
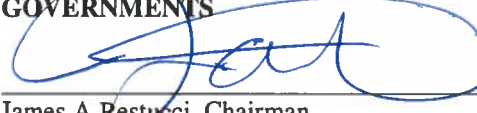
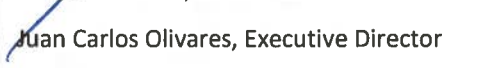
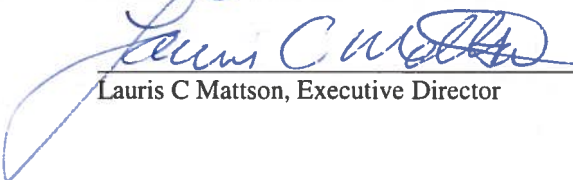
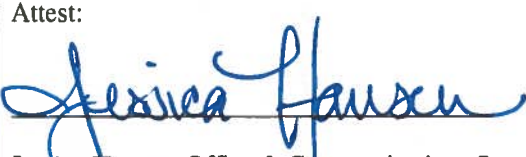
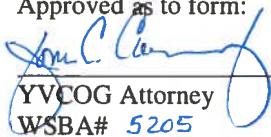

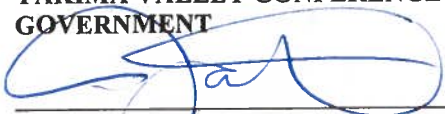
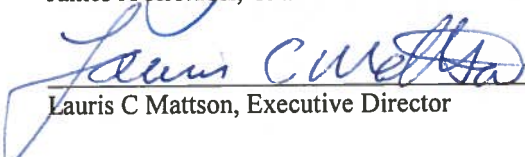

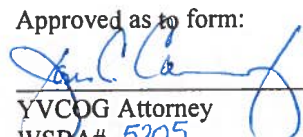


**HOMELESS EXTREME WINTER WEATHER SHELTER PROGRAM CONTRACT
FACE SHEET**

CONTRACTOR IS A <input type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> VENDOR		CONTRACT NUMBER: PSA EWW NCAC 16-17
1. NAME/ADDRESS: Janice Gonzales, Interim Director Yakima Valley Farm Workers Clinic 601 N. Keys Road Yakima WA 98901	2. ORIGINAL CONTRACT AMOUNT: \$ 30,000	5. PREVIOUS CONTRACT AMOUNT: \$ 0.00
	3. CASH MATCH REQUIREMENT: \$ 0.00	6. MODIFICATION AMOUNT: \$ 0.00
	4. TOTAL CONTRACT AMOUNT: \$ 30,000	7. NEW TOTAL CONTRACT AMOUNT: \$ 30,000
8. CONTACT INFO: Rodona Marquez, Planning & Development Director (509) 865-6175 ext. 2913 rodonas@yvwfc.org	9. YVCOG PROGRAM CONTACT INFO: Crystal Testerman 311 N 4 th St, Suite 204 Yakima WA 98901 509-949-1287 crystal.testerman@yvcog.org	10. YVCOG FISCAL CONTACT INFO: Christina Wickenhagen 311 N 4 th St, Suite 204 Yakima WA 98901 509-574-7986 chris.wickenhagen@yvcog.org
11. CONTRACT START DATE: November 15, 2016	12. CONTRACT END DATE: March 31, 2017	
13. FUNDING AUTHORITY: 2163 Local Funds – Homeless Program		
14. STATE AND FEDERAL "BARS" CODE:	15. CFDA NUMBER(S): n/a	
16. PURPOSE: The Contractor shall perform professional services as defined by the Statement of Work incorporated herein.		
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): EXHIBIT A – N/A EXHIBIT B – Scope of Work EXHIBIT C - Budget		
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.		
YAKIMA VALLEY FARM WORKERS CLINIC NCAC	YAKIMA VALLEY CONFERENCE OF GOVERNMENTS	
 Janice Gonzales, Interim Director	 James A Restucci, Chairman	
 Juan Carlos Olivares, Executive Director	 Lauris C Mattson, Executive Director	
Date		
Attest:	Approved as to form:	
 Jessica Hansen, Office & Communications Specialist	 YVCOG Attorney WSBA# 5205	

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YAKIMA VALLEY FARM WORKERS CLINIC NCAC  Janice Gonzales, Interim Director Juan Carlos Olivares, Executive Director Date	YAKIMA VALLEY CONFERENCE OF GOVERNMENT  James A Restucci, Chairman  Lauris C Mattson, Executive Director	
Attest:  Jessica Hansen, Office & Communications Specialist	Approved as to form:  YVCOG Attorney WSBA# 5205	

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:

- **Staff, supervise, and manage the creation and availability of seasonal shelter space(s) within the city of Yakima subject to the following expectations:**
 1. Maintain all shelter space as safe, secure, and respectful facilities for clients accessing services.
 2. Coordinate the donation and distribution of supplies, money, food, and other necessities for the operation of shelter projects.
 3. Provide a project level coordinator to conduct necessary volunteer training, site management, monitoring, data entry and reporting, and other duties as required.
 4. Recruit, train and supervise consistent lead volunteer(s) or staff at each shelter site to monitor program quality, internal controls, client safety, and other routine site management activities as required.
 5. Recruit, train, retain, schedule and supervise volunteers necessary to conduct shelter operations.
 6. Create all required operational guidelines, policies and procedures, client standards, etc., and provide Yakima Valley Conference of Governments with such documents.
 7. Enter into written agreements with any participating parties (i.e. churches) offering donated space for the provision of services establishing clear terms of use, including any usage restrictions and liability responsibilities. Copies of such agreements should be provided to Yakima Valley Conference of Governments staff or prior to the delivery of services at each site.
 8. Conduct random on site visitations, reviews, and other interventions as necessary to ensure client safety and adherence to policy.
 9. Create a means of tracking, summarizing, and reporting incidents occurring on site at the shelters and their resolution and provide Yakima Valley Conference of Governments staff regular and complete summaries of any such incidents.
 10. Provide a confidential and anonymous means for clients to register grievances, complaints, safety concerns, etc. regarding the operations of shelters, Contractor staff or volunteers, or any other element of the EWW Shelter project. Provide a

- 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	\$25,400
Operations	\$3,600
Administration	\$1,000
TOTAL	\$30,000

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 4th 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).

GENERAL TERMS AND CONDITIONS

1. **Definitions:** The words and phrases listed below, as used in the Contract, shall have the following definitions:
 - A. "Contract" The term contract is intended to mean an agreement creating obligations enforceable by law between Yakima Valley Conference of Governments and the contractor. For purposes of this "contract", the parties agree that all terms contained in the General Terms and Conditions and Special Terms and Conditions including and Exhibits and other documents, as well as any other attachments, are considered part of the "contract".
 - B. "CFR" means Code of Federal Regulations. All reference in this Contract to CFR chapters or sections shall include any successor, amended, or replacement regulation. The CFR may be accessed at <http://www.gpoaccess.gov/cfr/index.html>
 - C. "Debarment" means an action taken by a federal official to exclude a person or business entity from participating in transactions involving certain federal funds.
 - D. "Director" means the Director of Yakima Valley Conference of Governments.
 - E. "General Terms and Conditions: means the contractual provisions contained within this Contract, which govern the contractual relationship between the Conference and Contractor, under this Contract.
 - F. "personal Information" means information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt for governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifies.
 - G. "Principals," which includes officers, members of the Executive Committee, owner(s), or other person(s) with management or supervisory responsibilities relating to the transaction.
 - H. "RCW" means the Revised Code of Washington. All references in this Contract to RCW chapters or sections shall include any successor, amended, or replacement statute. The RCW can be accessed at <http://apps.leg.wa.gov/rcw/>.
 - I. "Subcontract" means a separate contract between the Contractor and an individual or entity ("Subrecipient") to perform all or a portion of the duties and obligations that the Contractor shall perform pursuant to this Contract.
 - J. "WAC" means the Washington Administrative Code. All references in this Contract to WAC chapters or sections shall include any successor, amended, or replacement regulation. The WAC can be accessed at <http://apps.leg.wa.gov/wac/>.

9. **Debarment Certification**: The Contractor, by signature to this Contract, certifies the Contractor, its Principals and any Subrecipient are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from participating in transactions (debarred). The Contractor also agrees to include the above language notification requirement in any and all Subcontracts into which it enters. The Contractor shall immediately notify the YVCOG if, during the term of this Contract, the Contractor, its Principals or Subrecipient becomes debarred. The YVCOG may immediately terminate this Contract by providing the Contractor written notice if the Contractor becomes debarred during the term of this Contract.
10. **Disputes**: The Yakima Valley Conference of governments, as the fiscal agent, shall address disputes between the parties by reviewing the facts, contract terms, and applicable statutes and rules, and make a determination. This process shall constitute the final administrative remedy available to the parties. Each party reserves the right to litigate issues and matters in court de novo.
11. **Documentation for Reimbursement Requests**: At the Contractor's first request for reimbursement, YVCOG will require detailed back-up documentation for all expenditures. On subsequent invoices, the monthly activity report and printout from the Contractor's accounting system listing the expenditures charged against the contract will be acceptable. All backup documentation must be available to the YVCOG and all other auditors, upon request. Reimbursement of expenditures for staff time spent on more than one source will require timesheets reflecting hours charged to the contract.
12. **Entire Contract**: The Contract including all documents attached to or incorporated by reference; contain all the terms and conditions agreed upon by the parties. No other understanding or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties.
13. **Governing Law, Venue, and Jurisdiction**: This Agreement shall be governed by the laws of the State of Washington. Any action, suite, or judicial proceeding for the enforcement of this Agreement shall be brought in Yakima County Superior Court for the State of Washington.
14. **Independent Status**: For purposes of this Contract the Contractor acknowledges that the Contractor is not an officer, employee, or agent of the YVCOG. The Contractor shall not hold out itself or any of its employees as, nor claim status as, an officer, employee, or agent of the YVCOG. The Contractor shall not claim for itself or its employees any rights, privileges, or benefits, which would accrue to an employee of the YVCOG. The Contractor shall indemnify and hold harmless the YVCOG from all obligations to pay or

comply with the terms of this paragraph, waive any immunity granted under Title 51 RCW, and assume all liability for actions brought by employees of the subcontractor.

