



YVCOG EXECUTIVE COMMITTEE AGENDA

Monday, August 20, 2018
1:30 p.m.

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

YVCOG EXECUTIVE COMMITTEE MEMBERS:

Jim Restucci, Chair, City of Sunnyside
Janice Gonzales, Council Member, City of Zillah
Mike Leita, Commissioner, Yakima County
Dan Olson, Member-at-Large

John Hodkinson, Vice-Chair, City of Union Gap
Brad Hill, Council Member, City of Yakima
Bill Moore, Council Member, City of Grandview

- CALL TO ORDER - The August 20, 2018 meeting of the YVCOG Executive Committee will come to order at ___ p.m.
INTRODUCTIONS / ROLL CALL
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.

CONSENT AGENDA

Larry Mattson, Executive Director

The items listed below may be acted upon by a single motion and second of the Executive Committee. By the simple request to the Chair, any Executive Committee Member may remove items from the Consent Agenda for separate consideration after the adoption of the remainder of the Consent Agenda items.

- 1. Approval of Minutes: July 16, 2018 YVCOG Executive Committee Meetings pp. 3-4
2. Approval of Payroll: As of August 17, 2018, approve payroll vouchers AUG-18-001 through AUG-18-006 in the amount of \$91,235.00 through electronic fund transfers. pp. 5-8
3. Approval of Accounts Payable Vouchers: As of August 17, 2018, approve claim vouchers numbered AUG-18-007 through AUG-18-052 in the total amount of \$257,696.98. pp. 5-8
4. Approval of application for Associate Membership for Spark Northwest. p. 9
5. Consolidated Homeless Grant (CHG): Commerce Amendment with YVCOG of \$215,500.00, starting August 1, 2018 through June 30, 2019. pp. 10-11
6. YVCOG Modifications with Catholic Charities Housing Services and Yakima Neighborhood Health Services.
YNHS - RRH/RA 2018-2020 Mod 1 \$311,176 pp. 12-14
CCF - RRH 2018-2020 Mod 1 \$109,500 pp. 15-17
CCF - TANF 2018-2020 Mod 1 \$46,806 pp. 18-20

Action: Approve Consent Agenda. "I move to approve the Consent Agenda."

OLD BUSINESS

- 1. Homeless Housing and Assistance Program Governance

Chris Wickenhagen, Deputy Director

- Local fund administration - Board of County Commissioners decision; to be determined

Action: Information

NEW BUSINESS

1. Executive Director's Correspondence
Larry Mattson, Executive Director
 - Spark Northwest 'Solarize SoCo' Campaign
 - Technical Assistance process discussion with City of Yakima

Action: Information

2. 2019 YVCOG Budget Development pp. 21-22
Chris Wickenhagen, Deputy Director
 - 2019 Budget Subcommittee Report
 - Review 2019 Draft Budget

Action: Information

3. Electronic Document Transmittals and Signatures Policy pp. 23-24
Chris Wickenhagen, Deputy Director
 - Definition of Electronic Signature
 - Definition of Digital Signature

Action: Review, discuss and authorize.
Motion: "I move to approve the YVCOG Electronic Document Transmittals and Signatures Policy"

4. Homeless Program
Crystal Testerman, Homeless & Housing Assistance Program Manager
 - RFQ Award - \$200,000 to City of Yakima for Utility Installation

Action: discuss and authorize
Motion: "I move to Authorize the Chair to sign the contract after signatures have been received from the City of Yakima for \$200,000 for Phase 1 utility installation at the homeless shelter site".

 - City of Yakima Request for funds for electrical service

Action: Discuss, review and authorize.
Motion: "I move to approve the sole source contract of \$50,000 to the City of Yakima for electric service at the homeless shelter site."

5. Staff Reports
 - A. Budget Report – Chris Wickenhagen, Deputy Director pp. 25-28
Action: Information
 - B. Planning Program – Mike Shuttleworth, Planning Manager
Action: Information
 - C. Homeless Program Update – Crystal Testerman, Homeless Housing and Assistance Program Manager
Action: Information

6. September 19, 2018 YVCOG General Membership Meeting
Larry Mattson, Executive Director
 - Location: Zillah Civic Center
 - Program – Our Local Legislators: 2018 Session Wrap-up & 2019 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
July 16, 2018

CALL TO ORDER

Vice Chair John Hodkinson called the July 16, 2018 meeting of the YVCOG Executive Committee to order at 2:07 p.m.

ROLL CALL &
INTRODUCTIONS

- Members present: Vice Chair John Hodkinson, Bill Moore, Mike Leita and Janice Gonzales
- Members present via teleconference: Chair Jim Restucci and Brad Hill
- Members absent: Dan Olson*
- YVCOG staff present: Larry Mattson, Chris Wickenhagen, Mike Shuttleworth, Crystal Testerman Lance Larsen and Jodi Smith,
- Others present: Andy Ferguson, Joan Davenport, Sara Watkins, Rhonda Hauff, Josh Jackson, Lee Murdoc, Dennis Crane, Matt Eldridge, Martha Galvez and Brian Bieretz
- A quorum was present.

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

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.

NEW BUSINESS
*Consent Agenda**

- A. Approval of Minutes: June 18, 2018 YVCOG Executive Committee Meetings
 - B. Approval of Payroll: As of July 16, 2018, approve payroll vouchers JUL-18-001 through JUL-18-006 in the amount of \$91,235.00 through electronic fund transfers.
 - C. Approval of Accounts Payable Vouchers: As of July 16, 2018, approve claim vouchers numbered JUL-18-007 through JUL-18-049 in the total amount of \$222,636.03.
- Approval of the 2-year contracts for Year One funding: \$15,000.00 to Rod's House for outreach, \$15,000.00 to Transform Yakima Together for outreach and \$125,000 to Rod's House for capital contract

Mike Leita moved to approve the Consent Agenda. Janice Gonzales seconded the motion. Consent agenda is approved.

*City of Yakima
Permanent Shelter
Funding Request**

Larry Mattson, Executive Director, presented information on funds needed for design and utilities for a temporary/permanent site for Homeless shelter. Discussion and questions regarding the availability of funds followed. An RFP, or Request for Proposals, is being issued to ensure an open process.
Action: Mike Leita moved to authorize YVCOG to issue an RFP for up to \$250,000 additional for sewer and water utilities for a permanent shelter. Brad Hill seconded. Motion carries.

*Homeless Housing and
Assistance Program
Governance**

Mr. Mattson gave background information in trying to come to consensus regarding program structure. After meeting several times with the Governance subcommittee, we were unable to come to agreement. We present two proposals. Mr. Mattson presented YVCOG staff's recommendation. Sara Watkins presented the Governance subcommittee's proposal.

Further questions and options were discussed. Mike Leita, on behalf of the Board of County Commissioners, invited YVCOG and the Governance subcommittee to present their proposals for consideration.

Action: Informational.

*Executive Director's
Correspondence*

Mr. Mattson reported on the Urban Institute's administrative data training and technical assistance. Matt, Brian and Martha are here to gather information and conduct interviews, focusing on homelessness data.

*Staff Reports**

Budget: Chris Wickenhagen presented the budget for June 2019, with a revenue balance of \$ 93,509.54
Planning: Mike Shuttleworth presented information on Land Use projects from member jurisdictions. Granger has turned a project over to the Hearing Examiner.
Homeless: Crystal Testerman presented information on the Homeless Housing and Assistance Program.
Action: Informational.

2019 Budget Process*

Mr. Mattson asked for 3 Executive Committee members to volunteer to work on the 2019 budget process. Budget Subcommittee: Janice Gonzales, Brad Hill and John Hodkinson were nominated. Alternate: Bill Moore.

Action: Jim Restucci moved to approve the 2019 Budget Subcommittee. Mike Leita seconded. Motion carried.

Action: Janice Gonzales moved to approve the 2019 Budget Schedule. Bill Moore seconded. Motion carried.

