

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 Helpline House, a Washington State nonprofit corporation (“Service Provider”).

WHEREAS, the City desires to assist the Service Provider by providing funds for a community mental health program 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 Fifty-One Thousand Dollars (\$51,000.00) 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.

14. SEVERABILITY

A. If a court of competent jurisdiction holds any part, term, or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

B. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

15. FAIR MEANING

The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

16. NONWAIVER

A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay, or failure of either party to insist upon strict performance of any agreement, covenant, or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

17. NOTICES

Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties at their addresses as follows:

To the City: City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110
Attention: City Manager

To the Service Provider: Helpline House
282 Knechtel Way NE
Bainbridge Island, WA 98110
Attention: Maria Metzler

or to such addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand-delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

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.

HELPLINE HOUSE

CITY OF BAINBRIDGE ISLAND



Date: _____

Date: February 28, 2019

By: _____

By: _____

Name: _____

Morgan Smith, City Manager

Title: _____

Tax I.D. #: _____

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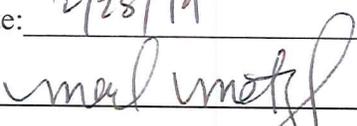
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HELPLINE HOUSE

CITY OF BAINBRIDGE ISLAND

Date: 2/28/19
By: 
Name: Maria Metzler
Title: Executive Director
Tax I.D. #: 91-0902503


Date: February 28, 2019
By: _____
Morgan Smith, City Manager

ATTACHMENT A
SCOPE OF SERVICES

18. SURVIVAL

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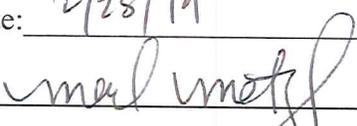
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Date: 2/28/19
By: 
Name: Maria Metzler
Title: Executive Director
Tax I.D. #: 91-0902503


Date: February 28, 2019
By: _____
Morgan Smith, City Manager

I. Statement of purpose

Describe the community needs that the proposed program seeks to address, and the projected short – and long-term impacts. Please document and cite relevant and up-to-date City documents (2016 Community Needs Assessment), demographic or research sources, etc. For *general operating support* requests, describe the organization’s mission and projected short – and long-term impacts, as well as the priority needs the organization is addressing.

Helpline House’s mission is ‘neighbor helping neighbor, one neighbor at a time.’ Helpline House seeks to meet our Bainbridge Island neighbors’ needs in a comprehensive, holistic way. One of the needs identified by the 2016 Community Needs Assessment is mental health care on the Island. Helpline House sees this need every day and is seeking funding to support our community mental health program. Since mental health was recorded as a need by the City in 2016, the demand for Helpline House’s free mental health counseling has only grown. In August of 2017, Helpline House clinicians provided 88 mental health appointments; in August of 2018, they provided 122 appointments. As of August 31st, Helpline recorded 777 mental health counseling sessions in 2018, and the number continues to grow. Helpline wants to ensure we are able to consistently provide the individual and group counseling sessions that our Island neighbors are seeking.

The overall finding #4 in the executive summary of the 2016 Community Needs Assessment report states that “proper mental health care is difficult for some to find, due to accessibility and affordability issues.” As stated in the report, “many mental health care providers do not accept Medicare or Medicaid.” Helpline House offers mental health treatment free of charge to individuals. Another recognized barrier in overall finding #4 was accessibility: “Residents frequently seek mental health treatment off island. Those who are not able to drive themselves are restricted from accessing these providers and the trip is often too far for a person in immediate crisis.” Helpline House provides a central location on the Island for residents to turn. Helpline recognizes the need for mental health support and is aware of the many barriers that prevent individuals from seeking or following through with treatment. By prioritizing our community mental health program, Helpline seeks to meet this need as recognized by COBI and our community, and tries to overcome the known barriers.

The short term impacts of Helpline House prioritizing mental health needs and offering free mental health counseling appointments are that those who receive support experience a decrease in their mental health symptoms, may experience short term emotional stability, and have an avenue to circumvent crisis situations or have access to assistance in navigating a crisis situation.

