

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

1. Grantee Rod's House 204 South Naches Avenue Yakima WA 98901		2. Contract Amount \$9,000.00	3. Tax ID #36-4659738
5. Grantee's Program Representative Joshua Jackson, Exec Director (509)895-2665 joshua@rodshouse.org		6. YVCOG Program Representative Crystal Testerman, Program Manager (509)424-4695 crystal.testerman@yvco.org	
7. Grantee's Financial Representative Joshua Jackson, Exec Director (509)895-2665 joshua@rodshouse.org		8. YVCOG's Contract Representative Lance Larsen, Financial Coordinator (509)574-1550 Lance.larsen@yvco.org	
9. Contract #/Project Type: RH – CE 2018-2020 Coordinated Entry Services		10. CONTRACT START DATE 7/1/2018	11. CONTRACT END DATE 6/30/2020
12. Original Grant Amount \$9,000.00	13. Modification Amount \$0.00	15. Funding Authority Consolidated Homeless Grant (CHG) Washington State Department of Commerce	
14. TOTAL CONTRACT AMOUNT \$9,000.00		16. State/Federal BARS code 001-722-513-50-X02	17. CFDA # N/A
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	
19. 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.			
20. 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.

ROD'S HOUSE

YAKIMA VALLEY CONFERENCE OF GOVERNMENTS



Joshua Jackson


James A Restucci, Chairman

Date

Date

6/18/2018


Lauris C. Mattson, Executive Director

Date

19 June 2018

Attest:


Agency Representative

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 a Youth/Young Adult Coordinated entry Program 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:	Youth/Young Adult Coordinated Entry
Project Type:	Services Only
HMIS Project Name:	xxx
Projected # of Households Served:	150 unduplicated

Population Served	
	Single Men + Single Women
	Single Men Only
	Single Women Only
	Single Women + Households with Children
	Households with Children
X	Young Adult (ages 18-24)

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 **NINE THOUSAND AND NO/100 DOLLARS (\$9,000.00)** through 6/30/2019 and no more than **FIVE THOUSAND AND NO/100 DOLLARS (\$5,000.00)** through 6/30/2020.

Category	Amount
Year 1: 7/1/2018 – 6/30/2019	
- Includes \$4,000 rollover from prior contract	
Admin – Indirect (7.5%)	\$540
Operations	\$8,460
Subtotal	\$9,000
Year 2: 7/1/2019 – 6/30/2020	
Admin – Indirect (7.5%)	\$375
Operations	\$4,625
Subtotal	\$5,000
TOTAL	\$14,000

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: "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 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.yvcog.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

Rod's House
Youth/Young Adult Coordinated Entry

USD\$ 10,000.00 Requested

Submitted: 4/8/2018 4:54:14 PM
(Pacific)

Project Contact
Joshua Jackson
joshua@rodshouse.org
Tel: 509-895-2665

Additional Contacts
none entered

Rod's House

PO Box 2283
Yakima, WA 98907

Telephone 509-895-2665
Fax NA
Web www.rodshouse.org

Executive Director
Joshua Jackson
joshua@rodshouse.org

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.

Rod's House proposes to integrate Coordinated Entry activities into the operations of its resource center, office location, and during street outreach activities to assess all youth and young adults who are experiencing homelessness. Operating a youth/young adult specific access point has been identified as a best practice by the Washington State Office of Homeless Youth and will ensure we are utilizing a community system that identifies all who may need housing support.

(Goal 1.1: Design, implement, and utilize an efficient Coordinated Entry system, 6.3: Obtain additional data on youth when available, & Goal 1.9: Improve outreach to identify homeless clients and encourage participation in services throughout Coordinated Entry).

Conducting assessments in a variety of locations will allow us to "better serve youth homelessness (Goal 9) as a community by being client driven and meeting youth/young adults where they are while also offering other services like basic needs (food, hygiene, clothes, etc.), education support, employment training, and connections to other providers for healthcare, mental health care, chemical dependency treatment or other supports.

