

**POINT IN TIME/PROJECT HOMELESS CONNECT CONTRACT
FACE SHEET**





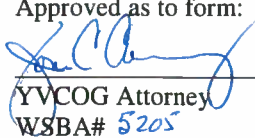
CONTRACTOR IS A <input type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> VENDOR		CONTRACT NUMBER: PSA PIT/PHC YNHS 16-17	
1. NAME/ADDRESS: Anita Monoian, President & CEO Yakima Neighborhood Health Services 12 South 8th Street Yakima, WA 98901	2. ORIGINAL CONTRACT AMOUNT: \$ 45,000	5. PREVIOUS CONTRACT AMOUNT: \$ 0.00	
	3. CASH MATCH REQUIREMENT: \$ 0.00	6. MODIFICATION AMOUNT: \$ 0.00	
	4. TOTAL CONTRACT AMOUNT: \$ 45,000	7. NEW TOTAL CONTRACT AMOUNT: \$ 45,000	
8. CONTACT INFO: Rhonda Huff, YNHS Chief Operating Officer/Deputy CEO (509)574-5552 Rhonda.hauff@ynhs.org	9. YVCOG PROGRAM CONTACT INFO: Crystal Testerman 311 N 4 th St, Suite 204 Yakima WA 98901 509-949-1287 crystal.testerman@yvcog.org	10. YVCOG FISCAL CONTACT INFO: Christina Wickenhagen 311 N 4 th St, Suite 204 Yakima WA 98901 509-574-7986 chris.wickenhagen@yvcog.org	
11. CONTRACT START DATE: November 1, 2016		12. CONTRACT END DATE: February 28, 2017	
13. FUNDING AUTHORITY: <p align="center">2163 Local Funds – Homeless Program</p>			
14. STATE AND FEDERAL "BARS" CODE: 565-XX-XXX		15. CFDA NUMBER(S): <p align="center">n/a</p>	
16. PURPOSE: The Contractor shall perform professional services as defined by the Statement of Work incorporated herein.			
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference: <input checked="" type="checkbox"/> Exhibits (specify): EXHIBIT A – N/A EXHIBIT B – Scope of Work EXHIBIT C - Budget			
This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.			
YAKIMA NEIGHBORHOOD HEALTH SERVICES YNHS		YAKIMA VALLEY CONFERENCE OF GOVERNMENTS	
 _____ Date		 _____ James A Restucci, Chairman	
 _____ Lauris C Mattson, Executive Director			
Attest:  _____ Jessica Hansen, Office & Communications Specialist		Approved as to form:  _____ YVCOG Attorney WSBA# 5205	

EXHIBIT A

SPECIAL TERMS AND CONDITIONS

1. Compliance:

- a. Grant funds may not be used for lobbying.
- b. Yakima County, HUD Regional Office and the Office of the State Auditor, or any of their duly-authorized representatives, have the authority to conduct announced and unannounced: a) surveys; b) audits; c) reviews of compliance with this Agreement; d) audits regarding the quality, appropriateness, and timeliness of services of the Contractor; and e) audits and inspections of financial records of the Contractor. The Contractor shall notify Yakima County in writing when an entity performs any audit described above related to any activity contained in this Agreement.
- c. Pursuant to 42 CFR 431.301 and 431.302, Personal Information concerning applicants and recipients may be disclosed for purposes directly connected with the administration of this Agreement. Such purposes include but are not limited to:
 - I. Establishing eligibility;
 - II. Providing housing for recipients.
- d. The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements/standards, necessary for the performance of this Agreement.

2. Reporting Requirements:

- a. Contractor shall participate in the development and implementation of the Coordinated Assessment and Referral System (CARES), including but not limited to:
 - I. Listing all of the Contractor's program and services delivered specific to exception of services provided solely to victims of domestic violence.
 - II. Adopting the use of CARES intake forms in place of or in addition to other intake procedures.
 - III. Participating in any workgroups, special committees or subcommittees, or other structure of the Yakima County Continuum of Care dedicated to developing, piloting, or implementing the system.

Failure or refusal to participate in the system will result in the Contractor being ineligible to receive funds and may result in unreimbursed costs or termination of the contract.

