

**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 <p style="text-align: center;">\$15,000.00</p> | 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: <p style="text-align: center;">RH – Outreach 2018-2020 Outreach Services</p> | | 9. CONTRACT START DATE <p style="text-align: center;">7/1/2018</p> | 10. CONTRACT END DATE <p style="text-align: center;">6/30/2020</p> |
| 11. Original Grant Amount <p style="text-align: center;">\$15,000.00</p> | 12. Modification Amount | 14. Funding Authority <p style="text-align: center;">Local Surcharge Fee - 2163 Funds</p> | |
| 13. TOTAL CONTRACT AMOUNT <p style="text-align: center;">\$15,000.00</p> | | 15. State/Federal BARS code <p style="text-align: center;">001-722-513-50-X02</p> | 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 | |
| Grant Purpose: This grant is designed to support an integrated system of housing assistance that can immediately address the need of a household or individual experiencing homelessness, in turn connecting them with the resources needed to end that homeless episode. Funded projects will support Yakima County's 5-Year Homeless Plan to Make Homelessness Brief and Rare through innovative practices that limit barriers to entry and prioritize unsheltered clients. | | | |
| Y V C O G and the GRANTEE, as identified above, acknowledge and accept the terms of this Agreement and attachments and have executed this Agreement on the date signed, to start as of the date and year referenced above. The rights and obligations of both parties to this Agreement are governed by this Agreement and the following other documents incorporated by reference: (1) Terms and Conditions, (2) GRANTEE's 2018 - 2020 Homeless Housing, Operations, and Services Application for Funding – Scope of Work, (3) Guidelines for Homeless Housing and Assistance Fund (HHAF), (4) Guidelines for the Consolidated Homeless Grant (CHG), and (5) YVCOG's Grant Agreement with the Department of Commerce. | | | |

(FACE SHEET)

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

ROD'S HOUSE

YAKIMA VALLEY CONFERENCE OF GOVERNMENTS


Joshua Jackson

6/18/2018
Date


James A Restucci, Chairman Date


Lauris C. Mattson, Executive Director Date

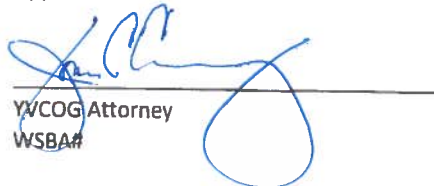
Attest:


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 An Outreach 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: | Outreach |
| Project Type: | Outreach Services |
| HMIS Project Name: | xxx |
| Projected # of Households Served: | 40 unduplicated HH |

| Population Served | |
|-------------------|---|
| | Single Men + Single Women |
| | Single Men Only |
| | Single Women Only |
| | Single Women + Households with Children |
| | Households with Children |
| X | Youth and Young Adults |

TARGET PERFORMANCE MEASURES IDENTIFIED BY THE DEPARTMENT OF COMMERCE:

| Performance Measure | 2018 Baseline | Changes from Baseline | June 30, 2019 Program Target |
|-------------------------|---------------|-----------------------|------------------------------|
| Unduplicated persons | 75 | 0% | 75 persons |
| Unduplicated households | 40 | 0% | 40 households |

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 **FIFTEEN THOUSAND AND NO/100 DOLLARS (\$15,000.00)** through 6/30/2019 and no more than **FIFTEEN THOUSAND AND NO/100 DOLLARS (\$15,000.00)** through 6/30/2020.

| Category | Amount |
|-------------------------------------|-----------------|
| Year 1: 7/1/2018 – 6/30/2019 | |
| Admin – Indirect (6%) | \$900 |
| Operations | \$14,100 |
| | |
| Year 2: 7/1/2019 – 6/30/2020 | |
| Admin – Indirect (6%) | \$900 |
| Operations | \$14,100 |
| | |
| TOTAL | \$30,000 |

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 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 Outreach

USD\$ 30,000.00 Requested

Submitted: 4/9/2018 6:17:04 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.

Through this outreach project, Rod's House plans to offer Street Youth Services (SYS) to connect youth and young adults to services and resources through street and community-based outreach activities. Services include either directly or through referral drug/alcohol abuse intervention, crisis intervention, counseling, access to emergency shelter or housing, prevention and education activities, employment skill building, advocacy, family-focused services, and follow-up support

(goals 1.4, 1.9, 3.2, 5.2, 5.5, 6.1, 6.2, 6.3, 8.4, 8.5, and 8.6) This project also plans to conduct Coordinated Entry assessments during street out activities (goals 1.2, 1.4, 1.9).

