



## YVCOG EXECUTIVE COMMITTEE AGENDA

Monday, July 17, 2017  
1:30 p.m.

The 300 Building  
311 N. 4<sup>th</sup> St, Ste 204, Yakima, WA

### 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 July 17, 2017 meeting of the YVCOG Executive Committee will come to order at \_\_\_\_\_ p.m.
- ❖ **INTRODUCTIONS / ROLL CALL**
- ❖ **APPROVAL OF MINUTES** – June 19, 2017 (pgs. 4-6)
- ❖ **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 Process  
*Jim Restucci, Chairman*
  - Discussion about changing the Annual Performance Review process  
*Action: Informational*

### NEW BUSINESS

1. Executive Director's Correspondence  
*Larry Mattson, Executive Director*
2. Homeless Program Funding Review  
*Tami Hayward, Office Specialist* (Hand out)
  - Funding Cheat Sheets
  - June Reimbursement Requests (pgs 7-9)  
*Action: Informational*
3. Budget Amendment #2  
*Larry Mattson, Executive Director* (pg 10)  
*Action: Approval*  
*Motion: "I move to approve Budget Amendment #2."*

4. Monthly Budget Report

Tami Hayward, Office Specialist

(pg 11)

- May 2017 Budget Report.

Action: Approval.

Motion: "I move to approve the May monthly budget report."

- June 2017 Budget Report.

(pgs 12-15)

Action: Approval.

Motion: "I move to approve the June monthly budget report."

- June 2017 Cash Flow Statement

Action: Informational

5. Approval of Vouchers

Tami Hayward, Office Specialist

Action: Review, approval and authorization of signatures

6. Program Updates

**Planning Program – Mike Shuttleworth, Planning Manager**

Action: Informational.

**Homeless Program – William Denton, Homeless Program Coordinator**

Action: Informational.

- HUD TA for CoC Issues
- 2017 PIT Stakeholder Report
- RFQ for \$200,000 Earmarked Funds
- HPPC Bylaws Revision
- Collaborative Application RFP
- HPPC Transitional Ad Hoc Committee

7. HPPC Board Elections

William Denton, Homeless Program Coordinator

- Recommendation for seven board members be re-elected to the HPPC for an additional 4-year term.

Action: Approve HPPC board election recommendation

Motion: "I move to approve the HPPC board elections."

8. Coordinated Entry Contracts

William Denton, Homeless Program Coordinator

- HPPC recommends the following contracts be awarded for salaries/admin costs for staff performing the client assessments required at the coordinated entry access points:

Northwest Community Action Center	\$11,680	(pgs. 16-18)
Rod's House	\$9,240	(pgs. 19-21)
Yakima Neighborhood Health Services	\$20,820	(pgs. 22-24)

Action: Request approval of contracts retroactive to July 1, 2017.

Motion: I move to approve and authorize the chair to sign Coordinated Entry contracts for NCAC, Rod's House and YNHS, after the provider signs, retroactive to July 1, 2017.

9. 2018 YVCOG Budget Process

Larry Mattson, Executive Director

(pg 25)

- Appoint 2018 Budget Subcommittee
- Adopt 2018 Budget Schedule

*Action: Discussion and approval for the Budget Schedule*

*Motion: "I move to approve the 2018 budget schedule and subcommittee."*

10. September 20, 2017 YVCOG General Membership Meeting

Larry Mattson, Executive Director

- Location: Toppenish
- Program – Our Local Legislators: 2017 Session Wrap-up & 2018 Session Look-Ahead

*Action: Information*

**OTHER BUSINESS  
PUBLIC COMMENT  
ADJOURN**

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

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

YVCOG EXECUTIVE COMMITTEE MEETING MINUTES  
June 19, 2017

- CALL TO ORDER** Mr. Hodkinson, Vice-Chairman, called the June 19, 2017 meeting of the YVCOG Executive Committee to order at 1:55pm
- ROLL CALL & INTRODUCTIONS** Members present: John Hodkinson, Maureen Adkison, Mike Leita, Mario Martinez, and Dan Olson  
Members Absent: Janice Gonzales and Jim Restucci, excused  
Call in:  
YVCOG staff present: Larry Mattson, Jessica Hansen, Will Denton, Tami Hayward and Mike Shuttleworth  
Others present: Lowel Krueger (Yakima Housing Authority); Dennis Crane and Andy Ferguson (Transform Yakima Together); TJ Mattingly (Triumph Treatment Services); Craig Warner (Yakima County); Sara Watkins and Joan Davenport (City of Yakima); Don Hinman and Rhonda Hauff (Yakima Neighborhood Health Services); Duane Monick (UWCW); Lee Murdock (River Rock Consulting); Lisa Hall (Yakima Community Member); Mariana Ambriz (NCAC)  
A quorum was present.  
*\*Indicates notice of absence received prior to meeting.*
- APPROVAL OF MINUTES** Mr. Leita moved to approve the minutes from the May 15, 2017. Ms. 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**
- NEW BUSINESS**
- Executive Director's Correspondence*
- Mr. Mattson reported on the attorney contract with Meyer, Fluegge, and Tenney and James C. Carmony and that it has been renewed for another year.
  - Mr. Mattson updated the board on the Pay for Success Technical Assistance Grant from the Urban Institute. The Urban Institute will be hosting a symposium in Washington D.C. and both Mr. Mattson and Commissioner Anderson will be attending.
- Monthly Budget Report* Ms. Hayward presented the Homeless Program May 2017 Budget Report, the May 2017 Budget Report, and May 2017 reimbursements. YVCOG paid out \$203,449.45 in homeless contracts for May expenses.
- Ms. Hayward also presented the May 2017 Monthly Budget Report\* showing a revenue balance of \$15,248.75.
- 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 JUN-17-001 through JUN-17-006 in the total amount of \$90,575.00 and claim vouchers numbered JUN-17-007 through JUN-17-049 in the total amount of \$383,891.81. Mr. Martinez moved to approve the June

Vouchers with provision for future amendments as expressed by the Deputy Director. Mr. Olson seconded. Motion carried.

### Program Updates

- Mr. Shuttleworth reported on comprehensive plans updates for Granger, Union Gap, Wapato and Mabton.
- Ms. Testerman reported that YVCOG is now in phase 2 with HUD on the CoC. An advisor will be coming to visit approximately the 1<sup>st</sup> of July to help facilitate and work thru the CoC process. Ms. Testerman also reported that the State operating budget has still not been approved.
- Mr. Mattson reported that the HPPC has 2-year board members that terms are up for re-election.
- Mr. Mattson reported on the FEMA program. Currently, People for People administers the program and receives 3% for administration costs. It was suggested that this program go into the competitive bidding cycle to ensure that it becomes part of the aggregate needs of the valley.

### Conflict of Interest Policy

Mr. Mattson reported on the Conflict of Interest Policy presented. The intent is to have a conflict of interest policy that captures all programs that are under YVCOG's umbrella. Mr. Mattson said this draft is still being revised based on feedback from our HUD consultants. A revised draft will be available soon.

### Homeless Program Fund Balance Reserve Policy

Mr. Mattson reported on the Homeless Program Fund Balance Reserve Policy. He stated that it was split in two reserve accounts. One would be for \$400k, which would cover two months of homeless billings, in the event of late billings or any delays that come from State and Federal funding. The second fund of \$100,000 would be an emergency reserve fund for one-time emergencies that need immediate action. After much discussion, it was decided that a \$500,000 reserve would be appropriate. Mr. Leita moved to approved the proposed homeless program fund balance reserve policy. Mr. Martinez seconded.

