



# City of Seattle

## Human Services Department

700 5<sup>th</sup> Avenue, Suite 5800  
PO Box 34215  
Seattle, Washington 98124-4215  
(206) 386-1001

Contract # :	DA11-1392
Amendment # :	2
Term of Contract:	1/1/2011-12/31/2011
Effective Date of Amendment:	4/1/2011
Changes:	<input checked="" type="checkbox"/> Scope of Services <input type="checkbox"/> Time of Performance <input checked="" type="checkbox"/> Contract Budget <input type="checkbox"/> Other

## Services Agreement Amendment

\_\_\_ Agency  Project \_\_\_ Consultant

Agency Name:	Seattle Housing And Resource Effort
Project/Program Name:	Shelter Program
Agency Address & Phone Number:	P.O. Box 2548 Seattle, WA 98111 (206) 448-7889
Purpose of Amendment:	To add \$21,000.00 (General Funds) to the budget, increasing the budget from \$377,517.00 to \$398,517.00 and to increase bednights from 47,817 to 51,528.

**Amend:** Section 200. Compensation - Rate and Maximum

The City shall compensate the Agency for satisfactorily providing the scope and range of services identified in the attached exhibits at the following unit rates:

- 47,817 @ \$5.65733 per bednight (SHARE Programs)
- 59 nights of Severe Weather Shelter @ \$537.29 per night
- 123 nights of Winter Shelter operation @ \$612.1942 per night.

provided, however, that in no event shall the total compensation provided to the Agency by the City hereunder exceed the sum of **Three Hundred Seventy Seven Thousand Five Hundred Seventeen Dollars (\$377,517.00)**.

**To Read:** Section 200. Compensation - Rate and Maximum

The City shall compensate the Agency for satisfactorily providing the scope and range of services identified in the attached exhibits at the following unit rates:

- 51,528 @ \$5.65733 per bednight (SHARE Programs)
- 59 nights of Severe Weather Shelter @ \$537.29 per night
- 123 nights of Winter Shelter operation @ \$612.1942 per night.

provided, however, that in no event shall the total compensation provided to the Agency by the City hereunder exceed the sum of **Three Hundred Ninety Eight Thousand Five Hundred Seventeen Dollars (\$398,517.00)**.

**Services Agreement Amendment**  
**(Continuation Sheet)**

Contract #: DA11-1392

Amendment #: 2

**Amend:** Exhibit A-1 Goals and Objectives  
Exhibit B Budget  
Contractor's Invoice Form, Attachment 1  
Monthly Status Report, Attachment 2

All noted as Amendment 1, effective March 1, 2011

**To Read:** Exhibit A-1 Goals and Objectives  
Exhibit B Budget  
Contractor's Invoice Form, Attachment 1  
Monthly Status Report, Attachment 2

All noted as Amendment 2, effective April 1, 2011

IN WITNESS HEREOF, the parties hereto have executed this Amendment which is effective on the date noted above.

ACKNOWLEDGMENT & ACCEPTANCE AGENCY/ CONTRACTOR	CITY OF SEATTLE HUMAN SERVICES DEPARTMENT
By: <u>Martin L. Freeman</u> for Title: <u>PRESIDENT BOD</u> Date: <u>5/3/2011</u>	By: <u>Dannette R. Smith</u> for Title: <u>Dannette R. Smith, Director</u> Date: <u>5/3/2011</u>

## Exhibit A-1

### Goals and Objectives

#### Introduction

The City of Seattle places a high priority on addressing the problem of homelessness. Through grants and contracts to community based organizations, the City funds a range of services to help homeless people seek and keep permanent housing. Homeless Assistance services are administered through the Community Services Division of the City of Seattle's Human Services Department.

The specific purpose of emergency shelter programs is to assist homeless people to obtain permanent housing by providing shelter and resources that help people to take steps toward stabilization and their fullest participation in the community.

#### Strategic Investment Plan Strategy & Outcomes

By investing in The Seattle Housing and Resource Effort's Shelter Programs, the Human Services Department expects to transition people from homelessness to housing by achieving the following outcome:

SIP Investment Area Number & Name:	A2A - Emergency Shelters
<b>SIP Code</b>	Performance Outcome
<b>A2A1-O</b>	2,500 individuals who are homeless will utilize Seattle Housing and Resource Effort shelters.
	<b>Verification:</b> Sign in sheets and Agency records

#### Program Description

##### 1. Shelter Program

Seattle Housing and Resource Effort (SHARE) will provide emergency shelter and storage services to homeless adults. SHARE shelters are located throughout Seattle (See Attachment 2) and utilize donated space. The shelters are drug and alcohol free and are self managed by members of the program who are active in decision-making processes, rule enforcement, and shelter maintenance. SHARE provides an array of living environments, including all-male, all-female and co-ed shelters as well as a day-sleeper program for people working during the night and a housing-for-work program targeted at residents who have shown an interest in developing their leadership development skills. SHARE also maintains a storage-locker facility to supplement meager storage available to homeless people in the Seattle area.

