

**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, a Washington non-profit corporation ("Recipient") for the Women's Sober House Project.

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, unless criteria in Section 2.1 is met, then project will be terminated on December 31, 2019.

ARTICLE II — GRANT AMOUNT, USE AND BUDGET

Section 2.1 Grant Amount: The Recipient is awarded a total of up to fifty-two thousand, two hundred-twelve dollars (\$52,212.00) (the "Grant Award") for year 2018, to be administered as follows as Grant Award HH 2018- 002-HopeSource, to be used for the Women's Sober House Project –a two year project-2019 funding contingent upon meeting all of the following criteria: 1. Women's Sober House shall be ready to accept new clients no later than April 1, 2018. 2. Women's Sober House shall be fully operational, staffed, and at 75% occupancy or has served 3-4 people no later than July 1, 2018.

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 3.1A 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 3.1B 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 5th – Suite 105
Ellensburg WA 98926
509-962-7502
judy.pless@co.kittitas.wa.us

FOR THE RECIPIENT: Susan Grindle
HopeSource

HH-2018-002-HopeSource

700 East Mountain View Avenue, Suite 501
Ellensburg, WA 98926
509-925-1448
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: 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:

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

Example #2:

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

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: Serve 12 single women in 12 months.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Transition women in 90 days to permanent housing.	
Some will take less time, a few may take up to 180 days.	
Strategy #1: (What will you do to achieve your goal?)	Provide treatment for health stability.
Measurable Objectives:	Admission to treatment, attendance and compliance. Case management as determined appropriate. (Weekly, bi-weekly, etc.)
Strategy #2: (What will you do to achieve your goal?)	Refer to Hope University for educational services and Hope Source for long-term housing services.
Measurable Objectives:	Attendance and completion of Hope University classes. Compliance with HopeSource housing assistance services.
Strategy #3: (What will you do to achieve your goal?)	On-Site house monitor to monitor residents and provide mentorship. Weekly house meeting with house monitor and case manager.
Measurable Objectives:	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 ED
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: Merrit Resources/HomeSource - Women's Shelter 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
 Total County Request: \$52,211.70 Total County Request: \$54,822.29
 Total from Other Sources: \$15,219.10 Total from Other Sources: \$107,033.99
 Total Project Budget: \$67,430.80

