



**YVCOG EXECUTIVE COMMITTEE AGENDA**

**Wednesday, January 18, 2017**  
**1:30 p.m.**

The 300 Building  
311 North 4<sup>th</sup> St, Suite 204, Yakima

**YVCOG EXECUTIVE COMMITTEE MEMBERS:**

Jim Restucci, Chair, Mayor, City of Sunnyside,  
John Hodgkinson, Vice-Chair, Member-at-Large  
Mike Leita, Commissioner, Yakima County  
Maureen Adkison, 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 18, 2017 meeting of the YVCOG Executive Committee will come to order at \_\_\_\_ p.m.
- ❖ **INTRODUCTIONS / ROLL CALL** (pg. 2-3) (pg. 4-6)
- ❖ **APPROVAL OF MINUTES** – special meeting minutes, Nov. 29, 2016; December 19, 2016
- ❖ **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. Homeless Program 5-Year Plan (pg. 7-17)  
*Christina Wickenhagen, Deputy Director*  
*Action: Adoption*

**NEW BUSINESS**

1. Executive Director's Correspondence  
*Larry Mattson, Executive Director*
  - Introduction: Brian Galloway, Associate Planner
  - Staffing updates: Homeless Program  
*Action: Update*
  - YVCOG Strategic Plan (Incorrect version provided at December meeting) (pg. 18)  
*Action: Review and approve*
2. Ratification of Vouchers  
*Tamara Hayward, Office Specialist*
  - Increasing amount of DEC-16-051 (Washington Cities Insurance Authority Liability Assessment) from \$8124.00 to \$8,715.00;
  - Increasing DEC-16-022 (US Bank P-card) from \$2,500 to \$6,416.90, to include the purchase of ZoomGrants subscription; and
  - Adding DEC-16-056 (Yakima Neighborhood Health Services) \$5,006.45.  
*Action: Review and approve.*

3. Approval of Vouchers

*Tamara Hayward, Office Specialist*

*Action: Review, approval and authorization of signatures*

4. Homeless Program

*Crystal Testerman, Homeless Program Manager*

- Outcome of Rep. Gina McCabe's Homeless Forum Jan. 4

*Action: Information*

5. Homeless Program – HPPC New Members

*Crystal Testerman, Homeless Program Manager*

- HPPC recommends Joan Souders, City of Grandview council member, Verlynn Best, Yakima Chamber of Commerce CEO, and Bryan Ketchum, Catholic Charities Housing Services Director

*Action: Board to affirm new members to the HPPC membership roster.*

6. Homeless Program HAF Contract Renewals

*Crystal Testerman, Homeless Program Manager*

- YNHS - \$10,000 to serve Upper Valley
- NCAC - \$10,000 to serve Lower Valley

*Action: Approval*

(pg. 19-21)  
(pg. 22-24)

7. Monthly Budget Report

*Christina Wickenhagen, Deputy Director*

- Preliminary December 2016 Budget Report

*Action: Approval*

- December 2016 Cash Flow Statement.

*Action: Approval*

(pg. 25-28).

8. YVCOG January 2017 General Membership Meeting in Sunnyside; Bon Vino Restaurant

*Larry Mattson, Executive Director*

- Speaker: Joe Schmitt, YCDA: New Vision's 2017 Goals

*Action: Meeting cancelled due to weather.*

9. YVCOG 2017 Organization Chart

*Larry Mattson, Executive Director*

- Updated to reflect new personnel and advisory committees

*Action: Approval*

(pg. 29)

**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 SPECIAL MEETING MINUTES  
November 29, 2016

CALL TO ORDER

John Hodkinson, YVCOG Vice-Chairman, called the November 29, 2016 meeting of the YVCOG Executive Committee to order at 1:30 pm

ROLL CALL &  
INTRODUCTIONS

Members present: John Hodkinson, Mike Leita, Dan Olson, Mario Martinez, Maureen Adkison, Janice Gonzales

Members Absent:

Call in: Jim Restucci

YVCOG staff present: Larry Mattson, Chris Wickenhagen, Jessica Hansen, and Crystal Testerman

Others present:

A quorum was present.

\*Indicates notice of absence received prior to meeting.

PUBLIC COMMENT  
POLICY

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NEW BUSINESS

Homeless Program – Modify  
YNHS Contract to Allow Use  
of '2163' Funds

Mr. Mattson reported that the purpose for the special meeting is to consider appropriating funds from the '2163' account (local document filing fee revenue) in order to avoid the potential eviction of formerly homeless residents who have been housed by YNHS under contract with Yakima County (via YVCOG). This contract was originally funded using Emergency Solutions Grant (ESG) funds.

Mr. Mattson wanted to state for the record that YVCOG received a letter from Ms. Hauff, Yakima Neighborhood Health Services, that this is a one-time request made in order to avoid the potential eviction of 19 previously homeless individuals currently housed under the Huray program. YVCOG has a duty to serve our members and ensure compliance with funding rules and regulations and YNHS is not in compliance with the terms of the contract that they signed.

Mr. Mattson reported that the issue primarily revolves around master leasing and the fact that you cannot use ESG funds to do a master lease. Ms. Adkison, City of Yakima, asked if this was a new finding or if others knew that ESG funding couldn't be used for this type of program. This is a concern to the Executive Board because it was reported that ESG Funding has not been allowed for this type of funding for years. Mr. Leita, Yakima County Commissioner, also stated that YNHS is in default in the sense that they were paying rent in excess of fair market value by ESG rules and standards.

Ms. Wickenhagen, YVCOG, stated that YVCOG wants the compliance of the ESG funding to stay in place except for allowing them to continue their Master Lease. YVCOG does not want contractors to have free rein to pay any amount of rent with the '2163 funds' because these monies don't have the restrictions as other funding has. YVCOG's concern paying above market rent and then only having restricted monies left.

Ms. Adkison, City of Yakima, stated that homeless individuals are camping outside of YNHS 'Depot.' She stated that it is upsetting the business community and wondered what could be done. She stated that there is money for Hotel/Motel vouchers and wondered why that funding couldn't be used to place the people camping. Ms. Wickenhagen, stated that the money is available for Hotel/Motel vouchers through NCAC and there are beds available at churches but these individuals are choosing not to go there. Mr. Leita, Yakima County Commissioner, stated that his understanding is that 'the Depot' is intended to be a day warming shelter. He also stated that he understands Ms. Adkison's complaints but he feels as though the problem stems with where YNHS has chosen to have a warming

shelter. If the warming shelter was not there, the homeless in Yakima would be somewhere else. YVCOG cannot control what shelters YNHS provide and suggests that Ms. Adkison, City of Yakima, talk directly to YNHS and request that they move their shelter to another location. YNHS is allowing the homeless to camp on their private property and because it's private property they aren't breaking any rules. Mr. Mattson stated that the homeless campers could be going to churches and using hotel/motel vouchers since both are available.

Mr. Leita is also wondering about the YNHS 'Huray Program' stating that when the program was initially brought to the board for funding YNHS stated that they had 30 units lined up for housing homeless which turned out to not be true. YNHS believed they had 30 units that they could fill but they didn't have the apartments available which was a mischaracterization from YNHS in front of Yakima City Council. YNHS explained that because they didn't get funding quickly enough they weren't able to secure the apartments needed. After the City of Yakima conducted inspections on some of the apartments proposed for the Huray program by YNHS they were deemed uninhabitable. The money has been appropriated to YNHS but they have not been performing to what has been agreed upon. Ms. Wickenhagen wanted to reiterate that there are plenty hotel/motel vouchers available and church shelters that aren't being used.

*Ms. Gonzales, NCAC, joined the meeting.*

Mr. Mattson reported that he would like to hold workshops, in January or February, with the providers, local elected officials and staff to talk about the services they are providing within each of the city.

Mr. Leita stated that he had the opportunity to talk to the landlord's association and was told that the rental market is full. He was told that the master lease program does accommodate a landlord to a certain degree but the outstanding concern is when a homeless individual moves in and they invite their friends over and it creates problems because of the risk to other tenants that landlord may have. Ms. Gonzales stated that there are assurances that YNHS is able to offer the landlords for these types of things and YNHS is providing on-site counseling.

Mr. Leita stated that the purpose of this meeting was to endorse the concept, giving Mr. Mattson the authority to affirm, that this will be approved December 19<sup>th</sup>. He believes that on December 19<sup>th</sup> that the terms of the contract need to be clearly spelled out and reconciled so when the Executive Committee meets at their regularly scheduled time that they can approve the contract at that time.

Currently, all master leasing has been paid for by YNHS, and they haven't been reimbursed yet. The way it was setup ESG and 2163 funds were supposed to be used to pay for the Huray program on a 50/50 basis but because ESG has been removed the 2163 funds will have to back fill approximately \$170,000. The beginning fund balance was \$1.6 million dollars. If previous earmarks of a homeless shelter and demonstration project go forward, and now if we were to obligate ourselves to the City of Yakima's request which is an additional \$130,000 plus the \$171,000 to YNHS, the 2163 fund balance will be down to a balance of \$100,000 by year end. Mr. Leita wants to make it clear that he is for changing the monies to 2163 funds to assist the Huray program but there are still a lot of issues that need to be reconciled such as the earmark that hasn't had a response to for \$200,000 for a homeless shelter, a \$100,000 for a demonstration project, as well as the City of Yakima's request for 20 additional beds and hotel vouchers thru NCAC.

Ms. Gonzales stated that she supports using the 2163 funding to continue the master leases but doesn't understand where the miscommunication was. The program has always used ESG funds and this isn't the first time that the program has come across this problem. ESG funds have never allowed master leasing so why is this an issue now and when does a program have to take responsibility for their mistakes?

Mr. Leita asked how much money does YNHS state they have not been funded by ESG? How much 2163 money do they immediately need to ensure the 19 residents are not evicted? Ms. Testerman stated that she does not know. Mr. Leita stated that that's where the problem starts because YHNS is claiming that it's an emergency but aren't stating how much money they need. Out of the 30 people that were funded, only 19 have been housed, so how much money is YHNS short?

Mr. Leita moved to reimburse all ESG monies from the beginning of the contract until this point in time with 2163 monies and that amount is to be a specified requested by Yakima Neighborhood Health Services.

Ms. Testerman stated that she believed this could be a problem because even if the tenant leaves the landlord still has a year lease on file so YNHS will still be accountable for that year lease even if the apartment was left empty.

The concern is that this is a reoccurring problem YNHS knew that they could not use ESG funds for a master lease program. Mr. Restucci stated that this problem was first brought up at the November 14, 2016 Executive Committee meeting (reading directly from the November 14, 2016 draft minutes) and it was indicated that "Mr. Mattson was asked if YNHS had attempted to change the lease agreements to be direct between the homeless person and the landlord and YNHS co-signing. Mr. Mattson responded that YNHS is working on it. The Executive Committee would like to know what has been done in that regard." Mr. Restucci believes that is an important piece to this that the Executive Committee is not getting. The Executive Committee was promised information and action at the November 14<sup>th</sup> meeting that they still aren't getting and today the Executive Committee is supposed to be voting on money and YNHS's representative isn't even present.

Ms. Wickenhagen stated that YNHS was told when the master leasing program was first presented to the HPPC, that it was a request of 2163 funds and then when it was presented to the Executive Committee it was changed to ESG funds. At that time, Tim Sullivan (previously Homeless Program Manager) thought there was an abundance of ESG funds. Ms. Wickenhagen stated that she does not know what happened at the HPPC meeting and what was approved but at the Executive Committee meeting it was presented with ESG funds.

Mr. Leita stated that there is poor communication going on here but he does not believe that the Executive Committee, in this matter, took exception to the recommendation that came to it by the HPPC. The Executive Committee endorsed it and it was passed. That recommendation included the usage of ESG monies so that is a fault of the providers that sit on the HPPC specifically YNHS.

*Mr. Restucci seconded the motion to continue the discussion further and have Ms. Gonzales expand on her position as a service provider.*

Ms. Gonzales stated that this has always been ESG money and when YNHS signed the contract it was ESG funds. ESG does not allow master agreements and this issue has come up before. Once YNHS discovered that they couldn't pay for the master agreements with ESG money they should have come to the Executive Board at that point to work out funding.

Mr. Restucci asked if there was going to be some type of additional caveat to Larry's request of YNHS before YVCOG allows funding. Mr. Mattson requested that YNHS provide information regarding the reason for the request and a solution for assisting clients with direct leases and the proposed resolution. Mr. Restucci noticed that YNHS did not respond to the question in the letter that asked what have you done so far with the monies allowed for the program. Mr. Restucci feels as though it's important to learn from

mistakes for the progression of the program and future plans so things are addressed much faster.

*Call for the question: Motion Carried.*

Mr. Leita stated that he would like to know how much 2163 monies will be needed to reimburse YNHS for past Huray grant funding. This will be to reimburse and replace ESG monies for the purposes of funding the Huray grant. The Executive Committee requests and require YNHS to use a master leasing program.

Mr. Leita would again like to voice his concern that the 2163 monies is not a bottomless pit and if we were to honor all previous and existing requests the fund would be down to \$100,000 by fiscal year 2017.