SHARE shelters are operational at least 8 hours per night to ensure that each participant has the opportunity for adequate rest.

People desiring to enter a SHARE shelter sign up to be interviewed by a representative of the shelter they wish to enter. The name is checked against a list of individuals barred for excessively disruptive behavior or rule breaking. Individuals are made aware of the SHARE shelter policies and may sign an agreement form which is used to gain entrance upon their first night at the shelter and kept on record thereafter. Individuals who identify themselves as having needs beyond the scope of SHARE are referred to appropriate services or to the Crisis Clinic's Community Information Line.

Members of SHARE shelters are expected to participate in the upkeep of their shelter. SHARE members are allowed to remain in the program for as long as necessary with the exception of the Bunkhouse which has a residency limit of two years.

## **2. SHARE 2**

SHARE 2 provides resident management of four facilities with approximately 7-member communities of men and women. Members work for the SHARE shelter program in exchange for housing.

## **3. Women's Severe Weather Shelter**

The Agency will provide staff and oversight for the Women's Severe Weather Shelter for homeless women at the Frye Apartments in downtown Seattle at 3<sup>rd</sup> & Yesler during the period January 1, 2011 – February 28, 2011 for 59 nights.

## **4. Women's Winter Shelter**

The Agency will provide staff and oversight for the Women's Winter Shelter for homeless women at the Frye Apartments in downtown Seattle at 3<sup>rd</sup> & Yesler (or alternate location) during the period March 1, 2011 – March 31, 2011 and October 1, 2011-December 31, 2011 for 123 nights

### *PROGRAM ELIGIBILITY*

The program will provide services to homeless men and women 18 years of age or older. SHARE participants must be sober, competent, and willing to work with other clients in self-management. Low-income persons are defined as those with incomes at or below 50% of the Seattle Metropolitan Statistical Area (SMSA). Persons who have income at or below 125% of federal poverty are the target population.

### **Performance Commitment**

To provide 51,528 bed nights with funds from 2011 HIBGA General Funds.

- A. 45,926 (shelters)
- B. 5,602 (SHARE2)

Additionally, 59 nights of operation for the Women's Severe Weather Shelter and 123 nights of operation for the Women's Winter Shelter will be provided.

**SERVICE UNIT DEFINITION**

1. Shelter Program (including SHARE2): Bed night

A bed night of service is equal to one person being provided with one night of emergency shelter and other services by the Agency, as described in this Agreement.

2. Severe Weather Shelter: Nights of Operation

3. Winter Weather Shelter: Nights of Operation

**Milestones and Performance Commitment**

<b>Shelter Program</b>	<b>Verification</b>
Participants will obtain a total of at least <b>51,528</b> shelter bednights	Nightly shelter sign-in sheets Safe Harbors data
Homeless persons will secure and store their possessions by completing <b>2,500</b> contracts for monthly locker service	Number of signed locker contracts
Maintain an overall occupancy rate of 80%	Shelter sign in sheets
<b>Performance Commitment: A2A1-O</b> 2,500 (unduplicated) homeless people will increase their safety and security by spending at least one night in a SHARE shelter or SHARE2 housing (excluding Women's Severe Weather Shelter).	Nightly shelter sign-in sheets (shelter program); monthly utility fee records (SHARE2)
<b>Severe Weather Shelter</b>	<b>Verification</b>
59 nights of emergency shelter operation shall be provided for homeless women during the winter months of January and February 2011.	Agency reports
<b>Women's Winter Shelter</b>	<b>Verification</b>
123 nights of emergency shelter operation shall be provided for homeless women during the winter months of March and October –December 2011.	Agency reports



## Exhibit B

### Budget

Funding for the Shelter Program is made possible through revenue from the 2011 HIBGA General Fund. Continued funding is contingent upon program performance and availability of funds.

The budget below displays funds available from the individual sources only during the time frames identified at the top of each column. Budgeted funds may include funds not yet awarded to the City, but anticipated to be available only during the term specified. Unspent funds from one grant period may not be carried forward to the subsequent grant period. Unanticipated delays in the execution of a grant agreement may cause delays in the processing of invoices under this Agreement. The City will notify the Agency in such event.

The City's reimbursement to the Agency will be based on the provision of the units of service below, according to the cost categories and amounts specified.

