



Seattle
Human Services

Electronic Contract/Amendment Processing for HSD Service Agreements

Attached is an electronic copy of the contract between your agency and the City of Seattle Human Services Department (HSD) for your review and electronic signature and date.

To download a copy of the contract to save or print, click on "Printable Version" to access the .PDF copy of the contract. Once you have applied your electronic signature and date, DocuSign will notify HSD that the contract has been signed.

Should you have any questions, please contact **Gabriel Manriquez**, at Gabriel.Manriquez@seattle.gov or 206-615-1730.

Enclosures



**Seattle
Human Services**

700 Fifth Avenue, Suite 5800
PO Box 34215
Seattle, WA 98124-4215
(206) 386-1001

PROJECT SERVICES AGREEMENT

PROJECT NAME: YMCA Transitional Housing

FUND SOURCES: HSD General Fund

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 **YMCA of Greater Seattle** (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, 2021** and terminate on **December 31, 2021**, 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 **Six Hundred Thirty Six Thousand Nine Hundred Ninety Two Dollars (\$636,992.00)**.

Section 210. Excess Payment

If the City's total compensation to the Agency under this Agreement exceeds Agency's actual final cost of Agency's performance by either 10% or more than \$10,000, the City may unilaterally require the Agency to either 1) reimburse the City that amount of City payment in excess of 10% or \$10,000 of actual program expenditures, whichever is less, or 2) require that the Agency submit a plan stating how such excess City payments will be applied to program purposes (which plan must be approved in writing by the City and will include a report or reports on the use of such payments). The City will make all final decisions regarding how excess payment will be treated under this Section. The "actual final cost of Agency's performance" will be determined by the final program expenditure report. All payments to the Agency under this Agreement will be included in the total compensation amount subject to adjustment under this Section.

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. Notification Requirements for Federal Immigration Enforcement Activities: Prior to responding to any requests from an employee or agent of any federal immigration agency including the Immigration and Customs Enforcement, the U.S. Department of Homeland Security, Homeland Security Investigations, Enforcement and Removal Operations, Customs and Border Protection, and U.S. Citizenship and Immigration Services regarding this Agreement, the Agency shall notify the HSD Connect Line immediately at (206) 376-2797.

Such requests include, but are not limited to:

- a. requests for access to non-public areas in City buildings and venues (i.e., areas not open to the public such as staff work areas that require card key access and other areas designated as "private" or "employee only"); or
- b. requests for data or information (written or oral) about City employees, residents, or workers, including any workers engaged in the work of this Agreement and recipients of services under this Agreement.

No access or information shall be provided without prior review and consent of the City. The Agency shall request the federal immigration authority to wait until a representative from the HSD Connect Line is able to verify the credentials and authority of the federal agent and direct the Agency on how to proceed.

- B. Assignment of Rights and Obligations: The City reserves the right to assign the City's rights and obligations under this Agreement to another entity.
- C. Homeless Management Information System (HMIS): HMIS is a countywide data management tool designed to facilitate data collection in order to improve service delivery throughout King County. Participation in HMIS is a requirement per this Agreement and specific information is outlined in Attachment 2. Data entered into HMIS will help our community improve services to households 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 and Urban Development's homeless assistance funds.
- D. Fair Chance Housing Ordinance: The City of Seattle's Fair Chance Housing Ordinance (reference Ordinance Number 125393) went into effect on February 19, 2018 and is enforced by the Seattle Office for Civil Rights. The ordinance prevents landlords from unfairly denying applicants housing based on criminal history. It also prohibits the use of advertising language that automatically or categorically excludes people with arrest records, conviction records, or criminal history. The Agency shall comply with this ordinance, as applicable. The full ordinance is available at <http://www.seattle.gov/civilrights/civil-rights/fair-housing/fair-chance-housing>.
- E. COVID-19 Provisions

As used in this Agreement, the following terms have the following meanings:

"COVID-19" means the disease caused by the novel coronavirus.