Rod's House first launched as an access point for Coordinated Entry near the end of July 2017. From August 1, 2017 through March 31, 2018 Rod's House has: completed 108 assessments out of 556 total in the county (19.4%). During the same period, Rod's House assessed 107 out of all 147 young adults (73%). By age, the breakdown is:

17- 2 (clients turned 18 less than a month after assessment completed)
18- 21
19- 22
20- 23
21- 19
22- 8
23- 7
24- 4
25- 1 (Rod's House alumnus)
28- 1 (Rod's House alumnus)

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.

As a youth/young adult service provider since 2009, Rod's House has the experience and expertise to continue as the young adult access point for coordinated entry. A youth/young adult access point for coordinated entry identifies potential housing programs but also connects young people experiencing homelessness to basic needs support, education support, employment training, and other supports. The project will primarily serve young adults ages 18-24, using a broad definition of homelessness to include those who are at imminent risk of homelessness or considered homeless under McKinney Vento or other federal statutes (Goal 9: Better serve youth homelessness).

The Washington Office of Homeless Youth recommends establishing youth specific access points because: "homeless youth and young adults have different experiences and developmental needs than older homeless adults, and services that aim to target this population should be responsive to those experiences and developmental needs.

Homeless youth do not experience homelessness the same way as older homeless adults. Homeless youth predominantly experience homelessness because of family conflict or trauma. While programs exist outside of CE to help minors reconcile with families when safe and

appropriate, often young adults do not have the same opportunities for family reconciliation. These youth often find themselves on the streets with little or no support from family, and little precedent or resources for independent living.

Young adults often express discomfort being served by programs and resources designed for older homeless adults. Before age 25 adolescent brains are still developing, making them more likely to relate better with younger peers. Youth also have developmentally appropriate needs for bonding, which often drives youth to form pseudo families on the streets (i.e. street family) and become deeply acculturated into street life and culture.

Young people who become acculturated are typically harder to engage and have a harder time exiting street life. This is in part due to bonds they develop with their street family, and the specific thinking that influences how they perceive others. "Once a youth become entrenched in street life, and alienated from traditional structures such as family and school, they have to all intents and purposes acclimated to a different cultural perspective" (Fest, 10). There is a small window of opportunity for helping young people avoid street life and subsequent chronic homelessness by connecting them to immediate and appropriate resources that understand their specific developmental needs."

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.

Assessments will be completed 5 or 6 days per week, depending on availability of funding for our resource and outreach projects. Clients can schedule appointments; however, most of our assessments have been conducted during a client's first visit since we do not always know if a client will return.

Before completing an assessment for Coordinated Entry, clients are screened for diversion or prevention services (supportive services, family reunification, etc.). Between the intake to determine eligibility and the coordinated entry assessment, a youth/young adult may work with a case manager for an hour or more. Rod's House is a trauma-informed organization and limits asking clients to repeat sharing information that may be re-traumatizing. Over the last 8 months, we've learned that clients who are assessed by someone they have a positive relationship with are likely to "score" more accurately.

- Clients must provide consent before beginning the intake and assessment process using the Client Informed Consent form. If client consent is collected orally via call in, the consent must be collected when the first contact is made with a physical provider.
- All clients will complete standardized intake. This may include some of all: a pre-screening form to divert ineligible clients, the Rod's House intake (HMIS data standards compliant intake form), and the Transitional Age Youth VI-SPDAT, Family VI-SPDAT, or Single VI-SPDAT as appropriate. (Goal 1.6: Utilize Vulnerability Index (VI-SPDAT) to prioritize services.)
- ALL intake and assessment data should ultimately be entered into HMIS system within 24 hours. If the system is not currently available for some reason, it may be held on paper until the system

access is restored. (Goal 6.1: Use HMIS data and processes-continue to promote the shared enterprise of a county-wide HMIS database)

- Youth/young adults completing assessments will have access to basic needs support (food, hygiene, clothes, etc.), education support, employment training, and connections/referrals to other providers for healthcare, mental health care, chemical dependency treatment or other supports. (Goal 5.5: Coordinate services for youth into appropriate housing and programs.)

