

People For People

Kittitas County Homelessness and Affordable Housing Committee

Grant Application Submission 2014

People For People

(509) 654-7356

STACY KELLOGG, M. Ed.

Greater Columbia

211 Operations Manager

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People For People

Grant Application

ORIGINAL COPY

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 Sections 1 and 2 of the Kittitas County Homeless and Prevention Plan, 2009.
- 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.
- Your proposal must contain clearly defined goal statements, objectives to meet those goals, and an evaluation strategy for each goal.

***New applicants 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

***Repeat applicants include the following only:**

- ☐ Most Recent Year-end Agency Audit or Financial Statement
- ☐ Current Month Statement of Income & Expenses

Applications are due by 4:00 pm, on the date specified in the RFP announcement 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 electronic copy, one original and 5 hard copies of the entire application.

NOTE: Incomplete applications may be rejected.

Section 4 – Project Application: 2013 Funding Cycle

Please divide your application into three sections. Part A – General Information, Part B – Agency Questions, Part C – Project Questions, Part D – Funding Questions, Part E – Agency Reapplying for Program Funds, and Part F – Additional Information. Type and number each question, followed by your response.

Part A – General Information

Project Title: One Call Kittitas Connect

Project Site Name: People For People, Greater Columbia 2-1-1

Project Site Address: 304 West Lincoln Avenue, Yakima, WA 98902

Total Project Costs: \$9,000

Grant Amount Requested: \$9,000

City, Town or Unincorporated Area to be served: Kittitas County

Name of Applicant/Agency: People For People

Federal Tax ID#: 91-0783225

Address of Applicant/Agency: 309 E. Mountain View Avenue, Suites 1-7, Ellensburg, WA 98926

Name of Contact Persons: Madelyn Carlson

Title: Chief Executive Officer

Email address: _mcarlson@pfp.org_ **Phone:** _509-248-6726_ **Fax:** _509-457-7897_

Name and Title of Authorized Representative: Madelyn Carlson, CEO

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

4-10-14
Date

Part B – 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)

People For People is a 501(c) (3) that has a long history and extensive experience in administering and providing social services to low-income and diverse populations. People For People's Board of Directors is the governing body that sets policy, develops the strategic business plan and establishes the mission, values, and direction for long-term performance with the conservation and expansion of assets.

Established in 1965, People For People's mission is to "*strengthen the communities we serve by providing resources and opportunities that empower people to lead self-sufficient and enriched lives*". To achieve our mission, People For People's Business Plan has the following goals:

- Operate programs that achieve customer focused outcomes with fiscal and programmatic accountability
- Provide excellent services that empower customers to achieve success and well being
- Maintain and develop a loyal and diverse workforce that responds to the needs of our customers
- Create and sustain effective strategic community partnerships for customer services
- Increase community awareness of People For People's versatility and responsiveness

People For People is a successful and highly respected community-based organization that employs over 115 staff and operates seven offices throughout Washington State. People For People's programs provide services in the following counties: Adams, Asotin, Benton, Chelan, Douglas, Columbia, Cowlitz, Franklin, Garfield, Grant, Kittitas, Klickitat, Lincoln, Okanogan, Skamania, Wahkiakum, Walla Walla, Whitman and Yakima. Over the last 49-year period of service, People For People has continued to expand to meet the requested needs of low-income and diverse populations to become self-sufficient.

People For People has directly provided low-income adults and dislocated workers employment and training services in Kittitas County since 1982. In addition People For People has provided the administrative oversight of WorkSource Kittitas County since 2001. In the years of providing services in Kittitas County many homeless individuals and/or those at-risk of being homeless have come through our doors.

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)

People For People has been awarded and successfully managed numerous federal, state, local and private financial resources for over 49 years with perfect audit records that have resulted in no disallowed costs. The corporation's financial systems safeguard funds and adhere to all federal and state laws, regulations, and OMB Circulars governing non-profit organizations. Specifically, the financial system complies with the Generally Accepted Accounting Principles (GAAP) and OMB Circular A-133. The financial integrity and accountability of the corporation is verified by annual corporate audits conducted by an independent auditing firm. In addition to the independent audit, People For People's financial systems are monitored and tested for accuracy and accountability by local, state, and federal monitoring teams. People For People operates with an annual budget of over \$13 million and consistently demonstrates a fiscally strong corporation with policies and procedures to safeguard the expenditure of public and non-public funds.

People For People has strong partnerships with Department of Social and Health Services' Community Service Office in Kittitas County and is a member of the Local Planning Area team that coordinates resources for the low-income population. As a Basic Food Outreach Program contractor, People For People has formed a consortium of Community Action Agencies to provide information and assistance to vulnerable families and individuals to access basic food benefits. From April 2012 to March 2013, People For People operated the statewide Seasonal Child Care outreach program that provided assistance and outreach to seasonal agricultural workers and their families in Kittitas County. In addition, People For People is a trusted and valued community-based organization that has historically met the needs of our community's most vulnerable individuals and families.

Since 2006, People For People's Greater Columbia 2-1-1 information and referral call center has provided resources to thousands of Kittitas County citizens; ensuring they have access to vital health and human service programs. From July 1, 2012- June 30, 2013, Greater Columbia 2-1-1 received 944 calls from Kittitas County citizens. In addition, over 380 people in Kittitas County accessed 2-1-1 resources through the WIN 211 website (<http://win211.org/>). Twenty-three percent of these inquiries were specifically related to housing, including domestic violence and emergency shelters, motel vouchers, transitional and permanent housing, rental assistance and mortgage/foreclosure issues. Beginning in June 2013, Catholic Charities Housing Services partnered with GC 2-1-1 to connect individuals in foreclosure, or at-risk of foreclosure, with resources to assist them to keep their home. As a result of this partnership, calls regarding foreclosure assistance increased by 360% over the next 6 months. Through the One Call Kittitas Connect project, Greater Columbia 2-1-1 will be able to maintain and enhance the services provided to individuals and families in Kittitas County that are homeless, or at risk of becoming homeless. GC 2-1-1 has become the front door to social services in central Washington and is used as a tool to inform callers about the many great services available to our residents. These services include housing, food, utility assistance, medical, Veterans' benefits, transportation, job training, tax assistance and more. GC 2-1-1 can provide a warm and friendly voice to callers in need of help, or nearing a crisis, in their lives.

Part C – Project Questions

1. Project Title: One Call Kittitas Connect

2. Project Summary: (Provide one to two succinct paragraphs summarizing your project, and how it will strengthen or enhance housing and/or services to prevent or reduce homelessness in Kittitas County.

As identified in the *2011 Update to Kittitas County's 10-Year Homelessness Reduction and Affordable Housing Plan*, respondents mentioned the confusion that can arise from having multiple homeless programs in Kittitas County. Eligibility for each program varies depending on the agency and funding source. Some respondents were not aware of the totality of services available in the county. Individuals, as well as agencies, need more information about the services and resources that are available in Kittitas County. People For People's One Call Kittitas Connect project can address these issues by providing information about the local services available in Kittitas County via the Greater Columbia 2-1-1 (GC 2-1-1) call center's trained Information and Referral (I&R) Specialists. I&R Specialists can determine the specific needs of the caller and refer them to the program or programs available to meet those needs. They can also inform the caller of the eligibility criteria necessary to access the service. This eliminates the frustration of an individual going from agency to agency, only to be told that there is no funding or that they aren't eligible. With additional outreach and marketing of 2-1-1 as a resource for homeless services, more individuals can quickly get to the appropriate resource(s) they need the first time, ultimately preventing or reducing homelessness in Kittitas County.

