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

## Lower Valley Crisis and Support Services DV Emergency Shelter

**USD\$ 46,665.00** Requested

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## Application Questions

### PROJECT NARRATIVE

#### 1. PROJECT SUMMARY: Provide a brief description of the proposed project. Describe how the project is aligned with the goals in the Yakima County 5-Year Plan.

*The Yakima County 5-Year Plan can be found in the Library tab.*

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

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

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

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

#### 2. TARGET POPULATION: Describe in detail the target population this project will serve. Include agency's experience working with this particular population and knowledge/understanding of this populations' unique

**service needs.**

*Please indicate how serving this population aligns with the 5-Year Plan.*

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

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

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

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

LVCSS has long enjoyed a good working relationship with our community partners, such as school districts, law enforcement, including Yakama Nation Tribal Police, the Yakima County Courts system, Yakima Valley hospitals and medical clinics, as well as social service agencies throughout Lower Yakima Valley. We receive referrals on a regular basis from social service agencies, law enforcement, the courts, and the medical and education communities.

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

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

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

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

**3. SERVICES/ACTIVITIES: Describe the services/activities proposed in a specific and detailed manner. Include a description of how the services/activities will be implemented and the frequency/duration of services.**

*Please indicate how the proposed services align with the 5-Year Plan.*

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

Unfortunately, for too many women, home is a reason to stay in an abusive relationship. For many survivors of domestic violence, the alternative is homelessness, which can be just as unsafe and scary. No one should become homeless because they are fleeing domestic and/or sexual violence. This project will ensure that people quickly get the help they need to be safe

and stable, offer supportive and nurturing environments for clients and their children. This project will address the need for flexible, survivor-driven, trauma-informed, and culturally relevant advocacy and support to survivors of domestic violence in combination with providing financial assistance to help survivors in securing and overcoming barriers to permanent, affordable housing. The proposed services will also include The Domestic Violence Housing First (DVHF) approach to help victims of domestic or sexual violence transition in place and avoid having to go to the shelter as they overcome barriers to self-sufficiency and independence.

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

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

Lastly, our agency updates our low income housing list once a year. LVCSS has also continued to collaborate with these entities to provide training opportunities for our staff and volunteers on the services that are offered in our communities. In addition to housing services, clients will have access to our other services that include; 24 hour crisis line, crisis intervention, legal, medical and general advocacy, therapy, individual advocacy sessions, support groups, and other community resources that they may need.

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

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

**4. LOCATION: In what City or Cities will your project be located? Describe how the services will be available and accessible.**

*Is this location near a public transit line and/or will your services include client transportation, if necessary.*

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

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

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

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

**5. LINK TO NEED: Describe how the proposed services/activities, including the location, meet the needs of the target population and fill any gaps in services. How do the proposed services meet the need in the community without duplicating efforts?**

*Indicate whether the service delivery model to be used is best practice, and provide detailed information to support that the project design is: a) evidence based, or b) introduces an innovation that improves the services provided.*

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

LVCSS has a long history of commitment to breaking the cycle of violence and poverty and providing shelter and advocacy to

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

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

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

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

## **6. ACCESSABILITY: Describe in detail how the proposed project will be accessed by the targeted population.**

*How will this project coordinate with the Coordinated Entry System?*

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

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

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

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

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

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

**7. HOUSING SEARCH AND STABILIZATION: For Rapid Rehousing/Rental Assistance Projects ONLY. Describe the agency's experience in working with area landlords and/or property managers and detail the project's planned liaison efforts.**

*Describe your agency's approach to maintaining strong relationships with landlords and providing tenants with knowledge of their responsibilities as a tenant.*

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

**8. COMPLEMENTARY SERVICES and COORDINATION: Describe other services, projects, and agencies that will provide services or resources to project participants that help meet needs and promote movement toward permanent housing.**

*Describe in detail any formal agreements or history of partnerships (i.e. education, employment, life skills, mental health, substance abuse) that your agency has with partnering agencies and UPLOAD signed MOU's/agreements in the Documents Tab.*