- b. The Contractor may be requested to submit monthly reports to YVCOG covering identified performance measures for the contracted project(s). Required report

Agreement and applicable state and federal regulations, as existing or hereafter amended.

- c. The Contractor shall establish and maintain an adequate system of internal control to ensure the efficient, proper processing and use of agreement funds. The annual audit must include a management letter that addresses the adequacy of internal controls within the organization.
4. **Internal Control and Accounting System:** The Contractor shall establish and maintain a written financial management system which includes: a method for comparing actual to contracted expenditures, a system of internal controls and written financial procedures for safeguarding County funds and property, a system for checking the accuracy and reliability of accounting data, and a system for providing a complete audit trail, based upon Generally Accepted Auditing Principles (GAAP).
5. **Auditing and Monitoring:** Yakima Valley Conference of Governments shall monitor all projects for compliance with the funding terms and conditions in the agreement. Project monitoring shall be conducted annually, or with greater frequency as required.
 - a. The Contractor will provide to Yakima County one copy of an independent audit of its entire operation and related legal entity within 180 days of the Contractor's fiscal year ending. The audit must be in accordance with Generally Accepted Accounting Principles (GAAP), and include a management letter that addresses any audit findings. If the Contractor is subject to 2 CFR Part 200, the County shall review the Single Audit required by 2 CFR Part 200 to ensure corrective action is taken for any audit finding, per 2 CFR Part 200 requirement.
 - b. The Contractor shall actively address all open Corrective Action Plan (CAP) recommendations as outlined in any Onsite Reviews and/or Yakima County Audit Reports during the agreement period. Review of such compliance to outstanding CAP will be performed prior to any future agreement negotiations.
 - c. The Contractor shall establish and maintain an adequate system of internal control to ensure the efficient, proper processing and use of agreement funds. The annual audit must include a management letter that addresses the adequacy of internal controls within the organization.
6. **Proof of Commercial General Liability Insurance (CGL):** Regardless of insurance source, the Contractor shall provide a certificate of insurance as stated in the General Terms and Conditions, Section 18.
7. **Invoicing Requirements:** The Contractor agrees to follow the Yakima County Financial Services Billing Provisions as listed on Exhibit C – Budget when requesting reimbursement.
8. **Recapture:** Any portion of the grant funds unexpended or uncommitted at the end of the grant period shall be recaptured by Yakima County.

GENERAL TERMS AND CONDITIONS

In consideration of the covenants, conditions, performances, and provisions hereinafter contained, the parties hereto agree as follows:

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 the County 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 any Exhibits and other documents, as well as any other attachments, are considered part of the “contract”.
 - B. “CFR” means Code of Federal Regulations. All references 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 the Yakima County Department of Financial Services.
 - E. “General Terms and Conditions” means the contractual provisions contained within this Contract, which govern the contractual relationship between the County and the 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 of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers.
 - G. “Principals,” which includes officers, members of the Board of Directors, owner(s), or other person(s) with management or supervisory responsibilities relating to the transaction.
 - H. “RCW” means the Revised Code of Washington. All references in this Contract to RCW chapters or sections shall include any successor, amended, or replacement statute. The RCW can be accessed at <http://apps.leg.wa.gov/rcw/>.
 - I. “Subcontract” means a separate contract between the Contractor and an individual or entity (“Subrecipient”) to perform all or a portion of the duties and obligations that the Contractor shall perform pursuant to this Contract.
 - J. “WAC” means the Washington Administrative Code. All references in this Contract to WAC chapters or sections shall include any successor, amended, or replacement regulation. The WAC can be accessed at <http://apps.leg.wa.gov/wac/>.

2. **Amendment:** This Contract, or any term or condition, may only be modified in writing and signed by both parties. Only personnel authorized to bind each of the parties shall sign an amendment.
3. **Assignment:** Except as otherwise provided herein, the Contractor shall not assign rights or obligations derived from this Contract to a third party without the prior, written consent of the County and the written assumption of all of the Contractor's obligations in this Contract by the third party.
4. **Billing Limitations:** Contractor shall maintain a written record of expenses and submit monthly invoices detailing expenses for reimbursement. The County shall pay the Contractor within 45 days after receiving an invoice and proper supporting documentation. All billings must be received no later than 60 days after the close of the contract to be considered for payment or as required by the funding agency, or funding source, whichever is shorter.

