

**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)**

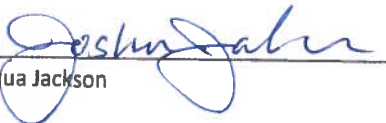
<b>1. Grantee</b> Rod's House 204 South Naches Avenue Yakima WA 98901		<b>2. Contract Amount</b>  <p style="text-align: center;">\$62,500</p>	<b>3. Tax ID #</b>  <p style="text-align: center;">36-4659738</p>
<b>4. Grantee's Program Representative</b>  Joshua Jackson, Exec Director (509)895-2665 joshua@rodshouse.org		<b>5. YVCOG Program Representative</b>  Crystal Testerman, Program Manager (509)424-4695 crystal.testerman@yvcog.org	
<b>6. Grantee's Financial Representative</b>  Joshua Jackson, Exec Director (509)895-2665 joshua@rodshouse.org		<b>7. YVCOG's Contract Representative</b>  Lance Larsen, Financial Coordinator (509)574-1550 Lance.larsen@yvcog.org	
<b>8. Contract #/Project Type:</b>  <p style="text-align: center;">RH - SHELTER 2018-2020 Emergency Shelter</p>		<b>9. CONTRACT START DATE</b>  <p style="text-align: center;">7/1/2018</p>	<b>10. CONTRACT END DATE</b>  <p style="text-align: center;">6/30/2020</p>
<b>11. Original Grant Amount</b>  <p style="text-align: center;">\$62,500.00</p>	<b>12. Modification Amount</b>  	<b>14. Funding Authority</b>  <p style="text-align: center;">Local Surcharge Fee - 2163 Funds</p>	
<b>13. TOTAL CONTRACT AMOUNT</b>  <p style="text-align: center;">\$62,500</p>		<b>15. State/Federal BARS code</b> <p style="text-align: center;">001-722-513-50-X02</p>	<b>16. CFDA #</b>  <p style="text-align: center;">N/A</p>
<b>17. Grantee Selection Process: (check all that apply)</b> <input type="checkbox"/> Sole Source <input checked="" type="checkbox"/> Competitive Bidding/RFP <input type="checkbox"/> Pre-Approved by Funder		<b>18. Grantee Type: (check all that apply)</b> <input type="checkbox"/> Public Organization/Jurisdiction <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Subrecipient <input checked="" type="checkbox"/> Non-Profit	
<b>Grant Purpose:</b> This grant is designed to support an integrated system of housing assistance that can immediately address the need of a household or individual experiencing homelessness, in turn connecting them with the resources needed to end that homeless episode. Funded projects will support Yakima County's 5-Year Homeless Plan to Make Homelessness Brief and Rare through innovative practices that limit barriers to entry and prioritize unsheltered clients.			
Y V C O G and the GRANTEE, as identified above, acknowledge and accept the terms of this Agreement and attachments and have executed this Agreement on the date signed, to start as of the date and year referenced above. The rights and obligations of both parties to this Agreement are governed by this Agreement and the following other documents incorporated by reference: (1) Terms and Conditions, (2) GRANTEE's 2018 - 2020 Homeless Housing, Operations, and Services Application for Funding – Scope of Work, (3) Guidelines for Homeless Housing and Assistance Fund (HHAF), (4) Guidelines for the Consolidated Homeless Grant (CHG), and (5) YVCOG's Grant Agreement with the Department of Commerce.			

(FACE SHEET)

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

ROD'S HOUSE

YAKIMA VALLEY CONFERENCE OF GOVERNMENTS


  
Joshua Jackson

  
James A Restucci, Chairman Date

6/18/2018  
Date

  
Lauris C. Mattson, Executive Director Date 19 June 2018

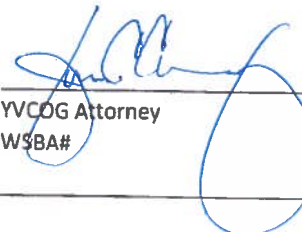
Attest:

  
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 a Youth/Young Adult Emergency Shelter in a manner satisfactory to the YVCOG, and in accordance with the GRANTEE's 2018 - 2020 Homeless Housing Assistance RFP Application for Funding, submitted to the Yakima Valley Conference of Governments (YVCOG), as well as the Yakima County 5-Year Homeless Plan incorporated herein by reference.