Mr. Leita moved to amend his motion striking the bullet "once every three years." Ms. Adkison seconded. Motion Carried.

### Homeless Program Contracts

Mr. Mattson played the recording from the May 23, 2017 HPPC special meeting for approximately 8 mins. The specific portion played was of Stacey Kellogg (People for People) describing the scoring process on behalf of the HPPC scoring committee. After much discussion, Mr. Martinez moved to approve and authorize the chair to sign all homeless contracts after the provider signs. Mr. Leita seconded. One opposed – Ms. Adkison. Motion Carried.

### OTHER BUSINESS

### PUBLIC COMMENT

Mr. Krueger (Yakima Housing Authority); Rhonda Hauff (Yakima Neighborhood Health Services) and TJ Mattingly (on behalf of Beth Dannhardt of Triumph Treatment Services) all read public comment letters pertaining to the homeless program contracts.

### ADJOURN

With no other business, Mr. Hodkinson adjourned the meeting at 3:38 p.m.

Respectfully submitted,

\_\_\_\_\_  
John Hodkinson, YVCOG Executive Committee Vice-Chair

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

ATTEST:

\_\_\_\_\_  
Jessica Hansen, Office and Communication Specialist

**REVENUE BALANCE SUMMARY**

Providers	Award Amt	BEG DATE	EXP DATE
Consolidated Housing Grant (CHG)	\$ 272,157	1/1/2017	6/30/2017
Housing and Essential Needs (HEN)	\$ 315,868	1/1/2017	6/30/2017
Temporary Assistance for Needy Families (TANF)	\$ 54,462	1/1/2017	6/30/2017
Emergency Solutions Grant (ESG)	\$ 82,220	1/1/2017	6/30/2017
Local Filing Fees (2163)	\$ 1,000,000	1/1/2017	12/31/2017
<b>2017 HOMELESS FUNDING</b>			
Yakima Neighborhood Health	\$ 1,434,739	48%	Requested June \$ 79,265.95
Yakima Valley Farm Workers Clinic	\$ 287,231	28%	\$ 46,356.51
Triumph Treatment	\$ 86,205	9%	\$ 14,152.69
Lower Valley Crisis	\$ 22,637	2%	\$ 3,365.36
Rod's House	\$ 8,033	0%	\$ -
YWCA	\$ 30,270	2%	\$ 3,597.69
People for People	\$ 1,618	0%	\$ 803.02
Transform Yakima	\$ 100,000	11%	\$ 18,537.84
<b>Contracts through YVCOG</b>	<b>\$ 1,970,732</b>		<b>\$ 166,079.06</b>

# Funds Passed Through YVCOG

## REVENUE BALANCE REMAINING - JUNE 2017

Contract/GRANT	Award Amt	BEG DATE	EXP DATE	June AVAILABLE	June Requests	July AVAILABLE
Consolidated Housing Grant (CHG)	\$ 272,157	1/1/2017	6/30/2017	\$ 82,795.19	\$47,021.96	\$35,773.23
Housing and Essential Needs (HEN)	\$ 315,868	1/1/2017	6/30/2017	\$ 60,066.96	\$51,412.56	\$ 8,654.40
Temporary Assistance for Needy Families (TANF)	\$ 54,462	1/1/2017	6/30/2017	\$ 38,526.48	\$6,328.31	\$32,198.17
Emergency Solutions Grant (ESG)	\$ 82,220	1/1/2017	6/30/2017	\$ 15,263.32	\$9,980.03	\$ 5,283.29
HUD CoC	\$ 18,525	11/2/2016	12/31/2017	\$ 16,804.56	\$ 0.00	\$16,804.56
Local Filing Fees (2163)	\$ 1,028,000	1/1/2017	12/31/2017	\$ 263,048.80	\$51,336.20	\$211,712.60
				\$ 476,505.31	\$166,079.06	\$310,426.25
<b>2016 TO PROVIDERS</b>						
<b>Emergency Solutions Grant</b>						
Yakima Neighborhood Health	\$ 33,120	1/1/2017	6/30/2017	\$ 1,895.47	\$1,688.34	\$ 207.13
Yakima Neighborhood Health (HURAY)	\$ -			\$ -	\$ 0.00	\$ 0.00
Yakima Valley Farm Workers Clinic	\$ 18,484	1/1/2017	6/30/2017	\$ 7,742.38	\$2,666.22	\$ 5,076.16
Triumph Treatment	\$ 17,032	1/1/2017	6/30/2017	\$ 5,453.84	\$5,453.84	\$ 0.00
Lower Valley Crisis	\$ 13,574	1/1/2017	6/30/2017	\$ 171.63	\$171.63	\$ 0.00
Equals Award Amount	\$ 82,220				\$9,980.03	
<b>Consolidated Housing Grant</b>						
Yakima Neighborhood Health	\$ 78,287	1/1/2017	6/30/2017	\$ 28,842.16	\$18,302.31	\$10,539.85
Yakima Valley Farm Workers Clinic	\$ 61,754	1/1/2017	6/30/2017	\$ 34,709.23	\$19,506.51	\$15,202.72
Rod's House	\$ 8,033	1/1/2017	6/30/2017	\$ -	\$ 0.00	\$ 0.00
Triumph Treatment Services	\$ 36,998	1/1/2017	6/30/2017	\$ 15,646.11	\$5,615.45	\$10,030.66
YWCA of Yakima	\$ 30,270	1/1/2017	6/30/2017	\$ 3,597.69	\$3,597.69	\$ 0.00
Equals Award Amount	\$ 215,343				\$47,021.96	
<b>TANF</b>						
Yakima Neighborhood Health	\$ 35,409	1/1/2017	6/30/2017	\$ 20,093.60	\$5,775.47	\$14,318.13
Yakima Valley Farm Workers Clinic	\$ 19,053	1/1/2017	6/30/2017	\$ 18,432.88	\$552.84	\$17,880.04
Equals Award Amount	\$ 54,462				\$6,328.31	
<b>HEN</b>						
Yakima Neighborhood Health	\$ 225,166	1/1/2017	6/30/2017	\$ 29,534.31	\$29,534.31	\$ 0.00
Yakima Valley Farm Workers Clinic	\$ 75,431	1/1/2017	6/30/2017	\$ 30,532.65	\$21,878.25	\$8,654.40
Equals Award Amount	\$ 300,598				\$51,412.56	
<b>Local Filing Fees Committed 2017</b>						
Yakima Neighborhood Health WFF	\$ 39,969	1/1/2017	3/31/2017	\$ -	\$ 0.00	\$ 0.00
Yakima Neighborhood Health WFF	\$ 84,000	7/1/2017	3/31/2018	\$ -	\$ 0.00	\$ 0.00
People for People EFSP	\$ 1,618	11/1/2016	3/31/2017	\$ 803.03	\$803.02	\$ 0.01
Yakima Neighborhood Health EIMWS	\$ 235,000	11/15/2016	3/31/2017	\$ -	\$ 0.00	\$ 0.00





**2017**  
**Yakima Valley Conference of Governments**  
**Budget - Expenditures**  
**Proposed Budget Amendment #2 - July 17, 2017**

