

Human Services Department

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

Services Agreement Amendment

___ Agency X Project ___ Consultant

Contract #:	DA11-1392
Amendment #:	6
Term of Contract:	1/1/2011-12/31/2012
Effective Date of Amendment:	7/1/2012
Į:	X] Scope of Services X] Time of Performance X] Contract Budget 1 Other

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

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)

	- # W - W = 3
DA11-1392	
6	

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

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	ACKNOWLEDGMENT & ACCEPTANCE AGENCY/CONTRACTOR		CITY OF SEATTLE HUMAN SERVICES DEPARTMENT
By:	autia L. Fromm for	By:	Dannette R. Smith, Director
Title:	PRESIDENT BOARD & DIRECTORS	-	Jamete Pe Shatti, Director
Date:	8/8/12	Date:	8/10/12

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-

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; 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

Shelter Program	Verification
A2A Participants will obtain a total of at least 103,060.7 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
A2A 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
A2A 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
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 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.

	TOTAL	\$814,583.00	\$527,417.00	\$1,342,000.00
4290	Other Misc. Expenses	23,323	20,677	44,000
3900a	Rentals Equipment	5,500	6,500	12,000
3900	Rentals-buildings	29,000	41,000	70,000
3800	Repairs and maintenance	11,000	27,000	38,000
3700	Public Utility	102,000	110,000	212,000
3600	Insurance	18,000	12,000	30,000
3500	Printing & Duplicating	21,000	41,000	62,000
3310	Transportation/Bus Tickets	94,000	106,000	200,000
3300	Automobile Expense	56,000	12,000	68,000
3220	Postage		and the second s	
3210	Telephone	22,000	12,000	34,000
3190	Other Professional Services	21,180	7,820	29,000
3140	Contractual Employment			
2300	Repairs/Maintenance	12,500	7,500	20,000
2200	Operating Supplies	52,000	36,000	88,000
2100	Office Supplies	10,000	5,000	15,000
1300	Fringe Benefits	80,280	34,720	115,000
1110	Salaries	256,800	48,200	305,000
Cost Code	Item	GENERAL FUND 1/1/2011 - 12/31/2012	FUNDS	Total
	Second distribution and the second distribution and distribution and the second distribution and the second distri	HSD	OTHER	

FEMA	88,000
Levy/	48,000
Laundry	10,000
Contributions/Fundraising	76,417
ESHP	97,000
Aloha/Co-Pays	50,000
Co-pays	38,000
Other fund development	100,000
King County	20,000
	\$527,417.00

² Operating Supplies		
Toilet Paper	and the second of the second	24,000
Trash Bags		24,000
Cleaning Supplies		22,000
Meeting food		18,000
	TOTAL	\$88,000.00

Other Professional Services	
Book Keeping	8,000
Audit/Financial Review	8,000
Bunkhouse Mgt. Fee	6.000
Payroll Services	7,000
	\$29,000.00

30,000
13,000
1,000
\$44,000.00

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

- 103,060.7 bed nights at \$5.65733 per bed night (Shelter and SHARE 2 programs)
 Total=\$583,048.42
- 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
- 213 nights of Winter Shelter operation @ \$584.6694 1/1/2012 4/30/2012
 Total=\$124,534.58

Approved Reimbursement

The approved maximum reimbursement for the Shelter Program is Five Hundred Eighty Three Thousand Forty Eight Dollars and Forty Two Cents (\$583,048.42). 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 12/31/2012 is One Hundred Twenty Four Thousand Five Hundred Thirty Four Dollars and Fifty Eight Cents (\$124,534.58). The total reimbursement for the period 1/1/2011 – 12/31/2012 will not exceed Eight Hundred Fourteen Thousand Five Hundred Eighty Three Dollars (\$814,583.00). Should the Agency be reimbursed less than the approved amount, the remaining funds may be reprogrammed by the City for other purposes.

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

Program Specialist: Mary Flowers	Division: Transitional Living and Support	Phone: 206/684-0231	Contract #: DA11-1392	Contract Period: 1/1/2011 – 6/30/2012	Invoice #;	Invoice Penod
Contractor's Name: Seartle Housing And Resource Fifort	csource P.O. Box 2548 Seattle, WA 98111-254	Address: 548 98111-2548	Program Name: Shelter Program	G	Contact Person & Phone #: Nathan Martin 206-448-7889	& Phone #: 206-448-7889

nantity	Description	Cost	Total Cost
	SHARE Bed nights (maximum 103,060.7)	\$5.65733	\$
	Severe Shelter Nights of Operation (maximum 59 nights)	\$537.29	8
	Winter Shelter Nights of Operation (maximum 123 nights) 3/1/2011-12/31/2011	\$612.1942	S
	Winter Shelter Nights of Operation 1/1/2012-12/31/2012 (maximum 213 nights)	\$584.6694	\$
		Subtotal	69-
		Deductions	\$
		Net Amount of Request	

Fund Source & Amount HSD General Fund = \$604,528.29	HSD General Fund SHARE Bednights	Severe Weather Shelter Nights	Winter Shelter Nights 3/1/2011-12/31/2011	Winter Shelter Nights 1/1/2012 - 12/31/2012	Total
Contract Budget	\$583,048.42	\$31,700.11	\$75,299.89	\$124,534.58	\$814.583.00
Less PREVIOUS Reimbursement	\$426,783.31	\$31,700.11	75,299.89	\$70,744.98	604,528.29
Less Net Amount of This Request					
Equals Contract Balance	\$156,265.11	0	0	53,789.60	210,054.71

INVOICE CERTIFICATION - 1, the undersigned, do hereby certify under penalty of perjusy 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.

