

**AGREEMENT BETWEEN
YAKIMA VALLEY CONFERENCE OF GOVERNEMENTS
AND
YWCA
IN CONJUNCTION WITH PROGRAM YEAR 2018 – 2019 for the
CONSOLIDATED HOMELESS GRANT (CHG) & HOMELESS HOUSING AND ASSISTANCE FUND (HHAF)**

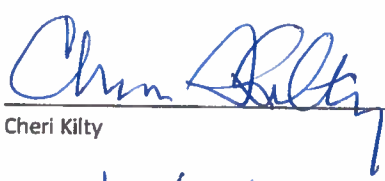
1. Grantee YWCA 818 West Yakima Avenue Yakima, WA 98902		2. Contract Amount \$63,335.00	3. Tax ID # 91-0565563
4. Grantee's Program Representative Cheri Kilty, Executive Director 509-367-8426 ckilty@ywca.yakima.org		5. YVCOG Program Representative Crystal Testerman, Program Manager (509)424-4695 crystal.testerman@yvcog.org	
6. Grantee's Financial Representative Donna Hatten 509-367-8426 dhatten@ywca.yakima.org		7. YVCOG's Contract Representative Lance Larsen, Financial Coordinator (509)574-1550 Lance.larsen@yvcog.org	
8. Contract #/Project Type: YWCA – DV SHELTER 2018-2020 Domestic Violence Emergency Shelter		9. CONTRACT START DATE 7/1/2018	10. CONTRACT END DATE 6/30/2020
11. Original Grant Amount \$63,335.00	12. Modification Amount	14. Funding Authority Consolidated Homeless Grant (CHG) Washington State Department of Commerce	
13. TOTAL CONTRACT AMOUNT \$63,335.00		15. State/Federal BARS code 001-722-572-50-X04	16. CFDA # N/A
17. Grantee Selection Process: (check all that apply) <input type="checkbox"/> Sole Source <input checked="" type="checkbox"/> Competitive Bidding/RFP <input type="checkbox"/> Pre-Approved by Funder		18. Grantee Type: (check all that apply) <input type="checkbox"/> Public Organization/Jurisdiction <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Subrecipient <input checked="" type="checkbox"/> Non-Profit	
Grant Purpose: This grant is designed to support an integrated system of housing assistance that can immediately address the need of a household or individual experiencing homelessness, in turn connecting them with the resources needed to end that homeless episode. Funded projects will support Yakima County's 5-Year Homeless Plan to Make Homelessness Brief and Rare through innovative practices that limit barriers to entry and prioritize unsheltered clients.			
Y V C O G and the GRANTEE, as identified above, acknowledge and accept the terms of this Agreement and attachments and have executed this Agreement on the date signed, to start as of the date and year referenced above. The rights and obligations of both parties to this Agreement are governed by this Agreement and the following other documents incorporated by reference: (1) Terms and Conditions, (2) GRANTEE's 2018 - 2020 Homeless Housing, Operations, and Services Application for Funding – Scope of Work, (3) Guidelines for Homeless Housing and Assistance Fund (HHAF), (4) Guidelines for the Consolidated Homeless Grant (CHG), and (5) YVCOG's Grant Agreement with the Department of Commerce.			

(FACE SHEET)

This Contract contains 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.

YWCA

YAKIMA VALLEY CONFERENCE OF GOVERNMENTS


Cheri Kilty


James A Restucci, Chairman Date

6/13/18
Date

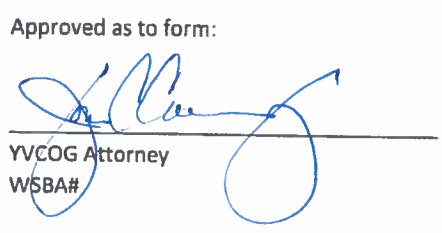

Lauris C. Mattson, Executive Director Date 19 June 2018

Attest:

Agency Representative

Attest:

Jodi Smith, Office & Comm. Specialist

Approved as to form:

YVCOG Attorney
WSBA#

TERMS AND CONDITIONS

SECTION NO. 1: PERFORMANCE

The GRANTEE will be responsible for administering an Overnight Shelter in a manner satisfactory to the YVCOG, and in accordance with the GRANTEE's 2018 - 2020 Homeless Housing Assistance RFP Application for Funding, submitted to the Yakima Valley Conference of Governments (YVCOG), as well as the Yakima County 5-Year Homeless Plan incorporated herein by reference.

The YVCOG will monitor the performance of the GRANTEE against the information provided in the GRANTEE's 2018 - 2020 Homeless Housing Assistance RFP Application for Funding, timely submittal of performance data, and spend down of grant funds, and all other terms and conditions of this Agreement. *Substandard performance as determined by the YVCOG will constitute noncompliance with this Agreement and shall result in action which may include, but is not limited to: the GRANTEE being required to submit and implement a corrective action plan, payment suspension, funding reduction, or grant termination.* If action to correct such substandard performance is not timely undertaken by the GRANTEE within a reasonable period of time after being notified by the YVCOG, Agreement suspension or termination procedures will be initiated.

The GRANTEE shall comply with the General Terms and Conditions as specified in the YVCOG's Grant Agreement with Washington State Department of Commerce (incorporated herein by reference).

It is the intent of the YVCOG to continue funding for this Program for the term of this Agreement based upon performance and funding availability, but continuation of the Program is solely based upon the discretion of the YVCOG and entirely contingent upon receipt of State and Local grant funds specifically allowed for this Program.

A. PROGRAM DELIVERY

The GRANTEE agrees to provide the following Program services:

Project Description:	YWCA Yakima Shelter/Housing Program
Project Type:	Domestic Violence Emergency Shelter
HMIS Project Name:	xxx
Projected # of Households Served:	100 unduplicated households

Population Served	
	Single Men + Single Women
	Single Men Only
	Single Women Only
	Single Women + Households with Children
	Households with Children
X	Victims of Domestic Violence

TARGET PERFORMANCE MEASURES IDENTIFIED BY THE DEPARTMENT OF COMMERCE:

Performance Measure	2018 Baseline	Changes from Baseline	June 30, 2019 Program Target
Unduplicated Persons	500	0%	500
Unduplicated Households	100	0%	100
Exits to Permanent Housing	(2017) 33%	5%	38%

SECTION NO. 2: TIME OF PERFORMANCE

The term of this Agreement shall commence as of the date printed on the FACE SHEET and shall terminate on the date printed on the FACE SHEET, unless terminated sooner.

