# JEFFERSON COUNTY
# BOARD OF COUNTY COMMISSIONERS

## CONSENT AGENDA REQUEST

**TO:** **Board of County Commissioners**

**FROM:** **Carolyn Gallaway, Clerk of the Board**

**DATE:** **February 6, 2023**

**SUBJECT:** **AGREEMENT re: 2023 Affordable Housing/Homelessness Grant Funding; Pfeiffer House & The Nest; In the Amount of $34,000; Jefferson County Administrator; OWL 360**

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**STATEMENT OF ISSUE:**

On January 3, 2023 the Board of County Commissioners approved the Housing Fund Board's 2023 grant recommendations for Fund 148: Affordable Housing Fund 148, Fund 149: Homeless Housing Fund 149, and 1590 Funds. One of the recommendations was for OWL 360 to receive $34,000 to operate the Pfeiffer House Sustainable Living Project, and The Nest - A community coffeehouse resource place.

**ANALYSIS:**

The attached Grant Agreement will provide the $34,000 in funds approved by the Board of County Commissioners on January 3, 2023.

**FISCAL IMPACT:**

$9,000 from Fund 149, and $25,000 from 1590 Funds

**RECOMMENDATION:**

Approve the attached Grant Agreement with OWL360

**REVIEWED BY:**

Mark McCauley, County Administrator — 2/2/23

Date

Clear Form

# CONTRACT REVIEW FORM

*(INSTRUCTIONS ARE ON THE NEXT PAGE)*

**CONTRACT WITH:** OWL 360 Contract No: 149150OWL360

Contract For: Pfeiffer House/The Nest Term: 01/01/23 - 12/31/23

**COUNTY DEPARTMENT:** CAO
**Contact Person:** Carolyn Gallaway
**Contact Phone:** 360-385-9122
**Contact email:** carolyn@co.jefferson.wa.us

**AMOUNT:** $34,000

Revenue:
Expenditure: $34,000
Matching Funds Required:
Sources(s) of Matching Funds
Fund # $9,000 149 / $25,000 1590
Munis Org/Obj

**PROCESS:**

- [ ] **Exempt from Bid Process**
- [ ] **Cooperative Purchase**
- [ ] **Competitive Sealed Bid**
- [ ] **Small Works Roster**
- [ ] **Vendor List Bid**
- [x] **RFP or RFQ**
- [ ] **Other:**

**APPROVAL STEPS:**

**STEP 1: DEPARTMENT CERTIFIES COMPLIANCE WITH JCC 3.55.080 AND CHAPTER 42.23 RCW.**

**CERTIFIED:** ☐ **N/A:** ☒ Carolyn Gallaway 2/2/23
Signature Date

**STEP 2: DEPARTMENT CERTIFIES THE PERSON PROPOSED FOR CONTRACTING WITH THE COUNTY (CONTRACTOR) HAS NOT BEEN DEBARRED BY ANY FEDERAL, STATE, OR LOCAL AGENCY.**

**CERTIFIED:** ☐ **N/A:** ☒ Carolyn Gallaway 2/2/23
Signature Date

**STEP 3: RISK MANAGEMENT REVIEW (will be added electronically through Laserfiche):**

Electronically approved by Risk Management on 2/2/2023.

**STEP 4: PROSECUTING ATTORNEY REVIEW (will be added electronically through Laserfiche):**

Electronically approved as to form by PAO on 2/2/2023.

**STEP 5: DEPARTMENT MAKES REVISIONS & RESUBMITS TO RISK MANAGEMENT AND PROSECUTING ATTORNEY(IF REQUIRED).**

**STEP 6: CONTRACTOR SIGNS**

**STEP 7: SUBMIT TO BOCC FOR APPROVAL**

Grant Agreement by and Between
Jefferson County
and
OWL 360
For Affordable Housing/Homelessness Services Grant Funding

WHEREAS. RCW 36.22.178 authorizes a recording fee surcharge to provide funding for affordable housing services; and

WHEREAS, RCW 36.22.179 authorizes a recording fee surcharge to provide funding for homeless housing and assistance; and

