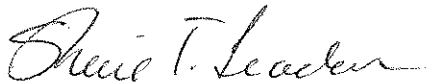


COPY

Project Title: Homeless Assistance Program
Project Site Name: EnTrust Center at Kittitas County Housing Authority
Project Site Address: 107 West 11th Avenue, Ellensburg, WA 98926
Total Project Costs: \$382,000
Grant Amount Requested: \$172,500
City, Town or Unincorporated Area to be served: Kittitas County
Name of Applicant/Agency: EnTrust Community Services – Lead Agency, Partners include the Housing Authority of Kittitas County and Alcohol/Drug Dependency Services (ADDS)
Federal Tax ID#: 91-0862938 for Lead agency
Address of Applicant /Agency: PO Box 9727 Yakima, Wa 98909
Name of Contact Persons: Tom Gaulke
Title: Chief Operations Officer
Email address: gaulket@entrustcs.org
Phone: 509-834-2961
Fax: 509-453-1614
Name and Title of Authorized Representative: Sherie Leadon – Chief Executive Officer

Acceptance of this application may be subject to subsequent compliance reviews, including a review of the latest audit of financial statement. Preparation of an application does not guarantee that applicants will receive funds. By signing this grant application form the undersigned certifies that all information is accurate to the best of his/her knowledge.



Signature of Authorized Representative

3-7-13

Date

Section I. Project Questions

Please respond to the questions in this section about the specific project to be funded.

1. **Project Title:** Homeless Assistance Program
2. **Project Summary and Goals:** Provide one to two paragraphs summarizing your project and how it will strengthen or enhance housing and/or services to prevent or reduce homeless in Kittitas County. Specifically list the goals of the project.

The Homeless Assistance Program (HAP) is a multiagency effort originally designed in 2012 to improve the community safety net for currently homeless or those at risk of homelessness who do not qualify for existing programs offered in Kittitas County by forming a coordinated response to emergency requests for shelter and rental assistance.

In concert with the Kittitas County Plan to Address Homelessness, we are requesting that HAP will be expanded to address the housing needs of those completing drug and alcohol treatment and will include new services intended to address the employment needs of those enrolled.

The goals of HAP are directly related to the following goals outlined in the Kittitas County 10-Year Homelessness Reduction and Affordable Housing Plan:

➤ **Increase emergency housing capacity in Kittitas County**

HAP provides essential emergency housing services in Kittitas County through the 24/7 Kittitas County Emergency Housing Hotline and the Emergency Hotel Voucher Program. The 24/7 hotline is staffed to receive calls from residents of Kittitas County in need of emergency shelter who have lost their permanent housing due to financial issues and/or issues with the family or roommate.

There is an intensive screening process to ensure that applicants are residents of Kittitas County and that the applicant has the willingness and ability to connect with local service providers for long term, stable, supportive housing. EnTrust Community Services, Hope Source, Central Washington Comprehensive Mental Health, Alcohol and Drug Dependency Services, Washington Department of Social and Health Services, ASPEN (Domestic Violence Advocacy and Support), Friends in Service to Humanity (FISH) food bank, Central Washington Disability Resources, and Elmvie are some of the service providers to be considered as may be appropriate.

Emergency shelter is provided with contracted area motels for up to five nights while the applicant family connects with local available services.

Specific Objectives:-

- ✓ Man the 24/7 Hotline with qualified staff
- ✓ Provide up to 125 Hotel bed night vouchers to approximately 60 Individuals/families housed for an average of 5 days.

➤ **Increase the number of housing opportunities available for single persons and disenfranchised populations.**

HAP will serve people who cannot immediately qualify for other programs already in existence in the County due to the emergent nature of their need or failure to meet eligibility guidelines. The primary reasons identified for not receiving services currently in place are the following:

- Lack of available units- (family size, single males, non-senior units)
- Criminal History – felony or other crimes that prohibit participation in existing programs
- Late night release from incarceration
- Transitory (passing through)
- Transitory – waiting for acceptance to existing programs
- Recent Drug and Alcohol Convictions
- Family dynamics (ie. Young adult male over the age of 13 cannot go to the shelter)

The following table shows the number of single males indentified in the point in time counts:

Gender	2006		2007		2008		2009		2010	
All Males	110	55.6%	86	49.1%	73	49.0%	162	62.8%	112	49.3%
All Females	88	44.4%	89	50.9%	76	51.0%	96	37.2%	115	50.7%
Single Males	61	30.8%	53	30.3%	46	30.9%	108	41.9%	74	32.6%
Single Females	41	20.7%	24	13.7%	24	16.1%	36	14.0%	44	19.4%

Source - 2011 Update to Kittitas County's 10-Year Homelessness Reduction and Affordable Housing Plan

HAP Client Assistance Funds will:

- Provide rental assistance for 26 families and 16 individuals for up to 6 months

➤ **Additional case management to homeless populations and Connect homeless populations to services.**

According to the 2011 Update to Kittitas County's 10-Year Homelessness Reduction and Affordable Housing Plan:

"The HPRP program, Polaris, and RIETH all included case management services. All of these programs were new programs to the county, thereby easily increasing the amount of case management (without duplication) to the homeless in this county. However, most of these programs were funded for only 1-2 years creating a temporary solution. By 2012, we will again have a gap in case management services if these programs do not have funding. Case management is key to helping the homeless population access appropriate services and work towards self reliance. Without that additional support, recidivism rates increase."

HAP will provide service coordination and case management services to all people that receive services through the 24/7 Hotline, the Housing and Essential Needs (HEN) Program, HAP, ADDS, and the Drug and Alcohol Transitional Housing Program. The Service Coordinator will also communicate with other Case Managers at Hope Source, ADDS, DSHS, ASPEN, and the DOC to create a system wide information database (HMIS) to ensure those being served are accessing all appropriate services and that the services are working together to address their long-term needs.

By creating a partnership among 3 agencies, we are coordinating an effort to reduce homelessness that also decreases program overlap, increases collaboration, leverages other sources of funding, and capitalizes on coordinated service delivery. Service Coordination by its very nature has a positive impact in reducing system abuse, overuse or misuse and will encourage further success.

The Service Coordinator will also assess each individual or family that requests rental assistance using the Arizona Self Sufficiency Matrix (ASSM). The ASSM measures a family or individual across 19 areas of self-sufficiency to determine the scope of their issues and to develop specific strategies to mitigate those issues. An individual Self-Sufficiency Plan is then developed.

Areas evaluated:

- Income
- Employment
- Shelter
- Food
- Childcare
- Children's Education
- Adult Education
- Legal
- Health Care
- Life Skills
- Mental Health
- Substance Abuse
- Family Relations
- Mobility
- Community Involvement
- Safety
- Parenting Skills
- Credit History
- Veteran's Status

Every 6 months, the individual or family is reassessed to show changes to their scores in each domain and to measure the effectiveness of the programs and services the individual or family is receiving. Each year, ASSM data can then be collected for all participants to show the overall affect of the programs and services in overcoming the issues surrounding homelessness and dependency on the system.

By providing service coordination on each case, we also will reduce the use of these programs over time by assisting individuals to access existing transitional or long-term housing programs.

Specific Objectives:

- Provide a Service Coordinator to ensure services are used to the best effect and establish Self-Sufficiency Plans for each individual or Family to decrease likelihood of long-term use of homeless assistance funds.
- Provide Job Readiness, Placement, and Follow-along Services to 30 individuals or families.

- **Prevent homelessness by providing a source of funding to help with rent payments when households lose their primary source of income.**

HAP will provide up to \$2500 per tenant to local property owners to help individuals:

- that are homeless
- at risk of being evicted due to falling behind on rent
- that need funds to pay first and last month's rent or deposits

HAP will also provide educational services out of the EnTrust offices to those receiving these funds to increase their level of understanding about the importance of maintaining their residence in good order.

According to the 2011 Update to Kittitas County's 10-Year Homelessness Reduction and Affordable Housing Plan:

"The Goal was somewhat met. No funds were approved for this specific work, but the Entrust RIETH grant required the development of partnerships and collaborations with property owners for certain rental guarantees as well as additional work with clients on how to take care of the property.

Affordable housing and homeless prevention grants were disbursed by Kittitas County in 2009 and 2010, used for new transitional housing, rent assistance, and supportive services and this fact may explain the slight dip in the 2010 PIT count, at a time when the recession was still making itself felt in this county."

3. Priorities: (How does this project respond to the Homeless Assistance Grant Program Priorities?

Describe how this project fills an unmet need)

HAP specifically and effectively addresses 4 of the 5 priorities:

1. Emergency and/or transitional housing for single males and females with or without families who either cannot qualify for housing through other agencies or cannot get housing from other agencies because it is not available.
2. Increase the amount of emergency housing for longer than the 3-day limit at the crisis line. Bring the ecumenical community into this discussion.
3. Strengthen the faith community's involvement in homeless discussions and issues in the county.

Long term goals include employment counseling, job training, Job retention counseling, and employment placement and individualized self-sufficiency plan as a reference moving out of homelessness and into self-reliant behaviors.

Inability to pay rent or mortgage or eviction due to non-payment has increased over the past several years to become the number one reason for homelessness in Kittitas County (23.1% of reasons given in 2010, up from 8.8% in 2006). In 2010, other reasons frequently given for homelessness include mental illness (12.7%) and loss of a job (10.8%). Often people at risk just need temporary assistance to bridge the gap in their income until work picks up, they find another job, or they get assistance through various programs. This is where rental assistance in combination with employment assistance can have a great impact.

4. **Preferences:** (Briefly describe how your project meets one or more of the criteria listed under Section E of the Homeless Assistance Program Guiding Principles)

- ***Strength of the proposal to comprehensively address homelessness and affordable housing.***

HAP combines the strengths of three services into one partnership to reduce cost and increase leveraging. It also provides for service coordination not only among the three agencies but across all other services accessed by families and individuals participating in the program. By linking to EnTrust's employment and training programs, a longterm solution to homelessness is also available.