SECTION NO. 3: BUDGET

The GRANTEE is authorized to spend no more than SIXTY-THREE THOUSAND THREE HUNDRED THIRTY-FIVE AND NO/100 DOLLARS (\$63,335.00) through 6/30/2019 and no more than SIXTY-THREE THOUSAND THREE HUNDRED THIRTY-FIVE AND NO/100 DOLLARS (\$63,335.00) through 6/30/2020.

<u>Category</u>	<u>Amount</u>
Year 1: 7/1/2018 – 6/30/2019	
Admin – Indirect (7.5%)	\$4,750
Operations	\$57,585
Year 2: 7/1/2019 – 6/30/2020	
Admin – Indirect (7.5%)	\$4,750
Operations	\$57,585
TOTAL	\$126,670

SECTION NO. 4: PAYMENT

YVCOG shall reimburse GRANTEE an amount not to exceed the amount set forth on the FACE SHEET of this Agreement for all things necessary, or incidental to the performance of services as set forth in Section No. 1 of this Agreement.

GRANTEE’s reimbursement for services set forth in Section No. 1 of this Agreement shall be in accordance with the terms and conditions outlined in the BUDGET chart located in Section No. 3 of this Agreement (above), as well as in accordance with the Program performance requirements. The YVCOG reserves the right to revise this amount in any manner which YVCOG may deem appropriate, to account for any future fiscal limitations affecting the YVCOG.

SECTION NO. 5: NOTICES

A. Notices required by this Agreement shall be in writing and delivered via mail (postage prepaid), commercial courier, or personal delivery or sent by facsimile or other electronic means. Any notice delivered or sent as afore said shall be effective on the date of delivery. All notices and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice between the YVCOG and GRANTEE.

B. Communication and details concerning this Agreement shall be directed to the Agreement representatives as identified on the FACE SHEET.

SECTION NO. 6: SPECIAL CONDITIONS

GRANTEE shall participate in the Yakima County Coordinated Entry Assessment program for services provided under this Agreement, as applicable. The GRANTEE is responsible for designating a staff person who shall attend bi-monthly Coordinated Entry meetings and participate in the planning for future coordinated service efforts.

The GRANTEE shall employ a progressive engagement approach if the GRANTEE will provide rental assistance under this Agreement.

The GRANTEE shall send essential staff to all mandatory YVCOG trainings and information meetings.

The GRANTEE is responsible for re-evaluating the program participant’s eligibility in accordance with the Guidelines for Homeless Housing and Assistance Fund (HHAF) and the Guidelines for the Consolidated Homeless Grant (CHG).

Specific to Project: "No special conditions."

SECTION NO. 7: GENERAL CONDITIONS

A. DOCUMENTATION AND RECORD KEEPING

1) Records to be Maintained

The GRANTEE shall maintain all records pertinent to the activities to be funded under this Agreement. Such records shall include and show compliance with the following, but not be limited to:

- a. Records documenting homeless status, or at risk of homeless status;
- b. Records documenting reasonable belief of imminent threat of harm;
- c. Records documenting annual income;
- d. Program participant records, housing standards and services provided;
- e. Conflict of interest and confidentiality requirements;
- f. Records documenting compliance with housing standards and Fair Housing; and
- g. Other records necessary to properly and thoroughly document compliance.

2) Retention

The GRANTEE shall retain all financial records, supporting documents, statistical records, and all other records pertinent to this Agreement for a period of six (6) years. The retention period begins following the date of final payment. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and have commenced before the expiration of the six-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the six-year period, whichever occurs later.

3) Client Data

The GRANTEE shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to: ***client name, address, income level or other basis for determining eligibility, and description of service provided.*** Such information shall be made available to YVCOG monitors or their designees for review upon request.

4) Disclosure

- a. "Confidential Information" as used in this section includes:
 - i. All material provided to the GRANTEE by YVCOG that is designated as "confidential" by YVCOG;
 - ii. All material produced by the GRANTEE that is designated as "confidential" by YVCOG; and
 - iii. All personal information in the possession of the GRANTEE that may not be disclosed under state or Federal law. "Personal information" includes but is not limited to: information related to a person's name, health, finances, education, business, use of government services, addresses, telephone numbers, social security number, driver's license number and other identifying numbers, and "Protected Health Information" (PHI) under the Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- b. The GRANTEE shall comply with all state and Federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The GRANTEE shall use Confidential Information solely for the purposes of this Grant and shall not use, share, transfer, sell or disclose any Confidential Information to any third party, except with the prior written consent of YVCOG or as may be required by law. The GRANTEE shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or Federal laws related thereto. Upon request, the GRANTEE shall provide YVCOG with its policies and procedures on confidentiality. YVCOG may require changes to such policies and procedures as they apply to this Agreement, whenever YVCOG reasonably determines that changes are necessary to prevent unauthorized disclosures. The GRANTEE shall make the changes within the time period specified by YVCOG. Upon request, the GRANTEE shall immediately return to YVCOG any Confidential Information that YVCOG reasonably determines has not been adequately protected by the GRANTEE against unauthorized disclosure.

- c. **Unauthorized Use or Disclosure.** The GRANTEE shall notify YVCOG within five (5) working days of any unauthorized use or disclosure of any Confidential Information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

B. "INDEPENDENT CONTRACTOR"

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the PARTIES. The GRANTEE shall, at all times, remain an "independent contractor" with respect to the services performed under this Agreement. The YVCOG shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance, as the GRANTEE is an independent contractor, and thus GRANTEE is solely responsible.