September 19, 2018
General Membership Meeting

Mr. Mattson reported on the September General Membership meeting in Zillah for a legislative update.

OTHER BUSINESS

None.

PUBLIC COMMENT

None

ADJOURN

With no other business, Vice Chair Hodkinson adjourned the meeting at 3:23 p.m.

Respectfully submitted,

James A. Restucci, YVCOG Executive Committee Chair

Date signed

ATTEST:

Jodi Smith, Office Specialist

DRAFT

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 \$348,931.98 this 20th day of August, 2018.

Mike Leita - Yakima County

Brad Hill - Yakima

Jim Restucci - Sunnyside

John Hodgkinson - Area 1

Janice Gonzales - Area 2

Bill Moore - Area 3

Dan Olson - Member-at-Large

VOUCHER #	PAYEE	PURCHASE	AMOUNT	WARRANT #
2018				
AUG-18-001	YVCOG	Salaries & Wages, *August*	\$67,000.00	
AUG-18-002	YVCOG	Retirement, *August*	\$8,510.00	
AUG-18-003	YVCOG	Social Security / Medicare, *August*	\$4,800.00	
AUG-18-004	YVCOG	Medical, *August*	\$9,900.00	
AUG-18-005	YVCOG	Worker's Compensation, *August*	\$210.00	
AUG-18-006	YVCOG	Unemployment, *August*	\$815.00	
AUG-18-007	Catholic Charities	Homeless Services	\$14,000.00	
AUG-18-008	City of Yakima	Homeless Services	\$0.00	
AUG-18-009	Generating Hope	Homeless Services	\$6,500.00	
AUG-18-010	Lower Valley Crisis Service	Homeless Services	\$4,000.00	
AUG-18-011	People for People	Homeless Services	\$700.00	
AUG-18-012	Rod's House	Homeless Services	\$6,000.00	
AUG-18-013	Transform Yakima Together	Homeless Services	\$75,000.00	
AUG-18-014	Yakima Neighborhood Health Svcs.	Homeless Services	\$108,000.00	
AUG-18-015	Yakima Valley Farmworkers/NCAC	Homeless Services	\$9,000.00	
AUG-18-016	YWCA	Homeless Services	\$0.00	
AUG-18-017	Alliant Communications	Phone System - Voice Partner Plan	\$172.04	
AUG-18-018	Allstream (formerly Integra Telecom)	DSL/Phone Service	\$1,000.00	
AUG-18-019	Conference of Governments	Petty Cash reimbursement	\$200.00	
AUG-18-020	Graf Investments	Rent/Janitorial Services	\$6,541.74	
AUG-18-021	Key Bank	Bank Fees	\$100.00	
AUG-18-022	LiftForward - Microsoft Surface Plus for Business	Surface Pro Computer - Business Membership (5)	\$350.01	
AUG-18-023	Meyer, Fluegge & Tenney	Professional Legal Services	\$580.00	
AUG-18-024	Printing Department	Purchasing Support, Printing	\$200.00	
AUG-18-025	US Bank (JR)	P-card Purchases	\$2,500.00	
AUG-18-026	US Bank (LM)	P-card Purchases	\$5,000.00	
AUG-18-027	US Bank (TH)	P-card Purchases	\$5,000.00	
AUG-18-028	USPS	Postage	\$100.00	
AUG-18-029	Xerox Corp	Copier Lease & Maintenance Agrmt	\$700.00	
AUG-18-030	Yakima County	Technology Support, etc.	\$1,217.04	
AUG-18-031	Yakima Waste Systems	Recycle service	\$24.00	
AUG-18-032	Alan Adolf	Registration/Travel Reimbursement	\$500.00	
AUG-18-033	Brian Galloway	Registration/Travel Reimbursement	\$40.00	
AUG-18-034	Chris Wickenhagen	Registration/Travel Reimbursement	\$20.00	
AUG-18-035	Crystal Testerman	Registration/Travel Reimbursement	\$200.00	
AUG-18-036	Jodi Smith	Registration/Travel Reimbursement	\$20.00	
AUG-18-037	Lance Larsen	Registration/Travel Reimbursement	\$20.00	
AUG-18-038	Lauris Mattson	Registration/Travel Reimbursement	\$300.00	
AUG-18-039	Mike Shuttleworth	Registration/Travel Reimbursement	\$300.00	
AUG-18-040	Tamara Hayward	Registration/Travel Reimbursement	\$20.00	
AUG-18-041	William Denton	Registration/Travel Reimbursement	\$20.00	
AUG-18-042	Advanced Travel Fund	C. Wickenhagen - NARC ED Conference - Cleveland, OH - 9/39-8/3/18	\$2,500.00	
AUG-18-043	Advanced Travel Fund	M. Shuttleworth - Washington's Planning Directors Annual Joint Conference - Chelan, WA - 9/11-9/14/18	\$700.00	
AUG-18-044	Advanced Travel Fund	M. Shuttleworth - Collaborative Innovation Essentials Training - Seattle, WA - 10/23-10/26/18	\$960.00	
AUG-18-045	Advanced Travel Fund	L. Mattson - ICMA Annual Convention - Baltimore, MD - 9/23-9/25/2018	\$2,500.00	
AUG-18-046	Centerpoint Language Services	eRMSI (Eco Resource Management Systems, Inc.)	\$1,040.00	
AUG-18-047	Daily Sun News	September M/RTIP Amendment notices in English and Spanish	\$150.00	
SUB TOTAL			\$347,409.83	

INVOICE REGISTER AND APPROVAL

I certify under penalty of perjury under the laws of the State of Washington that the materials have been furnished, the services rendered or the labor performed as described herein, and that I am authorized to authenticate and certify said claims in the amount of **\$338,679.83**

Auditing Officer

	VENDOR	INVOICE #	AMOUNT	WARRANT #
	2018			
1	Salaries & Wages, *August*	AUG-18-001	\$67,000.00	
2	Retirement, *August*	AUG-18-002	\$8,510.00	
3	Employment Security Dept/Social Security, *August*	AUG-18-003	\$4,800.00	
4	Employee Benefit Trust/Medical, *August*	AUG-18-004	\$9,900.00	
5	Worker's Compensation/Worker's Comp, *August*	AUG-18-005	\$210.00	
6	Employment Security Dept/Unemployment, *August*	AUG-18-006	\$815.00	
7	Catholic Charities - Homeless services	AUG-18-007	\$14,000.00	
8	City of Yakima - Homeless services	AUG-18-008	\$0.00	
9	Generating Hope - Homeless services	AUG-18-009	\$6,500.00	
10	Lower Valley Crisis Service - Homeless services	AUG-18-010	\$4,000.00	
11	People for People - Homeless services	AUG-18-011	\$700.00	
12	Rod's House - Homeless services	AUG-18-012	\$6,000.00	
13	Transform Yakima Together - Homeless services	AUG-18-013	\$75,000.00	
14	Yakima Neighborhood Health - Homeless services	AUG-18-014	\$108,000.00	
15	Yakima Valley Farmworkers/NCAC - Homeless services	AUG-18-015	\$9,000.00	
16	YWCA - Homeless services	AUG-18-016	\$0.00	
17	Alliant Communications - Phone System Service & Support	AUG-18-017	\$172.04	
18	Allstream - DSL/Phone Service	AUG-18-018	\$1,000.00	
19	Conference of Governments - petty cash reimbursement	AUG-18-019	\$200.00	
20	Graf Investments - Rent/Janitorial, *September*	AUG-18-020	\$2,197.28	
21	Graf Investments - Rent/Janitorial, *September*	AUG-18-020	\$4,344.46	
22	Key Bank - Monthly banking fees	AUG-18-021	\$100.00	
23	LiftForward - Microsoft Surface Plus for Business - monthly computer business membership	AUG-18-022	\$350.01	
24	Meyer, Fluegge, & Tenney - Professional Legal Services	AUG-18-023	\$580.00	
25	Printing Department - Purchasing support / printing	AUG-18-024	\$200.00	
26	US Bank (JR) - P-card	AUG-18-025	\$2,500.00	
27	US Bank (LM) - P card	AUG-18-026	\$5,000.00	
28	US Bank (TH) - P-card	AUG-18-027	\$5,000.00	
29	USPS - Postage reimbursement	AUG-18-028	\$100.00	
30	Xerox Corp / Copier Lease	AUG-18-029	\$700.00	
31	Yakima County Technology Services	AUG-18-030	\$1,217.04	
32	Yakima Waste Systems	AUG-18-031	\$24.00	
33	Alan Adolf, Travel & Registration; *August*	AUG-18-032	\$500.00	
34	Brian Galloway, Travel & Registration; *August*	AUG-18-033	\$40.00	
35	Chris Wickenhagen, Travel & Registration; *August*	AUG-18-034	\$20.00	
	Sub Total		\$338,679.83	p7

