



YVCOG EXECUTIVE COMMITTEE AGENDA

Monday, December 18, 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 December 18, 2017 meeting of the YVCOG Executive Committee will come to order at _____ p.m.
- ❖ **INTRODUCTIONS / ROLL CALL**
- ❖ **APPROVAL OF MINUTES** – November 20, 2017 pp. 3-6
- ❖ **PUBLIC COMMENT POLICY** – *It is the policy of the YVCOG Executive Committee to accept public comment on agenda items at the time the item is being discussed. Public comments regarding items not on the agenda will be heard at the end of the meeting*

OLD BUSINESS

NEW BUSINESS

1. Correspondence
Larry Mattson, Executive Director
Action: Informational
2. Priorities for 2018: Data, Clarity, and 'Better Together' - handout
Larry Mattson, Executive Director
Action: Informational
3. Monthly Budget Report pp. 7-10
Chris Wickenhagen, Deputy Director
 - November 2017 Budget Report.
Action: Approval.
Motion: "I move to approve the November monthly budget report."
 - November 2017 Cash Flow Statement
Action: Information
4. Approval of Vouchers
Chris Wickenhagen, Deputy Director
Action: Review, approval and authorization of signatures
5. Void Outstanding Non-Interest Bearing Checks pp. 11-12
Chris Wickenhagen, Deputy Director
 - Authorize Executive Director to void and cancel non-interest bearing checks.
Action: Approve and authorize Chair to sign Resolution 2017-4.

6. Program Updates

Planning Program – Mike Shuttleworth, Planning Manager

Action: Information

Homeless Program – Crystal Testerman, Homeless Program Manager

Action: Information

7. Homeless Program Contract: pp. 13-17

Larry Mattson, Executive Director

- RFP issued for \$200,000 for a Transitional Housing Capital Improvement Project to YNHS
Action: Review and approval
Motion: "I move to approve the chair to sign the Transitional Housing Capital Improvement Project contract to Yakima Neighborhood Health Services."

8. Homeless Program Contract Modifications: pp. 18-42

Larry Mattson, Executive Director

- Amend ESG provider contracts balances to CHG funding.
 - Entrust: \$87,422.51
 - Lower Valley Crisis Support Services: \$35,074.56
 - Yakima Valley Farm Workers Clinic: \$20,788.68
 - Catholic Charities: \$34,000.00
 - YWCA: \$82,893.79

Action: Review and approval

Motion: "I move to approve the chair to sign the contract modifications for CHG funding"

9. January 17, 2018 General Membership Meeting

Larry Mattson, Executive Director

Location: Selah

- Business: 2018 YVCOG nominating committee report; nominations from the floor.
Vote by General Membership to elect 2018-2019 Executive Committee.
- Program Suggestions: _____?

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
November 20, 2017

CALL TO ORDER

Chairman Restucci, called the November 20, 2017 meeting of the YVCOG Executive Committee to order at 1:30 pm

ROLL CALL &
INTRODUCTIONS

Members present: Jim Restucci, John Hodkinson, Mike Leita, Janice Gonzales, and Mario Martinez (via telephone)

Members Absent: Dan Olson and Maureen Adkison

YVCOG staff present: Larry Mattson, Chris Wickenhagen, Tami Hayward, and Lance Larsen

Others present: Jon Smith (YCDA), Sarah Watkins and Joan Davenport (City of Yakima), and Lowel Krueger (Yakima Housing Authority)

A quorum was present.

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

APPROVAL OF MINUTES

Mr. Hodkinson moved to approve the minutes from the October 16, 2017. Mr. Leita seconded. The motion carried.

PUBLIC COMMENT POLICY

It is the policy of the Yakima Valley Executive Committee to accept public comment on agenda items at the time the item is being discussed. Public comments regarding items not on the agenda will be heard at the end of the meeting.

OLD BUSINESS

Updates to YVCOG Personnel Manual

Mr. Mattson reviewed the proposed changes to the YVCOG Personnel Manual, effective January 1, 2018 –

YVCOG employees will begin earning sick leave in 2018. There is no sick leave pay out when an employee terminates employment.

YVCOG will continue paying \$800 a month towards employee's medical benefits. If the premium for the plan exceeds \$800, the employee pays the difference – but if the employee chooses a plan for less than the \$800, the employee will have the option to deposit the balance into deferred comp or into a health savings account (HSA).

Mike Leita moved to approve the updates to the YVCOG Personnel Manual. Ms. Gonzales seconded the motion. The motion carried.

NEW BUSINESS

Executive Director's Correspondence

Mr. Mattson announced that YVCOG program managers will be presenting the “year in review” at the December General Membership meeting. YVCOG's 2018 theme will be “Stronger Together.”

He presented a ‘five-quarter’ look at the state of our Valley, using Yakima Trends Community Indicator website. 140 different data points available. Will be using that data in the Healthy Cities/Healthy Valley program. We have received funding through YVCF, launching in the first quarter of 2018. Mr. Restucci suggested reaching out to AWC because the Well City Program will go hand in hand with Healthy Valley.

Second quarter we will be hosting our first Regional Solutions Summit & Conference in Suncadia. Will be sending out a ‘save the date’ in mid-December. The agenda will include local elected officials, city managers, etc. Will be bringing in state-wide experts – Derek

Sandison, Secretary of Ag; Rep. Gina McCabe will be speaking about her infrastructure tour through Scandinavia; Kim Herman, Washington State Housing & Finance Commission. Themes: Acting sustainably, leading effectively and thinking regionally. We have reserved room for 20 people. The conference will take place Sunday through Tuesday. It was sent to our member jurisdictions as part of their 2018 assessment.

Will be doing Data Walks (open house-style) with our local jurisdictions.

Looking for low cost, high return projects we can help out with in our local communities. Hoping to increase the tax base and lower the tax burden for rate payers for infrastructure projects. He will have an organized slide of this to share next month.

Monthly Budget Report

Ms. Wickenhagen presented the October 2017 Monthly Budget Report* showing a revenue balance of \$36,247.15. We will be doing a budget amendment next month, but it won't change our bottom line.

Ms. Gonzales moved to approve the monthly budget report. Mr. Hodkinson 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 NOV-17-001 through NOV-17-006 in the total amount of \$90,575.00, through electronic fund transfers; and claim vouchers numbered NOV-17-007 through NOV-17-051 in the total amount of \$239,578.05. Ms. Gonzales moved to approve the November Vouchers with provision for future amendments as expressed by the Deputy Director. Mr. Hodkinson seconded. Motion carried.

Result of Conflict-of-Interest Investigation, 2017 Consolidated RFP Scoring Committee

Mr. Mattson discussed the results of the conflict of interest investigation. Bob Cook and Lisa Horner were the individuals accused to have possible conflicts of interest. He interviewed both of them and determined that Mr. Cook had, at the least, perceived potential conflicts of interest and his scores were removed from the spreadsheet. Lisa Homer was determined to have no conflict of interest and her scores were retained. Removing Mr. Cook's scores did not affect how the projects were ranked.

Mr. Hodkinson moved that the Conflict-of-Interest investigation results be submitted into the record. Ms. Gonzales seconded. The motion carried.

2018 Meeting Dates

The Executive Committee reviewed the draft 2018 Meeting Dates calendar. Mr. Mattson noted that the January and February meetings occur on the third Wednesday, instead of the third Monday, of the month. Ms. Gonzales moved to approve the 2018 Meeting Dates calendar. Mr. Hodkinson seconded the motion. The motion carried.

2018 Technical Assistance Contracts

Mr. Mattson asked for consideration and pre-approval of the generic Technical Assistance Contracts with member jurisdictions.

Mr. Leita moved to approve the Technical Assistance contract and authorize Chair/Vice Chair to sign when initiated by members. Ms. Gonzales seconded the motion. The motion carried.

Appoint 2018 Auditing Officer and Alternate Auditing

Ms. Gonzales moved to appoint Lauris C. Mattson as 2018 Auditing & Investing Officer and Christina Wickenhagen and Tamara Hayward as alternate Auditing Officers, effective

January 1, 2018, by Resolution 2017-3. Mr. Leita seconded the motion. The motion carried.

Program Updates

Mr. Mattson provided an update on various community planning activities.

Mr. Denton provided updates on Homeless Program activities, including the statewide conference in Suncadia. HUD complimented our coordinated entry program – we have gone from last place to first place within the state of Washington. Hotel/motel vouchers for YNHS and NCAC have been awarded. YNHS, in conjunction with Rod’s House and the Homeless Network, is doing a privately-funded, church-based shelter for homeless 18-24 year olds – they are doing this without any government funding – working at a grassroots level.

The Extreme Winter Weather Shelter has opened in Yakima, and can hold up to 80 people. There is a lot of space available there, and computer rooms, etc., are being set up. There is also a temporary one in Wapato, and we are waiting on site approval for a shelter in Sunnyside.

Mr. Denton also touched on the Annual Homeless Assessment Report (AHAR), which Lance Larsen has been drafting. This report goes to HUD, and they then present it to the United States Congress. This provides a nationwide estimate of homelessness, including demographic information, etc. First draft was sent in on November 1st. The final report is due to HUD on December 1st.

