

**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 – Kearney Block Hub

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 – Kearney Block Hub; in the amount of \$30,000

ANALYSIS:

The attached Grant Agreement will provide \$30,000 in funds approved by the Board of County Commissioners on November 18, 2024.

FISCAL IMPACT:

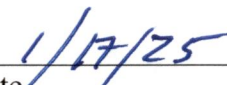
\$30,000 from Fund 148.

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: DHKearney

Contract For: Kearney Block Hub

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: \$30,000

Revenue:

Expenditure: \$30,000

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 – Kearney Block Hub
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, 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 \$30,000, 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 liability, including the duty and cost to defend, shall be only for the Recipient negligence. It is further specifically understood that the indemnification provided constitutes the Recipient 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 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 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 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 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 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 Eisenhower, Chair Date

SEAL:

ATTEST:

Carolyn Gallaway, CMC Date
Clerk of the Board

Approved as to form only:

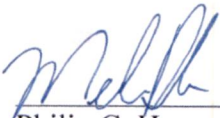
 _____ for _____ 01/17/2025
Philip C. Hunsucker Date
Chief Civil Deputy Prosecuting Attorney

EXHIBIT A - SCOPE OF WORK

Recipient has been awarded \$30,000, 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 Advocacy Services Application

AFFORDABLE AND SUPPORTIVE
HOUSING & HOMELESS HOUSING
AND ASSISTANCE FUNDS

For use from January 1, 2025 to December 31, 2025

Name of Project or Program Kearney Block Hub

Requested total amount for this application: \$120,020

Area of the County to be served: Port Townsend, WA

Name of Applicant/Agency: Dove House Advocacy Svcs Federal Tax ID #: 91-1195187

Contact Person: Beulah Kingsolver

Title: Executive Director

Address: 1045 10th St

City: Port Townsend

State: WA Zip: 98368

Phone Number: 360-385-5292

Fax Number: 360-379-5395

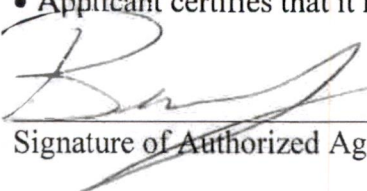
E-mail: beulahk@dovehousejc.org

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: Kearney Block Hub – transitional housing and services
- Amount requested: \$120,020
- Provide a brief description of the Project or Program: **(LIMIT 200 WORDS)**

Since 2020, Dove House Advocacy Services has been expanding our services to meet the ever-increasing need for affordable housing for survivors of domestic violence as well as housing-related services for those who are currently homeless or at-risk of homelessness.

Specifically, Dove House has invested significantly in three new programs in our “Kearney Block Hub”:

- 1) 909 Kearney Street Transitional Housing which consists of one two-bedroom unit and one studio apartment.
- 2) Dove House Recovery Café at 939 Kearney Street which provides a drug-and-alcohol-free community space, free meals, referrals to housing providers, laundry vouchers, shower tokens, and hygiene supplies four days/week.
- 3) Dove House Closet two blocks away at 1925 Blaine St which provides free clothing two days/week.

Collectively, in these three programs, we propose the following eligible uses of these funds:

- a. Services for formerly homeless individuals and families residing in transitional housing and still at risk of homelessness.
 - b. Operating subsidies for transitional housing or permanent housing serving formerly homeless families or individuals.
 - f. Outreach services for homeless individuals and families.
 - k. Operation and maintenance costs of housing projects that are affordable to very low-income household, and that require a supplement to income to cover ongoing operating expenses.
- **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)**

Our goal is to provide affordable/transitional housing to survivors of domestic violence, sexual assault, and other crimes at 909 Kearney Street, and to provide housing-related services to both them and members of the community who are homeless or at-risk of homelessness through our other programs in the “Kearney Block Hub”: Dove House Recovery Café and Dove House Closet.

We define success as fulfilling the maximum capacity for transitional housing at 909 Kearney Street: one two-bedroom unit and one studio unit. This means three adults and up to three children for a total possible 2,190 bednights per year. Further, we will open and operate a holistic healing space at 909 Kearney Street to provide both advocacy services and free holistic healing modalities. There is evidence that mind-body practices can be effective in addressing anxiety, depression, chronic mental illnesses, post-traumatic stress disorders, and addictions

(Koithan, 2009). These recovery challenges are common amongst the people we serve, and these types of holistic healing modalities are rarely accessible to them.