18. Insurance:

- A. The YVCOG certifies that it is insured as a member of the Washington Cities Insurance Authorities Risk Pool, and can pay for losses for which it is found liable.
- B. The Contractor shall, with insurance carries with a Best Rating of A-VII or better, maintain occurrence based comprehensive general liability insurance and automobile liability insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregated, as well as Workers Compensation Contingent Employers Liability with minimum limits of \$1,000,000 each accident or disease for each employee. Such insurance shall provide the YVCOG, its officers, employees, agents and volunteers are Primary Additional Insureds. Prior to commencement of any work under this Agreement, the Contractor shall, provide proof of such insurance including all Certificates of Insurance and endorsements pertaining to such insurance, and if requested, any policy pertaining to insurance required under this Agreement.

19. Maintenance and Records: During the term of this Contract and per state law for seven years following termination or expiration of this Contract, both parties shall maintain records sufficient to:

- A. Document performance of all acts required by law, regulation, or this Contract;
- B. Demonstrate accounting procedures, practices, and records that sufficiently and properly document the Contractor's invoices to the YVCOG and all expenditures made by the Contractor to perform as required by this Contract.
- C. For the same period, the Contractor shall maintain records sufficient to substantiate the Contractor's statement of its organization's structure, tax status, capabilities, and performance.

20. Nondiscrimination: The Contractor agrees that it shall not discriminate against any person on the grounds of race, creed, color, religion, national origin, sex, sexual orientation, age, marital status, political affiliation or belief, or the presence of any sensory, mental or physical handicap in violation of the Washington state Law Against Discrimination (RCW Chapter 49.60) or the Americans with Disabilities Act (42 USC 12101 et seq.) In the event the Contractor violates this provision, the YVCOG may terminate this Contract immediately and bar the Contractor from performing any services for the YVCOG in the future.

21. Order of Precedence: In the event of an inconsistency in this Contract, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence, in the following order, to:

- A. Applicable federal and State of Washington statutes and regulations;

26. **Survivability**: The terms and conditions contained in the Contract, which by their sense and context, are intended to survive the expiration of this particular Contract shall survive. Surviving terms include but are not limited to Confidentiality, Disputes, Inspection, Maintenance of Records, Ownership of Material, Responsibility, Termination for Default, Termination Procedure, and Title to Property.
27. **Termination Due to Change in Funding**: If the funds upon which YVCOG relied to establish this Contract are withdrawn, reduced, or limited, or if additional or modified conditions are placed on such funding, the YVCOG may terminate this Contract by providing at least five business days' written notice to the Contractor. The termination shall be effective on the date specified in the notice of termination.
28. **Alternative use of Funding**: YVCOG at its sole discretion may choose to provide alternative funding sources to continue this contract if the original funds which the YVCOG relied to establish this Contract are withdrawn, reduced, or limited, or if additional or modified conditions are placed on such funding. Such decision to use alternative funding sources shall not abrogate YVCOG's right to terminate this contract under the provisions set forth in item 27 above, and such decision to provide and/or continue such alternative funding shall be at the sole discretion of YVCOG and contractor agrees to hold YVCOG harmless for such decision.
29. **Termination**:
- A. Either party may terminate this Agreement by providing thirty (30) calendar days' written notice sent by certified mail to the addresses listed on Page 1.
 - B. If the Contractor fails to comply with the terms and conditions of this Agreement, the YVCOG may terminate this Agreement immediately upon written notice sent by certified mail to the Contractor and the YVCOG may pursue such remedies as are legally available.
 - C. If this Agreement is terminated on any reason, YVCOG shall pay only for performance rendered or costs incurred in accordance with the terms of this Agreement and prior to the effective date of termination.
30. **Title to Property**: Title to all property purchased or furnished by the YVCOG for use by the Contractor during the term of this Contract shall remain with the YVCOG. Title to all property purchased or furnished by the Contractor for which the Contractor is entitled to reimbursement by the YVCOG under this Contract shall pass to and vest in the YVCOG. The Contractor shall take reasonable steps to protect and maintain all the YVCOG property in its possession against loss or damage and shall return the YVCOG property to the YVCOG upon Contract termination or expiration, reasonable wear and tear excepted.
31. **Treatment of Client Property**: Unless otherwise provided in the Contract, the Contractor shall ensure that any adult client receiving services from the Contractor



**Northwest Community
Action Center**

we are family

September 26, 2016

Yakima Valley Conference of Governments
Crystal Testerman, Coordinator
311 N 4th Street, Suite 204
Yakima, Washington 98901

Re: Quote No. EWWS 2016-2017 YVCOG Extreme Winter Shelter and Daily Warming Shelter

Dear Ms. Testerman,

The purpose of this letter is to forward our proposal to provide hotel motel/vouchers to homeless individuals and families including single males, single females and families with children in Yakima County. Northwest Community Action Center, a division of Yakima Valley Farm Workers Clinic, will target individuals and families not otherwise able to or appropriate for other shelter operations in the County. The length of stay will be determined by specific household need and circumstances

The total amount requested is \$30,000 to include administrative, operational and direct voucher costs to operate the program.

For more information, please contact Janice Gonzales, Interim Director, Northwest Community Action Center, 706 Rentschler Lane, Toppenish, Washington 98948, telephone (509) 865-7630 ext 2743.

Sincerely,

A handwritten signature in blue ink that reads "Janice Gonzales".

Janice Gonzales
Director

JMG

www.yvfwc.org

Quote No. EWWS 2016-2017 YVCOG Extreme Winter Shelter and Daily Warming Shelter

Abstract

Yakima Valley Farm Workers Clinic DBA Northwest Community Action Center (NCAC) proposes to provide Extreme Winter Weather Shelter services for the homeless during the months of November, 2016 through March, 2017 in Yakima County. The intent is to serve those who are otherwise unable to access temporary emergency shelter resources.

NCAC shall:

- 1) Provide hotel/motel vouchers countywide to homeless individuals and families. Vouchers may be used for room rental costs only. NCAC will exercise discretion in the standard term of vouchers based on household composition and negotiated rates.
- 2) Give priority access to vouchers to unsheltered families.
- 3) Provide vouchers when and if weather conditions are deemed to negatively affect the health and safety of an unsheltered person.
- 4) Vouchers shall provide a minimum of 1250 bed nights, which will be include a mix of single males, single females, families without minor children, and families with minor children.
- 5) 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 this project.
 - b. Completely enter a client records within HMIS upon provision of funded services.
 - c. Enter into and abide by existing data-sharing and confidentiality agreements.
 - d. Maintain an appropriate level of trained staff in HMIS with a minimum of one primary and one back up operator.
 - e. Promptly enter and submit all data, completed in detail and enter in the manner and within the periods prescribed by local HMIS Data Quality Standards
- 6) Budget:
 - 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. My included 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 program.
 - c. Administration – General costs for the support of NCAC's organizational needs.

Organizational Experience

NCAC is a division of Yakima Valley Farm Workers Clinic. YVFWC provides comprehensive medical, dental and social services in several Pacific Northwest communities. In Washington State, there are clinics in Toppenish, Yakima, Sunnyside, Grandview, Wapato, Prosser, Pasco, Walla Walla, Spokane and Ellensburg. In Oregon, clinics are located in Hermiston, Portland, Woodburn and Salem. NCAC and its parent company have sufficient resources that will enable the Center to operate the program

NCAC has extensive experience providing homeless re-housing, emergency hotel/motel voucher services. Since its inception in 1982, Northwest Community Action Center (NCAC) has been providing families, individuals and youth with a range of educational, social and human services. With Multiple service locations throughout the Yakima County, experienced staff and an extensive array of service options, NCAC is equipped with the resources, experience and expertise to successfully deliver the services required by the lead grantee.

As current contractor, with Yakima Valley Conference of Governments, NCAC maintains insurance coverage to comply with contract requirements. Yakima Valley Farm Workers Clinic maintains insurance required by state and federal contracts certification attached.

With nearly thirty years' experience operating a variety of social service programs in Yakima County, NCAC has extensive experience tracking the characteristics, services and, most importantly program outcomes of each unique program. Measuring and documenting reductions in homelessness, has been an essential element of our shelter and rental assistance programs. We are well versed in the existing Homeless Information Management System and have the requisite trained staff to meet the requirements of the project.

NCAC has stability in its senior management, accounting, key staff and board membership as evidenced by infrequent turnover in staff and either infrequent or prescribed (term limits) turnover in board membership.

Northwest Community Action Center (NCAC) has over 30 years of managing federal, state and local contracts. Our Executive Director, Juan Carlos Olivares has served in the capacity of Chief Executive Officer for the corporation for more than two decades. Under Mr. Olivares' leadership, Yakima Valley Farm Workers Clinic has grown from a small rural clinic to one of the largest Community Health Clinics in the Pacific Northwest. Yakima Valley Farm Workers Clinic also enjoys a tenured executive team in Pete Toop,

Corporate Chief Financial Officer; Glen Davis, the Director of Operations; and Stella Vasquez, Director of Program Operations.

Janice Gonzales, Interim Director, has been with Yakima Valley Farm Workers Clinic for ten years joining Northwest Community Action in 2009. With over 30 years in public administration, and federal and state grants management, Janice provides a level of experience knowledge and stability that will assure continuity, accountability, and productivity.

Misael Maldonado and Mariana Ambriz are experienced Homeless Prevention Case Managers currently delivering rental assistance, homeless prevention, and emergency shelter services to eligible clientele.

The Board of Directors for the Yakima Valley Farm Workers Clinic are long term members of the board and this community. Turnover is minimal and with many board members have served over 10 years.

PROJECT REQUIREMENTS

NCAC shall be responsible for providing emergency hotel/motel vouchers to the homeless population of the cities within Yakima County. Although NCAC will serve the entire Yakima County, it is the intent of this proposal to focus on the area south of Union Gap. The need for emergency hotel/motel vouchers in that area is more critical as there are no family shelters and otherwise very limited other emergency shelters.

By virtue of submitting this proposal NCAC acknowledges that funds cannot be used for services that have an inherently religious component and as such services cannot and will not be contingent upon participation in religious activities.

As described above NCAC has the organization capacity to deliver services as described above with skilled staff to deliver the service.

Prove of insurance, legal status of the organization, and the most recent financial audit is included as an attachment and incorporated as part of this proposal.

Budget

Administration (indirect)	1,024.00
Salaries	2,340.00
Benefits	702.00
Travel	295.00
Supplies	125.00
Utilities/facilities	69.00
Communications	59.00
Equipment Lease	10.00
Property Insurance	10.00
Subtotal Operations Direct	3,610.00
Hotel/motel vouchers	25,400.00
Total	30,034.00

Administrative costs include indirect costs necessary to support corporate administrative costs, such as Accounting, Security, Human Resources, Facilities, Information Technology and other related costs.

Operational costs include the costs associated with .25 equivalent FTE dedicated to the program for the duration of the project.

Hotel/motel vouchers include direct costs associated with hotel stay for individual clientele.

Attachments

1. Most Recent Audit
2. Proof of Insurance
3. Certification Regarding Debarment, Suspension, Ineligibility an Voluntary Exclusion--Lower Tier Covered Transactions

a. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

b. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature  Date: September 26, 2016

Printed Name: Janice Gonzales

Title: Interim Director

4. Documentation of the legal status of the agency/entity sponsoring the application (e.g., 501(c) (3) letter for non-profit status or license for incorporated business.) See attached

(5) Complete list of seasonal shelter(s); name, address, contact or motel(s); name, address, contact, who will provide Extreme Winter Shelter

Sunnyside Rodeway Inn	408 Yakima Valley Hwy	Sunnyside, WA 98944
El Coral	61731 US Highway 97	Toppenish, WA 98948
Yakima Farm Worker Housing, Yakima Housing Authority	504 S. 1 st Street	Granger, WA 98932
Sun Country Inn	1700 N. 1st St.	Yakima, WA 98901
Yakima Valley Inn	818 N. 1st St.	Yakima, WA 98901

Impactful interactions for success

**YAKIMA VALLEY FARM WORKERS CLINIC
CONSOLIDATED FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION
YEAR ENDED MARCH 31, 2015**

Wealth Advisory

Outsourcing

Audit, Tax, and Consulting



**YAKIMA VALLEY FARM WORKERS CLINIC
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**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Directors
Yakima Valley Farm Workers Clinic
Toppenish, Washington

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Yakima Valley Farm Workers Clinic (the Clinic), which comprise the consolidated statement of financial position as of March 31, 2015, and the related consolidated statements of activities and changes in net assets, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated November 12, 2015.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Clinic's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Clinic's internal control. Accordingly, we do not express an opinion on the effectiveness of the Clinic's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying Schedule of Findings and Questioned Costs, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiencies described in the accompanying Schedule of Findings and Questioned Costs to be material weaknesses. Refer to Finding 2015-001.

Board of Directors
Yakima Valley Farm Workers Clinic

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Clinic's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying Schedule of Findings and Questioned Costs as items 2015-001.

Yakima Valley Farm Workers Clinic's Response to Findings

The Clinic's response to the findings identified in our audit are described in the accompanying Schedule of Findings and Questioned Costs. The Clinic's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



CliftonLarsonAllen LLP

Yakima, Washington
November 12, 2015



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**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH REQUIREMENTS
THAT COULD HAVE A DIRECT AND MATERIAL EFFECT ON EACH MAJOR
FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN
ACCORDANCE WITH OMB CIRCULAR A-133**

Board of Directors
Yakima Valley Farm Workers Clinic
Toppenish, Washington

Report on Compliance for Each Major Federal Program

We have audited Yakima Valley Farm Workers Clinic's (the Clinic) compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the Clinic's major federal programs for the year ended March 31, 2015. The Clinic's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the Clinic's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Clinic's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Clinic's compliance.



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Board of Directors
Yakima Valley Farm Workers Clinic

Opinion on Each Major Federal Program

In our opinion, the Clinic complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended March 31, 2015.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance, which are required to be reported in accordance with OMB Circular A-133 and which are described in the accompanying schedule of findings and questioned costs as items 2015-002. Our opinion on each major federal program is not modified with respect to these matters.

The Clinic's response to the noncompliance findings identified in our audit are described in the accompanying Schedule of Findings and Questioned Costs. The Clinic's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control Over Compliance

Management of the Clinic is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Clinic's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Clinic's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we identified certain deficiencies in internal control over compliance, as described in the accompanying schedule of findings and questioned costs as items Refer to 2015-002, that we consider to be significant deficiencies.

Board of Directors
Yakima Valley Farm Workers Clinic

The Clinic's response to the internal control over compliance findings identified in our audit are described in the accompanying Schedule of Findings and Questioned Costs. The Clinic's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the result of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

CliftonLarsonAllen LLP

CliftonLarsonAllen LLP

Yakima, Washington
November 12, 2015

**YAKIMA VALLEY FARM WORKERS CLINIC
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED MARCH 31, 2015**

SECTION I – SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

Material weakness(es) identified? X yes no

Significant deficiency(ies) identified not considered to be material weakness(es)? yes X none reported

Noncompliance material to financial statements noted? yes X no

Federal Awards

Internal control over major programs:

Material weakness(es) identified? yes X no

Significant deficiency(ies) identified not considered to be material weakness(es)? X yes none reported

Type of auditors' report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with Circular A-133, Section .510(a)? X yes no

Identification of major programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
93.224/93.527	Health Care Centers Cluster
17.259	WIA Youth Activities (WIA Cluster)
93.505	MIECHV Thrive by 5 Cohort 6
93.568	Low Income Home Energy Assistance Program - Energy
93.918	OP Early Intervention

Dollar threshold used to distinguish between type A and type B programs: \$780,341

Auditee qualified as low-risk auditee? X yes no

**YAKIMA VALLEY FARM WORKERS CLINIC
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
YEAR ENDED MARCH 31, 2015**

SECTION II – FINANCIAL STATEMENT FINDINGS

Finding 2015-001

Type of Finding: Material Weakness in Internal Control over Financial Reporting

Criteria: The Clinic's management is responsible for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement.

Condition: We noted delays receiving final account balance information for fixed asset accounts. Ultimately accounts were reconciled and accurate financial information was recorded to the accounting records.