INVOICE REGISTER AND APPROVAL

I certify under penalty of perjury under the laws of the State of Washington that the materials have been furnished, the services rendered or the labor performed as described herein, and that I am authorized to authenticate and certify said claims in the amount of **\$10,252.15**

Auditing Officer

	VENDOR	INVOICE #	AMOUNT	WARRANT #
36	Crystal Testerman, Travel & Registration; *August*	AUG-18-035	\$200.00	
37	Jodi Smith, Travel & Registration; *August*	AUG-18-036	\$20.00	
38	Lance Larsen, Travel & Registration; *August*	AUG-18-037	\$20.00	
39	Larry Mattson, Travel & Registration; *August*	AUG-18-038	\$300.00	
40	Mike Shuttleworth, Travel & Registration; *August*	AUG-18-039	\$300.00	
41	Tamara Hayward, Travel & Registration; *August*	AUG-18-040	\$20.00	
42	William Denton, Travel & Registration; *August*	AUG-18-041	\$20.00	
43	Advanced Travel Fund - C. Wickenhagen	AUG-18-042	\$2,500.00	
44	Advanced Travel Fund - M. Shuttleworth	AUG-18-043	\$700.00	
45	Advanced Travel Fund - M. Shuttleworth	AUG-18-044	\$960.00	
46	Advanced Travel Fund - L. Mattson	AUG-18-045	\$2,500.00	
47	Centerpoint Language Services	AUG-18-046	\$1,040.00	
48	Daily Sun News	AUG-18-047	\$150.00	
49	eRMSI (Eco Resource Management Systems, Inc.)	AUG-18-048	\$487.50	
50	Office Depot	AUG-18-049	\$500.00	
51	Oregon Cascades West Council of Governments	AUG-18-050	\$60.80	
52	Yakima Herald Republic	AUG-18-051	\$73.85	
53	Yakima Herald Republic / El Sol	AUG-18-052	\$400.00	
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	Sub Total		\$10,252.15	
	August 2018 GRAND TOTAL		\$348,931.98	

**YAKIMA VALLEY CONFERENCE OF GOVERNMENTS
APPLICATION FOR
ASSOCIATE MEMBERSHIP**

Spark Northwest

Agency Name
1402 3rd Ave. Suite 901

Street
Seattle, WA

City/State

Linda Irvine

Contact Person
206-267-2215 |

Phone
98101

Zip Code

Associate Membership Privileges

The Associate Member receives notification of all YVCOG meetings, conferences, trainings and work sessions, and is included in all general membership activities. Associate Members have the opportunity to contract with the YVCOG for technical assistance. The Associate Member also receives the YVCOG newsletter and other YVCOG publications which are developed by members or YVCOG staff.

The Associate Member does not retain voting privileges in YVCOG. The authority to make motions, seconds and hold Executive Committee positions is not provided.

Explain your agency's interest in YVCOG Associate Membership:

Spark Northwest would like to partner with the YVCOG to deliver solar education and outreach to residents, small businesses, farmers, and local governments in Yakima County. Since we are based in Seattle, we need a local partner to help us deliver the pilot project locally, and YVCOG has the network and community connections to be an ideal partner.

This application will be reviewed by the YVCOG Executive Committee. Upon acceptance there is a yearly fee of \$500.00.

Linda Irvine
Signature of Agency Representative

August 10, 2018
Date

Amendment

Grant Number: 17-46108-37
Amendment Number: D

**Washington State Department of Commerce
Community Services and Housing Division
Housing Assistance Unit
Consolidated Homeless Grant (CHG)**

1. Grantee Yakima Valley Confer of Govts 311 N 4TH ST STE 204 YAKIMA, WA 98901		2. Grantee Doing Business As (optional)	
3. Grantee Representative (only if updated) Crystal Testerman (509) 574-1550 crystal.testerman@yvcog.org		4. COMMERCE Representative Julie Montgomery Grant Manager (360) 725-2863 (360) 586-5880 Julie.montgomery@commerce.wa.gov PO Box 42525 1011 Plum St SE Olympia, WA 98504-2525	
5. Original Grant Amount (and any previous amendments) \$ 3,214,575.00	6. Amendment Amount \$ 215,500.00	7. New Grant Amount \$3,430,075.00	
8. Amendment Funding Source Federal: State: Other: X N/A:		9. Amendment Start Date August 1, 2018	10. Amendment End Date June 30, 2019
11. Federal Funds (as applicable): N/A	Federal Agency: N/A	CFDA Number: N/A	
12. Amendment Purpose: Add additional funding from the SFY 2019 supplemental operating budget.			

COMMERCE, defined as the Department of Commerce, and the Grantee acknowledge and accept the terms of this Grant As Amended and attachments and have executed this Grant Amendment on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Grant As Amended are governed by this Grant Amendment and the following other documents incorporated by reference: 2017-2019 Homeless Housing Funding Application, CHG Guidelines (as they may be revised from time to time), and Grant Terms and Conditions including Attachment "A" - Scope of Work, Attachment "B" - Budget. A copy of this Grant Amendment shall be attached to and made a part of the original Grant between COMMERCE and the Grantee. Any reference in the original Grant to the "Grant" shall mean the "Grant As Amended".

<p>FOR GRANTEE</p> <p>_____ Signature</p> <p>_____ Print Name, Title</p> <p>_____ Date</p>	<p>FOR COMMERCE</p> <p>_____ Diane Klontz, Assistant Director Community Services and Housing Division</p> <p>_____ Date</p> <p>APPROVED AS TO FORM ONLY</p> <p>_____ Sandra Adix Assistant Attorney General</p> <p>_____ 3/20/2014 Date</p>
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Amendment

This Grant is amended as follows:

Attachment D

Budget

Budget Categories	Original	Amendment D	New Total
CHG Base			
Admin	\$223,106.00	\$19,124.44	\$240,000.00
Rent: For-Profit Rent	\$542,888.00	-\$7,213.96	\$551,669.11
Operations	\$614,175.00	\$203,589.52	\$803,999.89
TANF			
TANF: For-Profit Rent	\$67,400.00	\$0.00	\$67,400.00
TANF: Other Rent and Housing Costs	\$0.00	\$0.00	\$0.00
TANF: Operations	\$41,924.00	\$0.00	\$41,924.00
HEN SFY 2018 (July 2017-June 2018)			
HEN: Admin 2018	\$53,480.00	\$0.00	\$53,480.00
HEN: Rent and Housing Costs 2018	\$676,379.33	\$0.00	\$676,379.33
HEN: Operations 2018	\$230,684.67	\$0.00	\$230,684.67
HEN SFY 2019 (July 2018-June 2019)			
HEN: Admin 2019	\$53,480.00	\$0.00	\$53,480.00
HEN: Rent and Housing Costs 2019	\$459,679.00	\$0.00	\$459,679.00
HEN: Operations 2019	\$251,379.00	\$0.00	\$251,379.00
Total			
Total	\$3,214,575.00	\$215,500.00	\$ 3,430,075.00

ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT.