One Call Kittitas Connect aligns nicely with the Department of Commerce legislative priority of requiring each county to implement a coordinated entry housing system utilizing the Homeless Management Information Services (HMIS). Several counties in Washington State have partnered, or are looking at partnering, with their local 2-1-1 to be a point of entry, via phone, for the coordinated entry system. 2-1-1 can maintain real time information on the availability of open beds through current database software or maintain and utilize data in the Homeless Management Information Services (HMIS) system to better assist callers in need. 2-1-1 is an easy-to-remember number and trusted community resource that already has the infrastructure in place to provide over the phone client screening and referral to local homeless providers. Additionally, 2-1-1 can provide other local, state, and national supportive service resources to the caller and respond to the totality of the callers' situation and needs.

3. List each goal statement. Under the goal statement, list the activities (objectives) that will lead to the accomplishment of the goal. Also, discuss the measures you will be using to evaluate whether or not the goal has been met by the end of the funding cycle.

Goal 1: *Increase community knowledge of 2-1-1 as a resource for homeless information and assistance*

Objective 1: Disseminate 2-1-1 cards to local partners and businesses in Kittitas County highlighting the resources available for individuals who are homeless or in need of permanent housing

Measurement: Distribute a minimum of 100 cards per quarter

Objective 2: Attend Kittitas County community meetings and coalitions and participate in outreach events

Measurement: Attend at least 3 meetings and one community event per quarter

Objective 3: Obtain free media coverage informing community about 2-1-1 services

Measurement: One article in Ellensburg Daily Record

Goal 2: *Maintain and enhance current 2-1-1 service level assisting Kittitas County citizens with information and referral to vital health and human service resources*

Objective 1: Continue to operate Greater Columbia 2-1-1 call center to provide health and human service information to individuals in Kittitas County

Measurement: GC 2-1-1 hours of operation will continue at current level- Monday through Friday, 8 am to 6 pm

Objective 2: Maintain or increase the current level of Kittitas County individuals accessing 2-1-1

Measurement: Assist at least 200 Kittitas County callers per quarter

Objective 3: Maintain comprehensive list of Kittitas County agencies and ensure the information is up-to-date and accurate

Measurement: The 2-1-1 Resource Database will reflect the agencies currently providing services in Kittitas County and at least 95% will be updated at least annually

Goal 3: *Partner with Kittitas County homeless providers to develop and implement the homeless coordinated entry system as mandated by Department of Commerce*

Objective 1: Continue to serve on the Executive Committee of the Housing and Homeless Network of Kittitas County

Measurement: Attend HHNKC monthly meetings and participate in strategic planning

Objective 2: Partner and collaborate with Kittitas County providers serving the homeless population to assist in development of coordinated entry system.

Measurement: Participation in meetings and discussions addressing the development and implementation of a coordinated entry system in Kittitas County

Objective 3: Serve as an entry point for the coordinated entry system

Measurement: 2-1-1 will be a designated point of entry for the system, input coordinated entry information into database and refer appropriately to homeless service providers

4. Priorities: Provide a written summary describing how this project responds to the Homeless Assistance Grant Program Priorities for 2009 as listed in Section 2, letter F of this document.

Connect homeless population to services GC 2-1-1 provides one-on-one assistance via trained, Bilingual Information & Referral Specialists who can direct the caller to a number of local resources available to them. Homeless individuals often need a variety of services and some may require additional advocacy to access critical services. GC 2-1-1 I & R Specialists are

able to provide this advocacy and assist homeless individuals and families. GC 2-1-1 is also utilized as a tool to prevent homelessness. By providing referrals for employment/job preparation, utility, food and rental assistance, individuals and families are able to stay in their homes. 2-1-1 resources are also available to agency staff to assist them in their advocacy efforts. As a partner with the homeless coordinated entry system, GC 2-1-1 can update the resource database to provide real-time information on the availability of homeless beds available in Kittitas County at any given time.

Strengthen linkages between agencies providing services to homeless individuals/families

Greater Columbia 2-1-1 not only helps individuals in need, but also assists agency staff, case managers and social workers to better serve their clients. Services are enhanced when we can utilize the strengths of multiple agencies to address a client with multiple barriers and needs. As a member of the Homeless and Housing Network of Kittitas County we are able to collaborate with other homeless providers and understand how the various agencies and programs fit together and who to contact when advocacy is needed. As a partner with the homeless coordinated entry system, GC 2-1-1 can coordinate services with Kittitas County homeless service providers to maintain accurate, real-time information of available resources for individuals and families that are homeless.

Provide additional case management to homeless populations As a designated entry point for the coordinated entry system, One Call Kittitas Connect can screen callers who are homeless and direct them to the most appropriate service provider to meet their needs. By maintaining real time information on available homeless beds in Kittitas County, GC 2-1-1 can coordinate with area service providers to make the most appropriate referral for that caller.

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

One Call Kittitas Connect recognizes the expertise of the many organizations in Kittitas County serving their community and the homeless population. By linking these services through information and referral we have been able to direct callers to the appropriate agency and services. This project is unique because the primary focus is to provide not only homeless resources, but also a totality of services a person who is homeless needs to help them become self-sufficient. By implementing a partnership approach through referral of services, advocacy and outreach, we will be better able to address the issue of homelessness.

Utilizing 2-1-1 as an entry point for the coordinated entry system eliminates the need for Kittitas County to reinvent the wheel. 2-1-1 has the infrastructure in place to provide up-to-date information on homeless services, as well as other supportive services, and direct callers to the right resource the first time. Greater Columbia 2-1-1 is a part of the Washington Information Network (WIN) 211 system that includes seven regional call centers in Washington State. 2-1-1 is available in over 90% of the United States. Statistics support the fact that individuals and families that are homeless also migrate from community to community, state to state. The model of using 2-1-1 as an entry point for the coordinated entry homeless system is innovative in it's' creation of a template that can be replicated in over 90% of states and communities throughout the nation. 2-1-1's have designated Database Resource

Specialists whose primary job is to maintain an up-to-date, accurate and comprehensive database of local, state and national resources. Other agencies maintaining a list of paper or website resources often find that the most difficult issue is finding the resources and time to continually update these services. 2-1-1 has the infrastructure in place to ensure database quality assurance. Greater Columbia 2-1-1 is an Alliance of Information and Referral Systems accredited call center. This is the gold star rating of call center excellence and includes strict database standards that require updating every agency in the resource database at least annually.

Through our participation in the Housing and Homeless Network of Kittitas County, People For People and Greater Columbia 2-1-1 have been able to collaborate with other homeless partners to strengthen our ability to bring more funds to the area and provide additional services and resources to the homeless population.

Part D – 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)

Wages and benefits	\$ 6,300- 33% (\$2100) Referral, Advocacy, Coordinated Entry Screening 33% (\$2100) Outreach, Marketing 33% (\$2100) Database Development, Updates
Travel and training	\$ 1,170- Travel to Kittitas County Meetings, Outreach Events, and individual outreach contacts (agencies, businesses)
Occupancy	\$ 1,080- Facility space, phone, IT support, utilities and insurance
Administration	\$ 450- Agency support including billing and reporting
Total Budget	\$9,000

Call Center Referral, Advocacy, Coordinated Entry Screening \$3,000
(wages, travel, overhead)

33% of staff time included in “Wages and benefits” will be spent on
referral, advocacy, coordinated entry screening

Call Center Outreach, Marketing \$3,000

33% of staff time included in “Wages and benefits” will be spent on
outreach activities

Call Center Database Development, Updates \$3,000

33% of staff time included in “Wages and benefits” will be spent on
database development

Total Budget \$9,000

\$6300 will provide 25 hours/month of staff time focused specifically on Kittitas County Homeless prevention activities including attendance at committee meetings, outreach events, information and referral assistance, one-on-one client assistance, outreach to the community targeting the low-income and/or homeless population and participation in the coordinated entry system.

