



## Homelessness and Affordable Housing Funds 2017 Request for Proposals Application Form

**\*\*Fields outlined in red are required\*\***

### PROJECT INFORMATION

**Project Title:** Housing Authority Supportive Services

**Project Site Name(s):** Scattered Sites

**Project Site Address(s):** Various

**Which fund source is this proposal for? (select one, see Section 1 of the RFP for details)**

- Affordable Housing Funds  
 Homeless and Housing Assistance Funds

**Total Project Costs (including other funding and resources):** \$126,099.00

**Total Amount Requested (from Kittitas County Homeless Housing and Assistance or Affordable Housing funds):** \$117,225.00

**Time Frame for Utilization of Requested Funds:** 1/1/18 to 12/31/19

**City, Town or Unincorporated Area to be served:** Kittitas County

### APPLICANT INFORMATION

**Name of Applicant Organization:** HopeSource/Housing Authority of Kittitas County/Elmview

**Mailing Address:** 700 East Mountain View Avenue, Suite 501

**City, State, Zip:** Ellensburg, Washington 98926

**Phone:** 509-925-1448

**Fax:** 509-925-1204

**Email Address:** skgrindle@hopesource.us

**Website:** www.hopesource.us

**Federal Tax Identification Number:** 91-0814544

**Type of Organization:**

- Government
- Non-Profit
- For-Profit
- Local housing authority
- Tribe

**PROJECT CONTACTS**

**Name of Organization Director:** Susan Grindle

**Phone:** 509-925-1440 ext. 222

**Email:** skgrindle@hopesource.us

**Project Contact Name:** Mark Hollandsworth

**Title:** Director Community Services

**Phone:** 509-925-1448

**Email Address:** mhollandsworth@hopesource.us

**Fiscal Contact Name:** Ariam Mehtsentu

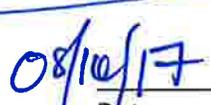
**Phone:** 509-312-0844

**Email Address:** amehtsentu@hopesource.us

**AUTHORIZATION**

Acceptance of this application may be subject to subsequent compliance reviews, including a review of the latest audit of financial statement. Preparation of an application does not guarantee that applicants will receive funds. By signing this grant application form the undersigned certifies that all information is accurate to the best of his/her knowledge.

  
\_\_\_\_\_  
Signature of Authorized Representative

  
\_\_\_\_\_  
Date

## PROPOSAL DETAILS

1. **Applicant Profile and Qualifications:** Tell us about your organization including the purpose of your work, your goals, any history, and experience working in homeless and/or affordable housing services, experience managing public funds, and anything else that describes the organization's qualifications. (250 words max.)

Housing Authority of Kittitas County (HAKC) strives to enhance the Ellensburg community by creating decent, safe and affordable living environments that foster stability and self-sufficiency for people with low incomes. HAKC's goal is to partner with other organizations to offer an array of services and community activities to improve the lives of those we serve on top of providing housing. HAKC provides long-term, low income rental housing and rental assistance to approximately 400 family members. HAKC owns and operates 161 apartments in Ellensburg and Kittitas WA. HAKC is an independent public corporation with the ability and resources to successfully implement the collaboration of Housing Authority units with wrap around case management provided by HopeSource and other supportive services through Elmview.

HopeSource purpose is to protect those who cannot protect themselves and to encourage those who can. Our goals are to end homelessness in our community, and to support people on their way to building self-sufficient lives. HopeSource has a 50 year history as a private, non-profit community action agency operating in a rural environment, making a difference through programs that stabilize households in crisis including housing, nutrition, energy assistance, home weatherization, transportation, rental assistance, and youth recreation assistance. HopeSource administers 38 federal, state and local contracts including; the Consolidated Homeless Grant, Housing and Essential Needs, Supportive Services for Veteran Families, McKinney-Ventor, HUD, Rural Development, Housing Trust Fund, Housing Finance Commission, and private funding from the ROE Foundation, Mercer Creek Church, the Shoemaker Foundation, and the Suncadia Associate Fund.

