

**Department of Community and Human Services  
EXPENDITURE TRANSMITTAL FORM**

CONTRACT       AMENDMENT       MOA

Contract/Reference No.: 5677428      Amendment No.(if applicable) 1

DCHS Division: Community Services Division

DCHS Program(s): Housing Community Development

Contractor Name: City of Redmond

Contract Total or \$ this Action: \$0      (If applicable) Previous Total: \$50,368      Amended Total: \$50,368

Contract Start Date      01/01/2014      Contract End Date: 12/31/2014  
 Amend Start Date

Division Contact: Kathy Tremper

Equal Benefits Form & Checklist:     N/A       Supplied to PCSS during RFP       Attached

**Description:**

Replace Exhibit III with Exhibit III and IV to separate men's and women's shelter programs. Each Exhibit is half the dollar amount of the original Exhibit III; no change to contract dollar amount.

**Internal Approval:**

Program Coordinator/Manager:	<u>KT</u>	Date: <u>10/7</u>
Fiscal Review:	<u>FN</u>	Date: <u>10/8</u>
Equal Benefits Review ( <i>attach if required</i> ):	<u>NA</u>	Date: _____
Quality Control Review:	<u>EG</u>	Date: <u>10/13</u>
Division Director/Assistant Division Director Review:	<u>PL<sup>DS</sup></u>	Date: <u>10/14</u>
Department Business Director Review:	<u>SA</u>	Date: <u>10/15/2014</u>

**Contractor Contact Information**

Authorized signer Name    John Marchione  
 Authorized signer E-mail    jmarchione@redmond.gov  
 Other DocuSign Recipient Information:  
 Alaric Bien abien@redmond.gov

**Notes:**



Department of Community and Human Services  
Community Services Division  
Housing Community Development Section  
(206) 263-9105 TTY Relay: 711

### CONTRACT AMENDMENT

DCHS / CSD / Housing Community Development Contract No. 5677428  
 Project/Exhibit(s) III - Redmond Eastside Men's Winter Shelter C14802 Original Contract Date 01/01/2014  
IV - Redmond Eastside Women's Winter Shelter C14801  
 Contractor City of Redmond Amendment No. 1  
 Address 15670 NE 85th Amendment Start Date 01/01/2014  
Redmond, WA 98052

Amendment Requested By:	Amendment Effects:
Community Services Division	<input checked="" type="checkbox"/> Scope of Service
Kathy Tremper / (206) 263-9097	<input type="checkbox"/> Time of Performance
	<input type="checkbox"/> Compensation
	<input checked="" type="checkbox"/> Method of Payment

### PURPOSE

Replace Exhibit III with Exhibit III and IV to separate men's and women's shelter programs. Each Exhibit is half the dollar amount of the original Exhibit III; no change to contract dollar amount.

### A. STANDARD CONTRACT CHANGES

Change Funding table to read:

	Exhibit Name	Amount	Fund Source
I.	Certificate of Insurance		
II.	Redmond CDBG Program Administration - C14216	\$25,184	FEDERAL CFDA #: 14.218
III.	Redmond Eastside Men's Winter Shelter - C14802	\$12,592	FEDERAL CFDA #: 14.218
IV.	Redmond Eastside Women's Winter Shelter - C14801	\$12,592	FEDERAL CFDA #: 14.218
	TOTAL	\$50,368	

B. EXHIBIT CHANGES

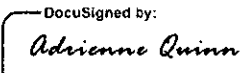
Replace existing Exhibit III with attached Exhibit III.

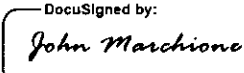
Add Exhibit IV.

IN WITNESS HEREOF, the parties hereto have caused this amendment to be executed and instituted on the date first above written.

KING COUNTY

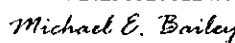
CITY OF REDMOND

FOR   
King County Executive

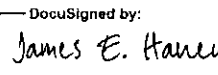
  
Signature

10/28/2014  
Date


John Marchione  
NAME (Please type or print)  
10/17/2014  
Date

FE1E9C9B0C2B4FA  
  
DocuSigned By: Michael E. Bailey

10/16/2014

  
E3A8FBAD9D8A430...

10/16/2014

  
23D3E7AFBB3A457...