"COVID-19 Impacts" means: (i) a governmental or public health order or regulation relating to COVID-19 that was not in effect or contemplated as of the effective date of this Agreement; or (ii) a circumstance, impact or condition resulting from COVID-19 that is beyond the Agency's control and was not reasonably foreseeable as of the effective date of this Agreement.

The Agency shall perform the services and work of this Agreement in compliance with all applicable public health recommendations and governmental orders and regulations related to COVID-19. The Agency represents that before entering into this Agreement, the Agency planned for and took into consideration governmental and public health requirements related to COVID-19. However, the City and the Agency acknowledge that the COVID-19 pandemic is an evolving situation and that future conditions, governmental orders or regulations may change or impact the Agency's services. As a result, Agency shall not be deemed in default under this Agreement if Agency's performance is rendered impossible due to COVID-19 Impacts. Additionally, the City shall not be obligated to pay for any services that are not provided by the Agency as a result of COVID-19 Impacts, nor shall the City be required to increase the payment or compensation to Agency under this Agreement because of COVID-19 Impacts.

Consistent with Section 360 of the Master Agency Services Agreement, the Agency shall notify the City in writing if the Agency's ability to perform under this Agreement is adversely impacted or prevented by COVID-19 Impacts. Upon receipt of such notice, the City may, in its discretion, do any of the following: (i) terminate this Agreement for convenience; (ii) suspend the services during the time when Agency's performance is not possible and reinstate the services when the Agency is once again able to perform (but in any event, the suspension shall not exceed the term of this Agreement) or (iii) enter into a mutually agreed-upon amendment to the Agreement to adjust the services or performance obligation.

IV. SIGNATURES

Section 400. Entire Agreement

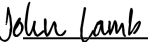
This Agreement consists of seven (7) sections, including any Special Conditions referenced in Section 300, together with the following attached exhibits (including the Master Agency Services Agreement on file between the Agency and the City), all of which shall be maintained by the City and subject to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

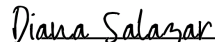
- EXHIBIT A-1, GOALS AND OBJECTIVES
- EXHIBIT A-2, PERFORMANCE STANDARDS
- EXHIBIT A-3, REPORTING REQUIREMENTS
- EXHIBIT B, BUDGET AND PAYMENT

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

AGENCY

THE CITY OF SEATTLE

DocuSigned by:

 D204D2C38BF345D...
 By or on behalf of

DocuSigned by:

 80F14E5F0BB9455...
 By or on behalf of

John Lamb
 Name

Sr VP/CFO
 Title

12/29/2020 | 10:44 AM PST
 Date

909 Fourth Avenue
 Address

Seattle, WA 98104
 City, State, Zip Code

(206) 382-5013
 Phone Number

jlamb@seattlemca.org
 E-Mail Address

Jason Johnson
 Name

**Interim Director,
 Human Services Department**
 Title

12/21/2020 | 9:46 AM PST
 Date

EXHIBIT A-1 GOALS AND OBJECTIVES

INTRODUCTION

The Seattle Human Services Department (HSD) connects people with resources and solutions during times of need so we can all live, learn, work, and take part in strong, healthy communities.

HSD is one of the largest contributors to Seattle's safety net, investing over \$170 million in contracts to nearly 150 community-based organizations that support our neighbors and communities each year. Approximately 400 staff further the department's role as a funder, convener, and direct service provider to achieve positive results.

