

AGREEMENT FOR HUMAN SERVICES

THIS AGREEMENT FOR HUMAN SERVICES (“Agreement”) is entered into as of the date written below between the City of Bainbridge Island, a Washington State municipal corporation (“City”), and Bainbridge Island Senior Community Center, a Washington State nonprofit corporation (“Service Provider”).

WHEREAS, the City desires to assist the Service Provider by providing funds for the Bainbridge Resource Network Project in the City of Bainbridge Island; and

WHEREAS, the Service Provider has the expertise and experience to provide such services and is willing to do so in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, conditions, promises, and agreements set forth herein, it is agreed by and between the City and the Service Provider as follows:

1. SERVICES BY SERVICE PROVIDER

The Service Provider shall provide the services as defined in this Agreement and as necessary to accomplish the scope of services attached hereto as **Attachment A** and incorporated herein by this reference as if set forth in full. The Service Provider shall furnish all services, labor, and related equipment to conduct and complete the work, except as specifically noted otherwise in this Agreement. The scope of services set forth in **Attachment A** shall also include a project budget for the services to be performed for the City under this Agreement.

The Service Provider, in its activities and promotional materials, shall acknowledge financial support from the City related to the work and services funded by this Agreement.

2. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force until December 31, 2020, unless sooner terminated by either party as provided below. The terms of this Agreement shall cover activities performed by the Service Provider between January 1, 2019 through December 31, 2020.

B. This Agreement may be terminated by either party without cause upon thirty (30) days’ written notice to the other party. In the event of termination, all finished or unfinished documents, reports, or other material or work of the Service Provider pursuant to this Agreement shall be submitted to the City, and the Service Provider shall be entitled to just and equitable compensation at the rate set forth in Section 3 for any satisfactory work completed prior to the date of termination.

3. PAYMENT

A. The City shall pay the Service Provider Ten Thousand Five Hundred Dollars (\$10,500.00) for all services performed under this Agreement, to be billed quarterly. The Service Provider shall execute this Agreement by March 31, 2019, in order to receive funding for 2019-2020.

B. The Service Provider shall submit, in a format acceptable to the City, quarterly invoices for services performed in a previous quarter. Quarterly invoices shall be accompanied by information as described in Section 4. The Service Provider shall maintain time and expense records and provide them to the City upon request.

C. The City shall pay all invoices by mailing a City check within sixty (60) days of receipt of a proper invoice from the Service Provider.

D. If the services rendered do not meet the requirements of this Agreement, the Service Provider shall correct or modify the work to comply with this Agreement. The City may withhold payment for such work until it meets the requirements of this Agreement.

4. REPORT ON EXECUTION OF SERVICES

A. The Service Provider shall submit a quarterly report to accompany each quarterly invoice for the first, second, and third quarters of each calendar year. The quarterly report shall provide information on the number of clients served in the quarter and the percent of clients served who were Bainbridge Island residents.

B. Information for the fourth quarter shall be provided within an annual report. The Service Provider shall submit an annual report prior to or accompanying its fourth quarter invoice for each calendar year. For 2019 activities, the annual report will be due on January 17, 2020. For 2020 activities, the annual report will be due on January 15, 2021. In each annual report, the Service Provider shall:

1. Summarize the activities undertaken in providing the scope of services described in **Attachment A**.
2. Reference the project objectives identified in **Attachment A**. Were those objectives achieved? Why or why not? Were there any unexpected positive outcomes or challenges?
3. Reference the specific measurable results identified in **Attachment A**. Were they achieved? If not, what challenges prevented the achievement of the anticipated results? How many Bainbridge Island residents were served? Are the conditions for those residents generally improving or worsening?
4. Describe the involvement of any partners identified in **Attachment A**, as well as any unexpected cooperative relationships that developed through implementation of the project. Did the City funding help the Service Provider attract additional funding or other types of support?

5. Reference the project budget specified in **Attachment A**. Provide an analysis of actual expenses and income in relation to the projected budget.
6. Provide a short description of how the City funding has helped the Service Provider or helped the community, including any quotes or stories related to this support.
7. Provide recommendations, if any, that the Service Provider may have regarding future funding cycles.

5. INSPECTION AND AUDIT

A. The Service Provider shall maintain all books, records, documents, and other evidence pertaining to the costs and expenses allowable under this Agreement (“books and records”) in accordance with generally accepted accounting practices.

B. All books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Service Provider shall afford the proper facilities for such inspection and audit.

C. Representatives of the City and/or the Washington State Auditor may copy any books and records if necessary to conduct or document an audit.

D. The Service Provider shall preserve and make available all books and records for a period of three (3) years after final payment under this Agreement.

E. In the event any audit or inspection identifies any discrepancy in the books and records, the Service Provider shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

6. INDEPENDENT CONTRACTOR

A. The Service Provider and the City understand and expressly agree that the Service Provider is an independent contractor in the performance of each and every part of this Agreement. The Service Provider expressly represents, warrants, and agrees that its status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195. The Service Provider, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Service Provider shall make no claim of City employment nor shall the Service Provider claim any related employment benefits, social security, and/or retirement benefits.

