



YVCOG EXECUTIVE COMMITTEE AGENDA

**Tuesday, March 20, 2017
1:30 p.m.**

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

YVCOG EXECUTIVE COMMITTEE MEMBERS:

Jim Restucci, Chair, Mayor, City of Sunnyside,
John Hodkinson, 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 March 20, 2017 meeting of the YVCOG Executive Committee will come to order at ____ p.m.
- ❖ **INTRODUCTIONS / ROLL CALL**
- ❖ **APPROVAL OF MINUTES** – February 21, 2017 (pgs. 4-7)
- ❖ **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. Executive Director – Annual Performance Review

Jim Restucci, Chairman

Continuation of discussion from February 21st Executive Committee meeting. Possible executive session as well, to finalize performance review. If so: “The Yakima Valley Conference of Governments shall convene an Executive Session, pursuant to RCW 42.30.110(1)(g) (“review the performance of a public employee”) for the purpose of reviewing the performance of the Executive Director Larry Mattson. This session will begin at _____ o’clock, and will be concluded at _____ o’clock.”

Action: Approval

2. Governance Agreement

Larry Mattson, Executive Director

(table copy)

Continuation of discussion from November 14th Executive Committee meeting. Review remaining action items. Suggest final review at April meeting, then forward to General Membership for May 17 meeting.

Action: Discussion

NEW BUSINESS

1. Executive Director’s Correspondence

Larry Mattson, Executive Director

pg 1

2. Homeless Program Contract
 Larry Mattson, Executive Director (pgs. 8-10)
 - \$100,000 contract to Transform Yakima
 Action: Review and approve.
 - Release of the consolidated homeless grants RFP for July 1- June 30th contracts.
 Action: Review and approve.

3. Collaborative Applicant contact changes for HUD system program (pgs. 11-12)
 Larry Mattson, Executive Director
 Action: Review and authorize Chair to sign

4. Ratification of Vouchers (pgs. 13-16)
 Christina Wickenhagen, Deputy Director
 - Increasing amount of JAN-17-038 (Yakima Neighborhood Health Services) from \$110,000.00 to \$197,394.61
 Action: Review and approve.

5. Approval of Vouchers
 Christina Wickenhagen, Deputy Director
 Action: Review, approval and authorization of signatures

6. 2016 Final Budget Report (pg. 17)
 Christina Wickenhagen, Deputy Director
 Action: Approval.

7. Monthly Budget Report
 Christina Wickenhagen, Deputy Director
 - Homeless Program February 2017 Budget Review (pgs. 18-24)
 Action: Informational
 - February 2017 Budget Report. (pgs. 25-27)
 Action: Approval.
 - February 2017 Cash Flow Statement (pg. 28)
 Action: Informational

8. Budget Amendment #1 (pgs. 29-30)
 Christina Wickenhagen, Deputy Director
 Action: Informational

9. Program Updates
Homeless Program – Crystal Testerman
 - April 12th from 8am-5pm Trauma Informed Service Provider Training – Department of Commerce at the Yakima Valley Office of Emergency Management 2403 S 18th Street Suite 200 Union Gap, WA
 Action: Informational.

Planning Program – Mike Shuttleworth
 Action: Informational.

10. Upcoming Workshops for Local Elected Officials and Staff

(pg. 31)

Larry Mattson, Executive Director

- **Writing in Plain Talk**, April 18th from 8:30am – 5pm; Jordan Peabody (cost: \$75.00) Yakima Valley Office of Emergency Management 2403 S 18th Street Suite 200 Union Gap, WA 98903
- **Jurassic Parliament** April 19th from 9am – 12pm; Ann Macfarlane (cost: \$75.00) Yakima Valley Office of Emergency Management 2403 S 18th Street Suite 200 Union Gap, WA 98903
- **Tools for Funding Future Infrastructure Projects**, April 20th - 9am – 3:30pm; CERB. Zillah, WA (Best Western Plus)
- **Short Course on Local Planning**, April 26th from 6:15pm-9:15pm; Dept. of Commerce. Zillah, WA (Best Western Plus)
- **WAPRO Public Records 101**, June 7th from 9am-11:30am & 1:00pm-3:30pm (2 sessions)– Sheila Friend Gray (WAPRO) at Glenwood Square 5110 W. Tieton Dr. Yakima, WA 98908

11. YVCOG Internal Policy Proposals

Larry Mattson, Executive Director

- Procurement Policy - Create consistent policy across all YVCOG programs
Action: Review and approval. (pgs. 32-34)
- Request for Proposal (RFP) Policy - Create consistent policy across all YVCOG programs
Action: Review and approval. (pgs. 35-36)
- Executive Committee Purchasing Card ("P-Card") Policy
Action: Review and approval. (table copy)

12. YVCOG May 17, 2017 General Membership Meeting in Selah

Larry Mattson, Executive Director

Action: Informational.

OTHER BUSINESS
PUBLIC COMMENT
ADJOURN

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

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

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES
February 21, 2017

CALL TO ORDER

Mr. Restucci, Chairman, called the February 21, 2017 meeting of the YVCOG Executive Committee to order at 1:50pm

ROLL CALL &
INTRODUCTIONS

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

Members Absent:

Call in:

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

Others present: Lisa Homer (Co-Chair Homeless Gina McCabe) Joan Davenport (City of Yakima); Sara Watkins (City of Yakima) Rhonda Hauff (Yakima Neighborhood Housing Services); Deb Sterling (Justice Housing Yakima)

A quorum was present.

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

APPROVAL OF MINUTES

Ms. Olson moved to approve the minutes from the January 18, 2017 meeting. Mr. Adkison 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 Organization
Chart*

Mr. Mattson updated the organization chart to reflect Transportation Policy Board reporting relationships, new YVCOG staff, and advisory committees. Further clarification will be provided in the draft governance agreement at the March executive meeting.

Mr. Olson moved to approve the 2017 YVCOG organizational chart. Mr. Leita seconded. The motion carried.

Conflict of Interest statement

Mr. Mattson reported that he still needs signed statements from Mr. Leita, Mr. Restucci and Ms. Adkison.

*Executive Director – Annual
Performance Review*

Chairman Restucci reported to all meeting participants that he would like to move the Executive Session for annual performance review to the end to the meeting since additional public participation is present. Hearing no objections, the Executive Session was moved to the end of the agenda.

NEW BUSINESS

*Executive Director's
Correspondence*

Mr. Mattson introduce William Denton who was hired as the Homeless Program Office Specialist. However, he is now on a trial basis as the Homeless Program Coordinator.

Mr. Mattson reported that this was the last policy board meeting that Deb LaCombe will be attending. She has accepted a position with Huibregtse, Louman Engineering and Land Surveying, Inc.

Mr. Mattson reported on the grant research, writing and management services. Mr. Mattson is planning a two-phase rollout for a new grant program to offered thru YVCOG. The first phase will be getting our planning staff further educated with grant writing and research. The YVCOG staff will be looking at our internal programs like the homeless program and transportation and land use and see where they can leverage the funds we already receive. In phase 2, YVCOG will provide these services to our members.

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 FEB-17-001 through FEB-17-006 in the total amount of \$90,575.00 and claim vouchers numbered FEB-17-007 through FEB-17-047 in the total amount of \$550,132.75 Ms. Adkison moved to approve the February Vouchers with provision for future amendments as expressed by the Deputy Director. * Mr. Olson seconded this motion. Motion carried.

2017 DE MINIMIS Indirect Cost Rate

Ms. Wickenhagen reported that the federal government came up with a new uniform guidance in December of 2013 and YVCOG has never transitioned over to an indirect cost rate. By adopting a cost rate YVCOG would have Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

Mr. Leita moved to approve Resolution 2017-1 and Ms. Gonzales seconded. The motion carried.

Monthly Budget Report

Ms. Wickenhagen presented the January 2017 Monthly Budget Report* showing a revenue balance of \$469,121.95. Ms. Adkison moved to approve the monthly budget report. Ms. Gonzales seconded. Motion carried.

Program Updates

Ms. Testerman reported that YVCOG held its first workshop in Grandview last week for the Yakima Valley Homeless Program project funding workshop. The intention of this workshop was to bridge a gap between membership cities and service providers. This workshop provided an opportunity for the service providers to explain what services they currently offer while also providing an opportunity for cities to voice what needs they see for their cities. The next workshop will be held February 22, 2017 at ESD 105.

Ms. Testerman stated that at the workshops also gave an opportunity to report on the RFP timeline. March 20th the RFP will go live on YVCOG's ZoomGrants program. June 19th contracts will be brought forward to the Executive Committee. The quick process is intentional so current service providers contracts with tenants aren't interrupted. This will be a 24-month contract cycle. The new contract is a consolidated grant using both CHG and ESG funding.

Mr. Shuttleworth reported on the planning program and stated that they are trying to get comprehensive plans completed before their due date which is June 30, 2017. Grandview and Naches have completed their 60-day review with the state and are in the process of adopting their comprehensive plan. Granger has submitted their plan to the state and are in the 60-day review process. Mabton will be submitted shortly and Selah is almost ready to submit. Mr. Shuttleworth is currently working on Wapato and Tieton's plan. Union Gap is a little behind but is catching up quickly. Recently, Mr. Shuttleworth started working with Moxee to get a contract in place so YVCOG can work on their comprehensive plan.

Homeless Program

Mr. Mattson reported on the contract modifications presented. These contracts are a result of the switch between Yakima County and YVCOG. YVCOG put \$1,000 placeholder contracts in place; these are the modifications to formalize the switch.

Mr. Leita moved to approve the contract modifications. Mr. Martinez seconded. The motion carried. Ms. Gonzales abstained from the vote.

HPPC motion: *Ms. Davenport moves that HPPC body recommend to the Executive Committee that the HPPC would like to release the \$100,000 that was originally earmarked for a demonstration project. Ms. Davenport asks that the process be sent to the RFP subcommittee so they develop a request process and more expediently award the*

funds based on a letter of intent outside the RFP that will be issued for new contracts. She also states the letter of intent should include that the money be spent within 6 months so that it is not just sitting there unused like it had previously been. Ms. Souders seconds the motion. Motion carried. 12 for the motion, 4 voted against the motion. Motion carried.

Mr. Mattson stated that one of the things that YVCOG has been trying to create is a well-organized, consistent and predictable process whether for “emergencies” or longer-term needs, all funding required should go through a transparent evaluation.

Mr. Leita stated that there were a couple of things going on at the HPPC meeting. First, is to release the \$100,000 what was characterized as an earmark. He feels as though a later discussion about how that will happen will ensue. Secondly, there was discussion about the \$200,000 that was originally earmarked for an emergency shelter. The \$200,000 was originally earmarked for Triumph Treatment Center and when that project didn’t come to fruition it was then inferred that this money would perhaps be earmarked for Yakima Neighborhood Health. There was a lot of vagueness and Yakima County never found anything in their documents formally consummating this. Lastly, there was a discussion that ensued about the \$500,000 reserve. Ms. Wickenhagen let the HPPC know that the \$500,000 is a comfortable reserve and not something that YVCOG would like to reduce now. Mr. Leita believes that more discussions about the \$200,000 should be held at the HPPC meeting.

Mr. Leita moved to release the \$100,000 historical earmark money freed for future use as best determined. Mr. Hodkinson seconded. The motion carried. Ms. Gonzales abstained.

Mr. Martinez realizes that a lot of the visible homeless problem is in Yakima but he would like to see the City of Yakima come forward with a proposal that shows what the City of Yakima wants, with number of people served and the cost.

Mr. Mattson recommended that the RFP subcommittee consider scoring applications with factors that will weigh in an applicant’s favor like whether that city (municipality) is supporting the project and providing any additional funding.

Mr. Mattson reported that it was brought to YVCOGs attention by the HUD that having Lowell Kruger, Chair of HPPC, and Rhonda Hauff, Vice-Chair of HPPC, might lead to potential conflicts of interest, as they also sit on the executive committee of the Homeless Network. YVCOG is continuing to work with HUD to research the issue of the Homeless Network or the Homeless Planning and Policy Council being disputed as the Continuum of Care. HUD has offered technical assistance to get the two groups resolve the situation.

Ms. Hauff stated that HUD has not approached her or Mr. Krueger about being on both boards. She stated the Homeless Network has been discussing the Continuum of Care (COC) with HUD. They are concerned that COC is meant to be an open body and there are many participants within the Homeless Network that want to be involved on the Homeless Planning and Policy Council (HPPC) that currently aren’t. What the HPPC brings that the Homeless Network was not successful in is bringing diversity within the community (government, community, police, and service providers) on the board. It was then discussed by the Executive Committee that the Homeless Planning and Policy Committee meetings are open meetings and that anyone may attend.

*YVCOG January 2017 General
Membership Meeting in
Sunnyside*

Mr. Mattson reported that January General Membership meeting was cancelled due to weather. Mr. Mattson’s suggestion to the Executive Board is that they carry the meeting location and topic over to the scheduled March 15, 2017 General Membership meeting. The Executive Committee agreed.

OTHER BUSINESS

Mr. Restucci presented Mr. Leita with the outstanding service award for 2016. Unfortunately, Mr. Leita couldn’t attend the General Membership meeting in December of

2016 and so he was presented the award today.

Mr. Restucci stated that he would like the Executive Committee to approve for Chairman Restucci to have a purchasing credit card since he continually travels for YVCOG attending the NARC boards events. Mr. Restucci is conducting official business for YVCOG as a NARC board member for Washington, Oregon and Idaho states.

Mr. Hodkinson moved to create a policy that would allow any representative of the YVCOG Executive Board to have control of a purchasing card once approved by the Executive Committee. Ms. Gonzales seconded. The motion and second was withdrawn.

Mr. Mattson will bring a draft policy forward to the Executive Committee next meeting for the board to discuss.

Executive Director – Annual Performance Review

Continuation of discussion from 19 December Executive Committee meeting. Possible executive session as well, to finalize performance review. “The Yakima Valley Conference of Governments shall convene an Executive Session, pursuant to RCW 42.30.110(1)(g)(“review the performance of a public employee”) for the purpose of reviewing the performance of the Executive Director Larry Mattson. This session will begin at 3:20 o’clock, and will be concluded at 3:25 o’clock.”

Homeless Program

After the Executive Session, the board went into further discussion about the Homeless Program and the COC. Ms. Testerman clarified that the COC more of a concept than a specific entity. The HPPC is making the recommendations since they are the experts and then pass a recommendation on to the YVCOG Executive Committee who is the fiscal agent. Further discussion about the COC, fiscal board and a potential new or expanded executive committee ensued.

PUBLIC COMMENT

ADJOURN

With no other business, Mr. Restucci adjourned the meeting at 4:02 p.m.

Respectfully submitted,

James A. Restucci, YVCOG Executive Committee Chair

Date signed

ATTEST:

Jessica Hansen, Office and Communication Specialist

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

CONTRACTOR IS A <input type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> VENDOR		CONTRACT NUMBER: PSA - EHE TYT 17	
NAME/ADDRESS: Andrew Ferguson, Executive Director Sacred Messengers DBA Transform Yakima Together PO Box 363 Yakima, WA 98907	1. ORIGINAL CONTRACT AMOUNT: \$ 100,000	5. PREVIOUS CONTRACT AMOUNT: \$ 0.00	
	2. CASH MATCH REQUIREMENT: \$ 0.00	6. MODIFICATION AMOUNT: \$ 0.00	
	3. TOTAL CONTRACT AMOUNT: \$ 100,000	7. NEW TOTAL CONTRACT AMOUNT: \$ 100,000	
8. CONTACT INFO: Andrew Ferguson, Executive Director P: (509)673-2100 C: (714)745-3753 E: aferguson57@gmail.com	9. YVCOG PROGRAM CONTACT INFO: Crystal Testerman 311 N 4th St, Suite 204 Yakima WA 98901 509-424-4695 crystal.testerman@yvco.org	10. YVCOG FISCAL CONTACT INFO: Christina Wickenhagen 311 N 4th St, Suite 204 Yakima WA 98901 509-574-7986 chris.wickenhagen@yvco.org	
11. CONTRACT START DATE: April 1, 2017		12. CONTRACT END DATE: September 30, 2017	
13. FUNDING AUTHORITY: 2163 Local Funds – Homeless Program			
14. STATE AND FEDERAL "BARS" CODE: 565-XX-XXX		15. CFDA NUMBER(S): n/a	
16. PURPOSE: The Contractor shall perform professional services as defined by the Scope of Work incorporated herein.			
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference: <input checked="" type="checkbox"/> Exhibits (specify): EXHIBIT A – Terms and Conditions EXHIBIT B – Scope of Work EXHIBIT C - Budget			
This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.			
SACRED MESSENGERS DBA TRANSFORM YAKIMA TOGETHER		YAKIMA VALLEY CONFERENCE OF GOVERNMENTS	
_____ Andrew Ferguson, 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#	

P9.8

BUDGET

Transform Yakima Together

EMERGENCY HOMELESS ENCAMPMENT OPERATIONS

<i>Line Item</i>	<i>Amount</i>
Operations	\$94,000
Administration (Indirect)	\$6,000
TOTAL	\$100,000

Invoicing Provisions:

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

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

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

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

deductions and may opt to submit a supplemental invoice providing additional documentation before the next month's invoicing deadline for these costs only. Should a contractor opt not to re-invoice, these costs will be considered void as of the close of the next invoicing period.

