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

Sacred Messengers DBA Transform Yakima Together Homeless Outreach Team (HOT) - Street Outreach

USD\$ 30,000.00 Requested

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Project Contact

Andrew Ferguson
aferguson57@gmail.com
Tel: 7147453753

Additional Contacts

bethtransformyak@gmail.com

Sacred Messengers DBA Transform Yakima Together

PO Box 363
Yakima, WA 98907
United States

Executive Director

Andrew Ferguson
aferguson57@gmail.com

Telephone 509-426-2929

Fax 509-426-2911

Web www.transformyakima.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.

The TYT Homeless Outreach Team (HOT) provides outreach and engagement services throughout the County of Yakima, Washington. They are one of the County's initial points of contact with both chronic homeless and chronic inebriates living on the streets. The HOT leverages the resources of TYT's Camp Hope, including vehicles, staff and volunteers. Each HOT Team is composed of specially trained staff and volunteers. The Teams seek out and engages chronically homeless persons and, for those who are willing, places them in emergency or transitional housing linked with appropriate services. The Homeless Outreach Team (HOT) is has been funded on a donation basis only for the last year. Getting supportive government funding would ensure that the program continues. It would also be a boost to the morale of those serving. The Homeless Outreach Team actively pursues collaboration relationships with other service providers to ensure the chronically homeless person has access to all of the services provided within Yakima County.

Teams work together to assess the homeless person's problems and identify how to help them from a range of solutions. Whether their homelessness has been caused by loss of income, psychological problems, substance abuse, lack of job training, or other problems, multiple options are available to assist each person. This approach not only provides short-term answers, but also develops permanent solutions in a relationship-building model.

This program is in full alignment with the County's 5-year plan as stated in Its ULTIMATE GOALS OF PLAN: This Homeless Housing Plan includes the strategy to implement a Housing First model comprised of the following four goals with supporting strategies and action steps. 1) Make homelessness brief and rare (by providing rapid re-housing and accompanying case management services for all non-chronically homeless households). 2) Expand and Diversify Funding 3) Create and Implement Outreach, Advocacy and Engagement Plan 4) Engage and provide permanent supportive housing for the chronically homeless

PRIORITY POPULATIONS: 1. Chronically Homeless (including chemical dependency and mentally ill) – a. A person who is “chronically homeless” is an unaccompanied homeless individual with a disabling condition, who has either been continuously homeless for a year or more; or has had at least four episodes of homelessness in the past three years. In order to be considered chronically homeless, a person must have been sleeping in a place not meant for human habitation and/or in an emergency homeless shelter.

Yakima Valley Conference of Government and the Homeless Planning and Policy Council identified three bold steps that constitute the critical path to Reducing Homelessness so that it is Brief and Rare in the Yakima County with the ultimate goal of improving our response system and engaging our community. Bold Step #1: Engage with and provide permanent supportive housing for the chronically homeless. Bold Step #2: Create and Implement Outreach, Advocacy and Engagement. Bold Step #3: Expand and Diversify Funding

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.

The TYT HOT will serve the Homeless, including Chronically Homeless, single men, women, and couples, including pets.

As an extension of Camp Hope the HOT outreach will serve all homeless individuals, including those with mental and physical disabilities. And we will endeavor to accommodate disabled individuals and comply with ADA guidelines at the shelters. However, our shelters are not set up to accommodate high need individuals who require individual care and attention. Therefore, where appropriate, individuals that require personalized medical or physical care will be directed to other resources.

Since Camp Hope opened last year, our organization, including our shelter staff and volunteers, specifically, have gained valuable knowledge and experience regarding the homeless, including very specific knowledge and understanding of the populations' unique personalities and needs here in Yakima. In addition, we have gained a greater understanding of the provider network and their capabilities and resources. We have also worked closely with area law enforcement and medical communities and built relationships that better enable us to serve the homeless population.

In addition to his experience as Camp Hope's Director over the last year, Mike Kay, has 18 years of law enforcement experience and is a certified FEMA disaster relief coordinator. He is also a certified instructor in various related areas such as de-escalation techniques, and drug detection and enforcement. These have proved invaluable in dealing with and meeting the needs of the homeless.

As stated in the prior question, this program is in full alignment with the County's 5-year plan by specifically providing for a unique and critically needed outreach and engagement program, the only one that is connected with a shelter and offers to actually respond to "emergency" or nuisance calls from the community and local law enforcement and transport the client to shelter or service provider, if appropriate and there is capacity.

