

## **HOMELESS HOUSING PROGRAM GRANT AGREEMENT**

This Homeless Housing Program Grant Agreement ("Agreement") is entered into between KITTITAS COUNTY, a political subdivision of the State of Washington (the "County"), and KITTITAS YAKIMA VALLEY COMMUNITY LAND TRUST, a Washington non-profit corporation ("Recipient").

### **ARTICLE I — PURPOSE AND TERM**

**Section 1.1** Purpose: The purpose of this Agreement is to distribute homeless housing surcharge funds awarded pursuant to RCW 36.22.179.

**Section 1.2** Term: This Agreement shall take effect June 1, 2013 and terminate on May 31, 2014.

### **ARTICLE II — GRANT AMOUNT, USE AND BUDGET**

**Section 2.1** Grant Amount: The Recipient is awarded a total of up to ninety thousand dollars (\$90,000.00) (the "Grant Award") to be administered as follows as Grant Award HH2013 – 002.

**Section 2.2** Use of Grant. The Recipient shall use the Grant Award solely for the purposes and in the manner described in **Exhibit A** – Attached Application. Adjustments to Proposed Project Timelines may be requested in writing to the Committee and recommended to the Board of Kittitas County Commissioners. These recommendations may be granted or denied at the discretion of the Board of Kittitas County Commissioners.

**Section 2.3** Budget. The Grant Award shall be expended by the Recipient as set forth in **Exhibit A** — Attached Application. Adjustments to Proposed Project Budgets may be requested in writing, to the Committee and recommended to the Board of Kittitas County Commissioners. These recommendations may be granted or denied at the discretion of the Board of Kittitas County Commissioners. All program revenues after Year 1 will be returned to offset the leasing costs and case manager salary for the project.

### **ARTICLE III — DISBURSEMENTS**

**Section 3.1** Disbursement of Grant Award Funds. Not more frequently than once a

month, the Recipient may request disbursement from the Grant Award. Each disbursement request must be made by the Recipient submitting to the County at the address specified in Section 5.2 a properly completed Reimbursement Request form. The request must identify the work performed and be accompanied by a summary of all allowable costs and expenses incurred for which the Recipient is seeking disbursement, unless further documentation is requested by the Committee, the Kittitas County Auditor's Office, or the BOCC. The Recipient will be subject to periodic on-site audits to ensure that satisfactory supporting documentation of all allowable costs and expenses are being kept. Within 30 days of its receipt of the request and satisfactory supporting documentation, and subject to the other terms and conditions contained in this Agreement, the County shall pay the amount of the invoice to the Recipient at the address specified in Section 5.2.

**Section 3.2** Advance Disbursement. The Recipient may request disbursement from the Grant Award in advance of actual expenditure only for the following:

- rental and furnishing of dwelling units for the use of homeless persons;
- costs of developing affordable housing for homeless persons, and services for formerly homeless individuals and families residing in transitional housing or permanent housing and still at risk of homelessness;
- operating subsidies for transitional housing or permanent housing serving formerly homeless families or individuals;
- services to prevent homelessness, such as emergency eviction prevention programs including temporary rental subsidies to prevent homelessness;
- temporary services to assist persons leaving state institutions and other state programs to prevent them from becoming or remaining homeless;
- outreach services for homeless individuals and families;
- development and management of local homeless plans including homeless census data collection, identification of goals, performance measures, strategies, and costs of evaluation of progress towards established goals;
- rental vouchers payable to landlords for persons who are homeless or below thirty percent of the median income or in immediate danger of becoming homeless; and
- other activities to reduce and prevent homelessness as identified for funding in the local plan; and

**Section 3.3** Disbursement Limitations. In no event will the County ever be required to disburse funds in excess of the Grant Award. In addition, unless expressly provided otherwise in this Agreement: (a) no disbursements will be made in advance of costs or expenses being incurred; and (b) no costs or expenses incurred by the Recipient prior to the effective date of this Agreement, or after its termination, are eligible for reimbursement.

**Section 3.4** Disbursement Without Prejudice. Any disbursement made by the County to the Recipient shall be without prejudice to the County's rights later to challenge the propriety of the Recipient's claimed costs or expenses.

**Section 3.5** Withholding Disbursements. If the Recipient fails to perform any obligation under this Agreement and the failure has not been cured within 10 days following oral or written notice from the County or the Committee, the County may, without penalty and in its sole discretion and upon written notice to the Recipient, withhold all monies otherwise due the Recipient until such failure to perform is cured. This right to withhold disbursements is in addition to all other rights and remedies the County may have available to it under this Agreement or under law.

#### **ARTICLE IV—REPORTS AND RECORDKEEPING**

**Section 4.1** Quarterly Progress Reports. At least once a quarter, and upon request from time to time, the Recipient shall provide a report on the progress made to date on the Project, using such form and meeting such requirements as determined by the Committee (see also III REPORTING). Such progress reports shall be provided by the Recipient to the Committee and to the Kittitas County Auditor's Office at its address specified in Section 5.2. The Recipient shall also provide an annual report as specified in the grant guidelines.

**Section 4.2** Record Retention; Review. The Recipient shall maintain records sufficient to fully document its compliance with all contractual, grant and legal requirements. Upon reasonable advance notice, the Recipient shall provide the County, or its authorized agents, with full access to all of the Recipient's records relating to this Agreement or the Project. The Recipient agrees to be financially and legally responsible for any audit exceptions or other irregularities in its performance or recordkeeping, including but not limited to impermissible or unauthorized use of Grant Award funds. This section shall survive termination of this Agreement.

#### **ARTICLE V — CONTRACT ADMINISTRATION AND NOTICES**

**Section 5.1** Personnel. The Recipient will secure at its own expense all labor and materials required to perform any work in connection with the Project. The Recipient shall be responsible for all applicable payroll, labor and industries premiums, and taxes. All employees and subcontractors of the Recipient shall be covered by Industrial Insurance in full compliance with title 51 of the Revised Code of Washington ("RCW").

**Section 5.2** Contract Representatives. The parties' designated representatives shall be responsible for the administration of this Agreement and for receiving notices given in connection with this Agreement. The following are designated as the representatives of the parties.

FOR THE COUNTY: Judy Pless, Budget & Finance Manager  
County Auditor's Office  
205 West 5<sup>th</sup> – Suite 105

Ellensburg WA 98926  
509-962-7502  
judy.pless@co.kittitas.wa.us

FOR THE RECIPIENT: Sarah Bedsaul, Director  
518 N. Pine Street, Suite 102  
Ellensburg, WA 98926

A party may change its designated representative or address by providing written notice to the other party.

**Section 5.3** Notices. Any notice required or permitted to be made under this Agreement may be given personally, by facsimile, or by first-class, registered or certified mail. A notice personally delivered to the other party is deemed given upon proper delivery. A notice sent by first-class, registered or certified mail is deemed given three days after mailing, if properly addressed and having proper postage. Notices delivered by facsimile shall be deemed to have been given on the date of transmission if received during the recipient's business day or, if not, on the recipient's next business day. E-mail addresses, if listed in this Agreement, are provided only for convenience and not for notice purposes.

## ARTICLE VI — INSURANCE

**Section 6.1** Professional Legal Liability. The Recipient will maintain professional legal liability or professional errors and omissions coverage appropriate to the Recipient's profession. The coverage will have a limit of not less than One Million Dollars (\$1 million) per occurrence. The coverage will apply to liability for a professional error, act or omission arising out of the Recipient's services under the Agreement. The coverage will not exclude bodily injury or property damage. The coverage will not exclude hazards related to the work rendered as part of the Agreement or within the scope of the Recipient's services under the Agreement, including testing, monitoring, measuring operations or laboratory analysis where such services are rendered under the Agreement.

**Section 6.2** Workers' Compensation and Employer Liability. The Recipient will maintain workers' compensation insurance as required by Title 51 RCW, and will provide evidence of coverage to the BOCC. If the Contract is for over \$50,000, then the Recipient will also maintain employer liability coverage with a limit of not less than One Million Dollars (\$1 million). The Recipient will request that the Washington State Department of Labor and Industries, Workers Compensation Representative, send written verification to the County that the Recipient is currently paying workers' compensation.

**Section 6.3** Commercial General Liability. The Recipient will maintain commercial general liability coverage for bodily injury, personal injury and property damage, subject to a limit of not less than One Million Dollars (\$1 million) per occurrence. The general

aggregate limit will apply separately to the Contract and be no less than Two Million Dollars (\$2 million). The Recipient will provide commercial general liability coverage that does not exclude any activity to be performed in fulfillment of the Agreement. Specialized forms specific to the industry of the Recipient will be deemed equivalent, provided coverage is no more restrictive than would be provided under a standard commercial general liability policy, including contractual liability coverage.

**Section 6.4** Miscellaneous Insurance Provisions.

- A. The Recipient will place insurance with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than A-VII, with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be placed with insurers or re-insurers licensed in the State of Washington.
- B. The insurance limits established by this section are not intended to indicate the Recipient's exposure, nor are they limitations on the Recipient's indemnification duties. This section shall survive termination of this Agreement.
- C. The policy shall be endorsed and the certificate shall reflect that the County, its officers, officials, employees, agents and representatives, are an additional insured with respect to activities under the contract, and the policy will contain no special limitations on the scope of protection afforded to the County, its officers, officials, employees, agents and representatives as an additional insured.
- D. The certificate will, at a minimum, list limits of liability and coverage. The Recipient will furnish the County with properly executed certificates of insurance or a signed policy endorsement, including the additional-insured provision, which will clearly evidence all insurance required in this Section, before work under this Agreement shall commence, but no later than Ten (10) days after the effective date of this Agreement. Acceptable forms of evidence are the endorsement pages of the policy showing the County as an additional insured.
- E. The Recipient will maintain all required policies in force from the time services commence until services are completed. The Recipient will provide a current or updated copy of all insurance policies specified in the Agreement upon the request of the County. Certificates, policies and endorsements scheduled to expire before completion of services will be renewed before expiration. The certificate will provide that the underlying insurance contract may not be canceled, or allowed to expire, except on 30-days' prior written notice to the County. Any certificate or endorsement limiting or negating the insurer's obligation to notify the County of cancellation or changes must be amended so as not to negate the intent of this provision. Written notice of cancellation or change must be delivered to the County as set forth in Sections 5.2 and 5.3.

- F. If the Recipient's liability coverage is written as a claims-made policy, then the Recipient must evidence the purchase of an extended-reporting period or "tail" coverage for a three-year period after completion of the services.
- G. The Recipient's liability insurance provisions will be primary with respect to any insurance or self-insurance programs covering the County, its elected and appointed officers, officials, employees, agents and representatives.
- H. Any failure to comply with reporting provisions of the policies will not affect coverage provided to the County, its officers, officials, employees, agents or representatives.
- I. The Recipient's insurance will apply separately to each insured against whom claim is made or suit is brought, subject to the limits of the insurer's liability. The Recipient will include all subcontractors as insurers under its policies or will furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors will be subject to all of the requirements stated in these provisions.

## **ARTICLE VII – INDEMNIFICATION**

**Section 7.1** Indemnification. To the fullest extent permitted by law, the Recipient shall indemnify, defend and hold harmless the County, the Committee and the BOCC, and all County officials, officers, employees, agents and each of them, from and against all claims in any way resulting from or arising out of the performance of this Agreement, whether such claims arise from the actual or alleged acts, errors or omissions of the Recipient, its subcontractors, third parties, the County, the Committee or the BOCC, or anyone directly or indirectly employed or supervised by any of them or anyone for whose acts, errors or omissions any of them may be liable. "Claim" means any loss, claim, suit, action, liability, damage or expense of any kind or nature whatsoever, including but not limited to attorneys' fees and costs, attributable to personal or bodily injury, sickness, disease or death, or to injury to or destruction of property, including the loss of use resulting therefrom.

**Section 7.2** Recipient's Duty to Indemnify. The Recipient's duty to indemnify, defend and hold harmless includes but is not limited to claims by the Recipient's or any subcontractor's officers, employees or agents. The Recipient's duty, however, does not extend to claims arising from the sole negligence or willful misconduct of the County, the Committee or the BOCC, or of the officials, officers, employees, agents or representatives of the County, the Committee or the BOCC.

