

AGREEMENT FOR COMMUNITY SERVICES

THIS AGREEMENT FOR COMMUNITY SERVICES (“Agreement”) is entered into as of the date written below between the City of Bainbridge Island, a Washington state municipal corporation (“City”), and Housing Resources Bainbridge, a Washington nonprofit corporation (“Service Provider”).

WHEREAS, the City desires to assist the Service Provider by providing funds for the HomeFinding Services Program; 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 promotional materials, will acknowledge financial support from the City.

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, 2018, unless sooner terminated by either party as provided below.

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 Thirty Thousand Dollars (\$30,000) for all services performed under this Agreement, to be billed quarterly. The Service Provider shall execute this Agreement by March 31, 2017, in order to receive funding for 2017-2018.

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

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.

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 2017 activities, the annual report will be due on January 19, 2018. For 2018 activities, the annual report will be due on January 18, 2019. 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 your project proposal. Were those objectives achieved? Why or why not? Were there any unexpected positive outcomes or challenges?
3. Reference the specific measurable results identified in your project proposal. 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? Please explain.
4. Describe the involvement of any partners identified in your project proposal, as well as any unexpected cooperative relationships that developed through implementation of the project. Did the City funding help you 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. Please provide a short description of how the City funding has helped your organization or helped the community. Please also include any quotes or stories related to this support.
7. What recommendations, if any, do you have regarding future funding cycles?

5. INSPECTION AND AUDIT

The Service Provider shall maintain all books, records, documents, and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such 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. Representatives of the City and/or the Washington State Auditor may copy such books, accounts, and records if necessary to conduct or document an audit. The Service Provider shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial 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. DISCRIMINATION 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 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 attorney 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 or addenda, 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

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 February 7, 2017.

HOUSING RESOURCES BAINBRIDGE

CITY OF BAINBRIDGE ISLAND

By Phedra R Elliott

By 

Name Phedra R Elliott

Douglas Schulze, City Manager

Title Executive Director

Tax I.D. # 95-0068013

ATTACHMENT A
SCOPE OF SERVICES

AREA	APPLICANT PROGRAM BUDGET ALLOCATION YEAR 1	COBI HSF REQUEST YEAR 1	TOTAL YEAR 1	APPLICANT PROGRAM BUDGET ALLOCATION YEAR 2	COBI HSF REQUEST YEAR 2	TOTAL YEAR 2	OTHER SOURCES
Human Resources(Staff Salaries, Benefits, Consultant Services	\$4,450	\$11,745	\$16,195	\$5,300	\$12,500	\$17,800	<i>Every year HRB applies for program funds from corporate foundations and private grants</i>
Advertising	\$500	\$1,305	\$1,805	\$550	\$1,450	\$2,000	
Indirect Administrative Costs	\$550	\$1,450	\$2,000	\$650	\$1,550	\$2,200	
TOTAL	\$5,500	\$14,500	\$20,000	\$6,500	\$15,500	\$22,000	

REVISED SCOPE OF SERVICES:

Because of reduced funding HRB anticipates that clients may have to wait longer to be served, resulting in perhaps longer periods of housing insecurity. We may not have the ability to reach as many prospective clients in a timely way.



730 Ericksen Ave NE, Ste 100
PO Box 11391
Bainbridge Island, WA 98110
Tel: 206-842-1909
Fax: 206-842-1120
info@housingresourcesbi.org

October 28, 2016

To the 2017 Human Services Funding Advisory Committee:

Thank you very much for the opportunity to apply for human services funding from the City of Bainbridge Island. We're delighted to submit two applications to support much-needed housing-related services for the Bainbridge community:

- **\$48,500 to fund two years of Homefinding Services**, and
- **\$135,000 to fund two years of home safety improvements via our Independent Living Program**

Homefinding Services connects those looking for safe, affordable housing with options and resources appropriate for their situation. One unique service offered through the program is HomeShare, which matches those with a spare bedroom with those looking to rent affordably, helping generate income and help around the house for homeowners, and affordability and stability for those renting a room.

Also part of Homefinding Services, HomeFinder helps people navigate the often-challenging processes of finding and applying for subsidized housing, or finding an unsubsidized home that meets their needs in a very competitive island market.

Both HomeFinder and HomeShare help increase self-sufficiency for participants, prevent homelessness, and reduce dependence on other services by connecting users with the most important factor in long-term household stability: a home they can afford.

Our **Independent Living Program** provides safety improvements to the homes of low-income seniors and disabled individuals, allowing them to remain in their home. Simple repairs provided by the program such as the addition of grab bars or ramps reap large long-term benefits by preventing falls and reducing the likelihood a resident will be forced to move into an expensive assisted care facility.

As with our Homefinding programs, the Independent Living Program allows clients to live self-sufficiently, and reduces dependence on services.

Bainbridge Island residents and service providers overwhelmingly list affordable housing as one of the most critical unmet needs in our community, according to the 2016 Community Needs Assessment Report. They also cite the **needs of an aging population as a top priority**.

Housing Resources Bainbridge has a 27-year track record of connecting island residents with safe, affordable housing, and we're the only affordable housing provider on Bainbridge Island. Don't hesitate to email me if you have any questions regarding either of our applications. Thank you for your thoughtful consideration of our request.

