENT PROJECT BUDGET</b>	This Request	Other Federal	Other State/Local	Private or Other	<b>TOTAL</b>
Design & Inspection					USD\$ 0.00

Project					USD\$
Manager/Consultants					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
<b>Total</b>		<b>USD\$ 0.00</b>	<b>USD\$ 0.00</b>	<b>USD\$ 0.00</b>	<b>USD\$ 0.00</b>

<b>ALL OTHER PROJECT TYPES BUDGET</b>	TOTAL Project Cost	Request Amount	Other Revenue	In-Kind Contribution	Anticipated Donations
Personnel Costs (Direct - 100% to program)		USD\$ 0.00			
Admin (Indirect - expenses shared with organization)	USD\$ 36,972.00	USD\$ 1,600.00	USD\$ 35,372.00		
Facilities Costs (Rent/Mortgage)					
Operating Costs (Insurance, Utilities, Phone, Supplies, Mileage, etc.)	USD\$ 53,231.00	USD\$ 16,281.00	USD\$ 36,950.00		
Operating Equipment (max \$1,500)	USD\$ 3,156.00	USD\$ 0.00	USD\$ 3,156.00		
Program Expenses:					
Specific: Case Management	USD\$ 184,868.00	USD\$ 25,784.00	USD\$ 159,084.00		USD\$ 20,000.00
Specific: Hotel/Motel Vouchers	USD\$ 3,000.00	USD\$ 3,000.00			
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

<b>Total</b>	<b>USD\$</b>	<b>USD\$</b>	<b>USD\$</b>	<b>USD\$ 0.00</b>	<b>USD\$</b>
	<b>281,227.00</b>	<b>46,665.00</b>	<b>234,562.00</b>		<b>20,000.00</b>

**Budget Narrative**

The requested budget of \$46,665 represents approximately 20% of our overall Shelter budget and approximately 7% of our overall agency budget for fiscal 2019. The case management cost of \$25,784 represent 50% (.50 FTE) salary and benefits for shelter advocate whos time is devoted to the emergency shelter grant. Benefits include health, life, dental, and vision insurance.

Operating costs are comprised of supplies, telephone/internet, utilities, liability insurance, postage, printing & publishing, security, janitorial, small maintenance, pest control, and landscaping. These expenses are 32% of shared costs with Administration, DSHS Shelter, and Sexual Assault services that represent 7 FTE (full time employees)

**Documents**

<b>Documents Requested *</b>	<b>Required?</b>	<b>Attached Documents *</b>
Commitment letters for all leveraged funds/Letters of Support	✓	<a href="#">YNHS support letter</a> <a href="#">YVFWC support letter</a>
Verification and Signature (2018 RFP APPLICATION COVER SHEET) <a href="#">download template</a>	✓	<a href="#">2018 RFP Application Cover Sheet</a>
Project Map/Program Service Area		
For Non-Profits: IRS Form 990	✓	<a href="#">990 Report</a>
For Non-Profits: Board Documentation (List of Board Members, Charter, ByLaws)	✓	<a href="#">Board Member listing</a> <a href="#">By-laws</a>
For Non-Profits: 501(c)3 Tax Exempt Letter	✓	<a href="#">501 c 3</a>
General Liability Insurance Certificate	✓	<a href="#">Liability Certificate</a>
Agency's Audit Report for the most recent Fiscal Year	✓	<a href="#">Fiscal Audit</a>
Other relevant documentation		

Board Documentation (List of Board Members, Organizational Chart)

✓ [Board Member listing](#)  
[Organizational Chart](#)

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