**Section 7.3** Waiver of RCW Title 51 Immunity. Solely for purposes of this indemnification provision, the Recipient expressly waives its immunity under Title 51 RCW and acknowledges that this waiver was mutually negotiated by the parties. The

Recipient's duty to indemnify, defend and hold harmless shall survive termination of this Agreement.

## **ARTICLE VIII—NONDISCRIMINATION AND LEGAL COMPLIANCE**

**Section 8.1** Nondiscrimination. The Recipient shall not discriminate against any employee or applicant for employment, or program participant or program participant applicant, on account of race, color, sex, religion, national origin, creed, marital status, age, Vietnam era or disabled veterans status, or the presence of any sensory, mental or physical handicap with respect to any program participation, employment upgrading, demotion, transfer, recruitment or selection for training, including apprenticeships and volunteers. This prohibition does not apply, however, to a religious corporation, association, educational institution or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution or society of its activities.

**Section 8.2** Compliance with Laws. The Recipient and its officials, officers, employees, agents and subcontractors shall comply with all applicable federal, state and local laws, regulations, rules and policies, the County, the Committee and the BOCC shall have no obligation to ensure such compliance.

## **ARTICLE IX — TERMINATION**

**Section 9.1** Termination for Loss of Funding. The County shall have the right to terminate this Agreement upon advance written notice if the funds relied upon for the Grant Award are terminated, suspended or otherwise lost or impaired in whole or in part.

**Section 9.2** Termination for Convenience. Either party may terminate this Agreement for convenience upon giving the other party at least 30 days' advance written notice. In that event, the Recipient will be entitled to payment only for those expenses and costs reasonably and actually incurred prior to the effective date of the termination.

**Section 9.3** Termination for Default. If either party defaults in its performance under this Agreement, the nondefaulting party may give the defaulting party written notice that it has 30 days in which to cure the default. If the default is not cured within 30 days of notice, the nondefaulting party may terminate the contract. In the event of such a termination, the nondefaulting party shall have all rights and remedies available to it under law.

## **ARTICLE X — MISCELLANEOUS**

**Section 10.1** Permissible-Use Warranty. The Recipient warrants that its planned and actual uses of the Grant Award constitute permissible uses for homeless housing surcharge funds as

established by RCW 36.22.179. This section shall survive termination of this Agreement.

**Section 10.2** Organizational-Status Warranty. The Recipient warrants that it is duly organized, existing and in good standing under the laws of the State of Washington.

**Section 10.3** Relationship of Parties. This Agreement, and the parties' and the Committee's and the County's activities under it, shall not be construed as creating any kind of partnership or joint venture, nor shall it be construed as creating any kind of independent contractor, agency or employment relationship between the parties, the Committee, or the County.

**Section 10.4** No Third-Party Rights. This Agreement is entered into by the parties solely for their own benefit and it creates or grants no rights of any kind in any other party.

**Section 10.5** Assignment. The Recipient shall not assign any of its rights or delegate any of its duties under this Agreement without the prior express written consent of the County, which may be granted or refused in the County's sole discretion.

**Section 10.6** Choice of Law; Venue; Jurisdiction. This Agreement shall be governed by the laws of the State of Washington. In the event of a legal proceeding, venue shall be only in a court of competent jurisdiction in Kittitas County. Each party hereby consents to the personal jurisdiction of the courts of the State of Washington, County of Kittitas. This section shall survive the termination of this Agreement.

**Section 10.7** Waiver. No term or condition of this Agreement shall be deemed waived unless such waiver is expressly agreed to in writing by the party granting the waiver. In addition, waiver of any breach of this Agreement shall not be deemed a waiver of any prior or subsequent breach.

**Section 10.8** Amendment. This Agreement can be amended only by a writing executed by the parties.

**Section 10.9** Entire Agreement. The parties acknowledge that this Agreement is the complete expression of their agreement regarding the subject matter of this Agreement. Any oral or written representations or understandings not incorporated into this Agreement are specifically excluded.

**Section 10.10** Headings. The headings in this Agreement are for convenience only and shall not be deemed to affect the meaning of its provisions.

**Section 10.11** Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, such invalidity shall not affect the validity of the remaining provisions that can be given effect without the invalid provision, provided that the underlying intent of the parties can still be given effect.

**Section 10.12** Signature Authority. Each person signing this Agreement on behalf of a



party warrants that he or she has full authority to sign this Agreement on that party's behalf.

**Section 10.13 Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall be deemed one agreement. Each counterpart may be executed and delivered by facsimile to the other party.

**Section 10.14 Exhibits.** The following exhibits are incorporated into this Agreement by reference: (a) Exhibit A — Attached Application.

**KITTITAS COUNTY:**

**KITTITAS COUNTY BOARD  
OF COUNTY COMMISSIONERS**

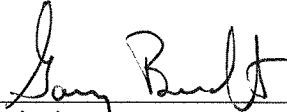


Board Chair



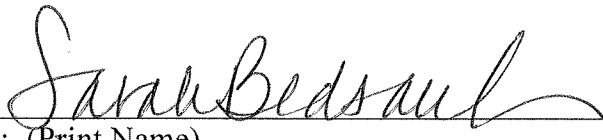
Board Vice-Chair

DATE: May 21, 2013



Commissioner

**RECIPIENT:**



By: (Print Name)

Title: Director

DATE: 5/30/13

## **EXHIBIT A - STATEMENT OF WORK AND BUDGET- SEE ATTACHED APPLICATION**

### **III REPORTING**

\*For each Quarterly Report, the agency will use the standardized reporting form developed by the Homeless and Affordable Housing Committee.

Quarterly reports are due on the following:

July 15, 2012  
October 15, 2012  
January 15, 2013  
June 15, 2013 – final report due

Agencies may report information beyond the standard reporting form if desired.

Please send an electronic copy of each report to:

Kittitas County Homeless and Affordable Housing Committee  
Debbie Myers, Kittitas County Board of Commissioners office  
Kittitas County Auditor's Office, Judy Pless

\*Reporting requirements may be amended by the Committee so that appropriate data can be gathered.

**Section 4 -- Project Application: 2013 Funding Cycle**

Applicants must submit completed proposals according to the instructions. Failure to do so may render your application ineligible. Applications must be typed in the format on the application provided.

**Project Title:** Kittitas Yakima Valley Community Land Trust

**Project Site Name:** Low Income Affordable Housing Home Ownership

scattered sites

**Project Site Address:** 518 N. Pine Street, Suite 102  
Ellensburg, WA 98926

**Total Project Costs:** \$297,540.00

**Grant Amount Requested:** \$90,000

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

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**Name of Applicant/Agency:** Kittitas Yakima Valley CLT    **Federal Tax ID#** 26-3194579

**Address of Applicant/Agency:** 518 N. Pine Street, Suite 102  
Ellensburg, WA 98926

**Name of Contact Persons:** Sarah Bedsaul    **Title:** Director

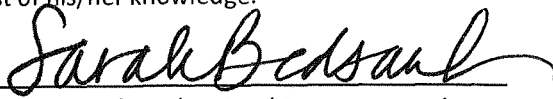
**Email address:** kittitasclt@elmview.org

**Phone:** 509-962-5891

**Fax:** 509-962-5883

**Name and Title of Authorized Representative:** Sarah Bedsaul, Director

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:** Kittitas Yakima Valley Community Land Trust—the development of long-term sustainable affordable housing for people who are low income and living in Kittitas County.

**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 Kittitas Yakima Valley Community Land Trust (KYVCLT) believes that all residents of Kittitas and Yakima Counties should have the opportunity to invest, build equity, and create a strong future for themselves in their own homes. To create those opportunities, the KYVCLT supports low-income individuals in home-ownership. The KYVCLT offers the opportunity for people to build assets and invest in themselves and their community through the creation and maintenance of affordable home ownership. The Kittitas Yakima Valley Community Land Trust acquires and maintains land for the benefit of 1<sup>st</sup> time home buyers at or below 80% of the Area Median Income by providing secure, affordable access to land and housing for those unable to qualify for home ownership in the current market.

The KYV Community Land Trust project will attain three goals.

1. Identify and work with individuals and families who may have been homeless or are too low income to purchase a home;
2. Assist those individuals and families to buy a home on Community Land Trust property;
3. Build a permanent inventory of land and homes owned by the Community Land Trust that is available and affordable for low income 1<sup>st</sup> time homebuyers in perpetuity.

**3. Priorities:** (How does this project respond to the Homeless Assistance Grant Program Priorities for 2013? ( Describe how this project fills an unmet need)

**This project directly addresses priorities 2, 4, and 5.**

*2. Provide financial opportunities for agencies to improve and/or develop new emergency, transitional or permanent affordable housing facilities in Kittitas County.*

Funding this request materially expands affordable housing in Kittitas County. The Community Land Trust model is based on creating affordable home ownership opportunities for people who are low income. The homes are initially affordable and remain so, thereby creating a sustainable pool of affordable homes in perpetuity.

*4. Increase the number of housing opportunities available for single persons and disenfranchised populations at risk of being homeless.*

This project creates a new homeownership model for the citizens of Kittitas County. By doing so, the KYVCLT increases housing opportunities for all people who are low income. Single persons and those at risk of being homeless are in that pool. The support services and personal investment required for participation in the project provide a catalyst for those at risk of homelessness to invest in themselves. That investment leads to the purchase of a home which always seemed out of reach.

*5. Connect homeless population to services.*

This project provides the support services that will allow those who were formerly homeless, as well as, people who are low-income to own homes. Success is not attainable unless on-going support and services are provided. Participants in the program are required to access the services and supports which follows the proven path to success. Services provided include:

*Home Ownership Program Components*

- Financial Management Class
- Budgeting and Home Management
- First time homeowner education class
- Homeownership and move-in support
- On-going mentoring and support through the KYVCLT

Our program also addresses two other areas.

*2. Costs of developing affordable housing for homeless person, and services for formerly homeless individuals and families residing in transitional housing or permanent housing and still at risk of homelessness.*

*6. Outreach services for homeless individuals and families.*

Our program is working very closely with other housing agencies in Kittitas County to ensure that those individuals who are in transitional housing, emergency shelters and subsidized rentals are able to access our program to move up into a home ownership position. The Director of the CLT is the co-chair of the Homeless and Affordable Housing Network of Kittitas County and is active in the Provider Network. The CLT is a large supporter of the Community Connect Day event that advocates services and outreach to those who are homeless or at risk of being homeless.

**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.*

As a community, we will not fully address homelessness until we focus resources on supporting those who are homeless and/or low income to access opportunities to increase their wealth and investment in their lives and communities. People who own a home, who build equity, and set down roots, are then in a position

to contribute and engage positively in their lives. This project completes the continuum to combat homelessness.

Homeownership effectively provides the final step on the ladder from homelessness to community engagement. The Community Land Trust offers those who were initially engaged first through the Housing First model the chance to invest in themselves, their families, and communities in a way which diminishes the chance that they will ever be homeless again.

Our program is comprehensive in how we steward not only the land, in keeping it affordable in perpetuity but in the stewardship of our homeowners. Stewardship is what CLT's do best.

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

**Land:**

- The City of Ellensburg has agreed to contribute a 2.86 acre piece of property that will be developed into 13 affordable housing units. The property in its current state is valued at over \$200,000. The estimated value of the property after development is \$2.4 million. The CLT and the City of Ellensburg have over \$500,000 out in grant applications to subsidize those homes and provide administrative support to the CLT.
- The City of Cle Elum and Suncadia are currently in negotiations with the KYVCLT regarding a 7.5 acre piece of property that under current zoning can be developed into fifty single family affordable homes. The current market value of the property is estimated at \$225,000. The City is willing to contribute City funds to help build infrastructure on this property.

**Administrative and Staff Support:**

- Elmview contributes office support, access to equipment, and vehicles to the KYVCLT. In-kind contribution \$14,280/year
- The KYVCLT was just awarded a consulting grant from Quidoo Consulting valued at \$40,000. The KYVCLT is in a position fiscally and programmatically because of this first year's success to separate from Elmview. This firm will help build infrastructure for both our financial and policy framework that supports the amazing work for affordable housing in Kittitas and Yakima Counties.
- Our Board has vast professional knowledge that is critical to the success of the KYVCLT. One board member has worked with local lenders so that our homeowners will be able to close their home transactions locally. Two board members and staff are certified to provide the state sanctioned first time homebuyer classes needed for the homebuyer to qualify for state subsidized down payment assistance. The course is not currently offered in Kittitas County. Another Board member has "hit the streets" fund raising, recruiting members, and educating community members about the value of KYVCLT. Board members have provided the needed economic and fiscal oversight, budget development and review of homeowner return on equity to move the project forward without requiring additional staff. Professional volunteer hours are valued at \$23/hour

totaling an in-kind contribution of \$10,000.

