

**KC-560-25-B
AMENDMENT TO
CONTRACT FOR HUMAN SERVICES**

This Amendment ("Amendment") to Contract for Human Services is between Kitsap County, a Washington state municipal corporation, with its principal offices at 614 Division Street, Port Orchard, Washington 98366, and Kitsap Community Resources, a Washington Nonprofit Corporation, with its principal offices at 845 8th Street, Bremerton, WA 98337.

The parties executed Contract for Human Services KC-560-25 effective July 1, 2025 which was amended by KC-560-25-A (collectively "Contract"), which the parties desire to amend subject to the terms and conditions of this Amendment.

In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

1. Section 1. Effective Date of Contract. This Amendment extends the Contract expiration date from June 30, 2026 to June 30, 2027.
2. Section 4. Compensation. The total compensation is increased from \$312,000 to \$556,000 as identified in the attached Revised Attachment C (Budget Summary).
3. Attachment B: Statement of Work. The Statement of Work shall be amended and replaced in its entirety with Revised Attachment B (Statement of Work), which is incorporated herein by reference.
4. Attachment C: Budget Summary. The Budget Summary shall be amended and replaced in its entirety with the Revised Attachment C (Budget Summary), which is incorporated herein by reference.
5. Effective Date. This Amendment shall be effective on July 1, 2026 ("Effective Date").
6. Ratification. To the extent that any services were provided or payments were made between July 1, 2026, and the date of full execution of this Amendment, the parties hereby ratify and approve such actions, intending them to be governed by the terms and conditions of the Contract as amended herein.
7. Insurance. If this Amendment extends the expiration date of the Contract, the Contractor shall provide an updated certificate of insurance evidencing that any required insurance coverages are in effect from the Effective Date through the new Contract expiration date. The Contractor shall submit the certificate of insurance to: Kitsap County Housing and Homelessness Division, 345 6th Street, Suite 400, Bremerton, WA 98337. Upon receipt, the Human Services Department will ensure submission of all insurance documentation to the Risk Management Division, Kitsap County Department of Administrative Services.
8. Precedence. In the event of any conflict or inconsistency between the provisions of this Amendment and the Contract, including any prior amendments, the provisions of this Amendment shall prevail.
9. Terms Unchanged. Except as expressly provided in this Amendment, all other terms and

conditions of the Contract, including any prior amendments, remain unchanged and in full force and effect.

10. Counterparts/Electronic Signature. This Amendment may be executed in several counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement. Facsimile, email, or other electronically delivered signatures of the parties shall be deemed to constitute original signatures and duplicate originals.
11. 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.

Dated this 14th day of September, 2026. Dated or Adopted this 12 day of oct, 2026.

KITSAP COMMUNITY RESOURCES



Signature

ANTHONY IVES

Print Name

EXECUTIVE DIRECTOR

Title

**BOARD OF COUNTY COMMISSIONERS KITSAP
COUNTY, WASHINGTON**



ORAN ROOT, Chair



KATHERINE T. WALTERS, Commissioner



CHRISTINE ROLFES, Commissioner

ATTEST:



Tabatha Hoesch, Clerk of the Board



Approved as to form by the Prosecuting Attorney's Office

REVISED ATTACHMENT B: STATEMENT OF WORK

Summary of Work

Grant funds to Kitsap Community Resources for Hotel/Motel Voucher Program, an Emergency Shelter Program, located at 845 8th Street, Bremerton for operations for the contract period, as detailed in the Response to the Homelessness Assistance RFP. Funds are to be used solely for the identified purposes and in the manner described in this contract.

The contracted program must adhere to the Coordinated Entry Guidelines, the CHG Guidelines, and the Kitsap County Grant Guidelines Handbook. All three documents are updated periodically.

The Department of Commerce determines eligible uses of funds and specific policies and procedures for CHG programs, which are listed in the Guidelines for the Consolidated Homeless Grant and are updated periodically.

