



City of Seattle

Human Services Department

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

PROJECT SERVICES AGREEMENT

PROJECT NAME: St. Martin de Porres Enhanced Shelter

FUND SOURCE: CDBG (CFDA #14.218)

This Project Services Agreement ("Agreement") is made between The City of Seattle (hereinafter "City"), acting through its Director of the Human Services Department (hereinafter "Director"), and the **Catholic Community Services of Western Washington** (hereinafter "Agency").

Except as otherwise specifically provided for herein, this Agreement shall be subject to the terms and conditions of the Master Agency Services Agreement between the Agency and the City. The Master Agency Services Agreement is signed by the Agency and the City with original signature copies maintained by both parties. The provisions of the Master Agency Services Agreement are incorporated herein by this reference.

In consideration of the mutual covenants, promises and consideration set forth in this Agreement, the parties agree as follows:

I. SERVICES RENDERED

Section 100. Term and Scope of Services

Throughout the term of this Agreement, which shall begin on **January 1, 2013** and terminate on **December 31, 2013**, the Agency shall provide the City with the scope and range of services directed to the attainment of the goals, milestones and performance commitments described in the exhibits attached hereto. Such services shall at all times be provided on a basis satisfactory to the Director, and shall at a minimum be consistent with the goals and objectives set forth in Exhibit A-1 and the minimum performance standards set forth in Exhibit A-2, both of which exhibits are attached hereto and incorporated herein by this reference.

II. PAYMENT, RECORDS, AND OTHER CONDITIONS

Section 200. Payment

The City shall compensate the Agency according to the Contract Budget and Payment attached as Exhibit B for satisfactory performance of the scope and range of services identified in the attached exhibits; 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 Seven Hundred Thirty Dollars (\$478,730.00)**.

Section 210. Excess Revenue

Should the actual final cost of performance as shown in the final program expenditure report prove to be less than the cost estimate used to establish the budget and/or unit rate and reimbursements from the City exceed actual program expenditures by 10% or more than \$10,000, the City may unilaterally reduce the unit rate or reimbursement and/or require that the Agency submit a plan stating how such excess program revenues will be applied to program purposes. Any such plan must be approved in writing by the City and will include a report or reports on the use of such revenue.

Section 220. Reports and Information

The Agency shall timely furnish the City with (a) the reports and other information required under the Goals and Objectives attached as Exhibit A-1 and the Reporting Requirements attached as Exhibit A-3; and (b) such other reports and information as may be requested by the Director related to this Agreement or the services provided hereunder with Program funds, including statements and data demonstrating the effectiveness of the services provided in achieving the goals and objectives set forth in Exhibit A-1, Goals and Objectives. The City may withhold payments otherwise due to the Agency pending timely delivery of all such reports and information.

Section 230. Termination and Suspension

- A. ***For Cause***: The City may terminate a Project Services Agreement if the Agency is in material breach of any of the terms of this Agreement, and such breach has not been corrected to the City's reasonable satisfaction in a timely manner.
- B. ***For Reasons Beyond Control of Parties***: Neither the City nor the Agency shall be deemed in default nor be liable for damages arising from its failure to perform its obligations under any Agreement if performance is rendered impossible or impracticable for reasons beyond such party's reasonable control, such as, but not limited to, an act of nature; war or warlike operation; civil commotion; riot; labor dispute including strike, walkout, or lockout, except labor disputes involving the Agency's own employees; sabotage; or superior governmental regulation or control. If either party is rendered wholly or partly unable to perform its material obligations under this Agreement for reasons described under this subsection for a period of time

exceeding thirty (30) days, then either party may terminate this Agreement upon written notice to the other.

- C. Loss of Funds: In the event that for any reason federal, state or local funds allocated to or by the City for services contracted under a Project Services Agreement are or become no longer available to the City for the purpose of conducting the program/project or compensating the Agency, the City may suspend without recourse the Agency's obligation to render services to the City and the City's obligation to pay for further services, by providing written notice to the Agency specifying the effective period of such suspension.
- D. For City's Convenience: The City may terminate a Project Services Agreement at any time, without cause and for any reason including the City's convenience, upon written notice to the Agency.
- E. Notice: Notice of termination shall be given by the party terminating this Agreement to the other not less than five (5) business days prior to the effective date of termination.
- F. Actions upon Termination: In the event of termination not the fault of the Agency, the Agency shall be paid for the services properly performed prior to termination, together with any reimbursable expenses then due, but in no event shall such compensation exceed the maximum compensation to be paid under the Project Services Agreement. The Agency agrees that this payment shall fully and adequately compensate the Agency and all subcontractors for all profits, costs, expenses, losses, liabilities, damages, taxes, and charges of any kind whatsoever (whether foreseen or unforeseen) attributable to the termination of the Project Services Agreement.

III. SPECIAL CONDITIONS

Section 300.

The Agency will comply with the following Special Conditions:

- A. Budget: Should the Agency not expend funds allocated under this Agreement in accordance with any Project Expenditure Rate that may have been established as part of the Contract Budget, the City may recapture and reprogram any such under-expenditures unilaterally and without the need for further amendment of this Agreement. Changes between major budget categories of the Contract Budget of less than ten percent (10%) of the lesser major budget category need not be incorporated by written amendment; however, the City must be informed immediately in writing of each such change. Changes to the City's Agreement numbering system, fund source or coding may be made unilaterally by the City and without the need for amendment of this Agreement. The Agency shall be notified in writing of any changes in the Agreement number, fund source or doing assigned by the City; provided, however, that the total compensation allocated by the City through this Agreement does not change. Any other changes to the terms and conditions of this Agreement shall not be effective until agreed to in writing by the authorized representative of the parties hereto.

B. Safe Harbors Homeless Management Information System (HMIS): is a countywide data management tool designed to facilitate data collection in order to improve human service delivery throughout King County. Participation in the Safe Harbors Homeless Management Information System (HMIS) is a requirement per this agreement and specific information is outlined on Attachment 2. Data entered into Safe Harbors HMIS will help our community improve services to homeless people by providing accurate information on the extent and nature of homelessness in our community and by accounting for our success in helping people move out of homelessness. Participation is also critical to help Seattle and King County successfully compete for grants for federal funding, such as the U.S. Department of Housing & Urban Development's homeless assistance funds.

C. Community Development Block Grant: Conditions & Certifications Required by HUD for Contracts Funded by CDBG (Attachment 3).

IV. SIGNATURES

Section 400. Entire Agreement

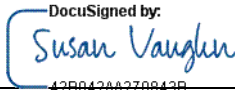
This Agreement consists of seven (7) sections, including any Special Conditions referenced in Section 300, together with the following attached exhibits (including the Master Agency Services Agreement on file between the Agency and the City), all of which shall be maintained by the City and subject to review by the Agency. This Agreement, the Master Agency Services Agreement and the exhibits set forth below contain the entire Agreement of the parties:

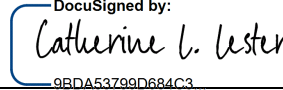
- EXHIBIT A-1, GOALS AND OBJECTIVES
- EXHIBIT A-2, PERFORMANCE STANDARDS
- EXHIBIT A-3, REPORTING REQUIREMENTS
- EXHIBIT B, BUDGET AND PAYMENT

IN WITNESS WHEREOF, the parties have executed this Agreement by having their representatives affix their signatures below.