ANNUAL PROJECT BUDGET
 Amount from County Request Amount from Other Sources

	Amount from County Request	Amount from Other Sources	TOTAL	Details/Description/Justification
Non-Administrative Staff Costs				
Salaries and Wages	\$ 13,104.00	\$ 10,605.00	\$ 23,509.00	SES Homeless Manager FTE @ \$18/hr x 2080 + In-Kind 10 Program Supervisor FTE @ \$12/hr x 2080 + 10 Program Management FTE @ \$12/hr x 2080
Benefits	\$ 2,802.88	\$ 2,298.10	\$ 5,171.98	FICA, FITA, Employers portion, Life Medical Insurance @ 25%
Non-Administrative Staff Costs Totals	\$ 15,906.88	\$ 12,694.10	\$ 28,060.98	
Direct Client Services				
Rental Assistance	\$ 23,400.00	\$ -	\$ 23,400.00	\$450 per month on 1/4 bedroom house x 12 mos.
Heat/Meal costs	\$ -	\$ -	\$ -	
Move-in costs	\$ 3,000.00	\$ -	\$ 3,000.00	
Utilities costs	\$ 1,575.00	\$ -	\$ 1,575.00	\$150 per month for water, sewer, garbage x 12 mos.
Maintenance/Janitorial costs	\$ -	\$ -	\$ -	
Shower supplies	\$ -	\$ -	\$ -	\$125 for shower maintenance for 7 mos.
Transportation assistance	\$ -	\$ -	\$ -	
Other	\$ -	\$ -	\$ -	
Direct Client Services Totals	\$ 27,975.00	\$ -	\$ 27,975.00	
Direct Operational Costs				
Office space rental	\$ 810.00	\$ -	\$ 810.00	Space pool allocation = \$675/mo. x 12 mos. x 10
Utilities	\$ 67.20	\$ -	\$ 67.20	Utility pool allocation = \$56/mo. x 12 mos. x 10
Supplies	\$ 21.60	\$ -	\$ 21.60	Office supplies allocation = \$18/mo. x 12 mos. x 10
Equipment	\$ 15.60	\$ -	\$ 15.60	Equipment pool allocation = \$13/mo. x 12 mos. 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 mos. x 10
Training	\$ 275.00	\$ -	\$ 275.00	275 - Motivational Interviewing, Housing First, Harass Reduction, Individual Placement & Support Training
Travel	\$ 37.00	\$ -	\$ 37.00	12.5 x 3 x 3.25 mileage reimbursement
Insurance	\$ 11.22	\$ -	\$ 11.22	Healthcare pool allocation = \$9.35 x 12 x 10
Other	\$ 2,235.00	\$ 2,525.00	\$ 4,760.00	Individual reimbursement for 3 bedroom unit, bed, bedding, furniture, kitchen (vessels, ceiling, toilet, linen)
Operational Costs Totals	\$ 3,569.82	\$ 2,525.00	\$ 6,094.82	
Construction Costs				
New Building	\$ -	\$ -	\$ -	
Building Improvements/maintenance	\$ -	\$ -	\$ -	
Other	\$ -	\$ -	\$ -	
Construction Costs Totals	\$ -	\$ -	\$ -	
TOTAL NON-ADMINISTRATIVE COSTS	\$ 47,531.70	\$ 15,219.10	\$ 62,750.80	
Administrative Costs (not to exceed 15% of the total non-administrative budget)				
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 Benefits - 2%
Office Supplies & Equipment	\$ 350.00	\$ -	\$ 350.00	Administrative Supplies and equipment - 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 Fee and dues	\$ -	\$ -	\$ -	
Rent	\$ 300.00	\$ -	\$ 300.00	General Administration office space pool 2%
Recreation	\$ -	\$ -	\$ -	
Maintenance and renewal	\$ 180.00	\$ -	\$ 180.00	General Repair and Maintenance 2%
Other	\$ -	\$ -	\$ -	
TOTAL ADMINISTRATIVE COSTS	\$ 4,680.00	\$ -	\$ 4,680.00	
ANNUAL TOTALS	\$ 52,211.70	\$ 15,219.10	\$ 67,430.80	

HOPE SOURCE-WOMEN'S SOBER HOUSE

1. Goals, Strategies, and Measures: All of the strategies you submitted will be useful AFTER you find the clients for this program. You need a goal and then strategies and measures to identify where and how you will find your clients. Rework goal/strategies/measure you submitted to include specifics and timelines. NG

As you develop the strategies and measures, you must be specific as you lay out how you will accomplish the goal. You must also identify timelines for each strategy and measure. (For examples: how many meetings does each client have to attend, how often will you check compliance for each client and what does that mean? How will you monitor Hope University attendance, etc. etc.)

The goals/strategies/measures section tells the story, in a step-by-step fashion, of what you are going to do for this project. The goal of each piece is the big picture. The strategies and measures are broken out so the reviewer can see how you are going to meet your goal. We need the specificity and timelines for the accountability work that we have to do.

See revised goals worksheets

2. Need more detail in the Budget Narrative. What kinds of staff activity will be funded and estimates? How much are lease payments each month? Estimates on utilities and other costs, house monitor costs, and administration and maintenance/yard work. NG

Staffing funds will be utilized for an in-house House Manager and Program Supervisor. We anticipate lease costs to average \$1,950.00 per month depending on property leased. Utilities and maintenance are estimated at \$4,575.00 annually and there will be an administration cost of \$4,680.00 annually.

