



City of Seattle

Human Services Department

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

Contract #:	DA11-1392
Amendment #:	3
Term of Contract:	1/1/2011-2/29/2012
Effective Date of Amendment:	10/21/2011
Changes:	<input checked="" type="checkbox"/> Scope of Services <input checked="" type="checkbox"/> Time of Performance <input checked="" type="checkbox"/> Contract Budget <input checked="" 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:	The Agency closed shelters due to loss of expected revenue from other funding sources. This amendment extends the contract term to 2/29/2012; adds \$80,171.00 (General Fund) for shelter operation 1/1/2012 - 2/29/2012; adds performance requirements related to Safe Harbors data entry; non closure of shelter services and an HSD financial review by 10/28/2011. The total contract amount is \$478,688.00.

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:

- 51,528 @ \$5.65733 per bed night (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)**.

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:

- 59,499 @ \$5.65733 per bed night (SHARE Programs)
- 59 nights of Severe Weather Shelter @ \$537.29 per night
- 123 nights of Winter Shelter operation @\$612.1942 per night through 12/31/2011
- 60 nights of Winter Shelter operation @ \$584.699 per night 1/1/2012 – 2/29/2012

provided, however, that in no event shall the total compensation provided to the Agency by the City hereunder exceed the sum of **Four Hundred Seventy Eight Thousand Six Hundred Eighty Eight Dollars (\$478,688.00)**.

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Services Agreement Amendment (Continuation Sheet)

Contract # :	<u>DA11-1392</u>
Amendment # :	<u>3</u>

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 2, effective April 1, 2011

To Read: See attached:

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

All noted as Amendment 3, effective October 21, 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><i>Antia L. Freeman</i></u> for Title: <u>President, SHARE BOD</u> Date: <u>10/24/11</u>	By: <u><i>Dannette R. Smith</i></u> for <u>Dannette R. Smith, Director</u> Date: <u>10/27/11</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 Transitional Living Support 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
SIP Code	Performance Outcome
A2A1-O	2,500 individuals who are homeless will utilize Seattle Housing and Resource Effort shelters. Verification: Sign in sheets and Agency records
A2A	The Agency will begin entering data for Commerce by 10/31/2011.
A2A	The Agency will participate in an HSD financial review by 10/28/2011.
A2A	All contracted SHARE shelter programs will remain open contingent upon Agency receipt of FEMA funds and Commerce reimbursement.

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 will sign up to be interviewed by a representative of the shelter they wish to enter. The name will be checked against a list of individuals barred for excessively disruptive behavior or rule breaking. Individuals will be made aware of the SHARE shelter policies and may sign an agreement form 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 will be 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 will be 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 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 3rd & 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 3rd & Yesler (or alternate location) during the period March 1, 2011 – March 31, 2011 and October 1, 2011-February 29, 2012 for 153 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 59,499 bed nights with funds from HSD General Funds.

A. 53,217 (shelters)

B. 6,282 (SHARE2)

Additionally, 59 nights of operation for the Women's Severe Weather Shelter and 153 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

Shelter Program	Verification
A2A Participants will obtain a total of at least 59,499 shelter bed nights	Nightly shelter sign-in sheets Safe Harbors data
A2A Homeless persons will secure and store their possessions by completing 2,500 contracts for monthly locker service	Number of signed locker contracts
A2A Maintain an overall occupancy rate of 80%	Shelter sign in sheets
A2A The Agency will begin entering data for Commerce by 10/31/2011	Safe Harbor System
A2A The Agency will participate in an HSD financial review by 10/28/2011	HSD Staff verification
A2A All contracted SHARE shelter programs will remain open contingent upon Agency receipt of FEMA funds and Commerce reimbursement	Agency notification to HSD
Performance Commitment: A2A1-O 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)
Severe Weather Shelter	Verification
A2A 59 nights of emergency shelter operation shall be provided for homeless women during the winter months of January and February 2011.	Agency reports
Women's Winter Shelter	Verification
A2A 153 nights of emergency shelter operation shall be provided for homeless women during the winter months of March 2011 through February 2012.	Agency reports

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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.

