

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 Kitsap Community Resources, 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 Sixty-Four Thousand Dollars (\$64,000) 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 27, 2017.

KITSAP COMMUNITY RESOURCES

CITY OF BAINBRIDGE ISLAND

By Larry Eyer

By *Douglas Schulze*
Douglas Schulze, City Manager

Name Larry Eyer

Title Executive Director

Tax I.D. # 91-0791411

ATTACHMENT A
SCOPE OF SERVICES

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

COVER LETTER

1. Organization Name: Kitsap Community Resources
2. Contact Person: Monica Bernhard Phone: 360-473-2150
3. Email Address: mbernhard@kcr.org
4. Physical Address: 1201 Park Avenue, Bremerton, Washington 98337
5. Mailing Address: 1201 Park Avenue, Bremerton, Washington 98337
6. Are you a 501(c)(3) nonprofit? Yes No
7. Organization EIN: 91-0791411
8. Request for 2017-2018 (two-year term):
 - A. Amount of City Funding Requested: 2017: \$31,500 2018: \$ 32,500
 - B. Organization budget \$12,333,588 for fiscal year ended: 12/31/2016
 - C. Type: Program Support General Operating Support (not specific to any one program or targeted service) Capital (appreciable asset)
 - D. For Program Support Requests, name of Program: _____

Brief Description of Request: The Housing Solutions Center (HSC), which is administered by Kitsap Community Resources (KCR), is a countywide program that provides coordinated access to housing assistance for anyone who is homeless or facing the imminent risk of homelessness. These funds will be used to pay for 50% of a full-time HSC Navigator (20 hours per week), who will be located at Helpline House. The Bainbridge Island Navigator is part of the county-wide HSC team and assists households facing a housing crisis to access emergency shelter, permanent housing and other services. Of the two-year funding awarded, \$4,475 will be designated for rental assistance that will be available to assist low income residents who require assistance deposit/first month's rent to move out of homelessness or to prevent an imminent eviction. Additionally, eligible households will have access to other KCR rent assistance programs.

9. Please attach each of the items below as separate PDF documents:
 - X This funding application (cover page, proposal, and program budget for program support requests)
 - X Current Board of Directors names, addresses, phone & email information
 - X Organization Financial Statements (Balance Sheet & Income Statement)- most recent
 - X 2016 Budget & 2017 Draft Budget
10. Please include one copy of:

X 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: Larry Eyer Date: 2/22/17

13. Print Name Larry Eyer

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 detail 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.

Introduction: In the City of Bainbridge Island, where so many residents are thriving, there are also those who are truly struggling; either living just on the verge of becoming homeless or actually already living without any access to housing. There are multiple and overlapping reasons that an individual or family may become homeless but at its most basic level, the National Center on Homelessness suggests that, "Homelessness is caused by the combined effects of lack of affordable housing, extreme poverty, decreasing government supports, the challenge of raising children alone, the changing demographics of the family, domestic violence, and fractured social supports. As the gap between housing costs and income continues to widen, more and more families are at risk of homelessness. For families with vulnerabilities or little safety net, even a seemingly minor event can trigger a catastrophic outcome and catapult a family onto the streets." The hidden nature of this reality was well noted in the 2016 City of Bainbridge Island Community Needs Assessment: "Although there are homeless on the Island, it is a well-hidden problem of which people have a varying degree of awareness." We know that there are people on the Island living in a housing crisis, and now, with the establishment of the Bainbridge Island Housing Solutions Center (HSC) site, we are beginning to have a sense of the scope of the problem.

Although in 2015 NK Fishline in Poulsbo had a part-time HSC Navigator to support the north end county requirements, our experience in the first few years of operation demonstrated that these services were not effectively reaching Bainbridge likely because

of transportation or other barriers. Given these access barriers, the Executive Director of Helpline House encouraged KCR to submit an application to increase HSC services for Bainbridge Island and offered to house the Navigator at the agency.