We further define success as consistently operating our two other Kearney Block Hub programs:

- Dove House Recovery Café four days per week with free meals, laundry vouchers, shower tokens, hygiene supplies, and provided each day. We view meeting these basic needs as essential for both reducing negative externalities for those currently homeless and reducing the housing cost burden for those who are at-risk of homelessness. We provide regular referrals to housing and behavioral health treatment providers who often provide services on-site at Recovery Café. To help us determine if our services are effective, we provide surveys to our Members who self-report their housing status over time and the impact our program had.
- Dove House Closet two days per week with free clothing and outdoor gear, especially as we get into colder months.

Koithan M. The Inner Healer: Mind-body Strategies for Health. J Nurse Pract. 2009 May 1;5(5):374-375. doi: 10.1016/j.nurpra.2009.01.012. PMID: 20160987; PMCID: PMC2754856. Retrieved 10/13/2024 from [The Inner Healer: Mind-body Strategies for Health - PMC \(nih.gov\)](#)

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

At 909 Kearney St, we have one two-bedroom unit and one studio unit. We can house three adults and up to three children for a total possible 2,190 bednights per year.

Between 10/1/23 – 10/1/24 at Dove House Recovery Café, we provided housing-related services to 158 Members, 115 Volunteers, and 2,694 Visitors. We average 67 meals/day with 12,112 meals served and 733 laundry vouchers during that same time. We provide innumerable referrals to housing providers. Looking further back over the last 18 months, our Membership numbers doubled and our meals served quadrupled. We anticipate continued growth in demand for our housing-related services there with a modest 25% increase estimate of 198 Members annually, 15,140 meals annually, and 926 laundry vouchers.

We opened Dove House Closet in January 2024 and have served 535 people which is a monthly average of 59 people. We anticipate serving at least 708 people at Dove House Closet annually.

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:

In this project, we are providing services to persons meeting the definition of homeless under the

legislation and persons at-risk of homelessness. At 909 Kearney St Transitional Housing we are providing housing to:

- Persons fleeing domestic or family violence with no subsequent safe residence identified and lacking the resources needed to obtain such housing.

And at both Dove House Recovery Café and Dove House Closet we are serving:

- Persons being evicted within a week from a private dwelling unit or leaving an institution, such as a mental health or substance abuse treatment facility or a jail/prison, with no subsequent residence identified and lacking the resources needed to obtain 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.
- Persons who would otherwise be living on the streets or in an emergency shelter.
- Households who are very low-income.

The eligible uses of these funds we wish to access for our Kearney Block Hub programs:

- Costs of services for formerly homeless individuals and families residing in transitional housing or permanent housing and still at risk of homelessness. Specifically, the cost of food supplies in Dove House Recovery Café meal program; the cost of laundry vouchers; a portion of salary and benefits for 3 staff positions to ensure we can continue to provide services.
- Supporting operation and maintenance costs of housing projects that are affordable to very low-income households, and that require a supplement to income to cover ongoing operating expenses. Specifically, utilities, salary/benefits for repairs and maintenance staff for both 909 Kearney Street Transitional Housing and Dove House Recovery Café.

1590 Development Funds:

None

1590 Operating Funds:

None

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

Dove House has been serving survivors of domestic violence since 1983. We've been successfully operating Jefferson County's only emergency domestic violence shelter since 2003. Our DV shelter has 6 rooms and, if all were filled by families, the possibility of up to 21 people at any point in time. From Jan 1, 2023 – Dec 31, 2023, we filled 3,141 bed nights.

We have been successfully operating four transitional apartments since 2009. We have one 3-bedroom unit, two 2-bedroom units, and one 1-bedroom unit. From Jan 1, 2023 – Dec 31, 2023, we had 11 individuals live there – three single moms, one single woman, and three women healing from behavioral health challenges.

We bought the property at 909 Kearney Street in 2022 with the first resident moving in that same year. We are currently housing 6 individuals there.

We opened Dove House Recovery Café in 2021 serving free meals two days/week averaging 30 meals/day and 35 Members. Today, we're serving free meals four days/week averaging 68 meals/day and 76 Members. We began offering laundry vouchers in 2022 averaging 43 vouchers/month and now averaging 99 vouchers/month.