B. The Service Provider shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Service Provider shall pay the same before it becomes due.

C. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Service Provider performs hereunder.

D. The Service Provider shall obtain a business license and, if applicable, pay business and occupation taxes pursuant to Title 5 of the Bainbridge Island Municipal Code.

7. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

A. The Service Provider agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

B. The Service Provider shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Agreement.

C. Violation of this Section 7 shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension by the City, in whole or in part, and may result in ineligibility for further work for the City.

8. OWNERSHIP OF WORK PRODUCT

All data, materials, reports, memoranda, and other documents developed under this Agreement, whether finished or not, shall become the property of the City and shall be forwarded to the City in hard copy and in digital format that is compatible with the City's computer software programs.

9. GENERAL ADMINISTRATION AND MANAGEMENT

The City Manager of the City, or their designee, shall be the City's representative, and shall oversee and approve all services to be performed, coordinate all communications, and review and approve all invoices under this Agreement.

10. HOLD HARMLESS AND INDEMNIFICATION

A. The Service Provider shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorneys' fees, arising out of or resulting from the acts, errors, or omissions of the Service Provider in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Service Provider and the City, its officers, officials, employees, and volunteers, the Service Provider's liability, including the duty and cost to defend hereunder, shall be only to the extent of the Service Provider's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Service Provider's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

C. The City's inspection or acceptance of any of the Service Provider's work when completed shall not be grounds to void, nullify, and/or invalidate any of these covenants of indemnification.

D. Nothing contained in this Agreement shall be construed to create a liability or a right of indemnification in any third party.

11. INSURANCE

The Service Provider shall maintain insurance as follows and as further described in **Attachment B**:

- Commercial General Liability as described in **Attachment B**.
- Directors and Officers Liability as described in **Attachment B**.
- Automobile Liability as described in **Attachment B**.
- Workers' Compensation as described in **Attachment B**.
- None.

12. SUBLETTING OR ASSIGNING CONTRACT

This Agreement, or any interest herein or claim hereunder, shall not be assigned or transferred in whole or in part by the Service Provider to any other person or entity without the prior written consent of the City. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of the Service Provider as stated herein.

13. EXTENT OF AGREEMENT/MODIFICATION

This Agreement, together with **Attachments A and B**, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified, or added to only by written instrument properly signed by both parties.

18. SURVIVAL

Any provision of this Agreement which imposes an obligation after termination or expiration of this Agreement shall survive the term or expiration of this Agreement and shall be binding on the parties to this Agreement.

19. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

20. VENUE

The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Kitsap County, Washington.

21. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

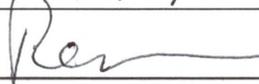
IN WITNESS WHEREOF, the parties have executed this Agreement as of the later of the signature dates included below.

BAINBRIDGE ISLAND SENIOR
COMMUNITY CENTER

CITY OF BAINBRIDGE ISLAND

Date: 3/5/2019


Date: February 28, 2019

By: 

By: _____

Name: Reed Price

Morgan Smith, City Manager

Title: Executive Director

Tax I.D. #: _____

ATTACHMENT A
SCOPE OF SERVICES

NARRATIVE INFORMATION

I. STATEMENT OF PURPOSE

Bainbridge Island Senior Community Center (BISCC) is submitting this proposal on behalf of five Bainbridge organizations who have formed the Bainbridge Resource Network (BRN) under the leadership and fiscal management of BISCC. The purpose of the BRN project is to create, share and maintain a live database and website of services and resources available to Island residents, so there will be “no wrong door” for people to access accurate information and referrals. The collaborating organizations are Bainbridge Island Senior Center (grant applicant), Kitsap Regional Library Bainbridge, Helpline House, Housing Resources Bainbridge and Island Volunteer Caregivers.

The Bainbridge Community Foundation funded the start-up of this project in the amount of \$7,500 for the period from July 1, 2017-June 30, 2018 and additional funding has been obtained to finance the project for the remainder of fiscal year 2019. This request is to enable the continuation and expansion of the project beyond 2019. Our first-year plan is to have one continuously updated, “living” database of services and resources that will be shared among participating organizations. The initial plan was to build the database structure, train agency personnel in using it, and create a way to keep it updated. The project grew out of the need for information and referrals for adults, particularly for seniors.

This proposal to the City is a request to help sustain and grow the system into a robust and comprehensive resource for the Bainbridge Island community. A commitment from the City is important to give partners the confidence that the program can be continuously improved and sustained over time. And, as importantly, it will enable the partners to plan for expanding the scope of the project from its onset. New features that will be added with City support in phase 2 of the project include:

- Adding more organizations in our network, such as additional child and family service organizations
- Adding multiple fields to the database to include extensive resources for child and family services;
- Creating a public access website, that is user friendly and available to all
- Maintaining a coordinating function to update the system on a continuous basis to assure up-to-date, accurate information
- Enhancing coordination and collaboration among all human service organizations on the Island

Needs Proposal Addresses

The five organizations participating in this project experience a daily need for accurate, user-friendly information regarding resources and for having trained providers of information available to their members and clients on a daily basis. All of the current collaborators have manual systems for information and referral, which are almost impossible to keep current with existing staff resources. All will benefit from a shared, continuously updated database that they could easily access.

