

**CONTRACT NO. KC-028-23  
CONTRACT AMENDMENT B**

This Contract Amendment ("Amendment") is between Kitsap County, a Washington state political subdivision, having its principal offices at 614 Division Street, Port Orchard, Washington 98366 ("County") and Northwest Justice Project, a having its principal offices at 401 Second Ave. S. Suite 407, Seattle, WA 98104 ("Contractor").

In consideration of the mutual benefits and covenants contained herein, the parties agree that their Contract, numbered as Kitsap County Contract No. KC-028-23 ("Contract") executed on January 10, 2023, and amendment on January 12, 2024, is amended as follows:

1. Section 1. Effective Date of Contract: The contract term is extended from December 31, 2024 to December 31, 2025. For a new contract term of January 1, 2023 – December 31, 2025.
2. Statement of Work, Section II: Service Delivery—Legal Services for Veterans: Is replaced with Attachment A. The Contractor will provide one hundred forty three (143) additional hours for a total of 571 hours.
3. Compensation. This Contract Amendment increases the compensation to \$80,000 for a new contract total of \$190,000.00. Attachment C: Budget Summary is replaced in its entirety.

Insurance. If this Amendment extends the expiration date of the Contract, then the Contractor shall provide an updated certificate of insurance evidencing that any required insurance coverages are in effect through the new contract expiration date. The Contractor shall submit the certificate of insurance to: Kitsap County Risk Management Division, 614 Division Street, MS-7, Port Orchard, WA 98366

Terms Unchanged. Except as expressly provided in this Amendment, all other terms and conditions of the original Agreement, and any subsequent amendments, addenda or modifications thereto, remain in full force and effect.

Authorizations. The signatories to this Amendment represent that they have been appropriately authorized to enter into this Amendment on behalf of the Party for whom they sign, and that no further action or approvals are necessary before execution of this Amendment.

Counterparts/Electronic Signature. The Contract may be executed in several counterparts, each of which will be deemed an original, but all of which together will constitute one and the same agreement. A facsimile, email, or other electronically delivered signatures of the parties shall be deemed to constitute original signatures and deemed to constitute duplicate originals.

*Signature on next page*

DATED or ADOPTED this 9 day of January, 2025.

DATED 1/27/2025

NORHTWEST JUSTICE PROJECT

BOARD OF COUNTY COMMISSIONERS  
KITSAP COUNTY, WASHINGTON

  
ABIGAIL DAQUIZ,  
Interim Co-Executive Director

  
CHRISTINE ROLFES, Chair

  
ORAN ROOT, Commissioner

  
KATHERINE T. WALTERS, Commissioner

ATTEST:

  
Dana Daniels, Clerk of the Board



## **ATTACHMENT A: STATEMENT OF WORK**

### **SECTION 11: SERVICE DELIVERY- LEGAL SERVICES FOR VETERANS**

The Contractor shall provide Legal Assistance services for the purpose of enabling eligible Kitsap County veterans whose household income is at or below 200% of the federal poverty level and experiencing non-criminal legal problems to access the justice system by offering representation, advocacy, counseling, training, education, and information to remove legal barriers to housing, employment, and self-sufficiency. During the contract period, the Contractor shall provide 571 hours of legal service to eligible veterans in an estimated 100 cases.

Veteran Legal Services shall be delivered as follows:

#### **A. Referral and Intake Screening**

The Contractor shall develop a policy outlining referral options that include a toll free number. Referral and Intake Screening can be further accommodated or adapted to meet the needs of homeless veterans or veterans with disabilities, when requested. Upon receipt of a list of Veteran Service Organizations/officers (VSOs) assisting with Veteran Assistance Fund (VAF) applications, the Contractor will conduct the necessary outreach to ensure that the correct information regarding referral options is available.

The Contractor shall maintain a screening tool, to be applied at the point of intake, to screen for those cases which may be appropriate for intervention from services other than legal assistance services, and general eligibility for Veteran Legal Services.