Effect: Significant delays resulted in the issuance of audited year-end financial statements.

Recommendation: We recommend the Clinic implement a review of the processes to reconcile fixed asset accounts to ensure account balances are accurate and the financial close procedures occur on a timely basis.

Views of Responsible Officials and Planned Corrective Actions: Clinic management has reviewed the auditor's findings and acknowledge capitalization of software and equipment should have occurred quarterly rather than at year end. However, Clinic management also points out that, although these entries were made at year end instead of quarterly, the result was an immaterial impact upon quarterly financial statements. Nonetheless, we have implemented procedures to ensure such adjustments are made timely for the purpose of financial reporting.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

Finding 2015-002

Federal Agency: U.S. Department of Health and Human Services
Federal Program: OP Early Intervention
CFDA Number: 93.918

Type of Finding: Significant Deficiency in Internal Control over Compliance – Allowability and Non-Material Non-Compliance.

**YAKIMA VALLEY FARM WORKERS CLINIC
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
YEAR ENDED MARCH 31, 2015**

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS (CONTINUED)

Finding 2015-002 (Continued)

Criteria: The Clinic's procedures for processing payroll expenditures, including allocating disbursements to programs, should include internal controls to ensure that expenditures are allocated in accordance with the cost allocation plan and are supported by an approved timesheet.

Condition: There were two instances in which expenditures were not properly allocated to the program. There was one instance in which the timesheet was not properly approved.

Context: Our procedures included examining 25 payroll disbursements from the year under audit. We examined personnel files, allocation percentages, payroll registers, and timesheets. We identified there were two instances in which expenditures were not properly allocated to the program. There was one instance in which the timesheet was not properly approved.

Questioned Costs: None.

Cause: Allocation percentages were not properly applied to the payee's gross wages. Timesheet was not properly approved by the employee's supervisor.

Effect: Expenditures were not charged to programs or allocated correctly.

Recommendation: We recommend the organization implement procedures to perform a detailed review of allocations to ensure accuracy prior to entry into the accounting software. We further recommend supervisors review and approve all timesheets prior to payments.

Views of Responsible Officials and Planned Corrective Actions: In regards to the two instances of expenditures not charged correctly, one resulted in an under-charge of \$113.92 and one resulted in an over-charge of \$113.47. Individually and in aggregate the amounts are immaterial to the combined financial statements as a whole. Nonetheless, we have implemented procedures to ensure such errors in calculation are caught and corrected in a timely and accurate manner.

**YAKIMA VALLEY FARM WORKERS CLINIC
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS – CLINICS
YEAR ENDED MARCH 31, 2015**

Program Title	Federal CFDA Number	Pass-Through Grantor's Number	Contract Amount	Expenditures
Department of Health and Human Services:				
Health Care Centers Cluster	93.224/93.527	H80CS00639-13-12	\$ 14,857,168	\$ 14,657,439
Spanish Language Parent Education	93.590	90CA1787-03	138,926	53,633
Spanish Language Parent Education	93.590	90CA1787-04	137,834	67,297
Expectant & Parenting Teens, Women, Fathers, and their Families	93.500	N20480	232,000	151,696
Postdoctoral Training in General, Pediatric, and Public Health Dentistry	93.884	D88HP20110-04-00	288,378	58,927
Postdoctoral Training in General, Pediatric, and Public Health Dentistry	93.884	D88HP20110	297,944	130,869
Rural Health Performance Improvement	93.912	D0RH26829-01-00	300,000	142,949
Rural Health Workforce Development Program	93.912	G98RH19718	118,691	7,320
OP Early Intervention Services to HIV Disease	93.918	H76HA00199-21-00	304,009	39,944
OP Early Intervention Services to HIV Disease	93.918	H76HA00199-21-00	329,949	296,571
Total Direct Programs			17,004,899	15,606,645
Passed Through Washington Early Learning Fund dba Thrive by Five WA:				
YVMH-Yakima County NFP (MEICHV)	93.505	N/A	465,274	184,063
Passed Through HRSA Grant:				
Affordable Care Act (THC) (GME) Payment Program	93.530	T91HP24224	300,000	75,919
Affordable Care Act (THC) (GME) Payment Program	93.530	T91HP24224	600,000	366,449
Affordable Care Act (THC) (GME) Payment Program	93.530	T91HP25795	300,000	103,210
Affordable Care Act (THC) (GME) Payment Program	93.530	T91HP25795	600,000	270,109
Total Pass-Through Program			1,800,000	815,687
Passed Through University of Washington:				
AETC	93.145	753761	111,408	34,768
AETC	93.145	5 H4AHA00051-13-0	111,408	64,840
Total Pass-Through Program			222,816	99,608

**YAKIMA VALLEY FARM WORKERS CLINIC
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS – CLINICS (CONTINUED)
YEAR ENDED MARCH 31, 2015**

Program Title	Federal CFDA Number	Pass-Through Grantor's Number	Contract Amount	Expenditures
Department of Health and Human Services (Continued):				
<i>Passed Through Yakima Health District:</i>				
HIV Intervention	93.917	N19995	\$ 186,071	\$ 527
HIV Intervention	93.917	N20591	165,000	140,734
Total Pass-Through Program			351,071	141,261
<i>Passed Through Yakima Valley Memorial Hospital:</i>				
Maternal Child Health Program	93.994	N/A	37,125	26,101
Maternal Child Health Program	93.994	N/A	48,000	24,000
Total Pass-Through Program			85,125	50,101
<i>Passed Through National Association of Community Health Centers:</i>				
Americorp Healthcare	94.006	13edhmd0010033	87,750	48,305
Americorp Healthcare	94.006	13edhmd0010033	87,750	23,976
Total Pass-Through Program			175,500	72,281