AGENCY

THE CITY OF SEATTLE

DocuSigned by:

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DocuSigned by:

 9BDA53799D684C3

By/For

By/For

Susan Vaughn

Name (Typed)

Regional Chief of Operations

Title

8/27/2013

Date

100 23rd Ave S.

Address

Seattle, WA 98144

City, State, Zip Code

(206) 323-6336

Phone Number (Include Area Code)

susanv@ccsww.org

E-Mail Address (Required)

Catherine Lester

Name (Typed)

**Interim Director,
Human Services Department**

Title

8/9/2013

Date

EXHIBIT A-1 GOALS AND OBJECTIVES

INTRODUCTION

The mission of the Seattle Human Services Department (HSD) is to connect people with resources and solutions during times of need so we can all live, learn, work and take part in strong, healthy communities. Our vision is that all basic needs in our communities are met through innovative and collaborative approaches. Greater Seattle is a place where the richness of our diversity is valued, all of our communities thrive, and people grow up and grow old with opportunity and dignity. The Department works closely with our major community partners, including other public and nonprofit funders and service providers, to understand current and emerging human services needs, and to create and invest in a comprehensive and integrated regional human services system that improves the health, safety and education of our residents.

The Human Services Department has developed Investment Principles that reflect HSD's commitment to funding high-quality services to create positive client outcomes.

1. Commitment to provide culturally relevant and linguistically competent services.
2. Maintaining high quality standards for facilities and program operations.
3. Integrate financial empowerment into services.
4. Commitment to neighborhood health and safety standards.
5. Commitment to coordinate and integrate services with community networks and with mainstream service systems.
6. Commitment to collect and submit high-quality data and use data to review and evaluate results.

These Investment Principles are required for all agencies that receive funding from HSD to offer services for homeless individuals and families. Refer to Attachment 1.

The Transitional Living and Support division of HSD provides resources and services to Seattle's low-income and homeless residents, working to prevent and end homelessness, and reduce hunger by funding shelter, housing, food and meal programs for individuals and families with very low incomes.

HSD's investment in the St. Martin de Porres Enhanced Shelter is part of a larger proactive, seamless service system investment that helps meet the basic needs of our community's most vulnerable residents and that helps people become and remain independent.

PROGRAM DESCRIPTION

A. Service/Program Model

The St. Martin de Porres Shelter Program located at 1561 Alaskan Way South provides shelter services for men over the age of 50. The hours of operation are 6:30 pm to 7:30 am. The program serves up to 212 men per night. During the winter season the program coordinates services with a network of churches to provide shelter to up to 34 additional men per night.

In addition to night shelter, the program offers an evening meal, showers, toiletries, storage facilities, a clothing room, laundry facilities and a TV/reading room. A housing case manager assists people to access appropriate stable housing and a team of staff and volunteers foster client relationships that assist people with case management and information and referral services. St. Martin de Porres Shelter Program partners with Lazarus Day Center to ensure continuity of services and support. Many of the program participants use services at Lazarus Day Center. Case Managers from both programs coordinate care for mutual clients.

The program includes a respite service for up to 10 men nightly who may be referred by area medical facilities. A shelter nurse from Health Care for the Homeless provides nursing care for the men and monitors the respite program. Weekly Alcoholics Anonymous meetings are available on site and drug abuse counseling referrals are provided by staff. Twice per month an outreach worker from the Veteran's Administration provides medical referrals and counseling to veterans in the program.

B. Participant Eligibility Requirements

St. Martin de Porres Enhanced Shelter serves men 50 years of age and older with the ability to follow shelter rules. Shelter behavioral rules include showing respect for others; not engaging in fights or violence; maintaining a minimum standard of personal cleanliness and not consuming or possessing alcohol or illegal drugs on the premises. The program accepts individuals who are medically at-risk; people with mental illness; people struggling with chemical dependency and people with conviction histories.

C. Program Regulations and Guidelines

Access/Participant Rights and Responsibilities

- St. Martin de Porres Enhanced Shelter Program will comply with the Americans with Disabilities Act (ADA), including access to assistive animals.
- The program will be accessible to transgendered participants in their self-defined gender.
- The program will seek input from current and/or former participants in areas of program planning, policy development and program evaluation. This may include exit interviews, discharge surveys, interviews, surveys, focus groups, client meetings.

Health and Safety

- The program will implement a "Good Neighbor Plan" that ensures that program participants understand that they are a vital part of the neighborhood and facilitates open and on-going communication with neighboring residents, businesses, agencies and law enforcement in order to promote neighborhood health, safety and effectively address emerging issues.
- The program will maintain and follow written policies and procedures for the prevention and control of communicable diseases. Policies should include components on universal precautions/blood/air borne pathogens, tuberculosis and other infectious diseases. The policies must have been developed in consultation with and/or reviewed by Public Health – Seattle/King County. Tuberculosis policies should follow guidelines made available in the Tuberculosis Prevention and Control Guidelines for Homeless Service Agencies in Seattle-King County.
- Per legal guidelines regarding smoking in workplaces or within 25 feet of workplaces, no smoking will be allowed in any service spaces. (Revised Code of Washington, RCW 70.160.)
- The program must inform staff and volunteers prior to hire or service of health risks they may encounter in working at the program, such as TB or communicable diseases. The program should have a practice of encouraging staff and volunteers to update their immunizations per the Centers for Disease Control's recommendations for adult immunizations, if appropriate based on results of agency self-assessments as detailed in the Tuberculosis Prevention and Control Guidelines for Homeless Service Agencies in Seattle-King County, Washington, staff and volunteers should have TB tests.
- The program will have a complete and accessible First Aid Kit that is stocked with sufficient supplies.
- The program will have appropriate emergency, evacuation and fire safety plans and will provide ongoing training to staff on these plans.
- The program will have a phone available during hours of operation to report emergencies.
- The program will handle and store all hazardous materials including cleaning supplies appropriately.
- The program will have a plan and process for safeguarding against child and elder abuse that includes reporting such abuse should they occur.
- The program will have a security plan to deter theft and harm to clients and staff. A weapons policy designed to ensure the safety and security of all clients and staff must be included in this plan.
- Educational updates for all staff and volunteers must be provided as often as necessary to reinforce safe work practices, but at least annually.
- The program is strongly encouraged to have at least one person certified in First Aid and CPR on duty at all times.

Food Safety and Nutrition

- Food must be prepared, handled and stored in a sanitary manner to prevent the spread of food-borne illness, as per the Public Health-Seattle/King County guidelines. This includes foods prepared on-site; foods brought to the program from other locations and donated foods.

- The program will make efforts to provide nutritious food and accommodate the needs of those on special diets for common medical conditions (such as diabetes and cardiovascular disease), and for ethno-cultural and religious reasons.
- Participants must be alerted if foods with potential allergens such as peanuts, nuts and shellfish are served.

