



YVCOG EXECUTIVE COMMITTEE AGENDA

Wednesday, January 17, 2018
1:30 p.m.

The 300 Building
311 North 4th St, Suite 204, Yakima

YVCOG EXECUTIVE COMMITTEE MEMBERS:

Jim Restucci, Chair, City of Sunnyside,
John Hodkinson, Vice-Chair, Member-at-Large
Mike Leita, Commissioner, Yakima County
Brad Hill, Council Member, City of Yakima
Dan Olson, Council Member, City of Union Gap
Janice Gonzales, Council Member, City of Zillah
Mario Martinez, Mayor, City of Mabton

- ❖ **CALL TO ORDER** – The January 17, 2018 meeting of the YVCOG Executive Committee will come to order at ____ p.m.
- ❖ **INTRODUCTIONS / ROLL CALL**
- ❖ **APPROVAL OF MINUTES** – December 18, 2017 *pp. 1-3*
- ❖ **PUBLIC COMMENT POLICY** – *It is the policy of the YVCOG Executive Committee to accept public comment on agenda items at the time the item is being discussed. Public comments regarding items not on the agenda will be heard at the end of the meeting*

OLD BUSINESS

1. Development of Frequently Asked Questions (FAQ) page for website
Larry Mattson, Executive Director
Action: Information

NEW BUSINESS

1. Executive Director's Correspondence
Larry Mattson, Executive Director
 - *Email from Yakima City Council Member Kay Funk pp. 4-7*
 - *Point in Time (PIT) volunteer recruitment*
 - *Homeless provider collaboration*
 - *Homeless contract funding review*
2. Monthly Budget Report *pp. 8-11*
Chris Wickenhagen, Deputy Director
 - December 2017 Budget Report
Action: Approval
Motion: "I move to approve the December monthly budget report".
 - December 2017 Cash Flow Statement
Action: Information

3. Ratification of Vouchers pp. 12-15
 Chris Wickenhagen, Deputy Director
 - Revise December 2017 Voucher register to include payment to ACR Business Consulting for DEC-17-056 for \$10,319.85
 Action: Review, approve and authorize

4. Approval of Vouchers
 Chris Wickenhagen, Deputy Director
 Action: Review, approval and authorization of signatures

5. 2018 Homeless Program Agreement pp. 16-22
 Larry Mattson, Executive Director
 - Homeless Program Agreement with Yakima County
 Action: Approve and authorize Chair to sign

6. Homeless Program Contract Modification pp. 23-25
 Larry Mattson, Executive Director
 - HAF Contract period extension for NCAC
 Action: Approve and authorize Chair to sign
 Motion: "I move to approve the chair to sign the contract modification for NCAC to extend spending period through June 30, 2018."

7. Program Updates
Planning Program – Mike Shuttleworth, Planning Manager
 Action: Information

Homeless Program – Crystal Testerman, Homeless Program Manager
 Action: Information

8. YVCOG January 2018 General Membership Meeting in Selah; Nana Kate's Restaurant
 Larry Mattson, Executive Director
 - Business: Nomination and election of 2018-2019 Executive Committee members
 - Speaker: Larry Mattson; *Take Charge of Your City's Future: You & YVCOG in 2018*
 Action: Information.

**OTHER BUSINESS
 PUBLIC COMMENT
 ADJOURN**

YVCOG ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, national origin, or sex in the provision of benefits and services resulting from its federally assisted programs and activities. For questions regarding YVCOG's Title VI Program, you may contact the Title VI Coordinator at 509.574.1550.

If you need special accommodations to participate in this meeting, please call us at 509.574.1550 by 10:00 a.m. three days prior to the meeting. For TDD users, please use the state's toll-free relay service, 800.833.6388 and ask the operator to dial 509.574.1550.

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES
December 18, 2017

CALL TO ORDER

Vice Chair John Hodkinson called the December 18, 2017 meeting of the YVCOG Executive Committee to order at 1:56 p.m.

ROLL CALL & INTRODUCTIONS

Members present: Jim Restucci (via telephone), John Hodkinson, Mike Leita, Janice Gonzales, and Maureen Adkison.

Members Absent: Dan Olson and Mario Martinez.

YVCOG staff present: Larry Mattson, Chris Wickenhagen, Mike Shuttleworth, Crystal Testerman and Jodi Smith

Others present: Joan Davenport (City of Yakima), and Lowel Krueger (Yakima Housing Authority)

A quorum was present.
**Indicates notice of absence received prior to meeting.*

APPROVAL OF MINUTES

Mr. Leita moved to approve the minutes from the November 20, 2017. Ms. Gonzales seconded. The motion carried.

PUBLIC COMMENT POLICY

It is the policy of the Yakima Valley Executive Committee to accept public comment on agenda items at the time the item is being discussed. Public comments regarding items not on the agenda will be heard at the end of the meeting.

OLD BUSINESS

None.

NEW BUSINESS
Executive Director's Correspondence

Mr. Mattson brought one concern regarding the prudent use of limited staff resources, and the time spent responding to a single email from a citizen. The Board discussed several options, including voicing questions and concerns at Executive Board meetings or Policy and Advisory Committee meetings. YVCOG meetings are publicized in advance. Another option is that queries can be made through contact with their elected representatives. Mr. Mattson announced that he and YVCOG staff will be redirecting these communications. Mr. Leita questioned whether there is an obligation to respond to every person, every time. Mr. Restucci suggested a Frequently Asked Questions page on the website and directing them to that resource.

Priorities for 2018: Data, Clarity and "Better Together"

Mr. Mattson discussed the priorities for 2018 – the Year of Clarity. There are a couple of different levels. Clarity in defining roles and responsibilities particularly for the Homeless Planning and Policy Council (HPPC) and Continuum of Care (CoC). Internally, increasing clarity with our customers, working with our members to let them know about our services and how we can be used. Mr. Hodkinson mentioned that we have many newly elected officials. Mr. Mattson announced that the Executive Committee will also have at least 2 new members. Staff will be working on an orientation in early spring.

Clarity also relates to data. YVCOG has a huge amount of data that can be used as a resource. We received funding from the Yakima Valley Community Foundation and worked in collaboration to launch the Yakima Trends website. YVCOG will be using data to help all our members for Transportation, Homelessness and Land Use projects.

Mr. Hodkinson has asked YCDA whether demographics can be made available using a 5 mile radius on the Yakima Trends website. Mr. Mattson spoke that one of the limitations of the website is that it lacks mapping capability. YVCOG has Geographic Information

Systems expertise and can potentially pair the demographic data with our mapping abilities.

Healthy Cities, Healthy Valley: Yakima Valley Trends, YC Life Report, YVCOG data sets and YCDA data can all be used for building social networks perhaps with an outside facilitator. Carrying forward the Healthy Cities, Healthy Valley theme and leading to the 2018 "Better Together" Solutions Summit. Mr. Mattson presented the idea of bi-lingual presentations explaining how data can be used, with an emphasis on funding for low-cost, low-risk projects that have a high impact.

Monthly Budget Report

Ms. Wickenhagen presented the November 2017 Monthly Budget Report* with revenue of \$182,735.23, expenditures of \$3,132,557.22 leaving a revenue balance of -\$50,637.21.

