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

Yakima Valley Farm Workers Clinic DBA Northwest Community Action Center Coordinated Entry

USD\$ 14,000.00 Requested

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Project Contact

Janice Gonzales
janiceg@yvfwc.org
Tel: 509-865-7630

Additional Contacts

noemior@yvfwc.org

Yakima Valley Farm Workers Clinic DBA Northwest Community Action Center

706 Rentschler Lane
same as above
Toppenish, WA 98948

Emergency Services Manager

Janice Gonzales
janiceg@yvfwc.org

Telephone 509-865-7630
Fax 509-865-5116
Web YVFWC.com

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.

Yakima Valley Farmworkers Clinic DBA Northwest Community Action (NCAC) proposes to serve as an access point for Coordinated Entry. Coordinated Entry itself is one of the goals of the 5-year plan. Consequently, by participating as an access point, NCAC will be contributing to the accomplishment of one of the objectives in the Plan. Northwest Community Action Center will provide staff and operational support to perform the established VI-SPDAT assessment through the Coordinated Entry System. NCAC staff will ensure that processes comply with all system standards such that data collected for each homeless household represents an accurate and consistent assessment of the clients' housing needs. As a result, the Coordinated Entry system can be used as an effective tool to prioritize homeless individuals and direct them to the most appropriate service.

NCAC staff will participate in the regular scheduled coordinated entry meetings to contribute to the continuous development and improvement of the system.

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 population's unique service needs.

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

According to the Yakima Valley Conference of Governments policy on Coordinated Entry, homeless households will be targeted for entry into the system. Implementing a Coordinated Entry system itself is one of the goals of the 5-year plan. By participating as an access point, NCAC is aligned with the 5-Year Plan to serve homeless in Yakima County.

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.

Northwest Community action center will provide staff and operational support to participate as a Coordinated Entry Access point. An assessment takes between 90 and 120 minutes per household. With that in mind and based on the staffing levels requested, NCAC will conduct no less than 230 assessments per year.

By participating as an access point, NCAC is aligned with the 5-Year Plan to serve homeless in Yakima County.

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 primary service location will be at Northwest Community Action Center, 706 Rentschler Lane, Toppenish, WA 98948. Our office is a regular stop on People for People's Community Connector and Pahto Public Passage routes.

As has been our practice in the past, we will continue to work with existing shelter providers to identify clientele and, if necessary, go on site to provide services. This organization has the capacity to accommodate persons with disabilities and provide individual accommodations to meet specific person's or household's need. We are compliant with all local, state, and federal rules and regulations associated with accessibility for persons with disabilities or who have special needs. Staff receive regular training regarding providing services to persons with disabilities or who have special needs and our compliance officer ensures that we have the tools, training and resources to provide quality services to all.

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.

As identified by the 5 year plan, Coordinated Entry is a specific priority. We are currently an access point and wish to continue to serve in that capacity. Coordinated Entry was considered a best practice before it was adopted by the Department of Commerce as a requirement. The system allows the user to identify whether a client is already registered thus alleviating the chance of duplication.

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?

Northwest Community Action Center, a division of Yakima Valley Farm Workers Clinic, delivers service in accessible facilities throughout Yakima County. With clinics in Grandview, Sunnyside, Granger, Wapato, Toppenish, and multiple sites in Yakima, we will arrange to meet clients as close to where they are as possible maximizing accessibility for targeted populations.

We will also work closely with client advocates, schools, and other community organizations to extend services to our target population and provide for ease in access through multiple access points.

In respect to outreach to the homeless, one of the obvious outreach opportunities is the annual Point in Time Events. Northwest Community Action Center has been a participant in these activities for the past nine years and will continue to participate throughout the county. As well we will continue to serve as a primary sponsor of the Toppenish Food Bank event. As an experienced provider of services to the homeless, NCAC is familiar with the locations that the homeless frequent and will make continued efforts to contact the homeless where they are. In addition, we will work closely with other service agencies, law enforcement, and religious or other philanthropic organizations to identify opportunities for outreach throughout the year.

