

DA11-1392
Executed

Amendment # 7

Seattle Housing And Resource Effort
Shelter Program

HSD CONTRACT ROUTING SLIP

Title	Assigned To	Assigned To Phone	Approved By	Approved By Phone	Approved Date
Program Specialist	Flowers, Mary	206/684-0231	Flowers, Mary	206/684-0231	2/14/2013 7:28:00 PM
Direct Supervisor	Look, Michael	206/615-1717	Look, Michael	206/615-1717	2/15/2013 11:01:00 AM
Finance Analyst	TLS Finance Analyst		Isla, Alicia	206/684-0608	2/19/2013 10:40:00 AM
Approved for Release	Director's Office		Perras, Charleen	206/684-0124	2/19/2013 2:44:00 PM
Executed	Director's Office		Perras, Charleen	206/684-0124	2/19/2013 2:45:00 PM

Deliver Method: Call
Division: Transitional Living and Support
Contractor Name: Seattle Housing And Resource Effort
Project Name: Shelter Program
Contractor Mailing Addr: P.O. Box 2548
 Seattle, WA 98111
Contract Start Date: 1/1/2011
Contract End Date: 3/31/2013
Amendment Description: To increase the contract amount by \$ 127,512.61 for continued delivery of services for a total contract budget of \$ 942,095.61 and extend the contract to 3/31/13.
Total Budget: \$942,095.61
Contract Type: PSA-Unit Cost Reimbursement
Reimbursement: Unit Cost
Program Area: A2A: Emergency Shelters
Contractor Type: Not For Profit

Notes:

CITY OF SEATTLE

FEB 19 2013

HUMAN SERVICES DEPT.

Final Distribution, CP

RECEIVED

FEB 21 2013

Human Services Dept
Accounts Payable



City of Seattle

Human Services Department

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

Contract #:	DA11-1392
Amendment #:	7
Term of Contract:	1/1/2011 - 3/31/2013
Effective Date of Amendment:	12/31/2012
Changes:	<input 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:	To increase the contract amount by \$ 127,512.61 for continued delivery of services for a total contract budget of \$ 942,095.61 and extend the contract to 3/31/13.

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:

- 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)**.

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) 1/1/2011 - 12/31/2012
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- 123 nights of Winter Shelter operations @ \$612.1942 per night through 12/31/2011
- 213 nights of Winter Shelter operation @ \$584.699 per night 1/1/2012 - 12/31/2012
- 90 nights of Winter Shelter operation @ \$596.14 per night 1/1/2013 - 3/31/2013
- 3 months of nightly shelter operation @ \$24,619.91 per month 1/1/2013 - 3/31/2013

Provided, however, that in no event shall the total compensation provided to the Agency by the City hereunder exceed the sum of **Nine Hundred Forty Two Thousand Ninety Five Dollars and Sixty One Cents (\$942,095.61)**.

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Services Agreement Amendment (Continuation Sheet)

Contract #: DA11-1392
 Amendment #: 7

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 6, Effective July 1, 2012

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 7, Effective December 31, 2012

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>Marta L. Freeman</i></u> Title: <u>PRESIDENT, Board of Directors</u> Date: <u>19 FEB 13</u>	By: <u><i>[Signature]</i></u> Darnette R. Smith, Director Date: <u>2/19/13</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	At least 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

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leadership skills. SHARE will also maintain 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. The Winter Shelter will operate at Downtown Emergency Service Center or an alternate location January 1, 2013 - March 31, 2013.

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 at least 103,060 bed nights with funds from HSD General Funds.

Additionally, 59 nights of operation for the Women's Severe Weather Shelter and 334 nights of operation for the Women's Winter Shelter will be provided.

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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 at least 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 426 nights of emergency shelter operation shall be provided for homeless women during the winter months of March 2011 through March 2013.	Agency reports

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Exhibit B

Budget

Funding for the Shelter Program is made possible through revenue from the 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.