The decision to approve or deny payment of claims for services submitted after more than 60 days shall rest solely with the Financial Services Director and the Director's decision shall be final and not capable of right to appeal.

5. **Circulars** These requirements apply to the primary recipient of federal funds, and then follow the funds to the Subrecipients. The Federal Circulars found in Title 2 of the Code of Federal Regulations (CFR) provide the applicable administrative requirements, cost Principles and audit requirements. The Circulars are applicable to all non-federal recipients of Federal Awards unless specifically excluded. Subrecipients must follow this Circular and incorporated appendices and any future amendments, and any successor or replacement circulars or regulations.
6. **Compliance with Applicable Law:** At all times during the term of this Contract, the Contractor and the County shall comply with all applicable federal, state, and local laws, regulations, and rules, including but not limited to non-discrimination laws and regulations.
7. **Confidentiality:** The parties shall use Personal Information and other confidential information gained by reason of this Contract only for the purpose of this Contract. The County and the Contractor shall not disclose, transfer, or sell any such information to any other party, except as provided by law or, in the case of Personal Information except as provided by law or with the prior written consent of the person to whom the Personal Information pertains. The parties shall maintain the confidentiality of all Personal Information and other confidential information gained by reason of this Contract and shall return or certify the destruction of such information if requested in writing by the party to this Contract that provided the information.
8. **Conflicts of Interest:** Subrecipients shall provide a copy of their Conflict of Interest Statement/Policy prior to their first billing being paid. In addition, Subrecipients shall assure compliance with any applicable State or Federal laws relating to Conflicts of Interest.

9. **Debarment Certification:** The Contractor, by signature to this Contract, certifies the Contractor, its Principals and any Subrecipients 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 County if, during the term of this Contract, the Contractor, its Principals or Subrecipients becomes debarred. The County may immediately terminate this Contract by providing the Contractor written notice if the Contractor becomes debarred during the term of this Contract.
10. **Disputes:** A Dispute Board shall determine disputes between the parties in the following manner: Each party shall appoint one member to the Dispute Board. The members appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review 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, Yakima County Financial Services will require detailed back-up documentation for all expenditures. On subsequent invoices, the monthly activity report and a printout from the Contractor's accounting system listing the expenditures charged against the contract will be acceptable. All back-up documentation must be available to the County 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:** This Contract including all documents attached to or incorporated by reference; contain all the terms and conditions agreed upon by the parties. No other understandings 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, suit, 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 County. The Contractor shall not hold out itself or any of its employees as, nor claim status as, an officer, employee, or agent of the County. The Contractor shall not claim for itself or its employees any rights, privileges, or benefits, which would accrue to an employee of the County. The Contractor shall indemnify and hold harmless the County from all obligations to pay or withhold federal or state taxes or contributions on behalf of the Contractor or the Contractor's employees.

The parties agree that, for the purposes of this Contract, the Contractor is an independent contractor and neither the Contractor nor any employee of the Contractor is an employee of the County. Neither the Contractor nor any employee of the Contractor is entitled to any benefits that Yakima County provides its employees. The Contractor is solely

responsible for payment of any statutory workers compensation or employer's liability insurance as required by state law.

