
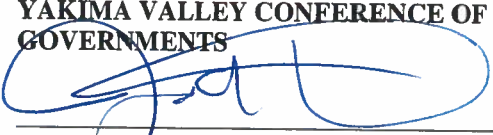
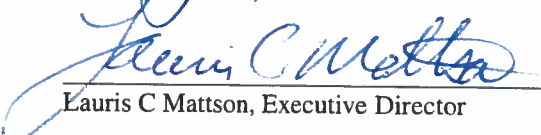

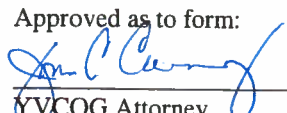

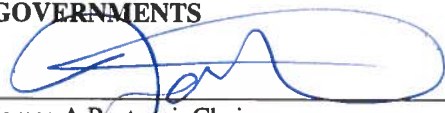




**HOMELESS EXTREME WINTER WEATHER SHELTER PROGRAM CONTRACT  
FACE SHEET**

CONTRACTOR IS A <input type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> VENDOR		CONTRACT NUMBER: <b>PSA EWW YNHS 16-17</b>
1. NAME/ADDRESS: <b>Anita Monoian, President &amp; CEO Yakima Neighborhood Health Services 12 South 8<sup>th</sup> Street Yakima, WA 98901</b>	2. ORIGINAL CONTRACT AMOUNT: <b>\$ 151,000</b>	5. PREVIOUS CONTRACT AMOUNT: <b>\$ 0.00</b>
	3. CASH MATCH REQUIREMENT: <b>\$ 0.00</b>	6. MODIFICATION AMOUNT: <b>\$ 0.00</b>
	4. TOTAL CONTRACT AMOUNT: <b>\$ 151,000</b>	7. NEW TOTAL CONTRACT AMOUNT: <b>\$ 151,000</b>
8. CONTACT INFO: <b>Rhonda Huff, YNHS Chief Operating Officer/Deputy CEO (509)574-5552 Rhonda.hauff@ynhs.org</b>	9. YVCOG PROGRAM CONTACT INFO: Crystal Testerman 311 N 4 <sup>th</sup> St, Suite 204 Yakima WA 98901 509-949-1287 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: <b>565-XX-XXX</b>	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 EXHIBIT B – Scope of Work 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 NEIGHBORHOOD HEALTH SERVICES YNHS</b>    <b>10-21-16</b>  Date	<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# 5205	

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Attest:  _____ <b>Jessica Hansen, Office &amp; Communications Specialist</b>	Approved as to form:   _____ <b>YVCOG Attorney WSBA# 5205</b>	

## 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
Administration	\$5,500
<b>TOTAL</b>	<b>\$101,075</b>

#### EXTREME WINTER WEATHER – SEASONAL WARMING (DAY) SHELTER OPERATIONS

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

## 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 statue. 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.

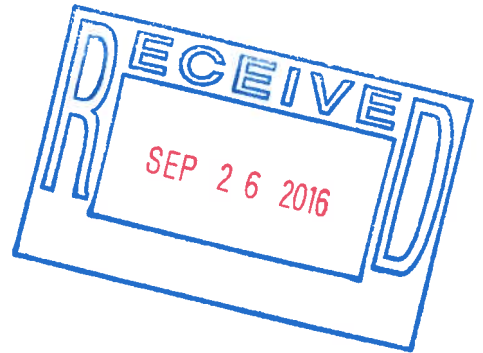
**21. Order of Precedence:** In the event of an inconsistency in this Contract, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence, in the following order, to:

- 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



Yakima Neighborhood Health Services  
12 South 8<sup>th</sup> St, PO Box 2605  
Yakima WA 98907-2605  
Phone (509) 454-4143 Fax (509) 454-3651  
[www.ynhs.org](http://www.ynhs.org)



September 20, 2016

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

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


Dear Ms. Testerman,

Attached please find a Quote Request from Yakima Neighborhood Health Services to coordinate the Extreme Winter Weather Shelters of the 2016-2017 season.

YNHS coordinated the Extreme Winter Weather Shelter program last year for men and women. We also provided hotel/motel vouchers for individuals and families with special needs in both the upper and lower Yakima Valley. Post-season evaluations demonstrated a successful season from staff, volunteers, and guests of the program.

If you have specific questions about our proposal, please contact Rhonda Hauff, YNHS Chief Operating Officer/ Deputy CEO at 509-574-5552 or [rhonda.hauff@ynhs.org](mailto:rhonda.hauff@ynhs.org)

Thank you,

  
Anita Monoian, President and Chief Executive Officer  
Yakima Neighborhood Health Services



Accredited by the Joint Commission



Patient Centered Medical Home Level 3

**Abstract:**

Yakima Neighborhood Health Services (YNHS) will provide coordination of shelter, meals, and basic needs assistance to homeless individuals and families from November 15, 2016 to March 31, 2017. The model will rely on local churches and a limited number of hotel/motel vouchers in Yakima County to accommodate homeless residents with typical and special needs.

Individuals and families with special needs in Yakima, and individuals in the lower Yakima Valley will be provided hotel/motel vouchers as an alternative to communal shelter stay. Following FEMA guidelines, we will grant a three-day voucher for individuals, and a seven-day voucher for families. Additional stays in hotels/motels will be limited, but allowed, for exceptional situations.

This year's program provides for a Day Center at the YNHS Depot. The "HOT Spot", overseen by the YNHS Housing and Homeless Outreach Team (HOT Team), provides unsheltered residents daytime respite from the winter elements, where they can come inside for hot coffee, cocoa, soup, counseling, health screenings, clothing, and other basic needs assistance from 9am – 4pm. These additional health and essential needs services are provided as match services and not included in the EWWS budget. The HOT Spot can accommodate up to 40 people at a time.

Clients (guests) accessing shelter services will be screened by YNHS staff for additional needs and provided appropriate wrap-around services through other YNHS programs – clothing, hygiene kits, HEN, supportive housing programs, medical and behavioral health support, etc. Information will be entered into the Clarity HMIS system.

Overall coordination of these efforts will be the responsibility of YNHS staff, specifically by a full time Shelter Coordinator. Coordination, staffing, and program oversight will be provided seven days a week through the Extreme Winter Weather Season program.

Operational planning with key community partners began August 1, 2016 to secure facilities and volunteer champions to accommodate the needs of the program. By the end of March 2017, we anticipate serving:

- 150 men (unduplicated) in shelters (minimum capacity 35 clients nightly)
- 60 women (unduplicated) in shelters (minimum capacity 4 clients nightly)
- 100 individuals and/or families (unduplicated) with special needs in hotels/motels in Yakima County (minimum capacity 2 families or 8 individuals nightly)

Both underflow and overflow accommodations will be accomplished through motel vouchers. "Underflow" accommodations occur typically at the beginning of the season, particularly with women, when only one or two unsheltered guests request shelter, and the process is more efficient to place them in a motel rather than deploy the full shelter system of volunteers. Overflow accommodations typically occur for single men during the coldest part of the season. In 2015, the nightly men's capacity was 20, the same as our current commitment. We are working to increase the current commitment to above 35 through the shelter system, but will be use the motel voucher system as fallback until we are at full capacity.

**Organizational Experience:**

Yakima Neighborhood Health Services has a long history of serving the homeless population, particularly the chronically homeless who are the most typically served through the Extreme Winter Weather Shelter program. YNHS has provided street outreach to the literally homeless since 2005, transitional and permanent housing support since 2007, Hotel/Motel shelter voucher program since 2014, and in 2015 at the request of YVCOG staff, accepted responsibility to coordinate the Extreme Winter Weather Program. We also opened the “Hot Spot” the Winter Weather Day Shelter at The Depot, to provide a warming center for the unsheltered homeless to have an escape from the cold weather during the day, escape the public visibility of being homeless in the downtown corridor, and receive hot coffee, tea, soup, and sandwiches.

Prior to last year, YNHS staff participated as support to the Extreme Winter Weather Shelter program. YNHS staff regularly visited the church shelters to provide health screenings, flu shots and needs assessments, and provided basic needs assistance to clients.

As a result of last years’ experience, YNHS has developed a procedure manual for staff and volunteers, training guides, intake forms, rosters, shelter rules, volunteer roles and schedules, meal calendars, transportation routes and schedules, data collection processes, and evaluation tools. We have developed Memorandums of Understanding for use with the churches, providing reimbursement for excessive utility costs associated with shelter use, and allowing the churches to incentive volunteers as monitors through the season (at the discretion of each church).

Annette Rodriguez is the Outreach and Housing/Homeless Coordinator for YNHS. She has held various positions at YNHS since her employment began in 1991. In her current position, she oversees the Shelter Coordinator, Transitional and Permanent Supportive Housing, Homeless Respite Care, and four Washington Families Fund programs providing self-sufficiency support to moderate and high need formerly homeless families. YNHS currently provides oversees over 75 units of permanent supportive housing, 27 of which target chronically homeless individuals. YNHS has also been working closely with the City of Yakima, providing services to residents of the downtown encampment. These are likely many of the same individuals who will be served at the Extreme Winter Weather Shelter.

Frank Ramirez is a Housing Case Manager at YNHS since 2015. He will be responsible for coordinating the Extreme Winter Weather Shelter program again this year. In preparation for the 2016-2017 season, he has been working to secure commitments from the local churches and volunteers to prepare for the upcoming season, and has developed a volunteer “champion” program with community members who will take the lead to help recruit others to provide food, shelter, and transportation. Planning efforts began in August 2016.