- The KYVCLT was awarded a grant from DSHS for \$1728 to purchase needed office equipment.

**Fundraising:**

- The Community Land Trust developed membership guidelines in early 2013. The membership is currently at \$1,000. We expect to earn at least \$12,000 annually in membership dues. *(see attached budget)*
- KYVCLT staff has applied to several organizations for funds. The total value is \$215,040. *(They are itemized in Funding Section, 2.)*
- *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 Community Land Trust will build and/or rehabilitate homes. Participants buy the homes not the land. They own the homes and therefore, a portion of the equity. When the house is sold, the homeowner recaptures their portion of the equity. Because the land remains with the KYVCLT, the home remains affordable for the next first time low income homebuyer. Through this model a perpetual stock of affordable homes is maintained throughout the County. It is not necessary to continue to purchase and build, purchase and build to offer homeownership opportunities for people. (For example, if the Community Land Trust has 30 homes in the Trust and 10% of those homes are sold annually, 3 affordable homes become available for first time low income home ownership through the land and housing stock controlled by the Community land Trust.) There is not another model of affordable homeownership which retains the affordability of each home and property in perpetuity.

The KYVCLT is uniquely positioned to build relationships with developers in Kittitas County with an eye to identifying some projects that could fall into the affordable housing category. The KYVCLT obtains land and builds homes or obtains and rehabilitates homes. Both require a partnership with builders and developers. The KYVCLT offers builder and developers the opportunity to utilize the density bonuses proposed in the draft Land Use Code moving toward adoption by the City of Ellensburg. Developers/builders could partner with the KYVCLT to incorporate affordable homes into their developments designed to blend with and complement the entire development. The CLT is the bridge between the Builder and qualified low-income first time homebuyers. Similarly, the KYVCLT will partner with builder to construct affordable quality homes throughout the County—homes that meet the needs of people, are well-constructed, and create the opportunity for builders to build.

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

The \$90,000 requested funds build upon the capacity that was developed in the first 8 months of operation. The development projects that are planned provide affordable homeownership opportunities for low-income and very low-income people living in Kittitas County. The KYVCLT has worked with several local municipalities as well as federal and State funding sources to leverage funds and move forward with development

projects. The KYVCLT has taken advantage of every opportunity to leverage funds; however we have only been in operation for eight months. Many of the grants that have been applied for were submitted in the first half of 2013. We do not have definite answers from Commerce and the State regarding the Community Development Block Grant and the Housing Trust Fund Grant. These grants total \$508,040. We have made application for funding through the regional economic development group for Federal Economic Development Administration support. That support focuses on the economic impact the KVVCLT has on the county—jobs created and family assets increased.

We are working with the Washington State Housing Finance Commission to position our lenders and homeowners to utilize their down payment assistance and first time home owner programs. This further subsidizes the home and individual and puts them in a position to leverage available dollars and invest in themselves and their home.

We are partnering with Yakima County to hire a VISTA volunteer. This full time staff person's duties will be to help conduct outreach, market the program and help further the capacity of the CLT. The position is full time. The cost share for this full time staff is \$8,000. Hiring a non-VISTA employee would cost \$26,000/year—a savings of \$18,000. These are initial leverage resources but true leverage occurs when homes are built, jobs are created and capital is invested throughout our County. *(Job Description is attached)*

- *The project's ability to sustain or strengthen existing resources.*

Affordable housing and the ability for people to own their own homes remains a critical piece in supporting people who are homeless and/or low-income to invest in themselves and break the cycle of dependence and financial disenfranchisement.

The KYVCLT creates new options for people. Over the long-term, the KYVCLT provides a unique model to sustain and/or strengthen resources. Once in the KYVCLT, properties remain in the KYVCLT. Affordability is created and then sustained for the future. It is not necessary for the CLT to continue to acquire new properties to sustain affordable homeownership for people in the County. Additional units can be developed with the dollars generated by current properties. People can sell their community land trust homes. The home and land remain in the KYVCLT portfolio. The home is then re-sold to eligible low-income first time homebuyers. This project creates, then sustains, and ultimately strengthens affordable homeownership options for the people of Kittitas County.

Partnerships between all other housing entities in Kittitas County are in place. Habitat for Humanity creates home ownership opportunities for very low income people. In the past two years, Habitat has received over 35 applications and have been able to build only two houses. Working together will be able to serve many more residents in need and in varying income brackets. We are partnering with Hope Source in offering education classes and will work with the local housing authority to access potential home owners. As a group we are able to maximize our resources, ensure that we are not duplicating services and assist each other in the development of housing options for low income residents and potentially homeless individuals.



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 KYVCLT is a unique and much needed affordable home ownership program in Kittitas County. Community Land Trusts are a unique method of creating and delivering affordable housing. What makes a community land trust unique is that land trust housing is permanently affordable. This permanent affordability is accomplished through the sharing of the appreciation in the value of the land and housing and through the shared ownership of the land and the housing on that land. After a Community Land Trust house is purchased, the owner of the house will have the very same experience and rights as every other homeowner, with the exception that the future appreciation in value of the home is shared with the land trust. The KYVCLT maximizes and never loses the public and private subsidy that goes into each project.

## **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)

Homeless Assistance Funds will be used to build on the capacity that the KYVCLT has been able to create in the first eight months of operation. The bulk of the funds will be used to pay the staff to continue development projects. The CLT model has the ability to become self sufficient but this takes development of properties and that takes time. The need to continue to use County support in the initial phases of securing land and locating potential home owners is critical.

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?)

**Secured:**

DSHS Grant = \$1,728

Land Contribution by City of Ellensburg = \$200,000

Membership Dues = \$1,000

**Total: \$202,728**

**In Kind:**

Elmview support = \$14,280

Quidoo Consulting Grant = \$40,000

Board/Volunteer Professional Services = \$10,000

VISTA Volunteer = \$18,000

**Total: \$82,280**

**Grants Applied For:**

Housing Trust Fund = \$183,040

Kittitas County Economic Development Grant = \$30,000

Legends Yakama Cares Grant = \$2,000

**Total: \$215,040**

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

The Community Land Trust generates income as property is acquired and developed or rehabilitated. CLT staff act as property developers. The development fees generated by the construction of affordable housing build sustainability into the KYV Community Land Trust model. The CLT then is sustainable through a combination of public and private grants and fees generated by operations. By the middle of 2013 the 2.86 acres contributed by the City of Ellensburg will begin to be developed into 13 affordable housing units that have the potential to contribute 104K to operating and future home projects.

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

	June	July	Aug	Sept	Oct	Nov	Dec	Jan 2014	Feb	Mar	Apr	May
Apply for and Secure Grant Funding												
Distribute Home Owner Application Packet												
Conduct Community Outreach												
Develop KYVCLT Community Membership												
Identify Potential Home Owners												
Individual Support—Credit Repair, Financial Mgmt.,												
Conduct Homeownership Classes												
Land/Home Acquisition												
Build/Rehabilitate Homes												
Arrange Financing/Lending												
Homebuyers' Buy Homes												
Homes Occupied												

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 development projects would slow down immensely and the ability to move forward to rapidly address affordable housing would be immediately impacted. Without county funding we would be stalled as a program and unable to provide any direct services, outreach or movement within the CLT.

6. **Other:** (Is there anything else that would be helpful for the committee to know in evaluating this application?)

This KYVCLT model is powerful. Not only does it increase the number of affordable housing units and options in Kittitas County it also generates economic development, putting local builders and developers to work. Development generates tax revenue. Homeowners pay property taxes. When people own homes build equity and assets and are stable and invested in their community, everyone wins. All of this is accomplished through the Kittitas Yakima Valley Community Land Trust while ensuring that the subsidy provided by public and private entities is never lost and housing remains affordable. This is what makes the community land trust model stand out in the affordable housing world.

### **Section III. Agency Questions**

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

1. **Background/History:** (A brief background and/or history of applicant organization)

A small group of committed individuals pulled together in 2007 to start the KYVCLT. A small consulting grant was given to help this group put together the founding documents of the CLT. Articles of Incorporation and By Laws were adopted in 2008 and the Non Profit status of the group was approved through the IRS in 2010.

In March of 2012 a member of that board, who was also the Director of another non-profit in Kittitas County, applied for and was awarded monies from the Homeless Grant Funds of Kittitas County. Those monies were used to hire one staff position. The staff that was hired was done so under the umbrella of Elmview, a large, well established non-profit that provides services for people with disabilities in Yakima and Kittitas Counties.

In the first eight months of staffing the KYVCLT much has been accomplished. A committed engaged Board is in place. Board member information can be found in this application or online at [www.kyvlandtrust.org](http://www.kyvlandtrust.org). KYVCLT has established itself in the community. We have a logo, marketing materials and have created a membership base for the KYVCLT. We have obtained land, completed many grant applications and are in a great position to move forward with development projects.

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)

We recruited a committed and educated board that has undergone extensive training. With the help of Quidoo Consulting our board and staff will create the infrastructure needed to be out on our own. *(Board bios are attached)*

Elmview will be the fiscal agent for the Kittitas Yakima Valley Community Land Trust. KYVCLT will contract with Elmview to provide those services. Approximately 95% of the funds Elmview receives to provide services are public funds. Through the years, there has never been an instance where dollars have been spent inappropriately. The Organization has an annual audit. The audit is presented to and reviewed by Elmview's Board. There have consistently been no audit findings. Residential programs contracts are reviewed by the State annually and examined during out biannual certification review. There has never been a finding of impropriety, misappropriation, or misuse of funds. Employment programs are certified by the Commission for the Accreditation of Rehabilitation Facilities (CARF). The accreditation review includes a review of financial activities related to the delivery of services. There have been no findings or corrective actions required for the financial review.

#### **Section IV. Financial Information**

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

30.25%

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

30.25%

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

<b>Income</b>	
Homeless Grant Funds	90,000
Memberships	12,000
Grants	195,540
<b>Total Income</b>	<b>297,540</b>

<b>Expenses</b>	
Program Director	56,160
Support Staff	5,200
AmeriCorps	8,000
Staff Benefits	17,794
Office	1,000
Program	3,200
Development Costs	167,600
Rent	1,200
Utilities	600
Gas	500
Vehicle Licensing	60
Professional Services	16,000
Fees & Licensing	500
Conference Travel	5,000
Mileage Reimbursement	1,800
Advertising Materials	5,100
Communication	2,400
General Insurance	3,600
Misc Expenses	1,825
<b>Total Expenses</b>	<b>297,540</b>

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

7.39%

## 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:

Kittitas Yakima Valley Community Land Trust Applicant/Agency Name: KYVCLT  
Address of Project: 518 N. Pine St, Suite 102  
Ellensburg, WA 98926

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

*Projects are currently under discussion or negotiation with the City of Cle Elum and the City of Ellensburg. While we do not have any projects at this stage of development, all appropriate municipal departments have been engaged in the discussions.*

### 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: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Section 7 – Acknowledgement of Application Receipt

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

Kittitas Yakima Valley Community Land Trust  
518 N. Pine, Suite 102  
Ellensburg, WA 98926

\_\_\_\_\_ 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: \_\_\_\_\_

Date and Time of Receipt: \_\_\_\_\_

# Requested Financial Information & Board Roster



7-Mar-13 Elmview, Inc  
2:02 PM Income Statement

(Department Kittitas/Yakima Community Land Trust)

1 Month Ended

31-Jan-13

=====

Income

Kittitas County	6,674.20
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Expenses