C. HOLD HARMLESS.

The GRANTEE shall hold harmless, defend and indemnify the YVCOG from any and all claims, actions, suits, charges and judgments whatsoever that arise out of the GRANTEE's performance or nonperformance of the services or subject matter called for in this Agreement. The Washington State Department of Commerce (DOC) and the State of Washington are not liable for claims or damages arising from GRANTEE's performance or nonperformance of this Agreement.

D. WORKERS' COMPENSATION.

The GRANTEE shall provide statutorily sufficient Workers' Compensation Insurance coverage for all subject employees involved in the performance of this Agreement.

E. INSURANCE AND BONDING.

During the term of the Agreement, the GRANTEE shall maintain in force at its own expense, the following types and amounts of insurance:

- 1) General Liability Insurance on an occurrence basis with a combined single limit of not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage. Supplemental umbrella insurance coverage combined with the General Liability Insurance of not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage is also acceptable. It shall provide that the YVCOG, its agents, officers and employees are Additional Insureds, but only with respect to the GRANTEE's services to be provided under this Agreement; and
- 2) Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the GRANTEE or its insurer(s) to the YVCOG. As evidence of the insurance coverages required by this Agreement, the GRANTEE shall furnish an acceptable insurance certificate to the YVCOG at the time the GRANTEE returns the signed Agreement.

F. AMENDMENTS/MODIFICATION.

The YVCOG or GRANTEE may amend this Agreement at any time, provided that such amendments make specific reference to this Agreement, and are executed with the same formality as this Agreement, in writing and signed by a duly authorized representative of each PARTY. Such amendments shall not invalidate this Agreement, nor relieve, or release the PARTIES from obligations under this Agreement. **All amendments to the budget must be requested in writing by the GRANTEE, and shall be submitted to the YVCOG's Contract Representative (as noted on the Face Sheet). If approved, the YVCOG will notify the GRANTEE in writing.** Budgeted amounts shall not be shifted between categories or Programs without written approval by the YVCOG, and any costs for completing the Program/activities over and above the amount awarded by the YVCOG shall be the sole financial responsibility of the GRANTEE.

The YVCOG may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the Program/ activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both PARTIES.

G. SUSPENSION OR TERMINATION.

The YVCOG may suspend or terminate this Agreement if the GRANTEE materially fails to comply with any terms of this Agreement, which include (but are not limited to) the following:

- a. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and policies or directives as may become applicable at any time; and
- b. Failure, for any reason, of the GRANTEE to fulfill in a timely and proper manner its obligations under this Agreement; and
- c. Ineffective or improper use of funds provided under this Agreement; and/or
- d. Submission by the GRANTEE to the YVCOG reports that are incorrect or incomplete in any material respect.

H. REPORTING AND PAYMENT PROCEDURES.

1) Indirect Costs

GRANTEE may use seven and a half percent (7.5%) for administrative (indirect) costs for projects that align with the Consolidated Homeless Grant Guidelines issued by the Washington State Department of Commerce.

2) Payment Procedures

The YVCOG shall reimburse the GRANTEE only for actual incurred costs upon presentation of accurate and complete reimbursement forms as provided by the YVCOG and approved by YVCOG staff. Only those allowable costs directly related to this Agreement shall be paid. The amount of each request must be limited to the amount needed for reimbursement of eligible costs.

Requests for reimbursement by GRANTEE shall be submitted no more than once per month on or before the 10th of each month for the previous month's expenditures, using the invoice forms provided by YVCOG staff. For expenses incurred during the month of June, the reimbursement request shall be submitted on or before the 8th of July. In conjunction with each reimbursement request, GRANTEE shall certify that services to be performed under this Agreement do not duplicate any services to be charged against any other grant, sub-grant or other founding source. **GRANTEE shall submit reimbursement requests to the YVCOG's Contract Representative designated on the Face Sheet of this Agreement.**

Invoices must be submitted with appropriate supporting documentation, including copies of receipts, as well as invoices and time and effort tracking as directed by the YVCOG's Contract Representative designated on the Face Sheet of this Agreement.

Payment will be made within thirty (30) days after receipt of the GRANTEE's complete reimbursement request, except as provided by state law. If the YVCOG objects to all or any portion of the invoice, it shall notify the GRANTEE and reserves the right to only pay that portion of the invoice not in dispute. In that event, the PARTIES shall immediately make every effort to settle the disputed amount.

In the event that the YVCOG determines any funds were expended by the GRANTEE for unauthorized or ineligible purposes, or the expenditures constitute disallowed costs in any other way, the YVCOG may order repayment of the same. The GRANTEE shall remit the disallowed amount to the YVCOG within thirty (30) days of written notice of the disallowance.

- a. The GRANTEE agrees that funds determined by the YVCOG to be surplus upon completion of the Agreement will be subject to cancellation by the YVCOG;
- b. The YVCOG shall be relieved of any obligation for payments if funds allocated to the YVCOG cease to be available for any cause other than misfeasance of the YVCOG itself; and
- c. The YVCOG reserves the right to withhold payments pending timely delivery of Program reports or documents as may be required under this Agreement.

3) Homeless Management Information System (HMIS)

The GRANTEE shall enter data into the YVCOG Homeless Management Information System (HMIS) for every client served under this Agreement in accordance with HUD/HMIS Data Standards. Client records shall be submitted and updated, as required, **no less frequently than monthly on or before the 5th day of each month**. HMIS required data elements are determined by the funder.

GRANTEE shall submit a Monthly Quantitative Data Report with monthly reimbursement requests, on or before the 10th day of each month. The report must contain the names of the projects for which data has been entered and must include a statement for each project verifying that the data is both complete and accurate. All issues preventing accurate and complete data submissions in the HMIS shall be communicated through the HMIS support ticket system.