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?)

During the implementation phase of the WIN 211 system in 2006, the Washington State Legislature allocated 2.5 million dollars per year to support the initial infrastructure and operational costs to support 7 regional Washington State call centers; providing statewide 2-1-1 service to all citizens in all communities. WIN 211 has continued to receive funding cuts, from 1 million in 2008, 2009 and 2010, to half a million per year from 2011-current. This funding covers only the annual cost of the statewide phone system and the 2-1-1 database software program. Each call center relies greatly on the local support of the communities they serve to operate the call center and provide daily service to the hundreds of thousands of people that contact the WIN 211 system annually. People For People and Greater Columbia 2-1-1 have worked hard to maintain the current level of service to the 18 counties we serve. GC 2-1-1 has secured funding that allows us to continue to operate services in Kittitas County including funding from United Way of Central Washington, a DSHS Basic Food Outreach contract, and a Department of Health Chronic Disease Management grant that provides chronic disease outreach and resource information in Kittitas County. People For People and Greater Columbia 2-1-1 must continue to seek out additional funding opportunities to ensure that we can maintain the current level of quality service we provide. People For People is continually looking for grant opportunities that allow the Greater Columbia 2-1-1 call center to maintain and enhance current operations and service.

Greater Columbia 2-1-1 relies on in-kind support by utilizing VISTA members and community volunteers (i.e. Community Jobs participants) in the call center. GC 2-1-1 currently sponsors two VISTA members and two Community Jobs participants.

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

In order to sustain 211 services, ongoing operating funds will come from a combination of federal and state operating dollars, as well as from local communities. WIN 211 coordinates a legislative advocacy committee that focuses efforts on educating state representatives and senators about the value of 2-1-1 and the importance of fully funding the system in hopes of securing more stable and robust funds.

4. Timeline: (Provide a very specific calendar for the expenditure of the Homeless Assistance funds, including important project milestones).

Date	Objective	Expenditure
1 st Quarter	<ul style="list-style-type: none"> • Increase community awareness and use of 2-1-1 through dissemination of marketing materials, presentations and community outreach • Attend 3 Kittitas County outreach events/meetings • Continue to participate on the Homeless & Housing Network of Kittitas County • Work to update 20% of Kittitas County agencies/services in the 2-1-1 Resource Database • Identify and add new Kittitas County agencies/programs to 2-1-1 Resource Database • Assist 200 Kittitas County residents with information & referral services • Assist at least 20% of Kittitas County callers with resources specifically related to housing • Provide advocacy to Kittitas County residents who need additional assistance in accessing services • Participate in coordinated entry system planning and implementation 	25%

2 nd Quarter	<ul style="list-style-type: none"> • Increase community awareness and use of 2-1-1 through dissemination of marketing materials, presentations and community outreach • Attend 3 Kittitas County outreach events/meetings • Continue to participate on the Homeless & Housing Network of Kittitas County • Work to update 20% of Kittitas County agencies/services in the 2-1-1 Resource Database • Add identified new Kittitas County agencies/programs to 2-1-1 Resource Database • Assist 200 Kittitas County residents with information & referral services • Assist at least 20% of Kittitas County callers with resources specifically related to housing • Provide advocacy to Kittitas County residents who need additional assistance in accessing services • Participate in coordinated entry system planning and implementation 	25%
3 rd Quarter	<ul style="list-style-type: none"> • Increase community awareness and use of 2-1-1 through dissemination of marketing materials, presentations and community outreach • Attend 3 Kittitas County outreach events/meetings • Continue to participate on the Homeless & Housing Network of Kittitas County • Work to update 20% of Kittitas County agencies/services in the 2-1-1 Resource Database • Add identified new Kittitas County agencies/programs to 2-1-1 Resource Database • Assist 200 Kittitas County residents with information & referral services • Assist at least 20% of Kittitas County callers with resources specifically related to housing • Provide advocacy to Kittitas County residents who need additional assistance in accessing services • Participate in coordinated entry system planning and implementation 	25%
4 th Quarter	<ul style="list-style-type: none"> • Increase community awareness and use of 2-1-1 through dissemination of marketing materials, presentations and community outreach • Attend 3 Kittitas County outreach events/meetings • Continue to participate on the Homeless & Housing Network of Kittitas County • Work to update 20% of Kittitas County agencies/services in the 2-1-1 Resource Database • Add identified new Kittitas County agencies/programs to 2-1-1 Resource Database • Assist 200 Kittitas County residents with information & referral services • Assist at least 20% of Kittitas County callers with resources specifically related to housing • Provide advocacy to Kittitas County residents who need additional assistance in accessing services • Participate in coordinated entry system planning and implementation 	25%

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?)

The hours available to provide outreach and advocacy would diminish in proportion to the funding received. Priority of service would be determined by the Homeless Assistance Grant Program committee. However, general access to our GC 2-1-1 would be available.

6. What are your administrative costs for this grant?

5%

7. Submit a copy of the grant budget.

One Call Kittitas Connect Project Budget- Kittitas County

Wages and benefits	\$ 6,300
Travel and training	\$ 1,170
Occupancy	\$ 1,080
Administration	\$ 450
<i>Total Budget</i>	<i>\$9,000</i>

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

100%

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

Less than 1%

Part E – Agencies Reapplying for Program Funds

N/A- People For People did not receive program funds during the last funding cycle.

Part F – Additional Information

If you have not addressed any of the grant elements please indicate in this section why you have not included that information.

N/A

Section 5 – Certification of Consistency with Local Plans

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's local plans and policies.

Project Title: **One Call Kittitas Connect**

Applicant/Agency Name: People For People

Address of Project: 309 E. Mountain View, Ste 1-7, Ellensburg, WA 98926

Name of Certifying Jurisdiction (Kittitas County or incorporated city/town in Kittitas County): Kittitas County

Certifying Official of the Local Jurisdiction

If the application involves a housing project, it is the applicant's responsibility to ensure that the project is consistent with all building and zoning codes and the comprehensive plan of the relevant local jurisdiction (either an incorporated city/town, or Kittitas County for projects in the unincorporated county). The applicant must have the relevant City Manager or Community Development Director complete the following section and sign below as the Certifying Official.

Name: Madelyn Carlson

Title: Chief Executive Officer

Signature: Madelyn Carlson

Date: 4-10-14

Section 6 – Acknowledgement of Application Receipt

Enter the applicant's name and full address in the box below.

X Kittitas County Homeless Assistance Grant Program received your application by the deadline and will consider if for funding. No further information will be released concerning the relative standing of any applicant until funding announcements are made. However, you may be contacted after initial screening if more information is needed by the Review Committee.

_____ Kittitas County Homeless Assistance Grant Program did not receive your application by the deadline; therefore, your application will not receive further consideration. Your application is enclosed.