STAFF WAGES, Housing	\$4,782.86
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STAFF TAX EXPENSE, Housing	366.28
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STAFF BENEFITS, Housing	1,157.30
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OFFICE, Housing	357.66
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COMMUNICATION, Housing	10.1
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TOTAL Expenses	6,674.20
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OPERATING PROFIT	0.00
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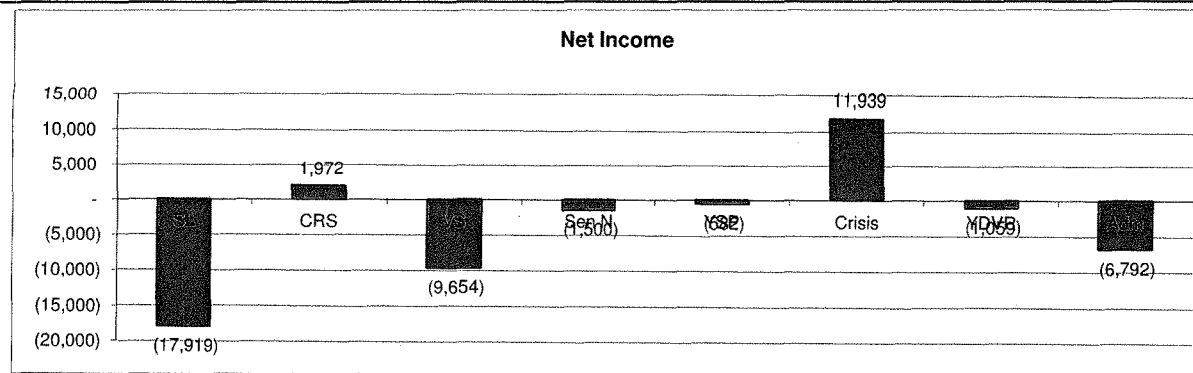
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PROFIT BEFORE TAXES	0.00
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NET PROFIT	\$0.00
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**INCOME STATEMENT  
FOR THE MONTH OF  
January-13**

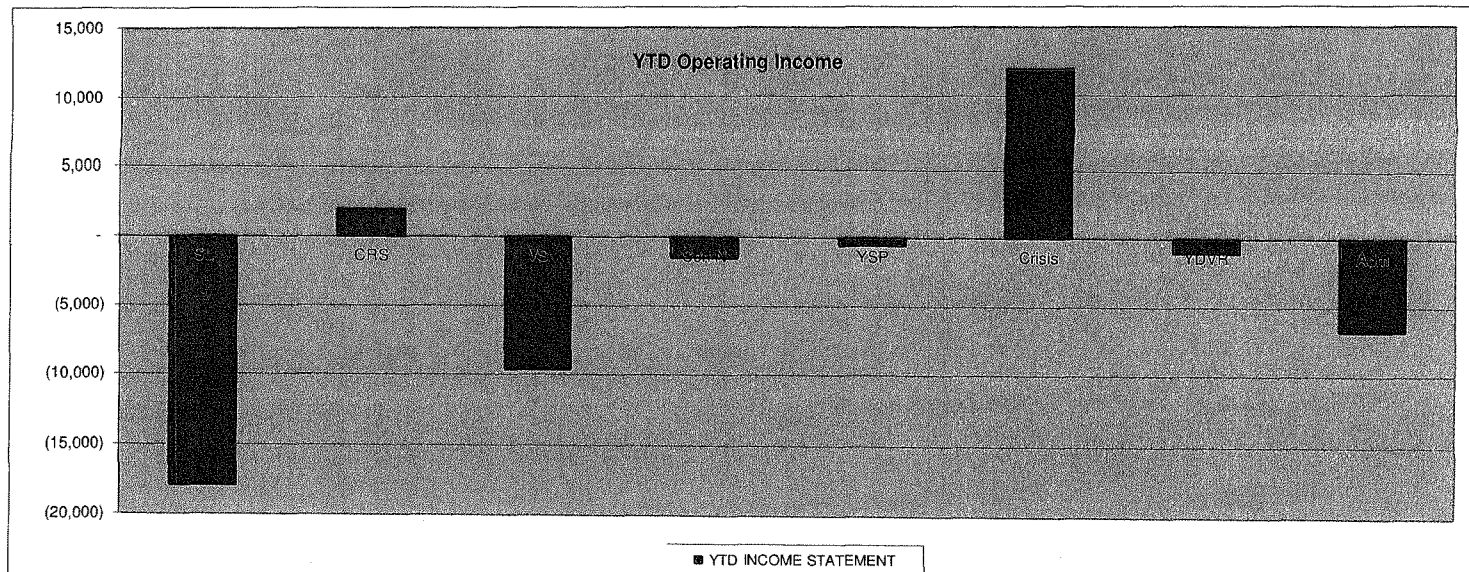
INCOME	SL	CRS	VS	Sen N	YSP	Crisis	YDVR	Adm	Total
Income									
Fees Earned from Governments	326,622	26,128	52,821	82	336	24,568	3,570	4,565	438,691
Production Income	-	-	5,929	8,995	-	-	-	-	14,923
Other Contributions	-	1,151	3,285	2,644	-	-	-	-	7,079
Interest Income	-	-	-	-	-	-	-	202	202
Misc Income	-	-	-	189	-	-	-	470	659
Rent	-	-	-	-	-	-	-	4,243	4,243
<b>Total Income</b>	<b>326,622</b>	<b>27,279</b>	<b>62,034</b>	<b>11,909</b>	<b>336</b>	<b>24,568</b>	<b>3,570</b>	<b>9,479</b>	<b>465,797</b>
Expense									
Staff	301,950	20,887	42,899	6,343	164	8,616	4,531	36,926	422,317
Clients	-	-	11,008	462	-	-	-	-	11,470
Office	394	9	303	6	-	-	3	1,989	2,704
Program	1,302	232	727	-	10	303	-	-	2,574
Production	-	669	954	5,131	-	99	-	60	6,913
Occupancy	2,482	623	2,730	200	600	2,383	-	5,464	14,482
Travel	6,698	333	3,507	272	15	140	86	293	11,344
Professional	-	-	-	428	-	-	-	1,613	2,041
Fees	1,129	-	583	-	-	-	-	1,479	3,191
Conference	77	33	-	-	-	-	-	183	293
Advertising	-	-	-	-	-	-	-	-	-
Communication	818	77	736	50	38	136	-	505	2,360
General Insurance	641	113	208	9	9	33	9	915	1,936
Maint	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-
Misc	-	-	2,812	-	-	-	-	-	2,812
Depreciation	864	450	1,427	3	10	14	-	2,185	4,953
<b>Total Expense</b>	<b>316,355</b>	<b>23,427</b>	<b>67,894</b>	<b>12,903</b>	<b>845</b>	<b>11,725</b>	<b>4,629</b>	<b>51,613</b>	<b>489,391</b>
<b>Net Earnings</b>	<b>10,267</b>	<b>3,851</b>	<b>(5,860)</b>	<b>(994)</b>	<b>(509)</b>	<b>12,843</b>	<b>(1,059)</b>	<b>(42,133)</b>	<b>(23,594)</b>
	10,267	3,851	(5,860)	(994)	(509)	12,843	(1,059)	(42,133)	(23,594)
Administrative Burden	(28,186)	(1,879)	(3,794)	(506)	(72)	(903)	-	35,341	-
<b>Adjusted Net Earnings</b>	<b>(17,919)</b>	<b>1,972</b>	<b>(9,654)</b>	<b>(1,500)</b>	<b>(582)</b>	<b>11,939</b>	<b>(1,059)</b>	<b>(6,792)</b>	<b>(23,594)</b>



**YTD INCOME STATEMENT**

January-13

INCOME	SL	CRS	VS	Sen N	YSP	Crisis	YDVR	Adm	Total	
Income										
Fees Earned from Governments	-	326,622	26,128	52,821	82	336	24,568	3,570	4,565	438,691
Production Income	-	-	-	5,929	8,995	-	-	-	-	14,923
Other Contributions	-	-	1,151	3,285	2,644	-	-	-	-	7,079
Interest Income	-	-	-	-	-	-	-	-	202	202
Misc Incomeé	-	-	-	-	189	-	-	-	470	659
Rent	-	-	-	-	-	-	-	-	4,243	4,243
Total Income	-	326,622	27,279	62,034	11,909	336	24,568	3,570	9,479	465,797
Expense										
Staff	-	301,950	20,887	42,899	6,343	164	8,616	4,531	36,926	422,317
Clients	-	-	-	11,008	462	-	-	-	-	11,470
Office	-	394	9	303	6	-	-	3	1,989	2,704
Program	-	1,302	232	727	-	10	303	-	-	2,574
Production	-	-	669	954	5,131	-	99	-	60	6,913
Occupancy	-	2,482	623	2,730	200	600	2,383	-	5,464	14,482
Travel	-	6,698	333	3,507	272	15	140	86	293	11,344
Professional	-	-	-	-	428	-	-	-	1,613	2,041
Fees	-	1,129	-	583	-	-	-	-	1,479	3,191
Conference	-	77	33	-	-	-	-	-	183	293
Advertising	-	-	-	-	-	-	-	-	-	-
Communication	-	818	77	736	50	38	136	-	505	2,360
General Insurance	-	641	113	208	9	9	33	9	915	1,936
Maint	-	-	-	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-	-	-	-
Misc	-	-	-	2,812	-	-	-	-	-	2,812
Depreciation	-	864	450	1,427	3	10	14	-	2,185	4,953
Total Expense	-	316,355	23,427	67,894	12,903	845	11,725	4,629	51,613	489,391
Net Earnings	-	10,267	3,851	(5,860)	(994)	(509)	12,843	(1,059)	(42,133)	(23,594)
		10,267	3,851	(5,860)	(994)	(509)	12,843	(1,059)	(42,133)	(23,594)
Administrative Burden	-	(28,186)	(1,879)	(3,794)	(506)	(72)	(903)	-	35,341	-
Adjusted Net Earnings	-	(17,919)	1,972	(9,654)	(1,500)	(582)	11,939	(1,059)	(6,792)	(23,594)
		(17,919)	1,972	(9,654)	(1,500)	(582)	11,939	(1,059)	(6,792)	(23,594)



**ELMVIEW, INC.**

**FINANCIAL STATEMENTS AND  
SUPPLEMENTARY INFORMATION**

**YEARS ENDED DECEMBER 31, 2011 AND 2010**

**ELMVIEW, INC.**  
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CliftonLarsonAllen LLP  
www.cliftonlarsonallen.com

## INDEPENDENT AUDITORS' REPORT

Board of Directors  
Elmview, Inc.  
Ellensburg, Washington

We have audited the accompanying statements of financial position of Elmview, Inc., a nonprofit organization (the Organization), as of December 31, 2011 and 2010, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the years 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 audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. 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 audits provide 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 Elmview, Inc., as of December 31, 2011 and 2010, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The schedules of revenues and expenses are presented for purposes of additional analysis and are 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.

*CliftonLarsonAllen LLP*

CliftonLarsonAllen LLP

Yakima, Washington  
May 11, 2012

**ELMVIEW, INC.**  
**STATEMENTS OF FINANCIAL POSITION**  
**DECEMBER 31, 2011 AND 2010**

<b>ASSETS</b>	<u>2011</u>	<u>2010</u>
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	\$ 1,803,542	\$ 1,692,455
Accounts Receivable	658,394	647,738
Prepaid Expenses	172,212	136,408
Inventory	1,029	1,093
Total Current Assets	<u>2,635,177</u>	<u>2,477,694</u>
<b>PROPERTY AND EQUIPMENT</b>		
Land	181,100	104,200
Buildings	677,366	550,682
Leasehold Improvements	211,142	215,210
Transportation Equipment	291,718	272,018
Office Equipment and Furniture	225,015	331,155
Total	<u>1,586,341</u>	<u>1,473,265</u>
Less: Accumulated Depreciation	<u>671,988</u>	<u>741,019</u>
Total Property and Equipment	<u>914,353</u>	<u>732,246</u>
Total Assets	<u><u>\$ 3,549,530</u></u>	<u><u>\$ 3,209,940</u></u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts Payable	\$ 28,197	\$ 30,875
Salary Payable	213,879	133,593
Personal Leave Payable	109,195	93,406
Taxes and Benefits Payable	49,734	51,654
Total Current Liabilities	<u>401,005</u>	<u>309,528</u>
<b>COMMITMENT AND CONTINGENCIES</b>		
<b>UNRESTRICTED NET ASSETS</b>	<u>3,148,525</u>	<u>2,900,412</u>
Total Liabilities and Net Assets	<u><u>\$ 3,549,530</u></u>	<u><u>\$ 3,209,940</u></u>

See accompanying Notes to Financial Statements.