- ***The applicant's contribution toward total project costs, including in-kind.***

The partnership brings in excess of \$209,561 in match from outside sources or in in-kind services.

- ***The project's increased housing options available for single persons and disenfranchised populations, as described in the "Gaps in Service" section of the Plan.***

The project specifically focuses on those that do not qualify for other services and it creates an answer to the issue of what to do in extreme weather.

- ***The project's ability to leverage other funds.***

EnTrust is the provider for the Department of Commerce Housing and Emergency Needs funds (HEN). It is likely that many of the people identified through HAP may also qualify for HEN funding as a first dollar resource. EnTrust has \$197,000 dollars available in HEN funds available through June of 2014. For those that qualify for low-income housing funds, the HAKC will be able to move them into available units as they open.

EnTrust is leveraging DVR and DD funding to cover the other ½ of the Service Coordinator. Those that qualify for DVR or DD employment and training services will be served using those dollars as well.

- ***Support of the "housing first" principle as well as the priorities outlined in the current Kittitas County Homeless Prevention Plan.***

The entire emphasis of the HAP program is to apply the housing first principle to all participants. In fact, all participants that receive services beyond 5 days will have an individual self-sufficiency plan developed to assist them in identifying their housing goals and to establish long-term plans to obtain home ownership or long-term housing.

5. **Creativity/Innovation:** (Describe any creative or innovative aspects of this project. How is it different or unique? Include information about project partners/collaborations)

The Housing Assistance Program (HAP) is a partnership between three agencies that serve people who are homeless or at risk of becoming homeless. Each agency has unique strengths and core competencies that complement each other. By combining resources and coordinating

services, each contributor benefits through efficiencies that come with economies of scale and collaboration.

Collaborating Agency Descriptions:

Kittitas County Housing Authority: Perry Rowe, Executive Director, 962-9006

The mission of the Kittitas County Housing Authority is to assist those we serve with safe, decent, and affordable housing opportunities as we serve to improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner. In addition the Housing Authority attempts to create opportunities for residents to increase their self-sufficiency and independence while assuring fiscal integrity in all programs we administer. The Housing Authority will create and maintain partnerships with its clients and appropriate agencies in order to accomplish our mission. The Housing Authority of Kittitas County was formed in 1968.

EnTrust Community Services: Tom Gaulke, Chief Operations Officer, 834-1220

EnTrust Community Services has been serving local communities in Central Washington since 1971 by providing education, training and job placement services to people with disabilities and other barriers to employment. We have over 100 employees throughout eastern Washington and facilities in Ellensburg, Yakima, and Sunnyside. As a non-profit corporation we work to meet the unmet needs of those we serve in a person centered way and through extensive partnerships with other agencies.

In 2009, we started project HEARTH with funds from Kittitas County's Homeless and Affordable Housing Funds and the project had a major impact on people facing homelessness in our community. In fact the project served more people than originally contracted for and the program was a great success.

We have continued to address additional unmet needs in Kittitas County such as programs for High School students with special needs through the Transition Council, Development of Developmental Disabilities, Department of Vocational Rehabilitation, an internship program at Central Washington University slated to start in the next year. We have also created the Central Washington Veteran's Coalition, and are preparing to increase the amount of services to TANF recipients in the County.

Alcohol and Drug Dependency Services:

ADDs was originally organized July 20, 1972, under the name Kittitas County Citizens Council on Alcoholism. At that time, due to limited resources, the agency acted as an assessment and referral agency only. By 1975, some limited outpatient counseling services were being provided locally. In January of 1980, services began being provided under the name of Alcohol and Drug Dependency Services and the first Intensive Outpatient program was started in January of 1983. In April of 1983, the name was officially changed to Alcohol and Drug Dependency Services (ADDs). ADDs continues to provide a full range of outpatient treatment services for both adults and youth. In June of 2000, ADDs began providing services to citizens of Grant County through a small office in Ephrata. We continue to provide services in Grant County but have moved our office to Moses Lake.

As of January 2013, ADDS has added a men's recovery house to the ROSC (Recovery Oriented System of Care) available in Kittitas County for Drug Court participants. This program called ARM (ADD's Recovering Men's) house will serve a maximum of five individuals at a time and could potentially assist 20 individuals over the course of a year. Adding clean and sober housing to the other evidence-based practices, such as Motivational Interviewing, will be an additional asset in a service-enriched intensive treatment program. Housing can be especially challenging for the criminally-involved clients to acquire, particularly in rural areas. This is particularly true in rural communities that have a large demand for housing by university students. Sharing housing with family or friends who are still actively using alcohol or other drugs is often a typical living situation for a client entering treatment, so a change in housing is prudent but options are often non-existent. The ARM house will allow intensive treatment service in conjunction with a stable living environment for Drug Court clients as they become stronger in their recovery and move on to self-sufficiency.

The residence of the ARM house will be strictly monitored. Along with case monitoring that already exists for Drug Court participants, there will be a weekly mandatory meeting for the house residents. In addition to the continuing education emphasis, there will also be mandatory community service project participation for those residing in the ARM house. This will be another avenue to help our participants recognize how they can become a self-reliant and productive member of society.

Data from the most recent point in time surveys of people who use services funded by the Homeless Housing funds have a positive perception of the programs funded in the past two years. The HEARTH and RIETH (now HAP) and HAKC 24/7 hotline received the highest marks of all funded programs. The programs receiving the highest ratings are those programs that provide services to single adults and to the population of adults have drug issues, criminal histories, and other issues that do not qualify them for any of the other programs. RIETH (now HAP) has helped over 45 individuals or families obtain permanent housing.

Scale: 1	2	3	4	5
Not at all important	Important	Very important	Extremely important	Unsure

Average ratings:

EnTrust HEARTH	3.6
HAKC 24/7 Hotline	3.3
EnTrust RIETH	3.2
Polaris	3.1
Nova	2.7
Habitat House 9 and 11	0.8

Whole Family Approach

The whole family approach and the creation of a link between stable housing and Employment will bring new and innovative resources to the area. A one-stop approach will make the system far easier to navigate for the homeless in the community. Also the use of the Arizona Self-sufficiency Matrix and HMIS will allow for greater tracking of individuals and families over time giving the system accurate rates of effectiveness for the programs servicing the target population.

EnTrust also brings its total quality management philosophy to the area as well allowing for continuous improvement of the systems serving the homeless. Our work with Veteran's, DVR, school districts and others will allow for greater coordination and wrap around systems for our homeless in Kittitas County.

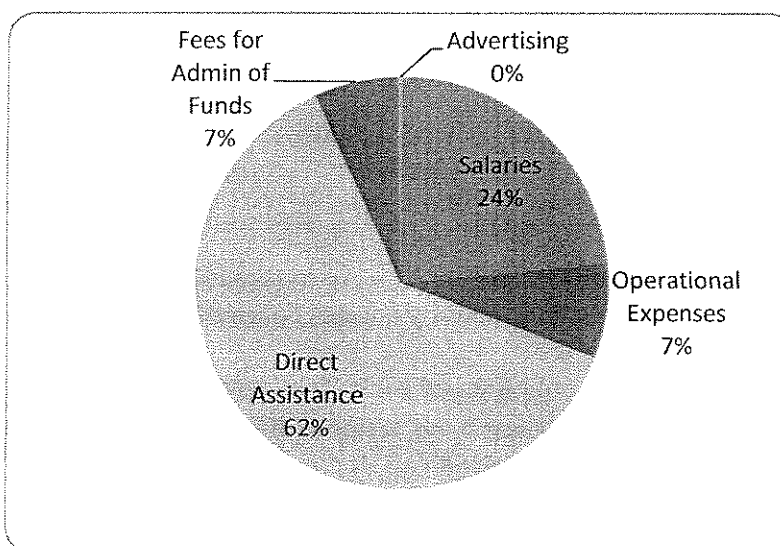
Section II. Funding Questions

Please respond to the questions in this section about the specific project to be funded.

1. **Homeless Assistance Funds: (Specify how you will use the Homeless Assistance funds. Do not describe the project again; rather specify where you will use the funds received from this grant application)**

The vast majority (62%) of all funds are returned to the community in the form of hotel/motel vouchers or rental assistance. That is to say they flow directly back into the community to property owners and the hotel/motel industry.

Salaries comprise 24% of the budget to specifically staff the 24/7 hotline, fund the HAP and Employment Specialist positions. These staff are critical to ensure that each case is monitored and appropriate long-term services, housing solutions, and employment services are defined and achieved. Funds would be used in the following manner: \$2500 maximum per person or family and would be administered and distributed by EnTrust Community Services.



2. **Other Funds: (What funding for this project have you already secured? What in-kind donations have been received? What other grants are you applying for?)**

EnTrust uses its funding from the Housing and Essential Needs (HEN -Department of Commerce) grant, EFSP (federal Emergency Food and Shelter Program), and DSHS funds to offset some of the overhead and admin costs of the program. HAKC receives federal funding for the administration and maintenance of 110 low-income housing units in the Cities of Ellensburg and Kittitas. HAKC also operates 51-units of Below Market Rate multifamily housing in the City of Ellensburg.

In 2012, ADDS used \$142,000 of its own resources to purchase and rehabilitate a house in Ellensburg for the ARM project. This created 16 to 20 beds a year for transitional housing for people referred through the Drug Court who would otherwise be homeless.

3. **Sustainability: (Discuss how this project will be sustained after the Homeless Assistance funds are exhausted.)**

There will always be a need for the housing assistance funding to operate safety net programs like HAP. These needs were the direct reason for the creation of these funds. While we continually

search for grants, United Way, and private sources of funding, it is not likely in the short term that any program of this type will be able to wean itself completely off of this funding.

It is our hope however, to continue to leverage these funds to draw down more funding to the area. Last August, EnTrust was awarded the contract with the Department of Commerce to administer the Housing and Emergency Needs funds allocated by the State legislature. This has brought an additional \$197,000 dollars in to the county for services for homeless or at risk populations.

