2018 Annual Report

Homeless Housing and Assistance Program for Yakima County

Yakima Valley Conference of Governments
HOMELESS HOUSING AND ASSISTANCE PROGRAM
FOR YAKIMA COUNTY
Yakima Valley Conference of Governments
Annual Report – Issued September 2018 (Rev. 09-11-2018)

For over 50 years, the Yakima Valley Conference of Governments (YVCOG) has administered regional programs funded with State, Federal and Local dollars. The Washington State Auditor and its funders have found YVCOG competent, transparent and compliant as Program Administrator, receiving no findings to date.

In 2014, the Yakima County Commissioners approached YVCOG requesting they administer the Homeless Housing and Assistance Program based on YVCOG’s broad representation of all 14 Cities and the County. The General Membership of Yakima Valley Conference of Governments voted unanimously to adopt the Homeless Program. Following that decision, the Yakima Board of County Commissioners authorized YVCOG to manage the Homeless and Housing Assistance Program local funds through an Interlocal Agreement as a vendor. Yakima County remains the legislative authority over the local funds. YVCOG’s Executive Committee has the legislative authority over state funds.

The YVCOG Executive Committee consists of Elected Officials from 6 cities, the county and 1 ad hoc position. The Executive Committee adopted the “Housing First 2017-2021 Yakima County 5-Year Homeless Plan” in December 2016. This plan identifies 12 goals for making homelessness Brief and Rare and serves as a tool to allocate funding.
In its capacity as the program administrator, YVCOG acts as a pass-through agency for State and Local Homeless Funds. Through YVCOG’s competitive procurement process, projects that align with the goals as outlined in the 5-Year Plan can apply to receive funding. The Annual Report gives detailed information of this process (see page 3). YVCOG then issues sub-contracts to local service providers to deliver those essential services to the homeless population.

**FUNDING ADMINISTERED BY YVCOG**

**STATE:** State funding comes from Consolidated Homeless Grants (CHG) issued by the Department of Commerce directly to the Yakima Valley Conference of Governments. As the recognized lead entity, YVCOG has the ultimate authority and responsibility for compliance of required activities, monitoring spending, competitive procurement, allowable expenditures, and abiding by Chapter RCW 43.185c Homeless Housing and Assistance.

**LOCAL:** The Yakima County Auditor’s Office collects the Local funding, otherwise known as 2163 Local Filing Fees. This is a percentage of local recording fees on the sale or refinance of property/real estate. The Auditor’s office withholds $62 per recording fee and processes it as dictated by HB1570 passed in Legislature on March 25, 2018. The Yakima County Treasurer’s Office deposits these fees into the Homeless Housing and Assistance Fund. As the legal legislative authority, the Yakima County Commissioners hold the ultimate authority and responsibility for these local funds.

**PROGRAM OVERSIGHT**

The Department of Commerce audits YVCOG program compliance annually. Most recently audited in February 2018, YVCOG received one discrepancy on HMIS data timeliness. This was due to complete staff turnover at YWCA and a data entry lag. YVCOG staff immediately worked with YWCA to fix the issue and received a close-out letter from the Department of Commerce acknowledging satisfaction the issue had resolved. YVCOG now runs weekly HMIS data timeliness reports to ensure ALL agencies are up to date on reporting activities. YVCOG received overall positive feedback from the CHG Program Manager for this audit and awarded no findings requiring corrective actions. The program compliance audit included review of subgrantee monitoring, review of financial records, and review of HMIS data entry requirements per the Guidelines for the Consolidated Homeless Grant.

YVCOG reports all Yakima County expenditures in an Annual Report to the Department of Commerce. This all-inclusive report gives information on all homeless service providers’ expenses and not limited to funds passed through YVCOG. Per the Washington State Homeless System Performance: Report Card – Winter 2018, Yakima County scored:

- 87% for overall data quality (average)
- 76% for HMIS data entry: service providers (slightly below average)
- 99% for Annual Reporting: program administrator - YVCOG (3rd highest in the State).
The State Auditor’s Office also regularly audits YVCOG. The last financial audit occurred in July 2016. Ann Strand, Audit Manager for the State Auditor’s Office, also reviewed YVCOG’s procurement process in August 2017 and found to have no concerns.

**PROCESS FOR AWARDING FUNDS**
YVCOG issues funding through a competitive Request for Proposal (RFP) Process. Request for Proposals must align with the goals found in the *Housing First – Yakima County’s Local 5-Year Homeless Plan*.