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

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

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

**A. PROGRAM DELIVERY**

The GRANTEE agrees to provide the following Program services:

Project Description:	Youth/Young Adult Emergency Shelter
Project Type:	Drop in Shelter
HMIS Project Name:	xxx
Projected # of Households Served:	320

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 SIXTY-TWO THOUSAND FIVE HUNDRED AND NO/100 DOLLARS (\$62,500.00) through 6/30/2019 and no more than SIXTY-TWO THOUSAND FIVE HUNDRED AND NO/100 DOLLARS (\$62,500.00) through 6/30/2020.

<u>Category</u>	<u>Amount</u>
<b>Year 1: 7/1/2018 – 6/30/2019</b>	
Admin – Indirect (6%)	\$3,900
Operations	\$58,600
<b>Year 2: 7/1/2018 – 6/30/2019</b>	
Admin – Indirect (6%)	\$3,900
Operations	\$58,600
<b>TOTAL</b>	<b>\$125,000</b>

**SECTION NO. 4: PAYMENT**

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

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

**SECTION NO. 5: NOTICES**

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

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

**SECTION NO. 6: SPECIAL CONDITIONS**

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

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

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

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

***Specific to Project:*** "No special conditions."

## **SECTION NO. 7: GENERAL CONDITIONS**

### **A. DOCUMENTATION AND RECORD KEEPING**

#### **1) Records to be Maintained**

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

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

#### **2) Retention**

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

#### **3) Client Data**

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

#### **4) Disclosure**

- a. "Confidential Information" as used in this section includes:
  - i. All material provided to the GRANTEE by YVCOG that is designated as "confidential" by YVCOG;
  - ii. All material produced by the GRANTEE that is designated as "confidential" by YVCOG; and
  - iii. All personal information in the possession of the GRANTEE that may not be disclosed under state or Federal law. "Personal information" includes but is not limited to: information related to a person's name, health, finances, education, business, use of government services, addresses, telephone numbers, social security number, driver's license number and other identifying numbers, and "Protected Health Information" (PHI) under the Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- b. The GRANTEE shall comply with all state and Federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The GRANTEE shall use Confidential Information solely for the purposes of this Grant and shall not use, share, transfer, sell or disclose any Confidential Information to any third party, except

with the prior written consent of YVCOG or as may be required by law. The GRANTEE shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or Federal laws related thereto. Upon request, the GRANTEE shall provide YVCOG with its policies and procedures on confidentiality. YVCOG may require changes to such policies and procedures as they apply to this Agreement, whenever YVCOG reasonably determines that changes are necessary to prevent unauthorized disclosures. The GRANTEE shall make the changes within the time period specified by YVCOG. Upon request, the GRANTEE shall immediately return to YVCOG any Confidential Information that YVCOG reasonably determines has not been adequately protected by the GRANTEE against unauthorized disclosure.

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

**B. "INDEPENDENT CONTRACTOR"**

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

**C. HOLD HARMLESS.**

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

**D. WORKERS' COMPENSATION.**

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

**E. INSURANCE AND BONDING.**

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

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

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

**F. AMENDMENTS/MODIFICATION.**

The YVCOG or GRANTEE may amend this Agreement at any time, provided that such amendments make specific reference to this Agreement, and are executed with the same formality as this Agreement, in writing and signed by a duly authorized representative of each PARTY. Such amendments shall not invalidate this Agreement, nor relieve, or release the PARTIES from obligations under this Agreement. **All amendments to the budget must be requested in writing by the GRANTEE, and shall be submitted to the YVCOG's Contract Representative (as noted on the Face Sheet). If approved, the YVCOG**

**will notify the GRANTEE in writing.** Budgeted amounts shall not be shifted between categories or Programs without written approval by the YVCOG, and any costs for completing the Program/activities over and above the amount awarded by the YVCOG shall be the sole financial responsibility of the GRANTEE.