3. Proposal Details #3: County Priorities: Increase capacity and sustainability for homeless sheltering page 6. You state "Kittitas County coordinated entry indicates on average 28 homeless single women request housing services and also self-identify as having substance use disorders" ... this number contradicts homeless numbers from the past (and previous) years' Point-In-Time count HopeSource conducted. JF

The Point-in-time count numbers are collected on a single day of the year, the fourth Thursday of January. The coordinated entry numbers indicated in our proposal are annual numbers not single day representations.

4. Proposal Details #4: Partnerships page 9 at the end of the first paragraph you state "and many others" ... I really hate to nit-pick but what are the "many others"? In the second paragraph, you mention Hope University as a partner. How can it be considered a "partner" when it is part of HopeSource itself? JF

Merit Resources 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.

Many others include any community agency that provides services needed for each individual. It is impossible to list them all, they will depend on the needs of each individual resident. This may include, but not limited to; DSHS, Bright Beginnings, YVCC, Work Source, the Housing Authority, Comprehensive Healthcare, ASPEN, Public Health and more.

Hope University is a specific component of our housing program, they are a part of Hope Source, yes, but a valuable component that is being highlighted as an additional partner.

5. Budget Narrative #1: Funding Utilization Page 14

You state "Funds for the program would pay house rent and utilities for a two-year period and would also help furnish the rental." Does this mean you have to come back every two years and ask for assistance? Is there any way you can accumulate money to begin to offset what you ask for and eventually (say 2-4 years) not come before our committee and request funds? JF

Yes, there are currently no other funding resources available to fund this valuable Women's Sober House project. Although some program income may be received from participants in the sober house program, the program income is minimal and will not be sufficient to support the program.

6. Budget Narrative #3: Sustainability Page 16

Don't your clients pitch in to pay rent? Is there no DSHS-related entity (like the old ADATSA) to receive money? Don't they work? JF

Yes, there is minimal program income, but the income is not sufficient to support the program.

The ADATSA program was terminated approximately 10 years ago and there are currently no other funding sources to support the program except the possibility of ABD which provides \$197.00 per month to eligible individuals.

7. Budget Narrative #4: Partial Funding Page 16 You state, in the first sentence, "...we would need rental dollars..." Per your list on page 14, (Funding Utilization) six other items you need the money for. I am assuming when you use the word "rental dollars" you are including everything (e.g. activity of staff, utilities, help furnish, etc.) JF

In this case, "rental dollars" does include non-administrative staff cost, direct client services, operational costs, and administrative costs.

8. Budget Template

In the box marked "Direct Client Services", the first line is "Rental Assistance" and you have \$23,400 entered. In the box marked Administrative costs, the eighth line is "Rent" of \$300. What is THIS rent for? JF

This is the cost associated with pooled space expenses.

9. Please explain the total funding requested: this seems like an insufficient amount to deliver on commitments made in the grant application. GC

a. Is the about requested \$26,000 per year?

No, the amount requested is the \$52,212.00 for the 2018 grant year.

b. Who will pay for staff?

The grant provides funding for the House Manager and Program Supervisor.

c. How are operating expenses (food, clothing, utilities, etc.) paid?

Utilities and maintenance and other operating costs are funded through the grant, however food and clothing are funded through other sources.

10. Please explain the application, screening, and selection process.

The application process is fairly basic are the must be;

- 1. diagnosed substance use dependent and willing to engaged with Merit Resource Services treatment services**
- 2. Homeless and single (non-custodial parent)**
- 3. Free from serious violent, sexual, arson or weapons offenses**
- 4. Willing to follow all house rules and expectations, including compliance with Hope University and Hope Source long-term housing assistance**

If there is a bed available and they meet the above criteria they are eligible. If we have more than one application for a single opening the individual who meets the state definition of homeless has priority.

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

We are targeting 8-10 individuals in the initial year and 10-14 clients in the second year of the grant.

12. 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.

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

See revised Goals Worksheet

14. 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

Merritt Resources will work with the HAHC and the Board of Commissioners to develop appropriate reporting mechanisms.