The long term impacts of Helpline House offering free mental health counseling to the Island community are multilayered. By providing Bainbridge Island residents with support in times of crisis with a dependable mental health resource to help with emotion regulation and severe mental illness symptoms results in those residents improving their resiliency and increasing their capacity to participate in a diverse and inclusive community. Providing group counseling sessions to meet residents’ needs builds camaraderie, support and community among the participants that trickles out into the larger Bainbridge Island community, resulting in a strengthened network of Islanders.

II. Program summary

1. What program or services will the requested funds provide and who will be the primary recipients?

The services provided are mental health counseling appointments, both individual and group sessions. The primary recipients are any Bainbridge Island resident who is experiencing mental health symptoms and who reaches out to make an appointment. There are no restrictions for initial appointments, so as to encourage individuals to seek mental health support regardless of income, age, or insurance. Helpline hopes to be, at minimum, the first step in someone's journey toward stability. If it is later determined that there is different resource or a better fit, Helpline clinicians will assist in referring to another provider.

2. How will recipients access those services?

Appointments are offered 5 days a week, Mon – Fri. An individual can call or come in to the lobby to make an appointment. Additionally, Helpline House social workers have a scheduling system to ensure that an individual experiencing a crisis who cannot wait for a scheduled appointment will be seen same day.

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

There is no way to determine who might be eligible for mental health services, since we do not screen for income. All residents of Bainbridge Island are eligible. Since services are accessed by a self-stated need, we can only surmise we are serving 100% of those who request services.

4. How many or what percentage overall will be Bainbridge Island residents?

Our database tells us that 95% of community members requesting mental health services are Bainbridge Island 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:

Funding local, free, accessible mental health services aligns with many of the goals that the City of Bainbridge Island identified in the Human Services Element of the City's Comprehensive Plan, in addition to overall findings #4 and #5 in the 2016 Community Needs Assessment Report.

In Goal HS-2: Continuum of Services, many policies state the City's priority to support programs that offer mental health services to the Bainbridge Island community.

Policy HS 2.4: Support programs that provided needed services for families, e.g. child or adult day care, respite, care for caregivers and mental health services.

Helpline House offers the needed service of free mental health appointments to individuals, couples, or families.

Policy HS 2.7: Support programs that address strengthening family relationships and healthy child development to help prevent child abuse, sexual assault, domestic violence and substance abuse.

Helpline House clinicians work with parents and families to promote healthy relationships and coping skills.

Policy HS 2.8: Work in partnership with state, county, and community agencies to prevent violence including that associated with substance abuse, mental illness and the reckless use of firearms.

Helpline House develops many partnerships with county and community agencies to address mental health needs, including working with individuals experiencing severe and persistent mental illness and coping with substance abuse. Clinicians work with their clients to promote health, recognize triggers, gain life skills and avoid violence.

Overall findings #4 and #5 in the COBI Community Needs Assessment Report both identify mental health as a community need that is not being met or that is either being met inadequately or with difficulty by the community. Overall finding #4 describes the barriers associated with accessing mental health care in general on Bainbridge Island, while overall finding #5 outlines that “teenagers’ mental health and substance use counseling needs are not being met.” While there is a teen and youth centered organization that addresses mental health (Bainbridge Youth Services), Helpline House does and has worked with youth who chose not to participate in BYS programs. Mental health services are offered at Helpline House at no cost and without judgment, and are located centrally on the island, near bus service and close to other resources.

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

Funding and supporting mental health services at Helpline House will contribute to the health and economy of the individuals served but will also improve the greater Bainbridge Island community. Helpline House promotes a ‘healthy and whole community,’ and strives to offer services that assist individuals that in turn contribute positively to our community.

According to the National Institute of Health, approximately 1 in 5 adults in the U.S.—43.8 million, or 18.5%—experiences mental illness in a given year. Yet, according to SAMHSA (Substance Abuse and Mental Health Services Administration) only 41% of adults in the U.S. with a mental health condition received mental health services in the past year. Helpline House’s low barrier, cost free mental health counseling can make a substantial difference in the lives of recipients, who can then participate more fully in a diverse and inclusive community.

7. If other community partners have an essential role in the delivery of proposed program or services, briefly describe their role and commitment (financial and/or non-financial).

Helpline House relies on an array of community partners to complement our service delivery. To ensure we are able to maximize mental health appointments offered, Helpline House partners with Kitsap Mental Health and has a clinician from KMH who offers appointments on site. Helpline also recruits and supervises mental health interns. To further support individuals’ mental health and stability, Helpline offers other valuable services such as limited financial and transportation assistance, programs for children like Project Backpack and Parks and Rec vouchers, and a food bank program for supplemental food assistance. Helpline is fortunate to partner with Kitsap Community Resources for housing and energy assistance and a monthly legal clinic through Kitsap Legal Services. Helpline works closely with Housing Resources Bainbridge to coordinate and sustain shared clients’ housing on the Island. Finally, Helpline maintains relationships with many other non-profits such as Bainbridge Youth

Services, Island Volunteer Caregivers, Children's Hospital Bargain Boutique, Bainbridge Island Senior Center, Kitsap Immigration Assistance Center, and others, for referrals and collaboration.

III. Organizational Strength

Describe your organization's ability and qualifications to deliver the proposed services in your funding request, and the resources you will dedicate to evaluate the funded activities progress and outcomes to determine success and learnings. Include efforts to coordinate these services with other agencies. Refer to past service record, accomplishments, and learnings, where applicable.

Helpline House has been in existence since 1968, delivering services and a variety of programs to the residents of Bainbridge Island for 50 years. In addition, in an open response question in the 2016 Community Needs Assessment where respondents were prompted to write in what they thought was working well in the Bainbridge Island human services system, by far the most common response was "Helpline House".

Maria Metzler joined Helpline House as Executive Director in January, 2018, bringing the agency new knowledge and enthusiasm. Maria comes from years of working with chronic homelessness in downtown Seattle, most recently as a Senior Program Manager with DESC, formerly known as the Downtown Emergency Services Center. Staff has also been bolstered by the addition of two social workers and a mental health intern which is helping to increase capacity for service delivery. An ongoing goal is to continue to seek the services of mental health interns which will augment our capacity. The qualifications of our salaried clinical staff include one licensed clinical social worker and one clinical social worker with a Master's degree in psychology. They are supervised by the Executive Director who holds a Master's Degree in Pastoral Counseling.

Helpline House has a solid reputation for meeting deadlines, accurate accounting of funds, realistic budgets and consistent program evaluation. To that end, the Executive Director is committed to monitoring the volume of appointments and trends in needed services through weekly supervision of the clinicians. In 2019 and 2020, clinicians will develop and administer an assessment tool to evaluate the progress of the community mental health program. Helpline House tracks data to better understand how best to meet the needs of the community and to determine if any programmatic changes are warranted. Helpline House has been a good steward of City and County resources for many years. We partner with Kitsap Mental Health to provide additional appointments for island residents unable to travel to Bremerton.

"There are outstanding providers on the Island. Helpline House is an anchor and provides many services. They are a great partner." Key Informant comment (2016 Community Needs Assessment)

IV. Desired Outputs, Outcomes and Assessment

Please complete the following chart to estimate realistic and achievable:

- Outputs – defined as number serviced or amounts, quantitative in nature)
- Outcomes – how you will gauge success and demonstrate project impact in terms of meeting priorities and needs. Whenever possible, present as measurable data or other objective means of assessment. Please also include how you track these outcomes.

V. Output and Outcomes

Helpline House

Program Activities or Services	Annual Goal: Unduplicated BI residents (outputs)	Outcome of receiving this funding (Outcome 1)	Outcome of receiving this funding (Outcome 2)	Outcome of receiving this funding (Outcome 3)	Outcome of receiving this funding (Outcome 4)
1. Mental Health Counseling Appointments	Year 1: 220 (over 1,000 appointments) Year 2: 230 (over 1,100 appointments)	Years 1 & 2 : More BI island residents have access to free mental health counseling	Years 1 and 2: 80% of BI residents who are receiving mental health counseling may experience short term emotional stability for themselves and their families. 50% of BI residents who are receiving mental health counseling may experience long term emotional stability for themselves and their families. <u>Tracking tool:</u> Survey of current recipients of mental health counseling.	Years 1 and 2: When individuals and families are strengthened, they can reinforce a more inclusive community.	Years 1 and 2: 93% of BI residents receiving mental health counseling will be low or very low income as defined by the US Dept of HUD 2018 HOME Income limits

V. Program Evaluation Plan.

How often does your organization evaluate the effectiveness of its programming and by what means does it gather this information or data?

Helpline House has a Program Committee which meets regularly to assess the progress and effectiveness of all our programs. We are currently in the first stages of conducting a community survey to assess community needs and help with planning for new services. The Executive Director's role is also to constantly monitor the need for and efficiency of programs as part of a commitment to quality service provision and good stewardship of resources.

Helpline House

Human Services Funding Program Budget: 2019 and 2020

Year 1 -2019				
Area	Applicant Program Budget Allocation Year 1	COBI HSF REQUEST Year 1	Total Year 1	OTHER SOURCES
Staff salaries/Benefits	\$ 258,376	\$ 23,000	\$ 281,376	Helpline House, Kitsap Mental Health
Space/Facilities	\$ 16,500		\$ 16,500	Helpline House
Travel/Training	\$ 1,000		\$ 1,000	Helpline House
Insurance	\$ 9,000		\$ 9,000	Helpline House
Operating Expenses	\$ 17,950		\$ 17,950	Helpline House
Limited financial assistance	\$ 50,000		\$ 50,000	Private Donors and Helpline House
Total	\$ 352,826	\$ 23,000	\$ 325,826	

Year 2 - 2020				
Area	Applicant Program Budget Allocation Year 2	COBI HSF REQUEST Year 2	Total Year 2	OTHER SOURCES
Staff salaries/Benefits	\$ 259,004	\$ 28,000	\$ 287,004	Helpline House, Kitsap Mental Health
Space/Facilities	\$ 17,000		\$ 17,000	Helpline House
Travel/Training	\$ 1,200		\$ 1,200	Helpline House
Insurance	\$ 9,200		\$ 9,200	Helpline House
Operating Expenses	\$ 18,200		\$ 18,200	Helpline House
Limited financial assistance	\$ 50,000		\$ 50,000	Private Donors and Helpline House
Total	\$ 354,604	\$ 28,000	\$ 382,604	

1. Total Helpline estimated budget for FY 2019 is: \$761,756 **Final Helpline budget for FY 2019 is: \$823,662**
2. What portion of your total agency budget does the Year 1 request represent?: 4% **Year 1 request represents 3% of our total budget.**
3. In the past, we funded this expense through private donations, business/organization donations, and faith based communities.
4. Sources of funding would include donations from One Call For All, other private donors, island businesses, and organizations, faith based communities, private family foundations, Kitsap Mental Health Services, and other potential grantors.
5. The consequences to our clientele, organization and the community if we do not receive these funds would result in decreased ability to provide services to community members.

Even though we did not receive full funding, we will use other funds to cover the difference and maintain the same level

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.

Non Profit Insurance Program CERTIFICATE OF COVERAGE

Issue Date: 05/18/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONVEYS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF COVERAGE 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 SUBROGRATION IS WAIVED, subject to the terms and conditions of the policy, certain coverage may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

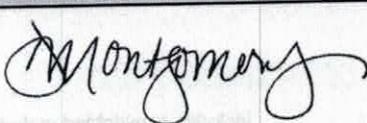
PRODUCER	COMPANIES AFFORDING COVERAGE
Clear Risk Solutions 451 Diamond Drive Ephrata, WA 98823	GENERAL LIABILITY American Alternative Insurance Corporation, et al.
	AUTOMOBILE LIABILITY American Alternative Insurance Corporation, et al.
INSURED Helpline House 282 Knechtel Way NE Bainbridge, WA 98110	PROPERTY American Alternative Insurance Corporation, et al.
	MISCELLANEOUS PROFESSIONAL LIABILITY Princeton Excess and Surplus Lines Insurance Company

COVERAGES
 THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE COVERAGE PERIOD INDICATED, NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF 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.

TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF DATE	POLICY EXP DATE	DESCRIPTION	LIMITS
GENERAL LIABILITY					
COMMERCIAL GENERAL LIABILITY OCCURRENCE FORM INCLUDES STOP GAP	N1-A2-RL-0000013-09	06/01/2018	06/01/2020	PER OCCURRENCE PER MEMBER AGGREGATE PRODUCT-COMP/OP PERSONAL & ADV. INJURY ANNUAL POOL AGGREGATE	\$5,000,000 \$10,000,000 \$5,000,000 \$5,000,000 \$50,000,000
(LIABILITY IS SUBJECT TO A \$50,000 SIR PAYABLE FROM PROGRAM FUNDS)					
AUTOMOBILE LIABILITY					
ANY AUTO	N1-A2-RL-0000013-09	06/01/2018	06/01/2020	COMBINED SINGLE LIMIT ANNUAL POOL AGGREGATE	\$5,000,000 NONE
(LIABILITY IS SUBJECT TO A \$50,000 SIR PAYABLE FROM PROGRAM FUNDS)					
PROPERTY					
	N1-A2-RL-0000013-09	06/01/2018	06/01/2020	ALL RISK PER OCC EXCL EQ & FL EARTHQUAKE PER OCC FLOOD PER OCC ANNUAL POOL AGGREGATE	\$75,000,000 \$1,000,000 EXCLUDED NONE
(PROPERTY IS SUBJECT TO A \$50,000 SIR PAYABLE FROM PROGRAM FUNDS)					
MISCELLANEOUS PROFESSIONAL LIABILITY					
	N1-A3-RL-0000060-09	06/01/2018	06/01/2020	PER CLAIM ANNUAL POOL AGGREGATE	\$1,000,000 \$40,000,000
(LIABILITY IS SUBJECT TO A \$50,000 SIR PAYABLE FROM PROGRAM FUNDS)					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / SPECIAL ITEMS
 Regarding contract for food bank funds. City of Bainbridge Island is named as Additional Insured regarding this contract only and is subject to policy terms, conditions, and exclusions. Additional Insured endorsement is attached.

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.

CERTIFICATE HOLDER	AUTHORIZED REPRESENTATIVE
Attn: City Manager City of Bainbridge Island 280 Madison Avenue North Bainbridge Island, WA 98110	

**AMERICAN ALTERNATIVE
INSURANCE COMPANY**

**ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION
(GENERAL LIABILITY)**

Named Insured Non Profit Insurance Program (NPIP)	
Policy Number N1-A2-RL-0000013-09	Endorsement Effective 6/1/2018

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

This endorsement modifies insurance provided under the following:

GENERAL LIABILITY COVERAGE PART

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated above.
Schedule

Person or Organization (Additional Insured): As Per Schedule on file with Clear Risk Solutions, Underwriting Administrator

Attn: City Manager
City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110

Regarding contract for food bank funds. City of Bainbridge Island is named as Additional Insured regarding this contract only and is subject to policy terms, conditions, and exclusions. Additional Insured endorsement is attached.

- A. With respects to the General Liability Coverage Part only, the definition of **Insured** in the Liability Conditions, Definitions and Exclusions section of this policy is amended to include as an **Insured** the Person or Organization shown in the above Schedule. Such Person or Organization is an **Insured** 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 performance of your ongoing operations; or
 2. In connection with your premises owned or rented to you.
- B. The Limits of Insurance applicable to the additional **Insured** are those specified in either the:
1. Written contract or written agreement; or
 2. Declarations for this policy,

whichever is less. The se Limits of Insurance are inclusive and not in addition to the Limits Of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.