The need for a reliable information and referral system for human services for all citizens has been well documented in the City of Bainbridge’s Needs Assessment (*City of Bainbridge Island, Community Needs Assessment Report, PRR, September, 2016*) and is consistent with the City’s Comprehensive Plan.

Selected references from the City’s Needs Assessment documenting this need include:

- Overall Finding #3: “Residents are not aware of other’s needs and also don’t know what services are available”. This section identifies that residents would like to see a

clearinghouse in the form of a web page, hotline, directory or point person. Providers expressed the need for community awareness and interagency coordination (pgs. 10).

- Informant Interviews, Key Findings: A key barrier to getting services or help on Bainbridge Island is not knowing where to go and this perpetuates the illusion that residents on the Island do not need human services (pg. 34).
- Key Informant Interviews – Information and Awareness: Many residents struggle to get help and call the fire or police for simple requests. Coordination of services between providers could use improvements (pg. 43).
- Provider Survey- Key Findings: The bright spots in the human services system are the committed nonprofits, generous donors and dedicated volunteers. However, lack of community awareness and flawed interagency coordination impede agencies from providing high quality services to more people (pg. 45).
- General Population Survey – Key Findings: One of top 5 human service needs identified was elderly support services. Things not working well included agency communication and awareness (pg. 61)
- Consumer Focus Groups – Key Findings: Significant challenges accessing some human services, especially for some population groups, include: the lack of a comprehensive directory of available services, the stigma attached to certain needs and certain human service agencies, insufficient coordination of services among service providers (pg. 74)

City of Bainbridge, Comprehensive Plan, 2016

The City's new comprehensive plan vision emphasizes principles that will be adhered to in the implementation of this project. They include principles of a caring community, friendliness as the foundation for all human services, support for aging in place and the importance of cooperation and coordination among service providers.

Short and Long Term Impacts

Both short-term and long-term impacts will enable the Senior Center to fulfill its mission which is "to empower and enhance the quality of life of people in our community as they grow older."

Short-term impacts:

- There will be no wrong door for citizens to learn about and receive referrals to services they need, when they need them.
- Time spent by participating organizations trying to find up-to-date information for referrals will be reduced.
- Time spent by public employees to provide information and referrals, such as police, fire department and city personnel will be reduced
- All community residents will have improved access to accurate information and referrals, including a user-friendly website to access information.
- By having friendly and encouraging volunteers to talk with about services, there will be less hesitancy and less social stigma attached to seeking information and referrals.
- By empowering friendly and encouraging staff and volunteers to talk with about services at several locations, there will be less hesitancy and less social stigma attached to seeking information and referrals.
- Increased efficiencies can result from minimizing duplication of efforts of the participating agencies and more effective use of limited resources.
- Participating organizations will meet more regularly to share information regarding resources, to coordinate services and address identified service gaps

Long-term impacts:

- There will be increased and more appropriate utilization of all human and public services, including increased utilization of underutilized resources, e.g., public transportation, federally funded services for older citizens.
- An expanded pool of active volunteers will be trained and involved in supporting human service needs.
- Everyone in the community will be increasingly satisfied and better served with the information they receive regarding services and resources.
- Organizations will be more experienced in working together to resolve coordination issues and address identified service gaps on an ongoing basis.
- There will be in place a sustainable, low cost process to keep information about resources current and creative.
- There will be increased opportunities to seek collaborative funding, including grants.

II. PROGRAM SUMMARY

1. What services will these funds provide and who will be the primary recipients?

The goal of our Bainbridge Resource Network (BRN) project is to coordinate our efforts to inform people about the services they need. Regardless of which of the collaborating organizations people contact for help, they will have access to the most up-to-date information about the options available to them across *all* the agencies serving the community.

In the first year of this project, BRN will have in place a live, accurate database of services and resources. Staff of participating organizations will be trained in accessing the database and the subtleties of providing good referrals. This program will be tested and refined to meet user needs. Throughout 2019 and 2020, we will expand the offerings to include a broad range of services. Once the system is stable and reliable, we will develop, test and refine a public access website so that those who desire this path of accessing services, will be able to go directly on line for information and referrals. We will also have a lively Facebook presence; and maintain a continuously improving walk-in capability at all of the participating organizations. The range of services that will be included in our menu of information and referral for the general public include:

- All Health and Human Services available to people of all ages on the Island, including mental health and substance abuse services
- Publicly funded services available to seniors
- Public transportation services and options
- Caregiving and care management options for seniors
- Volunteer opportunities available in the community, with a focus on human service opportunities

Deliverables for this proposal include a “living” database; standardized procedures and guidelines for storing, sharing and updating information; training for those who will be answering calls and making referrals; a public access website, listing all community resources; and a plan for sustaining the collaborative effort once the grant funding is ended. This program will eliminate duplication of effort and save employee and volunteer time in fielding inquiries about services and resources.