GRANTEE shall utilize the HMIS housing inventory tool to manage the occupancy of units and update unit information as occupancy, or housing inventory changes. All unit information shall be updated within forty-eight (48) hours of an occupancy change. GRANTEE staff that are responsible for maintaining and/or updating the housing inventory shall attend offered training on the use and operation of the HMIS-based housing tool and will respond promptly to questions regarding housing inventory posed by the YVCOG. Guidance regarding the information needed to accurately account for housing inventory for the annual submission of the Housing Inventory Count Report and for local planning purposes can be found in HUD Notice CPD-16-060, pp. 5-17 as incorporated herein by reference.

The GRANTEE shall ensure that all applicable staff are fully trained to operate in the HMIS and the Service Prioritization Decision Assistant Tool (SPDAT) and Vulnerability Index – Service Prioritization Decision Assistant Tool (VI-SPDAT) prior to using these systems. GRANTEES providing permanent supportive housing and transitional housing programs will complete a SPDAT on all program participants at program entry, program exit, and if applicable, annually.

YVCOG HMIS staff will post the most current versions of all applicable documents, reports, and operational guidelines to www.yvcog.org. Communications regarding updates to the website will be distributed via e-mail to current HMIS. GRANTEE will submit questions regarding participation in the HMIS, including data collection responsibilities, via the support request tool in the HMIS.

4) Other Reporting Requirements

GRANTEE shall submit data required for the Annual Homeless Assessment Report, Commerce Annual Report, Housing Inventory Count, the Annual Point-in-Time Count, and the System Performance Measures Report as specified by the YVCOG.

I. CONTRACT MANAGEMENT STANDARDS.

The GRANTEE shall maintain accurate records to account for its expenditures and program performance. The YVCOG has the right to monitor and audit the finances of the GRANTEE to ensure actual expenditures remain consistent with the spirit and intent of this Agreement. The YVCOG designee may inspect and audit all records and other materials and the GRANTEE shall make such available upon request.

J. INTERNAL AUDITING CONTROL

The GRANTEE shall establish and maintain a system of internal accounting control which complies with applicable Generally Accepted Accounting Principles (GAAP). All GRANTEE records with respect to any matters covered by this Agreement shall be made available to the YVCOG, or other authorized officials, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data.

If this Agreement is funded by Federal sources as identified on the FACE SHEET, the GRANTEE shall comply with Federal audit requirements for agencies who expend in excess of \$750,000 of federal funds. The YVCOG reserves the right to require special procedures which are more limited in scope than a full audit for those agencies expending less than \$750,000 in federal funds.

The GRANTEE must send a copy of its audit report, corrective action plan for any audit finding(s), and Management Letter to the YVCOG's Contract Representative, designated on the Face Sheet of this Agreement within the earlier of thirty (30) days after receipt of the auditor's report, or no later than nine (9) months after the end of the audit period. Corrective action plans are to be submitted for all findings and Management Letters, not only those related to funding received from the YVCOG.

The GRANTEE that expends less than \$750,000 in a fiscal year in federal funds from all sources shall submit a copy of the GRANTEE's most recent Audited Financial Statement to the YVCOG's Contract Representative, designated on the Face Sheet of this Agreement. The GRANTEE that does not receive a financial audit shall submit financial statements within ninety (90) calendar days of GRANTEE's fiscal year end to the YVCOG's Contract Representative by mail to the address listed above, or to homeless@YVCOG.org.

The GRANTEE is responsible for any audit expenses incurred by its own organization or that of its Subcontractors and the YVCOG reserves the right to recover from the GRANTEE all disallowed costs resulting from the audit.

Failure of the GRANTEE to comply with the audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments.

K. NONDISCRIMINATION.

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation, including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The GRANTEE agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the GRANTEE.

Discrimination shall not include GRANTEE's selection of certain individuals to serve as Board members or managers on the basis of membership in a protected class provided that the selection is based on a bona fide occupational qualification.

L. COMPLIANCE WITH LAWS.

Each party shall comply with all applicable federal, state and local laws, regulations, and Executive Orders applicable to the subject matter of this Agreement, which are incorporated by reference into this Agreement.

M. ASSIGNMENTS.

This Agreement is binding on the parties and their heirs, successors, and assigns. The GRANTEE may not assign, transfer or subcontract its interest, in whole or in part, without the prior written consent of the authorizing official for the YVCOG of Spokane.

N. NON-WAIVER.

No delay or waiver by either party to exercise any contractual right shall be considered as a waiver of such right or any other right currently or in the future.

SECTION NO. 8: SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless remain in full force and effect.

SECTION NO. 9: SECTION HEADINGS AND SUBHEADINGS

The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

SECTION NO. 10: ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the YVCOG and the GRANTEE for the use of funds received under this Agreement, and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the YVCOG and the GRANTEE with respect to the subject matter of this Agreement.

SECTION NO.11: ANTI-KICKBACK

No officer or employee of the YVCOG, having the power or duty to perform an official act or action related to this Agreement shall have or acquire any interest in the Agreement, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in the Agreement.

SECTION NO.12: CONSTRUAL

The GRANTEE acknowledges receipt of a copy of the Agreement documents and agrees to comply with them. The silence or omission in the Agreement documents concerning any detail required for the proper execution and completion of the performance means that only the best general practice is to prevail, and that only material and workmanship of the best quality are to be used. This Agreement shall be construed neither in favor of, nor against either party, and is intended to benefit only the Parties to this Agreement, there are no third-party beneficiaries.

SECTION NO.13: RELIGIOUS ACTIVITIES

The GRANTEE acknowledges no portion of the public funds shall be appropriated for or applied to any religious activity or essentially religious endeavors, including but not limited to religious worship, exercise or instruction.

The GRANTEE acknowledges that government-paid staff is prohibited from conducting religious activities during their on-duty hours.

ALL participation in religious activities by clients must be purely voluntary. Religious activities should be conducted in a place and in a manner that allows clients to opt in (such as going to a room or space separate from the main facility) and that does not stigmatize those who elect not to participate.

No homeless services provided by GRANTEE shall be denied due to person's religious affiliation or lack thereof.