WHEREAS, RCW 36.22.1791 authorizes an additional surcharge for local homeless housing and assistance; and

WHEREAS, RCW 82.14.530 authorizes the use of SHB 1590 sales tax revenues to support affordable housing; and

WHEREAS, RCW 82.14.540 authorizes the use of SHB 1406 sales tax revenues to support affordable housing; and

WHEREAS, on January 3, 2023 the Board of County Commissioners approved the Joint Jefferson County/City of Port Townsend Housing Fund Board's recommendation for 2023 funding;

NOW, THEREFORE, Jefferson County, a political subdivision of the State of Washington, hereinafter referred to as "County," and Recipient, a non-profit corporation is Washington State (Recipient), in consideration of the mutual benefits, terms, and conditions hereinafter specified, do hereby agree as follows:

1. Grant Commitment. A 100% grant of funds is hereby made to Recipient for the project described in Section 2. The approved maximum amount of the grant shall be $9,000 from Fund 149 and $25,000 from 1590 Funds. The grant shall be available upon the submission of appropriate invoices pursuant to Section 3.

2. Project Description, Schedule and Budget.

   a. The scope of work for the Project is described in Exhibit A, attached.

   b. The Project begins on January 1, 2023 and shall be completed by December 31, 2023.

   c. The budget for the Project is described in Exhibit B, attached.

3. Payment. Expenses incurred on the Project, as described in Section 2, by the Project's consultants, contractors, suppliers, or Recipient's staff shall be submitted to the County Administrator's Office by Recipient using a detailed invoice.

   Each detailed invoice shall show individual items followed by the total amount incurred and the amount eligible for reimbursement under this grant. Recipient may submit such invoices to the County once per month during the course of the Project for work completed. All invoices shall be submitted no later than 30 days after project completion.

The county shall review and approve invoice payments. Payments will be limited to the monies that are available under the grant as described in Section 1. Such invoices, once approve, will be paid using the County's normal bill paying process and cycle.

4. Compliance with Laws. Recipient shall, in completing its project under this Grant Agreement, faithfully observe and comply with all federal, state, and local laws, ordinances, and regulation, applicable to the work to be completed under this Grant Agreement.

5. Indemnity.

   The Contractor shall defend, indemnify and hold the County, its officers, officials, employees, agents and volunteers (and their marital communities) harmless from any claims, injuries, damages, losses or suits, including attorney's fees, arising out of or resulting from the acts, errors or omissions of the Contractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the County. Should a court of competent jurisdiction determine this Agreement is subject to RCW 4.24.115 if liability for damages occurs arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the County, its officers, officials, employees, agents and volunteers (and their marital communities) the Contractor's liability, including the duty and cost to defend, shall be only for the Contractor's negligence. It is further specifically understood that the indemnification provided constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties._This section shall survive the expiration or termination of this Agreement.

6. Required Insurance Coverages.

   a. Commercial General Liability.

      1) Recipient shall maintain commercial general liability coverage on a form acceptable to Jefferson County Risk Management for bodily injury, personal injury, and property damage, in an amount not less than two million dollars per occurrence ($2,000,000) and an aggregate of not less than four million dollars ($4,000,000), for bodily injury, including death, and property damage.

      2) The commercial general liability insurance coverage shall contain no limitations on the scope of the protection provided and include the following minimum coverage:

         i. Broad form property damage, with no employee exclusion;
         ii. Person injury liability, including extended bodily injury;
         iii. Broad form contractual/commercial liability, including completed operations and product liability coverage;
         iv. Premises – operations liability (M&C);
         v. Independent contractors and subcontractors; and,

vi. Blanket contractual liability.

3) Recipient's commercial general liability policy shall include employer's liability coverage.

4) The County and its elected officials, officers and employees shall be named as an additional insured party under this insurance policy.

b. Automobile Liability.

