HOMELESS HOUSING PROGRAM
GRANT AGREEMENT

This Homeless Housing Program Grant Agreement ("Agreement") is entered into between KITTITAS COUNTY, a political subdivision of the State of Washington (the "County"), and Housing Authority Kittitas County (HAKC), a Washington non-profit corporation ("Recipient").

ARTICLE I — PURPOSE AND TERM

Section 1.1 Purpose: The purpose of this Agreement is to distribute homeless housing surcharge funds awarded pursuant to RCW 36.22.179.

Section 1.2 Term: This Agreement shall take effect June 15, 2011 and terminate on June 14, 2012.

ARTICLE II — GRANT AMOUNT, USE AND BUDGET

Section 2.1 Grant Amount: The Recipient is awarded a total of up to $13,700 to provide a 24/7 housing hotline for Kittitas County. This amount includes funding to support Housing Authority staff and administration for daytime and after hours, weekends, and holidays service, $5700, and $8,000 for hotel and transportation vouchers, (the "Grant Award") to be administered as follows as Grant Award HH2011 – 03.

Section 2.2 Use of Grant. The Recipient shall use the Grant Award solely for the purposes and in the manner described in **Exhibit A - Statement of Work and Project Timeline** (the "Project"). Adjustments to Proposed Project Timelines may be requested in writing to the Committee and recommended to the Board of Kittitas County Commissioners. These recommendations may be granted or denied at the discretion of the Board of Kittitas County Commissioners.

Section 2.3 Budget. The Grant Award shall be expended by the Recipient as set forth in **Exhibit B — Budget.** Adjustments to Proposed Project Budgets may be requested in writing, to the Committee and recommended to the Board of Kittitas County Commissioners. These recommendations may be granted or denied at the discretion of the Board of Kittitas County Commissioners.

ARTICLE III — DISBURSEMENTS

Section 3.1 Disbursement of Grant Award Funds. Not more frequently than once a month, the Recipient may request disbursement from the Grant Award. Each disbursement request must be made by the Recipient submitting to the County at the address specified in Section 5.2 a properly completed Reimbursement Request form. The request must identify the work performed and be accompanied by a summary of all allowable costs and expenses incurred for which the Recipient is seeking disbursement, unless further documentation is requested by the Committee, the Kittitas County Auditor's Office, or the BOCC. The Recipient will be subject to periodic on-site audits to ensure that satisfactory supporting documentation of all allowable costs and expenses are being kept. Within 30 days of its receipt of the request and satisfactory supporting documentation, and subject to the other terms and conditions contained in this Agreement, the County shall pay the amount of the invoice to the Recipient at the address specified in Section 5.2. The Recipient will have 30 days from the close of the agreement to submit final request for reimbursement.

Section 3.2 Advance Disbursement. The Recipient may request disbursement from the Grant Award in advance of actual expenditure only for the following:

- rental and furnishing of dwelling units for the use of homeless persons;
- costs of developing affordable housing for homeless persons, and services for formerly homeless individuals and families residing in transitional housing or permanent housing and still at risk of homelessness;
- operating subsidies for transitional housing or permanent housing serving formerly homeless families or individuals;
- services to prevent homelessness, such as emergency eviction prevention programs including temporary rental subsidies to prevent homelessness;
- temporary services to assist persons leaving state institutions and other state programs to prevent them from becoming or remaining homeless;
- outreach services for homeless individuals and families;
- development and management of local homeless plans including homeless census data collection, identification of goals, performance measures, strategies, and costs of evaluation of progress towards established goals;
- rental vouchers payable to landlords for persons who are homeless or below thirty percent of the median income or in immediate danger of becoming homeless; and
- other activities to reduce and prevent homelessness as identified for funding in the local plan; and

Section 3.3 Disbursement Limitations. In no event will the County ever be required to disburse funds in excess of the Grant Award. In addition, unless expressly provided otherwise in this Agreement: (a) no disbursements will be made in advance of costs or expenses being incurred; and (b) no costs or expenses incurred by the Recipient prior to the effective date of this Agreement, or after its termination, are eligible for reimbursement.

Section 3.4 Disbursement Without Prejudice. 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.