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



YAKIMA VALLEY CONFERENCE OF GOVERNMENTS

311 North 4th Street, Suite 204 • Yakima, Washington 98901
509-574-1550 • FAX 574-1551
website: www.yvcog.org

March 20, 2017

U.S. Department of Housing and Urban Development
Office of Special Needs Assistance Programs
451 7th Street, SW
Washington, DC 20410

Please accept this letter as formal notice that the CoC Collaborative Applicant for **WA-507 Yakima City and County** is Yakima Valley Conference of Governments and the primary and secondary points of contact have changed due to staffing changes:

The previous points of contacts were: **(PLEASE DELETE)**

- Tim Sullivan, Program Manager
- Avery Zogleman, Program Coordinator

The new points of contact are:

Primary: Crystal Testerman, Program Manager
Yakima Valley Conference of Gov.'s
311 N. 4th Street, Ste. 204
Yakima, WA 98901
(509)574-1550
Email: Crystal.testerman@yvcog.org
eSNAPS username: [Crystal.Testerman](#)

Secondary: Larry Mattson, Executive Director
Yakima Valley Conference of Gov.'s
311 N. 4th Street, Ste. 204
Yakima, WA 98901
(509)574-1550
Email: Larry.mattson@yvcog.org
eSNAPS username: [larry.mattson](#)

Included with this document is the approval notification letter from John Peters, Director of the Office of Community Planning and Development at HUD, indicating recognition of the change in Collaborative Applicant for **WA-507 Yakima County**.

Thank you for your attention to this matter.

James A. Restucci, Executive Committee Chairman
Yakima Valley Conference of Governments

MEMBER JURISDICTIONS

Grandview • Granger • Harrah • Mabton • Moxee • Naches • Selah
Sunnyside • Tieton • Toppenish • Union Gap • Wapato • Yakima • Yakima County • Zillah

pg. 11

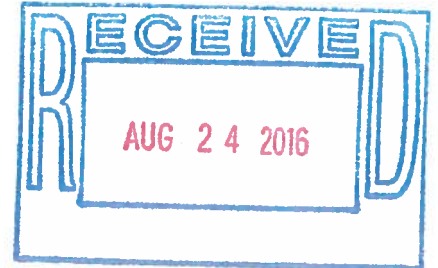


U.S. Department of Housing and Urban Development

Seattle Regional Office
Seattle Federal Office Building
Office of Community Planning & Development
909 First Avenue, Suite 300
Seattle, WA 98104-1000
www.hud.gov/washington.html

AUG 22 2016

Larry Matson
Yakima Valley Conference of Governments
311 North 4th Street, Suite 204
Yakima, WA 98901



Dear Mr. Matson:

SUBJECT: Collaborative Applicant Change and Assignment of
Continuum of Care Planning Grant

We have approved the change of the Collaborative Applicant for WA-507, the Yakima County Continuum of Care. We have received the required documentation to change the collaborative applicant from Yakima County to the Yakima Valley Conference of Governments.

Please note as part of this change we have also approved the transfer of the Continuum of Care planning grant. Grant WA0340L0T071500 must be fully executed with Yakima County. The grant will simultaneously be assigned and transferred to YVCOG. This will require the grant to be executed by Yakima County. The assignment, assumption, and transfer agreement must be executed by Yakima County and YVCOG. Once completed, please return to our office for further processing.

In order to fully execute the assignment agreement, YVCOG must return all required documents and complete a Standard Form 424. Please send the completed form to our office. The form may be accessed at <https://www.hudexchange.info/resource/306/hud-form-sf424/>.

Please find enclosed two copies of the grant agreement and assignment, assumption, and transfer agreement. Please have each signed and return to our office as soon as you are able. We will return one fully executed copy to you for your records.

Sincerely,

John W. Peters
Director
Office of Community Planning
and Development

Enclosures

cc: Avery Zoglman

VOUCHER REGISTER AND APPROVAL (REVISED)

We the undersigned representatives of the Yakima Valley Conference of Governments; Yakima County Washington; do hereby certify the merchandise or services hereinafter specified have been approved for payment in the total amount of \$449,779.53 this 20th day of March, 2017.

James A. Restuccl

Janice Gonzales

Mike Leita

Dan Olson

Mario Martinez

Maureen Adkison

John Hodgkinson

VOUCHER #	PAYEE	PURCHASE	AMOUNT	WARRANT #
2017				
JAN-17-001	YVCOG	Salaries & Wages, *January*	\$67,000.00	
JAN-17-002	YVCOG	Retirement, *January*	\$7,500.00	
JAN-17-003	YVCOG	Social Security, *January*	\$5,800.00	
JAN-17-004	YVCOG	Medical, *January*	\$9,200.00	
JAN-17-005	YVCOG	Worker's Compensation, *January*	\$260.00	
JAN-17-006	YVCOG	Unemployment, *January*	\$815.00	
JAN-17-007	Intagra Tele-Communications	DSL/Phone Service	\$850.00	
JAN-17-008	Yakima Waste Systems	Recycle service	\$24.00	
JAN-17-009	Graf Investments	Rent/Janitorial Services	\$6,165.00	
JAN-17-010	Great America Leasing	Phone System Lease & Tax	\$400.00	
JAN-17-011	Yakima County	Technology Support, etc.	\$1,500.00	
JAN-17-012	Printing	Purchasing Support, Printing	\$1,200.00	
JAN-17-013	Yakima Secure Storage	Storage Rental	\$193.50	
JAN-17-014	Xerox Corp	Copier Lease & Maintenance Agrmt	\$1,060.00	
JAN-17-015	Hewlett Packard	Plotter Lease & Maintenance Agrmt/Travel	\$100.52	
JAN-17-016	Lauris Mattson	Registration/Travel Reimbursement	\$200.00	
JAN-17-017	Deborah LaCombe	Registration/Travel Reimbursement	\$200.00	
JAN-17-018	Crystal Testeman	Registration/Travel Reimbursement	\$200.00	
JAN-17-019	Mike Shuttleworth	Registration/Travel Reimbursement	\$200.00	
JAN-17-020	Brian Galloway	Registration/Travel Reimbursement	\$200.00	
JAN-17-021	US Bank (TH)	P-card Purchases	\$2,500.00	
JAN-17-022	US Bank (LM)	P-card Purchases	\$5,000.00	
JAN-17-023	Meyer, Fluegge, & Tenney	Legal Services	\$1,500.00	
JAN-17-024	Daily Sun News	2017 Mtg. Dates Calendar publication	\$345.00	
JAN-17-025	Conference of Governments	Petty Cash reimbursement	\$200.00	
JAN-17-026	Advanced Travel - D. LaCombe	TTPO Meeting - Airway Heights - 1/18-19/17	\$550.00	
JAN-17-027	John Hodgkinson	Registration/Travel Reimbursement	\$20.00	
JAN-17-028	Tamara Hayward	Registration/Travel Reimbursement	\$75.00	
JAN-17-029	Jessica Hansen	Registration/Travel Reimbursement	\$75.00	
JAN-17-030	USPS	Postage	\$100.00	
JAN-17-031	Chris Wickenhagen	Registration/Travel Reimbursement	\$75.00	
JAN-17-032	Accurate Language Systems	2017 Mtg. Dates Calendar translation	\$50.00	
JAN-17-033	Lower Valley Crisis Service	Homeless Services - January 2017	\$6,000.00	
JAN-17-034	Northwest Community Action Center	Homeless Services - January 2017	\$40,000.00	
JAN-17-035	Rod's House	Homeless Services - January 2017	\$5,000.00	
JAN-17-036	Triumph Treatment Services	Homeless Services - January 2017	\$20,000.00	
JAN-17-037	YNHS	Homeless Services - December 2016	\$29,317.73	
JAN-17-038	YNHS	Homeless Services - January 2017	\$197,394.61	
JAN-17-039	Yakima Valley Farmworkers Clinic	Homeless Services - December 2016	\$15,240.91	
JAN-17-040	YWCA	Homeless Services - January 2017	\$8,000.00	
JAN-18-041	People for People	Homeless Services - January 2017	\$10,000.00	
JAN-17-042	Printing Department	December printing - letterhead	\$630.18	
JAN-17-043	Yakima Herald-Republic	HPPC meeting reschedule notice	\$42.20	
JAN-17-044	Yakima Herald-Republic / El Sol	2017 Mtg. Dates Calendar publications	\$485.90	
SUB TOTAL			\$445,649.53	

VOUCHER REGISTER AND APPROVAL

We the undersigned representatives of the Yakima Valley Conference of Governments; Yakima County Washington; do hereby certify the merchandise or services hereinafter specified have been approved for payment in the total amount of \$362,404.92 this 18th day of January, 2017.

James A. Restucci

Manice Gonzalez

Mike Leiffa

Dan Olson

Mario Martinez

Maureen Adkison

John Hodgkinson

VOUCHER #	PAYEE	PURCHASE	AMOUNT	WARRANT #
2017				
JAN-17-001	YVCOG	Salaries & Wages, *January*	\$67,000.00	
JAN-17-002	YVCOG	Retirement, *January*	\$7,500.00	
JAN-17-003	YVCOG	Social Security, *January*	\$5,800.00	
JAN-17-004	YVCOG	Medical, *January*	\$9,200.00	
JAN-17-005	YVCOG	Worker's Compensation, *January*	\$260.00	
JAN-17-006	YVCOG	Unemployment, *January*	\$815.00	
JAN-17-007	Integra Tele-Communications	DSL/Phone Service	\$850.00	
JAN-17-008	Yakima Waste Systems	Recycle service	\$24.00	
JAN-17-009	Graf Investments	Rent/Janitorial Services	\$6,165.00	
JAN-17-010	Great America Leasing	Phone System Lease & Tax	\$400.00	
JAN-17-011	Yakima County	Technology Support, etc.	\$1,500.00	
JAN-17-012	Printing	Purchasing Support, Printing	\$1,200.00	
JAN-17-013	Yakima Secure Storage	Storage Rental	\$193.50	
JAN-17-014	Xerox Corp	Copier Lease & Maintenance Agrmt	\$1,060.00	
JAN-17-015	Hewlett Packard	Plotter Lease & Maintenance Agrmt/Travel	\$100.52	
JAN-17-016	Lauris Mattson	Registration/Travel Reimbursement	\$200.00	
JAN-17-017	Deborah LaCombe	Registration/Travel Reimbursement	\$200.00	
JAN-17-018	Crystal Testerman	Registration/Travel Reimbursement	\$200.00	
JAN-17-019	Mike Shuttleworth	Registration/Travel Reimbursement	\$200.00	
JAN-17-020	Brian Galloway	Registration/Travel Reimbursement	\$200.00	
JAN-17-021	US Bank (TH)	P-card Purchases	\$2,500.00	
JAN-17-022	US Bank (LM)	P-card Purchases	\$5,000.00	
JAN-17-023	Meyer, Fluegge, & Tenney	Legal Services	\$1,500.00	
JAN-17-024	Daily Sun News	2017 Mtg. Dates Calendar publication	\$345.00	
JAN-17-025	Conference of Governments	Petty Cash reimbursement	\$200.00	
JAN-17-026	Advanced Travel - D. LaCombe	TTPO Meeting - Airway Heights - 1/18-19/17	\$550.00	
JAN-17-027	John Hodgkinson	Registration/Travel Reimbursement	\$20.00	
JAN-17-028	Tamara Hayward	Registration/Travel Reimbursement	\$75.00	
JAN-17-029	Jessica Hansen	Registration/Travel Reimbursement	\$75.00	
JAN-17-030	USPS	Postage	\$100.00	
JAN-17-031	Chris Wickenhagen	Registration/Travel Reimbursement	\$75.00	
JAN-17-032	Accurate Language Systems	2017 Mtg. Dates Calendar translation	\$50.00	
JAN-17-033	Lower Valley Crisis Service	Homeless Services - January 2017	\$6,000.00	
JAN-17-034	Northwest Community Action Center	Homeless Services - January 2017	\$40,000.00	
JAN-17-035	Rod's House	Homeless Services - January 2017	\$5,000.00	
JAN-17-036	Triumph Treatment Services	Homeless Services - January 2017	\$20,000.00	
JAN-17-037	YNHS	Homeless Services - December 2016	\$29,317.73	
JAN-17-038	YNHS	Homeless Services - January 2017	\$110,000.00	
JAN-17-039	Yakima Valley Farmworkers Clinic	Homeless Services - December 2016	\$15,240.91	
JAN-17-040	YWCA	Homeless Services - January 2017	\$8,000.00	
JAN-16-041	People for People	Homeless Services - January 2017	\$10,000.00	
JAN-17-042	Printing Department	December printing - letterhead	\$630.16	
JAN-17-043	Yakima Herald-Republic	HPPC meeting reschedule notice	\$42.20	
JAN-17-044	Yakima Herald-Republic / El Sol	2017 Mtg. Dates Calendar publications	\$485.90	
SUB TOTAL			\$358,254.92	

**YVCOG Executive Committee Meeting March 20, 2017
FINAL BUDGET REPORT 2016**

Prepared By Christina Wickenhagen, Deputy Director

REVENUES RECEIVED:

	2015 TOTAL		2016
January	\$ 139,242.72	\$	85,638.48
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
December	\$ 100,389.56	\$	112,858.99

Total Revenue MTD (through December)	\$ 1,081,686.95	\$	1,305,541.80
---	------------------------	-----------	---------------------

Total Revenue YTD	\$ 1,081,686.95	\$	1,305,541.80
--------------------------	------------------------	-----------	---------------------

EXPENDITURES:

Salaries				
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
December	\$	60,750.91	\$	-

Total Salaries MTD (through December)	\$ 623,594.06	\$	704,265.71
--	----------------------	-----------	-------------------

Total Salaries YTD	\$ 623,594.06	\$	704,265.71
---------------------------	----------------------	-----------	-------------------

Vouchers				
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	\$	33,749.75
December	\$	28,643.22	\$	54,350.73

Total Vouchers MTD (through December)	\$ 389,356.71	\$	565,165.59
--	----------------------	-----------	-------------------

Total Vouchers YTD	\$ 389,356.71	\$	565,165.59
---------------------------	----------------------	-----------	-------------------

TOTAL EXPENDITURES MTD (through December)	\$1,012,950.77		\$1,269,431.30
--	-----------------------	--	-----------------------

TOTAL EXPENDITURES YTD	\$1,012,950.77		\$1,269,431.30
-------------------------------	-----------------------	--	-----------------------

Revenue Balance	\$68,736.18		\$36,110.50
------------------------	--------------------	--	--------------------

MONTHLY CASH FLOW (estimate)

Salaries	\$	-	REIMB (SAL)	\$	-	ADMIN	\$	-
Vouchers	\$	54,350.73	REIMBURSED	\$	51,154.47	ADMIN	\$	3,196.26

REVENUE BALANCE SUMMARY

Providers	Award Amt	BEG DATE	EXP DATE
Consolidated Housing Grant	\$ 272,157	1/1/2017	6/30/2017
Housing and Essential Needs	\$ 315,868	1/1/2017	6/30/2017
Temporary Assistance for Needy Families	\$ 54,462	1/1/2017	6/30/2017
Emergency Solutions Grant	\$ 82,220	1/1/2017	6/30/2017
HUD CoC	\$ 18,525	11/2/2016	12/31/2017
<i>HUD Direct</i>	\$ 576,063		
<i>People for People Direct (EFSP)</i>	\$ 165,534		
Local Filing Fees	\$ 900,000	1/1/2017	12/31/2017
2017 HOMELESS FUNDING			Paid In February
Yakima Neighborhood Health	\$ 1,381,739	82%	\$ 226,712.34
Yakima Valley Farm Workers Clinic	\$ 312,231	11%	\$ 30,203.80
Triumph Treatment	\$ 86,205	4%	\$ 10,467.50
Lower Valley Crisis	\$ 22,637	1%	\$ 3,018.87
Rod's House	\$ 8,033	1%	\$ 1,519.52
YWCA	\$ 30,270	1%	\$ 3,035.94
People for People	\$ 1,618	0%	\$ 444.17
Yakama Nation	\$ 91,956	0%	\$ -
Next Step	\$ 97,431	0%	\$ -
Yakima Valley Conf of Govts	\$ 163,322	0%	\$ -
Yakima Rotary Food Bank	\$ 4,424	0.2%	\$ -
Selah Food Bank	\$ 4,424	0.2%	\$ -

