



CITY OF VISALIA
PERMANENT LOCAL HOUSING ALLOCATION (PLHA)
SEASONAL EMERGENCY SHELTER APPLICATION RFP-25-26-04

I. ORGANIZATION INFORMATION

A. Organization Name: Visalia Homeless Center
Physical Address: _____
Mailing Address: 120 N. Hall, Visalia, CA 93291
CEO/Executive Director Name and Title: Rev. Suzanne Ward
Email: suzyvisalia@gmail.com Telephone: 559-967-4065
CFO/Financial Manager Name and Title: Teri VanHuss
Email: dirtgirleacon@yahoo.com Telephone: 559-901-2073
Project Manager Name and Title: Christy Bergen
Email: christy.thewarehousevisalia@gmail.com Telephone: 559-356-9526
DUNS Number: none Tax ID Number: 26-2691714
Organizational Type: 501(c)(3) For Profit Faith Based Government
or Other (Please Specify): _____

II. PROJECT INFORMATION

A. Project Name: Visalia Homeless Center/Warming Center
Project Address: Not yet secured
Project Purpose: Provide short-term shelter during the coldest winter months
Funding Request: \$90,000 Total Project Budget: \$90,000
Is this a PLHA stand-alone project? Yes No
If not, list other project funding sources and amounts:
Donations are always accepted. Have applied for HHAP-6 money but not guaranteed.
Project History:
Has this project been funded by a HUD or HCD grant before: Yes No
If so, list type of fund(s): _____
Anticipated start date: 12-21-25 Anticipated end date: 3-3-26
Number of unduplicated clients expected to be served: 900 (based on last year's numbers)



III. PROJECT DETAIL

A. Project Summary

Please include the community need these services will address, target population, core services delivered, average length of time of services, and length of time the project has been in operation.

The Visalia Warming Center is a low-barrier, overnight space for those experiencing homelessness during the coldest months of the year. Once a space is finalized, the Warming Center would operate, based on this year's grant, approximately 10 1/2 weeks.

The WC provides a consistent environment of acceptance, operating seven days a week, ten hours a day from 9 PM to 7 AM. The Center offers small snacks, warm beverages and modest sleeping arrangements (mats and blankets). It also provides kennels and pet food to accommodate the pets of clients. The WC, through donations, offers hygiene items as well as socks and some clothing.

The WC has provided an overnight, emergency, low barrier shelter in Visalia since 2018. In that time, it has served thousands of individuals.

Individuals are logged in nightly, and then entered into the HMIS system. This allows an individual to document their long term homeless history. This can document their eligibility for services to other providers.

The WC uses a model of paid staff and volunteers. The volunteers, who come from faith-based organizations and other non-profits, as well as supportive citizens, find this experience helpful in understanding the complexity of homelessness.

For many individuals, with complex issues, the WC provides a stable place. This stability can help the individuals begin to see the need to reach out for services. Staff encourages clients to participate in the KTHA Link program and other services that might lead to permanent supportive housing.

The WC has always been a transition place for families with children that are seeking services. It also provides immediate protection and a safe place for women fleeing domestic violence as they secure long-term solutions.

The Visalia Police Department and Kaweah Health have previously used the WC has a safe location for discharging their own clients.



B. Project Readiness

Please describe steps that been completed or must be completed to initiate the project. These may include, but are not limited to community support, staffing, marketing, and networking.

Because of the longevity of this program, many of the pieces are ready to be launched.
The Security Company has been contacted to finalize the hourly rate and staffing. Previous overnight coordinators are ready to be rehired for the season. If the previous location is approved, letters will again be delivered to the neighbors surrounding the WC site.
Contact with previous volunteers and community groups will be made once the start date is finalized.
Insurance, which comes through the Episcopal Church, will be secured once the project is approved.
Documents for the site plan review are also ready.

C. Partnerships

Please indicate any organization(s) your agency plans to partner with and their role.

The WC has worked to establish a relationship with many of the services agencies in Visalia. As previously mentioned we encourage WC clients to attend the KTHA Link program. Staff works to maintain collaboration with the Navigation Center. Staff have also contacted various agencies within the county, including Adult Protective Services and Crisis Intervention. For women fleeing domestic violence the staff encourages clients to contact Family Services for the Women@s Shelter. The staff has also partnered with Kaweah Health Street Medicine Team as well as Tulare County Public Health. The staff continues to build relationships with faith-based groups as they seek to donate items, time and money. Christ Lutheran Church has long been a supporter of the WC. The Visalia Pride Lions are strong supporters of this program providing donations of food for snacks and/or monetary donations.

D. Coordinated Entry

Will the project participate in Coordinated Entry? Yes No

E. Homeless Management Information System (HMIS)

Will the project enter client data in HMIS? Yes No

IV. PROJECT BUDGET

A. Budget Matrix – Submit attached in excel format.

B. Budget Narrative – Submit attached in excel format.

The undersigned certifies the information contained herein is true and correct to the best of their knowledge. The applicant further understands that the application is a request and there is no guarantee that funds will be provided to the applicant. All organizations awarded federal funds will be subject to federal and local regulatory regulations.