YAKIMA VALLEY CONFERENCE OF GOVERNMENTS
 MONTHLY INVOICE
 CMAQ/CTR PROGRAM
 April 2018

TASK I -- SALARIES

	ALLOCATED TIME	MONTHLY SALARY	PROGRAM DIRECT COST
PROG MGR - AA	10.25	6,398.00	\$ 390.35
PROG COORD - BG	142.03	4,690.00	\$ 3,941.54
OFF SPEC - TH	15.65	3,127.32	\$ 411.79
EXEC DIR - LM	22.53	9,789.00	\$ 1,305.01
GIS ANALYST - JR	3.72	6,453.00	\$ 142.05
DEP DIR - CW	21.96	8,141.00	\$ 1,057.29
EDUCATION PROG COORD - BG	0.00	4,914.00	\$ -
TOTAL SALARIES			7,248.03
TOTAL DIRECT BENEFITS			2,566.32

DIRECT AND INDIRECT CHARGES

VENDOR	VOUCHER#	Payment	
SUPPLIES			
YVCOG Copies		\$1.71	
Costco - meeting supplies	MAR-18-018	\$12.21	
YC Printing Dept - receipt books	MAR-18-022	\$36.62	\$50.54
TRAVEL			
B.Galloway - Feb travel reimbursement	APR-18-032	\$16.00	
		\$0.00	
		\$0.00	\$16.00
MISC.			
Admin Allocated Expenses - April 2018		\$3,087.87	
Alliance for Innovation registration 4/3-6/18	FEB-18-024	\$312.50	
WFOA - T.Hayward Beginning Gov Acting	APR-18-025	\$31.25	
		\$0.00	
		\$0.00	\$3,431.62
TOTAL DIRECT CHARGES =		\$3,498.16	

SUMMARY OF MONTHLY EXPENDITURES

SALARIES	\$7,248.03	
BENEFITS	2,566.32	
DIRECT CHG	\$3,498.16	
SUB TOTAL	\$13,312.51	
DE MINIMIS	\$1,331.25	
GRAND TOTAL	\$14,643.77	\$ 7,685.91

Grand Total \$ 14,643.77
TDM - CTR \$ 6,600.00
CMAQ Balance \$ 8,043.77
Local Non-Match @ 13.5' \$ 1,085.91
CMAQ @ 86.5% \$ 6,957.86

Contract Balance

CTR Bal Remaining \$ 83,830.60
CMAQ Bal Remaining \$ 46,722.15

SCOPE OF WORK



Powered by ZoomGrants™

YV Conference of Governments
Homeless and Housing Program
YVCOG HP RFP 2018-2020
4/9/2018 deadline

YWCA of Yakima
YWCA Yakima Emergency Shelter/Housing

USD\$ 100,000.00 Requested

Submitted: 4/9/2018 12:25:25 PM
(Pacific)

Project Contact

Donna Hatten
dhatten@ywcayakima.org
Tel: 509 2487796

Additional Contacts

ckilty

YWCA of Yakima

818 W. Yakima Avenue
Yakima, WA 98902
United States

Telephone 509 2487796
Fax 509 5755398
Web www.ywcayakima.org

Executive Director

Cheri Kilty
ckilty@ywcayakima.org

Application Questions

PROJECT NARRATIVE

1. PROJECT SUMMARY: Provide a brief description of the proposed project. Describe how the project is aligned with the goals in the Yakima County 5-Year Plan.

The Yakima County 5-Year Plan can be found in the Library tab.

The YWCA Housing Program is critical to ending homelessness in Yakima County. Our shelter and housing units are targeted specifically for individuals and families who are victims of domestic violence. We operate the only shelter and housing for domestic violence victims in Yakima. Last year, we served more than 6,600 individuals through all services. Victims are isolated, powerless and typically come to us with no resources, no job, and no home. By making the courageous

choice to leave their abuser, a victim is homeless and without viable financial or emotional support. Data indicates that a victim will leave their abusive partner up to nine times before leaving for good. Each time, she ends up homeless. Each time, it is more difficult for her to rebuild her life, keeping herself and her children safe, keeping a roof over their heads, and food on the table. Our programs are designed to break this often deadly cycle of homelessness and hopelessness.

This project request will maintain funding which enables us to effectively operate and staff all programs. Each victim is assigned an advocate/case manager providing vital, life-changing case management services to shelter and housing residents. This funding request would sustain the costs of providing the case management and housing advocacy so necessary for victims of homelessness and domestic violence to realize self-sufficiency and have safe, affordable housing. In addition to serving clients residing in our shelter or housing units, our case managers - through this program - provide advocacy, emergency financial assistance, transportation and support to the most financially vulnerable individuals and families experiencing homelessness, providing immediate and impactful support.

2. TARGET POPULATION: Describe in detail the target population this project will serve. Include agency's experience working with this particular population and knowledge/understanding of this populations' unique service needs.

Please indicate how serving this population aligns with the 5-Year Plan.

The YWCA has more than 50 years' experience serving individuals and families experiencing homelessness and poverty as a result of domestic violence. The target populations we anticipate serving through this project include: Homeless Families with Children; Chronically Homeless; Homeless Elderly; and occasionally Homeless Veterans and/or Unaccompanied Youth. We provide the only subsidized housing specific to domestic violence victims and their families in the upper Yakima Valley. In addition to our emergency shelter, we offer 16 on-site and 6 off-site housing units, with individually designed case management and after care, housing advocacy, case management and children's services.

3. SERVICES/ACTIVIES: Describe the services/activities proposed in a specific and detailed manner. Include a description of how the services/activities will be implemented and the frequency/duration of services.

Please indicate how the proposed services align with the 5-Year Plan.