Cost Code	Item	HSD GENERAL FUND 1/1/2011 - 2/29/2012	OTHER FUNDS	Total
1110	Salaries	142,039	27,406	169,444
1300	Fringe Benefits	48,201	19,040	67,241
2100	Office Supplies	7,000	3,000	10,000
2200	Operating Supplies	25,152	21,895	47,047
2300	Repairs/Maintenance	8,672	5,200	13,872
3140	Contractual Employment	8,400	3,130	11,530
3190	Other Professional Services	14,885	5,278	20,163
3210	Telephone	14,000	7,300	21,300
3220	Postage	2,200	1,200	3,400
3300	Automobile Insurance	33,884	6,375	40,259
3310	Transportation/Bus Tickets	50,000	55,000	105,000
3500	Printing & Duplicating	14,000	29,500	43,500
3600	Insurance	9,655	2,800	12,455
3700	Public Utility	58,000	56,286	114,286
3800	Repairs and maintenance	5,600	13,300	18,900
3900	Rentals-buildings	17,000	19,425	36,425
3900a	Rentals Equipment	4,000	4,000	8,000
4290	Other Misc. Expenses	16,000	15,287	31,287
	TOTAL	\$478,888	295,422	\$774,109

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(\$336,606.00). 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.

Quarter	Amount
Q1	
Q2	
Q3	
Q4	

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

Program Specialist: Mary Flowers	Division: Homelessness Intervention and Block Grant Admin	Phone: 206/684-0231	Contract #: DA11-1392	Contract Period: 1/1/2011 - 2/29/2012	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 #: Alan Chochola 206-448-7889

Quantity	Description	Cost	Total Cost
	SHARE Bed nights (maximum 59,499)	\$5,657.33	\$
	Severe Shelter Nights of Operation (maximum 59 nights)	\$537.29	\$
	Winter Shelter Nights of Operation (maximum 123 nights) 3/1/2011-12/31/2011	\$612,194.2	\$
	Winter Shelter Nights of Operation 1/1/2012-2/29/2012 (maximum 60 nights)	\$584,669.4	\$
	Subtotal		\$
	Deductions		\$
	Net Amount of Request		\$

Fund Source & Amount	Severe Weather Shelter Nights	Winter Shelter Nights 3/1/2011-12/31/2011	Winter Shelter Nights 1/1/2012 - 2/29/2012	Total
HSD General Fund = \$478,688.00.00				
Contract Budget	\$31,700.11	\$75,299.89	\$35,082.00	\$478,688.00
Less PREVIOUS Reimbursement	\$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: _____	Date: _____
Authorized Signature: _____	
HSD Finance Analyst Certification	
Signature: _____	Examiner's Signature: _____
Date: _____	Date: _____
HSD Program Specialist Certification	
Appropriation #: _____	Amount to be Paid: _____

MONTHLY STATUS REPORT

Report for Month Ending _____ Report Prepared By _____

	Actual Performance			Annual Goal
	New This Month	Previous Months	Cumulative To Date	
1. Shelter Program				
<u>Bednights</u>				
a. General Fund (shelters)				53,217
b. General Fund (SHARE2)				6,282
c. SUB-TOTAL (a + b = c)				59,499
2. Women's Severe Weather Shelter *				
<u>Nights of Operation</u>				
a. General Fund				59
TOTAL				59
3. Women's Winter Weather Shelter *				
<u>Nights of Operation</u>				
a. General Fund				153
TOTAL				153

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

The Agency will begin entering data for Commerce by 10/31/2011	Was Commerce Data entered during this report period? Yes <input type="checkbox"/> No <input type="checkbox"/>
The Agency will participate in an HSD financial review by 10/28/2011	Did the Agency participate in an HSD financial review by 10/28/2011 Yes <input type="checkbox"/> No <input type="checkbox"/>

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: _____