

## HOMELESS HOUSING PROGRAM GRANT AGREEMENT

This Homeless Housing Program Grant Agreement ("Agreement") is entered into between KITTITAS COUNTY, a political subdivision of the State of Washington (the "County"), and HOPESOURCE, HOUSING AUTHORITY OF KITTITAS COUNTY, and ELMVIEW, Washington non-profit corporations ("Recipients") for Housing Authority Supportive Services (HASS).

### ARTICLE I — PURPOSE AND TERM

**Section 1.1** Purpose: The purpose of this Agreement is to distribute homeless housing surcharge funds awarded pursuant to the applicable provisions of RCW 36.22.179-1791.

**Section 1.2** Term: This Agreement shall take effect January 1, 2018 and terminate on December 31, 2018.

### ARTICLE II — GRANT AMOUNT, USE AND BUDGET

**Section 2.1** Grant Amount: The Recipient is awarded a total of up to one hundred-seventeen thousand, two hundred-twenty five dollars (\$117,225.00) (the "Grant Award") to be administered as follows as Grant Award HH 2018- 001.

**Section 2.2** Use of Grant. The Recipient shall use the Grant Award solely for the purposes and in the manner described in **Exhibit A – Attached Application and Exhibit B – Attached Supplemental Application Information-** Adjustments to Proposed Project Timelines may be requested of the Committee in writing and the Committee may recommend adjustments to the Board of Kittitas County Commissioners. These recommendations may be granted or denied at the discretion of the Board of Kittitas County Commissioners.

**Section 2.3** Budget. The Grant Award shall be expended by the Recipient as set forth in **Exhibits A and B - Application and Supplemental Application Information.** Adjustments to Proposed Project Budgets may be requested of the Committee in writing and the Committee may recommend adjustments to the Board of Kittitas County Commissioners. These recommendations may be granted or denied at the discretion of the Board of County Commissioners (BOCC).

### ARTICLE III — DISBURSEMENTS

**Section 3.1** Disbursement of Grant Award Funds. Not more frequently than once a

month, the Recipient may request disbursement from the Grant Award. Each disbursement request must be made by the Recipient submitting to the County at the address specified in Section 5.2 a properly completed Reimbursement Request form. The request must identify the work performed and be accompanied by detailed invoices of all allowable costs and expenses incurred for which the Recipient is seeking disbursement, unless further documentation is requested by the Committee, the Kittitas County Auditor's Office, or the BOCC. The Recipient will be subject to periodic on-site audits to ensure that satisfactory supporting documentation of all allowable costs and expenses are being kept.

**Section 3.1-A Post Disbursement.** Within 30 days of its receipt of the request and satisfactory supporting documentation, and subject to the other terms and conditions contained in this Agreement, the County shall pay the amount of the invoice to the Recipient at the address specified in Section 5.2.

**Section 3.1-B Advance Disbursement.** The Recipient may under extraordinary circumstances request disbursement from the Grant Award in advance of actual expenditure. Please contact the BOCC for additional information.

**Section 3.2 Disbursement Limitations.** In no event will the County ever be required to disburse funds in excess of the Grant Award. In addition, unless expressly provided otherwise in this Agreement: (a) no disbursements will be made in advance of costs or expenses being incurred; and (b) no costs or expenses incurred by the Recipient prior to the effective date of this Agreement, or after its termination, are eligible for reimbursement.

**Section 3.3 Disbursement Without Prejudice.** Any disbursement made by the County to the Recipient shall be without prejudice to the County's rights later to challenge the propriety of the Recipient's claimed costs or expenses.

**Section 3.4 Withholding Disbursements.** If the Recipient fails to perform any obligation under this Agreement and the failure has not been cured within 10 days following oral or written notice from the County or the Committee, the County may, without penalty and in its sole discretion and upon written notice to the Recipient, withhold all monies otherwise due the Recipient until such failure to perform is cured. This right to withhold disbursements is in addition to all other rights and remedies the County may have available to it under this Agreement or under law.

