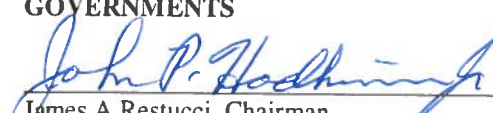
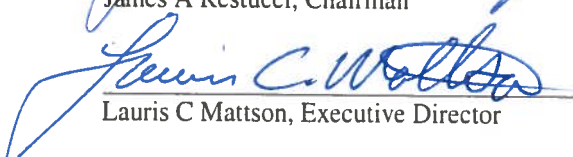
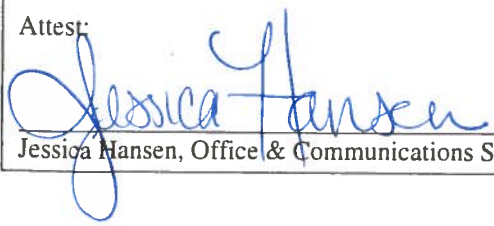
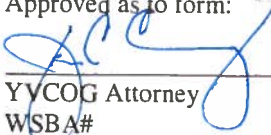


**HOMELESS EXTREME WINTER WEATHER SHELTER PROGRAM CONTRACT
FACE SHEET**

CONTRACTOR IS A <input type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> VENDOR		CONTRACT NUMBER: PSA EWW YNHS 16-17 MOD 1
1. NAME/ADDRESS: Anita Monoian, President & CEO Yakima Neighborhood Health Services 12 South 8th Street Yakima, WA 98901	2. ORIGINAL CONTRACT AMOUNT: \$ 151,000	5. PREVIOUS CONTRACT AMOUNT: \$ 0.00
	3. CASH MATCH REQUIREMENT: \$ 0.00	6. MODIFICATION AMOUNT: \$ 84,000
	4. TOTAL CONTRACT AMOUNT: \$ 151,000	7. NEW TOTAL CONTRACT AMOUNT: \$ 235,000
8. CONTACT INFO: Rhonda Huff, YNHS Chief Operating Officer/Deputy CEO (509)574-5552 Rhonda.hauff@ynhs.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: <p align="center">2163 Local Funds – Homeless Program</p>		
14. STATE AND FEDERAL "BARS" CODE: 565-XX-XXX	15. CFDA NUMBER(S): <p align="center">n/a</p>	
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 NEIGHBORHOOD HEALTH SERVICES YNHS _____ Anita Monoian, CEO _____ Date	YAKIMA VALLEY CONFERENCE OF GOVERNMENTS  _____ 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 motels 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

means for following up on these grievances that is NOT conducted by an involved Contractor staff person or volunteer or their direct reports.

- **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 both seasonal shelter and 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

Yakima Neighborhood Health Services

EXTREME WINTER WEATHER – SEASONAL SHELTER OPERATIONS

<i>Line Item</i>	<i>Amount</i>
Shelter Operations	\$95,575
Addn' Shelter or Hotel/Motel Vouchers	\$81,040
Administration	\$8,460
TOTAL	\$185,075

EXTREME WINTER WEATHER – SEASONAL WARMING (DAY) SHELTER OPERATIONS

<i>Line Item</i>	<i>Amount</i>
Shelter Operations	\$49,925
Administration	-
TOTAL	\$49,925

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).
- 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.