**YVCOG 2018-2020 CONSOLIDATED FUNDING - REQUEST FOR PROPOSAL (RFP)**
The planning process for the new 2-year contract cycle *July 1, 2018 – June 30, 2020* began in January 2018. On January 30, 2018, YVCOG hosted an open public workshop with the assistance of mediator Matt Fairbank of Sageland Mediations. The first session intended to identify new funding priorities to address goals of the 5-Year Plan. The workshop identified no new priorities. The Homeless Planning and Policy Council therefore recommended adopting
the priorities of the previous year contract awards. The second session intended to open for public comments to improve the RFP process.

The YVCOG 2018-2020 RFP for Homeless Housing and Services opened to applicants from March 15, 2018 through April 9, 2018. The RFP advertisement ran for three days in the Yakima Herald Newspaper, the Daily Sun News, and on the YVCOG website at www.yvcog.org.

The RFP utilized ZoomGrants, an online grant management system. All applicants submitted applications and supporting documents via private ZoomGrant accounts. Applicants received the RFP Guidelines detailing the entire process. RFP Guidelines outlined the following:

- Eligible applicants.
- Detailed instructions for application process.
- Priorities for project funding.
- Scoring criteria for award selection.
- Timeline for application, award, and appeal deadlines.
- Terms and conditions of funding.
- Appeal process.
- Reporting requirements, if awarded.

YVCOG conducted a Pre-Application Workshop to answer applicant questions and published an FAQ page on the website. After the online application closed April 9, 2018, YVCOG staff assessed all 24 applications for minimum threshold requirements. The Scoring Committee received qualifying applications via the ZoomGrants Scoring Module.

**RFP SCORING**

The scoring committee consisted of 6 neutral members of the community - 3 elected officials, 1 City Staff person, and 2 subject matter experts. YVCOG used information from a signed Conflict of Interest Statement and personal interviews to determine eligibility to serve on the Scoring Committee without bias.

1. Wayne Hawver – Naches City Council
2. Pat Krueger – Harrah City Council
3. Clara Jimenez – Toppenish Mayor
4. Arlene Fisher – Union Gap City Manager
5. Jayson Harmon – Blue Mountain Action Council (Veteran Homelessness)
6. David Wells – Union Gospel Mission

Prior to scoring applications, the scoring committee participated in a workshop to train the scorers on the ZoomGrants software, utilization of the scoring matrix tool, and to discuss scoring expectations. All scorers signed a Statement of Acknowledgement that they received
the detailed RFP Scoring Guidelines, understood the scoring process and had the necessary materials to successfully score the submitted proposals.

The scoring committee independently scored each application and returned the scores along with comments to YVCOG staff on April 30, 2018.
## 2018-2020 CONSOLIDATED RFP - INDIVIDUAL SCORING COMMITTEE SCORES