Recipient shall maintain business automobile Liability insurance on a form acceptable to Jefferson County Risk Management with a limit of not less than a combined single limit of $1,000,000 each occurrence. Coverage shall include owned, hired, and non-owned automobiles.

c. Workers' Compensation (Industrial Insurance). Recipient shall maintain workers' compensation insurance at its own expense, as required by Title 51 RCW, for the term of this Agreement and shall provide evidence of coverage to Jefferson County Risk Management, upon request. If the County incurs any cost to enforce the provisions of this subsection, all costs and fees shall be recoverable form Recipient.

1) Recipient shall provide Workers' Compensation and Employer's Liability on a state approved policy form providing benefits as required by law with employer's liability limits no less than $1,000,000 per accident or disease.

2) This coverage shall extend to any contractor or subcontractor that does not have their own workers' compensation and employer's liability insurance.

7. Recipient expressly waives by mutual negotiation all immunity and limitations on liability, with respect to the County, under any industrial insurance act, disability benefit act, or other employee benefit act of any jurisdiction, which would otherwise be applicable in case of such claim.

8. General Insurance Requirements.

a. Insurance coverage shall be evidenced by one of the following methods:

1) Certificate of insurance; or,

2) Self-insurance through an irrevocable Letter of Credit from a qualified financial institution.

b. Any deductibles or self-insured shall be declared to and approved by the County prior to the approval of this Agreement by the County. At the option of the County, the insurer shall reduce or eliminate deductibles or self-insured retention, or Recipient shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

c. Failure of Recipient to take out or maintain any required insurance shall not relieve Recipient from any liability under this agreement, nor shall the insurance requirements be construed to conflict with or otherwise limit the obligations concerning indemnification of the County.

d. Recipient's insurers shall have no right of recovery or subrogation against the County (including its employees and other agents and agencies), it being the intention of the parties that the insurance policies so affected shall protect all the parties and shall be primary coverage for all losses covered by the above described insurance.

e. Insurance companies issuing Recipient's insurance policy or policies shall have no recourse against the County (including its employees and other agents and agencies) for payment of any premiums or for assessments under any form of insurance policy.

f. All deductibles in Recipient's insurance policies shall be assumed by and be at the sole risk of Recipient.

g. Any judgments for which the County may be liable, in excess of insured amounts required by this agreement, or any portion thereof, may be withheld from payment due, or to become due, to Recipient until Recipient shall furnish additional security covering such judgment as may be determined by the County.

h. Any coverage for third party liability claims provided to the County by a "Risk Pool" created pursuant to Ch. 48.62 RCW shall be non-contributory with respect to any insurance policy Recipient shall provide to comply with this Agreement.

i. The County may, upon Recipient's failure to comply with all provisions of this Agreement relating to insurance, withhold payment or compensation that would otherwise be due to Recipient.

j. Recipient shall provide a copy of all insurance policies specified in this Agreement.

k. Written notice of cancellation or change in Recipient's insurance required by this Agreement shall reference the project name and agreement number and shall be mailed to the County at the following address: Jefferson County Risk Management, P.O. Box 1220, Port Townsend, WA 98368.

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

m. Any failure to comply with reporting provisions of the insurance policies shall not affect coverage provided to the County, its officers, officials, employees or agents.

n. Recipient's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

o. Recipient shall include all subcontractors as insured under its insurance policies or shall furnish separate certificates and endorsements for each subcontractor. All insurance coverage for subcontractors shall be subject to all the requirements stated in this Agreement. The insurance limits mandated for any insurance coverage required by this Agreement are not intended to be an indication of exposure nor are they limitations on indemnification.

p. Recipient shall maintain all required insurance policies in force from the time services commence until services are completed. Certificates, insurance policies, and endorsements expiring before completion of services will be promptly replaced.

q. Recipient shall place insurance with insurers listed to business in the State of Washington and having A.M. Best Company ratings of no less than A-, with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be place with insurers or re-insurers licensed in the State of Washington.

r. Certificates of insurance as required by this Agreement shall be delivered to the County within fifteen (15) days of execution of the Agreement. To the extent a certificate lists or refers to any endorsements solely by name. description or number it shall be the responsibility of Recipient to obtain and provide to Jefferson County Risk Management a full and complete copy of the texts of such endorsements.

s. The County shall be named as an "additional insured" on all insurance policies required by this Agreement.

t. Recipient shall furnish the County with properly executed certificates of insurance that, at a minimum, shall include:
    1) The limits of coverage;

    2) The project name and agreement number to which it applies;

    3) The certificate holder as Jefferson County, Washington and its elected officials, officers, employees and agents with the address of Jefferson County Risk Management, P.O. Box 1220, Port Townsend, WA 98368; and

4) A statement that the insurance policy shall not be cancelled or allowed to expire except on thirty (30) days prior written notice to the County.