Environment/Physical Facility

- The program must meet local zoning, building, housing, occupancy, fire, health and safety codes.
- The facility must be kept in a safe and sanitary condition and be in good repair with proper ventilation, lighting and temperature control. A written maintenance plan must exist.
- Restroom facilities and wash basins with appropriate hygienic supplies and equipment must be provided in an appropriate number in accordance with local codes. The program must have hot and cold running water. A cleaning and maintenance schedule must be in place that includes sanitizing showers and restrooms on a regular basis.
- The program is strongly encouraged to have hand cleaning stations, such as dispensers of alcohol-based hand sanitizer, near entry doors and/or reception desks.
- The program must have a policy regarding storage for participant belongings. If the program does not provide assistance with storage and participants are responsible for their own belongings the program should have a written policy stating this. If a designated space is provided the program must have a policy that details storage, documentation and administration.

PERFORMANCE COMMITMENTS

By investing in Catholic Community Services of Western Washington's St. Martin de Porres Enhanced Shelter, HSD expects to provide a safe and welcoming program that actively engages homeless people and supports their entry into housing by achieving the following performance commitments:

SIP Investment Area Number & Name:		<i>A2A: Emergency Shelters</i>
SIP Code	PERFORMANCE COMMITMENTS (PC)	
A2A1-O	PC #1: 750 Unduplicated homeless individuals meet their emergency or immediate shelter needs. Verification: Agency Records, Client Files, Monthly Reports, Safe Harbors HMIS	
A2A2-M	PC #2: 71,047 Shelter bed nights are provided annually. Verification: Agency Records, Client Files, Monthly Reports, and Safe Harbors HMIS	
A2A4-O	PC #3: 40 Homeless individuals enter transitional or permanent housing. Verification: Agency Records, Client Files, Monthly Reports, and Safe Harbors HMIS	
A2A5-O	PC #4: 20 Homeless individuals, who enter transitional or permanent housing, remain for more than 6 months following placement. Verification: Agency Records, Client Files, Monthly Reports, and Safe Harbors HMIS	

EXHIBIT A-2 PERFORMANCE STANDARDS

The Agency shall carry out this Agreement in accordance with the following performance standards:

1. The Transitional Living and Support Program Specialist, Mary Flowers, or their successor, shall provide the Agency assistance and guidance in the performance of the contract, and work with the Agency to support the achievement of the milestones and performance commitment.
2. Robert Goetschius, the Agency's lead program contact, is responsible for communicating with Mary Flowers regarding program progress and performance.
3. The Agency shall maintain timely and accurate records which reflect service levels, participant characteristics, specific actions taken to assist participants, service outcomes, and expenditures under the terms of this Agreement.
4. The Agency shall notify Mary Flowers of all staff changes affecting the program funded through this contract within seven (7) days of the resignation, firing or any other change. A plan for replacing the staff person including a timeline will be submitted to the City within fourteen (14) days of the resignation, firing or any other change. This will include the names of the staff involved in and/or impacted by staff changes.
5. The Agency shall not require individuals who are eligible for services under the terms of this contract to participate in other Agency services or programs as a prerequisite to receiving services under this Agreement.
6. The Agency shall provide information and referral to other appropriate agencies if clients cannot be served by the Agency.
7. The Agency shall establish and operate according to policies and procedures that align with expectations set forth by the City of Seattle as well as any other investor and/or authority or entity (i.e. State of Washington, King County, etc.).
8. The Agency is responsible for all performance standards and agreements under the most recently executed Master Agency Services Agreement with the City of Seattle Human Services Department.
9. The Agency shall identify the services as funded by the City of Seattle Human Services Department in all communication with members of the public and recipients of services. The Agency shall also post a notice to this effect in a prominent place at each Agency location where such services are provided.

10. The Agency shall demonstrate that services are client-centered and strength-based and shall use individualized service planning to coordinate housing-focused supportive services. Programs will seek input from current and/or former clients in areas of program planning, program development, policy development and program evaluation, including exit and/or post exit interviews or surveys, focus groups, and/or client meetings.
11. The Agency shall integrate financial empowerment into services. Agencies will provide information and services to increase the services accessed by clients to increase financial stability and self-sufficiency. Programs will assist clients to access benefits through connections with programs such as PeoplePoint and Washington Connection Web portal.
12. The Agency shall demonstrate sound financial practices and policies, including adequate accounting and administrative procedures and controls to safeguard proper use of funds. Programs will complete line-item budgets that show reasonable expenses for proposed services.
13. The Agency shall address services gaps and increase access to resources by communities of color through collaborative services, building capacity and relationships.
14. The Agency shall coordinate with City departments and HSD divisions to maximize access to services for clients.
15. The Agency shall demonstrate capacity to locate and leverage new community partners on an ongoing basis.
16. The Agency shall demonstrate linkage agreements and partnerships with providers for appropriate, tailored services to promote housing access and stability, such as case management; health care; substance abuse detox and recovery treatment; mental health assessment and treatment; employment training, placement, and retention; housing placement; child care and after-school programs (for programs serving families); legal assistance; credit counseling; and life skills training.
17. The Agency shall participate in system-wide strategies designed to improve information, resources and services, such as Family Housing Connection (FHC). If the Agency serves families staff shall direct them to use FHC and commit to utilizing FHC exclusively when filling vacancies in the program, as part of the coordinated effort to decrease homelessness and rapidly re-house families.
18. The Agency shall maintain client grievance procedures, which include how participants will be informed of their rights to resolve grievances. The Agency shall maintain documentation of all grievances filed against the program, including, but not limited to, name of the person filing the grievance, date the grievance is filed, nature of the grievance, outcome of the grievance and date of resolution.

EXHIBIT A-3 REPORTING REQUIREMENTS

REPORTING GUIDELINES

All reports shall be submitted by the appropriate deadlines. If reports are not received in a timely manner or not completed, invoices will be held for payment until all pending reports are received and approved.

All reporting documents should be submitted to Mary Flowers, Transitional Living and Support; City of Seattle Human Services Department; 700 5th Avenue, Suite 5800; PO Box 34215; Seattle, WA 98124-4215.

REQUIRED MONTHLY REPORTS

1. The Contractor's Invoice Form, Contractor's Detailed Statement of Costs, Contractor's Detailed Statement of Personnel and Contractor's Disbursement Form (all referenced as Attachment 4) shall be submitted by the **tenth** working day of the month for the previous calendar month, except for the last invoice of the 2013 calendar year which is due **January 3, 2014**. The Agency will submit one invoice with an original signature and one copy.
2. A Monthly Status Report (Attachment 5) shall be submitted with each invoice. The Agency will submit one monthly report and one copy.

REQUIRED QUARTERLY REPORTS

1. The Quarterly Narrative Report (Attachment 6) shall be submitted with the following invoices: July, October and December.
2. The Quarterly HMIS Data Report (Attachment 7) shall be submitted with the following invoices: July, October and December.

REQUIRED ANNUAL REPORTS

1. The U.S. Department of Housing and Urban Development Demographic Client Profile Report (Attachment 8) for the period **January 1, 2013 - December 31, 2013** shall be submitted in hard copy by **January 31, 2014**. The 2013 Income Guidelines (Attachment 9) shall be used to complete the Standard Demographic Client Profile Report.

OTHER DOCUMENTATION REQUIRED

Additional data related to program performance or management may also be requested for auditing or evaluation purposes.