Processor's Name: Debbie Myers

Date and Time of Receipt: 4-11-14 2:57 pm -

ATTACHMENTS

- Current Month Statement of Income & Expenses
- Recent Fiscal Year-end Agency Audit
- Agency Budget for Current Fiscal Year
- Copy of IRS Determination Letter
- Board of Directors Roster

Statement of Revenue & Expense

Fiscal YTD Period Ending February 28, 2014

PEOPLE FOR PEOPLE
STATEMENT OF REVENUE AND EXPENSE
Fiscal Year To Date Period Ending February 28, 2014

CURRENT MONTH			PARTICULARS	YEAR TO DATE		
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE
1,106,287	1,073,192	33,095	Revenue	9,107,004	9,100,508	6,496
			Expenses:			
284,374	281,679	2,695	Wages	2,500,223	2,415,918	84,305
93,362	104,377	(11,015)	Benefits	783,814	894,743	(110,929)
23,414	30,972	(7,558)	Supplies	217,555	250,562	(33,007)
40,237	34,882	5,355	Contracts & Fees	277,127	279,161	(2,034)
7,791	9,072	(1,281)	Telephone	64,077	72,567	(8,490)
26,868	27,810	(942)	Building Utilization	211,079	222,480	(11,401)
1,714	626	1,088	Advertising	7,977	5,098	2,879
4,450	5,357	(907)	Travel & Training	30,337	42,856	(12,519)
44,444	50,586	(6,142)	Transit Direct Expenses	362,895	405,027	(42,132)
32,053	43,926	(11,873)	E&T Participant Exp	158,057	351,408	(193,351)
52,958	64,775	(11,817)	E&T Participant Wage/Ben	427,276	518,200	(90,924)
417,353	430,217	(12,864)	Third Party Reimbursement	3,791,065	3,441,736	349,329
5,586	9,159	(3,573)	Depreciation	65,151	73,275	(8,124)
2,233	3,223	(990)	Interest Expense	25,806	25,769	37
(80)	273	(353)	Other	15,111	8,033	7,078
1,036,757	1,096,934	(60,177)	Total Expenses	8,937,550	9,006,833	-69,283
69,530	(23,742)	93,272	Oper. Net Income/(Loss)	169,454	93,675	75,779

PEOPLE FOR PEOPLE
FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION
YEARS ENDED JUNE 30, 2013 AND 2012

**PEOPLE FOR PEOPLE
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CliftonLarsonAllen

CliftonLarsonAllen LLP
www.cliftonlarsonallen.com

INDEPENDENT AUDITORS' REPORT

Board of Directors
People For People
Yakima, Washington

Report on the Financial Statements

We have audited the accompanying financial statements of People For People (a nonprofit organization), which comprise the statements of financial position as of June 30, 2013 and 2012, and the related statements of revenues, expenses, and changes in unrestricted net assets, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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 from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Board of Directors
People For People

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of People For People as of June 30, 2013 and 2012, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Other Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 16, 2013, on our consideration of People For People'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* in considering People For People's internal control over financial reporting and compliance.



CliftonLarsonAllen LLP

Yakima, Washington
October 16, 2013

**PEOPLE FOR PEOPLE
STATEMENTS OF FINANCIAL POSITION
JUNE 30, 2013 AND 2012**

	<u>2013</u>	<u>2012</u>
ASSETS		
CURRENT ASSETS		
Cash	\$ 1,319,889	\$ 1,775,486
Restricted Cash	74,300	41,520
Grants Receivable	2,407,733	1,878,554
Other Receivable	127,757	120,326
Prepaid Expenses and Other Assets	297,169	298,145
Total Current Assets	<u>4,226,848</u>	<u>4,114,031</u>
PROPERTY AND EQUIPMENT		
Land	425,729	425,729
Buildings and Improvements	2,026,206	2,017,227
Major Equipment	5,510,730	4,813,396
Total	<u>7,962,665</u>	<u>7,256,352</u>
Less: Accumulated Depreciation	<u>(4,954,641)</u>	<u>(4,573,396)</u>
Total Property and Equipment	<u>3,008,024</u>	<u>2,682,956</u>
OTHER ASSETS		
Loans Fees, Net of Accumulated Amortization	<u>5,558</u>	<u>13,855</u>
Total Assets	<u><u>\$ 7,240,430</u></u>	<u><u>\$ 6,810,842</u></u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts Payable	\$ 1,216,535	\$ 1,287,972
Accrued Liabilities:		
Payroll and Taxes	241,141	235,799
Pension	127,265	117,755
Employee Vacation and Longevity	247,681	231,589
Deferred Revenue	74,300	39,306
Current Portion of Long-Term Debt	840,000	76,000
Total Current Liabilities	<u>2,746,922</u>	<u>1,988,421</u>
LONG-TERM DEBT, Less Current Portion	<u>126,954</u>	<u>966,814</u>
Total Liabilities	<u>2,873,876</u>	<u>2,955,235</u>
COMMITMENTS AND CONTINGENCY		
NET ASSETS		
Unrestricted	<u>4,366,554</u>	<u>3,855,607</u>
Total Liabilities and Net Assets	<u><u>\$ 7,240,430</u></u>	<u><u>\$ 6,810,842</u></u>

See accompanying Notes to Financial Statements.

PEOPLE FOR PEOPLE
STATEMENTS OF REVENUES, EXPENSES, AND CHANGES IN UNRESTRICTED NET ASSETS
YEARS ENDED JUNE 30, 2013 AND 2012

	<u>2013</u>	<u>2012</u>
REVENUES		
Grants and Contracts	\$ 16,400,597	\$ 17,066,447
Donations and Other Programs	50,706	63,676
Interest Income	935	1,780
Total Revenue	<u>16,452,238</u>	<u>17,131,903</u>
EXPENSES		
Brokerage and Transportation	11,266,703	12,841,571
Employment and Training	2,473,304	2,051,610
Call Center 2-1-1	474,159	388,150
Nutrition	729,077	763,645
Other Programs	149,986	329,237
General and Administrative	848,062	898,512
Total Expenses	<u>15,941,291</u>	<u>17,272,725</u>
CHANGES IN UNRESTRICTED NET ASSETS	510,947	(140,822)
Unrestricted Net Assets - Beginning of Year	<u>3,855,607</u>	<u>3,996,429</u>
UNRESTRICTED NET ASSETS - END OF YEAR	<u><u>\$ 4,366,554</u></u>	<u><u>\$ 3,855,607</u></u>

See accompanying Notes to Financial Statements.

PEOPLE FOR PEOPLE
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2013

	Brokerage and Transportation	Employment and Training	Call Center 2-1-1	Nutrition	Other Programs	General and Administrative	Total
	\$	\$	\$	\$	\$	\$	\$
Salaries and Wages	2,357,605	735,482	251,460	263,107	63,719	475,030	4,146,403
Fringe Benefits	1,056,565	311,164	87,044	112,699	16,331	183,626	1,767,429
Contracts and Fees	265,420	15,247	8,100	9,686	21,269	99,081	418,803
Supplies	93,050	37,091	25,684	270,080	12,094	28,372	466,371
Telephone	62,088	18,399	7,406	4,446	439	14,366	107,144
Advertising	6,006	590	5,441	2,427	6,194	4,506	25,164
Building Occupancy	113,083	144,739	15,873	33,743	737	29,969	338,144
Staff Training and Travel	20,993	26,159	11,156	7,409	3,662	6,341	75,720
Direct Transit Expenses	566,605	831	4,646	15,218	135	171	587,606
Third-Party Reimbursements	6,374,916	-	53,168	-	-	-	6,428,084
Participant Expenses	-	1,175,394	-	-	113	-	1,175,507
Depreciation	334,570	479	2,581	10,197	-	2,730	350,557
Interest Expense	15,210	7,673	1,600	-	-	3,833	28,316
Other	592	56	-	65	25,293	37	26,043
Total Expenses	\$ 11,266,703	\$ 2,473,304	\$ 474,159	\$ 729,077	\$ 149,986	\$ 848,062	\$ 15,941,291

See accompanying Notes to Financial Statements.