#### ARTICLE IV—REPORTS AND RECORDKEEPING

**Section 4.1 Quarterly Progress Reports.** At least once a quarter, and upon request from time to time, the Recipient shall provide a report on the progress made to date on the Project, using such form and meeting such requirements as determined by the Committee in Exhibit "C". Such progress reports shall be provided by the Recipient to the Committee and to the

County at its address specified in Section 5.2. The Recipient shall also provide an annual report as specified in the grant guidelines.

**Section 4.2 Record Retention; Review.** The Recipient shall maintain records sufficient to fully document its compliance with all contractual, grant and legal requirements, for not less than six years from the last date of work performed or reimbursement pursuant to this agreement, whichever is later. Upon reasonable advance notice, the Recipient shall provide the County its authorized agents, and State or Federal agencies having audit authority related to this Agreement with full access to all of the Recipient's records relating to this Agreement or the Project. The Recipient shall defend, indemnify and hold harmless the County and its appointed and elective officers, agents and employees, from and against all loss or expense for any audit exceptions or other irregularities in its performance or recordkeeping, including but not limited to impermissible or unauthorized use of Grant Award funds. This section shall survive termination of this Agreement.

**ARTICLE V — CONTRACT ADMINISTRATION AND NOTICES**

**Section 5.1 Personnel.** The Recipient will secure at its own expense all labor and materials required to perform any work in connection with the Project. The Recipient shall be responsible for all applicable payroll, labor and industries premiums, and taxes. All employees and subcontractors of the Recipient shall be covered by Industrial Insurance in full compliance with title 51 of the Revised Code of Washington ("RCW").

**Section 5.2 Contract Representatives.** The parties' designated representatives shall be responsible for the administration of this Agreement and for receiving notices given in connection with this Agreement. The following are designated as the representatives of the parties.

FOR THE COUNTY: Judy Pless, Budget & Finance Manager  
County Auditor's Office  
205 West 5<sup>th</sup> – Suite 105  
Ellensburg WA 98926  
509-962-7502  
[judy.pless@co.kittitas.wa.us](mailto:judy.pless@co.kittitas.wa.us)

FOR THE RECIPIENT: Susan Grindle  
HopeSource  
700 East Mountain View Avenue, Suite 501  
Ellensburg, WA 98926  
509-925-1448  
[skgrindle@hopesource.us](mailto:skgrindle@hopesource.us)

A party may change its designated representative or address by providing written notice to the other party.

**Section 5.3** Notices. Any notice required or permitted to be made under this Agreement may be given personally, by facsimile, or by first-class, registered or certified mail. A notice personally delivered to the other party is deemed given upon proper delivery. A notice sent by first-class, registered or certified mail is deemed given three days after mailing, if properly addressed and having proper postage. Notices delivered by facsimile shall be deemed to have been given on the date of transmission if received during the recipient's business day or, if not, on the recipient's next business day. E-mail addresses, if listed in this Agreement, are provided only for convenience and not for notice purposes.

## ARTICLE VI — INSURANCE

**Section 6.1** Professional Legal Liability. The Recipient will maintain professional legal liability or professional errors and omissions coverage appropriate to the Recipient's profession. The coverage will have a limit of not less than One Million Dollars (\$1 million) per occurrence. The coverage will apply to liability for a professional error, act or omission arising out of the Recipient's services under the Agreement. The coverage will not exclude bodily injury or property damage. The coverage will not exclude hazards related to the work rendered as part of the Agreement or within the scope of the Recipient's services under the Agreement, including testing, monitoring, measuring operations or laboratory analysis where such services are rendered under the Agreement.

**Section 6.2** Workers' Compensation and Employer Liability. The Recipient will maintain workers' compensation insurance as required by Title 51 RCW, and will provide evidence of coverage to the BOCC. If the Contract is for over \$50,000, then the Recipient will also maintain employer liability coverage with a limit of not less than One Million Dollars (\$1 million). The Recipient will request that the Washington State Department of Labor and Industries, Workers Compensation Representative, send written verification to the County that the Recipient is currently paying workers' compensation.