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

**G. SUSPENSION OR TERMINATION.**

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

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

**H. REPORTING AND PAYMENT PROCEDURES.**

**1) Indirect Costs**

GRANTEE may use 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 10<sup>th</sup> day of each month. The report must contain the names of the projects for which data has been entered and must include a statement for each project verifying that the data is both complete and accurate. All issues preventing accurate and complete data submissions in the HMIS shall be communicated through the HMIS support ticket system.

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

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

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

### 4) Other Reporting Requirements

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

#### I. CONTRACT MANAGEMENT STANDARDS.

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

#### J. INTERNAL AUDITING CONTROL.

The GRANTEE shall establish and maintain a system of internal accounting control which complies with applicable Generally Accepted Accounting Principles (GAAP). All GRANTEE records with respect to any matters covered by this



Agreement shall be made available to the YVCOG, or other authorized officials, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data.

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

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

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

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

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

**K. NONDISCRIMINATION.**

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

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

**L. COMPLIANCE WITH LAWS.**

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

**M. ASSIGNMENTS.**

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

**N. NON-WAIVER.**

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

**SECTION NO. 8: SEVERABILITY**

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

**SECTION NO. 9: SECTION HEADINGS AND SUBHEADINGS**

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

**SECTION NO. 10: ENTIRE AGREEMENT**

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

**SECTION NO. 11: ANTI-KICKBACK**

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

**SECTION NO. 12: CONSTRUCTION**

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

**SECTION NO. 13: RELIGIOUS ACTIVITIES**

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

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

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

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

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# SCOPE OF WORK



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

### Rod's House Resource Center

**USD\$ 125,000.00** Requested

Submitted: 4/9/2018 6:54:28 PM  
(Pacific)

**Project Contact**

Joshua Jackson  
[joshua@rodshouse.org](mailto: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](http://www.rodshouse.org)

**Executive Director**

Joshua Jackson  
[joshua@rodshouse.org](mailto: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.*

The Rod's House drop-in resource center was established in 2009 for homeless youth and is the only organization in Yakima that focuses solely on this population's immediate needs. The resource program now serves youth and young adults experiencing homelessness from ages 13 through 24. We don't cap the number of youth who can be served, which is crucial with limited housing options available. While we don't provide direct support for housing yet, we work closely

with providers who offer young adult housing. We've learned youth who are successful in these housing programs typically no longer need our resource center services; however, the higher risk/need homeless youth are not typically successful and continue to rely on Rod's House for survival. These programs are also in high demand with long wait lists (goals 5.4 and 9).

The resource center is located at 204 S Naches Ave. in Yakima. 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, job coaching and support with growing skills needed to maintain employment. Rod's House routinely offers on-site visits from other agencies including health providers, mental health practitioners, legal services, and other youth focused organizations.

The resource center services ensure high-need/risk youths have a place to receive immediate support and help with connecting to health, behavioral/mental health and drug treatment providers. We offer case management, education support and jobs coaching to each youth, though in the last year the volume of need has greatly stretched our capacity. Our hope is to provide a supportive environment that allows youth to grow and develop the skills needed to navigate life successfully. (goals 3.2, 5.2, 5.4, 5.5 and 9)

Beyond providing services, the resource center offers an environment where youth experiencing homelessness can safely connect with their peers. Youth, without prompting, often describe Rod's House as their "first real home." When a youth drops in, staff and volunteers strive to welcome youth with a smile and warm greeting and to build trusting, positive and healthy relationships with youth. As we continue to visit with you individually and through focus groups we've learned that youth are also interested in classes like basic life skills and cooking/nutrition and would like us to schedule more activities like art and day trips/excursions in and around Yakima and across Washington.

In alignment with the 5-year plan, we serve several of the priority populations. Many youths are unaccompanied. Many are chronically homeless (even as teens or young adults). Many youths served are homeless with their; while we do not support parents of homeless youth directly, we do all we can to make sure the youth stay with family when appropriate. Also, many homeless youths in our community are becoming parents themselves.