This proposal is to serve as an access point for the Coordinated Entry System. We will participate in work groups to continuously evaluate, revise and improve the system.

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.

This section is not applicable to this proposal.

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.

As a community action agency, NCAC has a variety of services including hotel motel vouchers, energy assistance, life skills classes, GED, computer banks, job clubs and other employment, social, and education services.

Coordination and collaboration with other service agencies are critical to the success of our program. As such, we will continue to work closely with any and all homeless service providers as well as other support agencies to maximize service access and availability to our clientele. Likewise, coordinated entry will help us to identify other housing opportunities within our homeless service system.

NCAC will continue to serve as the lead organization for the Mid-Valley Provider Consortia, (see MOU) a group of organizations providing a variety of services to our community throughout Yakima County. In addition, NCAC will continue to participate in local homeless advisory groups.

Finally, as a division of Yakima Valley Farm Workers Clinic our Behavioral Health, medical, dental, optical and WIC services can also be a valuable asset as we strive to make homelessness in Yakima County brief and rare.

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.

| | |
|--------|--|
| 601 | Unduplicated Persons (7/1/18 - 6/30/19) |
| 230 | Unduplicated Households (7/1/18 - 6/30/19) |
| 831.00 | TOTAL |

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

For each service unit, indicate total number of service units to be provided in a 12-month program period. Identify how you track and monitor clients and services provided; be specific.

Assess 230 homeless households using the VI-SDAT
Input 230 homeless households into Coordinated Entry

Expose 230 homeless individuals to the full array of homeless services available in Yakima County.

HMIS coordinated entry reports will be used to track production.

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.

| | |
|------|--------------------|
| n/a | # of Units |
| n/a | # of Beds |
| n/a | % Utilization Rate |
| 0.00 | TOTAL |

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

We do not envision any potential barriers to achieving output accept in the case, that homeless have already been assessed or that the homeless population diminishes to such a degree that there are not enough homeless. The latter example is what we aim to accomplish with all of the homeless programs that we operate and consequently would not view that in a negative light. However, as indicated above we plan to go where homeless are and through those efforts will identify sufficient homeless households to otherwise meet production levels.

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.

Northwest Community Action Center will follow the prescribed procedures outlined in "Coordinated Entry Yakima WA-507", the finalized policy defining the manner in which the CE Intake and Assessment will be completed. Since there will most likely be multiple service providers for CE, we will be vigilant in identifying any discrepancies or otherwise divergent assessments. Participation biweekly Coordinated Entry meetings will allow staff to ensure consistency throughout the system.

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.

This section is not applicable to this proposal.

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.

This section is not applicable to this proposal.

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.

This section is not applicable to this proposal.

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

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="n/a"/> | Does your agency own the property or have a contract to purchase or lease the property? |
| <input type="text" value="n/a"/> | Does the proposed use of project comply with city zoning codes and state regulations? |
| <input type="text" value="n/a"/> | 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"/> | 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

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.

Our multi-faceted outreach plan will target three primary groups: 1) the homeless, 2) for profit and non profit landlords, and 3) other service providers.

In respect to outreach to the homeless, one of the obvious outreach opportunities is the annual Point in Time/Project Homeless Connect Events. Northwest Community Action Center has been a participant in these activities for the past eight years. NCAC will continue to participate throughout the county as well as serve as a primary sponsor of the Toppenish Food Bank event. As an experienced provider of services to the homeless, NCAC is familiar with the locations that the homeless frequent and will make continued efforts to contact the homeless where they are. In addition, we will work closely with other service agencies, law enforcement, and religious or other philanthropic organizations to identify opportunities for outreach throughout the year.

We have developed multiple working relationships with both for-profit and non profit landlords. We will continue to reach out to these entities and work to expand the list of participating landlords through presentations to and/or participation in landlord associations, city and county meetings, and other professional and service related organizations. We also contact landlords directly to help the homeless identify suitable housing and keep communications open with the landlords to enable our staff to mediate issues early before those issues jeopardize a clients housing or our relationship with landlords.