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.

Coordinated Entry assessments will be conducted in multiple locations that are convenient for clients.

The first location is the Rod's House resource center located at 204 South Naches Ave in Yakima. The resource center is no more than 200 yards from the Transit Center, making it an ideal location for clients. Since becoming an access point, Rod's House has assessed clients from Yakima, Toppenish, and Sunnyside who rode the People for People connector for transportation. The resource center serves youth from ages 13-24 and for safety limits access to the facility to those ages 22-24 when minors or students through age 21 are present.

The second location, and likely primary, location we will use for Coordinated Entry assessments is 115 N 3rd St in Yakima. This new office space was leased in large part due to the additional time demands place on the Rod's House resource center and staff. Since office space is shared by 3 direct service employees and/or volunteers, it has been difficult to conduct assessments or have private conversations with clients. The new office space is undergoing a cosmetic remodel but should be open before June 2018. The office is less than half a mile from the Transit Center and across the street from the Yakima Downtown Library.

Finally, Rod's House proposes integrating Coordinated Entry assessments into outreach services across the Yakima Valley assuming an outreach service grant is awarded to Rod's House. With limited staff time, this stretch goal will allow us to more effectively service clients where they are, knowing transportation is often a challenge. To identify the best times/locations to identify youth/young adults experiencing homelessness across the valley, Rod's House staff will connect with local leaders, service providers, faith communities and other organizations to plan consistent schedules, outreach services and assessments.

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 Department of Housing and Urban Development (HUD) states the intent of youth/young adult CE is to standardize and streamline the process for youth access to homelessness dedicated

resources across the entire homelessness crisis response system, and to lower the overall burden on youth to receive needed housing and supportive services. This process allows the community to make decisions based on availability of resources across an entire community, not just an individual program or project, expanding a youth's access to needed community resources. Youth should also be screened and assessed with the same standardized, culturally competent tools as their peers, regardless of who the assessor may be, and expect to be referred according to the same prioritization factors that are used for all youth in the community. An effective, youth-centered process also reduces the number of interviews that require repeating highly personal information, often involving traumatic experiences, and reduces the amount of time it takes to receive housing and supportive services.

As stated previously, Rod's House is well-established to meet the needs of the target population. Since our community has limited housing projects/programs targeting minors and young adults, access to others services available at Rod's House or in the community is a best practice for serving the population.

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?

The geographical points of access for the Youth/Young Adult CE have been described several times thus far in this application. Other critical factors for the success of Rod's House as the Youth/Young Adult access point for Coordinated Entry include:

Youth-Centered: The CE process is built on relationships that are empowering to youth and based on positive youth development principles.

Safe, Inviting, and Accessible Access Points: Access point locations are safe, inviting, and easily accessible for youth, and were planned considering where youth congregate and other aspects of youth culture.

Developmentally-Appropriate and Trauma-Informed: The CE process and those working directly with youth are aware of youth brain development, positive youth development frameworks, and trauma informed care frameworks in order to ensure that the CE process as a whole is developmentally appropriate and trauma informed.

Culturally-Appropriate and Inclusive: The CE process is responsive to the characteristics and needs of youth, including age, race, ethnicity, sexual orientation, gender identification, and language. The definition of "culturally appropriate" for all youth includes youth who have been victims of human trafficking or domestic violence, LGBTQ youth, and pregnant or parenting youth.

Built on Provider Expertise and Capacity: The CE process for youth is informed by the expertise and capacity of all youth-serving providers and organizations in the Yakima Valley. Rod's House welcomes stakeholder engagement in the development, implementation, and process improvement of its access point for Coordinated Entry.