9. Independent Contractor. Recipient and the County agree that Recipient is an independent contractor with respect to the project to be completed pursuant to this Grant Agreement. Nothing in this Grant Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither Recipient nor any employee of Recipient, nor any subcontractor of Recipient shall be entitled to any benefits accorded to County employees by virtue of their services on the project to be completed under this Grant Agreement. The County shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the State industrial insurance program, or otherwise assuming the duties of an employer with respect to Recipient, or any employee, representative of agent of Recipient, or any contractor of Recipient.

10. Subcontracting Requirements.

a. Recipient Owns Contract Performance. Recipient is responsible for meeting all terms and conditions of this Agreement including standards of service, quality of materials and workmanship, costs and schedules. Failure of a subcontractor to perform is no defense to a breach of this Agreement. Recipient assumes responsibility for all liability for the actions and quality of services performed by any subcontractor.

b. Subcontractor Disputes. Any dispute arising between Recipient and any subcontractors or between subcontractors must be resolved with involvement of any kind on the part of the County and without detrimental impact on the delivery of contracted goods and services.

11. Legal and Regulatory Compliance. While performing under this Agreement, Recipient, subcontractors, and their employees are required to comply with all applicable local, state and federal laws, codes, ordinances and regulations, including but not limited to:

a. Applicable regulations of the Washington State Department of Labor and Industries, including WA-DOSH Safety Regulation; and
b. State and Federal Anti-Discrimination Laws.

12. Termination.

a. Termination by the County.

1) Should Recipient default in providing services under this Agreement or materially breach any of its provisions, the County may terminate this Agreement upon ten (10) days written notice to Recipient.

2) Recipient shall have the right and opportunity to cure any such material breach within the ten (10) day period.

3) The County may terminate this Agreement upon immediate notice to Recipient. Recipient will be reimbursed for services expended up to the date of termination.

4) This Agreement may be terminated or amended, in whole or in part, by the County upon thirty (30) days written notice in the event expected or actual revenue in Funds 148 and/or 149 is reduced or limited in any way.

b. Termination by Recipient.

1) Should the County, its staff, employees, agents and/or representatives default in the performance of this Agreement or materially breach any of its provisions, Recipient, at its option, may terminate this Agreement by giving ten (10) days written notice to the County representative.

2) The County shall have the right and opportunity to cure any such material breach within the ten (10) day period.

c. Termination Without Cause. This Agreement may be terminated without cause at any time by either party subject to a sixty (60) day advance written notice of such termination to the other party.

13. No Harassment or Discrimination. Recipient and any contractors/subcontractors will not discriminate against any person in the performance of work under this agreement or in the selection and retention of employees or procurement of materials or supplies on the basis of age, sex, marital status, sexual orientation, religion, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability, unless based on a bonafide occupational qualification.

14. Contract Expiration. This contract will run until the project is complete and until the County has made all payments required under this Grant Agreement, except that the project must be completed no later than the date listed in Paragraph 2.b. above, unless extended by mutual agreement.

15. Failure to Appropriate. Recipient acknowledges that the County may only appropriate monies in the current year and in a manner consistent with Paragraph 1. Above. The County agrees to appropriate monies to fund this grant unless emergency circumstances prevent the County from doing so. Any monies to be paid by the County to Recipient for this grant are subject to appropriation by the County Commission.

16. Integrated Agreement. This Grant Agreement represents the entire and integrated agreement between the County and Recipient and supersedes all prior negotiations, representation, or agreements written or oral.

