

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

CONSENT AGENDA REQUEST

TO: Jefferson County Board of Commissioners

FROM: Carolyn Gallaway, Clerk of the Board

DATE: January 21, 2025

SUBJECT: **AGREEMENT** re: 2025 Affordable Housing/Homelessness Grant Funding; Dove House Advocacy Services – Emergency DV Shelter

STATEMENT OF ISSUE:

On November 8, 2024 the Housing Fund Board met and reviewed the RFPs received. On November 18, 2024, the Board of County Commissioners approved the Housing Fund Board's 2024 funding recommendations for Affordable Housing Fund 148, Homeless Housing Fund 149, 1590 and 5386 Funds. One of the recommendations was to fund; Dove House Advocacy Services – Emergency DV Shelter; in the amount of \$145,000

ANALYSIS:

The attached Grant Agreement will provide \$145,000 in funds approved by the Board of County Commissioners on November 18, 2024.

FISCAL IMPACT:

\$145,000 from Fund 148.

RECOMMENDATION:

Approve the attached Grant Agreement.

REVIEWED BY:


Mark McCauley, County Administrator


Date

CONTRACT REVIEW FORM
(INSTRUCTIONS ARE ON THE NEXT PAGE)

Clear Form

CONTRACT WITH: Dove House Advocacy Services

Contract No: DHEMERGENCYDV

Contract For: Emergency DV Shelter

Term: 01/01/25 - 12/31/25

COUNTY DEPARTMENT: County Administrator

Contact Person: Carolyn Gallaway

Contact Phone: x122

Contact email: carolyn@co.jefferson.wa.us

AMOUNT: \$145,000

Revenue:

Expenditure: \$145,000

Matching Funds Required:

Sources(s) of Matching Funds

Fund # 148

Munis Org/Obj

PROCESS:

- | | |
|-------------------------------------|-------------------------|
| ☐ | Exempt from Bid Process |
| ☐ | Cooperative Purchase |
| ☐ | Competitive Sealed Bid |
| ☐ | Small Works Roster |
| ☐ | Vendor List Bid |
| ☒ | RFP or RFQ |
| ☐ | Other: _____ |

APPROVAL STEPS:

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

CERTIFIED: ☒ N/A: ☐

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: ☐

Signature

Date

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

Electronically approved by Risk Management on 1/17/2025.

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

Electronically approved as to form by PAO on 1/17/2025.
Thank you for making the changes!

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
Dove House – Emergency DV Shelter
For Affordable Housing/Homelessness Services Grant Funding

WHEREAS, RCW [36.22.250](#) authorizes the use of SSB 5386 a recording fee surcharge to provide funding for affordable housing services, homeless housing and assistance, and 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 September 3, 2024 the Board of County Commissioners approved funding levels and authorized the release of a Request for Proposals for the funds collected pursuant to the above cited RCW's; and

WHEREAS, on November 18, 2024 the Board of County Commissioners approved the Housing Fund Board's recommendation for 2025 funding;

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

1. Grant Commitment. A grant of funds is hereby made to recipient for use of the Project described in [Section 2](#). The approved maximum amount of the grant shall be \$145,000, all coming from Fund 148. Payment of grant funds shall be made 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, 2025 and shall be completed by December 31, 2025.
 - 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 staff shall be submitted to the County Administrator's Office by recipient using a detailed invoice that includes all of the following:

- a. Each detailed invoice shall show individual items followed by the total amount incurred and the amount eligible for reimbursement under this Grant Agreement. 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; and,
 - b. The county shall review and approve invoice payments. Payments will be limited to the monies that are available under this Grant Agreement as described in Section 1. Such invoices, once approved, 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 recipient 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 recipient 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 recipient and the County, its officers, officials, employees, agents and volunteers (and their marital communities) the recipient's liability, including the duty and cost to defend, shall be only for the recipient's negligence. It is further specifically understood that the indemnification provided constitutes the recipient'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 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 from 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 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 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 placed 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 Agreement unless emergency circumstances prevent the County from doing so. Any monies to be paid by the County to recipient for this Grant Agreement 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.