The street outreach teams will offer hygiene supplies, portable food items, and clothing as a means of engaging with street youth. Multiple visits occur before trust is established and the youth engages. Information about resources are shared and arranged when the youth is ready. An intake helps to determine need. The case manager will work with the youth to identify which services they are ready to access. Referrals and transportation are then arranged. Family reunification will be facilitated when possible and appropriate.

Offering street outreach targeted at youth and young adults experiencing homelessness will improve our ability to find a typically hidden population and to ensure data is captured in HMIS. Our county's data on the rates of youth and young adult homelessness is poor based on a previous narrow focus of entering literally/chronically homeless individuals in HMIS. We will follow standards identified by the State's Office of Homeless Youth to capture youth and young adults experiencing homelessness wherever they are.

Rod's House is participating Street Youth Services, an outreach project targeting unaccompanied homeless minors, as a collaboration with Yakima Neighborhood Health Services. This project is funded by a grant from the Office of Homeless Youth. It launched January 2018 and will run through June 2019. This application will supplement the costs of operating the SYS project and will enhance outreach efforts by extending the target population to young adults. It will also ensure outreach efforts continue when the SYS grant ends.

The outreach teams will also conduct community outreach to engage and build positive relationships with key community stakeholders. The project will emphasize finding and serving youth and young adults who have difficult accessing Rod's House or Yakima Neighborhood Health Services' The Space. This includes an emphasis on communities across the Valley. So far, we've met with community stakeholders in Sunnyside, White Swan, Toppenish, Wapato, Granger, and Grandview.

For reference, here are the goals mentioned in the previous paragraphs:

Goal 1.2 Simplify personal identification requirements for clients accessing programs and services

Goal 1.4 Tailor centralized intake services to individuals and families in need

Goal 1.5 Direct necessary resources to establish and maintain a successful coordinated entry system

Goal 1.9 Improve outreach to identify homeless clients and encourage participation in services through Coordinated entry.

Goal 3.2 Encourage increased utilization of existing shelter services when appropriate for individuals

Goal 5.2 Coordinate services to place individuals into drug and alcohol rehabilitation programs and housing

Goal 5.4 Support existing programs and housing to address the special needs of the chronic homeless

Goal 5.5 Coordinates services for youth into appropriate housing and programs

Goal 6.1 Use HMIS data and processes – continue to promote the shared enterprise of a county-wide HMIS database.

Goal 6.2 Support Point in Time data collection efforts and improve accuracy

Goal 6.3 Obtain additional data on youth when available

Goal 8.1 Develop understanding and information to foster a community voice and consistent message on issues related to homelessness

Goals 8.4 and 8.5 Engage with consumer advocacy agencies and engage with homeless individuals

Goal 8.6 Support and increase Valley-wide provider outreach to obtain new services that can address client needs.

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 focused provider since 2009, Rod's House has the experience and expertise to identify and serve through outreach youth and young adults experiencing homelessness. The outreach project is dedicated to serving youth and young adults ages 13-24 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). Casting a broad net is important so that youth/young adults know we are there when they experience crisis. In a 2016 landscape scan of youth homelessness across Washington, the State Office of Homeless Youth indicated there were 270+ unaccompanied homeless minors in Yakima County.

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 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. Rod's House does not discriminate in providing services and focuses on strengths of participants who are in the program.

Youth and 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. Youths 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 becomes entrenched in street life and alienated from traditional structures such as family and school, they have to all intents and purposes acclimated to a diverse cultural perspective. 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."

This population's unique service needs can vary greatly ranging from crisis or emergency needs, to support staying in school, to help with basic needs, to help with finding housing or employment and so many more. We work with youth and young adults who are developmentally across the spectrum. Many have never had positive adult role models in their lives. By offering a safe place with immediate needs support, Rod's House staff and volunteers are able to build trust that allows us to help meet other needs.

According to the National Child Traumatic Stress Network homeless youth have significant mental health problems, including depression, anxiety disorders, post-traumatic stress disorder (PTSD), suicidal ideation, and substance abuse disorders. Most of these youths experienced potentially traumatic events before they left home, and many of them are retraumatized once they arrive on the street. These youth struggle to recover from both previous and new traumatic experiences while trying to survive in a hostile street environment. Consequences for this trauma include substance abuse, engaging in survival sex, unexpected parenthood, absence of independent skills, poor decision making, and low educational attainment.

