

Program Criteria: CVAG RFI West Valley Housing Navigation Program (WVHNP)

Part 1 - Organization Profile

State Organization name, mailing address, website, and telephone number;

Path of Life Ministries, P.O. Box 1445 Riverside, CA 92502, www.thepathoflife.com, 951-786-9048.

Name the point of contact for this RFI (name & title);

Damien O'Farrell, CEO

State organization type (e.g. corporation, nonprofit, government);

Nonprofit

A brief history of the organization:

POLM has over 12 years of receiving and operating projects with HUD funding. Examples: use of Community Development Block Grant (CDBG) funds for the Path of Life Community Homeless Shelter (129 beds), Emergency Solutions (ESG) dollars for the Community Homeless Shelter, FEMA Emergency Food and Shelter Program (EFSP) funding for the Community Homeless Shelter and Family Shelter (50 beds) and Continuum of Care (CoC) funding for Rapid Rehousing (13 units/38 beds), Permanent Supportive Housing (80 units/92 beds) and new 2016-2017 East County Rapid Rehousing. POLM supports a Housing First model for all programs. Outreach and shelters refer housing clients to the POLM Housing Team and the VI-SPDAT is used to determine the clients housing need. The Outreach/Homeless Prevention program operates countywide and provides referrals, housing assessments with VI-SPDAT and placement into shelter and housing. All shelter programs include intake and case management with the primary goal of placement into housing as quickly as possible. Rapid Rehousing and Permanent Supportive Housing programs offer support to all participants without preconditions. Navigators/Case Managers provide supportive services to help participants remain housed.

Organization's governance hierarchy:

Board Chair Erin Phillips, Secretary Melina Boswell, Treasurer Bob Stockton, Members Leni Zarate, Andrew Walcker, Rich Erickson, Todd Robbins, Randy Barkley, and CEO Damien O'Farrell. The Board of Directors is responsible for giving oversight and direction to the CEO and the organization's overall financial wellbeing. The CEO is responsible for day to day operations of the organization.

vi) Organization's management & staffing hierarchy:

POLM Chief Executive Officers oversees a staff of 45 FTEs which includes three Vice Presidents – VP Finance & Administration, VP Development & Marketing and VP of Grants & Compliance. The proposed number of staff that will be available for WVHNC services is 6.5 (including a Program Manager, 5 Case Management/Navigation Staff including, and portions of Behavioral Health and Employment Specialists).

vii) Explanation of capability and commitment to cooperate with other agencies in a collaborative setting:

POLM collaborates extensively with local, regional, and national partners with 3 goals: 1) ensure that we can quickly provide needed services to our guests by connecting them directly with those entities that

specialize in those services; 2) foster a more efficient, effective, streamlined, and accessible system of services through which those we serve can quickly exit the cycles of homelessness and poverty; and 3) foster collective impact that permanently addresses the systemic issues both causing the prevalence of homelessness and generational poverty or otherwise making their cycles difficult to escape. Our current collaborations are with The Riverside County Continuum of Care, Riverside Homeless Care Network, Riverside Neighborhood Partnership, Seizing Our Destiny: Riverside's Movement for Economic Prosperity, the Eastside Anti-Poverty Round Table, and the Riverside Chamber of Commerce economic development and Business and Education councils. Key local partners include: The Riverside Ending Homelessness Fund, The Riverside County Department of Public Social Services, The Housing Authority of Riverside County, the City of Riverside, the City of Perris, The Riverside County Workforce Investment Office, First 5 Riverside, California Baptist University, University of California Riverside, Family Service Association of Riverside County, The Fair Housing Council of Riverside County, The United Way of the Inland Valleys, Springboard Solutions, The Riverside Police Department, Today's Urban Renewal Network, US Vets, and The Veterans Administration.

viii) Explanation of how Value Added Services are incorporated or integrated into the proposed program of service delivery.

The service models for POLM have demonstrated a streamlined integration of all service activities with mainstream resources as well as additional community resources. The case management/navigation component of programing directly connects participants with these resources. Participants are not simply referred to other resources, they are directly connected to them and assisted with accessing and implementing the resources they need in the way that they need them. Current active partnerships include Riverside County DPSS (Cash Aid), The Riverside County EDA (Workforce Development and Housing Authority), the City of Riverside Housing Authority, Riverside University Health System – Behavioral Health, the local School Districts, the Department of Probation, and Social Security. POLM also has a SOAR Certified Navigator that assists participants directly with obtaining Social Security Benefits. This activity will be seamlessly integrated into this coordinated system.

