

**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 \$125,000.00 | 3. Tax ID # 36-4659738 |
| 4. Grantee's Program Representative Joshua Jackson, Exec Director (509)895-2665 joshua@rodshouse.org | | 5. YVCOG Program Representative Crystal Testerman, Program Manager (509)424-4695 crystal.testerman@yvcog.org | |
| 6. Grantee's Financial Representative Joshua Jackson, Exec Director (509)895-2665 joshua@rodshouse.org | | 7. YVCOG's Contract Representative Lance Larsen, Financial Coordinator (509)574-1550 Lance.larsen@yvcog.org | |
| 8. Contract #/Project Type: RH - Capital 2018-2020 Capital Improvement Project | | 9. CONTRACT START DATE 7/1/2018 | 10. CONTRACT END DATE 6/30/2020 |
| 11. Original Grant Amount \$125,000.00 | 12. Modification Amount \$0.00 | 14. Funding Authority Local Surcharge Fee - 2163 Funds | |
| 13. TOTAL CONTRACT AMOUNT \$125,000.00 | | 15. State/Federal BARS code 001-722-513-50-X02 | 16. 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 | |
| <p>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.</p> | | | |
| <p>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.</p> | | | |

(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
6/18/2018
Date

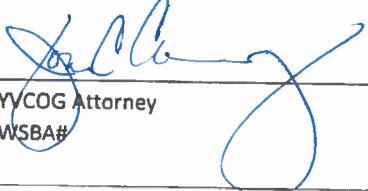

James A Restucci, Chairman 7/18/18
Date


Lauris C. Mattson, Executive Director 20 July 2018
Date

Attest:

Agency Representative, Treasurer R.H.

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 the **Capital Improvement Project: Youth Shelter and Housing**, 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 Shelter & Housing |
| Project Type: | Capital Improvement |
| HMIS Project Name: | N/A |
| Projected # of Households Served: | N/A |

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 **One Hundred Twenty-Five Thousand (\$125,000.00)** through 6/30/2019 and **One Hundred Twenty-Five Thousand through 6/30/2020 (\$125,000.00)**.

| <u>Category</u> | <u>Amount</u> |
|-------------------------------------|------------------|
| Year 1: 7/1/2018 – 6/30/2019 | |
| Admin – Indirect (6%) | \$7,500 |
| Capital Expenses | \$117,500 |
| | |
| Year 2: 7/1/2019 – 6/30/2020 | |
| Admin – Indirect (6%) | \$7,500 |
| Capital Expenses | \$117,500 |
| | |
| TOTAL | \$250,000 |

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

IF APPLICABLE:

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

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

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

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

Specific to Project:

This Capital Improvement Project is for the purpose of conducting a feasibility study to identify the best long-term solution to provide emergency housing for youth as well as associated fees, permits, and assessments.

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

2) Retention

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

3) Client Data

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

4) Disclosure

- a. "Confidential Information" as used in this section includes:
 - i. All material provided to the GRANTEE by YVCOG that is designated as "confidential" by YVCOG;
 - ii. All material produced by the GRANTEE that is designated as "confidential" by YVCOG; and
 - iii. All personal information in the possession of the GRANTEE that may not be disclosed under state or Federal law. "Personal information" includes but is not limited to: information related to a person's name, health, finances, education, business, use of government services, addresses, telephone numbers, social security number, driver's license number and other identifying numbers, and "Protected Health Information" (PHI) under the Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).

- b. The GRANTEE shall comply with all state and Federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The GRANTEE shall use Confidential Information solely for the purposes of this Grant and shall not use, share, transfer, sell or disclose any Confidential Information to any third party, except with the prior written consent of YVCOG or as may be required by law. The GRANTEE shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or Federal laws related thereto. Upon request, the GRANTEE shall provide YVCOG with its policies and procedures on confidentiality. YVCOG may require changes to such policies and procedures as they apply to this Agreement, whenever YVCOG reasonably determines that changes are necessary to prevent unauthorized disclosures. The GRANTEE shall make the changes within the time period specified by YVCOG. Upon request, the GRANTEE shall immediately return to YVCOG any Confidential Information that YVCOG reasonably determines has not been adequately protected by the GRANTEE against unauthorized disclosure.
- c. **Unauthorized Use or Disclosure.** The GRANTEE shall notify YVCOG within five (5) working days of any unauthorized use or disclosure of any Confidential Information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

B. "INDEPENDENT CONTRACTOR"

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

C. HOLD HARMLESS.

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

D. WORKERS' COMPENSATION.

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

E. INSURANCE AND BONDING.

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

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

- 2) Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles.