<table>
<thead>
<tr>
<th>Organization Name / Application Title</th>
<th>Requested Amount</th>
<th>Scorer 2</th>
<th>Scorer 3</th>
<th>Scorer 4</th>
<th>Scorer 5</th>
<th>Scorer 6</th>
<th>Scorer 7</th>
<th>Total Score before taking out high/low</th>
<th>Total Score after taking out high/low</th>
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</thead>
<tbody>
<tr>
<td>Catholic Charities of the Diocese of Yakima / Young Adult Housing Program- Rental Assistance (RA)</td>
<td>USD130,000.00</td>
<td>22</td>
<td>34</td>
<td>38</td>
<td>36</td>
<td>51</td>
<td></td>
<td>36.67</td>
<td>36.75</td>
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<tr>
<td>Catholic Charities of the Diocese of Yakima / Young Adult Housing Program- TANF Client Rental Assistance</td>
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<td>32</td>
<td>38</td>
<td>35</td>
<td>51</td>
<td></td>
<td>36.00</td>
<td>35.5</td>
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<tr>
<td>Enthusiastic Community Services / Homeless Opportunities, Peer-monitoring and Engagement (H.O.P.E.) program</td>
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<td>22</td>
<td>31</td>
<td>42</td>
<td>48</td>
<td>49</td>
<td>38.33</td>
<td>39.75</td>
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<tr>
<td>Generating Hope / Noah's Ark Homeless Shelter</td>
<td>USD150,000.00</td>
<td>35</td>
<td>37</td>
<td>33</td>
<td>40</td>
<td>41</td>
<td>43</td>
<td>38.17</td>
<td>38.15</td>
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<tr>
<td>Justice Housing Yakima / Cottage Hill Tiny Homes Development</td>
<td>USD75,000.00</td>
<td>17</td>
<td>22</td>
<td>22</td>
<td>32</td>
<td>0</td>
<td>49</td>
<td>23.17</td>
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<td>Lower Valley Crisis and Support Services / DV Emergency Shelter</td>
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<td>26</td>
<td>38</td>
<td>40</td>
<td>36</td>
<td>41</td>
<td>51</td>
<td>38.67</td>
<td>38.75</td>
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<tr>
<td>Rod's House / Capital Improvement: Youth Shelter &amp; Housing</td>
<td>USD250,000.00</td>
<td>47</td>
<td>37</td>
<td>41</td>
<td>41</td>
<td>40</td>
<td>51</td>
<td>42.83</td>
<td>42.15</td>
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<tr>
<td>Rod's House / Outreach</td>
<td>USD30,000.00</td>
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<td>40</td>
<td>49</td>
<td>44</td>
<td>48</td>
<td>51</td>
<td>45.00</td>
<td>45.15</td>
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<tr>
<td>Rod's House / Resource Center</td>
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<td>43</td>
<td>44</td>
<td>40</td>
<td>49</td>
<td>49</td>
<td>45.83</td>
<td>46.15</td>
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<tr>
<td>Rod's House / Youth/Young Adult Coordinated</td>
<td>USD10,000.00</td>
<td>47</td>
<td>37</td>
<td>48</td>
<td>46</td>
<td>41</td>
<td>47</td>
<td>44.33</td>
<td>45.15</td>
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<tr>
<td>Sacred Messengers DBA Transform Yakima Together / Homeless Outreach Teams (HOT) / Street Outreach</td>
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<td>44</td>
<td>28</td>
<td>40</td>
<td>33</td>
<td>46</td>
<td>51</td>
<td>40.33</td>
<td>40.75</td>
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<td>Yakima Neighborhood Health Services / Yakima Neighborhood Health Services - HEN</td>
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<td>35</td>
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<td>43</td>
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<td>51</td>
<td>37.17</td>
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<td>Yakima Neighborhood Health Services / Yakima</td>
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<td>33</td>
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<td>40</td>
<td>46</td>
<td>51</td>
<td>39.17</td>
<td>40.5</td>
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<tr>
<td>Yakima Neighborhood Health Services / YNHS Capital Improvement the Community Services Resource Center</td>
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<td>23</td>
<td>34</td>
<td>37</td>
<td>41</td>
<td>44</td>
<td>51</td>
<td>38.33</td>
<td>39.0</td>
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<td>Yakima Neighborhood Health Services / YNHS Extreme Winter Weather Hotel/Motel Vouchers</td>
<td>USD128,175.00</td>
<td>34</td>
<td>34</td>
<td>37</td>
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<td>41</td>
<td>51</td>
<td>39.00</td>
<td>37.75</td>
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</tbody>
</table>
Staff ranked the projects by highest scores in each category. The scoring committee then met for a final discussion of the scoring and ranking. Applicants received notification of anticipated awards on May 4, 2018.

The appeal period ran May 4, 2018 through May 10, 2018. RFP Guidelines gave Instructions on how to appeal. Eligible appeals included:

1) aggrievement with scoring of an application
2) a perceived broken process.

No appeal met either of these criteria. One appeal received asked to consider additional information that the agency had failed to include in their original application. The Executive Committee voted this appeal ineligible.

On May 21, 2018, YVCOG Executive Committee received information on the outcomes of the RFP process, participation by the Scoring Committee, scoring results, and recommendations for project selection and funding awards. The YVCOG website publishes all awards.
On June 18, 2018, the YVCOG Executive Committee approved 2-year contract periods, with 1st year contract funding for 16 contracts in the amount of $1,319,500. The Executive Committee awarded three additional contracts in the amount of $155,000 at the July 16, 2018 meeting, contingent on receiving additional anticipated funding through the passing of House Bill 1570. At the end of Year 1, assuming available funding and contract compliance with sufficient program performance, contracts will be amended to include the 2nd year funding (7/1/19 - 6/30/2020).