Section 3.5 Withholding Disbursements. If the Recipient fails to perform any obligation under this Agreement and the failure has not been cured within 10 days following oral or written notice from the County or the Committee, the County may, without penalty and in its sole discretion and upon written notice to the Recipient, withhold all monies otherwise due the Recipient until such failure to perform is cured. This right to withhold disbursements is in addition to all other rights and remedies the County may have available to it under this Agreement or under law.

ARTICLE IV—REPORTS AND RECORDKEEPING

Section 4.1 Quarterly Progress Reports. Except as may otherwise be provided in **Exhibit A,** at least once a quarter, and upon request from time to time, the Recipient shall provide a report on the progress made to date on the Project, using such form and meeting such requirements as determined by the Committee. Such progress reports shall be provided by the Recipient to the Committee and to the Kittitas County Auditor's Office at its address specified in Section 5.2. The Recipient shall also provide an annual report as specified in the grant guidelines.

Section 4.2 Record Retention; Review. The Recipient shall maintain records sufficient to fully document its compliance with all contractual, grant and legal requirements. Upon reasonable advance notice, the Recipient shall provide the County, or its authorized agents, with full access to all of the Recipient's records relating to this Agreement or the Project. The Recipient agrees to be financially and legally responsible for any audit exceptions or other irregularities in its performance or recordkeeping, including but not limited to impermissible or unauthorized use of Grant Award funds. This section shall survive termination of this Agreement.

ARTICLE V — CONTRACT ADMINISTRATION AND NOTICES

Section 5.1 Personnel. The Recipient will secure at its own expense all labor and materials required to perform any work in connection with the Project. The Recipient shall be responsible for all applicable payroll, labor and industries premiums, and taxes. All employees and subcontractors of the Recipient shall be covered by Industrial Insurance in full compliance with title 51 of the Revised Code of Washington ("RCW").

Section 5.2 Contract Representatives. The parties' designated representatives shall be responsible for the administration of this Agreement and for receiving notices given in connection with this Agreement. The following are designated as the representatives of the parties.

FOR THE COUNTY: Judy Pless, Budget & Finance Manager
County Auditor's Office
205 West 5th – Suite 105
Ellensburg WA 989526
509-962-7502
Judy.pless@co.kittitas.wa.us

FOR THE RECIPIENT: Perry Rowe, Executive Director
Kittitas County Housing Authority
107 W. 11th Ave.
Ellensburg, WA 98926
(509) 962-9006
housingauthority@fairpoint.net

A party may change its designated representative or address by providing written notice to the other party.

Section 5.3 Notices. Any notice required or permitted to be made under this Agreement may be given personally, by facsimile, or by first-class, registered or certified mail. A notice personally delivered to the other party is deemed given upon proper delivery. A notice sent by first-class, registered or certified mail is deemed given three days after mailing, if properly addressed and having proper postage. Notices delivered by facsimile shall be deemed to have been given on the date of transmission if received during the recipient's business day or, if not, on the recipient's next business day. E-mail addresses, if listed in this Agreement, are provided only for convenience and not for notice purposes.

ARTICLE VI — INSURANCE

Section 6.1 Professional Legal Liability. The Recipient will maintain professional legal liability or professional errors and omissions coverage appropriate to the Recipient's profession. The coverage will have a limit of not less than One Million Dollars ($1 million) per occurrence. The coverage will apply to liability for a professional error, act or omission arising out of the Recipient's services under the Agreement. The coverage will not exclude bodily injury or property damage. The coverage will not exclude hazards related to the work rendered as part of the Agreement or within the scope of the Recipient's services under the Agreement, including testing, monitoring, measuring operations or laboratory analysis where such services are rendered under the Agreement.

Section 6.2 Workers' Compensation and Employer Liability. The Recipient will maintain workers' compensation insurance as required by Title 51 RCW, and will provide evidence of coverage to the BOCC. If the Contract is for over $50,000, then the Recipient will also maintain employer liability coverage with a limit of not less than One Million Dollars ($1 million). The Recipient will request that the Washington State Department of

Labor and Industries, Workers Compensation Representative, send written verification to the County that the Recipient is currently paying workers' compensation.

