


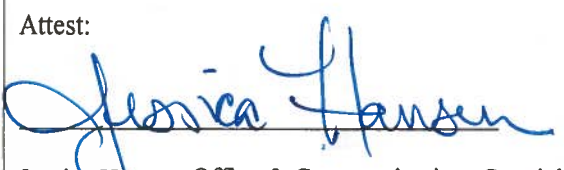


# HOMELESS EXTREME WINTER WEATHER SHELTER PROGRAM CONTRACT

## FACE SHEET

CONTRACTOR IS A <input type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> VENDOR		CONTRACT NUMBER: <b>PSA EWW NCAC16-17 MOD 1</b>
1. NAME/ADDRESS:  <b>Carlos Oliveras, Executive Director                  Yakima Valley Farm Workers Clinic                  601 N. Keys Road                  Yakima WA 98901</b>	2. ORIGINAL CONTRACT AMOUNT: <b>30,000</b>	5. PREVIOUS CONTRACT AMOUNT: <b>\$ 0.00</b>
	3. CASH MATCH REQUIREMENT: <b>\$ 0.00</b>	6. MODIFICATION AMOUNT: <b>\$ 46,000</b>
	4. TOTAL CONTRACT AMOUNT: <b>\$ 30,000</b>	7. NEW TOTAL CONTRACT AMOUNT: <b>\$ 76,000</b>
8. CONTACT INFO:  <b>Janice Gonzales                  (509) 865-7630, ext 2743                  Janiceg@yvwfc.org</b>	9. YVCOG PROGRAM CONTACT INFO: Crystal Testerman 311 N 4 <sup>th</sup> St, Suite 204 Yakima WA 98901 509-424-4695 crystal.testerman@yvcog.org	10. YVCOG FISCAL CONTACT INFO: Christina Wickenhagen 311 N 4 <sup>th</sup> St, Suite 204 Yakima WA 98901 509-574-7986 chris.wickenhagen@yvcog.org
11. CONTRACT START DATE: <b>November 15, 2016</b>	12. CONTRACT END DATE: <b>March 31, 2017</b>	
13. FUNDING AUTHORITY: <b>2163 Local Funds – Homeless Program</b>		
14. STATE AND FEDERAL “BARS” CODE:	15. CFDA NUMBER(S): <b>n/a</b>	
16. PURPOSE: <b>The Contractor shall perform professional services as defined by the Statement of Work incorporated herein.</b>		
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference: <input checked="" type="checkbox"/> Exhibits (specify): <b>EXHIBIT A – N/A</b> <b>EXHIBIT B – Scope of Work</b> <b>EXHIBIT C - Budget</b>		
This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.		
<b>YAKIMA VALLEY FARM WORKERS CLINIC                  NCAC</b>   _____ Carol Oliveras, Executive Director  _____ Date <b>12/22/16</b>	<b>YAKIMA VALLEY CONFERENCE OF                  GOVERNMENTS</b>   _____ James A Restucci, Chairman   _____ Lauris C Mattson, Executive Director	
Attest:   _____ Jessica Hansen, Office & Communications Specialist	Approved as to form:  _____ YVCOG Attorney WSBA#	



## Scope of Work

### PURPOSE

The purpose of this agreement is to provide Extreme Winter Weather Shelter services and Extreme Winter Warming Shelter services for the homeless during the months of November 2016 through March 2017. Shelter shall be provided via coordination, recruitment, staffing, and support of season shelter space and through the disbursement of vouchers for motel stays within all areas of Yakima County to serve those who are otherwise unable to access temporary emergency shelter resources.

### PROGRAM GOALS

The contractor shall, at a minimum:

- **Provide motel vouchers to households unable to access seasonal or year-round emergency shelters.**
  1. Provide voucher **countywide** to homeless individuals and families referred by service agencies duration possible based on negotiations with participating hotels. Vouchers may be used for room rental costs only. The Contractor may exercise discretion in the standard term of vouchers based on household composition and negotiated rates, but no more than 25% of households served should receive an extension into a second voucher over the course of the shelter season.
  2. Give priority access to vouchers to unsheltered households, and the Contractor is expected to provide extensions primarily to households who were lacking any form of shelter upon receiving an initial voucher.
  3. Provide vouchers when and if weather conditions are deemed to negatively affect the health and safety of an unsheltered person.
- **Conduct motel voucher programs subject to the following conditions:**
  1. Comply with the following reporting requirements:
    - A. Participate fully and completely in the County's online Homeless Management and Information System (HMIS) for all persons receiving assistance funded under the terms of this contract.
    - B. Completely enter a client record within HMIS upon provision of funded services.
    - C. Yakima Valley Conference of Governments' staff may provide training and technical assistance as necessary.
    - D. YVCOG and Contractor will be required to enter into and maintain data sharing and client confidentiality agreements.
    - E. The Contractor must have at least one primary and one trained backup data entry operator and one designated HMIS lead.
    - F. Participation shall include prompt and orderly entry and submission of all data, completed in detail and submitted in the manner and periods prescribed by local HMIS Data Quality Standards.



- G. In the event the Contractor fails to maintain its reporting obligations, YVCOG reserves the right to withhold reimbursement or order payment stopped in an amount proportional to the data estimated to be outstanding until the data is current, accurate, and complete.
  - H. Provide monthly reports on services provided to stakeholders with the assistance of Yakima Valley Conference of Governments staff.
2. Comply with **Exhibit C – Budget** line items and their uses as follows:
    - A. Hotel/Motel Vouchers & Operations – Cost of vouchered motel stays and associated fees for homeless clients provided with temporary emergency shelter.
    - B. Operations – Costs specifically associated with the delivery of shelter vouchers. May include but is not limited to staff time for intake, assessment, data entry, and referral for other services. Includes costs incurred specifically for the support and operation of this agreement only.
    - C. Administration – General costs for the support of the Contractor’s organizational needs.
  3. Complete and provide within 45 days after the end of the contract terms a detailed report of actual expenditures and services provided under this agreement.
  4. Perform other related responsibilities as required.



## BUDGET

### *Northwest Community Action Center*

#### EXTREME WINTER WEATHER - MOTEL VOUCHERS

<i>Line Item</i>	<i>Amount</i>
Hotel/Motel Vouchers	\$64,345
Operations	\$9,120
Administration	\$2,535
<b>TOTAL</b>	<b>\$76,000</b>

#### Invoicing Provisions:

A. Monthly invoices and documentation must be submitted in both the following two ways:

- Electronically: Submitted electronic invoices must be provided concurrently to the program manager and to your fiscal contact. Electronic invoices must be submitted no later than the 8th of the month. If the 8th falls on a Saturday or Sunday, invoices must be received by close of business the following Monday.
- Original invoice via delivery: A signed original hard copy of the invoice must be submitted to Yakima Valley Conference of Governments Financial Services. The signed original invoice must be received no later than the 10th of the month to be paid on the next scheduled payable date at the following address:

Yakima Valley Conference of Governments  
311 N 4<sup>th</sup> Street, Suite 204  
Yakima, WA 98901

- B. Under "General Terms and Conditions," documentation of Insurance as reflected section 16. Must accompany the first invoice before payment will be made.
- C. All late invoices will not be paid until the following month; the decision to approve or deny payment of claims for services submitted more than 45 days after the end of the end of the invoice period shall rest solely with the Executive Director; the Director's decision shall be final and not capable of right to appeal.
- D. Submitted invoices must explicitly allocate costs by contracted line items. The Contractor is responsible for ensuring submitted cost documentation is clearly associated with contracted line items. Invoices not meeting this requirement will be returned for correction (All submission deadlines still apply to invoices in need of correction).

- E. Submitted costs ineligible for reimbursement or not properly supported will be deducted from the Contractor's reimbursement. Contractor will be provided a summary of deductions and may opt to submit a supplemental invoice providing additional documentation before the next month's invoicing deadline for these costs only. Should a contractor opt not to re-invoice, these costs will be considered void as of the close of the next invoicing period.
- F. Contractor may request a budget line item be adjusted by up to 10% of the total annual amount between line items. Unless otherwise restricted by funding authorities, the contractor may request costs be moved between existing contractual line items, but may not deviate from the contractual budget by more than 10%. This request must be made in writing, is subject to approval by the Yakima Valley Conference of Governments Services Program Manager, and shall not be construed to allow any modification contrary to other contract requirements in the General Terms, Special Terms, or referenced contractual documents.
- G. All program or billing related questions must be submitted to the program manager directly at Yakima Valley Conference of Governments.