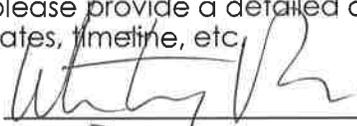
Sincerely,

Whitney Rearick
Executive Director

**CITY OF BAINBRIDGE ISLAND
2017 – 2018 HUMAN SERVICES FUNDING PROGRAM PROPOSAL**

COVER LETTER

1. Organization Name: Housing Resources Bainbridge
2. Contact Person: Whitney Rearick Phone: (206)842-1909 X13
3. Email Address: whitney@housingresourcesbi.org
4. Physical Address: 730 Ericksen Ave. NE, Suite 100, BI, WA 98110
5. Mailing Address: PO Box 11391, BI, WA 98110
6. Are you a 501(c)(3) nonprofit? Yes No
7. Organization EIN: 95-0068013
8. Request for 2017-2018 (two-year term):
 - A. Amount of City Funding Requested: 2017: \$ 23,500 2018: \$25,000
 - B. Organization budget \$841,250 for fiscal year ended: 2016
 - C. Type: Program Support General Operating Support (not specific to any)
 - D. For Program Support Requests, name of Program: **Homefinding Services**
 - E. Brief Description of Request:
The **HomeFinding Services** program provides families and individuals with information and resources that makes their search for affordable housing more manageable:

HomeShare matches people looking for lower cost housing with those who have extra room in their homes.
HomeFinder provides education, information and resources to people looking for housing on Bainbridge Island and Kitsap County.
9. Please attach each of the items below as separate PDF documents:
 - This funding application (cover page, proposal, and program budget for program support requests)
 - Current Board of Directors names, addresses, phone & email information
 - Organization Financial Statements (Balance Sheet & Income Statement)- most recent
 - 2016 Budget & 2017 Draft Budget
10. Please include one copy of:
 - Most Recently Filed Form 990
11. For capital requests, please provide a detailed capital budget, in addition to relevant renderings, cost estimates, timeline, etc.
12. Authorized Signature:  Date: 10/27/16
13. Print Name Whitney Rearick



HOUSING RESOURCES BAINBRIDGE

A Community Land Trust

730 Ericksen Ave. NE, Ste. 100

Post Office Box 11391

Bainbridge Island, WA 98110

Tel: 206-842-1909

Fax: 206-842-1120

City Of Bainbridge Island 2017 – 2018 Human Services Funding Program Proposal: HRB’s HomeFinding Services Program

I. STATEMENT OF PURPOSE

Describe the community needs that the program seeks to address, and the projected short and long-term impacts. Please document and cite relevant City documents, demographic or research sources, etc.

The HomeFinding Services Program at HRB consists of two areas:

- HomeFinder is a program which provides resources and assistance to those searching for housing or experiencing issues with current housing.
- HomeShare is a program which matches a home seeker in need of low-cost housing with a home provider who has a room in their home or an accessory dwelling unit that they wish to rent or exchange for services like yard work or housekeeping.

HomeFinder is the entry for anyone who contacts HRB needing assistance with housing. Some are further assisted with HomeShare or HRB rental housing.

The City of Bainbridge Island’s Community Needs Assessment, dated September 19, 2016, Overall Finding #1 states “Affordable and low-income housing are scarce.”

The widening gap between housing that people can afford and housing that is available is greater than it has ever been. More and more people are being forced to leave the island because they cannot find housing that is affordable to them. For working families, senior citizens on fixed incomes and singles working low-wage jobs the housing market is extremely small. At Housing Resources Bainbridge we connect those looking for housing with resources that are appropriate to their need.

Finding #2 says “As the population ages, senior services must increase to meet the increasing demand.”

The summary states that seniors on fixed incomes have difficulty affording housing or assisted living, and that senior housing is one of the needs furthest

from being met. In the third finding it is pointed out that there is a lack of information about available services and also about needs.

HomeFinding Services at Housing Resources Bainbridge gives people information and resources to help them secure safe, decent, affordable housing in a community where that search can be arduous.

Many people who haven't had to look for housing in years find themselves navigating a new, and often challenging, world. There's not just one place to look for vacancies, and listings are now very different from what they were even 10 years ago. With online services such as social media and Craigslist, transactions happen so fast that many are left out of the conversation. When people looking for housing call Housing Resources Bainbridge we are able to help them understand the complexity of searching for low-income housing. The requirements are different for different properties and navigating the process can be difficult – those in an already stressful situation often need a sympathetic local guide to help them understand what they might qualify for, and where they might find other resources.

Housing Resources Bainbridge receives hundreds of phone calls, visits, and emails from people every year who are looking for housing that is affordable to them. Reflecting what we already know about the tough housing market, HRB is on track to receive 25% more calls in 2016 than last year. In 2015 HRB received more than 150 requests for housing assistance on behalf of more than 300 individuals. 13% of those requests came from people who stated that they were homeless. In 2016 the situation is looking even more dire. Between January and September 2016, HRB received 160 inquiries from folks looking for housing. More than 24% of them reported they were homeless.

