



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

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

### PROJECT INFORMATION

**Project Title:** Women's Sober House

**Project Site Name(s):**

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

**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):** \$67,431.00

**Total Amount Requested (from Kittitas County Homeless Housing and Assistance or Affordable Housing funds):** \$52,212.00

**Time Frame for Utilization of Requested Funds:** January 1st 2018 to December 31st 2019

**City, Town or Unincorporated Area to be served:** Ellensburg, WA

### APPLICANT INFORMATION

**Name of Applicant Organization:** HopeSource

**Mailing Address:** 700 E Mountain View Ave #501

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

**Phone:** (509) 925-1448

**Fax:** (509) 925-1204

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

**Website:** 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) 925-1448

**Email:** skgrindle@hopesource.us

**Project Contact Name:** Emily Brown

**Title:** Therapeutic Courts Manager

**Phone:** (509)925-9821

**Email Address:** emilyb@meritresources.org

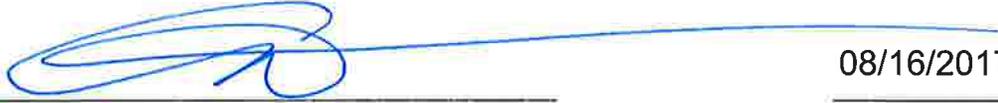
**Fiscal Contact Name:** Ariam Mehtsentu

**Phone:** (509) 925-1448

**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

08/16/2017

\_\_\_\_\_  
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.)

Merit Resource Services is currently contracted with Greater Columbia Behavior Health as one of a handful of publicly funded outpatient Behavioral Health Providers, serving not only Kittitas County but Yakima, Benton and Franklin Counties. We have been a Medicaid and other public funded outpatient substance use disorder provider for over 30 years. In 2017 we were dually licensed for mental health services. Our experience in managing public funds include contracts with Medicaid, Criminal Justice Treatment Account, State only, Federal Block Grant, Apple Health, Kittitas County, Yakima County, Educational Services District 105, United States Federal Probation, Yakima Nation, Washington State Division of Social and Health Services as well as a multitude of other public and private contracts.

We currently provide the only men's sober housing program in Kittitas County, operating since 2013. We can serve up to four residents at a time and provide a live-in house monitor. Since starting the program, we have housed 49 men.

As an organization, for the past two years, we receive one-two requests each month for women's housing. We currently refer them to HopeSource, but understand there is a significant lack of resources for many single women with little chance of stability without support.

We have partnered with HopeSource for the last two years on a Consolidated Homeless Grant and have been an active participant in the Homeless and Affordable Housing Network since inception.

- 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.)

We propose partnering with HopeSource and opening an Women's Sober House. Merit will provide treatment and case management services, including referral to HopeSource for Hope University and long-term housing assistance. HopeSource will manage the facilities, they have the experience and can provide landlord support and maintenance.

This grant proposed, one year worth of rent for a home, administrative costs and miscellaneous. We will be look for a three-four bedroom, two bath and utilities. Also funding for an on-site (female) house monitor. Treatment and case management can be funded through Merit Resource Services thus leveraging available dollars.

The project proposed is to house single women in need of alcohol/drug treatment and possible mental health services. Residents must be actively engaged in treatment services with Merit and willing to follow all housing rules and expectations, including Hope University and Case Management services. Preference will be given to homeless individuals.

An on-site house monitor will provide daily support and mentorship providing 24 hour supervision. She will help make sure the house stays in good order and monitor rules violations and report to the Case Manager.

House stay will be dependent on needs, but likely 90-180 days, with many needing less time. Our goal is to get these women stabilized and connected with Hope University and HopeSource and their case manager for resources and transition into long-term affordable housing options.

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.

Additional 12 women sheltered per year, providing auxiliary services as needed to prevent future homelessness. Kittitas County coordinated entry indicates on average 28 homeless single women request housing services and also self identify as having substance use disorders.

Connect shelter clients to services to reduce homelessness.

It is well established that one of the nay causes of homelessness is behavioral health issues including substance use disorders and mental health disorders. Merit Resources Services has full service outpatient substance use disorder treatment available. These services include: assessment, diagnosis, referral, outpatient treatment, intensive outpatient treatment, case management, brief risk intervention and education. In addition, Merit Resources Services can provide Mental Health counseling when appropriate. Effective Substance Use Disorder and Mental Health Treatment will reduce homelessness.

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

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.

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

Merit Resource Services has a rich history of collaboration and partnerships with many community resources. Merit is experienced and knowledgeable in leveraging community resources to benefit persons in need. In addition to HopeSource, Merit has interacted with Kittitas Valley Healthcare, Community Health of Central Washington, Central Washington University, Ellensburg School District, Kittitas County and many others.

Hope Source: Housing experience/management of rental properties. Long-term housing planning. Hope University including: budgeting, job skills/prep, etc.