**Section 6.3** Commercial General Liability. The Recipient will maintain commercial general liability coverage for bodily injury, personal injury and property damage, subject to a limit of not less than One Million Dollars (\$1 million) per occurrence. The general aggregate limit will apply separately to the Contract and be no less than Two Million Dollars (\$2 million). The Recipient will provide commercial general liability coverage that does not exclude any activity to be performed in fulfillment of the Agreement. Specialized forms specific to the industry of the Recipient will be deemed equivalent, provided coverage is no more restrictive than would be provided under a standard commercial general liability policy, including contractual liability coverage.

**Section 6.4** Miscellaneous Insurance Provisions.

- A. The Recipient will place insurance with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than A-VII, with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be placed with insurers or re-insurers licensed in the State of Washington.
- B. The insurance limits established by this section are not intended to indicate the Recipient's exposure, nor are they limitations on the Recipient's indemnification duties. This section shall survive termination of this Agreement.
- C. The policy shall be endorsed and the certificate shall reflect that the County, its officers, officials, employees, agents and representatives, are an additional insured with respect to activities under the contract, and the policy will contain no special limitations on the scope of protection afforded to the County, its officers, officials, employees, agents and representatives as an additional insured.
- D. The certificate will, at a minimum, list limits of liability and coverage. The Recipient will furnish the County with properly executed certificates of insurance or a signed policy endorsement, including the additional-insured provision, which will clearly evidence all insurance required in this Section, before work under this Agreement shall commence, but no later than Ten (10) days after the effective date of this Agreement. Acceptable forms of evidence are the endorsement pages of the policy showing the County as an additional insured.
- E. The Recipient will maintain all required policies in force from the time services commence until services are completed. The Recipient will provide a current or updated copy of all insurance policies specified in the Agreement upon the request of the County. Certificates, policies and endorsements scheduled to expire before completion of services will be renewed before expiration. The certificate will provide that the underlying insurance contract may not be canceled, or allowed to expire, except on 30-days' prior written notice to the County. Any certificate or endorsement limiting or negating the insurer's obligation to notify the County of cancellation or changes must be amended so as not to negate the intent of this provision. Written notice of cancellation or change must be delivered to the County as set forth in Sections 5.2 and 5.3.
- F. If the Recipient's liability coverage is written as a claims-made policy, then the Recipient must evidence the purchase of an extended-reporting period or "tail" coverage for a three-year period after completion of the services.
- G. The Recipient's liability insurance provisions shall be primary and shall be non-contributing with any other insurance maintained by Kittitas County with respect

to any insurance or self-insurance programs covering the County, its elected and appointed officers, officials, employees, agents and representatives.

- H. Any failure to comply with reporting provisions of the policies will not affect coverage provided to the County, its officers, officials, employees, agents or representatives.
- I. The Recipient's insurance will apply separately to each insured against whom claim is made or suit is brought, subject to the limits of the insurer's liability. The Recipient will include all subcontractors as insurers under its policies or will furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors will be subject to all of the requirements stated in these provisions.

## ARTICLE VII – INDEMNIFICATION

**Section 7.1** Indemnification. To the fullest extent permitted by law, the Recipient shall indemnify, defend and hold harmless the County, the Committee and the BOCC, and all County officials, officers, employees, agents and each of them, from and against all claims in any way resulting from or arising out of the performance of this Agreement, whether such claims arise from the actual or alleged acts, errors or omissions of the Recipient, its subcontractors, third parties, the County, the Committee or the BOCC, or anyone directly or indirectly employed or supervised by any of them or anyone for whose acts, errors or omissions any of them may be liable. "Claim" means any loss, claim, suit, action, liability, damage or expense of any kind or nature whatsoever, including but not limited to attorneys' fees and costs, attributable to personal or bodily injury, sickness, disease or death, or to injury to or destruction of property, including the loss of use resulting therefrom.