II. PROGRAM SUMMARY

1. *What services will these funds provide? (For capital requests, please detail the services enabled by the capital purchase)*

The HomeFinder portion of the program provides assistance, education, and other resources to those who are searching for affordable housing. HRB staff works one on one with each client to explain the myriad of housing options available on Bainbridge Island and Kitsap County, if appropriate. We provide housing tips and advice to help support them through a stressful process. Many clients are provided applications to HRB programs like HomeShare and HRB rental housing. If appropriate, clients are also referred to the Housing Solutions Center at Helpline House to access other programs and services there.

The HomeShare portion provides alternative affordable options using existing housing on Bainbridge Island. HRB works to match home seekers with home providers who have an accessory dwelling unit or extra space in their homes. Though some home seekers pay rent in the traditional way, some trade work

around the house (such as housecleaning, yard work, or other maintenance) for rent or partial rent. This can allow older home providers to remain at home longer and it can help relieve working people of household duties or give them assistance with childcare. HRB staff works closely with home seekers and home providers to define their particular housing needs, such as capacity to pay rent or provide services, rental income needed, desired characteristics of others in the home, applicable housing accommodations, and length of time housing arrangement is needed. HRB's HomeShare Program offers a level of security by providing criminal background checks on all participants. Once a match is made, staff helps both parties develop a rental agreement and can assist both parties with communications if issues arise.

Funding is spent as described below:

- 90% of the funding is to be used for salaries of staff working directly on the program, pay for background checks and marketing and advertising expenses.
- 10% of the funding is to be used for operational costs for administering this program

2. Who will be the recipients of the services provided by these funds?

The HomeFinding Services Program is available to all who contact Housing Resources Bainbridge.

3. How will recipients access those services?

Clients can call, email or stop by to get the information they need about affordable housing on Bainbridge Island. HRB also has printed materials that clients can take with them if they visit us or have mailed if needed. Information is also available on our website. Our staff makes presentations to service clubs and other groups on the island to get the word out about our programs and we also use social media to reach those who might need our services.

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

One hundred percent of the population of Bainbridge Island is eligible for HomeFinding Services – we will assist anyone who contacts us. According to census data, approximately 28% of island residents are low income. While there is no income restriction on who receives HomeFinding services from HRB, it is typically lower-income individuals and families who are seeking help with their housing search and who become home seekers. Some home providers participating in HomeShare are low-income also and need extra income to maintain their existing housing.

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

Based on data collected by HRB for the first three quarters of 2016 and our assumptions, we believe approximately 80% of our inquiries come from people who live or work on Bainbridge Island.

6. *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.*

As stated in the Comprehensive Plan, "...the Human Services Element exists to ensure that the human services needs of the people of Bainbridge Island are met and they continue to be met even as changes occur with the anticipated population growth." The proposed Housing Element in the updated Comprehensive Plan also states that market forces alone will not address the urgent housing needs facing Bainbridge Island and the City will commit "to an innovative, aggressive and multi-faceted housing strategy." These programs are innovative, proven strategies that effectively address our housing crisis.

LESS HOUSING

The stagnation of wages combined with the escalation of housing costs means that the services of Housing Resources Bainbridge are needed more now than ever. The affordable housing rental stock on the Island has not grown at the same rate as the stock of market rate housing, and the number of folks working on Bainbridge for lower wages, or retiring on Bainbridge and on a fixed income, has continued to grow.

STAYING CONNECTED

The clients served by this program are the most vulnerable in our community and their housing options are very limited. Housing Resources Bainbridge programs are helping to keeping families connected on Bainbridge Island. For example, we are hearing from parents leaving relationships who want to stay on Bainbridge Island and continue to be a part of their child's life. Unfortunately, finding affordable housing is often a hurdle to keeping family relationships strong. HomeShare can be a solution.

The HomeFinding Services program addresses the following goals in the Housing Element of the Comprehensive Plan:

- Foster the diversity of the residents of the Island, its most precious resource.
- Provide a variety of housing choices for all residents.
- Provide affordable housing.

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

This funding allows Housing Resources Bainbridge to continue the important work of helping to house our friends, neighbors and families, and the workers who keep Bainbridge in business. People need the information they can get here at HRB to help them pursue the right kind of housing for their situation – whether it is HomeShare or a rental unit of their own, in an HRB property or elsewhere.

Hundreds of people contact us each year looking for housing. This funding will help HRB to better reach them by funding staff to work one-on-one with clients and to create better outreach materials.

By serving as a knowledgeable one-stop shop for potential clients navigating our local housing market and area organizations, HRB also supports our fellow service providers. Our staff knows what services each caller might find useful – and we know which they might not qualify for. In this way we save time for other organizations, by better matching clients with the services they need.

III. ORGANIZATION STRENGTH

9. *Describe your organization's ability and qualifications to deliver the services you are requesting be funded, 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. May include past service record, staff qualifications, etc. For capital requests, please include relevant qualifications of key stakeholders (architects, developers, etc.).*

Housing Resources Bainbridge has been providing housing-related services to the citizens of Bainbridge Island for more than 27 years. The HomeFinding Services Program, which includes HomeShare, began in 2009 and is still working today, helping those who are searching for affordable, stable housing options. HomeShare has matched nearly 100 people seeking a safe, affordable place to rent with homeowners needing assistance or extra income.

