



# 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 #:	6
Term of Contract:	1/1/2011-12/31/2012
Effective Date of Amendment:	7/1/2012
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 12/31/2012 and adds a total of \$210,054.71(General Fund) for shelter operations which includes \$53,789.60 for Winter Shelter operation and \$156,265.11 for Shelter operation. The total contract amount is \$814,583.00.

**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:

- 75,439 @ \$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 **Six Hundred Four Thousand Five Hundred Twenty Eight Dollars and Twenty Nine Cents (\$604,528.29)**.

**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:

- 103,060.7 @ \$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
- 213 nights of Winter Shelter operation @ \$584.699 per night 1/1/2012 – 12/31/2012

Provided, however, that in no event shall the total compensation provided to the Agency by the City hereunder exceed the sum of **Eight Hundred Fourteen Thousand Five Hundred Eight Three Dollars (\$814,583.00)**.

# Services Agreement Amendment

## (Continuation Sheet)

Contract # :	<u>DA11-1392</u>
Amendment # :	<u>6</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 5, Effective May 1, 2012

**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 6, Effective July 1, 2012

IN WITNESS WHEREOF, 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>Debra L. Freeman</i></u> for Title: <u>PRESIDENT Board of Directors</u> Date: <u>8/8/12</u>	By: <u><i>Dannette R. Smith</i></u> (for) <small>Dannette R. Smith, Director</small> Date: <u>8/10/12</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:

<b>SIP Investment Area Number &amp; Name:</b>	<b>A2A – Emergency Shelters</b>
<b>SIP Code</b>	Performance Outcome
<b>A2A1-O</b>	2,500 individuals who are homeless will utilize Seattle Housing and Resource Effort shelters per contract year.  <b>Verification:</b> Sign in sheets and Agency records
<b>A2A</b>	The Agency will begin entering data for Commerce by 10/31/2011.
<b>A2A</b>	The Agency will participate in an HSD financial review by 10/28/2011.
<b>A2A</b>	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 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- April 30, 2012; and October 1, 2012 – December 31, 2012 for 336 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 75,439 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**

<b>Shelter Program</b>	<b>Verification</b>
<b>A2A</b> Participants will obtain a total of at least <b>103,060.7</b> shelter bed nights	Nightly shelter sign-in sheets Safe Harbors data
<b>A2A</b> Homeless persons will secure and store their possessions by completing <b>2,500</b> contracts for monthly locker service per contract year	Number of signed locker contracts
<b>A2A</b> Maintain an overall occupancy rate of 80%	Shelter sign in sheets
<b>A2A</b> The Agency will begin entering data for Commerce by 10/31/2011	Safe Harbor System
<b>A2A</b> The Agency will participate in an HSD financial review by 10/28/2011	HSD Staff verification
<b>A2A</b> All contracted SHARE shelter programs will remain open contingent upon Agency receipt of FEMA funds and Commerce reimbursement	Agency notification to HSD
<b>A2A</b> Share will continue to monitor and revise as necessary changes to the survey process that will result in improved entry data and survey collection and coordination.	Agency notification to HSD - meetings or written reports
<b>A2A</b> Share will continue to problem solve and address challenges associated with improving Safe Harbors reporting of bednight and occupancy numbers.	Agency notification to HSD and Safe Harbor System
<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/Winter Shelter).	Nightly shelter sign-in sheets (shelter program); monthly utility fee records (SHARE2)
<b>Severe Weather Shelter</b>	<b>Verification</b>
<b>A2A</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>
<b>A2A</b> 336256 nights of emergency shelter operation shall be provided for homeless women during the winter months of March 2011 through December 2012.	Agency reports

## 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 - 12/31/2012	OTHER FUNDS	Total
1110	Salaries	256,800	48,200	305,000
1300	Fringe Benefits	80,280	34,720	115,000
2100	Office Supplies	10,000	5,000	15,000
2200	Operating Supplies	52,000	36,000	88,000
2300	Repairs/Maintenance	12,500	7,500	20,000
3140	Contractual Employment			
3190	Other Professional Services	21,180	7,820	29,000
3210	Telephone	22,000	12,000	34,000
3220	Postage			
3300	Automobile Expense	56,000	12,000	68,000
3310	Transportation/Bus Tickets	94,000	106,000	200,000
3500	Printing & Duplicating	21,000	41,000	62,000
3600	Insurance	18,000	12,000	30,000
3700	Public Utility	102,000	110,000	212,000
3800	Repairs and maintenance	11,000	27,000	38,000
3900	Rentals-buildings	29,000	41,000	70,000
3900a	Rentals Equipment	5,500	6,500	12,000
4290	Other Misc. Expenses	23,323	20,677	44,000
	<b>TOTAL</b>	<b>\$814,583.00</b>	<b>\$527,417.00</b>	<b>\$1,342,000.00</b>