SOC Yakima Food Pantry	0.9%	\$ 21,047
Saint Vincent Center	0.5%	\$ 11,686
St. Michaels Food Pantry	0.1%	\$ 1,375
Yakima SDA Food Pantry	0.0%	\$ 900
SOC Wapato Food Pantry	0.2%	\$ 4,765
Toppenish Food Pantry	0.3%	\$ 7,052
Granger Food Pantry	0.1%	\$ 3,050
SOC Sunnyside Food Pantry	0.3%	\$ 7,624
Sunnyside ACS Food Pantry	0.3%	\$ 6,290
Grandview SDA Food Pantry	0.1%	\$ 2,859
SOC Mabton Food Pantry	0.2%	\$ 4,956
Zillah Food Pantry	0.1%	\$ 1,525
Noah's Ark	0.9%	\$ 21,209
SOC Soup Kitch	0.2%	\$ 4,000
TOTAL	100%	\$ 2,302,627
		\$ 275,402.14

REVENUE BALANCE REMAINING - FEBRUARY 2017

Contract/GRANT	Award Amt	BEG DATE	EXP DATE	FEB AVAILABLE	FEB INVOICE	MARCH AVAILABLE
Consolidated Housing Grant	\$ 272,157	1/1/2017	6/30/2017	\$ 253,426.98	\$18,729.69	\$234,697.29
Housing and Essential Needs	\$ 315,868	1/1/2017	6/30/2017	\$ 261,141.21	\$54,726.74	\$206,414.47
Temporary Assistance for Needy Families	\$ 54,462	1/1/2017	6/30/2017	\$ 53,536.98	\$925.00	\$52,611.98
Emergency Solutions Grant	\$ 82,220	1/1/2017	6/30/2017	\$ 75,138.54	\$7,081.46	\$68,057.08
HUD CoC	\$ 18,525	11/2/2016	12/31/2017	\$ 18,525.00	\$0.00	\$18,525.00
Local Filing Fees	\$ 900,000	1/1/2017	12/31/2017	\$ 813,187.09	\$193,939.25	\$619,247.84
					\$275,402.14	
2016 TO PROVIDERS						
Emergency Solutions Grant						
Yakima Neighborhood Health	\$ 33,120	1/1/2017	6/30/2017	\$ 29,571.25	\$3,548.75	\$26,022.50
Yakima Neighborhood Health (HURAY)	\$ -			\$ -	\$0.00	\$0.00
Yakima Valley Farm Workers Clinic	\$ 18,494	1/1/2017	6/30/2017	\$ 18,494.00	\$0.00	\$18,494.00
Triump Treatment	\$ 17,032	1/1/2017	6/30/2017	\$ 15,295.52	\$1,736.48	\$13,559.04
Lower Valley Crisis	\$ 13,574	1/1/2017	6/30/2017	\$ 11,777.77	\$1,796.23	\$9,981.54
	100%				\$7,081.46	
Equals Award Amount	\$ 82,220					
Consolidated Housing Grant						
Yakima Neighborhood Health	\$ 78,287	1/1/2017	6/30/2017	\$ 71,662.01	\$6,625.19	\$65,036.82
Yakima Valley Farm Workers Clinic	\$ 61,754	1/1/2017	6/30/2017	\$ 61,753.99	\$0.00	\$61,753.99
Rod's House	\$ 8,033	1/1/2017	6/30/2017	\$ 6,513.11	\$1,519.52	\$4,993.59
Triumph Treatment Services	\$ 36,999	1/1/2017	6/30/2017	\$ 29,449.84	\$7,549.04	\$21,900.80
YWCA of Yakima	\$ 30,270	1/1/2017	6/30/2017	\$ 27,234.09	\$3,035.94	\$24,198.15
	100%				\$18,729.69	
Equals Award Amount	\$ 215,343					
TANF						
Yakima Neighborhood Health	\$ 35,409	1/1/2017	6/30/2017	\$ 34,484.00	\$925.00	\$33,559.00
Yakima Valley Farm Workers Clinic	\$ 19,053	1/1/2017	6/30/2017	\$ 19,052.98	\$0.00	\$19,052.98
	100%				\$925.00	
Equals Award Amount	\$ 54,462					
HEN						
Yakima Neighborhood Health	\$ 200,166	1/1/2017	6/30/2017	\$ 145,439.67	\$54,726.74	\$90,712.93
Yakima Valley Farm Workers Clinic	\$ 100,431	1/1/2017	6/30/2017	\$ 100,431.26	\$0.00	\$100,431.26
	100%				\$54,726.74	
Equals Award Amount	\$ 300,598					
Local Filing Fees Committed 2017						
Yakima Neighborhood Health WFF	\$ 39,969	1/1/2017	3/31/2017	\$ 27,239.00	\$12,730.00	\$14,509.00
Yakima Neighborhood Health WFF	\$ 56,000	7/1/2017	12/31/2017	\$ -	\$0.00	\$0.00
People for People EFSP	\$ 1,618	11/1/2016	3/31/2017	\$ 1,618.50	\$444.17	\$1,174.33
Yakima Neighborhood Health EWWS	\$ 235,000	11/15/2016	3/31/2017	\$ 180,837.50	\$78,473.78	\$102,363.72

pg. 21

	8%	\$	76,000	11/15/2016	3/31/2017	\$	76,000.00	\$30,203.80	\$45,796.20
Yakima Valley Farm Workers Clinic EWWS	1%	\$	10,000	1/1/2017	12/31/2017	\$	10,000.00	\$0.00	\$10,000.00
Yakima Neighborhood Health HAF	1%	\$	10,000	1/1/2017	12/31/2017	\$	10,000.00	\$0.00	\$10,000.00
Yakima Valley Farm Workers Clinic HAF	16%	\$	140,000	1/1/2017	12/31/2017	\$	140,000.00	\$0.00	\$140,000.00
Yakima Valley Conf of Govts	1%	\$	4,797	1/1/2017	12/31/2017	\$	4,797.00	\$0.00	\$4,797.00
Yakima Valley Conf of Govts HUD CoC Match	5%	\$	45,000	11/1/2016	2/28/2017	\$	45,000.00	\$45,000.00	\$0.00
Yakima Neighborhood Health PHC/PIT	24%	\$	217,510	1/1/2017	6/30/2017	\$	197,999.43	\$22,270.74	\$175,128.69
Yakima Neighborhood Health HURAY	2%	\$	21,804	1/1/2017	6/30/2017	\$	19,391.86	\$2,412.14	\$16,979.72
Yakima Neighborhood Health ESG Match	1%	\$	10,965	1/1/2017	6/30/2017	\$	9,783.02	\$1,181.98	\$8,601.04
Trump Treatment ESG Match	1%	\$	12,157	1/1/2017	6/30/2017	\$	10,934.36	\$0.00	\$10,934.36
Yakima Valley Farm Workers Clinic ESG Match	1%	\$	9,063	1/1/2017	6/30/2017	\$	9,063.00	\$1,222.64	\$7,840.36
Lower Valley Crisis ESG Match	1%	\$	10,118	7/1/2017	12/31/2017	\$	-	\$0.00	\$0.00
ESG Match July - December Contracts	0%	\$	-	1/1/2017	12/31/2017	\$	-	\$0.00	\$0.00
Unobligated		\$	900,000					\$193,939.25	

Direct HUD Funding

Yakima Neighborhood Health - Bright Futures	35%	\$207,325
Yakama Nation Housing - Pathway to Home	15%	\$91,956
Yakima Neighborhood Health - Bienestar PSH	12%	\$72,695
Next Step Housing - Sommerset Apartments	9%	\$51,343
Yakima Neighborhood Health - 904 Arlington P	9%	\$50,712
Next Step Housing - Pear Tree Place	8%	\$46,088
Yakima Neighborhood Health - YNHS PSHS	7%	\$44,562
Yakima Valley Conf - Planning Grant	3%	\$18,525
Yakima Neighborhood Health - 906 Arlington P	2%	\$11,382
		\$594,588

DIRECT PEOPLE FOR PEOPLE - EFSP FUNDING

Food Banks		
Yakima Rotary Food Bank	3%	\$ 4,424
Selah Food Bank	3%	\$ 4,424
SOC Yakima Food Pantry	13%	\$ 21,047
Saint Vincent Center	4%	\$ 5,949
St. Michahels Food Pantry	1%	\$ 1,375
Yakima SDA Food Pantry	1%	\$ 900
SOC Wapato Food Pantry	3%	\$ 4,765
Toppenish Food Pantry	4%	\$ 7,052
Granger Food Pantry	2%	\$ 3,050
SOC Sunnyside Food Pantry	5%	\$ 7,624
Sunnyside ACS Food Pantry	4%	\$ 6,290
Grandview SDA Food Pantry	2%	\$ 2,859
SOC Mabton Food Pantry	3%	\$ 4,956
Zillah Food Pantry	1%	\$ 1,525
Nah's Ark	2%	\$ 4,000
SOC Soup Kitch	2%	\$ 4,000

Emergency Hotel / Motel Vouchers			
Yakima Valley Farm Workers Clinic	3%	\$	5,737
Saint Vincent Center	3%	\$	5,737
Yakima Neighborhood Health	3%	\$	5,737
Yakima Neighborhood Health Hospital Referral	3%	\$	4,228
Yakima Valley Farm Workers Clinic	5%	\$	8,605
Yakima Neighborhood Health	5%	\$	8,605
Yakima Neighborhood Health Hospital Referral	3%	\$	4,228
Mass Shelter Assistance			
Triumph Treatment Center	13%	\$	21,209
Noah's Ark	10%	\$	17,209
		\$	165,534

GRAND TOTAL

2/21/2017 2163 Balance:	\$ 1,246,010.49	Obligated 2163 Funds Calendar Year 2017	
YVCOG Obligations 2017	\$ (399,400.00)	EWWS	\$ (311,000)
Fiscal Reserve	\$ (500,000.00)	WFF	\$ (95,969)
Earmarked Permanent Shelter	\$ (200,000.00)	EFSP	\$ (1,618)
		HAF	\$ (20,000)
2163 Balance	\$ 146,610.49	PHC/PIT	\$ (45,000)
RFP approved 2/21/17	\$ (100,000.00)	HURAY	\$ (217,510)
2163 Actual Balance 2/21/17	\$ 46,610.49	COG	\$ (144,797)
		Jan-Jun ESG Match	\$ (53,989)
Unfunded Needs:		July-Dec ESG Match	\$ (10,117)
Nov 2017 EWWS	\$ (311,000.00)		\$ (900,000)
July 2017 ESG Match	\$ (158,883.00)	1/1/17 County Paid	\$ 500,600
	\$ (469,883.00)	Balance	\$ (399,400)
2017 Anticipated 2163 Ending Balance	\$ 646,610.49	2017 Unfunded Needs	
2017 Unfunded 2163 Needs:	\$ (203,842.00)	Nov/Dec 2017 EWWS	\$ 124,400
1/1/18 Anticipated 2163 Available Funds	\$ 442,768.49	July-Dec 2017 ESG Match	\$ 79,442
			\$ 203,842

**The 2017 Budget was developed and approved in the fall of 2016. The Unfunded Needs occurred after the 2017 budget was developed and approved. Specifically, as a result of the fall 2016 HURAY Program funding and the increase in EWWS funds, the anticipated, yet unobligated funds to the EWWS for Nov/Dec 2017 and the ESG Matching Funds for Contracts July-Dec 2017 are no longer funded.

**YVCOG Executive Committee Meeting March 20, 2017
BUDGET REPORT
Feb-17**

Prepared By Christina Wickenhagen, Deputy Director

REVENUES RECEIVED:

	2016	2017
January	\$ 85,638.48	\$ 680,892.68
February	\$ 112,354.71	\$ 222,612.72
March	\$ 200,453.73	
April	\$ 108,418.53	
May	\$ 120,008.63	
June	\$ 58,623.14	
July	\$ 119,768.97	
August	\$ 55,619.87	
September	\$ 78,557.30	
October	\$ 119,732.27	
November	\$ 133,507.18	
December	\$ 112,858.99	
Total Revenue MTD (through February)	\$ 197,993.19	\$ 903,505.40
Total Revenue YTD	\$ 1,305,541.80	\$ 903,505.40

EXPENDITURES:

Salaries	January	\$ 64,453.00	\$ 122,197.00
	February	\$ 64,428.77	\$ 63,175.58
	March	\$ 65,621.22	
	April	\$ 64,674.51	
	May	\$ 69,115.38	
	June	\$ 65,012.35	
	July	\$ 64,685.84	
	August	\$ 71,677.89	
	September	\$ 58,678.48	
	October	\$ 58,885.05	
	November	\$ 57,033.22	
	December	\$ -	
	Total Salaries MTD (through February)	\$ 128,881.77	\$ 185,372.58
Total Salaries YTD	\$ 704,265.71	\$ 185,372.58	

Vouchers	January	\$ 53,237.27	\$ 89,573.73
	February	\$ 67,919.72	\$ 318,813.00
	March	\$ 45,097.15	
	April	\$ 46,943.47	
	May	\$ 30,636.73	
	June	\$ 45,778.90	
	July	\$ 41,865.23	
	August	\$ 41,479.03	
	September	\$ 56,292.17	
	October	\$ 47,815.44	
	November	\$ 33,749.75	
	December	\$ 52,040.44	
	Total Vouchers MTD (through February)	\$ 121,156.99	\$ 408,386.73
Total Vouchers YTD	\$ 562,855.30	\$ 408,386.73	

TOTAL EXPENDITURES MTD (through February) \$250,038.76 \$593,759.31

TOTAL EXPENDITURES YTD \$1,267,121.01 \$593,759.31

Revenue Balance \$38,420.79 \$309,746.09

MONTHLY CASH FLOW (estimate)

Salaries	\$ 63,175.58	REIMB (SAL)	\$ 63,175.58	ADMIN	\$ -
Vouchers	\$ 318,813.00	REIMBURSED	\$ 311,418.59	ADMIN	\$ 7,394.41

Pg. 25

2017
Yakima Valley Conference of Governments
Revenue Budget

17%

Sub-Departments Grants/Contracts	FEBRUARY	YTD Actual Revenue	2017 Budget	Year-to-Date \$ Variance	Year-to-Date % Variance
Beginning Fund Bal-Designated **			205,000.00 **	195,000.00	
Administration					
Admin-Gen'l Assessment	1,784.00	64,072.50	115,414.00	51,341.50	56%
Admin-Misc Revenue (copies, posters)	24.58	53.06	300.00	246.94	18%
Admin-Assoc Membership Fees	-	-	2,000.00	2,000.00	0%
Sale of Scrap & Junk	-	-	400.00	400.00	0%
Total Administration	1,808.58	64,125.56	118,114.00	53,988.44	54%
Intergov-Local Match WSDOT	1,193.00	31,689.00	40,449.00	8,760.00	78%
Intergov -Local Transit	-	-	6,000.00	6,000.00	0%
Total Intergov-Local	1,193.00	31,689.00	46,449.00	14,760.00	68%
MPO/RTPO					
FHWA-DOT-Metro Plan (PL)	10,821.57	34,632.22	350,000.00	315,367.78	10%
FTA-DOT-Metro Plan Grant	-	-	60,000.00	60,000.00	0%
RTPO-WSDOT	12,735.52	14,309.97	92,965.00	78,655.03	15%
Total MPO/RTPO	23,557.09	48,942.19	502,965.00	454,022.81	10%
Human Services Transp Plan	900.16	900.16	5,000.00	4,099.84	18%
CTR - Plans & Progr WSDOT	6,043.36	6,043.36	75,000.00	68,956.64	8%
CMAQ Grant	7,966.72	24,867.71	103,750.00	78,882.29	24%
Homeless Local Fees	-	500,600.00	900,000.00	399,400.00	56%
CHG State Grant	93,946.08	93,946.08	500,000.00	406,053.92	19%
HEN State Grant	-	-	700,000.00	700,000.00	0%
ESG Federal Grant	-	-	275,000.00	275,000.00	0%
HUD CoC Federal Grant	-	-	18,525.00	18,525.00	0%
Intergov-Scholarship	-	-	500.00	500.00	0%
Intergov Serv-Exec Boards (TA Contr)			90,000.00		
Member TA's 2016	73,365.74	110,731.29			
Grandview TA 2017	-	-			
Grandview GMA PSA	-	884.70			
Granger TA 2017	-	-			
Granger GMA PSA	1,323.18	1,418.08			
Harrah PSA 2014	-	-			
Mabton TA 2017	-	-			
Mabton GMA PSA	-	1,776.17			
Moxee TA 2017	-	-			
Naches TA 2017	-	-			
Naches GMA PSA	-	-			
Selah TA 2017	-	-			
Selah GMA PSA	1,501.79	3,545.34			
Tieton TA 2017	-	-			
Tieton GMA	4,657.10	7,188.88			
Toppenish TA 2017	-	-			
Union Gap TA 2017	-	-			
Union Gap GMA	753.23	753.23			
Wapato TA 2017	-	-			
Wapato GMA Grant PSA	5,596.69	6,093.65			
YC HOME Cons PSA 15-19	-	-			
Total TA Contracts	87,197.73	132,391.34	90,000.00	-42,391.34	147%
Total Revenue	222,612.72	903,505.40	3,335,303	2,431,797.60	27%