4. **Timeline: (Provide a very specific calendar for the expenditure of the Homeless Assistance funds, including important project milestones) *Numbers are goofy in grid below**

Expenditure	Amount	Begin	Duration	Milestone	Partner
24/7 Hotline- Monthly Operational Costs	\$600/month	June 1, 2013	12 Months	System operates continuously	HAKC
Hotel Motel Vouchers	\$1333/Month	June 1, 2013	12 Months or until expended	Up to 150 night stays	HAKC
Service Coordination/Employment Services	\$3380.42 /Month	June 2013	12 Months	# of Individuals/Families served	EnTrust
Rental Assistance	\$90,000 total	June 2013	12 months or until expended	Up to 46 individuals and families served	Entrust

5. **Partial Funding: (If this project were to receive only partial funding from the Homeless Assistance Grant Program, how would the funds be used? How would the project be impacted?)**

HAP would have to be scaled back. This could be done by allocating less to direct services, cutting the hours the hotline was open, reducing the amount of hours the Service Coordinator works and/or the number of people served.

6. **Other: The granted dollars are for local resources.**

The bulk, if not all, the funds stay in Kittitas County. Even the absentee landlords spend earned dollars with local resources to assist in maintaining their properties. Local hotels benefit by the bed nights during typically slow winter months. It is a win-win situation. The residents of Kittitas County who provide the funds through the document recording fees collected by the Kittitas County Auditor's Office also receive these funds back by the expenditures made in the community by the individuals/families provided assistance, the landlords, and the service provider employees who live and work in the county.

Section III. Agency Questions

Please respond to the questions in this section about the specific project to be funded.

1. **Background/History: (Please give a brief background and/or history of the applicant organization)**

EnTrust Community Services has been serving local communities in Central Washington since 1971 by providing education, training and job placement services to people with disabilities and other barriers to employment. We have over 100 employees throughout eastern Washington

and facilities in Ellensburg, Yakima, Sunnyside, Kennewick, and Walla Walla. As a non-profit corporation we work to meet the unmet needs of those we serve in an individual way and through extensive partnerships with other agencies.

In 2009, EnTrust began providing emergency housing assistance services and case management for the homeless in Kittitas County. Our programs have made a major impact on people facing homelessness and our projects were rated the highest in importance to the participants in the Point in Time Survey conducted in the 2012 count.

We have continued to address additional unmet needs in Kittitas County such as programs for High School students with special needs and increased services for the developmentally disabled. We have also just created the Central Washington Veteran's Coalition, and are preparing to increase the amount of services to TANF recipients in the County.

2. Qualifications: (Describe your organization's ability and qualifications to complete the project you are requesting to be funded, including any experience you have in managing public funds)

Entrust has been serving homeless populations in Kittitas County for over 5 years now and has over 40 years experience serving people in Eastern Washington. As an agency, EnTrust places over 200 people with significant barriers into employment situations each year. We are nationally accredited through the Commission on Accreditation of Rehabilitation Facilities (CARF). In our most recent accreditation survey in 2010, we received national recognition for our Project Search Program in partnership with Yakima Valley Memorial Hospital in for its innovative approach to employment for high school students with significant barriers to employment. We have highly trained staff in direct services that receive over 80 hours of training per year. Our management team has over 100 years management experience in the non-profit employment sector.

Our Chief Operations Officer is a member of the Executive Committee for the Yakima County Homeless Network and is the past Chair of the Self-Sufficiency Committee.

Our service contracts include:

- Yakima County
- The Division of Developmental Disabilities
- The Division of Vocational Rehabilitation/Department of Services for the Blind
- DSHS – Work First
- 12 School Districts throughout ESD105
- Medicaid
- Aging and Long Term Care
- Emergency Food and Shelter Program
- Social Security
- Over 50 service contracts with business
- Yakima Valley Memorial Hospital
- Ticket-to-work Employment Network
- Department of Commerce – Housing and Emergency Needs Funds
- United Way Central Washington Partner

We conduct an annual independent audit of our finances and are surveyed by our national accrediting body every 3 years.

Section IV. Financial Information

Please respond to the questions in this section about the specific project to be funded.

1. What percent of your total agency budget does this request represent?

**** Numbers goofy below**

The request of \$172,500 represents less than 5% of our total budgeted revenues.

2. What percent of the total project budget does this request represent?

The request represents 45% of the total project budget.

3. Please provide project budget with line items for expenses and income. Be as specific as possible, itemizing where appropriate.

Description	Overall Budget	Request	Other/In-kind
Staff Salaries:			
Staff 24/7/ Hotline	\$ 7,200.00	\$ 7,200.00	\$ -
HAP Service Coordinator	\$ 21,863.05	\$ 21,863.05	\$ -
Employment Specialist	\$ 18,702.02	\$ 18,702.02	
HEN staff	\$ 17,244.06	\$ -	\$ 17,244.06
Management Oversight	\$ 8,135.00	\$ 2,000.00	\$ 6,135.00
Sub-total	\$ 73,144.13	\$ 49,765.07	\$ 23,379.06
Operational Expenses			
Staff Travel:	\$ 2,000.00	\$ 2,000.00	\$ -
Staff Training:	\$ 1,200.00	\$ -	\$ 1,200.00
Supplies:	\$ 1,858.00	\$ 1,794.93	\$ 63.07
Communications/Software	\$ 1,020.00	\$ 840.00	\$ 180.00
Rental/Lease:	\$ 9,000.00	\$ 6,000.00	\$ 3,000.00
Sub-total	\$ 15,078.00	\$ 10,634.93	\$ 4,443.07
Client Assistance Funds:			\$ -
Rental Assistance- Public	\$ 66,000.00	\$ 66,000.00	\$ -
Rent Assistance - ARM (16 ind.)	\$ 24,000.00	\$ 24,000.00	
Emergency Hotel Vouchers	\$ 16,000.00	\$ 16,000.00	\$ -
HEN /EFSP Funds	\$ 134,800.00	\$ -	\$ 134,800.00
Sub-total	\$ 240,800.00	\$ 106,000.00	\$ 134,800.00
Fees for Admin of Housing Fund	\$ 5,500.00	\$ 5,500.00	\$ -
HEN Admin	\$ 5,304.00	\$ -	\$ 5,304.00
Other: Advertising:	\$ 1,300.00	\$ 600.00	\$ 700.00
Total before Admin	\$ 341,126.13	\$ 172,500.00	\$ 168,626.13
Administration Costs	\$ 40,935.14	\$ -	\$ 40,935.14
Total Program Costs	\$ 382,061.27	\$ 172,500.00	\$ 209,561.27

4. How much administrative cost is included in this application?

The only administrative fees charged to this funding are to oversee the financial management of the Hotel/Motel Voucher program. They total \$5500 or 3%. All program administration costs are in-kind or offset by other funding sources.

Management Oversight of \$2,000 (or 1%) represents financial audit, contract compliance, payments to partners, and monitoring of all partners to ensure proper implementation and tracking of the project to ensure it meets all goals and contract requirements.

THE SUPERIOR COURT OF THE STATE OF WASHINGTON
COUNTY OF KITTITAS

Frances P. Chmielewski
Judge
Department One



Scott R. Sparks
Judge
Department Two

MEMORANDUM

To: Kittitas County Board of County Commissioners

From: Judge Scott R. Sparks

Re: Men's Recovery House

Date: February 28, 2013

As you know the BOCC and this court have for many years partnered with Alcohol Drug Dependency Service (ADDS) to provide an Adult Drug Court for chemically dependent offenders in Kittitas County. One of the initial challenges facing every participant in our program is the acquisition of suitable clean and sober housing.

In an effort to decrease the number of people who fail in treatment due to unsuitable housing ADDS has acquired a facility, the Men's Recovery House, and has committed ADDS staff and resources to monitoring this much needed community resource. Since the Men's Recovery House will assist this court in achieving better results through Drug Court, I ask that you support ADDS by providing financial assistance for this worthy project.

Retired Judge Michael E. Cooper is also supportive of this proposal and has asked that I forward to you his thoughts. Judge Cooper states:

I am pleased to learn the partnership between ADDS and the Kittitas County Superior Court has made available to qualified male drug court participants a recovery house. A clean and sober housing environment can only enhance a participant's chance for successful treatment. Too often the one who seeks treatment in drug court is faced with the dilemma of living with family and friends who remain active in use of alcohol and/or drugs because he can't find alternative alcohol/drug free housing. In fact I recall one man in drug court who lived with his mother and sister for several months before his drug-using sister finally moved out. During that time the participant struggled mightily to resist the temptations presented him by his sister. Once the temptation was removed his participation improved dramatically and he successfully completed drug court. I, therefore urge the county commissioners to assist in funding the recovery house to the largest extent possible. County funds expended now for the recovery house will save the county funds in the future that would otherwise have to be utilized to fund the criminal law process.


Thank you very much for considering this letter and for your support of the Men's Recovery House.

Law office of
Eileen M. Murphy
PO Box 272
Ellensburg, WA 98926
Phone (509) 962-2446
Fax (509) 962-2286

March 7, 2013

I am writing this letter in support of ADDS application for a Homeless and Housing Grant. As an attorney who practices criminal law in Ellensburg, and as a member of the Kittitas County Drug Court since 2005, I am very familiar with the excellent services that ADDS provides to our community members. Often times people dealing with drug and alcohol issues have the additional stress of not having a stable and secure place to live which can contribute to continued poor choices and contact with our legal system. While ADDS is able to supply effective recovery assistance for their clients, access to clean and sober residential services is not something that they have been able to provide. Having a place where people who have no support systems or clean living environments can reside while receiving the vital treatment they need to deal with their addictions will contribute to an overall healthier and safer community. I would greatly encourage this grant be given to ADDS to provide this service which is vastly lacking in Ellensburg.

