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

Rod's House Youth/Young Adult Coordinated Entry

USD\$ 10,000.00 Requested

Submitted: 4/8/2018 4:54:14 PM (Pacific)

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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.

Rod's House proposes to integrate Coordinated Entry activities into the operations of its resource center, office location, and during street outreach activities to assess all youth and young adults who are experiencing homelessness. Operating a youth/young adult specific access point has been identified as a best practice by the Washington State Office of Homeless Youth and will ensure we are utilizing a community system that identifies all who may need housing support. (Goal 1.1: Design, implement, and utilize an efficient Coordinated Entry system, 6.3: Obtain additional data on youth when available, & Goal 1.9: Improve outreach to identify homeless clients and encourage participation in services throughout Coordinated Entry).

Conducting assessments in a variety of locations will allow us to "better serve youth homelessness (Goal 9) as a community by being client driven and meeting youth/young adults where they are while also offering other services like basic needs (food, hygiene, clothes, etc.), education support, employment training, and connections to other providers for healthcare, mental health care, chemical dependency treatment or other supports.

Rod's House first launched as an access point for Coordinated Entry near the end of July 2017. From August 1, 2017 through March 31, 2018 Rod's House has: completed 108 assessments out of 556 total in the county (19.4%). During the same period, Rod's House assessed 107 out of all 147 young adults (73%). By age, the breakdown is:

17- 2 (clients turned 18 less than a month after assessment completed)

18- 21

19- 22

20- 23

21- 19

22- 8

23- 7

24- 4

25- 1 (Rod's House alumnus)

28- 1 (Rod's House alumnus)

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 service provider since 2009, Rod's House has the experience and expertise to continue as the young adult access point for coordinated entry. A youth/young adult access point for coordinated entry identifies potential housing programs but also connects young people experiencing homelessness to basic needs support, education support, employment training, and other supports. The project will primarily serve young adults ages 18-24, 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).

The Washington Office of Homeless Youth recommends establishing youth specific access points because: "homeless youth and young adults have different experiences and developmental needs than older homeless adults, and services that aim to target this population should be responsive to those experiences and developmental needs.

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 outside of CE to help minors reconcile with families when safe and appropriate, often young adults do not have the same opportunities for family reconciliation. These youth often find themselves on the streets with little or no support from family, and little precedent or resources for independent living.

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. Youth 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 become entrenched in street life, and alienated from traditional structures such as family and school, they have to all intents and purposes acclimated to a different cultural perspective"(Fest, 10).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."

3. SERVICES/ACTIVIES: 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.

Assessments will be completed 5 or 6 days per week, depending on availability of funding for our resource and outreach projects. Clients can schedule appointments; however, most of our assessments have been conducted during a client's first visit since we do not always know if a client will return.

Before completing an assessment for Coordinated Entry, clients are screened for diversion or prevention services (supportive services, family reunification, etc.). Between the intake to determine eligibility and the coordinated entry assessment, a youth/young adult may work with a case manager for an hour or more. Rod's House is a trauma-informed organization and limits asking clients to repeat sharing information that may be re-traumatizing. Over the last 8 months, we've learned that clients who are assessed by someone they have a positive relationship with are likely to "score" more accurately.

- Clients must provide consent before beginning the intake and assessment process using the Client Informed Consent form. If client consent is collected orally via call in, the consent must be collected when the first contact is made with a physical provider.
- All clients will complete standardized intake. This may include some of all: a pre-screening form to divert ineligible clients, the Rod's House intake (HMIS data standards compliant intake form), and the Transitional Age Youth VI-SPDAT, Family VI-SPDAT, or Single VI-SPDAT as appropriate. (Goal 1.6: Utilize Vulnerability Index (VI-SPDAT) to prioritize services.)
- ALL intake and assessment data should ultimately be entered into HMIS system within 24 hours. If the system is not currently available for some reason, it may be held on paper until the system access is restored. (Goal 6.1: Use HMIS data and processes-continue to promote the shared enterprise of a county-wide HMIS database)

- Youth/young adults completing assessments will have access to basic needs support (food, hygiene, clothes, etc.), education support, employment training, and connections/referrals to other providers for healthcare, mental health care, chemical dependency treatment or other supports. (Goal 5.5: Coordinate services for youth into appropriate housing and programs.)

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.
Coordinated Entry assessments will be conducted in multiple locations that are convenient for clients.

The first location is the Rod's House resource center located at 204 South Naches Ave in Yakima. The resource center is no more than 200 yards from the Transit Center, making it an ideal location for clients. Since becoming an access point, Rod's House has assessed clients from Yakima, Toppenish, and Sunnyside who rode the People for People connector for transportation. The resource center serves youth from ages 13-24 and for safety limits access to the facility to those ages 22-24 when minors or students through age 21 are present.