Section 6.3 Commercial General Liability. The Recipient will maintain commercial general liability coverage for bodily injury, personal injury and property damage, subject to a limit of not less than One Million Dollars ($1 million) per occurrence. The general aggregate limit will apply separately to the Contract and be no less than Two Million Dollars ($2 million). The Recipient will provide commercial general liability coverage that does not exclude any activity to be performed in fulfillment of the Agreement. Specialized forms specific to the industry of the Recipient will be deemed equivalent, provided coverage is no more restrictive than would be provided under a standard commercial general liability policy, including contractual liability coverage. It is understood that the Housing Authority is insured by Housing Authorities Risk Retention Pool (HARRP), a governmental risk sharing pool, approved by the State Of Washington, Office of Financial Management, and the U.S. Department of Housing and Urban Development (HUD). It is further agreed that such pooled coverage shall be acceptable to fulfill the Professional Liability and Commercial Liability insurance requirements of this agreement.

Section 6.4 Miscellaneous Insurance Provisions.

The Recipient will place insurance with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than A-VII, with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be placed with insurers or re-insurers licensed in the State of Washington. It is agreed that such pooled coverage as listed above shall be acceptable to fulfill the Professional Liability and Commercial Liability insurance requirements of this agreement.

A. The insurance limits established by this section are not intended to indicate the Recipient's exposure, nor are they limitations on the Recipient's indemnification duties. This section shall survive termination of this Agreement.

B. The policy shall be endorsed and the certificate shall reflect that the County, its officers, officials, employees, agents and representatives, are an additional insured with respect to activities under the contract, and the policy will contain no special limitations on the scope of protection afforded to the County, its officers, officials, employees, agents and representatives as an additional insured.

C. The certificate will, at a minimum, list limits of liability and coverage. The Recipient will furnish the County with properly executed certificates of insurance or a signed policy endorsement, including the additional-insured provision, which will clearly evidence all insurance required in this Section, before work under this Agreement shall commence, but no later than Ten (10) days after the effective date of this Agreement. Acceptable forms of evidence are the endorsement pages of the policy showing the County as an additional insured.

D. The Recipient will maintain all required policies in force from the time services commence until services are completed. The Recipient will provide a current or updated copy of all insurance policies specified in the Agreement upon the request of the County. Certificates, policies and endorsements scheduled to expire before completion of services will be renewed before expiration. The certificate will provide that the underlying insurance contract may not be canceled, or allowed to expire, except on 30-days' prior written notice to the County. Any certificate or endorsement limiting or negating the insurer's obligation to notify the County of cancellation or changes must be amended so as not to negate the intent of this provision. Written notice of cancellation or change must be delivered to the County as set forth in Sections 5.2 and 5.3.

E. If the Recipient's liability coverage is written as a claims-made policy, then the Recipient must evidence the purchase of an extended-reporting period or "tail" coverage for a three-year period after completion of the services.

F. The Recipient's liability insurance provisions will be primary with respect to any insurance or self-insurance programs covering the County, its elected and appointed officers, officials, employees, agents and representatives.

G. Any failure to comply with reporting provisions of the policies will not affect coverage provided to the County, its officers, officials, employees, agents or representatives.

H. The Recipient's insurance will apply separately to each insured against whom claim is made or suit is brought, subject to the limits of the insurer's liability. The Recipient will furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors will be subject to all of the requirements stated in these provisions.

ARTICLE VII – INDEMNIFICATION

Section 7.1 Indemnification. To the fullest extent permitted by law, the Recipient shall indemnify, defend and hold harmless the County, the Committee and the BOCC, and all County officials, officers, employees, agents and each of them, from and against all claims in any way resulting from or arising out of the performance of this Agreement, whether such claims arise from the actual or alleged acts, errors or omissions of the Recipient, the County, the Committee or the BOCC, or anyone directly employed or supervised by the Recipient or anyone for whose acts, errors or omissions it may be liable. "Claim" means any loss, claim, suit, action, liability, damage or expense of any kind or nature whatsoever, including but not limited to attorneys' fees and costs, attributable to personal or bodily injury, sickness, disease or death, or to injury to or destruction of property, including the loss of use resulting therefrom.

