

## **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 Bainbridge Island Child Care Centers, a Washington nonprofit corporation (“Service Provider”).

**WHEREAS**, the City desires to assist the Service Provider by providing funds for program support; 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 Forty Four Thousand Dollars (\$44,000) 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



**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 14, 2017.

BAINBRIDGE ISLAND CHILD CARE  
CENTERS

By Shelley Long

Name Shelley Long

Title Executive Director

Tax I.D. # 91-0907295

CITY OF BAINBRIDGE ISLAND

By Douglas Schulze  
Douglas Schulze, City Manager

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

## **SCOPE OF SERVICES: BICCC 2017-18**

Bainbridge Island Child Care Centers (BICCC) is composed of three Washington State licensed centers serving approximately 150-175 children monthly and 300 individual families throughout the course of a year. Bainbridge Children's Center provides pre-school and childcare for children between the ages of 2 ½ and 6 years of age. The school age program consists of two centers: Big Kids provides care for children in Kindergarten through second grade, and Kids Club provides care for children in 3rd-6<sup>th</sup> grade.

### **TOTAL: \$22,000.00**

#### Specific Deliverables

**Direct Scholarships:** 2016 awarded \$14,492.00. 2017-18 allocating \$10,000.00.

Childcare subsidy for 13-16 children from low income families. BICCC will continue to offer the scholarship service as needed and will absorb the cost from lower funding.

**Shuttle service:** 2016 awarded \$6,336.00. 2017-18 allocating \$4,000.00

More than 600 hours annually for shuttle service provided for 100% of families that request the service. BICCC will continue to offer the service as needed and will absorb the cost from lower funding.

**Special Needs Staffing:** 2016 awarded \$10,560.00. 2017-18 allocating \$8,000.00.

More than 1,000 hours of service to children with special needs is provided annually. BICCC will continue to offer the needed staffing for these students and will absorb the cost from lower funding.



## City of Bainbridge Island Request for Proposals 2017-2018 Human Services Funding

The Human Services Element recognizes the City's role in providing the conditions that sustain the delivery of human services, a role the City assumed with Ordinance 93-44. The City of Bainbridge Island is seeking proposals for projects to receive funding for services and activities over a two year grant term beginning January 2017.

As identified in the Human Services Element of the City's Comprehensive Plan (2004), the following definition and framework is applied to the 2017 – 2018 Human Services Funding:

### ***Definition***

Human services are defined as those services which assist people in meeting the essential life needs of food, clothing, shelter and access to health care.

Further, human services:

- 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.

### ***Framework Statement***

Bainbridge Island will function as a caring community that strives to maintain the well-being of all its members, a community where all members feel connected to the community, and where each individual has opportunities to contribute to the community.

### ***Framework Values***

- Dignity is the hallmark of human services delivery on Bainbridge Island.
- Respect for the individual is an integral part of human services delivery on Bainbridge Island.
- Neighborliness and a sense of community form the foundation of human services.
- Diversity within the population is important to the community.
- Cooperation and coordination among human services providers, including governmental entities, strengthens the human services delivery system and results in better service for people.

For 2017, there is approximately \$660,000 in funds available for distribution to support selected projects over a two-year term (\$330,000/year). The City Council will consider funding for a wide range of activities, and seeks to encourage projects of all sizes that meet the needs of citizens of Bainbridge Island.

Applicants may seek a minimum annual award of \$10,000 and a maximum annual award of \$165,000 (to reflect 50% of total available funds).

Once approved for funding, successful applicants will be required to enter into a contract with the City to provide the services or products outlined in their proposals. Payment by the City will be made only when documentation of delivery of contracted services or products is provided to the City. The City may not provide payment in advance of delivery of goods or services.

All project activities must be identified in promotional and other business materials as having been partially or solely funded by the City of Bainbridge Island.

### ***General Guidelines***

- Materials submitted in response to this RFP become the property of the City upon receipt.
- This RFP does not, under any circumstances, commit the City to pay any costs incurred by any applicant in the submission of a proposal. The applicant is responsible for all costs associated with its response to this RFP.
- The City reserves the right to request additional information as needed for evaluation of proposals.
- The City reserves the right to revise the RFP schedule, to revise the RFP and/or to issue amendments to the RFP. The release of the RFP does not compel the City to enter into any contract pursuant to the RFP.
- The City reserves the right to reject any or all proposals at any time with no penalty and to waive immaterial defects and minor irregularities in proposals.