Sincerely,


Eileen M. Murphy
Attorney at Law



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS
DIVISION OF COMMUNITY CORRECTIONS

507 North Pine, Suite D • Ellensburg, Washington 98926 • (509) 962-7700 • FAX (509) 962-7705

03/06/13

Re: Homeless and Housing Grant

To whom it may concern:

This letter is written in support of the grant funding sought by the Alcohol/Drug Dependency Services (ADDs) of Kittitas County. The Department of Corrections has worked with ADDs in treating chemically addicted individuals both releasing from the local County jail as well as the State prison facility.

Over the years we have had difficulties securing housing for individuals currently involved in chemical dependency treatment yet lacking stable housing options. The lack of stable housing has proven a significant barrier to individuals who are seeking to live a life free of drug and/or alcohol abuse.

Due to the rural setting of Kittitas County there are no 'homeless shelters' or 'half-way housing' for the population to utilize. Recently, ADDs has begun a local clean and sober house. Of all the clean and sober housing that I have worked with through the State, this is by far the best option since it is run by ADDs themselves. This allows for a very close monitoring of the residents through random urinalysis and random visits by ADDs staff to the home.

The environment a person is in when struggling to remain clean/sober can be a key component in achieving that goal. With the assistance of the ADDs housing I believe more success can be achieved in reducing recidivism in the community.

Sincerely,

Simon Barr
Community Corrections Officer
Ellensburg, WA

"Working Together for SAFE Communities"

Kittitas County Drug Court

507 Nanum St., Room 111, Ellensburg, WA 98926 * Fax (509)-925-9073 * Tel (509)-925-9821

Kittitas County Drug Court Numbers

2013:	Total number of Participants to Date:	20	19 Male / 2 Female
	Graduated:	2	2 Male
2012:	Total Participants:	25	22 Male / 3 Female
	Graduated:	11	9 Male / 2 Female
	Terminated:	1	1 Male
2011:	Total Participants:	19	15 Male / 4 Female
	Graduated:	1	1 Male
	Transferred:	1	1 Male
	Terminated:	7	6 Male / 1 Female
Total Number of Participants Since 2004:		120	
	Graduated:	70	
	Transferred:	1	
	Terminated:	29	

The mission of the Kittitas County Drug Court is to enhance public safety through intensive judicial supervision and treatment, by providing opportunities and incentives for drug offenders to learn to lead clean lives and become law abiding, productive members of our community.

Alcohol Drug Dependency Service is happy to announce “ARM” – ADDS Recovering Men’s Sober Housing Program. This house will be for single males in outpatient chemical dependency treatment. They will have a safe place to live while they gain the skills needed to transition into the community and their own apartments. Sober housing is a priority need that Ellensburg has been missing.

Our initial idea is to house four men, 30-90 days, with the possibility of extension to 180 days as needed. We hope to have a “house monitor” to monitor day to day living and an ADDS “case manager” to supervise and assist with areas of needs. We also plan to have one “emergency” room/bed for short term use. This room can provide a safe, warm place to stay for a couple nights with food, bath & laundry. This person would have to remain clean & sober and would need to pass a drug test before being allowed use of the room.

Each of the four men would have to be involved with chemical dependency treatment while in the house and random drug testing. It is likely that to begin, most would be members of the Drug Court because they are already being intensely case managed and random drug testing. Any drug or alcohol use would likely result in immediate incarceration and expulsion from the house. Return may be allowed with permission of ADDS Case Manager, ADDS Director and censuses with current participants in house.

“House Monitor” – monitors compliance with chores and helps with household crisis (broken appliances, water, sewer, etc.), minor complaints, fighting, etc. The House Monitor will be responsible to monitoring rule compliance on site, including curfew and guests. They will be authorized in event of emergencies to make major decisions if unable to reach ADDS “Case Manager” or ADDS Director. (Example; fire, natural disaster, or police need - in case of physical violence in the home or drugs brought in.)

ADDS “Case Manager” – will be responsible for all paperwork, transitional case management services and discipline. Room searches may be completed by Case Manager or authorized probation officer.

ADDS will provide all furniture and household goods. Laundry & dishwashing soap, toilet paper, paper towels, sheets, bedding & towels will all be provided. Basic food supplies will also be provided as well as move in supplies. Residents will be expected to sign up for food stamps and the food bank if they are unable to purchase their own food and toiletries. Residents will be required to pay \$250.00 for room/board. Upon completion of intensive outpatient treatment they will be expected to have work and be working on a community transitional plan. Referrals to other agencies will be a part of their case management and we will utilize the best resources for each resident.

Each week there will be a mandatory house meeting that all must attend. Minor issues will be addressed as well as questions, comments and concerns. Chores list distributed and community service opportunities discussed. The “House Monitor” and ADDS “Case Manager” will be in attendance. While individuals are not working, they will be expected to participate in 10 hours of community service a week, once they are working they will participate in 10 hours per month.

Each resident will be expected to clean up after themselves, including dishes and laundry. A dish washer has been provided and it will be expected to run every night with someone in charge of emptying each morning. Showers are to be taken every day, beds made and rooms straightened. Laundry, including sheets, towels & clothing will be washed weekly.

Residents will be provided with a dresser for clothing, shelf in bathroom for toiletries, cupboard in kitchen for food stuff and shelf in the refrigerator. All belongs must be marked with their name. Residents will also be given a locker for security, but valuables will be discouraged and ADDS will take no responsibility for any items.

Basic cable television will be provided as well as a VCR and selection of VHS tapes. Pornography will be not be allowed in any form. No internet services will be provided. A phone and answering machine will be provided. Long distance phone calls will need to be made using a calling card. Visitors will be only allowed with permission during the hours of 9:00 am-9:00 pm. NO females or children other than residents own will be allowed for any reason. Curfew will be at 10:00 pm except with specific permission of Case Manager. Residents must reside in room every night, except with pre-approved permission. No visitors will be allowed in bedrooms for any reason at any time. They must stay in the first floor common areas.

No tobacco use will be allowed at ARM. Smoking will be allowed in ADDS designated smoking areas only and cigarette butts are to be disposed of properly. Smoking will not be tolerated in front of the house.

Garbage/recycling services: Garbage and recycling bins will be provided by ADDS. Garbage will be expected to be placed for pick-up as scheduled. ADDS will engage lawn services, but will expect the walk to be swept and/or snow removal from the front of the house daily.

Rules & Policy Manual: See Attached.

Upon expulsion, resident will be checked out immediately with belongings. ADDS may store boxed belongings for up to 30 days if resident goes to jail or inpatient treatment. Resident must sign a waiver agreeing to storage and box will be sealed with evidence tape. ADDS takes no responsibility for lost or stolen items.

**ADDS ARM TRANSITIONAL PROGRAM
PROGRAM RULES**

Name: _____

The following terms, conditions and rules are a condition of residence in ARM Transition Program:

- Abstinence is an expectation of the program. Substance use will result in immediate expulsion from the house. You may not frequent any establishment where alcohol is the main source of income, nor shall you purchase alcohol or drugs unless prescribed by a physician who knows of your substance dependency and must be verified with staff. Room searches will be at the discretion of Case Manager.
- **Overnight visitors are not allowed under any circumstances.**
- Residents who have treatment pending must attend Wait-List group at ADDS.
- Tuesday morning house meetings are mandatory, if unable to attend due to treatment or work, etc., contact with the case manager within 48 hours is mandatory.
- Abusive language, threats, or violence will not be tolerated.
- Residents will store food and beverages in the designated areas only. Food in bedrooms is prohibited; beverages may be taken to bedrooms only in appropriate containers.
- Residents are required to clean up after themselves in any area used. This means abiding by the no trace theory.
- Residents will make their bed after waking each day and maintain room order.
- Residents are required to maintain personal hygiene.
- Residents are to wear appropriate clothing at all times including at bedtime, sleeping in the nude is not allowed.
- Residents are given regular assigned chores, which must be completed by 10:00 am. Other chores required by staff must be completed as assigned.
- Use of the house phone is limited to 10 minutes per call.
- **Residents must be in for the night by 10:00 p.m.**
- Overnight absences are not allowed without a written pass request that is approved at least 48 hours in advance of the planned absence, pass requests for Friday, Saturday, or Sunday must be received and approved at the Tuesday House meeting. Passes are only approved by the Case Manager.
- Emergency absences will be addressed upon resident's return; emergencies are defined as situations such as a medical emergency, death in the family, etc.
- Residents are required to be engaged in treatment while a resident.
- Residents are required to attend at least three sober support meetings per week and provide verification to the case manager upon request.
- **Residents will submit to breath analysis and/or urinalysis immediately upon staff request.**
- ADDS facility and ARM are smoke-free. No tobacco use is allowed in the house. Smoking must be done in the back designated smoking area only. Smoking will not be tolerated in the front of the house and cigarette butts must be disposed of properly.
- Residents are expected to address and resolve conflict as it occurs, with the assistance of the house manager if appropriate. Any unresolved conflicts or disputes will be referred by residents to the case manager for mediation.
- **Weapons of any kind are forbidden in the house.**
- Any unlawful act will result in police enforcement and prosecution.
- Parking is allowed in designated spots only. No resident or visitor will be allowed to park in the County lot.
- There is a \$10.00 key deposit that is refundable upon return of your house key with your receipt.
- **VISITATION: ADDS staff will pre-screen all visitors and may deny visitation by any individual deemed inappropriate.**
- Visiting hours are from 9:00 a.m. to 9:00 p.m. only.
- Visitors are allowed in common areas only; **at no time will they enter a bedroom or upstairs.**
- **Visits are limited to two at a time, no females or anyone under the age of 18 except your own children are allowed. Underage children are expected to be supervised at all time by the father.**

Failure to follow any of the above house rules will result in written notice of the violation with consequences and/or expulsion from the house. The house monitor does have the authority to call a resident on a rule violation, he will not enforce a consequence, but he will report all rule violations to the case manager.