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

F. AMENDMENTS/MODIFICATION.

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

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

G. SUSPENSION OR TERMINATION.

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

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

H. REPORTING AND PAYMENT PROCEDURES.

1) Indirect Costs

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

2) Payment Procedures

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

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

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

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

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

- a. The GRANTEE agrees that funds determined by the YVCOG to be surplus upon completion of the Agreement will be subject to cancellation by the YVCOG;
- b. The YVCOG shall be relieved of any obligation for payments if funds allocated to the YVCOG cease to be available for any cause other than misfeasance of the YVCOG itself; and
- c. The YVCOG reserves the right to withhold payments pending timely delivery of Program reports or documents as may be required under this Agreement.

3) Homeless Management Information System (HMIS)

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

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

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

planning purposes can be found in HUD Notice CPD-16-060, pp. 5-17 as incorporated herein by reference.

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

YVCOG HMIS staff will post the most current versions of all applicable documents, reports, and operational guidelines to www.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
Capital Improvement: Youth Shelter & Housing

USD\$ 250,000.00 Requested

Submitted: 4/9/2018 11:19:51 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.

There are currently zero emergency shelter beds available to minors experiencing homelessness in Yakima County. In a 2016 landscape scan of youth homelessness across Washington state, the Office of Homeless Youth reported only 4 emergency shelter beds in Yakima for minors. Since that report was published, the organization operating the crisis residential center shifted programs and lost those beds. With more than 270 unaccompanied homeless youth at any given

time, overnight emergency shelter options are desperately needed in Yakima. Without a shelter, minors are at risk of exploitation or exposure, if encountered by CPS or law enforcement may be held in juvenile detention or transported as far away as Spokane or King County. Separating minors from their friends, family and other support systems has been shown, time and again, to induce trauma and reduce the likelihood that a youth will graduate high school. Unaccompanied homeless youth are identified as a priority population in the 5-year plan. Coordinating services for youth into appropriate housing program (goal 5.5) and creating a safe overnight facility model for youth experiencing homelessness (goal 9.2) are identified priorities.

Rod's House is engaged in initial planning conversations on how to best operate an emergency youth shelter for minors and young adults experiencing homelessness or family crisis. These conversations have included extending drop-in hours at the resource center to 24 hours per day, operating an extreme winter weather shelter in collaboration with other communities, remodeling the current Rod's House facility to accommodate overnight guests while with an emphasis privacy and safety, and a capital plan to procure another facility or to build a shelter from the ground up. Additionally, Rod's House is launching a host home pilot program to match homeless students with host families; however, the capacity for this project is low to start and it is not well suited to house youth in crisis. Host Homes are a cost-effective model compared to shelter and are non-institutional which make them better long-term options than long shelter stays.

The Office of Homeless Youth identified Yakima as a priority community to improve services and supports for youth experiencing homelessness. During its recent RFP, the staff at OHY actively encouraged at least 4 agencies offering youth or housing programs, including Rod's House, to apply for funding for HOPE beds or Crisis Residential Center beds; however, without a dedicated facility that meets licensing requirements identified in Washington statutes and licensed through the Division of Licensed Resources, none of the organizations applied for those programs. If the community can support the procurement, rehabilitation, or construction of a shelter facility, it is extremely likely the operating budget will be supported through from state funds.

Additionally, A Way Home Washington is launching an "Anchor Community Initiative" in fall 2018 with a goal to effectively end youth homelessness in 4 Washington cities by 2022. This is defined by a community's ability to say 'yes' when a young person wants to come from an unsafe situation or leave the streets. A Way Home Washington has leveraged significant funding from foundations like: the Paul. G. Allen Family Foundation, the Raikes Foundation, Building Changes, the Champion Foundation, the Brettler Family Foundation, the Pride Foundation, and the Washington Women's Foundation. They are seeking communities with established continuums of service for youth, but also those that have system gaps. Yakima can and should be identified as an Anchor Community; however, without collaborative planning and homelessness identified and funded as a priority, the Yakima Valley could miss out on this opportunity.