Mr. Leita moved to approve the November monthly budget report. Ms. Adkison seconded. Motion carried.

Approval of Vouchers

As of this date, the Executive Committee approved for payment those claims and payroll vouchers in the list as follows: payroll vouchers numbered DEC-17-001 through DEC-17-006 in the total amount of \$90,575.00, through electronic fund transfers; and claim vouchers numbered DEC-17-007 through DEC-17-055 in the total amount of \$261,355.03.

Mr. Leita moved to approve the December Vouchers with provision for future amendments as expressed by the Deputy Director. Ms. Gonzales seconded. Motion carried.

Void Outstanding Non-Interest Bearing Checks

Ms. Wickenhagen presented Resolution 2017-4 to allow the voiding of a check that has been outstanding since June 2016 that was never cashed. The vendor is not showing YVCOG is owing any amounts.

Ms. Gonzales moved to approve and authorize the Chair to sign Resolution 2017-4. Ms. Adkison seconded. The resolution was approved.

Program Updates

Mr. Shuttleworth gave the Committee an update on upcoming surveys for Healthy Cities, Healthy Valleys. There will be a lot our community outreach.

Ms. Testerman reported that YVCOG has contracted with ACR Business Consulting to do the 2018 Point-in-Time (PIT) Count. The 24-hour shelter is running at capacity, which is 2-3 times the number of beds that the Churches were able to provide. DSHS and Union Gospel Mission are now part of Coordinated Entry, and they have not been involved much in the past. We are gearing up for the next RFP funding cycle.

Mr. Leita asked if there is a document available with 2018 deadlines and target dates. It would be helpful to know before what the deadlines and performance expectations and objectives are for 2018 and 2019. The Executive Committee requests this information to avoid surprises and delays. Mr. Krueger said it would be helpful to know these dates for planning purposes. A consistent timeline would be useful.

Mr. Mattson noted that we do have internal deadlines and a 2018 calendar has been drafted. Mitigating factors include: YVCOG is new to Homeless Program administration and the learning curve has been steep. During this time, homeless services have continued uninterrupted. YVCOG finally is at full staff. Time spent in responding to individual concerns has taken away from our limited staff time and resources to provide services and building the program.

Mr. Leita stated that Homeless and Emergency Shelter services has improved and expanded. There has been progress. But, we also need to strive for improvements. One of

the ways we can do that is to know what our deadlines are for 2018 and keep ahead and plan for those. As electeds, if we know what is coming, we can better respond and support YVCOG when we are challenged on these issues. We need to know beforehand, not after the fact, and not in the heat of the moment.

Mr. Mattson said that clarity is still needed in defining roles of the CoC and HPPC. In other parts of the state, providers are not part of the policy council. There is a two-tiered system where the Advisory Panel gives strategic direction, and the larger group consists of service providers who work directly with the clients. This concept may work well for us and is open for discussion.

Homeless Program Contract

Mr. Mattson asked for approval for the Chair to sign the \$200,000 RFP that was issued for a Transitional Housing Capital Improvement Project to Yakima Neighborhood Health Services. The HPPC recommended the Executive Committee approve the contract

Mr. Leita moved to approve the Chair/Vice Chair to sign the Transitional Housing Capital Improvement Project contract to Yakima Neighborhood Health Services. Ms. Gonzales seconded the motion. The motion carried.

Homeless Program Contract Modifications

Mr. Mattson asked for Homeless Program Contract Modifications, amending ESG provider contract balances to CHG funding. Entrust: \$87,422.51, Lower Valley Crisis Support Services: \$35,074.56, Yakima Valley Farm Workers Clinic: \$20,788.68, Catholic Charities: 34,000.00, YWCA: \$82,893.79.

Mr. Leita moved to approve the chair to sign the contract modifications for CHG funding. Ms. Adkison seconded the motion. Ms. Gonzales abstained. The motion carried.

JANUARY 17, 2018
GENERAL MEMBERSHIP
MEETING

Mr. Mattson stated the January General Membership meeting will be held at Nana Kate's, Selah and discussed program and business items.

- Business: YVCOG Biennial Board Election and Nominations
- Program:

OTHER BUSINESS

This is Maureen Adkison's last meeting.

PUBLIC COMMENT

None.

ADJOURN

With no other business, Mr. Hodkinson adjourned the meeting at 2:36 p.m.

Respectfully submitted,

James A. Restucci, YVCOG Executive Committee Chair

Date signed

ATTEST:

Jodi Smith, Office Specialist

From: Kay Funk <kfunk1591@gmail.com>
Sent: Thursday, January 11, 2018 1:25 PM
To: Larry Mattson; Cliff Moore
Cc: Price, Cally; Mendez, Carmen; Brad Hill; Jason White
Subject: Re: TYT Request

That's understandable; minutes can take awhile. But unless the matter is emergent, I am against discussing or making decisions on recollections of verbal discussion.

I appreciate your point that HPPC meetings are transparent and open to public participation. However, evangelizing (constitutional law), contract performance, and outcomes data pertain to the legal and fiduciary duty of the agency that has management of public funds. That duty is not modified by any amount of discussion, and it is not the duty of the testifying public to explain the law or persuade the board that following the law is a better choice.

Cliff - I'm writing this on my personal computer because I haven't figured out ow to use the Outlook Address Book function on the Surface computer. I expect to have that fixed pretty soon.

Kay Funk

On Thu, Jan 11, 2018 at 10:42 AM, Larry Mattson <larry.mattson@yvcog.org> wrote:

Thanks Cliff.

Dr. Funk, our business practice is to have meeting minutes available within five business days. However, the minutes of the Jan. 9th HPPC meeting likely won't be available until late next week. My administrative staff is busy preparing for a rare two-meeting day next Wednesday: Our business meeting at 1:30 followed by our General Membership meeting that evening. In addition, we have the Monday holiday.

Making informed decisions is important. Providing services to and for the homeless is an incredibly complex process. HPPC meetings are open to the public and citizens with concerns about evangelizing, contract performance, outcomes data, and other related issues are encouraged to attend and discuss these issues directly with those present. For the foreseeable future, those meetings will occur the second Tuesday of the month at 10 am at the Yakima Valley Emergency Management Center in Union Gap. Spring meetings may begin at 9 am due to a large volume of work. The YVCOG website has a calendar with meeting times, dates and locations, should anything change.

Thanks,

Larry Mattson

Executive Director

From: Moore, Cliff [mailto:Cliff.Moore@YAKIMAWA.GOV]
Sent: Thursday, January 11, 2018 8:46 AM
To: Kay Funk <kfunk1591@gmail.com>; Price, Cally <Cally.Price@yakimawa.gov>
Cc: Larry Mattson <larry.mattson@yvco.org>
Subject: RE: TYT Request

Hi Kay,

This is not a city led organization. The HPPC operates under the aegis of YVCOG. I have included YVCOG Executive Director Larry Mattson on your request here.

Larry – can you respond to Council Member Funk?