In 2023, we took over "New Image" and re-branded it as "Dove House Closet." We expanded the mission from providing free clothes only to women to providing free clothes to all people regardless of gender identity. We retained many of the volunteers from New Image and opened in January 2024.

- **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)**

Dove House was directly involved with the creation of the Five-Year Homeless Housing Plan, and we are jointly responsible for helping to implement the Plan. Recovery Café is explicitly cited in the Plan as an outreach strategy for improving referral rates to Coordinated Entry. We work closely with our community partners at OlyCAP and Bayside to provide appropriate referrals for housing to those we serve.

The specific Objectives of the Plan this project aligns with are:

OBJECTIVE # 1 Quickly identify and engage people experiencing homelessness.

Dove House has a 24-hour domestic violence crisis line which allows us to quickly identify persons fleeing domestic violence. With availability, we can house them in our domestic violence shelter (or temporary hotel stays when the shelter is full) and, from there, house them in our transitional housing units.

In addition, our Recovery Café is a low-barrier-to-entry program. Everyone is welcome to join us throughout the week and receive basic services including free prepared meals, non-perishable food items in our Little Free Pantry, hygiene supplies, etc. We do not need to assess, diagnose, or bill insurance. Our trauma-informed staff welcome all, and we have found that offering a free meal is an effective strategy at engaging people experiencing homelessness.

While free meals may be what first brings someone to Recovery Café, people experiencing homelessness remain engaged in services due to the non-judgmental and safe culture. The trust we build allows us to connect folks with other homeless service providers. Recovery Café is a resource hub where people experiencing homelessness can access domestic violence shelter and transitional housing at Dove House and services our partners provide.

From 10/1/23 – present, approximately 63% of our 202 Members served are currently unhoused or were unhoused when first arriving at Recovery Café. When surveyed, “Has Recovery Café helped to improve your housing situation?”, 48% of Members responded “Yes.” A further 63% responded that Recovery Café helped them maintain their housing. This demonstrates that Recovery Café helps unhoused people access housing as well as prevent a return to homelessness.

OBJECTIVE # 2 Prioritization of homeless housing for people with the highest needs.

This Project will provide funding for two transitional housing units for persons fleeing domestic or family violence with no subsequent safe residence identified and lacking the resources needed to obtain such housing, a population identified as among those with the highest needs for housing and support services.

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

1. 909 Kearney St Transitional Housing – Healing Space

In 2022, we acquired the 909 Kearney St property, adjacent to Dove House Recovery Café, welcoming our first residents that year. The facility includes a two-bedroom, one-bath unit and a separate studio, prioritizing survivors of domestic violence who are ready to transition from our shelter. Currently, we house six individuals, providing 2,190 bednights annually. Each client is paired with an Advocate for personalized support, connecting them to vital external services that aid in their recovery.

We are finalizing renovations for a separate-entry space dedicated to advocacy and holistic healing services, including yoga, tai chi, massage therapy, and auricular acupuncture. These mind-body practices are particularly effective for individuals facing homelessness, helping to address anxiety, depression, and PTSD (Koithan, 2009). By creating a convenient healing space, we reduce transportation barriers, allowing our Advocates to meet clients privately and provide crucial support.

2. Dove House Recovery Café – Food Security & Access to Care

Dove House Recovery Café aims to create a safe, drug-and-alcohol-free environment conducive to recovery, especially for those experiencing homelessness. Our mantra, “everyone is in recovery from something,” reflects our inclusive approach to diverse recovery challenges. We facilitate access to essential services without requiring appointments or insurance, significantly reducing barriers for our participants (Members).

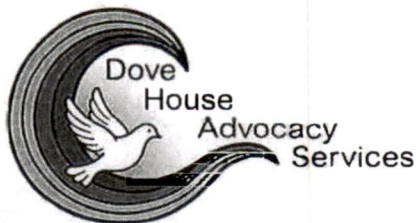
Working closely with local organizations enhances our ability to serve those in need, offering on-site behavioral health support. We host peer support groups tailored to marginalized populations, including those experiencing homelessness. In the past 18 months, our program has doubled its membership to 212 and quadrupled meals served from 5,665 to 16,391. Over 1,862 visitors accessed social services, including free meals and support groups, many of whom are homeless.