10/17/2014

**EXHIBIT III  
CITY OF REDMOND  
REDMOND EASTSIDE MEN'S WINTER SHELTER (C14802)**

Contract No.: 5677428	Project No.: C14802-1122993
King County Project Manager: Kathy Tremper	City Contact Person: Alaric Bien
Start Date: January 1, 2014	Telephone: (425) 556-2458
End Date: December 31, 2014	Email: abien@redmond.gov

**I. WORK STATEMENT**

The Contractor shall provide funds for supportive services and operation of a winter shelter for homeless men on the Eastside and in accordance with the terms and conditions described hereinafter. The total amount of reimbursement pursuant to this Exhibit shall not exceed \$12,592 in King County Community Development Block Grant (CDBG) funds for the period January 1, 2014 through December 31, 2014. The Catalog of Federal Domestic Assistance (CFDA) number for the CDBG Program is 14.218.

**II. PROGRAM DESCRIPTION**

**A. Outcome**

The Contractor shall use CDBG funds to support a shelter for homeless men. These activities address the following Objective and Outcomes in the Community Planning and Development (CPD) Outcome Performance Measurement System: Suitable Living Environment - Accessibility for the purpose of creating suitable living environments.

**B. Indicators**

The number of unduplicated persons who receive supportive services through the shelter.

**C. Eligibility**

1. Records shall be maintained that provide income information based on the following chart. Income level does not prevent seniors from receiving services rendered through these funds.
2. Clients shall self-certify in writing that their family income does not exceed the applicable limit.

2014 HUD INCOME GUIDELINES			
<i>Median Family Income = \$88,200 January 1, 2014</i>			
FAMILY SIZE	30% MEDIAN VERY LOW-INCOME	50% MEDIAN LOW- INCOME	80% MEDIAN MODERATE- INCOME
1	\$18,550	\$30,900	\$44,750
2	\$21,200	\$35,300	\$51,150
3	\$23,850	\$39,700	\$57,550
4	\$26,450	\$44,100	\$63,900
5	\$28,600	\$47,650	\$69,050
6	\$31,970	\$51,200	\$74,150
7	\$36,030	\$54,700	\$79,250
8	\$40,090	\$58,250	\$84,350

3. The definition of family shall include all persons living in the same household who are related by birth, marriage or adoption and includes dependent children living away from home. The definition of income includes all sources of income required to be reported on Internal Revenue Service Form 1040.
4. Services provided with funding under this Exhibit shall be limited to residents of East King County.

D. Definitions

“Emergency shelter unit night” is defined as the provision of emergency shelter for an eligible household for a period of up to 24 hours.

E. Program Requirements

The Contractor shall use CDBG funds to provide 1,000 bednights to 100 unduplicated persons.

1. The Contractor agrees to serve, at minimum, the following unduplicated number of persons with funds provided under this Exhibit:

	1st Qtr Jan–Mar	2nd Qtr Apr–Jun	3rd Qtr Jul–Sep	4th Qtr Oct–Dec	Total in Year 2014
Number of unduplicated persons	0	0	0	100	100

2. The Contractor agrees to provide, at minimum, the following units of service:

	1st Qtr Jan–Mar	2nd Qtr Apr–Jun	3rd Qtr Jul–Sep	4th Qtr Oct–Dec	Total in Year 2014
Emergency shelter unit night	0	0	0	1,000	1,000

The funds provided under this Exhibit shall be used to pay for a portion of the costs associated with the provision of these units of service.

F. Conflict of Interest

1. Interest of Officers, Employees, or Agents: No officer, consultant, elected or appointed official, employee, or agent of the Contractor or Agency who exercises any functions or responsibilities in connection with the planning and carrying out of the Block Grant Program, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to CDBG assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.
2. Interest of Subcontractor and Their Employees: The Contractor agrees that it shall incorporate into every subcontract required to be in writing and made pursuant to this Agreement the following provisions:

The Contractor covenants that no person who presently exercises any functions or responsibilities in connection with the Block Grant Program has any personal financial interest, direct or indirect, in this Contract. The Contractor further covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Contractor further covenants that in the performance of this Contract no person having any conflicting interest will be employed. Any interest on the part of the Contractor or its employees must be disclosed to the Agency and the County.

3. Copyright

If this Contract results in any copyrightable material, King County reserves the right to royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work for governmental purposes.

4. Public Information

In all news releases and other public notices related to projects funded under this Agreement, the Contractor shall include information identifying the source of funds as the King County-Redmond CDBG Program.