Program Goals

The hotel/motel voucher program provides short-term, temporary shelter (lodging) for those experiencing homelessness. The overall goal of the Hotel Voucher program funds is to reduce homelessness through providing safe temporary housing as a stepping-stone to stable permanent housing. This program is intended to be a supplement or substitute for emergency shelter beds. The program is intended to include intensive housing stability case management, permanent housing location assistance, system navigation assistance, evaluation of needs, connection with resources, relationship-building, and conflict resolution with hotel owners. All households must be entered into HMIS and Coordinated Entry.

Scope of Work

The following comprise the elements of the scope of work, including specific requirements.

The following allowable uses of funds outline the elements of the scope of work, including specific requirements. Additional details can be found in the Department of Commerce's Guidelines for the Consolidated Homeless Grant.

Hotel/Motel Voucher Program

Operate the Hotel Voucher Program, including providing hotel vouchers and intensive case management for eligible households, working with these households to develop and carry out Housing Stability Plans. Components of this program should include:

- Development and/or expansion of a hotel voucher program, wherein arrangements would be made in advance with various hotels to accept vouchers or some sort of payment agreement in exchange for providing rooms at a reasonable rate for households participating in this program.

- Ideally the program would include agreements with multiple hotel owners/operators throughout Kitsap County to develop short-term temporary beds available as needed in different geographic areas of the county.
- Building relationships with hotel owners to engage them in this program and to resolve potential conflicts with program households as they arise.
- This program should work to coordinate with other funding sources that could provide additional and/or future assistance for households enrolled in the hotel voucher program.
- Vouchers should be negotiated for fixed time increments, such as a week or a month.
- Households should be referred for a specific length of time for the voucher. These hotel vouchers should be prioritized for households who are currently unsheltered and moving inside.
- Intensive case management support should be provided for program households to make the adjustment from living outside to living in a temporary hotel room situation.
- Case management should include working with households to identify needs, resources, opportunities, and next steps through development of a Housing Stability Plan.
- Case management support should include housing location assistance for households' next housing situation (after the hotel voucher), connection with resources and benefits, referrals for behavioral health resources, and conflict resolution with hotel owners/operators.

The following are additional requirements of the contractor:

- **Low Barrier Services:** Program has indicated that it does operate as a low barrier program as defined by the Washington State Department of Commerce in the CHG Guidelines.
- **Coordinated Entry Referrals:** Work with the Coordinated Entry Program to ensure that they have updated information about the program and can make appropriate referrals.
- **Bed Availability Tool:** Enter updated information every weekday about bed availability into the online bed availability tool that is used by the coordinated entry program to make referrals. Drop-in Shelter programs may work out an alternative information-sharing arrangement with the coordinated entry program but must regularly communicate about capacity and bed availability.
- **Data Collection and Entry:** Enter all client information into HMIS, following Department of Commerce and HUD data standards that are applicable to the program. Data must be entered within 3 days of a household's enrollment into the program or changes in the household's program status or household information.
- **Coordination with other Agencies:** Participate in the monthly meetings of the Kitsap Housing and Homelessness Coalition. Actively coordinate additional meetings as needed with other agencies that provide social services to provide the most comprehensive and seamless provision of care for clients as possible.