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.

Each HOT Team is composed of specially trained staff and volunteers. The Teams seek out and engages chronically homeless persons and, for those who are willing, places them in emergency or transitional housing linked with appropriate services. The Homeless Outreach Team (HOT) is currently funded on a donation basis only. The Homeless Outreach Team actively pursues collaboration relationships with other service providers to ensure the chronically homeless person has access to all of the services provided within Yakima County.

Teams work together to assess the homeless person's problems and identify how to help them from a range of solutions. Whether their homelessness has been caused by loss of income, psychological problems, substance abuse, lack of job training, or other problems, multiple options are available to assist each person. This approach not only provides short-term answers, but also develops permanent solutions in a relationship-building model.

TYT will provide a Homeless Outreach Team or HOT. HOT will respond as requested to areas within Yakima County as staffing and funding allows. HOT will respond with specially trained volunteers to calls placed by the community, city or other service providers for homeless who may be congregating, or unaware of the services they can access.

- Our goal is to provide the community with an immediate response.
- Provide relief off of emergency service providers having to deal with non-criminal nuisance complaints. HOT will provide safe transportation for the client to sheltering / encampment / service providers.
- Provide our homeless population with a trained person immediately aware of resources directly effecting their immediate needs.
- Treating Homeless Population with dignity & respect.

Through a 24-hour hotline (509-424-3640), community outreach, and a partnership with The Downtown Business Association, we will provide business owners an alternative to calling 911 when issues arise. This will greatly decrease pressure on the Yakima Police Department in responding to nuisance calls as well as reducing the fiscal impact on the Police Department for such calls.

We are committed to a close and creative partnership with local law enforcement. Over the past months, we have conferred on shelter safety practices, intake of certain nuisance offenders, accessing future funding for programs aimed at reducing unnecessary police calls and associated public safety costs, and the need for closer coordination between the police and social services. Our HOT Team will be working closely with local law enforcement to address and mitigate public impact of the homeless in the immediate neighborhood surrounding the proposed sites.

Depending on funding, the Homeless Outreach Team (HOT) will be doing proactive patrols multiple times per week in various locations throughout the County. The Team will increase proactive patrols during acclimate weather such as winter, or summer months to ensure that the chronically homeless, or chronically inebriated are as safe as possible.

The Homeless Outreach Team (HOT) also works closely to partner with public safety entities such as Police, Fire and EMS service providers to respond (when called to their location) in assisting the chronically homeless, or inebriated person in finding shelter, resources, or care. The team's response greatly reduces the overwhelming toll placed on Yakima County Emergency Services.

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

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

The TYT HOT will serve all of Yakima County as resources permit.

3/22/17 – Present: 103 Total calls for service / self-initiated activity

Areas Served: Yakima City Limits

Union Gap

Wapato

Toppenish

Sunnyside

Granger

Agencies Assisted: Yakima Police

Yakima Fire

Yakima Co. Sheriff

Moxie Police

Businesses Served: Capital Theater

Olive Garden

Greenway

Wilson Property Management

Chamber of Commerce

7 Eleven

Walmart

Average Hourly Cost for YPD to handle the call: \$60.45 per hour

Average Time Spent Handling the Call: 2-3 hours

Yearly Savings to City of Yakima for HOT Team: \$18,679.05

(Does not include vehicle operational costs)

Public Records Request Closed

A public records request from the City of Yakima that you are subscribed to has been closed.

The following note has been added to the request:

The average 2018 wage including benefits for officers and sergeants is \$60.45 per hour.

A 24-hour hotline, 509-424-3640, is available for any homeless person in need to call for assistance. This also functions as community outreach and service line, which provides business owners and community members an alternative to calling 911

when issues arise. This will greatly decrease pressure on the Yakima Police Department in responding to nuisance calls as well as reducing the fiscal impact on the Police Department for such calls.

In conjunction with the City, we have developed a postcard describing the location and basic services of the shelter that is being given to and used by the police, service providers, business owners, and other community members to give to the homeless or those that may know them to make them aware of our location and services. We have utilized the media to make the community aware of our location and program in order to reach potential clients or those who might know them.

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.

In the YVCOG 5-year plan, resident outreach and communications was identified as one of the gaps in homeless services.

HOT will act as a response team to the Yakima County Community. HOT will respond with specially trained volunteers to calls placed by the community, city or other service providers for homeless who may be congregating, or unaware of the services they can access.