5. Subcontracted Services

- a. In addition to the requirements of Section XX. SUBCONTRACTS AND PURCHASES, of the Contract, the Contractor shall execute written agreements with each agency with which it subcontracts to provide services (hereinafter "Implementing Agency") and shall incorporate into such subcontracts the following applicable provisions of this Exhibit: Section II.E., Program Requirements.
- b. The Contractor shall invoice the County for due and payable invoices of the Implementing Agency or for costs paid by the Contractor for goods, materials or services already provided. The Contractor shall invoice the County after the Implementing Agency has invoiced the Contractor. The Contractor shall include a copy of the Implementing Agency's invoice with its invoice submitted to the County. The Contractor shall ensure that all costs for which the Implementing Agency requests reimbursement are allowable in accordance with the Office of Management and Budget 2 Code of Federal Regulations (CFR) 230 (formerly OMB Circular A-122) or 2 CFR 225 (formerly OMB Circular A-87), as applicable.

6. Special conditions - Separation of Funds

The Contractor may not use year 2014 funds identified in the Project Budget above to pay for any costs incurred prior to January 1, 2014, or the date on which the County's Environmental Record is complete, whichever date is later.

G. Records

The Contractor shall maintain files for this Exhibit containing the following items:

1. Notice of Grant Award;

2. Motions, resolutions, or minutes documenting Board or Council actions;
3. A copy of this Exhibit and the County's notice to proceed on this Exhibit;
4. Correspondence regarding budget revision requests;
5. Copies of all invoices and reports submitted to the County for this Exhibit;
6. Bills for payment;
7. Copies of approved invoices and warrants;
8. Documentation of the solicitation process used to select vendors and subcontractors with original purchase orders and subcontracts;
9. Documentation required by this Contract if any funds provided under this Exhibit are used to acquire equipment;
10. Records documenting that costs reimbursed with funding provided under this Exhibit are allowable in accordance with OMB Circular A-87. Such records include, but are not limited to:
  - a. Personnel costs, payroll time sheets for actual salary and fringe benefit costs (time sheets shall be signed by a supervisor and, if less than full time, annotated to document percent of time charged against this Exhibit);
  - b. Staff travel, documentation of mileage charges for private auto; and
  - c. Copy machine use, postage, telephone use, and office supplies.

H. Reports

1. The Contractor shall collect and report client information to the County quarterly and annually on a Program Accomplishment Form provided by the County.
2. The Contractor shall submit with the final invoice a Completed Project Funding Report Form provided by the County, itemizing all funding used for the Exhibit.

**III. COMPENSATION AND METHOD OF PAYMENT**

A. The Contractor shall apply the following CDBG funds in accordance with the Line Item Budget below. The total amount of reimbursement pursuant to this program Exhibit shall not exceed \$12,592.

1. CDBG Funds

King County CDBG – 2014 Redmond Joint Agreement City Funds, CFDA 14.218	\$12,592
Total CDBG Funds:	\$12,592

## 2. Line Item Budget

Personnel	\$ 0
Office/Operating Supplies	\$ 0
Consultant or Purchased Services	\$12,592
Communications	\$ 0
Travel and Training	\$ 0
Other:	\$ 0
Total CDBG Funds:	\$12,592

## B. Billing Invoice Package

1. The Contractor shall submit a Billing Invoice Package quarterly that consists of an invoice statement and other reporting requirements as stated in Section IV., REPORTING REQUIREMENTS, of this Exhibit in a format approved by the County.
2. All required reports must accompany the invoice statement in order to receive payment.
3. An Accrual Letter must be received by December 10, 2014, stating the anticipated amount of the final invoice.
4. Final voucher reimbursement request shall be submitted by January 6, 2015, with all required supporting documentation and reports.

## C. Method of Payment

1. The County shall reimburse the Contractor on a quarterly basis for actual expenditures in accordance with the Line Item Budget in Section III.A.
2. Payment to the Contractor may be withheld for any quarter in which the Contractor has not submitted the reports specified in Section IV., REPORTING REQUIREMENTS, of this Exhibit, or in which said reports are incomplete.

IV. **REPORTING REQUIREMENTS**

The Contractor shall submit electronically the following data reports in a format and to an address provided by the County and hard copy with each invoice.

- A. The Contractor shall submit with each invoice a completed Program Accomplishment Form, in a format provided by the County.
- B. The Contractor shall use the following methods to measure the indicator specified in Section II. B. of this Exhibit: Number of unduplicated persons.
- C. The Contractor shall submit with the final invoice a completed Project Funding Report form itemizing all funding used for the project, in a format provided by the County.