Finally, as part of the Balance of State Continuum of Care Yakima is being included on the BoS HUD Youth Homeless Demonstration Project that could award up to \$15 million to the Bos CoC. This project will support community planning efforts and innovative projects. While there is a distinct possibility the BoS could be awarded this demonstration project, Yakima County projects would compete against projects from the other 32 counties included in the BoS CoC, an unfortunate predicament caused by our community voting to give up our continuum status to join the Balance of State. Yakima can show a commitment to solving the challenges faced by

homeless youth by securing a local commitment to ensuring an emergency shelter is available.

This application proposes kicking off the project with a feasibility study completed by a developer with a history of housing development consulting and comprehensive development services to nonprofits, housing authorities or other organizations that develop new or remodeled affordable housing. The developer would conduct a market analyses of the need, land assembly including site inventory and analysis of suitable parcels, purchase negotiations, preparing purchase agreements and environmental assessments. Additionally, the developer would assist with applications/negations for construction and financing from public and private sources. Ideally, the developer would assist with the loan closing process, construction processing, and project closeout. An experienced developer will also offer information on low interest pre-development loans for land options, architectural work, surveys, soil testing, and other costs incurred prior to closing on construction or permanent financing.

Based on what is learned in the feasibility study, Rod's House would move forward with the best option for youth that would be cost-effective and realistic to implement. If it turns out that a remodel/addition to Rod's House is the best option and the most cost effective, that would be great! If a different facility is justified, HUD has identified promising practices for incorporating diverse types of housing with other supportive services. This might lead to the development of a facility offering overnight emergency shelter with nearby rapid rehousing or transitional housing units. Either way, developer fees are part of the budget, as are architect fees, environmental assessment fees, construction insurance, permitting fees, and sales tax.

Should the feasibility study indicate a budget with a hard cost exceeding \$500,000 (which is likely), additional capital funding will be sought from the state's capital budget, the Housing Trust Fund, the State Building Communities Fund, and local HOME funds. Funding may also be available through the Anchor Community Initiative if Yakima is chosen. While these options could be pursued now, securing the local match required for these funding sources is vital as is the local commitment to prioritize serving and funding youth homelessness projects.

The process might also include conducting a feasibility study for a capital campaign since private community contributions would likely be required to develop the project, the extent of which would be determined during the housing feasibility study. When surveying best practices identified in Washington and across the country, there are many models that could be replicated in Yakima.

Most recently a facility was developed in Walla Walla that offers emergency shelter for minors, mental and physical healthcare, chemical dependency assessment & services, employment skills, and a Head Start program. The goals of the Walla Walla Youth Center are to: 1) reduce the length of time a youth is homeless by connecting them to services, helping them to reunite with family or secure an alternative safe housing option 2) reduce the number of homeless youth by providing counseling and services to youth coming to the shelter because of conflict in their homes 3) provide at-risk youth referrals for mental health, chemical dependency, employment and other services that assist them to stabilize in housing. This facility was completed in the last year and is brand-new. Services are operated through established collaboration and partnership with Community Frameworks, Blue Mountain Action Council, Catholic Charities, Children's Home Society, and the Health Center at Lincoln. The full budget for this project was \$2.1 million.

Another model, located on Whidbey Island, includes drop-in center operations co-located with a

rapid rehousing project for young adults and a host home program. Their projects have leveraged community support to purchase and renovate a motel for these services.

The Yakima Valley has a wonderful example of a human services collaborative project in Children's Village, which was developed and operates with multiple organizations engaged in the facility and operations. A capital shelter project could and should look very similar to Children's Village.

No matter the best model, it is time for the Yakima Valley to come together to identify a long-term solution to provide emergency housing for youth. This project is MUCH bigger than Rod's House and will require participation from local government, schools, the nonprofit sector, the business community and the philanthropic community. When are we going to say enough is enough and keep youth from choosing from staying on the streets or in potentially unsafe situations where they are prone to sexual exploitation, drug use and/or violence? Are we ready to prioritize goals similar to Walla Walla, the Office of Homeless Youth and A Way Home Washington?