- **Reporting:** Submit all applicable reports to Kitsap County and the Department of Commerce by the published deadlines and respond in a timely way to County information requests and countywide reports.
- **Non-Discrimination:** Ensure equal access for people experiencing homelessness regardless of race, national origin, gender identity, sexual orientation, marital status, age, veteran or military status, disability, or the use of an assistance animal. Projects designed to serve families with children experiencing homelessness must ensure equal access regardless of family composition and regardless of the age of a minor child. Projects that operate gender segregated facilities must allow the use of facilities consistent with the person's gender identity or expression.
- **Religious Activities:** No funding provided through this grant may be used to support or engage in any explicitly religious activities, including activities that involve overt religious content such as worship, religious instruction, or proselytization, nor may the provision of services provided be conditioned upon a program participant's engaging in any such explicitly religious activities.
- **Occupancy:** Have a bed utilization rate of no less than 90% -- calculated based on the number of bed nights provided /number of beds or rooms possible annual nights (365 or 366). Shelters with a lower bed utilization rate each quarter may be reimbursed on a per occupancy day rate.
- **Complaint Process:** Have a written complaint/grievance policy approved by the agency's Board of Directors, provide information about the complaint/grievance process to clients upon their enrollment in the program, and ensure that complaint forms are readily available to clients in the program. Ensure that the complaint/grievance policy meets all minimum requirements as indicated in the corresponding Grant Guidelines.
- **Staff Training:** Staff working with clients should be, at a minimum, trained in ACES/Resiliency, trauma-informed services, local coordinated entry policies and procedures, fair housing, housing first, racial equity, LGBTQ+ competency, rapid rehousing, progressive engagement and problem solving (diversion), and mental health first aid and any other trainings required per the CHG Guidelines. Attendance must be documented.
- **Housing Stability Case Management:** Programs that provide case management must use the Kitsap County Housing Stability Planning and Progress Report (HSPPR) to assist clients with setting housing stability goals and tracking progress. HSPPRs are part of the client record-keeping requirements.

Required Program Performance Measures and Targets:

Local Performance Targets are established through a variety of methods, including the associated RFP or NOFA, the Program Application and the Contract Information Sheet.

Statewide Performance Targets are established by the Washington State Department of Commerce. For more information on Statewide Performance Targets, please visit: <http://kcowa.us/hmis-dq-plan> and <http://kcowa.us/chg-perf>

Local Performance Targets

Performance Measure	Contract Performance Target
Number of Households Served Annually	80
Number of Unsheltered* Households Served Annually	60

Statewide Performance Targets

Performance Measure	State Performance Target
Continuous Stay Shelters Percent of Exits to Permanent Housing (Households)	50%
Equitable Outcomes	Outcomes across racial and ethnic demographics should not be significantly less than the overall rate

Statewide Data Quality Measures

Data Quality Measures	State Performance Target
Timeliness - Project Start	95% of clients entered within 3 days or Decrease in avg days for entry
Timeliness - Project Exit <i>NBN/Outreach: see exclusions</i>	95% of clients exited within 3 days or Decrease in avg days for entry
Timeliness - Annual Assessment	95% completed within 60-days of anniversary date
Completeness - Prior Living Situation	95% of client data entered with valid responses ¹
Completeness - Destination at Program Exit <i>NBN/Outreach: see exclusions</i>	95% of client data entered with valid responses ¹
Completeness – Personally Identifying Information (PII) (first, last, DOB, SSN) for consenting clients <i>NBN/Outreach: see exclusions</i>	95% of consenting clients have all PII elements completed with valid responses ^{1,2} (or improvement from prior period)

<i>Victim Services Providers must enter as consent refused</i>	
Completeness – Universal Data Elements (gender, race/ethnicity, veteran status) for all clients <i>NBN/Outreach: see exclusions</i>	95% of all clients have all profile elements completed with valid responses ¹ <i>(or improvement from prior period)</i>
Completeness – Program Elements (disabilities, income, benefits, health insurance, DV) for all clients at both entry and exit <i>NBN/Outreach: see exclusions</i>	95% of all clients have all profile elements completed with valid responses ¹ <i>(or improvement from prior period)</i>
Accuracy – No Data Inconsistencies <i>(See Dept of COM HMIS Data Quality Plan)</i>	<5% of all clients have data inconsistencies

¹A valid response is something other than “Client doesn’t know”, “Client prefers not to answer”, “No exit interview”, “Data not collected”, or is missing.