Mr. Martinez asked if the \$200,000 that was initially earmarked for a shelter at Roy's Market could be pulled out to allow some additional funding. Ms. Testerman said that she is still waiting to receive paperwork from Rhonda Hauff (YNHS) or Lowel Krueger (YHA) but still has not received any kind of commitment to this project. Mr. Leita suggests that all old earmarks be removed. Ms. Gonzales stated that she believes that the money that was set aside for Roy's market was approved and that they are in minutes somewhere. Mr. Leita asked who had the authority to approve the money? Mr. Mattson responded that at the time when the money was earmarked it was approved by the Yakima County Homeless Network. Mr. Mattson went on to say that he wrote a letter of support to YNHS, at their request. YNHS has an application in to Washington State Housing Trust Fund for a funding package to start the conversion of Roy's market, subject to terms with the City of Yakima. Mr. Mattson's letter did offer support for the \$200,000 contingent upon the approval of whomever is in charge of the 2163 filing fees, which would be the County at the current time.

Mr. Leita stated that if the \$200,000 was part of the 10-year plan, that is currently 2 years out of date that the County endorsed and signed off on, that plan has expired and those monies were not used prior to its expiration. Although the Executive Director made a verbal commitment to honor that pledge that is something that we need to continue to demonstrate our support and our resolve.

Mr. Mattson stated that his understanding was that they could get the contract modification taken care of, with signatures, working with the County financial services office within a week or two.

OTHER BUSINESS none

PUBLIC COMMENT none

ADJOURN With no other business, Mr. Hodkinson adjourned the meeting at 2:16 p.m.

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES  
December 19, 2016

CALL TO ORDER

John Hodkinson Vice Chairman, called the December 19, 2016 meeting of the YVCOG Executive Committee to order at 1:50pm

ROLL CALL &  
INTRODUCTIONS

Members present: John Hodkinson, Rand Elliot, Dan Olson, Janice Gonzales, Mario Martinez and Maureen Adkison.

Members Absent:

Call in: Jim Restucci

YVCOG staff present: Larry Mattson, Tami Hayward, Jessica Hansen, Chris Wickenhagen, Mike Shuttleworth and Crystal Testerman

Others present: Joan Davenport (City of Yakima); Sara Watkins (City of Yakima) Rhonda Hauff (Yakima Neighborhood Housing Services); Lowel Krueger (Yakima Housing Authority)

A quorum was present.

*\*Indicates notice of absence received prior to meeting.*

APPROVAL OF MINUTES

Mr. Martinez moved to approve the minutes from the November 21, 2016 meeting. Ms. Adkinson 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

*YVCOG 2017 Calendar*

Mr. Mattson presented the 2017 YVCOG meeting calendar. There were no questions or additional dates for further discussion. Ms. Gonzales moved to approve the 2017 strategic plan. Mr. Olson seconded. Motion Carried.

*YVCOG Strategic Plan*

Mr. Mattson presented the 2017 strategic plan. There were no questions for further discussion. Ms. Adkinson moved to approve the 2017 strategic plan. Mr. Olson seconded. Motion Carried. Mr. Mattson noted that this plan is focused on building YVCOG's internal capacity, as far as meeting our members' needs. Future strategic plans will have an external focus and will involve member input.

NEW BUSINESS

*Executive Session*

Mr. Hodkinson announced an executive session as per RCW42.30.110(1)(g) from 2:55pm to 3:15pm for the purpose of reviewing the performance of a public employee. The Executive Session ended at 3:15pm.

*Executive Director's  
Correspondence*

Mr. Mattson reported that YVCOG has had some staffing changes. Mike Shuttleworth has joined the team as the new Senior Planner. Mr. Shuttleworth has been a long time planning director at Benton County.

Mr. Mattson also reported that he plans to remove the interim title from Crystal Testerman and make her the permanent Homeless Program Manager effective today.

Mr. Mattson stated that Ms. Wickenhagen interviewed three potential Junior Planners last week and are currently checking references. Ms. Gonzales asked about the job that Ms. Testerman original applied for, Grant Accountant, and is wondering if someone will be hired for that position. Mr. Mattson explained that Ms. Testerman was originally hired for that position to support the Homeless Program. It quickly became apparent that Ms. Testerman's demeanor, coupled with her experience as a State auditor, lent itself well to

the Program Manager position. She was appointed as the interim manager in October.

Mr. Mattson also reported on letters from the City of Yakima and YNHS and wanted to make sure that the executive committee was aware of them. The Executive Committee stated that they had seen the letters and felt like they had been discussed.

Lastly, Mr. Mattson reported on the Code of Conduct and Conflict of Interest. The Code of Conduct and Conflict of Interest was included in the Executive Committee's packet last month. This month Mr. Mattson is asking the committee members to sign the form and return it prior to the next Executive Committee Meeting.

#### *Approval of Vouchers*

Vouchers were audited and certified by the Auditing Officer as required by RCW 42.24.080, those expense reimbursement claims certified as required by RCW 42.24.090, and have been recorded on a listing which has been made available to the Executive Committee.

As of this date, the Executive Committee approved for payment those claims and payroll vouchers in the list as follows: payroll vouchers numbered DEC-16-001 through DEC-16-006 in the total amount of \$88,375.00, and claim vouchers numbered DEC-16-007 through DEC-16-055 in the total amount of \$74,446.52. Mr. Olson moved to approve the December Vouchers \* Restucci seconded this motion. Motion carried.

#### *Contracts*

Mr. Mattson spoke on the Homeless Program Master Agreement. He stated that this is the contract that will bring the Homeless Program to YVCOG from Yakima County. Mr. Mattson would like to thank Craig Warner and Sue Remer at Yakima County Financial Services for their assistance throughout the 18-month professional service contract. Mr. Martinez moved to approve the Homeless Program Master Agreement and authorize the chair to sign. Ms. Adkison seconded. Motion Carried.

#### *Homeless Program Contracts*

Ms. Testerman reported on the 2016 Extreme Winter Weather Shelter program and requests from the City of Yakima for additional funding of \$130,000 which would go to additional church with beds, an additional warming shelter, and additional hotel/motel vouchers to cover overflow from church shelters.

NOTE: Ms. Gonzales noted that she was also a recipient of additional funding and was concerned about conflict of interest in her Board role regarding this selection, and asked to be abstained from this selection.

Ms. Testerman also reported on the 2017 contracts with Commerce. She stated that YVCOG received a fractional portion of the contracts with Commerce. \$10,000 was for CHG and \$40,000 was for ESG funding. They will amend those contract amounts after they pay the December invoices for the County. As soon as Commerce can close out with the County they will amend our contract amounts. The intent is to establish contracts prior to January to make a smooth transition in January.

Lastly, Ms. Testerman reported on the 2017 contracts with providers which are also being established with a fractional contract of \$1,000. These contracts will also be amended as soon as YVCOG receives final amendments from Commerce.

Ms. Adkison moved to amend the existing Extreme Winter Weather Shelter contracts for an additional \$130,000, the 2017 contracts with Commerce, the 2017 Contracts with Service Providers and authorizes the Chair to sign. Mr. Martinez seconded. Motion carried. Ms. Gonzales abstained from the vote.

#### *Monthly Budget Report*

Ms. Wickenhagen presented the November 2016 Monthly Budget Report\* showing a revenue balance of \$-22,397.76. Mr. Olson moved to approve the monthly budget report. Mr. Gonzales seconded. Motion carried.



*YVCOG Pay Plan*

Mr. Mattson is asking for the adoption of the 2017 pay plan effective January 1<sup>st</sup> of 2017. This was the project that began this last summer that was included in the budget that was approved to the submittal of the General Membership and they approved at the October General membership meeting. This formalizes the adoption of the Pay Plan. Mr. Olson moved to approve the YVCOG Pay Plan. Ms. Adkison seconded. Motion Carried.

*Appoint 2017 Auditing Officer & Alternate Auditing Officers*

Mr. Mattson reported that Resolution 2016-4 authorizes the appointment of Mr. Mattson as the 2017 auditing officer and Christina Wickenhagen and Tamara Hayward as the alternate auditing officers. Mr. Martinez moved to approve Resolution 2016-4. Mr. Olson seconded. Motion carried.

*Advanced Travel Fund*

Ms. Wickenhagen reported on Resolution 2016-5 for consideration to increase the advanced travel fund from \$3,500 to \$5,000. YVCOG would like to increase the travel fund because there has to be a minimum of \$2,500 in the account otherwise the account costs \$25 a month. Also, there have been times when 2-3 employees have been out of the office causing the fund to run low. Mr. Olson moves to approve the increase and authorizes the chair to sign resolution 2016-5. Ms. Gonzales seconded. Motion carried.

*Federal Reimbursement Certification and Signature*

Ms. Wickenhagen reported on Resolution 2016-7 to appoint an official who is authorized to legally bind the non-federal agency for federal reimbursement. This resolution would allow Larry Mattson, Christina Wickenhagen, and Tamara Hayward to all be authorized signers. Mr. Olson moved to approve Resolution 2016-7 and authorizes the Chair to sign. Mr. Elliot Seconded. Motion Carried.

*Homeless Program 5-Year Plan*

Ms. Wickenhagen reported on the Homeless Program's 5-year plan. As discussed last month, Commerce has a document on file that was not vetted through any of the organizations within YVCOG. The Executive Committee wanted YVCOG to move forward with a plan that staff had brought forward. The draft plan was then put out for comment which received a lot of feedback. Once the feedback was received staff went through the plan and addressed any issues brought forward. Staff then took the draft plan to the HPPC and they were not comfortable with moving forward with the plan until they had time to review it. The HPPC requested that the Executive Committee note that they would like to use this as an interim working document and that something will be brought back to you to serve as an approved plan. YVCOG is asking for further direction from the Executive Committee if they choose to allow the HPPC to use the working document because the next steps are for YVCOG to issue an RFP. Without having an approved 5-year plan on file now (or soon), it will be difficult for YVCOG staff and the HPPC to have an RFP out within the first quarter of 2017. In the meantime, the HPPC would like to setup subcommittees to help vet through the draft 5-year plan.

Mr. Krueger, HPPC Chair, stated that his understanding was that the Department of Commerce has a plan on file that is valid until 2020 that the HPPC is perfectly comfortable with. The HPPC passed a motion to adopt that plan at this time and then work through the issues that the HPPC have with the draft plan. Mr. Krueger stated that there are a lot of issues in the plan that they are still not comfortable with. One problem being, that they have not had much time with the draft plan. In fact, the first time seeing (in its current form) was at the last HPPC meeting. They HPPC believe that the Executive Committee should adopt the plan on file at Commerce, at this time, to allow more time for the HPPC to work through any issues that they have with the plan being presented to you right now. The HPPC determined it was worth their while to put together a working group to work through it as quickly as possible so they could move forward with any updates and changes and then bring the plan back to the Executive Committee to be approved.

Ms. Wickenhagen agreed, but stated that the current 5-year plan could not be approved without going through the proper channels. It would first have to go out for public comment and then it would have to be presented to the Executive Committee for approval before the plan could be sent to Commerce. What the HPPC has requested is that we just sit with the document at Commerce, give the HPPC the opportunity to go through the draft plan, and then bring that plan back to the Executive Committee for approval.

Mr. Krueger stated that the HPPC would like to have a working group vet the draft plan and he believes that this new plan could be vetted and made available prior to the January Executive Committee meeting. Mr. Hodkinson asked if the plan would be ready prior to the January meeting so the Executive Committee would have time to review the plan prior to the meeting.

Ms. Wickenhagen stated that, working alongside the County, they feel there will be about a \$105,000 carried forward of the multiple filing fees at the end of this year. Even carrying that amount forward there are other commitments now, contracts with providers until June 2017, and an additional \$130,000 that was just approved for hotel/motel vouchers. If everything was spent that was currently committed at the end of next year, the 2163 funds would be down an additional \$50,000. In the first, two quarters the funds have been obligated. It's quarter 3 and 4 that are not obligated because those contracts have not been approved yet. Ms. Wickenhagen wanted to make sure that everyone was aware that if an RFP went out she would need to know where the funding for that would come from.

Ms. Davenport (City of Yakima) stated that there is a \$500,000 reserve currently set for the homeless program. She feels as though that is a high reserve. She also stated that there are two other projects that money has been set aside for that did not go through an RFP process and that money was just allocated for that. She believes that by stating that there is no money available, is a false statement. Mr. Mattson clarified that YVCOG is not saying that. He stated that YVCOG is just trying to give the big picture so everyone is seeing the numbers that YVCOG is seeing. Yes, there are two projects that have funding ear-marked for them that have never been vetted by the HPPC, which is a good discussion for the HPPC to have at their next meeting. His question to the HPPC is, "Would you like those projects to carry forward or not, or some type of hybrid policy?" Mr. Mattson stated that the reserve policy should also be discussed at the HPPC meeting; if they think it's too large or too small, and then brought back to the Executive Committee with their recommendation.

Mr. Elliot stated that this is a concern to him. While he believes high spending is ok for a short period of time, he believes that the way current spending is going that the HPPC will be out of money in no time. Mr. Olson stated that with all of the emergency spending that has been done for the City of Yakima that he would like things to slow down and he believes that starts with a plan.

Mr. Elliot suggested tabling the item until the next meeting on January 18, 2017. Mr. Restucci seconded the motion. Motion Carried and the item was tabled.

### *Homeless Program*

Ms. Testerman stated that currently there are two fulltime shelters. One is male the other is female and then there is a third overflow shelter. There have been a couple of days now with extremely low temperatures which has caused some higher numbers. According to HMIS, 104 people have been enrolled through the system and approximately 8 have used the overflow shelter.

Ms. Testerman also spoke on the 100-day challenge. She stated that the challenge has finished and they had a celebration in Pasco, WA with their consultant. YVCOG had 26 families at the beginning of the challenge and they believe they have housed 14 of those families. Ms. Testerman believes that the numbers are higher than that though because now on the HMIS system its stating that there are only 6 families left. She stated that the positive thing that has come out of the challenge is that it's really gotten the coordinated entry going and they hope to have a launch date for coordinated entry by February 1<sup>st</sup>.

Ms. Testerman spoke on the Yakima Homeless Network and the Lower Valley Homeless Coalition. She stated that these are two groups that will be updating the HPPC on their progress and how they can assist the HPPC. Annette Rodriguez is the chair for the Yakima Homeless Network and Joan Souders is the chair for the Lower Valley Homeless Coalition.

*General Membership Meeting*

Mr. Mattson reported that the General Membership meeting will be held in Sunnyside, WA on January 18, 2017. The program will be Community Economic Revitalization Board on infrastructure funding. Mr. Restucci made the board aware he will be out of town that meeting but will have his Deputy Mayor available at the meeting.

OTHER BUSINESS

PUBLIC COMMENT

ADJOURN

With no other business, Mr. Hodkinson adjourned the meeting at 3:42 p.m.

Respectfully submitted,

\_\_\_\_\_  
John Hodkinson, YVCOG Vice Chairman

\_\_\_\_\_  
Date signed

ATTEST:

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Jessica Hansen, Office and Communication Specialist



# Housing First

Yakima County's 5-year Homeless Plan



2017 – 2021 Homeless Plan

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## I. INTRODUCTION

This plan has been developed to address the issues of homelessness in Yakima County and give direction to better serving those in need. The five-year plan will accomplish its goals by creating a plan that prioritizes housing first core values-that a person should be housed in safe housing as a primary tool after which services and support will be offered and provided through collaboration and cooperation with service and support providers. Reducing homelessness takes determination, perseverance and collaboration. Our intent is to create solutions that will reduce homeless in Yakima County so that it is BRIEF AND RARE by providing the homeless with better access to safe, decent, and affordable housing.

The Five-Year Plan to address homelessness in Yakima County will accomplish this by: 1) defining core problems facing the residents of Yakima County, 2) identifying gaps in the housing market for low-income and very low-income citizens, 3) assessing additional needs for prevention and service provider assistance for the homeless and at-risk populations, and 4) ensure that people quickly get the help they need to be safe and stable.

The process by which Yakima County will reduce homelessness so that it is Brief and Rare will depend on utilizing the Continuum of Care as follows:

- Outreach, intake, and assessment in order to identify service and housing needs and provide a link to the appropriate level of both;
- Emergency shelter to provide an immediate and safe alternative to sleeping on the streets, especially for homeless families with children,
- Medical Respite Care -- Recuperative Housing for those not sick enough to be in the hospital, and those discharged from the hospital but not well enough to go back to the streets. Medical Respite Care provides medical oversight and health education, care transitions, and discharge planning to and from primary care, inpatient hospital, Emergency Rooms, and supportive housing. Quality Standards have been developed nationally by the National Health Care for the Homeless Council to establish Best Practices for medical respite care.
- Transitional housing with supportive services to allow for the development of skills that will be needed once permanently housed; and
- Permanent and permanent supportive housing to provide individuals and families with an affordable place to live with services if needed.

This is the process by which to move through services.

### CONTINUUM OF CARE (CoC) APPROVED BY THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

#### Homeless Planning and Policy Council:

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Northwest Justice Project  
Yakama Nation Housing Authority  
Rod's House  
Grandview City Council  
Greater Chamber of Commerce  
Catholic Charities

On March 3-4, 2016, the Homeless Planning & Policy Council (HPPC) began its journey to develop a new Five-Year Homeless Plan for the Yakima County. Partners with the HPPC assisted in the development of goals and focus for this plan which included law enforcement, city elected officials, service providers, and a Chamber of Commerce representative. The issues around homelessness are complex and multi-faceted and with this in mind, the group determined Bold Steps are necessary to achieve their vision: To Reduce Homelessness within Yakima County so that it is Brief and Rare. The Strategic Planning Committee believes this vision will be realized by successfully taking these Bold Steps to achieve the specific goals identified within this plan.

## **VISION**

**To Reduce Homelessness in Yakima County so that it is Brief and Rare.**

## **VALUES**

- **Human Dignity**

A person who is homeless should have the right to an adequate standard of living, the right to education, the right to liberty and security of the person, the right to privacy, the right to social security, the right to freedom from discrimination, the right to vote, and all other rights provided to all U.S. Citizens.

- **Resiliency**

Recognize the strengths and resiliency of those experiencing homelessness. The homeless are resilient, capable and adaptable and should be given opportunities to be involved in every level of advocacy, outreach, and planning.

- **Nonjudgmental, Respectful & Responsive to the needs of the homeless community**

- **Transparency**

Remain direct and transparent in our approach to address the housing crisis

- **Inclusive and engaging**

Provide proactive services that are inclusive and strengths-based

## **PLAN PURPOSE**

The overall purpose of this Plan is to **work together as a community to make homelessness a Brief and Rare occurrence in Yakima County through an efficient and effective homeless response system that prioritizes and focuses on putting people into stable housing first.**

The Homeless Planning and Policy Council (HPPC) analyzed the needs of homeless people in Yakima County by reviewing:

- Homeless Point-In-Time (PIT) data
- Annual report distributed by the Department of Commerce
- Homeless Management Information System (HMIS) data
- Service provider survey results

- Homeless individuals survey results
- Stakeholder workshops
- Meetings with elected officials
- National evidence-based practices.

To achieve making homelessness brief and rare, the Council will utilize the following tools:

- Data analysis
- Needs assessment
- Coordination and linkage of resources to avoid duplication
- Community-wide collaborative approaches.

The included Action Plan is intended to address homelessness by promoting a continuum of housing and support services that augment individual and family stability, resiliency, and economic independence.

Additional objectives of this plan are to create a:

- **Blueprint for Implementation:** A clear and concise agreement about the strategy to reduce homelessness.
- **Tool for Advocacy:** An informational focal point to inspire local advocacy and leadership to embrace homelessness as a priority for action.
- **Reference for Funders:** An articulation of the community's priorities for funding, ensuring that these priorities meet the Federal, State, and local requirements that the funded programs are in alignment with the community's homelessness plan.
- **Collaboration:** Ensure that cities, counties and business communities have the opportunity to work together towards one goal.

#### **SCOPE OF PLAN – per Department of Commerce Guidelines**

This plan addresses issues of homelessness throughout Yakima County, including:

- Current demographics of homelessness in Yakima County
- Resources available and current needs and gaps, and
- An action plan that outlines the goals, strategies, and action steps that will be used over the next five years to address homelessness.

#### **BARRIERS**

Despite significant improvements in the provision of housing and services to people experiencing homelessness, and a vastly improved capacity over the last 10 years, the planning process revealed specific barriers and gaps within our community's capacity to assist all people experiencing homelessness. These barriers and gaps are the underlying causes of Yakima's inability to meet the needs of all homeless residents at this time. They include:

- Funding restrictions
- Limited capacity – both in housing stock and providers' limited ability to enhance services

#### **GAPS IN HOMELESS HOUSING AND SERVICES**

The following needs and gaps in housing resources have been identified:

- Emergency shelter for single men, men with children, couples, households with pets, and large families
- Housing and services for homeless individuals entering the community from jails, correctional facilities, foster care, hospitals, mental institutions, and those who are chronically unsheltered.
- Emergency Overnight shelter



- Housing First/Harm Reduction housing (for chronically unsheltered and other high-needs populations)
- Additional units of Permanent Supportive Housing
- Additional units of Medical Respite Care to provide medical oversight for sick and injured homeless individuals.
- Coordination of case management both between homeless providers and other systems of care
- Resident outreach and communication
- Integration of planning efforts

### **ULTIMATE GOALS OF PLAN**

This Homeless Housing Plan includes the strategy to implement a Housing First model comprised of the following four goals with supporting strategies and action steps.

- 1) **Make homelessness brief and rare** (by providing rapid re-housing and accompanying case management services for all non-chronically homeless households).
- 2) **Expand and Diversify Funding**
- 3) **Create and Implement Outreach, Advocacy and Engagement Plan**
- 4) **Engage and provide permanent supportive housing for the chronically homeless.**

## **II. BACKGROUND**

### **HOMELESSNESS AMONG OUR NEIGHBORS**

According to the 2016 Point-In-Time Homeless Count, on any given day there are estimated to be nearly 600 people living on the streets, in vehicles, in shelters, in transitional housing, or with friends and family in temporary situations. Homelessness happens to people of all ages, genders, education levels, races, income levels, and household types. It happens to good people in our community who work hard to be self-sufficient but live on the brink of economic instability. Health issues, poor credit, job loss, family break-up, domestic violence, mental illness or substance use disorders can also push people into homelessness. Whatever the underlying reason for their homelessness, they are in crisis. Visible or hidden, everyone deserves a safe and decent place to live.

### **CAUSES OF HOMELESSNESS**

Homelessness was a relatively rare phenomenon until the 1980s, when many economic and social changes converged to cause its dramatic rise. Top reasons for homelessness in Yakima found during the 2016 Point in Time Count include:

- Alcohol/drug use
- Unable to pay rent or mortgage
- Family breakup or crisis
- Job loss

Ultimately, homelessness is a result of many societal factors that create financial instability and inability to afford housing: lack of affordable housing, inter-generational poverty, expensive health care costs, lack of living-wage jobs, lack of education and training, severe mental illness, and substance use disorders. Addressing homelessness is, essentially working backwards or “up-stream” attempting to fix the conditions that lead to homelessness and then providing individualized social supports to address the underlying social issues facing each individual household.

## **PRIORITY POPULATIONS:**

1. Chronically Homeless (including chemical dependency and mentally ill) –
  - a. A person who is “chronically homeless” is an unaccompanied homeless individual with a disabling condition, who has either been continuously homeless for a year or more; or has had at least four episodes of homelessness in the past three years. In order to be considered chronically homeless, a person must have been sleeping in a place not meant for human habitation and/or in an emergency homeless shelter.
  - b. A disabling condition is defined as a diagnosable substance use disorder, a serious mental illness, a developmental disability, a chronic physical illness, or a disability including the co-occurrence of two or more of the previously mentioned conditions. A disabling condition limits an individual’s ability to work or perform one or more activities of daily living.
2. Homeless Veterans
3. Homeless Families with Children (including victims of Domestic Violence)
4. Homeless Unaccompanied Youth
5. Homeless Elderly over the age of 62

## **SOCIAL IMPACT OF HOMELESSNESS: THE COST OF DOING NOTHING**

Homelessness not only has huge impacts on the individuals experiencing it, it is also expensive for our community. Homelessness almost always escalates an already unstable family situation. Youth and adults with mental illness or drug and alcohol problems get worse when they do not have stable housing to get the behavioral and/or medical attention they need.

Homelessness costs our community in other ways, as well. Each year, Yakima County residents’ tax dollars are spent caring for homeless people through our emergency services – including 911, emergency rooms and clinics, law enforcement, fire and rescue units, jails, detoxification programs, public health system, the judicial system and more. The estimated “hidden” expense of supporting a homeless person in this piecemeal manner is approximately \$40,000 per year.

Homelessness also has a particularly troubling impact on children. Homeless children often are impacted by adverse childhood experiences (ACEs) resulting in impediments to growth and development and overall weak performance in school. Numerous studies have found that housing instability and homelessness result in lower academic performance, increase the chances of repeating a grade, and reduce high school completion rates. Homelessness also puts children at greater risk of serious physical health problems. All of these factors contribute to perpetuating the cycle of homelessness.

## **III. YAKIMA COUNTY HOMELESSNESS**

### **DEMOGRAPHICS**

Understanding the scope of homelessness in Yakima County is an important step in developing key strategies to address it. Homelessness is an extremely complex social challenge and requires significant community investments to create an impact. There is a constant flow of people becoming homeless while others move out of homelessness into housing. Many may only experience one episode of homelessness, while others may experience multiple episodes over several years or remain homeless for many years. Fortunately, we have better data and statistics on the homeless population to guide our efforts. Although we have better and more complete data than in years past, there are always variables to take into account in acknowledging that there may be more homeless individuals and families than are indicated in the statistics.

- The face and composition of homelessness is ever evolving. Each day new households enter into homelessness and each day homeless households are re-housed and regain self-sufficiency.

- Due to the ongoing stigmatization of being homeless, many individuals and households either do not self-identify as homeless and do not seek services, or simply do not admit to being homeless. Our data collection efforts require voluntary participation, so households that do not seek services or volunteer to be counted in our homeless census are not included in statistical gathering.
- Data about homelessness gathered from different sources does not necessarily provide a consistent picture, since homelessness may be defined differently or data collected differently.

Data about Yakima County homelessness is collected in two primary ways through the efforts of the social service and housing providers who work with people experiencing homelessness.

### POINT IN TIME COUNT

Point in Time Count (PIT) is required by the Department of Commerce and HUD in order to receive homeless grant funding. The information from the count is compiled and submitted to Washington State and is used locally for evaluation and planning purposes. The PIT surveys sheltered and unsheltered people experiencing homelessness during the fourth week of January during a specific 24-hour period in all Washington counties. Yakima County has conducted an annual Point in Time Count of the homeless since 2005. The PIT count provides limited information about the full scope of homelessness, because external factors affect the results: weather, volunteers, and the social stigma of homelessness. However, the PIT count provides a large sample, from which we can extrapolate general information about our homeless population, including reasons for homelessness. While the HUD sponsored PIT count is our official count, it is only as accurate as the participation rate. HUD has projected for every person counted during the annual PIT count, two additional persons go uncounted.

The 2016 PIT Count revealed the number of homeless in Yakima County as follows:

• Yakima	465
• Wapato	46
• Toppenish	31
• Granger	10
• Sunnyside	16
• Grandview	7
• Selah	3

### HOMELESS MANAGEMENT INFORMATION SYSTEM

The second tool that is used to collect information about homelessness in Yakima is the Homeless Management Information System (HMIS). This is a federally-mandated and state-managed database of information that is required to be collected by homeless housing and service providers who receive funding from Washington State Department of Commerce and/or HUD McKinney-Vento Act funding. The database provides information about every client who receives homeless assistance provided by these programs. (Faith-based or privately-funded programs are not required to participate, though some of these programs still choose to do so.)

Yakima County HMIS providers share a common enterprise of the state's HMIS system – service providers share one database so they can share and see what services homeless residents in Yakima County are receiving, and are able to coordinate services among the providers. This also reduces duplication of data entry among providers and avoids repetition of collecting eligibility information from clients who have previously registered for services from another homeless services provider.

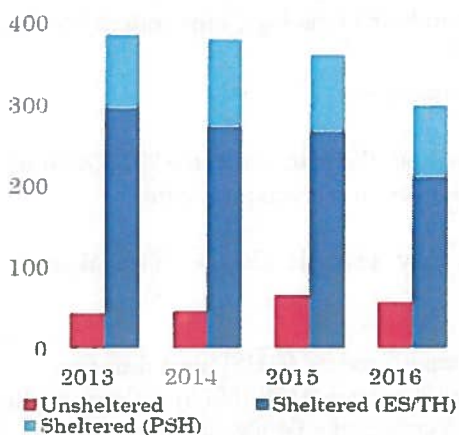
Significant providers of homeless services in Yakima County do not participate in the shared HMIS system, either due to philosophical reasons, concern for client confidentiality (youth, domestic violence), or lack of infrastructure to participate and no requirement to do so.

Required HMIS data includes demographic information such as gender, age, prior living situation, last permanent address, length of time homeless, education level, ethnicity, and family composition. (Clients must provide signed consent to have identifying information entered into the system.) When a client enters a particular housing or homeless service program, information about their participation in the program is also recorded in HMIS. Client identifying information is not shared as part of the Point in Time Count report information.

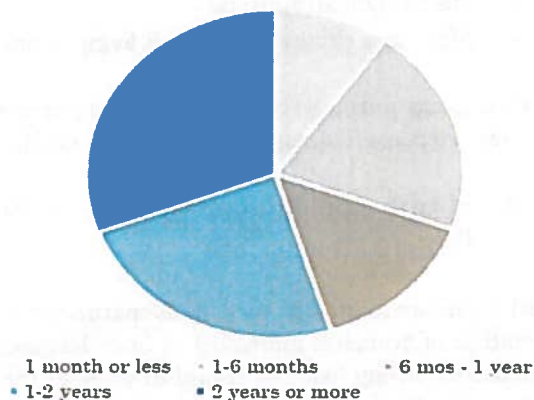
HMIS information is used at the state level to develop state-wide statistics and models. At the local level it provides accurate information about clients who access services. Its limitation is that clients, who are not using services, either by choice or because needed services are not available, are not included. Thus, it provides limited or no information about under-served populations or gaps in service.

**BRIEF: How long are people homeless?**

*Chart 1.2 2016 Homeless Households*



*Chart 2.3 – Sheltered Count Individuals by Duration of Homelessness*



It is important to note that duration of homelessness includes not just the time spent in a housing program, but also the (sometimes substantial) length of time spent homeless and unsheltered or couch surfing prior to entry into a housing service. In spite of this factor, nearly a third of the emergency shelter and transitional housing population has been homeless for less than 6 months (31%). Unlike prior years, more than half of those counted as part of the outreach count has been homeless for a year or more (55%).

Shorter stays in temporary housing are considered to be better for building long-term stability. In addition, when people regain permanent housing faster, more people are able to be served with the limited temporary housing resources. HUD sets the goal of less than 20 days in emergency shelter.

This data does not include people who are unsheltered and are NOT seeking services – often these individuals experiencing “chronic homelessness” are unsheltered for extended periods of time (1+ years) or repeatedly over the course of many years.

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## **Additional Data / Information Available about Homelessness in Yakima County:**

A complicating factor to understanding the true picture of homelessness is attributed to the fact there is no single federal definition of homelessness in the United States. Two additional programs and definitions describe our communities in Yakima County, and each report varying magnitudes of homelessness:

### **1. Education**

The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence." The act provides examples of children who would fall under this definition:

- Children and youth sharing housing due to loss of housing, economic hardship or a similar reason;
- Children and youth living in motels, hotels, RV parks, or camp grounds due to lack of alternative accommodations;
- Children and youth living in emergency or transitional shelters;
- Children and youth abandoned in hospitals;
- Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc);
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations; or
- Migratory children and youth living in any of the above situations.

Yakima County schools count and report homeless children throughout the year, and in the 2015-2016 school year reported approximately 800 homeless children and families known in our school systems.

### **2. Health and Human Services / Bureau of Primary Health Care – The Bureau of Primary Health Care**

Health centers funded by the U.S. Department of Health and Human Services (HHS) use a different definition of homeless individual. A homeless individual is defined in section 330(h)(4)(A) as "an individual who lacks housing (without regard to whether the individual is a member of a family), including an individual whose primary residence during the night is a supervised public or private facility (e.g., shelters) that provides temporary living accommodations, and an individual who is a resident in transitional housing." A homeless person is an individual without permanent housing who may live on the streets; stay in a shelter, mission, single room occupancy facilities, abandoned building or vehicle; or in any other unstable or non-permanent situation. [Section 330 of the Public Health Service Act (42 U.S.C., 254b)] An individual may be considered to be homeless if that person is "doubled up," a term that refers to a situation where individuals are unable to maintain their housing situation and are forced to stay with a series of friends and/or extended family members.

In addition, previously homeless individuals who are to be released from a prison or a hospital may be considered homeless if they do not have a stable housing situation to which they can return. A recognition of the instability of an individual's living arrangements is critical to the definition of homelessness. (HRSA/Bureau of Primary Health Care, Program Assistance Letter 1999-12, Health Care for the Homeless Principles of Practice). Formerly homeless individuals who are living and supported in Permanent Supportive Housing are also considered homeless so long as they continue to receive supportive services by an HCH provider. Yakima Neighborhood Health Services is the designated HCH provider in Yakima

County, and has consistently, since 2007, reported over 2,200 unduplicated users of health services from homeless residents of Yakima County. Many of these residents are now in Permanent Supportive Housing.

**RARE: How many people experience homelessness?**

**At a Point in Time**

The Point in Time Count provides information about homeless households who choose to participate in a survey on one particular day, regardless of whether they are seeking or receiving services, and includes individuals who are sheltered and unsheltered, by federal definition. The Homeless Management Information System provides information only about clients who seek and access services.

The following table shows data compiled from annual Point-In-Time count from 2010-2016.

**Table 1.1 Homeless Individuals**

	2010	2011	2012	2013	2014	2015	2016
Unsheltered	83	61	53	47	47	72	64
Sheltered (ES/TH)	424	399	472	516	486	466	348
Sheltered (PSH)	115	150	178	132	168	150	168
	622	610	703	695	701	688	580

ES – Emergency Shelter      TH – Transitional Housing      PSH – Permanent Solutions Housing

The numbers of unsheltered individuals who have been counted in the annual Point in Time Count have declined between 2010 and 2016 by 23%. This decrease in the number of homeless counted may be due to several factors, likely reflecting new funding for services and facilities.

- In 2016, more than half of those counted in the PIT count, 60%, were being served by current facilities, staying in an emergency shelter or in transitional housing.
- 29% were living with family or friends, considered to be unstable housing situations.
- 11%, or 64 individuals, were not being served by current homeless housing programs and were living in situations not meant for human habitation, such as abandoned buildings, encampments on private and public property, on the streets, or in their cars.
- Data also shows that children under the age of 18 are a significant proportion of the homeless population-- 38% of the total shelter count population.

**IV. THE HOUSING CRISIS**

**AFFORDABLE HOUSING CRISIS**

Many factors contribute to homelessness, but in most situations the underlying cause is the gap between income and the cost of available housing. Housing is considered “affordable” when it costs no more than 30% of household income. In Yakima, housing costs are well beyond the affordability of low-income households, particularly single-adult households or households with children, where an adult must provide childcare. See Appendix II.

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- Affordable rent for a person earning minimum wage is \$477
- In Yakima, the estimated mean renter wage is \$11.26; making \$586 an affordable rent with a single wage-earner.
- For a household of any size earning 30% or less of Area Median Income (\$22,380), affordable rent would be no more than \$560.
- Yakima fair market rent (FMR) for a two-bedroom apartment is \$769 (statewide: \$1,128). The annual household income needed to make this affordable is \$30,760, or \$15.26 per hour.

<b>Final FY 2015 FMRs By Unit Bedrooms</b>				
<b>Efficiency</b>	<b>One-Bedroom</b>	<b>Two-Bedroom</b>	<b>Three-Bedroom</b>	<b>Four-Bedroom</b>
\$490	\$597	\$769	\$1,027	\$1,240

### PROGRESS AND INNOVATION

When individuals or families are in danger of becoming homeless, or have already lost their housing, the goal is to get them into housing and provide services that best meet their needs as quickly as possible. This “homeless response system” involves many organizations, a diverse set of programmatic tools, and multiple funding sources. Ten years after the initial legislation, Yakima has made progress in many areas, adding additional units of subsidized housing and temporary housing beds, as well as adding supportive services and programs.

Data reported on the annual Department of Commerce Housing Inventory Chart (HIC) shows what housing resources are available to combat homelessness in the County:

<b>Homeless Housing Options</b>	<b>Capacity (total beds)</b>
Emergency Shelters (ES)	355
Emergency Shelters (ES) - Domestic Victims only	59
Transitional Housing (TH)	205
Transitional Housing (TH) - Veterans	11
Permanent Supportive Housing (PSH)	128
Permanent Supportive Housing (PSH) - Veterans	118
Other Permanent Housing	77
<b>Total</b>	<b>953</b>

### EFFICIENCY OF THE RESPONSE SYSTEM

A critical aspect of the [McKinney-Vento Homeless Assistance Act](#), as amended, is a focus on viewing the local homeless response as a coordinated system of homeless assistance options as opposed to homeless assistance programs and funding sources that operate independently in a community. To facilitate this perspective, the Act now requires communities to measure their performance as a coordinated system, in addition to analyzing performance by specific projects or project types.

The Act has established a set of selection criteria for HUD to use in awarding CoC funding in section 427 that require CoCs to report to HUD their system-level performance. The intent of these selection criteria are to encourage CoCs, in coordination with ESG Program recipients and all other homeless assistance stakeholders in the community, to regularly measure their progress in meeting the needs of people experiencing homelessness in their community and to report this progress to HUD.

Since 2005, tremendous progress has been made to improve the efficiency of the housing and services delivery system. The **Point in Time Count** has been conducted in coordination with a low-income services fair, **Project Homeless Connect**. This consistency, in addition to a stable planning committee, has resulted in more similarity in methodology from year to year. Project Homeless Connect provides services not only to homeless individuals and families, but also “near homeless”, connecting individuals and families to resources in their communities that prevent homelessness through rental and utility assistance, weatherization programs, consumer credit counseling, Basic Food, Veterans Benefits, entitlement program outreach, health coverage assistance, etc.

Department of Housing and Urban Development and Washington State Department of Commerce required implementation of the **Homeless Management Information System (HMIS)**, which requires certain data to be collected about all clients receiving homeless housing and services that are funded through federal, state, and local homeless grants. This information is used to produce high-level reports to evaluate the outcomes of homeless housing and service providers. Yakima has fully implemented HMIS among all required homeless service providers.

Many years of work has gone into designing a **coordinated entry system** for Yakima County, wherein all residents seeking assistance with housing or homeless services are greeted, assessed, and referred through a single access point.

The American Recovery and Reinvestment Act passed by Congress in 2009 provided significant investment in eviction prevention and rapid rehousing programs; this program and its successors provide assistance in the form of short-term **rental and mortgage assistance**. Assistance with **utilities costs** is provided through a Low Income Home Energy Assistance Program (LIHEAP) and partnerships with local utilities companies. Other programs provide funding for minor home repairs for extremely low-income households to rectify health and safety issues that might result in homelessness. **Weatherization programs** help low-income households to reduce utilities costs through small grants to improve energy efficiency. Other strategies provide **job training, financial literacy, and links to education opportunities**.