The Housing and Homeless Services team is supported by a strong and experienced administrative team. Anita Monoian is the President and CEO of Yakima Neighborhood Health Services, and has led the organization since 1979. Ms. Monoian is the past Chair of the National Association of Community Health Centers and the Northwest Regional Primary Care Association. During her leadership, the YNHS programs have grown from one to eight sites, growing from a staff of three full time employees to a robust staff of nearly 300 today. Last year the clinic provided over 85,000 medical, dental, behavioral health, and vision encounters to over

23,000 unduplicated residents of Yakima County. An additional 1,800 households were helped through the Housing, Homeless, and Basic Needs programs.

Rhonda Hauff is the Chief Operating Officer and Deputy CEO, and has been with YNHS since 1983. Ms. Hauff has been instrumental in the development of the housing and homeless programs at YNHS and is responsible for program planning and development, and general operations.

The YNHS accounting staff have consistently demonstrated abilities to meet documentation and regulatory requirements. YNHS has consistently received finding-free audits performed by independent auditors as well as state and federal reviewers for the past several years.

**Project Requirements:**

YNHS is currently working with several churches in Yakima to provide overnight shelter and meals. Realistically, no single church wants to assume responsibility for caring for the numbers of people, and for the length of time this project entails. From our current meetings and conversations with volunteers, we anticipate working with 2-3 churches for men, one church for women, and issuing hotel/motel vouchers to local motels in Yakima and Sunnyside who are willing to provide discounted rates for our programs. As of the date of this RFP, four churches have committed to opening their facilities for overnight shelter use; several others are organizing volunteers for meals and other donations.

YNHS provides services using a “housing first” and harm-reduction model of service delivery, where program requirements are established to provide for the safety of clients, staff, and volunteers, and to maximize the quality of service delivery. Policies and procedures are designed to reduce barriers which might prevent clients/guests from accessing shelter services. YNHS, and any faith-based groups it sub-contracts or partners with, will not require clients to participate in any worship service or religious instruction, whether or not the partner receives funding. As a federally funded organization, YNHS is prohibited from providing, or sub-contracting for, faith-based services which may proselytize any specific belief, or require clients to participate in faith-based services in order to receive services.

YNHS will utilize paid employees and volunteers to staff, supervise, and manage the availability of seasonal shelter spaces(s) in Yakima County similar to the program we successfully accomplished in the previous season. Attestations of this success is demonstrated by the attached letters of support from participating churches (Grace of Christ, Central Lutheran Church, Englewood Christian Church, Unitarian Universalist Church, Church of Jesus Christ of Latter-day Saints). This is not an exhaustive list of those who will participate.

The YNHS Shelter Coordinator is responsible for identifying facilities, champions, directors, monitors, transportation, and meals throughout the Extreme Winter Weather Season of November 15, 2016 – March 31, 2017. The shelter program will serve unsheltered individuals who are primarily ambulatory, without extraordinary health or social needs:

- Facilities – YNHS staff began meeting with local churches in August of this year. We have the commitment again from the same four churches as last year, and additional interest from new churches. However, we are still meeting with the churches and their

councils before we have additional firm commitments. One of our returning churches, Central Lutheran Church, has increased its capacity from 12 beds last year to 20 this year, while Englewood Christian Church has decreased from 20 beds to 12. The Unitarian Universalist Church, historically the site used for the womens' shelter, will again be available for use, and large enough to meet the capacity for a single women's site.

- Champions – Volunteer champions work through the community to engage individuals, businesses, service clubs, church groups and others to get involved in various aspects of the shelter program. “Champions” help recruit meals, transportation drivers, (overnight) monitors, and donations.
- Directors – a director is identified for each location. A director is typically someone who know the facility (church) well, and can problem-solve issues at the facility. The director is usually the person that has the day-to-day contact with the shelter coordinator.
- Monitors – monitors are the overnight escorts at each of the shelters. A minimum of two monitors are required for each overnight shelter.
- Transportation – YNHS will be responsible for transporting guests from The Depot to the various shelter locations. Both staff and volunteers will participate in the shuttle process to and from the shelters, beginning about 5pm, and returning at 6:30am the following morning. We will use YNHS vehicles/vans as well as larger bus vans as available to transport.
- Meals – the Shelter Coordinator and Meals Champion will maintain a master calendar for the provision of meal delivery, seven days a week, throughout the season, for volunteers to provide and deliver meals to the shelters. The Meals Champion will engage individuals, businesses, service clubs and other groups to get involved in the shelter program, and invite them to participate. At a minimum, dinners will be provided onsite in the shelters. A snack or sack lunch will be provided as they leave in the morning. The budget will include funding for emergency food in the event a meal is forgotten or missed (this happened just a few times last year).
- HOT Spot / Day Center – During the hours of 9am – 4pm, the conference room of The Depot will again be converted to a warming center / Day Center, where the unsheltered homeless can come for a hot cup of coffee, tea, and soup. Donations will be accepted from the community, and volunteers will be welcome to help monitor the HOT Spot. YNHS health care for the homeless staff (RN, Behavioral Health Specialist, Health Educator, Housing Case Manager) will be available as match contribution to the shelter project, providing assessments, flu shots, screenings, counseling, and housing referrals) to support clients in their efforts to stabilize health care needs and potential housing placement (last year over 50 clients were placed in permanent supportive housing by summer 2015 who previously had stayed in the EWWS shelters).

For those individuals with extraordinary or special needs (ADA, non-ambulatory, incontinent, pet-accompanied), and for unsheltered residents identified in the lower Yakima Valley, YNHS will provide hotel/motel vouchers for individuals and families.

- YNHS has negotiated discounted rates with certain motels in both Yakima and Sunnyside for unsheltered residents.
- Clients/guests are screened for resources. Those with Basic Food cards are assisted to obtain food on their way to shelter. For those who have no benefits available, we access



meals, sack lunches etc. from the shelter donations to provide nourishment at the hotel/motel units.

- Hotel/motel vouchers will be issued when the weather conditions are deemed to negatively affect the health and/or safety of the unsheltered person or family.
- Priority access will be given to unsheltered households with children, in both the upper and lower Yakima Valley.

Whether shelter occurs at the churches or in a hotel/motel unit, all clients/guests are screened at YNHS (either at the YNHS Depot in Yakima, Neighborhood Health Sunnyside in Sunnyside, or Neighborhood Health Granger in Granger). Client information is entered into the Clarity HMIS data system each time the guest utilizes the shelter system.

**As the coordinating organization, YNHS has demonstrated abilities and has committed to the following:**

- Recruitment and coordination of volunteers
- Intake and comprehensive needs assessment of clients, including screening for potential permanent housing solutions.
- Distribution of supplies and sleeping mats
- Inspection and maintenance of City-approved fire alarm system
- Provision of liability insurance for volunteers
- Conducts background checks on all volunteers (Washington State Patrol background checks)
- Volunteer training to include:
  - Hygiene and universal precautions
  - Fire safety
  - Shelter rules
  - De-escalation techniques
  - Incident Report reporting
- Random inspections by shelter coordinator to monitor activity
- YNHS staff on call 24/7 for problem-solving and support
- Funding provided to shelters for groceries, maintenance, utilities, shelter coordination, and monitor incentives.

**Other supplies and miscellaneous provided by YNHS:**

- Spill kits
- Cavicide wipes (for mats and cleaning)
- Hand hygiene and cleaning supplies
- Smoking cans
- Sharps containers (diabetics)
- Personal protective equipment (gloves, masks, gowns) to protect against body fluids.

**Memorandums of Agreements have been developed where the shelters (churches) agree to the following responsibilities. These MOUs were used in 2015 and will be used again in 2016 as additional churches/shelter facilities are engaged to assure a mutual understanding:**

**Church/shelter responsibilities:**

- Provides general liability insurance on buildings / premises
- Smoke detectors must be present in all sleeping areas
- Designate Lead Volunteer (aka Director)
  - o lead will be paid a stipend to coordinate and schedule volunteers, coordinate meals and maintain contact with EWWS Coordinator.
- Assisting Shelter Coordinator to recruit volunteers (2 per night minimum)
  - o Volunteers required to submit to WSP Background Check and training
- Maintain roster of clients who are sheltered nightly (provided by YNHS staff). Confirm guest list and return to YNHS staff each morning at time of client pick up.
- Complete Incident Report for any unusual events and provide to YNHS.

The City of Yakima Codes Enforcement Office will inspect and review each facility to ensure the safety of the facility for overnight shelter. YNHS will secure the monitoring service of an electronic (portable) monitoring service and coordinate this service between the approved shelter and the City Codes Enforcement staff.

**The HOT Spot – Housing & Homeless Outreach Team’s Day Center for Unsheltered Homeless**

In 2015, YNHS opened the HOT Spot for Yakima’s unsheltered residents. Located in The Depot, The HOT Spot welcomes both those unsheltered residents who were guests of the overnight shelters and those who were still sheltering in places not meant for human habitation (alleys, porches, dumpsters, very hidden places and not so hidden places around Yakima). The HOT Spot provided and provides an introduction and port of entry to services for residents of Yakima who may not otherwise be connected to medical, mental health, chemical dependency, and basic needs assistance. In 2015, YNHS and our partners through the Homeless Network connected with many isolated unsheltered residents through the HOT Spot, who came in for dry clothing and a hot meal. These turned out to be some of our most chronically homeless, with significant mental and physical disabilities. During subsequent interactions and follow up visits we were successful in getting some of these individuals into permanent supportive housing.