Priority populations identified the 5-year plan have significant crossover with the outreach project. While the focus is on unsheltered youth and young adults, during outreach we will also target and serve more broadly: homeless youth/young adults, homeless families with children, special needs populations, and the chronically homeless.

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.

Outreach programs are often a first point of contact with unaccompanied youth and young adults experiencing homelessness and are especially effective at engaging youth who are hiding. This project will offer outreach services, will incorporate assessments for Coordinated Entry and will incorporate Rod's House youth ambassadors into the project (goals 1.4, 1.9, 5.5, 6.1, 6.3, and 8.4). Direct street outreach services are planned for at least 5 times per week at varying times to connect with youth/young adults and community holders. Outreach workers will also attend

community meetings and gathering to spread awareness and identify the homeless youth and young adult population (goal 8.6)

Through this outreach project, Rod's House plans to offer Street Youth Services (SYS) to connect youth and young adults to services and resources through street and community-based outreach. Services include either directly or through referral drug/alcohol abuse intervention, crisis intervention, counseling, access to emergency shelter or housing, prevention and education activities, employment skill building, advocacy, family-focused services, and follow-up support (goals 3.2, 5.2, 5.5, and 6.3)

The street outreach teams will offer hygiene supplies, portable food items, and clothing as a means of engaging with street youth. Multiple visits occur before trust is established and the youth engages. Information about resources are shared and arranged when the youth is ready. An intake helps to determine need. The case manager will work with the youth to identify which services they are ready to access. Referrals and transportation are then arranged. Family reunification will be facilitated when possible and appropriate. Social media used to also reach runaway, homeless and at-risk youth.

A Rod's House youth leadership group was established to support young leaders, past and current youth of Rod's House, in cultivating an inclusive, healthy, and encouraging environment for current and future clients. The overarching goal for the leadership group is to assist in motivating and guiding others who wish to create a path of growth in stability, security, identity development and independence. This will be accomplished with peer to peer mentorship, inclusive and positive programming, and by leaders modeling respect and cooperation of Rod's House policies and procedures. The target population of our youth leadership group is to be made of youth who have had a strong positive presence at Rod's House, show signs of growth and independence, and who will benefit from peer to peer collaboration, leadership training, and will contribute greater insight to the overall operations of Rod's House and service for the broader population of homeless youth (goals 8.5 and 9.4)

Youth ambassadors are a branch of our youth leadership cadre focused on the promotion of the organization and its services externally to identify youth who qualify and need our services. Their goal is to spread awareness of Rod's House services to connect with as many at-risk and homeless youth as possible in the Yakima Valley. This is accomplished through a peer-to-peer approach within schools as appropriate. The project includes Rod's House clients who are currently enrolled in high school or who have graduated/achieved other educational outcomes, who exemplify strong disciplinary standing, who positively promote Rod's House, its role, its resources, and its openness to all youth of various backgrounds. Ambassadors uphold organizational expectations that no individual or group will be discriminated against or mistreated in any way emotionally, mentally, or physically based on gender, sexual identity, race, or ethnicity.

Funding this project will directly support direct services staff and allow the Rod's House Executive Director the time needed to educate the community about challenges facing homeless youth and to work with stakeholders in Yakima County and across the state to increase services through the Youth Coalition and other strategic partnerships (Goals 8.1, 8.6, 9, and 9.4).

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.

The Rod's House resource center and office locations are in Yakima. Each is within half of mile of the Transit Center; however, the outreach project will be accessible to the entire Yakima Valley. So far, the new Street Youth Services project has targeted Sunnyside, Toppenish, Wapato, Granger, White Swan and Grandview. During outreach, youth and young adults encountered will be given information on Rod's House and The Space.

Based on what we continue to learn over the next several months, a calendar will be planned for outreach to make it consistent for clients to connect with an outreach case manager, particularly those that cannot access transportation. This calendar will be based on feedback from each local community and the individual needs of clients. The intent of the outreach program is to help foster connections with the local community and to access localized care for areas of need.

During a meeting with McKinney-Vento liaisons in the Lower Valley, the liaison from Mt. Adams school district expressed a serious interest in "starting a Rod's House in White Swan." We're not ready for that undertaking yet; however, scheduling regular outreach and working with locals could make this a reality in the future whether it is a Rod's House operation, or a drop-in center supported by White Swan residents. This same concept can be applied to the towns and cities across the Valley.