Section 7.2 Recipient’s Duty to Indemnify. The Recipient's duty to indemnify, defend

and hold harmless includes but is not limited to claims by the Recipient's or any subcontractor's officers, employees or agents. The Recipient's duty, however, does not extend to claims arising from the sole negligence or willful misconduct of the County, the Committee or the BOCC, or of the officials, officers, employees, agents or representatives of the County, the Committee or the BOCC.

Section 7.3 Waiver of RCW Title 51 Immunity. Solely for purposes of this indemnification provision, the Recipient expressly waives its immunity under Title 51 RCW and acknowledges that this waiver was mutually negotiated by the parties. The Recipient's duty to indemnify, defend and hold harmless shall survive termination of this Agreement.

ARTICLE VIII—NONDISCRIMINATION AND LEGAL COMPLIANCE

Section 8.1 Nondiscrimination. The Recipient shall not discriminate against any employee or applicant for employment, or program participant or program participant applicant, on account of race, color, sex, religion, national origin, creed, marital status, age, Vietnam era or disabled veterans status, or the presence of any sensory, mental or physical handicap with respect to any program participation, employment upgrading, demotion, transfer, recruitment or selection for training, including apprenticeships and volunteers. This prohibition does not apply, however, to a religious corporation, association, educational institution or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution or society of its activities.

Section 8.2 Compliance with Laws. The Recipient and its officials, officers, employees, agents and subcontractors shall comply with all applicable federal, state and local laws, regulations, rules and policies, the County, the Committee and the BOCC shall have no obligation to ensure such compliance.

ARTICLE IX — TERMINATION

Section 9.1 Termination for Loss of Funding. The County shall have the right to terminate this Agreement upon advance written notice if the funds relied upon for the Grant Award are terminated, suspended or otherwise lost or impaired in whole or in part.

Section 9.2 Termination for Convenience. Either party may terminate this Agreement for convenience upon giving the other party at least 30 days' advance written notice. In that event, the Recipient will be entitled to payment only for those expenses and costs reasonably and actually incurred prior to the effective date of the termination.

Section 9.3 Termination for Default. If either party defaults in its performance under this Agreement, the nondefaulting party may give the defaulting party written notice that it has 30 days in which to cure the default. If the default is not cured within 30 days of notice, the

nondefaulting party may terminate the contract. In the event of such a termination, the nondefaulting party shall have all rights and remedies available to it under law.

ARTICLE X — MISCELLANEOUS

Section 10.1 Permissible-Use Warranty. The Recipient warrants that its planned and actual uses of the Grant Award constitute permissible uses for homeless housing surcharge funds as established by RCW 36.22.179. This section shall survive termination of this Agreement.

Section 10.2 Organizational-Status Warranty. The Recipient warrants that it is duly organized, existing and in good standing under the laws of the State of Washington.

Section 10.3 Relationship of Parties. This Agreement, and the parties' and the Committee's and the County's activities under it, shall not be construed as creating any kind of partnership or joint venture, nor shall it be construed as creating any kind of independent contractor, agency or employment relationship between the parties, the Committee, or the County.

Section 10.4 No Third-Party Rights. This Agreement is entered into by the parties solely for their own benefit and it creates or grants no rights of any kind in any other party.

Section 10.5 Assignment. The Recipient shall not assign any of its rights or delegate any of its duties under this Agreement without the prior express written consent of the County, which may be granted or refused in the County's sole discretion.

Section 10.6 Choice of Law; Venue; Jurisdiction. This Agreement shall be governed by the laws of the State of Washington. In the event of a legal proceeding, venue shall be only in a court of competent jurisdiction in Kittitas County. Each party hereby consents to the personal jurisdiction of the courts of the State of Washington, County of Kittitas. This section shall survive the termination of this Agreement.

Section 10.7 Waiver. No term or condition of this Agreement shall be deemed waived unless such waiver is expressly agreed to in writing by the party granting the waiver. In addition, waiver of any breach of this Agreement shall not be deemed a waiver of any prior or subsequent breach.