This proposal will ensure we meet expectations for Coordinated Entry (goal 1), support youth referrals to permanent supportive housing options (goal 5), improve on obtaining data for HMIS (goal 6), help prevent youth/family homelessness by supporting youth imminently at risk of becoming homeless (goal 7), expand our work with the business and faith communities to serve homeless youth (goal 8), and better serve homeless youth (goal 9) through and expanded resource program and outreach efforts. It will increase opportunities for LGBTQ homeless youth to access support, resources, housing, and family reunification when possible through referrals to The Space (goal 9.5)

Rod's House resource center services are rooted in Positive Youth Development. PDY is an intentional, pro-social approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances young people's strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the

support needed to build on their leadership strengths. HUD emphasized that PDY can and should be implemented in every aspect of the youth homelessness response system, including systems planning and assessment, development and implementation of Point In Time counts, project planning and implementation, case management service interactions, and anywhere that youth are either directly or otherwise impacted.

The Rod's House resource project provides both support for basic needs and facilitates connections to other projects that support education, life skills, and employment related skills. It is a launching point to help youth and young adults exist homelessness. Many youths and young adults have developed positive relationships with peers, volunteers and staff at Rod's House and have expressed interest in remaining engaged in our organization. Based on their feedback and principles of Positive Youth Development, in 2017 we established the first youth/young adult leadership cadre at Rod's House. This group, the Rod's House leaders, has defined their mission 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 Leader's Council 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.

For your reference, the 2018 Rod's House strategic priorities and outcome/output measures from 2017 are uploaded in the 'other relevant documentation' section.

**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 operate a basic needs resource center. The resource center 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). 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.

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.

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.

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.

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 resource center. These populations include but are not limited to: homeless youth/young adults, homeless families with children, households at rise of homelessness, homeless individuals, extremely low-income households, 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.*

Rod's House was established and designed specifically to meet the needs of homeless youth in our community. Since opening in 2009, services available have grown/improved with a youth-informed focus. Rather than assuming what youth need, we ask youth what they need immediately or in the future and help them find the resource or achieve the goal. Rod's House

has recently supported the development of a youth-leadership council, Rod's House leaders, who are making decisions regarding resource center policies and for youth programming activities.

As stated in the project summary, services are available six days per week including holidays. Services include: a daily hot meal, 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. Our education and employment training program is co-located with the resource center, making it easy for youth/young adults to get support with learning the skills needed to complete their education or to find/keep employment. Rod's House routinely offers on-site visits from other agencies including health providers, mental health practitioners, legal services, and other youth focused organizations. Every day staff connect youth and young adults with health, behavioral/mental health and/or drug treatment providers. The resource center offers case management, education support and jobs coaching to each youth, though in the last year the volume of need has greatly stretched our capacity. Our hope is to provide a supportive environment that allows youth to grow and develop the skills needed to navigate life successfully.

Beyond providing services, the resource center offers an environment where youth experiencing homelessness can safely connect with their peers. Youth often describe Rod's House as their "first real home." When a youth drops in, staff and volunteers strive to welcome youth with a smile and warm greeting and to build trusting, positive and healthy relationships with youth. As we continue to visit with you individually and through focus groups we've learned that youth are also interested in classes like basic life skills and cooking/nutrition and would like us to schedule more activities like art and day trips/excursions in and around Yakima and across Washington.

Through a partnership with the Yakima Rotary club, a classroom will be built on the same property as the resource center beginning in spring 2019. The Rotary club has secured funding for the building with a match from the district for furniture, fixtures and equipment. This space will help us offer tutoring and educational supports that are not possible with limited space in the resource center and will engage local Rotarians as tutors and mentors.

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).

Resource center services align with the following 5-year plan goals: Goal 3.5 Provide daytime shelter(s) and common areas for homeless persons that create a safe environment, 5.2 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, and Goal 9 Better serve youth homelessness.

