



**YVCOG EXECUTIVE COMMITTEE
DRAFT AGENDA**

Monday, November 20, 2017
1:30 p.m.

The 300 Building
311 N. 4th 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 November 20, 2017 meeting of the YVCOG Executive Committee will come to order at _____ p.m.
- ❖ **INTRODUCTIONS / ROLL CALL**
- ❖ **APPROVAL OF MINUTES** – October 16, 2017 *pgs. 4-7*
- ❖ **PUBLIC COMMENT POLICY** – *It is the policy of the YVCOG Executive Committee to accept public comment on agenda items at the time the item is being discussed. Public comments regarding items not on the agenda will be heard at the end of the meeting*

OLD BUSINESS

1. Updates to YVCOG Personnel Manual
Larry Mattson, Executive Director
Action: Approval
Motion: "I move to approve the YVCOG Personnel Manual effective January 1, 2018."

NEW BUSINESS

1. Correspondence
 - Events & activities supporting our 2018 theme, "Stronger Together"
Larry Mattson, Executive Director
Action: Informational
2. Monthly Budget Report *pgs. 8-10*
Chris Wickenhagen, Deputy Director
 - October 2017 Budget Report.
Action: Approval.
Motion: "I move to approve the September monthly budget report."
 - October 2017 Cash Flow Statement *pg. 11*
Action: Information
3. Approval of Vouchers
Chris Wickenhagen, Deputy Director
Action: Review, approval and authorization of signatures

4. Result of Conflict-of-Interest Investigation, 2017 Consolidated RFP Scoring Committee *pgs. 12-15*
Larry Mattson, Executive Director
Action: Review summary report; motion to accept into YVCOG record.
5. 2018 Meeting Dates *pg. 16*
Larry Mattson, Executive Director
Action: Discuss January Meeting Dates and Approve YVCOG meeting dates for 2018 for publication.
6. 2018 Technical Assistance Contracts *pgs. 17-18*
Larry Mattson, Executive Director
 - Consideration of pre-approved Technical Assistance Contracts with member jurisdictions.*Action: Approve and authorize Chair to sign contracts when initiated by members.*
7. Appoint 2018 Auditing Officer and Alternate Auditing Officers, by Resolution 2017-3 *pg. 19*
Larry Mattson, Executive Director
 - Appoint Lauris C. Mattson as 2018 Auditing & Investing Officer and Christina Wickenhagen and Tamara Hayward as alternate Auditing Officers, effective January 1, 2018*Action: Approve and authorize Chair to sign Resolution 2017-*
8. Program Updates
- Planning Program – Mike Shuttleworth, Planning Manager*
Action: Information
- Homeless Program – William Denton, Homeless Program Analyst*
Action: Information
- Homeless Program Budget Report – Lance Larsen, Homeless Program Finance Coordinator* *pgs. 20-23*
Action: Information
9. ACR Professional Services Contract – 2018 Point-in-Time Survey *pgs. 24-32 + 33-51*
Larry Mattson, Executive Director
Action: Approval
Motion: I move to approve and authorize the Chair to sign the ACR Professional Services Contract.
10. 2163 Homeless Funds Reserve Policy
Lowel Krueger, HPPC Chairman
Action: Discussion
11. December 13, 2017 General Membership Meeting
Larry Mattson, Executive Director
 Location: Fairbridge Inns, Yakima
 - Business: YVCOG Chair appoints nominating committee for 2018 elections. Vote by General Membership to approve appointment of nominating committee;
 - Program: Results of Passenger Rail Usage Study; Professor John Bowen, Central Washington University
 - Outstanding Service Award*Action: Discussion of program and business items.*

❖ **OTHER BUSINESS**

❖ PUBLIC COMMENT

❖ ADJOURN at _____ p.m.

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

October 16, 2017

CALL TO ORDER

Vice Chairman Hodkinson, called the October 16, 2017 meeting of the YVCOG Executive Committee to order at 2:03 pm

ROLL CALL & INTRODUCTIONS

Members present: John Hodkinson, Janice Gonzales, and Mario Martinez

Members Absent: Dan Olson, Mike Leita, and Maureen Adkison

Call in: Jim Restucci

YVCOG staff present: Larry Mattson, Tami Hayward, Crystal Testerman, and Lance Larsen

Others present: Jon Smith (YCDA), Bill Lover and Joan Davenport (City of Yakima), and Andy Ferguson (Transform Yakima Together)

A quorum was present.

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

APPROVAL OF MINUTES

Ms. Gonzales moved to approve the minutes from the September 18, 2017. Mr. Martinez seconded. The motion carried.

PUBLIC COMMENT POLICY

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OLD BUSINESS

Executive Session – Executive Director Annual Performance and Review

Mr. Hodkinson stated that the Executive Session would be conducted at the end of today's agenda, along with Item 1 of New Business (Executive Director's 2018 Compensation).

NEW BUSINESS

Executive Director's Correspondence

Yakima Valley Trends Website

Mr. Mattson reported that the Yakima Valley Trends website will be launched publicly at the November Chamber of Commerce general membership meeting (November 13th). YVCF, YVCOG and YCDA have partnered together in an effort to bring this community indicators website to the Valley – we have contracted with EWU to prepare the website itself. YVCF has paid for the development and the first two years of operation and maintenance. YVCOG and YCDA are responsible, beginning in 2020, for the ongoing costs to maintain the website.

Mr. Smith provided some background on the Trends websites. There are several around the state. This site takes data that is currently public, but makes it much easier to access. Will help to determine trends in areas such as economic, education, agriculture, social demographics, police, healthcare, tourism, etc. Data will be broken out into four main sections.

This information will provide relevant information when preparing grant applications, etc. It is intended for use those who are not familiar with gathering data, and also for those who are.

"Healthy Cities, Healthy Valley" Grant Award

YVCOG applied for, and received, a \$10,000 grant from Yakima Valley Community Foundation to pursue a pilot project to test the feasibility of cross-sector collaboration with city business, education and healthcare resources. Attempting to leverage the physical infrastructure improvements that COG helps many of our cities make, with quality of life improvements that can result in health improvements. Initial focus is on the Lower Valley.

Agreement with Yakima County Treasurer

Agreement with Yakima County Treasurer is currently pending. The Treasurer will be serving as our 'bank.' The reason for this is because YVCOG, as a special district, is in a gray area. After review by our attorney, and other entities in a similar situation, it was the consensus that it should be the County. Treasurer Thompson has agreed to perform this service for us at a reasonable cost. This will begin in January.

Urban Institute Pay for Success Update

The Pay for Success grant, for a feasibility study, will be wrapping up by the end of the year. A white paper will be issued. No indication on whether or not it will be determined feasible for the Valley to pursue Pay for Success. (Similar to performance-based contracting). This study focused on overutilization of Yakima Valley Memorial Hospital emergency room. There are other avenues – chronic homelessness, early childhood education and intervention, etc. – so there are other Pay for Success topics we could pursue.

We have been awarded a technical assistance grant – no money is involved, but Urban Institute will provide staff and technical expertise on administrative data.

Monthly Budget Report

Ms. Hayward presented the September 2017 Monthly Budget Report* showing a revenue balance of \$101,224.42. Mr. Martinez moved to approve the monthly budget report. Ms. Gonzales seconded. Motion carried.

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 OCT-17-001 through OCT-17-006 in the total amount of \$90,575.00 and claim vouchers numbered OCT-17-007 through OCT-17-048 in the total amount of \$269,314.24. Ms. Gonzales moved to approve the October Vouchers with provision for future amendments as expressed by the Deputy Director. Mr. Martinez seconded. Motion carried.

Program Updates

Mr. Shuttleworth gave an update on the planning program. Doing quite a lot of work with Union Gap, who is still without a planner. He announced that the County will be opening their urban growth area again this year – application to the County must be made by the end of January.

Ms. Testerman updated the board on the homeless program. There have been several awards made relating to Extreme Winter Weather Shelter, hotel/motel vouchers, 24-hour shelter for men, women, families, and pets and will also serve three meals each day. The site has not yet been finalized.

The \$200,000 set aside RFP is open on YVCOG's website. Will close on October 30th. Contracts will begin January 1st.

Updates were provided on various provider activities.

Mr. Larsen presented the homeless program budget and provided detailed reports. Total reimbursement requests for the month of August was \$151,000.00.

Extreme Winter Weather Shelter Contracts

Mr. Mattson presented the Extreme Winter Weather Shelter contracts for approval. He noted that YVCOG is not required to locate winter shelter sites – that is actually the responsibility of the contracted provider.

Mr. Martinez moved to approve the Homeless Extreme Winter Weather Shelter contracts and authorize Chair to sign after signed by provider. Mr. Restucci seconded the motion. Ms. Gonzales abstained from the vote. The motion carried.

*Quarterly Contract
Modification for 2163 Funds*

Mr. Mattson requested approval of a modification of the 2163 funds contract, in the amount of \$203,842.00. Ms. Gonzales moved to approve the modification and authorize the chair to sign. Mr. Martinez seconded the motion. The motion carried.

*Administrative Contract
Modification*

Two housekeeping measures:

YNHS Capital Improvement Contract – corrects an error on YVCOG’s behalf. Moving funding designated as ‘operations’ into’ building/capital improvement’ funding.

Ms. Gonzales moved to approve the YNHS Capital Improvement contract modification and authorize Chair to sign. Mr. Martinez seconded. The motion carried.

Transform Yakima Together Encampment Contract – the summer encampment contract was a five-month scope of work. We are modifying the contract to terminate on November 30th.

Ms. Gonzales moved to approve the Transform Yakima Together Encampment contract modification and authorize the Chair to sign. Mr. Martinez seconded the motion. The motion carried.

October 2017 General
Membership Meeting

Mr. Mattson reminded the Executive Committee that the October General Membership meeting will take place at the Granger Lions Club on Wednesday evening. The program will be presented by Laura Armstrong, Executive Director of La Casa Hogar.

OTHER BUSINESS
PUBLIC COMMENT

none

Andy Ferguson from Transform Yakima Together thanked the Executive Committee for awarding them the winter weather shelter contract. Will be attempting to move Camp Hope indoors for the winter. Looking for long-term solutions. There is currently no funding set up for after the end of the EWWS contract.

The City will be granting Camp Hope a 3-year lease. TYT is attempting to raise funds to provide services at Camp Hope, including water, utilities, and facilities.

He would like to create a strategic plan for planning for long-term solutions, and is hoping to enlist YVCOG’s assistance in doing that.

He stated that he has had a very positive experience with YVCOG. 2163 monies need to be carefully looked out for – YVCOG needs to be the one directing those monies and they should not be turned over to the CoC.

*Executive Director – Annual
Performance Review*

Vice Chairman Hodkinson asked if the Board was agreeable to having Bill Lover sit in on the executive session as the City of Yakima’s representative. The Board was agreeable.

Mr. Restucci read the following statement: “The Yakima Valley Conference of Governments shall now convene an Executive Session, pursuant to RCW 42.30.110(1)(g) to review the annual performance of Executive Director, Larry Mattson, for the 2016-2017 year. We will be in session for approximately 15 minutes. Action is expected afterward. We will also enter an executive session for approximately 10 minutes, pursuant to RCW 42.30.110(1)(i)(2) for possible litigation the agency reasonably believes may be commenced by or against the agency, the governing body, or a member acting in an official capacity. We will be in that session for 10 minutes, with no action expected.” The Executive Session began at 3:09 p.m.

Upon conclusion of the executive session (3:29 p.m.), Ms. Gonzales moved to approve the annual performance evaluation of the Executive Director. Mr. Martinez seconded the motion. The motion carried.

Salary for Executive Director – Ms. Gonzales moved to increase Mr. Mattson’s salary by 3% for the coming year. Mr. Martinez seconded the motion. The motion carried.

Mr. Restucci stated that the Executive Committee is very pleased with Mr. Mattson’s performance and they are happy with the direction YVCOG is moving.

Mr. Mattson thanked the Board for the positive feedback and comments, and for the salary increase.

ADJOURN

With no other business, Mr. Hodkinson adjourned the meeting at 3:33 p.m.

Respectfully submitted,

John Hodkinson Jr, YVCOG Executive Committee Vice Chair

Date signed

ATTEST:

Tamara Hayward, Finance Coordinator

**YVCOG Executive Committee Meeting November 20, 2017
BUDGET REPORT
Oct-17**

Prepared By Christina Wickenhagen, Deputy Director

REVENUES RECEIVED:		2016	2017
January		\$ 85,638.48	\$ 687,448.01
February		\$ 112,354.71	\$ 222,612.72
March		\$ 200,453.73	\$ 143,691.60
April		\$ 108,418.53	\$ 360,562.37
May		\$ 120,008.63	\$ 153,282.29
June		\$ 58,623.14	\$ 219,035.19
July		\$ 119,768.97	\$ 432,976.93
August		\$ 55,619.87	\$ 160,380.55
September		\$ 78,557.30	\$ 288,891.74
October		\$ 119,732.27	\$ 227,803.38
November		\$ 133,507.18	
December		\$ 112,858.99	
Total Revenue MTD (through September)		\$ 1,059,175.63	\$ 2,896,684.78
Total Revenue YTD		\$ 1,305,541.80	\$ 2,896,684.78
EXPENDITURES:			
Salaries	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
	June	\$ 65,012.35	\$ 63,955.81
	July	\$ 64,685.84	\$ 64,475.95
	August	\$ 71,677.89	\$ 63,079.58
	September	\$ 58,678.48	\$ 63,100.33
	October	\$ 58,885.05	\$ 60,618.74
	November	\$ 57,033.22	
	December	\$ -	
Total Salaries MTD (through September)		\$ 647,232.49	\$ 623,686.92
Total Salaries YTD		\$ 704,265.71	\$ 623,686.92
Vouchers	January	\$ 53,237.27	\$ 70,136.49
	February	\$ 67,919.72	\$ 318,813.00
	March	\$ 45,097.15	\$ 243,468.95
	April	\$ 46,943.47	\$ 276,628.38
	May	\$ 30,636.73	\$ 254,611.89
	June	\$ 45,778.90	\$ 258,527.85
	July	\$ 41,865.23	\$ 180,564.54
	August	\$ 41,479.03	\$ 204,038.24
	September	\$ 56,292.17	\$ 197,116.80
	October	\$ 47,815.44	\$ 232,844.57
	November	\$ 33,749.75	
	December	\$ 52,040.44	
Total Vouchers MTD (through September)		\$ 477,065.11	\$ 2,236,750.71
Total Vouchers YTD		\$ 562,855.30	\$ 2,236,750.71
TOTAL EXPENDITURES MTD (through September)		\$1,124,297.60	\$2,860,437.63
TOTAL EXPENDITURES YTD		\$1,267,121.01	\$2,860,437.63
Revenue Balance		\$38,420.79	\$36,247.15