Description	2017 Budget	Proposed 2017 Amendment	Adj
Salaries			
<b>Salaries and Wages</b>	<b>\$ 843,000</b>	<b>\$ 856,500</b>	1.6% *
Salaries-Overtime	\$ 8,000	\$ 8,000	
Total Salaries	\$ 851,000	\$ 864,500	
Personnel Benefits			
<b>Benefits-Direct</b>	<b>\$ 295,000</b>	<b>\$ 302,000</b>	2.4% *
Benefits-Bank Accruals	\$ -	\$ -	
Total Personnel Benefits	\$ 295,000	\$ 302,000	
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			
<b>Homeless Provider Contracts</b>	<b>\$ 1,933,595</b>	<b>\$ 1,933,595</b>	
Professional Services	\$ 88,000	\$ 88,000	
Prof Serv-Tech Services	\$ 16,000	\$ 16,000	
Communications-Telephone	\$ 10,800	\$ 10,800	
<b>Communication-Postage</b>	<b>\$ 1,800</b>	<b>\$ 700</b>	-61.1% *
Travel	\$ 65,000	\$ 64,100	
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	
<b>Community Services</b>	<b>\$ -</b>	<b>\$ 900</b>	*
<b>Misc. (registrations, dues, subscriptions)</b>	<b>\$ 76,460</b>	<b>\$ 57,061</b>	-25.4% *
Total Other Services - Charges	\$ 2,339,905	\$ 2,319,405	
Capital Outlay			
Capital Expenditure	\$ -	\$ -	
Total Capital Outlay	-	-	
Debt Services-Interest			
Interest	\$ 200	\$ 200	
Total Debt Service - Interest	200	200	
<b>Total</b>	<b>\$ 3,549,105</b>	<b>\$ 3,549,105</b>	0.0%

*Difference:* \$ 0

- \* Proposed Amendment
- New Homeless Financial Coordinator
- DRS employer contribution increase from 11.18% to 12.7%
- Member training opportunities

**YVCOG Executive Committee Meeting June 19, 2017  
BUDGET REPORT  
May-17**

Prepared By Christina Wickenhagen, Deputy Director

**REVENUES RECEIVED:**

	2016	2017
January	\$ 85,638.48	\$ 687,448.01
February	\$ 112,354.71	\$ 222,612.72
March	\$ 200,453.73	\$ 143,691.60
April	\$ 108,418.53	\$ 360,562.37
<b>May</b>	\$ <b>120,008.63</b>	\$ <b>153,282.29</b>
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	
<b>Total Revenue MTD (through May)</b>	\$ <b>626,874.08</b>	\$ 1,567,596.99
<b>Total Revenue YTD</b>	\$ <b>1,305,541.80</b>	\$ 1,567,596.99

**EXPENDITURES:**

<b>Salaries</b>	January	\$ 64,453.00	\$ 122,091.96
	February	\$ 64,428.77	\$ 63,175.58
	March	\$ 65,621.22	\$ 57,893.72
	April	\$ 64,674.51	\$ 60,751.40
	<b>May</b>	\$ <b>69,115.38</b>	\$ <b>65,018.66</b>
	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	\$ -	
<b>Total Salaries MTD (through May)</b>		\$ <b>328,292.88</b>	\$ 368,931.32
<b>Total Salaries YTD</b>		\$ <b>704,265.71</b>	\$ 368,931.32

<b>Vouchers</b>	January	\$ 53,237.27	\$ 89,673.15
	February	\$ 67,919.72	\$ 319,068.93
	March	\$ 45,097.15	\$ 243,434.57
	April	\$ 46,943.47	\$ 276,628.38
	<b>May</b>	\$ <b>30,636.73</b>	\$ <b>254,611.89</b>
	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	
<b>Total Vouchers MTD (through May)</b>		\$ <b>243,834.34</b>	\$ 1,183,416.92
<b>Total Vouchers YTD</b>		\$ <b>562,855.30</b>	\$ 1,183,416.92

<b>TOTAL EXPENDITURES MTD (through May)</b>	\$572,127.22	\$1,552,348.24
<b>TOTAL EXPENDITURES YTD</b>	\$1,267,121.01	\$1,552,348.24
<b>Revenue Balance</b>	\$38,420.79	\$15,248.75

Pg. 11

**YVCOG Executive Committee Meeting July 17, 2017**  
**BUDGET REPORT**  
**Jun-17**

Prepared By Christina Wickenhagen, Deputy Director

**REVENUES RECEIVED:**

	2016	2017
January	\$ 85,638.48	\$ 687,448.01
February	\$ 112,354.71	\$ 222,612.72
March	\$ 200,453.73	\$ 143,691.60
April	\$ 108,418.53	\$ 360,562.37
May	\$ 120,008.63	\$ 153,282.29
<b>June</b>	<b>\$ 58,623.14</b>	<b>\$ 219,035.19</b>
July	\$ 119,768.97	
August	\$ 55,619.87	
September	\$ 78,557.30	
October	\$ 119,732.27	
November	\$ 133,507.18	
December	\$ 112,858.99	
<b>Total Revenue MTD (through June)</b>	<b>\$ 685,497.22</b>	<b>\$ 1,786,632.18</b>
<b>Total Revenue YTD</b>	<b>\$ 1,305,541.80</b>	<b>\$ 1,786,632.18</b>

**EXPENDITURES:**

<b>Salaries</b>	January	\$ 64,453.00	\$ 61,556.39
	February	\$ 64,428.77	\$ 63,175.58
	March	\$ 65,621.22	\$ 57,954.48
	April	\$ 64,674.51	\$ 60,751.40
	May	\$ 69,115.38	\$ 65,018.66
	<b>June</b>	<b>\$ 65,012.35</b>	<b>\$ 63,955.81</b>
	July	\$ 64,685.84	
	August	\$ 71,677.89	
	September	\$ 58,678.48	
	October	\$ 58,885.05	
	November	\$ 57,033.22	
	December	\$ -	
<b>Total Salaries MTD (through June)</b>		<b>\$ 393,305.23</b>	<b>\$ 372,412.32</b>
<b>Total Salaries YTD</b>		<b>\$ 704,265.71</b>	<b>\$ 372,412.32</b>

<b>Vouchers</b>	January	\$ 53,237.27	\$ 70,136.49
	February	\$ 67,919.72	\$ 318,813.00
	March	\$ 45,097.15	\$ 243,468.95
	April	\$ 46,943.47	\$ 276,628.38
	May	\$ 30,636.73	\$ 254,611.89
	<b>June</b>	<b>\$ 45,778.90</b>	<b>\$ 258,527.85</b>
	July	\$ 41,865.23	
	August	\$ 41,479.03	
	September	\$ 56,292.17	
	October	\$ 47,815.44	
	November	\$ 33,749.75	
	December	\$ 52,040.44	
<b>Total Vouchers MTD (through June)</b>		<b>\$ 289,613.24</b>	<b>\$ 1,422,186.56</b>
<b>Total Vouchers YTD</b>		<b>\$ 562,855.30</b>	<b>\$ 1,422,186.56</b>

<b>TOTAL EXPENDITURES MTD (through June)</b>	<b>\$682,918.47</b>	<b>\$1,794,598.88</b>
<b>TOTAL EXPENDITURES YTD</b>	<b>\$1,267,121.01</b>	<b>\$1,794,598.88</b>
<b>Revenue Balance</b>	<b>\$38,420.79</b>	<b>-\$7,966.70</b>