Community Need: After the 2016 BI Human Services funding award, the HSC worked quickly to set up the Bainbridge site. We opened the Bainbridge HSC site in March 2016, on the campus of Helpline House. In the first seven months of operation, our half-time HSC Navigator met with 93 unduplicated households, 21 of whom were literally homeless (i.e. living in a place not meant for human habitation). An additional 55 households were at significant risk of losing their housing due to an imminent eviction. The remaining 17 households had housing but the housing costs were so high that their housing stability was in jeopardy.

In addition, of those served, 69 households reported their last permanent address as Bainbridge Island. Given that HSC site in Poulsbo only met with 20 households with a last known permanent address of Bainbridge Island in all of 2015, it is clear that many households who are facing a housing crisis and in need of services were not accessing them through the Poulsbo HSC location. Over the course of the past seven months, the HSC has reached out to various community partners, faith based organizations, the police and fire departments, as well as senior centers and youth programs to increase awareness of the types of services provided by the HSC. And, with this increased awareness, the number of people we served began to grow. For example, in March of this year, which was our first month of operation, the BI Navigator responded to 28 contacts from residents, which included phone calls, walk-in appointments or scheduled appointments. This increased to 76 such contacts in the month of September, 2016.

Outcomes achieved during first seven months of operation: Of the individuals we worked with, we were able to provide rent assistance totaling \$13,831 which prevented the eviction and potential homelessness for 12 households. We also, provided deposit and initial rent assistance to move 8 households out of homelessness and into permanent housing. We continue to work with many of the other households seeking HSC services get connected with affordable housing and landlords. The biggest barrier we are finding to help these households however; is the lack of affordable housing. Even with available financial assistance, we have many people with whom we work who are unable to find an affordable place to live.

II. PROGRAM SUMMARY

1. What services will these funds provide?

How the funds will be used: Overall, these funds will be used to pay the salaries and benefits for a part-time (20 hours per week) HSC Navigator to be located at Helpline House. It will also fund a portion of the supervisor's time (5%), program support costs (i.e. training,

supplies, phone), and KCR administration costs, using our federally approved indirect rate of 8.3%. In addition, a portion of the funds requested will be used to provide direct rental assistance for eligible individuals who are homeless or facing the imminent risk of homelessness on Bainbridge.

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

- Referrals to deposit and eviction prevention rental assistance. Rental assistance will include funds provided by this grant as well as other KCR administered rental assistance program such as the Health and Recovery Peer Supports (HARPS) grant which specifically helps with deposit and eviction prevention expenses for those individuals who are diagnosed with either a mental illness and/or substance use disorder.
- Referrals to emergency shelter and maintenance of the community emergency shelter waiting list.
- Referrals to transitional, supportive and permanent supportive housing programs across Kitsap County.
- Access to more than 120 landlords countywide who routinely provide the HSC updates on unit availability and have indicated a willingness to work with people even if they have housing barriers such as eviction or criminal histories, poor credit history, or limited income.
- Collaboration with Kitsap Mental Health Services and substance abuse treatment programs to assist individuals in need of such services access appropriate supportive housing options.
- Referrals to community services including Employment and Training programs.
- Referrals to Peninsula Community Health Services for Mental Health medical evaluations where personal insurance is not available.
- Community outreach to sites where homeless persons are located such as libraries, ferry terminal, and encampments (with coordination of local law enforcement) to encourage participation in housing and community services.
- Referrals to the Veterans Assistance Program, Kinship Care program and the Homeless Childcare Program.

Services tailored to the unique needs of the household: When a resident meets with the HSC Navigator, the focus of the conversation is identifying the unique needs of the household as well as any other factors that may be contributing to their current crisis such as limited income, vulnerability of the household, health issues, family disconnection, substance use or other similar such barriers. Then, wherever feasible, the Navigator works with the household to identify the housing or shelter option that is best suited to their situation. In many cases, this may take several meetings and follow-up conversations to ensure the household is connected to the most appropriate resources. Often, when it comes to accessing emergency shelter, we find that people are unwilling to leave

Bainbridge, which limits the options available to a household. And, recognizing that resolving a crisis is only part of the solution, the Navigator will work to connect the household with other vital community resources including case management, medical, mental health and substance use services, employment services, and other key community resources.