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2017
Yakima Valley Conference of Governments
Revenue Budget

83%

Accounts/Contracts	October	YTD Actual Revenue	2017 Budget	Year-to-Date \$ Variance	Year-to-Date % Variance
Beginning Fund Bal-Designated **			205,000 **		
Administration					
Admin-Gen'l Assessment	10,742.00	96,298.50	115,414	19,115.50	83%
Admin-Misc Revenue (copies, poster)	-	53.96	300	246.04	18%
Admin-Assoc Membership Fees	-	2,000.00	2,000	0.00	100%
Other Income (Rebates)	-	155.04	160 **	4.96	97%
Community Services	-	4,375.00	4,040 **	-335.00	108%
Sale of Scrap & Junk	-	-	400	400.00	0%
Total Administration	10,742.00	102,882.50	122,314	19,431.50	84%
Intergov-Local Match WSDOT	-	39,165.00	40,449	1,284.00	97%
Intergov -Local Transit	-	6,000.00	6,000	0.00	100%
Total Intergov-Local	-	45,165.00	46,449	1,284.00	97%
Fed Hwy - STP	-	5,753.43	5,760 **	6.57	100%
FHWA-DOT-Metro Plan (PL)	-	152,000.80	350,000	197,999.20	43%
FTA-DOT-Metro Plan Grant	-	59,999.67	60,000	0.33	100%
RTPO-WSDOT	-	76,406.85	92,965	16,558.15	82%
Total MPO/RTPO	-	288,407.32	502,965	214,557.68	57%
Human Services Transp Plan	-	5,216.43	5,000	-216.43	104%
CTR - Plans & Progr WSDOT	-	38,804.49	75,000	36,195.51	52%
IAQ Grant	2,699.65	68,656.06	103,750	35,093.94	66%
Homeless Local Fees	-	900,000.00	1,103,842 **	203,842.00	82%
CHG State Grant	29,505.65	327,486.92	500,000	172,513.08	65%
TANF State Grant	1,213.04	33,374.23	100,000	66,625.77	33%
HEN State Grant	76,449.78	594,055.52	600,000	5,944.48	99%
ESG Federal Grant	95,808.58	239,736.54	275,000	35,263.46	87%
HUD CoC Federal Grant	-	19,046.08	18,525	-521.08	103%
Total HOMELESS	202,977.05	2,113,699.29			
Intergov-Scholarship	-	-	500	500.00	0%
Intergov Serv-Exec Boards (TA Contr)			90,000		
Member TA's 2016	-	110,731.29			
Grandview GMA PSA	-	884.70			
Granger TA 2017	2,224.03	3,169.31			
Granger GMA PSA	-	10,261.66			
Harrah TA 2017	-	3,956.07			
Mabton TA 2017	499.19	674.06			
Mabton GMA PSA	305.04	10,761.68			
Naches GMA PSA	-	427.24			
Selah TA 2017	-	1,171.86			
Selah GMA PSA	-	6,412.34			
Tieton TA 2017	-	2,076.31			
Tieton GMA	-	16,551.42			
Union Gap TA 2017	8,356.42	11,382.24			
Union Gap GMA	-	29,865.76			
Wapato GMA Grant PSA	-	22,274.32			
Total TA Contracts	11,384.68	230,600.26	90,000	-140,600.26	256%

2017
Yakima Valley Conference of Governments
EXPENDITURE Budget

83%

	October	YTD Actual	2017 Budget	Annual \$ Variance	YTD % Variance
Salaries					
Salaries and Wages	\$ 60,618.74	\$ 623,686.92	\$ 843,000 *	74%	\$ 219,313.08
Salaries-Overtime	\$ -	\$ -	\$ 8,000	0%	\$ 8,000.00
	\$ 60,618.74	\$ 623,686.92	\$ 851,000	73%	\$ 227,313.08
Personnel Benefits					
Benefits-Direct	\$ 20,507.04	\$ 210,104.65	\$ 295,000 *	71%	\$ 84,895.35
	\$ 20,507.04	\$ 210,104.65	\$ 295,000	71%	\$ 84,895.35
Supplies					
Office & Operating Supplies	\$ 1,259.98	\$ 9,351.27	\$ 38,000	25%	\$ 28,648.73
Small Tools and Minor Equip	\$ 309.30	\$ 2,260.27	\$ 17,000	13%	\$ 14,739.73
Computer Software	\$ -	\$ -	\$ 3,000	0%	\$ 3,000.00
Small & Attractive Items	\$ -	\$ 860.77	\$ 5,000	0%	\$ 4,139.23
	\$ 1,569.28	\$ 12,472.31	\$ 63,000	20%	\$ 50,527.69
Other Services-Charges					
Professional Services	\$ 4,579.50	\$ 59,788.58	\$ 88,000 *	68%	\$ 28,211.42
Prof Serv-Tech Services	\$ 1,217.04	\$ 12,154.01	\$ 16,000	76%	\$ 3,845.99
Communications-Telephone	\$ 908.52	\$ 9,403.84	\$ 10,800	87%	\$ 1,396.16
Communication-Postage	\$ 5.80	\$ 386.36	\$ 1,800	21%	\$ 1,413.64
Travel	\$ 3,136.25	\$ 26,181.03	\$ 65,000	40%	\$ 38,818.97
Advertising	\$ 855.33	\$ 9,562.11	\$ 12,000	80%	\$ 2,437.89
Operating Rentals and Leases	\$ 11,094.48	\$ 74,333.15	\$ 122,000	61%	\$ 47,666.85
Insurance	\$ -	\$ 8,715.00	\$ 8,500	103%	\$ (215.00)
Utility Services	\$ 11.76	\$ 117.60	\$ 250	47%	\$ 132.40
Repair and Maintenance	\$ 303.84	\$ 3,302.61	\$ 5,500	60%	\$ 2,197.39
Homeless Provider Contracts	\$ 189,045.71	\$ 1,788,909.62	\$ 1,933,595 *	93%	\$ 144,685.38
Misc. (registrations, dues, sul	\$ 88.00	\$ 20,419.84	\$ 76,460 *	27%	\$ 56,040.16
Community Services	\$ -	\$ 900.00			
	\$ 211,246.23	\$ 2,014,173.75	\$ 2,339,905	86%	\$ 325,731.25
Debt Services-Interest					
Interest	\$ -	\$ -	\$ 200		\$ 200.00
	\$ -	\$ -	\$ 200		\$ 200.00
	\$ 293,941.29	\$ 2,860,437.63	\$ 3,549,105	81%	\$ 688,667.37

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

October 2017

For the Mo Ended:													
	October	November	December	Jan-17	Feb-17	Mar-17	April	May	June	July	August	September	October
Beginning cash	\$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	\$483,918.19	\$377,180.92	\$405,172.87
Fed Hwy Admin-WSDOT STP				5,753.43									
FHWA DOT-Metro Plan Grant	55,951.14	34,168.98	34,168.98	23,810.65	10,821.57		28,134.95		26,344.85	38,179.83		51,053.80	
FTA-DOT-Metro Plan Grant									1,888.64	28,918.88		4,795.94	
Human Svs Trasp Plan Grant	2,925.49		5,608.97	502.63	900.16	635.14	64.09	695.49	10,326.03	11,289.50	530.28	7,780.59	
DOT-RTPO & RTPO Long Range	15,843.11	14,158.07	13,930.80	1,574.45	7,966.72	5,895.22	32,700.76	5,351.73	13,191.85	8,257.48	8,392.42		2,699.65
CMAQ Plans & Programs		5,438.22		16,900.99	93,946.08	88,308.85	107,115.37	100,683.53	126,336.37	152,420.46		178,957.54	107,168.47
STATE FUNDS - Homeless Grant						14,030.46		21,309.03	33,737.37	46,450.72		28,400.38	95,808.58
FEDERAL FUNDS - Homeless Grant							1,720.44			2,500.00		12,325.64	
HUD CoC Grant	12,472.63		12,233.77	6,052.70	6,043.36	6,620.06	6,656.40	7,335.23		6,096.74			
CTR - Grant													
Dept Health Grant													
Homeless 2163 Local Fees				500,600.00			144,600.00			127,400.00	127,925.00		
Intergov Serv-Exec Boards (TA Contr	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	11,463.32	12,765.85	5,137.85	11,384.68
Intergov-County/City Share-gen asse	10,720.25			62,288.50	1,784.00		10,742.00				10,742.00		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													
Misc Revenue-copies, posters	194.70	15.72		28.48	24.58	380.04	2,700.00	900.90			25.00		
Associate Membership Fees							500.00	1,000.00				500.00	
Scrap & Junk													
Non-revenue													
Expense Revenue Netted Back													
Total Receipts	\$119,732.27	\$139,507.18	\$112,858.99	\$687,448.01	\$222,612.72	\$143,691.60	\$360,562.97	\$153,282.29	\$219,035.19	\$432,976.93	\$160,380.55	\$288,891.74	\$227,803.38
Available Cash	\$387,357.82	\$414,514.89	\$436,526.18	#####	\$1,082,572.23	\$944,019.32	\$903,158.26	\$719,060.77	\$618,465.41	\$728,958.68	\$644,298.74	\$666,072.66	\$632,976.25
Use of Funds													
Salaries	58,885.05	57,033.22		125,197.00	63,175.58	57,954.48	60,751.40	65,018.66	63,955.81	64,475.95	63,079.58	63,782.99	60,618.74
Personnel Benefits	19,387.79	18,102.34		40,532.89	20,098.16	19,206.34	20,530.29	21,445.43	21,183.04	22,988.05	21,979.28	21,784.20	20,507.04
Supplies	595.60	822.62	2,347.35	1,575.42	2,790.49	3,815.01	715.47	1,773.48	1,092.40	236.60	1,934.41	429.40	1,569.28
Other Services	27,892.05	14,824.79	49,693.09	47,600.44	296,180.28	220,447.60	255,382.62	231,392.98	236,252.41	157,339.89	180,124.55	174,903.20	211,246.23
Custodial Account													
Debt Service - Interest	-350.38	64.73	68.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Cash Out	106,350.11	90,847.70	62,108.93	211,905.75	382,244.51	301,423.43	337,379.78	319,630.55	322,483.66	245,040.49	267,117.82	260,899.79	293,941.29
Net Cash Flow	\$281,007.71	\$323,667.19	\$384,417.25	\$889,959.51	\$700,327.72	\$542,595.89	\$565,778.48	\$399,430.22	\$295,981.75	\$483,918.19	\$377,180.92	\$405,172.87	\$339,034.96

Summary Report:
Investigation into Allegations of Potential Conflicts of Interest
Among Scoring Panel Members,
Homeless Planning and Policy Council
Consolidated Request for Proposals: June 2017

Summary

Of the two RFP committee members that I investigated for potential conflicts of interest, one of those individuals had what could be perceived as a conflict of interest. I base this conclusion on that individual's recent volunteer board involvement with an organization that was awarded funds during this cycle. Per his statement to me, that individual ceased his relationship with the organization prior to the RFP process. To determine the effect of his perceived conflict, we removed his scores from the RFP pool. The result was that each project's score changed somewhat, but not the rankings of each project relative to the others. **Therefore, whether a real or perceived conflict of interest existed or not for this individual, the presence or absence of that individual's scores from the process did not (or would not) alter the initial outcome of the project rankings and scoring process.**

Regarding the second RFP committee member, she stated that she did not have any affiliation with any agency or organization who applied for funding in the 2017 Consolidated RFP, nor did she have any input or involvement in the submission of any application for funding in the same RFP. In the absence of other evidence to the contrary, I believe that she did not have a conflict of interest in the scoring of applications.

History

The Homeless Planning and Policy Council's (HPPC) 2017 Consolidated Request for Proposals (RFP) was so named because it combines funding from local and state sources. This RFP process was the second for YVCOG using the ZoomGrant grant management software.

In February, the committee that created the first RFP was re-assembled and asked to build the consolidated RFP (see flowchart). They reviewed the scoring criteria, the questions to the applicants on the RFP, and created a scoring matrix to guide the consolidated RFP scoring team ("sub-committee").

In mid-April, HPPC members and community volunteers were recruited to establish a 7-member RFP sub-committee to review the 2017 consolidated grant applications. The RFP opened to applicants on March 31st, and closed April 30th. Due to the volume of applications (21), the reviewing deadline for the sub-committee was extended to mid-May. A special HPPC meeting was held May 23rd to hear the sub-committee's process and resulting recommendations. Those recommendations were recommended for approval by the HPPC (as presented to them by the sub-committee) to the YVCOG Executive Committee (as our current structure dictates). At their June 19th meeting, the Executive Committee approved the HPPC's recommended suite of projects.

The Allegations

Via electronic mail, I was informed first of reviewer Bob Cook's potential conflict of interest (A. Reyes email, 25 May). Then, Joan Davenport's message indicated she questioned "the presence of two of the three 'citizen' representatives on the RFP committee, since they were not part of the Network, but were closely aligned with specific organizations." (J. Davenport email, 30 May). While Ms. Davenport didn't name those two citizens, only two citizens served on the scoring panel: Bob Cook and Lisa Homer. Ms. Lee Murdock, private citizen, also mentioned Mr. Cook's potential conflict of interest during a meeting of the Yakima Homeless Network.

Relative to Mr. Cook, the specific allegation as I understand it is that he is or was recently affiliated with Transform Yakima Together, a coalition of area churches.

Relative to Ms. Homer, the specific allegation as I understand it is that she is affiliated with Justice Housing Yakima's efforts to construct 'tiny homes' in the Yakima Valley.

Context

For organizational context, the YVCOG Homeless Program is staffed by two full-time employees (at the time of the RFP). Both employees have been with YVCOG for less than one year. Those two employees are supported by the executive director, deputy director, office assistant, planners and other staff who provide less-than-full-time oversight and assistance to the program.

Overt reviewer bias first surfaced during the initial 'emergency housing' RFP issued in early 2017. During a meeting of the RFP review committee, one of the five panelists expressed a strong anti-church bias. That panelist's bias was discussed and her scores were discarded when the panel's recommendations reached the full HPPC, enabling a different project to receive funding.

Because of that reviewer's explicit bias, potential future RFP process safeguards or preventative measures were discussed including:

- Adding two reviewers (for a total of 7) and then removing the high and low scores, and
- YVCOG staff briefing all interested RFP scorers on the need for objectivity and to self-disclose in advance any bias and any current or potential conflicts of interest.

General Observations Resulting from the Investigation

This RFP, like the one that preceded it and the many that will follow, represents our current best practices on how to screen, rank, and award public funds to qualified applicants. It was developed initially by YVCOG staff based on processes used by other jurisdictions, and then modified by members of the HPPC. That joint work product was then implemented by a volunteer panel of Valley residents to score and rank applicants.