HRB's HomeFinder program helps hundreds each year, with more than 300 people using our services in 2015 alone – and we're set to exceed that number this year. By using our Homekeeper software we are able to accurately record the number of phone calls, emails and drop-ins from people looking for housing. When possible we ask them how they found out about HRB so we can better target our outreach.

HRB Property Manager Penny Lamping manages these programs, as she has since 2010. Suzanne de van der Schueren manages the Accounting Department and has over ten years of experience. Whitney Rearick, as Executive Director of Housing Resources Bainbridge, oversees the organization. She has decades of experience in the low-income housing field. We work with many island and Kitsap-based nonprofits such as Helpline House, Island Volunteer Caregivers, the Bainbridge Island Senior Community Center, the Bainbridge Public Library, YWCA, Kitsap Community Resources, and North Kitsap Fishline.

IV. BUDGET

For Program Support requests, please complete the following Budget Summary (Suggested format is provided below).

AREA	APPLICANT PROGRAM BUDGET ALLOCATION YEAR 1	COBI HSF REQUEST YEAR 1	TOTAL YEAR 1	APPLICANT PROGRAM BUDGET ALLOCATION YEAR 1	COBI HSF REQUEST YEAR 1	TOTAL YEAR 1	OTHER SOURCES
Human Resources (Staff Salaries, Benefits, Consultant Services)	\$2,050	\$18,700	\$20,850	\$2,500	\$20,500	\$23,000	<i>Every year HRB applies for program funds from corporate foundations and private grants</i>
Advertising	\$200	\$2,500	\$2,100	\$200	\$2,000	\$2,200	
Indirect Administrative Costs	\$250	\$2,300	\$2,550	\$300	\$2,500	\$2,800	
TOTAL	\$2,500	\$23,500	\$25,500	\$3,000	\$25,000	\$28,000	

1. *What is the total of your agency's estimated budget for 2017?*

Estimated annual HRB budget for 2017 is \$841,250.

2. *What portion of your total agency budget does this request represent?*

This request represents 2.8% of HRB's estimated 2017 annual budget.

3. *How have the services you are requested funding been paid in the past?*

Housing Resources Bainbridge has been receiving funds from the City of Bainbridge Island for the HomeFinding Services program since 2009. We also rely on private funders and foundation grants.

4. What other sources of funding are you seeking (or have you secured)?

Housing Resources Bainbridge continues to pursue funding for HomeShare through private foundation applications and appeals to our donors.

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

Our clients depend on HRB to provide them with resources that enable them to find safe, affordable housing. Without the funds that support HomeFinder, Housing Resources Bainbridge would not be able to provide the caring, knowledgeable personal assistance we offer those contacting us every day. Many needy Bainbridge Islanders would be forced to seek assistance off island, from people unfamiliar with our local housing situation and resources. Many would be discouraged from their search, and be forced either into homelessness or into another difficult, expensive, or distant, living situation.

HomeShare also provides critical housing opportunities for low-income people seeking a room to rent. Without the program, not only would those opportunities be very difficult to identify, but those offering a room to rent would lose out, too. By not participating in HomeShare, many with rooms to rent would miss out on an important source of income, or a friendly helper around the house. These missed opportunities would put some at risk of losing their homes or of losing their independence as they age.

V. ESTIMATED OUTPUTS, OUTCOMES & ASSESSMENT

16. Please complete the following chart. Please include:

- Program name;
- Outputs (defined as number served or amounts, quantitative in nature); and
- Outcomes (how you will gauge success and demonstrate project impact in terms meeting priorities and needs) should be based on measurable data sets or other objective means of assessment rather than subjective and anecdotal information. Please also include how you track these outcomes.

OUTPUTS AND OUTCOMES CHART		
Program Activities or Services	Annual Goal: Unduplicated Bainbridge Residents Served (Outputs)	Outcome of Receiving this Program/Service (Outcomes)
HomeFinding Services	Assist 500 clients with HomeFinding Services. Add 10 home providers and 10 home seekers to the HomeShare Program.	75% of HomeShare clients will find housing through the HomeShare program; 100% of HomeFinder clients will be given information & resources. Outcomes tracked through Sales Force/Homekeeper software.

VI. PROGRAM EVALUATION

17. Through what process, if any, and how often does your organization evaluate the effectiveness of its programming? Please describe.

HRB is constantly evaluating the effectiveness of this program. We work with our nonprofit partners to ensure that we are up to date on resources available throughout Kitsap County. We track everyone who calls, emails or stops by through our database software, Homekeeper. This helps us understand the need for these services and to track outcomes. We track matches made through the HomeShare program with Homekeeper as well.

We ask clients how they have heard about HRB and our programs so we can evaluate the effectiveness of our marketing and update as needed. We refer those who are homeless or at risk of becoming homeless to the Housing Solutions Center at Helpline House where more resources are available but they must travel off-island to be sheltered. We formally review our programs each quarter and yearly and work to find efficiencies that will help us to better serve our clients. It's difficult to track people after we have given them these

resources – to see if they did find housing – unless they make an application to one of our programs.