This year’s program again provides for a Day Center at the Depot “HOT Spot”, overseen by the YNHS Housing and Homeless Outreach Team (HOT Team), where unsheltered residents can receive respite from the winter elements, and come inside for hot coffee, cocoa, cup-a-soup, counseling, health screenings, clothing, and other basic needs assistance from 9am – 4pm. Oversight costs of the HOT Spot is included in this budget; additional services are provided as match through the YNHS Health Care for the Homeless program.

**Budget:**

See attached budget and justification.

YNHS Shelter Operation and Day Center Budgets

<b>Extreme Winter Weather Shelter</b>		
	<b>Justification</b>	
Coordinator	1 FTE for 5 months -- program coordination, monitoring, data collection for HMIS, volunteer recruitment, PSH recruitment, church support, on-call problem solving	\$ 28,500.00
Case Managers	Intake, screening, transportation, case management, shelter transition, etc. Avg 4 hrs/day x 3 staff x 136 days x AHR \$16.00/hr (includes 200 overtime hours total for case managers throughout the season)	\$ 30,912.00
<b>Total Salaries</b>		<b>\$ 59,412.00</b>
Benefits	Benefits @21%	\$ 12,588.00
<b>Total Salaries and benefits</b>		<b>\$ 72,000.00</b>
Hotel / Motel Vouchers	Estimated need, based on last year's experience, 400 total motel nights (Average cost \$50/night, divided between Yakima and lower valley motels)	\$ 24,000.00
Church Leads/Monitor Incentives	3 churches @ \$1000/month each	\$ 15,000.00
Utilities and Maintenance	3 churches @ 2,000 each	\$ 6,000.00
Groceries and supplies	reimburseable to churches	\$ 4,000.00
Gasoline / transportation	prior experience	\$ 2,000.00
Liability insurance	quoted	\$ 1,000.00
Volunteer insurance	quoted	\$ 500.00
Administration	HMIS oversight, training, program administration	\$ 5,500.00
<b>Total Shelter Staff and Operations</b>		<b>\$ 130,000.00</b>
<b>Hot Spot Day Center</b>		
	<b>Justification</b>	
Hot Spot Case Managers	2 FTEs for 5 months (2 x \$3114/month x 5 months)	\$ 31,140.00
	Benefits @25%	\$ 7,785.00
	<b>Total Salaries</b>	<b>\$ 38,925.00</b>
Hot Spot Food and supplies 7 days a week for five months	Food, hygiene packs, disposable supplies to supplement donations. Based on previous year's experience	\$ 11,000.00
<b>Total cost for Hot Spot Day Center</b>	<b>Staffing and Expenses 5 months / 7 days a week</b>	<b>\$ 49,925.00</b>



Yakima Neighborhood Health Services  
12 South 8<sup>th</sup> St, PO Box 2605  
Yakima WA 98907-2605  
Phone (509) 454-4143 Fax (509) 454-3651  
www.ynhs.org

## Extreme Winter Weather Outline 2016-2017

### YNHS:

- Gather clients at YNHS Depot
- Perform initial intake and needs assessment
- Provide mats, cots, bedding
  - o Laundry – identify who can do their own laundry
- Provides liability insurance for volunteers
- Conducts WSP background checks on volunteers
- Provide church with utility assistance to help offset additional energy costs.
- Will name churches as additional insured.
- Train volunteers – to include:
  - o Hygiene and universal precautions
  - o Fire Safety
  - o Shelter rules
  - o De-escalation techniques
  - o Incident Report reporting
- Arrange for delivery of guests to churches by 5:30pm
- Arrange for pickup of guests at churches and return to YNHS at 6:30am
- Random inspections to churches to monitor activity,
- Will have staff or volunteer on call 24/7 for problem-solving and support

### Churches:

- Provides general liability insurance on buildings / premises
- Smoke detectors must be present in all sleeping areas
- Designate Lead Volunteer (Director)
- Recruit volunteers (2 per night minimum)
  - o Volunteers required to submit to WSP Background Check and training
- Check in / check out clients from shelter stay. Maintain roster of clients who are sheltered nightly. Provide shelter list to YNHS each morning at time of client pick up.
- Complete Incident Report for any unusual events and provide to YNHS.

### Meals:

- One hot meal provided at dinner time
- Guests should have a bag lunch to leave with in the morning

### Other supplies and miscellaneous to be provided by YNHS:

- Spill kits
- Cavicide wipes (for mats and cleaning)
- Hand hygiene signs
- Smoking cans
- Sharps containers (diabetics)
- Personal protective equipment (gloves, masks, gowns) to protect against body fluids.



Accredited by the Joint Commission



Patient Centered Medical Home Level 3



**COMMUNITY DEVELOPMENT DEPARTMENT**

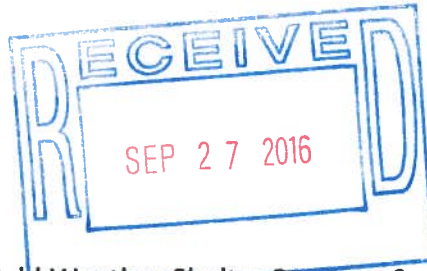
**Planning Division**

**129 North Second Street, 2nd Floor Yakima, Washington 98901**

**Phone (509) 575-6183 • Fax (509) 575-6105**

***ask.planning@yakimawa.gov • <http://www.yakimawa.gov/services/planning/>***

September 26, 2016



**Subject: Emergency Cold Weather Shelter Program Support  
2016-2017 Season**

To Larry Mattson, Executive Director of the Yakima Valley Conference of Governments,

This letter confirms that on October 18, 2016 the City of Yakima is scheduled to authorize support for four churches to provide temporary Emergency Cold Weather Shelter between November 15, 2016 and March 15, 2017. At this time, we anticipate that Yakima Neighborhood Health Services will be the sponsoring agency for the winter program. This will be the tenth (10th) year the City of Yakima has authorized the program with a sponsoring service provider and churches.

Providing temporary Cold Weather Emergency Shelter is a vital program in the City of Yakima. The program addresses many needs of the homeless community. Delivery of broad variety of direct services by Neighborhood Health Services in addition to overnight shelter is a necessary program. The City of Yakima is truly appreciative of this program and the fine work done by your agency.

Sincerely,

Joan Davenport, AICP  
Director of Community Development

Copy: Cliff Moore, City Manager  
Jeff Cutter, City Attorney



# Englewood Christian Church

(Disciples of Christ)  
511 N. 44<sup>TH</sup> Ave  
Yakima, WA 98903  
(509)966-6550

Rev. Kerry B. Grogan, Minister

September 21, 2016

To Whom It May Concern:

Englewood Christian Church has housed a cold weather shelter for men for the past 7 years. We plan to do the same during the 2016-2017 season by serving a hot dinner, providing overnight beds and serving breakfast the following morning for twelve men from mid November, 2016 to mid March, 2017; or whenever the shelters close for the season according to Neighborhood Health's judgement.

We are very pleased to be working under the direction of Neighborhood Health again this year. We found that our guests benefitted, not only by being sheltered and fed during the coldest winter months, but also by Neighborhood Health's adjunct services and individual care they provided for these men. We also appreciated the organization and support that we, as a volunteer church, received from Neighborhood Health. Due, in part, to their involvement, our shelter ran smoother than in years past. As the season progressed, Neighborhood Health fine-tuned their process and remained flexible and ready to assist in the unforeseen events or snags that frequently arose and are part of running a volunteer operation like this one. We've approached volunteers to serve again this coming season, and more than once, we've heard, "if Neighborhood Health will be running the shelters again this year, count me in."

Please do not hesitate to call on us if we can answer a particular question you may have.

Sincerely,

Reverend Kerry Grogan  
Minister, Englewood Christian Church

Robert Scott  
ECC Shelter Mngr

Holli Christensen  
ECC Ministry Chair



*We are Disciples of Christ, a movement for wholeness in a fragmented world.*

Mr. Frank Ramirez  
Yakima Neighborhood Health  
602 East Yakima Ave  
Yakima, WA 98901

September 21, 2016

Dear Mr. Ramirez,

It is my pleasure to write this letter in support of Extreme Winter Weather Shelter being coordinated and supervised by Yakima Neighborhood Health.

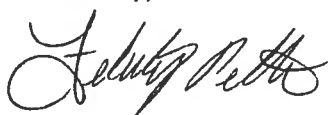
I was very impressed by the way YNHS ran their EWWS program. I cannot think of anyway that the EWWS program could have been more successful than under the coordination of YNHS. Your of ability to coordinate a program that could efficiently screen guests, provide medical services, volunteer training, shelter, coordinate meals and match guests with case managers was nothing short of amazing.

By your screening of guests each night our congregation was able to rest easy knowing that the safety of our building and all volunteers was high priority to YNHS. We truly appreciated the training you were able to provide monitors and other volunteers so that every person was comfortable working in this essential program. Knowing that there was never a time that you could not be reached by mobile phone helped us through any situation that arose when a volunteer was not sure how to handle the situation on their own. A vital component of partnering with YNHS was the fact that you could provide health services to guests. If we had a concern about the health of a guest, we knew that by informing YNHS, that guest would be assessed in a timely manner.

One component of this program that is often overlooked is the way that you have changed the lives of not only our guests, but also the lives of volunteers, church members and our community. You have reminded us that each guest is not a homeless person, they are a person without a home. By example you have shown us how to treat every person with respect and dignity. Thank you.

I fully support the efforts of Yakima Neighborhood Health Services as you seek external funding for support of Extreme Winter Weather Shelter program here in the Yakima.