2017  
Yakima Valley Conference of Governments  
Revenue Budget

50%

Grants/Contracts <i>Beginning Fund Bal-Designated **</i>	June	YTD Actual Revenue	2017 Budget	205,000 **	Year-to-Date \$ Variance	Year-to-Date % Variance
<b>Administration</b>						
Admin-Gen'l Assessment	-	74,814.50	115,414		40,599.50	65%
Admin-Misc Revenue (copies, poster:	-	53.96	300		246.04	18%
Admin-Assoc Membership Fees	-	1,500.00	2,000		500.00	75%
Other Income (Rebates)	-	155.04	160 **		4.96	97%
Community Services	-	3,825.00	4,040 **		215.00	95%
Sale of Scrap & Junk	-	-	400		400.00	0%
<b>Total Administration</b>	-	80,348.50	122,314		41,965.50	66%
Intergov-Local Match WSDOT	-	39,165.00	40,449		1,284.00	97%
Intergov -Local Transit	-	6,000.00	6,000		0.00	100%
<b>Total Intergov-Local</b>	-	45,165.00	46,449		1,284.00	97%
<b>Fed Hwy - STP</b>	-	5,753.43	5,760 **		6.57	100%
FHWA-DOT-Metro Plan (PL)	-	62,767.17	350,000		287,232.83	18%
FTA-DOT-Metro Plan Grant	26,344.85	26,344.85	60,000		33,655.15	44%
RTPO-WSDOT	10,326.03	57,336.76	92,965		35,628.24	62%
<b>Total MPO/RTPO</b>	36,670.88	146,448.78	502,965		356,516.22	29%
<b>Human Services Transp Plan</b>	1,888.64	4,686.15	5,000		313.85	94%
<b>TR - Plans &amp; Progr WSDOT</b>	-	32,707.75	75,000		42,292.25	44%
<b>CMAQ Grant</b>	13,191.85	49,306.51	103,750		54,443.49	48%
<b>Homeless Local Fees</b>	-	645,200.00	1,103,842 **		458,642.00	58%
<b>CHG State Grant</b>	46,061.37	177,862.05	500,000		322,137.95	36%
<b>TANF State Grant</b>	9,086.95	15,935.50	100,000		84,064.50	16%
<b>HEN State Grant</b>	71,188.05	322,572.65	600,000		277,427.35	54%
<b>ESG Federal Grant</b>	33,737.37	69,076.86	275,000		205,923.14	25%
<b>HUD CoC Federal Grant</b>	-	1,720.44	18,525		16,804.56	9%
<b>Total HOMELESS</b>	160,073.74	1,232,367.50				
<b>Intergov-Scholarship</b>	-	-	500		500.00	0%
<b>Intergov Serv-Exec Boards (TA Contr)</b>			90,000			
Member TA's 2016	-	110,731.29				
Grandview GMA PSA	-	884.70				
Granger TA 2017	-	215.41				
Granger GMA PSA	-	7,142.94				
Mabton GMA PSA	2,151.17	7,539.22				
Naches GMA PSA	-	427.24				
Selah GMA PSA	-	6,116.81				
Tieton GMA	2,445.83	14,025.53				
Union Gap TA 2017	-	1,111.21				
Union Gap GMA	-	24,949.17				
Wapato GMA Grant PSA	2,613.08	16,705.04				
<b>Total TA Contracts</b>	7,210.08	189,848.56	90,000		-99,848.56	211%
<b>Total Revenue</b>	219,035.19	1,786,632.18	3,549,105		1,762,472.82	50%

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2017  
**Yakima Valley Conference of Governments**  
*EXPENDITURE Budget*

50%

	June	YTD Actual	2017 Budget	Annual \$ Variance	YTD % Variance
<b>Salaries</b>					
Salaries and Wages	\$ 63,955.81	\$ 372,412.32	\$ 843,000 *	44%	\$ 470,587.68
Salaries-Overtime	\$ -	\$ -	\$ 8,000	0%	\$ 8,000.00
	\$ 63,955.81	\$ 372,412.32	\$ 851,000	44%	\$ 478,587.68
<b>Personnel Benefits</b>					
Benefits-Direct	\$ 21,183.04	\$ 123,167.96	\$ 295,000 *	42%	\$ 171,832.04
	\$ 21,183.04	\$ 123,167.96	\$ 295,000	42%	\$ 171,832.04
<b>Supplies</b>					
Office & Operating Supplies	\$ 1,042.46	\$ 5,949.32	\$ 38,000	16%	\$ 32,050.68
Small Tools and Minor Equip	\$ 49.94	\$ 5,238.15	\$ 17,000	31%	\$ 11,761.85
Computer Software	\$ -	\$ -	\$ 3,000	0%	\$ 3,000.00
Small & Attractive Items	\$ -	\$ 574.80	\$ 5,000	0%	\$ 4,425.20
	\$ 1,092.40	\$ 11,762.27	\$ 63,000	19%	\$ 51,237.73
<b>Other Services-Charges</b>					
Professional Services	\$ 12,506.22	\$ 35,730.78	\$ 88,000 *	41%	\$ 52,269.22
Prof Serv-Tech Services	\$ 1,217.04	\$ 7,285.85	\$ 16,000	46%	\$ 8,714.15
Communications-Telephone	\$ 1,020.12	\$ 5,163.97	\$ 10,800	48%	\$ 5,636.03
Communication-Postage	\$ 38.45	\$ 272.94	\$ 1,800	15%	\$ 1,527.06
Travel	\$ 1,232.96	\$ 14,290.80	\$ 65,000	22%	\$ 50,709.20
Advertising	\$ 352.50	\$ 7,591.50	\$ 12,000	63%	\$ 4,408.50
Operating Rentals and Leases	\$ 6,089.04	\$ 44,966.11	\$ 122,000	37%	\$ 77,033.89
Insurance	\$ -	\$ 8,715.00	\$ 8,500	103%	\$ (215.00)
Utility Services	\$ 11.76	\$ 70.56	\$ 250	28%	\$ 179.44
Repair and Maintenance	\$ 462.77	\$ 2,288.99	\$ 5,500	42%	\$ 3,211.01
Homeless Provider Contracts	\$ 213,159.55	\$ 1,149,388.29	\$ 1,933,595 *	59%	\$ 784,206.71
Misc. (registrations, dues, sut	\$ 162.00	\$ 10,591.54	\$ 76,460 *	14%	\$ 65,868.46
Community Services	\$ -	\$ 900.00			
	\$ 236,252.41	\$ 1,287,256.33	\$ 2,339,905	55%	\$ 1,052,648.67
<b>Debt Services-Interest</b>					
Interest	\$ -	\$ -	\$ 200		\$ 200.00
	\$ -	\$ -	\$ 200		\$ 200.00
	\$ 322,483.66	\$ 1,794,598.88	\$ 3,549,105	51%	\$ 1,754,506.12

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

ne 2017

Cash Basis Accounting)