- Our goal is to provide the community with an immediate response.
- Provide relief off of emergency service providers having to deal with non-criminal nuisance complaints. HOT will provide safe transportation for the client to sheltering / encampment / service providers.
- Provide our homeless population with a trained person immediately aware of resources directly effecting their immediate needs.
- Treating Homeless Population with dignity & respect.

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?

We have a publicized HOT line - 24 hr. call-in number - of 509-424-3640, which is also marked on our patrol vehicles.

In conjunction with the City, we have developed a postcard describing the location and basic services of the shelter that is being given to and used by the police, service providers, business owners, and other community members to give to the homeless or those that may know them to make them aware of our location and services. We have utilized the media to make the community aware of our location and program in order to reach potential clients or those who might know them.

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

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.

N/A

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.

Number of patrol hours: 520 (average of 10 hours per week)

Number of calls received and responded to:150

Number of homeless outreach contacts:120

Number of emergency shelter bed nights provided as a result of HOT:600 (assumed that 1/2 of contacts will go to shelter and stay for an average of 10 days)

Records will be kept in log by drivers as well as intake logs at shelter.

In addition, we will be working with the Yakima Greenway to reach out to unauthorized "campers" to invite them to come to the shelter. We have and will continue to work with the Greenway in their "clean-up" operations where unauthorized camps are removed from property along the Greenway.

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.

Funding

Can only guarantee outreach contact. The choice to take advantage of shelter or services is solely up to the individual.

Capacity

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.

N/A

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.

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="checkbox"/>	Yes	Does your agency own the property or have a contract to purchase or lease the property?
<input type="checkbox"/>	Yes	Does the proposed use of project comply with city zoning codes and state regulations?
<input type="checkbox"/>	NO	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="checkbox"/>	Yes	Does the proposed use of this project directly benefit homeless individuals?
<input type="checkbox"/>	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.

The Homeless Outreach Team (HOT) will be doing proactive patrols multiple times per week in various locations throughout the County. The Team will increase proactive patrols during acclimate weather such as winter, or summer months to ensure that the chronically homeless, or chronically inebriated are as safe as possible.

TYT will achieve the goal of providing services to the homeless through the following short and long term YVCOG goals:
3.2. Encourage increased utilization of existing shelter services when appropriate for individuals by sending our HOT Team into the community, including:
Resident outreach and communication by on-site management of the Shelter that will include a 24-hour trained staffing model.

Our Approach

- Relational service model allows staff and volunteers to develop a rapport.
- Rapport turns to trust over time which leads to richer opportunities to support and empower people.
- When people are supported HOPE is developed.
- Hope EMPOWERS people to take the next step in life.

Team Work!

TYT believes in a team approach when supporting and empowering people.

- Staff and volunteers are empowered to work together for the common good of the people we serve.
- Teamwork takes effort, grace, mercy, good communication, and trust.
- Together, as a team of people who each have their own piece in the puzzle (no matter the size or shape), we make a

difference.

- TYT values collaboration and partnership Working Within the Community
Stabilizing the Homeless Community Stabilizes Our Entire Community

Number of patrol hours: 520 (average of 10 hours per week)

Number of calls received and responded to:150

Number of homeless outreach contacts:120

Number of emergency shelter bed nights provided as a result of HOT:600 (assumed that 1/2 of contacts will go to shelter and stay for an average of 10 days)

Records will be kept in log by drivers as well as intake logs at shelter.

Moving people off public sidewalks and out of sleeping overnight in business doorways will be a major step for our downtown. Our ability to connect people with the larger network of public services and members of the Faith Community will result in a positive outcome for all.

Our Homeless Outreach Team was inspired by a law enforcement program in Houston, Texas that sent teams out to meet the homeless and connect them to services.

This is the summary report for our self-funded HOT from 3-22-17 thru 4-9-2018:

103 Total calls for service / self-initiated activity

Areas Served: Yakima City Limits

Union Gap

Wapato

Toppenish

Sunnyside

Granger

Agencies Assisted: Yakima Police

Yakima Fire

Yakima Co. Sheriff

Moxie Police

Businesses Served: Capital Theater

Olive Garden

Greenway

Wilson Property Management

Chamber of Commerce

7 Eleven

Walmart

Average Hourly Cost for YPD to handle the call: \$60.45 per hour

Average Time Spent Handling the Call: 2-3 hours

Yearly Savings to City of Yakima for HOT Team: \$18,679.05

(Does not include vehicle operational costs)

Public Records Request Closed

A public records request from the City of Yakima that you are subscribed to has been closed.