22. Reports: An annual report form will be due no later than January 31, 2026. The report form will be distributed before the end of the year. Non-compliance may result in no funds awarded in the future.

(SIGNATURES APPEAR ON THE FOLLOWING PAGE)

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be executed this _____ day of _____ 2025.

Jefferson County
Board of Commissioners

Dove House

Signature

Date

Printed Name / Title

By: _____
Heidi Eisenhour, Chair Date

SEAL:

ATTEST:

Carolyn Gallaway, CMC Date
Clerk of the Board

Approved as to form only:

 for 01/17/2025

Philip C. Hunsucker Date
Chief Civil Deputy Prosecuting Attorney

EXHIBIT A - SCOPE OF WORK

Recipient has been awarded \$145,000, after recommendation by the Housing Fund Board. Recipient shall use the Award consistently with its response to the request for proposal submitted to the Housing Fund Board during the 2025 cycle.

A true and correct copy of the Recipient's response to the request for proposal is attached as Exhibit C.

EXHIBIT B – BUDGET

Recipient only shall use the Award for the purposes identified in its request for proposal submitted to the Housing Fund Board during the 2025 cycle.

Recipient shall invoice the County consistent with Section 3 of this agreement.

Applicant: Dove House Advocacy Services

Contact: Beulah Kingsolver

Address: 1045 10th Street, Port Townsend, WA 98368

Phone: 360-385-5292

Email: beulahk@dovehousejc.org



DOVE HOUSE SHELTER APPLICATION

FUNDING FOR AFFORDABLE AND SUPPORTIVE HOUSING & HOMELESS HOUSING AND ASSISTANCE FUNDS REQUEST FOR PROPOSALS

FOR USE FROM
JANUARY 1, 2025 TO DECEMBER
31, 2025

Name of Project or Program Emergency Temporary Domestic Violence Shelter & Services

Requested total amount for this application: \$146,923.00

Area of the County to be served: Jefferson County, WA

Name of Applicant/Agency: Dove House Advocacy
Services

Federal Tax ID #: 91-119187

Contact Person: Beulah Kingsolver

Title: Executive Director

Address: 1045 10th Street

City: Port Townsend

State: WA Zip: 98368

Phone Number: 360-385-5292

Fax Number: 360-379-5395

E-mail: beulahk@dovehousejc.org

CERTIFICATION by Authorized Agency Representative (Board President, CEO, or another person authorized to bind the agency in a contract).

Name of Authorized Agency Representative (print): Beulah Kingsolver

Title: Executive Director

- Applicant certifies that these funds will be used as described in this application unless a change has been mutually agreed upon between Contractor and Jefferson County Board of County Commissioners. Substantive amendment requests will also require the approval of the Housing Fund Board ("HFB").
- Applicant certifies that the information in this application is true and correct.
- Applicant certifies that it has no outstanding obligations to the County with respect to housing funds.


Signature of Authorized Agency Representative

10-17-2024
Date

SPECIFIC INFORMATION

Please separately tab each section of the application submission as to Project or Program Description, Capacity, Alignment, Approach, Impact of Funds, Budget.

PROJECT DESCRIPTION

- Name of Project or Program: Emergency Temporary Domestic Violence Shelter & Services

Amount requested: \$146,923.00

- Provide a brief description of the Project or Program: **(LIMIT 200 WORDS)**

The provision of emergency housing and advocacy serves approximately 178 people/59 families who are fleeing domestic violence and experiencing homelessness. Support is provided with emergency temporary shelter and emergency temporary hotel room stays with trauma-informed, person-centered, wrap-around advocacy services. Services are confidential and free of charge.