1. Guidelines for Contract Reimbursement Based on Information Available in HMIS:

- a. The Agency shall submit data reports directly out of Safe Harbors HMIS in a format and to an address provided by the City according to timeframe to be established and communicated by the Human Services Department in 2013.
- b. Additional reports or information related to program performance or management may also be required by the City for auditing or evaluation purposes.
- c. The City expects the Agency's reported number of households and individuals enrolled and exited for a given quarter to fall between 90% and 110% of the number of households and individuals enrolled and exited as reported in Safe Harbors HMIS for that same time period. The Human Services Department shall export quarterly reports from Safe Harbors HMIS 45 days following the end of each quarter to review accuracy.
- d. If the Agency reported data falls outside of the allowable parameters (90%-110% accuracy), previous contract reimbursement payments shall be adjusted. The City retains the authority to set the actual reduction level and to negotiate a timeline with the Agency to achieve compliance with this requirement. Agencies that have difficulty achieving compliance with this requirement will be given an opportunity to establish an Action Plan to achieve reporting compliance. This plan will include clear action steps and a timeline to achieve the action steps.

EXHIBIT B BUDGET AND PAYMENT

Funding for the St. Martin de Porres Enhanced Shelter is made possible through revenue from the CDBG (CFDA #14.218) Fund. Budget funds may not be used for costs incurred prior to the beginning date of the term specified. Unspent funds from one grant period may not be carried forward to the subsequent grant period. Continued funding is contingent upon program performance and availability of funds.

The City's line item reimbursement to the Agency will be based on the provision of services as identified in Exhibit A-1 and in accordance with the line item budget as specified below.

January 1, 2013 - December 31, 2013 BUDGET

ITEM	Amount by Fund Source				Total Project
	CDBG (CFDA #14.218)	FUND SOURCE	FUND SOURCE	Other ¹	
1000 - PERSONNEL SERVICES					
1110 Salaries – Full- & Part-Time	\$358,180.13	\$0.00	\$0.00	\$228,372.49	\$586,552.62
1300 Fringe Benefits	\$120,549.87	\$0.00	\$0.00	\$76,861.53	\$197,411.40
SUBTOTAL – PERSONNEL SERVICES	\$478,730.00	\$0.00	\$0.00	\$305,234.02	\$783,964.02
2000 - SUPPLIES					
2100 Office Supplies				\$5,500.00	\$5,500.00
2200 Operating Supplies ²				\$85,650.00	\$85,650.00
2300 Repairs & Maintenance Supplies				\$34,000.00	\$34,000.00
SUBTOTAL – SUPPLIES	\$0.00	\$0.00	\$0.00	\$125,150.00	\$125,150.00
3000 - 4000 OTHER SERVICES & CHARGES					
3150 Data Processing				\$4,600.00	\$4,600.00
3210 Telephone				\$8,030.00	\$8,030.00
3220 Postage				\$2,000.00	\$2,000.00
3300 Automobile Expense				\$100.00	\$100.00
3310 Convention & Travel				\$100.00	\$100.00
3400 Advertising				\$200.00	\$200.00
3500 Printing & Duplicating				\$3,000.00	\$3,000.00
3600 Insurance				\$3,925.00	\$3,925.00
3700 Public Utility Services				\$115,000.00	\$115,000.00
3800 Repairs & Maintenance				\$78,200.00	\$78,200.00
3900 Rentals – Buildings					\$0.00
Rentals – Equipment				\$1,000.00	\$1,000.00
4290 Other Miscellaneous Expenses ⁴				\$15,625.00	\$15,625.00
4999 Administrative Costs/Indirect Costs ⁵				\$148,493.93	\$148,493.93
SUBTOTAL – OTHER SERVICES & CHARGES	\$0.00	\$0.00	\$0.00	\$380,273.93	\$380,273.93
TOTAL EXPENDITURES	\$478,730.00	\$0.00	\$0.00	\$810,657.95	\$1,289,387.95

¹ Identify specific funding sources included under "Other" above:	
Corp, Foundations	\$350,000.00
Individuals	\$210,500.00
United Way, Church groups, misc	\$60,567.00
Agency	\$189,590.95
TOTAL	\$810,657.95

² Operating Supplies - Itemize below (Do Not Include Office Supplies):	
Food and related	\$84,000.00
First aide/other	\$1,650.00
TOTAL	\$85,650.00

³ Other Professional Services - Itemize below:	
TOTAL	\$0.00

⁴ Other Miscellaneous Expenses - Itemize below:	
Volunteer Costs	\$8,000.00
Specific Assistance	\$6,900.00
Other	\$725.00
TOTAL	\$15,625.00

⁵ Administrative Costs/Indirect Costs: Human Services Department policy places a fifteen (15%) cap on reimbursement for agency indirect cost, based on the total contract budget. Restrictions related to federal approved rates and grant sources still apply.

Does agency have a federally approved rate? N/A
If yes, provide the rate.

BUDGET—Personnel Detail

Position Title	Hourly Rate	Number of Hours	Fund Sources				Total Program
			CDBG	Fund Sources	Fund Sources	Other	
Floor Monitor	\$12.82	18282	\$143,119.94			\$91,252.01	\$234,371.95
Custodian	\$11.41	5,379	\$37,482.10			\$23,898.26	\$61,380.36
Program Manager	\$32.20	1950	\$38,346.10			\$24,449.14	\$62,795.24
Floor Supervisor	\$14.66	5473	\$48,993.09			\$31,237.56	\$80,230.65
Bookkeeper	\$17.28	2650	\$27,966.04			\$17,830.90	\$45,796.94
Data Entry	\$17.97	315	\$3,461.52			\$2,207.03	\$5,668.55
Maintenance	\$13.30	2578	\$20,941.52			\$13,352.12	\$34,293.64
Case Worker	\$17.14	1951	\$20,416.48			\$13,017.37	\$33,433.85
Fund Developer	\$21.98	1300	\$17,453.34			\$11,128.10	\$28,581.44
Subtotal – Salaries & Wages			\$358,180.13	\$0.00	\$0.00	\$228,372.49	\$586,552.62

Personnel Benefits:	FICA	\$27,400.78			\$17,470.50	\$44,871.28
	Pensions/Retirement	\$16,921.68			\$10,789.12	\$27,710.80
	Industrial Insurance	\$12,200.94			\$7,779.21	\$19,980.15
	Health/Dental	\$56,862.86			\$36,255.26	\$93,118.12
	Unemployment Compensation	\$7,163.61			\$4,567.44	\$11,731.05
Subtotal – Personnel Benefits		\$120,549.87	\$0.00	\$0.00	\$76,861.53	\$197,411.40
Total Personnel Costs (Salaries & Benefits)		\$478,730.00	\$0.00	\$0.00	\$305,234.02	\$783,964.02

City of Seattle
Human Services Department
Investment Principles

Agency is expected to adhere to the HSD Investment Principles and will demonstrate the ability to meet all of them.