YVCOG staff were not involved in the scoring, other than to provide general guidance. While Ms. Davenport requested more specific guidance, YVCOG staff must remain impartial and are acutely aware that there is a fine line between providing general guidance and the potential for 'steering' reviewers toward pre-defined, or staff-preferred, outcomes.

Conflict of Interest versus Reviewer Bias

During this investigation, it became clear that some individuals were confusing conflict of interest relative to reviewer bias.

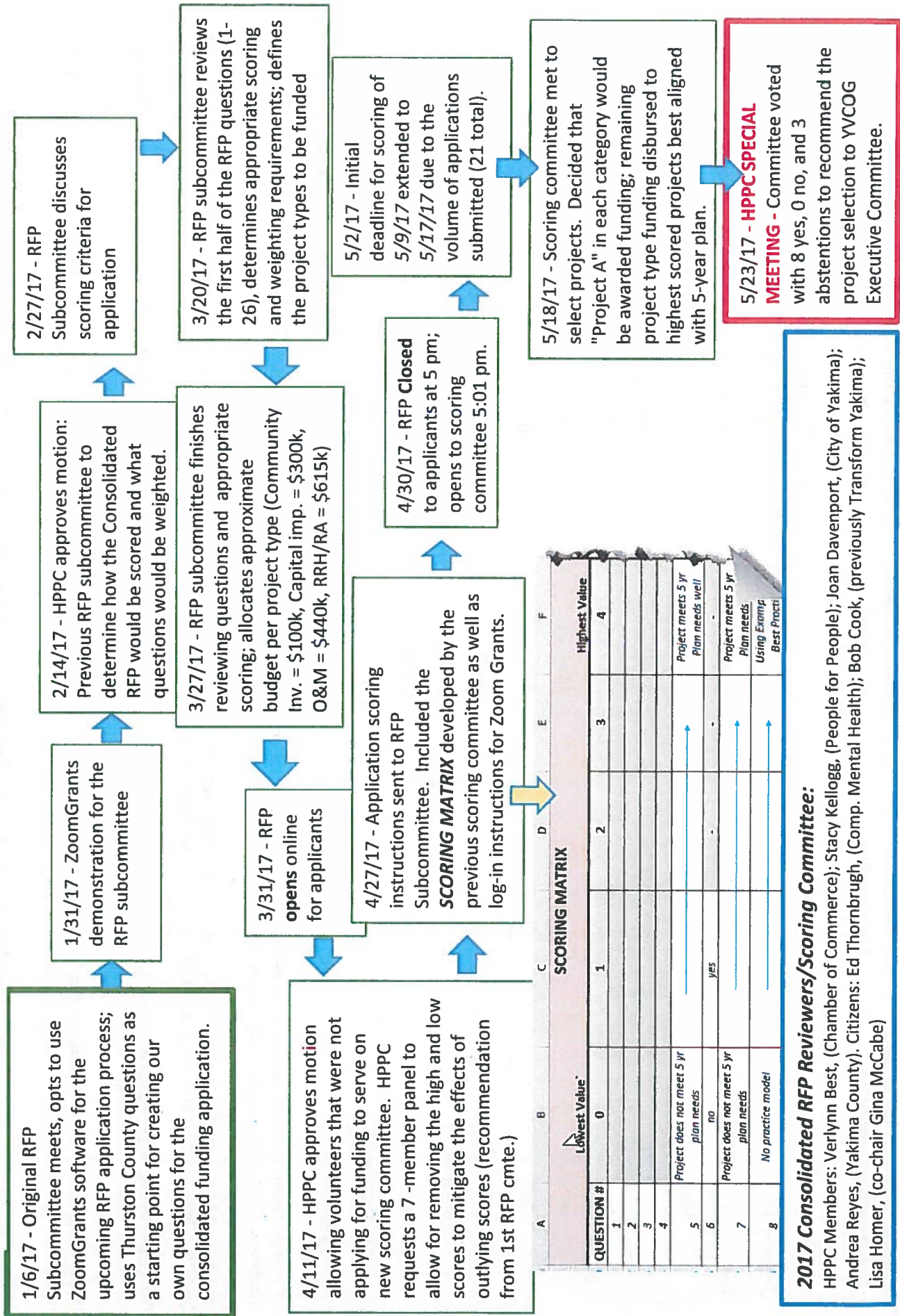
Within the realm of public funding, the issue of conflict of interest is particularly clear. Specifically, an individual or his family must stand to gain financially, directly or indirectly, from a transaction he or she approves [while serving in an official capacity].

Our vision has been and remains attempting to reduce and eliminate potential reviewer bias by providing a clear scoring rubric for each scorer to use when evaluating each application. A primary outcome of the RFP process is to generate an objective score based on the merits of the application, not on the historic funding a provider may have received in the past.

Recommendations

- YVCOG staff should continue both vetting and educating potential scorers as to the importance of maintaining objectivity in scoring the applications, and opting for recusal if there are real conflicts of interest. That education should include a discussion of the *perception* of a conflict of interest as well.
- YVCOG staff should continue consulting with other homeless prevention programs around the country regarding best practices for future RFP/RFQ processes.
- The full HPPC should review and then individually sign the Conflicts of Interest statement once finalized and approved by the YVCOG Executive Committee.

2017 Competitive Consolidated RFP Process Timeline & Flow Chart



	A	B	C	D	E	F
QUESTION #	0	1	2	3	4	Highest Value
1						
2						
3						
4						
5	Project does not meet 5 yr plan needs	no				Project meets 5 yr Plan needs well
6	Project does not meet 5 yr plan needs	no				Project meets 5 yr Plan needs Using Examp Best Practi
7	No practice model					
8						

2017 Consolidated RFP Reviewers/Scoring Committee:

HPPC Members: Verlynn Best, (Chamber of Commerce); Stacy Kellogg, (People for People); Joan Davenport, (City of Yakima); Andrea Reyes, (Yakima County). Citizens: Ed Thornbrugh, (Comp. Mental Health); Bob Cook, (previously Transform Yakima); Lisa Homer, (co-chair Gina McCabe)



2018 YAKIMA VALLEY CONFERENCE OF GOVERNMENTS MEETING DATES

*Transportation Policy Board & Executive Committee	**General Membership	***Transportation Technical Advisory Committee	****Mobilizing Public Access Countywide Transportation Advisory Committee	*****Homeless Planning & Policy Council Advisory Committee
January 17 – Wednesday	January 17	January 11	January 31	January 9
February 21 – Wednesday	March 21	February 8	February 28	February 13
March 19	May 16	March 8	March 28	March 13
April 16	September 19	April 12	April 25	April 10
May 21	October 17	May 10	May 30	May 8
June 18	December 12	June 14	June 27	June 12
July 16		July 12	August 29	July 10
August 20		August 9	October 31	August 14
September 17		September 13	December 26	September 11
October 15		October 11		October 9
November 19		November 8		November 13
December 17		December 13		December 11

*The Transportation Policy Board and Executive Committee meet at 1:30 p.m. at the YVCOG office, 311 North 4th Street, Suite 204, in Yakima on the 3rd Monday of each month. The January and February meetings will be the 3rd Wednesday.

** The General Membership meets at 6:30 p.m. on the 3rd Wednesday of January, March, May, September, and October. The December meeting is held on the 2nd Wednesday. These meetings are held at alternating locations throughout the region.

***The Transportation Technical Advisory Committee meets at 10:00 a.m. at the YVCOG office, 311 North 4th Street, Suite 204, in Yakima on the 2nd Thursday of each month (unless notified otherwise).

****Mobilizing Public Access to Countywide Transportation meets at 2:30 p.m. on the last Wednesday of designated months, at the YVCOG office, 311 North 4th Street, Suite 204, in Yakima (unless notified otherwise).

***** The Homeless Planning & Policy Council meeting is held on the 2nd Tuesday of each month at 10:00 a.m. at alternating locations throughout the region.

CITY OF *****
TECHNICAL ASSISTANCE CONTRACT NO. 010118**

THIS CONTRACT, entered into this ____ day of _____, _____ by and between the Yakima Valley Conference of Governments, a regional association having its territorial limits within Yakima County, State of Washington (hereinafter called the "Conference"), acting herein by James A. Restucci, Conference Chair, acting hereunto duly authorized, and the City of *****, a municipal corporation, located within Yakima County, State of Washington (hereinafter called the "City"), acting herein by _____, Mayor, hereunto duly authorized:

WITNESSETH THAT;

WHEREAS, the City has determined that a need exists to secure assistance in addition to normal Conference activities; and,

WHEREAS, the City is desirous of contracting with the Conference for certain technical planning assistance; and,

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

NOW THEREFORE, the parties do mutually agree as follows:

1. Scope of Services. Services performed under this contract may consist of, but are not limited to, the following tasks. Upon mutual agreement by the City and the Conference of a detailed work program and time schedule, the Conference shall, in a satisfactory and proper manner, perform the following types of services:

1.1 Develop or assist in development of grant applications for community projects as requested by the Mayor;

1.2 Assist the City in the review of development proposals such as rezone and variance applications, State Environmental Policy Act (SEPA) reviews, planned unit developments and subdivisions as requested by the Mayor;

1.3 Assist the City Council and Planning Commission with any other activities mutually agreed upon by the City and the Conference.

2. Time of Performance. The services provided by the Conference pursuant to this contract shall:

commence on January 1, 2018 and shall end on December 31, 2018.

commence on _____, 2018 and shall end on _____, 2018.

3. Access to Information. It is agreed that all information, data, reports, records and maps as are available and for the carrying out of the work outlined above, shall be furnished to the Conference by the City. No charge shall be made to the Conference for such information, and the City will cooperate with the Conference in every way possible to facilitate the performance of the work described in this contract.

4. Compensation and Method of Payment. The maximum amount of compensation and reimbursement to be paid by the City hereunder shall not exceed \$ _____ .00 for all services required. In addition, the City will provide, at no charge to the Conference, photocopy service and secretarial assistance in typing reports for submittal to the Council and Planning Commission. The Conference shall assume full responsibility for payments of federal, state and local taxes or contributions imposed or required under the

Social Security, Workmen's Compensation and Income Tax Laws for persons other than City employees performing services pursuant to this contract.

5. Invoicing. The Conference shall submit monthly billings to the City for payment based upon work completed for the City. Billing for work shall be based upon actual expenses incurred. If applicable, the detailed budget and work program attached will provide an estimate of those expenses. However, amounts may be shifted between various line items to cover costs incurred. The final invoice shall be submitted within 15 days after the ending date of the contract.

6. Termination.

6.1. Termination of Contract for Cause. If, through any cause, the City or the Conference shall fail to fulfill in a timely and proper manner the obligations contained within this contract, the non-defaulting party shall, thereupon, have the right to terminate this contract by giving, at least fifteen (15) days before the effective date of such termination, written notice to the other of such termination specifying the effective date thereof.

6.2. Termination for Convenience. Either the City or the conference may effect termination of this contract upon thirty (30) days written notice by either party to the other party. If the contract is terminated, the City will compensate the Conference for that portion of services extended unto the City.

7. Modification. The terms of this contract may be changed or modified by mutual agreement of the City and the Conference in the form of written amendments to this contract.

8. Contract for Continuation. The City shall give notice of their intent to continue or discontinue the contractual agreement for the year 2018, at least thirty (30) days prior to the completion of this contract.

YAKIMA VALLEY CONFERENCE OF
GOVERNMENTS

CITY OF *****
YAKIMA COUNTY

BY: _____
Conference Chair

BY: _____
Mayor

ATTEST: _____
Secretary

ATTEST: _____

RESOLUTION 2017-3

A RESOLUTION APPOINTING AN AUDITING OFFICER AND ALTERNATE AUDITING OFFICERS FOR FUND 615, YAKIMA VALLEY CONFERENCE OF GOVERNMENTS FOR YEAR 2018

WHEREAS, it has come to the attention of the Yakima Valley Conference of Governments Executive Committee that there is a need to appoint an Auditing Officer and alternate Auditing Officers for the Yakima Valley Conference of Governments, Fund 615, for year 2018 by resolution,

NOW, THEREFORE, BE IT RESOLVED by the Executive Committee of the Yakima Valley Conference of Governments that Lauris C. Mattson, Executive Director of the Yakima Valley Conference of Governments, be, and hereby is, appointed to serve as Auditing Officer, Investing Officer and Officer to sign Warrant Registers and void Warrant Agreements for Fund 615, Yakima Valley Conference of Governments for year 2018, and

BE IT FURTHER RESOLVED that Christina Wickenhagen, Deputy Director and Tamara Hayward, Finance Coordinator of the Yakima Valley Conference of Governments, as Alternate Auditing Officers, be, and hereby are appointed to perform the duties of the YVCOG Auditing Officer in the absence of the Executive Director, to sign routine documents that would normally be signed by Lauris C. Mattson, YVCOG Executive Director.

THEREFORE, BE IT RESOLVED that the Yakima Valley Conference of Governments shall implement this resolution effective January 1, 2018.

ADOPTED this 20th day of November 2017.