Our service model is designed to support survivors in obtaining long-term affordable housing, strengthen their ability to keep the housing they obtain and move people out of our temporary emergency shelter as soon as possible so that other victims who are experiencing homelessness may come into the shelter. All shelter guests are entered into the HMIS system.

Our advocates serve the whole family and use a Housing First model adapted for serving victims. Each guest is matched with an advocate who offers emotional and practical support beginning with safety planning. Advocates meet with each guest at least once each week to support healing, assist them in identifying needs, barriers, and goals, and connect and refer them to services and resources in our community. Our program reduces or eliminates homelessness in Jefferson County by providing domestic violence survivors with an immediate safe roof over their heads and 24-hour access to facilities and resources.

- Specify the Project or Program goals and expected outcomes. Specify the measures of success by which the Project or Program will be assessed. **(LIMIT 300 WORDS)**

1. Emergency Temporary Shelter for Victims of Domestic Violence

Outcomes: Approximately 178 unduplicated individuals/59 unduplicated families (and their approved pets) who lack safe shelter and are fleeing domestic violence will find a welcoming place to stay in our temporary emergency shelter.

Measure: Infonet reports showing the number of people/families who enter our shelter.

Outcome: Approximately 178 unduplicated individuals/59 unduplicated families will be offered our full spectrum of wrap-around services and complete Action Plans toward the goals of long-term safety and affordable housing, financial stability, and healthy lives.

Measure: Infonet reports showing how many guests received which services. Review of client Action Plans and goals reached.

Outcome: Keep shelter stays as short as possible.

Measure: Compare average number of days in shelter during the grant period to same periods in the two previous Fiscal Years.

Outcome: Shelter guests move directly from shelter to affordable long-term or transitional housing.

Measure: Infonet reports

Outcome: Increase self-sufficiency, financial stability, and well-being

Measure: Review of clients' Action Plans/goals reached. Client feedback about whether or not/how much their confidence and ability to plan for their safety has increased; whether or not/how much their knowledge of community resources has expanded; whether or not/how much their feeling of hopefulness about their future has improved; whether or not/how much they feel more comfortable about asking for help; and whether or not/how much they feel more comfortable in their decision making.

3. Coordinated Entry

Outcome: All shelter guests entered all into HMIS.

Measure: Compare the number of clients entered into HMIS to the number of people who stayed in the shelter during the grant period.

- Specify the number of units of housing to be created or number of individuals who will be served by the Project or Program.

Approximately 178 individuals (59 families) will be served by the program.

Threshold Requirements:

- Identify the specific eligible use(s) under 5386 and/or 1590 for which the Project or Program qualifies, as listed on pages two through four of the RFP. If you are submitting for both operating and development funds, please submit separate budgets for each.

5386 Operating Funds:

Quoting directly from page 3 of the RFP: "Persons fleeing domestic or family violence with no subsequent safe residence identified and lacking the resources needed to obtain such housing. Persons living on the streets or in emergency shelter but are spending a short time (up to 30 consecutive days) in a hospital or other institution. Person who would otherwise be living on the streets on in an emergency shelter." And "m. Operating costs for emergency shelters and licensed overnight youth shelters."

1590 Development Funds:

1590 Operating Funds:

- Provide a brief description of recent, relevant and successful experiences in delivering similar programs and/or projects.

In CalYr 2023, DHAS served 417 clients victimized by domestic violence, sexual assault, or other crimes. 74 individuals/ 24 families were guests in our Shelter; 3141 bednights. Approximately 51 individuals/17 families were provided with emergency hotel rooms. For CalYr 2024 through 10/10/24, we've had 74 individuals/24 families as Shelter guests (4266 bednights); 36 individuals/12 families in hotel rooms. Average length of stay was 62 nights in 2023 (down from 77 in CalYr 2022); 68 thus far in 2024. Unmettable requests for emergency shelter were at least 367 in 2023 and 248 thus far in 2024.