	June	July	August	September	October	November	December	Jan-17	Feb-17	Mar-17	April	May	May
For the Mo Ended:													
Beginning cash	\$402,667.53	\$348,560.44	\$361,708.25	\$304,101.01	\$267,625.55	\$281,007.71	\$323,667.19	\$384,417.25	\$859,959.51	\$700,327.72	\$542,595.89	\$565,778.48	\$399,430.22
Fed Hwy Admin-WSDOT STP	4,595.23								10,821.57	5,753.43	28,134.95		
FHWA DOT-Metro Plan Grant	19,971.11	26,416.00		29,358.20		55,351.14	34,168.98	23,810.65					26,344.85
FTA-DOT-Metro Plan Grant					2,925.49		5,608.97	502.63	900.16	635.14	64.09	695.49	1,888.64
Human Svs Trasp Plan Grant						14,158.07	13,930.80	1,574.45	12,735.52	5,895.22	32,700.76		10,326.03
DOT-RTPO & RTPO Long Range	7,010.52					5,438.22		16,900.99	7,966.72	88,308.85	107,115.37	5,351.73	13,191.85
CMAQ Plans & Programs	13,905.75	9,872.11	6,662.90		15,843.11		93,946.08			14,030.46		21,309.03	126,336.37
STATE FUNDS - Homeless Grant											1,720.44		
FEDERAL FUNDS - Homeless Grant											6,656.40	7,335.23	
HUD CoC Grant		6,140.73	6,089.87		12,472.63		12,233.77	6,052.70	6,043.36				
CTR - Grant		7,596.72		6,934.83							144,600.00		
Dept Health Grant	3,590.61												
Homeless 2163 Local Fees								500,600.00					
Intergov Serv-Exec Boards (TA Cont	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	8,592.40	25,628.36	16,026.38	7,210.08
Intergov-County/City Share-gen assess		30,496.75			10,720.25			62,288.50	1,784.00		10,742.00		
Intergov-Local Match WSDOT								30,496.00	1,193.00	7,476.00			
Intergov -Local FTA (Yakima Transit)									6,000.00				
Intergov -Scholarship	3,000.00		-3,000.00			194.70	15.72	28.48	24.58	380.04	2,700.00	900.90	
Misc Revenue-copies, posters	50.00		200.00								500.00	1,000.00	
Associate Membership Fees													
Scrap & Junk													
Non-revenue													
Expense Revenue Netted Back													
Total Receipts	\$58,623.14	\$119,768.97	\$55,619.87	\$78,557.30	\$119,732.27	\$133,507.18	\$112,658.99	\$687,448.01	\$222,612.72	\$143,691.60	\$360,562.37	\$153,282.29	\$219,035.19
available Cash	\$461,290.67	\$468,329.41	\$417,328.12	\$382,658.31	\$387,357.82	\$414,514.89	\$436,526.18	\$1,071,865.26	\$1,082,572.23	\$844,019.32	\$903,158.26	\$719,060.77	\$618,465.41
Use of Funds													
Salaries	65,012.35	64,685.84	71,677.89	58,678.48	58,885.05	57,033.22		122,197.00	63,175.58	57,954.48	60,751.40	65,018.66	63,955.81
Personnel Benefits	21,426.18	21,320.88	20,902.72	19,359.50	19,387.79	18,102.34		40,532.89	20,098.16	19,206.34	20,530.29	21,445.43	21,183.04
Supplies	1,700.59	690.49	1,942.11	5,761.37	595.60	822.62	2,347.35	1,575.42	2,790.49	3,815.01	715.47	1,773.48	1,092.40
Other Services	22,652.13	19,853.86	18,634.20	31,171.30	27,832.05	14,824.79	49,693.09	47,600.44	296,180.28	220,447.60	255,382.62	231,392.98	236,252.41
Custodial Account													
Debt Service - Interest	1,938.98	70.09	70.19	62.11	-350.38	64.73	68.49	0.00	0.00	0.00	0.00	0.00	0.00
Total Cash Out	112,730.23	106,621.16	113,227.11	115,032.76	106,350.11	90,847.70	52,108.93	211,905.75	382,244.51	301,423.43	337,379.78	319,630.55	322,483.66
Net Cash Flow	\$348,560.44	\$361,708.25	\$304,101.01	\$267,625.55	\$281,007.71	\$323,667.19	\$384,417.25	\$859,959.51	\$700,327.72	\$542,595.89	\$565,778.48	\$399,430.22	\$295,981.75

pg. 15

**CONSOLIDATED HOMELESS GRANT PROGRAM CONTRACT  
FACE SHEET**

CONTRACTOR IS A <input type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> VENDOR		CONTRACT NUMBER: <b>PSA CE 17-18 NCAC</b>
1. NAME/ADDRESS:  <b>Juan Carlos Olivares, Exec Director Yakima Valley Farm Workers Clinic 601 N Keys Road Yakima WA 98901</b>	2. ORIGINAL CONTRACT AMOUNT: <b>11,680</b>	5. PREVIOUS CONTRACT AMOUNT: <b>\$ 0.00</b>
	3. CASH MATCH REQUIREMENT: <b>\$ 0.00</b>	6. MODIFICATION AMOUNT: <b>\$ 0.00</b>
	4. TOTAL CONTRACT AMOUNT: <b>\$ 11,680</b>	7. NEW TOTAL CONTRACT AMOUNT: <b>\$ 11,680</b>
8. CONTACT INFO:  <b>Janice Gonzales (509) 865-7630, ext 2743 Janiceg@yvfwc.org</b>	9. YVCOG PROGRAM CONTACT INFO: <b>Crystal Testerman, Program Manager 311 N 4<sup>th</sup> Street, Suite 204 Yakima WA 98901 509-424-4695 crystal.testerman@yvco.org</b>	10. YVCOG FISCAL CONTACT INFO: <b>Christina Wickenhagen, Deputy Director 311 N 4<sup>th</sup> St, Suite 204 Yakima WA 98901 509-759-7986 chris.wickenhagen@yvco.org</b>
11. CONTRACT START DATE: <b>July 1, 2017</b>	12. CONTRACT END DATE: <b>June 30, 2018</b>	
13. FUNDING AUTHORITY: <b>2163 Local Filing Fees – Homeless Program</b>		
14. STATE AND FEDERAL "BARS" CODE: <b>n/a</b>	15. CFDA NUMBER(S): <b>n/a</b>	
16. PURPOSE: <b>Contractor shall perform professional services as defined by the Statement of Work incorporated herein</b>		
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference:  <input checked="" type="checkbox"/> Exhibits (specify): <b>EXHIBIT A – N/A EXHIBIT B – Scope of Work EXHIBIT C - Budget</b>		
This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.		
<b>YAKIMA VALLEY FARM WORKERS CLINIC NCAC</b>	<b>YAKIMA VALLEY CONFERENCE OF GOVERNMENT</b>	
_____ Juan Carlos Olivares, Executive Director	_____ James A Restucci, Chairman	
_____ Date	_____ Lauris C Mattson, Executive Director	
Attest:	Approved as to form:	
_____ Crystal Testerman, Program Manager	_____ YVCOG Attorney WSBA#	

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**Statement of Work for Coordinated Entry Access Points:**

- A coordinated entry assessment and system generated referral from the Active Client List are required for ALL program entries at participating agencies, except for domestic violence and other victim service providers and some shelter programs that admit on a per-night basis with limited or no entry criteria. Nightly shelters will be encouraged to adopt vulnerability over first come first served access but will not be required to comply.
- Clients must provide consent before beginning the intake and assessment process using the Client Informed Consent form. If client consent is collected orally via call in, the consent must be collected when the first contact is made with a physical provider.
- Client informed consent documentation should be scanned and uploaded in HMIS whenever possible for all adults in a household. Consent must be uploaded *prior to* generating a referral unless only oral consent is currently available.
- All clients will complete standardized intake information. This may include some of all: a pre-screening form to divert at risk households, an up-to-date HMIS data standards compliant intake form (preferably the coordinated entry HMIS form), and the VI-SPDAT-Single or Family or TAY adaptation adopted for coordinated entry use.
- All VI-SPDAT assessments will use the same script during the assessment. Staff will use Motivational Interviewing skills to assist clients in reporting the most accurate information as possible.
- Intake information may be recorded directly into HMIS or may be collected on paper forms.
- ALL intake and assessment data should ultimately be entered into HMIS system within 24 hours. If the system is not currently available for some reason, it may be held on paper until the system access is restored.