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.)

Currently, there is no housing for single women and specifically sober housing. We will serve homeless individuals and those discharging from prison, jail and/or inpatient treatment. We hope to provide stability while they start treatment, find employment and transition to permanent affordable housing. No other program in our community is providing service to his population.

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

Merit Resource Services has experience providing a men's sober house since 2013. We know we can help homeless individuals transition to stabilization and permanent housing. We hope to do the same for women.

At this time we are looking at a one-year pilot program to serve up to 12 women. Providing the services for the term of the project will not be a problem, we have staff in place at this time to manage the project, other than the on-site house monitor would need to be hired. This individual would be a woman of long-term recovery who could provide mentorship and verify compliance of women living in the home.

We have staff in place to provide case management in addition to their treatment and possible mental health services.

Our goal for stabilization will include employment and at 90 days be in a position to transition out to affordable housing, through work with HopeSource. Based on my experience, some will transition earlier and others may take up to 180 days.

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> Serve 12 single women in 12 months.	
<b>Measures (How will you know you are making progress toward your goal?)</b>	<b>Data Source</b>
Transition women in 90 days to permanent housing.	
Some will take less time, a few may take up to 180 days.	
<b>Strategy #1: (What will you do to achieve your goal?)</b>	Provide treatment for health stability.
<b>Measurable Objectives:</b>	Admission to treatment, attendance and compliance.  Case management as determined appropriate. (Weekly, bi-weekly, etc.)
<b>Strategy #2: (What will you do to achieve your goal?)</b>	Refer to Hope University for educational services and Hope Source for long-term housing services.
<b>Measurable Objectives:</b>	Attendance and completion of Hope University classes.  Compliance with HopeSource housing assistance services.
<b>Strategy #3: (What will you do to achieve your goal?)</b>	On-Site house monitor to monitor residents and provide mentorship. Weekly house meeting with house monitor and case manager.
<b>Measurable Objectives:</b>	Attendance at weekly house meeting.  Number and scope of rule violations and/or lack of.
<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 would be used primarily for the activity of staff and the lease payments on a three bedroom home. Funds for the program would pay house rent and utilities for a two year period and would also help furnish the rental. Beds and linens especially would be purchased. Some donations may be available for other furnishing.

Funding would be utilized to compensate a House Monitor, .35 FTE, and administration and maintenance/yard work. Direct case management of clients would be contributed In Kind from other sources. money.

Merit Resources and HopeSource are requesting an initial grant award of \$52,212 for a two year grant period with a 5% annual increase. Total request equals \$107,034.

- 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.)

Merit Resource Services has existing contracts with Greater Columbia Behavior Health with Kittitas County funds to provide all levels of Substance Use Disorder treatment services. In-kind services will include assessments, outpatient treatment, intensive outpatient treatment, case management, mental health counseling, brief risk interventions and education.

Unfortunately, these counseling services are mostly ineffective with single women that are homeless with little or no stability in their home life. Funds for housing to provide a stable home environment and mentoring is essential for this partnership to work effectively.

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.)

At this time, the way the project is planned it would not be sustainable without county funds. The rental fees for a house would make this project difficult to fund. Merit was able to purchase a house and have provided services for men since 2013, sometimes covering our costs with the help of resident rent, but more often receiving little to no dollars from the residents depending on their stability.

Financial resources do not exist at this time to purchase another house or fund the rent on a three bedroom home.

It is possible that after a couple years of providing the program, we could leverage additional dollars from other resources and/or more rental income from residents. Due to the nature of the population, full self-sufficiently will be difficult.

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.)

To start this program, we would need rental dollars for the year. Without that funding there are no other dollars to rent a house. It may be possible to not have on-site house monitoring, but we believe this would impact the ability to monitor compliance and the project would lack valuable mentorship that has made an impact in the mens program.



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  
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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: Merit Resources/HopSource - Women's Sober House

Funding Start Date: January 1, 2018

Funding End Date: December 31, 2022

Project Start Date: January 1, 2018

Project End Date: December 31, 2018

Number of Funding Years	1	Year One	\$52,211.70
Total County Request		Year Two (w/5% inc.)	\$54,822.29
Total from Other Sources			\$107,033.99
Total Project Budget			

**ANNUAL PROJECT BUDGET**

TOTAL

Details/Description/Justification

Non-Administrative Staff Costs	Amount from County Request	Amount from Other Sources	TOTAL	Details/Description/Justification
Salaries and Wages	\$ 13,104.00	\$ 10,405.00	\$ 23,509.00	35 House Manager FTE @ \$18/hr x 2080 = In Kind 10 Program Supervisor FTE @ \$15/hr x 2080 and 10 Program Maintenance FTE @ \$12/hr x 2080
Benefit	\$ 2,882.88	\$ 2,985.10	\$ 5,867.98	FICA, FUTA, Employers portion L&I, Medical Benefits @ 22%
<b>Non-Administrative Staff Cost Totals</b>	<b>\$ 15,986.88</b>	<b>\$ 12,694.10</b>	<b>\$ 28,680.98</b>	