Signed:

Dated: _____

James A. Restucci, Chair
Yakima Valley Conference of Governments

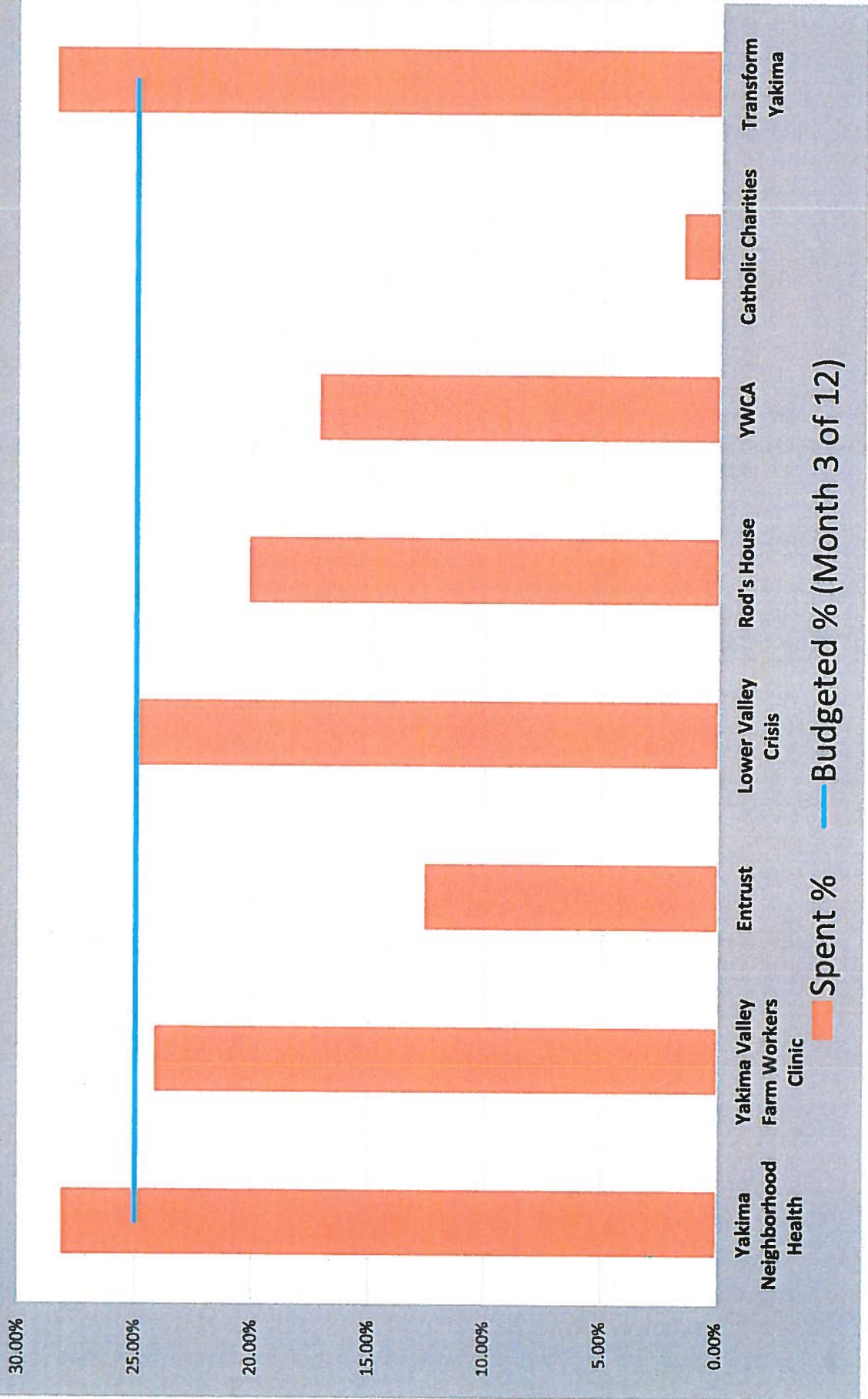
Attest:

Lauris C. Mattson, Executive Director

Christina Wickenhagen, Deputy Director

Tamara Hayward, Finance Coordinator

Budget to Actual Reimbursement Request



REVENUE BALANCE SUMMARY

Providers	Award Amt	BEG DATE	EXP DATE
Consolidated Housing Grant	\$ 302,688	7/1/2017	6/30/2018
Housing and Essential Needs	\$ 655,666	7/1/2017	6/30/2018
Temporary Assistance for Needy Families	\$ 69,000	7/1/2017	6/30/2018
Emergency Solutions Grant	\$ 295,349	7/1/2017	12/31/2018
Local Filing Fees	\$ 1,103,842	1/1/2017	12/31/2017

	September Balance	Requested September	Balance October
2017 HOMELESS FUNDING			
Yakima Neighborhood Health	29.4% \$ 528,135	\$ 61,864	\$ 466,270
Yakima Valley Farm Workers Clinic	18.6% \$ 334,966	\$ 50,311	\$ 284,655
Entrust	5.6% \$ 100,000	\$ 12,577	\$ 87,423
Lower Valley Crisis	2.2% \$ 40,350	\$ 5,275	\$ 35,075
Rod's House	3.3% \$ 58,423	\$ 7,902	\$ 50,521
YWCA	5.0% \$ 90,136	\$ 7,243	\$ 82,894
People for People	0.2% \$ 3,378	\$ 159	\$ 3,219
Catholic Charities	16.9% \$ 304,354	\$ 4,669	\$ 299,685
Transform Yakima	18.7% \$ 336,788	\$ 39,045	\$ 297,744
Contracts through YVCOG	\$ 1,796,531	\$ 189,045	\$ 1,607,486

Funds Passed Through YVCOG

REVENUE BALANCE NEW CONTRACTS - JULY 2017

Contract/GRANT	Award Amt	BEG DATE	EXP DATE	September AVAILABLE	September Requests	October AVAILABLE
Consolidated Housing Grant (CHG)	\$ 302,688	7/1/2017	6/30/2018	\$ 289,673.57	\$20,010.65	\$269,662.92
Housing and Essential Needs (HEN)	\$ 655,666	7/1/2017	6/30/2018	\$ 542,072.21	\$67,377.78	\$474,694.43
Temporary Assistance for Needy Families (TANF)	\$ 69,000	7/1/2017	6/30/2018	\$ 62,442.68	\$1,213.04	\$61,229.64
Emergency Solutions Grant (ESG)	\$ 295,349	7/1/2017	12/31/2018	\$ 272,896.14	\$49,401.95	\$223,494.19
Local Filing Fees (2163)	\$ 735,118	7/1/2017	6/30/2018	\$ 626,456.24	\$51,041.99	\$575,414.25
				\$ 1,793,540.84	\$189,045.41	\$1,604,495.43
2016 TO PROVIDERS						
Emergency Solutions Grant						
Entrust Community Services	17% \$ 50,000	7/1/2017	6/30/2018	\$ 50,000.00	\$12,577.49	\$37,422.51
Catholic Charities	12% \$ 34,000	7/1/2017	6/30/2018	\$ 34,000.00	\$0.00	\$34,000.00
Yakima Valley Farm Workers Clinic	22% \$ 64,684	7/1/2017	6/30/2018	\$ 58,409.87	\$24,306.54	\$34,103.33
YWCA of Yakima	34% \$ 100,000	7/1/2017	6/30/2018	\$ 90,136.37	\$7,242.58	\$82,893.79
Lower Valley Crisis	16% \$ 46,665	7/1/2017	6/30/2018	\$ 40,349.90	\$5,275.34	\$35,074.56
Equals Award Amount	100% \$ 295,349			\$ 272,896.14	\$49,401.95	
Consolidated Housing Grant						
Catholic Charities	38% \$ 114,354	7/1/2017	6/30/2018	\$ 114,354.00	\$4,080.58	\$110,273.42
Yakima Valley Farm Workers Clinic	44% \$ 134,334	7/1/2017	6/30/2018	\$ 124,347.43	\$8,432.58	\$115,914.85
Rod's House	18% \$ 54,000	7/1/2017	6/30/2018	\$ 50,972.14	\$7,497.49	\$43,474.65
Equals Award Amount	100% \$ 302,688			\$ 289,673.57	\$20,010.65	
TANF						
Catholic Charities	81% \$ 56,000	7/1/2017	6/30/2018	\$ 56,000.00	\$0.00	\$56,000.00
Yakima Valley Farm Workers Clinic	19% \$ 13,000	7/1/2017	6/30/2018	\$ 6,442.68	\$1,213.04	\$5,229.64
Equals Award Amount	100% \$ 69,000			\$ 62,442.68	\$1,213.04	
HEN						
Yakima Neighborhood Health	63% \$ 414,000	7/1/2017	6/30/2018	\$ 317,822.82	\$52,909.47	\$264,913.35
Catholic Charities	15% \$ 100,000	7/1/2017	6/30/2018	\$ 100,000.00	\$588.15	\$99,411.85
Yakima Valley Farm Workers Clinic	22% \$ 141,666	7/1/2017	6/30/2018	\$ 124,249.39	\$13,880.16	\$110,369.23
Equals Award Amount	100% \$ 655,666			\$ 542,072.21	\$67,377.78	
Local Filing Fees Committed 2017						
Yakima Neighborhood Health Cap. Impr	16% \$ 120,000	7/1/2017	6/30/2018	\$ 120,000.00	\$0.00	\$120,000.00
Yakima Neighborhood Health WFF	11% \$ 84,000	7/1/2017	3/31/2018	\$ 71,480.21	\$5,002.26	\$66,477.95
People for People EFSP	0% \$ 3,378	8/1/2017	7/31/2018	\$ 3,378.00	\$159.01	\$3,218.99
Entrust	7% \$ 50,000	7/1/2017	6/30/2018	\$ 50,000.00	\$0.00	\$50,000.00
Yakima Neighborhood Health Access Intake	3% \$ 20,820	7/1/2017	6/30/2018	\$ 15,622.66	\$2,845.83	\$12,776.83
Rod's House Access Intake	1% \$ 9,240	7/1/2017	6/30/2018	\$ 7,451.11	\$404.64	\$7,046.47

Yakima Valley Farm Workers Access Intake	2%	\$	11,660	7/1/2017	6/30/2018	\$	11,660.00		\$1,301.01		\$10,378.99			
Yakima Neighborhood Health HAF	1%	\$	10,000	1/1/2017	12/31/2017	\$	1,106.85		\$1,106.85		\$0.00			
Yakima Valley Farm Workers Clinic HAF	1%	\$	10,000	1/1/2017	12/31/2017	\$	8,949.00		\$1,177.62		\$7,771.38			
Transform Yakima Together Cap. Impr	32%	\$	236,000	7/1/2017	6/30/2018	\$	232,546.56		\$1,750.00		\$230,796.56			
Transform Yakima Together Camp Hope	24%	\$	180,000	7/1/2017	11/15/2017	\$	104,241.85		\$37,294.77		\$66,947.08			
Unobligated	0%	\$		1/1/2017	12/31/2017	\$	-		\$51,041.99		\$0.00			
		\$	735,118			\$	626,456.24				\$575,414.25			
		\$	2,057,821			\$								

YAKIMA COUNTY
YAKIMA VALLEY CONFERENCE OF GOVERNMENTS

2018 Homeless Point-in-time Count Facilitation

Submitted on November 7, 2017 by



ACR Business Consulting
1322 Fir St SE
Olympia, WA 98501
(360) 529.6036
www.acrbc.com

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2. Methodology

3. Proposed Work Plan

4. Contract Value

Appendix – Project Team Member Resumes

1. Proposal Cover Letter



November 7, 2017

Crystal Testerman, Homeless Program Manager
Cc: William Denton, Homeless Program Coordinator
Yakima Valley Conference of Governments
311 N. 4th Street, Ste. 204
Yakima, WA 98901
Crystal.Testerman@yvcog.org

Dear Ms. Testerman:

Thank you for the opportunity for ACR Business Consulting to submit a proposal to facilitate the 2018 Homeless Point-in-time Count for Yakima County. As a follow up to our conversation, the attached proposal outlines the approach and methodology used by ACR Business Consulting to facilitate a homeless census, and the work plan to be provided to Yakima County for the 2018 Point-in-time Count.

Our firm was hired by Thurston County to facilitate the 2016 and 2017 Homeless PIT Counts as part of a larger scope of work surrounding their homeless service system review and strategy design. Previous counts had been contracted out to the City of Olympia as an independent project. Working with the County and the service providers within the CoC, our goals for the PIT Count were to build off of previous efforts, streamline volunteer and community engagement processes, improve data collection and management procedures, and more clearly communicate census findings. We successfully implemented a number of repeatable processes that would easily transfer to Yakima County and accomplish similar outcomes.

Your expressed desire for higher data quality and improved reporting for the Yakima County PIT Count is achievable, and can be implemented in a way that allows the data to begin to build on itself and serve as a tool for informing future decision making in efforts to improve the lives of your homeless neighbors in Yakima County. I look forward to the possibility of partnering with you in this undertaking.

Please contact me directly with any questions: Post: 1322 Fir St SE, Olympia, WA 98501
Email: aaron@acrbc.com
Phone: 360.529.6036

Respectfully,

A handwritten signature in black ink, appearing to read "Aaron Rodriguez", is written over a faint, larger version of the same signature.

Aaron Rodriguez
Managing Director
ACR Business Consulting

2. Methodology

At ACR Business Consulting (ACRBC), the approach to facilitating a successful PIT count is based on 5 principles:

1. **Branding** - Establish a brand from which to build awareness and improve PIT Census efforts each year with consistency. Utilize easy-to-manage web tools and social media to maintain a relevant presence throughout the year with community members.
2. **Teamwork** - Engage volunteers, service providers, and community supporters in a way that is easy for them to participate, fosters clear communication, and acknowledges their contributions to the Census efforts.
3. **Community Support** - Set goals for fundraising and design a plan to activate community "partners" for the PIT Count efforts.
4. **Smart Tools** - Design and utilize effective tools for census data collection that focus on the human side of the experience between the survey participant and survey facilitator, and that make the interaction as easy as possible to produce constituent quality data.
5. **Data Storytelling** - Identify relevant reporting goals in advance of the PIT Count to ensure that opportunities for collecting this data are mapped into the census forms. In addition to required data metrics for HUD, incorporate these data points into the narrative and present data in a way that can be understood by the community-at-large.

ACRBC will utilize this framework and incorporate aspects of previous Yakima County PIT count strategies that align with these principles. Aligning efforts with the core team of service providers, volunteers, and community stakeholders will also be important to accomplish a successful PIT Count that can establish consistency for future years.

3. Proposed Work Plan

ACRBC proposes a 3-phase work plan to facilitate the 2018 PIT Count:

1. Strategy planning, implementation, and support leading up to the PIT Count
2. On-site PIT Count facilitation the week of the census
3. Post-Census data review and entry into HMIS, data analysis, and report creation in accordance with Yakima Valley Conference of Governments and Department of Commerce / HUD requirements

Yakima Valley Conference of Governments (client) can engage ACRBC to facilitate the entire proposed work plan or only facilitate Phase 1 of the project depending on needs. With the 2018 PIT Count date fast approaching, ACRBC would like to begin work no later than November 27, 2017 to allow for sufficient planning, marketing, and outreach time leading up to the date of the PIT Count.

The tables below outline the aspects of each phase that will be implemented and managed by ACRBC. Additionally, any assumptions guiding these undertakings have been noted. Some additional clarification of expectations may be required prior to establishing a contractual agreement for the work plan.