Section 10.8 Amendment. This Agreement can be amended only by a writing executed by the parties.

Section 10.9 Entire Agreement. The parties acknowledge that this Agreement is the complete expression of their agreement regarding the subject matter of this Agreement. Any oral or written representations or understandings not incorporated into this Agreement are specifically excluded.

Section 10.10 Headings. The headings in this Agreement are for convenience only and shall not be deemed to affect the meaning of its provisions.

Section 10.11 Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, such invalidity shall not affect the validity of the remaining provisions that can be given effect without the invalid provision, provided that the underlying intent of the parties can still be given effect.

Section 10.12 Signature Authority. Each person signing this Agreement on behalf of a party warrants that he or she has full authority to sign this Agreement on that party's behalf.

Section 10.13 Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall be deemed one agreement. Each counterpart may be executed and delivered by facsimile to the other party.

Section 10.14 Exhibits. The following exhibits are incorporated into this Agreement by reference: (a) Exhibit A — Statement of Work and Project Timeline; (b) Exhibit B — Budget; and (c) Exhibit C – Guiding Principles.

KITTITAS COUNTY:

KITTITAS COUNTY BOARD OF COUNTY COMMISSIONERS

_____
Board Chair

_____
Board Vice-Chair

DATE: _____

_____
Commissioner

RECIPIENT:

_____
By: (Print Name)

Title: _____

DATE: _____

EXHIBIT A

I. STATEMENT OF WORK

The Grant Award will provide funds for the 24/7 Housing Hotline as deemed qualified in the Homeless Housing Grant guidelines. A detailed description of agency responsibilities and information about this project is provided in **EXHIBIT C – Guiding Principles**

Kittitas County Housing Authority will staff the Kittitas County Homeless Hotline, Monday through Friday, 8:00 am – 4:30 pm. At 4:30 pm, the Hotline number will be forwarded to the Housing Authority staff person on duty for that after hours period of time.

Kittitas County Housing Authority will use client contact information and will follow-up with those clients who were placed in emergency housing overnight/weekend/holidays.

Kittitas County Housing Authority will receive Hotline calls during weekday business hours, 8:00 am – 4:30 pm, will conduct appropriate screenings and provide emergency housing and/or transportation as needed for these clients. This project provides emergency housing for a maximum of 3 nights until local agencies can identify a more stable living arrangement for these individuals/families. However, HAKC will have the ability to extend the three-night stay when an extension is warranted by the agency involved in delivering services to the individual/family up to five days. During holiday period, this extension may be approved up to 10 days.

Housing Authority Kittitas County will coordinate with clients and local social service agencies to provide the connection to the appropriate agency for services.

Housing Authority Kittitas County will keep a database of contacts for the Emergency Housing service.

Housing Authority Kittitas County will have primary responsibility for submitting quarterly reports to address the following criteria:

-Identify the activities, services, and expenditures that are being funded by this grant.
-Include data describing the number of clients who could not be placed in transitional or permanent housing by a local agency and why this situation occurred.
-Include tracking data for clients who are not eligible for services and the reasons why these clients are turned away.
-Include data describing the agencies that have provided support services for clients who enter the system through this service.

-Include data describing the number of persons and/or families that have received follow-up agency services under the program funded by this grant.
-Include data that has been coordinated with the agencies to provide outcome evidence of this program (movement from emergency housing into transitional and/or permanent housing).

Quarterly reports are due on the following:

November 1, 2011
February 1, 2012
May 1, 2012
August 1, 2012

Please send a copy of each report to:

Kittitas County Homeless and Affordable Housing Committee
nrgoodloe@charter.net
Kittitas County Board of Commissioners
Julie.kjorsvik@co.kittitas.wa.us
Kittitas County Auditor's Office, Judy Pless
Judy.pless@co.kittitas.wa.us

*Reporting requirements may be amended by the Committee so that appropriate data can be gathered.