The second location, and likely primary, location we will use for Coordinated Entry assessments is 115 N 3rd St in Yakima. This new office space was leased in large part due to the additional time demands place on the Rod's House resource center and staff. Since office space is shared by 3 direct service employees and/or volunteers, it has been difficult to conduct assessments or have private conversations with clients. The new office space is undergoing a cosmetic remodel but should be open before June 2018. The office is less than half a mile from the Transit Center and across the street from the Yakima Downtown Library.

Finally, Rod's House proposes integrating Coordinated Entry assessments into outreach services across the Yakima Valley assuming an outreach service grant is awarded to Rod's House. With limited staff time, this stretch goal will allow us to more effectively service clients where they are, knowing transportation is often a challenge. To identify the best times/locations to identify youth/young adults experiencing homelessness across the valley, Rod's House staff will connect with local leaders, service providers, faith communities and other organizations to plan consistent schedules, outreach services and assessments.

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 Department of Housing and Urban Development (HUD) states the intent of youth/young adult CE is to standardize and streamline the process for youth access to homelessness dedicated resources across the entire homelessness crisis response system, and to lower the overall burden on youth to receive needed housing and supportive services. This process allows the community to make decisions based on availability of resources across an entire community, not just an individual program or project, expanding a youth's access to needed community resources. Youth should also be screened and assessed with the same standardized, culturally competent tools as their peers, regardless of who the assessor may be, and expect to be referred according to the same prioritization factors that are used for all youth in the community. An effective, youth-centered process also reduces the number of interviews that require repeating highly personal information, often involving traumatic experiences, and reduces the amount of time it takes to receive housing and supportive services.

As stated previously, Rod's House is well-established to meet the needs of the target population. Since our community has limited housing projects/programs targeting minors and young adults, access to others services available at Rod's House or in the community is a best practice for serving the population.

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

How will this project coordinate with the Coordinated Entry System?

The geographical points of access for the Youth/Young Adult CE have been described several times thus far in this application. Other critical factors for the success of Rod's House as the Youth/Young Adult access point for Coordinated Entry include:

Youth-Centered: The CE process is built on relationships that are empowering to youth and based on positive youth development principles.

Safe, Inviting, and Accessible Access Points: Access point locations are safe, inviting, and easily accessible for youth, and were planned considering where youth congregate and other aspects of youth culture.

Developmentally-Appropriate and Trauma-Informed: The CE process and 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 the

CE process as a whole is developmentally appropriate and trauma informed.

Culturally-Appropriate and Inclusive: The CE process is 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: The CE process for youth is 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 access point for Coordinated Entry.

Comprised of Knowledgeable and Trained Staff: All staff involved in the CE process who will interact with youth – whether at a standalone access point or through street outreach are adequately trained in topics like developmentally appropriate solutions, the eligibility and documentation requirements for the dedicated homeless resources and applicable mainstream resources available through a referral from the CE process.

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 assessed for coordinated entry will have access to all Rod's House programs and projects. These include:

- The Rod's House resource center. All services are free. These services include: hot meals, food pantry, clothing room, hygiene supplies, access to showers and laundry, access to computers and internet, access to a stable mailing address and phone number, case management and referrals to for services not provided by Rod's House. The resource center routinely offers on-site visits from other agencies including health providers, mental health practitioners, legal services, and other youth focused organizations.
- The Rod's House Works employment, education, and training program that assists youth and young adults who are homeless or who are risk of becoming homeless by helping them become work ready, teaching skills needed to find and keep meaningful employment, and/or helping meet a significant educational goal. All youth and young adults experiencing homelessness are eligible to participate in the program.
- 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 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 for youth who have been crime victims
- Yakima Valley Farm Works Clinic, Triumph Treatment Services, Merit Resource Services: refer youth who are ready

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.

<input type="text" value="150"/>	Unduplicated Persons (7/1/18 - 6/30/19)
<input type="text" value="150"/>	Unduplicated Households (7/1/18 - 6/30/19)
<input type="text" value="300.00"/>	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.

Coordinated Entry assessments do not guarantee a space for any specific program/project, particularly for those offered by other entities; however, Rod's House will endeavor to serve all through its resource center and works programs/projects. Three service units specifically for CE include:

1. Number of assessments completed: Goal - 150 assessments in a 12-month period. All data is tracked in HMIS since that is where assessments are entered.
2. Number of youth/young adults assessed that "enroll" in the Rod's House resource project: 135/90%. Services are tracked when during check-in and check-out each day. Services are logged in HMIS and a backup system that includes data on minors served. Clients who enroll in the resource project have access to a case manager in addition to the basic needs resources provided in the facility. (If funded, this could also include enrolling in case management for our new outreach project).
3. Number of youth/young adults assessed that enroll in a Rod's House works project: 60/40%. Youth/young adults have several options for education and employment related support including RISE, BESTY, and WORKS! Each has variation for eligibility, but focuses on completing education (high school, GED, post-secondary, trades, etc. depending on an individual's goals) or learning the skills needed to find and keep employment. Depending on the project, HMIS or another system may be used to track 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.