Phase 1 - Strategy planning, implementation, and support leading up to the PIT Count

Deliverables	Guiding Assumptions
<p>Work with client and designated stakeholders to develop a PIT Count strategy outline to include:</p> <ul style="list-style-type: none"> • Desired PIT Count approach • Necessary partners for greatest reach (i.e. service agencies for key demographics / indirect partners for community counts such as Department of Corrections and hospitals etc) • Position on entering homeless encampments • Incentives and services for survey participants • Locations of events and roving support • Donation procurement and community awareness initiatives • Volunteer recruitment, training, and communication strategies • Event coordination across the Tri-Cities • Community specific data points to incorporate into the survey instrument 	<ul style="list-style-type: none"> • Client can provide some guidance on what has worked in the past and what needs to be replaced / added • Client can provide historical information from which to build • Provider environment is collaborative in nature • Community is interested in and cares about assisting homeless neighbors
<p>Establish a branding and outreach strategy to be used going forward in collaboration with client</p>	<ul style="list-style-type: none"> • Client is open to this
<p>Establish on-line presence to engage community on-going including Facebook page focused on annual PIT efforts and homelessness as well as a dedicated web page</p>	<ul style="list-style-type: none"> • Client is open to this
<p>Implement dedicated PIT Count website to include the following capabilities:</p> <ul style="list-style-type: none"> • Easy management of sponsors / donor recognition including logo uploading • volunteer registration and integrated email communication capabilities • on-line donation functionality • upload historical census reports • Countdown timer 	<ul style="list-style-type: none"> • Client is open to this • Client understands value in branding and establishing a web presence for continuity and cultivating community support
<p>Provide donation and procurement letter / email templates and support outreach efforts through email management and strategy implementation*</p>	<ul style="list-style-type: none"> • Client is open to this
<p>Provide support with volunteer management, communication, and scheduling*</p>	<ul style="list-style-type: none"> • Client and extended network can engage community volunteers • Volunteers are open to moving registration process to on-line
<p>Develop census forms that incorporate survey questions that offer insights into local questions or data tracking goals</p>	<ul style="list-style-type: none"> • Client is open to this
<p>Provide training for event facilitators and service providers in using the revised census form</p>	
<p>Manage on-going communication leading up to the event to include:</p> <ul style="list-style-type: none"> • Coordinating CoC census efforts with client support / establish communication schedule with all involved providers and partners • Facilitate weekly check-ins with client and provide status updates as needed • Serve as lead contact for the Department of Commerce 	
<p>Attend 1 in-person visit for kick-off or other strategic meeting</p>	<ul style="list-style-type: none"> • If deemed necessary by client
<p><i>*ACRBC will not be able to facilitate direct donation procurement or volunteer recruitment beyond social media / email efforts</i></p>	

Phase 2 – On-site PIT Count Facilitation the Week of the Census

Deliverables	Guiding Assumptions
<p>From Tuesday January 23 – Friday January 26 ACRBC will be on-site to facilitate the following:</p> <ul style="list-style-type: none"> • Event locations review, location layouts and day-of procedures • Roving census takers strategies (if applicable) • 3 in-person volunteer training sessions (one in each community where events will be held) • Day-of on-site coordination of all volunteers at survey locations • Management of census volunteers including confidentiality acknowledgements • Management of site locations during the PIT Count • Management of volunteer photographers and any service providers at event locations • Preparation of all census materials • Collection of all census forms for data input preparation 	<ul style="list-style-type: none"> • Client does not want to have management responsibility and does not have another community partner who can oversee the PIT Count efforts

Phase 3 - Post-Census data review and entry into HMIS, data analysis, and report creation in accordance with Yakima Valley Conference of Governments and Department of Commerce / HUD requirements

Deliverables	Guiding Assumptions
PIT Census forms review for data quality and synthesis	
Census data entry into the Clarity HMIS system	
Analysis of data collected based on desired reporting articulated by client and required by the Department of Commerce / HUD	
Creation of the 2018 PIT Census report for Yakima County	
Serve as point of contact with Department of Commerce up through review and confirmation of the unsheltered count number	

The following expectations of the client by ACRBC are contributing factors in successful completion of this work plan:

- The client’s willingness to provide existing data necessary to perform the scope of work including supporting scheduling meetings with key stakeholders.
- The data provided to ACRBC to complete the work plan is accurate to the best of the client’s knowledge.
- Aspects of the work plan that are agreed to and owned by the client or other designated agent of the client other than ACRBC are completed within the timeframe necessary to deliver the proposed work plan.
- There are no extenuating circumstances from the client that affect the project timeline (i.e. key client contact traveling, scheduling challenges, challenges in gathering the necessary data from key stakeholders beyond the control of ACRBC, etc.)
- The client understands that ACRBC will make every effort to complete the project in accordance with the client’s expressed timeframe and budget and will update the client immediately in the event that there are circumstances that will affect ability to do so.

4. Contract Value

Project Components	Estimated Budget
Phase 1 – Planning	\$17,000
Phase 2 – Day-of On-site Management	\$9,000
Phase 3 – Data Entry & Reporting	\$8,500
Work Plan Total:	\$34,500

Travel Expenses (if applicable)	Estimated Budget
Phase 1 – travel / meals (1 day / No overnight)	\$500
Phase 2 – travel / hotel / meals (4 days/3 nights)	\$2,500
Phase 3 – Data Entry & Reporting	n/a
Estimated Travel Expenses (if applicable)*	\$3,000

- The estimated contract value for each phase is comprehensive and includes consideration for all administrative expenses incurred by ACRBC to complete each phase. This excludes travel expenses.
- Applicable travel expenses will be billed the month after expense incurred and will include receipts for actual amounts.
- ACRBC will provide the client with detailed invoices of work performed and bill the client monthly in arrears.
- If the scope of work exceeds the estimated budget and there are no extenuating circumstances promptly expressed by ACRBC and agreed to by the client, the client will not be responsible for payment above the estimated budget.
- All works created by ACRBC for the client are the property of the client. This excludes any domain names that are owned and operated by ACRBC for the purposes of completing the work plan.
- ACRBC will have the right to use the work developed and outcomes achieved for the client for the purposes of marketing.

5. Appendix – Project Team Member Resumes

Aaron Rodriguez – Project Manager

ACR Business Consulting Managing Director / Chief Business Optimizer

With 15 years of strategic finance, financial management and data analysis experience and 12 years of management experience with start-ups, non-profits and Fortune 500 Companies, Aaron applies a pragmatic, systems-thinking approach to working with people and addressing challenges. He uses strong data analysis and synthesis to form realistic and measurable goals, and empowers clients to understand and act from data patterns and trends. Through sound financial planning, Aaron builds a viable roadmap to stay on course and achieve lasting change. An expert at building organizational capacity, Aaron brings a strong passion for collaboration, critical thinking and community partnerships to assist clients in solving challenges and overcoming uncertainties, with a proven track record of strong results. Relevant project highlights include:

Compass-360 Association – Business Strategy Consulting 2014 - Current

- Provide business development strategy for Compass-360 nonprofit CRM
- Facilitate new member training, software implementation and goal implementation
- Support product sales strategies and design and new member improvement processes

Thurston County – Homeless and Affordable Housing Coordinator 2015 – 2017

- Redesigned initiatives for homeless and affordable housing services including Coordinated Entry and Affordable Housing projects
- Mapped service network to better understand gaps and inefficiencies in order to design a more functional system to address present and future data and funding needs
- Supported the development of a county-wide 5 Year Homeless and Housing Action Plan
- Facilitated the 2016 and 2017 Point-in-time Counts including planning events and county-wide censuses efforts, community outreach and volunteer training and management, data collection, analysis, and reporting

Phoenix Rising School – Interim Executive Director 2011 – 2014

- Successfully launched an independent school with tuition at 70% below the average cost for private school, addressing education inequality that exists in many rural communities.
- Reduced the reliance on a single major donor by \$100,000 annually.
- Designed and implemented a unique monthly giving program, building up to over 200 monthly donors, and a total donor base of more than 400 in a small, rural community.
- Grew community donation funding by over 100% during the contract period to account for almost 40% of the total revenue for the school.

Yelm Food Cooperative – Interim General Manager 2010 – 2011

- Increased annualized sales by over 75% and membership by over 100% in 14 months.
- Increased annualized net income from \$6,000 to \$32,000 in the first 12 months.
- Expanded the base of volunteers from a consistent 18 to 30 in 12 months.
- Facilitated the implementation of a complete point-of-sale system and database allowing greater data collection to better communicate and serve the needs of the members.

Tacoma Farmer's Markets –Consultant 2008 – 2010

- Designed and implemented a business plan to successfully achieve market expansion from 1 market to 3 over 36 months.
- Despite challenging economic environment, secured a \$60,000 partnership with the City of Tacoma to support strategic market expansions. Presented at City Council meetings and meetings with the Mayor and Council members.



YEARS EXPERIENCE: 15

EDUCATION

BBA Finance/Management
Information Systems
The University of Texas at
Austin

ADDITIONAL LEADERSHIP EXPERIENCE

**Grants Distribution
Committee** - Greater
Tacoma Community
Foundation, 2007 - 2010
Board President – Tacoma
Farmers Markets, 2008 -
2010
Board Member – Young
Professionals Network of
Tacoma, 2007 - 2010
Member - Thurston County
Food System Council, 2015

CONTACT INFORMATION:

360.529.6036
aaron@acrbc.com
www.acrbc.com
www.linkedin.com/in/acrbc
www.facebook.com/ACRBusinessConsulting

Josh Brown – Project Coordinator

ACR Business Consulting Research and Community Coordinator

Through Josh's work and education, he has developed a craft out of connecting with communities and the micro systems that live in each of them. His work on multiple homeless censuses and continued local volunteer work has positioned him with a unique understanding of the interplay between local government policies and the communities they serve. With a willingness to take initiative coupled with strong listening and communication skills, Josh consistently produces quality results backed by strong data and research for his clients.

Brown Law PLLC – Legal Administrator

Sep 2017 - Current

- Create and implement marketing strategy for new law firm
- Develop strategy for case load management and tracking
- Provide web development and management of website and social media

Thurston County – Homeless and Affordable Housing Coordinator

2015 -2017

- Conducted research and analysis of homeless management systems and PIT Count best practices
- Established iCount brand and on-line presence for annual PIT Count
- Implemented on-line volunteer registration platform for PIT Count volunteers
- Established strong network of community business sponsors for PIT Count efforts
- Lead event manager for 2 successful iCount Thurston Census Jam events collecting over 300 census forms at each
- Facilitated volunteer training, developed training materials and served as point-person for all PIT Count coordination efforts

Zotiq Creations LLC – Owner

2013-2016

- Created multi media platform for professional football player and local business.
- Lead designer of football sportswear line.
- Maintained promotional and marketing materials.
- Managed complex communications with manufacturers and clients.



YEARS EXPERIENCE: 5

EDUCATION

BA Cultural Studies
BA Business
The Evergreen State College

ADDITIONAL LEADERSHIP EXPERIENCE

Thurston County Food Bank
- ForKids Program Volunteer
2013 - current
Seven Oaks Elementary
-Classroom aide
2015- Current

CONTACT INFORMATION:

360.464.3750
josh@acrbc.com
www.acrbc.com

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**Thurston County
2017 Homeless Point-in-time Count
Process and Survey Results**



May 2017

Produced by ACR Business Consulting in partnership with
Thurston County Housing and Community Renewal Department of
Thurston County Public Health and Social Services



Fiscal Sponsors of iCountThurston

Compass-360
Association

The Anonymously Yours
Foundation

Thank you to the 2017 PIT Count Partners, Sponsors, Donors and Volunteers

Partner Agencies

City of Olympia
Community Youth Services
Family Support Center
First Christian Church
Interfaith Works
Lacey Veterans Services Hub
Olympia Free Clinic
Providence Health Services
Rainier Emergency Food Network
ROOF Community Services
Salvation Army
Sidewalk
Tenino Food Bank
Thurston County Food Bank
Union Gospel Mission
Yelm Community Services
Yelm Lion's Club

Business Sponsors

ACR Business Consulting	Starbucks - Yelm
Dave's Fresh Market Place - Tenino	Starbucks - Downtown Olympia
Elie Jewelry - Yelm	Stephen Kirkpatrick, DDS, PLLC
First Citizens Bank - Lacey	Tenino Family Dental
Fisher Jones Family Dentistry	Tenino Time Machine
Harbor Kids Dental	Tim's Pharmacy - Yelm
Hart's Mesa	Tools west - Yelm
Mr. Doug's Restaurant - Yelm	Twin Star Credit Union - Yelm
Old School Pizzeria	The Vault of Tenino
Olympia Barber School	Vetter Dental
Olympia Copy & Printing	Walt's Tire and Auto Service - Yelm
Phoenix Rising School	Washington Center for Dental
Quarry Town Coffee House - Tenino	Yelm Dental
Rainier Espresso	Yelm Farm and Pet
Rite Aid - Yelm	Yelm Food Cooperative
Rossi Boots - Yelm	
Salon Nouvea - Yelm	
Simply Hair - Rainier	
Subway - Tenino	

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[Summary and Recommendations](#)



Photo Credit: Jeff Spring

Questions / comments:

Questions, comments or to request a digital copy of this report please contact:

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Thurston County Public Health and Social Services Department
Jacksoc@co.thurston.wa.us

Aaron Rodriguez, Thurston County Homeless and Affordable Housing Coordinator
ACR Business Consulting
aaron@acrbc.com

The Homeless Point-in-time Count: Overview¹

The Homeless Point-in-Time (PIT) count is a requirement by the U.S. Department of Housing and Urban Development (HUD). HUD requires communities to submit a count of the homeless population in their area as well as information on specific sub-populations, including chronically homeless persons, veterans, and unaccompanied youth.

A PIT count is composed of two parts: a *sheltered* PIT count, which is required every year, and an *unsheltered* PIT count, which is required at least every other year. Communities submit this data annually through their Continuum of Care (CoC) applications for Homeless Assistance Grants. The Washington State Homelessness Housing and Assistance Act (**ESSHB 2163 - 2005**) requires each county to conduct an annual PIT count of sheltered and unsheltered homeless persons in Washington State in accordance with the requirements of HUD². The count takes place in January each year with the date set by HUD. For 2017, the date of the count was Thursday, January 26.

Many communities, including Thurston County, develop their sheltered count from their Homeless Management Information System (HMIS) data. Thurston County also facilitates in-person surveys to add additional demographic detail beyond just a number. HUD does not prescribe the survey method to use but does provide guidance on survey techniques.

The unsheltered count is more complicated and costly to conduct than the sheltered count, and HUD is stricter about the acceptable methodologies for performing this count. Because unsheltered persons are not generally recorded in HMIS, communities have much more planning to do to account for unsheltered individuals. There are 3 accepted methodologies provided by HUD to conduct an unsheltered count:

1. **Street counts.** Community volunteers visit the streets and locations where they expect to find homeless individuals and count them based on observation over a very specific period (usually between dusk and dawn on a single night). This method is relatively easy to organize, train volunteers to conduct, and carry out. However simple to carry out, this method invariably misses some people, and little information is gained beyond the total number of unsheltered persons.
2. **Street count with an interview.** With this approach, count participants are trained to interview every person they encounter who appears to be unsheltered. The sample-with-interview approach yields a much richer level of data to the community, but tends to be more complicated to de-duplicate.
3. **Service-based count.** The community counts people as they receive homeless services during the specific count period. Service-based counts can extend beyond 1 day, but cannot exceed 7 days after the date of the count. Communities using the service-based approach will often plan a specific event that is likely to attract homeless persons such as a special breakfast or healthcare-related offering. Although this method requires the community to carefully determine who has already been counted, it tends to reach a particular homeless population that chooses to use the supportive services available, including soup kitchens, drop-in centers, and street outreach teams, and who would otherwise be difficult to count because of where they choose to sleep.