Street outreach targets youth where they are. It includes outreaching across cities, in public spaces, at transit stations, in parks, and along rivers. Through street outreach workers help with immediate needs and build trust with youth and young adults that helps them find a safe place to stay inside.

Community outreach includes building relationships and informal contacts with community members, particularly those in public places like libraries, community centers, or other places where youth hand out. It includes building relationships with individual school campus points of contact since each school has a unique way of operating and working with outside agencies. Community outreach also occurs at various events frequented by youth to provide information about the drop-in centers and other services. Examples are the Central Washington State Fair, Pride Marches and celebrations, food banks and weekly farmer's markets, the 3 on 3 Basketball Tournament, and Cinco de Mayo celebrations

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.

This application proposes a project that includes best practices identified by HUD and adds an innovation by including mobile assessments for Coordinated Entry that are conducted during Street Outreach. Integrating these activities will allow Rod's House outreach case management staff better serve the youth and young adult population by making it easier for clients to be assessed and to literally and figuratively meet the population where they are.

HUD has defined key features and promising practices of mobile "street" outreach that include:

- **Assertive Outreach:** Assertive outreach teams go to the places where youth keep themselves hidden, such as parks, cars, abandoned buildings, bus or train stations, parking lots, and public storage lockers. To find youth, outreach teams draw on informal community contacts such as baristas, public librarians, and sanitation workers
- **Build Trust:** Regularity, predictability, and follow-through are critical to program success.
- **Trauma-Informed Care:** Workers are trained to provide trauma-informed care with an emphasis on meeting youth where they are.
- **Experience with LGBTQ Youth:** Given the prevalence of homelessness among LGBTQ youth, culturally competent staff and coordination with organizations serving the LGBTQ community is important.
- **Meet Basic Needs:** Teams carry supplies to meet basic needs — clothing, food, water, hygiene items — and offer a hotline for youth to call for help or emergencies.
- **Employ Formal Partnerships:** Outreach programs field mobile medical vans or partner with health centers to provide basic primary health and dental care, including testing for HIV, STDs, and TB. Counseling and advice regarding substance abuse and other health risk behaviors are delivered using a harm reduction model. Outreach programs may work closely with law enforcement through Police Homeless Outreach Teams, especially for youth who have experienced criminal victimization, sexual or labor exploitation.

Other factors HUD identified for successful outreach include:

- Educate the community to be part of the solution
- Establish safety protocols for staff and collaborate with law enforcement
- Build trust through reliability and follow-through
- Meet basic needs first then move on to critical service connections
- Include youth in program planning and implementation

The number of homeless youth continues to grow, and experiences of homelessness create hurdles for young people to integrate into the community. In 2016, the Yakima County school districts reported a combined total of 2,614 students registered as homeless; this does not include those the school was unable to identify or those who dropped out. While the districts are doing their best to support these students, homeless students are much more likely to drop out than peers. OSPI reported across the state, "...for the Class of 2016, 53.4 percent of homeless students graduated." If this trend is consistent for Yakima, more than 1,000 students experiencing homelessness will not graduate, placing them further behind the curve. Additionally, the rates of

students experiencing homelessness in the Lower Valley are nearly twice that of schools in the Upper Valley (see upload of youth homelessness rates by district).

A national Voices of Youth county and study released in 2017 reported that 1 in 10 young adults ages 18 to 25 endures some form of homelessness in a year, with a 9.6% rate in urban counties and 9.2% rate in rural counties. Half are couch surfing, which is typically time-limited and places them at-risk of exploitation. Youth and young adults experiencing homelessness are a hidden population and do not traditionally participate in Point in Time counts, particularly when targeted at the adult homeless system.

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 outreach project will meet youth and young adults experiencing homelessness literally and figuratively where they are. The project provides services with no barriers. If awarded grants for outreach and coordinated entry, Rod's House outreach workers will offer Coordinated Entry assessments during outreach. If the grants are not awarded, we will still participate but will be unable to continually dedicate staff time for outreach and assessments.

Critical factors for the success of Rod's House outreach include:

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

Safe, Inviting, and Accessible: Outreach workers project safety, are 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: Outreach services 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.