#### **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 resource center is located at 204 S Naches Ave in Yakima. The resource center is approximately 200 yards from the Transit Center, making it an ideal location for clients. Rod's House has served clients from Yakima, Toppenish, Sunnyside and other parts of the Lower Valley who rode the People for People connector for transportation. In addition to the resource center and coordinated entry options, Rod's House hopes to expand outreach services to bring basic needs support and case management directly to the population. When necessary, Rod's House provides client transportation.

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. Rod's House would be honored to share lessons learned and best practices for engaging and serving youth and young adults experiencing homelessness in a drop-in center. The easier we can make it for youth and young adults to access support, the more likely we will end youth homelessness in the Yakima Valley.

**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 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. Rod's House has witnessed a corresponding growth trend in the number of unique visitors and cumulative visits over the past 5 years:

2013: 204 individuals & 3,918 visits  
 2014: 255 individuals & 3,922 visits  
 2015: 209 individuals & 3,498 visits  
 2016: 309 individuals & 4,387 visits  
 2017: 373 individuals & 6,054 visits

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.

Youth drop-in centers are found across the country and have been successful meeting the needs of homeless youth. The National Network for Youth states: "Drop-in centers offer immediate services to unaccompanied homeless youth, such as food, clothing, showers, laundry, bus tokens, and personal hygiene supplies. The 'low-barrier' type of community-based services drop-in centers offer are seen as a first step toward engaging homeless youth into more intensive services and reintegration. One study found that homeless youth are more likely to access a drop-in center (78%) than emergency shelter (40%)."

Many of these drop-in centers are specifically aimed at transition-aged youth and are friendlier and accepting to this population. Drop-in centers also provide counseling and other support services that allow youth to begin to address the issues that lead to their homelessness or that impact their daily functioning. One research study of a drop-in facility tracked 180 homeless youth who accessed comprehensive intervention and individual therapy from a Drop-in Center in Albuquerque, New Mexico. The research showed the youths' psychological distress and substance use significantly decreased, supporting a finding that substance abuse and mental health therapy models can be effectively integrated into Drop-in Centers."

HUD considers youth drop-in centers to be a promising program model for engaging and attracting youth who are homeless. Key features and promising practices for drop-in centers include: low or no barriers, meet basic needs, trauma-informed care, positive youth development, youth focused, and service coordination. Additionally HUD recommends: choosing easy to access locations, placing high importance on feeling safe and welcome, providing easy access to education work and mental health/substance abuse recovery programs, peer support and activities offering meaningful structure, including youth voices in programming, and continually assessing opportunity for family engagement.

Rod's House practices each of these features. Over the last year hours have expanded and a youth leadership group was formed to guide policy decisions and programming.

The Yakima Valley does not offer year-round emergency shelter for youth and that is not likely to change in a short period of time. Rod's House is filling a vital role for basic/emergency needs services while also providing the support, tools, and connections that help youth and youth adults exit homelessness. This past winter Rod's House participated in the planning efforts and operations of a young-adult extreme winter weather shelter that was utilized by 23 young people. Rod's House plans to build on that experience by working with partners on long-term, permanent solutions for housing youth and young adults experiencing homelessness.

If this grant is fully funded, it will free up Rod's House unrestricted donations to pilot a host home project in 2018. Students experiencing homelessness will be matched with host families. This is similar to foster care, but is targeted at youth who are not state dependent and is youth-driven with youths choosing among approved hosts where they feel they would best fit. Host homes are another promising practice identified by HUD because they are flexible and cost-effective model

for providing stable housing and supports in a home-like, non-institutional environment.

**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?*

As mentioned previously, the resource center is low barrier and serves youth and young adults experiencing homelessness 6 days each week. Critical factors for the success of Rod's House resource center 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.

Rod's House welcomes all youth experiencing homelessness into this program and is committed to equity in service delivery. We do not have an upper limit on numbers of youth we can serve at our resource center; however, our case managers and job coach all work with dozens of youth. 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 will still drop by to say hello and to share updates from their lives.