- 1. Commitment to provide culturally relevant and linguistically competent services.** Agency will demonstrate that programs and staff are working effectively in cross-cultural situations, supported by agency policies, management and program staff actions. Cultural competency within Agency is demonstrated through a commitment to clients, accessibility of services, and relevance to the needs of the clients.
- 2. Maintaining high quality standards for facilities and program operations.** Program services will promote the general health and safety of clients. Programs will meet facility and service standards for safety, cleanliness, and accessibility. Agency will uphold operational and management standards to provide fiscal and program accountability.
- 3. Integrate financial empowerment into services.** Agencies will provide information and services to clients to increase financial stability and self-sufficiency. Financial Literacy, Education, and Empowerment services can be provided through services at the agency site or through referrals to partner agencies. Connections to local asset building initiatives are encouraged, such as Bank-On Seattle King County to provide access to free or low cost financial services. Programs will assist clients to access benefits. Agencies will work with their HSD program specialist to determine appropriate financial empowerment milestones and facilitate connections to financial empowerment services.
- 4. Commitment to neighborhood health and safety standards.** Services and housing are contributors to the health and safety of neighborhoods. Through tools such as good neighbor agreements, Agency will work with community members, businesses and law enforcement to ensure they can provide a safe, clean environment that supports clients' rights to receive services as well as provide opportunities to contribute to the community's overall health and safety. The City of Seattle has an expectation that residents will work with shelters and service agencies in their neighborhoods to maintain a healthy, safe environment for everyone.

Good neighbor plans will include a process for communicating with neighboring businesses and residents, policy/procedure to address neighborhood concerns, written policy concerning the rights and responsibilities of clients, program rules and restrictions, and opportunities for providers, clients and community members

to participate in supporting program and client success in healthy and safe neighborhoods.

Agencies providing services to domestic violence survivors need to protect the safety and confidentiality of their clients. Guidelines will be modified for facilities that by their nature require confidentiality of location to protect the safety or personal privacy of clients, such as domestic violence shelter, transitional housing and service programs.

- 5. Commitment to coordinate and integrate services with community networks and with mainstream service systems.** HSD expects Agency to build collaborative partnerships to leverage resources and increase service capacity. A collaborative relationship exists when agencies are creating solutions together that no one party to the collaboration could separately achieve. Collaborative partnerships may be forged as part of formal or informal agreements to share, integrate, and/or streamline service delivery to achieve specific program or system goals or outcomes.
- 6. Commitment to collect and submit high-quality data and use data to review and evaluate results.** Safe Harbors Homeless Management Information System (HMIS) will be the central, system wide platform for collecting information about households who apply for and receive services from prevention, intervention and housing programs serving at-risk and homeless households.

City of Seattle
Human Services Department
Safe Harbors
Homeless Management Information System (HMIS)
Requirements

- a. The Agency shall actively participate in the Safe Harbors HMIS to be eligible for fund reimbursement during the Exhibit period.
- b. Active participation will be evidenced by the program entering a complete data set for all clients served during the Exhibit period. This complete data set will be entered no later than the 10th day of the month following service and as directed in the Safe Harbors Standard Operating Procedures and the Agency Partner Agreement incorporated herein by reference.
- c. The Agency shall submit a complete data set on all program clients served. This includes universal, program specific and local continuum data elements for required report completion. The universal data elements are name, date of birth, race, ethnicity, gender, social security number, veteran status, disabling condition, residence prior to program entry, and zip code of last permanent address. The additional program specific data elements are income and sources, non-cash benefits, physical disability, developmental disability, mental health, substance abuse, services received, chronically homeless status, exit destination, and reasons for leaving the program. Required local continuum elements include veteran status, refugee/immigrant, cause of homelessness, episodes of homelessness, residence in incorporated or unincorporated King County.
- d. Obtaining Client Consent: The agency will obtain consent before submitting personally identifying information according to procedures outlined in the partner agreement and in compliance with state law. The Informed Consent and Release of Information Form is available on the Safe Harbors website at www.safeharbors.org. For this provision personally identifying information is defined as complete name, complete date of birth and social security number. Agencies are required to submit birth year, gender, and race which are not subject to informed consent. The Agency must enter all other data elements on each client served regardless of informed consent using a system generated client ID in place of personally identifying information.
- e. The Agency shall share personally identifying information (name, birth date, social security number) at the system designated regional level with client consent. The system designated regional level includes all participating programs within the Seattle/King County Continuum of Care. Only agencies with signed agreements with the Safe Harbors system will have access to the data collected.
- f. Clients may not be refused services based solely on their refusal to provide personally identifying information for the HMIS. This is not meant to prevent agencies from collecting information required for eligibility screening or other internal agency requirements.
- g. Acknowledging the paramount need for confidential domestic violence programs to protect the safety of survivors of domestic violence, personally identifying information should not be entered into Safe Harbors by said programs. Agencies are required to enter all other data elements in accordance with the Washington State Department of Commerce Data Collection Directives incorporated herein by reference.

**Conditions & Certifications Required by HUD
(Revised 11/04)**

All activities under this Agreement must be carried out in compliance with the following federal laws and regulations. These laws and regulations are public record and descriptions herein are not intended to be complete.

A. Program Income 24 CFR 570.503(b)3

The receipt and expenditure of gross income directly generated from use of Community Development Block Grant (CDBG) funds shall be recorded as part of the financial transactions of the grant program. Program income received before grant closeout may be retained if the income is treated as additional CDBG funds subject to all applicable requirements governing the use of CDBG funds. Substantially, all other program income shall be disbursed for eligible activities before additional cash withdrawals of CDBG funds are made.

B. Conditions for Religious Organizations 24 CFR 570.200(j)

In accordance with First Amendment Church/State Principles, as a general rule, CDBG assistance may not be used for religious activities. CDBG funds may be contracted to a primarily religious entity for eligible public services where the entity hereby agrees to the following:

1. It will not discriminate against any person applying for such public services on the basis of religion and will not limit such services or give preference to persons on the basis of religion; and
2. It will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing and exert no other religious influence in the provision of such public services.

C. Reversion of Assets 24 CFR 570.503(b)8

Upon the discontinuation of funding this program with CDBG, the Agency shall transfer to the City any CDBG funds on hand and any accounts receivable attributable to the use of CDBG funds. Any real property under the Agency's control that was acquired or improved in whole or in part in excess of Twenty-Five Thousand Dollars (\$25,000) shall either: (1) be used to meet one of the CDBG national objectives until five (5) years after the expiration of the Agreement or for such longer period of time as determined; (2) disposed of in such a manner that results in the City being reimbursed in the amount of the current fair market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, or improvement to, the property.

D. Other Program Requirements 24 CFR 570.503(b)5

1. Public Law 88-352 referring to Title VI of the Civil Rights Act of 1964 and implementing regulations issued in 24 CFR Part 1, as related to non-discrimination in federally-assisted programs.
2. Public Law 90-284 referring to the Fair Housing Act (42 USC 3601-20), as amended, and implementing regulations.
3. Executive Order 11063, as amended by Executive Order 12259, and the implementing regulations. Prohibits discrimination in the sale, leasing, rental, use or occupancy, or disposition of residential property assisted with federal funds.
4. Section 109 of the Housing and Community Development Act of 1974, as amended, and the regulations issued pursuant thereto (24 CFR 570.602). Prohibits discrimination or exclusion of benefits in any program or activity funded in whole or in part with CDBG funds. Also

incorporates the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1974.