**Section 7.2** Recipient's Duty to Indemnify. The Recipient's duty to indemnify, defend and hold harmless includes but is not limited to claims by the Recipients or any subcontractor's officers, employees or agents. The Recipient's duty, however, does not extend to claims arising from the sole negligence or willful misconduct of the County, the Committee or the BOCC, or of the officials, officers, employees, agents or representatives of the County, the Committee or the BOCC.

**Section 7.3** Waiver of RCW Title 51 Immunity. Solely for purposes of this indemnification provision, the Recipient expressly waives its immunity under Title 51 RCW and acknowledges that this waiver was mutually negotiated by the parties. The Recipient's duty to indemnify, defend and hold harmless shall survive termination of this Agreement.

## ARTICLE VIII—NONDISCRIMINATION AND LEGAL COMPLIANCE

**Section 8.1** Nondiscrimination. The Recipient shall not discriminate against any employee or applicant for employment, or program participant or program participant applicant, on account of race, color, sex, religion, national origin, creed, marital status, age, Vietnam era or disabled veterans status, the presence of any sensory, mental or physical handicap, or any other basis prohibited by law with respect to any program participation, employment upgrading, demotion, transfer, recruitment or selection for training, including apprenticeships and volunteers. This prohibition does not apply, however, to a religious corporation, association, educational institution or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution or society of its activities.

**Section 8.2** Compliance with Laws. The Recipient and its officials, officers, employees, agents and subcontractors shall comply with all applicable federal, state and local laws, regulations, rules and policies. The County, the Committee and the BOCC shall have no obligation to ensure such compliance.

## ARTICLE IX — TERMINATION

**Section 9.1** Termination for Loss of Funding. The County shall have the right to terminate this Agreement at any time after providing written notice consistent with sections 5.2 and 5.3 of this agreement if the funds relied upon for the Grant Award are terminated, suspended or otherwise lost or impaired in whole or in part.

**Section 9.2** Termination for Convenience. Either party may terminate this Agreement for convenience upon giving the other party at least 30 days' advance written notice. In that event, the Recipient will be entitled to payment only for those expenses and costs reasonably and actually incurred prior to the effective date of the termination.

**Section 9.3** Termination for Default. If either party defaults in its performance under this Agreement, the nondefaulting party may give the defaulting party written notice that it has 30 days in which to cure the default. If the default is not cured within 30 days of notice, the nondefaulting party may terminate the contract. In the event of such a termination, the nondefaulting party shall have all rights and remedies available to it under law.

## ARTICLE X — MISCELLANEOUS

**Section 10.1** Permissible-Use Warranty. The Recipient warrants that its planned and actual uses of the Grant Award constitute permissible uses for homeless housing surcharge funds as established by RCW 36.22.179. This section shall survive termination of this Agreement.

**Section 10.2 Organizational-Status Warranty.** The Recipient warrants that it is duly organized, existing and in good standing under the laws of the State of Washington.

**Section 10.3 Relationship of Parties.** This Agreement, and the parties' and the Committee's and the County's activities under it, shall not be construed as creating any kind of partnership or joint venture, nor shall it be construed as creating any kind of independent contractor, agency or employment relationship between the parties, the Committee, or the County.

**Section 10.4 No Third-Party Rights.** This Agreement is entered into by the parties solely for their own benefit and it creates or grants no rights of any kind in any other party.

**Section 10.5 Assignment.** The Recipient shall not assign any of its rights or delegate any of its duties under this Agreement without the prior express written consent of the County, which may be granted or refused in the County's sole discretion.

**Section 10.6 Choice of Law; Venue; Jurisdiction.** This Agreement shall be governed by the laws of the State of Washington. In the event of a legal proceeding, venue shall be only in a court of competent jurisdiction in Kittitas County. Each party hereby consents to the personal jurisdiction of the courts of the State of Washington, County of Kittitas. This section shall survive the termination of this Agreement.

**Section 10.7 Waiver.** No term or condition of this Agreement shall be deemed waived unless such waiver is expressly agreed to in writing by the party granting the waiver. In addition, waiver of any breach of this Agreement shall not be deemed a waiver of any prior or subsequent breach.