Sincerely,



Felicity Pittman  
Central Lutheran Church



Frank Ramirez

September 20, 2016

Program Coordinator/Certified HUD Inspector

Yakima Neighborhood Health Services

602 E Yakima Ave.

Yakima, WA 98901

Dear Frank,

The Church of Jesus Christ of Latter-day Saints will once again sponsor all the meals on Wednesday nights to all of the churches that shelter the homeless people of Yakima for this winter period. We will also provide a walk away type breakfast for the next morning.

The reason we are willing to do this year after year is partly due to the organization skills of the Yakima Neighborhood Health Services in managing the overall project. Our members enjoy helping the community in providing this service.

I know the amount of time and effort it takes to operate the Winter Shelters for the homeless. Your leadership has made the job easier for all of us involved. Thank you for your caring attitude and hard work of yourself and other members of Yakima Neighborhood Health services.

Sincerely,

Robert McLaughlin, EdD

Public Affairs Director

Yakima WA Stake, The Church of Jesus Christ of Latter-day Saints



## **Unitarian Universalist Church of Yakima**

*Celebrating Liberal Religion  
in Yakima since 1956*

September 22, 2016

Subject: Emergency Winter Weather Homeless Shelters

To whom it may concern:

I write this letter in support of Yakima Neighborhood Health Services (YNHS) effort to coordinate winter weather shelters this upcoming winter.

The Unitarian Universalist Church of Yakima (UUCY) has been the site of one of the winter shelters (men's or women's) for the past five winters. Last year, the contract for administering the shelters was awarded to YNHS right before the shelters were scheduled to open. With very little experience, infrastructure, or volunteer base in hand, YNHS managed to get the shelters open, get them staffed, and ran them with impressive proficiency. They were able to not only provide emergency places to stay for the most vulnerable in our community, but they also worked with individual clients to assess their unique needs, help them get on track to better health and lifestyle, and even, in some cases, found permanent housing for them.

UUCY recognizes the urgent need for shelter during the winter months, and wants to continue to be able to open our doors to assist the needy. As a small congregation, however, we don't have the people power to adequately staff any shelter we'd house here. We are hopeful that YNHS will again be able to coordinate the efforts of volunteers from throughout our community which will enable the shelters to be open again, and enable people to not only find protection from the weather, but a chance to rebuild their lives. We believe YNHS can do this for our community.

In faith,

Rev. Ken Jones  
509-453-8448 (office)  
revkbj86@yahoo.com

**YAKIMA NEIGHBORHOOD HEALTH SERVICES, INC.**

**FINANCIAL STATEMENTS AND  
SUPPLEMENTARY INFORMATION**

**YEARS ENDED JUNE 30, 2015 AND 2014**

**YAKIMA NEIGHBORHOOD HEALTH SERVICES, INC.  
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## INDEPENDENT AUDITORS' REPORT

Board of Directors  
Yakima Neighborhood Health Services, Inc.  
Yakima, Washington

### **Report on the Financial Statements**

We have audited the accompanying financial statements of Yakima Neighborhood Health Services, Inc. (a nonprofit organization), which comprise the statements of financial position as of June 30, 2015 and 2014, and the related statements of activities and changes in net assets and cash flows for the years then ended, and the related notes to the financial statements.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditors' Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Board of Directors  
Yakima Neighborhood Health Services, Inc.

**Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Yakima Neighborhood Health Services, Inc. as of June 30, 2015 and 2014, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Matters**

*Other Information*

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The schedules of functional expenses are presented for purposes of additional analysis and are not a required part of the financial statements. The schedule of expenditures of federal awards, as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, is also presented for purposes of additional analysis and is not a required part of the basic financial statements. The schedules of functional expenses and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated December 30, 2015, on our consideration of Yakima Neighborhood Health Services, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the result of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Yakima Neighborhood Health Services, Inc.'s internal control over financial reporting and compliance.



**CliftonLarsonAllen LLP**

Yakima, Washington  
December 30, 2015

**YAKIMA NEIGHBORHOOD HEALTH SERVICES, INC.**  
**STATEMENTS OF FINANCIAL POSITION**  
**JUNE 30, 2015 AND 2014**

<b>ASSETS</b>	<u>2015</u>	<u>2014</u>
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	\$ 1,186,660	\$ 340,646
Temporary Investments	7,055	6,464
Receivables:		
Patients, Less Allowance for Doubtful Accounts and Contractual Adjustments of \$291,687 and \$264,667, Respectively	1,044,133	675,814
Grants and Contracts	724,759	1,913,990
Prepaid Expenses	63,979	20,000
Inventory	301,763	201,845
Total Current Assets	<u>3,328,349</u>	<u>3,158,759</u>
<b>ASSETS WHOSE USE IS LIMITED</b>		
Investments (Deferred Compensation Plan)	318,216	381,479
<b>PROPERTY, BUILDINGS, AND EQUIPMENT</b>		
Buildings and Improvements	12,633,033	11,749,925
Fixtures and Equipment	3,916,558	3,411,261
Total	<u>16,549,591</u>	<u>15,161,186</u>
Less: Accumulated Depreciation	6,577,767	5,796,555
Total	<u>9,971,824</u>	<u>9,364,631</u>
Land	1,563,128	1,374,128
Construction in Progress	-	148,137
Net Property, Buildings, and Equipment	<u>11,534,952</u>	<u>10,886,896</u>
<b>OTHER ASSETS</b>		
Northwest Agencies Trust Reserve	291,063	293,664
Loan Origination Fees, Less Accumulated Amortization of \$82,424 and \$70,923, Respectively	32,581	44,082
Total Other Assets	<u>323,644</u>	<u>337,746</u>
Total Assets	<u>\$ 15,505,161</u>	<u>\$ 14,764,880</u>

See accompanying Notes to Financial Statements.





**YAKIMA NEIGHBORHOOD HEALTH SERVICES, INC.  
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS  
YEAR ENDED JUNE 30, 2015**

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
<b>REVENUE AND GAINS</b>			
Net Patient Services	\$ 14,923,564	\$ -	\$ 14,923,564
Grants from Government Agencies	5,255,534	-	5,255,534
Rental Income	113,555	-	113,555
Contribution Income	50,935	49,345	100,280
Other Revenue	317,565	-	317,565
Total	<u>20,661,153</u>	<u>49,345</u>	<u>20,710,498</u>
Net Assets Released from Restrictions	49,169	(49,169)	-
Total Revenue and Gains	<u>20,710,322</u>	<u>176</u>	<u>20,710,498</u>
<b>EXPENSES</b>			
Program Services	15,669,722	-	15,669,722
Management and General	4,456,875	-	4,456,875
Total Expenses	<u>20,126,597</u>	<u>-</u>	<u>20,126,597</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	583,725	176	583,901
<b>OTHER INCOME (EXPENSES)</b>			
Bad Debt Recoveries	95,560	-	95,560
Grant Repayments	(158,204)	-	(158,204)
Gain on Sale of Investments	591	-	591
Interest Income	2,834	-	2,834
Total Other Income (Expenses)	<u>(59,219)</u>	<u>-</u>	<u>(59,219)</u>
<b>CHANGES IN NET ASSETS</b>	524,506	176	524,682
Net Assets - Beginning of Year	<u>8,069,701</u>	<u>412,565</u>	<u>8,482,266</u>
<b>NET ASSETS - END OF YEAR</b>	<u>\$ 8,594,207</u>	<u>\$ 412,741</u>	<u>\$ 9,006,948</u>

See accompanying Notes to Financial Statements.

**YAKIMA NEIGHBORHOOD HEALTH SERVICES, INC.**  
**STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS**  
**YEAR ENDED JUNE 30, 2014**

	Unrestricted	Temporarily Restricted	Total
<b>REVENUE AND GAINS</b>			
Net Patient Services	\$ 12,497,328	\$ -	\$ 12,497,328
Grants from Government Agencies	7,014,194	-	7,014,194
Rental Income	235,671	-	235,671
Contribution Income	38,086	49,320	87,406
Other Revenue	272,322	-	272,322
Total	<u>20,057,601</u>	<u>49,320</u>	<u>20,106,921</u>
Net Assets Released from Restrictions	30,183	(30,183)	-
Total Revenue and Gains	<u>20,087,784</u>	<u>19,137</u>	<u>20,106,921</u>
<b>EXPENSES</b>			
Program Services	13,742,579	-	13,742,579
Management and General	3,788,730	-	3,788,730
Total Expenses	<u>17,531,309</u>	<u>-</u>	<u>17,531,309</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	2,556,475	19,137	2,575,612
<b>OTHER INCOME</b>			
Bad Debt Recoveries	139,733	-	139,733
Loss on Sale of Assets	(93,403)	-	(93,403)
Gain on Sale of Investments	2,577	-	2,577
Interest Income	910	-	910
Total Other Income	<u>49,817</u>	<u>-</u>	<u>49,817</u>
<b>CHANGES IN NET ASSETS</b>	2,606,292	19,137	2,625,429
Net Assets - Beginning of Year	<u>5,463,409</u>	<u>393,428</u>	<u>5,856,837</u>
<b>NET ASSETS - END OF YEAR</b>	<u>\$ 8,069,701</u>	<u>\$ 412,565</u>	<u>\$ 8,482,266</u>

See accompanying Notes to Financial Statements.