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.

The primary target population for this project, in alignment with the 5-year plan, is unaccompanied minors since they currently have no emergency housing options when experiencing homelessness family crisis. Youth predominantly experience homelessness because of family conflict or trauma. While programs exist to help minors reconcile with families when safe and appropriate, often youth and young adults do not have the same opportunities for family reconciliation. These youths often find themselves on the streets with little or no support from family, and little precedent or resources for independent living.

Many of the youth could be further defined by characteristics of other population groups including chemical dependency, mental illness, developmental, cognitive disabilities and physical disabilities. Youth who participate are also frequently among the chronically homeless, stemming from family homelessness or being homeless as an adolescent themselves. Youths who experience homelessness are especially vulnerable to criminal victimization, sexual exploitation, labor and sex trafficking or traumatic stress.

As a secondary population and if indicated positively during the feasibility study, emergency shelter and transitional housing targeting young adults 18-24 would be included. This group faces many of the same challenges as homeless minors except as young adults age they typically have fewer safe options, even when couch surfing.

As a youth/young adult focused provider since 2009, Rod's House has the experience and expertise serve youth and young adults experiencing homelessness. The definition of homelessness includes those who are at imminent risk of homelessness or considered homeless under McKinney Vento or other federal statutes (Goal 9: Better serve youth homelessness). Rod's House sees a range of youth and young adults, some are unaccompanied and homeless, some are unsheltered, some are experiencing homelessness with families, etc. Casting a broad net is important so that youth/young adults know we are there when they experience crisis.

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.

Rod's House will serve the homeless youth and young adult population by following evidence-based practices and best practices shared by HUD, which will require close coordination with healthcare, mental health care, and chemical dependency treatment providers. Rod's House will also leverage the broader community to support eventual shelter operations including the faith, business, and service club communities.

HUD has identified the following key features of youth shelters and emergency services:

- **Youth Focus:** To attract youth who would otherwise choose to couch-surf or sleep on the streets, youth shelters are low or no-barrier programs with easy access. Youth shelters provide a connection to a community of peers, which can encourage awareness and acknowledgement of needing help.
- **Safety and Harm Reduction:** Focus on youth feeling and being safe and use a harm reduction model with screening for safe behaviors rather than substance use rules.
- **Support Family Connection:** Offer opportunities for youth to connect to families, e.g., providing phone cards, postcards or postage, overnight visits, etc. This helps staff see if and when youth are interested in engaging with their families so that reunification conversations may begin.
- **Individual Case Management:** In addition to meeting immediate basic needs, on-site staff provides crisis intervention, assessment, and individual case management. This may include connections to schools, caring and trusted adults, health care providers, and youth development organizations.
- **Focus on Transition to Stable Housing:** The goal is quick exit planning by engaging and stabilizing youth through case management and counseling services, family reunification, or transition to other stable and safe environments. This may also include transitional supports for shelter graduates.
- **Short-Term Financial Intervention:** In a few cases, youth may only need short-term or one-time financial assistance in order to secure stable and independent housing. This can be combined with a mentoring adult to co-sign a lease and encourage soft skills support as needed.

HUD defined best practices for youth/young adult transitional living, supportive housing for youth who are not ready to live independent, include:

- **Variety of Housing Configurations:** Possible housing types include: congregate housing with overnight staff (especially for youth under 18 or those who find structure helpful), clustered units with or without a supervisor on-site, or scattered site apartments or shared units in which a youth may hold the

lease.