**ELMVIEW, INC.**  
**STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS**  
**YEARS ENDED DECEMBER 31, 2011 AND 2010**

	<u>2011</u>	<u>2010</u>
<b>INCOME</b>		
Fees from Government Agencies	\$ 5,536,659	\$ 5,344,173
Public Support:		
United Way	12,623	12,140
Client Support:		
Resident Participation	70,779	84,931
Vocational Services	275,394	275,458
Other Revenue:		
Interest	9,461	10,729
Rent	29,473	35,524
Contributions from Trust	31,760	34,420
Gain on Sale of Group Home	-	205,879
Other	23,906	14,809
Donated Building Usage	33,744	33,744
Total Income	<u>6,023,799</u>	<u>6,051,807</u>
<b>EXPENSES</b>		
Vocational Workshop	773,403	760,808
Supported Living	3,607,587	3,620,439
Senior Nutrition	184,620	200,116
Yakima Schools Program	247,236	235,002
Diversion	64,323	56,667
Transition House	85,005	74,515
Children's Residential Services	271,952	269,899
General and Administrative	541,560	518,442
Total Expenses	<u>5,775,686</u>	<u>5,735,888</u>
<b>CHANGES IN UNRESTRICTED NET ASSETS</b>	248,113	315,919
Unrestricted Net Assets - Beginning of Year	<u>2,900,412</u>	<u>2,584,493</u>
<b>UNRESTRICTED NET ASSETS - END OF YEAR</b>	<u><u>\$ 3,148,525</u></u>	<u><u>\$ 2,900,412</u></u>

See accompanying Notes to Financial Statements.



**ELMVIEW, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**YEAR ENDED DECEMBER 31, 2011**

	Vocational Workshop	Supported Living	Senior Nutrition	Yakima Schools Program
Salaries, Staff	\$ 349,975	\$ 2,678,917	\$ 45,053	\$ 203,453
Employee Benefits	66,319	434,637	5,833	8,206
Payroll Tax	49,523	344,381	5,727	23,726
Transportation	64,378	64,177	3,626	1,718
Client Wages and Taxes	125,512	-	14,360	-
Depreciation	19,172	11,550	41	119
Program	3,790	15,699	322	625
Rent	-	16,807	1,200	7,200
Professional Services	2,144	8,424	3,449	-
Food	-	157	36,924	-
Production	16,863	-	65,730	-
Utilities	12,781	171	-	-
Building and Grounds	6,163	424	-	-
Travel and Conferences	1,809	1,972	-	91
Communication	6,828	8,394	1,079	1,084
Donated Building Usage	33,744	-	-	-
Office	4,217	2,712	95	-
Fees and Licenses	4,403	10,331	750	120
Insurance	2,743	7,266	241	698
Repairs and Maintenance	586	-	190	-
Advertising	733	877	-	196
Other	-	-	-	-
General	1,720	691	-	-
	<u>\$ 773,403</u>	<u>\$ 3,607,587</u>	<u>\$ 184,620</u>	<u>\$ 247,236</u>

See accompanying Notes to Financial Statements.

<u>Diversion</u>	<u>Transition House</u>	<u>Children's Residential Services</u>	<u>General and Administrative</u>	<u>Total</u>
\$ 34,730	\$ 59,024	\$ 183,987	\$ 312,652	\$ 3,867,791
6,364	434	29,649	54,108	605,550
4,945	5,548	27,415	(7,638)	453,627
2,750	1,882	2,870	5,244	146,645
-	-	-	-	139,872
16	154	5,396	24,255	60,703
1,120	733	4,627	23,204	50,120
10,200	11,990	-	4,488	51,885
-	-	-	27,810	41,827
425	521	6,733	-	44,760
-	-	11	193	82,797
2,642	3,018	6,673	14,710	39,995
65	68	619	9,406	16,745
46	22	199	6,776	10,915
740	1,079	471	6,032	25,707
-	-	-	-	33,744
-	-	57	12,735	19,816
132	185	394	23,101	39,416
148	347	2,572	9,546	23,561
-	-	-	8,458	9,234
-	-	-	2,888	4,694
-	-	-	199	199
-	-	279	3,393	6,083
<u>\$ 64,323</u>	<u>\$ 85,005</u>	<u>\$ 271,952</u>	<u>\$ 541,560</u>	<u>\$ 5,775,686</u>

**ELMVIEW, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**YEAR ENDED DECEMBER 31, 2010**

	Vocational Workshop	Supported Living	Senior Nutrition	Yakima Schools Program
Salaries, Staff	\$ 359,389	\$ 2,678,535	\$ 42,569	\$ 191,794
Employee Benefits	63,725	447,803	8,519	7,020
Payroll Tax	47,151	332,885	5,926	22,590
Transportation	53,146	76,007	6,554	1,158
Client Wages and Taxes	118,154	-	13,515	-
Depreciation	21,377	10,830	116	586
Program	7,417	10,782	424	1,135
Rent	-	25,426	-	7,200
Professional Services	802	6,372	6,529	-
Food	-	-	64,192	-
Production	14,792	-	44,022	-
Shipping	419	-	-	-
Utilities	10,783	29	5,452	-
Building and Grounds	4,429	-	(501)	-
Travel and Conferences	1,551	3,632	12	645
Communication	8,749	8,949	809	1,604
Donated Building Usage	33,744	-	-	-
Office	4,450	2,641	260	14
Fees and Licenses	4,970	7,427	115	50
Insurance	2,608	6,771	250	782
Repairs and Maintenance	700	581	1,258	-
Advertising	1,808	521	-	424
Interest	-	-	-	-
Other	2	355	-	-
General	642	893	95	-
	<u>\$ 760,808</u>	<u>\$ 3,620,439</u>	<u>\$ 200,116</u>	<u>\$ 235,002</u>

See accompanying Notes to Financial Statements.

<u>Diversion</u>	<u>Transition House</u>	<u>Children's Residential Services</u>	<u>General and Administrative</u>	<u>Total</u>
\$ 30,465	\$ 48,703	\$ 178,807	\$ 273,562	\$ 3,803,824
6,291	-	28,441	18,893	580,692
3,538	5,710	26,493	16,548	460,841
1,984	1,820	5,465	7,949	154,083
-	-	-	-	131,669
41	307	5,396	24,755	63,408
273	356	3,211	27,259	50,857
10,200	11,880	-	17,168	71,874
-	-	-	26,693	40,396
184	1,189	7,955	-	73,520
-	-	-	-	58,814
-	-	-	-	419
2,409	2,972	5,681	13,360	40,686
62	10	4,002	13,700	21,702
8	8	128	7,979	13,963
863	998	781	9,073	31,826
-	-	-	-	33,744
33	33	49	13,754	21,234
55	55	2,034	22,820	37,526
144	357	-	10,775	21,687
-	-	-	6,137	8,676
117	117	-	2,692	5,679
-	-	1,378	-	1,378
-	-	-	181	538
-	-	78	5,144	6,852
<u>\$ 56,667</u>	<u>\$ 74,515</u>	<u>\$ 269,899</u>	<u>\$ 518,442</u>	<u>\$ 5,735,888</u>

**ELMVIEW, INC.**  
**STATEMENTS OF CASH FLOWS**  
**YEARS ENDED DECEMBER 31, 2011 AND 2010**

	<u>2011</u>	<u>2010</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Changes in Unrestricted Net Assets	\$ 248,113	\$ 315,919
Adjustments to Reconcile Changes in Unrestricted Net Assets to Net Cash Provided by Operating Activities:		
Depreciation	60,703	58,666
Depreciation on Property Available for Sale	-	4,742
Gain on Sale of Group Home	-	(205,879)
Gain on Sale of Equipment	-	(242)
(Increase) Decrease in Assets:		
Accounts Receivable	(10,656)	26,855
Prepaid Expenses	(35,804)	(17,738)
Inventory	64	1,162
Increase (Decrease) in Liabilities:		
Accounts Payable	(2,678)	(6,759)
Salary Payable	80,286	2,297
Personal Leave Payable	15,789	(14,957)
Taxes and Benefits Payable	(1,920)	6,040
Net Cash Provided by Operating Activities	<u>353,897</u>	<u>170,106</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Proceeds from Sale of Group Home	-	731,506
Proceeds from Sale of Equipment	-	1,200
Net Change in Certificates of Deposit	-	250,000
Purchase of Property and Equipment	(242,810)	(94,390)
Net Cash Provided (Used) by Investing Activities	<u>(242,810)</u>	<u>888,316</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Payments on Long-Term Debt	<u>-</u>	<u>(180,000)</u>
<b>NET INCREASE IN CASH AND CASH EQUIVALENTS</b>	111,087	878,422
Cash and Cash Equivalents - Beginning of Year	<u>1,692,455</u>	<u>814,033</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR</b>	<u>\$ 1,803,542</u>	<u>\$ 1,692,455</u>
<b>CASH PAID FOR INTEREST EXPENSE</b>	<u>\$ -</u>	<u>\$ 1,378</u>

See accompanying Notes to Financial Statements.

**ELMVIEW, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2011 AND 2010**

**NOTE 1 ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Organization**

Elmview, Inc. (the Organization) is a nonprofit corporation formed in the state of Washington and located in Kittitas County. The purpose of the Organization is to assist developmentally disabled individuals in achieving their highest level of economic and social independence through utilization of vocational, recreational, and living skills programs. The Organization achieves these goals through the implementation of programs in the following areas: Employment Services, Supported Living, and other related projects. The Organization utilizes separate facilities for supported living programs and employment programs/administrative functions.

The Organization is governed by a Board of Directors that elects officers and hires a director to implement the objectives and policies of the Board.

**Basis of Accounting**

The financial statements of the Organization have been prepared on the accrual basis of accounting. Revenues and expenses are reported in gross amounts except gains and losses, which are reported net.

**Financial Statement Presentation**

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. Net assets of the Organization and changes therein are classified and reported as follows:

Unrestricted – Unrestricted net assets are funds controlled and designated by the Board which includes the operating and equipment accounts.

Temporarily Restricted – Temporarily restricted net assets are assets with donor-imposed restrictions that allow the use of the assets as specified either by the passage of time or by actions of the Organization. The Organization has no temporarily restricted net assets at December 31, 2011 or 2010.

Permanently Restricted – Permanently restricted net assets are controlled by law or donor-imposed restrictions stating the resources be maintained permanently. The Organization has no permanently restricted net assets at December 31, 2011 or 2010.

**ELMVIEW, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2011 AND 2010**

**NOTE 1 ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**  
**(CONTINUED)**

**Property and Equipment**

Property and equipment are stated at cost, except for donated items which are stated at fair market value at the date of receipt. Expenditures for maintenance and repairs are charged to operations as incurred. Betterments and major renewals are capitalized. When assets are disposed of, the related costs and accumulated depreciation is removed from the accounts and the resulting gain or loss is classified as nonoperating income or expense. Management periodically reviews and analyzes fixed assets for potential impairment or obsolescence. No impairment loss was recognized for the years ended December 31, 2011 and 2010.

Depreciation of property and equipment is provided using the straight line method at rates based on the following estimated useful lives:

Leasehold Improvements	5-48 Years
Transportation Equipment	3-10 Years
Equipment	3-20 Years

**Accounts Receivable**

Receivables, which are unsecured, arise from fee-for-service programs. The Organization has no provision for bad debts as amounts due from governmental agencies are fixed by contractual agreement and any uncollectible accounts receivable are charged directly against earnings when they are determined to be uncollectible. Use of this method does not result in a material difference from the valuation method required by accounting principles generally accepted in the United States of America.

**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 at the date of the financial statements as well as the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates.

**Cash and Cash Equivalents**

Cash and cash equivalents consist of cash held in checking and money market accounts. For purposes of the statements of cash flows, the Organization considers all highly liquid debt instruments purchased with an original maturity of three months or less to be cash equivalents.

**Prepaid Expenses**

Prepaid expenses consist of the payment of various insurance premiums, which will be expensed in the period for which the insurance coverage pertains as well as deposits held under 501(c) Agencies Trust Unemployment Program.

**ELMVIEW, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2011 AND 2010**

**NOTE 1 ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**  
**(CONTINUED)**

**Inventory**

The Organization maintains a small amount of inventory for the Senior Nutrition program. Inventory is stated at the lower of cost (first-in, first-out method) or market (net realizable value).

**Donated Property**

Donated property and other noncash donations are recorded as contributions at their estimated fair value at the date of donation.

**Donated Building Usage**

The Organization utilizes buildings on a no-rent basis. The estimated fair market value of the usage has been reflected in the financial statements as income and expense. During 2011 and 2010, the Organization was donated the use of two facilities for preparation and serving of senior meals. The use of these facilities is restricted to certain days and hours. At December 31, 2011 and 2010, the value of the donated building usage meeting the requirements for recognition in the financial statements was not material and has not been recorded.

