



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 #:	4
Term of Contract:	1/1/2011-4/30/2012
Effective Date of Amendment:	3/1/2012
Changes:	<input checked="" type="checkbox"/> Scope of Services <input checked="" 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:	This amendment extends the contract term to 4/30/2012; and adds \$80,751.37 (General Fund) for shelter operation during the period 3/1/2012 - 4/30/2012. The total contract amount is \$559,439.37

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:

- 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)**.

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:

- 67,469 @ \$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
- 121 nights of Winter Shelter operation @ \$584.699 per night 1/1/2012 – 4/30/2012

provided, however, that in no event shall the total compensation provided to the Agency by the City hereunder exceed the sum of **Five Hundred Fifty Nine Thousand Four Hundred Thirty Nine Dollars and Thirty Seven Cents (\$559,439.37)**.

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City of Seattle

Michael Patrick McGinn, Mayor

Human Services Department

Dannette R. Smith, Director

Contract Processing for Agency & Project Services Agreement Amendments

Enclosed are two copies of the amendment between your agency and the City of Seattle Human Services Department. The amendments, one stamped "original" and one stamped "copy", are to be signed on the signature section of the amendment forms. Please return the amendment stamped "original" to:

Attention: Mary Flowers, Program Specialist
Human Services Department
700 5th Avenue, Suite 5800
PO Box 34215
Seattle, WA 98124-4215

Please keep the signed amendment stamped "copy" for your agency records.

Should you have any questions concerning the content of the amendment, please call your Program Specialist, Mary Flowers, at 206/684-0231.

Enclosures

700 5th Avenue, Suite 5800, PO Box 34215, Seattle, WA 98124-4215

Tel: (206) 386-1001, Fax: (206) 233-5119, TTY/TDD: (206) 233-2778, www.cityofseattle.net/humanservices/

An equal employment opportunity, affirmative action employer. Accommodations for people with disabilities provided upon request.

(Revised 6/06)

Services Agreement Amendment

(Continuation Sheet)

Contract #:	<u>DA11-1392</u>
Amendment #:	<u>4</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 3, effective October 21, 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 4, effective March 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><i>Christa L. Tisdeman</i></u> for Title: <u>PRESIDENT Board of Directors</u> Date: <u>4/16/12</u>	By: <u><i>Dannette R. Smith</i></u> for <u>Dannette R. Smith, Director</u> Date: <u>4/17/12</u>

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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 per contract year. 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-

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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- April 30, 2012 for 244 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 67,469 bed nights with funds from HSD General Funds.

Additionally, 59 nights of operation for the Women’s Severe Weather Shelter and 244 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 67,469 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 per contract year	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/Winter 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 244 nights of emergency shelter operation shall be provided for homeless women during the winter months of March 2011 through April 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 and the 2012 HSD 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	180,565	32,065	212,630
1300	Fringe Benefits	57,710	24,562	82,272
2100	Office Supplies	7,000	3,000	10,000
2200	Operating Supplies	35,000	25,000	60,000
2300	Repairs/Maintenance	8,672	5,200	13,872
3140	Contractual Employment			
3190	Other Professional Services	14,885	5,278	20,163
3210	Telephone	15,400	7,300	22,700
3220	Postage			
3300	Automobile Expense	38,000	8,000	46,000
3310	Transportation/Bus Tickets	62,400	70,000	132,400
3500	Printing & Duplicating	14,000	29,500	43,500
3600	Insurance	12,000	8,000	20,000
3700	Public Utility	68,000	75,000	143,000
3800	Repairs and maintenance	6,400	20,000	26,400
3900	Rentals-buildings	19,000	30,000	49,000
3900a	Rentals Equipment	4,000	4,000	8,000
4290	Other Misc. Expenses	16,407.37	20,000	36,407.37
	TOTAL	\$559,439.37	366,905.00	\$926,344.37

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Specific Fund Sources - Other Funds	
FEMA	\$44,000.00
Levy/Laundry	\$25,000.00
Laundry	\$5,000.00
Contributions/Fundraising	\$100,000.00
ESHIP	\$97,000.00
Aloha/Co-Pays	\$50,000.00
Corporate/Government Supplemental	\$35,000.00
	\$356,000.00

* Operating Supplies	
Toilet Paper	\$16,000
Trash Bags	\$16,000
Cleaning Supplies	\$15,600
Meeting food	\$12,400
TOTAL	\$60,000

^ Other Professional Services	
Book Keeping	\$6,575.00
Audit/Financial Review	\$4,200.00
Bunkhouse Mgt. Fee	\$3,750.00
Payroll Services	\$5,638.00
	\$20,163.00

^ Other Miscellaneous Expenses:	
Pest Control	\$23,999.00
Food Service Supplies	\$11,683.37
Dues/Memberships	\$725.00
TOTAL	\$36,407.37

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.

Basis for Computation of Unit Cost

- 67,469 bed nights at \$5.65733 per bed night (Shelter and SHARE 2 programs)
Total=\$381,694.39
- 59 nights of severe weather operation @ \$537.29 per night **Total=\$31,700.11**
- 123 nights of Winter Shelter operation @ \$612.1942 through 12/31/2011
Total=\$75,299.89
- 121 nights of Winter Shelter operation @ \$584.6694 1/1/2012 – 4/30/2012
Total=\$70,744.98

Approved Reimbursement

The approved maximum reimbursement for the Shelter Program is Three Hundred Eighty One Thousand Six Hundred Ninety Four Dollars and Thirty nine Cents (\$381,694.39). 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 during the period 1/1/2011 through 12/31/2011 is Seventy Five Thousand Two Hundred Ninety Nine Dollars and Eighty Nine Cents (\$75,299.89). The approved maximum reimbursement for the Winter Shelter during the period 1/1/2012 through 4/30/2012 is Seventy Thousand Seven Hundred Forty Four Dollars and Ninety Eight Cents(\$70,744.98). The total reimbursement for the period 1/1/2011 – 4/30/2012 will not exceed Five Hundred Fifty Nine Thousand Four Hundred Thirty Nine Dollars and Thirty Seven Cents (\$559,439.37). Should the Agency be reimbursed less than the approved amount, the remaining funds may be reprogrammed for other purposes.

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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 - 4/30/2012	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 #: Nathan Martin 206-448-7889

Quantity	Description	Cost	Total Cost
	SHARE Bed nights (maximum 67,469)	\$ 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	\$ 612.1942	\$
	Winter Shelter Nights of Operation 1/1/2012-4/30/2012 (maximum 121 nights)	\$ 584.6694	\$
	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 - 4/30/2012	Total
HSD General Fund = \$559,439.37	\$31,700.11	\$75,299.89	\$70,744.98	\$559,439.37
Contract Budget	\$31,700.11	75,299.89		
Less PREVIOUS Reimbursement				
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 Program Specialist Certification	
Signature: _____	Examiner's Signature: _____
Date: _____	Date: _____
Appropriation #: _____	Amount to be Paid: _____

MONTHLY STATUS REPORT

Report for Month Ending _____ Report Prepared By _____

1. Shelter Program	Actual Performance			Annual Goal
	New This Month	Previous Months	Cumulative To Date	
<u>Bednights</u>				
a. General Fund (shelters)				61,187
b. General Fund (SHARE2)				6,282
c. SUB-TOTAL (a + b = c)				67,469
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 Days of Operation
<u>Nights of Operation</u>				
a. General Fund				244
TOTAL				244

	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 checked="" 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: _____