Some youth behaviors require that we temporarily direct a youth to leave for a period of time, but all are welcomed back warmly. Focusing on immediate needs allows staff to build trusting relationships making the case management and jobs coaching processes 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.

The Rod's House resource center is accessible for individuals with physical disabilities. When an individual's disability presents challenges that we are not familiar with or when additional support is needed we work closely connecting clients to Yakima Specialties and Entrust Community Services since these organizations specialize in working with people with disabilities.

If chosen as a grantee for Coordinated Entry, the resource center will offer Coordinated Entry assessments on-site. If Rod's House is not chosen as the access point for youth/young adults, the resource center continue to receive service referrals from other agencies participating in CE.

**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 will have access to all Rod's House programs and projects. These include:

- 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.*

380	Unduplicated Persons (7/1/18 - 6/30/19)
320	Unduplicated Households (7/1/18 - 6/30/19)
700.00	<b>TOTAL</b>

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

*For each service unit, indicate total number of service units to be provided in a 12-month program period. Identify how you track and monitor clients and services provided; be specific. Each time a youth or young adult visits Rod's House, the visit is logged and tracked in HMIS. During each visit, a youth/young adult can receive multiple services identified previously. Each service is tracked to the best of our ability and logged into HMIS.*

1. Number of cumulative visits to the resource center: Goal 6,200. This figure reflects that we can track one visit each day through HMIS. This is limits those clients who visit multiple times during the day for different needs.
2. Number of meals served and food pantry bags distributed: Goal: 8,000. Meals and served and pantry bags distributed are tracked daily. These figures are tracked outside of HMIS; however, we are working to integrate the data into HMIS.
3. Number of youth/young adult activities and programming events offered. Goal: 24. Social gathering, special activities, and events are a best practice identified by HUD. These gatherings elevate youth and young adults by offering experiences that might not otherwise be available to this population. Previous examples of these facilitated by Rod's House include: holiday parties (including Christmas party with more than \$12,000 in gifts purchased by community members), graduation celebration, movie nights, hikes, trips to Heritage University and Central Washington University, a trip to the Seattle Aquarium, etc.

For reference, the 2018 Rod's House strategic priorities and outcome/output measures from 2017

are uploaded in the 'other relevant documentation' section.

**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.*

1	# of Units
0	# of Beds
100	% Utilization Rate
101.00	<b>TOTAL</b>

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

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 impact availability of the resource center and access to case management staff.

If funding remains status quo or improves, Rod's House will continue operating 6 days per week and will expand hours/services as long as it is sustainable. Consistency is vital when serving this population.

For outputs 1 & 2, Rod's House has strong community support, with more than 50 individuals or organizations serving as meal partners during 2017, more than 300 donors of funds, and countless donors of supplies like clothing, hygiene items, etc. Services and supports will remain available.

For output 3, Rod's House has secured a JV placement for the 2018-2019 JVC Northwest program year. The JV will be focused on engaging youth, supporting youth leadership, and supporting youth in planning/leading activities and events. During the second year of this RFP, the JV role may be focused on a different program or project; however, we are confident that youth leadership and community support will allow us to meet or exceed these identified outputs.

**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.*

Since this application is for youth and young adult resource center that offers basic needs and emergency supports rather than an overnight shelter these targets are not in alignment with a 60% exit to permanent housing or average length of stay of 20 days. The reality of the situations faced by youth and young adults is that based on the traumas experienced and the lack of consistency, positive role models and support, is that learning the life and independent living skills necessary to live outside of a shelter or supportive housing often takes a year, two or more. Services offered at the resource center continue to be extended to youth and young adults who have been recently housed to help them leverage their incomes and remain stably housed. Additionally, many have formed strong, positive relationships with peers, volunteer and staff. Youth who successfully exit homelessness are encouraged to join the Rod's House youth leaders group and volunteers at Rod's House.

Through combined operations of the Rod's House program and projects, outcomes for housing, employment, educational achievements and other achievements are collected monthly. 2017 performance outcomes are uploaded.