**YAKIMA NEIGHBORHOOD HEALTH SERVICES, INC.**  
**STATEMENTS OF CASH FLOWS**  
**YEARS ENDED JUNE 30, 2015 AND 2014**

	2015	2014
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Cash Received from Patient Services, Grantors, and the Public	\$ 21,531,410	\$ 19,972,972
Cash Paid to Suppliers and Employees	(19,528,360)	(17,941,053)
Interest Received	2,834	910
Other Receipts	96,151	142,310
Interest Paid	(213,939)	(217,753)
Net Cash Provided by Operating Activities	1,888,096	1,957,386
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Decrease in Investments (Deferred Compensation)	63,263	16,726
Increase in Temporary Investments	(591)	(2,577)
Additions to Property, Buildings, and Equipment	(1,429,268)	(2,568,402)
Decrease (Increase) in Northwest Agencies Trust Reserve	2,601	(13,644)
Net Cash Used by Investing Activities	(1,363,995)	(2,567,897)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Proceeds from Long-Term Debt	460,000	-
Principal Payments on Long-Term Debt	(138,087)	(129,206)
Net Cash Provided (Used) by Financing Activities	321,913	(129,206)
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	846,014	(739,717)
Cash and Cash Equivalents - Beginning of Year	340,646	1,080,363
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	\$ 1,186,660	\$ 340,646

See accompanying Notes to Financial Statements.

	<u>2015</u>	<u>2014</u>
<b>RECONCILIATION OF CHANGES IN NET ASSETS TO NET CASH PROVIDED BY OPERATING ACTIVITIES</b>		
Changes in Net Assets	\$ 524,682	\$ 2,625,429
Adjustments to Reconcile Changes in Net Assets to Net Cash Provided by Operating Activities:		
Depreciation	781,212	580,914
Amortization	11,501	11,501
Loss on Sale of Assets	-	93,403
Grant Repayments	158,204	-
Decrease (Increase) in Assets:		
Receivables	820,912	(133,949)
Prepaid Expenses	(43,979)	-
Inventory	(99,918)	(36,622)
Increase (Decrease) in Liabilities:		
Accounts Payable	(273,217)	204,227
Contractor Payable	-	(971,539)
Advances Payable	(69,065)	(53,157)
Accrued Expenses	141,021	64,799
Other Liabilities	6	(410,894)
Deferred Compensation	(63,263)	(16,726)
Total Adjustments	<u>1,363,414</u>	<u>(668,043)</u>
Net Cash Provided by Operating Activities	<u>\$ 1,888,096</u>	<u>\$ 1,957,386</u>

**YAKIMA NEIGHBORHOOD HEALTH SERVICES, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015 AND 2014**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Organization**

Yakima Neighborhood Health Services (YNHS or the Organization) is a Community Health Center in Central Washington State, with six program locations throughout Yakima County. Founded in 1975, YNHS became a Federally Qualified Health Center (FQHC) in 1992 and in 2005 applied for its first federal grant through the Bureau of Primary Health Care. Last year YNHS provided nearly 70,000 medical, dental, and behavioral health visits to 18,746 users, including 4,000 migrant / seasonal farmworkers and 2,231 homeless individuals.

YNHS is the largest provider of homeless services in Yakima County. In addition to primary care, our staff provides medical recuperative (respite) housing, emergency shelter, and permanent supportive housing, Rapid Rehousing and Homeless Prevention, and Basic Needs Assistance. YNHS is the Lead Organization for Yakima and Kittitas Counties in providing Outreach and Enrollment Assistance for the Affordable Care Act, and since 2013, its network of Health Coverage Navigators has enrolled over 65,000 previously uninsured individuals into health coverage.

YNHS was the first Community Health Center in Washington State to achieve the highest level of recognition as a Patient Centered Medical Home (level 3) by the National Center of Quality Assurance (NCQA). The agency has been accredited by the Joint Commission for the quality and safety of its health care programs since 2000. YNHS is a 501(c)(3) nonprofit organization.

**Financial Statement Presentation**

The Organization presents its financial statements in accordance with accounting principles generally accepted in the United States of America. The full accrual basis of accounting is used to record revenues and expenses. Accordingly, all revenues and expenses are recognized when earned and incurred.

**Cash and Cash Equivalents**

For purposes of the statements of cash flows, the Organization considers all highly liquid investments with original maturity dates of three months or less to be cash equivalents. The Organization maintains its cash accounts at financial institutions, which, at times, may exceed federally insured limits. The Organization has not experienced any losses in such accounts and management believes it is not exposed to any significant credit risk on cash deposits.

**Investments**

The Organization classifies all certificates of deposit with a maturity date within the next operating cycle as temporary investments that are not considered cash equivalents. In addition, the Organization carries investments in managed funds at fair value based upon quoted market prices.

**YAKIMA NEIGHBORHOOD HEALTH SERVICES, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2015 AND 2014**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Patient Accounts Receivable**

Receivables arising from revenue from services to patients are reduced by an allowance for doubtful accounts and contractual adjustments based on experience, third-party contractual reimbursement arrangements, and any unusual circumstances that may affect the ability of patients to meet their financial obligations. Accounts deemed uncollectible reduce this allowance. Patient accounts receivable are stated in the statements of financial position, net of such allowance. The Organization grants credit to patients, substantially all of whom are local residents.

**Property, Buildings, and Equipment**

Property, buildings, and equipment are stated at cost for purchased assets and at fair market value at the time of donation for donated assets. Expenditures for maintenance, repairs, and renewals are charged to expense as incurred whereas major purchases are capitalized. The Organization has a capitalization threshold of \$5,000.

**Depreciation**

Depreciation is generally taken over the useful service life of the asset using the straight-line method. Asset lives range from 5 to 40 years. Leasehold improvements are capitalized and amortized over the life of the corresponding lease.

**Net Assets**

The Organization reports information regarding its financial position and activities according to three classes of net assets: unrestricted, temporarily restricted, and permanently restricted net assets. Further, the Organization reports contributions received as unrestricted, temporarily restricted, or permanently restricted support depending upon the existence or nature of any donor restrictions. Net assets are classified based on the existence or absence of donor-imposed restrictions as follows:

*Unrestricted net assets* – Net assets that are not subject to donor-imposed stipulations but are controlled and designated by the board.

*Temporarily restricted net assets* – Net assets subject to donor-imposed stipulations that may or will be met, either by actions of the Organization and/or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statements of activities and changes in net assets as net assets released from restrictions. As of June 30, 2015 and 2014, the Organization had \$412,741 and \$412,565, respectively, of temporarily restricted net assets. Temporarily restricted net assets as of June 30, 2015, included United Way and the acquired property noted below.

**YAKIMA NEIGHBORHOOD HEALTH SERVICES, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015 AND 2014**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Net Assets (Continued)**

*Temporarily restricted net assets (continued) –*

During the year ended June 30, 2008, the Organization acquired property valued at \$475,000 by assuming the remaining loan balances on the property. One loan requires monthly payments and was recorded as a note payable in the amount of \$132,642. The two remaining loans to the Department of Commerce are deferred and will be forgiven as long as the property maintains compliance during the compliance period in the amounts of \$312,205 and \$269,727, respectively. The Organization fully anticipates the loans will be forgiven after the compliance period is met. Thus, the Organization recognized the \$342,358 in revenue to record the property at fair market value. This amount has been recorded as a temporarily restricted net asset until the compliance period is over.

Property Value	\$ 475,000
Less: Note Payable Assumed	132,642
Temporarily Restricted Net Assets	\$ 342,358

*Permanently restricted net assets –* Net assets subject to donor-imposed stipulations that they be maintained permanently by the Organization. Generally, the donors of these assets permit the Organization to use all or part of the income earned on any related investments for general or specific purposes. As of June 30, 2015 and 2014, the Organization had no permanently restricted net assets.

**Net Patient Service Revenue**

Net patient service revenue is reported at the estimated net realizable amounts from patients, third-party payers, and others for services rendered, including estimated retroactive adjustments under reimbursement agreements with third-party payers. Retroactive adjustments are accrued on an estimated basis in the period the related services are rendered and adjusted in future periods, as final settlements are determined.

**Financial Statement Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities, if any, at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.



**YAKIMA NEIGHBORHOOD HEALTH SERVICES, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2015 AND 2014**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Medicaid Funding**

A Centers for Medicare and Medicaid Services (CMS) audit of the Washington State (the State) Department of Social and Health Services (DSHS) found that the current method of paying federally-required Prospective Payment System rates in the State's Healthy Options Managed Medicaid program was inconsistent with federal requirements. The resolution of this audit finding has been negotiated with the results finalized in July 2009 and retroactive to January 1, 2009. DSHS also changed its method for paying clinics cost-based reimbursement for managed care enrollees. Previously, DSHS reimbursed clinics on a per member per month basis without the performance of a reconciliation. Beginning January 1, 2009, clinics are paid on a per member per month basis with a reconciliation performed based on the number of visits within 18 to 24 months following the calendar year-end. As part of the resolution to the audit finding and the change in reimbursement methodology, new rates for calculating managed care enhancements were provided by DSHS with two methodology options available to choose from. The new rates were effective January 1, 2009; however, the new rates are being used to pay for services provided on and after July 1, 2009.

The difference for payments from January 1 through June 30, 2009 was addressed in a reconciliation that took place in July 2011. Using the Organization's selected alternative payment methodology, there were no liabilities related to the 2009 reconciliation.

During 2014, the State agreed to allow self reconciliations for calendar years 2010 – 2013 for health centers. Reconciliation of payments under the State's Healthy Options Managed Care Medicaid program for calendar years 2010 – 2013, were paid during fiscal year 2015. The Organization submitted its reconciliation report and the Organization's receivable for calendar year 2010 – 2013 reconciliations was \$1,257,154 as of June 30, 2014. This amount has been included in grants and contracts receivable. The Organization did not assess an allowance on the amounts receivable from the State due to the error rate on the reconciliation data being less than 5%. As of June 30, 2015, the receivable had been paid in full for the 2010 – 2013 reconciliations.