**EXHIBIT IV  
CITY OF REDMOND  
REDMOND - EASTSIDE WOMEN'S WINTER SHELTER (C14801)**

Contract No.: 5677428	Project No.: C14801-1122992
King County Project Manager: Kathy Tremper	City Contact Person: Alaric Bien
Start Date: January 1, 2014	Telephone: (425) 556-2458
End Date: December 31, 2014	Email: abien@redmond.gov

**I. WORK STATEMENT**

The Contractor shall provide funds for supportive services and operation of a winter shelter for homeless women and children on the Eastside and in accordance with the terms and conditions described hereinafter. The total amount of reimbursement pursuant to this Exhibit shall not exceed \$12,592 in King County Community Development Block Grant (CDBG) funds for the period January 1, 2014 through December 31, 2014. The Catalog of Federal Domestic Assistance (CFDA) number for the CDBG Program is 14.218.

**II. PROGRAM DESCRIPTION**

**A. Outcome**

The Contractor shall use CDBG funds to support a shelter for homeless women. These activities address the following Objective and Outcomes in the Community Planning and Development (CPD) Outcome Performance Measurement System: Suitable Living Environment - Accessibility for the purpose of creating suitable living environments.

**B. Indicators**

The number of unduplicated persons who receive supportive services through the shelter.

**C. Eligibility**

1. Records shall be maintained that provide income information based on the following chart. Income level does not prevent seniors from receiving services rendered through these funds.
2. Clients shall self-certify in writing that their family income does not exceed the applicable limit.

<b>2014 HUD INCOME GUIDELINES</b>			
<i>Median Family Income = \$88,200</i>			
Effective January 1, 2014			
FAMILY SIZE	30% MEDIAN VERY LOW-INCOME	50% MEDIAN LOW- INCOME	80% MEDIAN MODERATE- INCOME
1	\$18,550	\$30,900	\$44,750
2	\$21,200	\$35,300	\$51,150
3	\$23,850	\$39,700	\$57,550
4	\$26,450	\$44,100	\$63,900
5	\$28,600	\$47,650	\$69,050
6	\$31,970	\$51,200	\$74,150
7	\$36,030	\$54,700	\$79,250
8	\$40,090	\$58,250	\$84,350

3. The definition of family shall include all persons living in the same household who are related by birth, marriage or adoption and includes dependent children living away from home. The definition of income includes all sources of income required to be reported on Internal Revenue Service Form 1040.
4. Services provided with funding under this Exhibit shall be limited to residents of East King County.

D. Definitions

“Emergency shelter unit night” is defined as the provision of emergency shelter for an eligible household for a period of up to 24 hours.

E. Program Requirements

The Contractor shall use CDBG funds to provide 500 bednights to 50 unduplicated persons.

1. The Contractor agrees to serve, at minimum, the following unduplicated number of persons with funds provided under this Exhibit:

	1st Qtr Jan–Mar	2nd Qtr Apr–Jun	3rd Qtr Jul–Sep	4th Qtr Oct–Dec	Total in Year 2014
Number of unduplicated persons	0	0	0	50	50

2. The Contractor agrees to provide, at minimum, the following units of service:

	1st Qtr Jan–Mar	2nd Qtr Apr–Jun	3rd Qtr Jul–Sep	4th Qtr Oct–Dec	Total in Year 2014
Emergency shelter unit night	0	0	0	500	500

The funds provided under this Exhibit shall be used to pay for a portion of the costs associated with the provision of these units of service.

F. Conflict of Interest

1. Interest of Officers, Employees, or Agents: No officer, consultant, elected or appointed official, employee, or agent of the Contractor or Agency who exercises any functions or responsibilities in connection with the planning and carrying out of the Block Grant Program, or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to CDBG assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.
2. Interest of Subcontractor and Their Employees: The Contractor agrees that it shall incorporate into every subcontract required to be in writing and made pursuant to this Agreement the following provisions:

The Contractor covenants that no person who presently exercises any functions or responsibilities in connection with the Block Grant Program has any personal financial interest, direct or indirect, in this Contract. The Contractor further covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Contractor further covenants that in the performance of this Contract no person having any conflicting interest will be employed. Any interest on the part of the Contractor or its employees must be disclosed to the Agency and the County.

3. Copyright

If this Contract results in any copyrightable material, King County reserves the right to royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work for governmental purposes.

4. Public Information

In all news releases and other public notices related to projects funded under this Agreement, the Contractor shall include information identifying the source of funds as the King County-Redmond CDBG Program.