As the undersigned, I agree that I have read and understand the terms, conditions and rules outlined above and agree to abide by them in full in order to reside in ARM Transitional Program.

Resident Signature

Date

Case Manager

Date

Section 3 -- Instructions for Completing A Funding Application

Grant applicants shall follow the instructions below in preparing their proposal.

- Complete the supplied application forms using a computer. No hand written forms.
- Do not use graphics or formatting embellishments beyond those within the application.
- Be sure to read Kittitas County Homeless Assistance Act Program Guiding Principles.
- Answer each question and sub-question individually in each section of the application.
- Leave in the question and directions. This way we will be sure of the question you are answering, and it will also facilitate easy review for the review committee.
- Use the 1-inch margins through the entire application except as formatted otherwise.
- Use single spaced 12-point Times New Roman or similar font.
- Make certain you are answering the questions. If the question asks "How" answer how, not whether or when.

Please include the following:

- ☒ Current Month Statement of Income & Expenses
- ☒ Recent Fiscal Year-end Agency Audit or Financial Statement (completed by CPA)
- ☒ Agency Budget for Current Fiscal Year
- ☒ Copy of IRS Determination Letter
- ☒ Board of Directors Roster

Applications are due by 4:00 pm, March 8, 2013, at the Kittitas County Board of Commissioner's Office. You will be notified that your application has been received and accepted by the Committee.

Homeless Assistance Grant Program
205 W 5th AVE Suite 108
Ellensburg WA 98926

Please submit one original and 10 copies of the entire application.

NOTE: Incomplete applications may be rejected.

Agency Profit & Loss Budget vs Actual
January 2013

Ordinary Income/Expense

Income

40000 · Public Support

40130 · Individ, Business Contributions

40140 · Fundraising Events

40150 · United Way, CFC Contributions

Total 40000 · Public Support

45000 · Government Revenue

45010 · DD Client Fees

45020 · DVR Fees

45030 · School Fees

45040 · ADH Revenue

45041 · Medicaid Fees

50200 · Private Pay

Total 45040 · ADH Revenue

45070 · Grant Revenue

45090 · L & I

Total 45000 · Government Revenue

50000 · Outside Sales

50100 · Sales to Public

50300 · Temporary Staff

50000 · Outside Sales - Other

Total 50000 · Outside Sales

55000 · Other Revenue

55010 · Interest Income

55040 · Other Revenue

Total 55000 · Other Revenue

Total Income

Gross Profit

Expense

60000 · Wages & Benefits

Jan 13	Budget	\$ Over Budget	% of Budget	Jan 13	YTD Budget	\$ Over Budget	% of Budget
1,730.76	833.00	897.76	207.77%	1,730.76	833.00	897.76	207.77%
10,760.34	0.00	10,760.34	100.0%	10,760.34	0.00	10,760.34	100.0%
1,988.33	1,988.00	0.33	100.02%	1,988.33	1,988.00	0.33	100.02%
14,479.43	2,821.00	11,658.43	513.27%	14,479.43	2,821.00	11,658.43	513.27%
129,087.91	127,000.00	2,087.91	101.64%	129,087.91	133,355.00	-4,267.09	96.8%
13,795.00	18,750.00	-4,955.00	73.57%	13,795.00	19,826.00	-6,031.00	69.58%
14,163.59	9,750.00	4,413.59	145.27%	14,163.59	14,632.00	-468.41	96.8%
6,191.00	9,900.00	-3,709.00	62.54%	6,191.00	8,538.00	-2,347.00	72.51%
5,702.65	5,900.00	-197.35	96.66%	5,702.65	8,170.00	-2,467.35	69.8%
11,893.65	15,800.00	-3,906.35	75.28%	11,893.65	16,708.00	-4,814.35	71.19%
7,103.62	6,000.00	1,103.62	118.39%	7,103.62	6,345.00	758.62	111.96%
2,900.00	0.00	2,900.00	100.0%	2,900.00			
178,943.77	177,300.00	1,643.77	100.93%	178,943.77	190,866.00	-11,922.23	93.75%
8,297.12	13,416.00	-5,118.88	61.85%	8,297.12	13,349.00	-5,051.88	62.16%
5,006.60	4,977.00	29.60	100.6%	5,006.60	4,977.00	29.60	100.6%
0.00	0.00	0.00	0.0%	0.00	67.00	-67.00	0.0%
13,303.72	18,393.00	-5,089.28	72.33%	13,303.72	18,393.00	-5,089.28	72.33%
0.25				0.25			
5.70	77.00	-71.30	7.4%	5.70	81.00	-75.30	7.04%
5.95	77.00	-71.05	7.73%	5.95	81.00	-75.05	7.35%
206,732.87	198,591.00	8,141.87	104.1%	206,732.87	212,161.00	-5,428.13	97.44%
206,732.87	198,591.00	8,141.87	104.1%	206,732.87	212,161.00	-5,428.13	97.44%

Centrust Community Services
Agency Profit & Loss Budget vs Actual
January 2013

	Jan 13	Budget	\$ Over Budget	% of Budget	Jan 13	YTD Budget	\$ Over Budget	% of Budget
60100 · Staff Wages	116,517.86	119,495.00	-2,977.14	97.51%	116,517.86	117,229.00	-711.14	99.39%
60200 · Temporary Staff Wages	4,018.35	4,200.00	-181.65	95.68%	4,018.35	4,441.00	-422.65	90.48%
60300 · Participant Wages	8,048.08	10,546.00	-2,497.92	76.31%	8,048.08	11,153.00	-3,104.92	72.16%
60400 · Health and Disability	8,709.68	7,726.00	983.68	112.73%	8,709.68	7,725.00	984.68	112.75%
60450 · IRA Employer match	1,084.61	1,457.00	-372.39	74.44%	1,084.61	1,459.00	-374.39	74.34%
60500 · FICA Expense	9,010.28	9,087.00	-76.72	99.16%	9,010.28	9,307.00	-296.72	96.81%
60600 · Unemployment Insurance	5,385.89	6,080.00	-694.11	88.58%	5,385.89	6,082.00	-696.11	88.56%
60650 · L & I Insurance	4,292.38	1,770.00	2,522.38	242.51%	4,292.38	1,863.00	2,429.38	230.4%
Total 60000 · Wages & Benefits	157,067.13	160,361.00	-3,293.87	97.95%	157,067.13	159,259.00	-2,191.87	98.62%
62000 · Professional Fees								
62100 · Medical Fees	76.00	101.00	-25.00	75.25%	76.00	100.00	-24.00	76.0%
62200 · Miscellaneous Professional Fees	0.00	1,083.00	-1,083.00	0.0%	0.00	1,083.00	-1,083.00	0.0%
62300 · Legal Fees	0.00	46.00	-46.00	0.0%	0.00	47.00	-47.00	0.0%
62400 · Marketing & Public Relations	0.00	1,758.00	-1,758.00	0.0%	0.00	1,757.00	-1,757.00	0.0%
62500 · Commissions/Employment Fees	0.00	42.00	-42.00	0.0%	0.00	43.00	-43.00	0.0%
62700 · Audit and Accounting Fees	0.00	800.00	-800.00	0.0%	0.00	0.00	0.00	0.0%
62800 · Computer Professional Fees	3,854.51	3,734.00	120.51	103.23%	3,854.51	3,734.00	120.51	103.23%
62900 · Miscellaneous Advertising	127.80	1,104.00	-976.20	11.58%	127.80	1,104.00	-976.20	11.58%
62950 · Website Fees	0.00	42.00	-42.00	0.0%	0.00	42.00	-42.00	0.0%
Total 62000 · Professional Fees	4,058.31	8,710.00	-4,651.69	46.59%	4,058.31	7,910.00	-3,851.69	51.31%
65000 · Supplies								
65100 · Office Supplies	497.70	632.00	-134.30	78.75%	497.70	666.00	-168.30	74.73%
65200 · Computers Software	0.00	291.00	-291.00	0.0%	0.00	1,200.00	-1,200.00	0.0%
65300 · Miscellaneous Supplies	584.45	653.00	-68.55	89.5%	584.45	686.00	-101.55	85.2%
65400 · Program Supplies	372.37	1,500.00	-1,127.63	24.83%	372.37	1,500.00	-1,127.63	24.83%
Total 65000 · Supplies	1,454.52	3,076.00	-1,621.48	47.29%	1,454.52	4,052.00	-2,597.48	35.9%
66000 · Telephone, Postage & Freight								
66100 · Telephone	2,171.58	1,567.00	604.58	138.58%	2,171.58	1,658.00	513.58	130.98%
66200 · Cellular Phones	846.18	775.00	71.18	109.19%	846.18	813.00	33.18	104.08%
66300 · Postage and Freight	239.55	125.00	114.55	191.64%	239.55	124.00	115.55	193.19%
Total 66000 · Telephone, Postage & Freight	3,257.31	2,467.00	790.31	132.04%	3,257.31	2,595.00	662.31	125.52%