²Profile PII elements: Response is not valid if name contains “Partial”, “Street Name”, “Code Name”; DOB is “Approximate” or “Partial”, or these elements contain “Client doesn’t know”, “Client prefers not to answer”, or is missing.

³ Positive Outcome Destinations include exit destinations to permanent, temporary, and some institutional destinations. Positive destinations exclude the following: “Place not meant for habitation”, “Jail, prison, or juvenile detention facility”, “Other”, or “Client doesn’t know”, “Client prefers not to answer”, “No exit interview”, “Data not collected”, or is missing.

Agencies will never require a client to provide additional information even if they have consented but should gather it to the best of their ability.

Night by Night (NBN) Shelter and Outreach Exclusions

Completeness - Night-by-Night and Street Outreach Exclusion:

- Completeness is not measured until date of engagement identified

Project Exit Timeliness – Night by Night Shelter and Street Outreach Programs Exclusion:

- Known exits should be updated within 3 calendar days.
- For clients that have dropped out of contact at or before 90 days, the exit date should be the day after the last recorded bed night.

REVISED ATTACHMENT C: BUDGET SUMMARY

Contractor: Kitsap Community Resources for Hotel/Motel Voucher Program

Contract Number: KC-560-25 (amended by KC-560-25-A and KC-560-25-B)

Time Period: July 1, 2025 – June 30, 2027

Administration Expenses will be utilizing an Indirect Rate based on the organization's Negotiated Indirect Cost Rate Agreement (NICRA).

Line item changes must be requested in writing and require Kitsap County approval.

Please refer to the KCHHD Grant Guidelines for details on the amendment request deadline and process.

Reimbursement requests/invoices must be submitted through the Housing and Homelessness Division reimbursement request process. Any disbursement made by the County to the Recipient shall be without prejudice to the County's rights later to challenge the propriety of the Recipient's claimed costs or expenses.

Budget on next page

Cost Category	Fund Source	Previous Budget	Amendment Changes this Contract	Current Budget
1st Term of Contract: 07/01/2025 - 06/30/2026				
Administration	Consolidated Homeless Grant-EHF SFY26: 1132	\$ 26,673.00	\$ -	\$26,673.00
Facility Support	Consolidated Homeless Grant-EHF SFY26: 1132	\$ 211,111.00	\$ -	\$211,111.00
Operations	Consolidated Homeless Grant-EHF SFY26: 1132	\$ 60,800.00	\$ -	\$60,800.00
Administration	Consolidated Homeless Grant-INF SFY26: 1132	\$ 1,084.00	\$ -	\$1,084.00
Facility Support	Consolidated Homeless Grant-INF SFY26: 1132	\$ 9,332.00	\$ -	\$9,332.00
Operations	Consolidated Homeless Grant-INF SFY26: 1132	\$ 3,000.00	\$ -	\$3,000.00
1st Term of Contract Budget Total		\$ 312,000.00	\$0.00	\$312,000.00
2nd Term of Contract: 07/01/2026 - 06/30/2027				
Administration	Consolidated Homeless Grant-EHF SFY27: 1132	\$ -	\$ 18,750.00	\$18,750.00
Facility Support	Consolidated Homeless Grant-EHF SFY27: 1132	\$ -	\$ 137,500.00	\$137,500.00
Operations	Consolidated Homeless Grant-EHF SFY27: 1132	\$ -	\$ 50,000.00	\$50,000.00
Administration	Consolidated Homeless Grant-INF SFY27: 1132	\$ -	\$ 3,431.00	\$3,431.00
Facility Support	Consolidated Homeless Grant-INF SFY27: 1132	\$ -	\$ 20,000.00	\$20,000.00
Operations	Consolidated Homeless Grant-INF SFY27: 1132	\$ -	\$ 14,319.00	\$14,319.00
2nd Term of Contract Budget Total		\$0.00	\$ 244,000.00	\$244,000.00
CONTRACT TOTAL				\$556,000.00