PEOPLE FOR PEOPLE
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2012

	Brokerage and Transportation	Employment and Training	Call Center 2-1-1	Nutrition	Other Programs	General and Administrative	Total
Salaries and Wages	\$ 2,373,698	\$ 623,243	\$ 218,550	\$ 297,526	\$ 50,571	\$ 553,095	\$ 4,116,683
Fringe Benefits	1,117,617	282,084	75,173	100,852	12,227	201,868	1,789,821
Contracts and Fees	252,927	16,701	8,831	11,404	11,636	72,674	374,173
Supplies	48,247	26,748	16,615	273,143	14,647	27,022	406,422
Telephone	78,508	18,172	4,376	6,252	495	7,660	115,463
Advertising	2,585	321	10,144	4,090	3,814	292	21,246
Building Occupancy	105,024	103,864	11,342	38,525	649	24,582	283,986
Staff Training and Travel	20,319	9,294	3,782	6,953	1,749	759	42,856
Direct Transit Expenses	542,869	550	3,186	17,391	200	1,097	565,293
Third-Party Reimbursements	8,212,515	-	32,390	-	-	-	8,244,905
Participant Expenses	-	960,729	-	-	213	-	960,942
Depreciation	69,748	1,215	2,196	6,994	192,162	2,227	274,542
Interest Expense	16,953	8,689	1,475	9	(183)	7,223	34,166
Other	561	-	90	506	41,057	13	42,227
Total Expenses	\$ 12,841,571	\$ 2,051,610	\$ 388,150	\$ 763,645	\$ 329,237	\$ 898,512	\$ 17,272,725

See accompanying Notes to Financial Statements.

**PEOPLE FOR PEOPLE
STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2013 AND 2012**

	<u>2013</u>	<u>2012</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash Received from Grantors, Donors, and Others	\$ 15,924,338	\$ 17,136,958
Cash Paid to Suppliers and Employees	(15,532,742)	(16,839,986)
Interest Received	935	1,780
Interest Paid	(28,316)	(34,166)
Other Payments	(7,431)	(20,426)
Net Cash Provided by Operating Activities	<u>356,784</u>	<u>244,160</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of Land, Buildings, and Equipment	(736,521)	(107,443)
CASH FLOWS FROM FINANCING ACTIVITIES		
Repayment of Principal on Long-Term Debt	<u>(75,860)</u>	<u>(73,913)</u>
NET (DECREASE) INCREASE IN CASH	(455,597)	62,804
Cash - Beginning of Year	<u>1,775,486</u>	<u>1,712,682</u>
CASH - END OF YEAR	<u><u>\$ 1,319,889</u></u>	<u><u>\$ 1,775,486</u></u>
RECONCILIATION OF CHANGES IN UNRESTRICTED NET ASSETS TO NET CASH PROVIDED BY OPERATING ACTIVITIES		
Changes in Unrestricted Net Assets	\$ 510,947	\$ (140,822)
Adjustments to Reconcile Changes in Unrestricted Net Assets to Net Cash Provided by Operating Activities:		
Depreciation and Building Usage	411,453	337,246
Amortization	8,297	9,002
(Increase) Decrease in Assets:		
Restricted Cash	(32,780)	34,305
Grants Receivable	(529,179)	9,049
Other Receivable	(7,431)	(20,426)
Prepaid Expenses and Other Assets	976	(176,438)
Increase (Decrease) in Liabilities:		
Accounts Payable	(71,437)	311,501
Accrued Liabilities	30,944	(82,738)
Deferred Revenue	<u>34,994</u>	<u>(36,519)</u>
Total Adjustments	<u>(154,163)</u>	<u>384,982</u>
Net Cash Provided by Operating Activities	<u><u>\$ 356,784</u></u>	<u><u>\$ 244,160</u></u>

See accompanying Notes to Financial Statements.

**PEOPLE FOR PEOPLE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013 AND 2012**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organizational Purpose

People For People (the Organization) was incorporated as a tax-exempt, nonprofit organization on April 7, 1965. Its primary purpose is to strengthen the communities it serves by providing quality core human services in ways that enrich and empower lives. The Organization assists low-income families and low-income individuals of all ages in rural and urban areas to attain the necessary education, training, and motivation as well as securing the opportunities needed to achieve self-sufficiency through employment. The Organization provides rural transportation services to the elderly, handicapped and other special needs groups, and the general public. The Organization provides senior nutrition, basic food assistance, and operates a 2-1-1 call center to provide information and referrals for individuals to access health and human services. The Organization primarily serves clients in Eastern Washington. The Organization receives funds primarily from approximately 30 federal and state grants.

Net Assets

The Organization reports information regarding its financial position and activities according to three classes of net assets: unrestricted, temporarily restricted, and permanently restricted net assets. Net assets are classified based on the existence or absence of donor-imposed restrictions as follows:

Unrestricted net assets – Net assets that are not subject to donor-imposed stipulations but are controlled and designated by the board. These include the general, operating, and equipment accounts.

Temporarily restricted net assets – Net assets subject to donor-imposed stipulations that may or will be met, either by actions of the Organization and/or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of revenues, expenses, and changes in unrestricted net assets as net assets released from restrictions. The Organization had no temporarily restricted net assets at June 30, 2013 and 2012.

Permanently restricted net assets – Net assets subject to donor-imposed stipulations that they be maintained permanently by the Organization. Generally, the donors of these assets permit the Organization to use all or part of the income earned on any related investments for general or specific purposes. The Organization had no permanently restricted net assets at June 30, 2013 and 2012.

Grants Receivable

Grants receivable are unsecured. Based upon a periodic review of the grants, management has determined that no allowance for doubtful accounts was necessary at June 30, 2013 and 2012.

**PEOPLE FOR PEOPLE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013 AND 2012**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Land, Buildings, and Equipment

Land, buildings, and equipment are stated at cost for purchased assets and at fair market value at the time of donation for donated assets. Expenditures for maintenance, repairs, and renewals are charged to expense as incurred whereas major purchases are capitalized. The Organization utilizes various capitalization thresholds, depending on the classification of the assets.

Depreciation

Depreciation is generally taken over the useful service life of the asset using the straight-line method. Asset lives range from 3 to 40 years.

Amortization

The Organization has loan fees that are being amortized on a straight-line basis over the life of the loan. Total amortization expense was \$8,297 and \$9,002 for the years ended June 30, 2013 and 2012, respectively.

Revenue Recognition, Expense Reimbursement Contracts

As the Organization incurs expenses in compliance with the restrictions of the grantor, the funds are considered to be earned and reported as revenues. Any excess of expenses incurred over cash received is recorded as a receivable. Conversely, any cash received in excess of expenses incurred is recorded as restricted cash and deferred revenue.

Revenue Recognition, Fee for Service Contracts

Revenues are earned and recorded as services are provided. Revenues earned as a result of services performed but not yet received are recorded as receivables. Advances received prior to services performed are recorded as restricted cash and deferred revenue.

Financial Statement Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities, if any, at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Federal Income Tax

Under provisions of Section 501(c)(3) of the Internal Revenue Code, the Organization is exempt from federal income taxes, except for net income from unrelated business activities. As of June 30, 2013 and 2012, the Organization had no unrelated business activities subject to federal income taxes.

The Organization's tax-exempt returns are subject to review and examination by federal and state authorities. The exempt returns are open to examination by federal authorities for the years 2009 to 2012.