**Section 10.8 Amendment.** This Agreement can be amended only by a writing executed by the parties.

**Section 10.9 Entire Agreement.** The parties acknowledge that this Agreement is the complete expression of their agreement regarding the subject matter of this Agreement. Any oral or written representations or understandings not incorporated into this Agreement are specifically excluded.

**Section 10.10 Headings.** The headings in this Agreement are for convenience only and shall not be deemed to affect the meaning of its provisions.

**Section 10.11 Severability.** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, such invalidity shall not affect the validity of the remaining provisions that can be given effect without the invalid provision, provided that the underlying intent of the parties can still be given effect.

**Section 10.12 Signature Authority.** Each person signing this Agreement on behalf of a party warrants that he or she has full authority to sign this Agreement on that party's

behalf.

**Section 10.13 Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall be deemed one agreement. Each counterpart may be executed and delivered by facsimile to the other party.

**Section 10.14 Exhibits.** The following exhibits are incorporated into this Agreement by reference: (a) Exhibit A - Attached Application.

(b) Exhibit B - Attached Supplemental Application Information

(c) Exhibit C - Attached Quarterly Reporting format

**KITTITAS COUNTY:**

**KITTITAS COUNTY BOARD  
OF COUNTY COMMISSIONERS**

ATTEST:

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Board Vice-Chair

\_\_\_\_\_  
Commissioner

DATE: \_\_\_\_\_

**RECIPIENT:**

\_\_\_\_\_  
By: (Print Name)

Title: \_\_\_\_\_

DATE: \_\_\_\_\_

### III REPORTING

\*For each Quarterly Report, the agency will use the standardized reporting form developed by the Homeless and Affordable Housing Committee.

Quarterly Reports are due on the following:

April 15, 2018

July 15, 2018

October 15, 2018

January 15, 2019 (Only for contracts lasting longer than one year.)

Please provide a brief description of work paid for by County funds and total amount of County funds expended per reporting period.

Agencies may report information beyond the standard reporting form if desired.

Please send an electronic copy of each report to:

Kittitas County Homeless and Affordable Housing Committee  
Debbie Myers, Kittitas County Board of Commissioners office  
Kittitas County Auditor's Office, Judy Pless

\*Reporting requirements may be amended by the Committee so that appropriate data can be gathered.



## 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:** Arlam 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.



A handwritten signature in blue ink, consisting of a large, stylized loop followed by a few smaller strokes, positioned above a horizontal line.

Signature of Authorized Representative



A handwritten date in blue ink, '08/10/17', positioned above a horizontal line.

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:</b> <b>(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:</b> <b>(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:</b> <b>(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.
<b>Measurable Objectives:</b>	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.
<b>Measurable Objectives:</b>	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.
<b>Measurable Objectives:</b>	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	
<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

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

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

Applicant Name: Housing Authority/Burview/Hopewoods - Supportive Services Collaborative  
 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	\$11,255.60
Total County Request		Year Two (5% Inl)	\$ 123,118.38
Total from Other Sources		Total - Two Years	\$240,373.98
Total Project Budget	\$126,099.60		

**ANNUAL PROJECT BUDGET**  
 Amount from County Request      Amount from Other Sources      TOTAL  
 Details/Description/Justification

Non-Administrative Staff Costs	2018	2019	2018	2019	Details/Description/Justification
Salaries and Wages	\$ 85,280.00		\$ 85,280.00		Support Services Case Manager 1 FTE 2080 x \$18 + Supportive Employment 1 FTE 2080 x \$18 + Program Management 20 FTE 20280 x \$25
Benefits	\$ 18,761.60		\$ 18,761.60		PLA, FTFA, Employer's portion, LSA Medical Benefits @ 2.5%
<b>Non-Administrative Staff Cost Totals</b>	<b>\$ 104,041.60</b>		<b>\$ 104,041.60</b>		