HRB Board Directory and Term Information as of October 2016 (Officers followed by Directors)

Name & Address	Committees	Email Address	Phone	Date Board Member Elected	End of 2-Year-Term/ Renewal Date	Date Officer Elected	Maximum Officer Term ¹	Class
Mike Gorham 826 Curtis Loop NE Bainbridge Island, WA 98110	Chair Board Development, Fundraising and Communications	gorham.email@gmail.com	C: (206) 455-4389	Mar 2013	Mar 2017	Dec 2015	Dec 2017	Homeowner
David Carley 4205 Palomino Drive Bainbridge Island, WA 98110	Vice Chair Projects and Properties	dave@carleyconstruction.com	M: (206) 755-4663 W: (206) 780-1248	Jul 2014	Jul 2018	Dec 2015	Dec 2017	At-Large
Margaret Celestino 188 Knechtel Way NE #203 Bainbridge Island, WA 98110	Secretary Residents (Chair)	Starlily4@gmail.com	H: (206) 713-6263	Sept 2014	Sept 2018	Dec 2015	Dec 2017	Resident
David Browne 10472 South Beach Drive Bainbridge Island, WA 98110	Treasurer Finance (Chair)	david@brownewheeler.com	H: (206) 842-2375 W: (206) 842-0605	Mar 2009	Mar 2017	Dec 2015	Dec 2017	At-Large
Jennifer Dixon 841 Curtis Loop NE Bainbridge Island, WA 98110	Fundraising and Communications	inanitrodz@gmail.com	M: (206) 384-1195	May 2011	May 2017			Homeowner
Don Heppenstall 14396 Madison Ave. NE Bainbridge Island, WA 98110	Projects and Properties (Chair)	dheppenstall@earthlink.net	H: (206) 842-4137 M: (206) 719-4775	Dec 2000	Dec 2016			At Large
Marisa Castaneda 827 High School Rd. #C104 Bainbridge Island, WA 98110	Residents	marisaloca.mc@gmail.com	H: 360-551-5682 C:	Aug 2016	Aug 2018			Resident
Clive Pardy 9856 NE Torvanger RD Bainbridge Island, WA 98110	Finance, Projects and Properties	55clive@gmail.com	W: (206) 780-0605	Feb 2011	Feb 2017			At-Large

Tara Scouten PO BOX 10599 Bainbridge Island, WA 98110	Fundraising and Communications (Chair) Residents	tara@scouten.com	C: (360) 620-0577	Nov 2015	Nov 2017		At-Large
Charles Wenzlau 291 Eakin Drive N. W. Bainbridge Island, WA. 98110	Finance	charlie@wenzlauarchitects.com	H: (206) 842-4863 W: (206) 780-6882	Nov 2009	Nov 2017		At-Large
Pamela Williams 850 Curtis Loop NE Bainbridge Island, WA 98110	Projects and Properties	pamelaw1949@gmail.com	C: (206) 963-0693	Mar 2013	Mar 2017		Homeowner
Linda Lincoln HomeStreet Bank 921 Hildebrand Lane NE Bainbridge Island, WA 98110	Finance	linda.lincoln@homestreet.com	W: (206) 319-1130	July 2016	July 2018		At-Large
Luis Rodriguez 300 High School Road NE Unit 218 Bainbridge Island, WA 98110		luis-rodriquez@msn.com	(206) 669-1719	July 2016	July 2018		At-Large

1 Article IV, Section 1 Bylaws adopted February 2, 2011: No officer may serve more than two consecutive terms in the same office.

Committees:

- Executive: Last Thursday of the month at 4:30 pm at HRB
- Residents Committee: 3rd Thursday at 1:00 PM at Island Terrace
- Projects & Properties: 3rd Tuesday of the month at 4:30 pm at HRB
- Board Development: 2nd Monday of the month at 5:15 pm at Browne Wheeler Engineers
- Finance: Tuesday prior to regular board meeting at 4:30 pm at HRB