Cost Code	Item	2011 HIBGA GENERAL FUND 1/1/2010 - 12/31/2010	Total
	51,528 Bednights	\$291,517.00	\$291,517.00
	59 Nights of Severe Weather Shelter Operation	\$31,700.11	\$31,700.11
	123 Nights of Winter Shelter Operation	\$75,299.89	\$75,299.89
	<b>TOTAL</b>	<b>\$398,517.00</b>	<b>\$398,517.00</b>

#### Basis for Computation of Unit Cost

- 51,528 bednights at \$5.65733 per bednight (Shelter and SHARE 2 programs)
- 59 nights of severe weather operation @ \$537.29 per night
- 123 nights of Winter Shelter operation @ \$612.1942

#### Approved Reimbursement

The approved maximum reimbursement for the Shelter Program is Two Hundred Ninety One Thousand Five Hundred Seventeen Dollars (\$291,517.00). The approved maximum reimbursement for the Severe Weather Shelter is Thirty One Thousand Seven Hundred Dollars and Eleven Cents (\$31,700.11). The approved maximum reimbursement for the Winter Shelter is Seventy Five Thousand Two Hundred Ninety Nine Dollars and Eighty Nine Cents (\$75,299.89). The total reimbursement for the period 1/1/2010 - 12/31/2010 will not exceed Three Hundred Ninety Eight Thousand Five Hundred Seventeen Dollars (\$398,517.00). Should the Agency be reimbursed less than the approved amount, the remaining funds may be reprogrammed for other purposes.

## **Exhibit B**

### **Budget**

#### **Approved Reimbursement for Bed Nights**

The approved reimbursement for bed night costs is \$72,879.25 and may exceed that amount by a maximum of ten percent (10%) for the first, second or third quarter without prior approval of the City. The total bed night reimbursement for the period 1/1/2011 – 12/31/2011 will not exceed Two Hundred Ninety One Thousand Five Hundred Seventeen Dollars (\$291,517.00). Should the Agency be reimbursed less than the approved quarterly amount, the remaining funds may be reprogrammed for other purposes.

**Quarterly reimbursement approval does not apply to Severe Weather and Winter Shelter Nights of operation.**



*City of Seattle -- Human Services Department*  
**Contractor's Invoice Form -- Unit Cost Reimbursement**

Program Specialist: <b>Mary Flowers</b>	Division: Homelessness Intervention and Block Grant Admin	Phone: 206/684-0231	Contract #: DA11-1392	Contract Period: 1/1/2011 - 12/31/2011	Invoice #:	Invoice Period:
Contractor's Name: Seattle Housing And Resource Effort			Contractor's Address: P.O. Box 2548 Seattle, WA 98111-2548		Program Name: Shelter Program	
					Contact Person & Phone #: <b>Alan Chochoha 206-448-7889</b>	

Quantity	Description	Cost	Total Cost
	SHARE Bednights (maximum 51,528)	\$5,657.33	\$
	Severe Weather Shelter Nights of Operation (maximum 59 nights)	\$537.29	\$
	Winter Weather Shelter Nights of Operation (maximum 123 nights)	\$612,194.2	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
	<b>Subtotal</b>	\$	\$
	<b>Deductions</b>	\$	\$
	<b>Net Amount of Request</b>	\$	\$

Fund Source & Amount		2010 HIBGA General Fund	Severe Weather Shelter Nights	Winter Weather Shelter Nights	Total
2011 HIBGA General Fund = \$398,517.00					
Contract Budget		\$291,517.00	\$31,700.11	\$75,299.89	\$398,517.00
<i>Less PREVIOUS Reimbursement</i>			\$31,700.11		
Less Net Amount of This Request					
Equals Contract Balance			0		

**INVOICE CERTIFICATION - I, the undersigned, do hereby certify under penalty of perjury under the laws of The State of Washington, to the best of my knowledge and belief after diligent inquiry, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against The City of Seattle, and that I am authorized to authenticate and certify to said claim.**

Print Name: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>HSD Program Specialist Certification</b>	<b>HSD Finance Analyst Certification</b>
Signature: _____	Examiner's Signature: _____
Date: _____	Date: _____
Appropriation # : _____	Amount to be Paid: _____

## MONTHLY STATUS REPORT

Report for Month Ending \_\_\_\_\_

Report Prepared By \_\_\_\_\_ Phone \_\_\_\_\_

1. Shelter Program	Actual Performance			Annual Goal
	New This Month	Previous Months	Cumulative To Date	
<u>Bednights</u>				
a. General Fund (shelters)				45,926
b. General Fund (SHARE2)				5,602
c. SUB-TOTAL (a + b = c)				51,528

2. Women's Severe Weather Shelter *	New This Month	Previous Months	Cumulative To Date	Annual Anticipated Days of Operation
	<u>Nights of Operation</u>			
a. General Fund				59
TOTAL				59

3. Women's Winter Weather Shelter *	New This Month	Previous Months	Cumulative To Date	Annual Anticipated Days of Operation
	<u>Nights of Operation</u>			
a. General Fund				123
TOTAL				123

	Monthly Goal	New This Month	Previous Month	Cumulative To Date	Annual Goal
4. 2,500 homeless people will increase their safety and security by spending at least one night in a SHARE shelter or the Bunkhouse <b>A2A1-O</b>	208				2,500
5. Homeless people will complete 1,333 monthly contracts for storage locker services.	2,500				2,500

**Additional Reporting Requirement:**

Please attach the dates of operation and the number of women utilizing severe shelter services each night on a separate sheet.

Monthly Occupancy Rate: \_\_\_\_\_

Number of Lockers in use this month: \_\_\_\_\_