17. Modification of this Agreement. This Agreement may be amended or supplemented only by a writing that is signed by duly authorized representatives of all parties.

18. No Assignment. Recipient shall not sell, assign, or transfer any rights obtained by this Agreement without the express written consent of the County.

19. Severability. Provided it does not result in a material change in the terms of this Agreement, if any provision of this Agreement or the application of this Agreement to any person or circumstance shall be invalid, illegal, or unenforceable to any extent, the remainder of this Agreement and the application of this Agreement shall not be affected and shall be enforceable to the fullest extent permitted by law.

20. No Third-party Beneficiaries. The parties do not intend, and nothing in this Agreement shall be construed to mean, that any provision in this Agreement is for the benefit of any person or entity who is not a Party.

21. Controlling Law. It is understood and agreed that this Agreement is entered into in the State of Washington. This Agreement shall be governed by and construed in accordance with the laws of the United State, the State of Washington and the County of Jefferson, as if applied to transactions entered into and to be performed wholly within Jefferson County, Washington between Jefferson County residents. No party shall argue or assert that any state law other than Washington law applies to the governance or construction of this Agreement.

(SIGNATURES APPEAR ON THE FOLLOWING PAGE)

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be executed this _____ day of ______________, 2023.

| | | | |
|---|---|---|---|
| **Jefferson County**<br>**Board of Commissioners** | | **OWL 360** | |
| ________________________<br>Greg Brotherton, Chair | ______<br>Date | ________________________<br>Authorized Signature | ______<br>Date |
| | | ________________________<br>Print Name/Title | |

ATTEST:

________________________ ______

Carolyn Gallaway, CMC Date
Clerk of the Board

APPROVED AS TO FORM:

P.C. Hunsucker

________________________ February 2, 2023

Philip C. Hunsucker Date
Chief Deputy Prosecuting Attorney

EXHIBIT A – SCOPE OF WORK

PROJECT DESCRIPTION

- Name of Project: OWL 360: The Pfeiffer House Sustainable Living Project, and The Nest (A Community Coffeehouse Resource Place)
- Amount requested: $9,000 from Fund 149 and $25,000 from 1590 Funds

**Provide a brief description of the project:**

Information from Fund 148/149 RFP:

OWL360 is a non-profit organization that was formed with the purpose of serving youth and emerging adults ages 16-24. This organization currently operates The Pfeiffer House, a sustainable Living Project that currently exists in uptown Port Townsend. Pfeiffer provides living spaces for young adults (ages 18-24). Additionally, OWL360 is building capacity for their "resource center" which was originally placed within the Pfeiffer House structure in one of the renovated living areas. Based on the high need for additional living space, and in an effort to reduce the waiting list to access these apartments, the sixth apartment within the facility that previously was identified as the drop-in resource area, should be repurposed as an additional "apartment." To continue the vision of creating a drop-in center, a "Community Coffeehouse" would sit within the uptown community where it is clearly accessible to all potential users. The design of the Community Coffeehouse, aka "The Nest", would be to provide resources for this target population, as well as connections to job placement, job training, and support services, while at the same time providing on-site employment and training to these young adults.

This concept will expand OWL360's ability to meet the needs of young men and women of ages 16-24, whether or not they reside within the Pfeiffer House. This particular population of youth/young adults are those that are high risk of experiencing housing instability. This population also includes those who are homeless, those aging out of foster care, those fleeing from domestic violence and those transitioning from successful completion of treatment programs. The need for growing outreach success has brought OWL360 to the point of fully understanding the importance of this type of place for broader programming opportuntiies of all types to support the various needs of this young adult populace.

Info from Supplemental 1590 RFP:

(1) Based on a high need for additional living space for our young adult population, and to reduce the waiting list to access Pfeiffer apartments, a sixth apartment within the facility that previously was identified as the drop-in resource area, is repurposed as an additional living space and support for that conversion is requested here.