The project directly addresses the lack of safe, secure shelter and housing for individuals and families left homeless as a result of domestic violence. When someone finds the courage to leave their abuser, they are typically instantly homeless, as the abuser controls the finances, usually the family's home, leaving the victim with nothing. Victims receive shelter, food, clothing, transportation, support services, while stabilizing their situation. They receive housing advocacy and work with their advocate to locate and secure safe and affordable housing. Our 16 on-site and 6 off-site housing units for low-income victims of domestic violence fills a housing gap in the community in more ways than one: our housing is the only subsidized housing specifically for domestic violence victims in Yakima; our housing is unique in that it gives priority to homeless victims; we provide low-income housing in a county consistently experiencing a very low vacancy rate, helping meet a dire housing shortage in our community for homeless and low income individuals and families. All our clients receive individually designed case management for homeless households. Our ultimate goal, after ensuring the safety and security of a victim and her children, is to make homelessness as brief and rare as possible.

In addition to services listed above, the YWCA provides legal advocacy, mobile advocacy, children and youth programming, after-care, educational clinics and victim's meetings. Our "Working Women's Wardrobe" program benefitted 319 women and teens last year; they received up to five days of professional clothing and accessories for job interviews, new job positions, or attending school. We have also partnered with local attorneys to offer a volunteer attorney program.

4. LOCATION: In what City or Cities will your project be located? Describe how the services will be available and accessible.

Is this location near a public transit line and/or will your services include client transportation, if necessary.

The YWCA facility is located at 818 W. Yakima Avenue and includes both the Emergency Family Shelter and the Transitional Housing units under one roof. The entire facility is handicapped accessible. There is a City of Yakima bus stop directly outside our front door on the corner of Yakima Avenue and 9th Avenue. Shopping, medical services, other amenities are all within walking distance. We provide transportation for all residents when needed; we also provide gas or bus vouchers. In addition to on-site services, shelter, housing and resources, we provide mobile advocacy, where trained advocates provide outreach, transportation, advocacy services and support where the victims are off-site and for various reasons (fear, lack of transportation, financial means) they cannot come to us. We currently began a program in partnership with Catholic Community Services, entitled "Parents as Partners"; this program allows our advocates to conduct home visits with the CCS advocate, visiting victims and their children in their home, which enables us to expand our advocacy outside our facility.

5. LINK TO NEED: Describe how the proposed services/activities, including the location, meet the needs of the target population and fill any gaps in services. How do the proposed services meet the need in the community without duplicating efforts?

Indicate whether the service delivery model to be used is best practice, and provide detailed information to support that the project design is: a) evidence based, or b) introduces an innovation that improves the services provided.

The YWCA Yakima provides the only emergency shelter and transitional housing specific to domestic violence victims in Yakima. We are also the largest provider of domestic violence services in the County and have a long history of serving individuals and families experiencing homelessness and domestic violence. In a recent study by the Washington State Coalition Against Domestic Violence (WSCADV) it states that "limited options for affordable housing and economic stability overwhelmingly contribute to keeping victims trapped in relationships with violent abusers." The lack of stability and housing makes it extremely difficult, if not impossible, for victims to leave abusive partners. WSCADV, in it's most recent Fatality Review, found that only 2 out of the 9 most recent domestic violence-related persons killed could afford housing at fair market rates. Victims often have few - if any - alternatives. Our housing program directly fills a critical need by providing shelter and integration into affordable, safe housing. This is a best practice model.

6. ACCESSABILITY: Describe in detail how the proposed project will be accessed by the targeted population.

How will this project coordinate with the Coordinated Entry System?

The target population has multiple methods of accessing our project. First, the YWCA maintains a Domestic Violence Hot Line which is available 24/7; advocates respond to calls within 15 minutes

and an advocate is available to meet with all victims immediately. We also maintain a partnership with Yakima County Law Enforcement through its "72-Hour Program". The Yakima Police Department and Yakima County Sheriff's Office provide our Legal Advocate with reports of all domestic violence incidents - within 72 hours - reported to law enforcement; our legal advocate then responds to each report by sending a letter identifying the help and services the victim can access through our program. We partner with multiple service providers who work with us to identify persons or families experiencing domestic violence; partners include but are not limited to the Yakima Housing Authority, Triumph Treatment Services, Yakima Neighborhood Health Services, Central Washington Comprehensive Mental Health, Lower Valley Crisis & Support Services, and Transform Yakima Together/Camp Hope, among others. The YWCA Yakima participates in the planning and implementation of the County's Coordinated Entry System and partners with Yakima Valley Conference of Governments and service agencies in this effort. However, domestic violence agencies are held to a rigid standard by state law, of complete confidentiality of victims' personally identifying information. We continue to work cooperatively with the planning group.

7. HOUSING SEARCH AND STABILIZATION: For Rapid Rehousing/Rental Assistance Projects ONLY. Describe the agency's experience in working with area landlords and/or property managers and detail the project's planned liaison efforts.

Describe your agency's approach to maintaining strong relationships with landlords and providing tenants with knowledge of their responsibilities as a tenant.

N/A

8. COMPLEMENTARY SERVICES and COORDINATION: Describe other services, projects, and agencies that will provide services or resources to project participants that help meet needs and promote movement toward permanent housing.

Describe in detail any formal agreements or history of partnerships (i.e. education, employment, life skills, mental health, substance abuse) that your agency has with partnering agencies and UPLOAD signed MOU's/agreements in the Documents Tab.

The YWCA has a long history of providing services in Yakima County and we value the collaborations and partnerships which help provide true "wrap-around" services to victims of domestic violence. Our history of partnerships include: Central Washington Comprehensive Mental Health Services, partnering to help victims of domestic violence and sexual assault; Yakima County Sheriff and City of Yakima Police Departments, providing 72-hour connection to victims; Yakima Housing Authority, partnering to provide housing vouchers; Triumph Treatment Services & Yakima Neighborhood Mental Health, realizing a 10-year program to provide housing and support services to the most vulnerable homeless populations; Yakima School District, bringing dv education and awareness to youth; Yakima County Juvenile Justice Dept, partnering to provide "healthy relationships" classes to young women, Catholic Community Services with the "Parents as Partners" program, and involvement in the Yakima Landlord Association, creating and building trust and expanding housing resource opportunities. We continue to look for effective ways to support what we do, partnering with the community.

9. PROJECT OUTPUTS: The overall goal of this RFP is to prioritize unsheltered, rapidly move households into permanent housing, and reduce the time spent homeless and on the streets or in shelters. The next FOUR (4) questions address projected output.