Rod's House is committed to equity in service delivery in all its operations. We are a low barrier provider and offer services with no strings attached. We offer a non-judgmental environment, empower youth to make decisions, and do not give up on them. Some youth from our early days still drop by to say hello and to share updates from their lives.

Focusing on immediate needs allows staff to build trusting relationships making the case management and jobs coaching processes or referrals to community partners more successful. We focus on building upon youth's strengths while also teaching them how to navigate social systems. We also recognize when youth have needs beyond our scope of training and experience and daily refer youth to appropriate, youth friendly providers in our community. We celebrate small steps and progress along the process. We've recently revitalized our training process and are dedicated to ensuring our staff and volunteers receive training in trauma informed care.

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 identified during outreach 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.

- 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.

| | |
|--|---|
| | 75 Unduplicated Persons (7/1/18 - 6/30/19) |
| | 40 Unduplicated Households (7/1/18 - 6/30/19) |
| | 115.00 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. Each time a youth or young adult is engaged or contacted, the visit is logged and tracked in HMIS or a separate database for those clients who have not yet consented to sharing information or cannot legally share information in HMIS. Each service (food, hygiene, etc.) is tracked to the best of our ability and logged into HMIS.

1. Number of cumulative outreach contacts made with eligible youth and young adults: Goal: 300 cumulative contacts made during a 12 month period.
2. Eligible youth and young adults encountered during outreach that complete assessments for Coordinated Entry: 90%

3. Youth and young adults encountered during outreach that engage in case management through Rod's House or another organization: 85%

We recognize that a natural service unit for street outreach is the rate at which clients access emergency shelter or other stable housing; however, with the lack of housing options for this population in the Yakima Valley the rate for successful referrals is likely to remain low. We'll focus energy on family reunification when possible, considering that family can be related or chosen. Since this is a new project, a target rate for reunification has not been identified locally and has not been identified by the State's Office of Homeless Youth.

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 |
| 00 | # 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.

Based on the positive track record with the youth and young adult population and word of mouth referrals from clients, Rod's House should meet or exceed each identified output. Potential barriers include turnover of staff due to attrition or loss of funding. Loss of staff would directly ability to conduct outreach, particularly outside of the City of Yakima.

A potential barrier is a failure to develop positive relationships in communities where youth/young adult homelessness is hidden. The OSPI data indicates youth homelessness is present in each community in our Valley. In many cases, we will be educating community members on a problem they might not be aware of currently.

If we are unable to build trusting relationships, we are unlikely to receive direct referrals and notifications from the community. Early in the project we plan to direct efforts to working with established outreach projects to meet key stakeholders in communities across the Valley. We are going to listen to what each community member shares and do our best to integrate into each community, respecting local culture, traditions, and governance.

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 application.

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.

| | |
|---------|--|
| Unknown | Does your agency own the property or have a contract to purchase or lease the property? |
| Unknown | Does the proposed use of project comply with city zoning codes and state regulations? |
| Unknown | Will this project require relocating individuals and if so, does your agency intend to comply with the Uniform Relocation Act (URA)? (See Library Tab) |
| Unknown | Does the proposed use of this project directly benefit homeless individuals? |
| Unknown | 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.

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.

To restate HUD's promising practices for street outreach, building trust through regularity, predictability and follow-through are critical to program success. Outreach workers will consistently reach communities across the valley and provide basic needs support like clothing, food, water or hygiene items. By offering joint outreach-Coordinated Entry assessments, the Rod's House outreach team will streamline and simplify delivering services to youth and young adults.

Outputs measures focus on contacts and the provision of basic needs. Measures include:

1. # of unduplicated individuals engaged. Goal: 75 unduplicated individuals
2. # of contacts made during outreach. Goal: 300 contacts
3. # of basic needs services provided (food, water, clothing, hygiene, etc.) Goal: 450 services provided

Successful outcome measurements require trust to be developed between the target population and the outreach workers. Outcome measurements include:

1. # assessed for Coordinated Entry. Goal: 90%
2. # exiting the streets to safe housing (family reunification, emergency housing, etc.) Goal: 75% (In reality, we want ALL in safe housing, but this target is specific based on present status of our housing continuum)
3. # youth engaging in case management or accessing healthcare, behavioral health care, or chemical dependency treatment. Goal: 85%

4. # youth engaged in school or employment. Goal: 75%

Like how services are delivered in the Rod's House resource center, supports will be participant-based and will focus on individual strength and goals. Since most of youth and young adults experiencing homelessness are homeless because of family conflict, outreach workers will attempt family reunification when appropriate. As required, workers will advocate on behalf of clients for housing or other services based on individual situations. For example, Rod's House discovered a homeless couple living in a park. The young man, 20, was unemployed and the young lady, 18, was 6 months pregnant. Both were assessed for Coordinated Entry, but because they were recently homeless did not score "high" on the vulnerability scale, even given their situation. Staff were able to advocate on behalf of this couple and they were prioritized for housing in a Catholic Charities housing program.