**EXHIBIT C**

**COORDINATED ENTRY INTAKE & ASSESSMENT**  
Yakima Valley Farm Workers Clinic NCAC

**BUDGET**  
(2017 - 2018)

<b>Description</b>	<b>Amount</b>
The purpose of this contract is for salaries and admin costs for staff performing the client assessment.	
Contractor shall perform professional services for a coordinated entry assessment for all program entries at participating agencies, except for domestic violence and other victim service providers.	
Staff Salary/Benefits (Direct cost)	\$ 11,130.00
Admin (Indirect cost)	\$ 350.00
See Scope of Work for a more detailed description of duties.	
<hr/>	
<b>TOTAL CONTRACT AMOUNT**</b>	<b>\$11,680.00</b>

\*\* Under "General Terms and Conditions," documentation of items in sections 11. and 18. must accompany the first invoice before payment will be made.

**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. The signed original invoice must be received no later than the 10th of the month to be paid on the next scheduled payable date at the following address:

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

B. Under "General Terms and Conditions," documentation of Insurance as reflected section 16. Must accompany the first invoice before payment will be made.

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**CONSOLIDATED HOMELESS GRANT PROGRAM CONTRACT  
FACE SHEET**

CONTRACTOR IS A <input type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> VENDOR		CONTRACT NUMBER: <b>PSA CE 17-18 RH</b>
1. NAME/ADDRESS  <b>Joshua Jackson, Exec Director Rod's House 204 South Naches Avenue Yakima WA 98901</b>	2. ORIGINAL CONTRACT AMOUNT: <b>\$ 9,240</b>	5. PREVIOUS CONTRACT AMOUNT: <b>\$ 0.00</b>
	3. CASH MATCH REQUIREMENT: <b>\$ 0.00</b>	6. MODIFICATION AMOUNT: <b>\$ 0.00</b>
	4. TOTAL CONTRACT AMOUNT: <b>\$ 9,240</b>	7. NEW TOTAL CONTRACT AMOUNT: <b>\$ 9,240</b>
8. CONTACT INFO:  <b>509-895-2665 @rodshouse.org</b>	9. YVCOG PROGRAM CONTACT INFO: Crystal Testerman, Program Manager 311 N 4 <sup>th</sup> Street, Suite 204 Yakima WA 98901 509-424-4695 crystal.testerman@yvcoq.org	10. YVCOG FISCAL CONTACT INFO: Christina Wickenhagen, Deputy Director 311 N 4 <sup>th</sup> St, Suite 204 Yakima WA 98901 509-759-7986 chris.wickenhagen@yvcoq.org
11. CONTRACT START DATE: <b>July 1, 2017</b>	12. CONTRACT END DATE: <b>June 30, 2018</b>	
13. FUNDING AUTHORITY: <p align="center"><b>2163 Local Filing Fees – Homeless Program</b></p>		
14. STATE AND FEDERAL "BARS" CODE: <p align="center">n/a</p>	15. CFDA NUMBER(S): <p align="center">n/a</p>	
16. PURPOSE: <b>Contractor shall perform professional services as defined by the Statement of Work incorporated herein</b>		
<b>EXHIBITS:</b> When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference: <input checked="" type="checkbox"/> Exhibits (specify): <b>EXHIBIT A – N/A EXHIBIT B – Scope of Work EXHIBIT C - Budget</b>		
This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.		
<b>ROD'S HOUSE</b>  _____ Joshua Jackson, Executive Director  _____ Date  _____ Attest:  _____ Crystal Testerman, Program Manager		<b>YAKIMA VALLEY CONFERENCE OF GOVERNMENT</b>  _____ James A Restucci, Chairman  _____ Lauris C Mattson, Executive Director  _____ Approved as to form:  _____ YVCOG Attorney WSBA#

**Statement of Work for Coordinated Entry Access Points:**

- A coordinated entry assessment and system generated referral from the Active Client List are required for ALL program entries at participating agencies, except for domestic violence and other victim service providers and some shelter programs that admit on a per-night basis with limited or no entry criteria. Nightly shelters will be encouraged to adopt vulnerability over first come first served access but will not be required to comply.
- Clients must provide consent before beginning the intake and assessment process using the Client Informed Consent form. If client consent is collected orally via call in, the consent must be collected when the first contact is made with a physical provider.
- Client informed consent documentation should be scanned and uploaded in HMIS whenever possible for all adults in a household. Consent must be uploaded *prior to* generating a referral unless only oral consent is currently available.
- All clients will complete standardized intake information. This may include some of all: a pre-screening form to divert at risk households, an up-to-date HMIS data standards compliant intake form (preferably the coordinated entry HMIS form), and the VI-SPDAT-Single or Family or TAY adaptation adopted for coordinated entry use.
- All VI-SPDAT assessments will use the same script during the assessment. Staff will use Motivational Interviewing skills to assist clients in reporting the most accurate information as possible.
- Intake information may be recorded directly into HMIS or may be collected on paper forms.
- ALL intake and assessment data should ultimately be entered into HMIS system within 24 hours. If the system is not currently available for some reason, it may be held on paper until the system access is restored.

**EXHIBIT C**

**COORDINATED ENTRY INTAKE & ASSESSMENT**

Rod's House

**BUDGET**  
(2017 - 2018)

<b>Description</b>	<b>Amount</b>
The purpose of this contract is for salaries and admin costs for staff performing the client assessment.	
Contractor shall perform professional services for a coordinated entry assessment for all program entries at participating agencies, except for domestic violence and other victim service providers.	
Staff Salary/Benefits (Direct cost)	\$ 8,963.00
Admin (Indirect cost)	\$ 277.00
See Scope of Work for a more detailed description of duties.	
<hr/>	
<b>TOTAL CONTRACT AMOUNT**</b>	<b>\$ 9,240.00</b>
<hr/>	

\*\* Under "General Terms and Conditions," documentation of items in sections 11. and 18. must accompany the first invoice before payment will be made.

**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. The signed original invoice must be received no later than the 10th of the month to be paid on the next scheduled payable date at the following address:

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

B. Under "General Terms and Conditions," documentation of Insurance as reflected section 16. Must accompany the first invoice before payment will be made.

**CONSOLIDATED HOMELESS GRANT PROGRAM CONTRACT  
FACE SHEET**

CONTRACTOR IS A <input type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> VENDOR		CONTRACT NUMBER: <b>PSA CE 17-18 YNHS</b>
1. NAME/ADDRESS  <b>Anita Monoian, President &amp; CEO Yakima Neighborhood Health Services 12 South 8<sup>th</sup> Street Yakima WA 98901</b>	2. ORIGINAL CONTRACT AMOUNT: <b>\$ 20,820</b>	5. PREVIOUS CONTRACT AMOUNT: <b>\$ 0.00</b>
	3. CASH MATCH REQUIREMENT: <b>\$ 0.00</b>	6. MODIFICATION AMOUNT: <b>\$ 0.00</b>
	4. TOTAL CONTRACT AMOUNT: <b>\$ 20,820</b>	7. NEW TOTAL CONTRACT AMOUNT: <b>\$ 20,820</b>
8. CONTACT INFO:  <b>Rhonda Hauff, COO, Deputy CEO 509-574-5552 Rhonda.hauff@ynhs.org</b>	9. YVCOG PROGRAM CONTACT INFO: <b>Crystal Testerman, Program Manager 311 N 4<sup>th</sup> Street, Suite 204 Yakima WA 98901 509-424-4695 crystal.testerman@yvco.org</b>	10. YVCOG FISCAL CONTACT INFO: <b>Christina Wickenhagen, Deputy Director 311 N 4<sup>th</sup> St, Suite 204 Yakima WA 98901 509-759-7986 chris.wickenhagen@yvco.org</b>
11. CONTRACT START DATE: <b>July 1, 2017</b>	12. CONTRACT END DATE: <b>June 30, 2018</b>	
13. FUNDING AUTHORITY: <b>2163 Local Filing Fees – Homeless Program</b>		
14. STATE AND FEDERAL "BARS" CODE: <b>n/a</b>	15. CFDA NUMBER(S): <b>n/a</b>	
16. PURPOSE: <b>Contractor shall perform professional services as defined by the Statement of Work incorporated herein</b>		
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference:  <input checked="" type="checkbox"/> Exhibits (specify): <b>EXHIBIT A – N/A EXHIBIT B – Scope of Work EXHIBIT C - Budget</b>		
This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.		
<b>YAKIMA NEIGHBORHOOD HEALTH SERVICES</b>	<b>YAKIMA VALLEY CONFERENCE OF GOVERNMENT</b>	
_____ Anita Monoian, President & CEO	_____ James A Restucci, Chairman	
_____ Date	_____ Lauris C Mattson, Executive Director	
Attest:	Approved as to form:	
_____ Crystal Testerman, Program Manager	_____ YVCOG Attorney WSBA#	