15. **Inspection:** Either party may request reasonable access to the other party's records and place of business for the limited purpose of monitoring, auditing, and evaluating the other party's compliance with this Contract and applicable laws and regulations. During the term of this Contract and for one year following termination or expiration of this Contract, upon receiving reasonable written notice, the parties shall provide the other party with access to its place of business and to its records, which are relevant to its compliance with this Contract, and applicable laws and regulations. This provision shall not be construed to give either party access to the other party's records and place of business for any other purpose. Nothing herein shall be construed to authorize either party to possess or copy records of the other party.
16. **Indemnification, Defense, and Hold Harmless:** To the fullest extent permitted by law including RCW 4.24.115, the Contractor shall indemnify, defend, and hold harmless the County and its officers, employees, agents, and volunteers from all claims, suits, or actions brought for injuries to, or death of, any persons, or damages arising from or relating to the Contractor's performance of this Agreement or in consequence of any negligence or breach of contract related to the Contractor's performance of this Agreement caused in whole or in part by any act or omission by the Contractor or the agents or employees of the Contractor related to performance of this Agreement.
17. **Contractor's Waiver of Employer's Immunity under Title 51 RCW:** Contractor intends that its obligations to indemnify, defend, and hold harmless set forth above in section 16 shall operate with full effect regardless of any provision to the contrary in Title 51 RCW, Washington's Industrial Insurance Act. Accordingly, the Contractor specifically assumes all potential liability for actions brought by employees of the Contractor against the County and its officers, employees, agents, and volunteers, and, solely for the purpose of enforcing the Contractor's obligations to indemnify, defend, and hold harmless set forth above in section 16, the Contractor specifically waives any immunity granted under the state industrial insurance law, Title 51 RCW. The parties have mutually negotiated this waiver. The Contractor shall similarly require that any subcontractor it retains in connection with its performance of this Agreement shall 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 County certifies that it is insured as a member of the Washington Counties Risk Pool, and is otherwise self-insured, and can pay for losses for which it is found liable.
 - B. The Contractor shall, with insurance carriers 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 aggregate, 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 that Yakima County, its officers, employees, agents and volunteers are Primary Additional Insureds under such

insurance. The coverage provided under such insurance for such Primary Additional Insureds shall be primary and not contributory to any other coverage that may be available to such 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 of 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 County 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, veteran status, pregnancy, 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 U.S.C. 12101 et seq.) or any other applicable state, federal or local law, rule or regulation.

The Contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals on the basis of protected veteran status or disability, and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.

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;
 - B. Special Terms and Conditions of this Contract;
 - C. This Contract.

22. **Ownership of Material:** Copyright in all material created by the Contractor and paid for by the County shall be the property of the State of Washington. Both County and Contractor may use these materials and permit others to use them, for any purpose consistent with their respective missions as part of the State of Washington. This material includes, but is not limited to: books; computer programs; documents; films; pamphlets; reports; sound reproductions; studies; surveys; tapes; and/or training materials. Material which the Contractor uses to perform this Agreement but is not created for or paid for by

the County is owned by the Contractor or such other party as determined by Copyright Law and/or Contractor's internal policies. Contractor hereby grants the County a perpetual license to use this material for County internal purposes at no charge to the County, provided that such license shall be limited to the extent which the Contractor has a right to grant such a license.

23. **Responsibility:** Each party to this Contract shall be responsible for the negligence of its officers, employees, and agents in the performance of this Contract to the extent allowed by law. No party to this Contract shall be responsible for the acts and/or omissions of entities or individuals not party to this Contract. The County and the Contractor shall cooperate in the defense of tort lawsuits, when possible. Both parties agree and understand that this provision may not be feasible in all circumstances. The County and the Contractor agree to notify the attorneys of record in any tort lawsuit where both are parties if either the County or the Contractor enters into settlement negotiations. It is understood that the notice shall occur prior to any negotiations, or as soon as possible, and the notice may be either written or oral.
24. **Severability:** The provisions of this Contract are severable. If any court holds any provision of this Contract, including any provision of any document incorporated by reference, invalid, that invalidity shall not affect the other provisions this Contract.
25. **Subcontracting:** The Contractor may not subcontract the services to be provided under this Contract, unless requested and approved in writing by the Director of the Department of Financial Services or his assigns or unless otherwise specified in this Contract. If the County, the Contractor, and a subrecipient of the Contractor are found by a jury or trier of fact to be jointly and severally liable for personal injury damages arising from any act or omission from the contract, then the County shall be responsible for its proportionate share, and the Contractor shall be responsible for its proportionate share. Should the subrecipient be unable to satisfy its joint and several liability, the County and the Contractor shall share in the subrecipient's unsatisfied proportionate share in direct proportion to the respective percentage of their fault as found by the jury or trier of fact, to the extent allowed by law. Nothing in this term shall be construed as creating a right or remedy of any kind or nature in any person or party other than the County and the Contractor. This term shall not apply in the event of a settlement by either the County or the Contractor.
26. **Subrecipients:**
 - A. **General:** If the Contractor is a subrecipient of federal awards as defined by Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR 200) and this Contract, the Contractor shall:
 - I. Maintain records that identify, in its accounts, all federal awards received and expended and the federal programs under which they were received, by Catalog of Federal Domestic Assistance (CFDA) title and number, award number and year, name of the federal agency, and name of the pass-through entity;
 - II. Maintain internal controls that provide reasonable assurance that the Contractor is managing federal awards in compliance with laws, regulations,

and provisions of contracts or grant agreements that could have a material effect on each of its federal programs;