Thanks

Cliff

Cliff Moore

City Manager

City of Yakima

[129 N. Second Street](#)

[Yakima, WA 98901](#)

[509.575.6040](#)

From: Kay Funk [mailto:kfunk1591@gmail.com]
Sent: Thursday, January 11, 2018 8:43 AM
To: Price, Cally <Cally.Price@yakimawa.gov>
Cc: Moore, Cliff <Cliff.Moore@YAKIMAWA.GOV>
Subject: Re: TYT Request

Cally -

Is it possible for me to get the minutes of the Homeless Planning and Policy Council meeting on Tuesday? No pressure if it's not available, but I don't want to make decisions from verbal recollections.

Kay

On Thu, Jan 11, 2018 at 7:11 AM, Moore, Cliff <Cliff.Moore@yakimawa.gov> wrote:

Hi Kay,

There is a lot going on here and based on the results of the Homeless Planning and Policy Council meeting on Tuesday, and a follow up meeting yesterday, we will add this to the agenda for this evening.

Cliff

Sent from my iPhone

On Jan 10, 2018, at 10:07 PM, Kay Funk <kfunk1591@gmail.com> wrote:

Cliff -

In light of Transform Yakima's multiple contract failures, lack of outcomes data, and evangelizing activities in violation of the First Amendment, I do not support this letter.

It was my understanding that YCOG was putting out RFPs for competitive evaluation. Why is the city intervening? This seems very chaotic.

Kay Funk

----- Forwarded message -----

From: **Leslie Hatton** <lesliehatt@gmail.com>

Date: 2018-01-10 20:32 GMT-08:00

Subject: TYT Request

To: Kay Funk <kfunk1591@gmail.com>

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Kay Funk, MD

[509 969 5488](tel:5099695488) (cell)

[316 S. 9th Ave, Yakima, WA, 98902](mailto:316.S.9th.Ave.Yakima.WA.98902)

[509 453 5321](tel:5094535321) (fax)

<TYT Request.pdf>

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Kay Funk, MD

[509 969 5488](tel:5099695488) (cell)

[316 S. 9th Ave, Yakima, WA, 98902](mailto:316.S.9th.Ave.Yakima.WA.98902)

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Kay Funk, MD

509 969 5488 (cell)

316 S. 9th Ave, Yakima, WA, 98902

509 453 5321 (fax)

P. 8

**YVCOG Executive Committee Meeting January 17, 2018
PRELIMINARY BUDGET REPORT
Dec-17**

Prepared By Christina Wickenhagen, Deputy Director

REVENUES RECEIVED:	2016	2017
January	\$ 85,638.48	\$ 687,448.01
February	\$ 112,354.71	\$ 222,612.72
March	\$ 200,453.73	\$ 143,691.60
April	\$ 108,418.53	\$ 360,562.37
May	\$ 120,008.63	\$ 153,282.29
June	\$ 58,623.14	\$ 219,035.19
July	\$ 119,768.97	\$ 432,976.93
August	\$ 55,619.87	\$ 162,880.55
September	\$ 78,557.30	\$ 288,891.74
October	\$ 119,732.27	\$ 227,803.38
November	\$ 133,507.18	\$ 182,735.23
December	\$ 112,858.99	\$ 497,649.16

Total Revenue MTD (through December)	\$ 1,305,541.80	\$ 3,579,569.17
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Total Revenue YTD	\$ 1,305,541.80	\$ 3,579,569.17
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EXPENDITURES:

Salaries	January	\$ 64,453.00	\$ 61,841.37
	February	\$ 64,428.77	\$ 63,175.58
	March	\$ 65,621.22	\$ 57,893.72
	April	\$ 64,674.51	\$ 60,751.40
	May	\$ 69,115.38	\$ 64,794.44
	June	\$ 65,012.35	\$ 63,815.35
	July	\$ 64,685.84	\$ 64,471.15
	August	\$ 71,677.89	\$ 63,344.89
	September	\$ 58,678.48	\$ 63,782.99
	October	\$ 58,885.05	\$ 60,278.48
	November	\$ 57,033.22	\$ 58,075.18
	December	\$ 59,250.59	\$ 60,464.71

Total Salaries MTD (through December)	\$ 763,516.30	\$ 742,689.26
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Total Salaries YTD	\$ 763,516.30	\$ 742,689.26
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Vouchers	January	\$ 53,237.27	\$ 70,136.49
	February	\$ 67,919.72	\$ 318,813.00
	March	\$ 45,097.15	\$ 243,468.95
	April	\$ 46,943.47	\$ 276,628.38
	May	\$ 30,636.73	\$ 254,611.89
	June	\$ 45,778.90	\$ 258,527.85
	July	\$ 41,865.23	\$ 180,564.54
	August	\$ 41,479.03	\$ 204,038.24
	September	\$ 56,292.17	\$ 197,116.80
	October	\$ 47,815.44	\$ 232,648.43
	November	\$ 33,749.75	\$ 213,241.70
	December	\$ 52,040.44	\$ 218,074.16

Total Vouchers MTD (through December)	\$ 562,855.30	\$ 2,667,870.43
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Total Vouchers YTD	\$ 562,855.30	\$ 2,667,870.43
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TOTAL EXPENDITURES MTD (through December)	\$1,326,371.60	\$3,410,559.69
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TOTAL EXPENDITURES YTD	\$1,326,371.60	\$3,410,559.69
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Revenue Balance	-\$20,829.80	\$169,009.48
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2017
Yakima Valley Conference of Governments

Revenue Budget

Grants/Contracts <i>Beginning Fund Bal-Designated **</i>	December	YTD Actual Revenue	2017 Budget	Year-to-Date	100%
				\$ Variance	Year-to-Date % Variance
			205,000 **		
Administration					
Admin-Gen'l Assessment	-	115,414.00	115,414	0.00	100%
Admin-Misc Revenue (copies, posters)	-	54.56	300	245.44	18%
Admin-Assoc Membership Fees	-	2,000.00	2,000	0.00	100%
Other Income (Rebates)	-	155.04	160 **	4.96	97%
Community Services	-	4,375.00	4,540 ***	165.00	96%
Sale of Scrap & Junk	-	-	400	400.00	0%
Total Administration	-	121,998.60	122,814	815.40	99%
Intergov-Local Match WSDOT	-	40,448.00	40,449	1.00	100%
Intergov -Local Transit	-	6,000.00	6,000	0.00	100%
Total Intergov-Local	-	46,448.00	46,449	1.00	100%
Fed Hwy - STP	-	5,753.43	5,760 **	6.57	100%
CTR - Plans & Progr WSDOT	31,968.38	70,772.87	75,000	4,227.13	94%
CMAQ Grant	10,076.32	78,732.38	103,750	25,017.62	76%
Human Services Transp Plan	-	5,216.43	5,217 ***	0.57	100%
FHWA-DOT-Metro Plan (PL)	52,054.92	228,518.59	350,000	121,481.41	65%
FTA-DOT-Metro Plan Grant	-	59,999.67	60,000	0.33	100%
RTPO-WSDOT	11,126.02	92,919.70	92,965	45.30	100%
Total TRANSPORTATION	105,225.64	541,913.07	692,692	150,778.93	78%
Homeless Local Fees	203,842.00	1,103,842.00	1,103,842 **	0.00	100%
CHG State Grant	81,741.64	451,465.48	450,000 ***	-1,465.48	100%
LANF State Grant	2,221.09	35,679.75	36,000 ***	320.25	99%
HEN State Grant	75,712.82	748,948.50	794,000 ***	45,051.50	94%
ESG Federal Grant	13,265.46	253,002.00	275,000	21,998.00	92%
HUD CoC Federal Grant	9,948.09	28,994.17	37,712 ***	8,717.83	77%
Total HOMELESS	386,731.10	2,621,931.90	2,696,554	74,622.10	97%
YV Comm Foundation Grant	-	10,000.00	10,000 ***	0.00	100%
Intergov-Scholarship	-	-	500	500.00	0%
Intergov Serv-Exec Boards (TA Contr)			90,000		
Member TA's 2016	-	110,731.29			
Grandview GMA PSA	-	884.70			
Granger TA 2017	-	3,933.86			
Granger GMA PSA	-	10,261.66			
Harrah TA 2017	-	3,956.07			
Mabton TA 2017	1,432.14	2,327.18			
Mabton GMA PSA	-	10,761.68			
Naches GMA PSA	-	427.24			
Selah TA 2017	-	1,171.86			
Selah GMA PSA	-	6,412.34			
Tieton TA 2017	-	2,076.31			
Tieton GMA	-	16,551.42			
Union Gap TA 2017	4,260.28	15,642.52			
Union Gap GMA	-	29,865.76			
Wapato GMA Grant PSA	-	22,274.32			
YC HOME Cons PSA 15-19	-	-			
Total TA Contracts	5,692.42	237,278.21	90,000	-147,278.21	264%
Total Revenue	497,649.16	3,579,569.78	3,659,009	79,445.79	98%