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

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

Yakima Neighborhood Health Services (Homeless and Outreach Program), Northwest Community Action Committee through Yakima Valley Farmworkers Clinic, and our local housing authorities including Yakama Nation Housing Authority. The agency has also connected with DK Bain, a local real estate agencies for the purpose of establishing a connection with private landlords to educate them about our services and how we can work together to provide safe and affordable housing for our clients. This agency is familiar with our services and can help us network. We also have a strong partnership with Catholic Charities and Housing Program. Lastly, our agency updates our low income housing list once a year. LVCSS has also continued to collaborate with these entities to provide training opportunities for our staff and volunteers on the services that are offered in our communities.

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

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

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

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

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

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

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

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

**9. PROJECT OUTPUTS: The overall goal of this RFP is to prioritize unsheltered, rapidly move households into permanent housing, and reduce the time spent homeless and on the streets or in shelters. The next FOUR (4) questions address projected output.**

Will your project have measurable outputs?

- Yes
- No
- Other:

**10. A) PERSONS SERVED: Indicate number of projected unduplicated persons and households to be assisted for a 12 month program period. Unduplicated means that each person/household served by the project is counted only once during the program period.**

*Disregard Total at the bottom.*

Unduplicated Persons (7/1/18 - 6/30/19)

Unduplicated Households (7/1/18 - 6/30/19)

**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.*

Emergency shelter nights - 400 bed nights

Advocacy hours – 300

Motel vouchers - 5

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

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

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

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

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

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

Second, the InfoNet servers are password protected.

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

**12. C) EMERGENCY SHELTER & TRANSITIONAL HOUSING PROJECTS ONLY: How many units (or beds) are in your program and what percent of utilization do you anticipate:**

*Disregard Total at the bottom.*

# of Units

# of Beds

% Utilization Rate

**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.**

Domestic violence is the immediate/leading cause of homelessness for many women in our region and across the nation. The

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

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

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

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

**14. Please select your proposed project type for this application. Separate applications must be done for each project your agency will apply for.**

*Answer ONLY the questions below that pertain to your project type; type N/A in questions that do not pertain.*

- Coordinated Entry Services
- Emergency Shelter (DV, Youth, 24-hour, overnight only)
- Winter Weather Hotel/Motel Vouchers
- Outreach Services
- Rapid Rehousing (RRH) / Rental Assistance (RA)
- HEN Rental Assistance
- TANF Rental Assistance
- Capital Improvement

**15. COORDINATED ENTRY SERVICES: Describe your agency's process for completing the CE Intake Assessment and ensuring the client gets prioritized appropriately. Indicate number of estimated assessments your agency is likely to complete per month.**

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

N/A

**16. EMERGENCY SHELTER: Emergency Shelter Projects have the following performance targets: at least 60% of clients exit to permanent housing and an average length of stay of 20 days. Describe your action plan to achieve these targets.**

*Describe any potential barriers to achieving the identified outcomes and the strategy for overcoming these barriers.*

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

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

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

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

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

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

N/A

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

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

N/A

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

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

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

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

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

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

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

<input type="text" value="yes"/>	Does your agency own the property or have a contract to purchase or lease the property?
<input type="text" value="yes"/>	Does the proposed use of project comply with city zoning codes and state regulations?
<input type="text" value="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)
<input type="text" value="yes"/>	Does the proposed use of this project directly benefit homeless individuals?
<input type="text" value="yes"/>	Does this proposed project align with the goals outlined in the Yakima County 5-Year Plan? (see Library Tab)
<input type="text" value="0.00"/>	<b>TOTAL</b>