In so doing, the following shall be determined:

1. Services requested
2. Problem identification
3. Existing support system
4. Necessity of Legal Services versus other intervention(s)
5. Existing support system (with advice)
6. Veteran Information & Assistance intervention (advocacy, program screening, referral, etc.)

Following screening, those cases which appear to be appropriate for other interventions may first be referred to the appropriate services. Cases which then fail to be resolved by other interventions may be referred back to the Northwest Justice Project for Veteran Legal Services.

#### **B. Case Prioritization:**

Cases which appear to require Veteran Legal Services assistance will be prioritized with a goal to remove barriers to (1) housing, (2) employment, and (3) self-sufficiency, including, but not limited to, the following case categories:

1. Housing
2. Driver's License Reinstatement
3. Consumer Issues
4. Income Maintenance (including VA overpayment)
5. Family Law

6. Veteran Specific Issues (including access to VA health care and information and advice on discharge upgrades and characterization of service determinations).

C. The Contractor shall attempt to involve the private bar in furnishing services to individuals on a pro bono and reduced-fee basis.

D. The Contractor shall maintain a blind client satisfaction form to be provided to all clients at case closure or at the first in-person contact with the client. Clients shall then complete the survey and mail to Kitsap County. Return postage shall be provided when given to the client.

E. The Contractor shall meet project performance standards. Service shall be provided to eligible veterans for an approximate 100 cases. A minimum of 428 billable service hours shall be provided. Units of Service not used in Service items two through four may be used in item one. The volunteer attorney match hours are optional. Total hours for Veteran Legal Services shall consist of:

SERVICE	UNITS OF SERVICE
1. Community Legal Services	551 hours
2. Community Training & Consultation	*4 hours
3. Residential Legal Services	*6 hours
4. Veteran Service Officer Training & Consultation	*3 hours
<b>Subtotal</b>	<b>*564 hours</b>
5. Optional Match (may be Voluntary Attorney Services)	**7 hours
<b>Total</b>	<b>571 hours+</b>

\*Maximum Allowable

\*\*To qualify as match, Voluntary Attorney Services (VAS) must meet the following conditions:

1. If VAS hours are claimed, the Contractor must initiate the service.
2. Clients receiving assistance via VAS shall be eligible individuals as determined by the screening characteristics outlined in Section A above.
3. Services provided by VAS shall be in accordance with the case prioritization policies as defined in Section B, above.
4. Service invoices shall be submitted to the VAS in accordance with the existing procedures in Kitsap County. The Contractor shall submit a copy of the invoice as backup for its monthly reimbursement request.

F. Client services and demographics shall be reported according to the reporting requirements outlined in Section IV.

G. For the contract period, the Contractor shall provide services on a fee-for service contract basis at the following rate:

1. One hour of service (Attorney or Paralegal): \$140.00
2. The minimum unit of billing shall be on a one-sixth hour basis (10minutes).

An expenditure Report/Unit Rate Invoice is required to be submitted by the Contractor no later than the tenth (10th) day of the month for services provided the


previous month. This form will be provided by Kitsap County.

**ATTACHMENT B: BUDGET SUMMARY**

Kitsap County Veterans Assistance Program Budget  
January 1, 2023 - December 31, 2025

<b>Northwest Justice Project</b> KC-028-23 January 1, 2023 - December 31, 2025					
<b>Expenditure Cost</b>	<b>Fund Source</b>	<b>Time Period</b>	<b>Previous Budget</b>	<b>Amendment Changes this Contract</b>	<b>Current Budget</b>
Legal Services	Kitsap County Real and Personal Tax (RCW78.08 Veterans Relief Fund	1/1/23 - 12/31/23	\$50,000.00		\$50,000.00
Legal Services	Kitsap County Real and Personal Tax (RCW78.08 Veterans Relief Fund	1/1/24- 12/31/24	\$60,000.00		\$110,000.00
Legal Services	Kitsap County Real and Personal Tax (RCW78.08 Veterans Relief Fund	1/1/25- 12/31/25		\$80,000.00	\$190,000
<b>Total</b>			<b>\$110,000.00</b>	<b>\$80,00.00</b>	<b>\$190,000.00</b>

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