Pg 26

2017
Yakima Valley Conference of Governments
EXPENDITURE Budget

17%

	February	YTD Actual	2017 Budget	Annual \$ Variance	YTD % Variance
Salaries					
Salaries and Wages	\$ 63,175.58	\$ 185,372.58	\$ 839,000	22%	\$ 653,627.42
Salaries-Overtime	\$ -	\$ -	\$ 8,000	0%	\$ 8,000.00
	<u>\$ 63,175.58</u>	<u>\$ 185,372.58</u>	<u>\$ 847,000</u>	22%	<u>\$ 661,627.42</u>
Personnel Benefits					
Benefits-Direct	\$ 20,098.16	\$ 60,631.05	\$ 294,000	21%	\$ 233,368.95
	<u>\$ 20,098.16</u>	<u>\$ 60,631.05</u>	<u>\$ 294,000</u>	21%	<u>\$ 233,368.95</u>
Supplies					
Office & Operating Supplies	\$ 2,698.95	\$ 3,517.48	\$ 38,000	9%	\$ 34,482.52
Small Tools and Minor Equip	\$ 91.54	\$ 848.43	\$ 17,000	5%	\$ 16,151.57
Computer Software	\$ -	\$ -	\$ 3,000	0%	\$ 3,000.00
Small & Attractive Items	\$ -	\$ -	\$ 5,000	0%	\$ 5,000.00
	<u>\$ 2,790.49</u>	<u>\$ 4,365.91</u>	<u>\$ 63,000</u>	7%	<u>\$ 58,634.09</u>
Other Services-Charges					
Professional Services	\$ 6,379.55	\$ 10,407.55	\$ 84,000	12%	\$ 73,592.45
Prof Serv-Tech Services	\$ 1,217.04	\$ 2,417.69	\$ 16,000	15%	\$ 13,582.31
Communications-Telephone	\$ 823.37	\$ 1,693.71	\$ 10,800	16%	\$ 9,106.29
Communication-Postage	\$ 4.54	\$ 62.83	\$ 1,800	3%	\$ 1,737.17
Travel	\$ 2,700.62	\$ 4,084.66	\$ 65,000	6%	\$ 60,915.34
Advertising	\$ 288.20	\$ 1,341.20	\$ 12,000	11%	\$ 10,658.80
Operating Rentals and Leases	\$ 6,597.35	\$ 19,441.51	\$ 122,000	16%	\$ 102,558.49
Insurance	\$ -	\$ 8,715.00	\$ 8,500	103%	\$ (215.00)
Utility Services	\$ 11.76	\$ 23.52	\$ 250	9%	\$ 226.48
Repair and Maintenance	\$ 388.58	\$ 720.63	\$ 5,500	13%	\$ 4,779.37
Homeless Provider Contracts	\$ 275,402.14	\$ 290,643.05	\$ 1,729,753	17%	\$ 1,439,109.95
Misc. (registrations, dues, sut	\$ 2,111.20	\$ 4,031.73	\$ 75,500	5%	\$ 71,468.27
	<u>\$ 295,924.35</u>	<u>\$ 343,583.08</u>	<u>\$ 2,131,103</u>	16%	<u>\$ 1,787,519.92</u>
Debt Services-Interest					
Interest	\$ -	\$ -	\$ 200		\$ 200.00
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200</u>		<u>\$ 200.00</u>
	<u>\$ 381,988.58</u>	<u>\$ 593,952.62</u>	<u>\$ 3,335,303</u>	18%	<u>\$ 2,741,350.38</u>

Pg. 27

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

February 2017

For the Mo Ended:													
(Cash Basis Accounting)	February	March	April	May	June	July	August	September	October	November	December	Jan-17	Feb-17
Beginning cash	\$259,820.08	\$296,112.97	\$385,846.66	\$383,112.48	\$402,667.53	\$349,560.44	\$361,708.25	\$304,101.01	\$287,625.55	\$281,007.71	\$323,667.19	\$384,417.25	\$853,539.20
Fed Hwy Admin-WSDOT STP	1,256.97	828.89	1,828.00	2,552.49	4,595.23			29,358.20		55,351.14	34,168.98	23,810.65	10,821.57
FHWA DOT-Metro Plan Grant		47,695.75		0.00	19,971.11	26,416.00							
FTA-DOT-Metro Plan Grant		31,069.44	28,550.31	21,359.06					2,925.49		5,608.97		900.16
Human Svs Trasp Plan Grant										14,158.07	13,930.80	1,574.45	12,735.52
DOT-RTPO & RTPO Long Range	7,710.42	8,343.17	9,436.69	10,130.68	13,905.75	9,872.11	6,662.90		15,843.11	5,438.22		16,900.99	7,966.72
CMAQ Plans & Programs													93,946.08
CHG - Homeless Grant													
ESG - Homeless Grant													
CTR - Grant	6,003.36	6,102.11	5,972.78	6,081.09		6,140.73	6,089.87		12,472.63		12,233.77		6,043.36
Dept Health Grant				7,365.25	3,590.61	7,596.72		6,934.83					
Homeless 2163 Local Fees												500,600.00	
Intergov Serv-Exec Boards (TA Contr	9,929.91	78,782.22	51,838.10	55,794.58	6,499.92	39,246.66	45,667.10	42,264.27	77,770.79	58,365.05	46,900.75	45,193.61	87,197.73
Intergov-County/City Share-gen asse	48,735.75	-1,063.00	10,720.25			30,496.75			10,720.25			62,288.50	1,784.00
Intergov-Local Match WSDOT	38,679.00	-860.00										30,496.00	1,193.00
Intergov -Local FTA (Yakima Transit)													
Intergov -Scholarship				195.00									
Misc Revenue-copies, posters	39.30	14.32		18.76	3,000.00		-3,000.00			194.70	15.72	28.48	24.58
Associate Membership Fees			50.00	50.00	50.00		200.00						
Scrap & Junk													
Non-revenue	56,409.93		22.40										
Expense Revenue Netted Back													
Total Receipts	\$168,764.64	\$200,453.73	\$108,418.53	\$120,008.63	\$58,623.14	\$119,768.97	\$55,619.87	\$78,557.30	\$119,732.27	\$133,507.18	\$112,858.99	\$680,892.68	\$222,612.72
Available Cash	\$428,584.72	\$496,566.70	\$494,265.19	\$503,121.11	\$461,290.67	\$468,329.41	\$417,328.12	\$382,658.31	\$387,357.82	\$414,514.89	\$436,526.18	\$1,065,309.93	\$1,076,151.92
Use of Funds													
Salaries	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		122,197.00	63,175.58
Personnel Benefits	34,884.63	21,581.89	21,357.02	21,412.82	21,426.18	21,320.88	20,902.72	19,359.50	19,387.79	18,102.34		40,541.85	20,098.16
Supplies	1,803.38	8,190.63	11,188.21	3,076.00	1,700.59	690.49	1,942.11	5,761.37	595.60	822.62	2,347.35	1,431.44	2,757.94
Other Services	31,231.71	15,324.63	14,398.24	10,301.21	22,652.13	19,853.86	18,634.20	31,171.30	27,832.05	14,824.79	49,693.09	47,600.44	295,924.35
Custodial Account													
Debt Service - Interest	123.26	1.67	-465.27	701.47	1,938.98	70.09	70.19	62.11	-350.38	64.73	68.49	0.00	0.00
Total Cash Out	132,471.75	110,720.04	111,152.71	100,453.58	112,730.23	106,621.16	113,227.11	115,032.76	106,350.11	90,847.70	52,108.93	211,770.73	381,956.03
Net Cash Flow	\$296,112.97	\$385,846.66	\$383,112.48	\$402,667.53	\$348,560.44	\$361,708.25	\$304,101.01	\$267,625.55	\$281,007.71	\$323,667.19	\$384,417.25	\$653,539.20	\$694,195.89

2017
Yakima Valley Conference of Governments
Budget - Revenue
Proposed Budget Amendment #1 - May 17, 2017

Description	2017 Budget	2017 Budget Line item Revision #1
Beginning Fund Balance - Unreserved	205,000	
FHWA- DOT Metro PI Grant (PL)	350,000	350,000
FTA - DOT Metro Plan Grant	60,000	60,000
RTPO-RTPO LR - DOT	92,965	92,965
Human Services Transp. Plan	5,000	5,000
CTR Plans & Progr - DOT	75,000	75,000
CMAQ Grant	103,750	103,750
#1 \$ 203,842 Homeless Local Filing Fees	900,000	1,103,842 Release earmark funds/ New RFP ESG Contracts 7/1-12/31/17 Match
Homeless State Grant	1,200,000	1,200,000 EWWS begin in Nov 2017
Homeless Federal Grant	275,000	275,000
HUD CoC Grant	18,525	18,525
Intergov Serv-Exec Boards (TA Contr)	90,000	90,000
Intergov-County/City Share-gen'l assessm	115,414	115,414
Intergov-Local Match WSDOT	40,449	40,449
Intergov -Local FTA (Yakima Transit)	6,000	6,000
Intergov -Scholarship	500	500
Misc Revenue-copies, posters (ESD 105)	300	300
Associate Membership Fees	2,000	2,000
Sale of Scrap & Junk	400	400
Total	\$ 3,335,303	\$ 3,539,145

*** Denotes line item revision; Budg Amend #1

pg. 29

2017
Yakima Valley Conference of Governments
Budget - Expenditures
Proposed Budget Amendment #1 - May 17, 2017

Description	2017 Budget	Proposed 2017 Amendment
Salaries		
Salaries and Wages	\$ 839,000	\$ 839,000
Salaries-Overtime	\$ 8,000	\$ 8,000
Salaries-Extra Help	\$ -	\$ -
Total Salaries	\$ 847,000	\$ 847,000
Personnel Benefits		
Benefits-Direct	\$ 294,000	\$ 294,000
Benefits-Bank Accruals	\$ -	\$ -
Total Personnel Benefits	\$ 294,000	\$ 294,000
Supplies		
Office & Operating Supplies	\$ 38,000	\$ 38,000
Small Tools and Minor Equip	\$ 17,000	\$ 17,000
Computer Software	\$ 3,000	\$ 3,000
Small & Attractive Items	\$ 5,000	\$ 5,000
Total Supplies	63,000	63,000
Other Services-Charges		
Homeless Provider Contracts	\$ 1,729,753	\$ 1,933,595 *
Professional Services	\$ 84,000	\$ 84,000
Prof Serv-Tech Services	\$ 16,000	\$ 16,000
Communications-Telephone	\$ 10,800	\$ 10,800
Communication-Postage	\$ 1,800	\$ 1,800
Travel	\$ 65,000	\$ 65,000
Advertising	\$ 12,000	\$ 12,000
Operating Rentals and Leases	\$ 122,000	\$ 122,000
Insurance	\$ 8,500	\$ 8,500
Utility Services	\$ 250	\$ 250
Repair and Maintenance	\$ 5,500	\$ 5,500
Misc. (registrations, dues, subscriptions)	\$ 75,500	\$ 75,500
Total Other Services - Charges	\$ 2,131,103	\$ 2,334,945
Capital Outlay		
Capital Expenditure	\$ -	\$ -
Total Capital Outlay	-	-
Debt Services-Interest		
Interest	\$ 200	\$ 200
Total Debt Service - Interest	200	200
Total	\$ 3,335,303	\$ 3,539,145

* Proposed Amendment		
New RFP Homeless Program	\$	100,000.00
ESG Contracts 7/1-12/31/17 Homeless Program		\$84,000
EWWS Contract Nov 2017	\$	19,842

Pg. 30

YVCOG's April 2017 Classes

Writing in Plain Talk

Jordan Peabody

April 18, 2017



8:30am-5pm / \$75.00 Course Fee

Yakima Valley Office of

Emergency Management

2403 S 18th Street Suite 200

Union Gap, WA 98903

This course will cover the general principles and seven guidelines of Plain Talk as it applies to writing instructions, announcements, publications, and other documents.

- Understand customer needs.
- Use simple language.
- Include only important information.
- Use active sentences.
- Design clear pages.

Tools for Funding Future Infrastructure Projects

Public Works Board

April 20, 2017

8am-3:30pm / Free

Best Western Plus

911 Vintage Valley Pkwy

Zillah, WA 98953



Staff from the Departments of Health, Ecology, and Commerce, USDA Rural Development, Rural Community Assistance Corporation, Community Development Block Grant, Transportation Improvement Board, Public Works Board, and other funding programs will be available to explore your community's infrastructure needs!

Jurassic Parliament—Robert's Rules of Order

Ann Macfarlane

April 19, 2017

9am-12pm / \$75 Course Fee

Yakima Valley Office of Emergency

Management

2403 S 18th Street Suite 200

Union Gap, WA 98903

Would you like to:

- Have more efficient and pleasant board meetings?
- Deal with challenging meeting situations?
- Run meetings that are fair to everyone?
- Handle difficult colleagues?



Short Course on Local Planning

April 26, 2017

6:15—9:15pm / Free

Best Western Plus

911 Vintage Valley Pkwy

Zillah, WA 98953



This course is an overview of the complex mix of land use planning laws that work together to support land-use decision-making in Washington state; An introduction to comprehensive planning and plan implementation under the Growth Management Act; A review of the roles in planning and best practices for public participation; and Mandatory training on the Open Public Meetings Act for local government officials. All courses are offered at no charge and are open to the public.

All classes have a mandatory RSVP. For more information please visit our website at www.YVCOG.org and click on events.

DRAFT UPDATE Yakima Valley Conference of Governments Procurement Policies & Procedures

This document establishes the guidelines by which goods and services will be procured for Yakima Valley Conference of Governments (YVCOG). These policies and procedures are designed to ensure that goods and services are procured at the best available price consistent with high quality, that sound business and ethical practices are adhered to in all YVCOG business transactions, and that all transactions are completed in a manner that provides for open and free competition.

POLICIES

Responsibilities. The Director has primary responsibility for purchasing activities of YVCOG, and has the authority to delegate purchasing responsibilities as appropriate. The Director will review and evaluate the procurement procedures to ensure the best internal controls possible and will recommend changes as necessary.

Code of Ethics. No employee, officer or agent of YVCOG shall participate in selection, award or administration of a contract or authorization of a purchase if a conflict of interest, real or apparent, would be involved.

Open and Free Competition. To ensure open and free competition:

- Unreasonable requirements shall not be placed on firms and/or individuals in order for them to qualify to do business.
- Contract specifications or statements of work may not unduly restrict competition and must identify the requirements that proposing firms and/or individuals must fulfill and the factors to be used in evaluating bids or proposals.

Protest Procedure. Unsuccessful proposers will be afforded the opportunity of debriefing conferences if they so request within three days of receipt of the written notification indicating that their proposal was not selected. Discussions will be informal and limited to a critique of the requesting consultant's proposal. Debriefings may be conducted in person or by telephone and may be limited to a specific period of time.

YVCOG will handle and resolve disputes relating to procurements and will disclose information regarding the protest to the awarding agency. A protester must exhaust all administrative remedies with YVCOG before pursuing a protest with the Federal granting agency. Reviews of protests by the Federal granting agency will be limited to:

- Violations of Federal law or regulations and standards of this section (violations of State or local law will be under the jurisdiction of State or local authorities) and
- Violations of YVCOG protest procedures for failure to review a complaint or protest. Protests received by the Federal granting agency other than those specified above will be referred to YVCOG.

PURCHASING CATEGORIES

A) General Purchases: This category includes supplies and purchased services.

B) Personal & Professional Services Contracting with CPG Funds: This category includes contracting for personal and/or professional services when using state or federal funding provided through the biennial Metropolitan/Regional Transportation Planning Agreement between YVCOG and WSDOT. Funds subject to this agreement are casually referred to as the Consolidated Planning Grant (CPG) funds. The agreement

requires that purchasing procedures be undertaken within the more stringent requirements of the Federal Transit Administration (Circular 4220.1F).