To determine the most appropriate methodology to use, communities need to evaluate, among many things, their climate, size, and availability of resources. The number of

¹ Office of Policy Development and Research (PD&R) U.S. Department of Housing and Urban Development: <https://www.huduser.gov/portal/periodicals/em/summer12/highlight2.html>

² Washington State Department of Commerce: <http://www.commerce.wa.gov/Programs/housing/Homeless/Pages/Annual-Point-In-Time-Count.aspx>

anticipated participants in the count and the size of the area often drive the method that is chosen. However, several communities use a combination of these methodologies.

In addition to homeless population data, HUD requires communities to submit subpopulation data on chronically homeless individuals and families, veterans, severely mentally ill individuals, chronic substance users, persons with HIV/AIDS, victims of domestic violence, and unaccompanied children (under 18). When the subpopulation data is incomplete, communities use sampling and extrapolation methods to derive their counts.

The Homeless Point-in-time Count: iCount Thurston

For the second consecutive year, Thurston County partnered with ACR Business Consulting to facilitate the PIT Count. With the community awareness and outreach generated by the iCount Thurston brand, ACR Business Consulting employed the same methodology and approach used in 2016.

For the 2017 PIT count in Thurston County, the goals were to: (1) maximize the scope of the one-day count through increased targeted outreach efforts to homeless veterans, youth, and neighbors in rural communities, while ensuring safety for all, (2) replicate data collection processes and minimize duplication to increase confidence in data quality, (3) incorporate the human connection of the PIT count, understanding that this one day is as much about talking to- and connecting with our community's neighbors in need as it is about knowing how many are struggling, and (4) collect some relevant information to inform and educate local community's citizens and policy makers.

Maximize the Scope of the One-day Count

Facilitation efforts utilized **street counts with an interview** and **service-based counts** to connect with unsheltered neighbors throughout Thurston County. Building off of the success of the Community Connect Event framework used in prior years, iCount Thurston expanded the strategy to plan and facilitate several local events across the county on the day of the count. The county was divided into 7 areas, and partner agencies and community volunteers were identified within each area. In the urban areas of Tumwater, Lacey, and Olympia, roving teams were also utilized to connect with folks who may not have come to the community events. Each event was planned in coordination with a local partner agency during typical hours of operation familiar to those seeking services. The [Interfaith Works Warming Center](#) located in downtown Olympia was the location of the main Connect Event in the urban core, with satellite events taking place at the [Lacey Veterans Services Hub](#) and [CYS' Rosie's Place](#). Homeless neighbors were invited to enjoy free hot coffee, a hot lunch, get a free haircut, bike tune-up, shop for donated clothing, and stock up on snacks and hygiene products. In addition, partner agencies in the communities of Yelm ([Yelm Lions Club](#)), Rainier ([Rainier Emergency Food Center](#)), Tenino ([Tenino Food Bank](#)) and Rochester ([ROOF](#)) all facilitated their own Connect Events with similar services, snacks, and community building. Due to the sensitivity and potential safety concerns, the count did not include going into homeless encampments or wooded areas.

Replicate Data Collection Processes and Minimize Data Duplication to Improve Quality

To maintain data consistency and quality, the revamped surveys were utilized by iCount Thurston volunteers and most agencies for the 2017 PIT Count. As always, survey data quality relied on participants authorizing the use of their information by way of signature. This allowed duplicate surveys to be identified, and it significantly reduced the likelihood of double entry into HMIS across the unsheltered and sheltered counts. For the second consecutive year, the iCount Thurston team of volunteers did a tremendous job connecting with homeless neighbors

to gather complete surveys. Throughout the County, **308 surveys were collected encompassing 531 individuals.**

Incorporate the Human Connection

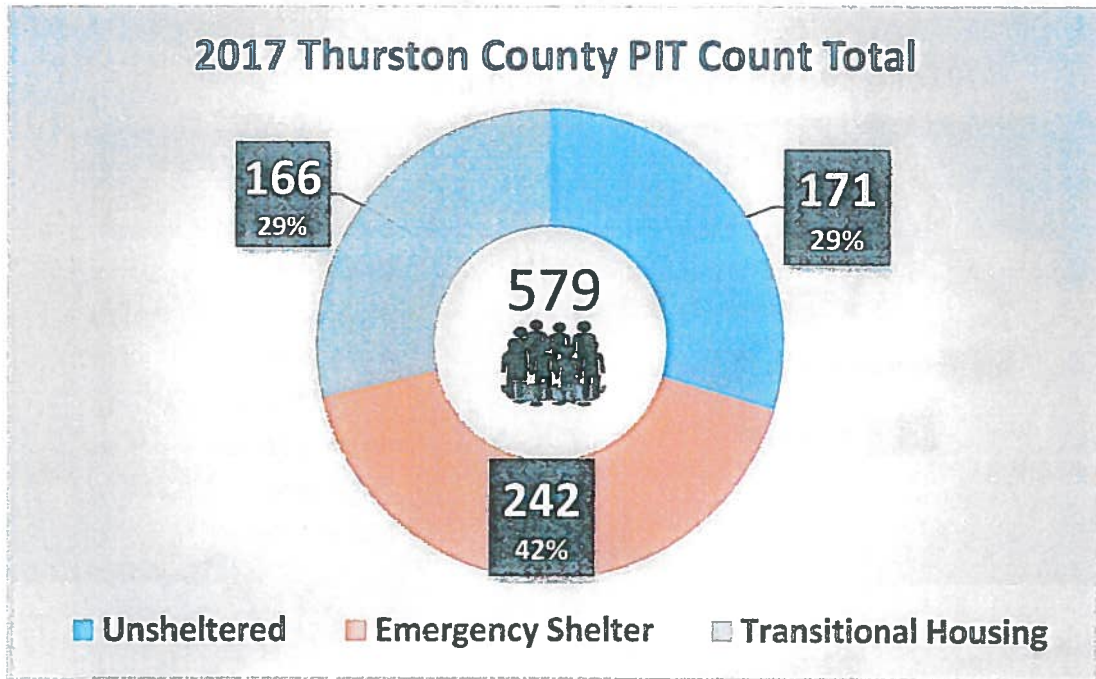
iCount Thurston continued to expand outreach and community involvement across Thurston County. Building on a strong [Facebook presence](#) community members continue to post and share information on issues related to homelessness, which will help in preparing for the count in future years. The team secured individual and business donations of cash and in-kind gifts to cover all of the food, give-away items, and services that were provided to homeless neighbors participating in the census. This included over 300 waterproof "goody-bags" filled with various items identified by the Connect Event teams such as pizza coupons, snacks, instant coffee, socks, toothbrushes and toothpaste. The goody-bags were handed out to struggling neighbors whether they chose to participate in the survey or not, and they created a warm connection point for survey facilitators. For a second straight year, iCount Thurston partnered with the Anonymously Yours Foundation located in Tenino, WA to accept the tax deductible donations and help organize and promote the PIT count. Over 40 individuals and businesses contributed cash and in-kind donations to help the team offer both fun and functional items to our neighbors in need. The focused efforts to create specific events for each community activated a larger segments of neighbors in each city and introduced them to resources that they have available in their own communities.

iCount Thurston recruited over 80 volunteers across the County to assist with pre-census prep, day-of event logistics, and survey facilitation. For the second year, the Olympia Barber School offered free haircuts to survey participants at 3 events in Olympia and Lacey during the PIT Count. And the Census Jam located at the Interfaith Works Warming Center proved to be a great partnership, offering a warm, dry space for over 100 community members to enjoy hot coffee, giveaways, and access services. Local photographers also donated hours of their time to document the sense of community and energy of the day.

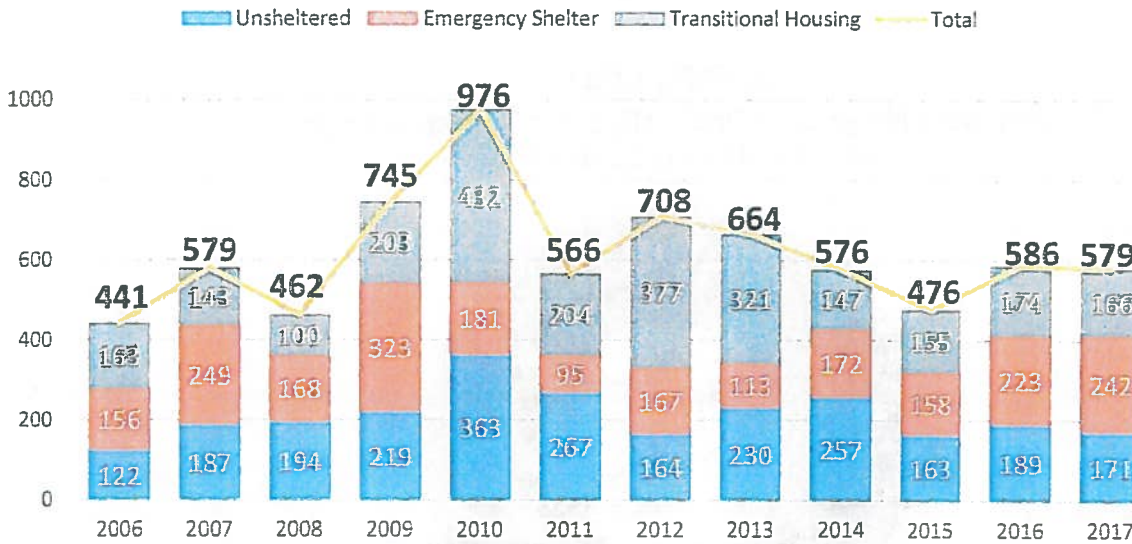
Collect Relevant Information to Inform Local Community's Citizens and Policy Makers

The facilitation of the PIT count is a HUD requirement and takes real time, energy, and resources to be inclusive and impactful. Beyond the federally mandated survey questions there is relevant information that can be collected utilizing the efforts already required to facilitate the PIT Count. Having the Homeless and Affordable Housing Coordinator as the lead provided Thurston County with the ability to look at adding additional questions to the survey that are relevant for the County and local jurisdictions. The topic of housing affordability and access is currently a major focal point in Thurston County. With median home prices continuing to rise and accessibility for low and no income neighbors becoming more difficult, questions were added to the survey this year to gauge efforts by homeless neighbors to secure housing, and to better understand the reality of barriers these households face in finding stability.

Thurston County 2017 PIT Count Results



Thurston County PIT Count Totals: 2006 - 2017

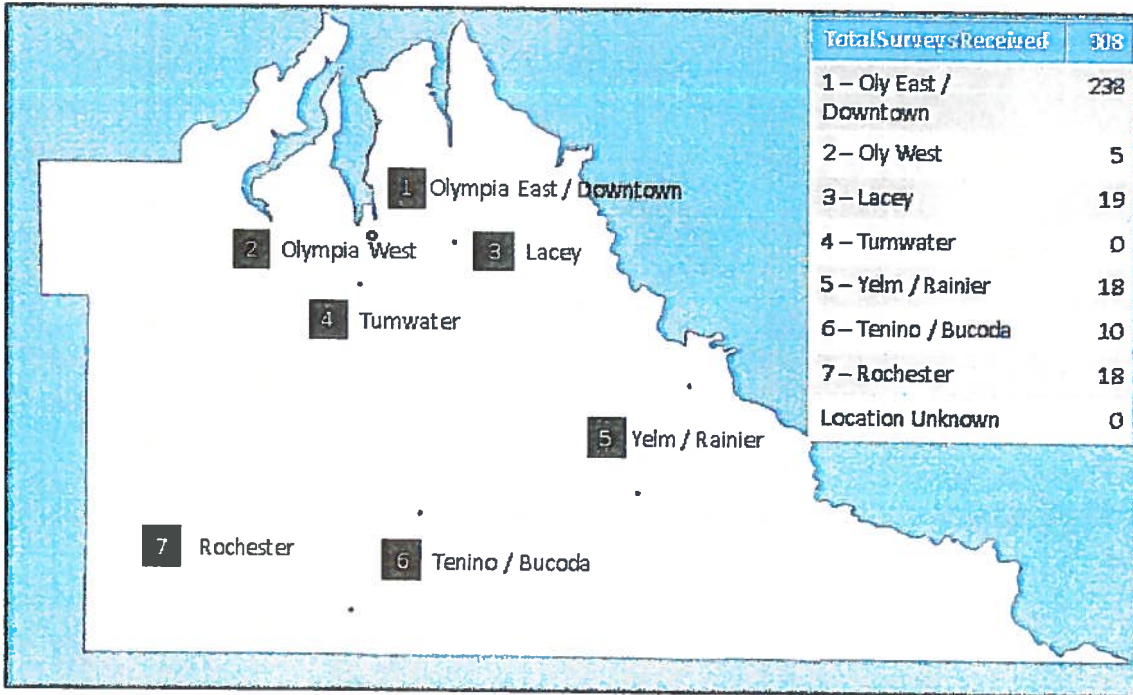


³ Total PIT Count is the result of the combination of Surveys, HMIS Emergency Shelter and Transitional Housing entries on January 26, 2017. Confirmed by the WA State Department of Commerce.

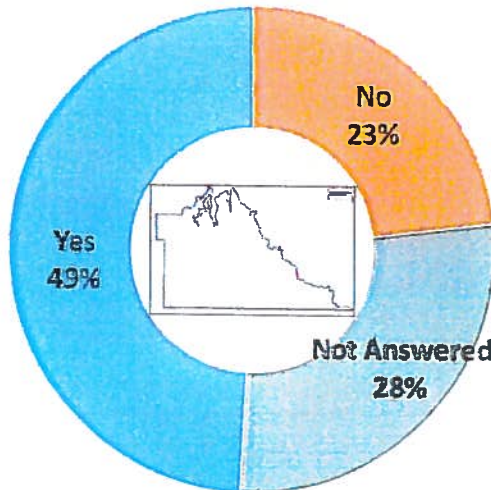
2017 PIT Count: Demographic Data from 308 Surveys Collected

The following section provides a look at key results from the surveys collected.