**AGREEMENT BETWEEN
YAKIMA VALLEY CONFERENCE OF GOVERNEMENTS
AND
YAKIMA NEIGHBORHOOD HEALTH SERVICES
IN CONJUNCTION WITH PROGRAM YEAR 2018 – 2019 for the
CONSOLIDATED HOMELESS GRANT (CHG) & HOMELESS HOUSING AND ASSISTANCE FUND (HHAF)
Modification 1**

1. Grantee Yakima Neighborhood Health Services 12 South 8th Street Yakima WA 98901		2. Contract Amount <p style="text-align: center;">\$311,176.00</p>	3. Tax ID # <p style="text-align: center;">91-0928817</p>
4. Grantee's Program Representative Rhonda Hauff, COO, Deputy CEO 509-574-5552 Rhonda.hauff@ynhs.org		5. YVCOG Program Representative Crystal Testerman, Program Manager (509)424-4695 crystal.testerman@yvcog.org	
6. Grantee's Financial Representative Rhonda Hauff, COO, Deputy CEO 509-574-5552 Rhonda.hauff@ynhs.org		7. YVCOG's Contract Representative Lance Larsen, Financial Coordinator (509)574-1550 Lance.larsen@yvcog.org	
8. Contract #/Project Type: <p style="text-align: center;">YNHS – RRH/RA 2018-2020 Mod 1 Rapid Rehousing Rental Assistance</p>		9. CONTRACT START DATE <p style="text-align: center;">7/1/2018</p>	10. CONTRACT END DATE <p style="text-align: center;">6/30/2020</p>
11. Original Grant Amount <p style="text-align: center;">\$100,000.00</p>	12. Modification Amount <p style="text-align: center;">\$211,176.00</p>	14. Funding Authority <p style="text-align: center;">Consolidated Homeless Grant Washington State Department of Commerce</p>	
13. TOTAL CONTRACT AMOUNT <p style="text-align: center;">\$311,176.00</p>		15. State/Federal BARS code <p style="text-align: center;">071-722-570-40-X03</p>	16. CFDA # <p style="text-align: center;">N/A</p>
17. Grantee Selection Process: (check all that apply) <input type="checkbox"/> Sole Source <input checked="" type="checkbox"/> Competitive Bidding/RFP <input type="checkbox"/> Pre-Approved by Funder		18. Grantee Type: (check all that apply) <input type="checkbox"/> Public Organization/Jurisdiction <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Subrecipient <input checked="" type="checkbox"/> Non-Profit	
Grant Purpose: This grant is designed to support an integrated system of housing assistance that can immediately address the need of a household or individual experiencing homelessness, in turn connecting them with the resources needed to end that homeless episode. Funded projects will support Yakima County's 5-Year Homeless Plan to Make Homelessness Brief and Rare through innovative practices that limit barriers to entry and prioritize unsheltered clients.			
Y V C O G and the GRANTEE, as identified above, acknowledge and accept the terms of this Agreement and attachments and have executed this Agreement on the date signed, to start as of the date and year referenced above. The rights and obligations of both parties to this Agreement are governed by this Agreement and the following other documents incorporated by reference: (1) Terms and Conditions, (2) GRANTEE's 2018 - 2020 Homeless Housing, Operations, and Services Application for Funding – Scope of Work, (3) Guidelines for Homeless Housing and Assistance Fund (HHAF), (4) Guidelines for the Consolidated Homeless Grant (CHG), and (5) YVCOG's Grant Agreement with the Department of Commerce.			

(FACE SHEET)

This Contract contains the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.

YAKIMA NEIGHBORHOOD HEALTH SERVICE

YAKIMA VALLEY CONFERENCE OF GOVERNMENTS

Rhonda Hauff, COO, Deputy CEO

James A Restucci, Chairman

Date

Date

Lauris C. Mattson, Executive Director

Date

Attest:

Attest:

Agency Representative

Jodi Smith, Office & Comm. Specialist

Approved as to form:

YVCOG Attorney
WSBA#

TARGET PERFORMANCE MEASURES IDENTIFIED BY THE DEPARTMENT OF COMMERCE:

Performance Measure	2018 Baseline	Changes from Baseline	June 30, 2019 Program Target
Exit to Permanent Housing	44%	5%	49%
Returns to Homelessness Within 2 years	0%	0%	should not exceed 5%

SECTION NO. 2: TIME OF PERFORMANCE

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

SECTION NO. 3: BUDGET

The GRANTEE is authorized to spend no more than **ONE HUNDRED THOUSAND AND NO/100 DOLLARS (\$100,000.00)** through 6/30/2019 and **ONE HUNDRED THOUSAND AND NO/100 DOLLARS (\$100,000.00)** through 6/30/2020.

Category	Amount	Modification Amount	New Amount
Year 1: 7/1/2018 – 6/30/2019			
Admin – Indirect (7.5%)	\$7,500		\$7,500
Operations	\$32,500		\$32,500
Rapid Rehousing Rental Assistance	60,000	\$211,176	271,176
Year 2: 7/1/2019 – 6/30/2020			
Admin – Indirect (7.5%)	\$7,500		\$7,500
Operations	\$32,500		\$32,500
Rapid Rehousing Rental Assistance	\$60,000		\$60,000
TOTAL	\$200,000	\$211,176	\$411,176

SECTION NO. 4: PAYMENT

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

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

SECTION NO. 5: NOTICES

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

**AGREEMENT BETWEEN
YAKIMA VALLEY CONFERENCE OF GOVERNEMENTS
AND
CATHOLIC CHARITIES OF THE DIOCESE OF YAKIMA
IN CONJUNCTION WITH PROGRAM YEAR 2018 – 2019 for the
CONSOLIDATED HOMELESS GRANT (CHG) & HOMELESS HOUSING AND ASSISTANCE FUND (HHAF)
Modification 1**

1. Grantee Catholic Charities of Yakima 5301 Tieton Drive, Suite C Yakima, WA 98908		2. Contract Amount <p style="text-align: center;">\$109,500.00</p>	3. Tax ID # <p style="text-align: center;">91-1370404</p>
4. Grantee's Program Representative Darlene Darnell, President / CEO (509)965-7100 ddarnell@catholiccharitiescw.org		5. YVCOG Program Representative Crystal Testerman, Program Manager (509)424-4695 crystal.testerman@yvcog.org	
6. Grantee's Financial Representative Darlene Darnell, President / CEO (509)965-7100 ddarnell@catholiccharitiescw.org		7. YVCOG's Contract Representative Lance Larsen, Financial Coordinator (509)574-1550 Lance.larsen@yvcog.org	
8. Contract #/Project Type: <p style="text-align: center;">CCF - RRH 2018-2020 Mod 1 Rapid Rehousing/Rental Assistance</p>		9. CONTRACT START DATE <p style="text-align: center;">7/1/2018</p>	10. CONTRACT END DATE <p style="text-align: center;">6/30/2020</p>
11. Original Grant Amount <p style="text-align: center;">\$91,000.00</p>	12. Modification Amount <p style="text-align: center;">\$18,500.00</p>	14. Funding Authority <p style="text-align: center;">Consolidated Homeless Grant (CHG) Washington State Department of Commerce</p>	
13. TOTAL CONTRACT AMOUNT <p style="text-align: center;">\$109,500.00</p>		15. State/Federal BARS code <p style="text-align: center;">071-722-570-40-X10</p>	16. CFDA # <p style="text-align: center;">N/A</p>
17. Grantee Selection Process: (check all that apply) <input type="checkbox"/> Sole Source <input checked="" type="checkbox"/> Competitive Bidding/RFP <input type="checkbox"/> Pre-Approved by Funder		18. Grantee Type: (check all that apply) <input type="checkbox"/> Public Organization/Jurisdiction <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Subrecipient <input checked="" type="checkbox"/> Non-Profit	
<p>Grant Purpose: This grant is designed to support an integrated system of housing assistance that can immediately address the need of a household or individual experiencing homelessness, in turn connecting them with the resources needed to end that homeless episode. Funded projects will support Yakima County's 5-Year Homeless Plan to Make Homelessness Brief and Rare through innovative practices that limit barriers to entry and prioritize unsheltered clients.</p>			
<p>Y V C O G and the GRANTEE, as identified above, acknowledge and accept the terms of this Agreement and attachments and have executed this Agreement on the date signed, to start as of the date and year referenced above. The rights and obligations of both parties to this Agreement are governed by this Agreement and the following other documents incorporated by reference: (1) Terms and Conditions, (2) GRANTEE's 2018 - 2020 Homeless Housing, Operations, and Services Application for Funding – Scope of Work, (3) Guidelines for Homeless Housing and Assistance Fund (HHAF), (4) Guidelines for the Consolidated Homeless Grant (CHG), and (5) YVCOG's Grant Agreement with the Department of Commerce.</p>			

(FACE SHEET)

This Contract contains the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.