The staff at HSD works every day to ensure the City's resources are being leveraged for maximum positive impact on King County's population. Grounded in the City's Race and Social Justice Initiative goals, HSD intentionally commits to making results-based investments that support communities of color. Our goal is that people of color do not experience disparities. Thus, we invest in innovative strategies and effective programs to address six key impact areas:

1. Preparing Youth for Success
2. Supporting Affordability and Livability
3. Addressing Homelessness
4. Promoting Public Health
5. Responding to Gender-Based Violence
6. Promoting Healthy Aging

The Homeless Strategy and Investment (HSI) division of HSD manages a continuum of services with the goal of reducing homelessness in our city. Through HSI investments, families, youth, and individuals have access to a multitude of resources, programs, and/or services that include: homelessness prevention, housing services, and homeless survival interventions such as shelter, outreach, hygiene, health care, and day centers.

HSD's investment in the YMCA Transitional Housing 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.

In addition, the Homeless Strategy and Investment (HSI) division has developed investments that are based on the following Pathways Home investment principles for reducing homelessness:

Create a Person-Centered, Systemic Response

A person-centered approach responds to the unique needs of each family and individual based on a brief assessment of their needs, strengths, and vulnerabilities. Once assessed, people are matched to the appropriate housing resources. Services should be customized to fit an individual's needs rather than expecting an individual to follow strict programmatic guidelines for services they may or may not need.

Invest in Models with Demonstrated Success

By concentrating investments on projects with a relentless focus on permanent housing, the system can begin to address the community's large unsheltered population and reduce homelessness. Projects should be designed to assist families, individuals, youth, and young adults to obtain and/or maintain stable permanent housing and should reflect the best practices described in the Homeless Housing Project Model in Attachment 6. Data analysis and project evaluation should be included in project design to improve performance and ensure that outcomes are being achieved.

Address Racial Disparities

Homelessness is often a symptom of structural and institutional racism that exists in the juvenile and criminal justice systems, healthcare, education, housing policies, and a result of gentrification and the widening of income inequality. In King County, nearly two-thirds of people experiencing homelessness are people and families of color. African Americans are five times more likely to experience homelessness than their white counterparts in King County and American Indian and Alaska Native individuals are seven times more likely to experience homelessness.

History provides context to these numbers. A compilation of enforced policies, laws, and practices worked to favor, protect, and foster entitlement and generational wealth for many white Americans. The same enforced policies devastated indigenous populations due to occupation, murder, disease, slavery, removal, relocation, and breaking of treaties over many generations. Simultaneously, African people experienced kidnapping, brutality, enslavement, murder, relocation, dismantled families, segregation, and redlining. Institutions in the Seattle region were built upon these inequitable national and local practices and the imprint remains visible through data we see today.

As a community and as a City department, addressing the underlying structural and institutional racism that contributes to this disproportionality is vital to ensuring that all people, regardless of race or ethnicity, have paths out of homelessness. The undoing of institutional and structural racism is consistent with HSD's vision that greater Seattle is a place where the richness of our diversity is valued, all our communities thrive, and people grow up and grow old with opportunity and dignity.

The experiences and impact of systemic racism and oppression are not the same for all people of color. Solutions and strategies to meet the equity goals should seek not only to affect someone's housing status but also to understand the role of structure and power in creating these inequities. HSD will examine its policies and practices and will learn and work in partnership with communities and providers to become an antiracist organization.

PROGRAM TYPE

Transitional Housing for Youth/Young Adults

PROGRAM DESCRIPTION

The YMCA of Greater Seattle's Transitional Housing program provides subsidized housing as well as client-centered case management support to young adults between the ages of 18 and 24 who were experiencing homelessness prior to living in YMCA-owned or leased houses/units. Access to all units is made available through King County's Coordinated Entry for All system.

If a young adult was referred to a YMCA Shared Home, they would move into one of 14 private bedrooms and shared community spaces in a single-family home (3 houses, 4-6 residents per house, depending on residential capacity). If a young adult was referred to Young Adults in Transition (YAIT), they would move into one of 12 private micro-studio apartments located on the third floor of the Downtown Seattle YMCA.

The maximum length of stay is 24 months, although the goal is for residents to find stability and secure permanent housing as soon as they are ready.