BUDGET
1/1/2011 - 12/31/2012

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
	TOTAL	\$814,583.00	\$527,417.00	\$1,342,000.00

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Specific Fund Sources - Other Funds	
City Levy, King County, FEMA	\$22,000
Grants, Corporations, Foundations	\$32,500
Contributions, churches, individuals	\$33,539
	\$98,039.00

Operating Supplies	
Toilet Paper	\$6,300
Cleaning Supplies	\$6,300
Food for meetings	\$3,150
TOTAL	\$15,750.00

Other Professional Services	
Book Keeping	\$1,890
Bunkhouse Mgt. Fee	\$1,200
Payroll Services	\$1,355
Audit Review	\$1,320
	\$5,765

Other Miscellaneous Expenses:	
Pest Control	\$5,031
Food Service Supplies	\$1,890
Dues/Memberships	\$315
TOTAL	\$7,236.00

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
- 90 nights of Winter Shelter operation @\$596.14 per night 12/31/2012 – 3/31/2013
Total = \$53,652.60
- 3 months of nightly shelter operation @ \$24,619.91 per month
Total = \$73,859.75 1/1/2013 – 3/31/2013

Approved Reimbursement

The approved maximum reimbursement for the Shelter Program is Nine Hundred Forty Two Thousand Ninety Five Dollars and Sixty One Cents (\$942,095.61). Should the Agency be reimbursed less than the approved amount, the remaining funds may be reprogrammed by the City 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: Transitional Living and Support	Phone: 206/684-0231	Contract #: DA11-1392	Contract Period: 1/1/2011 - 3/31/2013	Invoice #:	Invoice Period:
Contractor's Name: Seattle Housing And Resource Effort		Contractor's Address: P.O. Box 2548 Seattle, WA 98111-2548		Contact Person & Phone #: Nathan Martin 206-448-7889		
Program Name: Shelter Program						

Quantity	Description	Cost	Total Cost
	SHARE Bed nights 1/1/11 - 12/31/2012	\$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 1/1/2012-12/31/2012 (maximum 213 nights)	\$584,669.4	\$
	SHARE Monthly Installment 1/1/2013 - 3/31/2013	\$24,619.91	\$
	Winter Shelter Nights of Operation 1/1/2013 - 3/31/2013 (90 nights maximum)	\$596.14	\$
	Subtotal		\$
	Deductions		\$
	Net Amount of Request		\$

Fund Source & Amount	HSD General Fund SHARE Bednights	Severe Weather Shelter Nights	Winter Shelter 3/1/2011-2/31/2011	Winter Shelter Nights 1/1/2012-12/31/2012	SHARE Shelter 1/1/2013 - 3/31/2013	Total
HSD General Fund = \$942,095.61	\$583,048.42	\$31,700.11	\$75,299.89	\$124,534.58	\$73,859.75	\$942,095.61
Contract Budget	\$583,048.42	\$31,700.11	75,299.89	\$124,534.58		814,583.00
Less PREVIOUS Reimbursement						
Less Net Amount of This Request	0	0	0	0		127,512.61
Equals Contract Balance						

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: _____

HSD Program Specialist Certification	HSD Finance Analyst Certification
Signature: _____	Signature: _____
Date: _____	Date: _____
Appropriation #: _____	Amount to be Paid: _____

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MONTHLY STATUS REPORT

Report for Month Ending _____ Report Prepared By _____

Actual Performance**1. Shelter Program**

New This Month	Previous Months	Cumulative To Date
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Bednights

a. General Fund (shelters)

b. General Fund (SHARE2)

c. SUB-TOTAL (a + b = c)

2. Women's Severe Weather Shelter *Nights of Operation

a. General Fund

TOTAL

New This Month	Previous Months	Cumulative To Date
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3. Women's Winter Weather Shelter *Nights of Operation

a. General Fund

TOTAL

New This Month	Previous Months	Cumulative To Date
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	Monthly Goal	New This Month	Previous Month	Cumulative To Date
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			
Homeless people will complete 1,333 monthly contracts for storage locker services.	222			

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: _____

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