**Contributions**

Contributions received are recorded as revenue in the period received as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions. Restricted contributions received where the restriction is satisfied during the same fiscal period as the contribution is received are shown as unrestricted contributions and corresponding increases to unrestricted net assets.

**Income**

The primary sources of income are from the State of Washington Department of Social and Health Services and Kittitas County. The Organization contracts to provide services on a fee-for-service basis and through block grants. Fee-for-service contracting involves providing services on a pre-determined standard unit basis and billing on a pre-determined fee per standard unit at the completion of the service unit. Revenue is not recognized until the services have been performed. There are no external restrictions on fund balance excesses resulting from fee for service contracting. The block grant involves payment for service capacity.

**Expense Allocation**

Substantially all expenses are allocated among programs based on direct costs incurred by each program. Expenses not directly allocable to program areas are included as general expenses. Certain expenses are allocated among programs based on related salary expenses, and on estimates made by the Organization's management. The cost of providing various programs and other activities has been summarized on a functional basis in the statements of functional expenses. Certain costs have been allocated among the programs and supporting services benefited.



**ELMVIEW, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2011 AND 2010**

**NOTE 1    ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**  
**(CONTINUED)**

**Advertising Costs**

The Organization charges advertising costs to expenses as incurred. Advertising expenses for the years ended December 31, 2011 and 2010, were \$4,694 and \$5,679, respectively.

**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 December 31, 2011 and 2010, the Organization had no unrelated business activities subject to federal income taxes.

The Organization's tax return is subject to review and examination by federal authorities. The tax return for the years 2008 through 2011 are open to examination by federal authorities.

**Subsequent Events**

Subsequent events have been evaluated through May 11, 2012, which is the date the financial statements were available to be issued.

**NOTE 2    PROGRAMS**

The Organization's activities include the following significant programs:

Employment Services – Provides employment training, placement, and retention services to people with disabilities.

Supported Living – Provides up to 24-hour services to people with developmental disabilities in the client's home. These services include assistance with all aspects of regular living.

Senior Nutrition – Provides meals to seniors at the Ellensburg Adult Activities Center and Upper County Centennial Center, and are delivered to individual homes.

Diversion – Provides short-term housing to people with developmental disabilities in crisis situations.

Transition House – Provides longer-term housing to people with developmental disabilities in crisis situations.

Yakima Schools Program – Provides support to students with disabilities in a classroom setting.

Staffed Residential Services – Contract with DSHS to provide residential services to people with developmental disabilities under 21 years of age in an Organization owned house.

**ELMVIEW, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2011 AND 2010**

**NOTE 3    ACCOUNTS RECEIVABLE**

Accounts receivable are as follows:

	<u>2011</u>	<u>2010</u>
Due from Governmental Agencies	\$ 643,163	\$ 612,147
Sales and Other	15,231	35,591
	<u>\$ 658,394</u>	<u>\$ 647,738</u>

**NOTE 4    RETIREMENT PLAN**

The Organization has a defined contribution retirement plan (the Plan) pursuant to Section 401(k) of the Internal Revenue Code, whereby eligible employees may contribute a percentage of compensation subject to statutory limitations. The Organization may match employee contributions and/or contribute additional amounts to the Plan solely at the discretion of the Board of Directors. For the years ended 2011 and 2010, the Organization contributed \$20,132 and \$-0-, respectively, to the retirement plan.

**NOTE 5    PROPERTY AND EQUIPMENT**

The Organization currently uses a training/office building and an adjoining shop facility constructed on land owned by Kittitas County (the County). The training/office building was built by the Organization in 1974 for \$92,865. The shop facility, built in 1983, was financed with \$7,694 of the Organization's funds and \$44,000 obtained through Kittitas County under Referendum 37. Kittitas County owns the land on which the buildings were constructed. The Organization currently uses the training/office building, but ownership reverted to the County on January 1, 1994. The County also owns the shop facility. The Organization has a no-rent lease with the County for use of the land, training/office building, and shop facility through October 31, 2022. The Organization has classified all of its investments in the training/office building and shop facility as leasehold improvements and is depreciating them over the terms of the leases governing the use of each property. The value of the no-rent lease, \$33,744 for each of the years ended December 31, 2011 and 2010, has been reflected as revenue in the statements of activities.

**ELMVIEW, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2011 AND 2010**

**NOTE 5 PROPERTY AND EQUIPMENT (CONTINUED)**

Property and equipment totaled \$914,353 and \$732,246 at December 31, 2011 and 2010, respectively. Property is summarized by major classification and functional use as follows:

	2011					
	Vocational Workshop	Tenant Support	Intensive Tenant Support	Other Programs	507N Ruby	General Total
Land	\$ -	\$ 79,200	\$ -	\$ 25,000	\$ 76,900	\$ 181,100
Buildings	-	392,535	-	158,147	126,684	677,366
Leasehold Improvements	211,142	-	-	-	-	211,142
Transportation Equipment	138,893	-	130,314	-	-	291,718
Equipment	69,327	4,278	25,822	44,923	3,640	225,015
	419,362	476,013	156,136	228,070	207,224	1,586,341
Less: Accumulated Depreciation	(349,332)	(71,115)	(123,598)	(55,250)	(2,287)	(671,988)
	<u>\$ 70,030</u>	<u>\$ 404,898</u>	<u>\$ 32,538</u>	<u>\$ 172,820</u>	<u>\$ 204,937</u>	<u>\$ 914,353</u>

	2010					
	Vocational Workshop	Tenant Support	Intensive Tenant Support	Other Programs	507N Ruby	General Total
Land	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ 79,200
Buildings	-	-	-	158,147	-	392,535
Leasehold Improvements	214,630	-	-	580	-	215,210
Transportation Equipment	132,993	-	116,514	-	-	272,018
Equipment	134,565	13,842	36,116	46,098	-	331,155
	482,188	13,842	152,630	229,825	-	1,473,265
Less: Accumulated Depreciation	(401,439)	(13,801)	(123,685)	(51,280)	-	(741,019)
	<u>\$ 80,749</u>	<u>\$ 41</u>	<u>\$ 28,945</u>	<u>\$ 178,545</u>	<u>\$ -</u>	<u>\$ 732,246</u>

**NOTE 6 ELMVIEW TRUST INVESTMENT**

The Elmview Trust Fund (the Trust) is an unrelated entity that makes available to the Organization the earnings of funds maintained by the Trust, subject to approval by the Trust. The Trust engages in fundraising activities and uses those funds to make contributions to the Organization based on the Trust board approval. The Organization may at times receive unrestricted contributions and will forward the contributions to the Trust for management on its behalf.

The Trust has made \$31,760 and \$34,420 in contributions to the Organization for the years ended December 31, 2011 and 2010, respectively.

**ELMVIEW, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2011 AND 2010**

**NOTE 7 PERSONAL LEAVE**

Employees of the Organization are entitled to paid personal days for any purpose they deem necessary, depending on length of service and other factors. The Organization recognizes and allocates to the various programs the costs of personal leave when paid. Yearly increases or decreases in the liability for personal leave are allocated to the general fund. Paid personal leave days at year end do not accumulate past 240 hours.

**NOTE 8 CONTINGENCIES**

The Organization receives a substantial amount of its revenues from numerous federal, state, and local government fee-for-service and grant type contracts. A significant reduction in the level of this support may have an effect on the Organization's programs and activities. These contracts may be subject to audit by the agency awarding the grant. Management believes that no material liability, if any, would result from such an audit and that they are in compliance with all applicable rules and regulations. The Organization operates in a heavily regulated environment. The operations of the Organization are subject to the administrative directives, rules, and regulations of federal, state, and local regulatory agencies.

**NOTE 9 LINE OF CREDIT**

The Organization has an unsecured \$250,000 line of credit with a commercial bank. Interest on the line is variable. The interest rate may change at any time based on the bank's sole discretion. The line of credit shall continue until the parties agree in writing to terminate the agreement. No amounts were outstanding on the line of credit at December 31, 2011 and 2010.

**NOTE 10 OPERATING LEASE COMMITMENT**

The Organization has a lease for its office location in Yakima. A three-year noncancelable operating lease was effective beginning April 1, 2008, requiring annual payments of \$24,000. The lease grants the Organization the right to renew the lease for an additional two-year term. Rent expense under this agreement for each of the years ended December 31, 2011 and 2010 was \$24,000.

Minimum lease payments are as follows:

<u>Year Ending December 31,</u>	<u>Amount</u>
2012	\$ 24,000
2013	18,000

**ELMVIEW, INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2011 AND 2010**

**NOTE 11    NOTE PAYABLE**

The Organization acquired a \$181,800 loan from Elmview Trust in June 2008 to purchase a residence for the Children's Residential Services program. The purchase closed in June 2008. The loan is interest only for five years at 3.15%. Monthly payments are interest only with principal payments due annually based on the profitability of the program and at the discretion of the Boards of Elmview, Inc., and Elmview Trust. The original balance, plus interest, was due June 2013. The loan was paid off during the year ended December 31, 2010.

**ELMVIEW, INC.**  
**SCHEDULES OF REVENUES AND EXPENSES**  
**YEAR ENDED DECEMBER 31, 2011**  
**(SEE INDEPENDENT AUDITORS' REPORT)**

	Vocational Workshop	Supported Living	Senior Nutrition	Yakima Schools Program
<b>INCOME</b>				
Fees from Government Agencies	\$ 851,906	\$ 3,834,696	\$ 3,964	\$ 312,700
Public Support:				
United Way	3,638	-	8,985	-
Client Support:				
Resident Participation	231	29,336	26,829	-
Vocational Services	139,431	-	136,130	-
Other Revenue:				
Interest	-	-	-	-
Rent	-	-	-	-
Trust	-	-	-	-
Other	35	-	1,433	-
Donated Building Usage	33,744	-	-	-
Total Income	<u>1,028,985</u>	<u>3,864,032</u>	<u>177,341</u>	<u>312,700</u>
<b>EXPENSES</b>				
Salaries, Staff	349,975	2,678,917	45,053	203,453
Employee Benefits	66,319	434,637	5,833	8,206
Payroll Tax	49,523	344,381	5,727	23,726
Transportation	64,378	64,177	3,626	1,718
Client Wages and Taxes	125,512	-	14,360	-
Depreciation	19,172	11,550	41	119
Program	3,790	15,699	322	625
Rent	-	16,807	1,200	7,200
Professional Services	2,144	8,424	3,449	-
Food	-	157	36,924	-
Production	16,863	-	65,730	-
Utilities	12,781	171	-	-
Building and Grounds	6,163	424	-	-
Travel and Conferences	1,809	1,972	-	91
Communication	6,828	8,394	1,079	1,084
Donated Building Usage	33,744	-	-	-
Office	4,217	2,712	95	-
Fees and Licenses	4,403	10,331	750	120
Insurance	2,743	7,266	241	698
Repairs and Maintenance	586	-	190	-
Advertising	733	877	-	196
Other	-	-	-	-
General	1,720	691	-	-
Total Expenses	<u>773,403</u>	<u>3,607,587</u>	<u>184,620</u>	<u>247,236</u>
<b>INCREASE (DECREASE) IN UNRESTRICTED NET ASSETS</b>	<u>\$ 255,582</u>	<u>\$ 256,445</u>	<u>\$ (7,279)</u>	<u>\$ 65,464</u>

Diversion	Transition House	Children's Residential Services	General and Administrative	Total
\$ 91,898	\$ 116,090	\$ 311,928	\$ 13,477	\$ 5,536,659
-	-	-	-	12,623
-	-	14,383	-	70,779
-	-	-	(167)	275,394
-	-	-	9,461	9,461
-	-	-	29,473	29,473
-	-	-	31,760	31,760
-	-	-	22,438	23,906
-	-	-	-	33,744
91,898	116,090	326,311	106,442	6,023,799
34,730	59,024	183,987	312,652	3,867,791
6,364	434	29,649	54,108	605,550
4,945	5,548	27,415	(7,638)	453,627
2,750	1,882	2,870	5,244	146,645
-	-	-	-	139,872
16	154	5,396	24,255	60,703
1,120	733	4,627	23,204	50,120
10,200	11,990	-	4,488	51,885
-	-	-	27,810	41,827
425	521	6,733	-	44,760
-	-	11	193	82,797
2,642	3,018	6,673	14,710	39,995
65	68	619	9,406	16,745
46	22	199	6,776	10,915
740	1,079	471	6,032	25,707
-	-	-	-	33,744
-	-	57	12,735	19,816
132	185	394	23,101	39,416
148	347	2,572	9,546	23,561
-	-	-	8,458	9,234
-	-	-	2,888	4,694
-	-	-	199	199
-	-	279	3,393	6,083
64,323	85,005	271,952	541,560	5,775,686
\$ 27,575	\$ 31,085	\$ 54,359	\$ (435,118)	\$ 248,113