Of the 74 individuals/24 families who were Shelter guests thus far in CalYr 2024, 10 moved directly to affordable permanent or transitional housing. 10 haven't yet exited the shelter; 2 returned to their abusers. 2 found temporary solutions through family/friends.

DHAS has been providing crime victim advocacy services in Jefferson County for 40+ years. Our Emergency Shelter, where we began accepting approved pets accompanying their owners in 2017, has been operating for 23 years. DHAS is the only agency in Jefferson County specifically trained to serve current and past victims of trauma including domestic violence (DV), sexual assault (SA), and other types of crime. We are also the only organization in Jefferson County offering a Recovery Café with its unique services.

Adult survivor of childhood sexual assault who developed on-going substance-use disorder. Was assaulted multiple times as an adult, often drug-facilitated sexual assaults. Was in an extremely violent domestic violence relationship and sought services after partner was arrested for a violent assault on the client.

With such complex PTSD this client began services with a lot of cynicism and distrust of systems. She moved into shelter and resided longer than a typical shelter stay to provide more time to stabilize. Over time she shifted from requesting only financial support to asking for support in meetings for court proceedings, housing assistance and vehicle support. We worked together to develop tools to navigate frustration and self-advocacy. We worked together to develop a budget and discovered much of her money was going into an old & not street legal vehicle which was costing money in repairs and tickets compounded her financial stress. The vehicle was her ex-partner's and he still used it as a means to remain connected with the client.

Dove House was able to transfer a donated vehicle to the client's name, providing her the independence to move out of shelter and into local transitional housing. Because of the work we had done on her budget she has been able to pay for insurance and gas on her own.

Since moving out of shelter, life hasn't been without challenges but having her own vehicle has allowed her to go to doctor's appointments, seek support for SUD and visit family in a neighboring county. She has continued to engage in services – especially when things get tough. She recently was approved for low-income housing and was able to use her TBRA to support her move-in to permanent housing of her own – the first time in over 10 years!

- Briefly describe how the project aligns with the priorities and objectives of the Five-Year Homeless Housing Plan and the community outreach conducted for the project or program. **(LIMIT 400 WORDS)**

#1, Quickly identify and engage people experiencing homelessness. DHAS participates in the HMIS system. In addition, our 24/7 crisis line provides a way for victims of violence who are homeless to connect with emergency shelter, including our shelter. #2, Prioritize Homeless Housing For People With The Highest Needs. The 5-Year Plan states: "Unsheltered entries are people living without safe shelter or are fleeing violence." And, "Fortunately, Jefferson County also has Dove House Advocacy Services which operates an emergency shelter for victims fleeing domestic violence . . . " (pg. 26). Our program is for people living without safe shelter and fleeing violence. #3, Operate an effective and efficient homeless crisis response system that swiftly moves people into stable and permanent housing while providing services." Housing advocacy helps survivors remain safe and able to continue building independent, self-sufficient, and fulfilling lives. DHAS uses the Housing First/Rapid Re-Housing models to support and inspire clients, create materials, train advocates, work with landlords. We dedicate fundraising efforts to maximize clients' success. We place priority on preventing homelessness, keeping families in their existing housing (when safe/feasible) and ensuring that guests can move directly to permanent affordable housing as soon as it can be obtained. #5, Address Racial, Ethnic and Gender Disparities Among People Experiencing

Homelessness. We take substantial steps to ensure inclusivity: translating intake and shelter-related documents into Spanish; using the Language Line when people whose first language is not English call our Crisis Line and during meetings with Advocates; respecting all gender expression among our clients; partnering with community groups such as JCIRA and the LGBTQ++ Equity Task Force at JHC; and more. #6 Supportive Efforts Aimed At Ending Homelessness. We are active partners with community groups evaluating the nature/scope of and potential solutions to homelessness in Jefferson County. We serve on the Housing Fund Board Needs Assessment Committee. We participate in HMIS and current efforts to improve data. Case Management is core to our service model. Our Recovery Café (RC) regularly hosts local housing providers and other agencies serving people experiencing homelessness who meet with clients and connect them with services. Free meals and human warmth at the RC create a welcome entry to services where people can build trust. This October we are bringing Washington State Coalition Against Domestic Violence training to help local housing providers better understand domestic violence and housing barriers unique to victims.