Agency Profit & Loss Budget vs Actual

January 2013

	Jan 13	Budget	\$ Over Budget	% of Budget	Jan 13	YTD Budget	\$ Over Budget	% of Budget
67000 • Occupancy Expense								
67100 • Utilities	4,233.16	3,373.00	860.16	125.5%	4,233.16	3,567.00	666.16	118.68%
67200 • Rent	3,150.00	3,197.00	-47.00	98.53%	3,150.00	3,150.00	0.00	100.0%
67300 • Licenses and Permits	0.00	27.00	-27.00	0.0%	0.00	14.00	-14.00	0.0%
67400 • Building & Grounds Maintenance	1,101.80	411.00	690.80	268.08%	1,101.80	411.00	690.80	268.08%
67500 • Miscellaneous Occupancy	59.35	146.00	-86.65	40.65%	59.35	146.00	-86.65	40.65%
67600 • Equipment Rental	3,149.18	3,020.00	129.18	104.28%	3,149.18	3,020.00	129.18	104.28%
67700 • Equipment Maintenance	358.31	502.00	-143.69	71.38%	358.31	530.00	-171.69	67.61%
Total 67000 • Occupancy Expense	12,051.80	10,676.00	1,375.80	112.89%	12,051.80	10,838.00	1,213.80	111.2%
68000 • Printing & Subscriptions								
68100 • Printing and Artwork	73.40	126.00	-52.60	58.25%	73.40	126.00	-52.60	58.25%
68200 • Subscriptions	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
68300 • Publications	0.00	8.00	-8.00	0.0%	0.00	8.00	-8.00	0.0%
68000 • Printing & Subscriptions - Other	0.00	53.00	-53.00	0.0%	0.00	53.00	-53.00	0.0%
Total 68000 • Printing & Subscriptions	73.40	187.00	-113.60	39.25%	73.40	187.00	-113.60	39.25%
69000 • Travel and Meetings								
69100 • Gas & Oil	2,122.66	2,812.00	-689.34	75.49%	2,122.66	1,873.00	249.66	113.33%
69200 • Vehicle Maintenance	251.78	345.00	-93.22	72.98%	251.78	1,348.00	-1,096.22	18.68%
69300 • Vehicle Lease	2,064.41	1,896.00	168.41	108.88%	2,064.41	1,896.00	168.41	108.88%
69400 • Vehicle Insurance	1,017.00	1,221.00	-204.00	83.29%	1,017.00	1,489.00	-472.00	68.3%
69500 • Vehicle License	53.75	104.00	-50.25	51.68%	53.75	684.00	-630.25	7.86%
69600 • Mileage Reimbursement	1,080.98	2,315.00	-1,234.02	46.7%	1,080.98	2,316.00	-1,235.02	46.67%
69700 • Hotel, Meals, and Other	15.94	150.00	-134.06	10.63%	15.94	17.00	-1.06	93.77%
69900 • Program Transportation	204.00	450.00	-246.00	45.33%	204.00	450.00	-246.00	45.33%
Total 69000 • Travel and Meetings	6,810.52	9,293.00	-2,482.48	73.29%	6,810.52	10,073.00	-3,262.48	67.61%
70000 • Training, Conf., Conv., Meeting								
70100 • Conference and Convention	190.00	81.00	109.00	234.57%	190.00	0.00	190.00	100.0%
70200 • Meeting Space & Equipment	0.00	28.00	-28.00	0.0%	0.00	28.00	-28.00	0.0%
70300 • Meeting Food & Beverage	438.50	475.00	-36.50	92.32%	438.50	475.00	-36.50	92.32%
70400 • Staff Training	0.00	100.00	-100.00	0.0%	0.00	100.00	-100.00	0.0%
Total 70000 • Training, Conf., Conv., Meeting	628.50	684.00	-55.50	91.89%	628.50	603.00	25.50	104.23%

Agency Profit & Loss Budget vs Actual

January 2013

	Jan 13	Budget	\$ Over Budget	% of Budget	Jan 13	YTD Budget	\$ Over Budget	% of Budget
71000 · Cost of Goods for Resale								
71100 · Purchases	106.13	73.00	33.13	145.38%	106.13	73.00	33.13	145.38%
71300 · Manufacturing Supplies	1,570.13	1,222.00	348.13	128.49%	1,570.13	1,223.00	347.13	128.38%
71400 · Small Tools	0.00	8.00	-8.00	0.0%	0.00	8.00	-8.00	0.0%
Total 71000 · Cost of Goods for Resale	1,676.26	1,303.00	373.26	128.65%	1,676.26	1,304.00	372.26	128.55%
72000 · Miscellaneous Expense								
72100 · Dues								
72101 · Agency Dues	1,621.73	536.00	1,085.73	302.56%	1,621.73	1,456.00	165.73	111.38%
72102 · Individual Dues	115.00	20.00	95.00	575.0%	115.00	20.00	95.00	575.0%
Total 72100 · Dues	1,736.73	556.00	1,180.73	312.36%	1,736.73	1,476.00	260.73	117.67%
72200 · Interest	103.34	247.00	-143.66	41.84%	103.34	247.00	-143.66	41.84%
72250 · Bank Service Charge	4.15	0.00	4.15	100.0%	4.15	0.00	4.15	100.0%
72260 · Credit Card Processing Fee	40.95	0.00	40.95	100.0%	40.95	0.00	40.95	100.0%
72300 · Insurance	1,422.00	1,579.00	-157.00	90.06%	1,422.00	1,579.00	-157.00	90.06%
72400 · Miscellaneous	374.44	1,395.00	-1,020.56	26.84%	374.44	309.00	65.44	121.18%
72500 · Bad Debt Expense	0.00	25.00	-25.00	0.0%	0.00	0.00	0.00	0.0%
72600 · Allocation of Admin. Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total 72000 · Miscellaneous Expense	3,681.61	3,802.00	-120.39	96.83%	3,681.61	3,611.00	70.61	101.96%
75000 · Depreciation and Amortization								
75100 · Equipment Depreciation	2,039.05	1,578.00	461.05	129.22%	2,039.05	1,579.00	460.05	129.14%
75200 · Warehouse Depreciation	26.23	9.00	17.23	291.44%	26.23	9.00	17.23	291.44%
75300 · Building Improvement Deprec.	637.27	887.00	-249.73	71.85%	637.27	886.00	-248.73	71.93%
Total 75000 · Depreciation and Amortization	2,702.55	2,474.00	228.55	109.24%	2,702.55	2,474.00	228.55	109.24%
Total Expense	193,461.91	203,033.00	-9,571.09	95.29%	193,461.91	202,906.00	-9,444.09	95.35%
Net Income	13,270.96	-4,442.00	17,712.96	-298.76%	13,270.96	9,255.00	4,015.96	143.39%

EnTrust Community Services

Financial Statements and
Independent Auditors' Reports

December 31, 2011



EnTrust Community Services

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MATHEW D. PETERSEN

ABBY M. SANDERS

RYAN D. SMITH



3702 KERN ROAD

YAKIMA, WA 98902

509 575 1040 P

509 457 2145 F

INDEPENDENT AUDITORS' REPORT

Board of Directors
EnTrust Community Services
Yakima, Washington

We have audited the accompanying statement of financial position of EnTrust Community Services (a nonprofit organization) as of December 31, 2011, and the related statements of activities and changes in net assets, functional expenses, and cash flow for the year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of EnTrust Community Services as of December 31, 2011, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated May 23, 2012, on our consideration of EnTrust Community Services's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Petersen CPAs + Advisors, PLLC

May 23, 2012

EnTrust Community Services
Statement of Financial Position
December 31, 2011

Assets

Current Assets:

Cash and cash equivalents	\$ 34,826
Temporary investments	3,549
Accounts receivable, net of allowance for doubtful accounts	473,115
Materials inventory	16,696
Other current assets	-
Prepaid expenses	98,772
Total current assets	<u>626,958</u>

Property and Equipment:

Buildings and improvements	419,588
Capitalized lease	643,427
Equipment	797,911
	<u>1,860,926</u>
Less accumulated depreciation	(1,667,587)
Total property and equipment	<u>193,339</u>
	<u><u>\$ 820,297</u></u>

Liabilities and Net Assets

Current Liabilities:

Accounts payable	\$ 20,970
Accrued expenses	156,845
Current portion of long-term debt	8,700
Total current liabilities	<u>186,515</u>

Long-term Debt:

Capital leases	34,141
Total liabilities	<u>220,656</u>

Net Assets:

Unrestricted, undesignated	572,474
Board designated	7,922
Temporarily restricted	19,245
Total net assets	<u>599,641</u>
	<u><u>\$ 820,297</u></u>

See accompanying notes to financial statements.

EnTrust Community Services
Statement of Activities and Changes in Net Assets
For the Year Ended December 31, 2011

<i>Support:</i>	
United Way	\$ 13,484
Assessment fees from state	810,814
Grants from government agencies	1,785,852
Contributions	4,750
Fundraising	16,892
Total support	<u>2,631,792</u>
<i>Other Revenue:</i>	
Commercial	288,583
Interest income	292
Gain on sale of asset	1,650
Miscellaneous	10,846
Total other revenue	<u>301,371</u>
<i>Net Assets Released from Restrictions</i>	<u>12,733</u>
Total support and revenue	<u>2,945,896</u>
<i>Expenses:</i>	
Employment services and training	1,989,432
Upskills	153,892
Adult Day Health	287,014
Project Search	151,683
Furniture project	10,372
Fundraising	3,786
Administration	349,030
Total expenses	<u>2,945,209</u>
<i>Change in Unrestricted Net Assets</i>	687
<i>Unrestricted Net Assets, Beginning of Year</i>	<u>579,709</u>
<i>Unrestricted Net Assets, End of Year</i>	<u><u>\$ 580,396</u></u>
<i>Change in Temporarily Restricted Net Assets:</i>	
Contributions	\$ 13,484
Net assets released from restriction	<u>(12,733)</u>
<i>Changes in Temporarily Restricted Net Assets</i>	<u>751</u>
<i>Temporarily Restricted Net Assets, Beginning of Year</i>	<u>18,494</u>
<i>Temporarily Restricted Net Assets, End of Year</i>	<u><u>\$ 19,245</u></u>

See accompanying notes to financial statements.