Ms. Wickenhagen presented the October Homeless Program budget report.

ACR Professional Services Contract – 2018 Point-in-Time Survey

Caroline McDonald, the consultant who assisted YVCOG with the Collaborative Applicant application, made multiple recommendations for scoring better in the future on the Collaborative Application. She stated that HUD and Commerce have both reported that our data quality has been very poor for at least the past 5 years. Improved data could improve funding. She recommended that we consider using a disinterested third-party contractor for the Point in Time count. Last year, the PIT count was contracted to a local Service Provider who then sub-contracted to River Rock Consulting who is not an expert in PIT counts.

After checking around the state with other Homeless Programs, YVCOG learned of one agency, ACR Business Consulting who performed this service for Thurston County. We had budgeted \$40,000 for the 2018 Point-in-Time survey, and their proposal is for \$37,000.

We are compliant with YVCOG’s sole source procurement policy;

- one vendor was identified by the Program Manager
- different RFP requirements from previous years’ with focus on DATA
- and lack of time to run a complete RFP process

Mr. Hodkinson moved to approve and authorize the Chair to sign the ACR Professional Services Contract. Mr. Leita seconded the motion. The motion carried.

2163 Homeless Funds Reserve Policy

Lowel Krueger, HPPC Chairman, reported that last HPPC meeting there was discussion about the recent apartment complex fire, leaving several people ‘homeless.’ The question was raised as to whether funding from the \$100,000 emergency fund reserve could be utilized in this situation. YVCOG staff answered that they do not believe it meets the criteria established in the emergency fund policy. The Executive Committee approved the policy without it being reviewed by the HPPC. He asked the Executive Committee if they would consider allowing the HPPC to review the policy, provide input and recommend changes, and then bring it back before the Executive Committee for consideration.

Mr. Leita stated that he is open to the HPPC reviewing the policy, but he does want to make sure there is a method established for replenishing the emergency fund. What is the method for declaring an emergency? Are people whose home has burned classified as 'homeless'? Additional guidelines/definitions as to what constitutes an emergency and use of emergency funds should be established.

Mr. Mattson summarized that we need to establish additional guidelines, establish a method for replenishing the funds when used, homeless prevention aspect, and compliance with our mission statement. Ms. Gonzales stated that the mission statement is very vague and doesn't provide much guidance.

It was agreed and ordered that a copy of the emergency fund policy will be provided to the HPPC for their recommendations.

DECEMBER 13, 2017
GENERAL MEMBERSHIP
MEETING

Mr. Mattson stated the December General Membership meeting will be held at Fairbridge Inns, Yakima, and discussed program and business items.

- 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

PUBLIC COMMENT

ADJOURN

With no other business, Mr. Restucci adjourned the meeting at 2:32 p.m.

Respectfully submitted,

James A. Restucci, YVCOG Executive Committee Chair

Date signed

ATTEST:

Tamara Hayward, Finance Coordinator

**YVCOG Executive Committee Meeting December 18, 2017
BUDGET REPORT
Nov-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	\$ 162,880.55
September	\$ 78,557.30	\$ 288,891.74
October	\$ 119,732.27	\$ 227,803.38
November	\$ 133,507.18	\$ 182,735.23
December	\$ 112,858.99	

Total Revenue MTD (through November)	\$ 1,192,682.81	\$ 3,081,920.01
---	------------------------	------------------------

Total Revenue YTD	\$ 1,305,541.80	\$ 3,081,920.01
--------------------------	------------------------	------------------------

EXPENDITURES:

Salaries		2016	2017
January		\$ 64,453.00	\$ 61,841.37
February		\$ 64,428.77	\$ 63,175.58
March		\$ 65,621.22	\$ 57,893.72
April		\$ 64,674.51	\$ 60,751.40
May		\$ 69,115.38	\$ 64,794.44
June		\$ 65,012.35	\$ 63,815.35
July		\$ 64,685.84	\$ 64,471.15
August		\$ 71,677.89	\$ 63,344.89
September		\$ 58,678.48	\$ 63,782.99
October		\$ 58,885.05	\$ 60,618.74
November		\$ 57,033.22	\$ 58,075.18
December		\$ -	

Total Salaries MTD (through November)	\$ 704,265.71	\$ 682,564.81
--	----------------------	----------------------

Total Salaries YTD	\$ 704,265.71	\$ 682,564.81
---------------------------	----------------------	----------------------

Vouchers		2016	2017
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	\$ 213,241.70
December		\$ 52,040.44	

Total Vouchers MTD (through November)	\$ 510,814.86	\$ 2,449,992.41
--	----------------------	------------------------

Total Vouchers YTD	\$ 562,855.30	\$ 2,449,992.41
---------------------------	----------------------	------------------------

TOTAL EXPENDITURES MTD (through November)	\$1,215,080.57	\$3,132,557.22
--	-----------------------	-----------------------

TOTAL EXPENDITURES YTD	\$1,267,121.01	\$3,132,557.22
-------------------------------	-----------------------	-----------------------

Revenue Balance	\$38,420.79	-\$50,637.21
------------------------	--------------------	---------------------

2017
Yakima Valley Conference of Governments
Revenue Budget

92%

Grants/Contracts	November	YTD Actual Revenue	2017 Budget	Year-to-Date \$ Variance	Year-to-Date % Variance
<i>Beginning Fund Bal-Designated **</i>			205,000 **		
Administration					
Admin-Gen'l Assessment	19,115.50	115,414.00	115,414	0.00	100%
Admin-Misc Revenue (copies, posters)	-	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	19,115.50	121,998.00	122,314	316.00	100%
Intergov-Local Match WSDOT	1,283.00	40,448.00	40,449	1.00	100%
Intergov -Local Transit	-	6,000.00	6,000	0.00	100%
Total Intergov-Local	1,283.00	46,448.00	46,449	1.00	100%
Fed Hwy - STP	-	5,753.43	5,760 **	6.57	100%
CTR - Plans & Progr WSDOT	-	38,804.49	75,000	36,195.51	52%
CMAQ Grant	-	68,656.06	103,750	35,093.94	66%
Human Services Transp Plan	-	5,216.43	5,000	-216.43	104%
FHWA-DOT-Metro Plan (PL)	24,462.87	176,463.67	350,000	173,536.33	50%
FTA-DOT-Metro Plan Grant	-	59,999.67	60,000	0.33	100%
RTPO-WSDOT	5,386.83	81,793.68	92,965	11,171.32	88%
Total TRANSPORTATION	29,849.70	436,687.43	692,475	255,787.57	63%
Homeless Local Fees	-	900,000.00	1,103,842 **	203,842.00	82%
CHG State Grant	42,236.91	369,723.83	500,000	130,276.17	74%
TANF State Grant	84.43	33,458.66	100,000	66,541.34	33%
HEN State Grant	79,180.16	673,235.68	600,000	-73,235.68	112%
ESG Federal Grant	-	239,736.54	275,000	35,263.46	87%
HUD CoC Federal Grant	-	19,046.08	18,525	-521.08	103%
Total HOMELESS	121,501.50	2,235,200.79	2,597,367	362,166.21	86%
YV Comm Foundation Grant	10,000.00	10,000.00		-10,000.00	#DIV/0!
Intergov-Scholarship	-	-	500	500.00	0%
Member TA's 2016	-	110,731.29			
Grandview GMA PSA	-	884.70			
Granger TA 2017	764.55	3,933.86			
Granger GMA PSA	-	10,261.66			
Harrah TA 2017	-	3,956.07			
Mabton TA 2017	220.98	895.04			
Mabton GMA PSA	-	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	-	11,382.24			
Union Gap GMA	-	29,865.76			
Wapato GMA Grant PSA	-	22,274.32			
Total TA Contracts	985.53	231,585.79	90,000	-141,585.79	257%
Total Revenue	182,735.23	3,081,920.01	3,549,105	477,191.56	87%