Name and Title of Authorized Official: Suzanne Ward, Project Director

Signature: Suzanne Ward Date: Sept 9, 2025

CITY OF VISALIA PLHA - BUDGET MATRIX

Organization Name: Visalia Homeless Center
Project Name: 2025-2026 Warming Center
Project Dates: 12/21/2025 - 03/03/2026

REVENUE

Revenue Description	City of Visalia PLHA			Other Funding Source			Other Funding Source			Other Funding Source			Total
	Name:	Secured:	Total	Name:	Secured:	Total	Name:	Secured:	Total	Name:	Secured:	Total	
Revenue Resources			\$ 90,000.00										\$ 90,000.00
Total Revenue			\$ 90,000.00										\$ 90,000.00

EXPENDITURES

Expenditures Description	City of Visalia PLHA						Other Funding Source			Other Funding Source			Other Funding Source			Total
	Staff Salary	Staff Fringe	FTE	Months	Staff Total	Total	Name:	Secured:	Total	Name:	Secured:	Total	Name:	Secured:	Total	
Personnel Expenditures																
Project Manager	\$ 3,994.91	\$ -	0.91	2.42	\$ 8,779.41											\$ 8,779.41
Overnight Coordinator 2nd shift	\$ 3,206.67		0.75	2.42	\$ 5,820.11											\$ 5,820.11
Overnight Staff - Shift 1	\$ 2,946.67		2.10	2.42	\$ 14,974.98											\$ 14,974.98
Overnight Staff - Shift 2	\$ 2,946.67		1.35	2.42	\$ 9,626.77											\$ 9,626.77
Custodian (Trash & Laundry)	\$ 3,033.33		0.48	2.42	\$ 3,523.52											\$ 3,523.52
Payroll Taxes at 11.05%	\$ 42,724.81		0.11	1.00	\$ 4,721.09											\$ 4,721.09
Total Personnel Expenditures					\$ 47,445.88											\$ 47,445.88
Operation Expenditures																
Cleaning Supplies		Unit 560.00	100%	2.42	\$ 1,355.20											\$ 1,355.20
Snacks		5,162.16	100%	2.42	\$ 12,492.43											\$ 12,492.43
Laundry		868.00	100%	2.42	\$ 2,100.56											\$ 2,100.56
Security		9,480.00	100%	2.42	\$ 22,941.60											\$ 22,941.60
HMIS License		250.00	100%	1.00	\$ 250.00											\$ 250.00
Office Supplies		265.00	100%	2.42	\$ 641.30											\$ 641.30
Cell Phones		100.03	100%	1.00	\$ 100.03											\$ 100.03
Rent		1.00	100%	1.00	\$ 1.00											\$ 1.00
Green Box Snack Train		1,500.00	100%	1.00	\$ 1,500.00											\$ 1,500.00
Green Box Bike Train		647.01	100%	1.00	\$ 647.01											\$ 647.01
Total Operation Expenditures					\$ 42,029.13											\$ 42,029.13
Client Expenditures																
Hygiene		Unit 50.00	100%	10.50	\$ 525.00											\$ 525.00
Total Client Expenditures					\$ 525.00											\$ 525.00
Total Expenditures					\$ 90,000.00											\$ 90,000.00

CITY OF VISALIA PLHA - BUDGET NARRATIVE

Visalia Homeless Center

2025 - 2026 Warming Center

12/21/2025 - 03/03/2026

REVENUE

Revenue Description	COV PLHA	Source		Total
		Name: Secured:	Name: Secured:	
Revenue Resources	\$ 90,000.00	\$ -	\$ -	\$ 90,000.00
Total Revenue	\$ 90,000.00	\$ -	\$ -	\$ 90,000.00

EXPENDITURES

Expenditures Description	COV PLHA	Source			Total
		Name:	Name:	Name:	
Personnel Expenditures					

1*The Project Director is the Priest in Charge of St. Paul's Episcopal Church, which sponsors (and previously housed) the Warming Center. This position is unpaid. 2*The Project Manager will schedule employees, coordinate volunteers, collect and enter all client data into HMIS and coordinated entry. This position is funded for \$23 per hour with 37 hours per week for 2.42 months (\$8779.41). 3*Overnight Coordinator 2nd Shift will provide consistency of supervision, will assist the Project Manager in collecting client data and ensuring that the cleaning protocol is maintained. This position is funded for \$18.50 per hour with 30 hours per week for 2.42 months (\$5820.11). 4* Overnight Staff 1st and 2nd shift (5 employees) will split 138 hours a week for 2.42 months (27,354.95). 5* The Custodian position will do trash pickup in the neighborhood surrounding the Warming Center and blanket washing. This position is funded for \$17.50 per hour with 19 hours per week for 2.42 months (\$3877.03). Payroll taxes of 11.05% will amount to (\$4721.09).

Total Personnel Expenditures	\$ 47,445.88	\$ -	\$ -	\$ -	\$ 47,445.88
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Operation Expenditures

The Security Contract is for 84 hours a week at \$26.00 per hour for 2.42 months (\$22,941.60) To effectively operate the Warming Center for 2.42 months, the following operational expenditures are necessary. Cleaning Supplies (\$1355.20). Snacks (12,492.43). Laundry supplies and laundry mat costs (\$2100.56). HMIS License fee (\$250.00). Office Supplies (\$641.30). Cell Phone prepaid cards (\$100.03). Rent (\$1.00). Green Box Storage Container for snacks (\$1500.00). Green Box Storage Container for bikes and carts (\$647.01).

Operation Expenditures	\$ 42,029.13	\$ -	\$ -	\$ -	\$ 42,029.13
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Client Expenditures

The Warming Center will supply feminine hygiene items, adult diapers, and first aid supplies to those clients in need. Client Expenditures are estimated to use (\$525.00) for the 2.42 months in operation.

Total Client Expenditures	\$ 525.00	\$ -	\$ -	\$ -	\$ 525.00
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Total Expenditures	\$ 90,000.00	\$ -	\$ -	\$ -	\$ 90,000.00
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