C) Personal & Professional Services Contracting with non-CPG Funds: This category includes contracting for personal and/or professional services when using any source of local, state or federal funding not subject to the biennial Metropolitan/Regional Transportation Planning Agreement between YVCOG and WSDOT.

D) Intergovernmental Purchases: This category includes goods and/or services purchased from another Washington public entity, per RCW 39.34 and RCW 39.26.125.

PROCEDURES

COMPETITIVE PROCUREMENT

A) General Purchases: Pursuant to RCW 39.34, bidding is not required when purchases of materials, supplies or equipment are made under State standard contracts.

B) Personal & Professional Services Contracting with (consolidated planning grant) CPG Funds:

1. \$5,000 or less – When utilizing CPG funds subject to:

a. Metropolitan/Regional Transportation Planning Program Agreement between YVCOG and WSDOT

b. Homeless Program Agreement between YVCOG and Commerce

procurement will not require competition.

2. \$5,001 or more – Any contracted procurement over \$5,000 will go through the competition or sole source procedures detailed in the

a. WSDOT LAG manual for the Transportation Program

b. HUD guidelines of procurement for the Homeless Program

C) Personal & Professional Services Contracting with non-CPG Funds:

There is no state law requiring Personal & Professional Service contracts to be bid. Evidence of competition and sole source procurement will be documented in accordance with procedures as directed by granting agency.

1. \$5,000 or less – Procurement will not require formal competition.

2. \$5,001 or more – Any contracted procurement over \$5,000 will follow the competition or sole source procedures as directed by granting agency.

D) Intergovernmental Purchasing:

When it is either economically advantageous for the agency or external expertise is required, YVCOG will consider the feasibility of using qualified public resources before using a private consultant. Pursuant to RCW 39.26.125 Intergovernmental agreements awarded to any governmental entity, whether federal, state or local and any department, division, or subdivision are exempt from the competitive solicitation requirements.

DOCUMENTATION

All procurement activities subject to competitive solicitation procedures include a requirement for documented evidence of completion, as follows:

A) General Purchases:

1. \$5,000 or less: No competition or documentation required.
2. \$5,001 or more: At YVCOG Executive Director discretion, a verbal price or rate quote from at least three qualified sources may be required to be documented. If three price or rate quotes are not possible, document attempts made to identify Sole Source.

B) Personal & Professional Services Contracting with CPG Funds:

Evidence of competition and sole source procurement is documented in accordance with the procedures detailed in Chapter 31 of the WSDOT LAG manual and Chapter 14 of the HUD Procurement guidelines.

C) Personal & Professional Services Contracting with non-CPG Funds:

Evidence of competition and sole source procurement is documented in accordance with procedures as directed by granting agency.

D) Intergovernmental Purchasing:

Procurement from another public entity does not require competitive solicitation.

ADDITIONAL REQUIREMENTS

YVCOG staff will seek preapproval by the Yakima Valley Conference of Governments Transportation MPO/RTPO Executive Committee Policy Board and/or Executive Committee for all contracts and all contract amendments over ~~\$10,000~~ \$ 25,000.

APPROVAL PROCESS

Purchases: The YVCOG Executive Director must give prior approval of all purchases and RFP/Qs before being issued. The YVCOG Executive Director has primary responsibility of all purchases and the applicable procurement requirements governing specific funds associated with all local, state and federal funds. The Executive Committee has primary fiduciary responsibility to approve purchases via the budget.

QUESTIONS

All questions should be directed to YVCOG Executive Director

Last Updated

Approved

5/19/2014

Proposed 3/20/17

DRAFT Request For Proposal Policy

Yakima Valley Conference of Governments (YVCOG) administers multiple local, state and federal grants. It is the desire of YVCOG to administer these public funds in the most transparent means possible. YVCOG will follow all regulated guidelines when advertising available funding sources to potential recipients. YVCOG will use a fair and transparent manner when announcing each opportunity by a Request for Proposal (RFP). A portion of these grants may be passed through YVCOG to a Subrecipient and a portion of these grants may be direct to the awardee.

DEFINITIONS

Request for Proposal. A request for proposal (RFP) is a solicitation, often made through a bidding process, by an agency or company interested in procurement of a commodity, service or valuable asset, to potential suppliers to submit business proposals. It is submitted early in the procurement cycle, either at the preliminary study, or procurement stage.

Parent Committee. A parent committee is the technical advisory committee who advises and reports to the Governing Board regarding the program of their expertise. This is the Technical Advisory Committee for Transportation Program and the Homeless Planning and Policy Council for the Homeless Program. Parent Committees may revise the ranking of Scoring Committees.

Request for Proposal Sub Committee. A sub-committee is a small group of people assigned to focus on a particular task or area. A sub-committee generally makes recommendations to the Parent Committee for final decision of a recommendation to the Governing Board. The primary task is to define the use of funds, scope of work, determine funds available, limit contract dates and to control appropriate questions on the RFP.

Request for Proposal Scoring Committee. A scoring sub-committee is a small group of fair and objective people assigned to focus on evaluating and scoring each applicant's response for each question asked in the RFP. A scoring sub-committee generally makes recommendations to the Parent Committee for final decision of recommendation to the Governing Board.

Governing Board: A Governing Board reviews and approves all processes of sub-committees. The Governing Board has the authority to legally bind contracts between YVCOG and awardees. The Governing Board may revise the awards of the scored projects. YVCOG Governing Board is the Yakima Valley Conference of Governments Executive Committee and the Yakima Valley Conference of Governments Transportation Policy Board.

PROGRAMS

Transportation. Subject to the obligations and conditions set forth by FHWA, FTA and WSDOT, YVCOG, as the designated MPO/RTPO for the region may at times be tasked with advertising and scoring RFPs in relation to projects dealing with transportation.

Homeless. Subject to the obligations and conditions set forth by HUD, Commerce and Yakima County, YVCOG, as the designated Homeless Program Administrators for the region may at times be tasked with advertising and scoring RFPs in relation to projects dealing with homelessness.

The YVCOG shall also make staff support available for assistance with questions regarding RFPs. It will be the Program Manager and or his or her designee who will answer questions to the best of their ability regarding requirements of the RFP. YVCOG staff will not complete RFPs for applicants or provide additional information for applications.

PROCEDURES

****Refer to Yakima Valley Conference of Governments Procurement Policies & Procedures for the complete policy and procedures.**

COMPETITIVE PROCUREMENT

A) General Purchases: Pursuant to RCW 39.34, bidding is not required when purchases of materials, supplies or equipment are made under State standard contracts.

B) Personal & Professional Services Contracting with (consolidated planning grant) CPG Funds:

1. \$5,000 or less – When utilizing CPG funds subject to:

- a. Metropolitan/Regional Transportation Planning Program Agreement between YVCOG and WSDOT
- b. Homeless Program Agreement between YVCOG and Commerce procurement will not require competition.

2. \$5,001 or more – Any contracted procurement over \$5,000 will go through the competition or sole source procedures detailed in the

- a. WSDOT LAG manual for the Transportation Program
- b. HUD guidelines of procurement for the Homeless Program

C) Personal & Professional Services Contracting with non-CPG Funds:

There is no state law requiring Personal & Professional Service contracts to be bid. Evidence of competition and sole source procurement will be documented in accordance with procedures as directed by granting agency.

1. \$5,000 or less – Procurement will not require formal competition.

2. \$5,001 or more – Any contracted procurement over \$5,001 will follow the competition or sole source procedures as directed by granting agency.

D) Intergovernmental Purchasing:

When it is either economically advantageous for the agency or external expertise is required, YVCOG will consider the feasibility of using qualified public resources before using a private consultant. Pursuant to RCW 39.26.125 Intergovernmental agreements awarded to any governmental entity, whether federal, state or local and any department, division, or subdivision are exempt from the competitive solicitation requirements.

Last Updated

Approved

Proposed 3/20/17

Executive Committee Review DRAFT vers. 2

YAKIMA VALLEY CONFERENCE OF GOVERNMENTS GOVERNANCE AGREEMENT

This Interlocal Cooperation Agreement is made by and between Yakima Valley Conference of Governments (YVCOG) Yakima County, City of Grandview, ~~Port of Grandview~~, City of Granger, Town of Harrah, City of Mabton, City of Moxee, Town of Naches, City of Selah, City of Sunnyside, ~~Port of Sunnyside~~, City of Tieton, City of Toppenish, City of Union Gap, City of Wapato, City of Yakima, City of Zillah, and the Confederated Tribes and Bands of the Yakama Nation, ~~Yakima Air Terminal McAllister Field, and the Yakima Regional Clean Air Agency~~, (each hereafter referred to as a "Member" or collectively, as "Members") for the purpose of confirming, organizing and maintaining a regional agency known as Yakima Valley Conference of Governments.

This agreement terminates and supersedes in all respects the Yakima Valley Conference of Governments Interlocal Cooperation Agreement dated February 7, 1994. The YVCOG's Articles of Association and Bylaws remain in full effect. In the event of conflicting provisions, the Articles and Bylaws shall prevail.

RECITALS:

WHEREAS, Yakima Valley Conference of Governments was established in 1966 and has served as a regional agency serving the individual and collective interests of participating member cities, towns, communities and political subdivisions within Yakima County, Washington; and

WHEREAS, RCW 36.64.080 authorizes counties, cities, towns and other participating political subdivisions to establish a regional agency (i.e. "Conference"), for the purpose of studying, coordinating, assisting and managing matters of regional or governmental interest and concern, including but not limited to transportation, land use planning, codes and ordinances, comprehensive facility and land use planning, government finances, air and water quality, regional and local social services, and other matters of local and regional interest or significance; and

WHEREAS, Federal transportation legislation (23 U.S.C. 134 and 49 U.S.C. 5303) requires the designation, by agreement between the Governor of the State of Washington and units of general purpose local government, of a Metropolitan Planning Organization (MPO) which, in cooperation with the State of Washington is to develop transportation plans and programs for urbanized areas of Washington State; and

WHEREAS, YVCOG has been designated as MPO for Yakima County with responsibility for implementing national policy set forth in 23 CFR §§450.300-.338 the local urbanized area including a continuing, cooperative, and comprehensive performance-based multimodal transportation planning process, together with development of a metropolitan transportation plan and a transportation improvement program (TIP); and

WHEREAS, State of Washington authorizes formation of a Regional Transportation Planning Organization (RTPO) through the voluntary association of local governments within a county (RCW 47.80.020); provided each RTPO shall encompass at least one complete county, have a population of at least 100,000 and have as members all counties within the region and at least sixty percent of the cities and towns collectively representing a minimum of seventy-five percent of the population of all incorporated municipalities; and

WHEREAS, each RTPO formed by local governments is required to create a transportation policy board in accordance with RCW 47.80.040 which board shall provide policy advice to the RTPO and shall allow representatives of major employers within the region, the department of transportation, transit districts, port districts, and member cities, towns, and counties within the region to participate in policy making; and

Executive Committee Review DRAFT vers. 2

WHEREAS, RCW 47.80.020 provides that the RTPO in an urbanized area shall be the same as the MPO designated for federal transportation planning purposes; and

WHEREAS, in accordance with applicable federal and state laws, the Members affirm and ratify the formation and continuation of a unified metropolitan and regional transportation planning program to carry out the responsibilities of the MPO and RTPO, as well as other responsibilities determined by YVCOG (Exhibit A); and

WHEREAS, Yakima Valley Conference of Governments (YVCOG) has been designated as the lead planning agency and fiscal agent for the Metropolitan Planning Organization and the Regional Transportation Planning Organization; and

WHEREAS, the Washington State Growth Management Act, Chapter 36.70A RCW, requires the coordinated countywide planning by counties, cities, towns and other political subdivisions that develops and implements policies for contiguous and orderly growth, provision of urban services, siting of capital facilities, transportation, planning, consideration of needs for affordable housing, economic development and employment, and other comprehensive planning matters; and

WHEREAS, the Members executing this Agreement confirm and represent that each of the Members has adopted one or more resolutions authorizing the execution of this Agreement, and that such resolutions are in all ways valid and binding; and

WHEREAS, the Yakima Valley Conference of Governments has been and may be named as a subrecipient on federal and state transportation planning grant funds; and

WHEREAS, the Yakima County Commissioners authorized the execution of this Agreement by Resolution No. 20162017-AA, adopted on December, 20162017;

WHEREAS, the Confederated Tribes and Bands of the Yakama Nation Tribal Council authorized the execution of this Agreement by Resolution No. 20162017-BB adopted on December, 20162017;

WHEREAS, the City of Grandview Council authorized the execution of this Agreement by Resolution No. 20162017-CC adopted on December, 20162017;

WHEREAS, the City of Granger Council authorized the execution of this Agreement by Resolution No. 20162017-DD adopted on December, 20162017;

WHEREAS, the Town of Harrah Council authorized the execution of this Agreement by Resolution No. 20162017-EE adopted on December, 20162017;

WHEREAS, the City of Mabton Council authorized the execution of this Agreement by Resolution No. 20162017-FF adopted on December, 20162017;

WHEREAS, the City of Moxee Council authorized the execution of this Agreement by Resolution No. 20162017-GG adopted on December, 20162017;

WHEREAS, the Town of Naches Council authorized the execution of this Agreement by Resolution No. 20162017-HH adopted on December, 20162017;

WHEREAS, the City of Selah Council authorized the execution of this Agreement by Resolution No. 20162017-II adopted on December, 20162017;

WHEREAS, the City of Sunnyside Council authorized the execution of this Agreement by Resolution No. 20162017-JJ adopted on December, 20162017;

Executive Committee Review DRAFT vers. 2

WHEREAS, the City of Tieton Council authorized the execution of this Agreement by

Resolution No. ~~2016~~2017-KK adopted on December, ~~2016~~2017;

WHEREAS, the City of Toppenish Council authorized the execution of this Agreement by Resolution No. ~~2016~~2017-LL adopted on December, ~~2016~~2017;

WHEREAS, the City of Union Gap Council authorized the execution of this Agreement by Resolution No. ~~2016~~2017-MM adopted on December, ~~2016~~2017;

WHEREAS, the City of Wapato Council authorized the execution of this Agreement by Resolution No. ~~2016~~2017-MN adopted on December, ~~2016~~2017;

WHEREAS, the City of Yakima Council authorized the execution of this Agreement by Resolution No. ~~2016~~2017-NN adopted on December, ~~2016~~2017;

WHEREAS, the City of Zillah Council authorized the execution of this Agreement by Resolution No. ~~2016~~2017-PP adopted on December, ~~2016~~2017;

~~**WHEREAS**, the Yakima Air Terminal McAllister Field Board of Directors authorized the execution of this Agreement by Resolution No. 2016 UU adopted on December, 2016;~~

~~**WHEREAS**, the Yakima Regional Clean Air Agency Board of Directors authorized the execution of this Agreement by Resolution No. No 2016 VV adopted on December, 2016;~~

~~**WHEREAS**, the Port of Sunnyside Board of Commissioners authorized the execution of this Agreement by Resolution No. No 2016 WW adopted on December, 2016;~~

~~**WHEREAS**, the Port of Grandview Board of Commissioners authorized the execution of this Agreement by Resolution No. No 2016 XX adopted on December, 2016;~~

NOW, THEREFORE, pursuant to the above recitals that are incorporated into this Interlocal Cooperation Agreement as if included below, and in consideration of the terms and conditions set forth below, it is hereby agreed as follows:

Section 1

PURPOSES

This Interlocal Cooperation Agreement is authorized by Interlocal Cooperation Act (RCW Ch. 39.34) for the following purposes:

- A. To establish, organize and maintain a regional agency pursuant to RCW 36.64.080 for the purpose of implementing study of regional and governmental issues of mutual interest and concern including transportation study and planning;
- B. To implement and perform the function and duties of a Regional Transportation Planning Organization (RTPO) for Yakima County as set forth in RCW 47.80.023 and WAC Ch. 468-86, as currently adopted or hereafter amended;
- C. To implement and perform the duties and functions of a Metropolitan Planning Organization (MPO) for the Yakima Valley Urbanized Area as such Area's boundaries are defined now or in the future, and as set forth in 23 U.S.C. 134 and 49 U.S.C. 5303 as currently adopted or hereafter amended and 23 CFR Parts 450 and 500 and 40 CFR Part 613, as currently adopted or as amended;
- D. To engage and assist in regional planning activities related to land use, transportation, sewer and water, parks and recreation, human services, housing and other community development programs;

Executive Committee Review DRAFT vers. 2

- E. To assist in the planning and coordination of projects and programs which may involve federal and/or state financial participation and to assist in review of such projects and programs to assure compliance with area wide comprehensive plans;
- F. To contract or hire technical and administrative staff to provide and perform services with respect to conference programs, plans and activities including planning, grant administration and other services.