2017
Yakima Valley Conference of Governments
EXPENDITURE Budget

92%

	November	YTD Actual	2017 Budget	Annual \$ Variance	YTD % Variance
Salaries					
Salaries and Wages	\$ 58,075.18	\$ 682,564.81	\$ 856,500 *	80% \$	173,935.19
Salaries-Overtime	\$ -	\$ -	\$ 8,000	0% \$	8,000.00
	\$ 58,075.18	\$ 682,564.81	\$ 864,500	79% \$	181,935.19
Personnel Benefits					
Benefits-Direct	\$ 20,474.70	\$ 230,579.35	\$ 302,000 *	76% \$	71,420.65
	\$ 20,474.70	\$ 230,579.35	\$ 302,000	76% \$	71,420.65
Supplies					
Office & Operating Supplies	\$ 451.51	\$ 9,802.78	\$ 38,000	26% \$	28,197.22
Small Tools and Minor Equip	\$ -	\$ 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
	\$ 451.51	\$ 12,923.82	\$ 63,000	21% \$	50,076.18
Other Services-Charges					
Professional Services	\$ 2,989.00	\$ 62,777.58	\$ 88,000 *	71% \$	25,222.42
Prof Serv-Tech Services	\$ 1,217.04	\$ 13,371.05	\$ 16,000	84% \$	2,628.95
Communications-Telephone	\$ 1,264.86	\$ 10,668.70	\$ 10,800	99% \$	131.30
Communication-Postage	\$ 112.40	\$ 498.76	\$ 700	71% \$	201.24
Travel	\$ 3,017.53	\$ 29,198.56	\$ 64,100	46% \$	34,901.44
Advertising	\$ 535.20	\$ 10,097.31	\$ 12,000	84% \$	1,902.69
Operating Rentals and Leases	\$ 6,094.48	\$ 80,427.63	\$ 122,000	66% \$	41,572.37
Insurance	\$ -	\$ 8,715.00	\$ 8,500	103% \$	(215.00)
Utility Services	\$ 12.47	\$ 130.07	\$ 250	52% \$	119.93
Repair and Maintenance	\$ 233.82	\$ 3,536.43	\$ 5,500	64% \$	1,963.57
Homeless Provider Contracts	\$ 176,245.79	\$ 1,965,155.41	\$ 1,933,595 *	102% \$	(31,560.41)
Misc. (registrations, dues, sul	\$ 592.90	\$ 21,012.74	\$ 57,060 *	37% \$	36,047.26
Community Services	\$ -	\$ 900.00	\$ 900		
	\$ 192,315.49	\$ 2,206,489.24	\$ 2,319,405	95% \$	112,915.76
Debt Services-Interest					
Interest	\$ -	\$ -	\$ 200	\$	200.00
	\$ -	\$ -	\$ 200	\$	200.00
	\$ 271,316.88	\$ 3,132,557.22	\$ 3,549,105	88% \$	416,547.78

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

November 2017

(Cash Basis Accounting)	For the Mo Ended:												
	November	December	Jan-17	Feb-17	Mar-17	April	May	June	July	August	September	October	November
Beginning cash	\$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	\$339,034.96
Fed Hwy Admin-WSDOT STP					5,753.43								
FHWA DOT-Metro Plan Grant	55,351.14	34,168.98	23,810.65	10,821.57		28,134.95			38,179.83		51,053.80		24,462.87
FTA-DOT-Metro Plan Grant								26,344.85	28,918.88		4,735.94		
Human Svcs Trasp Plan Grant	5,608.97	502.63	502.63	900.16	635.14	64.09	695.49	1,888.64		530.28			
DOT-RTPO & RTPO Long Range	14,158.07	13,930.80	1,574.45	12,735.52	5,895.22	32,700.76	5,351.73	10,326.03	11,289.50	8,392.42	7,780.59	2,699.65	5,386.83
CMAQ Plans & Programs	5,438.22	16,900.99	7,966.72	93,946.08	88,308.85	107,115.37	100,663.53	126,336.37	152,420.46		178,957.54	107,168.47	121,501.50
STATE FUNDS - Homeless Grant					14,030.46				46,450.72		28,400.38	95,808.58	
FEDERAL FUNDS - Homeless Grant													
HUD CoC Grant						1,720.44			2,500.00		12,325.64		
CTR - Grant	12,233.77	6,052.70	6,043.36	6,620.06	6,656.40	7,335.23			6,096.74				
Dept Health Grant													
Homeless 2163 Local Fees			500,600.00			144,600.00			127,400.00	127,925.00			
Technical Assistance Members	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	985.53
Intergov-County/City Share-gen assess			62,288.50	1,784.00		10,742.00				10,742.00		10,742.00	19,115.50
Intergov-Local Match WSDOT			30,496.00	1,193.00	7,476.00								1,283.00
Intergov-Local FTA (Yakima Transit)					6,000.00								
YV Community Foundation Grant													10,000.00
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	\$133,507.18	\$112,858.99	\$687,448.01	\$222,612.72	\$143,691.60	\$360,562.37	\$153,282.29	\$219,035.19	\$432,976.93	\$160,380.55	\$288,891.74	\$227,803.38	\$182,735.23
Available Cash	\$414,514.89	\$436,526.18	#####	#####	\$844,019.32	\$903,158.26	\$719,060.77	\$618,465.41	\$728,958.68	\$644,298.74	\$666,072.66	\$632,976.25	\$521,770.19
Use of Funds													
Salaries	57,033.22	122,197.00	63,175.58	57,954.48	60,751.40	65,018.66	64,475.95	63,079.58	63,782.99	60,618.74	60,618.74	58,075.18	58,075.18
Personnel Benefits	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	20,474.70	20,474.70
Supplies	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	451.51
Other Services	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	192,315.49
Custodial Account													
Debt Service - Interest	64.73	68.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Cash Out	90,847.70	52,108.93	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	271,316.88
Net Cash Flow	\$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	\$339,034.96	\$250,453.31

RESOLUTION 2017-4

A RESOLUTION RELATING TO FINANCES, VOIDING CERTAIN OUTSTANDING
NON-INTEREST BEARING CHECKS

WHEREAS, non-interest bearing checks issued by Yakima Valley Conference of Governments identified hereinafter have not been presented for payment and remain outstanding; and

WHEREAS, the Executive Director has recommended that the Executive Committee void and cancel the same by resolution pursuant to RCW 39.56.040.

NOW, THEREFORE, THE YAKIMA VALLEY CONFERENCE OF GOVERNMENTS EXECUTIVE COMMITTEE, HEREBY RESOLVES AS FOLLOWS:

Section 1. Checks Canceled. The following non-interest bearing checks of the Yakima Valley Conference of Governments are hereby canceled and void:

Section 2. Executive Director to Void Checks. The Executive Director is hereby instructed to take all necessary and appropriate actions to void the checks listed above and make the appropriate entries to record the same as to each transaction.

ADOPTED this 18th day of December 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

Vendor Outstanding Check

Bank	Check Number	Vendor Name	Fiscal Description	Amount
General	1187	Valley Cycling & Fitness	2016 - June - June Executive Comm Mtg	\$519.25
	Totals for General	Totals for Financials		1
	Grand Totals			1
				\$519.25

GRANT PROGRAM CONTRACT FACE SHEET

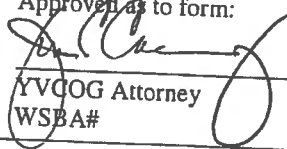
CONTRACTOR IS A <input type="checkbox"/> SUBRECIPIENT <input checked="" type="checkbox"/> VENDOR		CONTRACT NUMBER: 2018 YNHS CRSC
1. NAME/ADDRESS: Anita Monoian, President & CEO Yakima Neighborhood Health Services 12 South 8th Street Yakima WA 98901	2. ORIGINAL CONTRACT AMOUNT: \$ 200,000.00	5. PREVIOUS CONTRACT AMOUNT: \$ 200,000.00
	3. CASH MATCH REQUIREMENT: \$ 0.00	6. MODIFICATION AMOUNT: \$ 0.00
	4. TOTAL CONTRACT AMOUNT: \$ 200,000.00	7. NEW TOTAL CONTRACT AMOUNT: \$ 200,000.00
	8. CONTACT INFO: Rhonda Hauff, COO, Deputy CEO 509-574-5552 Rhonda.hauff@ynhs.org	
10. YVCOG FISCAL CONTACT INFO: Christina Wickenhagen, Deputy Director 311 N 4th St, Suite 204 Yakima WA 98901 509-759-7986 chris.wickenhagen@yvco.org		
11. CONTRACT START DATE: January 1, 2018		12. CONTRACT END DATE: December 31, 2018
13. FUNDING AUTHORITY: 2163 Local Filing Fees – Homeless Program		
14. STATE AND FEDERAL "BARS" CODE: n/a		15. CFDA NUMBER(S): n/a
16. PURPOSE: Contractor shall perform professional services as defined by the Statement of Work incorporated herein		
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference: <input checked="" type="checkbox"/> Exhibits (specify): EXHIBIT A – Scope of Work EXHIBIT B – Budget/Invoicing Provisions EXHIBIT C – Reporting Requirements		
This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.		
YAKIMA NEIGHBORHOOD HEALTH SERVICES		YAKIMA VALLEY CONFERENCE OF GOVERNMENT
_____ Anita Monoian, President & CEO		_____ James A Restucci, Chairman
_____ Date		_____ Lauris C Mattson, Executive Director
Attest: _____ Lance Larsen, Financial Coordinator		Approved as to form:  _____ YVCOG Attorney WSBA#

EXHIBIT A

SCOPE OF WORK

PURPOSE:

The purpose of this contract is to provide funding for the Building Permit, Asbestos removal, and interior demolition of the YNHS Community Services Resource Center, located at 201 South 6th street, Yakima, Washington 98901

The Contractor Shall:

1. Utilize funding to purchase building permit, Asbestos removal, and interior building demolition.
2. Demonstrate ability to adhere 12-month project completion (see reporting requirements)
3. Follow all interim and final financial and progress reporting requirements listed in Exhibit A
4. Use best practices, including policies and procedures, to ensure the safeguarding of public funds.
5. Follow the Federal, State of Washington, and City of Yakima permit and zoning laws, when required.
6. Comply with all YVCOG requirements.