5. The labor standards requirements as set forth in 24 CFR 570.603 and Housing and Urban Development (HUD) regulations issued to implement such requirements. Requires that workers involved in construction work assisted by CDBG funds be paid prevailing wages in accordance with the Davis-Bacon Act.
6. The lead based paint requirements of 24 CFR Part 35, Subpart B, issued pursuant to the Lead Based Paint Poisoning Prevention Act. Prohibits the use of lead based paints and requires notification, elimination, abatement and tenant protection.
7. CDBG funds may not be used directly or indirectly to engage any contractor during any period of debarment, suspension or placement in ineligibility status under provisions of 24 CFR Part 24.
8. The Agency shall comply with the policies, guidelines and requirements of the following Office of Management and Budget (OMB) Circulars:
 - A-87 - Cost Principles Applicable to Federal Grants and Contracts
 - A-110 - Grants and Agreements with Nonprofit Organizations
 - A-122 - Cost Principles for Nonprofit Organizations
 - A-133 - Audits of States, Local Governments, and Nonprofit Organizations and with 24 CFR Part 85 (HUD's adoption of the "common rule") as specified in 24 CFR 570.502(a).
9. Conflict of interest provisions found in 24 CFR 85.36, 24 CFR 570.611 and OMB Circular A-110 and additionally:

No member, officer, or employee of the grantee, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his/her tenure or for one (1) year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under the Agreement.

E. Certifications

The Agency certifies the following under Section 3 of the HUD Act of 1968, as amended:

1. The work to be performed under this contract is on a project assisted under a program providing direct federal financial assistance from the Department of HUD and is subject to the requirements of Section 3 of the HUD Act of 1968, as amended, 12 USC 1701u. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the project area (particularly those who are recipients of government assistance for housing), and contracts for work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.
2. The parties to this contract will comply with the provisions of said Section 3 and the regulations, as amended, issued pursuant thereto, by the Secretary of HUD set forth in 24 CFR 135, and all applicable rules and orders of the Department issued there under, prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.

City of Seattle – Human Services Department
Contractor’s Invoice Form – Line Item Reimbursement

Program Specialist: Mary Flowers	Division: Transitional Living and Support	Phone: 206/684-0231	Contract #: DA13-1445	Contract Period: 1/1/2013 -12/31/2013	Invoice #:	Invoice Period:
Contractor’s Name: Catholic Community Services of Western Washington		Contractor’s Address: 100 23rd Ave S. Seattle, WA 98144		Program Name: St. Martin de Porres Enhanced Shelter		Contact Person & Phone #: Robert Goetschius 206-323-6341 bobg@ccsw.org

Line Item Description	Cost	Total Cost
CDBG (CFDA #14.218) Fund		\$
		\$
		\$
		\$
		\$
	Subtotal	\$
	Deductions	\$
	Net Amount of Request	\$

Fund Sources & Amounts	CDBG (CFDA #14.218) Fund	Total
CDBG(CFDA #14.218) = \$478,730.00		
Contract Budget	\$478,730.00	\$478,730.00
Less PREVIOUS Reimbursement		
Less Net Amount of This Request		
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: _____	Appropriation #: _____	Examiner’s Signature: _____
Date: _____	Amount to be Paid: _____	Date: _____

City of Seattle – Human Services Department
Contractor's Detailed Statement of Costs—Personnel Detail

Contractor's Name: Catholic Community Services of Western Washington	Name of Person Completing Form:		
Project/Program Name: St. Martin de Porres Enhanced Shelter	Phone Number:	Contract Number: DA13-1445	Fund Source: CDBG (CFDA #14.218)
Contractor's Address: 100 23rd Ave S. Seattle, WA 98144	Date Form Completed:	Contract Period: 1/1/2013 - 12/31/2013	Fund Source:

	CDBG (CFDA #14.218)	Cumulative Costs to Date	Costs for Report Month	Budget Balance
Salaries and Wages				
Position Title				
Floor Monitor	\$143,119.94			
Custodian	\$37,482.10			
Program Manager	\$38,346.10			
Floor Supervisor	\$48,993.09			
Bookkeeper	\$27,966.04			
Data Entry	\$3,461.52			
Maintenance	\$20,941.52			
Case Worker	\$20,416.48			
Fund Developer	\$17,453.34			
Subtotal – Salaries & Wages	\$358,180.13			
Benefits				
FICA	\$27,400.78			
Pensions/ Retirement	\$16,921.68			
Industrial Insurance	\$12,200.94			
Health/Dental	\$56,862.86			
Unemployment Compensation	\$7,163.61			
Subtotal –Benefits	\$120,549.87			
Total Personnel Costs	\$478,730.00			

City of Seattle – Human Services Department
Contractor's Detailed Statement of Costs

Contractor's Name: Catholic Community Services of Western Washington		Name of Person Completing Form:	
Project/Program Name: St. Martin de Porres Enhanced Shelter		Phone Number:	Contract Number: DA13-1445
Contractor's Address: 100 23rd Ave S. Seattle, WA 98144		Date Form Completed:	Invoice Number:
		Contract Period: 1/1/2013 - 12/31/2013	Invoice Period:

Cost Category	Contract Budget CDBG (CFDA #14,218) \$478,730.00	Cumulative Costs to Date	Cost for Report Month	Budget Balance
Personnel Services				
1100 Salaries & Wages	\$358,180.13			
1300 Fringe Benefits	\$120,549.87			
Subtotal Personnel Services	\$478,730.00			
Other Expenses				
Total Contract Costs	\$478,730.00			

MONTHLY STATUS REPORT

Agency Name/ Program Name:	Catholic Community Services of Western Washington/St. Martin de Porres Enhanced Shelter		
Person Completing Form:		For Month Ending:	
Contract Number:	DA13-1445	Contract Period:	1/1/2013-12/31/2013

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Se p	Oct	Nov	Dec	Total
A2A1-O - PC#1: 750 Unduplicated homeless individuals meet their emergency or immediate shelter needs. How many unduplicated (new this contract period) people were served this month?													
A2A2-M - PC #2: 71,047 Shelter bed nights are provided annually. How many bed-nights were provided this month?													
A2A4-O - PC #3: 40 Homeless individuals or families enter transitional or permanent housing. How many people entered transitional or permanent housing this month? P=Permanent; T=Transitional	P T	P T	P T	P T	P T	P T	P T	P T	P T	P T	P T	P T	P T
A2A5-O - PC #4: 20 Homeless individuals, who enter transitional or permanent housing, remain for more than 6 months following placement. How many people remained housed for 6 months this month?													
What was the average occupancy percentage this month? (Contract goal =													

80%)														
------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUARTERLY NARRATIVE REPORT

Agency Name/ Program Name:	Catholic Community Services of Western Washington/St. Martin de Porres Enhanced Shelter		
Person Completing Form:		For Month Ending:	
Contract Number:	DA13-1445	Contract Period:	1/1/2013 - 12/31/2013

Narrative: Explain any deviations in program performance, significant program events, community trends, success stories, challenges and/or any items of interest.