A. Service/Program Model

The YMCA offers a full range of services and supports to young people in transitional housing. All young adults are supported with client-centered case management with an emphasis on long-term housing stability and movement into permanent housing. Case management services can be on or off site depending on the individual's needs and are made available to the young adults immediately upon their placement into housing. Life skills support is provided individually, in groups, and in workshop settings. These interactive opportunities occur throughout the duration of a young person's stay in the program.

The need for basic life skills training (cooking, cleaning, financial literacy, personal hygiene etc.) is significant because many of the young people served have been exposed to trauma during their time spent in the foster care system.

Upon entry into housing, all young people complete a Self Sufficiency Assessment which measures their strengths and challenges across 19 different domains including: housing, legal, relationships, employment, and others. Depending on the specific needs that young people present, they will be connected with the appropriate services and supports.

Services offered by the YMCA include: employment readiness, career coaching, paid internships, educational support, mental health counseling, family reunification, substance use counseling, and a YMCA health and wellness membership.

The service philosophy of the YMCA Young Adult Services is strength-based and trauma-informed. Services are sensitive to young adults with respect to their bio-psycho-social needs.

When program participants need services not made available directly through the YMCA (legal advice, for example), the YMCA makes referrals through their vast network of community partners connecting these young adults to resources which allow them to overcome barriers.

Planning for exiting to permanent housing begins immediately upon entry into the program. All residents are made aware upon entry and sign an acknowledgement that they understand the primary program objectives of long term stability and maintaining housing.

All staff collaborate to support this objective and utilize feedback from clients through satisfactory surveys to ensure the agency is providing the highest level of care within the capacity of the agency.

B. Participant Eligibility Requirements

Young adults between the ages of 18 and 24 who are actively experiencing homelessness and are referred through King County's Coordinated Entry for All are given up to 24 months of stay.

PERFORMANCE COMMITMENTS

By investing in YMCA of Greater Seattle's YMCA Transitional Housing, HSD expects to transition people from homelessness to housing by achieving the following performance commitments.

SIP Investment Area Number & Name:		<i>A2B: Transitional Housing</i>
SIP Code	PERFORMANCE COMMITMENTS (PC)*	
	PC #1: 365 of days of Transitional Housing services.	
	Verification: Agency Records, Client Files and Monthly Status Report	
A2B9-M	PC #2: 26 transitional housing units available during the contract period.	
	Verification: Agency Records, Client Files and HMIS	
A2B10-O	PC #3: 85 percent of units occupied.	
	Verification: Agency Records, Client Files and HMIS	
A2B11-O	PC #4: 80 percent of households that exit to permanent housing.	
	Verification: Agency Records, Client Files and HMIS	
A2B12-O	PC #5: 80 percent of households that exit to permanent housing and do not return to homelessness within 6 months.	
	Verification: Agency Records, Client Files and HMIS	
A2B13-O	PC #6: Percent of household members that consent to participate in HMIS. (Reporting Only)	
	Verification: Agency Records, Client Files and HMIS	

*Bolted performance commitments indicate contract payment points.

EXHIBIT A-2 PERFORMANCE STANDARDS

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

1. The City's Program Specialist, Gabriel Manriquez, or their successor, shall be the primary HSD contact with whom the Agency will communicate regarding the progress, performance, and achievement of the contract milestones and performance commitments.
2. Alexis Harden, the Agency's lead program contact, or their successor, is responsible for communicating with the City's Program Specialist regarding program progress and performance.
3. The Agency shall notify the City's Program Specialist of all staff changes affecting the program funded through this Agreement 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.
4. 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.
5. The Agency shall not require individuals who are eligible for services under the terms of this Agreement to participate in other Agency services, activities, or programs as a prerequisite to receiving services under this Agreement, including, but not limited to religious activities.
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 (e.g. State of Washington, King County, etc.).
8. 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.
9. The City's Program Specialist will conduct a minimum of one annual review per contract to ensure the Agency's services are complying with contractual terms and conditions. A Monitoring Evaluation Tool will be used to inform the annual monitoring review level used by the City's Program Specialist. The City's Program Specialist will

provide agencies with a list of monitoring requirements that match the level of monitoring. Specific fund sources may have additional monitoring requirements.