**Statement of Work for Coordinated Entry Access Points:**

- A coordinated entry assessment and system generated referral from the Active Client List are required for ALL program entries at participating agencies, except for domestic violence and other victim service providers and some shelter programs that admit on a per-night basis with limited or no entry criteria. Nightly shelters will be encouraged to adopt vulnerability over first come first served access but will not be required to comply.
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- Intake information may be recorded directly into HMIS or may be collected on paper forms.
- ALL intake and assessment data should ultimately be entered into HMIS system within 24 hours. If the system is not currently available for some reason, it may be held on paper until the system access is restored.

**EXHIBIT C**

**COORDINATED ENTRY INTAKE & ASSESSMENT**

Yakima Neighborhood Health Services

**BUDGET**  
(2017 - 2018)

<b>Description</b>	<b>Amount</b>
The purpose of this contract is for salaries and admin costs for staff performing the client assessment.	
Contractor shall perform professional services for a coordinated entry assessment for all program entries at participating agencies, except for domestic violence and other victim service providers.	
Staff Salary/Benefits (Direct cost)	\$ 20,195.00
Admin (Indirect cost)	\$ 625.00
See Scope of Work for a more detailed description of duties.	
<hr/>	
<b>TOTAL CONTRACT AMOUNT**</b>	<b>\$20,820.00</b>

\*\* Under "General Terms and Conditions," documentation of items in sections 11. and 18. must accompany the first invoice before payment will be made.

**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. The signed original invoice must be received no later than the 10th of the month to be paid on the next scheduled payable date at the following address:

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

B. Under "General Terms and Conditions," documentation of Insurance as reflected section 16. Must accompany the first invoice before payment will be made.

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**PROPOSED - YAKIMA VALLEY CONFERENCE OF GOVERNMENTS  
FY2018 Budget Schedule**

***July 17, 2017 (Monday) – Appoint Budget Subcommittee (Chair)***

- YVCOG Executive Committee (Regular Meeting) approves 2018 Budget schedule and appoints Budget Subcommittee.

***August 7 – August 11, 2017 – Preliminary Budget preparation (YVCOG staff)***

***August 14, 2017 (Monday) – Budget Subcommittee Meeting (proposed)***

- Budget Subcommittee meets with Staff to review preliminary 2018 draft budget

***August 21, 2017 (Monday) – Review Preliminary Budget Draft***

- Executive Committee (Regular Meeting) reviews 2018 draft budget and provides direction to staff for preparation of recommended budget.

***September 5, 2017 (Tuesday) – Draft Budget Distributed to Executive Committee***

***September 18, 2017 (Monday) – Approve 2018 Budget***

- Executive Committee (Regular Meeting) approves recommended budget subject to approval by General Membership.

***September 25, 2017 (Monday) – Distribute 2018 Budget to Member Jurisdictions***

- By this date, staff forwards recommended budget to member jurisdictions for review.

***October 18, 2017 (Wednesday) – 2018 Budget Final Approval***

- Vote by General Membership to adopt 2016 Budget by Resolution.

***October 20, 2017 (Friday) – Final 2018 Budget Distributed to Member Jurisdictions***

- By this date, staff sends 2018 Budget and General Assessment letters to member jurisdictions.

***December 29, 2017 (Wednesday) – 2018 Membership Status***

- Deadline for all member jurisdictions to respond, in writing, as to their membership status for 2018 at the approved specified per capita assessment.



**LOCAL FUNDS – Most Flexible**

**Local Filing Fees (2163) Homeless Housing Program** assists homeless persons and families. Eligible activities include: O&M costs for emergency shelters and licensed overnight youth shelters; Rental Assistance for homeless or persons below 30% of the median income, or are in immediate danger of becoming homeless; Costs of developing affordable housing and services for formerly homeless persons residing in transitional housing or permanent housing; Rapid Re-housing programs; Rental and furnishing of dwelling units; Outreach services; Temporary services to assist persons leaving state institutions and other state programs; Services to prevent homelessness, such as emergency eviction and prevention programs, including temporary rental assistance, and coordinated assessment and entry programs; Operating subsidies for transitional housing or permanent housing; Other activities to reduce and prevent homelessness and the Development and management of local homeless plans including homeless census data collection, goals, performance measures, strategies, and cost and evaluation of progress towards established goals.

<b>Local Filing Fees Committed 2017</b>		<b>LOCAL PASS THROUGH</b>					
Yakima Neighborhood Health Cap. Impr	16%	\$	120,000	7/1/2017	6/30/2018	\$	120,000.00
Yakima Neighborhood Health WFF	11%	\$	84,000	7/1/2017	3/31/2018	\$	84,000.00
People for People EFSP	0%	\$	3,378	8/1/2017	7/31/2018	\$	3,378.00
Entrust	7%	\$	50,000	7/1/2017	6/30/2018	\$	50,000.00
Yakima Neighborhood Health Access Intake	3%	\$	20,820	7/1/2017	6/30/2018	\$	20,820.00
Rod's House Access Intake	1%	\$	9,240	7/1/2017	6/30/2018	\$	9,240.00
Yakima Valley Farm Workers Access Intake	2%	\$	11,680	7/1/2017	6/30/2018	\$	11,680.00
Yakima Neighborhood Health HAF	1%	\$	10,000	1/1/2017	12/31/2017	\$	7,897.85
Yakima Valley Farm Workers Clinic HAF	1%	\$	10,000	1/1/2017	12/31/2017	\$	9,112.00
Transform Yakima Together Cap. Impr	32%	\$	236,000	7/1/2017	6/30/2018	\$	236,000.00
Transform Yakima Together Camp Hope	24%	\$	180,000	7/1/2017	6/30/2018	\$	180,000.00
Unobligated	0%	\$	-	1/1/2017	12/31/2017	\$	-
		\$	<b>735,118</b>			\$	<b>732,127.85</b>

Types of Services allowed with LOCAL Funding

ACTIVITY	FUND SOURCE	2163
<b>O&amp;M</b>		X
Rental Assistance		X
Services		X
Data Collection and Reporting		X
Short term Rental Assistance (1-12 months)		X
Medium term Rental Assistance (13-24 months)		X
Housing Search/Placement		X
New Construction of Housing		X
Acquisition of Housing		X
Case Management		X
Rehabilitation of Housing		X
New Construction/Rehabilitation of Transitional Housing		X
Rapid Re-Housing		X
Outreach to Homeless and At Risk populations		X
Assistance to those leaving Institutions		X
Homeless Prevention		X
Rental of and Furnishing of units for Homeless		X
Operating Subsidies for Transitional Housing		X
Operating Subsidies for Permanent Housing		X
Rental Deposits/Damage Deposits		X
Foreclosure Prevention		X
Serve up to 30% of Median Income		X

## STATE FUNDS

**Comprehensive Homeless Grant (CHG)** funds support a variety of activities, including: operations of emergency shelter and transitional housing units, rental assistance, data collection and reporting. Refer to the *Guidelines for a Consolidated Homeless Grant* for details on providing services to people who are homeless.