2017
Yakima Valley Conference of Governments
EXPENDITURE Budget

100%

	December	YTD Actual	2017 Budget	Annual \$ Variance	YTD % Variance
Salaries					
Salaries and Wages	\$ 60,464.71	\$ 742,689.26	\$ 856,500 *	87%	\$ 113,810.74
Salaries-Overtime	\$ -	\$ -	\$ 500	0%	\$ 500.00
	\$ 60,464.71	\$ 742,689.26	\$ 857,000	87%	\$ 114,310.74
Personnel Benefits					
Benefits-Direct	\$ 21,699.30	\$ 252,082.51	\$ 302,000 *	83%	\$ 49,917.49
	\$ 21,699.30	\$ 252,082.51	\$ 302,000	83%	\$ 49,917.49
Supplies					
Office & Operating Supplies	\$ 882.21	\$ 10,684.99	\$ 12,000	89%	\$ 1,315.01
Small Tools and Minor Equip	\$ -	\$ 3,121.04	\$ 4,000	78%	\$ 878.96
Computer Software	\$ -	\$ -	\$ -	0%	\$ -
Small & Attractive Items	\$ -	\$ -	\$ -	0%	\$ -
	\$ 882.21	\$ 13,806.03	\$ 16,000	86%	\$ 2,193.97
Other Services-Charges					
Professional Services	\$ 11,382.50	\$ 74,160.08	\$ 88,000 *	84%	\$ 13,839.92
Prof Serv-Tech Services	\$ 1,217.04	\$ 14,588.09	\$ 14,600	100%	\$ 11.91
Communications-Telephone	\$ 944.83	\$ 11,613.53	\$ 12,000	97%	\$ 386.47
Communication-Postage	\$ 98.00	\$ 596.76	\$ 800	75%	\$ 203.24
Travel	\$ 316.40	\$ 29,514.96	\$ 30,000	98%	\$ 485.04
Advertising	\$ 100.10	\$ 10,197.41	\$ 11,000	93%	\$ 802.59
Operating Rentals and Leases	\$ 250.02	\$ 80,677.65	\$ 84,597	95%	\$ 3,919.35
Insurance	\$ -	\$ 8,715.00	\$ 8,715	100%	\$ -
Utility Services	\$ 12.47	\$ 142.54	\$ 250	57%	\$ 107.46
Repair and Maintenance	\$ 291.64	\$ 3,828.07	\$ 4,500	85%	\$ 671.93
Homeless Provider Contracts	\$ 173,579.59	\$ 2,138,735.00	\$ 2,200,000 *	97%	\$ 61,265.00
Misc. (registrations, dues, sul	\$ 7,300.06	\$ 28,312.80	\$ 28,447 *	100%	\$ 134.20
Community Services	\$ -	\$ 900.00	\$ 900	100%	\$ -
	\$ 195,492.65	\$ 2,401,981.89	\$ 2,483,809	97%	\$ 81,827.11
Debt Services-Interest					
Interest	\$ -	\$ -	\$ 200		\$ 200.00
	\$ -	\$ -	\$ 200		\$ 200.00
	\$ 278,538.87	\$ 3,410,559.69	\$ 3,659,009	93%	\$ 248,449.31

2016- '17 Cash Flow Statement
Yakima Valley Conference of Governments
Preliminary