5. Subcontracted Services

- a. In addition to the requirements of Section XX. SUBCONTRACTS AND PURCHASES, of the Contract, the Contractor shall execute written agreements with each agency with which it subcontracts to provide services (hereinafter "Implementing Agency") and shall incorporate into such subcontracts the following applicable provisions of this Exhibit: Section II.E., Program Requirements.
- b. The Contractor shall invoice the County for due and payable invoices of the Implementing Agency or for costs paid by the Contractor for goods, materials or services already provided. The Contractor shall invoice the County after the Implementing Agency has invoiced the Contractor. The Contractor shall include a copy of the Implementing Agency's invoice with its invoice submitted to the County. The Contractor shall ensure that all costs for which the Implementing Agency requests reimbursement are allowable in accordance with the Office of Management and Budget 2 Code of Federal Regulations (CFR) 230 (formerly OMB Circular A-122) or 2 CFR 225 (formerly OMB Circular A-87), as applicable.

6. Special conditions - Separation of Funds

The Contractor may not use year 2014 funds identified in the Project Budget above to pay for any costs incurred prior to January 1, 2014, or the date on which the County's Environmental Record is complete, whichever date is later.

G. Records

The Contractor shall maintain files for this Exhibit containing the following items:

1. Notice of Grant Award;

2. Motions, resolutions, or minutes documenting Board or Council actions;
3. A copy of this Exhibit and the County's notice to proceed on this Exhibit;
4. Correspondence regarding budget revision requests;
5. Copies of all invoices and reports submitted to the County for this Exhibit;
6. Bills for payment;
7. Copies of approved invoices and warrants;
8. Documentation of the solicitation process used to select vendors and subcontractors with original purchase orders and subcontracts;
9. Documentation required by this Contract if any funds provided under this Exhibit are used to acquire equipment;
10. Records documenting that costs reimbursed with funding provided under this Exhibit are allowable in accordance with OMB Circular A-87. Such records include, but are not limited to:
  - a. Personnel costs, payroll time sheets for actual salary and fringe benefit costs (time sheets shall be signed by a supervisor and, if less than full time, annotated to document percent of time charged against this Exhibit);
  - b. Staff travel, documentation of mileage charges for private auto; and
  - c. Copy machine use, postage, telephone use, and office supplies.

H. Reports

1. The Contractor shall collect and report client information to the County quarterly and annually on a Program Accomplishment Form provided by the County.
2. The Contractor shall submit with the final invoice a Completed Project Funding Report Form provided by the County, itemizing all funding used for the Exhibit.

**III. COMPENSATION AND METHOD OF PAYMENT**

A. The Contractor shall apply the following CDBG funds in accordance with the Line Item Budget below. The total amount of reimbursement pursuant to this program Exhibit shall not exceed \$12,592.

1. CDBG Funds

King County CDBG – 2014 Redmond Joint Agreement City Funds, CFDA 14.218	\$12,592
Total CDBG Funds:	\$12,592

## 2. Line Item Budget

Personnel	\$ 0
Office/Operating Supplies	\$ 0
Consultant or Purchased Services	\$12,592
Communications	\$ 0
Travel and Training	\$ 0
Other:	\$ 0
Total CDBG Funds:	\$12,592

## B. Billing Invoice Package

1. The Contractor shall submit a Billing Invoice Package quarterly that consists of an invoice statement and other reporting requirements as stated in Section IV., REPORTING REQUIREMENTS, of this Exhibit in a format approved by the County.
2. All required reports must accompany the invoice statement in order to receive payment.
3. An Accrual Letter must be received by December 10, 2014, stating the anticipated amount of the final invoice.
4. Final voucher reimbursement request shall be submitted by January 6, 2015, with all required supporting documentation and reports.

## C. Method of Payment

1. The County shall reimburse the Contractor on a quarterly basis for actual expenditures in accordance with the Line Item Budget in Section III.A.
2. Payment to the Contractor may be withheld for any quarter in which the Contractor has not submitted the reports specified in Section IV., REPORTING REQUIREMENTS, of this Exhibit, or in which said reports are incomplete.

**IV. REPORTING REQUIREMENTS**

The Contractor shall submit electronically the following data reports in a format and to an address provided by the County and hard copy with each invoice.

- A. The Contractor shall submit with each invoice a completed Program Accomplishment Form, in a format provided by the County.
- B. The Contractor shall use the following methods to measure the indicator specified in Section II. B. of this Exhibit: Number of unduplicated persons.
- C. The Contractor shall submit with the final invoice a completed Project Funding Report form itemizing all funding used for the project, in a format provided by the County.