Direct Client Services	2018	2019	2018	2019	Details/Description/Justification
Personal Assistance					
Physical/Mental Health					
Meal/In-kind					
Utility Cost					
Maintenance/rental/other					
Vendor services					
Transportation assistance					
Other					
<b>Direct Client Services Totals</b>	<b>\$ -</b>		<b>\$ -</b>		

Direct Operational Costs	2018	2019	2018	2019	Details/Description/Justification
Contract/consult					
Printing					
Supplies					
Telephone					
Internet					
Travel					
Insurance					
Other					
<b>Operational Cost Totals</b>	<b>\$ 3,050.00</b>		<b>\$ 3,050.00</b>		

Construction Costs	2018	2019	2018	2019	Details/Description/Justification
New buildings					
Building improvements/equipment					
Other					
<b>Construction Cost Totals</b>	<b>\$ -</b>		<b>\$ -</b>		

TOTAL NON-ADMINISTRATIVE COSTS	2018	2019	2018	2019	Details/Description/Justification
Administrative Costs (not to exceed 15% of the total non-administrative budget)					
Administrative Staff Salary and Wage - 3%	\$ 5,200.00		\$ 5,200.00		Administrative Staff Salary and wage - 3%
Administrative Staff Benefits - 3%	\$ 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 expense - 3%
Special Expenses					
Marketing fees and dues					
Lease	\$ 650.00		\$ 650.00		Central Administration office space lease - 3%
Depreciation					
Manufacture and repaired	\$ 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

**HOUSING AUTHORITY/ HOPESOURCE / ELMVIEW- HASS**

1. Project Description- Redo this paragraph and take out all of the program description. What we need to know is which agency is doing what part of this partnership. Also, you mention Habitat for Humanity? Are they part of this project? If so, where do they fit in and what do they do? NG

**HopeSource's revised Project description:**

**HAKC, HopeSource and Elmview propose to collaborate on a combination of rental vouchers supported by wrap around case management and supportive services. HAKC, in conjunction with the Yakima Housing Authority, will continue to provide vouchers to 25 households and will contract with HopeSource and Elmview for wrap around case management and employment training with the goal of graduating tenants from subsidized voucher housing to permanent unsubsidized housing.**

**HopeSource case managers will provide households with Supportive Services and connect them 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 nutrition security, mental health, physical health, substance counseling, and job searching.**

**Elmview case managers will provide Employment Services that support and empower families with job searching and training for the workforce.**

**The collaboration of the three local agencies outlined provide the support and framework to move families to self-sufficiency and potential home ownership opportunities through a Habitat for Humanity home ownership program or other conventional opportunity.**

**Habitat for Humanity is included by reference as a community partner whom we may refer our successful graduating households to for a home ownership opportunity.**

2. Is this a pilot for a Pathways to Permanence project? Or, is that an additional part of this project? It's difficult to understand.

**The philosophy of this program is to move people from subsidized housing to permanent housing that households can afford without subsidy. Strategies include improving wages, improved budgeting skills, and finance management. The "pathways to permanence" is a phrase used by community action agencies to describe the work Community Action does to move households into stability and self-sufficiency.**

3. . Goals, Strategies and Measures- very confusing, not specific enough and do not include timelines at this point. The responsibilities of each agency should be identified in this section as well. What will be done, how will it be accomplished and who is responsible for each strategy and/or measure? NG

**See updated Goals worksheet.**

4. In the budget narrative, Funding and Utilization, outline which agency receives funding, the work they do for the funding, and how much funding. Who coordinates the budget and how will each agency receive their funding? Why the 5% increase each year? Approximate the amounts of the in-kind contributions of the two year span. NG

**The non-administrative staff cost will be shared by HopeSource and Elmview for supportive service and supportive employment staff activity to be determined by the individual needs of the clients. Administrative functions will be administrated by HopeSource and its staff. The 5%increase covers the 3% increase in COLA (cost of living allowance) and projected operations cost increases.**

**Approximately \$17,000.00 in in-kind contributions from the Housing Authority and Elmview for space, utility, supplies and equipment costs over the two year period.**