**Federal Income Tax**

Under provisions of Section 501(c)(3) of the IRC, the Organization is exempt from federal income taxes, except for net income from unrelated business activities. As of June 30, 2015, the Organization had unrelated business activities subject to federal income taxes.

Management evaluated the Organization's tax positions and concluded that the Organization had taken no significant uncertain tax positions that require adjustments to the financial statements to comply with provisions of Topic 740 of the *Accounting Standards Codification*.

The Organization's tax returns are subject to review and examination by federal authorities. The tax returns for the years 2011 through 2014 are open to examination by federal authorities.

**YAKIMA NEIGHBORHOOD HEALTH SERVICES, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2015 AND 2014**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Sliding Fee Discount**

The Organization has a policy of providing care to patients who meet certain criteria under its policy, at amounts less than its established rates without charge. However, all patients are requested to pay a minimum fee for each visit. Since management does not expect payment for this care, the services that are discounted from the established rates are excluded from revenue.

**Reclassification**

Certain 2014 amounts have been reclassified to conform with the 2015 presentation with no effect on previously reported changes in net assets.

**Subsequent Events**

Subsequent events have been evaluated through December 30, 2015, the date the financial statements were available to be issued. See Note 11.

**NOTE 2 NET PATIENT SERVICE REVENUE**

The Organization has agreements with third-party payers that provide for payments to the Organization at amounts different from established rates. A summary of the payment arrangements with major third-party payers follows:

Patient services rendered to Medicaid and Medicare program beneficiaries are reimbursed based upon prospectively determined rates. Certain services billed to Medicaid patients are paid based on a cost-reimbursement methodology. Reimbursements for cost reimbursable items are at a tentative rate with final settlement determined after submission of annual cost reports and audits thereof by the State Medicaid agency.

In addition to agreements with third-party payers, the Organization provides services to patients based upon their ability to pay. The Organization charges based upon a sliding fee schedule with certain minimum fees being charged.

Contractual and sliding fee schedule adjustments (write-offs) were \$10,615,755 and \$9,092,100 for the years ended June 30, 2015 and 2014, respectively.

**NOTE 3 RETIREMENT PLAN**

The Organization sponsors a defined contribution 403(b) plan for all full-time employees with more than one year of service. Employees may elect to defer a portion of their annual compensation up to statutory limits. The Organization will match employee contributions based on the employee's years of service. The range is from 50% of up to 6% of the employee's salary after 15 years. Employer contributions for the years ended June 30, 2015 and 2014 totaled \$254,490 and \$192,642, respectively.

**YAKIMA NEIGHBORHOOD HEALTH SERVICES, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2015 AND 2014**

**NOTE 4 ASSETS WHOSE USE IS LIMITED**

**Deferred Compensation Plan**

The Organization established a deferred compensation plan in November 2001 to provide retirement benefits to recognize and compensate employees with 13 years or more of employment. Each employee who is eligible to participate shall be 100% vested at all times. The benefits are distributable to participants or beneficiaries at age 55 or with 25 years of service. Participants are eligible for one-half of the account balance upon termination, with the second half at 55 years of age unless already qualified as described above.

The participant's or beneficiary's interest in the plan is an unsecured claim against the general assets of the Organization and neither the participant nor a beneficiary has any right against the account until the plan has distributed the benefit. All amounts credited to an account are the general assets of the Organization and may be disposed of or used by the Organization in such a manner as it determines.

The Organization shall not be responsible for any loss due to the investment or the failure of investment of funds and assets attributable to the plan, nor shall the Organization be required to replace any loss whatsoever which may result from said investments. The sole responsibility of the Organization is to pay the participant the amount of compensation deferred plus income and minus losses, if any.

The value of the estimated liability under the agreement is being accrued over the remaining years to the date when the employees are first eligible for benefits. Deferred compensation investments and the related liability totaled \$318,216 and \$381,479 at June 30, 2015 and 2014, respectively.

**NOTE 5 LONG-TERM DEBT**

Long-term debt consisted of the following at June 30:

	2015	2014
HomeStreet Bank - Payable \$2,384 Monthly, Including Interest at 3.8%, Due March First, 2025	\$ 457,271	\$ -
HomeStreet Bank Bonds, Payable \$21,541 Monthly, Including Interest at 4.8% Until the First Reset Date of June 1, 2018, Due June 2033; Collateralized by Washington Deed of Trust	3,094,499	3,199,304
HomeStreet Bank Bonds, Payable \$6,714 Monthly, Including Interest at 4.5%, Due October 1, 2019; Collateralized by Washington Deed of Trust	1,126,872	1,155,321

**YAKIMA NEIGHBORHOOD HEALTH SERVICES, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2015 AND 2014**

**NOTE 5 LONG-TERM DEBT (CONTINUED)**

	2015	2014
Tamarack - City of Yakima 1, Promissory Note Payable for 607 S. 4th Street, Yakima, WA 98901, in the Amount of \$325 Monthly, Including Interest at 9%, Due July 10, 2021	\$ 18,929	\$ 21,033
Tamarack - City of Yakima 2, Promissory Note Payable for 607 S. 4th Street, Yakima, WA 98901, in the Amount of \$325 Monthly, Including Interest at 1%, the Original Amount of \$40,000 is Deferred until the First Note is Paid Off (Above)	53,205	53,205
Tamarack - Department of Commerce, Deferred for 50 Years at 0% Interest, Full Amount Due and Payable on or Before December 31, 2042	60,000	60,000
Total	4,810,776	4,488,863
Less: Current Maturities	153,112	135,629
Total Long-Term Debt	\$ 4,657,664	\$ 4,353,234

Maturities of long-term debt for succeeding years are as follows:

Year Ending June 30,	Amount
2016	\$ 153,112
2017	161,910
2018	2,917,179
2019	50,642
2020	1,011,274
Thereafter	516,659
Total	\$ 4,810,776

Total interest incurred and charged to expense during the years ended June 30, 2015 and 2014 was \$213,939 and \$217,753, respectively.

The bond agreements with HomeStreet Bank include various financial and other affirmative and negative covenants.

**NOTE 6 OPERATING LINE OF CREDIT**

The Organization established an operating line of credit with HomeStreet Bank for \$500,000. Interest is paid monthly at a variable rate of 0.25% over the lender's prime rate. As of June 30, 2015 and 2014, the balance outstanding was \$-0-. The line of credit agreement includes various financial and other affirmative and negative covenants.

**YAKIMA NEIGHBORHOOD HEALTH SERVICES, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**JUNE 30, 2015 AND 2014**

**NOTE 7 UNEMPLOYMENT COMPENSATION TRUST**

The Organization provides unemployment benefits through Northwest Agencies Trust (the Trust). The Organization makes deposits to the Trust and the Trust administers the plan and pays benefits to eligible recipients. At June 30, 2015 and 2014, the Organization had \$291,063 and \$293,664, respectively, on deposit with the Trust.

**NOTE 8 CONTINGENCY**

Grant and contract expenditures are subject to the approval of various granting and contracting agencies. To be eligible for reimbursement of expenditures made under federally and state funded programs, the Organization must comply with regulations established by the related agency. Agency determination of a failure to comply with such regulations may result in disallowed costs and a liability for reimbursements received.

**NOTE 9 MALPRACTICE INSURANCE**

The Organization currently maintains professional liability coverage under the Federal Tort Claims Act (FTCA) at no cost through DSHS. The term of coverage is by project period and all claims, if any, are 100% covered. The Organization must continue to receive funding under Section 330 of the PHS Act, 42 U.S.C. §154(b), in order to maintain FTCA coverage. If the deemed entity loses its Section 330 funding, its coverage under FTCA will end immediately upon termination of the grant.

**NOTE 10 LEASE**

The Organization currently rents various facilities under noncancelable and cancelable operating lease agreements. Total rent expense for all cancelable and noncancelable leases for the years ended June 30, 2015 and 2014 was \$240,776 and \$224,608, respectively.

Future lease commitments are as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2016	\$ 160,452
2017	160,452
2018	160,452
2019	160,452
2020	-
Total	<u>\$ 641,808</u>

**YAKIMA NEIGHBORHOOD HEALTH SERVICES, INC.  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015 AND 2014**

**NOTE 11 SUBSEQUENT EVENT**

Subsequent to June 30, 2015, the Organization obtained a loan to purchase real estate located in Yakima, Washington. The principal amount of the loan was \$600,000. The initial interest rate is 4%. Interest only payments began December 1, 2015 and all outstanding principal and interest will be due on May 1, 2017.