- **Individualized and Flexible Service Delivery:** Intensity, duration, and array of services are customized and unique to each transitional housing program and youth population. Many programs are finding great success in implementing a housing first approach offering low barriers and voluntary services. Programs use positive youth development focusing on skills-building, leadership and community involvement. Programs tend to have low- or no-barriers to entry and to stay in the program.
- **Vulnerable Populations:** Provide specialized services and community supports for vulnerable sub-groups, such as pregnant and parenting teens, youth with mental and behavioral health difficulties, youth fleeing domestic violence or trafficking situations, transition-aged youth, those leaving juvenile justice, or LGBTQ youth.
- **Forge Community Connections:** While in the program, youth are provided with services such as health and mental health services, support groups, life skills training, substance abuse treatment, employment, vocational, and educational services. Programs facilitate intentional and trusted community but also connect youth with community-base services that they can remain connected to once they leave the program.
- **Exit Planning:** Requires formal partnerships with housing search staff and permanent housing providers and begins early to support a transition to independent living as soon as a youth can make an informed choice and feels ready. Many programs also provide aftercare case management for up to six months upon exit from the program.

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.

Depending on the results of the feasibility study mentioned in the project summary, the facility could be a re-purposed Rod's House facility at 204 S Naches in Yakima. It might be in Yakima or in another town, city, or in unincorporated county. If the facility is not close to public transportation, Rod's House will work with school district McKinney-Vento liaisons, organizations that provide transport services or law enforcement to ensure youth have access to the shelter.

If granted funds for this project, Rod's House is committed to serving this population with the support of the city in which the facility will be located, neighboring businesses and neighboring individuals & families. Not having a predetermined destination will save Rod's House, the city and county time and money by avoiding on-going hearing examiner proceedings or potentially court proceedings.

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 need for this capital project was established in the project description. To re-emphasize, there are no overnight emergency housing or crisis housing options for homeless youth and local providers, when encouraged to apply, were unable to because of the lack of a licensed facility.

More than 2,600 students have been identified as homeless by the school districts, with more than 270 identified as unaccompanied minors. While Rod's House is launching a host home pilot project, it is not well-suited to provide emergency or crisis care.

This project recommends taking a measured approach to define the need, determine the most appropriate and cost-effective way to address the need and to leverage best practices from other communities. The Yakima Valley needs just-enough emergency shelter space to bring youth inside while preserving limited resources for housing options and supports that also get the youth out of shelter, freeing space for the next youth.

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 shelter/housing project would be low barrier and serves youth and young experiencing homelessness 365 nights (maybe days, too) per year. Critical factors for the success include:

Youth-Centered: Services are built on relationships that are empowering to youth and based on positive youth development principles.

Safe, Inviting, and Accessible: The resource center is safe, inviting, and easily accessible for youth, and policies and procedures were developed considering youth development and culture.

Developmentally-Appropriate and Trauma-Informed: 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 services are developmentally appropriate and trauma informed.

Culturally-Appropriate and Inclusive: Services at the resource center are 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: Services are 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 services.

Comprised of Knowledgeable and Trained Staff: All staff who will interact with youth are adequately trained in topics like developmentally appropriate solutions, the eligibility and documentation requirements for the dedicated homeless resources and applicable mainstream resources.

While Coordinated Entry assessments are not a best practice for admitting individual into emergency shelters, assessments would be completed on all guests through the case management process to ensure a connection to longer-term housing supports.

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.

NA for this project.

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.

Shelter clients would have access to all Rod's House projects and programs including:

- 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. (of note, Rod's House would continue to offer a drop-in resource center in some form since it is an established and proven method to provide basic needs support and build positive relationships that might influence a youth to come to an emergency shelter.
- 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.
- Assessments for Coordinated Entry will be conducted on-site.

- Rod's House has an MOU with the USC School of Social Work to host students enrolled in their Masters in Social Work degree plan. These students volunteer in a case management capacity for one-two semesters.
- 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 is subcontracting with Yakima Neighborhood Health Services for a "Street Youth Services" project that offers case management and basic needs support to unaccompanied homeless minors. Youths identified through this outreach have full access to the other supports offered by Rod's House. We hope to build on this outreach program through this RFP process to spend more time in the community across the valley.
- 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 to ASPEN for youth who have been crime victims
- Yakima Valley Farm Works Clinic, Triumph Treatment Services, Merit Resource Services: refer youth who are ready for 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.

| | |
|-------|--|
| 30 | Unduplicated Persons (7/1/18 - 6/30/19) |
| 10 | Unduplicated Households (7/1/18 - 6/30/19) |
| 40.00 | 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. This project is far from identifying all service units since there are many questions to be answered. Service units could include: # of emergency shelter bed nights, # meals distributed or # of healthcare, behavioral health or chemical dependency services offered.