Elmview has provided support and training which enables people to find and keep jobs for more than 50 years. Elmview's Mission, is to equip people to identify and reach their maximum potential throughout their lives. To do so, the organization has developed expertise in working with people with a range of challenges to finding and keeping employment. Through the year, Elmview has developed positive relationships with employers in the public and private sectors--relationships which lead to employment which meet the vision and capacities of the people served the need of the employer to have a productive contributing workforce.

- 2. Project Description Summary:** Provide a brief summary the project being proposed and a general description of how it will address homelessness or affordable housing in Kittitas County. Be sure and indicate whether the proposal is intended to provide direct client services or construction, maintenance, or improvement of housing facilities. (250 words max.)

Housing Authority of Kittitas County, HopeSource and Elmview propose to collaborate on a combination of rental vouchers supported by wrap around case management and supportive services. Housing Authority of Kittitas County, in conjunction with the Yakima Housing Authority, will continue to provide vouchers to 25 households and will work with HopeSource and Elmview for wrap around case management with the goal of graduating tenants from subsidized voucher housing to permanent unsubsidized housing. Case management includes connection to mental health professionals, substance abuse counselors, and job training resources.

Case management is based in the progressive engagement model of light, medium and heavy service touch designed to deliver only what is needed in order to move a household forward, recognizing that some circumstances require more support than others to break free of barriers. HopeSource case managers connect households internally to energy assistance, youth scholarships, transportation, and life skills education including budgeting, credit and debt, and employment preparation. They connect households externally with resources such as mental health, physical health, substance counseling, and job searching.

Linking housing vouchers with case management could potentially lead to the launch of an innovative Pathways to Permanence project where Housing Authority, HopeSource and Habitat for Humanity would partner to provide homeless households immediate shelter, then case management in subsidized housing, ending with successful homeownership.

People succeed as they are supported and empowered to break the cycle of dependence on services and provided the tools to move forward with their lives. Employment is a critical element. Work enhances self-esteem, provides an opportunity to build skills and a supportive social support network, and income which enables the individual and family to be able to build assets which support them to move to invest in themselves and their families' future. The collaboration of three local agencies outlined in this proposal provides the support and framework to move families to self-sufficiency and the opportunity to positively engage in our communities.

3. **County Priorities:** Indicate which of the following priorities are being addressed by the proposed project. (Select all that apply and give a brief 100 word description for each selected.)

Increase capacity and sustainability for homeless sheltering.

Connect shelter clients to services to reduce homelessness.

Increase site-based rental vouchers for people who are homeless with wrap-around case management through current partnerships.

This collaboration between HopeSource, Elmview and Housing Authority of Kittitas County will enable Housing Authority to begin the process of submitting site based vouchers which include wrap around case management, the first step in moving to the future designation of a number of units for homeless households.

New affordable housing development.

Increased access to rental vouchers.

Promotion of private landlord usage of Section 8 rental vouchers.

Programs which increase access to affordable home ownership.

Linking housing vouchers with case management and providing employment skills and training services will launch a Pathways to Permanence project for the Housing Authority with support from HopeSource, Elmview and Habitat for Humanity. Homeless households would enter the HopeSource shelter and, if successful in stabilizing themselves and securing a job, would transition to a Housing Authority unit. Case managers would continue working with the household once transitioned to prepare them to be a successful applicant for home ownership with Habitat for Humanity or other conventional sources. The employment component offered through partnering with Elmview squarely places the families served on a path which can lead to building the skills and equity needed to move toward homeownership.

**4. Partnerships:** List your key community partnerships for the proposed project and what their role will be. (250 words max.)