**PEOPLE FOR PEOPLE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013 AND 2012**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Functional Expense Allocation

The Organization allocates its expenses on a functional basis among its various programs. Expenses that can be identified with a specific program are allocated directly according to their natural expenditure classification. Other expenses that are common to several functions are allocated according to the approved cost allocation plan.

Cash and Cash Equivalents

For purposes of the statements 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 accounts at financial institutions, which, at times, may exceed federally insured limits. The Organization has not experienced any losses in such accounts and management believes it is not exposed to any significant credit risk on cash deposits.

Advertising

The Organization expenses the costs of advertising as incurred. Advertising expense was \$25,164 and \$21,246 for the years ended June 30, 2013 and 2012, respectively.

Fair Value Measurements

The Organization uses fair value measurements to record fair value adjustments to certain assets and liabilities and to determine fair value disclosures. The Organization follows the accounting policy which measures fair value using a three-level hierarchy for fair value measurements based upon the transparency of inputs to the valuation of an asset or liability. The Organization currently does not have any financial assets or financial liabilities that are measured at fair value on a recurring or nonrecurring basis.

Subsequent Events

In preparing these financial statements, the Organization has evaluated events and transactions for potential recognition or disclosure through October 16, 2013. Subsequent to June 30, 2013, the Organization began the process of refinancing the \$829,290 loan held with Bank of the West.

NOTE 2 LINE OF CREDIT

The Organization has a \$200,000 operating line of credit with Bank of the West. The line bears interest at prime plus 0.75 percent (4 percent at June 30, 2013) and is collateralized by grants receivable. The line bears no expiration date. At June 30, 2013 and 2012, there was no outstanding balance.

**PEOPLE FOR PEOPLE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013 AND 2012**

NOTE 3 LONG-TERM DEBT

Long-term debt consisted of the following:

	<u>2013</u>	<u>2012</u>
Note Payable to Bank of the West, Due in Monthly Payments of \$7,639, Including Interest at 3.2%, Maturing May 2014; Secured by Real Estate	\$ 829,290	\$ 894,582
Note Payable to Bank of the West, Due in Monthly Payments of \$1,358, Including Interest at 3.95%, Maturing October 2018; Secured by Real Estate	137,664	148,232
Total	<u>966,954</u>	<u>1,042,814</u>
Less: Current Portion	<u>840,000</u>	<u>76,000</u>
Total Long-Term Debt	<u>\$ 126,954</u>	<u>\$ 966,814</u>

Future maturities of long-term debt are as follows:

<u>Year Ending June 30,</u>	<u>Amount</u>
2014	\$ 840,000
2015	11,000
2016	12,000
2017	12,000
2018	13,000
Thereafter	78,954
Total	<u>\$ 966,954</u>

NOTE 4 RETIREMENT PLAN

The Organization maintains a retirement plan with two components. The first component is a Section 401(k) arrangement, which allows eligible employees to defer part of their wages into the Plan. Employer matching contributions are allowed and are at the Organization's discretion. The 401(k) deferrals, matching, and rollover funds are participant directed. The second component is a 401(k) profit-sharing plan, which is also participant directed, with discretionary employer contributions. Employees are allowed to enter both components of the Plan if they are at least 21 years of age and have completed three months of service during the year. After entering, to be eligible for the employer match and/or profit-sharing contribution, employees must have worked at least 1,000 hours and be employed on the last day of the plan year.

Retirement plan costs for the years ended June 30, 2013 and 2012, were \$230,413 and \$179,387, respectively, and are included in fringe benefits in the accompanying statements of functional expenses.

**PEOPLE FOR PEOPLE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013 AND 2012**

NOTE 5 LEASE COMMITMENTS

The Organization maintains various small equipment leases with varying terms up to 66 months. Lease expense for the years ended June 30, 2013 and 2012 was \$1,691 and \$4,136, respectively.

The Organization also leases office space in Ellensburg and Moses Lake. The lease on the Moses Lake facility has expired and is currently being renegotiated. The lease on the Ellensburg facility expires in 2017. All leases are cancelable in the event the Organization loses its governmental funding. Lease expense under these leases for the years ended June 30, 2013 and 2012 was \$70,394 and \$77,669, respectively.

The Organization leases office space in Yakima and Sunnyside under a year-to-year lease agreement. Total lease expense for these leases for the years ended June 30, 2013 and 2012 was \$13,087 and \$13,036, respectively.

The Organization leases office space in Toppenish under a month-to-month lease agreement. Total lease expense for this lease for the years ended June 30, 2013 and 2012 was \$6,841 and \$5,915, respectively.

During the year ended June 30, 2012, the Organization entered into a lease for office space in Yakima. The lease is currently month-to-month. Lease expense for each of the years ended June 30, 2013 and 2012 was \$12,000.

During the year ended June 30, 2012, the Organization entered into building use lease agreements in Grandview, Selah, and Yakima. The leases are ongoing month-to-month leases. Lease expense for each of the years ended June 30, 2013 and 2012 was \$10,800.

During the year ended June 30, 2013, the Organization entered into building use lease agreements in Goldendale, White Salmon, and Stevenson. The leases commenced July 1, 2012 and expired June 30, 2013. Total lease expense, related to these leases, for the year ended June 30, 2013 was \$24,775.

All leases provide for a 30-day termination clause, should the Organization's funding cease.

The following is a schedule of future minimum lease payments required under operating lease agreements:

<u>Year Ending June 30,</u>	<u>Amount</u>
2014	\$ 117,000
2015	114,000
2016	114,000
2017	114,000
2018	114,000

**PEOPLE FOR PEOPLE
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2013 AND 2012**

NOTE 6 CONTINGENCY

Funding for the Organization's operations is primarily from grants and contracts. Continued existence of the Organization depends upon the continuation of such funding. The Organization has been granted the following amounts:

Grantor	Period	Amount
State of Washington - HCA	January 1, 2013 - December 31, 2014	\$ 9,085,601
State of Washington - HCA	January 1, 2013 - December 31, 2014	2,610,278
State of Washington - DOC	July 1, 2013 - June 30, 2015	36,000
State of Washington - DOT	July 1, 2013 - June 30, 2015	1,490,771
State of Washington - DOT	July 1, 2013 - June 30, 2015	1,352,000
Workforce Development Council	July 1, 2013 - June 30, 2014	747,215
Workforce Development Council	July 1, 2013 - June 30, 2014	84,067
Workforce Development Council	July 1, 2013 - June 30, 2014	1,296,721
Workforce Development Council	July 1, 2013 - June 30, 2014	175,606
Workforce Development Council	July 1, 2013 - June 30, 2014	1,007,905
Grant County - PTBA	July 1, 2012 - September 30, 2013	406,249
Grant County - PTBA	October 1, 2010 - September 30, 2013	112,476
Aging and Long-Term Care	January 1, 2013 - December 31, 2013	161,000
Aging and Long-Term Care	July 1, 2013 - June 30, 2014	56,343
Aging and Long-Term Care	January 1, 2013 - December 31, 2013	650,914
Benton-Franklin United Way	July 1, 2013 - June 30, 2014	63,836
Central Washington United Way	July 1, 2013 - June 30, 2014	17,096
City of Yakima	December 1, 2012 - December 31, 2013	18,500
Aging & Adult Care of Central WA	January 1, 2013 - December 31, 2013	124,242
Yakima County	July 15, 2013 - July 14, 2014	8,000
Washington Information Network 2-1-1	July 1, 2013 - June 30, 2014	128,569



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**INDEPENDENT AUDITORS' 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
People For People
Yakima, Washington

We have audited, in accordance with the 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, the financial statements of People For People (the Organization), a nonprofit organization, which comprise the statement of financial position as of June 30, 2013, and the related statements of revenues, expenses, and changes in unrestricted net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 16, 2013.