QUARTERLY HMIS DATA REPORT

Agency Name/ Program Name:	Catholic Community Services of Western Washington/St. Martin de Porres Enhanced Shelter		
Person Completing Form:		For Month Ending:	
Contract Number:	DA13-1445	Contract Period:	1/1/2013-12/31/2013

Program Type:

Capacity

Target Population:

		1 Qtr	2nd Qtr	3rd Qtr	4th Qtr	TOTAL
Total Served	Single Adults					0
	Family Households					0
	Total	0	0	0	0	0
Newly Enrolled	Single Adults					0
	Family Households					0
	Total	0	0	0	0	0
Exits to Permanent Housing	Single Adults					0
	Family Households					0
	Total	0	0	0	0	0

Data Completeness:

Zip Codes	%
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Prior living situation	%
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**Human Services Department
Client Profile Report - General Instructions
Homeless Programs and U.S. Department of Housing and Urban Development**

Reporting methods and frequencies will vary according to the terms that agencies negotiate for individual contracts. The following instructions are intended to provide a general overview to assist you in completing the Client Profile Report (aggregate demographic report). For more detailed definitions of each element, please refer to the Definition of Terms.

Each category includes an area to report the number of clients for whom the information is unknown. Many of the categories also include a line for clients who respond “No” to a specific question on the intake form. The sum of the subtotals for each section should equal the total number of clients reported.

Total Number of Clients

Enter the total number of clients. Clients should be counted only once during the program year. Clients should be counted as “New” in the report period in which they first received service. The total number of new clients at the end of the year should be an unduplicated count of clients served. In order to determine the total clients, count each client only the first time s/he receives services during the contract period. Include existing clients who were served during the previous program year who are continuing to receive services at the start of the new program year.

I. Geographic Location

A. Sub-Regions/Seattle Neighborhoods

Enter the total number of clients for each Seattle Neighborhood and/or King County Sub-Region. Use the client’s zip code to determine the Sub-Region and/or Neighborhood in which the client resides. The spreadsheet **Sub-Regional, City & Neighborhood Designations by Zip Code** is sorted in three ways to assist you in locating the correct category for each client: Sort by Zip Code, Sort by Sub-Region and Sort by Seattle Neighborhood & Other Cities.

Some zip codes in the North Urban and South Urban Sub-Regions cross into Seattle City boundaries. If you are able to determine that a client resides within the City of Seattle, please enter them into the appropriate neighborhood within the Seattle Sub-Region. If you are unable to determine whether or not a client resides in the City of Seattle, or if this would prove difficult to determine, enter as North Urban or South Urban.

For clients who identify as homeless, report the Sub-Region which corresponds with the zip code of their last permanent address.

B. Unincorporated King County

Enter the number of clients who reside in unincorporated King County. These are clients who have checked “*Outside City Limits*” or whose address you know to be in unincorporated King County.

C. Homeless

Enter the number of clients who responded “Yes” to the question, “*Are you homeless?*” These clients should report the zip code as that of their last permanent address.

Chronically Homeless

Enter the number of clients who have been continuously homeless for a year or more; OR have had a least four episodes of homelessness in the past three years; AND have one of the following disabling, diagnosable conditions: substance use disorder, serious mental illness, chronic physical illness or a disability.

II. Household Composition

A. Single Adult Households

Enter the number of single adult households by each gender category. Clients in this category should report household size of one and be age 18 or over.

B. Households with Children Under 18

Enter the number of households by each category with children under the age of 18.

C. Shared Adult Households

Enter the number of households by each category.

III. Income

Enter the number of clients for each income category based on the client's response to the income question. The income categories are from HUD and are based on household size. Agencies who collect actual income or whose programs dictate using another set of income guidelines will refer to the HUD chart on the Core List in order to determine the HUD category for each client. To assist these agencies, OAG plans to develop a conversion table that will compare HUD guidelines and federal poverty guidelines.

IV. Ages

Enter the total number of clients per each age category. Age is determined at the time of intake.

V. Gender

Enter the total number of clients per each gender category.

VI. Persons with Disabilities

Enter the total number of clients who responded "Yes" to the question, "*Do you consider yourself to be a person with a disability?*"

VII. Race/Ethnicity (HUD MANDATED)

Enter the total number of clients for each category. Use the "*Other Multi-Racial*" category for clients who identified as more than one category on the intake form.

VIII. Refugee/Immigrant

Enter the total number of clients who responded "Yes" to the question, "*Are you a refugee, immigrant or a new arrival to this country?*"

IX. Limited English Speaking

Enter the total number of clients who responded "Yes" to the question, "*Are you limited or non-English speaking?*"

X. Veteran Status

Enter the total number of clients who served in the capacity of active duty in the United States military.

Client Profile Report - Demographic Standards
Definition of Terms
Homeless Programs and U.S. Department of Housing and Urban Development

The following descriptions are intended to clarify the definition of each core data element.

Data Element		Description
I.	Zip Codes	The five digit postal zip code for the primary residence of the client receiving service. Homeless individuals should give the zip code of their last permanent address.
	City Name/ Outside City Limits	The name of the city in which an individual lives. If the person does not live within the formal boundaries of a city, check the box " <i>Outside City Limits</i> " to indicate unincorporated King County.
	Homeless	Individuals that do not have a permanent residence -- sleeps over with friends or relatives to avoid being on the street or uses shelters or emergency housing. Such individuals should give the zip code of their last residence. <u>Chronically Homeless</u> Individuals who have been continuously homeless for a year or more; or have had a least four episodes of homelessness in the past three years; AND have one of the following disabling, diagnosable conditions: substance use disorder, serious mental illness, or chronic physical illness or disability.
II.	Household Composition/ Household Size	The number of people living in a household. Household is defined as a single person or group of people living together sharing common household resources and expenses, even if not related. Individual tenants in an apartment building or communal domicile (detention center, dormitory, barracks, etc.) are not members of the same household. Such individuals should indicate <u>household of one</u> when responding.
	Children Under Age 18	The number of children under the age of 18 years living in the household. Determined by the client at the time of intake. Not intended as a legal definition of custody, but rather as defined by the client. Programs with eligibility requirements regarding legal custody may utilize stricter interpretations.
	Single Parent Households	A household in which one parent without the assistance of a domestic partner assumes primary responsibility for any child or children under the age of 18.
Data Element		Description
III.	Income	Total gross yearly income for the household. Client should <u>select one of the four categories</u> based on their knowledge of the household's income. Categories are based on the HUD matrix,