December 2017

For the Mo Ended:													
	December	Jan-17	Feb-17	Mar-17	April	May	June	July	August	September	October	November	December
(Cash Basis Accounting)													
Beginning cash	\$323,667.19	\$384,417.25	\$859,959.51	\$700,327.72	\$542,595.89	\$565,776.48	\$399,430.22	\$295,981.75	\$483,918.19	\$377,180.92	\$405,172.87	\$339,034.96	\$250,453.31
Fed Hwy Admin-WSDOT STP				5,753.43									
FHWA DOT-Metro Plan Grant	34,168.98	23,810.65	10,821.57		28,134.95		26,344.85	38,179.83		51,053.80		24,462.87	52,054.92
FTA-DOT-Metro Plan Grant						695.49	1,888.64	28,918.88	530.28	4,735.94			
Human Svs Trasp Plan Grant	5,608.97	502.63	900.16	635.14	64.09								
DOT-RTPO & RTPO Long Range	13,930.80	1,574.45	12,735.52	5,895.22	32,700.76	5,351.73	13,191.85	8,257.48	8,392.42	7,780.59	2,699.65	5,386.83	11,126.02
CMAQ Plans & Programs		16,900.99	7,966.72	88,308.85	107,115.37	100,663.53	126,336.37	152,420.46		178,957.54	107,166.47	121,501.50	159,675.55
STATE FUNDS - Homeless Grant			93,946.08	14,030.46		21,309.03	33,737.37	46,450.72		28,400.38	95,808.58		13,265.46
FEDERAL FUNDS - Homeless Grant					1,720.44			2,500.00		12,325.64			9,948.09
HUD CoC Grant					6,656.40	7,335.23		6,096.74					31,968.38
CTR - Grant	12,233.77	6,052.70	6,043.36	6,620.06									
Dept Health Grant													
Homeless 2163 Local Fees		500,600.00			144,600.00			127,400.00	127,925.00				203,842.00
Technical Assistance Members	46,900.75	45,193.61	87,197.73	8,592.40	25,628.36	16,026.38	7,210.08	11,463.32	12,765.85	5,137.85	11,384.68	985.53	5,692.42
Intergov-County/City Share-gen assess		62,288.50	1,764.00		10,742.00				10,742.00		10,742.00	19,115.50	
Intergov-Local Match WSDOT		30,496.00	1,193.00	7,476.00								1,283.00	
Intergov - Local FTA (Yakima Transit)				6,000.00									
YV Community Foundation Grant												10,000.00	
Misc Revenue-copies, posters	15.72	28.48	24.58	380.04	2,700.00	900.90		25.00					
Associate Membership Fees					500.00	1,000.00			500.00				
Scrap & Junk													
Non-revenue													
Expense Revenue Netted Back													
Total Receipts	\$112,858.99	\$687,448.01	\$222,612.72	\$143,691.60	\$360,562.37	\$153,282.29	\$219,035.19	\$432,976.93	\$160,380.55	\$288,891.74	\$227,803.38	\$182,735.23	\$497,649.16
Available Cash	\$436,526.18	\$1,071,865.26	#####	\$844,019.32	\$903,158.26	\$719,060.77	\$618,465.41	\$728,958.68	\$644,298.74	\$666,072.66	\$632,976.25	\$521,770.19	\$748,102.47
Use of Funds													
Salaries		122,197.00	63,175.58	57,954.48	60,751.40	65,018.66	63,955.81	64,475.95	63,079.58	63,782.99	60,618.74	58,075.18	60,464.71
Personnel Benefits		40,532.89	20,098.16	19,206.34	20,530.29	21,445.43	21,183.04	22,988.05	21,979.28	21,784.20	20,507.04	20,474.70	21,699.30
Supplies	2,347.95	1,575.42	2,790.49	3,815.01	715.47	1,773.48	1,092.40	236.60	1,934.41	429.40	1,589.28	451.51	882.21
Other Services	49,693.09	47,600.44	296,180.28	220,447.60	255,382.82	231,392.98	236,252.41	157,339.89	180,124.55	174,903.20	211,246.23	192,315.49	195,492.65
Custodial Account													
Debt Service - Interest	68.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Cash Out	\$2,108.93	\$211,905.75	\$382,244.51	\$301,423.43	\$337,379.78	\$319,630.55	\$322,483.66	\$245,040.49	\$267,117.82	\$260,899.79	\$293,941.29	\$271,316.88	\$278,538.87
Net Cash Flow	\$384,417.25	\$859,959.51	\$700,327.72	\$542,595.89	\$565,776.48	\$399,430.22	\$295,981.75	\$483,918.19	\$377,180.92	\$405,172.87	\$339,034.96	\$250,453.31	\$469,563.60

P.11

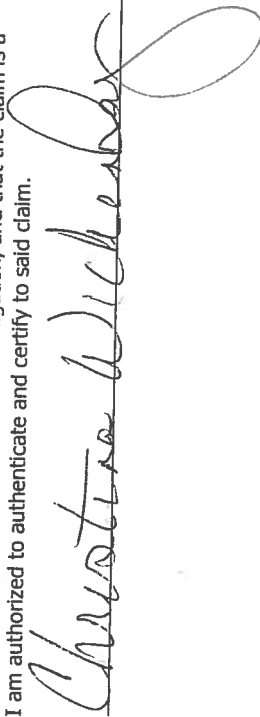
Reference	Vendor Name	Date	Amount	Notes
YWCG1217 - ACR	ACR Business Consulting	1/7/2018	\$10,319.85	ACR Business Consulting - Yakima County 2018 PIT Count - December 2017 Consulting Services
Account Number	Title	Category	Amount	Notes
001-701-500-41-091	ADMIN Prof Svs		\$10,319.85	December

Entered Amount \$10,319.85

Net \$10,319.85

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation, and that I am authorized to authenticate and certify to said claim.

Signed:



ACR

BUSINESS CONSULTING

From **ACR Business Consulting**
1322 Fir St SE
Olympia, WA 98501
aaron@acrbc.com

Invoice ID **YVCOG1217**
Issue Date **01/07/2018**
Due Date **01/22/2018 (Net 15)**
Subject **ACR Business Consulting Invoice - December 2017**

Invoice For **Yakima Valley Conference of Governments**
Attn: Crystal Testerman
Yakima Valley Conference of Governments
311 N. 4th Street, Ste. 204
(509)424-4695

Item Type	Description	Quantity	Unit Price	Amount
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 11/27/2017 - Strategy Design: Initial team call to review deliverable / generate initial questions for client and outline master timeline	2.00	\$85.00	\$170.00
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 11/28/2017 - Strategy Design: meeting recap. Trello board established and notes entered	1.00	\$85.00	\$85.00
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/01/2017 - Action Plan Creation: Team meeting to outline website / communication tools / branding	6.00	\$85.00	\$510.00
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/04/2017 - Strategy Design: iCount Signup/On boarding process	2.95	\$85.00	\$250.75
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/04/2017 - Branding: Event logo design	1.00	\$85.00	\$85.00
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/04/2017 - Action Plan Creation: Reviewed historical reports and conducted research on methods / orgs in YC	4.00	\$85.00	\$340.00
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/05/2017 - Content Creation: Facebook logo and cover creation	2.20	\$85.00	\$187.00
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/05/2017 - Action Plan Creation: Continued research	3.00	\$85.00	\$255.00
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/06/2017 - Content Creation	4.82	\$85.00	\$409.70
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/06/2017 - Action Plan Creation: continued research and review of historical docs	4.00	\$85.00	\$340.00

Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/07/2017 - Communication Plan	1.00	\$85.00	\$85.00
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/07/2017 - Action Plan Creation: review of historical docs / notes from previous count	4.00	\$85.00	\$340.00
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/08/2017 - Strategy Design: Team meeting to discuss strategy and approach in prep for meeting Tuesday	3.00	\$85.00	\$255.00
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/08/2017 - Strategy Design: worked on social media / branding / general strategy outline	1.50	\$85.00	\$127.50
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/08/2017 - Action Plan Creation: 2016 PIT Methodology review Strategy discussion	5.00	\$85.00	\$425.00
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/11/2017 - Branding: iCount Yakima Logo Edit 2018 pit training	6.00	\$85.00	\$510.00
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/11/2017 - Strategy Design: prep for meeting with YVCOG	5.00	\$85.00	\$425.00
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/12/2017 - Action Plan Creation: YVCOG meeting	11.00	\$85.00	\$935.00
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/12/2017 - Strategy Design: travel to Yakima to meet with YVCG and local CoC	5.00	\$85.00	\$425.00
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/13/2017 - Data Gathering: Reviewed 2017 data.	1.00	\$85.00	\$85.00
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/13/2017 - Communication Plan: website testing and MailChimp integration	1.50	\$85.00	\$127.50
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/13/2017 - Strategy Design: continued work on strategy. Reviewed notes and materials from YVCOG	2.50	\$85.00	\$212.50
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/14/2017 - Action Plan Creation: Census Road Mapping	4.35	\$85.00	\$369.75
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/14/2017 - Communication Plan: discussion regarding volunteer recruitment communication plan and agency outreach	1.50	\$85.00	\$127.50
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/14/2017 - Strategy Design: worked on process outline beginning with volunteer outreach. Website design and testing	3.00	\$85.00	\$255.00

Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/15/2017 - Communication Plan: 1st Volunteer Correspondence	1.00	\$85.00	\$85.00
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/15/2017 - Data Gathering: Agency database work	1.96	\$85.00	\$166.60
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/15/2017 - Strategy Design: review of time line and organization of contact lists	3.50	\$85.00	\$297.50
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/15/2017 - Strategy Design: website testing and planning for launch	2.50	\$85.00	\$212.50
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/18/2017 - Communication Plan	3.88	\$85.00	\$329.80
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/18/2017 - Strategy Design: website testing and completion work for volunteer registration	4.00	\$85.00	\$340.00
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/19/2017 - Communication Plan: Volunteer and Agency engagement planning	2.60	\$85.00	\$221.00
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/19/2017 - Strategy Design: incentive plan for survey collection. Draft outline for volunteer placement for best results	3.00	\$85.00	\$255.00
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/26/2017 - Action Plan Creation	4.15	\$85.00	\$352.75
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/26/2017 - Content Creation: flier creation for volunteer / agency outreach	3.00	\$85.00	\$255.00
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/27/2017 - Content Creation: facebook outreach / content posting / agency page liking within network	2.50	\$85.00	\$212.50
Consulting Services	[YCPIT18] Yakima County 2018 PIT Count - 12/28/2017 - Strategy Design: worked on ideas for survey incentives and strategy for sourcing items for the census	3.00	\$85.00	\$255.00

Amount Due \$10,319.85

**HOMELESS AGREEMENT
FACE SHEET**

CONTRACTOR IS A <input type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> VENDOR		CONTRACT NUMBER: YVCOG 2018
1. NAME/ADDRESS: Larry Matson, Executive Director Yakima Valley Conference of Governments 311 N. 4th Street, Suite 204 Yakima, WA 98901	2. ORIGINAL CONTRACT AMOUNT: \$1,100,000	5. PREVIOUS CONTRACT AMOUNT: \$0
	3. CASH MATCH REQUIREMENT: \$0	6. MODIFICATION AMOUNT: \$0
	4. TOTAL CONTRACT AMOUNT: \$1,100,000	7. NEW TOTAL CONTRACT AMOUNT: \$1,100,000
8. CONTACT INFO: Christina Wickenhagen, Deputy Director (509) 759-7986 wickenhagenc@yvcog.org	9. COUNTY PROGRAM CONTACT INFO: Yakima County Financial Services Craig Warner, Director 128 N 2nd Street, Room 231 Yakima, WA 98901-2639 (509) 574-1522 Craig.Warner@co.yakima.wa.us	10. COUNTY FISCAL CONTACT INFO: Yakima County Financial Services Stefanie Alvarado, Accountant 128 N 2nd Street, Room 231 Yakima, WA 98901-2639 (509) 574-1369 Stefanie.Alvarado@co.yakima.wa.us
11. CONTRACT START DATE: January 1, 2018	12. CONTRACT END DATE: December 31, 2018	
13. FUNDING AUTHORITY: Local Funds (2163) Funds		
14. STATE AND FEDERAL "BARS" CODE: N/A	15. CFDA NUMBER(S): N/A	
16. PURPOSE: To designate YVCOG as the lead entity to manage the local and state resources available in Yakima County to develop, manage and implement the County's Five Year Homeless Housing Plan requirements within Yakima County. This includes being the lead entity for the application and administration of grant funds at the State levels as allowed to meet these requirements.		
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference: <input type="checkbox"/> Exhibits (specify): EXHIBIT A		
This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.		
YAKIMA VALLEY CONFERENCE OF GOVERNMENTS	BOARD OF YAKIMA COUNTY COMMISSIONERS	
_____	_____	
James A. Restucci, Chair	Ron Anderson, Chairman	
_____	_____	
Lauris C. Mattson, Executive Director	Michael D. Leita , Commissioner	
_____	_____	
Date	J. Rand Elliott, Commissioner <i>Constituting the Board of County Commissioners for Yakima County, Washington</i>	
_____	Attest:	
Attest: Secretary	_____	
_____	Linda Kay O'Hara, Clerk of the Board	
_____	Approved as to form:	
_____	_____	
_____	Deputy Prosecuting Attorney	
_____	WSBA#	

YAKIMA COUNTY
And
THE YAKIMA VALLEY CONFERENCE OF GOVERNMENTS
(Interlocal Agreement Related to Homelessness)

WHEREAS, Yakima Valley Conference of Governments is a regional agency organized under RCW 36.70.060 and 36.64.080 through 36.64.110 to serve the Cities of Yakima, Sunnyside, Toppenish, Grandview, Wapato, Granger, Harrah, Mabton, Moxee, Naches, Selah, Tieton, Union Gap, Zillah, the County of Yakima and the Tribal Council of the Confederated Bands and Tribes of the Yakama Indian Nation; and,

WHEREAS, the Washington State Legislature has passed various bills to provide funding to local governments to reduce homelessness in the cities and counties of Washington; and,

WHEREAS, Yakima County desires to enter into an agreement for technical services to manage the local and state resources outlined above and to develop, manage and implement the County's Five Year Homeless Housing Plan requirements within Yakima County; and

WHEREAS, the Conference possesses the technical staff with the necessary expertise to provide the required services;

NOW, THEREFORE, pursuant to the Interlocal Cooperation Act, 39.34 RCW, and in consideration of the terms, conditions, covenants and performances contained herein, the parties do mutually agree as follows:

1. PARTIES

This Interlocal Agreement related to Homeless funds (hereinafter referred to as the ILA) is made by and between Yakima County (hereinafter referred to as **the County**) whose address is 128 North Second Street, County Courthouse, Room 232, Yakima, Washington 98901, and **the Yakima Valley Conference of Governments** (hereinafter referred to as **YVCOG**) whose address is 311 N. 4th Street, Suite 204, Yakima, Washington 98901. Notices between the parties shall be made where and as provided for in Section 22, NOTICES.

2. TERM

This Agreement takes effect on January 1, 2018 and ends on December 31, 2018 or until terminated as provided for in Section 8, SUSPENSION AND TERMINATION.

3. PURPOSE

The purpose of this Agreement is to designate YVCOG as the lead entity to manage the local and state resources available in Yakima County to develop, manage and implement the County's Five Year Homeless Housing Plan requirements within Yakima County. This includes being the lead entity for the application and administration of grant funds at the State level to meet these requirements.

4. RECITALS

The Parties make this Agreement based on and in recognition that RCW 39.34 authorizes interlocal agreements whereby municipal governments may jointly exercise the powers granted to each.

5. MUTUAL CONSIDERATION

A. Homeless funds administered by YVCOG shall be applied to program costs and expenses including compensation to YVCOG for program and lead agency services. All funds shall be managed and administered in accordance with applicable grant and/or funding requirements. YVCOG shall provide invoices at mutually acceptable times and forms.

B. In 2018, Yakima County will advance One Million One Hundred Thousand Dollars and No Cents (\$1,100,000.00) of the Local Filing Fees, or 2163 Funds, to YVCOG on a quarterly basis as follows:

- January 1, 2018 \$494,450.00 (or once the contract is ratified by both parties)
- April 1, 2018 \$319,950.00
- July 1, 2018 \$168,700.00
- October 1, 2018 \$116,900.00

YVCOG may request the County amend this quarterly allocation schedule as necessary to provide the most effective homeless services to the community but may not exceed the total amount without Commissioner approval.