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.

| | |
|-----|--------------------|
| 00 | # of Units |
| 000 | # of Beds |
| 00 | % 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.

The primary and seemingly overwhelming barrier to the successful development of a youth shelter is the lack of committed funding. The Homeless Youth Workgroup of Yakima County first convened in 2006 with a primary goal to identify emergency shelter options for minors. Rod's House opened in 2009 with a goal to become an emergency shelter for minors.

Even with the work many dedicated board members, volunteers and staff we are not much closer to opening an emergency shelter in 2018 than we were in 2009. The local commitment of capital funds, in alignment with the prioritization of youth homelessness in Washington and across the country, makes this an ideal time to invest local dollars into a capital project for a homeless youth emergency shelter. It is time to stop the inflow of youth homelessness into jail, lifelong reliance on mental health systems, and chronic homelessness.

By starting with a feasibility study, we will have the business case to pursue other state funds and to approach the Yakima Valley community for additional capital support.

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 for this project.

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 project.

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 project.

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 project.

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 project.

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.

Yes/No Does your agency own the property or have a contract to purchase or lease the property?

Yes Does the proposed use of project comply with city zoning codes and state regulations?

No Will this project require relocating individuals and if so, does your agency intend to comply with the Uniform Relocation Act (URA)? (See Library Tab)

Yes Does the proposed use of this project directly benefit homeless individuals?

Yes Does this proposed project align with the goals outlined in the Yakima County 5-Year Plan? (see Library Tab)

0.00 **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.

A Way Home Washington opens the application process for Anchor Communities by July and will choose 4 communities in August. The HUD Youth Homelessness Demonstration Project is due April 17th with results expected by October. These efforts will shape the approach taken to fully fund the project, how to approach other state funds, and how to work with key legislators to include the facility in the state's capital budget.

This application proposes beginning the project with a feasibility study completed by a developer with a history of housing development consulting and comprehensive development services to nonprofits, housing authorities or other organizations that develop new or remodeled affordable housing. The developer would conduct a market analyses of the need, land assembly including site inventory and analysis of suitable parcels, purchase negotiations, preparing purchase agreements and environmental assessments. Additionally, the developer would assist with applications/negotiations for construction and financing from public and private sources. Ideally, the developer would assist with the loan closing process, construction processing, and project closeout. An experienced developer will also offer information on low interest pre-development loans for land options, architectural work, surveys, soil testing, and other costs incurred prior to closing on construction or permanent financing.

Based on what is learned in the feasibility study, Rod's House would move forward with the best option for youth that would be cost-effective and realistic to implement. If it turns out that a remodel/addition to Rod's House is the best option and the most cost effective, that would be great! If a different facility is justified, HUD has identified promising practices for incorporating diverse types of housing with other supportive services. This might lead to the development of a facility offering overnight emergency shelter with nearby rapid rehousing or transitional housing units. Either way, developer fees are part of the budget, as are architect fees, environmental assessment fees, construction insurance, permitting fees, and sales tax.

Should the feasibility study indicate a budget with a hard cost exceeding \$500,000, additional capital funding will be sought from the state's capital budget, the Housing Trust Fund, the State Building Communities Fund, and local HOME funds. Funding may also be available through the Anchor Community Initiative if Yakima is chosen.

If required, Rod's House will develop a capital campaign since private community contributions would likely be required to develop the project, the extent of which would be determined during the housing feasibility study. When surveying best practices identified in Washington and across the country, there are many models that could be replicated in Yakima.

A developer would be contracted for the feasibility study within 1-2 months of the contract being signed. The feasibility study should take between 60-90 days to complete. Concurrently, Rod's House would identify potentials architect for a renovation or new construction project.

The timeline for renovation or construction varies by how the project should proceed. A remodel could take as few as 6 months, while a new construction could take 2-4 years to fully develop.

In the event of the feasibility study identifying the project should not be pursued, remaining funds would be returned to YVCOG for reallocation to another capital project.

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 project.