(2) Additionally, in order to fill the need for a drop-in center, the community coffeehouse, which is referred to as "The Nest" is opening within the uptown community. The design and goal of this drop-in location is to provide resources for youth and young adults, as well as connections to job placement, job training, and support services (including behavioral health assistance) for unaccompanied youth or those experiencing unstable housing situations across East Jefferson County. With emphasis on outreach and services, this drop-in program can reach and engage this cohort, most importantly young people who are homeless, aging out of foster care, fleeing from domestic violence and those transitioning from successful completion of inpatient treatment programs. These community members deserve access to assistance through an open and welcoming door. This specific project's necessity is corroborated by OWL360's Youth and Young Adult Advisory Council.

**Specify the Project or Program goals and expected outcomes. Specify the methods by which the Project or Program will be measured and assessed:**

Info from Fund 148/149 RFP:

The goal of OWL360, through its current Sustainable Living Project, the Pfeiffer House, along with The Nest, is to meet the specific and individual needs of young adults, and in some cases, their young children, who need housing and support services. The Funds requested under **Funds 148/149** are **(1)** for the costs of required insurance, ongoing program management by the Executive Director, business costs associated with the management of the program, ongoing building maintenance, utilities, all related to the residents of the Pfeiffer House, which would be expanded to six living units instead of five; and **(2)** to grow the outreach aspect of the project by grounding the resource center concept within The Nest, a Community Coffeehouse. This component of the overall vision of serving the young adult population requires additional staffing to include hours for case care, supervision of participating youth employees, on the job training, and connections to other community resources. "Case care" specifically means creating can include helping them set reasonable goals, participating in decisional balancing exercises, using the tools of motivational interviewing to help them take one step at a time through a sometimes complicated and intimidating process. Case care involves walking beside the individual and literally getting them in the door to access housing assistance, and then, helping them complete any necessary paperwork (can include applying for identification, etc). It takes on the spirit of coaching towards permanent housing. One of the goals of The Nest would be to fully equip it with materials as well as garnering support of local community partners to create a robust menu of available resources designed to develop skills and self-efficacy in this emerging adult population.

Info from Supplemental 1590 RFP:

(1) The goal that the additional living space (1 additional apartment) within The Pfeiffer House does create an additional unit of affordable housing within this existing structure; does increase access to housing for additional resident(s) and subsequent reduction of the waiting list. The funds requested here are for the costs of required insurance, program management by the Executive Director, business costs associated with the management of the program, ongoing building maintenance, utilities, all related to sustainable living within the Pfeiffer House. The length and waiting period for housing within the Pfeiffer House can be accessed by current data collection.

(2) The expectation of the outreach and resource/supports provided at The Nest, is to fill a gap in our community's service continuum by specifically focusing on housing-related services to youth and young adults by engaging them in activities, educational opportunities, and behavioral health supports that can improve their personal outcomes for sustainable living. This component of the overall vision of serving the young adult population requires additional staffing to include hours for supervision, case care, job training, and connections to other community resources all within the parameters of housing related services. These are the uses for 1590 funds requested here. These housing-related services will be tracked as well as the number of outreach contact(s) made and the services provided to youth and young adults visiting and receiving case care at The Nest.

As was experienced during the renovation of Pfeiffer, there are available supports for this population in our community. Achieving sustainable housing is more than a temporary roof over one's head. Community partners such as Work Source, Peninsula College, Skillmation (Educational Mentoring), Dove House, Olympic Angels, Believe in Recovery, The Benji Project Discovery Behavioral Health and OlyCAP – as well as local employers, express excitement for this growing project.

**Specify the number of individuals who will be impacted by the project:**

Info from Fund 148/149 RFP:

The physical capacity of the Pfeiffer House will increase with the addition of an additional living space. This additional apartment will increase capacity to 8-12 young adults and/or small families at one time. The Nest (Community Coffeehouse), as a drop-in resource center and programming pieces will serve more of the overall community young adult population.