Program Goals: Ultimately, our goal is to connect as many households in crisis to permanent housing, or at least emergency shelter options until more permanent resources can be identified. As mentioned, one of the most difficult barriers to overcome is the insufficient supply of affordable housing on the Island. Many of the people we work with appreciate living on the Island, are raising children here, and want to find a way to remain in this community. Regardless, we are committed to working with people as long as it takes to get families connected to options that may work for them; which in some cases may include moving off the Island to more affordable parts of the County.

In 2016, we estimate that we will meet with 128 unduplicated households (HH). Of those households:

- We estimate 50% (64 HH) will be facing an eviction and the possibility of homelessness. Of those 80 households, we estimate half (32 HH) will be eligible to be served with eviction prevention, assuming available funding in the community.
- We estimate 25% (32 HH) will be literally homeless and in need of permanent housing. Of those 32 households, we estimate that we will be able to move half (16 HH) households into permanent housing, whether on the Island or in the broader area of Kitsap County.
- Of the remaining households, we will evaluate their situation, and make appropriate housing and community referrals that may include working with them to get on affordable housing waiting lists on Bainbridge and other parts of the county.

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

The recipients of the HSC services will be individuals and families who are homeless and seeking emergency shelter or permanent housing, households that are facing eviction for the non-payment of rent, as well individuals and families seeking help identifying more affordable housing opportunities. If someone presents with an immediate housing crisis, every effort will be made to stabilize the household the same day either through placement into shelter or in certain circumstances through an emergency motel voucher until more permanent housing options can be identified.

3. How will recipients access those services?

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

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

The HSC Navigator will meet with anyone seeking housing assistance. Our experience thus far suggests that roughly 75% of those accessing services at this site currently reside on the Island, while the other 25% have recently located to the island with last known address outside of Bainbridge. The specific programs to which they may be referred will be governed by the qualifications of individual programs; however, in general, the rental assistance will be offered to individuals living at or below 30% AMI or 50% AMI for families with children. The HSC Navigator will have the discretion to offer assistance outside of these parameters where circumstances warrant.

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

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

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

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

Access to safe and affordable housing is a universal human need. When individuals and families do not have access to housing or are facing the risk of losing their housing, the entire community suffers. Likewise, when a community helps an individual or family avoid the trauma of homelessness, everyone on the Island stands to benefit. For example, a child whose family is in the throes of homelessness will have an impact on all of the children in the classroom. According to the National Center on Homelessness, "children experiencing homelessness have three times the rate of emotional and behavioral problems compared to non-homeless children." Therefore, when the community is able to raise the quality of life for one individual or family, the quality of life of the community is raised as well.

III. 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.).

Organization History: KCR was founded nearly 50 years ago to identify and address the unmet needs of low-income Kitsap County residents. Over the years, we have created community food banks, homeless shelters and housing, community health centers and early learning programs together with our many private and public partners. Currently we administer more than 20 major programs including Head Start and ECEAP pre-school, homeless and housing, weatherization, employment and training, BE\$T business training, energy assistance and weatherization. All of these programs address KCR's mission of creating hope and opportunity for low-income Kitsap county residents by providing resources that promote self-sufficiency. The HSC is beginning its sixth year of operation in 2017, and is recognized as one of the premier coordinated entry programs across our state.

KCR Services Offered on Bainbridge Island: KCR has also had a direct presence on Bainbridge Island for many years. KCR offers Head Start programs which provide children with educational activities and supportive and nurturing environment designed to help prepare them for success in school. KCR offers Women Infant and Nutrition Services (WIC) at Bainbridge Island City Hall one day per month. In addition, Bainbridge Island residents who are income qualified, are currently served with energy assistance including electricity, natural gas, propane, oil or wood, depending on the needs of the household as well as

weatherization services designed to improve energy efficiency. Finally, our agency administers several rental assistance programs serving residents across the county which may be available to residents served by this HSC site.