Comprised of Knowledgeable and Trained Staff: All staff involved in the CE process who will interact with youth – whether at a standalone access point or through street outreach are

adequately trained in topics like developmentally appropriate solutions, the eligibility and documentation requirements for the dedicated homeless resources and applicable mainstream resources available through a referral from the CE process.

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 for this application.

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.

Youth and young adults assessed for coordinated entry will have access to all Rod's House programs and projects. These include:

- The Rod's House resource center. All services are free. These services include: hot meals, food pantry, clothing room, hygiene supplies, access to showers and laundry, access to computers and internet, access to a stable mailing address and phone number, case management and referrals to for services not provided by Rod's House. The resource center routinely offers on-site visits from other agencies including health providers, mental health practitioners, legal services, and other youth focused organizations.
- The Rod's House Works employment, education, and training program that assists youth and young adults who are homeless or who are risk of becoming homeless by helping them become work ready, teaching skills needed to find and keep meaningful employment, and/or helping meet a significant educational goal. All youth and young adults experiencing homelessness are eligible to participate in the program.
- The Rod's House Host Home Pilot project, launching in May 2018, will match homeless youth with host families. As a pilot, this project has space for 5 participants at a time and has been designed following best practices established by other providers and recommendations from the Office of Homeless Youth.

Rod's House is part of the Broadening Education and Self Sufficiency for Transitional Youth (BESTY) collaborative project with Yakima Neighborhood Health Services, ESD 105, the South Central Workforce Council, and OIC of Washington. BESTY supports homeless young adults through education, enhanced employment internships and specialized case management.

Rod's House recently signed an MOU with Yakima Valley Farm Workers Clinic to offer substance abuse screening, referrals and treatment, life skills training relating to substance abuse and other youth intervention.

Other projects, services, and agencies that can help meet youth/young adult needs include:

- Catholic Charities: refer youth to the young adult housing program and independent youth living program for spaces that are filled outside of the coordinated entry process
- Yakima Neighborhood Health Services: Refer youth who identify as LGBTQ to The Space and refer for healthcare, care navigation, or behavioral healthcare.
- Team Child: refer youth for assistance with civil legal needs including support with sealing juvenile records
- ESD 105 often provides training to our staff and volunteers and supports at-risk youth with education plans
- Henry Beauchamp Community Center and YPAL: refer youth for activities
- WorkSource Yakima and OIC of Washington: refer youth and youth adults seeking employment. Actively refer to the YouthBuild program
- Comprehensive Healthcare: referrals for youth who need counseling and for youth who have been crime victims
- Yakima Valley Farm Works Clinic, Triumph Treatment Services, Merit Resource Services: refer youth who are ready substance addiction treatment
- Health District visits to provide free STD testing
- Yakima Pediatrics new teen clinic
- School counselors, administrators and McKinney Vento liaisons

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.

150	Unduplicated Persons (7/1/18 - 6/30/19)
150	Unduplicated Households (7/1/18 - 6/30/19)
300.00	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. Coordinated Entry assessments do not guarantee a space for any specific program/project, particularly for those offered by other entities; however, Rod's House will endeavor to serve all through its resource center and works programs/projects. Three service units specifically for CE

include:

1. Number of assessments completed: Goal - 150 assessments in a 12-month period. All data is tracked in HMIS since that is where assessments are entered.

2. Number of youth/young adults assessed that "enroll" in the Rod's House resource project: 135/90%. Services are tracked when during check-in and check-out each day. Services are logged in HMIS and a backup system that includes data on minors served. Clients who enroll in the resource project have access to a case manager in addition to the basic needs resources provided in the facility. (If funded, this could also include enrolling in case management for our new outreach project).

3. Number of youth/young adults assessed that enroll in a Rod's House works project: 60/40%. Youth/young adults have several options for education and employment related support including RISE, BESTY, and WORKS! Each has variation for eligibility, but focuses on completing education (high school, GED, post-secondary, trades, etc. depending on an individual's goals) or learning the skills needed to find and keep employment. Depending on the project, HMIS or another system may be used to track 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.