The Housing Authority, in conjunction with the Yakima Housing Authority, is a recipient of VASH for veterans and Section 8 housing vouchers for qualified households. Central Washington Healthcare provides mental health supportive housing for individuals coming out of therapeutic treatment. WorkSource employment specialists coordinate with HopeSource to provide employment search and preparation resources if the client is able to work. Elmview Employment Specialists provide the needed one-to-one support to enable people participating in the program to find and keep employment. DSHS - SNAP and temporary financial benefits provide needed security as clients construct their safety net. The Social Security SOAR program assists in moving from disability to ability. The Department of Licensing provides resolution of licensing issues. The Ministerial Association offers spiritual counseling and can assist with small essential needs. Central Transit, HopeSource Dial-A-Ride, and The Apple Line provide transportation services for the community to mitigate the expense of traveling in the county and connecting with family outside the county. RSVP provides guidance on insurance questions. Aging and Long Term Care and People for People provide aging in place and support for seniors. Kittitas County Commissioners provide funding for homeless and at risk seniors over the age of 65. Central Washington Disability Resources and Elmview provide training and disability support. FISH offers food and social support. Free Clinic Dental & Vision provide access to medical treatment. Goodwill and the Methodist Clothing Bank provide basic clothing and household needs. Hospice is available for seniors who face end of life issues. Senior Centers in Ellensburg and Cle Elum give access to activities and socialization opportunities. Social Security Administration administers the basic income support of most seniors.

5. **Gaps and Duplication in Services:** Describe how your proposed project fills a gap in homeless and/or affordable housing services in Kittitas County. Include a description of how the project is or isn't a duplication of current services. (250 words max.)

In the Kittitas County Ten Year Plan to End Homelessness, in Goal No. 1 the first priority mentioned is to increase site based rental vouchers. There are no other organizations in Kittitas County that provide Section 8 and VASH vouchers coupled with wrap around case management.

**6. Sustainability:** Describe your ability, experience, and resources to implement and sustain the project during the term of the project. (250 words max.)

The Supportive Services program is not sustainable without Kittitas County funds. Housing Authority of Kittitas County, HopeSource and Elmview continue to seek sustainable funding sources for these types of programs and is in discussion with foundations and other sources of State and Federal grant funding. Funding specifically for case management for populations with multiple barriers is scarce at every level of government and in every community. Housing Authority of Kittitas County, HopeSource and Elmview utilize other grant sources to backfill the county funding, and sponsor annual fund-raisers to augment government and foundation grants.

HopeSource Case Managers are trained in family dynamics, home health worker certification, care coordination, mental and physical first aid, SOAR benefits training, deescalation and trauma informed care. Advocates have a combined 38 years of experience working with vulnerable, low income populations and seniors. Elmview Employment Specialists are trained in Supportive Employment and Individual Placement and Support and the development of Person Centered Plans for individualized client engagement and planning.

7. **Goals & Objectives:** Use the Goals and Objectives Form below to fill in the following table with your project's goals, measures, strategies, and objectives. See the examples below for guidance and use as many forms as necessary.

Example #1:

<b>GOAL: Increase number of people enrolled in health insurance by 25% by December 31, 2017.</b>	
<b>Measures (How will you know you are making progress toward your goal?)</b>	<b>Data Source</b>
Number of new enrollees in health insurance	Internal tracking sheet
<b>Strategy #1 (What will you do to achieve your goal?)</b>	<b>Create promotional materials to distribute to local partners advertising health insurance enrollment assistance.</b>
Measurable Objectives:	<ul style="list-style-type: none"> <li>Promote the service with at least 5 community partners each quarter through December 2017.</li> <li>Distribute at least 100 flyers around the community by December 2017.</li> </ul>
<b>Strategy #2 (What will you do to achieve your goal?)</b>	<b>Offer health insurance enrollment assistance at local community events.</b>
Measurable Objectives:	<ul style="list-style-type: none"> <li>Attend at least 2 community events per quarter in both Upper Kittitas County and Lower Kittitas County through December 2017.</li> </ul>
<b>Strategy #3 (What will you do to achieve your goal?)</b>	<b>Offer health insurance enrollment assistance appointments in the office.</b>
Measurable Objectives:	<ul style="list-style-type: none"> <li>Schedule at least 40 hours per month of open walk-in assistance through December 2017.</li> <li>Ensure staff availability for at least 25 scheduled appointments each month through December 2017.</li> </ul>