### ***Project and Applicant Eligibility***

- Applicants seeking funding must be registered as a federally sanctioned nonprofit under 26 U.S.C. Sec. 501(c)(3). Individual persons are not eligible.
- Requests may be made for specific program support (including applicable administrative costs), for support for capital projects or purchases, or for general operating support.
- Requests must be limited to services/programs/projects that serve Bainbridge Island residents for the provision of health, housing and/or human services on Bainbridge Island.
- All organizations receiving funds will be asked to provide documentation that funded services have been delivered.
- Proposals must comply with federal, state and City laws and requirements.
- The Service Provider agrees not to discriminate against any employee, applicant for employment, client, or any other person in the performance of any Agreement with the City 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.

- Proposals are to be for services provided during calendar year 2017 and 2018; funding requests for goods or services to be provided in 2016 or beyond calendar year 2018 will not be considered.
- Proposals from organizations with a board or staff member serving on the 2017 Human Services Funding Advisory Committee are not eligible for funding and will not be considered.

### ***Application Requirements***

- The City will only accept proposals in electronic format. Submit the proposal, including attached Cover Sheet, via email to: [cityadmin@bainbridgewa.gov](mailto:cityadmin@bainbridgewa.gov)
- Proposals are due **no later than 4 pm, Friday, October 28**. Late proposals will not be accepted. Applicants are solely responsible for ensuring that proposals are submitted and received on time.
- Each proposal must **ADDRESS AND REFERENCE** the questions listed on the attached HSF 2017 Proposal Form **IN THE ORDER IN WHICH THEY APPEAR**.
- Proposal materials must be presented in minimum 11-point font.
- If the proposal includes multiple documents/files, each file must be clearly identified in the heading and must include Applicant Organization Name, Project Title and Document/File name.
- Each selected Service Provider will be required to submit an interim report by January 31, 2018 and a final report on the full two-year grant activities by January 31, 2019. Interim and final reports should include a budget to actual report on funds expended in Year One and at the completion of the grant term. Specific reporting requirements will be identified in the agreement between the applicant and the City.

## ***Review Process***

### ***2017 Human Services Funding Advisory Committee (HSFAC) (Appointed by City Council on 8/9/2016)***

Michael Scott, City Council member, Chair  
Susan Buckles  
Kathleen Cronin  
Asaph Glosser  
Ariel Shultz  
Jackie Siler  
Stephen Walker  
Kaycie Wood

Proposals will be provided to the City's Human Services Funding Advisory Committee (HSFAC) for review and comment. Applicants will have an opportunity to meet with the HSFAC to provide additional information about their proposals, at a time and date to be identified by the committee. Applicant participation in this HSFAC briefing is not mandatory, but is strongly encouraged. The format for this briefing will be determined by the committee. Applicants will be notified in advance of any particulars related to presentation materials, format, and time allowed.

All meetings of the HSFAC will be open to the public, and advance notification of HSFAC meetings will be provided by the City Clerk.

The HSFAC will provide its recommendation for 2017 awards to the City Council for consideration and final approval. The City Council's consideration of the HSFAC's recommendation for 2017-18 funding is currently scheduled for December, 2016.

### ***Review Criteria***

The HSFAC will consider the proposals using the guidelines shown in the following table. These guidelines are intended to help the committee members focus on the various criteria as they evaluate each proposal, so that they may fully understand each application and identify any outstanding questions they may have. Other relevant factors, such as availability of funds and compatibility with the community values of the City of Bainbridge Island, will also guide the committee's work to develop a funding recommendation.