#### INCREASED SUBSIDIZED HOUSING UNITS

Each type of housing in the subsidized housing continuum plays a key role in moving people from homelessness to self-sufficiency. A description of homeless housing options available in Yakima County include:

- **Emergency shelters (ES)** provide immediate relief from homelessness and the opportunity for service providers to assess the needs of each individual (usually 90 days or less).
- **Transitional housing (TH)**, with supportive services, provides the time needed for a homeless household to get stabilized (usually limited to 24 months).
- **Permanent supportive housing (PSH)** is needed for individuals who are unable to achieve and sustain economic self-sufficiency.

Affordable housing is a necessary option for many low-income people in our community, whether they've experienced homelessness or not. Due to the continuing shortage of emergency shelter beds, creative short-term methods have been implemented, such as short-term indoor tent cities, safe car parks, and severe weather shelters. This plan supports increasing the inventory for emergency shelters, transitional housing, and permanent supportive housing to provide more housing options and alleviate the needs for emergency measures.

Yakima County adopted the use of **Rapid Re-housing** programs (supported by national studies) that provide a brief and graduated subsidy to homeless households, placing them in permanent housing as quickly as possible while providing short-term supportive services. Rapid rehousing has proven successful for



households with few barriers to self-reliance. It should be recognized the majority of Yakima County's homeless residents have many barriers and are not suited to the short-term Rapid Re-housing model.

Increasing access to private market units has also recently become a focus with local landlords to provide incentives for renting to "hard to serve" households.

### Subsidized Housing

	Washington	Yakima County
Number of subsidized units	84,694	1,868
Average monthly rent for subsidized units	\$322	\$282
Average household income for subsidized households	\$12,555	\$11,520
Households where wages are the major source of income	19%	16%
Households where welfare is the major source of income	7%	6%
Households where some other source is the major source of income	74%	78%
Average subsidized household income as percent of area median income	21%	26%
Average months on waiting list	23 months	13 months

Source: U.S. Department of Housing and Urban Development (HUD), A Picture of Subsidized Housing, 2013 (Note: subsidized units counted here include Public Housing, Housing Choice Vouchers, Moderate Rehabilitation, Section 8 New Construction/Substantial Rehabilitation, Section 236, LIIFTC, and other federally-subsidized multifamily housing.)

### INCREASED SUPPORTIVE SERVICES

Housing alone is usually not enough to enable people to make this transition from homelessness to stable housing. Supportive case management services provide assistance and skill-building to overcome the crises and dire circumstances that cause homelessness. Progress has been made in providing supportive services in a variety of areas, such as **legal services, job counseling, initiatives to improve income, training and placement, homeless childcare, "ready to rent" classes, financial literacy classes, and behavioral health services.** However, expanded access to all of these services is needed to meet the demand.

#### SERVICES INCLUDE, BUT ARE NOT LIMITED TO:

- Permanent Supportive Housing
- Respite Care
- Transitional Housing
- Emergency Shelter
- Case Management for Self-Sufficiency

## V. FUNDING PLAN AND PROGRAMS:

### EXISTING FUNDING SOURCES

In order to fund these programs Yakima County housing and services providers annually rely on a number of federal, state, local and private funding sources of funds. There are some sources specifically "targeted" towards the homeless; these funds are restricted to services and projects which directly benefit homeless individuals and families and others with special needs. Programs such as HUD funded programs are not funded through this plan and are distributed to the community directly via service providers.

The current award contracts targeted to the homeless are *approximately* as follows:

• Local Filing Fee Revenue (2163 Funds) – Yakima County	\$750,000
• Consolidated Homeless Program (CHG) – State	\$303,677
• Emergency Solutions Grant (ESG) – Federal	\$524,554
• Housing and Essential Needs (HEN) – State	\$337,467
Restricted for:	
- Rental Assistance	
- Monthly Housing Costs and Essential Needs Items	
- Individuals who are homeless or at imminent risk of homelessness with a temporary disability.	
- Requires a referral from DSHS (225 enrollments)	
TOTAL	\$2,687,737

## VI. ACTION PLAN

We will work together as a community *“To Reduce Homelessness in Yakima County so that it is Brief and Rare”* through an efficient and effective homeless response system.

Despite strong leadership and a diversity of existing resources, homelessness is still a persistent issue in Yakima County, illustrated by the current demographics of homelessness. This is due to specific barriers and gaps that represent some of the underlying causes of our inability to meet the needs of ALL homeless residents.

Yakima Valley Conference of Government and the Homeless Planning and Policy Council identified **three bold steps** that constitute the critical path to Reducing Homelessness so that it is Brief and Rare in the Yakima County with the ultimate goal of improving our response system and engaging our community.

**Bold Step #1: Engage with and provide permanent supportive housing for the chronically homeless.**  
**Bold Step #2: Create and Implement Outreach, Advocacy and Engagement.**  
**Bold Step #3: Expand and Diversify Funding**

Specific goals and tasks including responsible parties and expected time frame to achieve each goal are listed below in Appendix A. Because many of the strategies are closely related, some of the action steps support more than one strategy. This plan is not intended to be a comprehensive list of the existing strategies and programs already in place in our county. Instead, it anticipates that the existing continuum of housing and homeless services that has been developed over the last decade is maintained, with improvements that reflect evidence-based practices. This plan also does not enumerate every possible action step that could be implemented; instead it focuses on achievable action steps that are needed to fill identified gaps in housing and services.

## VII. MEASURING SUCCESS

It will be important to measure this plan’s success by setting measurable targets. Per Department of Commerce Guidelines, measurable targets will include:

1. Achieving functional zero for unsheltered homelessness by June 2018 for at least **two** subpopulations,  
**or**
2. Increasing from the baseline percent the number of served unsheltered homeless households in temporary or permanent housing programs by 10 percentage points by June 2018.

## RESOURCES

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### ACRONYMS

2163	Local recording filing fees
CHG	Consolidated Homeless Grant
CoC	Continuum of Care
ESG	Emergency Services Grant
HB	House Bill (of the Washington State legislature)
HMIS	Homeless Management Information System
HOME	Although capitalized, this is not an acronym.
HUD	U.S. Department of Housing and Urban Development
NOFA	Notice of Funds Available
YVCOG	Yakima Valley Conference of Governments
WA	State of Washington
WA Commerce	Washington State Department of Commerce.

### REFERENCES

<http://livingwage.mit.edu/counties/53077>

[https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2015\\_code/2015summary.odn](https://www.huduser.gov/portal/datasets/fmr/fmrs/FY2015_code/2015summary.odn)

PITstakeholder\_report2016.pdf

Department of Commerce 2015 Annual Report

[www.commerce.wa.gov/housingneeds](http://www.commerce.wa.gov/housingneeds)

**APPENDIX A**

**OBJECTIVE: Reduce Homelessness in Yakima County so that it is BRIEF and RARE**

<b>Goal 1: Utilize a Coordinated Entry, Assessment and Referral System</b>			
<u>Tasks</u>	<u>Responsible Party(ies)</u>	<u>Start Date</u>	<u>Completed</u>
1.1 Design, implement and utilize an efficient Coordinated Entry System (CES)	HPPC, I-team, and YVCOG	Launch Date January 2017	
1.2 Simplify personal identification requirements for clients accessing programs and services	Homeless Service Providers, HPPC, I-team	1/1/2017	
1.3 Track available housing utilizing the Housing Inventory Chart (HIC)	YVCOG, Homeless Service Providers, Coordinated Entry Entity	2016	
1.4 Tailor centralized intake services to individuals and families in need	Homeless Service Providers, Coordinated Entry Entity	1/1/2017	
1.5 Direct necessary resources to establish and maintain a successful coordinated entry system	HPPC, YVCOG	1/1/2017	
1.6 Use Vulnerability Index (VI-SPDAT) to prioritize services (highest need receives top priority)	Homeless Service Providers, monitored by YVCOG	1/1/2017	
1.7 Utilize a Coordinated Entry Entity to provide oversight and maintain a coordinated intake, assessment and referral system.	Third Party Coordinated Entry Entity?	1/1/2017	
1.8 Ensure provider use of the Coordinated Entry System	YVCOG	1/1/2017	
1.9 Improve outreach to identify homeless clients and encourage participation in services through Coordinated entry.	Homeless service providers	ongoing	
<b>Goal 2: Coordinate funding for Homeless Programs</b>			
<u>Tasks</u>	<u>Responsible Party(ies)</u>	<u>Start Date</u>	<u>Completed</u>
2.0 Provide ongoing information to YVCOG Board of Directors about homelessness and provision of services in Yakima County	Homeless Service providers, HPPC	1/1/17	
2.1 Develop clear and predictable funding criteria for programs throughout the Valley in order to distribute funds in an equitable manner utilizing a Call for Projects (CFP) and detailed uniform Request for Proposals (RFPs)	YVCOG with recommendation from HPPC's RFP subcommittee	2016	
2.2 Develop and implement an established cycle for submitting funding requests for programs with a standing calendar of anticipated funding deadlines	YVCOG with recommendation from HPPC's RFP subcommittee	2016	

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2.3 Prioritize funding requests by scoring applications based on a pre-determined rubric to maintain consistency with this 5-Year Plan, as adopted	YVCOG with recommendation from HPPC's RFP subcommittee	1/1/2017	
2.4 Respond appropriately to Emergency Situations:	YVCOG with recommendation from HPPC's RFP subcommittee	2/1/2017	
2.4 a Define what qualifies as a "Homeless Emergency (i.e. an UNEXPECTED and potentially dangerous situation).	YVCOG with recommendation from HPPC's RFP subcommittee	3/1/2017	
2.4 b Develop a Plan that ensures a timely response to emergent community situations that merit immediate funding.	YVCOG with recommendation from HPPC's RFP subcommittee	4/1/2017	

**Goal 3: Develop additional Shelter beds with access to services and maintain existing resources**

<u>Tasks</u>	<u>Responsible Party(ies)</u>	<u>Start Date</u>	<u>Completed</u>
3.1 Support existing shelter programs, including Cold Weather Emergency Shelter	Homeless Service Providers, HPPC, and YVCOG	2016	
3.2 Encourage increased utilization of existing shelter services when appropriate for individuals	Homeless Service Providers, HPPC, and YVCOG	2016	
3.3 Obtain additional existing indoor location(s) for low barrier shelter	Homeless Service Providers	2016	
3.4 Support potential capital projects for building low barrier permanent supportive housing that is in line with this 5-year plan	YVCOG, HPPC, private investors	2017	
3.5 Provide daytime shelter(s) and common areas for homeless persons that create a safe environment	Homeless Service Providers	2016	
3.6 Increase Medical Respite capacity to meet community demands for recuperative care of homeless needing medical oversight.	Homeless Service Providers, HPPC	2017	
3.7 Establish consistent emergency shelter options including interim emergency measures.	Homeless Service Providers, HPPC, Cities	2017	

**Goal 4: Create additional Rapid Re-Housing options to provide a transition from homeless shelter to more permanent housing**

<u>Tasks</u>	<u>Responsible Party(ies)</u>	<u>Start Date</u>	<u>Completed</u>
4.1 Work with landlords to gain acceptance to participate in this program with existing housing	Homeless Service Providers	1/1/2017	
4.2 Support construction of new low income housing with appropriate program supervision	YVCOG, HPPC, and Homeless Service Providers	3/1/2017	

4.3 Work with the owners of existing motels, single room occupancy and other existing structures	Homeless Service Providers	2016	
4.4 Provide funding for case management related to the human service needs of those in the Rapid Re-housing programs	YVCOG, HPPC, and Homeless Service Providers	2016	
4.5 Improve affordable housing by working with landlords to close the gap between average rent and median wages. In Yakima County 51% of renters pay more than 30% of their income toward housing costs.	HPPC, and Homeless Service Providers	1/1/17	

**Goal 5: Expand Permanent Supportive Housing options and prioritize services and housing for chronic homeless families and individuals using Coordinated Entry**

<u>Tasks</u>	<u>Responsible Party(ies)</u>	<u>Start Date</u>	<u>Completed</u>
5.1 Promote Housing First as a model of care. We encourage providers to obtain Housing First Certification through CSH.	Homeless Service Providers	1/1/2017	
5.2 Coordinate services to place individuals into drug and alcohol rehabilitation programs and housing	Homeless Service Providers and Coordinated Entry Entity	1/1/2017	
5.3 Coordinate services to address special needs of veterans into appropriate housing and programs	Homeless Service Providers and Coordinated Entry Entity	1/1/2017	
5.4 Support existing programs and housing to address the special needs of the chronic homeless	Homeless Service Providers	2016	
5.5 Coordinates services for youth into appropriate housing and programs	Homeless Service Providers and Coordinated Entry Entity	1/1/2017	
5.6 Coordinate PSH services so access to mental health benefits are available	Homeless Service Providers	1/1/2017	

**Goal 6: Facilitate continued data collection efforts and share data between all programs**

<u>Tasks</u>	<u>Responsible Party(ies)</u>	<u>Start Date</u>	<u>Completed</u>
6.1 Use HMIS data and processes – continue to promote the shared enterprise of a county-wide HMIS database.	Homeless Service Providers and Coordinated Entry Entity	2016	
6.2 Support Point in Time data collection efforts and improve accuracy	HPPC, YVCOG and Homeless Service Providers	1/1/2017	
6.3 Obtain additional data on youth when available	YVCOG, Family and Youth Service Providers, State HYP Office	1/1/2017	
6.4 Create and utilize visual reports/aides to provide transparency of program performance of clients being served	YVCOG	3/1/2017	