Part 2 – Program Description and Budget

1. Homeless Prevention and Diversion (HPD)

a. Ensure 100% of all persons served through WVHNP will be screened and services offered will have been decided using CES;

All WVHNP persons will be screened and enrolled in the Coordinated Entry System (CES) starting with Intake into the program using the approved HUD and County of Riverside Intake form in one of 3 locations (Palm Springs, Desert Hot Springs or Cathedral City). The Intake data is entered into HMIS with 72 hours and during that period the Vi-SPDAT assessment is completed by a Navigator and entered into the CES. Those for whom this program is identified as the most appropriate housing option will be assigned to POLM for navigation. POLM participates weekly in CES team meetings to address assignments from CES.

b. Establish resources for this work and in doing so detail staff roles, work processes & tools, and anticipated client outcomes associated with HPD;

The resources for this work include the following: homeless prevention through emergency rental assistance, housing navigation for those who are homeless to rapidly find new housing, security deposits, utility assistance, rental assistance for up to 6 months, case management to secure housing stability and appropriate linkages to community and mainstream resources, and supportive services including behavioral health support and employment support once housed. POLM will expand its established housing first programming within this process and bring our supportive service system including outreach, behavioral health support, employment support, nutritional support, and transportation support to bear. Furthermore, POLM will utilize the established HUD Approved intake form, HMIS, the Vi-SPDAT and the Coordinate Entry System (CES).

Outreach Navigators and a housing hotline will be leveraged from existing programs to identify individuals in need, divert them from emergency shelter services, and connect them with the appropriate level of assistance. If referred for Rapid Rehousing through the CES, Outreach Navigators will also help the individual identify and secure appropriate housing. In this situation, Case Management Staff will work with the household once housed to stabilize in housing in order to remain housed. The program manager will give oversight to the team and work alongside the team in the process.

Client outcomes will be: 1) We will provide homeless prevention and diversion services to 20 households who are at risk of becoming homeless. POLM will provide them with one month of rental assistance & case management; 2) Separately we will provide rapid rehousing placement for 12 homeless households by way of rental assistance, utility assistance, and case management through housing navigators for up to 6 months.

c. Provide HPD services so that the days and hours of operation, service locations, and access to transportation do not pose barriers to persons requiring services;

POLM has the ability to provide client support throughout the entire week including weekends from early mornings into late evenings with staggered schedules to best meet the needs of persons requiring

services. Using a staggered schedule between 3 FTE's and one program manager in throughout the 3 locations, we will be able to provide coverage 7 days per week from 7am to 9pm. The service locations will be in Palm Springs, Desert Hot Springs and Cathedral City (specific location addresses to be determined through co-locating with existing providers/locations). Outreach services currently operate county wide without restrictions to city boundaries. When necessary all clients will have access to transportation either through POLM or bus passes.

d. How leveraged community-based value added partnerships will support HPD activities.

See page 6 for budget.

2. Crisis Stabilization Housing (CSH)

a. Provide CSH housing using hotel/motel vouchers, leased congregate housing, or any other cost-effective strategy for temporarily housing persons for up to ninety days;

Though Motel/Hotel vouchers provide the most flexible of emergency housing in terms of location, fair housing laws make stays longer than 2-3 weeks very difficult. Fair Housing Laws would also prohibit us from encumbering units. In turn, the most effective option for achieving 6-10 available beds at any one time in each of the 3 cities is to use a combination of one 3-bedroom home and three 1-bedroom homes in each city (4 houses in each city for 12 houses total). This mix of emergency housing options will make it possible to house both individuals and families in need of emergency shelter in each city in a way that does not require us to provide 24-hour staffing at each location.

This combination of housing units will allow us to provide emergency shelter to 8 people at any one time in each of the 3 cities. This totals 24 people at any one time (up to 90 days each) for a total of 96 people total throughout the year. Case Management staff will work with the participants during the emergency stay to identify permanent housing as quickly as possible.

b. Ensure that CSH housing is and remains safe, decent, and sanitary at all times;

Case Management staff will monitor each housing unit several times per week using a health inspection checklist that will be kept on file at POLM. In addition, POLM will provide the property owner/management a phone number if needed to address concerns that may arise and the staff will respond as necessary.

c. Provide supportive services such as case management, transportation, food, laundry, clothing, and toiletries to persons housed in CSH; and

Case Management staff for Crisis Stabilization will provide the support needed for individuals in emergency housing to connect with appropriate resources and exit that emergency housing as quickly as possible into more stable non-emergency housing. Participants are provided intensive case management weekly to obtain housing immediately while they also customize a plan for maintaining the housing long term and mapping out a course to obtain the most self-sufficient forms of housing and income as quickly possible. Assessments are conducted by the case manager using the Vi-SPADT to determine housing need and best type of housing. Other assessments on health, employment, & behavioral health will be used as necessary toward the outcome of stable housing. Every client is provided other supportive services such as employment support, behavioral healthcare, mainstream

services with SOAR for Social Security benefits, childcare and transportation as needed to and from services in the community. Clients will be provided laundry tokens weekly, clothing as need with a voucher, toiletries not provided by the motel and food vouchers (gift cards, locations of feeding programs, etc.). All clients will be enrolled in HMIS and have a case file.

d. Use a Housing First, low barrier approach when administering CSH.

See page 6 for budget.