This service will be available to any person of any age on Bainbridge Island who needs to know about health and human services. It is anticipated that most of the people who use the service will be island residents. This service will also be available for adult children of island residents and health care and other professionals off-island, who are trying to make transitional plans for people leaving hospitals or calling on behalf of island residents who are seeking help.

2. How will recipients access those services?

In the first phase of the project (through June of 2019), the community will have access to comprehensive information and referral services through our Project Network by calling any one of the participating organizations or by walking into the office of any one of our participating sites or the Public Library to talk with a trained volunteer. Our initial thrust in phase 1 is to make the services available to our most vulnerable citizens, with a warm in-person touch. These are individuals currently being served through Helpline, HRB, IVC, the Senior Center and the Library. In 2020, a public website will be available to all Island residents, as an ongoing service to the community.

3. What percentage of the population of Bainbridge Island residents who are eligible for these services will be served by this program?

Since all residents are eligible to access this program and the program is new, it is difficult to predict percentage of utilization.

In the first year, our partnering organizations will record at least 500 personal contacts. In 2020 that number will be increased to 3,500 hits on the website and 1,500 personal contacts with volunteers.

We intend to publicize this service vigorously in the community, including linking with websites of participating organizations, the City and social media to increase utilization.

4. How many (or what percentage) of those served overall will be Bainbridge Island residents?

At least 85% of those served will be residents or calls made on behalf of residents.

5. Describe how this request fits within the definition of Human Services as provided in the Human Services Element of the City's Comprehensive Plan:

Provide people with the tools to achieve economic, social and emotional stability to the best of their ability.

Our goal is to provide people with the tools they need to easily learn about options available to them. We will simplify what can be a daunting task without assistance. When people visit our participating organizations, they will be greeted by staff trained in the system. Volunteers will be trained to be sensitive to vulnerable callers and to coach and empower people with the information and know-how to access services. This will teach people how to help others access services when they are needed. Knowledge is power and people who have easy access to information can be less timid and more self-sufficient and selective in how they use services. Having information online will be especially important for families, young adults and teenagers and we will work closely with youth organizations to make sure we get this part of the service right to respect the vulnerability of our potential audiences.

Offer activities and services that promote healthy development of the individual, prevent problems, and support positive outcomes.

Ultimately, having up-to-date resources readily available, including via Internet and smartphone, will increase access and utilization of existing services by people of all ages. The range of information available will include activities and resources available throughout our community that promote healthy development, prevention and support the individual in need or in crisis.

Our project will look at the calls we receive and find innovative ways to provide information to callers of all ages. We will work with the participating organizations to tailor available information and educational materials and programs to identified needs. Some information articles will be posted to educate people on what questions to ask when seeking help.

Support quality of life programs that enhance the health and well-being of the individual and the community.

We will work with the Bainbridge Island Library and the Bainbridge Community Foundation to increase community information and awareness of volunteer opportunities available for people of all ages, with a focus on opportunities in the human services. Our volunteers will encourage callers to consider volunteering and help steer them to the organization that best fits their interests and skills.

Resources cited will include transportation, wellness, cultural programs available through organizations such as the Senior Center, IVC, the BARN, BIMA, BPA and the Library to promote healthy development and decrease isolation. We will work to enhance perception of organizations such as Helpline and the Senior Center to get the message out that you don't have to be old or poor to use these services.

These services may be provided on an emergency, temporary, or ongoing basis, depending on the circumstances.

People in a range of circumstances from prevention to crisis will utilize this service. Some will call to find out what services may be available to them, if and when they may need them, to help them formulate their plans for aging in place. Others may be in a crisis or life transition, where they need temporary services, such as care after hospitalization. When people are under stress, going to a website may be overwhelming and they may need the "warm hand-off" trained staff and volunteers can provide. Others may be calling on behalf of a neighbor, relative or friend for some guidance in how to make an appropriate referral, including how to broach the subject with someone who has trouble asking for help.

Describe how this funding will foster improvement in the range and quality of health, housing and/or human services on Bainbridge Island.

This project will increase community access to and utilization of a broad range of health, housing and or human services on Bainbridge Island. In addition, the collaborating organizations will hold regular meetings to discuss improvements to the system, to identify gaps and to coordinate services. Non-conventional service providers will be invited to these meetings, depending on the topic, including transportation providers and independent business owners who wish to expand the range and quality of services to individuals on the Island.

6. If other community partners have an essential role in the delivery of proposed services, briefly describe their role and commitment.

In addition to a commitment to attend monthly BRN meetings, collaborating organizations have expressed their commitment, time and other supports to the project as described below:

Kitsap Regional Library Bainbridge: database and research capabilities; meeting space; training experience; experience in helping the general public find resources.

“Valuing the partnerships we build with community organizations, KRL Bainbridge is excited about working with the Bainbridge Resource Network to build and implement a tool that will be of use to individuals and organizations.”