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

Program Specialist: <b>Mary Flowers</b>	Division: <b>Transitional Living and Support</b>	Phone: <b>206/684-0231</b>	Contract #: <b>DA11-1392</b>	Contract Period: <b>1/1/2011 – 6/30/2012</b>	Invoice #:	Invoice Period:	
Contractor's Name: <b>Seattle Housing And Resource Effort</b>		Contractor's Address: <b>P.O. Box 2548 Seattle, WA 98111-2548</b>		Program Name: <b>Shelter Program</b>			Contact Person & Phone #: <b>Nathan Martin 206-448-7889</b>

Quantity	Description	Cost	Total Cost
	SHARE Bed nights (maximum 103,060.7)	\$ 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 1/1/2012-12/31/2012 (maximum 213 nights)	\$ 584.6694	\$
	<b>Subtotal</b>	\$	\$
	<b>Deductions</b>	\$	\$
	<b>Net Amount of Request</b>	\$	\$

Fund Source & Amount	Severe Weather Shelter Nights	Winter Shelter Nights 3/1/2011-12/31/2011	Winter Shelter Nights 1/1/2012 – 12/31/2012	Total
HSD General Fund = \$604,528.29				
Contract Budget	\$31,700.11	\$75,299.89	\$124,534.58	\$814,583.00
Less PREVIOUS Reimbursement	\$426,783.31	75,299.89	\$70,744.98	604,528.29
Less Net Amount of This Request				
Equals Contract Balance	\$156,265.11	0	53,789.60	210,054.71

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 \_\_\_\_\_

Actual Performance				
	New This Month	Previous Months	Cumulative To Date	Contract Goal
<b>1. Shelter Program</b>				
<u>Bednights</u>				
a. General Fund (shelters)				
b. General Fund (SHARE2)				
c. SUB-TOTAL (a + b = c)				103,060.7
<b>2. Women's Severe Weather Shelter *</b>	<b>New This Month</b>	<b>Previous Months</b>	<b>Cumulative To Date</b>	<b>Goal</b>
<u>Nights of Operation</u>				
a. General Fund				59
TOTAL				59
<b>3. Women's Winter Weather Shelter *</b>	<b>New This Month</b>	<b>Previous Months</b>	<b>Cumulative To Date</b>	<b>Contract Goal</b>
<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.	2,666				2,666

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"/>
Agency will report survey process improvement	Did the agency report progress Yes <input type="checkbox"/> No <input type="checkbox"/>
Agency will improve data accuracy for people present on nights the shelters are open	Did accuracy improve this month 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: \_\_\_\_\_

**MONTHLY NARRATIVE REPORT**

**Please provide an explanation for any shelter closures of 3 nights or more:**

**Does the Agency require any participant community service requirements? If so, please list all that apply.**

**Please explain any staff changes this month:**

**Please explain changes in programming costs and the impact:**

## MONTHLY SHARE SHELTER INVENTORY REPORT

Reporting Period: \_\_\_\_\_ Date: \_\_\_\_\_

	SHELTER	Estimated Capacity per Night	# Bednights Available for Month	# Individuals Sheltered This Month (bednights)	% Capacity for Month	# Days Open This Month	# Days Closed* This Month
1	All Saints 5150 S. Cloverdale	13 (co-ed)					
2	University Friends 4001 9 <sup>th</sup> Ave NE	18 (men)					
3	Calvary Lutheran 7400 Woodland Ave N.E	18 (men)					
4	GOG 2102 N 40 <sup>th</sup> St	13 (co-ed)					
5	Lakeview 9412 15 <sup>th</sup> Ave. NE	8 (women)					
6	Maple Leaf 10005 32 <sup>nd</sup> Ave NE	18 (co-ed)					
7	OFB/Downtowner 308 4 <sup>th</sup> Ave S	18 (men)					
8	Safe Haven 1400 S. Lane St.	28 (co-ed)					
9	St. John's 5515 Phinney Ave N	18 (co-ed)					
10	Vet's Hall 6512 23 <sup>rd</sup> Ave. N.W..	18 (co-ed)					
11	Woodland Park UMC 3023 N. 78 <sup>th</sup> Avenue	18 (men)					
12	CCS/CEC 4548 Brooklyn Ave NW	28 (Co-ed)					
13	University Lutheran 1604 NE 50 <sup>th</sup> St.	8 (Women)					
14	St. Luke's 5710 22 <sup>nd</sup> Ave NW	13 (Co-ed)					
	<b>SHELTER TOTAL</b>	<b>237</b>					
1	Bunkhouse (Days/Nights) 3516 S. Juneau	35 (co-ed)					
	<b>TRANSITIONAL TOTAL</b>	<b>35</b>					
	<b>TOTAL</b>	<b>272</b>					

\* Please document reason for 3 or more days of closure on the Monthly Narrative Report.