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

N/A

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

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

N/A

**AGENCY CAPACITY AND EXPERIENCE**

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

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

- yes Does your agency have experience providing homeless housing and/or services?
- yes Does your agency have experience managing and accounting for public funding?
- yes Have you had an audit in the last 24 months?
- no Has your agency received any audit or monitoring findings in the last 3 years? If yes, upload audit in Documents Tab.
- no Has your agency undergone organizational restructuring in the last 24 months?
- no Has your agency experienced turnover in key management positions in the last 24 months pertinent to this project?
- yes Does your agency maintain policies for minimum qualifications for the staff members who will provide client services. If yes, please attach in Document Tab.
- yes Does your agency utilize policies, procedures, and best practices to promote fairness and opportunity for all people, particularly people of color and communities that are disproportionately represented among the homeless population?
- yes Does your agency assure access to underserved communities impacted by homelessness?
- yes Will your agency provide services to racial and ethnic minorities, immigrants and refugees, individuals with disabilities, LGBTQ, and people with limited English proficiency?
- yes Does your agency identify specific cultural based needs of populations and use that information to modify engagement and services?
- yes Does your agency conduct self-assessment of its fair and just practices and cultural competency including both internal and external input?
- yes Does your agency participate in HMIS currently?
- yes Does your agency currently participate in the Coordinated Entry System for Yakima?
- TOTAL**

**24. AGENCY COMMUNITY PARTICIPATION/COLLABORATION: Upload any MOUs between partnering agencies in the Documents Tab.**

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

- yes Does your agency participate in local homeless planning committees?
- yes Is your agency collaborating with partner agencies? Please attach all MOU's.
- TOTAL**

**Budget**

<b>CAPITAL IMPROVEMENT PROJECT BUDGET</b>	This Request	Other Federal	Other State/Local	Private or Other	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>ALL OTHER PROJECT TYPES BUDGET</b>	TOTAL Project Cost	Request Amount	Other Revenue	In-Kind Contribution	Anticipated Donations
Personnel Costs (Direct - 100% to program)		USD\$ 0.00			
Admin (Indirect - expenses shared with organization)	USD\$ 36,972.00	USD\$ 1,600.00	USD\$ 35,372.00		
Facilities Costs (Rent/Mortgage)					
Operating Costs (Insurance, Utilities, Phone, Supplies, Mileage, etc.)	USD\$ 53,231.00	USD\$ 16,281.00	USD\$ 36,950.00		
Operating Equipment (max \$1,500)	USD\$ 3,156.00	USD\$ 0.00	USD\$ 3,156.00		
Program Expenses:					
Specific: Case Management	USD\$ 184,868.00	USD\$ 25,784.00	USD\$ 159,084.00		USD\$ 20,000.00
Specific: Hotel/Motel Vouchers	USD\$ 3,000.00	USD\$ 3,000.00			
Specific: Coordinated Entry Access Point					
Specific: RRRH/RA - (For-Profit Only)					
Specific: TANF RA - (For-Profit Only)					
Specific: HEN RA					
Specific: Outreach Services					
Specific: Emergency Shelter Services					
<b>Total</b>	<b>USD\$ 281,227.00</b>	<b>USD\$ 46,665.00</b>	<b>USD\$ 234,562.00</b>	<b>USD\$ 0.00</b>	<b>USD\$ 20,000.00</b>

### Budget Narrative

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

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

### Documents

#### Documents Requested \*

Commitment letters for all leveraged funds/Letters of Support

#### Required? Attached Documents \*



[YNHS support letter](#)

[YVFWC support letter](#)

Verification and Signature (2018 RFP APPLICATION COVER SHEET) <a href="#">download template</a>	✓	<a href="#">2018 RFP Application Cover Sheet</a>
Project Map/Program Service Area		
For Non-Profits: IRS Form 990	✓	<a href="#">990 Report</a>
For Non-Profits: Board Documentation (List of Board Members, Charter, ByLaws)	✓	<a href="#">Board Member listing</a> <a href="#">By-laws</a>
For Non-Profits: 501(c)3 Tax Exempt Letter	✓	<a href="#">501 c 3</a>
General Liability Insurance Certificate	✓	<a href="#">Liability Certificate</a>
Agency's Audit Report for the most recent Fiscal Year	✓	<a href="#">Fiscal Audit</a>
Other relevant documentation		
Board Documentation (List of Board Members, Organizational Chart)	✓	<a href="#">Board Member listing</a> <a href="#">Organizational Chart</a>

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

Application ID: 110091

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