**YAKIMA NEIGHBORHOOD HEALTH SERVICES, INC.**  
**SCHEDULE OF FUNCTIONAL EXPENSES**  
**YEAR ENDED JUNE 30, 2015**  
(SEE INDEPENDENT AUDITORS' REPORT)

	Program Services	Management and General	Total
Wages and Salaries	\$ 8,551,037	\$ 2,502,478	\$ 11,053,515
Other Employee Benefits	1,661,263	445,008	2,106,271
Total Salaries and Related Expenses	10,212,300	2,947,486	13,159,786
Amortization	-	11,501	11,501
Computer Support	694,609	77,179	771,788
Housing	1,291,065	-	1,291,065
Insurance	38,513	82,612	121,125
Interest	51,786	162,153	213,939
Pharmaceutical Drugs	551,014	-	551,014
Postage and Printing	177,448	24,422	201,870
Professional Fees	517,394	321,587	838,981
Recruiting	126,395	7,933	134,328
Rent	65,760	3,838	69,598
Repairs and Maintenance	272,112	25,504	297,616
Supplies	478,558	39,395	517,953
Telephone and Utilities	245,281	30,170	275,451
Training	81,847	118,312	200,159
Travel	45,322	8,955	54,277
Miscellaneous	141,913	493,020	634,933
Total Expenses Before Depreciation	14,991,317	4,354,067	19,345,384
Depreciation	678,405	102,808	781,212
Total Expenses	\$ 15,669,722	\$ 4,456,875	\$ 20,126,597

**YAKIMA NEIGHBORHOOD HEALTH SERVICES, INC.**  
**SCHEDULE OF FUNCTIONAL EXPENSES**  
**YEAR ENDED JUNE 30, 2014**  
(SEE INDEPENDENT AUDITORS' REPORT)

	Program Services	Management and General	Total
Wages and Salaries	\$ 7,397,315	\$ 2,188,185	\$ 9,585,500
Other Employee Benefits	1,441,046	356,815	1,797,861
Total Salaries and Related Expenses	8,838,361	2,545,000	11,383,361
Amortization	-	11,501	11,501
Computer Support	594,153	66,017	660,170
Insurance	34,087	67,866	101,953
Interest	164,362	53,391	217,753
IRS Fees and Penalties	-	1,672	1,672
Pharmaceutical Drugs	595,991	-	595,991
Postage and Printing	142,152	20,533	162,685
Professional Fees	286,235	308,101	594,336
Recruiting	39,800	4,414	44,214
Rent and Housing	1,361,667	2,628	1,364,295
Repairs and Maintenance	250,223	26,034	276,257
Supplies	401,411	86,304	487,715
Telephone and Utilities	297,108	38,606	335,714
Training	60,430	111,151	171,581
Travel	50,682	14,036	64,718
Miscellaneous	124,937	351,542	476,479
Total Expenses Before Depreciation	13,241,599	3,708,796	16,950,395
Depreciation	500,980	79,934	580,914
Total Expenses	\$ 13,742,579	\$ 3,788,730	\$ 17,531,309



**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 Neighborhood Health Services, Inc.  
Yakima, Washington

We have audited, in accordance with 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 Neighborhood Health Services, Inc. (the Organization), which comprise the statement of financial position as of June 30, 2015, and the related 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 December 30, 2015.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Organization'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 Organization's internal control. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

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. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Board of Directors  
Yakima Neighborhood Health Services, Inc.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Organization'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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**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  
December 30, 2015



CliftonLarsonAllen

CliftonLarsonAllen LLP  
CLAconnect.com

**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 Neighborhood Health Services, Inc.  
Yakima, Washington

**Report on Compliance for Each Major Federal Program**

We have audited Yakima Neighborhood Health Services, Inc.'s (the Organization) 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 Organization's major federal programs for the year ended June 30, 2015. The Organization'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 Organization'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 Organization'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 Organization's compliance.

Board of Directors  
Yakima Neighborhood Health Services, Inc.

### ***Opinion on Each Major Federal Program***

In our opinion, Yakima Neighborhood Health Services, Inc. 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 June 30, 2015.

### ***Other Matters***

The results of our auditing procedures disclosed an instance of noncompliance, which is required to be reported in accordance with OMB Circular A-133 and which is described in the accompanying schedule of findings and questioned costs as item 2015-001. Our opinion on each major federal program is not modified with respect to this matter.

Yakima Neighborhood Health Services, Inc.'s response to the noncompliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs. Yakima Neighborhood Health Services, Inc.'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 Organization 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 Organization'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 Organization'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 a certain deficiency in internal control over compliance, as described in the accompanying schedule of findings and questioned costs as item 2015-001, that we consider to be a significant deficiency.

Board of Directors  
Yakima Neighborhood Health Services, Inc.

The Organization's response to the internal control over compliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The Organization'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**

Yakima, Washington  
December 30, 2015

**YAKIMA NEIGHBORHOOD HEALTH SERVICES, INC.  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED JUNE 30, 2015**

**SECTION I – SUMMARY OF AUDITORS' RESULTS**

Financial Statements

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

Material weakness(es) identified? \_\_\_\_\_ yes       X  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	Consolidated Health Centers Cluster (330 Grant)
10.557	Women, Infants, Children's Nutrition Program

Dollar threshold used to distinguish between type A and type B programs: \$ 300,000

Auditee qualified as low-risk auditee? \_\_\_\_\_ yes       X  no

**YAKIMA NEIGHBORHOOD HEALTH SERVICES, INC.  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)  
YEAR ENDED JUNE 30, 2015**

**SECTION II – FINANCIAL STATEMENT FINDINGS**

None.

**SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS**

**Finding 2015-001**

**Program Information:**

CFDA #93.224  
Consolidated Health Centers  
Department of Health and Human Services (DHHS)

**Criteria:** The period of performance is defined as the time during which a grant recipient may incur new obligations to carry out the work authorized under the federal award.

**Condition:** April 2015 payroll costs were charged to the Consolidated Health Centers 2015-2016 grant. Period of performance began May 1, 2015 for 2015-2016 grant.

**Cause:** The Organization's draw down process did not include procedures to ensure that timing of incurred costs complied with period of performance requirements at the ending/beginning of the grant period.

**Effect:** The Organization was out of compliance with Consolidated Health Centers (330 Grant) requirements.

**Recommendation:** We recommend that the Organization implement a process that ensures that costs charged to the Consolidated Health Centers grant are incurred during the period of performance.

**Views of Responsible Officials and Planned Corrective Actions:** The Organization receives HRSA Consolidated Health Center grants annually and was drawing these grant dollars down in twelve equal monthly amounts to support the operational costs for that month. The CFO and Controller have discussed how to incorporate procedures to ensure that the timing of the incurred costs is accurately drawn to match the period of performance for the grant. The Controller or designated accounting staff member will produce a trial balance report showing actual costs by date, verifying periods of performance prior to each month grant draw. This procedure has been implemented for our current fiscal year.

**YAKIMA NEIGHBORHOOD HEALTH SERVICES, INC.  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED JUNE 30, 2015**

Program Title	Federal CFDA Number	Contract Period	Contract Amount	Expenditures
<b>U.S. Department of Agriculture</b>				
<i>Pass-Through State of Washington, Department of Health:</i>				
Women, Infants, and Children Nutrition Program	10.557	October 2013 to September 2014	\$ 1,158,528	\$ 278,216
Women, Infants, and Children Nutrition Program	10.557	October 2014 to December 2014	289,529	289,529
Women, Infants, and Children Nutrition Program	10.557	January 2015 - December 2016	2,279,583	590,226
Total Women, Infants and Children Nutrition Program			3,727,640	1,157,971
<i>Pass-Through State of Washington, Department of Health:</i>				
Supplemental Nutrition Assistance Program - Education - N20963	10.561	October 2014 to September 2015	100,000	20,234
Total U.S. Department of Agriculture			3,827,640	1,178,205
<b>U.S. Department of Health and Human Services</b>				
<i>Health Center Cluster:</i>				
Consolidated Health Centers	93.224	May 2014 to April 2015	1,813,132	1,354,539
Consolidated Health Centers	93.224	May 2015 to April 2016	2,402,972	364,247
Total Health Center Cluster			4,216,104	1,718,786
<i>Pass-Through State of Washington, Department of Health:</i>				
Maternal and Child Health Care	93.994	January 2014 to September 2014	37,125	12,375
Maternal and Child Health Care	93.994	October 2014 - September 2015	48,000	36,000
Total Maternal and Child Health Care			85,125	48,375
ACA Grants for Capital Development in Health Centers	93.526	May 2012 to December 2015	4,661,548	336,674
ACA Grants for Capital Development in Health Centers	93.526	September 2014 to August 2016	250,000	250,000
Total ACA Grants for Capital Development in Health Centers			4,911,548	586,674
Total U.S. Department of Health and Human Services			9,212,777	2,353,835
<b>U.S. Department of Housing and Urban Development</b>				
HUD/McKinney - 904 Arlington	14.267	June 2014 to May 2015	49,106	47,620
904 Arlington - PSH	14.267	June 2015 to May 2016	49,106	2,988
HUD/McKinney - 906 Arlington	14.267	August 2014 to July 2015	11,021	9,810
PSH-5	14.267	February 2014 to January 2015	38,428	25,911
PSH-5	14.267	February 2015 to January 2016	44,562	18,321
Bienestar	14.267	December 2014 to November 2015	70,513	22,938
Bienestar PSH	14.267	December 2014 to November 2015	72,695	38,859
Futuros Brillantes-I	14.267	November 2013 to October 2014	31,019	11,522
Futuros Brillantes-II	14.267	December 2013 to November 2014	63,864	27,150
Futuros Brillantes - PSH	14.267	November 2014 to October 2015	93,106	49,740
Total Continuum of Care Program			523,420	254,859

See accompanying Notes to Schedule of Expenditures of Federal Awards.



