



# **Winter Warming Center Program**

**August 2025**

## **Part 2: APPLICATION**

Please review the **Guidelines** prior to completing an application.

(Lead) Organization Name

Other organizations you're working with (if any)

Contact Person Name

Contact Person Title

Contact Person Phone

Contact Person Email

Organization Address

General Questions for All Applicants

1. How does your organization help the community? Do you have partnerships that can help people using the Winter Warming Center?
2. How do you listen to and use feedback from people who use your services?
3. Is your organization open to new partnerships for the Winter Warming Centers? Are there any specific partnerships your organization needs to successfully serve clients accessing Warming Centers?
4. How many staff members do you have and what do they do? Please provide a brief overview of what each role does and include program, fiscal, and administrative staff.
5. Will you need CSB's assistance hiring and onboarding new staff for the Winter Warming Centers? Please describe the assistance you will need.
6. Is your organization open to receiving the following training?
  - a. Safe Operations of a Winter Warming Center
  - b. De-Escalation Techniques
  - c. HMIS/data entry
  - d. Invoicing Training
  - e. Community Resource Access
  - f. Cultural Sensitivity
  - g. Motivational interviewing
  - h. Trauma-informed care
  - i. Harm-reduction
  - j. Domestic violence
  - k. Community resources
  - l. Safety Planning
  - m. Exit Planning
  - n. Other training as needs are identified
7. What safety measures are or will be in place for clients and staff?
8. Will you survey clients for satisfaction during their participation in the program?
9. Will you participate in a debrief at the close of the Winter Warming Center season?
10. What technology does your organization have and use? What gaps do you have?
11. Are you applying to provide Services or Operations or both?

### Services Questions

1. How many years have you been offering services or housing assistance to people experiencing homelessness/disabled individuals/marginalized populations?
  - a. 6+ years
  - b. 3 – 5 years
  - c. 1 – 2 years
  - d. Less than 1 year
  - e. No experience
2. Tell us about the services your organization provides or has experience providing. Do you work with any specific populations (including but not limited to the following: transition age youth, LGBTQI+ individuals, couples, individuals with pets, survivors, and victims of human trafficking, etc.)?
3. What community services and resources does your organization have access to and will they be accessible to people accessing the Winter Warming Centers?
4. How do you respect different cultures and help people with different needs?
5. What life experience or qualifications will you expect staff members working in the Winter Warming Centers to typically have?
6. How will you tailor your services to be housing focused and effective within the short timeframe of the Winter Warming Center operations?
7. What days and times will staff be available to work with those accessing the Winter Warming Centers? Will you have flexibility to tailor staff availability based on the times when the Winter Warming Centers are open?
8. Which Winter Warming Center sites will your service provision cover?
  - a. North (planned as a hotel)
  - b. South (planned as a community location)
  - c. East (planned as a community location)
  - d. West (planned as a community location)
  - e. Central (planned as a community location)

### Operations Questions

1. How many years do you have experience in operating a similar project?
  - a. 6+ years
  - b. 3 – 5 years
  - c. 1 – 2 years
  - d. Less than 1 year
  - e. No experience
2. If you have experience operating a Winter Warming Center or a similar program, please tell us about it. Additionally, if you have experience with specific populations, be sure to mention that (including but not limited to seniors, transitional age youth, LGBTQI+ individuals, couples, individuals with pets, survivors, and victims of human trafficking, etc.).
3. Have you ever worked with the community to address issues around homelessness or sheltering homeless individuals? Would you be willing to partner with CSB to do community work? Describe the staff coverage proposed to safely operate the Winter Warming Center(s).

4. What will you do and when will you start in order to be ready by December 1, 2025? Please provide a timeline noting significant dates. (Please also keep planning for fiscal management in mind.)
5. Collecting data on clients in the local Homeless Management Information System (HMIS) is essential to the program's effectiveness and maintaining equity for clients. Will you commit to collecting required HMIS data and have staff trained in HMIS data collection by the opening day?
6. If the facility allows it, will your organization accommodate people with pets that are not Service Animals? If so, what community resources will you access to meet the needs of people with pets?
7. Does/will your organization provide food to clients? If yes, please describe the food provision. If not, please address how you plan to feed the clients served.
8. Please address your approach to ensuring a safe environment while also recognizing that exiting an individual from the Winter Warming Center should be done only in instances where the individual is threatening the safety of themselves or others.
9. How would you ensure that policies and procedures developed for the program are followed and will you provide open feedback if something is not working?
10. How do you respect different cultures and help people with different needs?
11. What life experience or qualifications will you expect staff members working in the Winter Warming Centers to typically have?
12. Which Winter Warming Center sites do you plan to operate?
  - a. North (planned as a hotel)
  - b. South (planned as a community location)
  - c. East (planned as a community location)
  - d. West (planned as a community location)
  - e. Central (planned as a community location)

#### Budget

- Complete a budget for 11/15/2025—3/31/2026.
- Complete a budget narrative detailing expenses and how amounts were determined.
- When developing the budget consider: staffing (direct program/data/admin), food, travel (i.e., mileage). Do not include bus passes, security, or rent/lease costs for facilities (CSB will cover).
- Submit a separate budget for each component you are applying for and for as many sites you are applying for (i.e. if applying to provide operations and services for 2 sites we will need 4 budgets – 2 Operations budgets and 2 Services budgets.) Or, if you are applying to cover services for all sites, it is OK to submit a comprehensive Services budget covering all sites, as long as you state it as such.

<u>Cost Category</u>	<u>Proposed Budget</u>	<u>What is included?</u>
Salaries & Wages		
Fringe Benefits		
Professional Services		
Staff Mileage		
Staff Training		
Space Costs/Maintenance		
Consumable Supplies		
Client Assistance		
Client Food		
Client Transportation including leased vehicles and vehicles related costs		
Client Documentation		
Administrative Costs		
HMIS Costs		
<u>Total</u>		