**Temporary Assistance for Needy Families (TANF)** program is designed to help needy families achieve self-sufficiency. States receive block grants to design and operate programs that accomplish one of the purposes of the TANF program

**\*\*Housing and Essential Needs (HEN) Grant** funds are limited to providing rental assistance, utility assistance and essential needs for Medical Care Services recipients whose eligibility is *determined by the Department of Social and Health Services (DSHS)*.

<b>Consolidated Housing Grant</b>		<b>STATE PASS THROUGH</b>			
Catholic Charities	28%	\$	114,354	7/1/2017	6/30/2018 \$ 114,354.00
Yakima Valley Farm Workers Clinic	33%	\$	134,334	7/1/2017	6/30/2018 \$ 134,334.00
Rod's House	13%	\$	54,000	7/1/2017	6/30/2018 \$ 54,000.00
YWCA of Yakima	25%	\$	100,000	7/1/2017	6/30/2018 \$ 100,000.00
<b>Equals Award Amount</b>	<b>100%</b>	<b>\$</b>	<b>402,688</b>		<b>\$ 402,688.00</b>

  

<b>TANF</b>		<b>STATE PASS THROUGH</b>			
Catholic Charities	81%	\$	56,000	7/1/2017	6/30/2018 \$ 56,000.00
Yakima Valley Farm Workers Clinic	19%	\$	13,000	7/1/2017	6/30/2018 \$ 13,000.00
<b>Equals Award Amount</b>	<b>100%</b>	<b>\$</b>	<b>69,000</b>		<b>\$ 69,000.00</b>

  

<b>HEN</b>		<b>STATE PASS THROUGH</b>			
Yakima Neighborhood Health	63%	\$	414,000	7/1/2017	6/30/2018 \$ 414,000.00
Catholic Charities	15%	\$	100,000	7/1/2017	6/30/2018 \$ 100,000.00
Yakima Valley Farm Workers Clinic	22%	\$	141,666	7/1/2017	6/30/2018 \$ 141,666.00
<b>Equals Award Amount</b>	<b>100%</b>	<b>\$</b>	<b>655,666</b>		<b>\$ 655,666.00</b>

Types of Services allowed with STATE Funding

	CHG	HEN
O&M	X	-
Rental Assistance	X	X
Services	X	-
Emergency Shelter	X	-
Data Collection and Reporting	X	X
Short term Rental Assistance (1-12 months)	X	-
Medium term Rental Assistance (13-24 months)	X	-
Utility Assistance	-	X
Essential Needs	-	X
Assistance to those leaving Institutions	X	-
Operating Subsidies for Transitional Housing	X	-
Operating Subsidies for Permanent Housing	X	-
Serve up to 30% of Median Income	X	X

**FEDERAL FUNDS**

**Emergency Solutions Grant (ESG)** funds homelessness prevention assistance to households who would otherwise become homeless and to provide assistance to rapidly re-house persons who are experiencing homelessness. The funds under this program are intended to target individuals and families who would be homeless but for this assistance. The funds will provide for a variety of assistance, including: *Short-Term or Medium-Term Rental Assistance, Housing Search and Placement, and Housing Stability Case Management.*

Emergency Solutions Grant	FEDERAL PASS THROUGH					
Entrust Community Services	26%	\$	50,000	7/1/2017	6/30/2018	\$ 50,000.00
Catholic Charities	17%	\$	34,000	7/1/2017	6/30/2018	\$ 34,000.00
Yakima Valley Farm Workers Clinic	33%	\$	64,684	7/1/2017	6/30/2018	\$ 64,684.00
Lower Valley Crisis	24%	\$	46,665	7/1/2017	6/30/2018	\$ 46,665.00
<b><i>Equals Award Amount</i></b>	<b>100%</b>	<b>\$</b>	<b>195,349</b>			<b>\$ 195,349.00</b>

## Types of Services allowed with FEDERAL Funding

	ESG
Emergency Shelter	X
Data Collection and Reporting	X
Short term Rental Assistance (1-12 months)	X
Medium term Rental Assistance {13-24 months)	X
Housing Search/Placement	X
Case Management	X
Rapid Re-Housing	X
Outreach to Homeless and At Risk populations	X
Homeless Prevention	X
Serve up to 30% of Median Income	X



## Funding and Program - Quick Guide

ACTIVITY	FUND SOURCE	CHG	ESG	HEN	2163
O&M		X	-	-	X
Rental Assistance		X	-	X	X
Services		X	-	-	X
Emergency Shelter		X	X	-	-
Data Collection and Reporting		X	X	X	X
Short term Rental Assistance (1-12 months)		X	X	-	X
Medium term Rental Assistance (13-24 months)		X	X	-	X
Housing Search/Placement		-	X	-	X
New Construction of Housing		-	-	-	X
Acquisition of Housing		-	-	-	X
Utility Assistance		-	-	X	-
Case Management		-	X	-	X
Rehabilitation of Housing		-	-	-	X
Essential Needs		-	-	X	-
New Construction/Rehabilitation of Transitional Housing		-	-	-	X
Rapid Re-Housing		-	X	-	X
Outreach to Homeless and At Risk populations		-	X	-	X
Assistance to those leaving Institutions		X	-	-	X
Homeless Prevention		-	X	-	X
Rental of and Furnishing of units for Homeless		-	-	-	X
Operating Subsidies for Transitional Housing		X	-	-	X
Operating Subsidies for Permanent Housing		X	-	-	X
Rental Deposits/Damage Deposits		-	-	-	X
Foreclosure Prevention		-	-	-	X
Serve up to 30% of Median Income		X	X	X	X

*What are HEN Funds?*

HEN Funds are included in the Consolidated Homeless Grant (CHG) contract and assist in paying:

- Rental Assistance
- Data Collection and Reporting activities
- Utility Assistance
- Essential Needs

*Who is eligible to receive HEN Funds?*

Homeless clients and clients at imminent risk of homelessness receiving HEN services, are REQUIRED to obtain a HEN Referral from the Washington State Department of Social and Health Services (DSHS) as documented in the Benefits Verification System (BVS).

*What are eligible HEN Essential Needs Expenses?*

- Personal health and hygiene items such as toothpaste, shampoo, and toilet paper.
- Household supplies such as laundry and dish soap, light bulbs, and batteries.
- Bus passes, limited transportation.
- Laundry tokens (unused tokens cannot be exchanged for cash at the laundromat.)
- Automobile fuel vouchers. Grantees need to ensure that the vouchers cannot be exchanged for cash and they should be in limited/reasonable quantities.

*What is the Income Eligibility Requirements to receive HEN Rent Assistance?*

INCOME ELIGIBILITY REQUIREMENTS			
Interventions	Length of Program	Homeless	At Imminent Risk of Homelessness
HEN Rent Assistance	No time limit	Enrollment: DSHS HEN Referral  Recertification: DSHS HEN Referral and at or below 30% AMI	Enrollment: DSHS HEN Referral  Recertification: DSHS HEN Referral and at or below 30% AMI

*What is the Administration cap for HEN reimbursed costs over the course of the grant period?*

Up to 15 percent of total non-HEN reimbursed costs and up to 7 percent of total HEN reimbursed costs over the course of the grant period may be used for administration.