Example #2:

<b>GOAL: Increase the number of trail systems available to the general public within the City of Ellensburg from 5 to 7 by December 2019.</b>	
<b>Measures (How will you know you are making progress toward your goal?)</b>	<b>Data Source</b>
Number of trail systems open to the public and clearly labeled	Trails report
<b>Strategy #1 (What will you do to achieve your goal?)</b>	<b>Establish public-private partnerships for funding trail construction and maintenance.</b>
Measurable Objectives:	<ul style="list-style-type: none"> <li>Create tailored presentation about project by March 2017.</li> <li>Meet with at least 2 potential partners each quarter through June 2018.</li> <li>Establish at least 2 primary public-private partnerships for trails by December 2018.</li> </ul>
<b>Strategy #2 (What will you do to achieve your goal?)</b>	<b>Identify sites for new trail systems.</b>
Measurable Objectives:	<ul style="list-style-type: none"> <li>Conduct site visits with partners of potential new sites by March 2018.</li> <li>Identify pros and cons of potential new sites by June 2018.</li> <li>Solidify 2 new trail sites by December 2018.</li> </ul>
<b>Strategy #3 (What will you do to achieve your goal?)</b>	<b>Build new trail systems.</b>
Measurable Objectives:	<ul style="list-style-type: none"> <li>Create plans for construction of new trail systems by March 2019.</li> <li>Two new trail systems will be built by December 2019.</li> </ul>

**GOALS AND OBJECTIVES FORM**

*Fill out white sections only.*

<b>GOAL:</b>	
The Housing Authority and HopeSource, working jointly, graduate tenants to unsubsidized housing through wrap around case management which opens units and reduces wait list times	
<b>Measures (How will you know you are making progress toward your goal?)</b>	<b>Data Source</b>
Housing Stability Plans in place for tenants	Tracking documents
Number of tenants exited to permanent housing	Tracking documents
Improved Self Sufficiency Scores	Survey Scoring
<b>Strategy #1: (What will you do to achieve your goal?)</b>	Develop case management support program with HopeSource
Measurable Objectives:	Plan and process in place for Housing Authority wrap around case management support of identified tenants
<b>Strategy #2: (What will you do to achieve your goal?)</b>	Identify tenants with capability to move to greater self-sufficiency
Measurable Objectives:	Criteria and process in place for equitable and confidential selection for the case management program
<b>Strategy #3: (What will you do to achieve your goal?)</b>	Provide connection, guidance, expectations and accountability to overcome barriers
Measurable Objectives:	Referrals and connection to identified service providers completed, stability plans outlining expectations and accountability in place for identified tenants
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

**GOALS AND OBJECTIVES FORM**

*Fill out white sections only.*

<b>GOAL:</b> 75% of people participating in the program will be employed.	
<b>Measures (How will you know you are making progress toward your goal?)</b>	
Measure number of people employed through employment support services	Data Source Tracking documents
<b>Strategy #1:</b> <b>(What will you do to achieve your goal?)</b>	Collaborate with program partners to identify individuals in need of employment supports.
Measurable Objectives:	Number of people participating in the programs staffed Number of people participating in the program incorporating an employment outcome in their program plan.
<b>Strategy #2:</b> <b>(What will you do to achieve your goal?)</b>	Engage identified individuals to develop individualized Person Centered Plans (PCP) focused on employment outcomes.
Measurable Objectives:	Individuals identified for PCP PCPs completed for identified individuals
<b>Strategy #3:</b> <b>(What will you do to achieve your goal?)</b>	Work with individuals to implement employment focused PCP.
Measurable Objectives:	Individuals actively engaged in implementation of PCP Track and report on PCP milestones achieved Number of people employed
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