C. By March 31, 2019, YVCOG will reconcile the annual expenses charged against the Local Filing Fees and prepare a written report of annual homeless program performance to be submitted to the County. YVCOG, in its summary of expenses, will include notification to the County of any surplus Local Filing Fees received. This surplus will be adjusted against the April 1, 2019, quarterly payment made to YVCOG.

D. Yakima County will provide to YVCOG on a quarterly basis a report of actual revenue received through means of ESSHB 2163 collected by the County Auditor's Office. The report will be submitted to YVCOG by no later than the 15th day of the month following the end of the quarter.

E. The County shall make the payments required hereunder from the homeless recording fees commonly known as 2163 funds. The County is not obligated to provide funding for homeless services beyond available revenue collections or the reserves held in the Homeless fund.

6. RECORDS, REPORTS AND AUDITS

YVCOG agrees to maintain such records, make such reports, and follow such procedures as may be required by the County, pertaining to this Agreement. All records pertaining to this Agreement and work undertaken hereunder shall be retained by YVCOG for a period of seven years after final audit unless a longer period is required to resolve audit findings or litigation. The County and other authorized representatives of the State and Federal government shall have access to any books, documents, papers, and records of YVCOG, which pertain to this Agreement or work undertaken hereunder for the purpose of making audit, examination, excerpts, and transcriptions.

7. RELATIONSHIP OF PARTIES AND AGENTS

A. The relationship of YVCOG to the County, with regard to this agreement, shall be that of an independent contractor rendering professional services. YVCOG shall have no authority to execute contracts or to make commitments on behalf of the County and nothing contained herein shall be deemed to create the relationship of employer and employee or principal and agent between the County and YVCOG.

- B. YVCOG represents that it has or will secure at its own expense all personnel, contractors, and/or subcontractors required in order to perform work under this Agreement. Such personnel shall not be employees of the County. All such personnel, contractors, and/or subcontractors shall be fully qualified and authorized/permitted under State and/or local law to perform such services.
- C. All services required hereunder will be performed by YVCOG or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State or local law to perform such services.

8. SUSPENSION AND TERMINATION

- A. If YVCOG fails to comply with the terms and conditions of this Agreement, the County may pursue such remedies as are legally available, including, but not limited to, the suspension or termination of this Agreement in the manner specified herein:
- B. **SUSPENSION**—If YVCOG fails to comply with terms and conditions of this Agreement, the County may suspend this Agreement pending corrective action or investigation, effective not less than seven days following written notification to YVCOG or its authorized representative. County shall provide YVCOG with written notice detailing points of noncompliance. YVCOG shall have thirty (30) days to correct or contest alleged violations. The suspension will remain in full force and effect until YVCOG has taken corrective action and comes into compliance with the terms and conditions of this Agreement. No obligations incurred by YVCOG or its authorized representative during the period of suspension will be allowable under this Agreement, except:
 - I. Reasonable, proper, and otherwise allowable costs which YVCOG could not avoid during the period of suspension;
 - II. Otherwise, allowable costs incurred during the period of suspension, if upon investigation, the County is satisfied of YVCOG’s compliance with the terms and conditions of this Agreement to the extent of the compensation claimed by YVCOG.
- C. **TERMINATION FOR CAUSE**—If YVCOG fails to comply with the terms and conditions of this Agreement and any of the following conditions exist:
 - I. There is an uncorrected material breach of the provisions of this Agreement that are of a scope and nature that the County deems continuation of this Agreement to be substantially detrimental to the interests of the County;
 - II. YVCOG has failed to take corrective action within the time period specified by same;
 - III. YVCOG has failed within the time specified to satisfactorily substantiate its compliance with the terms and conditions of this Agreement; then,
 - IV. The County may terminate this Agreement in whole or in part, and thereupon shall notify YVCOG of termination, the reasons therefore, and the effective date, provided such effective date shall not be prior to notification of YVCOG. After this effective date, no charges incurred are allowable. YVCOG may challenge such determination by available legal channels.
- D. **TERMINATION DUE TO CHANGE IN FUNDING** – If the funds upon which the County relied to establish this Agreement are withdrawn, reduced or limited, or if additional or modified conditions are placed on such funding, the County may terminate this Agreement by providing at least thirty business days written notice to YVCOG. The termination shall be effective on the date specified in the notice of termination.

E. **TERMINATION FOR OTHER GROUNDS**—This Agreement may also be terminated in whole or in part by mutual consent and written agreement setting forth the conditions of termination, including effective date and, in case of termination in part, that portion to be terminated.

9. COPYRIGHT RESTRICTION

No report, maps, or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of YVCOG.

10. COMPLIANCE WITH LAWS

The County and YVCOG shall comply with all applicable laws, ordinances, and codes of the Federal, State, and local governments with regard to the performance of this Agreement, including RCW 43.185C.210.

11. NONDISCRIMINATION & TITLE VI OF THE CIVIL RIGHT ACT OF 1964

YVCOG 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.

YVCOG and subcontractors 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.

Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, creed, religion, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

12. SECTION 109—HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974

No person in the United States shall on the grounds of race, color, creed, religion, sex, or national origin be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

13. AGE DISCRIMINATION ACT OF 1975 (As Amended)

No person shall be excluded from participation, denied program benefits, or subjected to discrimination on the basis of age under any program or activity receiving Federal funding assistance (42 U.S.C. 610 et. seq.)

14. SECTION 504 OF THE REHABILITATION ACT OF 1973 (As Amended)

No otherwise qualified individual shall, solely by reason of his or her handicap, be excluded from participation (including employment), denied program benefits, or subjected to discrimination under any program or activity receiving Federal funds (29 U.S.C. 794).

15. INTEREST OF AGENTS AND OFFICERS OF THE COUNTY AND YVCOG

No member of the governing body of either party and no other officer, employee, or agent of either party who exercises any functions or responsibilities in connection with the planning or carrying out of the Agreement shall have any personal financial interest, direct or indirect, in this Agreement.

16. HOLD HARMLESS AND INDEMNITY

YVCOG shall indemnify and hold harmless the County, its officers, agents, and employees, from all liability, loss or damage, including costs of defense they may suffer as a result of claims, demands, actions costs, or judgments which result from the activities to be performed by YVCOG, its agents, employees, or subcontractors pursuant to this Agreement.

17. PUBLIC LIABILITY

YVCOG or its contractor(s) shall maintain for the duration of work under this Agreement, issued on an occurrence basis, comprehensive liability insurance with a combined single limit of not less than two million dollars (\$2,000,000.00) from a company authorized to provide insurance in the State of Washington. Said policies shall provide that the policy shall not be canceled or altered by any party without written notice to Yakima County, delivered not less than 30 days prior to such cancellation or alteration. Applicant certifies that comprehensive liability insurance with a combined single limit of not less than \$2,000,000.00 is in effect.

18. ASSIGNABILITY

YVCOG shall not assign any interest in this Agreement and shall not transfer any interest in this Agreement (whether by assignment or novation) without prior written consent of the County. Written notice of any such assignment or transfer shall be furnished promptly to the County by YVCOG.

19. NON-WAIVER

The failure of either party to insist upon strict performance of any provision of this Agreement or to exercise any right based upon a breach thereof or the acceptance of any performance during such breach shall not constitute a waiver of any right under this Agreement.

20. AGREEMENT MODIFICATIONS

It is mutually agreed and understood that no modification or waiver of any clause or condition of this Agreement is binding upon either party unless such modification or waiver is in writing and executed by the County and YVCOG.

21. SEVERABILITY

If any portion of this Agreement is changed per mutual agreement or any portion is held invalid, the remainder of this Agreement shall remain in full force and effect.

22. NOTICES

A. Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties to their addresses as follows:

TO YVCOG: Larry Mattson
Executive Director
311 N. 4th Street, Suite 204
Yakima, WA 98901

TO COUNTY: Craig Warner
Financial Services Director
128 North Second Street, Room 232
Yakima, WA 98901

or to such other addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand-delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

23. INTEGRATION

This Agreement contains all terms and conditions agreed to by the County and YVCOG. There are no other oral or written agreements between YVCOG and County as to the subjects contained herein. No changes or additions to this Agreement shall be valid or binding upon either party unless such change or addition be in writing and executed by both parties.

24. GOVERNING LAW AND VENUE

All questions of the validity, construction, and application of this Agreement shall be governed by the laws of the State of Washington. Venue for any suit between the parties arising out of this Agreement shall be the Superior Court of Yakima County, Washington.

25. FILING

Upon execution by the authorized representatives of the parties, a copy of this Agreement shall be promptly filed with the Yakima County Auditor pursuant to RCW 39.34.040.

26. ARTICLE 18: EXECUTION OF MULTIPLE ORIGINAL COUNTERPARTS:

This agreement may be reproduced in any number of original counterparts. Each party need sign only one counterpart and when the signature pages are all assembled with one original counterpart, that compilation constitutes a fully executed and effective agreement among all the Participating Jurisdictions. In the event that fewer than all named parties execute this agreement, the agreement, once recorded as specified in Section 25 shall be effective as between the parties that have executed the agreement to the same extent as if no other parties had been named.

PROFESSIONAL SERVICE AGREEMENT
FACE SHEET

CONTRACTOR IS A <input type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> VENDOR		CONTRACT NUMBER: PSA HAF NCAC 17 Mod 1	
1. NAME/ADDRESS: Carlos Oliveras, Executive Director Yakima Valley Farm Workers Clinic 601 N. Keys Road Yakima WA 98901	2. ORIGINAL CONTRACT AMOUNT: \$ 10,000	5. PREVIOUS CONTRACT AMOUNT: \$ 0.00	
	3. CASH MATCH REQUIREMENT: \$ 0.00	6. MODIFICATION AMOUNT: \$ 0,000	
	4. TOTAL CONTRACT AMOUNT: \$ 10,000	7. NEW TOTAL CONTRACT AMOUNT: \$ 10,000	
8. CONTACT INFO: Janice Gonzales (509) 865-7630, ext 2743 Janiceg@yvfwc.org	9. YVCOG PROGRAM CONTACT INFO: Crystal Testerman 311 N 4th St, Suite 204 Yakima WA 98901 509-424-4695 crystal.testerman@yvcog.org	10. YVCOG FISCAL CONTACT INFO: Christina Wickenhagen 311 N 4th St, Suite 204 Yakima WA 98901 509-574-7986 chris.wickenhagen@yvcog.org	
11. CONTRACT START DATE: January 1, 2017		12. CONTRACT END DATE: June 30, 2018	
13. FUNDING AUTHORITY: 2163 Local Funds – Homeless Program			
14. STATE AND FEDERAL "BARS" CODE:		15. CFDA NUMBER(S): n/a	
16. PURPOSE: The Contractor shall perform professional services as defined by the Statement of Work incorporated herein.			
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference: <input checked="" type="checkbox"/> Exhibits (specify): EXHIBIT A – N/A EXHIBIT B – Scope of Work EXHIBIT C - Budget			
This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.			
YAKIMA VALLEY FARM WORKERS CLINIC NCAC		YAKIMA VALLEY CONFERENCE OF GOVERNMENTS	
_____ Carlos Oliveras, Executive Director		_____ James A Restucci, Chairman	
_____ Date		_____ Lauris C Mattson, Executive Director	
Attest:		Approved as to form:	
_____ Jodi Smith, Office & Communications Specialist		_____ YVCOG Attorney WSBA#	

BUDGET

HOMELESS ASSISTANCE FUND

<i>Line Item</i>	<i>Amount</i>
Direct Emergency Assistance and Client Coordination and Referral	\$10,000.00
TOTAL	\$10,000.00

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 deductions and may opt to submit a supplemental invoice providing additional documentation before the next month's invoicing deadline for these costs only. Should a

contractor opt not to re-invoice, these costs will be considered void as of the close of the next invoicing period.

- F. Contractor may request a budget line item be adjusted by up to 10% of the total annual amount between line items. Unless otherwise restricted by funding authorities, the contractor may request costs be moved between existing contractual line items, but may not deviate from the contractual budget by more than 10%. This request must be made in writing, is subject to approval by the Yakima Valley Conference of Governments Services Program Manager, and shall not be construed to allow any modification contrary to other contract requirements in the General Terms, Special Terms, or referenced contractual documents.
- G. All program or billing related questions must be submitted to the program manager directly at Yakima Valley Conference of Governments.

YVCOG HOMELESS PROGRAM

ANTICIPATED ANNUAL TIMELINE

JANUARY

- Point-In-Time (PIT) Count – 4th Thursday of January
- Strategic Planning Workshop for Homeless Planning & Policy Council (HPPC):
 - 5-year Plan update to prioritize goals based on latest PIT, Homeless Management Information System (HMIS), and Coordinated Entry System (CES) data
 - Annual Request for Proposal (RFP) debrief/improvements
 - “What worked well in last application process...what can we do better next time?”

FEBRUARY

- HPPC subcommittee prepare RFP application for 2 YEAR contract cycle (execution date July 1st)
- Executive Committee approve RFP funding allocation (types of projects to be funded and budget)

MARCH

- Release RFP application March 1st (open for 4 weeks).
 - RFP will include Shelter funding opportunity for next two years which will stop the “emergency” 6-month cycle

APRIL

- RFP Applicant Interviews for scoring committee
- Subcommittee scores applications and selects projects to be funded in accordance with the approved RFP funding allocation by the Executive Committee (from February Executive Meeting).

MAY

- Advisory Committee votes to approve RFP scoring committee’s recommendation to the Exec Committee.
- Executive Committee approve final project selection
- Prepare contracts; send through legal and get provider signatures.

JUNE

- Executive Committee to approve and sign awarded contracts.

JULY

- New 2-year contracts commence

OCTOBER

- Contract for next annual PIT Count (4th Thursday in January)

NOVEMBER

- EWWS Hotel/Motel vouchers opens November 15th – March 15th (contracted in consolidated RFP)

As of January 17, 2018, I move to approve

Payroll vouchers numbered JAN-18-001 through JAN-18-006 in the amount of \$90,575.00, through electronic fund transfers; and

Claim vouchers numbered JAN-18-007 through JAN-18-057 in the total amount of \$278,864.86.