This table generally follows the order of the sections of the application:

Area	Indicator	Emphasis
<b>Completeness of Application</b>	Application is: <ul style="list-style-type: none"> <li>• Complete</li> <li>• Includes all appropriate attachments</li> <li>• Answers all relevant questions</li> </ul>	<b>5</b>
<b>Statement of Purpose</b>	Statement of Purpose should substantiate the need in our community via most recent demographic and usage data: <ul style="list-style-type: none"> <li>• Well-defined statement of purpose</li> <li>• Need is clear and compelling</li> <li>• Good reference data cited</li> </ul>	<b>25</b>
<b>Proposal Summary</b>	<p>Proposal Summary should clearly demonstrate how proposed funding at the specified program level (for program support request) or organizational-level (for general operating request) will provide for and improve the delivery of programs and direct services. In this it should:</p> <ul style="list-style-type: none"> <li>• Balance aspects of prevention and maintenance and crisis intervention.</li> <li>• Teach skills for long-term benefit.</li> <li>• Address specific obstacles to health, self-sufficiency.</li> <li>• Demonstrate cooperation/collaboration with other agencies to ensure safety-net and avoid duplication.</li> <li>• Consider numbers to be served and numbers potentially impacted by the service.</li> <li>• Consider the vulnerability of those served.</li> </ul> <p>Program should be aligned with the goals of the Human Services Element:</p> <ul style="list-style-type: none"> <li>• Provide people with the tools to achieve economic, social and emotional stability to the best of their ability.</li> <li>• Offer activities and services that promote healthy development of the individual, prevent problems, and support positive outcomes.</li> <li>• Support quality of life programs that enhance the health and well-being of the individual and the community.</li> <li>• These services may be provided on an emergency, temporary, or ongoing basis, depending on the circumstances.</li> </ul> <p>Program should result in an improvement in the range and quality of health, housing, and/or human services</p>	<b>25</b>

Area	Indicator	Emphasis
<b>Organizational Strength</b>	Proposal should convey the organization’s ability to implement the program and services proposed, Including: <ul style="list-style-type: none"> <li>• Agency’s history of effective service delivery to the community (including quantifiable outcomes, where available)</li> <li>• Appropriately filed IRS Form 990s and other financials as requested in the RFP</li> <li>• Appropriate amount of qualified staff and/or appropriate amount of qualified volunteers to lead, implement, and evaluate proposed activities</li> </ul>	<b>15</b>
<b>Budget</b>	Proposed budget should provide evidence of a beneficial public investment and efficient use of City resources <ul style="list-style-type: none"> <li>• Budget information should be complete and accurate</li> <li>• Budget estimates should be reasonable and aligned to support proposal activities and objectives</li> </ul> Additional sources of funding for proposed program and services should be identified, where applicable	<b>10</b>
<b>Estimated Outputs, Outcomes &amp; Assessment</b>	Proposal should include outputs (# served or benefitting from proposed activities) and outcomes resulting in longer-term impact in the community: <ul style="list-style-type: none"> <li>• Depth and breadth of impact clear</li> <li>• Goals for service are achievable</li> <li>• Performance measurements and other means of assessment are clear</li> <li>• Evaluation plan articulates capacity/resources to assess impact and outputs</li> </ul>	<b>15</b>
<b>Evaluation</b>	Proposal should briefly describe how the organization is continually learning from and improving its services	<b>5</b>
<b>TOTAL</b>		<b>100</b>

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

**COVER LETTER**

1. Organization Name: Bainbridge Island Child Care Centers
2. Contact Person: Shelley Long Phone: 206-842-6525
3. Email Address: slong@biccc.org
4. Physical Address: 502 Cave Ave, Bainbridge Island, Wa 98110
5. Mailing Address: same
6. Are you a 501(c)(3) nonprofit?  XYes  No
7. Organization EIN: 91-0907295
8. Request for 2017-2018 (two-year term):
  - A. Amount of City Funding Requested: 2017: \$32,650.00 \_\_\_\_\_ 2018: \$32,650.00
  - B. Organization budget \$604,308.00 \_\_\_\_\_ for fiscal year ended: 8/2017
  - C. Type:  XProgram Support  General Operating Support (not specific to any one program or targeted service)  Capital (appreciable asset)
  - D. For Program Support Requests, name of Program: Scholarships, Shuttle Service, Special Needs Staffing
  - E. Brief Description of Request: Scholarship benefits and staffing assistance specifically provides preschool education, before and after school care, summer camps and care for children during out of school time. Direct scholarships will provide care for children of low-income families or families in needs. A safe, nurturing environment will be provided while parents are at work.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Please attach each of the items below as separate PDF documents:
  - XThis funding application (cover page, proposal, and program budget for program support requests)
  - XCurrent Board of Directors names, addresses, phone & email information
  - XOrganization Financial Statements (Balance Sheet & Income Statement)- most recent
  - X2016 Budget & 2017 Draft Budget
10. Please include one copy of:
  - XMost 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: Shelley Long Date: 10/26/16

13. Print Name Shelley Long

## NARRATIVE INFORMATION

- Please answer the following sections separately and number each answer.
- Answers should be specific to services/projects to be funded by City funds.
- For applicants requesting capital support, please address information where specified in the questions below.
- For general operating support requests, please address the following questions at the organization-level (rather than program specific).