Related to this question, current licensing for youth emergency shelter grants licenses for facilities that serve youth 13-17 or 16-20. Operating costs for either type would easily exceed \$400,000 per year for a spartan operation. Either would exclude a sizable portion of the youth and young adult population. Funds available through this RFP are not sufficient to extend operations of the Rod's House resource center into an overnight shelter.

The Youth Coalition of the Homeless Network of Yakima County led planning and operations efforts for the recent young adult extreme winter weather shelter that served 23 individuals from December 26th, 2017 until March 15th, 2018. Rod's House considered applying through this process for future young adult extreme winter weather shelters; however, the utility of sheltering just young adults for the winter months would eliminate many of the supports available to the entire youth/young adult population throughout the year. The Youth Coalition and Rod's House are committed to ensuring extreme winter weather shelter is available during the winter months through the generosity of community donors and are committed to seeking long-term solutions that will necessitate finding resources from outside of Yakima. For the YAEWWS project, the average length of stay was 14 days with 35% exited to permanent housing and approximately 17% enrolled in a housing program and looking for a unit to rent.

The Rod's House host home pilot is not being submitted for this RFP because it does not fit the



criteria for emergency shelter nor rapid rehousing. Again, if this grant is fully funded it will free up Rod's House unrestricted donations to pilot a host home project in 2018. Students experiencing homelessness will be matched with host families. This is like foster care but is targeted at youth who are not state dependent and is youth-driven with youths choosing among approved hosts where they feel they would best fit. Host homes are another promising practice identified by HUD because they are flexible and cost-effective model for providing stable housing and supports in a home-like, non-institutional environment. The performance targets for the host home pilot are: 1) 90% will remain in school, graduate or finish a GED 2) at least 75% of graduates will enroll in some form of post-secondary education 3) at least 90% will exit into stable housing.

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

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

N/A for this application.

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

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

N/A for this application.

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

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

N/A for this application.

**20. CAPITAL IMPROVEMENT: Please attach a copy of the signed Purchase Agreement, Lease Agreement, Zoning Approval and any other supporting documentation under the Documents tab.**

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

Does your agency own the property or have a contract to purchase or lease the property?

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

Will this project require relocating individuals and if so, does your agency intend to comply with the Uniform Relocation Act (URA)? (See Library Tab)

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

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

TOTAL

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

N/A for this application.

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

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

N/A for this application.

### AGENCY CAPACITY AND EXPERIENCE

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

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

- Yes Does your agency have experience providing homeless housing and/or services?
- Yes Does your agency have experience managing and accounting for public funding?
- No Have you had an audit in the last 24 months?
- No Has your agency received any audit or monitoring findings in the last 3 years? If yes, upload audit in Documents Tab.
- No Has your agency undergone organizational restructuring in the last 24 months?
- No Has your agency experienced turnover in key management positions in the last 24 months pertinent to this project?
- Yes Does your agency maintain policies for minimum qualifications for the staff members who will provide client services. If yes, please attach in Document Tab.
- Yes Does your agency utilize policies, procedures, and best practices to promote fairness and opportunity for all people, particularly people of color and communities that are disproportionately represented among the homeless population?
- 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?

<input type="text" value=""/>	Yes	Does your agency participate in HMIS currently?
<input type="text" value=""/>	Yes	Does your agency currently participate in the Coordinated Entry System for Yakima?
<input type="text" value=""/>	0.00	<b>TOTAL</b>

**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" value=""/>	Yes	Does your agency participate in local homeless planning committees?
<input type="text" value=""/>	Yes	Is your agency collaborating with partner agencies? Please attach all MOU's.
<input type="text" value=""/>	0.00	<b>TOTAL</b>

**Budget**

<b>CAPITAL IMPROVEMENT PROJECT BUDGET</b>	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
<b>Total</b>	<b>USD\$ 0.00</b>	<b>USD\$ 0.00</b>	<b>USD\$ 0.00</b>	<b>USD\$ 0.00</b>	<b>USD\$ 0.00</b>