0	# of Units
0	# of Beds
0	% Utilization Rate
0.00	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 the positive track record with the youth/young adult population and data collected during the preceding 8 months, Rod's House will meet or exceed 150 assessments during each 12-month period. Potential barriers include potential turnover in case management staff due to attrition or loss of funding. If funding maintains the status quo or improves, Rod's House will exceed 150 enrollments.

Barriers to achieving outputs 2 and 3 include: too many assessments completed and not enough staff time to engage youth/young adults in resource or works projects. If we under perform on the number of assessments completed, this will lower the client to staff ratio for our resource center and works program, which has proven to be effective in achieving education and employment outcomes.

Additionally, depending on where the assessment takes place access to the resource center or works project could be limited. If an outreach project is not funded, services designated for young adults will be limited. Rod's House staff will continue to advocate and connect the population with other organizations and entities that can help with unmet needs.

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.

Assessments will be completed 5 or 6 days per week, depending on availability of funding for our resource and outreach projects. Clients can schedule appointments; however, most of our assessments have been conducted during a client's first visit since we do not always know if a client will return. Based on our volume and the nature of our other services we have been able to prioritize assessing all young adults. This translates to between 12-15 assessments per month. Occasionally someone older than 24 contacts Rod's House for an assessment. When this happens and we are unable to assess because the client is too old to be in the resource center, we typically refer the client to YNHS since it is nearby and also an access point.

Before completing an assessment for Coordinated Entry, clients are screened for diversion or prevention services (supportive services, family reunification, etc.). Between the intake to determine eligibility and the coordinated entry assessment, a youth/young adult may work with a case manager for an hour or more. Rod's House is a trauma-informed organization and limits asking clients to repeat sharing information that may be re-traumatizing. Over the last 8 months, we've learned that clients who are assessed by someone they have a positive relationship with are likely to "score" more accurately.

- Clients must provide consent before beginning the intake and assessment process using the Client Informed Consent form. If client consent is collected orally via call in, the consent must be collected when the first contact is made with a physical provider.

- All clients will complete standardized intake. This may include some of all: a pre-screening form to divert ineligible clients, the Rod's House intake (HMIS data standards compliant intake form), and the Transitional Age Youth VI-SPDAT, Family VI-SPDAT, or Single VI-SPDAT as appropriate. (Goal 1.6: Utilize Vulnerability Index (VI-SPDAT) to prioritize services.)

- ALL intake and assessment data should ultimately be entered into HMIS system within 24 hours.

If the system is not currently available for some reason, it may be held on paper until the system access is restored. (Goal 6.1: Use HMIS data and processes-continue to promote the shared enterprise of a county-wide HMIS database)

• Youth/young adults completing assessments will have access to basic needs support (food, hygiene, clothes, etc.), education support, employment training, and connections/referrals to other providers for healthcare, mental health care, chemical dependency treatment or other supports. (Goal 5.5: Coordinate services for youth into appropriate housing and programs.)

Barriers described in 13D.

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.

N/A for this application.

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 for this application.

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 for this application.

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 for this application.

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 for this application.

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 for this application.

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

- Yes** Does your agency have experience providing homeless housing and/or services?
- Yes** Does your agency have experience managing and accounting for public funding?
- No** 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?