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

Please complete the quarterly report by the 15th day of the month following the end of each quarter.

Program: Women's Sober House

Organization: HopeSource

Contact Person: Craig Kelly, Susan Grindle, Emily Brown & Ariam Mehtsentu

Phone #: 509-925-1448, & 509-925-9821

Funding Period

Date/Year: _____ to Date/Year: _____

Reporting Quarter: Quarter _____ of _____ year

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

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

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: Serve 12 single women in 12 months.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Transition women in 90 days to permanent housing.	
Some will take less time, a few may take up to 180 days.	
Strategy #1: (What will you do to achieve your goal?)	Provide treatment for health stability.
Measurable Objectives:	Admission to treatment, attendance and compliance. Case management as determined appropriate. (Weekly, bi-weekly, etc.)
Strategy #2: (What will you do to achieve your goal?)	Refer to Hope University for educational services and Hope Source for long-term housing services.
Measurable Objectives:	Attendance and completion of Hope University classes. Compliance with HopeSource housing assistance services.
Strategy #3: (What will you do to achieve your goal?)	On-Site house monitor to monitor residents and provide mentorship. Weekly house meeting with house monitor and case manager.
Measurable Objectives:	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>	

GOALS AND OBJECTIVES FORM

Fill out white sections only.

GOAL: Identify and hire "House Monitor" for grant, start date January 2018	
Measures (How will you know you are making progress toward your goal?)	Data Source
Have house monitor hired	Internal
Strategy #1: (What will you do to achieve your goal?)	Reach out to Recovery Community for interest.
Measurable Objectives:	Have job description created and ready December 2017.
Strategy #2: (What will you do to achieve your goal?)	Upon notice of grant approval, start hiring process.
Measurable Objectives:	Hire staff.
Strategy #3: (What will you do to achieve your goal?)	
Measurable Objectives:	
<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.

GOAL: Identify potential residents for grant start date January 2018	
Measures (How will you know you are making progress toward your goal?)	Data Source
Full house	Beds full
Strategy #1: (What will you do to achieve your goal?)	Talk with Merit staff about current patients in program (December 2017)
Measurable Objectives:	Interview potential residents and determine need and eligibility (December 2017) Eligibility includes; no disqualifying criminal history (serious violence, arson, weapons or sex offense), active in treatment at Merit, ties to community, current housing status and need.
Strategy #2: (What will you do to achieve your goal?)	Work with Hope Source and access Coordinated Entry to see if any homeless women also self-identified as substance use dependant.
Measurable Objectives:	Reach out to those individuals to determine need and eligibility. (December 2017)
Strategy #3: (What will you do to achieve your goal?)	Communicate with the jail and ASPEN to inform them of the program start and see if they have any potential applicants identified.
Measurable Objectives:	
<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.

GOAL: Transition 8 - 10 women from homelessness to stabilized housing in 60-180 days.	
Measures (How will you know you are making progress toward your goal?)	Data Source
Transition 8-10 women through the program to stable housing.	Coordinated Entry/HMIS
Strategy #1: (What will you do to achieve your goal?)	Women must stay in active compliance with treatment at Merit Resource Services
Measurable Objectives:	Group attendance, treatment plan compliance and sobriety.
Strategy #2: (What will you do to achieve your goal?)	Women must stay in active compliance with sober house rules and expectations
Measurable Objectives:	<ul style="list-style-type: none"> * Attend 5-7 sober support meetings, weekly. * Attend weekly house meeting with monitor and case manager. * Attend appointments with case manager as directed. * Attend Hope University as directed by case manager and Hope Source. * Comply with other services as determined appropriate (mental health care, YVCC/GED prep, medical, job assistance, etc.
Strategy #3: (What will you do to achieve your goal?)	Hope University Classes and Hope Source long-term housing placement and assistance,
Measurable Objectives:	Compliance checks with Hope University. Housing assistance with Hope Source as appropriate.
<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.

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

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

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