Will your project have measurable outputs?

- Yes
- No
- Other:

10. A) PERSONS SERVED: Indicate number of projected unduplicated persons and households to be assisted for a 12 month program period. Unduplicated means that each person/household served by the project is counted only once during the program period. *Disregard Total at the bottom.*

500	Unduplicated Persons (7/1/18 - 6/30/19)
100	Unduplicated Households (7/1/18 - 6/30/19)
600.00	TOTAL

11. B) SERVICE UNITS: Identify and describe THREE (3) service units to be provided. (Examples: number of outreach contacts, emergency shelter bed nights, housing stability service hours, vouchers, etc.)

For each service unit, indicate total number of service units to be provided in a 12-month program period. Identify how you track and monitor clients and services provided; be specific.

1. Bed Nights: 11,300 bed nights. Bed nights usage are tracked daily through shelter staff records; each person served has a file, number of nights monitored. Totals are entered into statewide data base, Info Net (through Office of Crime Victims Advocacy).
2. Vouchers: 22 (minimum) housing vouchers through partnership with Yakima Housing Authority. These vouchers are allocated for our 16 on-site and 6 off-site units. This number is typically higher each year, based on the length of stay of each housing voucher recipient. Number of vouchers are recorded in YWCA financial records, through YHA files, and in each YWCA resident file.
3. Housing Stability Advocacy: A minimum of 75 families and individuals will be assisted in securing affordable, safe housing through YWCA housing advocacy. Advocates track persons seeking housing through the wait list that is maintained for all requests; through telephone logs which are filed; and through number of vouchers issued.

12. C) EMERGENCY SHELTER & TRANSITIONAL HOUSING PROJECTS ONLY: How many units (or beds) are in your program and what percent of utilization do you anticipate:

Disregard Total at the bottom.

37	# of Units
	# of Beds
100	% Utilization Rate
137.00	TOTAL

13. D) POTENTIAL BARRIERS: Describe any potential barriers to achieving the identified output(s) and the strategy for overcoming these barriers in order to meet the proposed performance targets.

While we typically maintain nearly 100% occupancy with a long wait list, in order to fully meet client needs we must be fully and adequately staffed. Losing the financial support necessary to hire, train and retain qualified, committed staff would be a huge barrier in meeting our performance targets. All advocates and case managers have very full case loads, the work load is

enough to warrant hiring more advocates, if we were able to financially.

Another potential barrier would be a natural or man-made disaster which affected the facility, such as fire, flood or pest infestation. This would require relocating and housing all residents in hotels for the duration, which would result in a major financial loss for the agency.

14. Please select your proposed project type for this application. Separate applications must be done for each project your agency will apply for.

Answer ONLY the questions below that pertain to your project type; type N/A in questions that do not pertain.

- Coordinated Entry Services
- Emergency Shelter (DV, Youth, 24-hour, overnight only)
- Winter Weather Hotel/Motel Vouchers
- Outreach Services
- Rapid Rehousing (RRH) / Rental Assistance (RA)
- HEN Rental Assistance
- TANF Rental Assistance
- Capital Improvement

15. COORDINATED ENTRY SERVICES: Describe your agency's process for completing the CE Intake Assessment and ensuring the client gets prioritized appropriately. Indicate number of estimated assessments your agency is likely to complete per month.

Describe any potential barriers this project may encounter and the strategy for overcoming these barriers.

N/A

16. EMERGENCY SHELTER: Emergency Shelter Projects have the following performance targets: at least 60% of clients exit to permanent housing and an average length of stay of 20 days. Describe your action plan to achieve these targets.

Describe any potential barriers to achieving the identified outcomes and the strategy for overcoming these barriers.

Performance Targets:

1. Minimum 60% of clients exit to permanent housing

Potential barriers: lack of affordable units to meet demand; clients return to their abuser.

Strategies: We continue to work with landlords, the Housing Authority and providers to find housing which meets the needs of the client. We provide clients with all the resources at our disposal to provide a safe alternative to returning to the abuser - this includes job resources, dv education, transportation, legal assistance, emergency financial assistance.

2. Average length of stay 20 days

Potential barriers: Client returns to abuser before 20 days; client can't adjust to communal living; client experiencing co-occurring disorders (substance abuse or mental health)

Strategies: We provide clients with all the resources at our disposal to provide a safe alternative to returning to the abuser - job resources, dv education, transportation, legal assistance, emergency

financial assistance. We work with each client's individual needs and barriers to encourage their participation in communal living. We partner with service agencies and work with client to overcome co-occurring disorders that can be a barrier in their success.

17. RAPID REHOUSING (RRH)/RENTAL ASSISTANCE (RA) - Describe your agency's process for assisting clients in obtaining necessary identification, disability, and homeless verification documentation to obtain housing assistance.

Describe any potential barriers this project may encounter and the strategy for overcoming these barriers.

N/A

18. RRH: RRH projects have the performance targets of: at least 90% of clients exit to permanent housing, an average length of time from enrollment to move-in of 14 days or less, and less than 5% of clients returning to homelessness within 1 year.

Describe your action plan for meeting the identified outcomes and your strategy for overcoming any barriers to meeting the proposed performance targets.

N/A

19. RA: TH or PSH: TH projects will only be considered for youth or DV clients. Performance targets for: TH - at least 80% exit to PH and average LOS less than 180 days. PSH - at least 90% retain or exit to PH.

Describe your action plan for meeting the identified outcomes and your strategy for overcoming any barriers to meeting the proposed performance targets. Describe your action plan for increasing or maintaining the total income of clients served.

N/A

20. CAPITAL IMPROVEMENT: Please attach a copy of the signed Purchase Agreement, Lease Agreement, Zoning Approval and any other supporting documentation under the Documents tab.

Please give a "yes", "no", or "unknown" response for each question below.

Does your agency own the property or have a contract to purchase or lease the property?

Does the proposed use of project comply with city zoning codes and state regulations?