<b>Goal 7: Prevent Homelessness when possible</b>			
<b>Tasks</b>	<b>Responsible Party(ies)</b>	<b>Start Date</b>	<b>Completed</b>
7.1 Support affordable housing initiatives for new construction of very low income units such as accessory or efficiency housing	HPPC, YVCOG and Homeless Service Providers	1/1/2017	
7.2 Support programs to provide rent assistance or eviction assistance when warranted	HPPC, YVCOG and Homeless Service Providers	2016	
7.3 Support and increase landlord tenant counseling	Homeless Service Providers	3/1/2017	
7.4 Coordinate services of rehabilitation of existing housing units to keep low income and senior citizens in their homes as long as possible	HPPC, YVCOG and Homeless Service Providers	2016	
7.5 Support case management to reconnect clients with family members at imminent risk of homelessness to enhance family stability and alternative living situations, including victims of Domestic Violence.	Homeless Service Providers including Case Management Service providers	2016	
7.6 Participate in re-entry programs so individuals discharged from correctional institutions have necessary supports in place.	Homeless Service Providers including Case Management Service providers	1/1/2017	

<b>Goal 8: Build the Community and Political commitment to end homelessness in our County</b>			
<b>Tasks</b>	<b>Responsible Party(ies)</b>	<b>Start Date</b>	<b>Completed</b>
8.1 Develop understanding and information to foster a community voice and consistent message on issues related to homelessness	HPPC, Faith Community, Concerned Individuals, Chamber of Commerce and Local Businesses	2/1/2017	
8.2 Engage political leaders to participate in creating solutions for addressing the causes of homelessness as well as programs to assist those individuals	HPPC, YVCOG, and Homeless Service Providers	4/1/2017	
8.3 Engage and use the business community as well as faith based organizations to lead in support of programs and solutions that address homeless issues	HPPC, YVCOG General Membership, Concerned Individuals, and Faith Community, Chamber of Commerce and Local Businesses	2016	
8.4 Engage with consumer advocate agencies	Homeless Service Providers	2016	
8.5 Engage with homeless individuals	Homeless Service Providers, and advocates	2016	
8.6 Support and increase Valley-wide provider outreach to obtain new services that can address client needs.	YVCOG, HPPC,	1/1/2017	

**Goal 9: Better serve youth homelessness**

<u>Tasks</u>	<u>Responsible Party(ies)</u>	<u>Start Date</u>	<u>Completed</u>
9.1 Engage with agencies including, but not limited to, School Homeless Liaisons, Rod's House, Henry Beauchamp Community Center, Bonlender BESTY House, and Catholic Families Youth to identify youth and determine their specific needs	HPPC, YVCOG, School Districts, and Homeless Service Providers	3/1/2017	
9.2 Create a safe overnight facility model for youth experiencing homelessness	HPPC, YVCOG, School Districts, and Homeless Service Providers	6/1/2017	
9.3 Support after-school programs to encourage mentoring in a safe environment	HPPC, YVCOG, OIC, School Districts, and Homeless Service Providers	1/1/2017	
9.4 Create partnerships to advocate for youth homelessness and educate providers on legislatively acceptable strategies for addressing the needs of youth.	HPPC, YVCOG, Service Providers, local legislators, Catholic Charities/Catholic Families, YNHS, Building Changes, School Districts, and Department of Youth Homelessness	3/1/2017	
9.5 Increase opportunities for LGBTQ homeless youth to access support, resources, housing, and family reunification when possible.	YNHS "The Space", Building Changes, Department of Commerce Homeless Youth Services, School Districts, Rod's House, Homeless Service providers.	1/1/17	

**Goal 10: Increase Capacity to add employment opportunities for self sufficiency**

<u>Tasks</u>	<u>Responsible Party(ies)</u>	<u>Start Date</u>	<u>Completed</u>
10.1 Create or increase systems to help homeless people get and secure income. Train case managers on SOAR.	HPPC, YVCOG, and Homeless Service Providers (including Work Force Council)	5/1/2017	
10.3 Collaborate with the workforce, housing, and transportation systems to make employment an essential component of supportive housing models	HPPC, YVCOG, and Homeless Service Providers (including Work Force Council)	6/1/2017	



**Goal 11: Increase Transparency of Program funding and services provided and Monitor program performance with measureable benchmarks.**

<u>Tasks</u>	<u>Responsible Party(ies)</u>	<u>Start Date</u>	<u>Completed</u>
11.1 Create a transparent funding reporting system that is user friendly for all stakeholders.	HPPC, YVCOG, and Homeless Service Providers (including Work Force Council)	5/1/2017	
11.2 Maintain oversight of second tier sub recipient documentation to ensure program compliance	YVCOG	6/1/2017	
11.3 Monitor and track program performance to ensure performance targets are being met and make results known to all stakeholders	HPPC, YVCOG, and Homeless Service Providers	1/1/2017	



# YAKIMA VALLEY

## CONFERENCE OF GOVERNMENTS

CONVENER, CATALYST AND RESOURCE

## STRATEGIC PLAN

Adopted December 2016

The Yakima Valley is made up of diverse cities, each with unique qualities. Together, we comprise one community – the Yakima Valley. Founded upon the principles of regional collaboration, cooperation, and consensus building, the Yakima Valley Conference of Governments (YVCOG) serves as a convener, catalyst, and resource. Together, public and private partners work together to develop and implement innovative strategies that enhance the Region's quality of life and economic vitality.

### Vision:

Provide and assist collaboration for communities to optimize resources.

### Mission:

Provide member jurisdictions a regional network for professional community planning, transportation, grant writing, GIS and facilitate coordinated efforts on matters of mutual concern

### Goals:

**1. ENHANCED CUSTOMER RELATIONS** - YVCOG knows that the membership today wants improved customer experience, which can be achieved through better communication between the membership and the YVCOG.

### Actions:

- **General Membership & Beyond:** Provide better communication through the use of: Newsletters, website, grant listserv, trainings and forums for both elected officials and municipal staff, marketing services to members, and having a regular presence at city council meetings.
- **Executive Committee & Advisory Boards:** Provide committee with succinct information that promotes improved decision-making. Develop dashboards & desk reference for Homeless Program, other programs. Create a "Welcome to YVCOG" packet or notebook for new board members and staff. Build unified guidelines or bylaws for advisory committees (Transportation Technical Advisory Committee; Homeless Planning and Policy Council)
- **Partnerships:** Improve & expand relationships with ports, YCDA, and related organizations.

**2. IMPROVED PROGRAM DELIVERY** – Improved program delivery means doing what we do well, better. It almost means anticipating the needs of our member agencies by asking them and staying abreast of industry trends. We leverage the considerable resources of the Yakima County Region, public and private funding to nurture and enhance our Region as well as our communities.



**Goals, Continued:**

**Actions:**

- **Sustain Existing Programs:** Cross-train staff in other programs; Performance Measures: What can/should be measured, and how to report it.
- **Develop/Integrate New Programs:** Transit feasibility study; What new services do members need (e.g., small works roster, payroll, HR policies)? Feasibility of subscription-based grant writing for members.
- **Improve YVCOG's Information Technology:** Evaluate cost-effectiveness of enhancements such as permanent and/or portable phone bridges; Skype; video conferencing.

**3. PROVIDE STAFF DEVELOPMENT OPPORTUNITIES** – Each employee is an asset to the organization. Induction and initial training are only the foundation of an ongoing process. YVCOG will analyze our needs on a regular basis to identify gaps and then develop appropriate training programs. Ongoing training for employees benefits both the organization and the individual.

**Actions:**

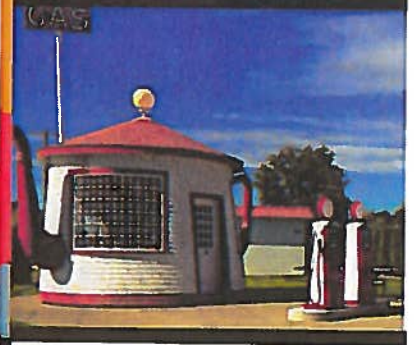
- **Enhanced Training:** Develop position-specific training (e.g., a matrix); provide opportunities for gaining supervisory experience; attend and/or present at conferences & workshops; explore cross-training and peer-exchange opportunities.
- **Improved Work Environment:** Provide training and guidance on working with conflict & change; promote wellness activities, potlucks, and celebrations; initiate annual performance reviews; encourage staff to identify inefficient processes and procedures, and recommend streamlining ideas; create an 'exploded' organization chart that describes primary roles of each person; create policy for staff serving on boards, commissions, or task forces.
- **Recruitment & Retention:** Consider hiring interns; build YVCOG HR program; what services and functions does/would a fully-staffed YVCOG perform?

As we continue to face challenges, the Strategic Plan provides the 'rudder' we use to guide our path forward. The 2016-2017 Strategic Plan is a living document that will adapt as we face new challenges in the future. The Executive Director will be responsible for reviewing the Plan on an annual basis, assessing the progress of the various programs and the action items included herein, and making recommendations to the Executive Committee on updates to the plan as appropriate.

This version of the strategic plan is focused on the internal functions of YVCOG. Future strategic or comprehensive plans will be external and member-driven, working with our member agencies in order to help define future YVCOG services, for example.

311 North 4th Street Suite 204 Yakima, WA 98901

\* [www.YVCOG.org](http://www.YVCOG.org) \* (509) 574- 1550



**YAKIMA VALLEY**

**CONFERENCE OF GOVERNMENT  
CONVENER, CATALYST AND RESOURCE**

**PROFESSIONAL SERVICE AGREEMENT  
FACE SHEET**

CONTRACTOR IS A <input type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> VENDOR		CONTRACT NUMBER: <b>PSA HAF NCAC 17</b>
1. NAME/ADDRESS: <b>Anita Monoian, President &amp; CEO Yakima Neighborhood Health Services 12 South 8<sup>th</sup> Street Yakima, WA 98901</b>	2. ORIGINAL CONTRACT AMOUNT: <b>\$ 10,000</b>	5. PREVIOUS CONTRACT AMOUNT: <b>\$ 0.00</b>
	3. CASH MATCH REQUIREMENT: <b>\$ 0.00</b>	6. MODIFICATION AMOUNT: <b>\$ 0,000</b>
	4. TOTAL CONTRACT AMOUNT: <b>\$ 10,000</b>	7. NEW TOTAL CONTRACT AMOUNT: <b>\$ 10,000</b>
8. CONTACT INFO: <b>Rhonda Huff, YNHS Chief Operating Officer/Deputy CEO (509)574-5552 Rhonda.hauff@ynhs.org</b>	9. YVCOG PROGRAM CONTACT INFO: <b>Crystal Testerman 311 N 4<sup>th</sup> St, Suite 204 Yakima WA 98901 509-424-4695 crystal.testerman@yvcog.org</b>	10. YVCOG FISCAL CONTACT INFO: <b>Christina Wickenhagen 311 N 4<sup>th</sup> St, Suite 204 Yakima WA 98901 509-574-7986 chris.wickenhagen@yvcog.org</b>
11. CONTRACT START DATE: <b>January 1, 2017</b>	12. CONTRACT END DATE: <b>December 31, 2017</b>	
13. FUNDING AUTHORITY: <b>2163 Local Funds – Homeless Program</b>		
14. STATE AND FEDERAL "BARS" CODE:	15. CFDA NUMBER(S): <b>n/a</b>	
16. PURPOSE: <b>The Contractor shall perform professional services as defined by the Statement of Work incorporated herein.</b>		
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference: <input checked="" type="checkbox"/> Exhibits (specify): <b>EXHIBIT A – N/A EXHIBIT B – Scope of Work EXHIBIT C - Budget</b>		
This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.		
<b>YAKIMA VALLEY FARM WORKERS CLINIC NCAC</b>	<b>YAKIMA VALLEY CONFERENCE OF GOVERNMENTS</b>	
_____ Anita Monoian, CEO	_____ James A Restucci, Chairman	
_____ Date	_____ Lauris C Mattson, Executive Director	
Attest:	Approved as to form:	
_____ Jessica Hansen, Office & Communications Specialist	_____ YVCOG Attorney WSBA#	

19/19

**EXHIBIT B**

**SCOPE OF WORK**

**PURPOSE:**

The Contractor shall provide ancillary support services while operation the Homeless Assistance Fund (HAF) which supports the costs associated with providing direct emergency assistance to homeless families and individuals in Yakima County.

Projects and costs associated with HAF must serve homeless families or individuals who are literally homeless (arriving from the streets, in emergency or transitional housing for the homeless) or are formerly homeless individuals who are still engaged in housing services (Rapid Re-Housing or Permanent Supportive housing) who were literally homeless prior to entry into housing services.

The Contractor shall ensure that all persons served by the HAF project are screened for homelessness eligibility upon enrollment into the program. Evidence of such screenings shall be documented and maintained in individual client records, and is to be provided to YVCOG staff upon request.