Direct Client Services	Amount from County Request	Amount from Other Sources	TOTAL	Details/Description/Justification
Rental Assistance	\$ 23,400.00	\$ -	\$ 23,400.00	\$1950 per month on 3/4 bed room houses x 12 mo.
Hot/Meal costs	\$ -	\$ -	\$ -	
Move-in costs	\$ 3,000.00	\$ -	\$ 3,000.00	\$250 per month for water, sewer, garbage x 12 mo.
Utility costs	\$ 1,575.00	\$ -	\$ 1,575.00	\$125 for lawn maintenance for 7 mo.
Maintenance/Janitorial costs	\$ -	\$ -	\$ -	
Shelter supplies	\$ -	\$ -	\$ -	
Transportation assistance	\$ -	\$ -	\$ -	
Other	\$ -	\$ -	\$ -	
<b>Direct Client Services Totals</b>	<b>\$ 27,975.00</b>	<b>\$ -</b>	<b>\$ 27,975.00</b>	

Direct Operational Costs	Amount from County Request	Amount from Other Sources	TOTAL	Details/Description/Justification
Office space rental	\$ 810.00	\$ -	\$ 810.00	Space pool allocation = \$675/mo. x 12 mo. x .10
Utilities	\$ 67.20	\$ -	\$ 67.20	Utility pool allocation = \$56/mo. x 12 mo. x .10
Supplies	\$ 21.60	\$ -	\$ 21.60	Office supplies allocation = \$18/mo. x 12 x .10
Equipment	\$ 15.60	\$ -	\$ 15.60	Equipment pool allocation = \$13/mo. x 12 mo. x .10
Telephone	\$ 54.00	\$ -	\$ 54.00	Cell phone = \$45 x 12 x .10
Internet	\$ 43.20	\$ -	\$ 43.20	IT/Communication pool allocation = \$36/mo. x 12 mo. x .10
Training	\$ 275.00	\$ -	\$ 275.00	175 - Motivational Interviewing, Housing First; Harm Reduction; Individual Placement & Support Training
Travel	\$ 37.00	\$ -	\$ 37.00	12 x 4 x \$25 miller reimbursement
Insurance	\$ 11.22	\$ -	\$ 11.22	Insurance Pool allocation = \$9.35 x 12 x .10
Other	\$ 2,235.00	\$ 2,525.00	\$ 4,760.00	Household furnishings for 3 bed room units: beds, living furniture; kitchen utensils; eating space; linens
<b>Operational Cost Totals</b>	<b>\$ 3,589.82</b>	<b>\$ 2,525.00</b>	<b>\$ 6,094.82</b>	

Construction Costs	Amount from County Request	Amount from Other Sources	TOTAL	Details/Description/Justification
New Building	\$ -	\$ -	\$ -	
Building improvements/maintenance	\$ -	\$ -	\$ -	
Other	\$ -	\$ -	\$ -	
<b>Construction Cost Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>TOTAL NON-ADMINISTRATIVE COSTS</b>	<b>\$ 47,531.70</b>	<b>\$ 15,219.10</b>	<b>\$ 62,750.80</b>	

Administrative Costs (not to exceed 15% of the total non-administrative budget)	Amount from County Request	Amount from Other Sources	TOTAL	Details/Description/Justification
Administrative Staff Salaries and Wages	\$ 2,520.00	\$ -	\$ 2,520.00	Administration Staff Salary and wage - 2%
Administrative Staff Benefits	\$ 650.00	\$ -	\$ 650.00	Administration Staff Benefit - 2%
Office Supplies & Equipment	\$ 350.00	\$ -	\$ 350.00	Administrative Supplies and equipment's - 2%
Insurance	\$ 100.00	\$ -	\$ 100.00	General Insurance expenses - 2%
Audits	\$ 580.00	\$ -	\$ 580.00	General IT support and Audit expenses - 2%
Board Expenses	\$ -	\$ -	\$ -	
Membership fees and dues	\$ 300.00	\$ -	\$ 300.00	General Administration office space pool - 2%
Rent	\$ -	\$ -	\$ -	
Depreciation	\$ 180.00	\$ -	\$ 180.00	General Repair and Maintenance - 2%
Maintenance and Janitorial	\$ -	\$ -	\$ -	
Other	\$ -	\$ -	\$ -	
<b>TOTAL ADMINISTRATIVE COSTS</b>	<b>\$ 4,680.00</b>	<b>\$ -</b>	<b>\$ 4,680.00</b>	

<b>ANNUAL TOTALS</b>	<b>\$ 52,211.70</b>	<b>\$ 15,219.10</b>	<b>\$ 67,430.80</b>
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