<input type="text" value="0"/>	# of Units
<input type="text" value="0"/>	# of Beds
<input type="text" value="0"/>	% Utilization Rate
<input type="text" value="0.00"/>	TOTAL

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

Based on the positive track record with the youth/young adult population and data collected during the preceding 8 months, Rod's House will meet or exceed 150 assessments during each 12-month period. Potential barriers include potential turnover in case management staff due to attrition or loss of funding. If funding maintains the status quo or improves, Rod's House will

exceed 150 enrollments.

Barriers to achieving outputs 2 and 3 include: too many assessments completed and not enough staff time to engage youth/young adults in resource or works projects. If we under perform on the number of assessments completed, this will lower the client to staff ratio for our resource center and works program, which has proven to be effective in achieving education and employment outcomes.

Additionally, depending on where the assessment takes place access to the resource center or works project could be limited. If an outreach project is not funded, services designated for young adults will be limited. Rod's House staff will continue to advocate and connect the population with other organizations and entities that can help with unmet needs.

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.

Assessments will be completed 5 or 6 days per week, depending on availability of funding for our resource and outreach projects. Clients can schedule appointments; however, most of our assessments have been conducted during a client's first visit since we do not always know if a client will return. Based on our volume and the nature of our other services we have been able to prioritize assessing all young adults. This translates to between 12-15 assessments per month. Occasionally someone older than 24 contacts Rod's House for an assessment. When this happens and we are unable to assess because the client is too old to be in the resource center, we typically refer the client to YNHS since it is nearby and also an access point.

Before completing an assessment for Coordinated Entry, clients are screened for diversion or prevention services (supportive services, family reunification, etc.). Between the intake to determine eligibility and the coordinated entry assessment, a youth/young adult may work with a case manager for an hour or more. Rod's House is a trauma-informed organization and limits asking clients to repeat sharing information that may be re-traumatizing. Over the last 8 months, we've learned that clients who are assessed by someone they have a positive relationship with are likely to "score" more accurately.

- Clients must provide consent before beginning the intake and assessment process using the Client Informed Consent form. If client consent is collected orally via call in, the consent must be collected when the first contact is made with a physical provider.
- All clients will complete standardized intake. This may include some of all: a pre-screening form to divert ineligible clients, the Rod's House intake (HMIS data standards compliant intake form), and the Transitional Age Youth VI-SPDAT, Family VI-SPDAT, or Single VI-SPDAT as appropriate. (Goal 1.6: Utilize Vulnerability Index (VI-SPDAT) to prioritize services.)
- ALL intake and assessment data should ultimately be entered into HMIS system within 24 hours. If the system is not currently available for some reason, it may be held on paper until the system access is restored. (Goal 6.1: Use HMIS data and processes-continue to promote the shared enterprise of a county-wide HMIS database)
- Youth/young adults completing assessments will have access to basic needs support (food, hygiene, clothes, etc.), education support, employment training, and connections/referrals to other providers for healthcare, mental health care, chemical dependency treatment or other supports. (Goal 5.5: Coordinate services for youth into appropriate housing and programs.)

Barriers described in 13D.

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

Describe any potential barriers to achieving the identified outcomes and the strategy for overcoming these barriers.
N/A for this application.

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

Describe any potential barriers this project may encounter and the strategy for overcoming these barriers.
N/A for this application.

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

Describe your action plan for meeting the identified outcomes and your strategy for overcoming any barriers to meeting the proposed performance targets.
N/A for this application.

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

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

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

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

<input type="text" value="Unknown"/>	Does your agency own the property or have a contract to purchase or lease the property?
<input type="text" value="Unknown"/>	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="Unknown"/>	Does the proposed use of this project directly benefit homeless individuals?
<input type="text" value="Unknown"/>	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 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

<input type="text" value="Yes"/>	Does your agency have experience providing homeless housing and/or services?
<input type="text" value="Yes"/>	Does your agency have experience managing and accounting for public funding?
<input type="text" value="No"/>	Have you had an audit in the last 24 months?
<input type="text" value="No"/>	Has your agency received any audit or monitoring findings in the last 3 years? If yes, upload audit in Documents Tab.
<input type="text" value="No"/>	Has your agency undergone organizational restructuring in the last 24 months?
<input type="text" value="No"/>	Has your agency experienced turnover in key management positions in the last 24 months pertinent to this project?
<input type="text" value="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.