**The Contractor Shall:**

- 1. Provide the following services:
  - A. Direct emergency assistance to the homeless included but not limited to:
    - i. Transportation (Bus passes, fuel, etc)
    - ii. Application fees
    - iii. Essential Needs (Food, clothing, hygiene items, minor household goods, etc)
    - iv. Prevention or Diversion activities related to maintaining housing for formerly homeless clients housed through RRH or PSH program
- 2. Other services as identified:
  - A. Unique barriers to housing stability, as determined by Case Manager and/or other Contractor Staff
    - i. May include non-traditional, unusual, or rare, but MUST be determined to be needed for housing stability based on individual circumstances
  - B. Prior approval for these expenses must be obtained from YVCOG staff for expenses under this item that exceed \$500 in value.
- 3. Coordination with clients and referral to appropriate community and mainstream resources, to include:
  - A. Evaluation of client need
  - B. Identification of appropriate resources
  - C. Referral, delivery, and follow-up

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**BUDGET**

***HOMELESS ASSISTANCE FUND***

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

**Invoicing Provisions:**

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

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

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

- B. Under "General Terms and Conditions," documentation of Insurance as reflected section 16. Must accompany the first invoice before payment will be made.
- C. All late invoices will not be paid until the following month; the decision to approve or deny payment of claims for services submitted more than 45 days after the end of the end of the invoice period shall rest solely with the Executive Director; the Director's decision shall be final and not capable of right to appeal.
- 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.

**PROFESSIONAL SERVICE AGREEMENT  
FACE SHEET**

CONTRACTOR IS A <input type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> VENDOR		CONTRACT NUMBER: <b>PSA HAF NCAC 17</b>
1. NAME/ADDRESS: <b>Carlos Oliveras, Executive Director Yakima Valley Farm Workers Clinic 601 N. Keys Road Yakima WA 98901</b>	2. ORIGINAL CONTRACT AMOUNT: <b>\$ 10,000</b>	5. PREVIOUS CONTRACT AMOUNT: <b>\$ 0.00</b>
	3. CASH MATCH REQUIREMENT: <b>\$ 0.00</b>	6. MODIFICATION AMOUNT: <b>\$ 0,000</b>
	4. TOTAL CONTRACT AMOUNT: <b>\$ 10,000</b>	7. NEW TOTAL CONTRACT AMOUNT: <b>\$ 10,000</b>
8. CONTACT INFO: <b>Janice Gonzales (509) 865-7630, ext 2743 Janiceg@yvfwc.org</b>	9. YVCOG PROGRAM CONTACT INFO: <b>Crystal Testerman 311 N 4<sup>th</sup> St, Suite 204 Yakima WA 98901 509-424-4695 crystal.testerman@yvcog.org</b>	10. YVCOG FISCAL CONTACT INFO: <b>Christina Wickenhagen 311 N 4<sup>th</sup> St, Suite 204 Yakima WA 98901 509-574-7986 chris.wickenhagen@yvcog.org</b>
11. CONTRACT START DATE: <b>January 1, 2017</b>	12. CONTRACT END DATE: <b>December 31, 2017</b>	
13. FUNDING AUTHORITY: <b>2163 Local Funds – Homeless Program</b>		
14. STATE AND FEDERAL "BARS" CODE:	15. CFDA NUMBER(S): <b>n/a</b>	
16. PURPOSE: <b>The Contractor shall perform professional services as defined by the Statement of Work incorporated herein.</b>		
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference: <input checked="" type="checkbox"/> Exhibits (specify): <b>EXHIBIT A – N/A EXHIBIT B – Scope of Work EXHIBIT C - Budget</b>		
This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.		
<b>YAKIMA VALLEY FARM WORKERS CLINIC NCAC</b>	<b>YAKIMA VALLEY CONFERENCE OF GOVERNMENTS</b>	
_____ Carol Oliveras, Executive Director	_____ James A Restucci, Chairman	
_____ Date	_____ Lauris C Mattson, Executive Director	
Attest:	Approved as to form:	
_____ Jessica Hansen, Office & Communications Specialist	_____ YVCOG Attorney WSBA#	

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**EXHIBIT B**

**SCOPE OF WORK**

**PURPOSE:**

The Contractor shall provide ancillary support services while operation the Homeless Assistance Fund (HAF) which supports the costs associated with providing direct emergency assistance to homeless families and individuals in Yakima County.

Projects and costs associated with HAF must serve homeless families or individuals who are literally homeless (arriving from the streets, in emergency or transitional housing for the homeless) or are formerly homeless individuals who are still engaged in housing services (Rapid Re-Housing or Permanent Supportive housing) who were literally homeless prior to entry into housing services.

The Contractor shall ensure that all persons served by the HAF project are screened for homelessness eligibility upon enrollment into the program. Evidence of such screenings shall be documented and maintained in individual client records, and is to be provided to YVCOG staff upon request.

**The Contractor Shall:**

1. Provide the following services:
  - A. Direct emergency assistance to the homeless included but not limited to:
    - i. Transportation (Bus passes, fuel, etc)
    - ii. Application fees
    - iii. Essential Needs (Food, clothing, hygiene items, minor household goods, etc)
    - iv. Prevention or Diversion activities related to maintaining housing for formerly homeless clients housed through RRH or PSH program
2. Other services as identified:
  - A. Unique barriers to housing stability, as determined by Case Manager and/or other Contractor Staff
    - i. May include non-traditional, unusual, or rare, but MUST be determined to be needed for housing stability based on individual circumstances
  - B. Prior approval for these expenses must be obtained from YVCOG staff for expenses under this item that exceed \$500 in value.
3. Coordination with clients and referral to appropriate community and mainstream resources, to include:
  - A. Evaluation of client need
  - B. Identification of appropriate resources
  - C. Referral, delivery, and follow-up

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**BUDGET**

***HOMELESS ASSISTANCE FUND***

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

**Invoicing Provisions:**

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

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

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

- B. Under "General Terms and Conditions," documentation of Insurance as reflected section 16. Must accompany the first invoice before payment will be made.
- C. All late invoices will not be paid until the following month; the decision to approve or deny payment of claims for services submitted more than 45 days after the end of the end of the invoice period shall rest solely with the Executive Director; the Director's decision shall be final and not capable of right to appeal.
- 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

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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 Executive Committee Meeting January 18, 2017  
BUDGET REPORT  
December 2016**

Prepared By Christina Wickenhagen, Deputy Director

<b>REVENUES RECEIVED:</b>	<b>2015 TOTAL</b>	<b>2016</b>
January	\$ 139,242.72	\$ 85,838.48
February	\$ 8,458.67	\$ 112,354.71
March	\$ 122,787.20	\$ 200,453.73
April	\$ 88,696.32	\$ 108,418.53
May	\$ 73,382.91	\$ 120,008.63
June	\$ 27,377.24	\$ 58,623.14
July	\$ 153,299.59	\$ 119,768.97
August	\$ 18,103.44	\$ 55,619.87
September	\$ 111,391.18	\$ 78,557.30
October	\$ 96,570.50	\$ 119,732.27
November	\$ 141,987.62	\$ 133,507.18
<b>December</b>	<b>\$ 100,389.58</b>	<b>\$ 112,858.99</b>

<b>Total Revenue MTD (through December)</b>	<b>\$ 1,081,686.95</b>	<b>\$ 1,305,541.80</b>
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<b>Total Revenue YTD</b>	<b>\$ 1,081,686.95</b>	<b>\$ 1,305,541.80</b>
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**EXPENDITURES:**

<b>Salaries</b>		<b>2015 TOTAL</b>	<b>2016</b>
January		\$ 44,902.46	\$ 64,453.00
February		\$ 44,973.88	\$ 64,428.77
March		\$ 45,466.69	\$ 65,621.22
April		\$ 45,405.04	\$ 64,674.51
May		\$ 45,262.88	\$ 69,115.38
June		\$ 45,405.04	\$ 65,012.35
July		\$ 56,908.71	\$ 64,685.84
August		\$ 57,255.46	\$ 71,677.89
September		\$ 55,885.22	\$ 58,678.48
October		\$ 60,384.15	\$ 58,885.05
November		\$ 60,993.62	\$ 57,033.22
<b>December</b>		<b>\$ 60,750.91</b>	<b>\$ 59,250.59</b>

<b>Total Salaries MTD (through December)</b>	<b>\$ 623,594.06</b>	<b>\$ 763,516.30</b>
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<b>Total Salaries YTD</b>	<b>\$ 623,594.06</b>	<b>\$ 763,516.30</b>
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<b>Vouchers</b>		<b>2015 TOTAL</b>	<b>2016</b>
January		\$ 37,102.55	\$ 53,237.27
February		\$ 27,281.15	\$ 67,919.72
March		\$ 28,564.67	\$ 45,097.15
April		\$ 25,014.46	\$ 46,943.47
May		\$ 37,301.64	\$ 30,636.73
June		\$ 33,450.80	\$ 45,778.90
July		\$ 31,814.70	\$ 41,865.23
August		\$ 30,891.36	\$ 41,479.03
September		\$ 39,898.68	\$ 56,292.17
October		\$ 35,370.69	\$ 47,815.44
November		\$ 34,022.79	\$ 33,748.75
<b>December</b>		<b>\$ 28,643.22</b>	<b>\$ 71,893.65</b>

<b>Total Vouchers MTD (through December)</b>	<b>\$ 389,356.71</b>	<b>\$ 582,508.51</b>
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<b>Total Vouchers YTD</b>	<b>\$ 389,356.71</b>	<b>\$ 582,508.51</b>
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<b>TOTAL EXPENDITURES MTD (through December)</b>	<b>\$1,012,950.77</b>	<b>\$1,346,024.81</b>
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<b>TOTAL EXPENDITURES YTD</b>	<b>\$1,012,950.77</b>	<b>\$1,346,024.81</b>
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<b>Revenue Balance</b>	<b>\$68,736.18</b>	<b>-\$40,483.01</b>
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**MONTHLY CASH FLOW (estimate)**

Salaries	\$ 59,250.59	REIMB (SAL)	\$ 59,250.59	ADMIN	\$ -
Vouchers	\$ 71,693.65	REIMBURSED	\$ 68,497.39	ADMIN	\$ 3,196.26

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2016  
Yakima Valley Conference of Governments  
REVENUE Budget

100%

GL Codes	Sub-Departments Grants/Contracts	DECEMBER	YTD Actual Revenue	2016 Budget	Year-to-Date \$ Variance	Year-to-Date % Variance
615 305 000 01	Beginning Fund Bal-Designated **			195,000.00 **	195,000.00	
	<b>Administration</b>					
615 100 368.5	Admin-Gen'l Assessment	-	114,986.00	114,986.00	0.00	100%
615 100 369.9	Admin-Misc Revenue (copies, posters)	15.72	325.62	300.00	-25.62	109%
615 100 345.8	Admin-Assoc Membership Fees	-	350.00	350.00	0.00	100%
100 369 10 001	Sale of Scrap & Junk	-	386.55	400.00 *	13.45	97%
	<b>Total Administration</b>	<b>15.72</b>	<b>116,048.17</b>	<b>116,036.00</b>	<b>-12.17</b>	<b>100%</b>
615 100 337.X	Intergov-Local Match WSDOT	-	39,412.00	39,412.00	0.00	100%
615 100 368.5	Intergov-Local Transit	-	6,000.00	6,000.00	0.00	100%
	<b>Total Intergov-Local</b>	<b>-</b>	<b>45,412.00</b>	<b>45,412.00</b>	<b>0.00</b>	<b>100%</b>
615 210 333	STP - Fed Hwy Admin WSDOT	-	16,048.34	16,100.00 *	51.66	100%
	<b>MPO/RTPO</b>					
350 333 20 205	FHWA-DOT-Metro Plan (PL)	34,168.98	226,411.56	350,000.00	123,588.44	65%
350 333 20 505	FTA-DOT-Metro Plan Grant	-	80,978.81	81,000.00 *	21.19	100%
350 334	RTPO-WSDOT	13,930.80	96,851.52	97,000.00	348.48	100%
	<b>Total MPO/RTPO</b>	<b>48,099.78</b>	<b>404,041.89</b>	<b>528,000.00</b>	<b>123,958.11</b>	<b>77%</b>
390 333 20 516	Human Services Transp Plan	5,608.97	8,534.46	10,000.00	1,465.54	85%
615 440 334	CTR - Plans & Progr WSDOT	12,233.77	84,887.23	87,600.00 *	2,712.77	87%
615 445 333	CMAQ Grant	-	90,369.58	103,750.00	13,380.42	87%
600 333 66 468	Dept of Health Grant N1557	-	11,885.35	11,700.00 *	14.65	100%
610 333 66 468	Dept of Health Grant N1558	-	13,802.06	13,810.00 *	7.94	100%
700 345 89 003	Homeless PSA	42,070.40	399,353.35	540,000.00	140,646.65	74%
567 337 89 003	Yakima Valley Comm Foundation		27,000.00	27,000.00 *	0.00	100%
615 100 337.1	Intergov-Scholarship	-	195.00	500.00	305.00	39%
615 5XX 345.8	Intergov Serv-Exec Boards (TA Contr)			115,340.00 *		
	Member TA's 2015	-	1,909.96			
	Grandview TA 2016	-	369.82			
	Grandview GMA PSA	-	8,494.45			
	Granger TA 2016	-	1,532.71			
	Granger GMA PSA	-	9,754.18			
	Harrah PSA 2014	-				
	Mabton TA 2016	-	5,778.37			
	Mabton GMA PSA	-	7,803.35			
	Moxee TA 2016	-				
	Naches TA 2016	-				
	Naches GMA PSA	1,476.89	10,703.61			
	Selah TA 2016	-				
	Selah GMA PSA	-	10,339.73			
	Tieton TA 2016	414.14	2,719.99			
	Tieton GMA	1,116.71	1,118.71			
	Toppenish TA 2016	-	4,086.66			
	Union Gap TA 2016	-	2,808.66			
582-333-14	Union Gap GMA	1,822.81	2,200.13			
	Wapato TA 2016	-	10,201.66			
	Wapato Parks PSA	-	3,835.66			
583-333-14	Wapato GMA	-	588.29			
	Wapato CDBG Grant PSA	-	1,980.08			
	YC HOME Cons PSA 15-19	-	2,352.55			
	<b>Total TA Contracts</b>	<b>4,830.35</b>	<b>88,164.37</b>	<b>115,340.00</b>	<b>27,175.63</b>	<b>76%</b>
	<b>Total Revenue</b>	<b>112,858.99</b>	<b>1,305,541.80</b>	<b>1,615,248.00</b>	<b>\$ 167,571.42</b>	<b>81%</b>