A. APPROACH - Completeness of Proposal and Readiness (5 Points) (LIMIT 400 WORDS)

This program provides emergency/temporary shelter to individuals/families (and approved pets) fleeing domestic violence who lack safe shelter. Each guest is matched with an Advocate who offers options for emotional healing and practical problem solving. Shelter guests have 24-hour access to their private room/fully stocked bathroom; fully stocked/equipped kitchen; common areas; internet access). We provide 100% of basic needs during their shelter/hotel stay and offer them the full spectrum of DHAS services/resources. Clients meet at least once/week with their Advocate and may enroll in our classes/support groups (including financial management and trauma-informed yoga). Our staff conduct ongoing case management and provide connection/referrals to community resources (including therapy) as well as support in accessing them such as transportation and childcare assistance. We have an in-house volunteer attorney. Our Recovery Café provides unique resources and connections to community services for victims.

Our housing advocacy is designed to help survivors remain safe and able to continue building independent, self-sufficient, and fulfilling lives. We use the Housing First and Rapid Re-housing models to support and inspire clients, create materials, train advocates, work with landlords. Includes addressing prior evictions; identifying affordable rentals; encouraging property owners to work with us (e.g. educating them about trauma, how financial abuse is often part of the cycle of violence, how rent subsidy programs work, and what support is available from DHAS); helping clients with application; tracking applications; providing financial assistance for first/last rents and security deposits; sourcing move-in resources; and continuing to support clients after they have moved into their dwelling. Landlords often express interest in working with us when they learn of our ability to provide the client with move-in costs in a timely manner and our commitment to continued support services. We prioritize helping all guests to obtain their best next step for housing, whether it be permanent or transitional, after they leave the shelter/hotel.

Emergency shelter is vital for domestic violence victims. When not spending most of their energy/time simply meeting basic needs, their stress/anxiety are reduced and they can focus on emotional healing, identifying and addressing barriers toward increased self-sufficiency, and accessing the resources needed to obtain, and retain, permanent affordable housing.

- Is the Project or Program ready to use the funding now or are there actions to be taken before the Project or Program can begin? If so, what are those actions?

The program is ready to use the funding now.

- Will the requested funds fully fund the Project or Program? If not, how does the organization intend to fill the gap?

These funds will not fully fund the program. Funding from other sources, as shown in the list below, will be used to fill the gap.

- Could the Project or Program be scaled (include the per unit cost of the Project or Program)?

This program cannot be scaled.

- Have additional funds been requested or will be requested. Identify the sources for those requests and the status of the requests.

Yes. These are listed below in FUNDING SOURCES FOR THE PROGRAM.

B. IMPACT OF FUNDS - Leverage of Other Funds and Number of Persons Assisted
(10 Points)(LIMIT 400 WORDS)

How would the project contribute to positive movement in Commerce's Homeless System Performance Measure: total project entries, length of time homeless, exits to permanent housing, returns to homelessness, and system prioritization. Go to www.jeffcountychamber.org.