Will this project require relocating individuals and if so, does your agency intend to comply with the Uniform Relocation Act (URA)? (See Library Tab)

Does the proposed use of this project directly benefit homeless individuals?

Does this proposed project align with the goals outlined in the Yakima County 5-Year Plan? (see Library Tab)

TOTAL

21. CAPITAL IMPROVEMENT: Describe your proposed project in detail including timeline for completion, proposed deliverable, and how it aligns with the 5-year plan.

N/A

22. OUTREACH SERVICES: Describe the anticipated outcomes of your project and what will be the proposed deliverables?

Describe your action plan for connecting your target population to a Coordinated Entry Access Point and prioritized for housing or other services.

N/A

AGENCY CAPACITY AND EXPERIENCE

23. AGENCY CAPACITY AND EXPERIENCE: Please provide a brief response to each question below.

Please give a "yes", "no", or "unknown" response for each question below

- yes Does your agency have experience providing homeless housing and/or services?
- yes Does your agency have experience managing and accounting for public funding?
- yes Have you had an audit in the last 24 months?
- no Has your agency received any audit or monitoring findings in the last 3 years?
If yes, upload audit in Documents Tab.
- no Has your agency undergone organizational restructuring in the last 24 months?
- yes Has your agency experienced turnover in key management positions in the last 24 months pertinent to this project?
- yes Does your agency maintain policies for minimum qualifications for the staff members who will provide client services. If yes, please attach in Document Tab.
- yes Does your agency utilize policies, procedures, and best practices to promote fairness and opportunity for all people, particularly people of color and communities that are disproportionately represented among the homeless population?
- yes Does your agency assure access to underserved communities impacted by homelessness?
- yes Will your agency provide services to racial and ethnic minorities, immigrants and refugees, individuals with disabilities, LGBTQ, and people with limited English proficiency?
- yes Does your agency identify specific cultural based needs of populations and use that information to modify engagement and services?
- yes Does your agency conduct self-assessment of its fair and just practices and cultural competency including both internal and external input?
- yes Does your agency participate in HMIS currently?
- yes Does your agency currently participate in the Coordinated Entry System for Yakima?
- 0.00 **TOTAL**

24. AGENCY COMMUNITY PARTICIPATION/COLLABORATION: Upload any MOUs between partnering agencies in the Documents Tab.

Please give a "yes", "no", or "unknown" response for each question below

<input type="text" value=""/>	yes	Does your agency participate in local homeless planning committees?
<input type="text" value=""/>	yes	Is your agency collaborating with partner agencies? Please attach all MOU's.
<input type="text" value=""/>	0.00	TOTAL

Budget

CAPITAL IMPROVEMENT PROJECT BUDGET	This Request	Other Federal	Other State/Local	Private or Other	TOTAL
Design & Inspection					USD\$ 0.00
Project Manager/Consultants					USD\$ 0.00
Relocation Costs (if applicable)					USD\$ 0.00
Title Insurance					USD\$ 0.00
Environmental Review					USD\$ 0.00
Permits & Fees					USD\$ 0.00
Land Acquisition					USD\$ 0.00
Site Development & Landscape					USD\$ 0.00
Utilities					USD\$ 0.00
Other:					USD\$ 0.00
Total	USD\$ 0.00	USD\$ 0.00	USD\$ 0.00	USD\$ 0.00	USD\$ 0.00

ALL OTHER PROJECT TYPES BUDGET	TOTAL Project Cost	Request Amount	Other Revenue	In-Kind Anticipated Contribution
Personnel Costs (Direct - 100% to program)	USD\$ 387,849.00	USD\$ 100,000.00	USD\$ 287,849.00	
Admin (Indirect - expenses shared with organization)	USD\$ 160,000.00		USD\$ 160,000.00	
Facilities Costs (Rent/Mortgage)				

Operating Costs (Insurance, Utilities, Phone, Supplies, Mileage, etc.)	USD\$ 65,000.00	USD\$ 65,000.00			
Operating Equipment (max \$1,500)					
Program Expenses:					
Specific: Case Management					
Specific: Hotel/Motel Vouchers					
Specific: Coordinated Entry Access Point					
Specific: RRH/RA - (For- Profit Only)					
Specific: TANF RA - (For- Profit Only)					
Specific: HEN RA					
Specific: Outreach Services					
Specific: Emergency Shelter Services					
Total	USD\$ 612,849.00	USD\$ 100,000.00	USD\$ 512,849.00	USD\$ 0.00	USD\$ 0.00

Budget Narrative

Our funding request is for staffing our homeless program; funding covers salaries/benefits for two full-time housing advocates who work with shelter and housing clients; a portion of Program Director salary/benefits; this position provides some direct client services and directly supervises housing advocates and maintenance/janitorial, ensuring all programming, facilities, equipment and maintenance are completed and in compliance with federal, state and local laws and guidelines; and, a portion of salary/benefits for a maintenance/janitorial position, critical in keeping all equipment, systems in compliance and operational, and safe and sanitary for all residents and staff.

Documents

Documents Requested *	Required?	Attached Documents *
Commitment letters for all leveraged funds/Letters of Support	✓	Commitment letter
Verification and Signature (2018 RFP APPLICATION COVER SHEET)	✓	YWCA - CHG Cover Signature page

[download template](#)

Project Map/Program Service Area

For Non-Profits: IRS Form 990

✓ [IRS Form 990](#)

For Non-Profits: Board Documentation
(List of Board Members, Charter,
ByLaws)

✓ [YWCA Board of Directors](#)
[YWCA By Laws](#)

For Non-Profits: 501(c)3 Tax Exempt
Letter

✓ [YWCA IRS Tax Exempt Letter](#)

General Liability Insurance Certificate

✓ [Liability Insurance Certificate](#)

Agency's Audit Report for the most
recent Fiscal Year

✓ [YWCA Audit Report](#)

Other relevant documentation

Board Documentation (List of Board
Members, Organizational Chart)

✓ [Board of Directors - Org Chart](#)
[Organization Chart](#)

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