Tressa W. Johnson Librarian

Helpline House: information on resources available; experience providing information and referrals; one-on-one counseling for people needing information and referral; training.

“Helpline will benefit from an up-to-date resource guide and will happily participate in the implementation of a sustainable project to get us there. We'll gladly dedicate time to make this work to benefit our community.”

Maria Metzler, Executive Director

Housing Resources Bainbridge: experience and resources for providing information and referral; help providing training.

“HRB would be delighted to join you in this effort! Thank you for including us!”

Phedra Elliott, Executive Director

Island Volunteer Caregivers: current services directory; experience providing information and referrals; help with training program; experience and systems for vetting volunteers and assuring confidentiality.

“IVC recognizes the need for accurate resource information. Having worked on our own Senior Resource Guide, we are happy to collaborate with these great organizations to make this project a success.”

Rita Elsberry, Executive Director

Island Neighbors: Prior to dissolving its nonprofit in August of 2018, Island Neighbors board voted to donate its remaining funds of approximately \$6,000 to the Senior Center to help fund the start-up year of the BRN project. It also contributed its existing database of services and resources. Volunteers from the IN Board are now working with the Senior Center to help implement this project.

“Island Neighbors believes that, through the BRN project and supporting the Senior Center in its implementation, we can optimize resources and benefit the whole community.”

Sandy White, Board President

III. ORGANIZATIONAL STRENGTHS

BISCC is a professional organization, with appropriate facilities, proven results, a strong board, engaged volunteers, and a qualified and devoted staff. We are the only Senior Center and dedicated meeting place for seniors on Bainbridge Island.

BISCC was founded in the 1980s to be a focal point for providing serves and activities for Bainbridge Island’s senior population. Since March of 2017, BISCC has been solely responsible for the operation, financing, and management of the many programs and activities presented at the Senior Center.

In that time, the BISCC Board and staff have been able to increase the number of classes, programs, and trips provided, institute (and improve) tracking and reporting capabilities, provide an easy sign-in procedure for members, increase the membership base (from 750-1300), and improve the image of the Center.

BISCC is governed by a 12-person, active, and representative Board of Directors with a host of talents and strong commitment. We have conducted Board training on fiduciary responsibilities, improved our financial systems and the Board has committed to support the implementation of this

project, including taking on financial management responsibilities. The Board is also currently involved in developing a 5-year strategic plan to address emerging and growing needs.

In order to properly and responsibly execute this project, especially as we are growing, BISCC has contracted with an independent contractor, Marsha Gladhart, to be the database administrator and an independent firm, SpiderLily to design our system and website presence, working closely with Marsha.

Marsha's credentials include a PhD in Educational Technology. Skills include email marketing tools, social media marketing, instructional design, working with adult learners, program leadership, instructional design, database configuration and maintenance to include FileMaker Pro, SalesForce, VAN, Club Express. Experienced instructor for Microsoft Word, Excel, web design, HTML, and WordPress.

SpiderLily Web Design, based in Poulsbo, Washington, is owned by Brian Creamer and Myrna Ougland. They launched the business in 2007 with a commitment to provide clients with the best in current website design technologies at affordable costs. These include mobile friendly responsive web design (RWD), the latest in search engine optimization (SEO) and user-friendly navigation. They will approach our project with the objective of creating a custom responsive website that reflects our needs and goals. The Senior Center is currently using SpiderLily to design and support their current website and are very satisfied with their work and responsiveness. SpiderLily has designed information and referral websites for mental health service providers, which our participating agencies have used and have found to be very helpful. SpiderLily Web is a member of the Bainbridge Island Chamber of Commerce and Bainbridge Business Connection.

SpiderLily Web is contracted for the creation and maintenance of a database/website that meets a series of specifications. The scope of work includes: creating an easily searchable website, using WordPress, providing information on non-profit, governmental and other public services available to Bainbridge Island residents. Users will be able to search and filter resources by multiple categories and criteria, to be determined by project participants, as well as view lists of resources by category and sub-category. In year 2, SpiderLily will assist us in adding child and family service resources and categories, including additional search capabilities and filters; continue to work with Marsha to respond to project needs; and assist in making our website accessible to the public through a public website and variety of devices.

Marsha Gladhart is contracted to research, organize, and test the content that is going to populate the database/website that SpiderLily creates. She will also assist in designing methods of collecting data for evaluation reports. Marsha is the single content point-of-contact for SpiderLily and is responsible for gathering requirements and developing test (use) protocols for the participating organizations. She also is responsible for reviewing the detailed instructions provided by SpiderLily to make sure they meet the needs of the project. In year 2 she will continue to maintain, up-date and add to the database and ensure user friendly access to the website and accountability for meeting project goals and outcomes.

Resources we will dedicate to evaluating the funded activities' progress and outcomes include our staff and contractors, as well as participating organization users. We will develop an evaluation workgroup made up of participating agencies, which will use evaluation results to continuously improve the system.

IV DESIRED OUTPUTS, OUTCOMES & ASSESSMENT.