### I. STATEMENT OF PURPOSE

Describe the community needs that the proposed program seeks to address, and the projected short- and long-term impacts. Please document and cite relevant and up-to-date City documents, demographic or research sources, etc. For *general operating support* requests, describe the organization's mission and projected short- and long-term impacts.

BICCC was organized in 1975 by a grass roots group that recognized childcare for young children outside of the home as an emergent community need. Their aspiration was to create a program for children and families, based on a solid curriculum, an enriched environment and nurturing support. As the community expanded, so did the need to serve more families. BICCC grew into 3 programs: Children's Center (ages 2 ½-6 years of age), Big Kids (K-2<sup>nd</sup> grade), and Kids Club (3<sup>rd</sup> -6<sup>th</sup> grade).

BICCC has continued to serve our community and its families by providing affordable, accessible programs for children regardless of socio-economic background, race, color or creed. We offer outstanding care for nearly 200 children including typical and non-typical functioning students, students with special needs, and children from foster homes. We also provide assistance for low income families as well as families with more than one child enrolled.

70% of Bainbridge Island's households are Family Households. As Bainbridge Island's influx of children is on the rise, as evidenced by BSD enrollments overflowing and more people moving to the Island, BICCC is striving to continue offering scholarships and availability to families in need. This assistance provides economic and emotional stability for families while one or more parents work. It enhances the health of the family unit by providing assurance that their children are in the highly capable hands of trained and nurturing teachers who care about family well-being.

Our goal is to continue to offer scholarships to families in need. Funding would provide essential scholarships to continue quality education and child care to low-income Bainbridge Island residents that demonstrate a financial need as determined by either DSHS or Helpline House. The short term impact will be to assure families that there is money available to assist in tuition prices. The long term impact will be that families can keep their children enrolled for years knowing that their scholarship will stay intact. BICCC has been in business for more than 40 years and our impact on students, families and our community continues to be as strong as ever. Our philosophy has remained that it is necessary to provide an atmosphere and environment conducive to every child's continued growth with respect for each child's uniqueness in development, culture, family and self.

### II. PROGRAM SUMMARY

1. What services will these funds provide? (For *capital requests*, please detail the services enabled by the capital purchase)
2. Who will be the recipients of the services provided by these funds?
3. How will recipients access those services?
4. What percentage of the population of Bainbridge Island residents *who are eligible for these services* will be served by this program?
5. How many (or what percentage) of those served overall will be Bainbridge Island residents?
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.
7. Describe how this funding will foster improvement in the range and quality of health, housing and/or human services on Bainbridge Island.

III.

IV. II. PROGRAM SUMMARY

V.

1. The funds provided will directly benefit families in need of financial assistance. We work in collaboration with Helpline House to identify those needs and award up to 1/3 off of tuition rates for qualified families. Secondly, we will provide additional staffing for our non-typical functioning students, students with special needs and/or receiving accommodations as specified on their IEP. These students need close attention which requires additional staffing. And thirdly, we will provide our walking "shuttle service" with an extra staff person delegated to take our students to and from enrichment classes that otherwise they would miss while their parents are working. We shuttle more than 188 children annually to and from classes such as swimming, gymnastics, math blast, Lacrosse and more. This service allows children to participate in extracurricular activities. We have a trained staff person whose sole purpose is to safely accompany our students to these classes. It is a vital and welcomed service that expands the health and experiences of our children.

VI.

2. The recipients will be the identified families in need of financial assistance, the families that have children with special needs (by means of extra staffing for their particular requirements), and a majority of children who benefit from taking enrichment classes while their parents are at work (a designated staff person whose sole purpose is to walk kids to their classes and back daily).