YVCOG received no eligible applications for the 2018-2020 RFP project category of “24-hour low barrier shelter – City of Yakima”. The YVCOG Executive Committee approved a Sole Source contract to Transform Yakima Together in the amount of $450,000 to manage the temporary

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**2018 RFP - AVAILABLE PROJECT AWARDS: 2-YEAR CONTRACT AMOUNTS**

<table>
<thead>
<tr>
<th>Project</th>
<th>Project Detail</th>
<th>Requested Amount</th>
<th>2163</th>
<th>CKG Base</th>
<th>HEN</th>
<th>TANF</th>
<th>Awarded</th>
<th>Total Score before taking out high/low</th>
<th>Total Score after taking out high/low</th>
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<tr>
<td>Coordinated Entry</td>
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<tr>
<td>1</td>
<td>Adult</td>
<td>$72,000.00</td>
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<td>$60,000</td>
<td></td>
<td></td>
<td>YNH</td>
<td>37.14</td>
<td>37.25</td>
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<td></td>
<td>NCAC</td>
<td>39.33</td>
<td>39.50</td>
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<tr>
<td>3</td>
<td>Young Adult (18-24)</td>
<td>$10,000.00</td>
<td></td>
<td>$10,000</td>
<td></td>
<td></td>
<td>Rod's House</td>
<td>42.83</td>
<td>45.25</td>
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<tr>
<td>TANF (For-Profit)</td>
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<td>Serve TANF Eligible</td>
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<td>NCAC</td>
<td>43.33</td>
<td>42.75</td>
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<td>Serve TANF Eligible</td>
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<td>CCF</td>
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<td>35.50</td>
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<td>RRH/RA (For Profit - Awards equal 40% of overall CKG/TANF BUDGET)</td>
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<td>1</td>
<td>Serve HEN Certified</td>
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<td>1</td>
<td>24-hour low barrier shelter - City of Yakima</td>
<td></td>
<td>$950,000</td>
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<td></td>
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<td>2</td>
<td>DV - Upper Valley</td>
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<td>YNCA</td>
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<td>LVCS</td>
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<td>4</td>
<td>Youth &amp; Young Adult</td>
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<td>$125,000</td>
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<td>Rod's House</td>
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<td>46.25</td>
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<td>5</td>
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<td>GH/NA</td>
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<td>38.25</td>
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<td>6</td>
<td>Hotel/Motel Vouchers - All County</td>
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<td>YNH</td>
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<td>37.25</td>
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<tr>
<td>7</td>
<td>Hotel/Motel Vouchers - All County</td>
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<td>NCAC</td>
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<tr>
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<td>All County</td>
<td>$30,000.00</td>
<td>$30,000</td>
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<td>Rod's House</td>
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<td>45.25</td>
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<tr>
<td>2</td>
<td>All County</td>
<td>$30,000.00</td>
<td>$30,000</td>
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<td>TYT</td>
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</tr>
<tr>
<td>1</td>
<td>All County</td>
<td>$250,000.00</td>
<td>$250,000</td>
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<td>Rod's House</td>
<td>42.83</td>
<td>42.25</td>
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*Amount of award is contingent on increase of 2163 funds per Legislative Bill 1570*
shelter for up to 120 individuals per night, including families and pets, on city-owned property. The YVCOG website has all Sole Source documentation.
Below are eligible reasons for sole source. Check all boxes that apply to your situation and attach any useful documents to justify the sole source.

6. ☑ Compatibility to existing YVCOG standard or to existing equipment, inventory, systems, data, programs or service. Describe. List efforts to find other sources (attach documentation, e.g. Internet screenshots, etc.)

   Transform Yakima Together has continued to manage a 24-hour low barrier shelter services project, in the form of a managed tent encampment through summer of 2017 and then indoors November 2017-March 2018.

   Contracting for July 1, 2018 – June 30, 2020 would be a continuation of Existing Services.

7. ☐ Patented product. Attach documentation to confirm propriety (patent letter, etc)

8. ☐ Only authorized Service Provider, Repair and/or Warranty Services. Attach proof in writing from the MANUFACTURER (not the vendor).
   a. Is written certification attached? ☐ YES ☐ NO

9. ☑ Delivery Date. Only one supplier/contractor can meet required delivery date; Describe why the delivery date is critical and list efforts to find other suppliers/contractors to meet the delivery date.

   Critical Delivery Date: As of July 1, 2018, Yakima County will have no Low-Barrier shelter options in the Yakima Metro area if a timely contract is not awarded. Transform Yakima Together currently has a lease with the City of Yakima to allow for use of property as a "Temporary Shelter Encampment".

10. ☑ Special Market conditions: Can be used to purchase items at auction (RCW 39.30.045) or other items that are offered at a very favorable price and will be sold before the entity will have a chance to complete the bidding process or only one supplier and meet required delivery date. (describe why the delivery date is critical and lists efforts to find other suppliers to meet the delivery date)

   Critical Delivery Date: As of July 1, 2018, Yakima County will have no Low-Barrier shelter options in the Yakima Metro area if a timely contract is not awarded. Transform Yakima Together currently has a lease with the
City of Yakima to allow for use of property as a “Temporary Shelter Encampment”.

11. Other: Please describe

Unique Design: Due to City ordinance, only faith-based organizations can manage temporary shelters. Transform Yakima Together is a faith-based organization.

The sole source is based upon an objective review of the good/service being acquired and appears to be in the best interest of YVCOG. YVCOG knows of no conflict of interest or personal involvement in any way with this request. No gratuities, favor or compromising action have taken place. There is no personal familiarity with specific brands, types of equipment, materials or firms been a deciding influence on the request to sole source this purchase when there are other known suppliers to exist.

Approved by Executive Director

Date
The Executive Committee then approved running a Request for Qualifications (RFQ) for $250,000 for Water and Sewer Utilities on city-owned property to be consistent with a competitive process. The advertisement ran in the Yakima Herald for one day on 7/20/2018 and the application was open in ZoomGrants from July 20\textsuperscript{th} through July 30\textsuperscript{th}, 2018. The YVCOG website has all RFQ Applications.

YVCOG received one application. The City of Yakima applied for $200,000 to extend water and sewer services to the temporary shelter - Phase I of a planned permanent shelter site. The YVCOG Executive Committee approved this award on August 20, 2018. At this time, the Executive Committee decided to award a Sole Source contract for the remaining $50,000 to the City of Yakima for Electrical Service Installation to the temporary shelter. The YVCOG website has all Sole Source documentation.
# CURRENT CONTRACTS FOR HOMELESS SERVICES

*(Year-1 Funding Only: 7/1/2018 – 6/30/18)*

## Yakima Neighborhood Health Services:
- Coordinated Entry Services: $30,000
- Rental Assistance/Rapid Rehousing: $100,000
- HEN & ABD Client Rental Assistance: $450,000
- Emergency Winter Shelter Hotel/Motel Vouchers: $50,000

**Total:** $630,000

## Northwest Community Action Center:
- Coordinated Entry Services: $7,000
- Rent Assistance TANF Eligible Clients: $25,000
- HEN & ABD Client Rental Assistance: $200,000
- Rental Assistance/Rapid Rehousing: $122,500
- Emergency Winter Shelter Hotel/Motel Vouchers: $30,000

**Total:** $384,500

## Rod’s House (serves youth):
- Coordinated Entry Services: $5,000
- Youth & Young Adult Drop-In Shelter: $62,500
- Outreach Services: $15,000
- Capital Project: $125,000

**Total:** $207,500

## Catholic Charities Families (serves 18-24 years of age):
- Rent Assistance TANF Eligible Clients: $25,000
- Rental Assistance/Rapid Rehousing: $65,000

**Total:** $90,000

## Catholic Charities Families (serves 18-24 years of age):
- Rent Assistance TANF Eligible Clients: $25,000
- Rental Assistance/Rapid Rehousing: $65,000

**Total:** $90,000

## Generating Hope – Noah’s Ark (serves lower valley):
- Overnight Lower Valley Shelter: $37,500

## Transform Yakima Together (City of Yakima):
- Outreach Services: $15,000
- 24 Hour Low Barrier Temporary Shelter: $450,000 *(Sole Source)*

**Total:** $465,000

## Lower Valley Crises Services:
- Domestic Violence Lower Valley Shelter: $46,665

## YWCA:
- Domestic Violence Upper Valley Shelter: $63,335

*All executed contracts can be found on the YVCOG website: www.yvcog.org*
CONTRACT MANAGEMENT OVERSIGHT

YVCOG ensures subgrantee contract compliance by:

- Review every invoice submitted by agencies to ensure only allowable activities are reimbursed. Utilize a double check method to ensure accuracy.
- Perform unannounced on-site visits and documenting observations.
- Perform annual on-site Subgrantee Monitoring Audits reviewing: client files for required documentation, financial records, and agency policies and procedures.
- Review monthly HMIS reports for entries, exits, and active clients. We are required to submit these HMIS reports to Department of Commerce with our A-19 Reimbursement Request.
- Review weekly HMIS data timeliness reports to ensure service providers are complying with data entry requirements.
- Provide technical assistance to agencies with questions regarding allowable activities and provide information to agencies when received from our Commerce Program Manager.
- Perform year-end contract close out procedures to ensure no contract will be over reimbursed and performance measures were met.

SUMMARY

This report will inform and educate our members and the community on:

- Available funding administered by YVCOG to service providers to care for homeless housing and assistance.
- How funding is allocated.
- Specific agencies that received funding for the current contract period.
- How much funding is available for different types of services.
- How the State monitors YVCOG to ensure program compliance.
- And, how YVCOG monitors subgrantees for contract compliance.