Output and Outcomes Chart		
Program Activities or Services	Annual Goal: Unduplicated Bainbridge Residents Served (outputs)	Outcome of Receiving Program/Source (outcomes)
BRN Project	<p>10-12 staff and volunteers from partnering organizations trained to use database (year 1)</p> <p>An additional 20 staff and volunteers trained from at least 4 child and family service partnering organizations (year 2)</p>	<ul style="list-style-type: none"> • 85% of trainees will report high satisfaction with the training received, including increased knowledge and capacity to respond to inquiries in a customer-friendly way • 75% of organization users of the shared database will report high confidence with the accuracy of the data provided • 75% of users will report satisfaction with the user-friendly nature of the shared database and the instructions • 100% of organizations will report increased collaboration and shared problem-solving among participating organizations. • 80% of participating organizations will continue with the project at the end of the funding period. <p>Tools: surveys of users; monthly meetings; feedback to consultants on database/website improvements</p>
	<p>500 telephone calls or in-person queries regarding resources fielded by partnering organizations (year 1)</p> <p>1500 telephone or in-person contacts with participants (year 2)</p> <p>5,000 Website hits (Year 2)</p>	<p>75% of customers (end users) surveyed will report satisfaction with the help they received.</p> <p>Outcomes will be tracked by use of online surveys for both in-person and website populations.</p>

V. PROGRAM EVALUATION PLAN

Participating organizations will be asked to keep information on number of queries handled. Outcomes will be measured by surveying agency users of the shared database quarterly and randomly selected service participants quarterly.

Evaluation instruments will be developed and used after training sessions.

Troubleshooting will occur at monthly BRN meetings and continuous improvements made by consultants.

The collaboration process will be documented and a report of lessons learned will be written and shared with funders. In addition, each participating organization will share at least one story of how they were able to better serve their constituents as a result of this project.

Results of evaluation will be shared on an ongoing basis with partners and information will be used to continuously improve our database, communication and other processes.

PROGRAM BUDGET NARRATIVE

BISCC is requesting a total of \$10,500 from COBI for the fiscal year 2020. We have been successful in raising the funds necessary to launch this program for the fiscal year 2019. As the budget on page 10 indicates, funds will be needed in 2020 to continue and expand the project.

- a. **What is the total of your agency's estimated budget for 2019?** \$355,000 (includes in-kind facility costs)
- b. **What portion of your total agency budget does this request represent?** For 2019 0%; For 2020 less than .03%
- c. **How have the services you are requesting been funded for in the past?** This is a new service. Budget items are being funded by donations and grants in 2019. We are requesting City funding just for 2020.
- d. **What other sources of funding are you seeking (or have you secured) to support this proposed program or services?** We have an additional request for \$2,000 for 2019 pending with Grace Episcopal Church.
- e. **What are the consequences to your clientele, organization and/or the community if you do not receive these funds?** Our community will lack an effective system for information and referral to access health and human services; inappropriate utilization of some services, e.g., calls to the Police and Fire Departments may continue; underutilization of some services may continue; citizens may continue to be frustrated with lack of information and others may not be aware of the wonderful resources that are available and what the community is doing to address human needs.

BAINBRIDGE RESOURCE NETWORK PROGRAM BUDGET

AREA	YEAR 1 (2019)		Year 2 (2020)		Funding Other Sources Years 1 & 2
	Applicant Program Budget Allocation BISC/BRN	COBI HSF Request	Applicant Program Budget Allocation	COBI HSF Request	
Human Resources					Yr 1 BCF Grant \$7,500 Island Neighbors \$6,213 Yr 1 total \$13,713
1) BISCC Director	2,500		2,500	2,500	
2) Independent Consultant (Gladhart)	4,600		4,000	4,000	
3) Contract with SpiderLily Web Design	6,500		4000	4000	
4) Collaborating Partners Staff Time	9,500		9,500		In-Kind time provided by partners estimated at \$9,500
Total Human Resources	23,100	0	20,000	10,500	
Space / Facilities	In-Kind	0	In-Kind		BISCC and Library
Equipment Purchase	In-Kind	0	In-Kind		Donated by Island Neighbors
Travel / Training	0	0	0	0	
Insurance	0	0	0	0	
Operating Expenses Additional software and domain costs	113	0	100		BISCC
Scholarships / Stipends	0	0	0	0	
Other	0	0	0	0	
Indirect Admin. Costs	0	0	0	0	In kind volunteers
TOTAL	23,213	0	20,100	10,500	

ATTACHMENT B
INSURANCE REQUIREMENTS

A. Insurance Term

The Service Provider shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Service Provider, its agents, representatives, or employees.

B. No Limitation

The Service Provider's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Service Provider to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance

The Service Provider shall obtain insurance of the types and coverage described below:

1. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap liability, independent contractors, and personal injury and advertising injury. The City shall be named as an additional insured under the Service Provider's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Directors and Officers Liability insurance coverage.