2017 PIT Count Survey Map and Counts



**2017 PIT Count
Homeless Neighbors Originally from Thurston County**
Answers from 314 Survey Question Responders

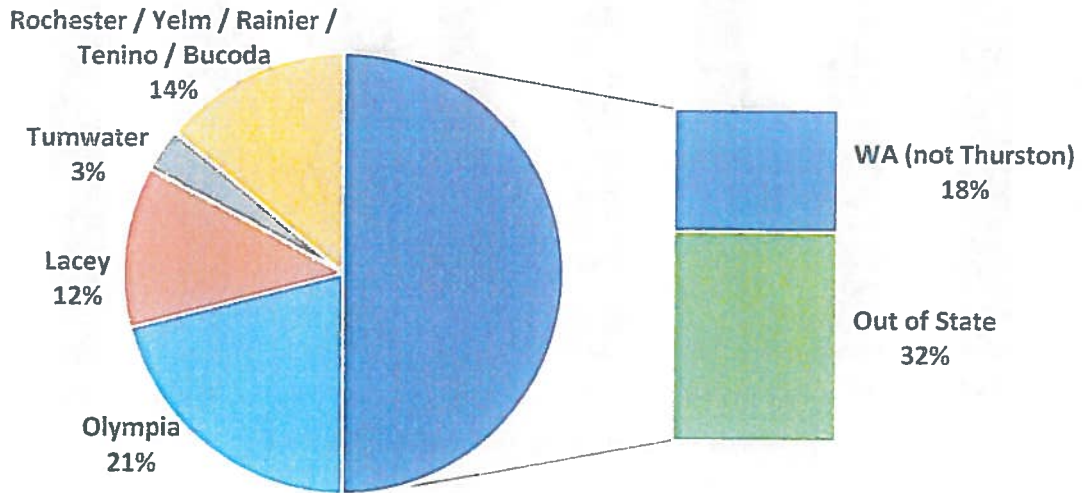


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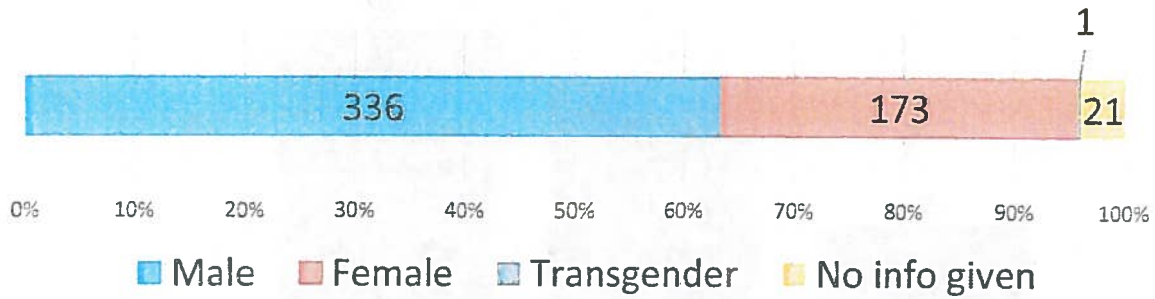
⁴2017 PIT Count List of Locations and Surveys Collected at each can be found at the end of this report.

⁵ This question was not asked on forms used by Family Support Center and Pear Blossom Place. As a result, 87 out of 314 did not answer this question. Worth noting however is that 76 of the 87 have their last known address in Thurston County.

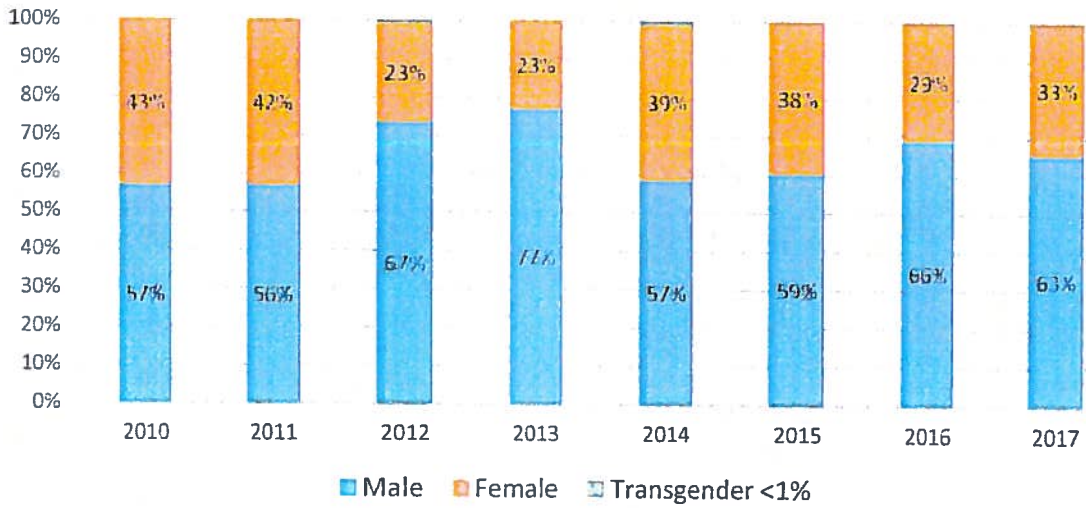
2017 PIT Count
Last Address of Those Currently Homeless in Thurston County
 Answers from 314 Survey Question Responders



2017 PIT Count
Gender Classification of Homeless Neighbors
 531 Total Individuals Included in Surveys



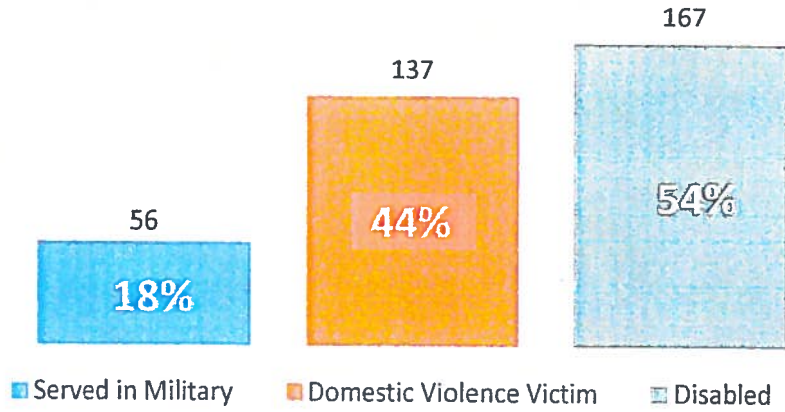
Gender Classification of Homeless Neighbors by % in Thurston County 2010 - 2017



6

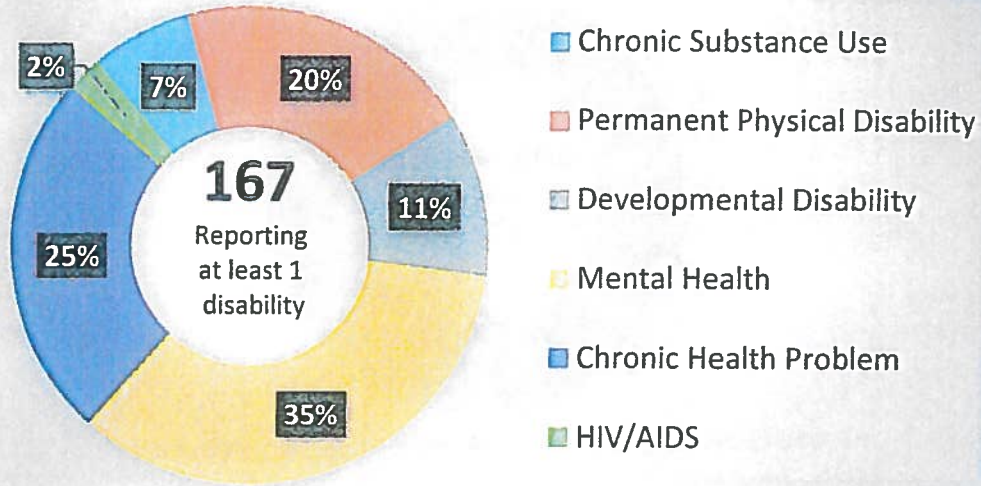
2017 PIT Count Homeless Neighbors Citing Veteran Status / Domestic Violence / Disability

308 Surveys Collected - Based on Head of Household Status



⁶ Data collected from Thurston County prior year census reports

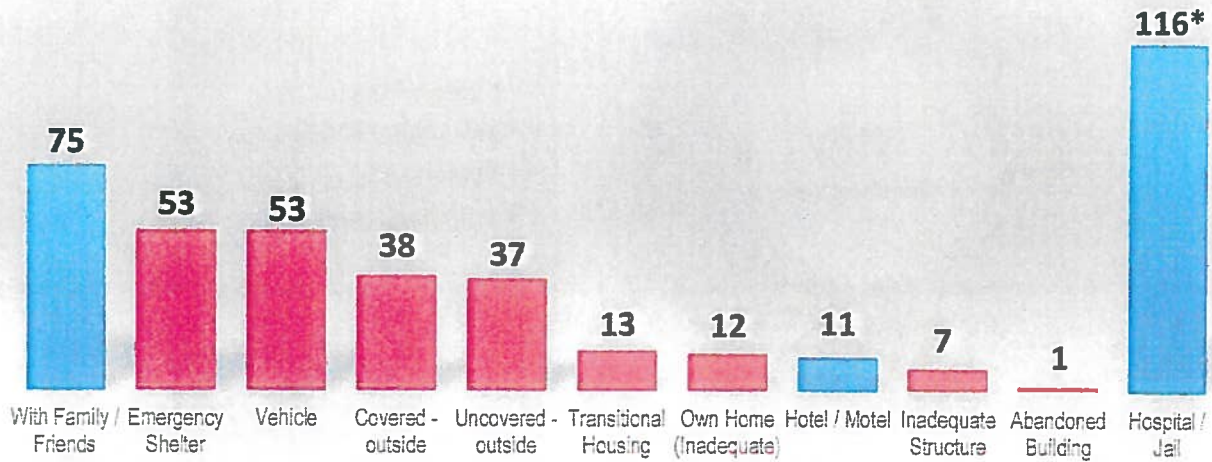
2017 PIT Count A Closer Look at Disabilities Reported by Homeless Neighbors



2017 PIT Count Where Homeless Neighbors Slept the Night Prior to the Count

Answers from 416 Survey Question Responders

■ Not considered Homeless by HUD definition (202)
 ■ Considered Homeless by HUD definition (214)



* Data collected from Thurston County Department of Corrections and Providence St. Peters Hospital

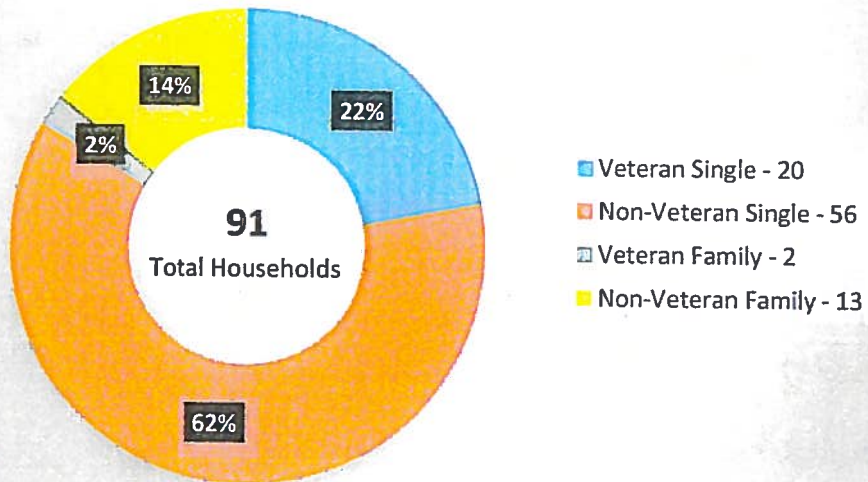
2017 PIT Count Chronically Homeless Neighbors

308 Surveys Collected



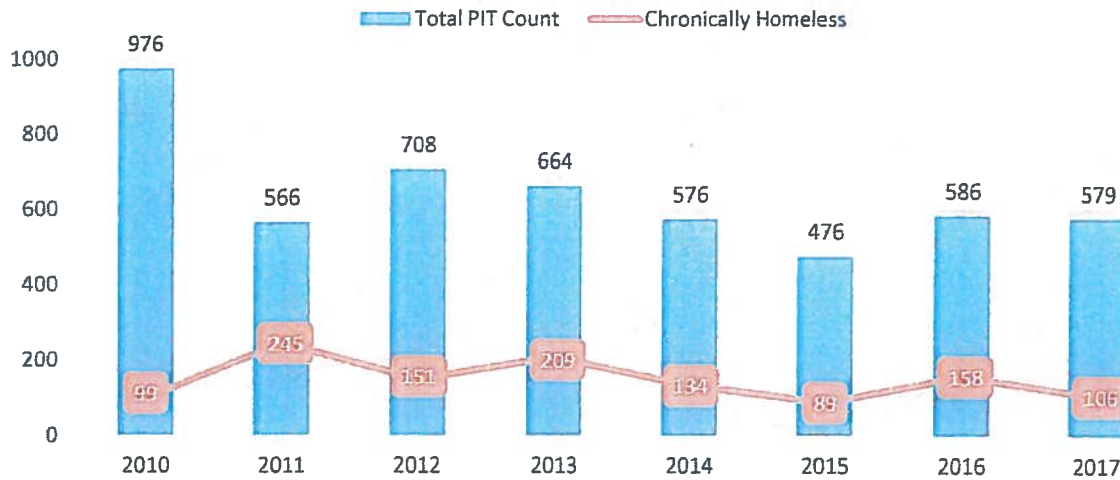
2017 PIT Count Chronically Homeless Households

by Sub-Population - 308 Surveys Collected



Chronically Homeless Neighbors: 2010 - 2017

Surveyed during the annual PIT Count



2017 PIT Count

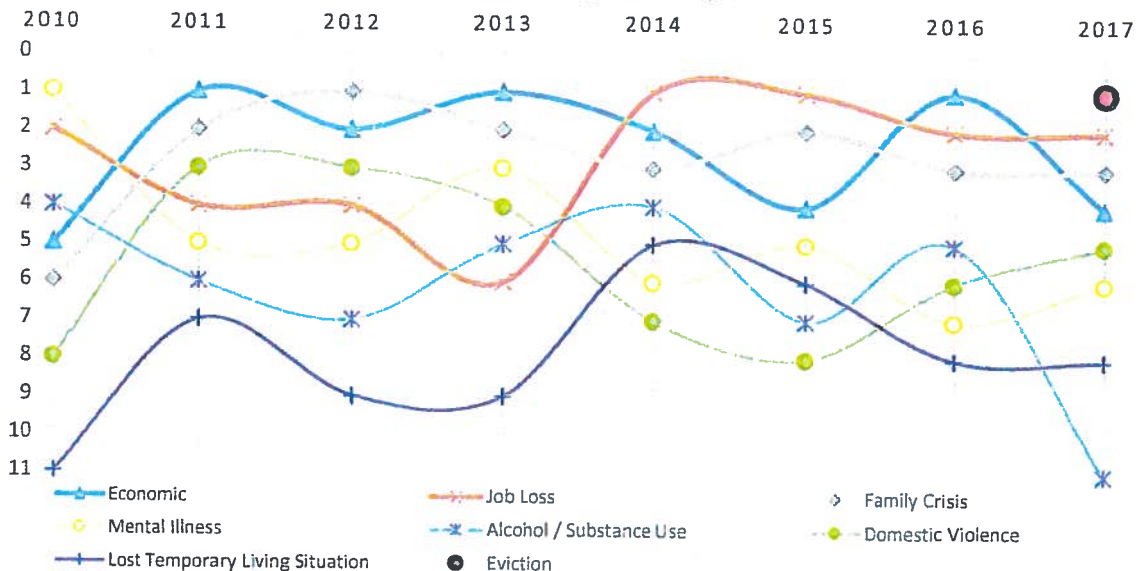
Top Reasons Cited as Cause of Homelessness

(Participants could select more than one reason)

	Number of Responses
1. Eviction*	83
2. Job Loss	76
3. Family Crisis	73
4. Economic	69
5. Domestic Violence	62
6. Mental Illness	48
7. Physical / Mental Disability	47
8. Lost Temporary Living Situation	48
9. Kicked Out / Left Home	42
10. Illness / Health Related	38
11. Alcohol / Substance Use	33
12. Personal Choice*	26

*This was a new option added to the survey for 2017

Trends of the Top Reasons Cited for Becoming Homeless 2010 - 2017



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The graph above shows the ranking of the top reasons cited for becoming homeless each year since the 2010 PIT Count. A ranking of 1 is the most cited reason. While there are certainly a number of variables affecting the data validity, nonetheless, this trend analysis provides an interesting look at the leading causes of homelessness in Thurston County over the past eight years. Since 2014, "Economic", "Job Loss", and "Family Crisis" continue to be the 3 most cited reasons for the occurrence of homelessness in Thurston County. This year, with the addition of the option to choose "Eviction", we saw the most survey participants cite this as a cause of becoming homeless.