**ELMVIEW, INC.**  
**SCHEDULE OF REVENUES AND EXPENSES**  
**YEAR ENDED DECEMBER 31, 2010**  
(SEE INDEPENDENT AUDITORS' REPORT)

	Vocational Workshop	Supported Living	Senior Nutrition	Yakima Schools Program
<b>INCOME</b>				
Fees from Government Agencies	\$ 674,344	\$ 3,826,958	\$ 4,583	\$ 319,024
Public Support:				
United Way	4,778	-	7,362	-
Client Support:				
Resident Participation	-	34,863	36,261	-
Vocational Services	122,363	-	153,095	-
Other Revenue:				
Interest	-	-	242	-
Rent	-	-	-	-
Trust	-	-	-	-
Gain on Sale of Group Home	-	-	-	-
Other	500	-	1,186	-
Donated Building Usage	33,744	-	-	-
Total Income	<u>835,729</u>	<u>3,861,821</u>	<u>202,729</u>	<u>319,024</u>
<b>EXPENSES</b>				
Salaries, Staff	359,389	2,678,535	42,569	191,794
Employee Benefits	63,725	447,803	8,519	7,020
Payroll Tax	47,151	332,885	5,926	22,590
Transportation	53,146	76,007	6,554	1,158
Client Wages and Taxes	118,154	-	13,515	-
Depreciation	21,377	10,830	116	586
Program	7,417	10,782	424	1,135
Rent	-	25,426	-	7,200
Professional Services	802	6,372	6,529	-
Food	-	-	64,192	-
Production	14,792	-	44,022	-
Shipping	419	-	-	-
Utilities	10,783	29	5,452	-
Building and Grounds	4,429	-	(501)	-
Travel and Conferences	1,551	3,632	12	645
Communication	8,749	8,949	809	1,604
Donated Building Usage	33,744	-	-	-
Office	4,450	2,641	260	14
Fees and Licenses	4,970	7,427	115	50
Insurance	2,608	6,771	250	782
Repairs and Maintenance	700	581	1,258	-
Advertising	1,808	521	-	424
Interest	-	-	-	-
Other	2	355	-	-
General	642	893	95	-
Total Expenses	<u>760,808</u>	<u>3,620,439</u>	<u>200,116</u>	<u>235,002</u>
<b>INCREASE (DECREASE) IN UNRESTRICTED NET ASSETS</b>	<u>\$ 74,921</u>	<u>\$ 241,382</u>	<u>\$ 2,613</u>	<u>\$ 84,022</u>



<u>Diversion</u>	<u>Transition House</u>	<u>Children's Residential Services</u>	<u>General and Administrative</u>	<u>Total</u>
\$ 90,054	\$ 102,145	\$ 314,093	\$ 12,972	\$ 5,344,173
-	-	-	-	12,140
-	-	13,807	-	84,931
-	-	-	-	275,458
-	-	-	10,487	10,729
-	-	-	35,524	35,524
-	-	-	34,420	34,420
-	-	-	205,879	205,879
-	-	-	13,123	14,809
-	-	-	-	33,744
<u>90,054</u>	<u>102,145</u>	<u>327,900</u>	<u>312,405</u>	<u>6,051,807</u>
30,465	48,703	178,807	273,562	3,803,824
6,291	-	28,441	18,893	580,692
3,538	5,710	26,493	16,548	460,841
1,984	1,820	5,465	7,949	154,083
-	-	-	-	131,669
41	307	5,396	24,755	63,408
273	356	3,211	27,259	50,857
10,200	11,880	-	17,168	71,874
-	-	-	26,693	40,396
184	1,189	7,955	-	73,520
-	-	-	-	58,814
-	-	-	-	419
2,409	2,972	5,681	13,360	40,686
62	10	4,002	13,700	21,702
8	8	128	7,979	13,963
863	998	781	9,073	31,826
-	-	-	-	33,744
33	33	49	13,754	21,234
55	55	2,034	22,820	37,526
144	357	-	10,775	21,687
-	-	-	6,137	8,676
117	117	-	2,692	5,679
-	-	1,378	-	1,378
-	-	-	181	538
-	-	78	5,144	6,852
<u>56,667</u>	<u>74,515</u>	<u>269,899</u>	<u>518,442</u>	<u>5,735,888</u>
<u>\$ 33,387</u>	<u>\$ 27,630</u>	<u>\$ 58,001</u>	<u>\$ (206,037)</u>	<u>\$ 315,919</u>

Elmview: Kittitas Yakima Community Land Trust

Program Budget 1 Year Operating Kittitas County Homeless Funds Only		
<b>Income:</b>		<b>2012</b>
	DEV FEES	0
	<b>Kittitas County Homeless Funds</b>	<b>80,000</b>
	GRANTS/GIFTS	0
	MEMBERSHIP	0
<b>Total Income:</b>		<b>80,000</b>

Expenses: Budget		<b>2012</b>
SALARIES	Program Director	47,840
	Support Staff	5,360
	Benefits/Social Security/L&I	14,360
	RENT	1,200
	UTILITIES	600
	OFFICE	840
	PROGRAM	960
	GENERAL	600
	MILEAGE REMB	1,100
	PROFESSIONAL SERV	1,200
	FEES & LICs	600
	CONF/TRAVEL	1,500
	CONSUMER MATERIALS	1,200
	ADVERTISING	400
	COMMUNICATION	840
	GEN INSURANCE	1,200
	PURCHASE OF LAND	
	MISC EXP	200
	FUNDED DEPRECIATION	0
<b>Total Expenses:</b>		<b>80,000</b>
<b>Total Income:</b>		<b>80,000</b>
	Surplus/-Deficit	0

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 07 2010

YAKIMA VALLEY COMMUNITY LAND TRUST  
P O BOX 66  
ELLENSBURG, WA 98926

Employer Identification Number:  
26-3194579  
DLN:  
17053293350009  
Contact Person:  
GREGORY WOO ID# 95340  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
January 20, 2009  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.


Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

YAKIMA VALLEY COMMUNITY LAND TRUST

Sincerely,

A handwritten signature in dark ink, appearing to read "Robert Choi". The signature is fluid and cursive, with the first name "Robert" and last name "Choi" clearly distinguishable.

Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure: Publication 4221-PC



**OFFICE OF THE CITY MANAGER**  
**501 North Anderson Street**  
**Ellensburg, Washington 98926**  
**Telephone: (509) 962-7221 Fax: (509) 962-7143**

March 6, 2013

Homeless Assistance Grant Program  
205 W. 5<sup>th</sup> Avenue, Suite 108  
Ellensburg, WA 98926

Dear Committee Members and County Commissioners:

The City of Ellensburg strongly supports the Kittitas Yakima Valley Community Land Trust and urges the County to favorably consider their Homeless Assistance Grant application.

As you know, KYVCLT received funding from Kittitas County Homeless and Affordable Housing funds in July 2012 for administration and staffing of Community Land Trust projects. As a result of this funding, and the resulting effort, the City of Ellensburg has committed to a partnership with the KYVCLT. The City Council has committed to contribute land and significant in-kind services for a 13 unit owner occupied affordable housing project. The City has also submitted a CDBG grant application for infrastructure to support the project and the partnership.

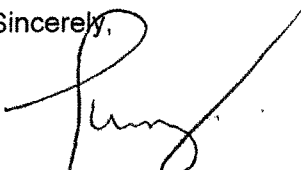
As identified in the City of Ellensburg's Comprehensive Plan, the need for affordable housing is large. The City of Ellensburg and Kittitas County as a whole suffer from housing prices that are too high for low and median income residents.

To be sure, there are other programs that seek to meet the need, but few that offer the goal of home ownership as the goal. Affordable, owner occupied housing can provide stability and security for individuals, families, and neighborhoods

We appreciate Kittitas County's leadership in this policy area. It has already leveraged a partnership with the City of Ellensburg. We urge you to continue your commitment. Something very good has started here. Let's keep it going.

If you have any questions or concerns, please don't hesitate to contact me at your convenience.

Sincerely,



Theodore A. Barkley  
City Manager

*City of Cle Elum*

119 West First Street  
Cle Elum, Washington 98922



Telephone: 509 674-2262

Fax: 509 674-4097

March 4, 2013

Homeless Assistance Grant Program  
205 W. 5th Ave, Suite 108  
Ellensburg, WA 98926

Dear Committee Members and County Commissioners:

The City of Cle Elum expresses its strong support for the Kittitas Yakima Valley Community Land Trust's Homeless Assistance Grant application.

Award of the grant supports the development of affordable housing for people in the City of Cle Elum. The creation of affordable housing is critical for building communities in which people can invest. This project would promote institutional and financial mechanisms for the provision of affordable housing in perpetuity and also enables the City to take an active role in facilitating housing affordability.

Home ownership provides the stability and security so important to healthy families and communities. Housing gives people an opportunity to build better lives. Community land trust housing provides security, stability, tax benefits and a chance to build equity so that families can stay together, stay strong and stay successful. The stable and secure housing made possible by community land trusts enables many individuals and families to invest in their own future, improve their financial status and positively contribute to the economic development of the community.

We urge you to fund this request. If there are any questions or further information is needed, please do not hesitate to contact me at 509-674-8665.

Sincerely,

A handwritten signature in black ink that reads 'Jay McGowan'. The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

Jay McGowan  
City of Cle Elum Council Member



March 4, 2013

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

RE: Kittitas Yakima Valley Community Land Trust

To Whom It May Concern:

This letter is intended to illustrate Hope Source's support of the Kittitas Yakima Valley Community Land Trust. We share a common goal of expanding affordable housing opportunities for Kittitas County families looking to stand on their own and move to permanent self-sufficiency.

Homeownership provides stability and security, the building blocks which *allow* families to *move* from surviving to thriving. Safe and healthy housing removes a critical barrier to becoming successful, contributing members of the community. With the ability to focus on their futures, families can be empowered to take the final steps to self-sufficiency.

Community Land Trusts strengthen the community not only by providing affordable housing stock to deserving families but also the educational foundation to make them successful long term.

We are excited to work in partnership with the Kittitas Yakima Valley Community Land Trust to make a lasting difference in the community.

Sincerely,

A large, stylized handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

Susan Grindle  
CEO



*Now More Than Ever.*  
**Help Build It!**

January 18, 2013

**RE: Kittitas Yakima Valley Community Land Trust**

To Whom It May Concern:

Kittitas County Habitat for Humanity has been working in collaboration with Kittitas Yakima Valley Community Land Trust to meet affordable housing needs in our community. It is our hope that more qualified families in Kittitas County will be served as a result of this partnership. There are several benefits to the working partnership between Kittitas Yakima Valley Community Land Trust and Kittitas County Habitat for Humanity:

- Through this collaboration, a passport to home ownership has been created involving not only our organizations but it also includes other community service organizations to create a comprehensive, effective homebuyer education program for the families we serve.
- Habitat for Humanity generally serves families who fall within the 30% - 60% of area median income range. However, families often apply who fall outside of this range between the 61% - 80% range of the area median income. These are families who would not otherwise be served, but now we are able to refer these families to the CLT.
- At times, Habitat for Humanity has had a difficult time acquiring affordable land on which to build Habitat houses. In the future, KYVCLT will be accessing land and our affiliate is hoping to work in partnership with CLT in order to meet housing needs by combining our programs in order to serve more families.

Kittitas County Habitat for Humanity is excited to walk along beside KYVCLT in collaboration as they grow and begin to meet affordable housing needs in Kittitas County. Our affiliate supports them and the work they do in our community.

Sincerely,

A handwritten signature in black ink, appearing to read "Sherri Ott". The signature is fluid and cursive, with a large loop at the end.