Housing Resources Bainbridge Balance Sheet

As of September 30, 2016

Sep 30, 16

ASSETS

Current Assets

Checking/Savings

10000 · UNRESTRICTED CASH 363,284.97

10600 · RESTRICTED CASH 67,319.72

10700 · RESTRICTED FOR DEVELOPMENT 458,336.35

Total Checking/Savings 888,941.04

Accounts Receivable 73,218.08

Other Current Assets 15,160.79

Total Current Assets 977,319.91

Fixed Assets

16000 · FIXED ASSETS 10,322,840.56

17000 · DEPRECIATION -1,653,873.39

Total Fixed Assets 8,668,967.17

Other Assets

18000 · LOANS RECEIVABLE 36,045.22

18300 · LOAN FEES - NET 8,161.77

18400 · OTHER ASSETS 200,000.00

Total Other Assets 244,206.99

TOTAL ASSETS 9,890,494.07

LIABILITIES & EQUITY

Liabilities

Current Liabilities 39,073.20

Long Term Liabilities

27000 · PROPERTY LOANS PAYABLE 4,381,745.32

29000 · RESERVE LIABILITY 48,886.48

Total Long Term Liabilities 4,430,631.80

Total Liabilities 4,469,705.00

Equity 5,420,789.07

TOTAL LIABILITIES & EQUITY 9,890,494.07

Housing Resources Bainbridge Profit & Loss

January through September 2016

Jan - Sep 16

Ordinary Income/Expense		
Income		
40000 · INCOME		
40100 · Restricted Contributions	79,000.00	
40200 · Unrestricted Contributions	52,600.91	
41000 · PROPERTIES INCOME	348,918.91	
42000 · PROGRAMS INCOME	77,350.92	
46000 · SPECIAL EVENTS INCOME	11,428.69	
47000 · INTEREST	9,152.78	
49000 · Misc Income	109.63	
Total 40000 · INCOME	<u>578,561.84</u>	
Total Income	<u>578,561.84</u>	
Gross Profit	<u>578,561.84</u>	
Expense		
60000 · PAYROLL EXPENSE	376,175.91	
61000 · Advertising	2,126.60	
61100 · Background Check	357.13	
61200 · Bank Fees & Charges	273.28	
61300 · Conferences & Training	2,148.00	
61400 · Contractor Services	48,950.00	
61600 · DUES/FEES/PERMITS	24,851.90	
61700 · INFORMATION TECHNOLOGY	4,943.48	
61800 · INSURANCE	5,514.11	
61900 · Land Lease	10.00	
72000 · Loan Interest	14,563.98	
73000 · Maintenance & Repairs	4,030.00	
74000 · Meeting Expense	1,122.98	
75000 · Merchant Service Fees	43.21	
76000 · OFFICE EXPENSE	8,207.78	
77000 · OFFICE SPACE EXPENSE	34,553.02	
78000 · PRINTING AND COPYING	4,880.01	
79000 · PROFESSIONAL SERVICES	252.00	
80000 · Real Estate Taxes	1,115.03	
81000 · RENTAL ASSISTANCE PAYMENTS	54,530.00	
83000 · PropertiesSupplies & Equipment	6,765.54	
85000 · TRAVEL EXPENSE	5,122.41	
86000 · PROPERTIES UTILITIES	30,754.99	
88000 · HRB RESERVE EXPENSE	949.01	
Total Expense	<u>632,240.37</u>	
Net Ordinary Income	<u>-53,678.53</u>	
Other Income/Expense		
Other Income	26,216.25	
Other Expense	23,616.25	
Net Other Income	<u>2,600.00</u>	
Net Income	<u><u>-51,078.53</u></u>	

Housing Resources Bainbridge

Housing Resources Bainbridge	<u>2016 Budget</u>	<u>2017 Budget</u>
Ordinary Income/Expense		
Income		
40000 · INCOME		
Total 40100 · Restricted Contributions	79,000.00	50,000.00
Total 40200 · Unrestricted Contributions	102,625.91	100,000.00
Total 41000 · PROPERTIES INCOME	452,183.75	435,700.00
Total 42000 · PROGRAMS INCOME	95,821.56	103,400.00
Total 46000 · SPECIAL EVENTS INCOME	62,180.46	60,000.00
Total 47000 · INTEREST	9,227.42	4,300.00
49000 · Misc Income	109.63	
Total 40000 · INCOME	<u>801,148.73</u>	<u>753,400.00</u>
Total Income	<u>801,148.73</u>	<u>753,400.00</u>
Gross Profit	801,148.73	753,400.00
Expense		
Total 60000 · PAYROLL EXPENSE	493,954.22	493,000.00
Total 61000 · Advertising	2,898.89	2,900.00
Total 61100 · Background Check	565.13	600.00
Total 61200 · Bank Fees & Charges	348.28	350.00
Total 61300 · Conferences & Training	3,123.00	3,000.00
Total 61400 · Contractor Services	62,010.65	50,000.00
Total 61600 · DUES/FEES/PERMITS	33,548.93	32,170.00
Total 61700 · INFORMATION TECHNOLOGY	5,317.27	5,500.00
Total 61800 · INSURANCE	8,414.84	15,000.00
61900 · Land Lease	10.00	0.00
72000 · Loan Interest	57,323.33	57,000.00
Total 73000 · Maintenance & Repairs	5,030.00	5,000.00
Total 74000 · Meeting Expense	1,168.85	1,000.00
75000 · Merchant Service Fees	43.21	50.00
Total 76000 · OFFICE EXPENSE	12,307.03	12,400.00
Total 77000 · OFFICE SPACE EXPENSE	40,640.02	24,580.00
Total 78000 · PRINTING AND COPYING	5,638.75	4,700.00
Total 79000 · PROFESSIONAL SERVICES	29,252.00	35,000.00
80000 · Real Estate Taxes	3,680.43	4,000.00
Total 81000 · RENTAL ASSISTANCE PAYMENTS	64,490.00	32,000.00
83000 · PropertiesSupplies & Equipment	7,484.97	15,000.00
Total 85000 · TRAVEL EXPENSE	5,601.47	3,000.00
Total 86000 · PROPERTIES UTILITIES	43,376.21	45,000.00
Total 88000 · HRB RESERVE EXPENSE	<u>949.01</u>	<u>0.00</u>
Total Expense	<u>887,176.49</u>	<u>841,250.00</u>
Net Ordinary Income	-86,027.76	-87,850.00

Extended to November 16, 2015

Form **990**

Return of Organization Exempt From Income Tax

OMB No. 1545-0047

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

2014

Department of the Treasury
Internal Revenue Service

Do not enter social security numbers on this form as it may be made public.

