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

YWCA of Yakima YWCA Yakima Emergency Shelter/Housing

USD\$ 100,000.00 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 YWCA Housing Program is critical to ending homelessness in Yakima County. Our shelter and housing units are targeted specifically for individuals and families who are victims of domestic violence. We operate the only shelter and housing for domestic violence victims in Yakima. Last year, we served more than 6,600 individuals through all services. Victims are isolated, powerless and typically come to us with no resources, no job, and no home. By making the courageous choice to leave their abuser, a victim is homeless and without viable financial or emotional support. Data indicates that a victim will leave their abusive partner up to nine times before leaving for good. Each time, she ends up homeless. Each time, it is more difficult for her to rebuild her life, keeping herself and her children safe, keeping a roof over their heads, and food on the table. Our programs are designed to break this often deadly cycle of homelessness and hopelessness.

This project request will maintain funding which enables us to effectively operate and staff all programs. Each victim is assigned an advocate/case manager providing vital, life-changing case management services to shelter and housing residents. This funding request would sustain the costs of providing the case management and housing advocacy so necessary for victims of homelessness and domestic violence to realize self-sufficiency and have safe, affordable housing. In addition to serving clients residing in our shelter or housing units, our case managers - through this program - provide advocacy, emergency financial assistance, transportation and support to the most financially vulnerable individuals and families experiencing homelessness, providing immediate and impactful support.

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 YWCA has more than 50 years' experience serving individuals and families experiencing homelessness and poverty as a

result of domestic violence. The target populations we anticipate serving through this project include: Homeless Families with Children; Chronically Homeless; Homeless Elderly; and occasionally Homeless Veterans and/or Unaccompanied Youth. We provide the only subsidized housing specific to domestic violence victims and their families in the upper Yakima Valley. In addition to our emergency shelter, we offer 16 on-site and 6 off-site housing units, with individually designed case management and after care, housing advocacy, case management and children's services.

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 project directly addresses the lack of safe, secure shelter and housing for individuals and families left homeless as a result of domestic violence. When someone finds the courage to leave their abuser, they are typically instantly homeless, as the abuser controls the finances, usually the family's home, leaving the victim with nothing. Victims receive shelter, food, clothing, transportation, support services, while stabilizing their situation. They receive housing advocacy and work with their advocate to locate and secure safe and affordable housing. Our 16 on-site and 6 off-site housing units for low-income victims of domestic violence fills a housing gap in the community in more ways than one: our housing is the only subsidized housing specifically for domestic violence victims in Yakima; our housing is unique in that it gives priority to homeless victims; we provide low-income housing in a county consistently experiencing a very low vacancy rate, helping meet a dire housing shortage in our community for homeless and low income individuals and families. All our clients receive individually designed case management for homeless households. Our ultimate goal, after ensuring the safety and security of a victim and her children, is to make homelessness as brief and rare as possible.

In addition to services listed above, the YWCA provides legal advocacy, mobile advocacy, children and youth programming, after-care, educational clinics and victim's meetings. Our "Working Women's Wardrobe" program benefitted 319 women and teens last year; they received up to five days of professional clothing and accessories for job interviews, new job positions, or attending school. We have also partnered with local attorneys to offer a volunteer attorney program.

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 YWCA facility is located at 818 W. Yakima Avenue and includes both the Emergency Family Shelter and the Transitional Housing units under one roof. The entire facility is handicapped accessible. There is a City of Yakima bus stop directly outside our front door on the corner of Yakima Avenue and 9th Avenue. Shopping, medical services, other amenities are all within walking distance. We provide transportation for all residents when needed; we also provide gas or bus vouchers. In addition to on-site services, shelter, housing and resources, we provide mobile advocacy, where trained advocates provide outreach, transportation, advocacy services and support where the victims are off-site and for various reasons (fear, lack of transportation, financial means) they cannot come to us. We currently began a program in partnership with Catholic Community Services, entitled "Parents as Partners"; this program allows our advocates to conduct home visits with the CCS advocate, visiting victims and their children in their home, which enables us to expand our advocacy outside our facility.