Authorized Signature:

Print Name:

Date

HSD Program Specialist Certification	HSD Finance	HSD Finance Analyst Certification
ignature	Appropriation #:	Examiner's Signature:
916	Amount to be Paid:	Date
		DA11-1392, Amendment 6, Effective 07/01/2012

MONTHLY STATUS REPORT

Report for Month Ending		- Constitution and the constitution of the con	Repo	ort Prepare	ed By		FR6 12-55	<u></u>
				Actu	al Performance			
1. Shelter Program	New This Month			vious onths	Cumulative To Date	Contract Goal		
Bednights [
a. General Fund (shelters)								
b. General Fund (SHARE2)			32					
c. SUB-TOTAL (a + b = c)				1		103	,060.7	
2. Women's Severe Weather Shelter *		w This Month		evious onths	Cumulative To Date	G	ioal	
Nights of Operation a. General Fund					realization and		59	
TOTAL							59	
		New This Month		evious onths	Cumulative To Date		ntract	
Nights of Operation								
a. General Fund							244	
TOTAL				1			244	
	Monthly Goal			New This Month	(:		Cumulativ To Date	e Annual Goal
	2,500 homeless people will increase their safety and security by spending at least one night in a SHARE shelter or			i tare				2,500
Homeless people will comple 1,333 monthly contracts for storage locker services.	ete	2,666				ale and prove access		2,666
The Agency will begin entering data for Commerce by 10/31/2011			period	ommerce Data ? Yes □ No □]			
The Agency will participate in an HSD financial review by 10/28/2011				review	Agency partic by 10/28/2011	Yes√	No 🗆	
Agency will report survey process improvement Agency will improve data accuracy for people present on nights the shelters are open					agency repor curacy improve			
Additional Reporting Requirer Please attach the dates of operati separate sheet. Monthly Occupancy Rate:	on an	d the num			use this month	າ:		_
					DA11-1392, Am	endme	nt 6, Effective	07/01/2012

MONTHLY NARRATIVE REPORT

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MONTHLY SHARE SHELTER INVENTORY REPORT

Reporting Period:	D	Date:	

	SHELTER	Estimated Capacity per Night	# Bednights Available for Month	# Individuals Sheltered This Month (bednights)	% Capacity for Month	# Days Open This M onth	# Days Closed* This Month
1	All Saints 5150 S. Cloverdale	13 (co-ed)				•	
2	University Friends 4001 9 th Ave NE	18 (men)					
3	Calvary Lutheran 7400 Woodland Ave N.E	18 (men)			8		
4	GOG 2102 N 40 th St	13 (co- e d)					
5	Lakeview 9412 15 th Ave. NE	8 (women)			10	3-710-10-10-10-10-10-10-10-10-10-10-10-10-1	
6	Maple Leaf 10005 32 nd Ave NE	18 (co-ed)					
7	OFB/Downtowner 308 4 th Ave S	18 (men)				Wildelia de la companya del companya de la companya del companya de la companya d	
8	Safe Haven 1400 S. Lane St.	28 (co-ed)			20		
9	St. John's 5515 Phinney Ave N	18 (co-ed)			e	8	
10	Vet's Hall 6512 23 rd Ave. N.W	18 (co-ed)					1000
11	Woodland Park UMC 3023 N. 78 th Avenue	18 (men)					
12	CCS/CEC 4548 Brooklyn Ave NW	28 (Co-ed)					
13	University Lutheran 1604 NE 50 th St.	8 (Women)					····
14	St. Luke's 5710 22 nd Ave NW	13 (Co-ed)					
	SHELTER TOTAL	237					
1	Bunkhouse (Days/Nights) 3516 S. Juneau	35 (co-ed)				(1 m)	
	TRANSITIONAL TOTAL	35					
	TOTAL	272					- A WAR A CHARLES THE STATE OF

Monthly Share 2 Facility Inventory Report # **SHELTER 2 Facility Bednights** Individuals Capacity Days Days **Estimated** Available Sheltered Open This for Closed* Capacity per for Month This Month Month Night Month This (bednights) Month 7(8) Bunkhouse 3516 S. Juneau St. Holly House 4(5) 4221 S. Holly Street Graham 2 NA Graham House 6(7) 3327 S. Graham St

*	Please	report	reason	for c	osure

Number in Parentheses represents maximum capacity. Use average capacity number in bold to calculate bednights for month.

Signature of	f Person Comple	ting Report:	
WATER FORT OF THE	T PLANTI COMPLE	THE TOPOLE.	Control of the contro