Open to Public Inspection

Information about Form 990 and its instructions is at www.irs.gov/form990.

A For the 2014 calendar year, or tax year beginning and ending

B Check if applicable:
 Address change
 Name change
 Initial return
 Final return/terminated
 Amended return
 Application pending

C Name of organization
The Housing Resources Board
 Doing business as
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite
PO Box 11391
 City or town, state or province, country, and ZIP or foreign postal code
Bainbridge Island, WA 98110

D Employer identification number
95-0068013

E Telephone number
206-842-1909

G Gross receipts \$ **994,656.**

H(a) Is this a group return for subordinates? Yes No
 If "No," attach a list. (see instructions)

H(b) Are all subordinates included? Yes No

I Tax-exempt status: 501(c)(3) 501(c) () (insert no.) 4947(a)(1) or 527

J Website: **www.HousingResourcesBoard.org**

K Form of organization: Corporation Trust Association Other

L Year of formation: **1989** **M State of legal domicile:** **WA**

F Name and address of principal officer: **Mark Blatter same as C above**

H(c) Group exemption number ▶

Part I Summary		Prior Year	Current Year
Activities & Governance	1 Briefly describe the organization's mission or most significant activities: To develop, manage, and provide affordable housing on Bainbridge Island & surrounding communities.		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	14
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	12
	5 Total number of individuals employed in calendar year 2014 (Part V, line 2a)	5	11
	6 Total number of volunteers (estimate if necessary)	6	35
	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
b Net unrelated business taxable income from Form 990-T, line 34	7b	0.	
Revenue	8 Contributions and grants (Part VIII, line 1h)	382,640.	345,726.
	9 Program service revenue (Part VIII, line 2g)	2,529,723.	490,526.
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	26,723.	20,924.
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	69,494.	306.
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	3,008,580.	857,482.
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.	0.
	14 Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	358,108.	428,586.
	16a Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
	b Total fundraising expenses (Part IX, column (D), line 25) ▶ 85,378.		
	17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	2,549,709.	723,532.
	18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	2,907,817.	1,152,118.
19 Revenue less expenses. Subtract line 18 from line 12	100,763.	-294,636.	
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year 7,502,267.	End of Year 7,244,866.
	21 Total liabilities (Part X, line 26)	1,919,079.	1,956,314.
	22 Net assets or fund balances. Subtract line 21 from line 20	5,583,188.	5,288,552.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here
 Signature of officer: **Mark Blatter, Executive Director**
 Date: _____

Paid Preparer Use Only
 Print/Type preparer's name: **Susan Reilly**
 Preparer's signature: _____
 Date: **10/26/15**
 Check if self-employed PTIN: **P00531805**
 Firm's name: **Watson & McDonell, PLLC**
 Firm's address: **1325 4th Avenue, Suite 1705 Seattle, WA 98101-2528**
 Firm's EIN: **72-1607347**
 Phone no.: **206-624-2380**

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III [X]

1 Briefly describe the organization's mission: To preserve the diversity and vitality of Bainbridge Island by providing and maintaining affordable housing opportunities in the community.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? [] Yes [X] No

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? [] Yes [X] No

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses.

4a (Code:) (Expenses \$ 612,304. including grants of \$) (Revenue \$ 311,784.) The Housing Resources Board (HRB), a community land trust, provides education, support services, and low-income housing, including both rental and home ownership, to income qualified families on Bainbridge Island with some services in outlying areas. Approximately 611 households were assisted with rent subsidies, information/resources, emergency rental assistance, outreach services, and independent living services in 2014. An e-newsletter is sent to over 950 community members on a quarterly basis providing information on our services and rental properties. HRB continues to provide outreach to community members through various other means.

4b (Code:) (Expenses \$ 351,763. including grants of \$) (Revenue \$ 196,992.) In 2014 The Housing Resources Board (HRB) completed 24 homes for sale using the community land trust (CLT) model. A Community Land Trust (CLT) is a nonprofit organization that acquires land by purchase or donation, develops affordable housing on the land, and holds the land in trust to provide affordable housing for future generations. The CLT sells homes developed on the land at below market prices to qualified individuals and leases the land to the purchaser with a long-term, renewable lease. HRB staff attends the annual NW CLT Conference, the annual Housing Washington Conference, and the annual National CLT Conference to receive training, make connections, and get the latest information on the CLT model. HRB also began development feasibility studies, planning, design and permitting for Phase 2 of Ferncliff

4c (Code:) (Expenses \$ including grants of \$) (Revenue \$)

4d Other program services (Describe in Schedule O.) (Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses 964,067.

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 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.

COMMERCIAL POLICY SUMMARY PAGE

HOUSING RESOURCES BAINBRIDGE
PO BOX 11391
BAINBRIDGE ISLAND WA 98110

SEARS & ASSOCIATES INC 04076
PO BOX 10520
BAINBRIDGE ISLAND, WA 98110-0520206-842-9091

Group # 0000198287

Effective Date: JULY 18, 2016
Expiration Date: JULY 18, 2017
12:01 A.M. standard time at the Named
Insured's mailing address.