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?
- 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.
 0.00 **TOTAL**

Budget

| CAPITAL IMPROVEMENT PROJECT BUDGET | This Request | Other Federal | Other State/Local | Private or Other | TOTAL |
|---|-------------------------|-------------------|-------------------|-------------------|-------------------|
| Feasibility Study | USD\$ 45,000.00 | | | | USD\$ 0.00 |
| Developer/Consultant Fees | USD\$ 100,000.00 | | | | USD\$ 0.00 |
| Architect | USD\$ 60,000.00 | | | | USD\$ 0.00 |
| Environmental Assessment | USD\$ 5,500.00 | | | | USD\$ 0.00 |
| Insurance, permits/fees, inspection | USD\$ 25,000.00 | | | USD\$ 0.00 | USD\$ 0.00 |
| Land/existing structure/closing costs | USD\$ 0.00 | | | USD\$ 0.00 | USD\$ 0.00 |
| New building/rebab | | | | USD\$ 0.00 | USD\$ 0.00 |
| Legal - Real Estate | USD\$ 6,500.00 | | | USD\$ 0.00 | USD\$ 0.00 |
| Sales tax | USD\$ 8,000.00 | | | | USD\$ 0.00 |
| Total | USD\$ 250,000.00 | USD\$ 0.00 | USD\$ 0.00 | USD\$ 0.00 | USD\$ 0.00 |

| ALL OTHER PROJECT TYPES BUDGET | TOTAL Project Cost | Request Amount | Other Revenue | In-Kind Contribution | Anticipated Donations |
|--|--------------------|----------------|---------------|----------------------|-----------------------|
| Personnel Costs (Direct - 100% to program) | | | | | |
| Admin (Indirect - expenses shared with organization) | | | | | |
| Facilities Costs (Rent/Mortgage) | | | | | |
| Operating Costs (Insurance, Utilities, Phone, Supplies, Mileage, etc.) | | | | | |
| Operating Equipment (max \$1,500) | | | | | |

Program Expenses:

- Specific: Case Management
- Specific: Hotel/Motel Vouchers
- Specific: Coordinated Entry Access Point
- Specific: RRH/RA - (For-Profit Only)
- Specific: TANF RA - (For-Profit Only)
- Specific: HEN RA
- Specific: Outreach Services
- Specific: Emergency Shelter Services

| | | | | | |
|--------------|--------------|-------------------|--------------|-------------------|-------------------|
| Total | USD\$ | USD\$ 0.00 | USD\$ | USD\$ 0.00 | USD\$ 0.00 |
| | 0.00 | | 0.00 | | |

Budget Narrative

The budget includes those costs related to the initial start-up for the project and those likely to be included in a renovation or new construction. The request includes sufficient funding to support all key activities in the first 6 months while additional project funds are identified.

Depending on the model identified through the study, the project could cost as little at \$500,000 or \$2,000,000+. For reference, the Walla Walla Teen Center budget is uploaded with this application.

Rod's House has experience leveraging community support for capital and construction projects. The resource center facility was donated by another organization and nearly all of the rehab was completed by YV-Tech students, Perry Tech students, local construction companies and community volunteers. Currently the same cadre is remodeling the Rod's House leased office space on 3rd St in Yakima. This has included: demolition, framing, a 100% donated asbestos abatement and new roof, plumbing, and electrical work.

Documents

Documents Requested *

Commitment letters for all leveraged funds/Letters of Support

Required? Attached Documents *



- [Representative Johnson's Letter of Support](#)
- [Homeless Network Capital Project Letter of Support](#)

| | | |
|---|---|--|
| | | TeamChild Capital Improvement Letter of Support |
| Verification and Signature (2018 RFP APPLICATION COVER SHEET) | ✓ | Capital Project Cover Sheet |
| | | download template |
| 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 | | Walla Walla Teen Center Capital Budget Walla Walla Teen Center Article Washington Minimum Licensing Requirements for Group Care Facilities Case Manager Job Description Job Coach Job Description Rod's House Strategic Priorities & 2017 Outputs & Outcomes Street Youth Services MOU USC School of Social Work MOA YVFWC MOU - Youth Substance Abuse Distribution of Homeless Students by District BESTY MOA |
| Board Documentation (List of Board Members, Organizational Chart) | ✓ | Board Members & Org Chart |

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