Sherri Ott  
Executive Director





**Housing Authority of Kittitas County**  
**107 West 11<sup>th</sup> Avenue**  
**Ellensburg, WA. 98926-2568**

March 6, 2013

Nancy Goodloe, PhD., Chair  
Homeless and Affordable Housing Committee  
Homeless Assistance Grant Program  
205 W. 5<sup>th</sup> Avenue, Suite 108  
Ellensburg, WA 98926

Reference: March 2013 – Homeless/Affordable Grant Application Process

Dear Dr. Goodloe,

I am writing in strong support of the 2013 Homeless/Affordable Housing Grant application that is being submitted by the Kittitas Yakima Valley Community Land Trust for the March 2013 grant cycle. The Community Land Trust effort has made tremendous progress in the past eight months by establishing itself and acquiring land that will eventually be utilized to offer up to thirteen building sites exclusively as affordable housing for income qualifying area residents in partnership with the City of Ellensburg.

The awarding of this grant application will provide the Kittitas Yakima Valley Community Land Trust the opportunity to carry on the work that is well underway.

This process gives several of the current clients (residents) of the Housing Authority's Low Rent Housing Programs hope and encouragement for increased opportunities within Kittitas County to achieve homeownership where they now work. The successful funding of current and future projects will be a significant boost in the area's economy. This is a win-win-win (Citizen-Land Trust-County) proposition. It just doesn't get any better!

On behalf of the Residents of the Housing Authority's Low Rent Housing Programs, I encourage the selection committee to give full approving consideration to the grant request submitted by the Kittitas Yakima Valley Community Trust.

Thank you for your consideration.

Sincerely,

Perry L. Rowe  
Executive Director



## KITTITAS YAKIMA VALLEY COMMUNITY LAND TRUST

*Our **Board of Directors** advises, governs, oversees policy and direction, and assists with the leadership and general promotion of the Kittitas-Yakima Valley Community Land Trust so as to support the organization's mission and needs. The Kittitas Yakima Valley Community Land Trust supports low-income individuals in building assets and investing in themselves and their community by the creation and maintenance of affordable home ownership opportunities throughout Kittitas and Yakima Counties. Members of the board share these responsibilities while acting in the interest of KYVCLT. Each member is expected to make recommendations based on his or her experience and vantage point in the community.*

### **Chairperson of the Board- Bruce Tabb (2 years)**

A graduate with a degree in sociology, his commitment to both community and individuals can be seen in all the work he does. Bruce is the acting Director of Elmview, a community disability resource center that serves both Yakima and Kittitas Counties. He is also an active political figure in Ellensburg and has participated in many committees and boards that serve to better the lives of people in Kittitas County and Statewide. He is the founder of the Kittitas Yakima Valley Community Land Trust and has a passion to see the idea of affordable housing in perpetuity become a reality in the community in which he lives.

### **Vice Chairperson of the Board- Bill Beattie (1 year)**

Bill spent 30 plus years in the Seattle residential real estate market as an owner, broker, and agent. While there, he also donated time to foundations, helping raise funds for affordable housing. Since moving to Ellensburg, Bill has been very active in our community and serves on the city Planning Commission and other non-profit organizations serving the area. He continues to pursue those interests.

### **Secretary/Treasurer- Meg Ludlum (1 year)**

With degrees in economics from Cornell (B.A.) and Columbia (M.A., Ph.D.), Meg spent her career as an economist and fiscal manager with the City of Seattle public utilities, retiring in 2001. She also participated from the beginning in the development and management of a "cohousing" community in Seattle and served on the boards of the national cohousing association (as well as some other non-profits). This is where she became interested in affordable housing. Since moving to Ellensburg, she's volunteered with the Ellensburg downtown association, landmarks and design commission, public library, food coop, and animal shelter as well as the community land trust.



## KITTITAS YAKIMA VALLEY COMMUNITY LAND TRUST

### **Board Member- Jon Ferguson (2 years)**

Jon is an Ellensburg attorney who retired from the Attorney General's Office as a Senior Assistant Attorney General and Chief of the Complex Litigation Division. He worked for Washington's last four Attorneys General, and among his numerous cases and responsibilities, he led Washington's historic tobacco case that led to the unprecedented national settlement between the states and the tobacco Industry. Since leaving the Attorney General's Office, Jon has devoted substantial time to *pro bono* legal projects, seeking to secure access to justice for disadvantaged and low-income populations. He is an outspoken advocate for the development of affordable housing in the community.

### **Board Member- Don Piper (1 year)**

Don retired from the real estate business in Texas after thirty years, having been principal broker of his own company. He was an approved Real Estate Instructor in Texas and Washington. His areas of expertise include teaching contract law, finance, titles and abstracts and closing procedures. Since moving to Ellensburg over three years ago, he has volunteered at the local food bank, Ellensburg Christian School and the Kittitas County Museum. He desires to become more involved in the community and continue to offer his teaching, real estate, and finance expertise.

### **Board Member- Dan Valoff (2 years)**

A graduate of Central Washington University with a Bachelor of Arts in Geography & Land Use Studies in March of 1986, he has worked as a land use planner for over 20 years for both cities and county government primarily in Eastern Washington. He has experience with complex and controversial land use application and has a high degree of knowledge of how local government works, on both the local and the state level, primarily in the area of land use. Currently Dan is a Land Use Planner with the City of Ellensburg. He is interested in the Kittitas Valley Community Land Trust because both personally and professionally he believes in providing for affordable housing, especially in areas in Eastern Washington where housing prices are out of reach of most working families.



## KITTITAS YAKIMA VALLEY COMMUNITY LAND TRUST

### **Board Member- Toby Williams (2 years)**

Born and raised in Ellensburg, Toby graduated CWU with a BA in Education. He taught locally at Mt. Stuart Elementary, then moved on to remodel and open a restaurant (Ellensburg Pasta Co) with his wife. Years later, they sold the restaurant and started “flipping” and investing in local real estate. During this time, Toby started his own general contracting business and expanded his operation to serve others. After years of building and remodeling homes, he is now a licensed real estate broker. His passions revolve around creative home design and looking at potential for properties that would enable more people to enjoy home ownership.

### **Board Member- Norma Sue Wilmoth (2 years)**

Norma Sue has worked in the Real Estate finance field for many years. She taught Real Estate Finance at Lake Washington Vocational Tech and Bellevue Community College. The last 8 years of her career were spent as a Program Manager for Washington Mutual’s Community Reinvestment Act Department where she worked closely with several non profits and government agencies to develop and approve down payment assistance programs. She was the subject matter expert for community land trust’s and processed the Federal Home Loan Affordable Housing Program loans. She has a passion for affordable housing and is excited to be an active member working towards it in our community.

### **Community Land Trust Director- Sarah Bedsaul (Staff)**

Sarah has a Bachelor’s Degree of Science from Central Washington University in Community Health Education and also has her Certified Health Education Specialist certification. In 2007 she was given the Emerging Public Health Leadership Award from the Washington State Public Health Association. In 2008 she was awarded the Community Leadership Award from the Washington Association of School Administrations. Having worked for the Public Health Department for over nine years, she has extensive skills in community mobilization, program implementation and excels at creating sustainability for community programs. Some of her past work includes implementing sustainable built environment changes, serving on many community committees to better the lives of the residents of Kittitas County and most recently helping to create a Homeless & Affordable Housing Network in Kittitas County.



# KITTITAS YAKIMA VALLEY COMMUNITY LAND TRUST

**"Unlocking Opportunities for People and Communities"**

The Kittitas Yakima Valley Community Land Trust is an affordable housing program. We work to create opportunities for low income first time home owners while preserving land that remains affordable forever. We ensure the success of home owners and long term affordability through stewardship of land and people.

**YES! I want to become a member of the Kittitas Yakima Valley CLT!**

☐

**REGULAR MEMBER-** Member that **does** have voting rights at annual meeting

☐

**SUPPORTING MEMBER-** Member that **does not** have voting rights at annual meeting

☐

**BUSINESS SPONSOR**

**ANNUAL MEMBERSHIP LEVELS:**

☐

**\$25-250**

**Friend of the CLT**

☐

**Up to \$1,000**

**Bronze Member of the CLT**

☐

**Up to \$5,000**

**Silver Member of the CLT**

☐

**Up to \$10,000**

**Gold Member of the CLT**

☐

**\$10,000+**

**Platinum Member of the CLT**

*KYVCLT is a 501(c)(3) nonprofit organization. Your contribution is tax-deductible to the extent allowed by law.*

**\*\*If you would like to make your contribution on a monthly basis with automatic pay options please let us know\*\***

**Contact Information:** Check this box if you wish your donation to be anonymous.

☐

<b>NAME:</b>	
<b>ADDRESS:</b>	
<b>EMAIL:</b>	
<b>PHONE:</b>	



# KITTITAS YAKIMA VALLEY COMMUNITY LAND TRUST



*All of our members have access to information and on-going projects within the CLT by visiting our website at [www.kyvlandtrust.org](http://www.kyvlandtrust.org) or by liking us on Facebook!*

**Friends and Bronze Members of the CLT:** As a member of the community land trust you are supporting affordable housing options in Kittitas County. You will receive an annual update and newsletter that talks about the land trust's activities and community contributions. If you have chosen to be a voting member then you will also receive notification of the annual meeting.

**Silver Member of the CLT:** Just as Friends and Builders do, you will receive the annual update and invitation to the annual meeting if you are a voting member plus you will be listed in our supporter page online.

**Gold Member of the CLT:** You will have all the benefits of the Friends, Builders and Silver Members but you will also have a logo on our website supporter page and on our Facebook supporter album. You will receive the annual newsletter and if you are a voting member you will receive an invitation to the annual meeting.

**Platinum Members and Business Sponsors of the CLT:** As one of our largest supporters you will receive program updates that include information on upcoming projects that your employees could benefit from. You will also have logo placement on the construction site of our projects. You will receive primary advertisement space in our social media outlet and webpage; we can also provide you with a logo link on your site to show others how you contribute to your community! You will receive newsletters and invitations to the annual meeting if you have chosen to be a voting member.

## AmeriCorps\*VISTA Assignment Description (VAD)

<b>VISTA Project:</b> <b>Building Affordable Housing in Kittitas County</b>		<b>VISTA Member Name:</b>
<b>Site Name:</b> Kittitas Yakima Valley CLT	<b>Focus Area:</b> Kittitas County	<b>Date:</b> 6/13-6/14

<b>VISTA Member Activities and Steps Checklist</b>		<b>Planned Period of Work</b>
<b>Goal</b> To build affordable housing opportunities in both Kittitas & Yakima Counties for low to median income residents.		2013-2014
<b>Activity 1: Create awareness for Kittitas Yakima Valley CLT.</b> Step 1: Create marketing materials for a packaged informational guide for potential funders, donors, members and clients. Step 2: Continue web development and social networking opportunities, including weekly updates. Step 3: Make presentations to social service providers, potential funders and community groups.		
Activity 1 Comments/Summary of Accomplishments: 1. Complete marketing package 2. Weekly updates to both web and facebook/social networking sites 3. Complete presentation template and 10 presentations		<b>Activity 1 Completed (date):</b> _____
<b>Activity 2: Develop a funding program.</b> Step 1: Research potential grants and other funding opportunities, create data source to record and report data. Step 2: Collaborate grant writing with Director. Step 3: Plan, organize and hold an awareness/fundraising event.		
Activity 2 Comments/Summary of Accomplishments: 1. Create data source. 2. Have one large awareness/fundraising event.		<b>Activity 2 Completed (date):</b> _____
<b>Activity 3: Research and development of potential affordable housing projects.</b> Step 1: Identify potential large resources/land owners in the community. Step 2: Build partnerships within the community to identify potential resources and collaborations in affordable housing projects. Step 3: Research best practices to identify specific needs in the affordable housing community.		
Activity 3 Comments/Summary of Accomplishments: 1. Create 10 potential partnership. 2. Present best practices of potential needs in community.		<b>Activity 3 Completed (date):</b> _____
<b>Activity 4: Outreach to potential affordable housing clients.</b> Step 1: Research best practices to collect data to support projects. Step 2: Identify potential CLT clients and recruit their participation. Step 3: Create educational packet regarding first time homeownership and credit counseling.		
Activity 4 Comments/Summary of Accomplishments: 1. Create standardized method of recording and reporting data. 2. Recruit 12 potential clients. 3. Create packet.		<b>Activity 4 Completed (date):</b> _____