COVERAGE

Your coverage consists of the following lines of insurance for which a premium is indicated.
This premium may be subject to adjustment.

Commercial Property	\$ 8,127.00
Commercial General Liability	\$ 1,344.00
Commercial Umbrella	\$ 752.00
Total Estimated Annual Premium	<hr/> \$ 10,223.00

These Declarations together with the common policy conditions, coverage part declarations, coverage part form(s), and form(s) and endorsements, if any, issued, complete the above numbered policy.

Countersigned:

By _____
Authorized Representatives

Housing Resources Bainbridge Commercial General Liability Proposal

Company:	Western World Insurance Company A Non-Admitted AM Best Rating of 'A XV'	
Policy Term	12/15/16 to 12/15/17	
Occurrence Form		
Limits of Liability:	\$1,000,000	Each Occurrence
	\$2,000,000	General Aggregate
	\$2,000,000	Products and Completed Operations
	\$1,000,000	Personal and Advertising Injury
	\$1,000,000	Employer's Liability 'Stop Gap'
	\$100,000	Fire Damage (Premises Rented To You)
	\$5,000	Medical Payments (Any One Person)
	\$500	Deductible per claim
	\$2,500	Property damage deductible per claim – applies to weather related property damage during roofing operations
Premium Basis:	\$6,400	Payroll Remodeling – Exterior
	\$25,600	Payroll Remodeling – Interior
	\$40,000	Subcontractor Costs
Premium	\$1,725.00	
Policy Fee	\$ 150.00	
Broker Fee	\$ 150.00	
State Taxes & Fees	\$ 39.38	
CGL Total:	\$2,064.38	

Contractor's Liability



Program Administration Insurance Services
PO Box 10197, Jacksonville, FL 32247-0197

PREMIUM INVOICE

Policy No: ER07974332-00
Invoice Date: Jul 18, 2016
Due Date: Aug 05, 2016

JUL 2 2016

Policyholder:
HOUSING RESOURCES BOARD

Mail To:
D01460380002689 - CRE
HOUSING RESOURCES BOARD
PO BOX 11391
BAINBRIDGE ISLAND, WA 98110-5391

Risk Location:
TAX PARCEL 5587-000-025-0001 / 5587-000-
FERNCLIFF VILLAGE
BAINBRIDGE ISLAND WA 98110

For Policy Service or Information, Contact:

Producer # FAA0033929
SEARS & ASSOCIATES, INC.
PO BOX 10520
BAINBRIDGE ISLAND WA 98110-0520
Phone: 206-842-9091

For Billing Inquiries:

Visit our secure website at
BILL.USASSURE.COM
or
Call 855-872-7787

See reverse side for additional information.

Prior Balance Including Fees	Premium & Fees	Payments & Adjustments	Minimum Due	Payment In Full
\$0.00	\$5,634.03	(\$5,634.03)	\$0.00	\$0.00
Transaction Date	Description	Transaction Amount	Minimum Due	
Jul 17, 2016	PAYMENT	(\$5,634.03)		
Jun 23, 2016	Zurich Builders Risk Residential - Renewal - Premium	\$5,627.00	\$0.00	
Jun 23, 2016	Zurich Builders Risk Residential - Renewal - State Taxes	\$7.03	\$0.00	
			Minimum Amount Due	\$0.00

*Paid in Full
7/11/2016
Check # 1025*

* Refer to Terms and Conditions for Balance Forward conditions

Detach Here

Please return this portion of the statement with your remittance.

To make an electronic payment, visit our secure website at
BILL.USASSURE.COM

Policy No:	ER07974332-001
Invoice Date:	Jul 18, 2016
Due Date:	Aug 05, 2016
Payment in Full:	\$0.00
Minimum Due:	\$0.00

Amount Enclosed : \$

*Paid in Full
Check # 1025
Bank Acct - KBSB11*

Check if change of address included on reverse side

Policyholder Name & Address:
HOUSING RESOURCES BOARD
PO BOX 11391
BAINBRIDGE ISLAND WA 98110

Mail Payment To:
US ASSURE INSURANCE SERVICES OF FLORIDA, INC.
PO BOX 935597
ATLANTA, GA 31193-5597

07/11/2016



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: PHSD1152439

Named Insured and Mailing Address:

Housing Resources Bainbridge
PO Box 11391
250 Madrona Way Ne, #110B
Bainbridge Island, WA 98110-5391

Producer: 4865

Sears and Associates, Inc.
PO Box 10520
Bainbridge Island, WA 98110

Policy Period From: 07/18/2016 **To:** 07/18/2017

(206)842-9091

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

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.

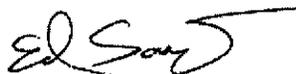
THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS
INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

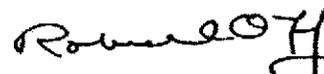
	PREMIUM
Commercial Property Coverage Part	
Commercial General Liability Coverage Part	
Commercial Crime Coverage Part	
Commercial Inland Marine Coverage Part	
Commercial Auto Coverage Part	
Businessowners	
Workers Compensation	
Flexi Plus Five	3,636.00
Total	\$ 3,636.00

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