**YAKIMA NEIGHBORHOOD HEALTH SERVICES, INC.  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED)  
YEAR ENDED JUNE 30, 2015**

Program Title	Federal CFDA Number	Contract Period	Contract Amount	Expenditures
<b>U.S. Department of Housing and Urban Development (cont.)</b>				
<i>Pass-Through Yakima County:</i>				
Emergency Solutions Grant Program	14.231	January 2014 to May 2015	\$ 130,863	\$ 81,863
Emergency Solutions Grant Program	14.231	June 2015 to June 2016	108,174	4,306
Total Emergency Solutions Grant Program			<u>239,037</u>	<u>86,169</u>
<i>Pass-Through Washington State Department of Commerce</i>				
REACH	14.241	January 2012 to December 2014	242,517	39,554
REACH	14.241	January 2015 to December 2015	242,517	53,948
HOPWA	14.241	July 2014 to June 2015	138,784	138,697
Total HOPWA/REACH			<u>623,818</u>	<u>232,199</u>
Total U.S. Department of Housing and Urban Development			<u>1,386,275</u>	<u>573,227</u>
Total Federal Awards			<u>\$ 14,426,692</u>	<u>\$ 4,105,267</u>

See accompanying Notes to Schedule of Expenditures of Federal Awards.

**YAKIMA NEIGHBORHOOD HEALTH SERVICES, INC.  
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED JUNE 30, 2015**

**NOTE A      SIGNIFICANT ACCOUNTING POLICIES**

The schedule of expenditures of federal awards is prepared on the same basis of accounting as the financial statements.

**NOTE B      CONTRACT AMOUNT**

Award amount represents the total grant award.

**NOTE C      EXPENDITURES**

This column reports grant expenditures incurred during the year.

**YAKIMA NEIGHBORHOOD HEALTH SERVICES, INC.  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
YEAR ENDED JUNE 30, 2015**

**SECTION IV – SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**

**Finding 2014-001**

**Program Information:**

CFDA #93.224  
Consolidated Health Centers  
Department of Health and Human Services (DHHS)

**Criteria:** Yakima Neighborhood Health Services, Inc.'s (the Organization's) Board of Directors are required by DHHS grant stipulation to meet on a monthly basis or to obtain a written waiver from the granting agency in the case of months when no meeting is held.

**Condition:** Our audit procedures include reviewing board minutes during the year under audit and it was noted the Organization did not hold monthly board meetings twice during the fiscal year ending June 30, 2015.

**Effect:** The Organization was out of compliance with Health Centers Cluster (330 Grant) requirements.

**Status:** Corrected – Monthly board meetings were held during fiscal year 2015.



YAKINEI-01 CGAMACHE

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

2/24/2016

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).

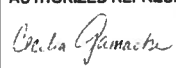
<b>PRODUCER</b> Hub International Northwest LLC P.O. Box 2945 Yakima, WA 98907	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (509) 248-2672	<b>FAX</b> (A/C, No): (866) 332-7487
	<b>E-MAIL ADDRESS:</b>	
<b>INSURED</b>  Yakima Neighborhood Health Services Inc PO Box 2605 Yakima, WA 98907-2605		<b>INSURER(S) AFFORDING COVERAGE</b>
		<b>INSURER A:</b> Physicians Insurance, A Mutual Company
		<b>INSURER B:</b>
		<b>INSURER C:</b>
		<b>INSURER D:</b>
		<b>INSURER E:</b>
		<b>INSURER F:</b>

**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	ADD'L SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>COMMERCIAL GENERAL LIABILITY</b>					EACH OCCURRENCE \$	
	CLAIMS-MADE OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$	
						MED EXP (Any one person) \$	
						PERSONAL & ADV INJURY \$	
	GEN'L AGGREGATE LIMIT APPLIES PER					GENERAL AGGREGATE \$	
	POLICY PRO-JECT LOC					PRODUCTS - COMP/OP AGG \$	
	OTHER					\$	
	<b>AUTOMOBILE LIABILITY</b>					COMBINED SINGLE LIMIT (Ea accident) \$	
	ANY AUTO					BODILY INJURY (Per person) \$	
	ALL OWNED AUTOS SCHEDULED AUTOS					BODILY INJURY (Per accident) \$	
	HIRED AUTOS NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$	
						\$	
	<b>UMBRELLA LIAB</b>					EACH OCCURRENCE \$	
	EXCESS LIAB CLAIMS-MADE					AGGREGATE \$	
	DED RETENTION \$					\$	
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>					PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N				E.L. EACH ACCIDENT \$	
		<input type="checkbox"/> N/A				E.L. DISEASE - EA EMPLOYEE \$	
						E.L. DISEASE - POLICY LIMIT \$	
A	Professional Liabili	X	300002716	02/25/2016	02/25/2017	EACH OCCURENCE	1,000,000
A	Professional Liabili		300002716	02/25/2016	02/25/2017	AGGREGATE	5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Yakima Valley Conference of Governments is named as additional insured as their interest may appear

<b>CERTIFICATE HOLDER</b>  Yakima Valley Conference of Governments 311 N. 4th Street, Suite 204 Yakima, WA 98901	<b>CANCELLATION</b>  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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**SAM Search Results**  
**List of records matching your search for :**

**Search Term : Yakima\* Neighborhood\* Health\* Services\***  
**Record Status: Active**

<b>ENTITY</b>	<b>YAKIMA NEIGHBORHOOD HEALTH SERVICES</b>	<b>Status:Active</b>
<b>DUNS: 060048550</b>	<b>+4:</b>	<b>CAGE Code: 3W4Y0 DoDAAC:</b>
<b>Expiration Date: May 4, 2017</b>	<b>Has Active Exclusion?: No</b>	<b>Delinquent Federal Debt?: No</b>
<b>Address: 12 S 8TH ST</b>		
<b>City: YAKIMA</b>	<b>State/Province: WASHINGTON</b>	
<b>ZIP Code: 98901-3020</b>	<b>Country: UNITED STATES</b>	



**Department of the Treasury**  
**Internal Revenue Service**  
**Ogden, UT 84201**

In reply refer to: 0445189187  
Apr 28, 2011 LTR 147C  
91-0928817

**YAKIMA NEIGHBORHOOD HEALTH SERVICES**  
**PO BOX 2605**  
**YAKIMA WA 98907-2605 059**

Taxpayer Identification Number: 91-0928817

Form(s):

Dear Taxpayer:

This letter is in response to your telephone inquiry of April 28th, 2011.

Your Employer Identification Number (EIN) is 91-0928817. Please keep this number in your permanent records. You should enter your name and your EIN, exactly as shown above, on all business federal tax forms that require its use, and on any related correspondence documents.

If you have any questions regarding this letter, please call our Customer Service Department at 1-800-829-0115 between the hours of 7:00 AM and 10:00 PM. If you prefer, you may write to us at the address shown at the top of the first page of this letter. When you write, please include a telephone number where you may be reached and the best time to call.

Sincerely,

Amber Baird  
1001850735  
Customer Service Representative

Address any reply to: P.O. Box 21224, Seattle, Washington 98111

**Department of the Treasury**

Person to Contact: John G. Lien  
Telephone Number: (206) 442-5132

**District Director**

**Internal Revenue Service**

Date:

SEP 4 1981

In reply refer to:

EP/EO:TS:JGL

▷ Yakima Neighborhood Health Services  
12 South Eight Street  
Yakima, WA

IRS # 91-0928817

SEP 8 1981

Form Number: 990  
Periods Ended: 7906

We are pleased to tell you that as a result of our examination for the above periods we will continue to recognize your organization as tax-exempt.

We have indicated below whether there is a change in your liability for the unrelated business income tax as provided by sections 511 through 515 of the Internal Revenue Code.

- There is no change.
- You will receive an examination report explaining the proposed adjustments.

Thank you for your cooperation.

Sincerely yours,

*Arturo A. Jacobs*

District Director

Employer Identification Number  
91-0928817

Department of the Treasury

William L. Severson  
(206) 442-5110

EP/EO:EO1:WLS  
District Director

Internal Revenue Service

Date:

APR 23 1976

In reply refer to:

L-173, Code 428

SEA:EO:76-581

▷ Yakima Neighborhood Health Services  
12 South Eighth Street  
Yakima, Washington 98901

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.

We have further determined you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(2)(2).

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. You are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you 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.

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

(Over)

Form L-173 (Rev. 2-73)

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If your gross receipts each year are normally more than \$5,000, you are required to file Form 990, Return of Organization Exempt From Income Tax, 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, for failure to file a return on time.

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.

Please keep this determination letter in your permanent records.

Sincerely yours,

*Michael Sassi*

Michael Sassi  
District Director



**Yakima Neighborhood Health Services**  
12 South 8<sup>th</sup> St, PO Box 2605  
Yakima WA 98907-2605  
Phone (509) 454-4143 Fax (509) 454-3651  
www.ynhs.org

**Extreme Winter Weather Shelter Program  
2016 – 2017 Season**

(this may not be a complete list, as not all church committees have completed their deliberations as of the submission of this RFP)

Englewood Christian Church  
511 North 44<sup>th</sup> Avenue  
Yakima, WA 98908  
509-966-6550

Reverend Kerry Grogan, Minister

Central Lutheran Church  
1604 West Yakima Ave  
Yakima WA 98902  
509-575-6490

Felicity Pittman

Unitarian Universalist Church  
225 North 2<sup>nd</sup> Street  
Yakima WA 98901  
509-453-8448

Reverend Ken Jones, Pastor

Grace of Christ Presbyterian Church  
9 South 8<sup>th</sup> Ave  
Yakima WA 98902  
509-248-7940

Steve and Dottie Hildebrand

Yakima Valley Inn  
818 North 1<sup>st</sup> Street  
Yakima, WA 98901  
509-453-0391

Manager on Duty

Rodeway Inn  
408 Yakima Valley Highway  
Sunnyside, WA 98944  
509-837-7878

Manager on Duty



Accredited by the Joint Commission



Patient Centered Medical Home Level 3

5