EXHIBIT B

BUDGET

Yakima Neighborhood Health Services

Capital Improvement Project- CRSC

<i>Line Item</i>	<i>Amount</i>
-Interior Demolition	
-Asbestos removal	
-Permits and plan review	
Total Capital	\$188,000
Administration 6%	12,000
TOTAL	\$200,000

Invoicing Provisions:

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

Yakima Valley Conference of Governments
311 N 4th Street, Suite 204
Yakima, WA 98901
- B. Under "General Terms and Conditions," documentation of Insurance as reflected section 16. Must accompany the first invoice before payment will be made.
- C. All late invoices will not be paid until the following month; the decision to approve or deny payment of claims for services submitted more than 45 days after the end of the end of the invoice period shall rest solely with the Executive Director; the Director's decision shall be final and not capable of right to appeal.
- D. Submitted invoices must explicitly allocate costs by contracted line items. The Contractor is responsible for ensuring submitted cost documentation is clearly associated with

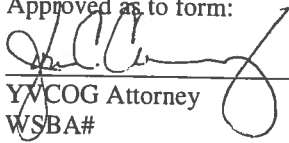
contracted line items. Invoices not meeting this requirement will be returned for correction (All submission deadlines still apply to invoices in need of correction).

- E. Submitted costs ineligible for reimbursement or not properly supported will be deducted from the Contractor's reimbursement. Contractor will be provided a summary of deductions and may opt to submit a supplemental invoice providing additional documentation before the next month's invoicing deadline for these costs only. Should a contractor opt not to re-invoice, these costs will be considered void as of the close of the next invoicing period.
- F. Contractor may request a budget line item be adjusted by up to 10% of the total annual amount between line items. Unless otherwise restricted by funding authorities, the contractor may request costs be moved between existing contractual line items, but may not deviate from the contractual budget by more than 10%. This request must be made in writing, is subject to approval by the Yakima Valley Conference of Governments Homeless Program Manager, and shall not be construed to allow any modification contrary to other contract requirements in the General Terms, Special Terms, or referenced contractual documents.
- G. All program or billing related questions must be submitted to the program manager directly at Yakima Valley Conference of Governments.

EXHIBIT C

Reporting Requirements			
Report type:	Description:	Report due:	Performance Measure
Progress –Project Start	<p>Required documents:</p> <ul style="list-style-type: none"> -Filed copy of Building permit application -Copy of Contractors: <ul style="list-style-type: none"> - Asbestos good faith survey & Lab results - AHERA certification - Abatement License - Abatement notification submitted by contractor 	Copies provided within 90 days of executed contract	All applicable reports submitted and copies provided to YVCOG
Progress Report-Quarterly	<p>A brief narrative on progress during the quarter.</p> <p>The report shall identify:</p> <ul style="list-style-type: none"> - costs incurred to date - percentage of work completed - anticipated completion date of the project - whether costs under runs or over runs are expected <p>In addition, the grantee should note challenges or issues associated with the project.</p>	<p>Quarterly – 15th of each month following the end of the quarter,</p> <p>April 15, 2018 July 15, 2018 October 15, 2018</p>	Report is submitted electronically by the 15 th
Final Progress Report	<p>This report will include all requirements form the Quarterly progress reports as well as:</p> <ul style="list-style-type: none"> -Final copy of Building permit -Final Clearance Air Sampling report 	Within 30 days of end of contract period. January 30 th 2019	Report is submitted to YVCOG. Final Permits and Reports obtained and submitted.

**EMERGENCY SOLUTIONS GRANT PROGRAM CONTRACT
FACE SHEET**

CONTRACTOR IS A <input checked="" type="checkbox"/> SUBRECIPIENT <input type="checkbox"/> VENDOR		CONTRACT NUMBER: 2017-18 ESG MOD 1 ENTRUST	
1. NAME/ADDRESS: Tom Gaulke, Chief Executive Officer Entrust Community Services PO Box 9727 Yakima, WA 98907	2. ORIGINAL CONTRACT AMOUNT: \$100,000	5. PREVIOUS CONTRACT AMOUNT: \$0.00	
	3. CASH MATCH REQUIREMENT: \$0	6. MODIFICATION AMOUNT: \$(87,422.51)	
	4. TOTAL CONTRACT AMOUNT:	7. NEW TOTAL CONTRACT AMOUNT: \$12,577.49	
8. CONTACT INFO: Tom Gaulke, Chief Executive Officer Entrust Community Services PO Box 9727 Yakima, Wa 98907	9. YVCOG PROGRAM CONTACT INFO: Crystal Testerman, Program Mgr 311 N 4th Street, Suite 204 Yakima WA 98901 509-424-4695 crystal.testerman@yvcog.org	10. YVCOG FISCAL CONTACT INFO: Lance Larsen 311 N 4th St, Suite 204 Yakima WA 98901 509-574-1550 Lance.Larsen@yvcog.org	
11. CONTRACT START DATE: October 1, 2017		12. CONTRACT END DATE: June 30, 2018	
13. FUNDING AUTHORITY: McKinney-Vento Homeless Assistance Act of 1987, Title IV, as amended, 42 U.S.C. 11371-78			
14. CFDA NUMBER(s): 14.231		15. CFDA TITLE(S): Emergency Solutions Grant Program	
16. PURPOSE: The purpose of ESG is to provide homelessness prevention assistance to households who would otherwise become homeless and to provide assistance to rapidly re-house persons who are experiencing homelessness. The funds under this program are intended to target individuals and families who would be homeless but for this assistance. Modification to reflect various changes in budget, scope of work, special terms and to extend contract end date			
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference: <input checked="" type="checkbox"/> Exhibits (specify): Exhibit A – Special Terms and Conditions Exhibit B – Scope of Work Exhibit C - Budget			
This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.			
ENTRUST COMMUNITY SERVICES		YAKIMA VALLEY CONFERENCE OF GOVERNMENT	
_____ Tom Gaulke, Chief Executive Officer		_____ James A Restucci, Chairman	
_____ Date		_____ Lauris C Mattson, Executive Director	
Attest:			
_____ Jodi Smith, Office & Comm. Specialist		Approved as to form:  _____ YVCOG Attorney WSBA#	

BUDGET

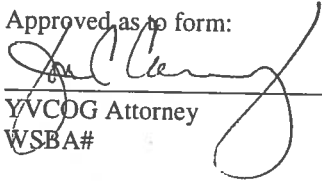
ESG GRANT

Entrust Community Services

July 1, 2017 – June 30, 2018			
	Admin	Operations	Totals
	<i>ESG</i>	<i>ESG</i>	
Project HOPE	\$438.80	\$12,138.69	\$12,577.49
TOTAL CONTRACT AMOUNT**:			\$12,577.49

TOTAL CONTRACT AMOUNT: \$12,577.49

**CONSOLIDATED HOMELESS GRANT PROGRAM CONTRACT
FACE SHEET**

CONTRACTOR IS A <input checked="" type="checkbox"/> SUBRECIPIENT <input type="checkbox"/> VENDOR		CONTRACT NUMBER: 2017-18 CHG ENTRUST	
1. NAME/ADDRESS: Tom Gaulke, Chief Executive Officer Entrust Community Services PO Box 9727 Yakima, WA 98907	2. ORIGINAL CONTRACT AMOUNT: <p align="center">\$87,422.51</p>	5. PREVIOUS CONTRACT AMOUNT: <p align="center">\$0.00</p>	
	3. CASH MATCH REQUIREMENT: <p align="center">\$0</p>	6. MODIFICATION AMOUNT: <p align="center">\$0.00</p>	
	4. TOTAL CONTRACT AMOUNT: <p align="center">\$87,422.51</p>	7. NEW TOTAL CONTRACT AMOUNT: <p align="center">\$87,422.51</p>	
8. CONTACT INFO: Tom Gaulke, Chief Executive Officer Entrust Community Services PO Box 9727 Yakima, Wa 98907	9. YVCOG PROGRAM CONTACT INFO: Crystal Testerman, Program Mgr 311 N 4th Street, Suite 204 Yakima WA 98901 509-424-4695 crystal.testerman@yvco.org	10. YVCOG FISCAL CONTACT INFO: Lance Larsen 311 N 4th St, Suite 204 Yakima WA 98901 509-574-1550 Lance.Larsen@yvco.org	
11. CONTRACT START DATE: <p align="center">October 1, 2017</p>		12. CONTRACT END DATE: <p align="center">June 30, 2018</p>	
13. FUNDING AUTHORITY: Washington State Dept of Commerce Consolidated Homeless Grant (CHG)			
14. CFDA NUMBER(s): <p align="center">N/A</p>		15. CFDA TITLE(S): <p align="center">N/A</p>	
16. PURPOSE: This contract provides resources to address the needs of people who are homeless or at-risk of homelessness, as described in the YVCOG Local Homeless Plan in the county of Yakima where Grantee will provide services. CHG funds and supports a variety of activities, including: operation of facility-based support, rental assistance, data collection and reporting.			
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference: <input checked="" type="checkbox"/> Exhibits (specify): Exhibit A – Special Terms and Conditions Exhibit B – Scope of Work Exhibit C - Budget			
This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.			
ENTRUST COMMUNITY SERVICES _____ Tom Gaulke, Chief Executive Officer _____ Date		YAKIMA VALLEY CONFERENCE OF GOVERNMENT _____ James A Restucci, Chairman _____ Lauris C Mattson, Executive Director	
Attest: _____ Jodi Smith, Office & Comm. Specialist		Approved as to form:  _____ YVCOG Attorney WSBA#	

SCOPE OF WORK

PURPOSE

Combined Consolidated Homeless Grant (CHG) funds provides resources to assist people who are experiencing homelessness obtain and maintain housing stability.