Homeless Prevention and Diversion - HPD / Crisis Stabilization Housing (No Hotel/Motel)					Hours		Rate		Salary	18% Frings	Total Salary					
Program Manager (1 FTE)					\$ 73,632.00			2080	\$ 30.00	\$ 62,400.00	\$ 11,232.00	\$ 73,632.00				
Mental Helath Navigator (.125 FTE)					\$ 9,204.00			260	\$ 30.00	\$ 7,800.00	\$ 1,404.00	\$ 9,204.00				
Employment Navigator (.125 FTE)					\$ 5,522.40			260	\$ 18.00	\$ 4,680.00	\$ 842.40	\$ 5,522.40				
Palm Springs Location					\$ 5,400.00				\$ 5,400.00	Budgeted office expense of \$450/month 12 months						
	Case Manager/Housing Navigator (1 FTE)				\$ 44,179.20			2080	\$ 18.00	\$ 37,440.00	\$ 6,739.20	\$ 44,179.20				
Desert Hot Springs Location					\$ 5,400.00				\$ 5,400.00	Budgeted office expense of \$450/month 12 months						
	Case Manager/Housing Navigator (1 FTE)				\$ 44,179.20			2080	\$ 18.00	\$ 37,440.00	\$ 6,739.20	\$ 44,179.20				
Cathedral City					\$ 5,400.00				\$ 5,400.00	Budgeted office expense of \$450/month 12 months						
	Case Manager/Housing Navigator (1 FTE)				\$ 44,179.20			2080	\$ 18.00	\$ 37,440.00	\$ 6,739.20	\$ 44,179.20				
Office Supplies					\$ 2,400.00				\$ 2,400.00	Budgeted at \$100 /month/12 months/2 offices						
Rental Assistance					\$ 32,000.00				\$ 32,000.00	Bugeted at \$800 per assist/40 assists. These can be one or two monthths of assistance provided per unit for a maximum of 40 assists. At minimum we would be assisting 20 individuals or families.						
Rapid Re-Housing					\$ 30,688.00				\$ 30,688.00	Budgeted to provide Rapid Re-Housing Assistance for 12 units including security deposits and 6 months of assistance at curent county FMR Rates . (4 - 1 Bedroom units, 4 - 2 Bedroom Units and 4 - 3 Bedroom Units/\$957, \$1,197, and \$1,682)						
Utility Deposits					\$ 1,800.00				\$ 1,800.00	Budgeted at \$150 per unit/12 Units						
Utility Payments					\$ 5,400.00				\$ 5,400.00	Budgeted at \$150/month/per unit/3 months each						
Food					\$ 1,800.00				\$ 1,800.00	Budgeted at \$50 per month/per unit/3months each						
Transportation					\$ 1,800.00				\$ 1,800.00	Budgeted at \$50 per month/per unit/3months each						
Office Furnishings					\$ 2,000.00				\$ 2,000.00	Chairs, desks, etc., for 2 offices						
Crisis Stabilization Housing - CSH																
Case Management/Housign Navigator (2 FTE)					\$ 88,358.40			2080	\$ 18.00	\$ 37,440.00	\$ 6,739.20	\$ 44,179.20				
Mental Helath Navigator (.125 FTE)					\$ 9,204.00			260	\$ 30.00	\$ 7,800.00	\$ 1,404.00	\$ 9,204.00				
Employment Navigator (.125 FTE)					\$ 5,522.40			260	\$ 18.00	\$ 4,680.00	\$ 842.40	\$ 5,522.40				
	Program Supplies				\$ 14,400.00						\$ 14,400.00	Budgeted at \$1200 per month/12 months				
	Food Assistance				\$ 65,700.00						\$ 65,700.00	Budgeted for \$7.5 per day/24 people				
	Laundry Assistance				\$ 9,360.00						\$ 9,360.00	Budgeted at \$15 per week per unit (12 units)				
	Transportation Assistance -Bus Passes				\$ 4,800.00						\$ 4,800.00	Budgeted at \$50 per month per unit (12 Units)				
	Mileage Reimbursement				\$ 26,520.00						\$ 26,520.00	Budgeted for 1 Program Manager and 3 Case Manager/Housing Navigators at 50 miles per day/\$.51 per mile/260 days				
					\$ -											
Scattared Site Emergency Units (4 Units in Each City)							3-Bedroom	\$1682/month				Budgeted for 3 Units			\$ 60,552.00	
	Maximum 90 days per person/family				\$ 223,908.00		1 Bedroom	\$957/month				Budgeted for 9 Units			\$ 103,356.00	
							Insurance	\$5000/Year				Budgeted for 12 Units			\$ 60,000.00	
							(Umbrella, Property, Liability, Employee Practices Liability)									
Program IT Expense					\$ 1,680.00				\$ 1,680.00	Budgeted at \$140 per mont for 3 FTE's/12 months						
Equipment (Laptops/Printers/Copiers)					\$ 5,850.00				\$ 5,850.00	Budgeted at - \$900 per Laptop/3 needed, \$700 per cell phone, 3 needed, 150 per printer/3 needed/\$300 per copier/2 needed						
Cell Phones and Monthly Service					\$ 1,800.00				\$ 1,800.00	cell phone service \$50 per month/12 months/3 phones						
Administrative Expenses					\$ 92,650.42											
@12% of total budget																
Total Proposed Budget					\$ 864,737.22											