The following note has been added to the request:

The average 2018 wage including benefits for officers and sergeants is \$60.45 per hour.

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="YES"/>	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="text" value="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="text" value="YES"/>	Does your agency assure access to underserved communities impacted by homelessness?
<input type="text" value="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="text" value="NO"/>	Does your agency identify specific cultural based needs of populations and use that information to modify engagement and services?
<input type="text" value="YES"/>	Does your agency conduct self-assessment of its fair and just practices and cultural competency including both internal and external input?
<input type="text" value="YES"/>	Does your agency participate in HMIS currently?
<input type="text" value="YES"/>	Does your agency currently participate in the Coordinated Entry System for Yakima?
<input type="text" value="0.00"/>	TOTAL

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

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

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

Budget

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

Site Development & Landscape					USD\$ 0.00
Utilities					USD\$ 0.00
Other:					USD\$ 0.00
Total		USD\$ 0.00	USD\$ 0.00	USD\$ 0.00	USD\$ 0.00

ALL OTHER PROJECT TYPES BUDGET	TOTAL Project Cost	Request Amount	Other Revenue	In-Kind Contribution	Anticipated Donations
Personnel Costs (Direct - 100% to program)	USD\$ 32,000.00	USD\$ 32,000.00			
Admin (Indirect - expenses shared with organization)	USD\$ 4,000.00	USD\$ 4,000.00			
Facilities Costs (Rent/Mortgage)					
Operating Costs (Insurance, Utilities, Phone, Supplies, Mileage, etc.)	USD\$ 3,600.00	USD\$ 3,600.00			
Operating Equipment (max \$1,500)	USD\$ 6,000.00				USD\$ 6,000.00
Program Expenses:	USD\$ 8,600.00	USD\$ 8,600.00			
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\$ 54,200.00	USD\$ 48,200.00	USD\$ 0.00	USD\$ 0.00	USD\$ 6,000.00

Budget Narrative

The budget reflects the cost of running a 24-hour HOT Team that would respond to incidents call in by the community or law enforcement/emergency personnel. They would also "cruise" around looking for homeless individuals whom they could offer to take to the Camp / Shelter.

No funds have been specifically committed to this program by TYT or its supporters. However, we have been running this program over the last year and have responded to nearly 100 calls from the community or law enforcement. We have also had our Camp Director take of "tours" through the City to offer shelter to homeless individuals and successfully recruited several residents.

Staff:

1 - F/T Coordinator \$32,000 year
(Taxes & Benefits incl.)

The program would rely heavily on volunteers as we would ideally like to have two people in the vehicle when "cruising" or responding to calls. We will train up an on-call group of volunteers who would take call to respond to incidents.

Used Vehicle: \$6k (2 vehicles already obtained by TYT)

Vehicle Insurance \$1,800 yr x 2=3600
Fuel \$4,200yr
Vehicle Maint. \$2,400 yr

Training:

Staff / Vol. Training \$1500. yr
Vol. Appreciation \$500. yr

Administration and indirect costs - \$4,000

Cost per client is not definable as it depends on how many clients respond to the calls. There will also be an indirect benefit to local police and sheriff as there will be a savings realized when they do not have to respond to the calls concerning homeless individuals from the community. Although we do not currently have the data to calculate that savings, someone inside these agencies could easily determine the cost savings already realized for the 9 calls we fielded from the community that the local police or sheriff did not have to handle.

Documents

Documents Requested *	Required?	Attached Documents *
Commitment letters for all leveraged funds/Letters of Support	✓	MOU Entrust
		MOU Sunrise
		MOU Yakama Nation
		MOU YUGM
		MOU GenHope
Verification and Signature (2018 RFP APPLICATION COVER SHEET) download template	✓	Application Cover Sheet
Project Map/Program Service Area		
For Non-Profits: IRS Form 990	✓	IRS 990
For Non-Profits: Board Documentation (List of Board Members, Charter, ByLaws)	✓	SM Bylaws Board Members List
For Non-Profits: 501(c)3 Tax Exempt Letter	✓	IRS Letter
General Liability Insurance Certificate	✓	Insurance Certificate
Agency's Audit Report for the most recent Fiscal Year	✓	Audit Statement
Other relevant documentation		
Board Documentation (List of Board Members, Organizational Chart)	✓	Board Members List

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

Application ID: 110501

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