**YAKIMA VALLEY FARM WORKERS CLINIC
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS – CLINICS (CONTINUED)
YEAR ENDED MARCH 31, 2015**

Program Title	Federal CFDA Number	Pass-Through Grantor's Number	Contract Amount	Expenditures
Department of Health and Human Services (Continued):				
<i>Passed Through Seattle-King County:</i>				
HIV Intervention	93.153	N20212	\$ 106,894	\$ 30,795
HIV Intervention	93.153	N20754	121,689	53,436
Total Pass-Through Program			<u>228,583</u>	<u>84,231</u>
<i>Passed Through Yakima Neighborhood Health Services:</i>				
Yakima Neighborhood Health Services	93.525	N/A	66,128	59,487
<i>Passed Through Fred Hutchinson Cancer Research Center:</i>				
Intervention to Increase Screening for Cervical Cancer in Women of Mexican Descent	93.397	785595	40,725	17,236
Intervention to Increase Screening for Cervical Cancer in Women of Mexican Descent	93.397	812311	21,842	14,280
Total Pass-Through Program			<u>62,567</u>	<u>31,516</u>
Total Department of Health and Human Services			<u>20,461,963</u>	<u>17,144,880</u>
Department of Agriculture:				
<i>Passed Through Washington State Department of Health:</i>				
WIC	10.557	N19887-10	5,122,746	1,902,731
WIC	10.557	N20814	5,132,569	602,969
<i>Passed Through State of Oregon, Department of Human Services:</i>				
WIC	10.557	142055	1,607,773	380,781
WIC	10.557	142055	1,638,702	1,171,554
Total Department of Agriculture			<u>13,501,790</u>	<u>4,058,035</u>
Total Expenditures of Federal Awards for the Clinics			<u>\$ 33,963,753</u>	<u>\$ 21,202,915</u>

**YAKIMA VALLEY FARM WORKERS CLINIC
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS – NORTHWEST COMMUNITY ACTION CENTER
YEAR ENDED MARCH 31, 2015**

Program Title	Federal CFDA Number	Pass-Through Grantor's Number	Contract Amount	Expenditures
Department of Health and Human Services:				
<i>Passed Through Washington Early Learning Fund dba Thrive by Five WA:</i>				
MIECHV Thrive By Five Cohort 6	93.505	N/A	\$ 174,164	\$ 79,273
<i>Passed Through State of Washington, Department of Commerce:</i>				
Low Income Home Energy Assistance Program - Energy	93.568	14-32606-073	1,326,046	791,628
Low Income Home Energy Assistance Program - Energy	93.568	15-32606-073	1,205,224	229,684
Low Income Home Energy Assistance Program - Weatherization	93.568	F15-43101-425	200,988	19,096
Community Service Block Grant	93.569	F13-32100-030	225,584	81,679
Community Service Block Grant	93.569	F14-32100-030	231,081	97,999
Total Pass-Through Program			<u>3,188,923</u>	<u>1,220,086</u>
<i>Passed Through South Central Workforce Development Council:</i>				
Community Jobs	93.558	SCWDC-PY13-WF-FWC	1,036,341	198,930
Community Jobs	93.558	SCWDC-PY14-WF-FWC	1,016,670	348,776
Total Pass-Through Program			<u>2,053,011</u>	<u>547,706</u>
Department of Health and Human Services (Continued):				
<i>Passed Through Washington State Department of Health:</i>				
Basic Food & Nutrition	10.561	N20275	183,960	65,569
Basic Food & Nutrition	10.561	N20286	186,345	60,509
Total Pass-Through Program			<u>370,305</u>	<u>126,078</u>
Total Department of Health and Human Services			<u>5,786,403</u>	<u>1,973,143</u>
Department of Labor:				
Youth Build	17.274	YB-23510-12-60-A-53	1,087,656	442,657
<i>Passed Through South Central Workforce Development Council:</i>				
Workforce Investment Act	17.259	SCWDC-PY13-WIAY-NCAC	315,250	67,015
Workforce Investment Act	17.259	SCWDC-PY14-WIAY-NCAC	317,692	239,871
Total Pass-Through Program			<u>632,942</u>	<u>306,886</u>
Total Department of Labor			<u>1,720,598</u>	<u>749,543</u>

**YAKIMA VALLEY FARM WORKERS CLINIC
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS – NORTHWEST COMMUNITY ACTION CENTER (CONTINUED)
YEAR ENDED MARCH 31, 2015**

