



# BOARD OF YAKIMA COUNTY COMMISSIONERS

## Agenda Request Form (ARF)

*Deliver completed ARF and finalized agenda item to the Clerk or Deputy Clerk of the Board at the Yakima County Commissioners' Office, Room 232.*

Prepared by: Kimberly Ruelas  
 Department: Human Services  
 Requested Agenda Date: 5/6/2025  
 Presenting: Esther Magasis

Board of County Commissioners Record Assigned

# BOCC Agreement

158-2025

Yakima County, WA

### Action Requested – Check Applicable Box:

PASS RESOLUTION  
 PASS ORDINANCE  
 ISSUE PROCLAMATION

EXECUTE or AMEND  
 AGREEMENT, CONTRACT, or GRANT  
 OTHER \_\_\_\_\_

### Document Title:

Northwest Community Action Center Rental Assistance 2025 Contract Modification 2  
 (NCAC-RA-2025-MOD2)

### Background Information:

Northwest Community Action Center was awarded \$277,550 for their Year 1 Rental Assistance contract under the Homeless Housing and Assistance Program (HHAP), covering July 1, 2024, to June 30, 2025. This modification reduces Year 1 funding by \$60,000, adjusting the total to \$217,550. This adjustment is a voluntary reduction, offered by NCAC due to their expectation that funds would go unused by the end of the contract period. The returned funds will be redistributed to other active HHAP grantees, ensuring resources are directed where they are most needed to maximize the impact of funds used to addressing homelessness within the county. Year 2 funding remains unchanged.

### Describe Fiscal Impact:

\$0 – No net fiscal impact. The \$60,000 in returned funds will be reallocated to other active HHAP grantees based on their demonstrated needs, as outlined in their responses. Any unused funds will be returned to Commerce after June 30, 2025.

### Summary & Recommendation:

Recommended to approve.

DocuSigned by:

Esther Magasis

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DocuSigned by:

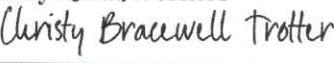
Department Head/Elected Official Signature

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DS  
DC

Corporate Counsel Initial (for Agreements Only)

## HUMAN SERVICES CONTRACT FACE SHEET

CONTRACTOR IS A <input checked="" type="checkbox"/> SUBRECIPIENT <input type="checkbox"/> VENDOR		CONTRACT NUMBER: NCAC-RA-2025-MOD2	
1. NAME/ADDRESS: <b>Northwest Community Action Center DBA Yakima Valley Farm Workers Clinic, UEI: XPMYYG76MMD5 706 Rentschler Ln Toppenish, WA 98948 (509) 865-7630</b>	2. ORIGINAL CONTRACT AMOUNT: <b>\$136,250</b>	5. PREVIOUS CONTRACT AMOUNT: <b>\$277,550</b>	
	3. CASH MATCH REQUIREMENT:	6. MODIFICATION AMOUNT: <b>(\$60,000)</b>	
	4. TOTAL CONTRACT AMOUNT:	7. NEW TOTAL CONTRACT AMOUNT: <b>\$217,550</b>	
8. CONTACT: <b>Heather Elmore, NCAC Director 706 Rentschler Ln Toppenish, WA 98948 (509) 865-7630, ext. 2737 <a href="mailto:heather@vfwc.org">heather@vfwc.org</a></b>	9. COUNTY PROGRAM CONTACT: <b>Yakima County Human Services Melissa Holm, Grant Manager 223 N 1st Street Yakima, WA 98901-2639 (509) 865-5005 <a href="mailto:Melissa.Holm@co.yakima.wa.us">Melissa.Holm@co.yakima.wa.us</a></b>	10. COUNTY FISCAL CONTACT: <b>Yakima County Human Services Kimberly Ruelas, Accountant II 223 N 1st Street Yakima, WA 98901-2639 (509) 823-8881 <a href="mailto:kimberly.ruelas@co.yakima.wa.us">kimberly.ruelas@co.yakima.wa.us</a></b>	
11. CONTRACT START DATE: <b>July 1, 2024</b>	12. CONTRACT END DATE: <b>June 30, 2025</b>		
13. FUNDING AUTHORITY: <b>Washington State Department of Commerce Consolidated Homeless Grant/ Local Housing Fees 2163</b>	14. INDIRECT RATE: <b>N/A</b>		
15. CFDA NUMBER(s): <b>N/A</b>	16. CFDA TITLE(S): <b>N/A</b>		
17. MODIFICATION PURPOSE: <b>To change funding amounts based on grantee's updated funding needs.</b>			
<b>EXHIBITS:</b> When the box below is marked with an X, the following Exhibits are attached and are incorporated into this Contract by reference: <input checked="" type="checkbox"/> Exhibits (specify): <b>EXHIBIT A – Special Terms &amp; Performance Measures EXHIBIT B – Budget EXHIBIT C – Insurance Certificate EXHIBIT D – Uniform Guidance EXHIBIT E – Modification 1 EXHIBIT F – Modification 2</b>			
This Contract contains all of the terms and conditions agreed upon by the parties and all documents attached or incorporated by reference, include Basic Interagency Agreement or its successor. No other understandings or representations, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or bind the parties. The parties signing below warrant that they have read and understand this Contract and have authority to enter into this Contract.			
<b>Northwest Community Action Center DBA Yakima Valley Farm Workers</b>  <u>Christy Bracewell Trotter</u> <u>CFAT-E341D4954E4</u> Christy Bracewell Trotter, CFO		<b>BOARD OF COUNTY COMMISSIONERS</b>  <u>Kyle Curtis</u> Kyle Curtis, Chair	
<u>4/29/2025</u> Date		 <u>LaDon Linde</u> LaDon Linde, Commissioner	
<b>Approved as to Form:</b> DocuSigned by:  <u>Daniel Clark</u> <u>E0BF4E928E4346B</u> Deputy Prosecuting Attorney		<b>EXCUSED</b> Amanda McKinney, Commissioner <b>DATED:</b> <u>MAY 13 2025</u> Attest:  Julie Lawrence, Clerk of the Board or Erin Franklin, Deputy Clerk of the Board	
<b>Agreement Number</b> <u>BOCC Agreement</u>  <u>158-2025</u>			

**EXHIBIT F****MODIFICATION 2**

This Contract is modified as follows:

**EXHIBIT B BUDGET**

GRANTEE is authorized to spend no more than **TWO-HUNDRED SEVENTEEN THOUSAND FIVE-HUNDRED AND FIFTY-FIVE AND 00/100 DOLLARS (\$217,550)** FROM July 1st, 2024, through June 30th, 2025.

Budget Category	Current Contract Amount	Modification 2	New Contract Amount
Administration	\$16,653	\$0	\$16,653
Operations	\$110,909	\$0	\$110,909
Rental Assistance	\$149,988	(\$60,000)	\$89,988
<b>TOTAL</b>	<b>\$277,550</b>	<b>(\$60,000)</b>	<b>\$217,550</b>

ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT.