

## **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 Kitsap Community Resources, a Washington State nonprofit corporation (“Service Provider”).

**WHEREAS**, the City desires to assist the Service Provider by providing funds for general operating support 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 Forty-Five Thousand Dollars (\$45,000.00) 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: Kitsap Community Resources  
845 8<sup>th</sup> Street  
Bremerton, WA 98337  
Attention: Irmgard Davis

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.

KITSAP COMMUNITY RESOURCES

CITY OF BAINBRIDGE ISLAND

Date: 3/6/2019

  
Date: February 28, 2019

By: Irmgard Davis

By: \_\_\_\_\_

Name: IRMGARD DAVIS

Morgan Smith, City Manager

Title: INTERIM EXECUTIVE DIRECTOR

Tax I.D. #: 91-0791411

**ATTACHMENT A**  
**SCOPE OF SERVICES**

## 1. 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.

### Introduction

Many residents in the City of Bainbridge are thriving; however there are those that at risk of becoming homeless or actually already are living without any access to housing. There are multiple reasons for homelessness, "according to the most recent annual survey by the U.S. Conference of Mayors, major cities across the country report that top causes of homelessness among families were: (1) lack of affordable housing, (2) unemployment, (3) poverty, and (4) low wages, in that order." The same report found that: the top four causes of homelessness among unaccompanied individuals were (1) lack of affordable housing, (2) unemployment, (3) poverty, (4) mental illness and the lack of needed services, and (5) substance abuse and the lack of needed services."

According to the 2016 City of Bainbridge Island Housing Needs Assessment "

"It is important to reiterate that 28% of residents on the Island are very-low or low income and only around 6% of housing units are dedicated to affordable housing on Bainbridge Island (including rental and Ferncliff Village houses)." We know there are people on the Island living in a housing crisis and there is more visible evidence of homelessness. We are learning more on the scope of the problem since adding the establishment of the Bainbridge Island Housing Solutions Center (HSC).

### Community Need

We opened the Bainbridge HSC site in March 2016. In the first seven months of operations, our half-time Navigator met with 93 unduplicated households, 21 of whom were literally homeless (i.e. living in a place not meant for human habitation). An additional 55 households were at significant risk of losing their housing due to an imminent eviction. In 2017 those numbers grew. Our half-time Navigator saw 168 unduplicated households, 39 of whom were literally homeless. There were 101 households at risk of losing their housing. For the first half of 2018, the half-time Navigator met with 97 unduplicated households, 24 of whom were literally homeless. Another 44 were at risk of losing their housing. The Navigator continues to reach out to community partners, faith based organizations, various programs, landlords, and performs outreach in the community to make new contacts as well as increase awareness of the types of services provided by the HSC.

### Outcomes achieved

In 2016, of the individuals we worked with, we were able to provide rent assistance totaling \$14,907 which prevented the eviction and potential homelessness for 24 households. We also, provided deposit and initial rent assistance to move 8 households out of homelessness and in to permanent housing. In 2017, of the individuals we worked with, we were able to provide rent assistance totaling \$28,853 which prevented 19 households from eviction and potential homelessness and 7 households out of homelessness and into permanent housing. In the first half of 2018, of the individuals we served, we were able to provide rent assistance totaling \$4,040 which prevented 3 households from eviction and potential homelessness and 1 household out of homelessness into permanent housing. Numbers of at-risk and homeless are growing on the island however there is no affordable housing for them to move into and landlords continue to increase rent pricing them out of rentals they currently reside. We continue to work with many of the other households seeking HSC services get connected with affordable housing, landlords, and referrals to other services they can utilize. The biggest barrier we are finding to help these households, however; is the lack of affordable housing.

### Organizations Mission

Our mission is to create hope and opportunity for low-income Kitsap County residents by providing resources that promote self-sufficiency. Our goal is to provide stability and opportunity for those in unfortunate circumstances such as poverty, domestic violence, debilitating health, or homelessness.

Over the years, KCR has developed a growing number of programs and services to meet the specific needs of Kitsap County's low-income populations. We provide these services in partnership with a number of local private and public organizations, including schools, churches, the housing authorities, college, county, state agencies, health district and private businesses. All KCR programs have a family focus with emphasis placed on cultural sensitivity and awareness of diversity of backgrounds, objectives and experiences.

## II. PROGRAM SUMMARY

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

#### **How the funds will be used**

Overall, these funds will be used to pay the salaries and benefits for a part-time (20 hour a week) HSC Navigator to be located at Helpline House. It will also fund a portion of the supervisor's time, program support costs (i.e. training, travel, supplies, and phone) and KCR administrative costs, using our federally approved indirect rate of 8.3%. In addition, a portion of the funds requested will be used to provide direct service assistance (i.e. rent, transportation, diversion) for eligible individuals who are homeless or facing the imminent risk of homelessness on Bainbridge.

### 2. How will recipients access those services?

The HSC Navigator currently operates out of Helpline House 20 hours per week. The remainder of the week they are located at North Kitsap Fishline. Regardless of location, the Navigator is responsible for serving all residents in the northern part of Kitsap. Notably, having a physical location on the Island greatly expands the availability and accessibility of housing services.

**Specific services provided:** These funds will provide access to Housing Solutions Center navigation services onsite at Helpline House which will include:

Referrals to deposit and eviction prevention rental assistance. Rental assistance will include funds provided by this grant as well as other KCR administered rental assistance program such as the Health and Recovery Peer Supports (HARPS) grant which specifically helps with deposit and eviction prevention expenses for those individuals who are diagnosed with either a mental illness and/or substance use disorder.

- Referrals to emergency shelter and maintenance of the community emergency shelter waiting list.
- Referrals to transitional supportive and permanent supportive housing programs across Kitsap County.

Access to more than 120 landlords countywide who routinely provide the HSC updates on unit availability and have indicated a willingness to work with people even if they have housing barriers such as eviction or criminal histories, poor credit history, or limited income.

- Collaboration with Kitsap Mental Health Services and substance abuse treatment programs to assist individuals in need of such services access appropriate supportive housing options.
- Referrals to community services including Employment and Training programs.
- Referrals to Peninsula Community Health Services for Mental Health medical evaluations where personal insurance is not available.
- Community outreach to sites where homeless persons are located such as libraries, ferry terminal, and encampments (with coordination of local law enforcement) to encourage participation in housing and community services.
- Referrals to the Veterans Assistance Program and Kinship Care program.

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

The HSC Navigator will meet with anyone seeking housing assistance. Our experience thus far suggests that roughly 69% of those accessing services at this site currently reside on the Island, while the other 31% have recently located to the island with last known address outside of Bainbridge or are employed on the Island. The specific programs to which they may be referred will be governed by the qualifications of individual programs; however, in general, the rental assistance will be offered to individuals living at or below 30% AMI or 50% AMI for families with children. The HSC Navigator will have the discretion to offer assistance outside of these parameters where circumstances warrant.

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

The funding will be used 100% for anyone accessing services at our Bainbridge Island HSC site. All direct service assistance funded by this grant will be used exclusively for current residents of Bainbridge Island.

**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.**
- **Offer activities and services that promote healthy development of the individual, prevent problems, and support positive outcomes.**
- **Support quality of life programs that enhance the health and well-being of the individual and the community.**
- **These services may be provided on an emergency, temporary, or ongoing basis, depending on the circumstances.**

KCR and the HSC program are committed to promoting the level of self-sufficiency that is possible for any given household, given the unique circumstances of the individual or family. At the HSC, we know that some households will require more ongoing support either due to disabilities, mental health issues, substance use disorders, or other limitations and will require more extensive assistance to connect them with landlords, housing programs or specialized services. However, many households may only need to access the services of the HSC one time to help them get through a difficult financial period in their life. Regardless of their circumstances, we will work with all households to provide them with tools that further their overall housing stability.

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

A universal human need is access to safe and affordable housing. The entire community suffers when individuals and families do not have access to housing or are facing the risk of losing their housing. As when a community helps an individual or family avoid the trauma of homelessness, everyone on the Island stands to benefit. An example, a family who is homeless will have an impact on the schools their children attend, their work place, and those surrounding them. According to the National Law Center on Homelessness & Poverty "people in families make up 37.4% of the total sheltered and unsheltered population in 2012." According to the same report, "the top causes for these families is lack of affordable housing, unemployment, poverty, and low wages." Therefore, when the community is able to raise the quality of life for one individual or family, the quality of life of the community is

raised as well.

**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)**

Our partnership and co-location with Helpline House has proven to be a tremendous advantage, given their location and strong reputation in the community. There is a great deal of collaboration between the two organizations. The HSC also routinely works with Housing Resources Bainbridge to coordinate access to their affordable housing options and an HRB staff member sits on the countywide HSC Advisory Council. The HSC has 22 community housing partners including all the emergency shelters, domestic violence service providers, Bremerton Housing Authority, Housing Kitsap, Housing Resources Bainbridge, the major substance abuse treatment centers, Helpline House, Kitsap Mental Health Services. We also work closely with more than 100 landlords (private and subsidized), Oxford housing providers, jail re-entry program, and Peninsula Community Health Services, Kitsap Transit, and Employment and Training programs.

**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.**

Organization History: KCR was founded nearly 50 years ago to identify and address the unmet needs of low-income Kitsap County residents. Over the years, we have created community food banks, homeless shelters and housing, community health centers and early learning programs together with our many private and public partners. Currently we administer more than 20 major programs including Head Start and ECEAP pre-school, homeless and housing, weatherization, employment and training, BEST business training, energy assistance and weatherization. All of these programs address KCR's mission of creating hope and opportunity for low-income Kitsap county residents by providing resources that promote self-sufficiency. The HSC is in its seventh year of operation in 2018, and is recognized as one of the premier coordinated entry programs across our state.

KCR Services Offered on Bainbridge Island: KCR has also had a direct presence on Bainbridge Island for many years. KCR offers Head Start programs which provide children with educational activities and supportive and nurturing environment designed to help prepare them for success in school. KCR offers Women Infant and Nutrition Services (WIC) at Bainbridge Island City Hall one day per month. In addition, Bainbridge Island residents who are income qualified, are currently served with energy assistance including electricity, natural gas, propane, oil or wood, depending on the needs of the household as well as Weatherization services designed to improve energy efficiency. Finally, our agency administers several rental assistance programs serving residents across the county which may be available to residents served by this HSC site.

**Experienced Staff:** The Navigator in this position assisted with the initial design for the Bainbridge site and is a long-time resident of North Kitsap. She holds a Master's degree and has experience working with children as well as mental health clinics and nursing home facilities. Her supervisor has been part of the HSC team since 2015 and has led the team for the past ten months.

In 2016, we established our HSC satellite office at Helpline House, the first place most BI folks go to for assistance. Our ongoing collaboration with Helpline House has enabled us to help people in need of rental and deposit assistance, direct homeless individuals towards shelter, and provide advice on

Kitsap Community Resources: City of Bainbridge Island 2019/2020 Funding Proposal

finding rentals. This housing counseling not only includes providing an up to date landlord list, but also ways to work with current landlords and advice on approaching new landlords.

Maintaining ongoing relationships with low-income housing providers and community partners has enhanced our ability to help clients find affordable housing. For instance, we had a BI woman with two young children fleeing DV. She worked and raised her children here on the Island and really wanted to stay in her community. By collaborating with HRB and Island Terrace, we found her temporary accommodations to be safe while she waited to get into a BI apartment complex. Then HSC was able to fund her deposit and first month of rent. Our ongoing relationship with North Kitsap Fishline and Housing K also helped find housing on BI for an elderly couple who were about to be homeless. While waiting for their additional SS income to start, we found a few months of funding through NKFL and HARPS funds to ensure they would make the income guidelines and qualify for the apartment. In addition, NKFL helped pay for the moving costs. With constant rental increases, it makes sense for many of our clients to move off island especially if they don't work here. Our county wide LLL and knowledge of off-island affordable housing is a very helpful resource for those folks who need to find a less expensive place to live in Kitsap County. With the housing shortage so severe, it takes a combination of ongoing communication with our community partners and good timing to find homes for our clients.

**IV. DESIRED OUTPUTS, OUTCOMES and ASSESSMENT**

**Please complete the following chart to estimate realistic and achievable:**

- **Outputs - defined as number served 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.**

<b>KCR/HSC</b>		
<b>OUTPUTS AND OUTCOMES CHART</b>		
<b>Navigator Services</b>	Annual Goal: <b>Unduplicated Bainbridge Residents Served</b> (150 HH)	150 HH will meet with a Navigator and receive housing and community referrals.
<b>Deposit Referral Services</b>	Year 1: 7  Year 2: 8	Year 1: 7 HH will receive assistance out of homelessness into permanent housing. Year 2: 8 HH will receive assistance out of homelessness into permanent housing.  Tracking tools: HMIS data base and grant monitoring.
<b>Eviction Prevention</b>	Year 1: 15  Year 2: 20	Year 1: 15 HH will remained housed and not enter homelessness. Year 2: 20 HH will remained housed and not enter homelessness Tracking tools: HMIS data base and grant monitoring.

**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?**

KCR prepares regular reports of its program outcomes and these results are reviewed with the Board of Directors on a quarterly basis. In addition, KCR is subject to multiple program monitoring visits from the State of Washington Department of Commerce and City and County grantee agencies. KCR also undergoes a Community Needs Assessment process every three years and an extensive strategic planning process every five years where all agency programs are considered for the fit with the current agency vision and mission.

**5. What are the consequences to your clientele, organization and/or the community if you do not receive these funds?**

If KCR is not awarded these funds we will continue to provide HSC services through our partner at North Kitsap Fishline in Poulsbo, subject to the limitations posed by rising demand. While the current HSC Navigator position will continue to be available to accept referrals from Helpline House, the direct on-site access to Bainbridge residents will not be available. Therefore, the HSC-North, a part-time 20 hour a week position, will not be sufficiently staffed to support outreach to libraries, ferry terminals, encampments or other locations on request. As a result, there is a likely chance that many persons who are homeless will forego accessing services and continue to be homeless. For individuals and families facing eviction, the lack of sufficient services may cause the household to endure the trauma of homelessness for which the cost to the community at large will be significantly higher.

<b>Expense Category</b>	<b>Allocation 2019</b>	<b>Total 2019</b>	<b>Allocation 2020</b>	<b>Total 2020</b>	<b>Other Sources</b>
Human Resources (Staff Salaries, Benefits, Consultant Services)		17,391		20,161	
Space/Facilities	2,500		2,500		In Kind Helpline House
Equipment purchase					
Travel/training		1,000		1000	
Insurance					
Operating Expenses		1,000		1000	
Scholarships/Stipends					
Other	\$20,000		\$20,000		Rental Assistance, subject to funding
Indirect Administrative Costs		1,609		1839	
<b>Total</b>		<b>21,000</b>		<b>24,000</b>	

## 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.