10. The Agency's lead program contact, identified in Performance Standard #2 or designee, is also responsible for reviewing HMIS data as part of the invoice review process.
11. 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.
12. The Agency may not release participant information to any third party without the written consent of the participant, except to the City's Program Specialist for this Agreement or other HSD staff as may be designated by the Director.
13. The Agency shall maintain written criminal background check policies and procedures that comply with all applicable federal, state and local laws and regulations, and shall keep records demonstrating compliance. Such policies and procedures shall include provisions for screening job applicants and volunteer candidates who may have unsupervised access to vulnerable adults (as defined in RCW 43.43.830) and children under 16 years of age and participants younger than 18 years old. The Agency's criminal background check policies, procedures, and records shall be available for review upon request by City staff.
14. The Agency shall support in principle and practice HSD's Commitment to Funding Culturally Responsive Services (Attachment 1). The Agency will also adhere to the relevant Homeless Housing Project Model included in Attachment 6.
15. The Agency is expected to make progress toward meeting the HSD Performance Standards at the end of this Exhibit. Programs not meeting any of the Minimum Performance Standards may be required to develop a technical assistance plan with the City's Program Specialist. The implementation of uniform Minimum and Target Performance Standards is designed to clarify expectations and provide an opportunity for targeted technical assistance.
16. Program services will promote the general health and safety of clients. The Agency will meet facility and service standards for safety, cleanliness, and accessibility. The Agency will uphold operational and management standards to provide fiscal and program accountability.
17. The Agency is expected to ensure equal access to program services in accordance with a person's **self-identification** of gender identity and/or sexual orientation. The Agency's staff shall not consider gender identity or sexual orientation to determine program eligibility or deny access based on identification or other records indicating a different sex or gender than the person self identifies. In addition, the Agency shall ensure transgender and gender nonconforming persons are provided equal access to programming and a safe environment free of harassment and discrimination.

18. The Agency shall demonstrate that services are client-centered and strength-based and shall use individualized service planning to coordinate housing-focused supportive services. The Agency shall develop, implement, and maintain a tool to determine "client satisfaction" regarding the program. In addition, the Agency 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.
19. 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 individual filing the grievance, date the grievance is filed, nature of the grievance, outcome of the grievance, and date of resolution.
20. The Agency shall participate in system-wide strategies designed to improve information, resources and services, such as Coordinated Entry for All (CEA). In addition, participation in the applicable CEA case conferencing activities for the funded target populations is required as a condition of funding. HSD will review information from CEA to monitor CEA requirements and attendance at case conferencing.
21. The Agency shall demonstrate linkage to services and partnerships with providers for appropriate, tailored services to promote housing access and stability, such as case management; financial empowerment; 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.
22. The Agency shall demonstrate capacity to locate and leverage new community partners on an ongoing basis. The Agency shall also address gaps in services and increase access to resources by communities of color through collaborative services, building capacity, and relationships.
23. Services and housing are contributors to the health and safety of neighborhoods. Through tools such as good neighbor agreements, the 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 Agency shall have a good neighbor plan, which includes 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 the Agency, clients, and community members to participate in supporting program and client success in healthy and safe neighborhoods.

Minimum Performance Standards					
Project Type	Core Outcomes			Entries from Homeless-ness	Utilization Rate
	Exit Rate to PH	Length of Stay	Return Rate to Homeless-ness		
Transitional Housing	80%	150 days (Singles & Families) 270 days (Youth & Young Adults)	10% (Singles & Families) 20% (Youth & Young Adults)	90%	85%

Target Performance Standards					
Project Type	Core Outcomes			Entries from Homeless-ness	Utilization Rate
	Exit Rate to PH	Length of Stay	Return Rate to Homeless-ness		
Transitional Housing	85%	90 days (Singles & Families) 180 (Youth & Young Adults)	8% (Singles & Families) 5% (Youth & Young Adults)	95%	95%

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.