<input type="text"/>	Yes	Does your agency assure access to underserved communities impacted by homelessness?
<input type="text"/>	Yes	Will your agency provide services to racial and ethnic minorities, immigrants and refugees, individuals with disabilities, LGBTQ, and people with limited English proficiency?
<input type="text"/>	Yes	Does your agency identify specific cultural based needs of populations and use that information to modify engagement and services?
<input type="text"/>	Yes	Does your agency conduct self-assessment of its fair and just practices and cultural competency including both internal and external input?
<input type="text"/>	Yes	Does your agency participate in HMIS currently?
<input type="text"/>	Yes	Does your agency currently participate in the Coordinated Entry System for Yakima?
<input type="text"/>	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

<input type="text"/>	Yes	Does your agency participate in local homeless planning committees?
<input type="text"/>	Yes	Is your agency collaborating with partner agencies? Please attach all MOU's.
<input type="text"/>	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\$	USD\$ 0.00	USD\$ 0.00
			0.00		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\$ 23,818.00	USD\$ 3,100.00			
Administrative (ED Admin Time, IT, & Accounting)	USD\$ 1,700.00				
Rent	USD\$ 5,544.00	USD\$ 5,400.00			
Utilities	USD\$ 5,425.00				
Insurance	USD\$ 460.00				
Operating Equipment	USD\$ 1,800.00	USD\$ 1,500.00			
Postage, mailing, printing, and copying	USD\$ 500.00				
Unrestricted Grants, Private Contributions, Other					USD\$ 29,247.00
Total	USD\$ 39,247.00	USD\$ 10,000.00	USD\$ 0.00	USD\$ 0.00	USD\$ 29,247.00

Budget Narrative

Costs were determined by the Rod's House 2018 & 2019 budgets. Expense figures were calculated based on a review of actual expenditures in 2017. Previous costs include time completing intake appointments and directly assessing clients. Coordinated entry related activity takes approximately twenty percent of one case manager's time.

Becoming an access point for coordinated entry put significant strain on resource center operations. An office space was leased to help with overflow and to ensure the young adults ages 22-24 did not access Rod's House at the same time as youth ages 13-21. During the 2 year contract period, Rod's House staff plans to conduct coordinated entry assessments at its resource center, during street outreach and the leased office space. The rent rate was calculated by the percent of time available for

coordinated entry assessments, approximately one-third of each day.

Becoming an access point has for coordinated entry has also placed a strain on tech assets so this budget request includes a request for equipment, specifically laptops, so assessments can be conducted in multiple locations.

From August 2017 when Rod's House started as an access point through March 2018, Rod's House completed 108 assessments out of 556 in the county (19.4%). As allocated in the RFP, the young adult contract for coordinated entry will only receive 11.9% of the funds designated for CE. Additionally, Rod's House hopes that assessments for minors will be included during the contract period, which would close to double the numbers of youth/young adults assessed at Rod's House.

Rod's House has an active fundraising committee that stewards donors, plans small fundraising events, hosts the annual "In Their Shoes" fundraiser and writes small grants throughout the year. If necessary, Rod's House can pull from its strategic reserve and/or savings to ensure continuity of operations.

If funding is not awarded Rod's House will be unable to serve as the designated access point for young adults. If there are future funding reductions, Rod's House will do what it takes to fulfill the contract.

Documents

Documents Requested *	Required?	Attached Documents *
Commitment letters for all leveraged funds/Letters of Support	✓	Catholic Charities Letter of Support TeamChild Letter of Support NCAC Letter of Support Homeless Network Letter of Support YNHS Letter of Support Comprehensive Healthcare Letter of Support Molina Healthcare Letter of Support
Verification and Signature (2018 RFP APPLICATION COVER SHEET) download template	✓	Coordinated Entry Cover Sheet
Project Map/Program Service Area		
For Non-Profits: IRS Form 990	✓	2016 990
For Non-Profits: Board Documentation (List of Board Members, Charter, ByLaws)	✓	Board Documentation
For Non-Profits: 501(c)3 Tax Exempt Letter	✓	Tax Exempt Information

General Liability Insurance Certificate	✓	Certificate of Coverage
Agency's Audit Report for the most recent Fiscal Year	✓	Lack of Audit Statement
Other relevant documentation		YVFWC MOU - Youth Substance Abuse BESTY MOA USC School of Social Work MOA Case Manager Job Description Job Coach Job Description
Board Documentation (List of Board Members, Organizational Chart)	✓	Board Members & Org Chart

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