CATHOLIC CHARITIES OF THE DIOCESE OF YAKIMA

YAKIMA VALLEY CONFERENCE OF GOVERNMENTS

Darlene Darnell, President and CEO

James A Restucci, Chairman

Date

Date

Lauris C. Mattson, Executive Director

Date

Attest:

Attest:

Agency Representative

Jodi Smith, Office & Comm. Specialist

Approved as to form:

YVCOG Attorney
WSBA#

TARGET PERFORMANCE MEASURES IDENTIFIED BY THE DEPARTMENT OF COMMERCE:

Performance Measure	2017 Baseline	Changes from Baseline	June 30, 2019 Program Target
Maintain Current Rate Exits to PH	71%	0%	71%
Returns to Homelessness	0%	0%	Should Not Exceed 5%

SECTION NO. 2: TIME OF PERFORMANCE

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

SECTION NO. 3: BUDGET

The GRANTEE is authorized to spend no more than **NINETY-ONE THOUSAND AND NO/100 DOLLARS (\$91,000.00)** through 6/30/2019 AND **SIXTY-FIVE THOUSAND AND NO/100 DOLLARS (\$65,000.00)** through 6/30/2020.

Category	Original Amount	Modification Amount	New Total
Year 1: 7/1/2018 – 6/30/2019			
- Includes \$26,000 rollover from prior contract			
Admin – Indirect (7.5%)	\$6,825		\$6,825
Operations	\$39,175		\$39,175
For-Profit Rent Assistance	\$45,500	\$18,500	\$63,500
Subtotal	\$91,500	\$18,500	\$109,500
Year 2: 7/1/2019 – 6/30/2020			
Admin – Indirect (7.5%)	\$4,875		
Operations	\$26,125		
For-Profit Rent Assistance	\$34,000		
Subtotal	\$65,000		
TOTAL	\$156,500	18,500	174,500

SECTION NO. 4: PAYMENT

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

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

SECTION NO. 5: NOTICES

**AGREEMENT BETWEEN
YAKIMA VALLEY CONFERENCE OF GOVERNEMENTS
AND
CATHOLIC CHARITIES OF THE DIOCESE OF YAKIMA
IN CONJUNCTION WITH PROGRAM YEAR 2018 – 2019 for the
CONSOLIDATED HOMELESS GRANT (CHG) & HOMELESS HOUSING AND ASSISTANCE FUND (HHAF)
Modification 1**

1. Grantee Catholic Charities of Yakima 5301 Tieton Drive, Suite C Yakima, WA 98908		2. Contract Amount \$46,806.00	3. Tax ID # 91-1370404
4. Grantee's Program Representative Darlene Darnell, President / CEO (509)965-7100 ddarnell@catholiccharitiescw.org		5. YVCOG Program Representative Crystal Testerman, Program Manager (509)424-4695 crystal.testerman@yvcog.org	
6. Grantee's Financial Representative Darlene Darnell, President / CEO (509)965-7100 ddarnell@catholiccharitiescw.org		7. YVCOG's Contract Representative Lance Larsen, Financial Coordinator (509)574-1550 Lance.larsen@yvcog.org	
8. Contract #/Project Detail: CCF – TANF 2018-2020 Mod 1 TANF Rental Assistance		9. CONTRACT START DATE 7/1/2018	10. CONTRACT END DATE 6/30/2020
11. Original Grant Amount \$51,000.00	12. Modification Amount < \$4,194.00 >	14. Funding Authority Consolidated Homeless Grant (CHG) Washington State Department of Commerce	
13. TOTAL CONTRACT AMOUNT \$46,806.00		15. State/Federal BARS code 071-762-570-40-X10	16. CFDA # N/A
17. Grantee Selection Process: (check all that apply) <input type="checkbox"/> Sole Source <input checked="" type="checkbox"/> Competitive Bidding/RFP <input type="checkbox"/> Pre-Approved by Funder		18. Grantee Type: (check all that apply) <input type="checkbox"/> Public Organization/Jurisdiction <input type="checkbox"/> Contractor <input checked="" type="checkbox"/> Subrecipient <input checked="" type="checkbox"/> Non-Profit	
Grant Purpose: This grant is designed to support an integrated system of housing assistance that can immediately address the need of a household or individual experiencing homelessness, in turn connecting them with the resources needed to end that homeless episode. Funded projects will support Yakima County's 5-Year Homeless Plan to Make Homelessness Brief and Rare through innovative practices that limit barriers to entry and prioritize unsheltered clients.			
Y V C O G and the GRANTEE, as identified above, acknowledge and accept the terms of this Agreement and attachments and have executed this Agreement on the date signed, to start as of the date and year referenced above. The rights and obligations of both parties to this Agreement are governed by this Agreement and the following other documents incorporated by reference: (1) Terms and Conditions, (2) GRANTEE's 2018 - 2020 Homeless Housing, Operations, and Services Application for Funding – Scope of Work, (3) Guidelines for Homeless Housing and Assistance Fund (HHAF), (4) Guidelines for the Consolidated Homeless Grant (CHG), and (5) YVCOG's Grant Agreement with the Department of Commerce.			

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CATHOLIC CHARITIES OF THE DIOCESE OF YAKIMA

YAKIMA VALLEY CONFERENCE OF GOVERNMENTS

Darlene Darnell, President and CEO

James A Restucci, Chairman Date

Date

Lauris C. Mattson, Executive Director Date

Attest:

Attest:

Agency Representative

Jodi Smith, Office & Comm. Specialist

Approved as to form:

YVCOG Attorney
WSBA#

SECTION NO. 2: TIME OF PERFORMANCE

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

SECTION NO. 3: BUDGET

The GRANTEE is authorized to spend no more than **FIFTY-ONE THOUSAND AND NO/100 DOLLARS (\$51,000.00)** through 6/30/2019 AND **TWENTY-FIVE AND NO/100 DOLLARS (\$25,000.00)** through 6/30/2020.

<u>Category</u>	<u>Amount</u>	<u>Modification Amount</u>	<u>New Amount</u>
Year 1: 7/1/2018 – 6/30/2019			
- Includes \$26,000 rollover from prior contract			
Admin – Indirect (7.5%)	\$3,825		\$3,825
Operations	\$22,175	<\$1,294.00>	\$20,881
For-Profit Rent Assistance	\$25,000	<\$2,900.00>	\$22,100
Subtotal	\$51,000		\$46,806
Year 2: 7/1/2019 – 6/30/2020			
Admin – Indirect (7.5%)	\$1,875		\$1,875
Operations	\$11,125		\$11,125
For-Profit Rent Assistance	\$12,000		\$12,000
Subtotal	\$25,000		\$25,000
TOTAL	\$76,000	<\$4,194.00>	\$71,806

SECTION NO. 4: PAYMENT

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

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

SECTION NO. 5: NOTICES

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

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

SECTION NO. 6: SPECIAL CONDITIONS

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

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

**Yakima Valley Conference of Governments
Proposed Budget 2019**

Consolidated:

Revenue	2019	2018	Change	%
Programs & Projects				
Local	\$ 1,306,000	\$ 1,514,510	\$ (208,510)	-16%
State	\$ 1,971,996	\$ 1,685,341	\$ 286,655	15%
Federal	\$ 533,750	\$ 560,750	\$ (27,000)	-5%
Miscellaneous	\$ 7,400	\$ 7,400	\$ -	0%
Total Programs & Projects:	\$ 3,819,146	\$ 3,768,001	\$ 51,145	1.34%
Dues				
Grandview	\$ 7,908	\$ 7,811	\$ 97	1%
Granger	\$ 3,173	\$ 3,119	\$ 54	2%
Harrah	\$ 869	\$ 858	\$ 11	1%
Mabton	\$ 2,025	\$ 2,006	\$ 19	1%
Moxee	\$ 4,214	\$ 4,176	\$ 38	1%
Naches	\$ 1,529	\$ 1,467	\$ 62	4%
Selah	\$ 7,308	\$ 7,140	\$ 168	2%
Sunnyside	\$ 11,282	\$ 11,028	\$ 254	2%
Tieton	\$ 1,469	\$ 1,455	\$ 14	1%
Toppenish	\$ 6,507	\$ 6,429	\$ 78	1%
Union Gap	\$ 5,934	\$ 5,875	\$ 59	1%
Wapato	\$ 4,026	\$ 3,985	\$ 41	1%
Yakima	\$ 56,384	\$ 55,447	\$ 937	2%
Yakima Transit	\$ 6,000	\$ 6,000	\$ -	0%
Yakima Co	\$ 52,817	\$ 51,766	\$ 1,051	2%
Zillah	\$ 2,743	\$ 2,709	\$ 34	1%
Total Dues	\$ 174,189	\$ 171,271	\$ 2,918	1.68%
Total Revenue:	\$ 3,993,335	\$ 3,939,272	\$ 54,063	1.35%

Yakima Valley Conference of Governments
Proposed Budget 2019

Consolidated:

Expenses	2019	2018	change	%
Salaries and Benefits				
Salaries	\$ 886,700	\$ 878,000	\$ 8,700	1%
Health Insurance	\$ 123,500	\$ 115,500	\$ 8,000	6%
Life Insurance	\$ 1,500	\$ 1,500	\$ -	0%
Retirement Contribution	\$ 115,400	\$ 112,000	\$ 3,400	3%
Social Security Equivalent	\$ 69,000	\$ 68,000	\$ 1,000	1%
Unemployment Insurance	\$ 9,500	\$ 9,000	\$ 500	5%
Workers Compensation	\$ 4,200	\$ 4,000	\$ 200	5%
Total Salaries & Benefits	\$ 1,209,800	\$ 1,188,000	\$ 21,800	1.80%
Other Expenses				
Communication Services	\$ 13,500	\$ 11,700	\$ 1,800	13%
Consultants & Contracted Services	\$ 104,800	\$ 104,200	\$ 600	1%
Advertising	\$ 15,000	\$ 15,000	\$ -	0%
Community Services	\$ 8,000	\$ 8,000	\$ -	0%
Insurance - Property & Libabilit	\$ 10,700	\$ 9,000	\$ 1,700	16%
Office Equipment	\$ 17,000	\$ 17,000	\$ -	0%
Pass Through Funding -				
Homeless Prog.	\$ 2,280,000	\$ 2,243,510	\$ 36,490	2%
Registration & Dues	\$ 52,761	\$ 61,087	\$ (8,326)	-16%
Professional Development	\$ 20,000	\$ 20,000	\$ -	0%
Rentals & Leases	\$ 160,000	\$ 160,000	\$ -	0%
Repair & Maintenance	\$ 5,500	\$ 5,500	\$ -	0%
Supplies	\$ 32,000	\$ 32,000	\$ -	0%
Travel	\$ 64,000	\$ 64,000	\$ -	0%
Utilities	\$ 275	\$ 275	\$ -	0%
Total Other Expenses	\$ 2,783,536	\$ 2,751,272	\$ 32,264	1.16%
Total Expenses	\$ 3,993,336	\$ 3,939,272	\$ 54,064	1.35%

Electronic Document Transmittals and Electronic Signatures Policy

Yakima Valley Conference of Governments (YVCOG) is a local agency authorized by RCW 19.360.020, to use electronic signature with the same force and effect as a written signature. An electronic signature shall mean an electronic sound, symbol, or process attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record. Unless specifically provided otherwise by law or agency rule, whenever the use of a written signature is authorized or required by this code with YVCOG, an electronic signature may be used with the same force and effect as the use of a signature affixed by hand, as long as the electronic signature conforms to the definition in RCW 19.360.030 and the writing conforms to RCW 19.360.040.

DEFINITIONS

Electronic Signature: Copies via fax or email attachments, affix a graphic created with a stylus or touchscreen, digital signatures.

Digital signature. A signature that requires differing degrees of encryption, password protection, and authentication.

YVCOG will determine whether, and to what extent, the agency will send and accept electronic records and electronic signatures to and from other persons and otherwise create, generate, communicate, store, process, use, and rely upon electronic records and electronic signatures.

Due to variations of documents requiring signature, YVCOG has determined a benefit to allowing the ability to affix electronic signatures to electronic records. This practice will promote efficiency, conserve public resources and provide reasonable assurance of the integrity, authenticity, and nonrepudiation of electronic documents when electronic signatures are used. Reducing the reliance on paper-based transactions will further improve information security and sharing, allow faster approval of and access to documents, and reduce costs and environmental impacts.

The following types of documents and acceptable electronic signature includes, but is not limited to the following:

- Using email and PDF's to circulate documents for signature
 - Contracts of relatively low monetary value and risk will allow PDF's emailed if the electronic copy can be produced using a color printer that would be indistinguishable from an original.
 - Contracts of less than \$10,000 and no longer than one year
 - Contracts for direct services from YVCOG
 - May not be used when YVCOG is the pass-through for federal, state or local funds
- Using electronic signature in the electronic document
 - Signatories can use a stylus and touchscreen to create a signature to affix signature on a document

- Signatories can sign a piece of paper and scan the signature via an external scanner or digital camera
- Authentication meets a more stringent requirement often imposed with federal/state/local grants
- Adobe Acrobat gives users the ability to create certificate-based digital IDs using customized signatures that can be uploaded as a graphic
- Using third party verification to encrypt digital signatures
 - Qualified digital signature required certificates that are issued by a trusted, accredited certificate authority. Certificates must be stored on a qualified signature creation device such as a USB token, smart card, or a cloud-based hardware security module.

The Executive Director will make the final determination and approval to allow electronic signature on a record:

- A City, Town, County or Service Provider may use the approved electronic signature or may print and sign the record with ink and return to YVCOG. YVCOG may sign the document via electronic form and return a copy of the contract to the other party.

TITLE: Electronic Signature

Proposed: August 2018

Adopted:

DRAFT

**YVCOG Executive Committee Meeting August 20, 2018
BUDGET REPORT
Jul-18**

Prepared By Christina Wickenhagen, Deputy Director

REVENUES RECEIVED:		2017	2018
January		\$ 687,448.01	\$ 804,908.24
February		\$ 222,612.72	\$ 168,643.34
March		\$ 143,691.60	\$ 215,224.77
April		\$ 360,562.37	\$ 549,587.75
May		\$ 153,282.29	\$ 296,490.49
June		\$ 219,035.19	\$ 495,068.52
July		\$ 432,976.93	\$ 177,916.72
August		\$ 162,880.55	\$ -
September		\$ 288,891.74	\$ -
October		\$ 227,803.38	\$ -
November		\$ 182,735.23	\$ -
December		\$ 497,649.16	\$ -
Total Revenue MTD (through July)		\$ 2,219,609.11	\$ 2,707,839.83
Total Revenue YTD		\$ 3,579,569.17	\$ 2,707,839.83
EXPENDITURES:			
Salaries	January	\$ 61,841.37	\$ 63,578.97
	February	\$ 63,175.58	\$ 64,026.97
	March	\$ 57,893.72	\$ 64,026.97
	April	\$ 60,751.40	\$ 64,026.97
	May	\$ 64,794.44	\$ 64,359.97
	June	\$ 63,815.35	\$ 64,472.00
	July	\$ 64,471.15	\$ 65,812.97
	August	\$ 63,344.89	\$ -
	September	\$ 63,782.99	\$ -
	October	\$ 60,278.48	\$ -
	November	\$ 58,075.18	\$ -
	December	\$ 60,464.71	\$ -
Total Salaries MTD (through July)		\$ 436,743.01	\$ 450,304.82
Total Salaries YTD		\$ 742,689.26	\$ 450,304.82
Vouchers	January	\$ 70,136.49	\$ 352,453.50
	February	\$ 318,813.00	\$ 261,837.78
	March	\$ 243,468.95	\$ 268,900.96
	April	\$ 276,628.38	\$ 371,713.11
	May	\$ 254,611.89	\$ 260,113.70
	June	\$ 258,527.85	\$ 268,314.70
	July	\$ 180,564.54	\$ 216,499.00
	August	\$ 204,038.24	\$ -
	September	\$ 197,116.80	\$ -
	October	\$ 232,648.43	\$ -
	November	\$ 213,241.70	\$ -
	December	\$ 218,074.16	\$ -
Total Vouchers MTD (through July)		\$ 1,602,751.10	\$ 1,999,832.75
Total Vouchers YTD		\$ 2,667,870.43	\$ 1,999,832.75
TOTAL EXPENDITURES JULY		\$2,039,494.11	\$282,311.97
TOTAL EXPENDITURES YTD		\$3,410,559.69	\$2,450,137.57
Revenue Balance		\$169,009.48	\$257,702.26

2018
Yakima Valley Conference of Governments
Revenue Budget

58%

Grants/Contracts	July	YTD Actual Revenue	2018 Budget	Year-to-Date \$ Variance	Year-to-Date % Variance
Beginning Fund Bal-Designated **			205,000.00 **		
Administration					
Admin-Gen'l Assessment	11,268.00	88,156.50	121,440.00	33,283.50	73%
Admin-Misc Revenue (copies, posters)	-	54.71	300.00	245.29	18%
Admin-Assoc Membership Fees	500.00	1,500.00	2,000.00	500.00	75%
Admin-Gen'l Ala Carte	-	15,000.00	140,000.00	125,000.00	11%
Other Income (Rebates)	-	134.27	200.00	65.73	67%
Community Services	925.00	11,121.00	6,000.00	-5,121.00	185%
Sale of Scrap & Junk	-	-	400.00	400.00	0%
Total Administration	12,693.00	115,966.48	270,340.00	154,373.52	43%
Intergov-Local Match WSDOT	-	42,933.00	43,831.00	898.00	98%
Intergov -Local Transit	-	6,000.00	6,000.00	0.00	100%
Total Intergov-Local	-	48,933.00	49,831.00	898.00	98%
CTR - Plans & Progr WSDOT	-	39,411.02	75,000.00	35,588.98	53%
CMAQ Grant	9,893.56	45,155.43	103,750.00	58,594.57	44%
Human Services Transp Plan	-	19,614.61	12,000.00	-7,614.61	163%
FHWA-DOT-Metro Plan (PL)	26,662.15	123,656.75	350,000.00	226,343.25	35%
FTA-DOT-Metro Plan Grant	-	70,000.03	70,000.00	-0.03	100%
RTPO-WSDOT	-	56,288.24	96,996.00	40,707.76	58%
Total TRANSPORTATION	36,555.71	354,126.08	707,746.00	353,619.92	50%
Homeless Local Fees	-	1,076,645.64	1,258,510.00	181,864.36	86%
CHG State Grant	25,217.28	446,995.51	693,000.00	246,004.49	65%
TANF State Grant	2,908.24	27,441.51	55,000.00	27,558.49	50%
HEN State Grant	92,651.03	597,423.85	765,345.00	167,921.15	78%
HUD CoC Federal Grant	-	8,719.83	25,000.00	16,280.17	35%
Total HOMELESS	120,776.55	2,157,226.34	2,796,855.00	639,628.66	77%
Intergov-Scholarship	-	1,898.00	500.00	-1,398.00	380%
Member TA's 2017	-	7,400.18			
Grandview	354.71	1,730.81			
Granger	2,250.03	6,393.77			
Harrah	-	-			
Mabton	-	1,025.94			
Moxee	-	59.53			
Naches	-	-			
Selah	-	-			
Sunnyside	-	-			
Tieton	-	-			
Toppenish	-	-			
Union Gap	5,286.72	13,079.70			
Wapato	-	-			
Zillah	-	-			
Intergov Serv-Exec Boards (TA Contr)	7,891.46	29,689.93	114,000.00	84,310.07	26%
Total Revenue	177,916.72	2,707,839.83	3,939,272	1,231,432.17	69%

2018
Yakima Valley Conference of Governments
EXPENDITURE Budget

58%

	July	YTD Actual	2018 Budget	Annual \$ Variance	YTD % Variance
Salaries					
Salaries and Wages	\$ 65,812.97	\$ 450,192.79	\$ 870,000	52% \$	419,807.21
Salaries-Overtime	\$ -	\$ -	\$ 8,000	0% \$	8,000.00
Total Salaries and Wages	\$ 65,812.97	\$ 450,192.79	\$ 878,000	51% \$	427,807.21
Personnel Benefits					
Benefits-Direct	\$ 23,044.71	\$ 158,825.57	\$ 310,000	51% \$	151,174.43
Total Benefits	\$ 23,044.71	\$ 158,825.57	\$ 310,000	51% \$	151,174.43
Supplies					
Office & Operating Supplies	\$ 418.24	\$ 4,477.98	\$ 32,000	14% \$	27,522.02
Small Tools and Minor Equip	\$ 1,060.46	\$ 3,323.03	\$ 12,000	28% \$	8,676.97
Small & Attractive Items	\$ -	\$ 2,759.05	\$ 5,000	55% \$	2,240.95
Total Supplies	\$ 1,478.70	\$ 10,560.06	\$ 49,000	22% \$	38,439.94
Other Services-Charges					
Professional Services	\$ 4,928.81	\$ 55,451.68	\$ 88,000	63% \$	32,548.32
Prof Serv-Tech Services	\$ 1,217.04	\$ 8,519.28	\$ 16,000	53% \$	7,480.72
Community Services	\$ -	\$ -	\$ 500	0% \$	500.00
Communications-Telephone	\$ 1,053.02	\$ 7,760.07	\$ 11,000	71% \$	3,239.93
Communication-Postage	\$ -	\$ 196.65	\$ 700	28% \$	503.35
Travel	\$ 1,085.41	\$ 19,063.89	\$ 64,000	30% \$	44,936.11
Advertising	\$ 262.93	\$ 5,392.03	\$ 15,000	36% \$	9,607.97
Operating Rentals and Leases	\$ 4,594.48	\$ 41,255.23	\$ 190,000	22% \$	148,744.77
Insurance	\$ -	\$ 9,667.00	\$ 9,000	107% \$	(667.00)
Utility Services	\$ 13.22	\$ 90.29	\$ 275	33% \$	184.71
Repair and Maintenance/Copies	\$ 292.70	\$ 2,416.94	\$ 5,500	44% \$	3,083.06
Homeless Provider Contracts	\$ 175,897.57	\$ 1,634,309.70	\$ 2,243,510	73% \$	609,200.30
Misc. (registrations, dues, subscriptions)	\$ 2,630.41	\$ 46,436.39	\$ 58,587	79% \$	12,150.61
Total Services	\$ 191,975.59	\$ 1,830,559.15	\$ 2,702,072	68% \$	871,512.85
Debt Services-Interest					
Interest	\$ -	\$ -	\$ 200	\$	200.00
	\$ -	\$ -	\$ 200	\$	200.00
Total Expenditures	\$ 282,311.97	\$ 2,450,137.57	\$ 3,939,272	62% \$	1,489,134.43