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?

| | | |
|----------------------|------|---|
| <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\$ 0.00 | USD\$ 0.00 | USD\$ 0.00 | USD\$ 0.00 |

| ALL OTHER PROJECT TYPES BUDGET | TOTAL Project Cost | Request Amount | Other Revenue | In-Kind Contribution | Anticipated Donations |
|---|---------------------------|------------------------|------------------------|-----------------------------|------------------------------|
| Personnel Costs (Direct - 100% to program) | USD\$ 91,432.00 | USD\$ 25,300.00 | USD\$ 33,707.00 | | |
| Administrative (ED Admin Time, IT & Accounting) | USD\$ 2,600.00 | USD\$ 1,800.00 | | | |
| Utilities | USD\$ 1,265.00 | | | | |
| Insurance | USD\$ 460.00 | | | | |
| Postage, mailing, printing, and copying | USD\$ 1,000.00 | | | | |
| Food | USD\$ 3,600.00 | | | USD\$ 2,400.00 | |
| Supplies & Equipment | USD\$ 8,000.00 | USD\$ 1,500.00 | | USD\$ 4,000.00 | |
| Specific Assistance to Individuals | USD\$ 700.00 | | | | |
| Other Costs | USD\$ 600.00 | | | | |
| Conference/Meetings /Travel | USD\$ 2,200.00 | | | | |
| Vehicle fuel, maintenance, and insurance | USD\$ 3,800.00 | USD\$ 1,400.00 | | | |
| Unrestricted Grants, Private Contributions, Other | | | | | USD\$ 45,450.00 |
| Total | USD\$ 115,657.00 | USD\$ 30,000.00 | USD\$ 33,707.00 | USD\$ 6,400.00 | USD\$ 45,450.00 |

Budget Narrative

Costs were determined by the Rod's House outreach 2018 & 2019 budgets to operate an outreach project including Street Youth Services, a project targeting unaccompanied homeless minors as a sub-grantee to Yakima Neighborhood Health Services, and other outreach efforts to identify homeless youth and young adults. The outreach program relates closely to our activity as an access point for coordinated entry and our resource center.

Expense figures were calculated based on a review of actual expenditures in 2017 and and remaining funds from an 18 month MOU (Jan 2018-June 2019) with YNHS as a subcontractor for the Street Youth Services project. Direct staff costs include outreach staff who are trained in case management at the equivalent of one FTE. In addition to direct staff hours, volunteer hours are expected to exceed 800 hours for the two year period; using standard volunteer hour metrics, this equates to a value of more than \$19,000.

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.

Rod's House will continue to deliver services to unaccompanied minors and others during street outreach whether or not this project is funded fully; however, the funding will allow us to serve youth and young adults across a broader spectrum of hours and across the Yakima Valley while also complying with required reporting. Funding reductions would directly affect ability to reach clients outside of our resource center and would limit access to case management & other supports.

Documents

Documents Requested *

Required? Attached Documents *

Commitment letters for all leveraged funds/Letters of Support

- ✓ [Catholic Charities Letter of Support](#)
- [Homeless Network Letter of Support](#)
- [YNHS Letter of Support](#)
- [TeamChild Letter of Support](#)
- [Comprehensive Healthcare Letter of Support](#)
- [Molina Healthcare Letter of Support](#)
- [NCAC Letter of Support](#)

Verification and Signature (2018 RFP APPLICATION COVER SHEET)
[download template](#)

- ✓ [Outreach Cover](#)

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

- [Rod's House Strategic Priorities & 2017 Outputs & Outcomes](#)
- [Case Manager Job Description](#)
- [Street Youth Services MOU](#)

[IV Job Description](#)

[Distribution of Homeless Students by District](#)

Board Documentation (List of Board Members, Organizational Chart)



[Board Members & Org Chart](#)

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