<input type="checkbox"/>	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?
<input type="checkbox"/>	Yes	Does your agency assure access to underserved communities impacted by homelessness?
<input type="checkbox"/>	Yes	Will your agency provide services to racial and ethnic minorities, immigrants and refugees, individuals with disabilities, LGBTQ, and people with limited English proficiency?
<input type="checkbox"/>	Yes	Does your agency identify specific cultural based needs of populations and use that information to modify engagement and services?
<input type="checkbox"/>	Yes	Does your agency conduct self-assessment of its fair and just practices and cultural competency including both internal and external input?
<input type="checkbox"/>	Yes	Does your agency participate in HMIS currently?
<input type="checkbox"/>	Yes	Does your agency currently participate in the Coordinated Entry System for Yakima?
<input type="text" value="0.00"/>		TOTAL

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

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

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

Budget

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

ALL OTHER PROJECT TYPES BUDGET	TOTAL Project Cost	Request Amount	Other Revenue	In-Kind Contribution	Anticipated Donations
Personnel Costs (Direct - 100% to program)	USD\$ 23,818.00	USD\$ 3,100.00			
Administrative (ED Admin Time, IT, & Accounting)	USD\$ 1,700.00				
Rent	USD\$ 5,544.00	USD\$ 5,400.00			
Utilities	USD\$ 5,425.00				
Insurance	USD\$ 460.00				

Operating Equipment	USD\$ 1,800.00	USD\$ 1,500.00			
Postage, mailing, printing, and copying	USD\$ 500.00				
Unrestricted Grants, Private Contributions, Other					USD\$ 29,247.00
Total	USD\$ 39,247.00	USD\$ 10,000.00	USD\$ 0.00	USD\$ 0.00	USD\$ 29,247.00

Budget Narrative

Costs were determined by the Rod's House 2018 & 2019 budgets. Expense figures were calculated based on a review of actual expenditures in 2017. Previous costs include time completing intake appointments and directly assessing clients. Coordinated entry related activity takes approximately twenty percent of one case manager's time.

Becoming an access point for coordinated entry put significant strain on resource center operations. An office space was leased to help with overflow and to ensure the young adults ages 22-24 did not access Rod's House at the same time as youth ages 13-21. During the 2 year contract period, Rod's House staff plans to conduct coordinated entry assessments at its resource center, during street outreach and the leased office space. The rent rate was calculated by the percent of time available for coordinated entry assessments, approximately one-third of each day.

Becoming an access point has for coordinated entry has also placed a strain on tech assets so this budget request includes a request for equipment, specifically laptops, so assessments can be conducted in multiple locations.

From August 2017 when Rod's House started as an access point through March 2018, Rod's House completed 108 assessments out of 556 in the county (19.4%). As allocated in the RFP, the young adult contract for coordinated entry will only receive 11.9% of the funds designated for CE. Additionally, Rod's House hopes that assessments for minors will be included during the contract period, which would close to double the numbers of youth/young adults assessed at Rod's House.

Rod's House has an active fundraising committee that stewards donors, plans small fundraising events, hosts the annual "In Their Shoes" fundraiser and writes small grants throughout the year. If necessary, Rod's House can pull from its strategic reserve and/or savings to ensure continuity of operations.

If funding is not awarded Rod's House will be unable to serve as the designated access point for young adults. If there are future funding reductions, Rod's House will do what it takes to fulfill the contract.

Documents

Documents Requested *

Commitment letters for all leveraged funds/Letters of Support

Required? Attached Documents *



[Catholic Charities Letter of Support](#)

[TeamChild Letter of Support](#)

[NCAC Letter of Support](#)

[Homeless Network Letter of Support](#)

[YNHS Letter of Support](#)

[Comprehensive Healthcare Letter of Support](#)

[Molina Healthcare Letter of Support](#)

Verification and Signature (2018 RFP APPLICATION COVER SHEET)



[Coordinated Entry Cover Sheet](#)

[download template](#)

Project Map/Program Service Area

For Non-Profits: IRS Form 990



[2016 990](#)

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



[Board Documentation](#)

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



[Tax Exempt Information](#)

General Liability Insurance Certificate	✓	Certificate of Coverage
Agency's Audit Report for the most recent Fiscal Year	✓	Lack of Audit Statement
Other relevant documentation		YVFWC MOU - Youth Substance Abuse BESTY MOA USC School of Social Work MOA Case Manager Job Description Job Coach Job Description
Board Documentation (List of Board Members, Organizational Chart)	✓	Board Members & Org Chart

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

Application ID: 110470

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