EnTrust Community Services
Statement of Functional Expenses
For the Year Ended December 31, 2011

	Employment Services and Training	Upskills	Adult Day Health	Project Search	Furniture Project	Fundraising	Administration	Total
<i>Expenses:</i>								
Salaries	\$ 1,140,266	\$ 107,375	\$ 192,751	\$ 114,349	\$ 8,499	\$ -	\$ 186,963	\$ 1,750,203
Wages	221,747	-	-	-	-	-	-	221,747
Employee benefits	105,406	9,216	18,794	11,838	-	-	45,977	191,231
Payroll taxes	158,873	12,329	23,713	14,252	775	-	2,582	212,524
Total salaries and benefits	1,626,292	128,920	235,258	140,439	9,274	-	235,522	2,375,705
Advertising	-	-	930	-	-	-	3,178	4,108
Conferences	45	-	100	-	-	-	834	979
Cost of production materials	20,982	-	9,861	-	215	621	2,385	34,064
Depreciation	29,298	2,475	4,930	2,626	-	-	1,317	40,646
Dues and subscriptions	4,489	877	1,958	877	-	-	1,414	9,615
Equipment rental	16,358	5,453	3,635	-	-	-	5,883	31,329
Insurance	12,761	1,130	2,142	1,399	-	-	2,349	19,781
Interest	-	-	-	-	-	-	2,270	2,270
Materials and supplies	5,886	114	2,372	52	727	3,165	7,274	19,590
Medical	1,315	76	72	-	-	-	72	1,535
Miscellaneous	588	-	(809)	-	-	-	1,957	1,736
Occupancy	82,690	-	-	-	-	-	2,254	84,944
Professional services	27,390	2,579	6,010	1,652	-	-	33,541	71,172
Repairs and maintenance	4,675	-	217	-	-	-	10,492	15,384
Services to participants	28,715	-	-	-	-	-	-	28,715
Staff training	-	-	-	-	-	-	1,159	1,159
Telephone and postage	23,667	3,418	3,557	612	-	-	11,182	42,436
Transportation	82,967	3,680	11,611	4,026	156	-	13,991	116,431
Utilities	21,314	5,170	5,170	-	-	-	11,956	43,610
Total expenses before indirect expenses	1,989,432	153,892	287,014	151,683	10,372	3,786	349,030	2,945,209
Indirect expenses	255,459	23,207	43,254	27,110	-	-	(349,030)	-
	\$ 2,244,891	\$ 177,099	\$ 330,268	\$ 178,793	\$ 10,372	\$ 3,786	\$ -	\$ 2,945,209

See accompanying notes to financial statements.

EnTrust Community Services
Statement of Cash Flows
For the Year Ended December 31, 2011

Increase (Decrease) in Cash and Cash Equivalents

Cash Flows from Operating Activities:

Cash received from public support and revenue	\$ 3,014,109
Cash paid to suppliers and employees	(3,019,926)
Interest received	292
Interest paid	(2,270)
Net cash used in operating activities	<u>(7,795)</u>

Cash Flows from Investing Activities:

Change in temporary investments	22,838
Additions to property and equipment	(4,054)
Proceeds from sale of equipment	1,650
Net cash provided by investing activities	<u>20,434</u>

Cash Flows from Financing Activities:

Payments on long-term debt	(13,702)
Restricted contributions	13,484
Restricted contributions released from restriction	(12,733)
Net cash used in financing activities	<u>(12,951)</u>

<i>Net Decrease in Cash and Cash Equivalents</i>	(312)
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<i>Cash and Cash Equivalents, Beginning of Year</i>	<u>35,138</u>
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<i>Cash and Cash Equivalents, End of year</i>	<u><u>\$ 34,826</u></u>
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Non-Cash Financing and Investing Activities:

For the year ended December 31, 2011 the Organization entered into two capital leases totaling \$47,011.

For the year ended December 31, 2011 the Organization disposed of capital assets with a cost of \$15,242 and a net book value of \$0.

EnTrust Community Services
Statements of Cash Flows (continued)
For the Year Ended December 31, 2011

Reconciliation of Change in Net Assets to Net Cash

(Used in) Operating Activities:

Change in net assets	\$ 1,438
Adjustments to reconcile change in net assets to net cash used in operating activities:	
Depreciation	40,646
Excess of restricted contributions over net assets released from restriction	(751)
Gain on sale of equipment	(1,650)
(Increase) decrease in operating assets:	
Accounts receivable	70,155
Prepaid expenses	(36,211)
Materials inventory	34
Increase (decrease) in operating liabilities:	
Accounts payable	(64,376)
Accrued expenses and payroll taxes	(17,080)
Total adjustments	<u>(9,233)</u>
Net cash used in operating activities	<u>\$ (7,795)</u>

See accompanying notes to financial statements.

EnTrust Community Services

Notes to Financial Statements

Note 1 – Organization:

EnTrust Community Services (the Organization) is a non-profit organization with locations in Yakima, Sunnyside, Tri-Cities, and Ellensburg, Washington. The Organization was established to train, promote, and provide diversified employment for developmentally disabled adults in the Yakima Valley. The Organization funds operations through contracts with Yakima and Benton-Franklin counties, government grants, private commercial contracts, and contributions from the public.

EnTrust Community Services was established as a resource to families who have family members with developmental disabilities. The Organization works to supply workers with disabilities in temporary or full time employment; in groups or individually; on-site or off-site. Since its inception, it has evolved into one of the largest employment and training facilities in Central Washington. The mission of the Organization reflects a loyal commitment to enriching the lives of people with disabilities by promoting creative employment, education, and health options that foster integration into their communities. Program emphasis includes assistance with orientation and training, providing dependable employees who want to work, supervision, and coaching.

The core programs of the Organization are:

- Employment Services and Training – Provision of a customer driven, community-based approach to helping people with barriers to employment, especially those with developmental disabilities improve their lives through education, training, employment, and involvement in the community. The employment and training services include the following:

Job Development – Assistance to obtain and retain community employment. Working with individuals to identify their employable skills and help to market those skills to business in the community.

Job Coaching – Support to employed individuals to help maintain employment through ongoing training and support.

- Upskills – Adult basic education program for adults with disabilities.
- Adult Day Health (ADH) – Provides basic health therapy such as physical, occupational, and speech therapy, and registered nurse services.
- Project Search – Places students with disabilities into work environments for community job training.
- Furniture Project – Teaches job skills in a group training program by assembling various furniture items and then selling the assembled products through various outlets.

Note 2 – Summary of Significant Accounting Policies:

Basis of accounting – The Organization's financial statements have been prepared on the accrual basis of accounting.

Under this method of accounting revenues are recognized when earned and expenses are recognized when incurred.

Basis of presentation – Financial statement presentation follows the U.S. generally accepted accounting principles promulgated by the Financial Accounting Standards Board. Under those principles, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

Use of estimates – The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

EnTrust Community Services

Notes to Financial Statements

Note 2 – Summary of Significant Accounting Policies (continued):

Cash and cash equivalents – For purposes of the statement of cash flows, the Organization considers all highly liquid investments with original maturity dates of three months or less to be cash equivalents.

The Organization maintains its cash in bank deposit accounts which, at times, may exceed federally insured limits. The Organization believes it is not exposed to any significant credit risk on cash and cash equivalents.

Accounts Receivable – The Organization's accounts receivable are carried at original invoice amount less an estimate for doubtful receivables based on a review of all outstanding amounts. Management determines the allowance for doubtful accounts by identifying troubled accounts using historical experience applied to the aging of accounts. Management regularly evaluates customer balances to determine collectability. A receivable is considered to be past due if it is outstanding for more than 90 days. Receivables are written off when deemed uncollectible. Recoveries of trade receivables previously written off are recorded as income when received. Management's evaluation resulted in an allowance for doubtful accounts at December 31, 2011 of \$7,986.

Inventory – Material inventories are stated at the lower of cost or market on a first-in, first-out basis.

Property and equipment – It is the Organization's policy to capitalize property and equipment over \$1,000. Purchased property and equipment is capitalized at cost and depreciated on a straight-line basis over estimated useful lives of 5 to 40 years. Major expenditures for property and those which substantially increase useful lives over certain thresholds, are capitalized. Routine repairs and maintenance are expensed as incurred. Depreciation expense was \$40,646 for the year ended December 31, 2011.

Contributed property and equipment is recorded at fair value at the date of donation. If donors stipulate how long the assets must be used, the contributions are recorded as restricted support. In the absence of such stipulations, contributions of property and equipment are recorded as unrestricted support.

The Organization records impairment losses on long-lived assets used in operations when events and circumstances indicate that the assets might be impaired and the undiscounted cash flows estimated to be generated by those assets are less than the carrying amount of those assets. Management reviews and analyzes fixed assets for potential impairment on an annual basis and no impairment was determined by management at December 31, 2011.

Capitalized lease – The Organization has capitalized the original cost of its leased facilities and is amortizing this cost over 30 years on a straight-line basis. The lease, which expired December 31, 2004, required no payments by EnTrust Community Services. Funds for the original construction of the multipurpose facility were obtained through a fund raising project conducted by EnTrust Community Services in 1977 and 1978. Private donations and special grants from the City and County of Yakima for this purpose were channeled through Yakima County, Washington, with a leaseback of the constructed facilities made to EnTrust Community Services. During the year ended December 31, 2008, Yakima County transferred the property to the Organization. The deed carries a condition that the property must always be used for the purpose of serving people with disabilities. If the property is sold, the proceeds must be reinvested in a new property used for the same purpose.

Vacation policy – The Organization recognizes vacation expense when earned. Full-time and part-time employees begin accruing vacation immediately. Accrued vacation is payable upon termination.

Federal income taxes – The Financial Accounting Standards Board (FASB) has issued provisions on accounting for uncertainty in income taxes. The Organization adopted this new guidance for the year ended December 31, 2009. Management evaluated the Organization's tax positions and concluded that the Organization had taken no uncertain tax positions that require adjustments to the financial statements to comply with the provisions of this guidance. The Organization is no longer subject to U.S. federal income tax examinations by tax authorities for the years before 2008.

Functional expenses – The costs of providing various program and supporting services have been summarized on a functional basis in the statement of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefitted.

EnTrust Community Services

Notes to Financial Statements

Note 2 – Summary of Significant Accounting Policies (continued):

Donated materials and services – Donated materials and services are recorded as contributions at their fair values in the period received when the donated services create or enhance non-financial assets or require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. A number of volunteers and community organizations have donated significant amounts of their time and materials to the Organization. These materials and services are not recorded because of the lack of objective basis to determine the value of the services and materials.