Projected targets for individuals served:

- **Sustainable Housing – The Pfeiffer House** – (between 1-2 years) increasing to 8-12 individuals, pregnant women, single parents, or small/young families.
- **Emerging Adult Resources – The Nest (Community Coffeehouse)** Case care to include coaching towards permanent housing, employment opportunities, on the job training, connection to Work Source, job readiness training, educational support, drop-in clothing closet, informational resources, food support, wi-fi for 50 or more visits per month.
- **Other community impacts**: The overall community will be impacted when we have a visible, accessible and supported project focused on our emerging adult population.
    - This age provides a vital work force for our service industry. To provide entry-level work opportunities, a location for employment connections, as well as resources and potential housing will support their recruitment efforts.
    - Early intervention by connected service providers can potentially reduce emergency mental health, substance use disorder, and physical health issues. issues.
    - This project can help ameliorate the issues that continue to rise around safety for this "younger" adult homeless population when they are co-mingled with longer-term older homeless adults in a more traditional shelter environment and without age appropriate case care to help them navigate adulthood.

Info from Supplemental 1590 RFP:

(1) The physical capacity of the Pfeiffer House will increase with the addition of an additional living space. This additional apartment will increase capacity to 8-12 young adults and/or small families at one time.
(2) The Nest (Community Coffeehouse), as a drop-in resource center and housing-related programming piece will serve between 50-75 youth and young adults experiencing unstable housing in its first year. Services and activities provided will be tracked. OWL360 is currently drafting a quality assurance and evaluation component for this project.

EXHIBIT B – Budget

Info from Fund 148/149 RFP:

| Budget Categories | Program | Proposal | Justification | Priority |
|---|---|---|---|---|
| Salaries | | $38,940 | Salary: Executive Director | |
| Benefits | | $45,500 | 35 hrs. per week, $25/hour | |
| Rental Subsidies | $61,000 | | $850 x 6 units – subsidies 12 months | |
| Utilities | | $17,900 | Pfeiffer – 6 units The Next/Outreach to Homeless & at risk. | |
| Insurance | | $6,800 | Per requirements of Jefferson County | |
| Resident Basic Needs Supports | | $3,000 | For residents - $2,500<br>Office Supplies - $500 | |
| Furnishings/Equipment | | $2,000 | 6 Housing units | |
| Repair/Maintenance | | $2,000 | General ongoing maintenance | |
| Transportation (explain) | | | In-kind Jefferson County Juvenile Services - Vehicle | |
| | | | | |
| **Subtotal:** | | $116,140 | | |
| Administration (10% max.) | | $2,000 | OWL 360 | |
| **TOTAL:** | | $118,140 | | |

If your Project or Program includes salaries and benefits, please list position(s) and FT to be paid by these funds (FTE Should be that percentage of time the employee is dedicated to this Project or Program):

| Position | Salary | Benefits | FTE |
|---|---|---|---|
| Project Director | $38,940 | | .45 FTE |
| Outreach Manager | $45,500 | | .88 FTE |

Info from Fund Supplemental 1590 RFP:

| Budget Categories | Program | Proposal | Justification | Priority |
|---|---|---|---|---|
| Salaries | | $84,440 | Salary: Executive Director, Outreach Staff | 1 |
| Benefits | | | | |
| Rental Subsidies | $61,000 | | $850 x 6 units – subsidies 12 months | |
| Utilities | | $17,900 | 6 units and Outreach space to Homeless & at risk | |
| Insurance | | $6,800 | Per requirements of Jefferson County | |
| Food/Supplies | | $3,000 | | |
| Furnishings/Equipment | | $2,000 | 6 living units – general placement | |
| Repair/Maintenance | | $2,000 | General ongoing maintenance | |
| Transportation (explain) | | | In-kind Jefferson County Juvenile Services - Vehicle | |
| | | | | |
| **Subtotal:** | | | | |
| Administration (10% max.) | | $2,000 | OWL 360 | |
| **TOTAL:** | | $118,140 | | |

If your Project or Program includes salaries and benefits, please list position(s) and FT to be paid by these funds (FTE Should be that percentage of time the employee is dedicated to this Project or Program):

| Position | Salary | Benefits | FTE |
|---|---|---|---|
| Outreach Staff | $45,500 | | .35 per week $25 hrs, .88 FTE |
| Executive Director | $38,940 | | .45 FTE |