REQUIREMENTS

1. Sub-grantees shall commit to ending homelessness in Yakima County by:
 - a. Prioritizing unsheltered homeless households for services
 - b. Participating in Coordinated Entry, maintaining up to date information
 - c. Assessing each household's housing needs and facilitating housing stability with the goal of obtaining or maintaining permanent housing
 - d. Employing a progressive engagement service model that efficiently move people experiencing homelessness into permanent destinations.
 - e. Prioritizing households most likely to become homeless when using targeted prevention rent assistance
2. Sub-grantees shall submit the following monthly deliverables on time with truthful, accurate information:
 - a. Invoice and documentation detail for reimbursement
 - b. Monthly performance measure updates: 1) number of new clients served, 2) total number of clients served, 3) number of head of households served, and 3) number of clients exited during the month.
 - c. Change requests in writing as needed or required
3. Sub-grantees shall commit to reporting complete quality data into the County HMIS system that is timely, truthful and accurate according to HMIS Guidelines and User Agreements
4. Sub-grantees shall comply with all requirements, policies and procedures in the Consolidated Homeless Grant Guidelines.
5. Consequences of non-compliance:
 - a. If the lead grantee determines that a sub-grantee is failing to comply with guidelines, terms, and conditions, the lead grantee will notify sub-grantee in writing that they will receive technical assistance and be required to respond to a corrective action plan to address and remedy the noncompliance.
 - b. If the sub-grantee is still out of compliance after the technical assistance, the lead grantee may move the sub-grantee into a probationary period with a second corrective action plan and may reduce the contract award by 20%.
 - c. If the sub-grantee remains out of compliance after the probation period, the lead grantee may terminate the contract per the General Terms and Conditions
TERMINATION FOR CAUSE.

ALLOWABLE EXPENSES

1. Allowable expenses and interventions permissible under this agreement are described in the CHG Program Guidelines provided by the Department of Commerce, which are subject to change at any time. Any revisions to the Guidelines are understood to supersede the current document and such changes to the Guidelines during the contracted period are to be incorporated into this agreement, provided such changes do not contradict applicable federal or state of Washington statutes and regulations.
2. Contractor shall not provide rental assistance dollars to clients in prevention (at-risk of homelessness prevention with eviction notices) or couch surfing situations, unless such assistance is provided with HEN funding. Rental assistance payments shall be restricted to literally homeless clients with preference given to those who are currently unsheltered or have an HMIS history that confirms they were unsheltered at initial entry into the service system. This preference should also apply to new HEN clients.
3. Rental assistance provided to any household receiving Temporary Assistance to Needy Families (TANF) income shall be provided under the budget line item set aside for such assistance. Such assistance is subject to the requirements set in item 2 above, and should be provided and obligated by the contractor as an ongoing voucher for the term deemed necessary to stabilize housing.

BUDGET

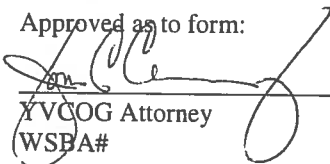
CONSOLIDATED HOUSING GRANT

Entrust Community Services

October 1, 2017 – June 30, 2018					
	Admin		Operations		Totals
	<i>CHG</i>	<i>Match (2163)</i>	<i>CHG</i>	<i>Match (2163)</i>	
Project HOPE	\$1,311.20	\$1,750.00	\$36,111.31	\$48,250.00	\$87,422.51
TOTAL CONTRACT AMOUNT**:					\$87,422.51

TOTAL CONTRACT AMOUNT: \$87,422.51

**EMERGENCY SOLUTIONS GRANT PROGRAM CONTRACT
FACE SHEET**

CONTRACTOR IS A <input checked="" type="checkbox"/> SUBRECIPIENT <input type="checkbox"/> VENDOR		CONTRACT NUMBER: 2017-18 ESG LVCSS Mod 1	
1. NAME/ADDRESS: Leticia Garcia, Executive Director Lower Valley Crisis Support Services PO BOX 93 600 North Avenue Sunnyside, WA 98944	2. ORIGINAL CONTRACT AMOUNT: \$46,665.00	5. PREVIOUS CONTRACT AMOUNT: \$0.00	
	3. CASH MATCH REQUIREMENT: \$0	6. MODIFICATION AMOUNT: \$(35,074.56)	
	4. TOTAL CONTRACT AMOUNT: \$46,665.00	7. NEW TOTAL CONTRACT AMOUNT: \$11,590.44	
8. CONTACT INFO: Leticia Garcia, Executive Director Lower Valley Crisis Support Services PO BOX 93 600 North Avenue Sunnyside, WA 98944	9. YVCOG PROGRAM CONTACT INFO: Crystal Testerman, Program Mgr 311 N 4th Street, Suite 204 Yakima WA 98901 509-424-4695 crystal.testerman@yvcog.org	10. YVCOG FISCAL CONTACT INFO: Christina Wickenhagen 311 N 4th St, Suite 204 Yakima WA 98901 509-759-7986 chris.wickenhagen@yvcog.org	
11. CONTRACT START DATE: July 1, 2017		12. CONTRACT END DATE: June 30, 2018	
13. FUNDING AUTHORITY: McKinney-Vento Homeless Assistance Act of 1987, Title IV, as amended, 42 U.S.C. 11371-78			
14. CFDA NUMBER(S): 14.231		15. CFDA TITLE(S): Emergency Solutions Grant Program	
16. PURPOSE: The purpose of ESG is to provide homelessness prevention assistance to households who would otherwise become homeless and to provide assistance to rapidly re-house persons who are experiencing homelessness. The funds under this program are intended to target individuals and families who would be homeless but for this assistance. Modification to reflect various changes in budget, scope of work, special terms and to extend contract end date			
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference: <input checked="" type="checkbox"/> Exhibits (specify): Exhibit A – Special Terms and Conditions Exhibit B – Scope of Work Exhibit C - Budget			
This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.			
LOWER VALLEY CRISIS & SUPPORT SERVICES		YAKIMA VALLEY CONFERENCE OF GOVERNMENT	
_____ Leticia Garcia, Executive Director		_____ James A Restucci, Chairman	
_____ Date		_____ Lauris C Mattson, Executive Director	
Attest:			
_____ Jessica Hansen, Office & Comm. Specialist		Approved as to form:  _____ YVCOG Attorney WSBA#	

BUDGET

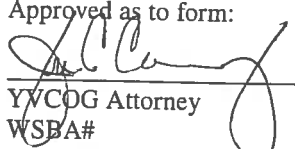
EMERGENCY SOLUTIONS GRANT

Lower Valley Crisis & Support Services

July 1, 2017 – June 30, 2018				
	Admin (3.5%)	Shelter Operations	Shelter CM	Total
DV Shelter	0	\$5,658.16	\$7,884.15	\$11,590.44
TOTAL CONTRACT AMOUNT**: \$11,590.44				

TOTAL CONTRACT AMOUNT: \$46,665.00

**CONSOLIDATED HOMELESS GRANT PROGRAM CONTRACT
FACE SHEET**

CONTRACTOR IS A <input checked="" type="checkbox"/> SUBRECIPIENT <input type="checkbox"/> VENDOR		CONTRACT NUMBER: 2017-18 LVCSS CHG	
1. NAME/ADDRESS: Leticia Garcia, Executive Director Lower Valley Crisis Support Services PO BOX 93 600 North Avenue Sunnyside, WA 98944	2. ORIGINAL CONTRACT AMOUNT: \$35,074.56	5. PREVIOUS CONTRACT AMOUNT: \$0.00	
	3. CASH MATCH REQUIREMENT: \$0	6. MODIFICATION AMOUNT: \$0.00	
	4. TOTAL CONTRACT AMOUNT: \$35,074.56	7. NEW TOTAL CONTRACT AMOUNT: \$35,074.56	
8. CONTACT INFO: Leticia Garcia, Executive Director Lower Valley Crisis Support Services PO BOX 93 600 North Avenue Sunnyside, WA 98944	9. YVCOG PROGRAM CONTACT INFO: Crystal Testerman, Program Mgr 311 N 4th Street, Suite 204 Yakima WA 98901 509-424-4695 crystal.testerman@yvcog.org	10. YVCOG FISCAL CONTACT INFO: Lance Larsen 311 N 4th St, Suite 204 Yakima WA 98901 509-574-1550 Lance.Larsen@yvcog.org	
11. CONTRACT START DATE: October 1, 2017		12. CONTRACT END DATE: June 30, 2018	
13. FUNDING AUTHORITY: Washington State Dept of Commerce Consolidated Homeless Grant (CHG)			
14. CFDA NUMBER(S): N/A		15. CFDA TITLE(S): N/A	
16. PURPOSE: This contract provides resources to address the needs of people who are homeless or at-risk of homelessness, as described in the YVCOG Local Homeless Plan in the county of Yakima where Grantee will provide services. CHG funds and supports a variety of activities, including: operation of facility-based support, rental assistance, data collection and reporting.			
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference: <input checked="" type="checkbox"/> Exhibits (specify): Exhibit A – Special Terms and Conditions Exhibit B – Scope of Work Exhibit C - Budget			
This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.			
LOWER VALLEY CRISIS & SUPPORT SERVICES		YAKIMA VALLEY CONFERENCE OF GOVERNMENT	
_____ Leticia Garcia, Executive Director		_____ James A Restucci, Chairman	
_____ Date		_____ Lauris C Mattson, Executive Director	
Attest: _____ Jodi Smith, Office & Comm. Specialist		Approved as to form:  _____ YVCOG Attorney WSBA#	

SCOPE OF WORK

PURPOSE

Combined Consolidated Homeless Grant (CHG) funds provides resources to assist people who are experiencing homelessness obtain and maintain housing stability.