Finally, coordination and collaboration with other service agencies are critical to the success of our program. As such, we will continue to work closely with any and all homeless service providers as well as other support agencies to maximize service access and availability to our clientele. As well, NCAC will continue to serve as the lead organization for the Mid-Valley Provider Consortia, a group of organizations providing a variety of services to our community throughout Yakima County. In addition, NCAC will continue to participate in local, regional and statewide homeless advisory, advocacy, and support groups.

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

Does your agency participate in local homeless planning committees?

Is your agency collaborating with partner agencies? Please attach all MOU's.

TOTAL

Budget

| CAPITAL IMPROVEMENT PROJECT BUDGET | This Request | Other Federal | Other State/Local | Private or Other | TOTAL |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|
| Design & Inspection | | | | | USD\$ 0.00 |
| Project Manager/Consultants | | | | | USD\$ 0.00 |
| Relocation Costs (if applicable) | | | | | USD\$ 0.00 |
| Title Insurance | | | | | USD\$ 0.00 |
| Environmental Review | | | | | USD\$ 0.00 |
| Permits & Fees | | | | | USD\$ 0.00 |
| Land Acquisition | | | | | USD\$ 0.00 |
| Site Development & Landscape | | | | | USD\$ 0.00 |
| Utilities | | | | | USD\$ 0.00 |
| Other: | | | | | USD\$ 0.00 |
| Total | USD\$ 0.00 |

| ALL OTHER PROJECT TYPES BUDGET | TOTAL Project Cost | Request Amount | Other Revenue | In-Kind Contribution | Anticipated Donations |
|--|------------------------|------------------------|-------------------|----------------------|-----------------------|
| Personnel Costs (Direct - 100% to program) | USD\$ 12,207.00 | USD\$ 12,207.00 | | | |
| Admin (Indirect - expenses shared with organization) | USD\$ 976.00 | USD\$ 976.00 | | | |
| Facilities Costs (Rent/Mortgage) | | | | | |
| Operating Costs (Insurance, Utilities, Phone, Supplies, Mileage, etc.) | USD\$ 715.00 | USD\$ 715.00 | | | |
| Operating Equipment (max \$1,500) | USD\$ 102.00 | USD\$ 102.00 | | | |
| Program Expenses: | | | | | |
| Specific: Case Management | | | | | |
| Specific: Hotel/Motel Vouchers | | | | | |
| Specific: Coordinated Entry Access Point | | | | | |
| Specific: RRH/RA - (For-Profit Only) | | | | | |
| Specific: TANF RA - (For-Profit Only) | | | | | |
| Specific: HEN RA | | | | | |
| Specific: Outreach Services | | | | | |
| Specific: Emergency Shelter Services | | | | | |
| Total | USD\$ 14,000.00 | USD\$ 14,000.00 | USD\$ 0.00 | USD\$ 0.00 | USD\$ 0.00 |

Budget Narrative

Staffing costs for two years to perform coordinated entry.

Documents

Documents Requested *

Required? Attached Documents *

Commitment letters for all leveraged funds/Letters of Support



[mvpc](#)

[Letter of Support DSHS](#)

[Letter of support PFP](#)

[Letter of Support SSSD](#)

[Letter of Support Rod's House](#)

Verification and Signature (2018 RFP APPLICATION COVER SHEET)



[2018 Application Cover](#)

[download template](#)

Project Map/Program Service Area

For Non-Profits: IRS Form 990



[Form 990](#)

For Non-Profits: Board Documentation (List of Board Members, Charter, ByLaws)



[Board Roster](#)

[Board Bylaws](#)

For Non-Profits: 501(c)3 Tax Exempt Letter



[501\(c\)3 Tax Exempt Letter](#)

General Liability Insurance Certificate



[General Liability Insurance Certificate](#)

Agency's Audit Report for the most recent Fiscal Year



[Agency Audit](#)

Other relevant documentation

[competency-qualifications for vacant Case Manager](#)

[Resume of Mariana Ambriz](#)

[Resume of Misael Maldonado](#)

[Resume of Janice Gonzales](#)

Board Documentation (List of Board Members, Organizational Chart)



[Board Roster](#)

[organizational chart](#)

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