Section 2

FUNCTIONS AND AUTHORITIES

A. Transportation. YVCOG shall perform the duties and responsibilities of an RTPO and MPO as prescribed in applicable federal and state laws and regulations and serve as a conference pursuant to RCW 36.64.080. Transportation planning and responsibilities are specifically delegated to Transportation Policy Board. Such responsibilities with respect to transportation shall include but not be limited to the following:

1. Prepare and periodically update a transportation strategy for the region. The strategy shall address alternative transportation modes and transportation demand management measures in regional quarters and shall recommend preferred transportation policies to implement adopted growth strategies. The strategy shall serve as a guide in preparation of the regional transportation plan.

2. Prepare a Regional Transportation Plan ("RTP") that is consistent with countywide planning policies, county, city and town comprehensive plans, and state transportation plans. The RTP will be developed in accordance with RCW 47.80.030 and will establish planning direction and strategies for regionally significant transportation projects, as defined in state law and shall be consistent with the regional growth management strategy, including but not limited to:

- a. Certify that transportation elements of local comprehensive plans are consistent with the regional transportation plan.
- b. Certify that all transportation projects within the region that have a significant impact upon regional facilities or services are consistent with the RTP.

3. Develop in cooperation with WSDOT, local governments and operators of public transportation services a six-year regional transportation improvement plan.

4. Carry out Metropolitan Planning Organization (MPO) functions as prescribed in Title 23 USC §134 and 49 USC §5303 for federally funded projects in the region and /or as required by federal and/or state laws and regulations that are applicable to the MPO, now or in the future. These functions include preparation of a RTP, an annual Unified Planning Work Program (UPWP), and a four-year capital plan (with an annual element).

5. Develop, coordinate, collect and maintain transportation related databases and transportation-related information for the members.

6. Develop and review transportation system level of service methodologies and standards, and work with cities, county, WSDOT and transit agencies on level of service standards and alternative transportation performance measures.

7. Perform such other transportation planning related functions as the Policy Board may hereinafter determine to be in the best interests of the Members.

Executive Committee Review DRAFT vers. 2

B. Homelessness.

The Conference shall work with member agencies to reduce homelessness within the Yakima Valley. The Conference shall develop and update as needed a strategic plan to reduce homelessness. The Conference shall support a Continuum of Care comprised of representatives from governments, victim service providers, nonprofit homeless assistance providers, law enforcement, businesses, advocates, faith-based organizations, school districts, public housing agencies, social service providers, mental health agencies, universities, affordable housing developers, hospitals, and organizations that serve veterans and homeless and formerly homeless individuals.

1. Serve as the "Collaborative Applicant" for the HUD Continuum of Care program by annually reviewing, scoring and prioritizing new and renewal projects. The purposes of the Continuum of Care program are to:
 - a. Serve as the annual homeless assistance application to HUD for funding to support housing and services targeted for homeless sub-populations;
 - b. Serve as a strategic planning body for addressing homelessness in our region
2. Coordinate the annual Point in Time count of the homeless
3. Maintain the Homeless Management Information System (HMIS)
4. Maintain the Coordinated Entry and Referral System.
5. Develop, implement, and update as needed a comprehensive countywide five-year homeless plan
6. Regularly review and evaluate homeless and housing data to determine the effectiveness of the local strategies and objectives identified in the five year plan
7. Establish performance outcomes and targets to measure and evaluate the effectiveness of funded programs.
8. Establish and publish a transparent funding distribution process to solicit, screen, review, score and rank potential projects.

BC. Research and Planning. The Conference may act as a research and fact-finding agency of the members. To that end, it may make such surveys, analyses, studies and reports as authorized or requested by the Executive Committee. The Conference upon such authority or request may also:

1. Make inquiries, investigations, and surveys concerning the resources of Yakima County.
2. Assemble and analyze obtained data and develop systematic utilization thereof.
3. Cooperate with other commissions and public and private agencies of Yakima County, Washington, State, and the United States in planning endeavors.
4. Develop programs of Intergovernmental cooperation for the benefit of members.

ED. Technical Assistance. The Conference may provide technical assistance to local, state and federal governments through regional data collection and forecasting services, consistent with the purpose, functions, and budget of the agency. In addition, the Conference may provide technical assistance with respect to transportation, economic development, land use and other planning and program functions as authorized by the Executive Committee. The Conference may also provide technical assistance to other agencies not listed herein, provided such agency is an approved Associate Member in good standing per the Articles of Association.

Executive Committee Review DRAFT vers. 2

DE. Discussion Forum. The Conference may provide a forum for discussion among local, state and federal officials together with other interested parties on issues or matters of common regional interest or significance.

EE. Other Functions. The Conference shall, insofar as possible:

1. Coordinate general planning among and for the participating members;
2. Provide a written report to the members each year;
3. Prepare, approve and administer annual budget, which includes setting the amount Voting Members' and non-voting Members' dues, hire an Executive Director (who shall hire and supervise employees), hire consultants, engage professional accounting, legal and other services as needed; sue and be sued; and
4. Other such additional, modified or removed functions and authorities as shall be authorized by the Executive Committee.

Section 3 BYLAWS

The authority to make, amend, or repeal bylaws is vested in the Conference so long as such bylaws are consistent with the provisions of these articles and applicable laws. Bylaws for the Conference, as revised, are included in Exhibit BA and are adopted as part of this agreement. ~~Amendments to that portion of the Bylaws applying to the Transportation Policy Board must be approved by TPB.~~ New Bylaws and/or amendments to the Bylaws require a "first reading" at a regular meeting of the Executive Committee and adoption thereafter at a subsequent regular meeting. Amendment of the Bylaws shall require a two thirds vote of the Conference Executive Committee.

Executive Committee Review DRAFT vers. 2

Section 4

JURISDICTIONAL BOUNDARY

The Regional Transportation Planning Organization (RTPO) boundaries include all of Yakima County, which area is designated as the Yakima Valley Metropolitan Statistical Area (MSA) by the federal Office of Management and Budget Office. The Metropolitan Planning Area (MPA) boundary consists of the Urbanized Area ("UZA") as defined by the US Census, the contiguous geographic areas likely to become urbanized in the next 20 years, plus the adopted Urban Growth Areas of Selah, Moxee, Naches, Yakima and Union Gap. The MPO was established in 1974 by the Governor of the State of Washington. The RTPO was established in 1991. This Interlocal agreement replaces the original MPO and RTPO documents that were destroyed in a fire in the 1990s. All references to the "region" or "Valley" in this agreement shall mean the political boundaries of Yakima County unless changed by the Policy Board.

Section 5

MEMBERSHIP, EXECUTIVE COMMITTEE AND POLICY BOARD.

A. Governing Body – Members. The Conference shall be governed by its membership in accordance with its organizational documents (Articles and Bylaws, as revised: Exhibits B and C) in this agreement. Membership in the Conference shall include representatives of the participating members including the county, cities, towns, ports or other municipal corporations and Tribal governments with its representative being the elected chief executive or designated official by the governing body of the member.

1. Membership in the Conference is established by execution of this Governance Agreement and shall be open to Yakima County, City of Grandview, City of Granger, Town of Harrah, City of Mabton, City of Moxee, Town of Naches, City of Selah, City of Sunnyside, City of Tieton, City of Toppenish, City of Union Gap, City of Wapato, City of Yakima, City of Zillah, Confederated Tribes and Bands of the Yakama Nation, legally established port districts, transit and paratransit service providers, economic development agencies, Yakima Air Terminal, McAllister Field, Yakima Regional Clean Air Agency.

2. The Conference shall also authorize Associate Membership in the conference to governmental organizations, agencies and special service districts upon written application. The Executive Committee shall be responsible for reviewing and accepting/denying an agency or entity application for associate member status within the Conference and in accordance with the Articles of Association.

3. Membership shall designate an Executive Committee which shall be responsible for the internal administration, programming, procedures and practices of the Conference, together with any other duties and responsibilities as may be delegated by the general membership of the Conference. The Executive Committee shall not, however, exercise authority or responsibilities with respect to MPO and RTPO functions and authorities which shall be the responsibility of the Transportation Policy Board.

B. Executive Committee. The internal administration, programming, procedures and practices of the Conference, together with any other duties and responsibilities as delegated by the general membership, shall be vested in an Executive Committee.

Executive Committee Review DRAFT vers. 2

1. The Executive Committee shall be composed of seven (7) members as follows:

Jurisdiction/Area	Number of Representatives
Yakima County	1
City of Yakima	1
City of Sunnyside	1
Area 1 Cities (Moxee, Naches, Selah, Tieton, Union Gap)	1
Area 2 Cities (Wapato, Toppenish, Harrah, Zillah)	1
Area 3 cities (Granger, Grandview, Mabton)	1
At-large representatives	1
Total	7

2. The Member at Large position may be filled by any person who resides within Yakima County. The Executive Committee shall be selected in the manner set forth in the Bylaws for the Conference.

3. The Executive Committee shall have the following powers, duties and responsibilities:

- a. To review and recommend Conference budget and membership dues;
- b. To recommend amendments to the Articles of Association and Bylaws;
- c. To approve expenditures;
- d. To address personnel policies and issues in cooperation with the Executive Director;
- e. To manage and coordinate loan and grant funding and programs;
- f. To review and coordinate the provision of Conference services, programs, policies and initiatives, within the scope of authority established by membership;
- g. To initiate, advise, and aid in the establishment of cooperative arrangements, including interlocal agreements, among local governments and member agencies within the region;
- h. To propose, initiate, or approve any study, policy discussion, plan, or other Conference matter;
- i. To approve new memberships and resolve membership questions;
- j. To make recommendations to any local government or member agency, or to other appropriate agencies or entities;
- k. To propose amendments to the YVCOG Governance Agreement for ratification by members;
- l. To elect a Chair person and Vice-Chair person and other officers; and
- m. To establish committees.

C. Transportation Policy Board. The Transportation Policy Board ("Transportation Policy Board" or "Policy Board") established by the Conference with authority to carry out (1) the RTPO functions set forth in RCW Ch. 47.80 and WAC Ch. 468-86, as currently adopted or hereafter amended, and (2) the MPO functions for the Yakima Valley Urbanized Area as set forth in 23 USC 134, 49 USC 5303, 23 CFR Parts 450 and 50, and 40 CFR Part 613, as - currently adopted or hereafter amended. The composition of the Policy Board shall remain consistent with federal and state law as currently adopted or amended. Should such state or federal law change, the composition of the Policy Board shall be automatically adjusted to comply with such changes without requiring this agreement to be amended or approval by the membership.

Executive Committee Review DRAFT vers. 2

1. Designation of Policy Board Representative. ~~The Transportation Policy Board shall consist of the seven (7) members of the YVCOG Executive Committee plus three (3) additional voting members as described below.~~ Each participating member shall be represented by its duly elected chief executive or by an official designated by the governing body of the member. The member-at-large shall be a resident of Yakima County. ~~The representative of the major employer group will be recommended by the governing board of the Yakima County Development Association (YCDA, or New Vision), or a Chamber of Commerce, and shall be confirmed and appointed by the Policy Board. WSDOT shall designate a high-level staff person to serve on the Policy Board. WSDOT shall designate its representative appointment in January of each year.~~

2. Ex Officio Members. Any member of the Washington State House of Representatives or Senate whose districts are wholly or partly within the boundaries of the regional transportation planning organization shall be an ex officio, nonvoting members of the ~~TPB~~Transportation Policy Board. For the Yakima Valley, this includes Legislative Districts 13, 14, and 15.

3. Voting and Ex Officio Members. Each such membership shall either be a Voting Membership or an Ex-Officio Membership as set forth below.

a. Voting representation on the Policy Board of the MPO/RTPO shall be as follows:

Table 1 - Transportation Policy Board Representation

Member/Agency	Policy Board
Yakima County	±
City of Yakima	±
City of Sunnyside	±
Area 1 cities (Moxee, Naches, Selah, Tieton, Union Gap)	±
Area 2 cities (Wapato, Toppenish, Harrah, Zillah)	±
Area 3 cities (Granger, Grandview, Mabton)	±
At large representative	±
YVCOG Executive Committee	7
Ports Representative	±
Tribal Representative	±
WSDOT	1
YCDA/Major Employer Representative	1
Yakima Transit, or other Transit or Paratransit Provider	1
Legislative Delegation (13 th , 14 th , 15 th dist.)	Ex officio
Total	±210

~~Voting membership for each entity requires maintaining good standing through payment of annual dues. Annual dues for port districts, airports, transit agencies and economic development agencies shall be equivalent to Associate Member dues. All Voting Members shall designate and notify YVCOG of their representative to the Policy Board. Every two years, the Small Cities and Towns within each of the three areas in the county will self-determine their representative to serve as the voting member, and shall notify YVCOG of the appointed member. If the Small Cities and Towns of any area fail to self-determine their representative or fail to notify YVCOG of the same, then such voting position shall remain vacant until such self-determination and notification has taken place. Such notification shall be in writing and shall set forth the signatures of at least a simple majority of the mayors of the Small Cities and Towns within that area.~~

b. At the Policy Board's discretion, ~~Ex-officio~~ membership shall also be open to other governmental and non-governmental entities when elected to membership by a majority of the Policy Board, and shall be effective upon their delivery of their written assurance that they will comply with this Agreement and the YVCOG bylaws. Ex-Officio members of the Organization are non-voting.

4. Purpose. The purpose of the Transportation Policy Board shall be to exercise on behalf of and in

Executive Committee Review DRAFT vers. 2

association with the Yakima Valley Conference of Governments the authority pursuant to the Agreement and under federal and state laws as the Yakima Valley Metropolitan Planning Organization and the Regional Transportation Planning Organization for Yakima County.

5. Duties. The Policy Board has the powers, duties, authority, functions and responsibilities set forth herein and otherwise prescribed by law, including but not limited to the following:

1. To approve the transportation work program (Unified Planning Work Program);
2. To approve consultant contracts consistent with the Unified Planning Work Program;
3. To certify local comprehensive plans are consistent with the Regional Transportation Plan;
4. To select projects in Yakima County to be funded with regionally managed funds, except those projects seeking Transportation Alternative Program Funds;
5. To manage the transportation improvement program for projects within Yakima County as per state and federal law;
6. To elect a Transportation Policy Board Chairperson and Vice-Chairperson
7. To establish committees consistent with Section 9 above;
8. To perform transportation planning activities for members as described in the approved work program

5. Transportation Work Program and Budget. The TPB-Policy Board shall prepare, adopt, and amend as necessary a proposed work program and budget for each fiscal year beginning July 1 of every year. The detailed Unified Planning Work Program shall list specific work projects to be undertaken by the MPO/RTPO in keeping with the requirements of the biennial Metropolitan/Regional Transportation Planning Organization Agreement with WSDOT. The Executive Director shall confer with and inform members concerning the preparation of and progress on the implementation of work programs and projects.

MPO/RTPO administration and operations shall be funded through such federal, state, local and/or private funding as may become available and as appropriated therefore by statute, resolution or ordinance. The biennial appropriation from WSDOT to carry out the regional transportation planning program shall be distributed to the YVCOG, the RTPO's lead planning agency.

Section 6

GOVERNANCE, MEETINGS

A. Board Officers. The Executive Committee and Policy Board shall elect from its membership a chair and vice-chair. The term of office for the chair and vice chair shall be two years. When the chair's term expires the vice-chair shall become chair and a new vice-chair shall be elected. The primary duties of the chair shall be to preside over the meetings of the Board. In absence of the chair, the vice chair shall preside at the meetings. In his or her absence, a chair pro-tem shall be selected from the Board members present.

B. Meetings. Meetings of the Executive Committee of the Conference and the Transportation Policy Board shall be held at such times and places as determined and specified in the Conference's Bylaws. Meeting of both boards shall be called and held in compliance with Chapter 42.30 RCW, the Washington Open Public Meetings Act.

1. Notice. Written notice and the agenda of all regular Executive Committee and Policy Board meetings shall be delivered, mailed, or transmitted electronically to all board members at least five days prior to the meeting.

2. Special Meetings. Special meetings may be called by the Chair or upon the written request of a majority of voting members in accordance with RCW 42.30.080. Notice of special meetings must be given in compliance with RCW 42.30.080. The notice must state the time, place, and purpose of the meeting.

3. Quorum. A quorum for the Executive Committee and Policy Board shall consist of a simple majority of its total votes pursuant to the Agreement.

Executive Committee Review DRAFT vers. 2

4. Voting. Each member/representative shall have votes as prescribed in the Agreement and for Towns, ports and Tribes established by the process set forth herein. Actions will be decided by a simple majority of the quorum.