D. Minimum Amounts of Insurance

The Service Provider shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

3. Directors and Officers Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

E. Other Insurance Provision

The Service Provider's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect to the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Service Provider's insurance and shall not contribute with it.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

G. Verification of Coverage

Before commencing work and services, the Service Provider shall provide to the person identified in Section 9 of the Agreement a Certificate of Insurance evidencing the required insurance. The Service Provider shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Service Provider before commencement of the work. The City reserves the right to request and receive a certified copy of all required insurance policies.

H. Notice of Cancellation

The Service Provider shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.

I. Failure to Maintain Insurance

Failure on the part of the Service Provider to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five (5) business days' notice to the Service Provider to correct the breach, immediately terminate this Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Service Provider from the City.

J. City Full Availability of Service Provider Limits

If the Service Provider maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Service Provider, irrespective of whether such limits maintained by the Service Provider are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Service Provider.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/07/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Thornburgh Insurance Agency 188 Ericksen Avenue NE P O Box 10370 Bainbridge Island, WA 98110 Carol S.Thornburgh	CONTACT NAME: Carol S.Thornburgh PHONE (A/C, No, Ext): 206-842-7692 E-MAIL ADDRESS:	FAX (A/C, No): 206-780-1503
	INSURER(S) AFFORDING COVERAGE	
INSURED Bainbridge Island Senior Community Center 370 Brien Drive SW Bainbridge Island, WA 98110	INSURER A : Philadelphia Insurance Cos	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	PHPK1822020	06/09/2018	06/09/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate Holder is an Additional Insured as regards the activities of the Insured per Form CG2026.

CERTIFICATE HOLDER CITYOFB City of Bainbridge Island 280 Madison Avenue N Bainbridge Island, WA 98110	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Carol S.Thornburgh
--	--

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

City of Bainbridge Island

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



PHILADELPHIA INSURANCE COMPANIES

A Member of the Tokio Marine Group

One Bala Plaza, Suite 100
Bala Cynwyd, Pennsylvania 19004
610.617.7900 Fax 610.617.7940
PHLY.com

Philadelphia Indemnity Insurance Company

COMMON POLICY DECLARATIONS

Policy Number: PHSD1357787

Named Insured and Mailing Address:

Bainbridge Island Senior
Community Center
370 Brien Dr SE
Bainbridge Island, WA 98110-2480

Producer: 24818

THORNBURGH Insurance Agency
188 Ericksen Avenue NE
P.O. Box 10370
Bainbridge Island, WA 98110

(206)842-7692

at 12:01 A.M. Standard Time at your mailing
address shown above.

Policy Period From: 08/04/2018 **To:** 08/04/2019

Business Description: Non-Profit Organization

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

	PREMIUM
Commercial Property Coverage Part	
Commercial General Liability Coverage Part	
Commercial Crime Coverage Part	
Commercial Inland Marine Coverage Part	
Commercial Auto Coverage Part	
Businessowners	
Workers Compensation	
Flexi Plus Five	1,100.00
Total	\$ 1,100.00

FORM (S) AND ENDORSEMENT (S) MADE A PART OF THIS POLICY AT THE TIME OF ISSUE
Refer To Forms Schedule

*Omits applicable Forms and Endorsements if shown in specific Coverage Part/Coverage Form Declarations

CPD- PIIC (06/14)

Secretary

President and CEO

Philadelphia Indemnity Insurance Company

Form Schedule – Policy

Policy Number: PHSD1357787

Forms and Endorsements applying to this Coverage Part and made a part of this policy at time of issue:

Form	Edition	Description
WHY MyPHLY	0000	WHY MyPHLY?
CSNotice-1	1014	Making Things Easier
BJP-190-1	1298	Commercial Lines Policy Jacket
LAH-Notice	0813	Policyholder Notice (Loss Assistance Hotline)
PI-REINS-NOTICE 1	0318	Notice Reinstatement Fee
PP2015	0615	Privacy Policy Notice
CPD-PIIC	0614	Common Policy Declarations



A Member of the Tokio Marine Group

One Bala Plaza, Suite 100
Bala Cynwyd, Pennsylvania 19004
610.617.7900 Fax 610.617.7940
PHLY.com

FLEXIPLUS FIVE
NOT-FOR-PROFIT ORGANIZATION DIRECTORS & OFFICERS LIABILITY INSURANCE
EMPLOYMENT PRACTICES LIABILITY INSURANCE
FIDUCIARY LIABILITY INSURANCE
WORKPLACE VIOLENCE INSURANCE
INTERNET LIABILITY INSURANCE

Philadelphia Indemnity Insurance Company

Policy Number: PHSD1357787

DECLARATIONS

NOTICE: EXCEPT TO SUCH EXTENT AS MAY OTHERWISE BE PROVIDED HEREIN, THIS POLICY IS WRITTEN ON A CLAIMS MADE BASIS AND COVERS ONLY THOSE CLAIMS FIRST MADE DURING THE POLICY PERIOD AND REPORTED IN WRITING TO THE INSURER PURSUANT TO THE TERMS HEREIN. THE AMOUNTS INCURRED FOR DEFENSE COST SHALL BE APPLIED AGAINST THE RETENTION.