REQUIREMENTS

1. Sub-grantees shall commit to ending homelessness in Yakima County by:
 - a. Prioritizing unsheltered homeless households for services
 - b. Participating in Coordinated Entry, maintaining up to date information
 - c. Assessing each household's housing needs and facilitating housing stability with the goal of obtaining or maintaining permanent housing
 - d. Employing a progressive engagement service model that efficiently move people experiencing homelessness into permanent destinations.
 - e. Prioritizing households most likely to become homeless when using targeted prevention rent assistance
2. Sub-grantees shall submit the following monthly deliverables on time with truthful, accurate information:
 - a. Invoice and documentation detail for reimbursement
 - b. Monthly performance measure updates: 1) number of new clients served, 2) total number of clients served, 3) number of head of households served, and 3) number of clients exited during the month.
 - c. Change requests in writing as needed or required
3. Sub-grantees shall commit to reporting complete quality data into the County HMIS system that is timely, truthful and accurate according to HMIS Guidelines and User Agreements
4. Sub-grantees shall comply with all requirements, policies and procedures in the Consolidated Homeless Grant Guidelines.
5. Consequences of non-compliance:
 - a. If the lead grantee determines that a sub-grantee is failing to comply with guidelines, terms, and conditions, the lead grantee will notify sub-grantee in writing that they will receive technical assistance and be required to respond to a corrective action plan to address and remedy the noncompliance.
 - b. If the sub-grantee is still out of compliance after the technical assistance, the lead grantee may move the sub-grantee into a probationary period with a second corrective action plan and may reduce the contract award by 20%.
 - c. If the sub-grantee remains out of compliance after the probation period, the lead grantee may terminate the contract per the General Terms and Conditions

TERMINATION FOR CAUSE.

ALLOWABLE EXPENSES

1. Allowable expenses and interventions permissible under this agreement are described in the CHG Program Guidelines provided by the Department of Commerce, which are subject to change at any time. Any revisions to the Guidelines are understood to supersede the current document and such changes to the Guidelines during the contracted period are to be incorporated into this agreement, provided such changes do not contradict applicable federal or state of Washington statutes and regulations.
2. Contractor shall not provide rental assistance dollars to clients in prevention (at-risk of homelessness prevention with eviction notices) or couch surfing situations, unless such assistance is provided with HEN funding. Rental assistance payments shall be restricted to literally homeless clients with preference given to those who are currently unsheltered or have an HMIS history that confirms they were unsheltered at initial entry into the service system. This preference should also apply to new HEN clients.
3. Rental assistance provided to any household receiving Temporary Assistance to Needy Families (TANF) income shall be provided under the budget line item set aside for such assistance. Such assistance is subject to the requirements set in item 2 above, and should be provided and obligated by the contractor as an ongoing voucher for the term deemed necessary to stabilize housing.

BUDGET (10/1/2017 – 6/30/2018)

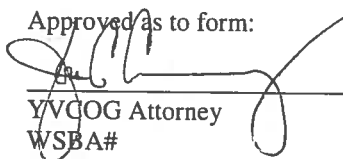
Lower Valley Crisis Support Services

CHG - BASE		
Admin	Operations	CHG Total
\$1,600.00	\$33,474.56	\$35,074.56

TOTAL CONTRACT AMOUNT: \$35,074.56

EMERGENCY SOLUTIONS GRANT PROGRAM CONTRACT

FACE SHEET

CONTRACTOR IS A <input checked="" type="checkbox"/> SUBRECIPIENT <input type="checkbox"/> VENDOR		CONTRACT NUMBER: 2017-18 ESG NCAC MOD 1	
1. NAME/ADDRESS: Juan Carlos Olivares, Exec Director Yakima Valley Farm Workers Clinic 601 N Keys Road Yakima WA 98901	2. ORIGINAL CONTRACT AMOUNT: \$64,684.00	5. PREVIOUS CONTRACT AMOUNT: \$0.00	
	3. CASH MATCH REQUIREMENT: \$0	6. MODIFICATION AMOUNT: \$(20,788.68)	
	4. TOTAL CONTRACT AMOUNT: \$64,684.00	7. NEW TOTAL CONTRACT AMOUNT: \$43,895.32	
8. CONTACT INFO: Janice Gonzales (509) 865-7630, ext 2743 Janiceg@yvwfc.org	9. YVCOG PROGRAM CONTACT INFO: Crystal Testerman, Program Mgr 311 N 4 th Street, Suite 204 Yakima WA 98901 509-424-4695 crystal.testerman@yvcog.org	10. YVCOG FISCAL CONTACT INFO: Lance Larsen 311 N 4th St, Suite 204 Yakima WA 98901 509-574-1550 Lance.Larsen@yvcog.org	
11. CONTRACT START DATE: July 1, 2017		12. CONTRACT END DATE: June 30, 2018	
13. FUNDING AUTHORITY: McKinney-Vento Homeless Assistance Act of 1987, Title IV, as amended, 42 U.S.C. 11371-78			
14. CFDA NUMBER(S): 14.231		15. CFDA TITLE(S): Emergency Solutions Grant Program	
16. PURPOSE: The purpose of ESG is to provide homelessness prevention assistance to households who would otherwise become homeless and to provide assistance to rapidly re-house persons who are experiencing homelessness. The funds under this program are intended to target individuals and families who would be homeless but for this assistance. Modification to reflect various changes in budget, scope of work, special terms and to extend contract end date .			
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference: <input checked="" type="checkbox"/> Exhibits (specify): Exhibit A – Special Terms and Conditions Exhibit B – Scope of Work Exhibit C - Budget			
This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.			
YAKIMA VALLEY FARM WORKERS CLINIC NCAC		YAKIMA VALLEY CONFERENCE OF GOVERNMENT	
_____ Juan Carlos Oliveras, Executive Director		_____ James A Restucci, Chairman	
_____ Date		_____ Lauris C Mattson, Executive Director	
Attest: _____ Jodi Smith, Office & Comm. Specialist		Approved as to form:  _____ YVCOG Attorney WSBA#	

BUDGET

EMERGENCY SOLUTIONS GRANT

Yakima Valley Farm Worker's Clinic (NCAC)

July 1, 2017 – June 30, 2018			
Admin (3.5%)	Rent Assistance**	Operations	Total
\$1,524.39	\$13,317.78	\$29,053.15	\$43,895.35
TOTAL CONTRACT AMOUNT*:			\$43,895.35

**Up to 70% of this can be paid to "Non-Profit" Landlord

TOTAL CONTRACT AMOUNT: \$43,895.35

**CONSOLIDATED HOMELESS GRANT PROGRAM CONTRACT
FACE SHEET**

CONTRACTOR IS A <input checked="" type="checkbox"/> SUBRECIPIENT <input type="checkbox"/> VENDOR		CONTRACT NUMBER: 2017-18 CHG NCAC Mod 1
1. NAME/ADDRESS: Juan Carlos Olivares, Exec Director Yakima Valley Farm Workers Clinic 601 N Keys Road Yakima WA 98901	2. ORIGINAL CONTRACT AMOUNT: \$289,000.00	5. PREVIOUS CONTRACT AMOUNT: \$0.00
	3. CASH MATCH REQUIREMENT: \$0.00	6. MODIFICATION AMOUNT: \$20,788.68
	4. TOTAL CONTRACT AMOUNT: \$289,000.00	7. NEW TOTAL CONTRACT AMOUNT: \$309,788.68
8. CONTACT INFO: Janice Gonzales (509) 865-7630, ext 2743 Janiceg@yvfwc.org	9. YVCOG PROGRAM CONTACT INFO: Crystal Testerman, Program Mgr 311 N 4th Street, Suite 204 Yakima WA 98901 509-759-7987 crystal.testerman@yvco.org	10. YVCOG FISCAL CONTACT INFO: Lance Larsen 311 N 4th St, Suite 204 Yakima WA 98901 509-574-1550 Lance.Larsen@yvco.org
11. CONTRACT START DATE: July 1, 2017	12. CONTRACT END DATE: June 30, 2018	
13. FUNDING AUTHORITY: Washington State Dept of Commerce Consolidated Homeless Grant (CHG)		
14. STATE AND FEDERAL "BARS" CODE: N/A	15. CFDA NUMBER(S): N/A	
16. PURPOSE: This contract provides resources to address the needs of people who are homeless or at-risk of homelessness, as described in the YVCOG Local Homeless Plan in the county of Yakima where Grantee will provide services. CHG funds and supports a variety of activities, including: operation of facility-based support, rental assistance, data collection and reporting.		
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference: <input checked="" type="checkbox"/> Exhibits (specify): Exhibit A – Special Terms and Conditions Exhibit B – Scope of Work Exhibit C - Budget		
This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.		
YAKIMA VALLEY FARM WORKERS CLINIC NCAC	YAKIMA VALLEY CONFERENCE OF GOVERNMENT	
_____ Juan Carlos Oliveras, Executive Director	_____ James A Restucci, Chairman	
_____ Date	_____ Lauris C Mattson, Executive Director	
Attest:	Approved as to form:	
_____ Jodi Smith, Office & Comm. Specialist	_____ <i>Jodi Smith</i> YVCOG Attorney WSBA#	