5. Participation by Telephone or Electronic Media. When extraordinary circumstances prevent attendance by a member or alternate, such member or alternate may participate in a meeting by telephone conference or other electronic communications media so long as all members may simultaneously hear each other and participate during the meeting. Participation by such means shall constitute presence in person at a meeting for purposes of establishing a quorum, voting, and for all other purposes.

6. Appointment – Alternate. All representatives appointed to the Executive Committee and Policy Board shall remain until further written notification is received from the members. Alternate Policy Board representatives may serve in the absence of the designated representative so long as the alternate representative is an elected or appointed official of the appointing member's agency.

C. Committees: The Policy Board may appoint such other committees as it may determine at its discretion, from time to time, for such purpose as deemed appropriate and for such actions as may be delegated to such committee. Such committees shall be composed and formed as directed but shall not: (1) act on behalf of either Executive Committee or Policy Board; (2) take testimony; or (3) take public comment.

Section 7

ALLOCATIONS

A. Yakima County, Cities and Towns, and any other entity holding membership in the Conference pursuant to the budgetary laws set forth in the Revised Code of Washington, to applicable resolutions and/ordinances of such member entities, and to such bylaws as may be adopted by the Conference; provided, however, that services and facilities may be provided by such participating agencies at a mutually agreed lieu of assessment.

B. The County and all cities and towns shall be assessed dues according to a per capita ratio~~n~~ or through an equitable assessment established by the Conference. Special purpose districts, ~~and tribes,~~ and associate members in good standing shall be assessed at rates to be established annually by the Conference.

Section 8

EXECUTIVE DIRECTOR AND CONSULTANTS

The Conference by action designated in the bylaws, may appoint an Executive Director and may employ any attorneys, consultants and/or staff deemed reasonable or necessary to carry out the purposes and functions of the Conference. No parts or property of the Conference shall inure to the benefit of any private person, except that the Conference is authorized to pay reasonable compensation for services rendered and make payments in furtherance of its purposes. The Executive Director and his or her designee shall act as Secretary to the Membership, Executive Committee and Transportation Policy Board and shall carry out other duties as assigned by the respective bodies.

Section 9

CONTRACTS AND CONTRACTUAL SERVICES

The Conference may contract generally and enter into any contract or reasonable agreement with the Federal Government, the State, any municipal corporation and/or other governmental or private agency consistent with its purposes and may receive grants and gifts and make loans in furtherance of such programs.

Executive Committee Review DRAFT vers. 2

Executive Committee Review DRAFT vers. 2

Section 10

DURATION, DISSOLUTION and TERMINATION

The Conference and MPO/RTPO shall have perpetual existence, until dissolved by a vote of 2/3two-thirds of the voting members; provided, that all members shall receive one month written notice of the proposed dissolution, and all members are provided an opportunity for comment on the motion.

All parties to this Governance Agreement shall have the right to terminate this agreement, with or without cause, by giving written notice of its intention to cancel at the expiration of ninety (90) days following such notice.

If any parties to this agreement should exercise their right of termination, Yakima Valley Conference of Governments, as the designated lead agency, shall submit an amendment to the agreement within thirty (30) days to the remaining parties and to the Department of Transportation for concurrence and recertification, respectively [retrieved from 1994 Interlocal Agreement].

Section 11

INDEMNIFICATION INSURANCE AND LIABILITY

A. The Conference shall defend, indemnify, and hold harmless all employees. No member representative shall be personally liable for any monetary damages for conduct, action, or inaction as a member representative, unless such conduct involves intentional misconduct or a knowing violation of law. The Council shall obtain and keep in force third party liability insurance related to its activities with commercially reasonable liability limits and deductibles. To the extent practicable, the Conference shall cause its members to be named as insured under such policy(ies).

B. No Member or Member Representative shall be personally liable for any monetary damages for conduct, action, or inaction as a member representative, unless such conduct involved intentional misconduct or a knowing or willful violation of law.

Section 12

GENERAL PROVISIONS

A. Adoption and Effective Date. The effective date of this Agreement shall be as of the date last signed by the County and, at least sixty percent (60%) of the cities and towns within the MPO/RTPOConference boundaries-area that represent seventy-five percent (75%) of the cities' and towns' population. This Agreement shall be binding upon the members who have executed this Agreement, their successors and assigns; provided, that upon such execution, all prior agreements relating to the formation of Yakima Valley MPO/RTPOthe YVCOG or its predecessors shall be deemed terminated and replaced herewith. Thereafter, no city, town, tribe or special district shall be a member of the YVCOG or the Yakima Valley MPO/RTPOTransportation Policy Board until its governing body shall have approved this Agreement.

B. Entire Agreement/Modification. This Agreement constitutes the entire Agreement between the members. There are no understandings or agreements between members other than those set forth in this Agreement. No other statement, representation or promise has been made to induce the members to enter into this Agreement.

C. Amendment. This Agreement may not be amended, supplemented or otherwise modified unless expressly set forth in a written agreement executed by all members and adopted by resolution of each member's legislative authority or governing body.

D. Savings. If any portion of this Agreement, or its application to any person or circumstances, is held or determined to be invalid, such holding or determination shall not affect the validity or enforceability of any other term or provision and the application of this Agreement to other persons or circumstances shall not be affected.

Executive Committee Review DRAFT vers. 2

E. Counterparts. This Agreement may be executed by the members using duplicate counterparts.

Exhibits

Exhibit A. YVCOG Resolution 1990-4

Exhibit B. YVCOG Bylaws, as revised

Exhibit C. YVCOG Articles of Association, as revised

[signature pages follow....]



Yakima Valley Conference of Governments

DRAFT – For Review and Approval

PROCUREMENT CARD POLICY MANUAL

Approved: February 18, 2015
Proposed: March 20, 2017

TABLE OF CONTENTS

1.0	<u>INTRODUCTION</u>	2
1.1	<i>Reference Documents and Procedures</i>	3
2.0	<u>DEFINITIONS AND TERMINOLOGY</u>	3
3.0	<u>PROCEDURES</u>	5
3.1.	<i>Purpose</i>	5
3.2.	<i>Cardholders</i>	5
3.3	<i>Setting up an Account</i>	5
3.4	<i>Training</i>	5
3.5	<i>Pre-Set Limits</i>	6
3.6	<i>Acceptable Use of the P-Card</i>	6
3.7	<i>Unacceptable Use of the P-Card</i>	6
3.8	<i>Documentation of P-Card Transactions</i>	7
3.9	<i>Errors on the Sales Receipt/Monthly Statements</i>	9
3.10	<i>Account Reconciliation</i>	9
3.11	<i>Program Administration File</i>	9
3.12	<i>Billing Errors and Disputes</i>	10
3.13	<i>Program Oversight</i>	11
3.14	<i>Contact with the Card Provider</i>	11
3.15	<i>Lost or Stolen Cards</i>	11
3.16	<i>Card Security</i>	11
3.17	<i>Administrative Leave or Termination of Employment</i>	12
3.18	<i>Discipline for unacceptable use of P-card</i>	12

EXHIBITS

- A) **P-Card Transaction Log**
- B) **Acknowledgement of Receipt of P-Card**
- C) **P-Card Agreement**
- D) **P-Card Disputed Item Statement**
- E) **Cardholder Maintenance Form**

1.0 INTRODUCTION

Welcome to the Yakima Valley Conference of Governments Procurement Card (P-Card) Program. This program is designed to assist in the management and payment of business related purchases and brings many benefits to Yakima Valley Conference of Governments and its vendors. The P-Card is designed to streamline the procurement process from beginning to end and will reduce the use of purchase orders, warrant requests and petty cash. The P-Card has built-in spending controls that prevent inappropriate purchases.

THE P-CARD PROGRAM BRINGS MANY BENEFITS TO...

Cardholders – You will be able to obtain goods and services directly from your vendors without the need to request purchase orders. The P-Card streamlines the purchasing procedure for small dollar items and can help improve turnaround time on the delivery of your order.

Yakima Valley Conference of Governments – The P-Card program provides a cost-efficient, alternative method for purchasing and payment of business related purchases. The P-Card has built-in features that make the program easy to control and manage and therefore reduces processing costs at all levels by minimizing the number of procurement-related transactions and warrants. The P-Card enables staff to focus on higher-value added activities.

Vendors – The P-Card will be welcomed by any vendor who accepts VISA. When they accept the card for business purchases, vendors will not need to send invoices, since they will receive payment directly from VISA; all the vendor will need to do is provide an itemized receipt to the Cardholder.

The success of the P-Card program and its continuing use depends on your participation and cooperation.

The Yakima Valley Conference of Governments P-Card is a commercial credit card to be used specifically for purchasing goods and supplies for Yakima Valley Conference of Governments. This manual governs the day-to-day use of the P-Card and administration of the P-Card Program for Yakima Valley Conference of Governments.

Yakima Valley Conference of Governments utilizes the State of Washington Charge Card Services Contract by cooperative agreement. The General Services Administration administers the system contract for the State.

This manual supplements the State's procedures and instructions for purchasing card use. In the event there is a conflict between this manual and the State's procedures and instructions, the State's procedures and instructions shall prevail. All Cardholders, Supervisors, and Auditing Officers shall be provided the Yakima Valley Conference of Governments P-Card Manual.

The procedures provided in this manual are in full compliance with the Yakima Valley Conference of Governments Purchasing Procedure Policy.

NOTE: VISA cards are for Official Government Use Only. VISA cards may not be used for personal purchases. Contract User must read and be familiar with the provisions of the Ethics in Public Service Law, chapter 42.52 RCW. In addition, special attention should be paid to RCW 42.52.160 (Use of Persons, Money or Property for Private Gain) and also to WAC 292-110-010 (Use of State Resources). Cardholders that improperly use a VISA card may be subject to prosecution and penalties to the full extent provided for by law.

1.1 Reference Documents and Procedures

Yakima Valley Conference of Governments Procurement Policy
Yakima Valley Conference of Governments Business Expense Reimbursement Policy
Current State of Washington Charge Card Services Contract

NOTE:

This manual is a key component of the Yakima Valley Conference of Governments P-Card program. In keeping with our philosophy of continuous improvement, please feel free to direct any questions or comments regarding this manual to:

*Christina Wickenhagen, P-Card Program
Administrator
Phone: 759-7986
Fax: 574-1551
Email: chris.wickenhagen@yvcog.org*

2.0 **DEFINITIONS AND TERMINOLOGY**

Auditing Officer	A person authorized by Executive Committee approval to certify payroll and other expense reimbursement claims for payment YVCOG funds.
Business Expense Reimbursement Policy	This policy addresses reimbursement of expenses incurred in the conduct of official YVCOG business.
Cardholder	The individual to whom a P-Card is issued. Cardholders are assigned responsibility for card security and use. A cardholder must be a Yakima Valley Conference of Governments employee or Board Member .
Cardholder's Monthly Spending Limit	This limit is the maximum dollar amount authorized for a Card Custodian's account within a thirty (30) day period. It is replenished automatically the day after the billing date.
Cardholder Single-Purchase Limit	This limit restricts the amount of any single purchase made by a cardholder. It can be comprised of single or multiple items purchased at one time at a single supplier.
Card Provider	The contractor who provides the VISA accounts to be used for the P-Cards.
Dispute	A disagreement between the Cardholder and the supplier or merchant regarding items appearing on the Cardholder's monthly statement of account.

Merchant Category Code (MCC)	A standard code used by Visa to categorize each merchant according to the type of business the merchant is engaged in and the type of goods and services provided. Merchant Category Codes may be used as an authorized activity type code on an individual card to identify those merchants or categories of merchants who provide goods and/or services that are not authorized for that individual card.
P-Card	The official Yakima Valley Conference of Governments charge card for authorized purchases.
Program Administrator	The individual designated by Yakima Valley Conference of Governments as the official point of contact for the P-Card Program and is responsible for providing training, advice, direction, consultation and assistance to Cardholders and responsible Elected Officials/ Department Heads .
Responsible Elected Official/ Department Head :	The individual responsible for authorizing Cardholders and placing any limits or restrictions on individual Cardholder's accounts.
Statement of Account	A monthly listing from the Card Provider of all payments authorized for purchases and credit transactions made by the Cardholder and billed by the merchant.
Unauthorized Purchase	Purchases which exceed preset dollar limits or are made to vendors outside preset Merchant Category Code(s) (MCCs), or are otherwise indicated in this manual.
Unauthorized Use	Use of a P-Card by a person other than the Cardholder, who has no actual, implied, or apparent authority for such use.

3.0 PROCEDURES

3.1. Purpose

The purpose of the P-Card program is to assist in the management and payment of business related purchases and streamline the procurement process from beginning to end. P-Cards are intended to supplement the use of petty cash, purchase orders, delivery orders and blanket contracts. The P-Card has built-in spending controls that prevent inappropriate purchases.

3.2. Cardholder

- 3.2.1. The P-Card bears the Cardholders name and may only be used by this individual to pay for authorized purchases in compliance with Yakima Valley Conference of Governments policies, procedures and regulations.
- 3.2.2. Upon receipt of their P-Card, Cardholder shall sign an "Acknowledgement of Receipt of P-Card" form (See EXHIBIT B), which shall be retained by the Program Administrator.
- 3.2.3. Cardholders document the use of the P-Card on their "P-Card Transaction Log", (See EXHIBIT A) and are responsible for maintaining all itemized receipts and documented uses of their P-Cards.
- 3.2.4. Cardholders verify receipt of all purchases on the monthly statement or through on-line access.
- 3.2.5. For internal control purposes, Cardholders cannot be their own Auditing Officer when making payments on their own P-Card accounts.

3.3. Setting up an Account

In order to set up a P-Card account, the responsible Executive Committee/Executive Director must first request the use of a P-Card by filling out the Cardholder's Maintenance Form (See EXHIBIT E) and submitting it to the Program Administrator.

- 3.3.1. Identify a recurring need to purchase business related goods and services.
- 3.3.2. Designate the proposed Cardholder and include their full name, job title, email address, and telephone number.
- 3.3.3. Establish Pre-Set Limits for each Cardholder (See 3.5 below).

3.4. Training

- 3.4.1. The Program Administrator shall be responsible for coordinating training based upon program needs. The Program Administrator will also retain all necessary documents in accordance with retention requirements, authorization records and related data.
- 3.4.2. Prior to the issuance of a P-Card, each prospective Cardholder is responsible to read this manual and, by signature, state that they agree to follow the policies and procedures outlined within (See EXHIBIT C).

3.5 Pre-Set Limits

3.5.1 Use of the P-Card is subject to the following pre-set limits:

3.5.1.1 **Single Purchase Limit:** The limit established for each account that no “single purchase” may exceed. A “single purchase” may include multiple items purchased in a single transaction.

This limit on purchasing authority is delegated to the responsible Executive Committee/Executive Director by the Program Administrator. This limit cannot be exceeded without written request by the responsible Executive Committee/Executive Director.

3.5.1.2 **Merchant Category Code(s):** Codes established on the account, which define the type of merchants or type of goods and supplies which a Cardholder may purchase.

This limit on purchasing authority is delegated to the responsible Executive Committee/Executive Director by the Program Administrator. This limit cannot be modified without written request by the responsible Executive Committee/Executive Director.

3.6 Acceptable Use of the P-Card

3.6.1 The P-Card shall have the Cardholder’s name embossed on it and can only be used by that person. The P-Card has the name Conference of Govts embossed below the Cardholder’s name and includes the Conference logo to avoid being mistaken for a personal credit card.

3.6.2 **WITHOUT EXCEPTION** the P-Card shall only be used to pay for authorized purchases of Yakima Valley Conference of Governments. **Any other use of the P-card will result in 3.7 Unacceptable Use of the P-card, enforcement.**

3.6.3 **LEGAL FEES** related to official Conference business.

3.7 Unacceptable Use of the P-Card

3.7.1 An unacceptable use occurs when a person other than the cardholder uses the P-Card or an item is purchased for personal use **or other use for another agency or entity.**

3.7.2 The following instances are also clearly unacceptable uses of the P-Card:

3.7.2.1 **CASH ADVANCES or GIFT CARDS** are not authorized purchases of the P-Card under any circumstances (RCW 43.09.2855). If the purchase of a gift card is determined to be an acceptable business related expense of the Conference, the authorized purchaser is required to purchase the gift card through another process than using the P-Card.

3.7.2.2 **TRAVEL** expenses are not allowed unless travel expenses are required to be paid in advance of the person traveling. An example of an allowable expense would be hotel costs using an on-line vendor, airline tickets, etc. This section is not intended to provide greater flexibility for reimbursement than the Business Expense Reimbursement Policy.