Prioritizing unsheltered homeless households

- Our Emergency Domestic Violence Shelter and Services program is exclusively for unsheltered homeless individual/families victimized by domestic violence. Youth ages 18-24 are directly eligible for/served by these services. Those younger than 18 may receive these services when accompanied by a parent or when their parent agrees to allow them to access the services unchaperoned.
Increasing exits to permanent housing; Reducing the length of time homeless; Reducing returns to homelessness
- Our program provides 100% of basic needs to shelter/hotel guests. When they are not spending most of their energy/time simply meeting basic needs, their stress and anxiety are reduced and they can focus on emotional healing, identifying/addressing barriers toward increased self-sufficiency, and accessing the resources needed to achieve their goals including permanent affordable housing.
- We engage every available avenue to assist clients in acquiring skills and resources to avoid remaining/returning to homeless(ness) and to find and keep affordable, permanent housing. This includes teaching housing search strategies; addressing prior evictions; supporting clients in job and childcare searches; identifying all subsidy and low-income housing options and other affordable options; encouraging property owners to work with us; helping clients with applications; tracking applications; providing move-in assistance; and continuing to support clients after they have moved into their dwelling.
- We dedicate fundraising efforts to maximize clients' success. We place priority on preventing homelessness and keeping families in their existing housing, when safe and feasible and ensuring that guests in our emergency shelter can move directly to permanent affordable housing (if they wish) as soon as it can be obtained, rather than remaining homeless.
- Clients in this program meet with their Advocate at least once a week and actively work toward obtaining permanent or transitional housing. While the realities of the severe housing emergency in Jefferson County make it challenging, we prioritize helping all guests to obtain their best next step for housing as quickly as possible in order to make emergency/temporary shelter available for other victims in need.
We participate in the HMIS System.

What other funds, donors, or community support are involved with the project? Will these funds leverage other funds? Identify other sources of funds that would be leveraged with the requested funds and/or how these funds will be used to leverage other funds.

- Other funds supporting this project: State, Federal, Foundations, Private donations, and Fundraising will support this project.

How many new units will be brought online. How many existing units will be preserved? What services will be funded and how is sustainability achieved?

- No new units will be brought online. 21 beds will be preserved.

How many individuals will be served by these funds?

- Approximately 178 individuals (59 families) will be served by the program.

Will these funds serve any special populations such as youth or domestic violence survivors?

- Yes, directly to domestic violence survivors.

How does this project serve marginalized populations and address risk of harm and barriers to housing stability?

- Shelters offer immediate safety for individuals escaping violence, especially for marginalized groups who face heightened risks creating unstable housing. Shelters give a space to begin a safe space to heal and begin focusing on long term goals such as stable employment which is crucial for long term housing stability.

What is your plan for continuous improvement in order to serve historically underserved populations?

- Shelter, shelter services, and emergency hotel stays are funded in part through state grants for which we apply each year but are not guaranteed from year to year. Private and corporate foundation grants, local donations and groups who fundraise for us can also be sources of funding for this emergency housing and services, though these are also not guaranteed. We will continue to pursue these avenues for fundraising to support emergency shelter and emergency shelter services.

C. PROJECT OR PROGRAM BUDGET – A Feasible Financial Plan (5 Points)

BUDGET FORMS

Funding period **begins January 1, 2025, and ends December 31, 2025**. Please use the attached budget templates. If you need additional space, you may insert rows. “Proposal” refers to the funds requested from these funds that will be applied to this specific Project or Program. Blank spaces are provided for additional categories. Justification for budget items must be specific, and that same specificity should be reflected in subsequent billings. A maximum 10% Administration fee is allowed for projects if needed, however, Administration fees are not allowed for Capital Projects.

CAPITAL BUDGET FOR REAL ESTATE DEVELOPMENT USES

Financing Categories	Estimate	Basis of Estimate
Total Acquisition Costs	\$	
Construction	\$	
Construction Fees	\$	
Financing Fees and Charges	\$	
Guarantees and Reserves	\$	
Developers Fee	\$	
	\$	
Subtotal	\$	
TOTAL	\$	

SOURCES

Financing Categories	Estimator	Indicate if Committed or Application has been made. If not made indicate date application is to be submitted
Private Loan	\$	
Jefferson County Funds	\$	
Public Sources (State or Federal Funds)	\$	
Foundations	\$	
Donations	\$	
Low Income Housing Tax Credits (indicate 9% or 4%)	\$	
Historic Tax Credits	\$	
New Market Tax Credits	\$	
Gap (if any)	\$	
TOTAL	\$	