2017-18 Cash Flow Statement
Yakima Valley Conference of Governments

July 2018

(Cash Basis Accounting) For the Mo Ended:

	July	August	September	October	November	December	January	February	March	April	May	June	July
Beginning cash	\$295,981.75	\$483,918.19	\$377,180.92	\$405,172.87	\$339,034.96	\$250,453.31	\$469,563.60	\$948,064.37	\$690,712.32	\$573,009.16	\$686,856.83	\$658,873.65	\$821,267.50
Fed Hwy Admin-WSDOT STP													
CTR - Grant	6,096.74					31,968.38	6,411.02		13,200.00	6,600.00		13,200.00	
CMAQ Plans & Programs	8,257.48	8,392.42		2,699.65		10,076.32	5,610.75		9,055.17	9,190.70		11,405.25	9,893.56
Human Svs Trasp Plan Grant		530.28					2,034.32	4,676.40	3,930.59	3,677.59		5,295.71	
FHWA DOT-Metro Plan Grant	38,179.83		51,053.80		24,462.87	52,054.92	33,547.62				38,067.41	25,379.57	26,662.15
FTA-DOT-Metro Plan Grant	28,918.88		4,795.94						52,065.61		17,934.42		
DOT-RTPO & RTPO Long Range	11,289.50	7,780.59			5,386.83	11,126.02	4,817.83		20,063.83		31,406.58		
Homeless 2163 Local Fees	127,400.00	127,925.00								313,495.64		288,700.00	
STATE FUNDS - Homeless Grant	152,420.46		178,957.54	107,168.47	121,501.50	159,675.55	165,636.72	160,717.30	114,317.61	167,647.82	182,677.76	160,087.11	120,776.55
HUD CoC Grant	2,500.00		12,325.64		9,948.09							8,719.83	
FEDERAL FUNDS - Homeless Grant	46,450.72		28,400.38	95,808.58		13,265.46							
Intergov-Ala Carte													
Technical Assistance Members	11,463.32	12,765.85	5,137.85	11,384.68	985.53	5,692.42	6,865.77		2,583.26	3,966.00	12,500.00		7,891.46
Intergov-County/City Share-gen assess		10,742.00		10,742.00	19,115.50		55,134.50	1,875.00		19,879.00	6,084.32	2,281.05	
Intergov-Local Match WSDOT					1,283.00		17,491.00	1,244.00		6,000.00			11,268.00
Intergov -Local FTA (Yakima Transit)													
YV Community Foundation Grant					10,000.00						5,620.00		
Misc Revenue-copies, posters		25.00					33.71		8.70				925.00
Associate Membership Fees			500.00							500.00			500.00
Scrap & Junk											1,700.00		
Scholarship													
Expense Revenue Netted Back													
Total Receipts	\$432,976.93	\$160,380.55	\$288,891.74	\$227,803.38	\$182,735.23	\$497,649.16	\$794,533.24	\$168,512.70	\$215,224.77	\$549,587.75	\$296,490.49	\$495,068.52	\$177,916.72
Available Cash	\$728,958.68	\$644,298.74	\$666,072.66	\$632,976.25	\$521,770.19	\$748,102.47	\$1,264,096.64	\$1,016,577.07	\$905,937.09	\$1,122,596.91	\$983,347.32	\$1,153,942.17	\$999,184.22
Use of Funds													
Salaries	64,475.95	63,079.58	63,782.99	60,618.74	58,075.18	60,464.71	63,578.97	64,026.97	64,026.97	64,026.97	64,359.97	64,359.97	65,812.97
Personnel Benefits	22,988.05	21,979.28	21,784.20	20,507.04	20,474.70	21,699.30	22,457.31	22,638.57	22,653.18	22,615.24	22,693.41	22,723.15	23,044.71
Supplies	236.60	1,934.41	429.40	1,569.28	451.51	882.21	3,473.28	1,970.26	955.39	1,938.78	501.49	778.25	1,478.70
Other Services	157,339.89	180,124.55	174,903.20	211,246.23	192,315.49	195,492.65	326,522.91	237,228.95	245,292.39	347,159.09	236,918.80	244,813.30	191,975.59
Total Cash Out	245,040.49	267,117.82	260,899.79	293,941.29	271,316.88	278,538.87	416,032.47	325,864.75	332,927.93	435,740.08	324,473.67	332,674.67	282,311.97
Net Cash Flow	\$483,918.19	\$377,180.92	\$405,172.87	\$339,034.96	\$250,453.31	\$469,563.60	\$848,064.37	\$690,712.32	\$573,009.16	\$686,856.83	\$658,873.65	\$821,267.50	\$716,672.25

P. 28



Dear friend,

It is with great pleasure that we invite you to the **Ribbon-Cutting Ceremony** for Transform Yakima Together's first two Tiny Homes. We are so very grateful for the volunteers, donors, and supporters that have helped bring this dream to life.

When: Wednesday, 8/29, 10-11am

Where: Terrace Heights Assembly, 4101 Maple Avenue, Yakima, 98901

Please help us celebrate the completion of Yakima County's first Tiny Homes for homeless families transitioning out of Camp Hope. To learn more about this project, [click here](#).

Transforming Yakima Together,

Beth Kalombo



OFFICE OF THE CITY MANAGER
129 North Second Street
City Hall, Yakima, Washington 98901
Phone (509) 575-6040

August 17, 2018

Yakima Valley Conference of Governments
Board Chair
311 North 4th Street
Yakima, WA 98901

Dear Chairman Restucci:

The City of Yakima appreciates the ongoing collaboration with YVCOG regarding the funding of services for homeless individuals. As you know, the City and YVCOG are prepared to enter into a contractual agreement to bring water and sewer utilities to the current, temporary encampment location managed by Transform Yakima Together (TYT). The current plan is that those utilities would later be extended to a permanent location south of SR 24 and east of the U-Haul parking lot.

In the recent RFP process, YVCOG indicated that up to \$250,000 would be available, limited to the provision of water and sewer utilities to the temporary encampment. To complete the water and sewer project, the City applied for \$200,000 to augment the \$100,000 that had been previously awarded for design and mobilization. We do know that Camp Hope also needs to upgrade electrical service in order to enable the full functioning of the sewer utilities and provide adequate capacity for up to 100 camp residents. The City understood that YVCOG was initially planning to contract with TYT to manage the electric utility project. That apparently has not happened and it is our understanding that the remaining \$50,000 from the recent RFP remains unobligated.

Given the urgent need to bring water, sewer and electric utilities to the site, YVCOG may wish to amend the contract with the City for water and sewer to include electric service. If that was your preference, assuming Council approval, the City would be willing to accept the additional \$50,000 and manage the electric utility project as well.

Council will be meeting on Tuesday, August 21 and on their agenda we will ask that they formally accept the additional \$200,000 for water and sewer; and we have added a request that they accept up to an additional \$50,000 for the provision of electric service, should YVCOG make that funding available.

Please feel free to contact me if you have any questions regarding this matter.

Sincerely,

Cliff Moore
City Manager



Yakima Valley Transportation Policy Board & YVCOG Executive Committee Meetings
August 20, 2018
311 N. 4th St., Library Conference Room
Yakima, WA

PLEASE SIGN IN

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Agency	<input checked="" type="checkbox"/> Phone/email
JONATHAN SMITH	YAKIMA COUNTY DEVELOPMENT ASSOCIATION	JSN@YCOA.COM
ALAN ADOLF	YVCOG	ALAN.ADOLF@YVCOG.ORG
TROY SCUNIG	WSDOT	SCUNIGT@WSDOT.WA.GOV
Mike Leita	Y.C.	✓
Bill Moore	City of Grandview	✓
Janice Gonzales	City of Zillah	
John Hodman	U.C.	
Chris Wickenburg	YVCOG	
Captal Testerman	YVCOG	
Mike Shuttleworth	YVCOG	