- 3.7.2.3 **COSTCO ON-LINE** purchases are not allowed.
- 3.7.2.4 **NO REIMBURSEMENTS** are allowed through the P-Card to employees who use their *personal cash or credit card(s)* to make purchases for the County.
- 3.7.2.5 **SPLITTING PURCHASES** to circumvent the daily or monthly purchase limits on a card, or to avoid competitive bidding limits or purchasing authority limits.
- 3.7.2.6 **TIPS** are not allowed.
- 3.7.2.7 The following *specifically excluded Goods or Supplies* are an unauthorized use:

Motor vehicles – purchase, lease, or repair of rented or leased vehicles;

Real property or buildings – purchase, rentals or lease;

Weapons or ammunition

Repairs/ Construction or any services requiring a 1099 to be submitted to the vendor.

Fines or legal fees resulting from traffic or parking violations, or defense against prosecution for violation of any law

- 3.7.3 Unacceptable use may be deemed by the Program Administrator to be a *fraudulent/ inappropriate act*, and, if so, will result in permanent revocation of P-Card use, and may result in *disciplinary action or criminal prosecution*.
- 3.7.4 An unacceptable purchase determination may result in *permanent revocation of P-Card use*.
- 3.7.5 A Cardholder who makes an unacceptable purchase or carelessly uses the P-Card may be *personally liable for the total amount of the unauthorized purchase, and is subject to disciplinary action*.
- 3.7.6 *Disciplinary actions* will be processed in accordance with policies outlined in this procedure manual. Criminal prosecutions will be referred to the Prosecuting Attorney for action.

3.8 Documentation of P-Card Transactions

3.8.1 Over-the-Counter Transactions

- 3.8.1.1 Retain the *customer copy of the charge slip* as your proof of purchase.
- 3.8.1.2 Ensure that *all carbons are destroyed*.
- 3.8.1.3 Obtain an *itemized* receipt.

3.8.2 Telephone Orders

3.8.2.1 When placing a telephone order, ensure that:

- a. Charges will be made only upon shipment or service performance.
- b. The shipping document or packing slip includes:
 - Cardholder's name and telephone number;
 - Itemized receipt marked paid with a description, quantity, part number, shipping cost and sales tax;
 - Full street address, P.O. Box, mail code, city, state and zip code where the items are to be delivered;
 - Vendor contact and phone number.

3.8.3 On-Line Orders

3.8.3.1 When placing an on-line order, ensure that:

- a. Charges will be made only upon shipment or service performance.
- b. A printed copy of the item(s) purchased is available along with a transaction number provided by the vendor.
- c. The shipping document or packing slip includes:
 - Cardholder's name and telephone number;
 - Itemized receipt marked paid with a description, quantity, part number, shipping cost and sales tax;
 - Full street address, P.O. Box, mail code, city, state and zip code where the items are to be delivered;
 - Vendor contact and phone number.

3.8.4 Returns and Refunds

3.8.4.1 Items may be returned to a merchant for exchange, replacement, or for refund. In all cases, an itemized listing of all products being returned must be received from the merchant.

3.8.4.2 If a refund is in order, the merchant must credit the P-Card or issue a check/warrant made payable to Yakima Valley Conference of Governments. ***Refunds in cash or by gift card are not allowed.***

3.9 **Errors on the Sales Receipt/Monthly Statements**

3.9.1 **Errors on the Sales Receipt**

3.9.1.1 If an error is discovered on the sales receipt, within one (1) workday, *notify the Merchant and request a corrected sales receipt* from the merchant.

If the Merchant refuses to provide a corrected sales receipt, complete a *Disputed Item Statement* form (See EXHIBIT D), and forward copies to the responsible Executive Committee/Executive Director and Program Administrator.

3.9.1.2 If the error correction would result in a refund, the merchant must credit the P-Card. *Refunds cannot be made in cash or by gift card.*

3.9.1.3 *Retain copies* of original sales receipts, charge or credit slips, etc.

3.9.2 **Errors on the Monthly Statements**

3.9.2.1 Complete the *P-Card Disputed Item Statement* form (See EXHIBIT D).

3.9.2.2 Sign and forward the form to the Program Administrator.

3.9.2.3 Retain copies of all related documents.

3.9.2.4 If purchased *items or credits do not appear* on the Statement of Account, retain original charge slips, order confirmations or any other transaction documentation until the next billing cycle.

Note: If these transactions do not appear on the following monthly statement, the Cardholder or responsible Executive Committee/Executive Director will notify the Program Administrator to resolve and reconcile the statement.

Note: If there is a disputed item on the monthly statement, Yakima Valley Conference of Governments is obligated to pay U.S. Bank while the item is being disputed.

3.10 **Account Reconciliation**

3.10.1 **P-Card Billing Cycle**

3.10.1.1 The billing cycle for the P-Cards is from the 25th of the next month.

3.10.1.2 P-Card Statements should be received by the end of each month.

3.10.1.3 On-Line access to P-Card activity is available by contacting the Program Administrator.

3.10.2 **Payment of Account Balances**

3.10.2.1 All account balances must be paid in full by the Accounts Payable 15th warrant issue run to be in compliance with the terms of the P-Card Agreement.

3.10.2.2 Submit the following to the Program Administrator after making a copy for your records:

- P-Card Transaction Log (See EXHIBIT A) with your signature
- A copy of the monthly P-Card Statement
- All itemized receipts collected for each transaction listed on the P-Card Transaction Log.

3.10.2.3 *If a vendor has not charged sales tax*, you must pay the sales tax when processing your payment through the Accounts Payable system. Please refer to the Accounts Payable User Manual for proper use of this function.

3.10.2.4 All credits are deducted on returned items for which a credit voucher has been received.

3.11 Program Administration File

3.11.1 The Program Administrator shall maintain a file for all cardholders consisting of the following:

A list of all cardholders.

Authorization letters from the responsible Executive Committee/Executive Director and any changes or modifications.

Dispute letters.

Other data as deemed necessary.

3.12 Billing Errors and Disputes

3.12.1 If a Statement of Account lists an *item or service that has not been received*, the Cardholder or Auditing Officer shall:

Notify the Program Administrator

Complete a P-Card Disputed Item Statement form,

Attach a copy of the form to the Cardholder's statement and forward it to the Program Administrator.

3.12.2 Upon receiving a *P-Card Disputed Item Statement*, the *Program Administrator* shall adjust the Statement of Account.

3.12.2.1 *If purchased items are found to be defective*, the Cardholder shall obtain replacement or correction of the items as soon as possible.

3.12.2.2 *If the merchant refuses to replace or correct a defective item*, the transaction will be considered in dispute and shall be handled in the same manner as described above for billing errors.

3.12.2.3 *Retain* a copy of the completed Statement of Disputed Item form and file it with the monthly Statement of Account.

3.13 Program Oversight

- 3.13.1 The Program Administrator shall provide oversight of the P-Card program to include internal controls necessary to ascertain the efficiency, effectiveness and integrity of the P-Card Program and any party's involvement in either using or administering the program.
- 3.13.2 Any and all known violations of this policy or abuse or misuse of the P-Card shall be reported to the Program Administrator.

3.14 Contact with the Card Provider

- 3.14.1 The Program Administrator is the primary point of contact with the Card Provider.
- 3.14.2 Cardholders *shall not contact* the Card Provider, *except to report a lost or stolen card.*
- 3.14.3 Questions about the P-Card program should be directed first to the Program Administrator, then to the Executive Committee/Executive Director.

3.15 Lost or Stolen Cards

- 3.15.1 *If a card is lost or stolen*, the Cardholder shall:

- *Immediately call US Bank at (800) 344-5696* and report the card as lost or stolen.
- *Notify the responsible Executive Committee/Executive Director* within twenty four (24) hours after discovering the P-Card missing.

Notify the Program Administrator within twenty-four (24) hours after discovering the P-Card missing. A written report is required to be submitted to the Program Administrator with the following information included:

- P-Card number;
- Cardholder's complete name as shown on the P-Card;
- Date and location of the loss;
- If stolen, date reported to the police;
- Date and time the Card Provider was notified;
- Purchases made on the date the P-Card was lost or stolen;
- An explanation of the circumstances surrounding the missing P-Card; and,
- Other pertinent information.

3.16 Card Security

- 3.16.1 *Cardholders shall safeguard their P-Card and account number at all times.* When the P-Card is not being used, it shall be protected in the same manner as cash.

3.16.2 *Cardholders shall not permit anyone to use their P-Card or account number.* A violation of this trust will result in revocation of the P-Card from the Cardholder with the potential for subsequent disciplinary action or criminal prosecution.

3.17 **Administrative Leave or Termination of Employment**

3.17.1 *If a Cardholder is placed on Disciplinary Administrative Leave or their employment terminated, for any reason:*

3.18.1.1 The Cardholder shall *promptly surrender their P-Card* to the responsible Executive Committee/Executive Director.

3.18.1.2 The responsible Executive Committee/Executive Director shall:

- *Notify the Program Administrator in writing; the card must be canceled within two business days of action;*
- *Destroy the P-Card* by cutting it in half; and,
- *Complete the Cardholder Maintenance Form*, and then forward it to the Program Administrator.

3.17.2 *The Program Administrator shall contact the Card Provider and cancel the current P- Card.*

3.18 **Discipline for unacceptable use of P-card**

3.18.1 *If a Cardholder uses the P-card in any unacceptable manner, for any reason:*

- *The Program Administrator is required to notify the Executive Committee/Executive Director in person or through email. The Program Administrator is to state the unacceptable use. The Executive Committee/Executive Director is to respond within 48 hours with the discipline to enforce.*

3.18.2 *The Cardholder shall promptly surrender their P-Card to the responsible Executive Committee/Executive Director.*

3.18.3 *The responsible Executive Committee/Executive Director shall:*

- *Advise the Program Administrator to enforce the following discipline:*
 - *Destroy the appropriate Pcard to not be reissued*
 - *Cancel the appropriate Pcard for a set time determined by the Executive Committee/Executive Director*
 - *Determine that no discipline shall be enforced*
-

EXHIBIT B

Yakima Valley Conference of Governments

Acknowledgement of Receipt of "P-Card"

I, _____ hereby acknowledge the receipt of my Yakima Valley Conference of Governments Procurement "P-Card", Account # _____.

In consideration of Yakima Valley Conference of Governments (the "Company") obtaining the P-Card and providing it to me, I agree to the following:

1. I will use the P-Card for Conference related expenses, such as the procurement of goods, services, transportation. I understand **and agree** that the P-Card is not to be used for personal use.
2. I understand that US Bank will bill the Conference monthly for all charges made to my P-Card and that I will be personally responsible for documenting that all charges to the P-Card are for Conference business and that they conform to all Conference Policy and Administrative Codes.
3. **I agree to submit my P-card transaction log every month on or before the 27th of the subsequent month, after the close of the statement period.**
3. I understand that my P-card privileges may be suspended or canceled if I do not use the card in a responsible manner.
4. I will promptly return the P-Card to Yakima Valley Conference of Governments if requested to do so or if my employment with Yakima Valley Conference of Governments is terminated for any reason.

Employee Cardholder Signature

Date

EXHIBIT C

“P-Card” Agreement

Your signature verifies that you have received and understand Yakima Valley Conference of Governments’s Procurement Card Manual and agree to comply with it.

1. The P-Card is provided to Yakima Valley Conference of Governments employees based on their need to purchase business related goods and services. A P-Card may be revoked at any time based on change of assignment or location. The P-Card is not an entitlement nor reflective of title or position.
2. The P-Card is for business related purchases only; personal charges are not to be made to the P-Card.
3. Improper use of the P-Card can be considered misappropriation of YVCOG funds, which may result in disciplinary action, up to and including termination.
4. All charges are billed directly to and paid directly by Yakima Valley Conference of Governments. Any personal charges on the P -Card could be considered misappropriation of funds since the cardholder cannot pay the bank directly.
5. Cardholders are responsible for reconciling their monthly statements and resolving any discrepancies by contacting their supplier.
6. A lost or stolen P-Card should be reported immediately by telephone to US Bank and the Conference’s P-Card Program Administrator.
7. A cardholder must surrender his or her P-Card upon termination of employment (i.e. retirement, voluntary or involuntary termination). At this point, no further use of the account is authorized.

Cardholder Signature

Program Administrator Signature

Cardholder Printed Name

Program Administrator Printed Name

Date: _____

Date: _____

EXHIBIT D
Yakima Valley Conference of Governments
P-CARD DISPUTED ITEM STATEMENT

Instructions: Your company should first make good-faith efforts to settle a claim or dispute for purchases directly with the merchant. If assistance from U.S. Bank is required, please complete this form, and mail or fax with required enclosures within 45 days from the billing close date to:

Cardmember Services
 Corporate Disputes
 P.O. Box 6355
 Fargo, ND 58125-6355
 Fax 1-866-636-1618

Cardholder Name: _____

Account Number: _____

Merchant Name/Locations: _____

1. UNAUTHORIZED

I have not authorized this charge to my account. I have not ordered merchandise by phone or mail, or received any goods or services.

2. DUPLICATE PROCESSING

The transaction listed above represents multiple billing to my account. I only authorized one charge for this amount. Date _____ and Reference # _____ of first transaction.

3. MERCHANDISE OR SERVICE NOT RECEIVED IN THE AMOUNT OF \$ _____.

My account has been charged for the above transaction, but I have not received the merchandise or service. The expected date of delivery _____ (MMDDYY). I contacted the merchant on _____ (MMDDYY) and requested that my account be credited. I spoke with _____ (name).

4. MERCHANDISE OR SERVICE CANCELED IN THE AMOUNT OF \$ _____.

I notified the merchant on _____ (MMDDYY) at _____ am/pm to cancel the pre-authorized order/reservation. Cancellation # _____ (required for Hotel Rooms).

Reason for cancellation: _____

Person I spoke to _____

5. MERCHANDISE RETURNED IN THE AMOUNT OF \$ _____.

My account has been charged for the above listed transaction, but the merchandise has since been returned.

(Please enclose a copy of the postal or UPS receipt)

6. MERCHANDISE WAS RECEIVED DAMAGED OR DEFECTIVE

The merchandise shipped to me arrived damaged and/or defective (circle one) on _____ (MMDDYY). I returned it on _____ (MMDDYY). I contacted the merchant on _____ (MMDDYY) and requested that my account be credited. I spoke with _____ (name).

Enclosed is an explanation of how the merchandise was damaged or defective.

7. NOT AS DESCRIBED

(Cardholder must specify what goods, services, or other things of value received). The item(s) specified do not conform to what was agreed upon with the merchant. (The cardholder must have attempted to return the merchandise and state so in their complaint). Please provide details on separate sheet of paper.

8. PAID BY OTHER MEANS

I did participate in the transaction; however, I paid for the transaction using another form of payment. (Describe form of payment): _____ Enclosed is a copy of my proof of other payment (i.e. canceled check, other credit card statement, cash receipt, etc.).

9. CREDIT NOT RECEIVED

I have received a credit voucher for the above listed charge, but it has not yet appeared on my account.

A copy of the credit voucher is enclosed.

10. ALTERATION OF AMOUNT

The sales receipt amount was increased from \$ _____ to \$ _____. Enclosed is a copy of my receipt.

11. INADEQUATE DESCRIPTION/UNRECOGNIZED CHARGE

I do not recognize this charge. Please supply a copy of the sales draft for my review. I understand that when a valid copy is sent to me I will have to review the copy and if further dispute still exists I will have to provide further information regarding the dispute. If a copy of the sales draft cannot be obtained, a credit will appear on my account.

12. COPY REQUEST

I recognize this charge, but need a copy of the sales draft for my records.

13. If none of the above reasons apply – please describe the situation:

Please include your attempt to resolve this matter with the merchant; VISA/MasterCard Regulations require that you have attempted to resolve this matter with the merchant prior to filing a dispute.

The name of the person you spoke with _____.

The date you contacted the merchant _____.

What was the merchant's response to your request for credit: _____.

Cardholder Name (printed) _____

Cardholder Signature _____

Date _____

() _____
 Phone Number

EXHIBIT E
YAKIMA VALLEY CONFERENCE OF
GOVERNMENTS
CARDHOLDER MAINTENANCE FORM

<input type="checkbox"/> Add	<input type="checkbox"/> Delete	<input type="checkbox"/> Change	<input type="checkbox"/> Transfer
------------------------------	---------------------------------	---------------------------------	-----------------------------------

Cardholder Name: _____

Department: _____

Billing Address: _____

Phone: _____

1) Purchasing Dollar Limits

A) Single Purchase: _____

B) Monthly: _____

2) Merchant Codes

Note: Some merchant codes (cash, gift cards...) have been blocked. If you require greater controls on individual P-Cards, please contact the Program Administrator.

Executive Committee/Executive Director _____

Date: _____