EXHIBIT B — BUDGET

Kittitas County Homeless Hotline

Housing Authority of Kittitas County

Annual Budget

June 15, 2011 – June 14, 2012

Description	2011-2012 Annual Proposed
Labor – Interview client, establish housing contact, and arrange services as necessary. (2011-2012: 120 hrs x $35/hr = $4,200)	**$4,200**
Administrative Fee Admin Support time (Complies data and generates reports) Accounting, Support, Administrative-Report preparation, client tracking. (2011-2012: 24 hrs x $35/hr = $840)	**$840**
Phone expense-maintain extra line. (2011-2012: $30/month x 12 = $360)	**$360**
Develop & Print brochure; advertisements (Annually)	**$300**
Motel/Hotel Voucher Expense	**$8,000**
SUB-TOTALS **Operations** **Motel/Hotel Voucher Expense**	 **$5,700** **$8,000**
TOTAL COSTS FROM HOMELESS FUNDS/YR	**$13,700**

EXHIBIT C – GUIDING PRINCIPLES

Kittitas County Homeless and Affordable Housing Committee
Kittitas County Emergency Housing Hotline

Guiding Principles and Responsibilities

Goal: The goal of this project is to have a 24/7 system for identifying persons/families in Kittitas County who need emergency shelter and who can be moved into transitional housing.

Purpose: To identify and place homeless individuals/families who live in Kittitas County into emergency shelter, provide a connection to the appropriate service agency that can provide support services needed and move the family or individual into transitional housing.

Guiding Principles

General:

- This service shall be called: Kittitas County Emergency Housing Hotline (KCEHH).
- An Emergency Housing Hotline number will be established for this service at the Kittitas County Housing Authority office.
- Funds from the Kittitas County Homeless account provided through ESSHB 2163 of the Washington State legislature will be used to pay for the costs of this project.
- After hours and weekend/holiday service will be supplied by the Housing Authority.
- The Point of Contact agency in Kittitas County will be the Housing Authority of Kittitas County (HAKC) through a contract with Kittitas County.
- This service will be the last line for emergency housing in the county.
- Individuals may take advantage of this emergency housing program three times. After that, services will be denied.

Process-Housing:

- HAKC will identify the referent local agency based on client need and be responsible for coordination with the agency to get appropriate services for the client.
- KC Housing authority will exhaust referent agency emergency housing options before using 2163 funds for this service.
- This project provides emergency housing for a maximum of 3 nights until local agencies can identify a more stable living arrangement for these individuals/families. However, HAKC will have the ability to extend the three-night stay when an extension is warranted by the agency involved in delivering

services to the individual/family up to five days. During holiday period, this extension may be approved up to 10 days.

- Persons/families who call the KCEHH will be screened for eligibility for these services.
- Persons who do not meet or who do not agree to the screening criteria will not be eligible for emergency shelter under this program.
- Repeat individuals/families will be eligible for services up to three times. After the third stay, individuals/families will not be eligible for emergency housing under this program.
- Clients who meet and agree to the screening criteria will be required to sign a document at each hotel, describing the conditions of their stay in the facility.
- Housing Authority of Kittitas County will make necessary arrangements with local hotels to provide lodging in both the upper and lower county to house the clients who meet the screening criteria for these services.

Documentation and Reporting:

- Housing Authority of Kittitas County will develop and keep current a database for documenting the use of this service and provide quarterly reports to the Homeless and Affordable Housing committee, Kittitas County Auditor, and the Board of County Commissioners.

Process-Transportation:

- Housing Authority of Kittitas County will arrange with a local taxi service to provide transportation to the local hotels.

Process-Marketing

- The Hotline number will be publicized through identified social service agencies and the 2-1-1 network.

Responsibilities of the Housing Authority of Kittitas County include but are not limited to the following:

- Receive referrals from other county agencies, or receive direct calls to the Housing Hotline.
- Conduct the appropriate screening with the client.
- Contact appropriate referral agency to check on housing options. If none available, contact the motel and make arrangements for client to stay; determine length of stay for client. Continue to coordinate with referent agency.
- Authorize transportation if necessary.
- Authorize additional length of stay if needed by the referral agency.
- Track client with the referral agency through the referral process.
- Keep a database of all clients' movement through the system.
- Provide quarterly reports to Homeless and Affordable Housing Committee.
- Coordinate with referent agencies to provide outcome data for clients entering the system through the Hotline.