Internal Control over Financial Reporting

In planning and performing our audit, we considered the Organization's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances 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. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control.

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. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control 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 material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Board of Directors
People For People

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*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



CliftonLarsonAllen LLP

Yakima, Washington
October 16, 2013



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**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE WITH
REQUIREMENTS THAT COULD HAVE A DIRECT AND MATERIAL EFFECT
ON EACH MAJOR FEDERAL PROGRAM AND ON INTERNAL CONTROL
OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133**

Board of Directors
People For People
Yakima, Washington

Report on Compliance for Each Major Federal Program

We have audited People For People's (the Organization) compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the Organization's major federal programs for the year ended June 30, 2013. The Organization's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Organization's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Organization's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Organization's compliance.

Opinion on Each Major Federal Program

In our opinion, the Organization complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2013.

Report on Internal Control Over Compliance

Management of the Organization is responsible for establishing and maintaining effective internal control over compliance with the with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Organization's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance 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 compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.



CliftonLarsonAllen LLP

Yakima, Washington
October 16, 2013

**PEOPLE FOR PEOPLE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
YEAR ENDED JUNE 30, 2013**

A. SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued: Unqualified

Internal control over financial reporting:

Material weakness(es) identified? _____ yes X no

Significant deficiency(ies) identified not considered to be material weakness(es)? _____ yes X none reported

Noncompliance material to financial statements noted? _____ yes X no

Federal Awards

Internal control over major programs:

Material weakness(es) identified? _____ yes X no

Significant deficiency(ies) identified not considered to be material weakness(es)? _____ yes X none reported

Type of auditors' report issued on compliance for major programs: Unqualified

Any audit findings disclosed that are required to be reported in accordance with Circular A-133, Section .510(a)? _____ yes X no

Identification of major programs:

CFDA Number(s)

Name of Federal Program or Cluster

20.513, 20.516, 20.521
93.044, 93.045
93.778

Transit Services Programs Cluster
Aging Cluster
Medicaid Cluster (Administration)

Dollar threshold used to distinguish between type A and type B programs: \$ 300,000

Auditee qualified as low-risk auditee? X yes _____ no

**PEOPLE FOR PEOPLE
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
YEAR ENDED JUNE 30, 2013**

B. FINDINGS – FINANCIAL STATEMENT AUDIT

No matters were reported.

C. FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

CURRENT YEAR

No matters were reported.

PEOPLE FOR PEOPLE
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2013

Program Title	Federal CFDA Number	Contract Period	Contract Number	Contract Amount	Expenditures
U.S. DEPARTMENT OF AGRICULTURE					
<i>Passed Through the Washington State Department of Social and Health Services:</i>					
Supplemental Nutrition Assistance Program	10.580	10/01/12-09/30/13	1212-61156	\$ 110,000	\$ 77,659
Supplemental Nutrition Assistance Program	10.580	09/15/11-09/30/12	1112-36690	110,000	26,756
Supplemental Nutrition Assistance Program	10.551	10/01/11-09/30/12	1135-35818	12,000	2,514
Basic Food Program	10.561	10/01/11-09/30/12	1113-38235	219,540	21,290
Basic Food Program	10.561	10/01/12-09/30/13	1213-61148	219,541	68,959
Rural Resource Food Program	10.561	10/01/11-09/30/12	10.00	15,353	3,400
Rural Resource Food Program	10.561	10/01/12-09/30/13	8.00	33,125	6,950
Total				719,559	207,528
<i>Passed Through Yakima County Office of Aging and Long-Term Care:</i>					
Senior Farmers Market Nutrition Program	10.576	05/01/13-10/31/13	2013-PFP (NUTR)	2,862	2,741
U.S DEPARTMENT OF TRANSPORTATION					
<i>TSPC Cluster:</i>					
<i>Passed Through State of Washington Department of Transportation:</i>					
Capital Equipment Grant	20.513	07/01/11-06/30/13	UCO5327	511,747	418,958
Capital Equipment Grant	20.513	07/01/11-06/30/13	UCO5329	397,612	207,169
UMTA State Department of Transportation	20.513	07/01/11-06/30/13	UCO5328	111,426	60,994
UMTA State Department of Transportation	20.516	07/01/11-06/30/13	UCO5330	483,309	294,477
New Freedom Program	20.521	07/01/11-06/30/13	UCO5330	109,562	61,658
Total				1,613,656	1,043,256

PEOPLE FOR PEOPLE
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED)
YEAR ENDED JUNE 30, 2013

<u>Program Title</u>	<u>Federal CFDA Number</u>	<u>Contract Period</u>	<u>Contract Number</u>	<u>Contract Amount</u>	<u>Expenditures</u>
U.S. DEPARTMENT OF TRANSPORTATION (Continued)					
<i>Passed Through State of Washington Department of Transportation:</i>					
UMTA State Department of Transportation	20.509	07/01/11-06/30/13	UCO5328	\$ 776,711	\$ 465,904
UMTA State Department of Transportation	20.509	07/01/11-06/30/13	UCO5330	989,370	561,398
Total				<u>1,766,081</u>	<u>1,027,302</u>
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES					
<i>TANF Cluster:</i>					
<i>Passed Through the South Central Workforce Development Council:</i>					
Community Jobs	93.558	07/01/12-06/30/13	SCWDC-PY12-PFP-YDAW	1,357,670	1,338,027
<i>CCDF Cluster:</i>					
<i>Passed Through the Washington State Department of Early Learning:</i>					
Seasonal Childcare	93.575	04/02/12-03/14/13	12-1230	250,018	150,769
<i>Aging Cluster:</i>					
<i>Passed Through Aging and Adult Care of Central Washington:</i>					
Senior Transportation	93.044	01/01/12-12/31/12	08-12-PFP-TR	110,242	79,360
Senior Transportation	93.044	01/01/13-12/31/13	08-13-PFP-TR	124,242	26,546
Total				<u>234,484</u>	<u>105,906</u>

PEOPLE FOR PEOPLE
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED)
YEAR ENDED JUNE 30, 2013

Program Title	Federal CFDA Number	Contract Period	Contract Number	Contract Amount	Expenditures
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES (Continued)					
<i>Passed Through the Yakima County Office of Aging and Long-Term Care:</i>					
Senior Nutrition Program	93.045	01/01/12-12/31/12	2012-PFP (NUTR)	\$ 488,833	\$ 244,211
Senior Nutrition Program	93.045	01/01/13-12/31/13	2013-PFP (NUTR)	650,709	407,532
Senior Transportation	93.044	01/01/12-12/31/12	2012-PFP-Transportation	80,500	78,682
Senior Transportation	93.044	01/01/13-12/31/13	2013 PFP-Transportation	161,000	58,670
Total				1,381,042	789,095
<i>Medicaid Cluster:</i>					
<i>Passed Through Washington State Department of Social and Health Services:</i>					
Medical Transportation Administration	93.778	01/01/11-12/31/12	1113-15062	967,152	245,818
Medical Transportation Administration	93.778	12/16/10-12/31/12	1013-14989	401,352	102,010
Medical Transportation Administration	93.778	12/31/12-12/31/14	1013-14989	338,544	84,636
Medical Transportation Administration	93.778	12/31/12-12/31/14	1113-15062	1,088,280	276,352
Total				2,795,328	708,816
U.S. DEPARTMENT OF LABOR					
<i>Passed Through Yakima County Office of Aging and Long-Term Care:</i>					
Aging and Long-Term Care Senior Employment	17.235	07/03/12-06/30/13	07/03/12-06/30/13 PFP (SE)	63,158	63,158