Program Title	Federal CFDA Number	Pass-Through Grantor's Number	Contract Amount	Expenditures
Department of Education:				
<i>Passed Through OSPI:</i>				
OSPI 21st Century	84.287	992721	\$ 496,000	\$ 132,870
OSPI 21st Century	84.287	992110	104,908	30,786
OSPI 21st Century	84.287	992831	102,908	63,037
OSPI 21st Century	84.287	992913	458,306	174,724
OSPI 21st Century	84.287	992933	435,000	246,630
OSPI 21st Century	84.287	992110	490,000	190,197
OSPI 21st Century	84.287	992130	490,000	252,659
OSPI 21st Century	84.287	992218	494,000	215,739
Total Pass-Through Program			3,071,122	1,306,642
<i>Passed Through Sunnyside School District No. 201:</i>				
Rural Tri-District Consortium - High School Graduation Initiative Program	84.360A	Sunnyside S.D./NCAC	812,487	360,784
Rural Tri-District Consortium - High School Graduation Initiative Program	84.360A	Sunnyside S.D./NCAC	769,478	197,174
Total Pass-Through Program			1,581,965	557,958
Total Department of Education			4,653,087	1,864,600
Department of Energy:				
<i>Passed Through State of Washington, Department of Commerce</i>				
Emergency Solutions Grant Program	14.231	ESG NCAC 14	87,664	27,315
Community Development Block Grant	14.218	14-65400-017	167,610	73,232
Weatherization Assistance for Low Income Persons	81.042	F13-43103-425	140,538	95,567
Total Pass-Through Program			395,812	196,114
Total Expenditures of Federal Awards for Northwest Community Action Center			\$ 12,555,900	\$ 4,783,400

**YAKIMA VALLEY FARM WORKERS CLINIC
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS – BEHAVIORAL HEALTH SERVICES
YEAR ENDED MARCH 31, 2015**

Program Title	Federal CFDA Number	Pass-Through Grantor's Number	Contract Amount	Expenditures
Department of Health and Human Services:				
<i>Passed Through Yakima County, Department of Community Services:</i>				
System of Care Wraparound SAMSHA	93.104	CMHI FW WS 13-14	\$ 86,350	\$ 23,674
Total Pass-Through Program			86,350	23,674
<i>Passed Through Yakima County, Department of Assessment and Ref.:</i>				
Chemical Dependency Treatment	93.959/93.778	FW FY2014	56,004	1,369
Total Pass-Through Program			56,004	1,369
Total Expenditures of Federal Awards for Behavioral Health Services			142,354	25,043
Total Consolidated Federal Awards			<u>\$ 46,662,007</u>	<u>\$ 26,011,358</u>

**YAKIMA VALLEY FARM WORKERS CLINIC
NOTES TO SCHEDULES OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED MARCH 31, 2015**

NOTE A Significant Accounting Policies

The schedules of expenditures of federal awards are prepared on the same basis of accounting as the basic consolidated financial statements.

NOTE B Contract Amount

Contract amount represents the total grant award.

NOTE C Expenditures

This column reports grant expenditures incurred during the year.

NOTE D Schedule of Expenditures of Federal Awards Totals - Expenditures

The schedules are presented by agency. The below table shows the overall combined totals that are not shown in the individual schedules.

Department of Health and Human Services	\$ 19,143,066
Department of Education	1,864,600
Department of Agriculture	4,058,035
Department of Labor	749,543
Department of Energy	196,114
Total	\$ 26,011,358
Total for MIECHV Thrive by Five (CFDA 93.505)	\$ 263,336

**YAKIMA VALLEY FARM WORKERS CLINIC
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
YEAR ENDED MARCH 31, 2015**

SECTION IV – SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

No matters noted.

Client#: 1076517

YAKIMVAL3

ACORDTM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/24/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Kibble & Prentice, a USI Co HC Seattle, WA 98101 206 441-6300	CONTACT NAME: PHONE (A/C, No, Ext): 206 441-6300 FAX (A/C, No): 610-362-8530 E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED Yakima Valley Farm Workers Clinic P.O. Box 190 Toppenish, WA 98948	INSURER A: Coverys NAIC # 42510	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

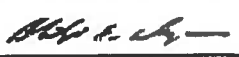
COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			004WA000012466	01/01/2016	01/01/2017	EACH OCCURRENCE \$1,000,000
	<input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000
	<input checked="" type="checkbox"/> WA Stop Gap						MED EXP (Any one person) \$5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$5,000,000
	OTHER:						PRODUCTS - COMPIOP AGG \$Included
	AUTOMOBILE LIABILITY						Stop Gap \$1m/\$1m/\$1m
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR			004WA000012466	01/01/2016	01/01/2017	EACH OCCURRENCE \$11,000,000
	<input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> CLAIMS-MADE						AGGREGATE \$11,000,000
	DED RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			E.I. EACH ACCIDENT \$
							E.I. DISEASE - EA EMPLOYEE \$
							E.I. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Insurance

CERTIFICATE HOLDER Yakima County 128 N 1st St Yakima, WA 98901	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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Internal Revenue Service
District Director

Department of the Treasury

Date: JAN 12 1979

▷ Yakima Valley Farm Workers Clinic
c/o William C. Murphy
P. O. Box 368
Toppenish, WA 98948

EP/EO:EO-1:AF
Employer Identification Number:
91-1019392
Accounting Period Ending:
February 28
Foundation Status Classification:
509(a)(1) and 170(b)(1)(A)(vi)
Advance Ruling Period Ends:
February 28, 1980
Person to Contact:
John Sutton
Contact Telephone Number:
(206) 442-5106
SEA:EO:78-1998

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section 509(a)(1) organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(1) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(1) organization.

P.O. Box 21224, Seattle, Washington 98111

(over)

Letter 1045(DO) (6-77)

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should call us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

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.

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than \$10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Arturo A. Jacobs
District Director