Please include any budget narrative that is descriptive or helpful to explain any part of your proposed expenditures in your capital budget(s). **(LIMIT 300 WORDS)**

PROGRAM OPERATING BUDGET January 1, 2025, and ends December 31, 2025

Budget Categories	Program	Proposal	Justification	Priority
Salaries	\$104,800.00	70,474.00	1.75 FTE (increase for cost of living)	1
Benefits	\$41,000.00	\$29,480.00	Benefits & taxes for 1.75 FTE (increased benefits offered)	1
Utilities	\$13,640.00	\$13,640.00	Utilities to run shelter	2
Insurance	\$6,597.00	\$6,597.00		2
Food/Supplies	\$54,000.00	\$		
Furnishings/Equipment	\$5,000.00	\$		
Repair/Maintenance	\$10,400.00	\$3,500.00	Maintenance & Landscaping	3
Emergency Shelter	\$10,000.00	\$5,000.00	Hotels for when shelter is full	2
Therapy	\$26,000.00	\$4,875.00	Therapy once a week for 5 clients	3
Subtotal	\$271,437.00	\$133,566.00		
Administration (10% max.)	\$27,144.00	\$13,357.00		
TOTAL	\$298,581.00	\$146,923.00		

If your Project or Program includes salaries and benefits, please list position(s) and FTE 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
Shelter Manager	\$41,400.00	\$17,086.00	1
Program Manager	\$864.00	\$260.00	.05
Advocate	\$19,110.00	\$8,543.00	.50
Maintenance	\$9,100.00	\$3,592.00	.20

FUNDING SOURCES FOR THE PROGRAM in 2024

Funding Sources	Awards 2023-24	Awards 2024-25		Indicate if Committed or Application has been made.
Public Sources (State or Federal Funds)	\$201,428.00	\$216,00.00		Committed/Applied
Private Donations	\$35,000.00	\$25,000.00		Estimated for 2024-25
Foundation Grants	\$15,180.00	\$20,000.00		Applied/Estimated 2024-25
Fema	\$	\$3,000.00		Estimated for 2024-25
Fundraising Events	\$20,000.00	\$20,000.00		Estimated for 2024-25
Other	\$	\$		
TOTAL	\$271,608.00	\$284,000.00		

Please include any budget narrative that is descriptive or helpful, to explain any part of your proposed expenditures. For instance, if you are requesting furnishings or appliances specifically for housing included in your Project or Program, what are the items you are requesting? **(LIMIT 300 WORDS)**

Salary & Benefits = Shelter Manager 1 FTE, Program Manager .05 FTE, Advocate .50 FTE, Maintenance .20 FTE
We are requesting Salary and Benefits for one full-time employee, one part-time advocate, five percent of time for a program manager, twenty percent time for maintenance. The utilities include water/sewer, electricity, garbage removal, and telephone. Insurance, maintenance/landscaping are needed to run the shelter. Program services include hotels and therapy.

ATTACHMENT A

Required Insurance Coverages

1. Commercial General Liability.

- 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.
- The commercial general liability insurance coverage shall contain no limitations on the scope of the protection provided and include the following minimum coverage:
 - Broad form property damage, with no employee exclusion;
 - Person injury liability, including extended bodily injury;
 - Broad form contractual/commercial liability, including completed operations and product liability coverage;
 - Premises – operations liability (M&C);
 - Independent contractors and subcontractors; and,

- Blanket contractual liability.

- Recipient's commercial general liability policy shall include employer's liability coverage.
- The County and its elected officials, officers and employees shall be named as an additional insured party under this insurance policy.

2. 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.

3. 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 from Recipient.

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

4. General Insurance Requirements.

- Insurance coverage shall be evidenced by one of the following methods:
 - Certificate of insurance; or,
 - Self-insurance through an irrevocable Letter of Credit from a qualified financial institution.
- 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.