PEOPLE FOR PEOPLE
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (CONTINUED)
YEAR ENDED JUNE 30, 2013

Program Title	Federal CFDA Number	Contract Period	Contract Number	Contract Amount	Expenditures
U.S. DEPARTMENT OF LABOR (Continued)					
<i>Passed Through the South Central Workforce Development Council:</i>					
Homeless Navigator	17.283	08/01/12-06/30/13	SCWDC-PY12-PFP-NAV	\$ 278,950	\$ 119,287
<i>Workforce Investment Cluster:</i>					
WIA Adult	17.258	07/01/12-06/30/13	SCWDC-PY12-PFP-YDAW	866,762	816,988
WIA Youth	17.259	07/01/12-06/30/13	SCWDC-PY12-PFP-YDAW	89,322	81,304
WIA Dislocated Worker	17.278	07/01/12-06/30/13	SCWDC-PY12-PFP-YDAW	230,461	209,107
WIA Dislocated Worker	17.278	08/01/12-01/31/14	SCWDC-PY12-PFP-NEG	64,079	6,362
OJT	17.278	10/01/12-03/31/14	SCWDC-PY12/13-PFP-OJT	85,248	18,246
Total				<u>1,335,872</u>	<u>1,132,007</u>
Total Federal Awards Subject to Single Audit				<u>\$ 11,798,680</u>	<u>\$ 6,687,892</u>
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES					
<i>Passed Through Washington State Washington State Department of Social & Health Services (Exempt from Single Audit):</i>					
Medical Transportation	93.778	01/01/11-12/31/12	1113-15062	\$ 3,817,398	\$ 2,268,824
Medical Transportation	93.778	12/16/10-12/31/12	1013-14989	1,584,093	817,023
Medical Transportation	93.778	12/31/12-12/31/14	1013-14989	1,135,867	807,061
Medical Transportation	93.778	12/31/12-12/31/14	1113-15062	3,998,661	2,147,515
Total				<u>10,536,019</u>	<u>6,040,423</u>
Total Federal Assistance				<u>\$ 22,334,699</u>	<u>\$ 12,728,315</u>

**PEOPLE FOR PEOPLE
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2013**

NOTE A SIGNIFICANT ACCOUNTING POLICIES

The accompanying schedule of expenditures of federal awards is prepared on the same basis of accounting as the basic financial statements.

NOTE B EXPENDITURES

This column reports grant expenditures incurred.

NOTE C CONTRACT AMOUNT

Such amount represents the total grant award.

NOTE D FUNDS NOT SUBJECT TO THE SINGLE AUDIT ACT

Included on the schedule of expenditures of federal awards are Medicare federal assistance payments which represent fees for services that are not subject to the Single Audit Act.

**PEOPLE FOR PEOPLE
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
YEAR ENDED JUNE 30, 2013**

The single audit for the year ended June 30, 2012, reported no audit findings for the year then ended, nor were there any unresolved prior year findings from the year ended June 30, 2011. Therefore, there are no matters to report in this schedule for the year ended June 30, 2013.

**People For People
Budget
July 1, 2013 - June 30, 2014**

Revenue	
	\$ 13,394,495
Expenses	
Wages	\$ 4,242,630
Benefits & Taxes	\$ 1,389,555
Contracts & Fees	\$ 418,689
Supplies	\$ 374,457
Telephone	\$ 108,855
Communications	\$ 7,602
Building Occupancy	\$ 332,025
Equipment Lease/Rent	\$ 1,695
Training Fees	\$ 12,324
Travel/Per diem	\$ 52,000
Direct Transit Expense	\$ 607,360
Third Party Reimbursement	\$ 5,162,604
Participant Expenses	\$ 527,112
Depreciation	\$ 109,911
Other Expenses	\$ 47,676
TOTAL EXPENSES	\$ 13,394,495

Address any reply to: 1160 W. 1200 South, Ogden, Utah 84201

Department of the Treasury

**Internal Revenue
Service Center
Western Region**

Date:

April 11, 1975

In reply refer to:

610611:nb



► People for People
Manpower Division
PO Box 1665
Yakima, WA 98901

Re: EIN 91-0783225
Form 940

Year(s) 1971, 1972, 1973, 1974

Gentlemen:

Our records show that you have been granted tax exempt status as a nonprofit organization described in Section 501(c) (3) of the Internal Revenue Code. You are therefore exempt from federal unemployment tax and we are abating this tax for the periods shown above. You will receive a notice of corrections made to the above accounts.

Please destroy any Federal Tax Deposit Cards, Form 508, for depositing 1975 federal unemployment tax, you may receive.

If you have any questions concerning this correspondence, you may call Carol Keesler at 801-399-6525. However, this is not a toll-free number.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Gerald D. Giles", is written over the typed name.

Gerald D. Giles
Chief, Correspondence Section

People For People Board of Directors

Jim Restucci, President Mayor of Sunnyside		Elected Term 1	July 2010 October 2010 - September 2013
Cell: 643-4343 jimr@access.us	225 North 1st Street Sunnyside, WA	Nominating Committee Secretary/Treasurer President	Elected October 2011 October 2012 - September 2013 October 2013-September 2014
Don Meseck, Vice President Regional Labor Economist w (509) 573-4564 dmeseck@esd.wa.gov (509) 963-2606		Elected Term 1 Term 2	March 2008 Oct 2008 -Sept 2011 * October 2011 - September 2014
		Vice President	October 2013-September 2014
Adam Anderson, Secretary/Treasurer Attorney W: 509-248-6030 C: 509-949-3220 aanderson@halversonnw.com		Elected Term 1	September 2013 October 2013 - September 2016
		Halverson Hart & Winfree 910 Franklin Ave., Suite 1 Sunnyside, WA 98944	
Kerrie Combs Community Activist H: 509-486-8160 C: 509-630-1064 kjm247@nwi.net		Elected Term 1	June 2011 October 2011 - September 2014
		Home Address: 8FS 3200 Road Tonasket, WA 98855	
John Cerna Superintendent W: 509-865-4455 C: 509-945-5198 jcerna@toppenish.wednet.edu		Elected Term 1	September 2013 October 2013 - September 2016
		Toppenish School District 306 Bolin Drive Toppenish, WA 98948	
John Gallagher CEO W: 509-837-1650 C: 509-790-7164 john.gallagher@sunnysidehospital.org		Elected Term 1	February 2014 February 2014 - January 2017
		Sunnyside Community Hospital 1016 Tacoma Sunnyside, WA 98944	
Theresa Hancock Deputy Mayor of Sunnyside W: 509-837-5445 C: 509-830-2151 thancock@sunnyside-wa.gov		Elected Term 1	February 2014 February 2014 - January 2017
		City of Sunnyside 818 Edison Avenue Sunnyside, WA 98944	
Marcelle Winn Financial Advisor C: 509-469-4875 marcelle.winn@edwardjones.com		Elected Term 1	February 2014 February 2014 - January 2017
		Edward Jones 3913 Creekside Loop Yakima, WA 98902	
Ryan Rodruck Station Manager W: 509-452-4702 C: 509-901-9417 RRodruck@kyve47.org		Elected Term 1	February 2014 February 2014 - January 2017
		KYVE 47 12 S. 2nd Street Yakima, WA 98901	
Richard Bright Community Activist C: 509-910-4638 brightnot66@yahoo.com		Elected Term 1	March 2014 March 2014 - February 2017
		132 Elby Lane Selah, WA 98942	