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 YWCA Yakima provides the only emergency shelter and transitional housing specific to domestic violence victims in Yakima. We are also the largest provider of domestic violence services in the County and have a long history of serving individuals and families experiencing homelessness and domestic violence. In a recent study by the Washington State Coalition Against Domestic Violence (WSCADV) it states that "limited options for affordable housing and economic stability overwhelmingly contribute to keeping victims trapped in relationships with violent abusers." The lack of stability and housing makes it extremely difficult, if not impossible, for victims to leave abusive partners. WSCADV, in its most recent Fatality Review, found that only 2 out of the 9 most recent domestic violence-related persons killed could afford housing at fair market rates. Victims often have few - if any - alternatives. Our housing program directly fills a critical need by providing shelter and integration into affordable, safe housing. This is a best practice model.

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 target population has multiple methods of accessing our project. First, the YWCA maintains a Domestic Violence Hot Line which is available 24/7; advocates respond to calls within 15 minutes and an advocate is available to meet with all victims immediately. We also maintain a partnership with Yakima County Law Enforcement through its "72-Hour Program". The Yakima Police Department and Yakima County Sheriff's Office provide our Legal Advocate with reports of all domestic violence incidents - within 72 hours - reported to law enforcement; our legal advocate then responds to each report by sending a letter identifying the help and services the victim can access through our program. We partner with multiple service providers who work with us to identify persons or families experiencing domestic violence; partners include but are not limited to the Yakima Housing Authority, Triumph Treatment Services, Yakima Neighborhood Health Services, Central Washington Comprehensive Mental Health, Lower Valley Crisis & Support Services, and Transform Yakima Together/Camp Hope, among others. The YWCA Yakima participates in the planning and implementation of the County's Coordinated Entry System and partners with

Yakima Valley Conference of Governments and service agencies in this effort. However, domestic violence agencies are held to a rigid standard by state law, of complete confidentiality of victims' personally identifying information. We continue to work cooperatively with the planning group.

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.

The YWCA has a long history of providing services in Yakima County and we value the collaborations and partnerships which help provide true "wrap-around" services to victims of domestic violence. Our history of partnerships include: Central Washington Comprehensive Mental Health Services, partnering to help victims of domestic violence and sexual assault; Yakima County Sheriff and City of Yakima Police Departments, providing 72-hour connection to victims; Yakima Housing Authority, partnering to provide housing vouchers; Triumph Treatment Services & Yakima Neighborhood Mental Health, realizing a 10-year program to provide housing and support services to the most vulnerable homeless populations; Yakima School District, bringing dv education and awareness to youth; Yakima County Juvenile Justice Dept, partnering to provide "healthy relationships" classes to young women, Catholic Community Services with the "Parents as Partners" program, and involvement in the Yakima Landlord Association, creating and building trust and expanding housing resource opportunities. We continue to look for effective ways to support what we do, partnering with the community.

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.

500	Unduplicated Persons (7/1/18 - 6/30/19)
100	Unduplicated Households (7/1/18 - 6/30/19)
600.00	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.

1. Bed Nights: 11,300 bed nights. Bed nights usage are tracked daily through shelter staff records; each person served has a file, number of nights monitored. Totals are entered into statewide data base, Info Net (through Office of Crime Victims Advocacy).

2. Vouchers: 22 (minimum) housing vouchers through partnership with Yakima Housing Authority. These vouchers are allocated for our 16 on-site and 6 off-site units. This number is typically higher each year, based on the length of stay of each housing voucher recipient. Number of vouchers are recorded in YWCA financial records, through YHA files, and in each YWCA resident file.

3. Housing Stability Advocacy: A minimum of 75 families and individuals will be assisted in securing affordable, safe housing through YWCA housing advocacy. Advocates track persons seeking housing through the wait list that is maintained for all requests; through telephone logs which are filed; and through number of vouchers issued.