- 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.
- 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.
- 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.
- All deductibles in Recipient's insurance policies shall be assumed by and be at the sole risk of Recipient.
- 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.
- 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.
- 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.
- Recipient shall provide a copy of all insurance policies specified in this Agreement.
- 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.
- 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.
- 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.
- 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.

- 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.
- 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.
- 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 placed with insurers or re-insurers licensed in the State of Washington.
- 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.
- The County shall be named as an “additional insured” on all insurance policies required by this Agreement.
- Recipient shall furnish the County with properly executed certificates of insurance that, at a minimum, shall include:
 - The limits of coverage;
 - The project name and agreement number to which it applies;
 - 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
 - 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.

Dove House Advocacy Services
 Budget
 July 2024 through June 2025

July-June	
Ordinary Income/Expense	
Income	
FEDERAL & STATE GRANTS	1,000,314.00
OTHER GRANTS	519,106.00
PROGRAM INCOME	80,800.00
INDIVIDUAL CONTRIBUTIONS	169,900.00
MISCELLANEOUS INCOME	12,000.00
Total Income	1,782,120.00
Expense	
ADMINISTRATIVE	67,120.00
FACILITIES	60,963.00
FUNDRAISING	14,000.00
INSURANCE	25,506.00
MARKETING & PUBLIC OUTREACH	10,650.00
PROFESSIONAL SERVICES	46,837.00
PROGRAM SUPPORT	177,400.00
SALARIES, BENEFITS & TAXES	1,269,364.00
SUPPLIES & EQUIPMENT	22,500.00
TRAINING & TRAVEL	24,600.00
UTILITIES	63,180.00
Total Expense	1,782,120.00
Net Ordinary Income	0.00



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/11/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Services Group PO Box 2077 Sequim WA 98382	CONTACT NAME: Melanie Ross PHONE (A/C, No, Ext): (360) 683-3355 E-MAIL ADDRESS: info@insuranceservicesgroup.com FAX (A/C, No): (425) 640-9225														
INSURED Dove House Advocacy Services 1045 10th Street Port Townsend WA 98368-2933 (360) 385-5292	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Philadelphia Indemnity Ins Co</td><td>18058</td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Philadelphia Indemnity Ins Co	18058	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES

MR

CERTIFICATE NUMBER: Cert ID 11993 (2)

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER		PHPK2586061-023	09/18/2024	09/18/2025	<table><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 100,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 5,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 2,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	MED EXP (Any one person)	\$ 5,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000		\$
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GENERAL AGGREGATE	\$ 2,000,000																			
PRODUCTS - COMP/OP AGG	\$ 2,000,000																			
	\$																			
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY		PHPK2586061-023	09/18/2024	09/18/2025	<table><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$ 1,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
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BODILY INJURY (Per accident)	\$																			
PROPERTY DAMAGE (Per accident)	\$																			
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EACH OCCURRENCE	\$																			
AGGREGATE	\$																			
	\$																			
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A	PHPK2586061-023 STOP GAP LIABILITY	09/18/2024	09/18/2025	<table><tr><td>PER STATUTE</td><td>OTH-ER</td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$ 1,000,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$ 1,000,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$ 1,000,000</td></tr></table>	PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$ 1,000,000	E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000	E.L. DISEASE - POLICY LIMIT	\$ 1,000,000						
PER STATUTE	OTH-ER																			
E.L. EACH ACCIDENT	\$ 1,000,000																			
E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000																			
E.L. DISEASE - POLICY LIMIT	\$ 1,000,000																			
A	Professional Liability		PHPK2586061-023	09/18/2024	09/18/2025	Professional Liab \$2,000,000 Agg \$ 1,000,000														
A	Directors & Officers		PHSD1816258-021	09/18/2024	09/18/2025	Directors & Officers/EPLI \$ 1,000,000														

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

City of Port Townsend
John Mauro/Thomas Olsen
250 Madison Street, Ste 101

Port Townsend WA 98368

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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