Net assets – The Organization reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. The classes of net assets are based on the existence or absence of donor-imposed restrictions. Board designated assets consist of an endowment fund held with Yakima Valley Community Foundation that the Board has designated for future use. The temporarily restricted net assets consist of United Way Funding that has not yet been earned and a fund restricted for the use of participants. The Organization has no permanently restricted net assets.

Revenue recognition – Amounts received that are designated for future periods or restricted by the donor are reported as temporarily or permanently restricted support and increase the respective class of net assets. Contributions received with temporary restrictions that are met in the same reporting period are reported as unrestricted support and increase unrestricted net assets.

Advertising – Advertising costs are expensed as incurred. Advertising costs were \$4,108 for the year ended December 31, 2011.

Subsequent events – Subsequent events were evaluated through May 23, 2012, which is the date the financial statements were available to be issued.

Note 3 – Long-Term Debt:

Long-term debt consisted of the following:

Capital lease payable to Enterprise Fleet Management for lease of a truck, due in monthly installments of \$477, including imputed interest of 5%, due November 2016, collateralized by a vehicle.	\$ 24,508
Capital lease payable to Enterprise Fleet Management for lease of a van, due in monthly installments of \$407, including imputed interest of 5%, due March 2016; collateralized by vehicle.	18,333
	<u>42,841</u>
Less current maturities	8,700
	<u>\$ 34,141</u>

At December 31, 2011, future maturities were as follows:

Year Ending December 31,	Gross Lease Payments	Less Amount Representing Interest	Principal Portion
2012	\$ 10,602	\$ 1,902	\$ 8,700
2013	10,602	1,503	9,099
2014	10,602	1,037	9,565
2015	10,602	548	10,054
2016	5,579	156	5,423

EnTrust Community Services

Notes to Financial Statements

Note 4 – Operating Leases:

The Organization leases industrial space at \$4,615 per month. The lease expires in 2012.

The Organization leases office space in Kennewick with a monthly lease of \$900. The lease expires in 2012.

The Organization leases office space in Ellensburg with a monthly lease of \$300. The lease expires in 2012.

Future minimum lease payments on long-term operating leases for the five succeeding years are estimated at \$70,000 per year.

For the year ended December 31, 2011 lease expense totaled approximately \$85,000.

Note 5 – Retirement Plan:

The Organization established a Simple IRA as of July 1, 2005. All full-time, permanent staff members are eligible to participate after 30 days of service. Employees may make voluntary contributions up to the maximum allowed by law. The Organization makes a matching contribution up to 3% of the employee's gross pay. Matching contributions for the Simple IRA for the year ended December 31, 2011 were \$22,036.

Note 6 – Concentrations:

The Organization receives the majority of its funding through the State of Washington.

*GOVERNMENT AUDITING STANDARDS
REPORT SECTION*



MATHEW D. PETERSEN

ABBY M. SANDERS

RYAN D. SMITH



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YAKIMA, WA 98902

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*REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS*

Board of Directors
EnTrust Community Services
Yakima, Washington

We have audited the financial statements of EnTrust Community Services (the Organization) as of and for the year ended December 31, 2011, and have issued our report thereon dated May 23, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the Organization's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Organization's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

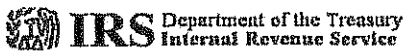
This report is intended solely for the information and use of management, the board of directors and government agencies and is not intended to be and should not be used by anyone other than these specified parties.

Petersen CPAs + Advisors, PLLC

May 23, 2012

REVENUES		BUDGETED
Public Support		
Public Support (Individual and Corp Contributions)		10,000
Fund Raising Events		30,000
United Way		23,860
Government Revenues		
DD Client Fees		1,524,000
DVR Fees		225,000
School Fees (Project Search Students)		117,000
Adult Day Health (Medicare Fees and Private Pay)		189,600
Grant Revenue		72,000
Sales to the Public		
Sales to the Public		160,992
Temporary Staffing		59,725
Other Revenues		
Interest Income		-
Miscellaneous Revenue		925
EXPENSES		
Wages & Benefits		
Staff Salaries (Wage and Benefits Sheet)		1,334,975
Staff Bonus		40,049
Temporary Staffing		50,396
Participant Wages		126,557
Health & Disability Insurance		92,709
IRA Match Contribution		17,485
FICA		109,045
Unemployment Reserve		72,960
L & I Insurance		21,235
SUBTOTAL	72%	1,865,411
Professional Fees		
Medical Fees (Drug Screens)		1,214
Misc Prof Fees (Contract Employees, CARF)		13,000
Legal Fees		558
Marketing and Public Relations		21,100
Employment Fees (Job Ads)		500
Audit and Accounting Fees		9,600
Computer Professional Fees		44,806
Misc Advertising		13,250
Web Site Fees		500
Supplies		
Office Supplies		7,584
Computer Software		3,487
Misc Supplies		7,823
Other Program Supplies (ADH meals&other))		18,000
Telephone, Postage, Freight		
Telephone		18,807
Cellular Phone		9,300
Postage & Freight		1,497
Occupancy (Building & Grounds)		
Utilities		40,471
Rent		38,359
Licenses & Permits		320
Buildgs & Grnds Maint		4,932
Misc Occupancy		1,747
Equipment Rental		36,238

Equipment Maint.	6,023	
Publications, Subscriptions, Printing		
Printing & Artwork	2,128	
Publications	100	
Transportation		
Gas and Oil	33,749	
Vehicle Maintenance	4,141	
Insurance Vehicles	14,649	
Vehicle License	1,251	
Mileage Reimbursement	27,783	
Vehicle Lease	24,794	
Hotel, Meals, & Other	1,800	
Program Transportation	5,400	
Conference, Convention, Training		
Conference, Conventions, Mtg	968	
Mtg Space & Equip	337	
Mtg Food & Beverage	5,704	
Staff Training	1,200	
Cost of Goods Sold		
Purchases	871	
Purchases Discount	-	
Mfg Supplies	14,668	
Small Tool Expense	100	
Miscellaneous Expense		
Individual Dues	235	
Agency Dues	6,426	
Interest Expense	2,967	
Insurance	18,950	
Bad Debt Expense	300	
Miscellaneous	16,742	
SUBTOTAL	484,379	
TOTAL EXP BEFORE DEPR	2,349,790	
Depreciation & Amortization		
Depreciation/Equip	18,938	
Depreciation/Warehouse	113	
Depreciation/Bldg Improvements	10,642	
Amortization		
SUBTOTAL	29,693	
TOTAL EXPENSES	2,379,483	
REVENUE OVER (UNDER)		
EXPENSES	33,619	



Department of the Treasury
Internal Revenue Service
P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4077552844
Jan. 20, 2010 LTR 4168C 0
91-0862938 000000 00
00022284
BODC: TE

ENTRUST COMMUNITY SERVICES
PO BOX 9727
YAKIMA WA 98909-0727



010658

Employer Identification Number: 91-0862938
Person to Contact: Ms Fox
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Jan. 06, 2010, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(03) of the Internal Revenue Code in a determination letter issued in January 1972.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(ii).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Cindy Thomas
Manager, EO Determinations

Firstname	Lastname	Year Joined	Officers	2013 Committee	Primary Telephone	Job Title	Addr Type	Business Name	Primary Address	City	St	Zip	Email
Ann	Orminski	2011		Personnel Chair	961-7481	Practice Administrator	Res	Central Washington Podiatry Service	5113 Scenic Drive	Yakima	WA	98908	Orminski18@charter.net
Bob	Martin	2010	Treasurer	Finance Chair	731-7881	CFO	Res	Congdon Orchards	317 S 76th Ave	Yakima	WA	98908	remart10@gmail.com
Charlene	Bingham Keyser	2011		Program	830-2725	Special Ed Teacher K-12	Res	Granger Middle School	131 Parkland Drive #116	Sunnyside	WA	98944	binghamc@gsd.wednet.edu ; binghamcharlene@yahoo.com
Cheryl	Compton	2012		Program Chair	961-0520	Substitute Teacher	Res	Wapato School District	1490 N Camas Road	Wapato	WA	98951	afcompton@gmail.com
Dave	Hazel	2008	Past President	Finance	453-9181	Attorney	Bus	Hazel and Hazel	1420 Summitview Ave	Yakima	WA	98902	daveh@davidhazel.com
Gretchen	Feider	2010		Program	930-2254	Special Ed Teacher K-12	Res	Granger High School	912 Decatur Ave.	Sunnyside	WA	98944	gmfeider@gmail.com
Jimmie	Noble	2012		Program	457-0113	PAC President	Res	Shopko	302 E "N" St. #57	Yakima	WA	98901	
Joe	Longo	2013		Marketing & Development Chair	307-6082	Customer Advocate	Res	Alliant Communications	605 Jade Place	Yakima	WA	98908	joel@alliantcommunications.com
Matt	Anderton	2010		Finance	469-6648	Principal	Bus	Anderton Law Firm	1424 Summitview Ave	Yakima	WA	98902	manderton@charter.net
Richard	Wall	2012		Marketing & Development	969-6612	Refrigeration Manager Orchardist, Education	Res	Roche Fruit	12203 Klendon Drive	Yakima	WA	98908	richardwall@rochefruit.com
Roger	O'Dell	2006	President	All	945-1958	Consultant	Res	Retired	391 Lavinia Lane	Wapato	WA	98951	theodells@wildblue.net
Russ	Mazzola	2103		Personnel	575-1800	Attorney	Res	Mazzola Law Office	371 Dahl Road	Yakima	WA	98908	rimazzola@house314.com
Tom	Sauve	2007	Secretary	Marketing & Development	945-5739	Business Owner	Res	Growers Supply	620 Voltaire Ave	Yakima	WA	98902	tomgrowerssupply@hotmail.com
Sherie	Leadon				834-2960	CEO	Bus	EnTrust Community Services	PO Box 9727	Yakima	WA	98909-0727	leadons@entrustcs.org