Collaborations and Partnerships: We find that our partnership and co-location with Helpline House has proven to be a tremendous advantage, given their excellent location and strong reputation in the community. There is a great deal of collaboration between the two organizations, and Joanne Tews – Executive Director of Helpline House noted, “Housing Solutions Center is a vital resource for people facing housing challenges. I am impressed by the program’s accessibility and fast response time.” The HSC also routinely works with Housing Resources Bainbridge to coordinate access to their affordable housing options and an HRB staff member sits on the countywide HSC Advisory Council.

In addition, the HSC has 17 community housing partners including all the emergency shelter and domestic violence service providers, Bremerton Housing Authority, Housing Kitsap, Housing Resources Bainbridge, the major substance abuse treatment centers, Helpline House, Kitsap Mental Health Services. And, we also work closely with more than 100 landlords, Oxford housing providers, the Drug Court diversion program, Peninsula Community Health Services, Kitsap Transit, and Employment and Training programs.

Experienced Staff: The Navigator in this position assisted with the initial design for the Bainbridge site and is a long-time resident of North Kitsap. She holds a Master’s degree and has experience working with children as well as mental health clinics and nursing home facilities. Her supervisor has been part of the HSC team since its inception six years ago and has led the team for the past two years. The Director of KCR Housing and Community Support Services managed the initial implementation of the HSC and now leads the larger Division which also includes Housing services, Veterans Assistance, Weatherization, and Energy assistance program.

IV. 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) | | \$24,500 | \$24,500 | | \$25,325 | \$25,325 | |
| Space / Facilities | \$2,500 | | \$2,500 | \$2,500 | | \$2,500 | In-kind – Helpline House |
| Equipment Purchase | | | | | | | |
| Travel / Training | | \$1,000 | \$1,000 | | \$1,000 | \$1,000 | |
| Insurance | | | | | | | |
| Operating Expenses | | \$1,200 | \$1,200 | | \$1,200 | \$1,200 | |
| Scholarships / Stipends | | | | | | | |
| Other – Direct Rental Assistance | \$30,000 | \$2,200 | \$32,200 | \$30,000 | \$2,275 | \$32,275 | Rental Assistance (subject to funding) |
| Indirect Administrative Costs | | \$2,600 | \$2,600 | | \$2,700 | \$2,700 | |
| TOTAL | \$32,500 | \$31,500 | \$64,000 | \$32,500 | \$32,500 | \$65,000 | |

1. What is the total of your agency's estimated budget for 2017?
\$12,647,856
2. What portion of your total agency budget does this request represent?
.5%

3. How have the services you are requesting been funded for in the past?

Last year the Housing Solutions Center received City of Bainbridge Human Service funding for \$36,500 and support from a private funder for \$16,250 to open an HSC office supporting housing and homeless services on the Island. Before that, the HSC North Kitsap site has historically been funded through a grant from the Homeless Housing Grant Program, administered through Kitsap County Division of Human Services.

4. What other sources of funding are you seeking (or have you secured) to support this proposed program or services?

| | |
|---|----------|
| CHG and ESG – Rent Assistance - Secured | \$10,000 |
| Health and Recovery Peer Supports (HARPS) | \$20,000 |

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

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

V. 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.

All households served will be entered into the Homeless Information Management System (HMIS). This will enable us to track the number of unduplicated individuals and households served, their demographics, their respective housing situation, any referrals they received, and the primary cause of their homelessness. This data can be extracted to support all of the outcome tracking requirements

| OUTPUTS AND OUTCOMES CHART | | |
|--------------------------------|---|---|
| Program Activities or Services | Annual Goal: Unduplicated Bainbridge Residents Served (Outputs) | Outcome of Receiving this Program/Service (Outcomes) |
| Navigator Services | 128 HH (205 Individuals) | 128 HH (205 Individuals) will meet with a Navigator and receive housing and community referrals |
| Deposit Referral Services | 32HH (51 Individuals) | 16 HH (25 Individuals) will be eligible for assistance, find a landlord, and moved into permanent housing |
| Eviction Prevention | 64 Households | 32 HH (52 individuals) will be eligible for assistance that will prevent an eviction/homelessness |

VI. PROGRAM EVALUATION PLAN

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

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

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.