## GOALS AND OBJECTIVES FORM

*Fill out white sections only.*

<b>GOAL:</b> Pilot a Pathways to Permanence model with the Housing Authority, HopeSource, and Habitat for Humanity that moves homeless households from the shelter to Housing Authority units as they are prepared to be successful applicants for home ownership <span style="float: right;">+</span>	
<b>Measures (How will you know you are making progress toward your goal?)</b>	<b>Data Source</b>
Housing Stability Plans in place for identified shelter households	Tracking documents
Improved Life & Work Skills	Assessment Testing
Number of tenants prepared for home ownership	Survey Scoring
<b>Strategy #1:</b> <b>(What will you do to achieve your goal?)</b>	Create plan for managing shelter households and preparing them to successfully enter the Housing Authority
Measurable Objectives:	Plan in place with support, training, expectations and training identified tenants
<b>Strategy #2:</b> <b>(What will you do to achieve your goal?)</b>	Work with former shelter households in increasing their assets and understanding basic life and financial skills that will help them save for home ownership
Measurable Objectives:	Number of former shelter households who show they have learned new skills and have improved their asset base
<b>Strategy #3:</b> <b>(What will you do to achieve your goal?)</b>	Work with Habitat to coach the selected households in preparing for successful application
Measurable Objectives:	Number of households who, once selected, successfully meet the standards for application
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

## **BUDGET NARRATIVE**

- 1. Funding Utilization:** Describe how the funds will be used to support the proposed project. For example, will the funds be used for staff time, supplies, consultants, contractors, construction costs, direct customer services, etc.? (250 words max.)

The funding will be used primarily for the activity of staff in the provision of case management and supportive services for Housing Authority tenants. Elmview will work in partnership with HopeSource and the Housing Authority of Kittitas County to support identified individuals to find and keep employment. The bulk of the funds requested are for staff dedicated to the project. The primary staff cost is for the Case Manager and Employment Specialist.

Housing Authority of Kittitas County, HopeSource and Elmview are requesting an initial grant award of \$117,256 for a two year grant period January 1, 2018 through December 31, 2019 with a 5% annual increase. Total request equals \$240,374.

- 2. Other Support:** Describe any monetary, in-kind, donations, grants, or other types of support that will be used for the project. Include both guaranteed support and support that may still be uncertain. (250 words max.)

Additional funding support will be provided by Housing Authority of Kittitas County and Elmview in the form of an In Kind donation of office space, utility expense and supplies as detailed in the attached budget. Elmview will contribute office space, office, computer, and network support for this project valued at \$16,000.

3. **Sustainability:** Describe how this project would or wouldn't be sustained if these Homelessness Prevention and Affordable Housing funds were not available either currently or in the future. (250 words max.)

Without county support for wrap around case management, the Housing Authority Pathways to Permanence project could not move forward. While other grants can augment some of the case management resource time, it would not be sufficient to support a structured program with the Housing Authority that would be successful. Elmview has a long-established relationship with state agencies which fund employment services for individuals with significant barriers to employment. It is anticipated that as individuals are identified for employment supports, Elmview will work to establish eligibility for programs which will enable program participants to find and sustain employment. Elmview is an Employment Network which contracts with the Social Security Administration through SSA's Ticket to Work program. Those individuals who are receiving Social Security or who become recipients of Social Security while working with Case Managers will become eligible to participate in the Ticket to Work program. Ticket to Work provides long-term support to people to be and stay employed and thereby, move off Social Security. The strategies above will ensure the sustainability of the employment support and training component for this program.

4. **Partial Funding:** If this project were to receive only partial funding from this source, how would the project be impacted? How would the proposal be adjusted for less than the requested amount of funds? (250 words max.)

The level of supportive service provided and the numbers of tenant served would be impacted by a decision to only partially fund this project.