Before payment related to this Agreement can be released, the Agency must submit a fully completed Contract Payment Authorization Form with named individuals who are authorized to sign invoices for reimbursements on behalf of the Agency for this Agreement.

All reporting documents should be submitted to Gabriel Manriquez, Division on Homeless Strategy and Investment; 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 (Attachment 3) shall be submitted by the **tenth business day** of the month for the previous calendar month, except for the last invoice of the 2021 calendar year which is due **January 7, 2022**. The Agency will submit one invoice with an original signature and one copy. The Agency also has the option of submitting one signed electronic invoice via email or fax to the City's Program Specialist.
2. The Seattle-KC Program Outcomes Report will be pulled from HMIS by the Agency on a monthly basis, by the fifth business day after the end of the month. All data for that month must be entered prior to generating the HMIS monthly report. The report must be reviewed for accuracy and signed by the Agency's lead program contact. The HMIS project name(s) used to generate reports and other evaluation data for this Agreement will be **YMCA YAIT and Shared Homes (Program ID# 3374)**. The invoice will not be paid without a signed Seattle-KC Program Outcomes Report.
3. A Monthly Status and Quarterly Narrative Report (Attachment 4) shall be submitted with each invoice.

REQUIRED SEMI-ANNUAL REPORTS

1. The Mid-Year Expenditure Report shall be submitted by **July 31, 2021** detailing all expenses allocated to this program from January 1 to June 30. The template for this report shall be similar to the Year-End Expenditure Report (Attachment 5) and will be sent to the Agency by the City's Program Specialist.

2. A posted general ledger (GL) or Profit and Loss Statement (P&L), generated from the Agency's accounting system, detailing program expenses and income must accompany the Mid-Year Expenditure Report.

REQUIRED ANNUAL REPORTS

1. The Year-End Expenditure Report (Attachment 5) shall be submitted **30 days after the expiration of this Agreement, January 31, 2022**, detailing all expenses allocated to this program.
2. A posted general ledger (GL) or Profit and Loss Statement (P&L), generated from the Agency's accounting system, detailing program expenses and income must accompany the Year-End Expenditure Report.

OTHER DOCUMENTATION REQUIRED

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

**EXHIBIT B
BUDGET AND PAYMENT**

Funding for the YMCA Transitional Housing is made possible through revenue from the HSD General Fund. Budgeted 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. Changes to the unit rate for services may be made unilaterally by the City and without the need for further amendment of this Agreement. The Agency shall be notified in writing of any changes in the unit cost rates by the City of Seattle HSD Director.

January 1, 2021 - December 31, 2021 BUDGET

Contract Fund Source(s)	January 1, 2021 - December 31, 2021	Total Contract Budget
HSD General Fund	\$636,992.00	\$636,992.00
Total 2021 Contract Budget		\$636,992.00

UNIT COST REIMBURSEMENT SCHEDULE

The City's compensation to the Agency will be based on the unit cost reimbursement schedule outlined below. Maximum reimbursable amounts are based on the total contract budget. Some rounding or adjustment may occur and in cases where the quantity multiplied by the compensation rate is greater than the maximum reimbursable amount, compensation shall not exceed the maximum reimbursable amount indicated.