VII.

3. The recipients of financial assistance fill out an application at Helpline House where the Social Workers there do an intake to determine need. They make the recommendation and we award the scholarship. The extra staffing required for our students with special needs is available on an ongoing basis, including assistance with homework and monitoring behavior. The shuttle services are available and parents simply fill out a shuttle form and we provide the staff.

VIII.

4. 100% of our families that are eligible will benefit from scholarships, special needs staffing and shuttle services.

- IX. 5. 100% of those served will be from Bainbridge Island.
- X. 6. Our longevity in our community as Bainbridge Island's most loved child care centers has provided hundreds of families affordable and quality assistance as parents work. The assurance we offer to parents reluctant to leave their children is unparalleled in its excellence. It gives them peace of mind for their children's well-being and educational needs. BICCC firmly believes in supporting families by our commitment to enhancing the quality of our students needs and promoting healthy individual growth. Our mission fits within the definition of Human Services as we continue to offer activities and services to our community.
- XI. 7. This funding will allow us to continue to provide an atmosphere and environment conducive to every child's continued growth with respect for each child's uniqueness in development, culture, family and self.

XII. ORGANIZATIONAL STRENGTH

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.).

This proposal request is based off of our abiding philosophy that we have embraced for more than 40 years. Every child and family receives unparalleled services from BICCC in support for the family unit, unequalled care, and intuitive programming for specific needs. We have been thankful for the assistance COBI has provided and take our stewardship seriously. We track all scholarships monthly and award them based on a strong team approach, including Helpline House. We have dutifully provided shuttle services to make sure children wanting enrichment classes while their parents work, receive them.

Our staff participates in annual training as required by Washington State. 10 hours of specialized instruction is provided by BICCC to ensure the highest levels of expertise and education. Our lead staff members have been with us for anywhere from 15-40 years. Their commitment resounds in the respectful and nurturing presence they provide to Bainbridge families. They take their continuing education classes seriously to further their knowledge. We have previous students that loved their experience at BICCC so much that they have returned to work for us. We take this as a compliment and it strengthens our company greatly.

XIII. PROGRAM BUDGET

For Program Support requests, please complete the following Budget Summary (Suggested format is provided below). For general operating support or capital requests, only an organizational budget is required (per IV.1. below).

AREA	YEAR 1			Year 2			OTHER SOURCES
	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	
Human Resources (Staff Salaries, Benefits, Consultant Services)	443,690.00	Special needs and shuttles \$4,000.00 \$8,000.00	12,000.00	Same projections	\$4,000.00 \$8,000.00	12,000	
Space / Facilities	44,400.00						
Equipment Purchase	3,500.00						
Travel / Training	1,950.00						
Insurance	7,575.00						

Operating Expenses	See attached						7,900.00
Scholarships / Stipends	34,000.00	10,000.00	10,000.00		10,000.00	10,000.00	
Other	See						
Indirect Administrative Costs	See attached						
<b>TOTAL</b>	<b>535,115.00</b>	<b>22,000.00</b>	<b>22,000.00</b>		<b>22,000.00</b>	<b>22,000.00</b>	

1. What is the total of your agency's estimated budget for 2017? Our estimated budget is 591,812.00 for income and 604,308.00 for expenses.
2. What portion of your total agency budget does this request represent? We are asking for roughly 5% of our total budget.
3. How have the services you are requesting been funded for in the past? Generously they have been provided by COBI.
4. What other sources of funding are you seeking (or have you secured) to support this proposed program or services? Other funding sources include the Kitsap Great Give and One Call for All.

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

XIV. ESTIMATED OUTPUTS, OUTCOMES & ASSESSMENT

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 of 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)
Scholarships	Year 1: Estimated 22 Students will receive tuition support  Year 2: Estimated 22 students will receive tuition support	Year 1 and 2: 100% of low income families eligible will receive a tuition benefit of up to 33%.
Special Needs Staffing	About 15% of our preschool children have special needs and many school aged are on IEP.	We will provide adequate staffing to accommodate their special needs.
Shuttle Staffing	An estimated 188 children will participate in our shuttle service.	Upon request from parents, 100% of all children will be provided our shuttle service.