2017 PIT Count: Income and Housing Data

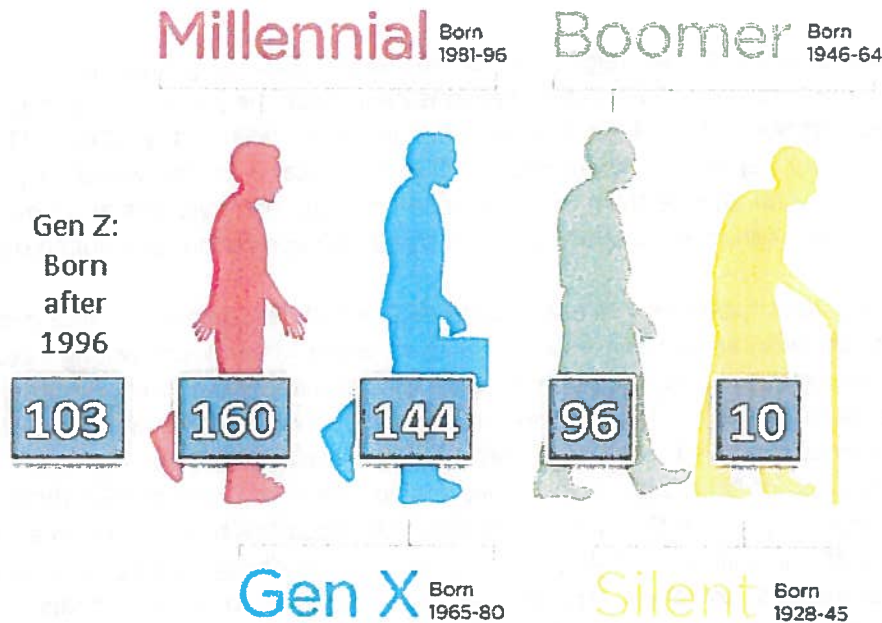
For the 2017 PIT Count, additional questions regarding income relative to housing search efforts were asked to survey participants in an effort to glean further insights from the broad macro-economic factors cited as the leading causes of homelessness over the past decade. The info-graphic following this report illustrates the efforts being undertaken by homeless neighbors in Thurston County, and the challenges they face to find housing even when they do have income. These survey findings may motivate a deeper look at the prevailing perception of the profile of homeless individuals and families in the Thurston County community and the actual support they need to maintain or return to housing stability.

⁷ Data collected from Thurston County prior year census reports

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2017 PIT Count: Age Specific and Key Demographic Data

2017 PIT Count
Age Composition of Homeless Neighbors in Thurston County
 513 Homeless Neighbors with Birth Dates Provided



Key Demographic Breakdown from Survey results

Includes data received from Thurston County Department of Corrections and Providence St. Peter's Hospital

Chronic Homeless	106
Veterans	56
Unaccompanied Youth <18 ⁸	0
Families with children	77
Children <18	68
Seniors +55	66
Singles +24 - 54	231
18 - 24 YR	70

⁸ Survey results did not show any unaccompanied youth under the age of 18. The Department of Commerce figures note 10 unaccompanied youth under age 18 who are homeless.

Summary and Recommendations

As with all data collection, there are concerns regarding the validity of the collection and reporting process. For the 2016 PIT count, gathering survey participant signatures significantly decreased the likelihood of data duplication on reported information. However, as has been the struggle in previous years, the following variables must be acknowledged as it relates to data integrity:

1. *Known sections of homeless neighbors not surveyed.* Excluding entering into camps (even those that are known) for safety reasons decreases the population surveyed and reduces the number of homeless that are accounted for on the day of the PIT count. The total number reported - while higher than last year - is still viewed by service providers as only about one-third of the number of unique individuals and households seeking homeless services. This is supported by HMIS reports that are pulled quarterly by agencies.
2. *Rural Communities lacking service agencies with which to partner.* Facilitators of the 2016 PIT count worked to partner with as many agencies as were willing across the county. Some areas had only 1 agency that served homeless neighbors, and the survey volunteers were restricted to working within the business hours on the day of the count. This most likely reduced the reporting in those communities.
3. *HUD classification of "Inadequate Structure" as homeless not necessarily aligning with people's own perception of their circumstance.* HUD classifies those living in structures without any of the following: heat, running water, the ability to cook hot food, the ability to bathe, as homeless. There is a high likelihood that individuals in these circumstances do not equate themselves as being homeless and therefore are not seeking services nor participating in PIT count activities.
4. *School district homeless youth reports not included in HUD PIT count numbers.* School districts report the number of students living in unstable housing circumstances through the Office of the Superintendent of Public Instruction (OSPI). However, a broader definition of "homeless" is used including students who are living "doubled up." While the PIT count may connect with some of these individuals, the number reported through OSPI has historically been much larger than the PIT counts. In 2016, school districts in Thurston County reported 1,770 students as homeless. The number of homeless students enrolled in Thurston County school districts in 2017 has not been reported yet.

In reviewing the information that was collected, the Thurston County 2017 PIT Count follows the historical trends for much of the demographic data reported in prior year PIT counts. Some of this may be due to the unfortunate continued participation of many of the same chronically homeless members of our community each year. But the data collected may also be showing the Thurston County community that the profile of homeless neighbors is perhaps becoming less speculative which allows the County and service providers to begin to look at the efficiency and effectiveness of the homeless service system in Thurston County as it relates to serving specific homeless subpopulations. Efforts are currently underway to evolve the homeless service system through continued refinement of the Coordinated Entry process for those in need of homeless assistance and will be incorporated into the County's revised 5 year plan to address homelessness and affordable housing.

The trends in the data about causes cited for homelessness is one area that may benefit from being further explored. Within the top reasons of "Economic," "Family Crisis," and "Job Loss"

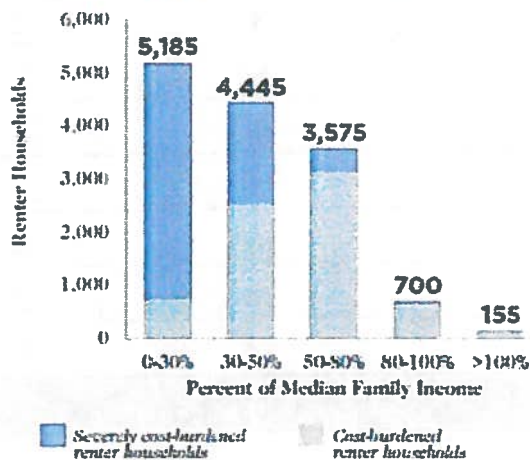
are opportunities to formulate more specific data collection points for example: 1) insights into more exact "economic" reasons that make this category a top cited reason, 2) data regarding time between job loss or family crisis and seeking homeless service assistance, 3) particular reasons that may benefit from more targeted prevention. Furthermore, breaking these reasons down by age provides additional insight into causes and circumstances that may have a greater impact on certain age groups.

Of course the single greatest "reason" affecting community members at risk of or currently experiencing homelessness continues to be the lack of affordable housing in Thurston County. The two charts below provide context for the large number of households in Thurston County (approximately 34,000) that are classified as cost-burdened or severely cost-burdened. This means that these households pay more than 30% or 50% respectively of gross wages towards housing. Expensive housing relative to wages spans the bottom half of the median household income spectrum and represents about 36% of all households in Thurston County who are unstably housed and at risk of becoming homeless.

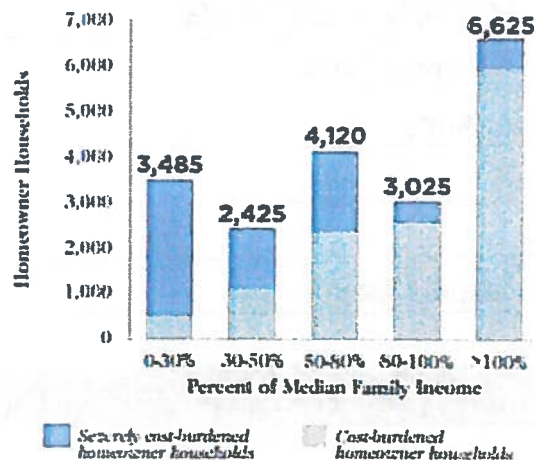
2015 Washington State Housing Needs Assessment: Thurston County

Cost Burden

Cost-Burdened Renter Households



Cost-Burdened Homeowner Households



This profile of struggling households fundamentally redefines the perception of the circumstances facing people at risk of becoming homeless, and supports the PIT Count trends of "Economic" and "Job Loss" as consistent reasons leading to homelessness. At this level of need for affordable housing, government resources available to the homeless and affordable housing service system are insufficient. The revised 5 year plan to address homeless and affordable housing in Thurston County will need to explore and consider solutions involving private investment and public-private partnerships in addition to funding provided by federal, state, and local governments.

The results of the 2017 PIT Count continue to illustrate the pursuit of more coordinated efforts throughout the homeless service system to define both demographic data for trend analysis as well as system performance metrics that look at the effectiveness of services and prioritization of limited funding. The County and service agencies understand and are working on incorporating better data collection efforts into the renewed 5 year plan.

2017 PIT Count Partner Agency / Roving Locations and Surveys Collected at Each

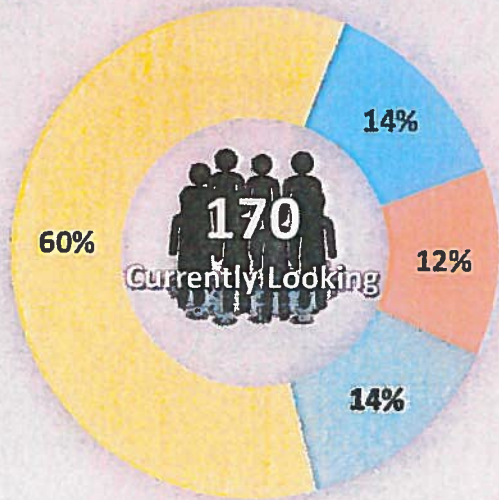
Location	Surveys Collected	Area
Census Jam (old Alpine Experience Building)	53	1
Crazy Faith	14	1
Family Support Center	29	1
Interfaith Works Warming Center	35	1
Lacey Veterans Services Hub	19	3
Pear Blossom Place (Family Support Center)	21	1
Rainier	4	5
ROOF Community Services (Rochester)	18	7
Rosie's Place (Community Youth Services)	34	1
Rover – Olympia downtown/East	3	1
Rover – Olympia West	5	2
Salvation Army	4	1
Sidewalk	11	1
Tenino	10	6
Union Gospel Mission	34	1
Yelm	14	5
Total Surveys Collected	308	

2 in 3

Homeless Neighbors Surveyed in Thurston County are Currently Trying to Find Housing



Time Spent Searching for Housing



■ <1 month ■ 1-3 months
■ 3-6 months ■ >6 months

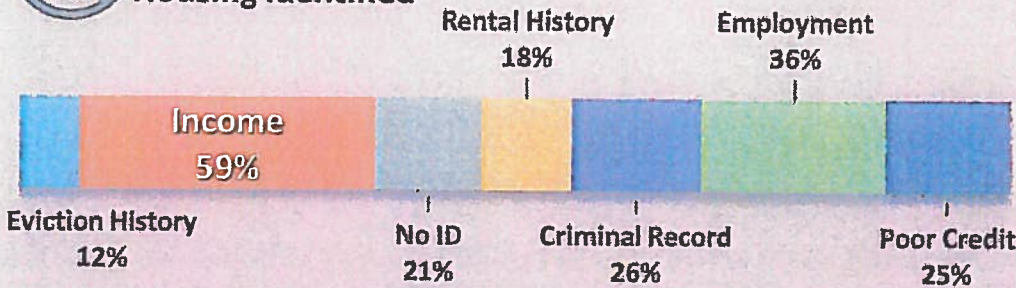


Most Requested Services

Home Search Help	112	56%
Hot Shower	106	62%
Laundry	98	58%
Safe Storage	97	57%
Restroom	81	48%
Dental	78	46%
Job Search Help	72	42%
Day Center	71	42%
Counselor	57	34%
Medical	55	32%
Pet Care	35	21%
Utility Assistance	33	19%
Home Weatherization	18	11%
Landlord Disputes	14	8%



Biggest Barriers to Housing Identified



Education Completed

238 total responses

- Some High School- 39
- HS / GED - 102
- Some College - 67
- Associates Degree - 15
- Bachelors Degree - 12
- Masters Degree - 3



1 in 5

Households have monthly income over \$1000



1 in 3

Households looking for housing are Chronically Homeless

“
REMEMBER WHAT IT FELT LIKE TO BE EXCLUDED SO THAT YOU CAN HELP BUILD A COMMUNITY WHERE EVERYONE IS INCLUDED.
”

LISA FRIEDMAN, REMOVING THE ST JEROME BLOCK