Item	Contracted Quantity/ Unit	Compensation per Unit	Maximum Reimbursable Amount
PC #1	365	\$1,745.19	\$636,992.00
Maximum Compensation			\$636,992.00

HSD's Commitment to Funding Culturally Responsive Services

In conjunction with the Seattle Race and Social Justice Initiative (RSJI), which is a citywide effort to end institutionalized racism and race-based inequities in Seattle, HSD has developed investment principles that reflect our commitment to funding culturally responsive services to create positive outcomes for service recipients. Contracted agencies are expected to demonstrate the capacity to institute these principles through routine delivery of participant-centered and strength-based services that are culturally:

COMPETENT, as demonstrated by “the ability to honor, understand, and respect beliefs, lifestyles, attitudes, and behaviors demonstrated by diverse groups of people, and to diligently act on that understanding”.¹ It is “the ability to function effectively in the midst of cultural differences. It includes knowledge of cultural differences, awareness of one’s own cultural values, and ability to consistently function with members of other cultural groups”.²

RESPONSIVE to the cultural and linguistic needs of diverse populations. Agencies have the capacity to effectively serve and engage persons of diverse backgrounds. Agencies commit to practicing cultural responsiveness throughout all levels of the program, including policy, governance, staffing, and service model and delivery. Agencies make every effort to recruit and retain a work force (paid and voluntary), and policy-setting and decision-making bodies, that are reflective of the focus populations.

RELEVANT in addressing the cultural needs of diverse populations whose models of engagement or cultural standards differ from mainstream practices. Agencies are staffed with people who have the cultural competency to create authentic and effective relationships and provide culturally responsive services for members of specific cultural groups and/or communities of color. Commitment and experience of the agency reflects effective, mutually beneficial relationships with other organizations (such as grassroots or community-based organizations, churches, community networks, etc.) that are reflective of the populations being served.

ACCESSIBLE through language, location, and delivery style. Agencies have the capacity to overcome mainstream barriers and/or provide effective alternative strategies that enable service recipients to easily access mainstream and nontraditional programs and services.

¹Coyne, C. (2001) “Cultural Competency: Reaching Out to All Populations”. PT Magazine, pgs. 44-50.

²York, S. (2003) Roots and Wings: Affirming Culture in Early Childhood Programs. St. Paul, MN: Redleaf Press, pg. 161.

Homeless Management Information System (HMIS) Requirements

Participation in the Homeless Management Information System (HMIS) requirements:

- a) The Agency shall actively participate in HMIS to be eligible for reimbursement during the term of this Agreement. The Agency shall use the Complete Seattle/King County Manual for HMIS guidance. This manual, along with other HMIS references, are available in the Forms and Guides section of the Seattle/King County HMIS website.
- b) Active participation will be evidenced by the program entering a complete data set for all clients served during the term of this Agreement. This includes universal, program specific and local continuum data elements for required report completion as outlined in the HMIS Data Standards Manual. Universal and program specific data elements are defined by the Department of Housing and Urban Development (HUD) in the HMIS Data Standards. Programs approved for the Minimum Program Intake/Exit process shall submit the approved sub-set of the data elements.
- c) The Agency shall obtain client consent before submitting personally identifying information according to procedures outlined in the partner agreement and in compliance with state law. The Agency must enter all required data according to the client's consent status.
- d) 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 HMIS administrator will have access to the data collected.
- e) Clients may not be refused services based solely on their refusal to provide personally identifying information in HMIS. This is not meant to prevent agencies from collecting information required for eligibility screening or other internal Agency requirements.
- f) Acknowledging the paramount need to protect the safety of survivors of domestic violence and sexual assault, the Agency should not enter personally identifying information (i.e. name, date of birth, last known permanent address or other contact information, or social security number) into HMIS. Furthermore, potentially identifying demographic information (i.e. information that could be used to identify a person in combination with other non-personally identifying information) may be excluded from entry into HMIS. The Agency should follow HMIS Consent Refused Data Entry procedures regarding these situations. Victim service providers are required to enter basic information about the organization/program (Program Descriptor Data), not including street address, into HMIS.
- g) Agency shall not enter confidential information regarding HIV/AIDS status, in accordance with RCW 70.02.220. If funding (i.e. HOPWA) requires HMIS use, those clients' data shall be entered without Identifying Information.