\* Denotes budget amendment

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2016  
Yakima Valley Conference of Governments  
**EXPENDITURE Budget**

100%

GL Code & Description	DECEMBER	YTD Actual	2016 Budget	Annual \$ Variance	YTD % Variance
<b>Salaries</b>	\$ -				
10-001 Salaries and Wages	\$ 59,250.59	\$ 758,770.63	\$ 831,000.00 *	91% \$ 72,229.37	
10-002 Salaries-Overtime	\$ -	\$ 4,745.67	\$ 8,000.00	59% \$ 3,254.33	
10-003 Salaries-Extra Help	\$ -	\$ -	\$ -	0% \$ -	
<b>Salaries</b>	\$ 59,250.59	\$ 763,516.30	\$ 839,000.00	91% \$ 75,483.70	
<b>Personnel Benefits</b>					
20-002 Benefits-Direct	\$ 19,653.21	\$ 254,073.76	\$ 290,000.00 *	88% \$ 35,926.24	
<b>Personnel Benefits</b>	\$ 19,653.21	\$ 254,073.76	\$ 290,000.00	88% \$ 35,926.24	
<b>Supplies</b>					
31-001 Office & Operating Supplies	\$ 1,781.90	\$ 26,038.76	\$ 44,000.00	59% \$ 17,961.24	
35-001 Small Tools and Minor Equip	\$ 565.45	\$ 13,322.31	\$ 19,000.00	70% \$ 5,677.69	
35-002 Computer Software	\$ -	\$ -	\$ 0.00 *	0% \$ 0.00	
35-090 Small & Attractive Items	\$ -	\$ -	\$ 3,000.00 *	0% \$ 3,000.00	
<b>Supplies</b>	\$ 2,347.35	\$ 39,361.07	\$ 66,000.00	60% \$ 26,638.93	
<b>Other Services-Charges</b>					
40-001 Homeless Provider Contracts	\$ 26,765.95	\$ 46,765.95	\$ 40,000.00 *	117% \$ (6,765.95)	
41-001 Professional Services	\$ 8,224.07	\$ 75,651.66	\$ 99,866.00 *	76% \$ 24,214.34	
41-092 Prof Serv-Tech Services	\$ 1,200.65	\$ 13,207.15	\$ 14,500.00 *	91% \$ 1,292.85	
42-001 Communications-Telephone	\$ 813.00	\$ 9,519.87	\$ 10,800.00	88% \$ 1,280.13	
42-002 Communication-Postage	\$ 107.95	\$ 1,013.95	\$ 3,500.00	29% \$ 2,486.05	
43-001 Travel	\$ 1,952.58	\$ 25,959.86	\$ 55,000.00 *	47% \$ 29,040.14	
44-001 Advertising	\$ 1,782.51	\$ 7,695.03	\$ 12,000.00	64% \$ 4,304.97	
45-001 Operating Rentals and Leases	\$ 350.54	\$ 64,530.37	\$ 97,000.00 *	67% \$ 32,469.63	
46-001 Insurance	\$ -	\$ 5,317.00	\$ 6,100.00	87% \$ 783.00	
47-001 Utility Services	\$ 11.76	\$ 137.37	\$ 250.00 *	55% \$ 112.63	
48-001 Repair and Maintenance	\$ 314.98	\$ 3,928.01	\$ 5,500.00 *	71% \$ 1,571.99	
49-001 Misc. (registrations, dues, subscription)	\$ 8,169.10	\$ 35,347.46	\$ 75,532.00 *	47% \$ 40,184.54	
<b>Other Services - Charges</b>	\$ 49,693.09	\$ 289,073.68 #	\$ 420,048.00 -	69% \$ 130,974.32	
<b>Debt Services-Interest</b>					
81-001 Interest	\$ -	\$ -	\$ 200.00	\$ 200.00	
<b>Debt Service - Interest</b>	\$ -	\$ -	\$ 200.00 -	\$ 200.00	
<b>Total Expenditure</b>	\$ 130,944.24	\$ 1,346,024.81	\$ 1,615,248.00 \$ -	83% \$ 269,223.19	

2015-16 Cash Flow Statement  
Yakima Valley Conference of Governments  
Preliminary

December 2016

(Cash Basis Accounting)

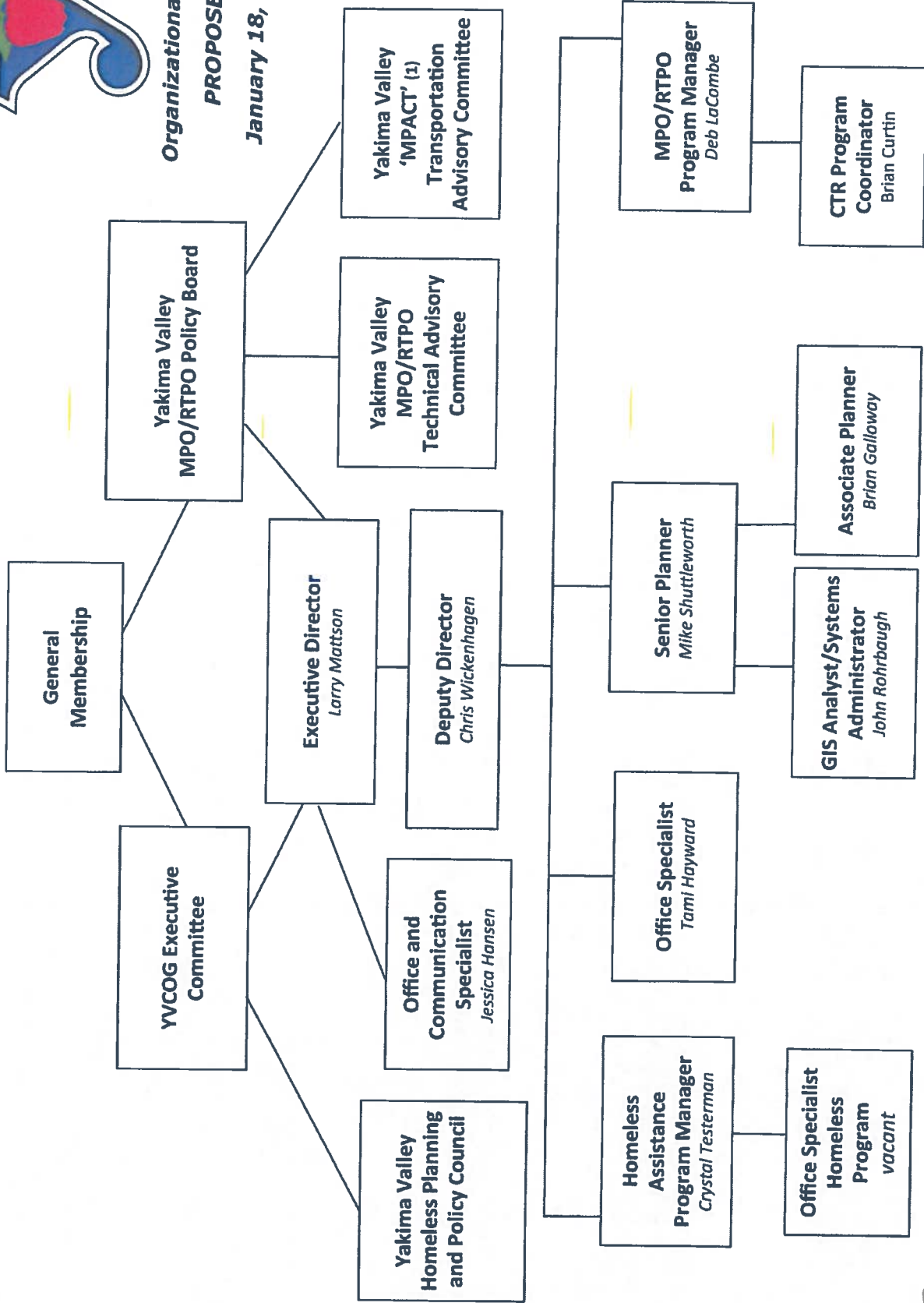
	December	January	February	March	April	May	June	July	August	September	October	November	December
Yakima County Treasurer Key Bank Custodial Account													
<b>Beginning cash</b>	\$281,007.71	\$414.84	\$259,820.08	\$296,112.97	\$385,846.66	\$383,112.48	\$402,867.53	\$348,560.44	\$361,708.25	\$304,101.01	\$267,825.55	\$281,007.71	\$323,667.19
Fed Hwy Admin-WSDOT STP	6,328.76	4,986.76	1,256.97	828.89	1,828.00	2,552.49	4,595.23						
FIWA DOT-Metro Plan Grant		13,450.38		47,895.75		0.00	19,971.11	26,418.00		29,358.20		55,351.14	34,168.98
FTA-DOT-Metro Plan Grant				31,069.44	28,550.31	21,359.06							
Human Svs Tresp Plan Grant											2,925.49		5,608.97
DOT-FTPO & FTPO Long Range		15,549.58		29,540.83		16,461.72	7,010.52					14,158.07	13,930.80
CMAQ Plans & Programs	9,454.29	9,055.81	7,710.42	6,343.17	9,436.69	10,130.68	13,905.75	9,872.11	6,682.90		15,843.11	5,438.22	
DOT - CTR	6,277.33	17,761.81	6,003.38	6,102.11	5,972.78	6,081.09		6,140.73	6,089.87		12,472.63		12,233.77
Dopt Health Grant						7,385.25	3,590.61	7,596.72		6,934.83			
Active Communities Grant													
Intergov Serv-Exec Boards (TA Contr)	78,329.18	1,458.37	9,929.91	78,782.22	51,838.10	55,794.58	6,489.92	39,246.66	45,667.10	42,264.27	77,770.79	58,385.05	46,900.75
Intergov-County/City Share-plan assess		15,376.00	48,735.75	-1,063.00	10,720.25			30,498.75			10,720.25		
Intergov-Local Metch WSDOT		7,593.00	38,679.00	-860.00									
Intergov-Local FTA (Yakima Transit)													
Intergov-Scholarship		20.42	39.30	14.32		195.00			-3,000.00			194.70	15.72
Misc Revenue-copies, posters					50.00	50.00	50.00		200.00				
Associsto Membership Fees		388.55											
Scrap & Junk		280,000.00	58,409.93		22.40								
Non-revenue													
Expense Revenue Netted Back	12,181.98	12,681.98											
<b>Total Receipts</b>	\$112,571.54	\$378,320.46	\$168,784.64	\$200,453.73	\$108,418.53	\$120,006.63	\$58,623.14	\$119,788.97	\$55,619.87	\$78,557.30	\$119,732.27	\$133,507.18	\$112,858.89
<b>Available Cash</b>	\$383,679.25	\$378,735.30	\$428,594.72	\$406,566.70	\$494,285.19	\$503,121.11	\$461,290.67	\$468,329.41	\$417,328.12	\$382,658.31	\$387,357.82	\$414,514.89	\$436,528.18
Use of Funds													
Salaries	0.00	64,453.00	64,428.77	65,621.22	64,674.51	64,962.08	65,012.35	64,685.84	71,677.89	58,678.48	58,885.05	57,033.22	
Personnel Benefits	0.00	19,538.08	34,864.63	21,581.89	21,357.02	21,412.82	21,426.18	21,320.88	20,902.72	19,359.50	19,387.79	18,102.94	
Supplies	1,219.24	1,296.25	1,803.38	8,190.63	11,188.21	3,076.00	1,700.59	690.48	1,942.11	5,761.37	595.60	822.82	2,347.35
Other Services	7,169.38	33,102.94	31,231.71	15,324.63	14,398.24	10,301.21	22,652.13	19,853.86	18,834.20	31,171.30	27,832.05	14,824.79	49,693.09
Custodial Account	280,000.00												
Debt Service - Interest		24.95	123.26	1.67	-465.27	701.47	1,938.98	70.09	70.19	62.11	-350.38	64.73	68.49
<b>Total Cash Out</b>	\$286,388.62	\$118,915.22	\$132,471.75	\$110,720.04	\$111,162.71	\$100,453.58	\$112,730.23	\$106,821.16	\$113,227.11	\$115,032.76	\$106,350.11	\$90,847.70	\$2,108.93
<b>Net Cash Flow</b>	\$105,190.63	\$259,820.08	\$296,112.97	\$385,846.66	\$383,112.48	\$402,867.53	\$348,560.44	\$361,708.25	\$304,101.01	\$267,825.55	\$281,007.71	\$323,667.19	\$384,417.25

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**Organizational Chart  
PROPOSED**

**January 18, 2017**



(1) Mobilizing Public Access to Countywide Transportation