- III. Prepare appropriate financial statements, including a schedule of expenditures of federal awards;
 - IV. Incorporate 2 CFR 200 audit requirements into all agreements between the Contractor and its Subrecipients who are subrecipients;
 - V. Comply with any future amendments to 2 CFR 200 and any successor regulation;
 - VI. Comply with the Omnibus Crime Control and Safe Streets Act of 1968; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act of 1990; Title IX of the Education Amendments of 1972; The Age Discrimination Act of 1975; and The Department of Justice Nondiscrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G, and 28 CFR Part 35 and Part 39. (See www.ojp.usdoj.gov/ocr for additional information and access to the aforementioned Federal laws and regulations.)
- B. **Single Audit Act Compliance:** If the Contractor is a subrecipient and expends \$750,000 or more in federal awards from all sources in any fiscal year, the Contractor shall procure and pay for a single audit or a program-specific audit for that fiscal year. Upon completion of each audit, the Contractor shall:
- I. Submit to the County contact person, listed on the first page of this Contract, the data collection form and reporting package specified in 2 CFR 200, reports required by the program-specific audit guide (if applicable), and a copy of any management letters issued by the auditor;
 - II. Follow-up and develop corrective action for all audit findings; in accordance with 2 CFR 200, and prepare a "Summary Schedule of Prior Audit Findings."
- C. **Overpayments:** If it is determined by the County, or during the course of the required audit, that the Contractor has been paid unallowable costs under this Contract, the County may require the Contractor to reimburse the County in accordance with 2 CFR 200.
27. **Survivability:** The terms and conditions contained in this 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.
28. **Termination Due to Change in Funding:** If the funds upon which the County relied to establish this Contract are withdrawn, reduced, or limited, or if additional or modified conditions are placed on such funding, the County 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.

29. **Alternative use of Funding:** Yakima County at its sole discretion may choose to provide alternative funding sources to continue this contract if the original funds which the County 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 Yakima County's right to terminate this contract under the provisions set forth in item 28 above, and such decision to provide and/or continue such alternative funding shall be at the sole discretion of Yakima County and the contractor agrees to hold Yakima County harmless for such decision.
30. **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 County may terminate this Agreement immediately upon written notice sent by certified mail to the Contractor, and the County may pursue such remedies as are legally available.
 - C. If this Agreement is terminated for any reason, County 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.
31. **Title to Property:** Title to all property purchased or furnished by the County for use by the Contractor during the term of this Contract shall remain with the County. Title to all property purchased or furnished by the Contractor for which the Contractor is entitled to reimbursement by the County under this Contract shall pass to and vest in the County. The Contractor shall take reasonable steps to protect and maintain all the County property in its possession against loss or damage and shall return the County property to the County upon Contract termination or expiration, reasonable wear and tear excepted.
32. **Treatment of Client Property:** Unless otherwise provided in this Contract, the Contractor shall ensure that any adult client receiving services from the Contractor under this Contract has unrestricted access to the client's personal property. The Contractor shall not interfere with any adult client's ownership, possession, or use of the client's property.
- The Contractor shall provide clients under age 18 with reasonable access to their personal property that is appropriate to the client's age, development, and needs. Upon termination or completion of this Contract, the Contractor shall promptly release to the client and/or the client's guardian or custodian all of the client's personal property. This section does not prohibit the Contractor from implementing such lawful and reasonable policies, procedures and practices as the Contractor deems necessary for safe, appropriate, and effective service delivery (for example, appropriately restricting clients' access to, or possession or use of, lawful or unlawful weapons and drugs).
33. **Waiver:** Waiver of any breach or default on any occasion shall not be deemed a waiver of any subsequent breach or default. Any waiver shall not be construed to be a modification of the terms and conditions of this Contract unless amended as set forth in Section 2, Amendment. Only the Director or designee has the authority to waive any term or condition of this Contract on behalf of the County.