City of Seattle – Human Services Department
Contractor's Invoice Form – Unit Cost Reimbursement

Program Specialist: Gabriel Manriquez	Division: Division on Homeless Strategy and Investment	Phone: 206-615-1730	Contract #: DA21-1259	Contract Period: 1/1/2021 - 12/31/2021	Invoice #:	Invoice Period:
Contractor's Name: YMCA of Greater Seattle		Contractor's Address: 909 Fourth Avenue Seattle, WA 98104		Project Name: YMCA Transitional Housing		Contact Person & Phone #: Scott Shubert 206-749-7545

Quantity	Description	Rate	Total Cost
	PC #1	\$1,745.19	\$
		Subtotal	\$
		Adjustments (+/-)	\$
		Net Amount of Request	\$

Fund Source	Total
HSD General Fund	
Contract Budget	\$636,992.00
Less PRIOR 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: _____	

MONTHLY STATUS AND QUARTERLY NARRATIVE REPORT

Agency Name/Project Name:	YMCA of Greater Seattle/YMCA Transitional Housing		
Person Completing Form:		Reporting Period:	
Contract Number:	DA21-1259	Contract Period:	1/1/2021 - 12/31/2021

Monthly Status Report:

Performance Commitments	Goal/Target	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
PC #1	365													

Quarterly Narrative Questions (only due with March, June, September, and December invoices):

1. Describe any significant accomplishments or milestones impacting this program this reporting period.
2. Explain any deviations in program performance, unexpected challenges or concerns encountered this reporting period.
3. Describe how the program has engaged participant voices and/or feedback in a way to better serve participants.

Homeless Housing Project Model

Transitional Housing

Transitional Housing is a time-limited intervention intended to provide assistance to households who need more intensive or deeper levels of services in order to attain permanent housing.

Population	The population includes homeless households with specific barriers to attaining permanent housing (e.g. unaccompanied and pregnant or parenting youth ages 12 to 24, and individuals in early stages of recovery from substance abuse, etc.).
Eligibility Requirements	In general, projects should operate under a housing first, low barrier model with minimal or no requirements for entry. Transitional Housing projects must align with the standardized screening criteria guidance adopted by the All Home Funder Alignment Committee.
Eligible Use of Funds	Transitional Housing costs include the cost of operations, case management, and other services that support exits to permanent housing.
Recommended Staff Roles and Staffing Levels	<p>Case management is essential to Transitional Housing. The role of the case manager is to prepare households to move into permanent housing by leveraging resources or working with them to increase household income. Staffing ratio needs to support housing-focused services assisting participants in gathering documentation and removing barriers to support a successful permanent housing placement.</p> <p>Transitional Housing on-site staff coverage varies depending on the housing model and population served.</p>
Core Components/Best Practices	<ul style="list-style-type: none"> • Emphasis is placed on rapid exit to permanent housing through housing-focused assessment and housing stability planning, facilitated by the Transitional Housing service provider (since households are not eligible for permanent housing placements through CEA services should focus on gaining employment and/or increasing income. • Assistance to reduce barriers to housing, including assisting individuals with gathering needed documentation to access to permanent housing. • Lengths of stay are flexible and tailored to the unique needs of each household. • Connection to community-based resources to support on-going housing stability is provided. • All services are person-centered and tailored to the individual needs of each household. • Transitional Housing models can vary from congregate-style living to scattered site apartments.
System Performance Indicators (Performance targets and minimum standards)	<p>Service Level Targets/Minimum Standards:</p> <ul style="list-style-type: none"> • Exit Rate to PH: 85%/80% • Length of Stay: SA/Family – 90 days/150 days & YYA – 180 days/270 days • Return Rate to Homelessness: SA/Family – 8%/10% & YYA – 5%/20% • Entries from Homelessness: 95%/90% • Utilization Rate: 95%/85%