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.

37	# of Units
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	# of Beds
100	% Utilization Rate
137.00	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.

While we typically maintain nearly 100% occupancy with a long wait list, in order to fully meet client needs we must be fully and adequately staffed. Losing the financial support necessary to hire, train and retain qualified, committed staff would be a huge barrier in meeting our performance targets. All advocates and case managers have very full case loads, the work load is enough to warrant hiring more advocates, if we were able to financially.

Another potential barrier would be a natural or man-made disaster which affected the facility, such as fire, flood or pest infestation. This would require relocating and housing all residents in hotels for the duration, which would result in a major financial loss for the agency.

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.

Performance Targets:

1. Minimum 60% of clients exit to permanent housing

Potential barriers: lack of affordable units to meet demand; clients return to their abuser.

Strategies: We continue to work with landlords, the Housing Authority and providers to find housing which meets the needs of the client. We provide clients with all the resources at our disposal to provide a safe alternative to returning to the abuser - this includes job resources, dv education, transportation, legal assistance, emergency financial assistance.

2. Average length of stay 20 days

Potential barriers: Client returns to abuser before 20 days; client can't adjust to communal living; client experiencing co-occurring disorders (substance abuse or mental health)

Strategies: We provide clients with all the resources at our disposal to provide a safe alternative to returning to the abuser - job resources, dv education, transportation, legal assistance, emergency financial assistance. We work with each client's individual needs and barriers to encourage their participation in communal living. We partner with service agencies and work with client to overcome co-occurring disorders that can be a barrier in their success.

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="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="N/A"/>	Does the proposed use of this project directly benefit homeless individuals?
<input type="text" value="N/A"/>	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.

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

<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="yes"/>	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="yes"/>	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="yes"/>	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?

Does your agency participate in HMIS currently?

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\$ 387,849.00	USD\$ 100,000.00	USD\$ 287,849.00		
Admin (Indirect - expenses shared with organization)	USD\$ 160,000.00		USD\$ 160,000.00		
Facilities Costs (Rent/Mortgage)					
Operating Costs (Insurance, Utilities, Phone, Supplies, Mileage, etc.)	USD\$ 65,000.00		USD\$ 65,000.00		
Operating Equipment (max \$1,500)					
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\$	USD\$	USD\$	USD\$ 0.00	USD\$ 0.00
	612,849.00	100,000.00	512,849.00		

Budget Narrative

Our funding request is for staffing our homeless program; funding covers salaries/benefits for two full-time housing advocates who work with shelter and housing clients; a portion of Program Director salary/benefits; this position provides some direct client services and directly supervises housing advocates and maintenance/janitorial, ensuring all programming, facilities, equipment and maintenance are completed and in compliance with federal, state and local laws and guidelines; and, a portion of salary/benefits for a maintenance/janitorial position, critical in keeping all equipment, systems in compliance and operational, and safe and sanitary for all residents and staff.

Documents

Documents Requested *	Required?	Attached Documents *
Commitment letters for all leveraged funds/Letters of Support	✓	Commitment letter
Verification and Signature (2018 RFP APPLICATION COVER SHEET) download template	✓	YWCA - CHG Cover Signature page
Project Map/Program Service Area		
For Non-Profits: IRS Form 990	✓	IRS Form 990
For Non-Profits: Board Documentation (List of Board Members, Charter, ByLaws)	✓	YWCA Board of Directors YWCA By Laws
For Non-Profits: 501(c)3 Tax Exempt Letter	✓	YWCA IRS Tax Exempt Letter
General Liability Insurance Certificate	✓	Liability Insurance Certificate
Agency's Audit Report for the most recent Fiscal Year	✓	YWCA Audit Report
Other relevant documentation		
Board Documentation (List of Board Members, Organizational Chart)	✓	Board of Directors - Org Chart Organization Chart

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

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