Item 1. Parent Organization and Address:
Bainbridge Island Senior
Community Center
370 Brien Dr SE
Bainbridge Island, WA 98110-2480

Internet Address: www.

Item 2. Policy Period: From: 08/04/2018 To: 08/04/2019
(12:01 A.M. local time at the address shown in Item 1.)

Item 3. Limits of Liability:

(A)	Part 1, D&O Liability:	\$	1,000,000	each Policy Period.
(B)	Part 2, Employment Practices:	\$		each Policy Period.
(C)	Part 3, Fiduciary Liability:	\$		each Policy Period.
(D)	Part 4, Workplace Violence:	\$		each Policy Period.
(E)	Part 5, Internet Liability:	\$		each Policy Period.
(F)	Aggregate, All Parts:	\$	1,000,000	each Policy Period.

Item 4. Retention:

(A)	Part 1, D&O Liability:	\$	1,000 for each Claim under Insuring Agreement B & C.
(B)	Part 2, Employment Practices:	\$	for each Claim.
(C)	Part 3, Fiduciary Liability:	\$	for each Claim.
(D)	Part 4, Workplace Violence:	\$	for each Workplace Violence Act.
(E)	Part 5, Internet Liability:	\$	for each Claim.

Item 5. Prior and Pending Date: Part 1 08/04/2003 Part 2 No Date Applies Part 3 No Date Applies
 Part 4 No Date Applies Part 5 No Date Applies

Item 6. Premium: Part 1 \$ 1,100.00 Part 2 Part 3
 Part 4 Part 5

State Surcharge/Tax: Total Premium: \$ 1,100.00

Item 7. Endorsements: PER SCHEDULE ATTACHED

In witness whereof, the Insurer issuing this Policy has caused this Policy to be signed by its authorized officers, but it shall not be valid unless also signed by the duly authorized representative of the Insurer.



Authorized Representative

Countersignature

Countersignature Date

Philadelphia Indemnity Insurance Company

Form Schedule – Flexi Plus Five

Policy Number: PHSD1357787

Forms and Endorsements applying to this Coverage Part and made a part of this policy at time of issue:

Form	Edition	Description
PI-NPD-1	0102	FlexiPlus Five Declarations Page
PI-BELL-1	1109	Bell Endorsement
PI-CME-1	1009	Crisis Management Enhancement Endorsement
PI-NPD-2	0102	Flexi Plus Five Coverage Form
PI-NPD-25	0102	Professional Services Exclusion(Supervision Carve-Out)
PI-NPD-52	1203	Amendment of Exclusions
PI-NPD-WA-1	0102	Washington - Changes
PI-SLD-001	0115	Cap On Losses From Certified Acts Of Terrorism

The following is a summary of limits of liability of limits of indemnification which coverages provided by this endorsement. This endorsement is subject to the provisions of the policy to which it is attached.

COVERAGE	LIMITS OF LIABILITY
Business Travel Accident Benefit	\$50,000
Contractor Contamination	\$25,000
Contractor Assistance	\$50,000
Emergency New State Consulting Fee	\$50,000
Financial Event Disaster	\$25,000
Identity Theft Expense	\$50,000
Large Retention and Consulting	\$50,000
Key Financial Retention Expense	\$50,000
Kitnap Expense	\$50,000
Political Unrest	\$5,000 per occurrence \$25,000 policy limit
Temporary Housing Space Reimbursement	\$25,000
Territorial Travel Reimbursement	\$50,000
Travel Delay Reimbursement	\$1,000
Whistleblower Coverage	\$50,000

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**BELL ENDORSEMENT****PHILADELPHIA
INSURANCE COMPANIES**

A Member of the Tokio Marine Group

One Bala Plaza, Suite 100
Bala Cynwyd, Pennsylvania 19004
610.617.7900 Fax 610.617.7940
PHLY.com

Unless otherwise stated herein, the terms, conditions, exclusions and other limitations set forth in this endorsement are solely applicable to coverage afforded by this endorsement, and the policy is amended as follows:

I. SCHEDULE OF ADDITIONAL COVERAGES AND LIMITS

The following is a summary of Limits of Liability or Limits of Insurance and/or additional coverages provided by this endorsement. This endorsement is subject to the provisions of the policy to which it is attached.

COVERAGE	LIMITS OF INSURANCE
Business Travel Accident Benefit	\$50,000
Conference Cancellation	\$25,000
Donation Assurance	\$50,000
Emergency Real Estate Consulting Fee	\$50,000
Fundraising Event Blackout	\$25,000
Identity Theft Expense	\$50,000
Image Restoration and Counseling	\$50,000
Key Individual Replacement Expenses	\$50,000
Kidnap Expense	\$50,000
Political Unrest	\$5,000 per employee; \$25,000 policy limit
Temporary Meeting Space Reimbursement	\$25,000
Terrorism Travel Reimbursement	\$50,000
Travel Delay Reimbursement	\$1,500
Workplace Violence Counseling	\$50,000

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

City of Bainbridge Island

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.