5. Proposal Details #1: Applicant profile and Qualifications page 4 348 words. Obviously, this is not a question. I merely want it on record. JF

**Understood.**

6. Proposal Details #2: Project Description Summary page 5 19 words. Obviously, this is not a question; I merely want it on record. Why is Habitat for Humanity and not Elmview referred to in paragraph 3? JF

**Habitat for Humanity, unlike Elmview provides homeownership opportunity which is one of the goals of this program.**

7. Proposal Details #3: county priorities page 8- why is Habitat for Humanity referred to here? JF

**See above**

8. Proposal details #4: Partnerships page 9- 274 words. Obviously, this is not a questions; I merely want it on record. Are these entities actual, real partners with HopeSource? JF

**HopeSource regularly works with and considers the organizations listed in the grant as collaborative partners in meeting the needs of vulnerable populations in our community. The term partnership among social service providers in a community is a generally accepted term that defines cooperation and inter-referral among agencies within that community.**

9. Proposal Details #6: Partnerships page 11- you state in the first paragraph, "... utilize other grant sources to backfill..." What other grant sources? JF

**HopeSource operates a variety of grants in central Washington, many of which can be leveraged or used as match to fill in any gaps in funding.**

10. Goals and Objectives form page 12- All three pages have the same question: Why are there no measurable listed? On the third of these pages where it states, in the top box, "...HopeSource and Habitat for Humanity..." What does Habitat have to do with this funding request? JF

**See revised goals worksheets**

**(The Pathways to Permanence narrative and goals sheet has been removed from our grant proposal.)**

11. Budget Narrative #1- Funding Utilization page 14- What is the actual amount you are asking for on this specific grant? JF

**We are requesting \$117,256.00 for the initial 2018 grant year with a 5% escalator for the remaining year.**

12. Budget Narrative #3: Sustainability page 15- You state "Those individuals who are receiving Social Security or who become recipients..." Is this SSA retirement of disability? JF

**Individuals may be recipients of either/or SSA or SSDI**

13. How many clients do you expect to serve with this grant? GC

**We are targeting 25 households annually.**

14. Please explain the application, screening and selection process. GC

**Participants of the program must first qualify for HAKC housing and are then selected from the HAKC waitlist per their required waitlist selection criteria.**

15. Who audits how the money is spent to ensure the best interests of Kittitas County taxpayers?  
GC

**Kittitas County Auditor is responsible for auditing all county expenditures. HopeSource is annually audited by an external account and has received 11 consecutive years of clean audits.**

16. Are all the vouchers used each year? GC

**Housing Authority has committed 25 housing based vouchers to this project which we**

**anticipate using.**

17. How will you measure the success of your program? GC

**Per the updated goals worksheet**

18. Before the 2019, 2020, etc. monies are released, how will you report, and what will you report, on the expenditures of the prior year to the committee? GC

**We will work with the HAHC and the Board of Commissioners to create a reporting tool which meets requirements.**

**Kittitas County Homelessness and Affordable Housing Committee  
Quarterly Report**

*Please complete the quarterly report by the 15<sup>th</sup> day of the month following the end of each quarter.*

Program: HopeSource/Housing Authority of Kittitas County/Elmview

Organization: Housing Authority Supportive Services

Contact Person: Susan Grindle, Mark Hollandsworth, & Airam Mehtsentu

Phone #: 509-925-1448, & 509-312-0844

**Funding Period**

Date/Year: \_\_\_\_\_ to Date/Year: \_\_\_\_\_

Reporting Quarter: Quarter \_\_\_\_\_ of \_\_\_\_\_ year

<b>Total Number of Participants Currently in the Program</b>					
<b>Total # of Participants</b>	<b>1<sup>st</sup> Quarter</b>	<b>2<sup>nd</sup> Quarter</b>	<b>3<sup>rd</sup> Quarter</b>	<b>4<sup>th</sup> Quarter</b>	<b>Total for Year</b>
Expected					
Actual					

<b>Gender of Participants</b>					
<b>Gender (Total # of Participants*)</b>	<b>1<sup>st</sup> Qtr</b>	<b>2<sup>nd</sup> Qtr</b>	<b>3<sup>rd</sup> Qtr</b>	<b>4<sup>th</sup> Qtr</b>	<b>Total for Year</b>
Male					
Female					
<b>Total*</b>					

**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
<b>Measurable Objectives:</b>	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
<b>Measurable Objectives:</b>	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
<b>Measurable Objectives:</b>	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>	<b>Data Source</b>
Measure number of people employed through employment support services	Tracking documents
<b>Strategy #1: (What will you do to achieve your goal?)</b>	Collaborate with program partners to identify individuals in need of employment supports.
<b>Measurable Objectives:</b>	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: (What will you do to achieve your goal?)</b>	Engage identified individuals to develop individualized Person Centered Plans (PCP) focused on employment outcomes.
<b>Measurable Objectives:</b>	Individuals identified for PCP PCPs completed for identified individuals
<b>Strategy #3: (What will you do to achieve your goal?)</b>	Work with individuals to implement employment focused PCP.
<b>Measurable Objectives:</b>	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	
<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> (What will you do to achieve your goal?)	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> (What will you do to achieve your goal?)	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> (What will you do to achieve your goal?)	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>	

**GOALS AND OBJECTIVES FORM**

*Fill out white sections only.*

<b>GOAL:</b> <b>Prepare a target of 25 tenants for unsubsidized housing through wrap around case management.</b>	
<b>Measures (How will you know you are making progress toward your goal?)</b>	<b>Data Source</b>
Number of tenants exited to permanent housing	Cap60
Improved Self Sufficiency Scores	Internal wellbeing survey
<b>Strategy #1:</b> <b>(What will you do to achieve your goal?)</b>	Develop case management Support Services program for HAKC clients
<b>Measurable Objectives:</b>	-Support Services program tailored to HAKC demographic completed within the first 60 days of grant award. -Criteria and process for equitable and confidential selection for the case management program developed within 90 days of grant award
<b>Strategy #2:</b> <b>(What will you do to achieve your goal?)</b>	Conduct assessment of 25 tenants and identify tenants with capability to move to greater self-sufficiency
<b>Measurable Objectives:</b>	- Assessments completed for all identified tenants within 120 days of grant award. - Screen minimum of 4 tenants a month to verify status and appropriate to program
<b>Strategy #3:</b> <b>(What will you do to achieve your goal?)</b>	Provide tenants connections, referral and guidance to services needed to overcome identified barriers.
<b>Measurable Objectives:</b>	-Stability plans outlining expectations and accountability developed with identified tenants within 10 days of assessment -Referrals and connection to identified service providers that will overcome specific household barriers completed within 10 days of assessment.
<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> <b>75% of people participating in the program will have completed the Elmview employment program and will be employed.</b>	
<b>Measures (How will you know you are making progress toward your goal?)</b>	<b>Data Source</b>
Number of people employed within 6 months of training	Internal Tracking Documents
<b>Strategy #1:</b> <b>(What will you do to achieve your goal?)</b>	Collaborate with HAKC and HopeSource to identify individuals in need of employment supports.
<b>Measurable Objectives:</b>	50% of those identified for the program will incorporate employment outcomes in their stability 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.
<b>Measurable Objectives:</b>	80% of individuals identified as participants will develop a PCP
<b>Strategy #3:</b> <b>(What will you do to achieve your goal?)</b>	Work with individuals to implement employment focused PCP.
<b>Measurable Objectives:</b>	-80% of individuals actively engaged in the training will implement an employment PCP - Number of people employed within 10 months of training completion
<i>*Use copies of the same form if you have more than 3 strategies for the same goal*</i>	

**Explain progress made on each of your Goals and Objectives submitted in your application.**

--

**Please provide additional information, trends or comments related to successes of your program/project:**

--

**Please provide additional information, trends or comments related to the challenges with your program/project:**

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