XV. PROGRAM EVALUATION PLAN

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

Monthly statements are generated and reviewed by the Executive Director, Director of Finance, Board President and Board Treasurer. This assures that revenue and expenses are in keeping with our projected budget and livelihood.

**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.

# Non Profit Insurance Program Member Coverage Certificate

**Bainbridge Island Child Care Centers**  
Policy Period: June 1, 2016 to June 1, 2018  
Member Since: 08/18/2011

The coverages and deductibles shown here are reflections of the Non Profit Insurance Program (NPIP). Full policy limits, terms, and conditions are listed in the American Alternative Insurance Corp., Princeton Excess and Surplus Lines Insurance Co., RSUI Group, Inc., and Axis Insurance Co. coverage forms. These coverage forms can be accessed via the website at [www.npip.org](http://www.npip.org). NPIP will pay those sums that the insured becomes legally obligated to pay as damages to which the above insurance applies. NPIP will have the right and duty to defend the insured against any "suit" seeking those damages. However, NPIP will have no duty to defend the insured against any "suit" seeking damages for which the above insurance does not apply. NPIP's right and duty to defend and pay damages ends when the applicable limit of insurance has been used up in the payment of judgments or settlements subject to the terms, conditions, and limits of this certificate. NPIP retained limit is primary and non-contributory.

## Commercial Property Coverage

**Coverage Form Follows:** American Alternative Insurance Corp, a member of Munich-American Holding Corporation (Admitted) - Policy #N1-A2-RL-0000013-08; RSUI Group, Inc. (Admitted) - Policy #NHT396917; Axis Insurance Co. (Admitted) - Policy #MAF781394-16; Arch Specialty Insurance Co (Non-Admitted) - Policy #ESP7303040-00

**NPIP Self Insured Retention:** \$50,000 all Perils Each Occurrence

**Member deductible:** See Schedule - all Perils Except Earthquake and Flood Each Occurrence  
\$250 Personal Property of Employees - Damage & Theft

**Member deductible - Earthquake:** 2% of insurable values, subject to a \$25,000 minimum, Each Member, Each Occurrence.  
**Member deductible - Flood:** 2% of insurable values, subject to a \$25,000 minimum and \$100,000 maximum, Each Member, Each Occurrence. Flood Zones A, AO, AH, A1 through 30, AE, A99, AR, AR/A1 through 30, AR/AE, AR/AO, AR/AH, AR/a, VO, V1 through 30, VE, and V are excluded from coverage.

**Terrorism:** Included

## Automobile Physical Damage Coverage

**Coverage Form Follows:** American Alternative Insurance Corp, a member of Munich-American Holding Corporation (Admitted) - Policy #N1-A2-RL-0000013-08; RSUI Group, Inc. (Admitted) - Policy #NHT396917; Axis Insurance Co. (Admitted) - Policy #MAF781394-16; Arch Specialty Insurance Co (Non-Admitted) - Policy #ESP7303040-00

**NPIP Self Insured Retention:** \$50,000 Each Occurrence

**Standard Member deductible:** \$500 Private Passenger Vehicles, Pickups, and Vans;  
\$2,500 Buses, Specialty Transport Vehicles, and Vans exceeding 8 passenger capacity;  
\$1,000 All Other Vehicles  
\$0 Rock Chip Repair; Broken Windshield Repair is subject to APD Deductible per vehicle  
See **Vehicle Schedule** for Specific Deductibles per Vehicle

**UIM Member deductible:** \$300 for Unknown Driver/Hit & Run Accident and \$100 for Known Driver Accident

## General Liability Insurance Coverage

**Coverage Form Follows:** American Alternative Insurance Corp, a member of Munich-American Holding Corporation (Admitted) - Policy #N1-A2-RL-0000013-08

**NPIP Self Insured Retention:** \$50,000 Each Occurrence

**Member deductible:** \$0

**Member Employee Benefits retroactive date:** 08/18/2011

**Member Abuse and Molestation retroactive date:** 08/18/2011 (see policy for member sublimit)

**Terrorism:** Included

**CLAIMS MADE FORM (Claims made coverages only):** We will provide one or more Extended Reporting Periods. The additional annual premium for the Extended Reporting Period will NOT exceed 200% of the annual premium for this Coverage Part.