34. **Notices:** Any demand, request or notice which either party desires or may be required to make or deliver to the other shall be in writing and shall be deemed delivered when personally delivered, or when delivered by private courier service (such as Federal Express), or three days after being deposited in the United States mail, in registered or certified format, return receipt requested, addressed as follows:

Contractor: Anita Monoian, CEO
Yakima Neighborhood Health Services
PO Box 2605
Yakima, WA 98907-2605

County: Craig Warner, Director
Yakima County Dept. of Financial Services
128 N 2nd Street, Room 231
Yakima, WA 98901-2639

Scope of Work

PURPOSE

The purpose of this agreement is to provide the Point in Time Count as required by the Department of Housing and Urban Development as well as providing services for Project Homeless Connect on January 25th and January 26th.

PROGRAM GOALS

Purpose & Outcome of Event: To establish the dimensions of the problem of homelessness and help policymakers and program administrators track progress toward the goal of ending homelessness.

Secondary Outcome of Event: On the local level, point-in-time counts help communities plan services and programs to appropriately address local needs, measure progress in decreasing homelessness, and identify strengths and gaps in a community's current homelessness assistance system.

Third Outcome of Event: Provide a day of basic services to homeless with the ultimate goal to assist the individual or family connect with the appropriate services to overcome obstacles preventing them from ending homelessness.

DESCRIPTION OF SOLICITED SERVICES AND AGENCY QUALIFICATIONS

Solicited Services

Yakima Valley Conference of Governments is seeking a qualified agency to provide staffing, manage and train volunteers, coordination management, and infrastructure for four (4) Project Homeless Connect events during two (2) days. These events will take place on January 25th and 26th, 2017 and will serve these purposes:

- Conduct Point in Time Survey
- Input survey information into State HMIS Reporting System
- Connect people experiencing and/or at risk of homelessness with services tailored to their needs
- Promote ongoing collaboration between the systems and community volunteers that serve this population
- Support ongoing efforts to end homelessness in the Yakima Valley
- Coordinate the fundraising for and distribution of clothing and supplies during all four (4) events

- Provide Yakima Valley Conference of Governments a complete list which identifies staff and volunteers who will conduct surveys for Point in Time. Provide a list to Yakima Valley Conference of Governments of all training sites and times to train how to conduct survey. Properly train and staff all four events with all required aspects of surveying this population to gather accurate information.
- Conduct four (4) Project Homeless Connect events on January 25th and 26th, 2017 in the locations of Yakima, Yakama Nation, Toppenish, and Sunnyside
- Serve approximately 2,000 individuals in a 2-day period.
- Employ staff and volunteers as needed to coordinate the events, fundraise, and staff planning meetings.
- Ensure elected officials within each city are aware of the events in advance, and are invited to attend and volunteer.

Reporting Requirements for Each Event:

- Number of clients served
- Number of families with children vs. individuals served
- Percent of survey respondents that received at least one of the services they came for
- Percent of survey respondents that received at least two of the services they came for
- Client satisfaction at exit
- Number and type of services/appointments set up for after the event
- Name, type and number of agencies on site
- Number of referrals for housing and employment services
- Number and types of outreach to elected officials and staff in each event city

Eligible Participants

Eligible participants are households who are either at risk of becoming homeless or are literally homeless.

At Risk of Becoming Homeless is defined as being currently housed but facing eviction and in need of housing assistance to prevent household from becoming homeless.

Literally Homeless is defined as households who are unsheltered or are living in a temporary housing situation and need assistance in order to obtain housing.

BUDGET

Yakima Neighborhood Health Services

POINT IN TIME COUNT & PROJECT HOMELESS CONNECT PROJECT

<i>Line Item</i>	<i>Amount</i>
Salaries/Wages	\$8,000.00
Operations	\$33,500.00
Administration	\$3,500.00
TOTAL	\$45,000.00

Invoicing Provisions:

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

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

Yakima Valley Conference of Governments
311 N 4th Street, Suite 204
Yakima, WA 98901

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