Data Element	Description
	updated annually. Programs may need to collect and verify actual income to determine eligibility for certain programs, but will report to funders using the HUD matrix.
IV.	Ages In years, how old the individual is at the time of filling out the form. For infants under the age of one year, enter 0 (zero).
V.	Gender Female individuals should check the box " <i>Female</i> ". Male individuals should check the box " <i>Male</i> ". Transgendered/ Other is defined as individuals whose gender, gender display or gender identity differs from the perceived norm. Such individuals may—or may not—have undergone or be currently undergoing gender-altering surgery or transgender counseling. Individuals who identify with the above description should check the box " <i>Transgendered/Other</i> ". Individuals who do not identify with any of the above categories should check the box " <i>Unknown</i> ".
VI.	Persons with Disabilities Self-reported by client with the exception of programs where status is determined by a caseworker or other professional. A client with a disability has a physical, sensory or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, breathing, learning and working. Clients who are developmentally disabled, chronically ill, hearing or visually impaired, homebound and/or have diagnosed emotional disorders are included in this category. Children/youth in this category include those in special education classes and those receiving SSI. Examples: <ol style="list-style-type: none"> 1. Persons with restricted use of their hands, arms or have mobility problems (may use a wheelchair, walker, etc.). <ul style="list-style-type: none"> • Persons who cannot do simple household tasks such as making a bed or washing dishes. • Persons who cannot take care of their own basic needs such as feeding or bathing themselves. • Persons with learning disabilities. • Persons who score 50 or below on the Global Assessment Scale. • Persons who are incapacitated by alcoholism or substance abuse. • Children with speech or language delays that are not caused by English being their second language.
VII.	Race/Ethnicity Listed below are a number of categories with definitions that may provide clarification.
	American Indian or Alaska Native Individuals whose race/ethnicity is native to the continent of North America, the general area of Alaska or the northern-most parts of Canada.
	Asian, Asian-American Individuals whose race/ethnicity is native to the continent of Asia, Philippine Islands or sub-continent of India. Specifically excluded from this group is Hawaiian Native or Other Pacific Islander.

	Data Element	Description
	Black, African-American, Other African	Individuals whose race/ethnicity is native to the continent of Africa and/or individuals who are North, Central or South American or Caribbean Islander of African descent. Specifically excluded from this group are Afrikaners and North African Caucasians.
	Hawaiian Native/ Other Pacific Islander	Individuals whose race/ethnicity is native to Pacific Island areas such as American Samoa, Caroline Islands, Guam, Hawaiian Islands, Mariana Islands, Tonga, Marshall Islands or Micronesia.
	White or Caucasian	Individuals whose race/ethnicity is native to the continent of Europe, Middle East or North Africa.
	Other Multi-Racial	Individuals who select more than one category should check the box "Other Multi-Racial".
	Hispanic/Latino	Individuals whose race/ethnicity can be traced to any Spanish speaking country in the western Hemisphere. Includes people who identify as Mexican, Puerto Rican, Caribbean Islander, Central American or South American.
	Other/Unknown	Individuals that do not identify with any of the categories should check the box "Other/Unknown".
VIII.	Refugee/Immigrant	Individuals who have voluntarily migrated to this country or who have left their native country for reasons of safety. This category is not intended to capture information regarding legal resident status or citizenship.
IX.	Limited English Speaking	Individuals who virtually have no ability or limited ability to communicate using the English language.
X.	Veteran Status	Individuals who have actively served in the United States military.

City of Seattle – Human Services Department
Homeless Programs and U.S. Department of Housing and Urban Development
Client Profile Report – Annual

Agency Name: Catholic Community Services of Western Washington

Project Name: St. Martin de Porres Enhanced Shelter

Contract Number: DA13-1445

Person Completing Report:

Total Number of Individual Clients Served	January – December
<i>I. Geographic Location* (Sub Region/Neighborhood Based on Zip Code)</i>	
A. Seattle Neighborhoods	
Ballard	
Capitol Hill	
Central Seattle	
Delridge	
Downtown	
Duwamish	
Lake Union	
North Seattle	
NE Seattle	
NW Seattle	
Queen Anne	
SE Seattle	
SW Seattle	
East Rural	
East Urban	
North Urban	
South Rural	
South Urban	
Vashon	
Other (Outside King County)	
Unknown	
B. Number Who Live in Unincorporated King County	
Outside City Limits	
Unknown	
C. Homeless	
Yes	
No	
Number who are Chronically Homeless	
Unknown	
<i>II. Household Composition</i>	
A. Single Adult Households (Household Size = 1)	
Female	
Male	
Unknown	
Subtotal Single Adult Households	
B. Households with Children Under 18	
Single Parent Female Head of Household	
Single Parent Male Head of Household	

Total Number of Individual Clients Served		January – December
Two Parent Household		
Unknown		
Subtotal Households with Children Under 18		
C. Shared Adult Households		
Partnered/Married		
Not Partnered/Not Married		
Unknown		
Subtotal Shared Adult Households		
Total Number of Households		
III. Income Based on HUD Guidelines		
Very Low (< 30% Median)		
Low (< 50% Median)		
Moderate (< 80% Median)		
Above Moderate (> 80% Median)		
Unknown		
IV. Ages		
0 to 5		
6 to 10		
11 to 13		
14 to 17		
18 to 34		
35 to 59		
60 to 74		
75 to 84		
85 and Over		
Unknown		
V. Gender		
Female		
Male		
Transgendered/Other		
Unknown		
VI. Persons with Disabilities		
Yes		
No		
Unknown		
VII. Race/Ethnicity (HUD MANDATED)		
American Indian or Alaska Native		
Asian, Asian-American		
Black, African-American, Other African		
Hawaiian Native/Other Pacific Islander		
White or Caucasian		
American Indian/Alaska Native & Black/African-American		
American Indian/Alaska Native & White		
Asian & White		
Black/African-American & White		
Other Multiracial		
Hispanic/Latino	Hispanic/No Racial Category Identified	
	Hispanic-American Indian	
	Hispanic-Asian	
	Hispanic-Black	
	Hispanic-Pacific Islander	
	Hispanic-White	
	Hispanic-American Indian & Black	
Total Number of Individual Clients Served		January – December

Total Number of Individual Clients Served		January – December
	Hispanic-American Indian & White	
Hispanic/Latino	Hispanic-Asian & White	
	Hispanic-Black & White	
	Hispanic-Other Multiracial	
	Other/Unknown	
Total		
VIII. Refugee/Immigrant		
Yes		
No		
Unknown		
IX. Limited English Speaking		
Yes		
No		
Unknown		
X. Veteran Status-Actively Served in the United States Military		
Yes		
No		
Unknown		

Human Services Department

2013 INCOME GUIDELINES

Gross Annual Income by Family Size

	FAMILY SIZE							
	1	2	3	4	5	6	7	8
100% Federal Poverty	11,490	15,510	19,530	23,550	27,570	31,590	35,610	39,630
125% Federal Poverty	14,363	19,388	24,413	29,438	34,463	39,488	44,513	49,538
60% State Median	25,776	33,708	41,640	49,572	57,492	65,424	73,356	81,288
70% State Median	30,072	39,324	48,576	57,828	67,080	76,332	85,604	94,856

2013 HUD Income Guidelines

Gross Annual Income by Family Size

	FAMILY SIZE							
	1	2	3	4	5	6	7	8
<u>Very Low</u>								
30% HUD PMSA	18,200	20,800	23,400	26,000	28,100	30,200	32,250	34,350
<u>Low</u>								
50% HUD PMSA	30,350	34,700	39,050	43,350	46,850	50,300	53,800	57,250
<u>Moderate</u>								
80% HUD PMSA	45,100	51,550	58,000	64,400	69,600	74,750	79,900	85,050

- Note:**
- Income Guidelines for the standards above are usually published by March of each year.
 - FY 2013, Washington State Median 4-Person Family Income = \$86,700
 - HUD (U.S. Department of Housing & Urban Development)
 - PMSA (Primary Metropolitan Statistical Areas)