<b>ALL OTHER PROJECT TYPES BUDGET</b>	TOTAL Project Cost	Request Amount	Other Revenue	In-Kind Contribution	Anticipated Donations
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Personnel Costs (Direct - 100% to program)	USD\$ 173,621.20	USD\$ 118,000.00			
Administrative (ED Admin Time & Accounting)	USD\$ 15,600.00	USD\$ 7,000.00			
JVC Northwest Placement (program coordinator)	USD\$ 24,004.00				
Equipment Rental & Maintenance	USD\$ 4,000.00				
Utilities	USD\$ 15,180.00				
Insurance	USD\$ 5,520.00				
Postage, mailing, printing, and copying	USD\$ 1,600.00				
Food (meals & food pantry)	USD\$ 69,200.00		USD\$ 62,200.00		
Supplies (clothing, hygiene items, cleaning supplies, etc.)	USD\$ 95,600.00		USD\$ 88,000.00		
In-Kind Other (youth gifts/activities)	USD\$ 24,000.00		USD\$ 24,000.00	USD\$ 0.00	
Specific Assistance to Individuals	USD\$ 3,000.00		USD\$ 0.00	USD\$ 0.00	
Other Costs	USD\$ 4,174.00		USD\$ 0.00	USD\$ 0.00	
Conference/Meetings /Travel	USD\$ 2,000.00		USD\$ 0.00		
Vehicle fuel, maintenance, and insurance	USD\$ 3,800.00				
Resource Grants/Restricted Donations	USD\$ 0.00		USD\$ 20,000.00		
United Way Contributions	USD\$ 0.00		USD\$ 5,000.00		
Unrestricted Grants, Private Contributions, Other	USD\$ 0.00			USD\$ 117,099.20	
			USD\$ 0.00	USD\$ 0.00	
		USD\$ 0.00	USD\$ 0.00		
<b>Total</b>	<b>USD\$</b> <b>441,299.20</b>	<b>USD\$</b> <b>125,000.00</b>	<b>USD\$</b> <b>25,000.00</b>	<b>USD\$</b> <b>174,200.00</b>	<b>USD\$</b> <b>117,099.20</b>

**Budget Narrative**

Costs were determined by the Rod's House Resource 2018 & 2019 budgets to operate the resource center 6 days per week including holidays. Expense figures were calculated based on a review of actual expenditures in 2016 and 2017. Direct staff costs include case management, resource project operations, and education/employment coaching. Funds requested will support 1.7 FTE in these activities. In addition to direct staff hours, volunteer hours are expected to exceed 10,000 hours for the two-year period; using standard volunteer hour metrics, this equates to a value of more than \$240,000. Funds have been requested specifically for personnel costs since organizations that grant funds are typically more willing to fund other direct service expenses. Administrative costs will support general IT, accounting, and the ED's administrative time.

Income figures were determined based on contributions during 2016 and 2017. If necessary, Rod's House can pull from its strategic reserve and/or savings to ensure continuity of operations. 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.

Rod's House will continue to deliver services whether this project is funded fully; however, the funding will allow us to serve youth across a broader spectrum of hours while also complying with required reporting. Funding reductions would directly affect hours open for clients and would decrease access to case managers and the job coach.

**Documents**

**Documents Requested \***

Commitment letters for all leveraged funds/Letters of Support

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

Project Map/Program Service Area

**Required?Attached Documents \***

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

✓ [Resource Cover Page](#)

[Resource Logic Model](#)

- 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 & USC School of Social Work MOU](#)
  - [Rod's House Strategic Priorities & 2017 Outputs & Outcomes](#)
  - [BESTY MOA](#)
  - [YVFWC MOU - Youth Substance Abuse](#)
  - [Case Manager Job Description](#)
  - [Job Coach Job Description](#)
  - [Operations Manager Job Description](#)
  - [Street Youth Services MOU](#)
  - [IV Job Description](#)
- Board Documentation (List of Board Members, Organizational Chart) ✓ [Board Members & Org Chart](#)

*\* ZoomGrants™ is not responsible for the content of uploaded documents.*

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