BUDGET (7/1/2017 – 6/30/2018)

YAKIMA VALLEY FARM WORKER'S CLINIC (NCAC)

CHG - BASE				
Project	Admin	Rent Assist. (for profit)	Operations	CHG Total
RRH/RA	\$11,239.61	\$116,883.07 *	\$27,000.00	\$152,122.68

() Indicates that 80% of line item will go to "For-Profit" landlord*

CHG - TANF				
Project	Admin	Rent Assist. (includes utility & EN)	Operations	TANF Total
TANF Rent Assist.	\$900.00	\$6,100.00 *	\$6,000.00	\$13,000.00

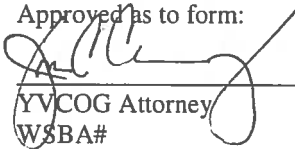
() Indicates that 100% of line item will go to "For-Profit" landlord*

CHG - HEN				
Project	Admin	Rent/Util/EN	Operations	HEN Total
RRH HEN	\$9,740.00	\$97,919.00	\$34,007.00	\$141,666.00

TOTAL CONTRACT AMOUNT: \$309,788.68

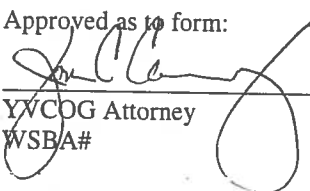
EMERGENCY SOLUTIONS GRANT PROGRAM CONTRACT

FACE SHEET

CONTRACTOR IS A <input checked="" type="checkbox"/> SUBRECIPIENT <input type="checkbox"/> VENDOR		CONTRACT NUMBER: 2017-18 ESG Catholic Charities Mod 1	
NAME/ADDRESS: Darlene Darnell, President and CEO Catholic Charities of the Diocese of Yakima 5301 Tieton Drive, Suite C Yakima, WA 98908	2. ORIGINAL CONTRACT AMOUNT: \$34,000.00	5. PREVIOUS CONTRACT AMOUNT: \$0.00	
	3. CASH MATCH REQUIREMENT: \$0	6. MODIFICATION AMOUNT: \$(34,000)	
	4. TOTAL CONTRACT AMOUNT: \$34,000.00	7. NEW TOTAL CONTRACT AMOUNT: \$0.00	
8. CONTACT INFO: Darlene Darnell, President and CEO Catholic Charities of the Diocese of Yakima 5301 Tieton Drive, Suite C Yakima, WA 98908	9. YVCOG PROGRAM CONTACT INFO: Crystal Testerman, Program Mgr 311 N 4 th Street, Suite 204 Yakima WA 98901 509-424-4695 crystal.testerman@yvco.org	10. YVCOG FISCAL CONTACT INFO: Lance Larsen 311 N 4th St, Suite 204 Yakima WA 98901 509-574-1550 Lance.Larsen@yvco.org	
11. CONTRACT START DATE: July 1, 2017	12. CONTRACT END DATE: June 30, 2018		
13. FUNDING AUTHORITY: McKinney-Vento Homeless Assistance Act of 1987, Title IV, as amended, 42 U.S.C. 11371-78			
14. CFDA NUMBER(S): 14.231	15. CFDA TITLE(S): Emergency Solutions Grant Program		
16. PURPOSE: The purpose of ESG is to provide homelessness prevention assistance to households who would otherwise become homeless and to provide assistance to rapidly re-house persons who are experiencing homelessness. The funds under this program are intended to target individuals and families who would be homeless but for this assistance. Modification to reflect various changes in budget, scope of work, special terms and to extend contract end date			
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference: <input checked="" type="checkbox"/> Exhibits (specify): Exhibit A – Special Terms and Conditions Exhibit B – Scope of Work Exhibit C - Budget			
This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.			
CATHOLIC CHARITIES OF THE DIOCESE OF YAKIMA		YAKIMA VALLEY CONFERENCE OF GOVERNMENT	
_____ Darlene Darnell, President and CEO		_____ James A Restucci, Chairman	
_____ Date		_____ Lauris C Mattson, Executive Director	
Attest: _____ Andi Smith, Office & Comm. Specialist		Approved as to form:  _____ YVCOG Attorney WSBA#	

CONSOLIDATED HOMELESS GRANT PROGRAM CONTRACT

FACE SHEET

CONTRACTOR IS A <input checked="" type="checkbox"/> SUBRECIPIENT <input type="checkbox"/> VENDOR		CONTRACT NUMBER: 2017-18 CHG Catholic Charities Mod 1	
1. NAME/ADDRESS: Darlene Darnell President / CEO 5301 Tieton Drive, Suite C Yakima, WA 98908	2. ORIGINAL CONTRACT AMOUNT: \$270,354.00	5. PREVIOUS CONTRACT AMOUNT: \$0.00	
	3. CASH MATCH REQUIREMENT: \$0.00	6. MODIFICATION AMOUNT: \$34,000.00	
	4. TOTAL CONTRACT AMOUNT: \$270,354.00	7. NEW TOTAL CONTRACT AMOUNT: \$304,354.00	
8. CONTACT INFO: Darlene Darnell President / CEO 5301 Tieton Drive, Suite C Yakima, WA 98908	9. YVCOG PROGRAM CONTACT INFO: Crystal Testerman, Program Mgr 311 N 4 th Street, Suite 204 Yakima WA 98901 509-424-4695 crystal.testerman@yvcog.org	10. YVCOG FISCAL CONTACT INFO: Lance Larsen 311 N 4 th St, Suite 204 Yakima WA 98901 509-574-1550 Lance.Larsen@yvcog.org	
11. CONTRACT START DATE: July 1, 2017		12. CONTRACT END DATE: June 30, 2018	
13. FUNDING AUTHORITY: Washington State Dept of Commerce Consolidated Homeless Grant (CHG)			
14. STATE AND FEDERAL "BARS" CODE: N/A		15. CFDA NUMBER(S): N/A	
16. PURPOSE: This contract provides resources to address the needs of people who are homeless or at-risk of homelessness, as described in the YVCOG Local Homeless Plan in the county of Yakima where Grantee will provide services. CHG funds and supports a variety of activities, including: operation of facility-based support, rental assistance, data collection and reporting.			
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference: Exhibits (specify): Exhibit A – Special Terms and Conditions Exhibit B – Scope of Work Exhibit C - Budget			
This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.			
CATHOLIC CHARITIES OF THE DIOCESE OF YAKIMA		YAKIMA VALLEY CONFERENCE OF GOVERNMENT	
_____ Darlene Darnell, President and CEO		_____ James A Restucci, Chairman	
_____ Date		_____ Lauris C Mattson, Executive Director	
Attest: _____ Jodi Smith, Office & Comm. Specialist		Approved as to form:  _____ YVCOG Attorney WSBA#	

BUDGET (7/1/2017 - 6/30/2018)

CATHOLIC CHARITIES FAMILIES (CCF)

CHG - BASE				
Project	Admin (7.5%)	Rent Assist. (for profit)	Operations	CHG Total
RRH/RA	\$9,765.00	\$82,000*	\$56,589.00	\$148,354.00

() Indicates that 100% of line item will go to "For-Profit" landlord*

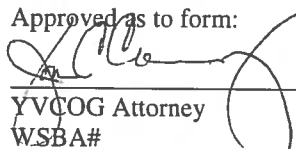
CHG - TANF				
Project	Admin (7.5%)	Rent Assist. (includes utility & EN)	Operations	TANF Total
TANF Rent Assist.	\$4,200.00	\$31,800.00*	\$20,000.00	\$56,000.00

() Indicates that 100% of line item will go to "For-Profit" landlord*

CHG - HEN				
Project	Admin (3.5%)	Rent/Util/EN	Operations	HEN Total
YNH HEN	\$9,740.00	\$65,260	\$25,000.00	\$100,000.00

TOTAL CONTRACT AMOUNT: \$304,354.00

**EMERGENCY SOLUTIONS GRANT PROGRAM CONTRACT
FACE SHEET**

CONTRACTOR IS A <input checked="" type="checkbox"/> SUBRECIPIENT <input type="checkbox"/> VENDOR		CONTRACT NUMBER: 2017-18 ESG YWCA Mod 1 (CHG)	
1. NAME/ADDRESS: Cheri Kilty, Executive Director YWCA 818 West Yakima Avenue Yakima, WA 98902	2. ORIGINAL CONTRACT AMOUNT: \$100,000.00	5. PREVIOUS CONTRACT AMOUNT: \$0.00	
	3. CASH MATCH REQUIREMENT: \$0	6. MODIFICATION AMOUNT: \$(82,893.79)	
	4. TOTAL CONTRACT AMOUNT: \$100,000.00	7. NEW TOTAL CONTRACT AMOUNT: \$17,106.21	
8. CONTACT INFO: Cheri Kilty, Executive Director WCA 818 West Yakima Avenue Yakima, WA 98902	9. YVCOG PROGRAM CONTACT INFO: Crystal Testerman, Program Mgr 311 N 4 th Street, Suite 204 Yakima WA 98901 509-424-4695 crystal.testerman@yvcog.org	10. YVCOG FISCAL CONTACT INFO: Lance Larsen 311 N 4th St, Suite 204 Yakima WA 98901 509-574-1550 Lance.Larsen@yvcog.org	
11. CONTRACT START DATE: July 1, 2017		12. CONTRACT END DATE: June 30, 2018	
13. FUNDING AUTHORITY: McKinney-Vento Homeless Assistance Act of 1987, Title IV, as amended, 42 U.S.C. 11371-78			
14. CFDA NUMBER(s): 14.231		15. CFDA TITLE(S): Emergency Solutions Grant Program	
16. PURPOSE: The purpose of ESG is to provide homelessness prevention assistance to households who would otherwise become homeless and to provide assistance to rapidly re-house persons who are experiencing homelessness. The funds under this program are intended to target individuals and families who would be homeless but for this assistance. Modification to reflect various changes in budget, scope of work, special terms and to extend contract end date			
EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference: <input checked="" type="checkbox"/> Exhibits (specify): Exhibit A – Special Terms and Conditions Exhibit B – Scope of Work Exhibit C - Budget			
This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.			
YWCA _____ Cheri Kilty, Executive Director _____ Date		YAKIMA VALLEY CONFERENCE OF GOVERNMENT _____ James A Restucci, Chairman _____ Lauris C Mattson, Executive Director	
Attest: _____ Jodi Smith, Office & Comm. Specialist		Approved as to form:  _____ YVCOG Attorney WSBA#	

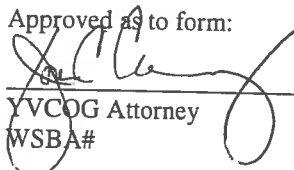
BUDGET

EMERGENCY SOLUTIONS GRANT YWCA Yakima

July 1, 2017 – June 30, 2018			
Project	Admin (3.5%)	Operations	Total
Housing Program	\$2,040.25	\$15,065.96	\$17,106.21
TOTAL CONTRACT AMOUNT**: \$17,106.21			

TOTAL CONTRACT AMOUNT: \$17,106.21

**CONSOLIDATED HOMELESS GRANT PROGRAM CONTRACT
FACE SHEET**

CONTRACTOR IS A <input checked="" type="checkbox"/> SUBRECIPIENT <input type="checkbox"/> VENDOR		CONTRACT NUMBER: 2017-18 CHG YWCA
1. NAME/ADDRESS: Cheri Kilty, Executive Director YWCA 818 West Yakima Avenue Yakima, WA 98902	2. ORIGINAL CONTRACT AMOUNT: \$82,893.79	5. PREVIOUS CONTRACT AMOUNT: \$0.00
	3. CASH MATCH REQUIREMENT: \$0	6. MODIFICATION AMOUNT: \$0.00
	4. TOTAL CONTRACT AMOUNT: \$82,893.79	7. NEW TOTAL CONTRACT AMOUNT: \$82,893.79
8. CONTACT INFO: Cheri Kilty, Executive Director YWCA 818 West Yakima Avenue Yakima, WA 98902	9. YVCOG PROGRAM CONTACT INFO: Crystal Testerman, Program Mgr 311 N 4th Street, Suite 204 Yakima WA 98901 509-424-4695 crystal.testerman@yvcog.org	10. YVCOG FISCAL CONTACT INFO: Lance Larsen 311 N 4th St, Suite 204 Yakima WA 98901 509-574-1550 Lance.Larsen@yvcog.org
11. CONTRACT START DATE: November 1, 2017	12. CONTRACT END DATE: June 30, 2018	
13. FUNDING AUTHORITY: Washington State Dept of Commerce Consolidated Homeless Grant (CHG)		
14. CFDA NUMBER(S): N/A	15. CFDA TITLE(S): N/A	
16. PURPOSE: This contract provides resources to address the needs of people who are homeless or at-risk of homelessness, as described in the YVCOG Local Homeless Plan in the county of Yakima where Grantee will provide services. CHG funds and supports a variety of activities, including: operation of facility-based support, rental assistance, data collection and reporting.		
<p>EXHIBITS: When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference:</p> <p><input checked="" type="checkbox"/> Exhibits (specify): Exhibit A – Special Terms and Conditions Exhibit B – Scope of Work Exhibit C - Budget</p>		
<p>This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.</p>		
YWCA	YAKIMA VALLEY CONFERENCE OF GOVERNMENT	
_____	_____	
Cheri Kilty, Executive Director	James A Restucci, Chairman	
_____	_____	
Date	Lauris C Mattson, Executive Director	
Attest:		
_____	Approved as to form:	
Jodi Smith, Office & Comm. Specialist	 _____ YVCOG Attorney WSBA#	

SCOPE OF WORK

PURPOSE

Combined Consolidated Homeless Grant (CHG) funds provides resources to assist people who are experiencing homelessness obtain and maintain housing stability.

REQUIREMENTS

1. Sub-grantees shall commit to ending homelessness in Yakima County by:
 - a. Prioritizing unsheltered homeless households for services
 - b. Participating in Coordinated Entry, maintaining up to date information
 - c. Assessing each household's housing needs and facilitating housing stability with the goal of obtaining or maintaining permanent housing
 - d. Employing a progressive engagement service model that efficiently move people experiencing homelessness into permanent destinations.
 - e. Prioritizing households most likely to become homeless when using targeted prevention rent assistance
2. Sub-grantees shall submit the following monthly deliverables on time with truthful, accurate information:
 - a. Invoice and documentation detail for reimbursement
 - b. Monthly performance measure updates: 1) number of new clients served, 2) total number of clients served, 3) number of head of households served, and 3) number of clients exited during the month.
 - c. Change requests in writing as needed or required
3. Sub-grantees shall commit to reporting complete quality data into the County HMIS system that is timely, truthful and accurate according to HMIS Guidelines and User Agreements
4. Sub-grantees shall comply with all requirements, policies and procedures in the Consolidated Homeless Grant Guidelines.
5. Consequences of non-compliance:
 - a. If the lead grantee determines that a sub-grantee is failing to comply with guidelines, terms, and conditions, the lead grantee will notify sub-grantee in writing that they will receive technical assistance and be required to respond to a corrective action plan to address and remedy the noncompliance.
 - b. If the sub-grantee is still out of compliance after the technical assistance, the lead grantee may move the sub-grantee into a probationary period with a second corrective action plan and may reduce the contract award by 20%.
 - c. If the sub-grantee remains out of compliance after the probation period, the lead grantee may terminate the contract per the General Terms and Conditions
TERMINATION FOR CAUSE.

ALLOWABLE EXPENSES

1. Allowable expenses and interventions permissible under this agreement are described in the CHG Program Guidelines provided by the Department of Commerce, which are subject to change at any time. Any revisions to the Guidelines are understood to supersede the current document and such changes to the Guidelines during the contracted period are to be incorporated into this agreement, provided such changes do not contradict applicable federal or state of Washington statutes and regulations.
2. Contractor shall not provide rental assistance dollars to clients in prevention (at-risk of homelessness prevention with eviction notices) or couch surfing situations, unless such assistance is provided with HEN funding. Rental assistance payments shall be restricted to literally homeless clients with preference given to those who are currently unsheltered or have an HMIS history that confirms they were unsheltered at initial entry into the service system. This preference should also apply to new HEN clients.
3. Rental assistance provided to any household receiving Temporary Assistance to Needy Families (TANF) income shall be provided under the budget line item set aside for such assistance. Such assistance is subject to the requirements set in item 2 above, and should be provided and obligated by the contractor as an ongoing voucher for the term deemed necessary to stabilize housing.

BUDGET (11/1/2017 - 6/30/2018)

YWCA

CHG - BASE		
Admin	Operations	CHG Total
\$1,459.75	\$81,434.04	\$82,893.79

TOTAL CONTRACT AMOUNT: \$35,074.56