Department of the Treasury  
Internal Revenue Service

P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248514008  
Oct. 07, 2008 LTR 4168C E0  
91-0814544 000000 00 000  
00015105  
BODC: TE

HOPESOURCE  
601 W 5TH AVE  
ELLENSBURG WA 98926



116972

Employer Identification Number: 91-0814544  
Person to Contact: MRS. LUTES  
Toll Free Telephone Number: 1-877-829-5500

Dear TAXPAYER:

This is in response to your request of Sep. 29, 2008, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in MARCH, 1967, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.  
Accounts Management Operations I

**Kittitas County**  
Homeless and Affordable Housing Funds  
Budget Template

\*\*\*Please fill in only gray shaded areas\*\*\*

Applicant Name: Housing Authority/Elmview/HopeSource - Supportive Services Collaboration

Funding Start Date: January 1, 2018  
Funding End Date: December 31, 2019

Project Start Date: January 1, 2018  
Project End Date: December 31, 2019

Number of Funding Years	1	Year One	\$117,255.60
		Year Two (5% Inc)	\$123,118.38
Total County Request			\$240,373.98
Total from Other Sources			
Total Project Budget			\$240,373.98

Amount from County Request      Amount from Other Sources  
**ANNUAL PROJECT BUDGET**  
 TOTAL

Non-Administrative Staff Costs						Support Services Case Manager 1 FTE 2080 x \$18 + Supportive Employment 1 FTE 2080 x \$18 + Program Management 20 FTE 20280 x \$25 FICA FITTA Employers portion 1&I Medical Benefits @ 22%
Salaries and Wages	\$	85,280.00	-	\$	85,280.00	
Benefits	\$	18,761.60	-	\$	18,761.60	
<b>Non-Administrative Staff Cost Totals</b>	\$	<b>104,041.60</b>	-	\$	<b>104,041.60</b>	

Direct Client Services						
Travel Assistance	\$			\$		
Hotel/Hotel costs	\$			\$		
Move in costs	\$			\$		
Utility costs	\$			\$		
Maintenance/rental/contract	\$			\$		
Shower supplies	\$			\$		
Transportation assistance	\$			\$		
Other	\$			\$		
<b>Direct Client Services Totals</b>	\$			\$		

Direct Operational Costs						
Office space rental	\$		\$	7,200.00	\$	7,200.00
Utilities	\$		\$	912.00	\$	912.00
Supplies	\$		\$	456.00	\$	456.00
Equipment	\$		\$	276.00	\$	276.00
Telephone	\$		\$	276.00	\$	276.00
Internet	\$		\$	1,296.00	\$	1,296.00
Training	\$		\$	894.00	\$	894.00
Travel	\$		\$	275.00	\$	275.00
Insurance	\$		\$	624.00	\$	624.00
Other	\$		\$		\$	
<b>Operational Cost Totals</b>	\$	<b>3,059.00</b>	-	\$	<b>8,844.00</b>	<b>11,903.00</b>

Construction Costs						
New Building						
Building Improvements/maintenance						
Other						
<b>Construction Cost Totals</b>						

TOTAL NON-ADMINISTRATIVE COSTS						
	\$	<b>107,100.60</b>	-	\$	<b>8,844.00</b>	<b>115,944.60</b>

Administrative Costs (not to exceed 15% of the total non-administrative budget)

Administrative Staff Salaries and Wages	\$	5,700.00	-	\$	5,700.00	Administration Staff Salary and wage - 3%
Administrative Staff Benefits	\$	1,480.00	-	\$	1,480.00	Administrative Staff Benefits - 3%
Office Supplies & Equipment	\$	650.00	-	\$	650.00	Administrative Supplies and equipment - 3%
Insurance	\$	150.00	-	\$	150.00	General Insurance expenses - 3%
Professional Fee	\$	950.00	-	\$	950.00	General IT support and Audit expenses - 3%
Board Expenses	\$		-	\$		
Membership fees and dues	\$		-	\$		
Rent	\$	650.00	-	\$	650.00	General Administration office space pool - 3%
Depreciation	\$		-	\$		
Maintenance and Janitorial	\$	175.00	-	\$	175.00	General Repair and Maintenance - 3%
Other	\$	400.00	-	\$	400.00	Other Administration expenses - 3%
<b>TOTAL ADMINISTRATIVE COSTS</b>	\$	<b>10,155.00</b>	-	\$	<b>10,155.00</b>	

**ANNUAL TOTALS**      \$ 117,255.60      \$ 8,844.00      \$ 126,099.60