This rapid growth, however, comes with increased operational costs for food, maintenance, utilities, and supplies. Funding from OCH is essential for sustaining services like free laundry vouchers, which have become a lifeline for those without stable housing. The demand for these resources has grown, costing about \$1,000 monthly.

3. Dove House Closet

In 2023, we took over the “New Image” program, which previously provided clothing to women in need, rebranding it as Dove House Closet to serve all genders. This resource, located near the Food Bank and our other services, is crucial for meeting the basic needs of individuals experiencing homelessness, especially in winter. Since opening in January 2024, we’ve assisted 535 individuals.

Dove House Closet operates two days a week, requiring 14 hours of staff time weekly. This initiative underscores our commitment to addressing the immediate needs of those in our community who are homeless, helping them regain stability and access further support.



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

This request does not fully fund this Project. Our budget to run these three programs at the Kearney Block Hub is \$495,417 and we have secured \$375,397 from Jefferson County 1/10th of 1% fund, WA Health Care Authority, WA Department of Commerce, private foundations, and private donations. This leaves a shortfall of \$120,020 which we are requesting from this RFP.

The requested funds from this RFP will cover between .15 and .40 Salary and Benefits of three staff positions responsible for ensuring we can provide services at Kearney Block Hub (.80 FTE total); utilities to include water/sewer, electricity, garbage removal, propane, and internet/telephone for both locations; Food/Supplies to include food for the Café and Free Pantry as well as kitchen/janitorial supplies needed to run the Dove House Recovery Café meal program; laundry vouchers.

As for the number of persons assisted:

At 909 Kearney St Transitional Housing, we can provide affordable housing for up to 6 people for 2,190 bed nights annually.

At Dove House Recovery Café, we have experienced tremendous growth in the last 18 months - we have more than doubled our enrolled Membership numbers (212 compared to 95 in the previous 18 months) and quadrupled our free meals served (16,391 vs 5,665). During that same period, we welcomed an additional 1,862 visitors and had 125 volunteers. Every single one of these individuals received some form of housing support services from us whether that was to meet basic needs through our free meals, free shower tokens for the YMCA, free laundry vouchers, free hygiene supplies; or to meet recovery needs via attending a support group, getting a referral, or participating in a sober social event.

At Dove House Closet, we opened in January 2024 and have served 535 individuals.

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

[Jan 1, 2025 – Dec 31, 2025]

Budget Categories	Program	Proposal	Justification	Priority
Salaries	\$260,126	\$40,959	.25FTE Program Director, .40FTE Advocate DH Closet, .15FTE Facility Mgr	2
Benefits	\$81,315	\$15,500	See above	2
Rental Subsidies	\$3,845	\$-	-	-
Utilities	\$16,700	\$16,700	Electricity, propane, garbage, water, sewer, telephone, internet	3
Insurance	\$9,455	\$-	-	-
Food/Supplies	\$60,100	\$28,250	\$22,250 food for DH Recovery Café meal program; \$6,000 for laundry vouchers	1
Furnishings/Equipment	\$4,800	\$4,800	Kitchen supplies/equipment	5
Repair/Maintenance	\$8,847	\$2,900	Janitorial Supplies	4
Transportation (explain)	\$-	\$-	-	-
Training	\$3,500	\$-	-	-
Subtotal	\$ 451,588	\$109,109		
Administration (10% max.)	\$43,829	\$10,911		
TOTAL	\$ 495,417	\$120,020		

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
Program Director	\$17,390	\$5,437	0.25
Advocate DH Closet	\$16,744	\$7,369	0.40
Facilities Mgr	\$6,825	\$2,694	0.15

FUNDING SOURCES FOR THE PROGRAM in 2025

Funding Sources	Awards 2023-2024	Awards 2024-2025	Indicate if Committed or Application has been made.
Public Sources (State or Federal Funds)	\$274,597	\$207,283	Committed
Private Donations	\$18,484	\$20,000	Estimated
Foundation Grants	\$18,900	\$15,000	Applied/Estimated
United Campaigns	\$	\$	
City & County Funds	\$143,863	\$81,281	Committed
Other	\$	\$	
TOTAL	\$455,844	\$323,564	

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)**

The requested funds from this RFP will cover between .15 and .40 Salary and Benefits of three staff positions responsible for ensuring we can provide services at Kearney Block Hub (.80 FTE total); utilities to include water/sewer, electricity, garbage removal, propane, and internet/telephone for both 909 Kearney St Transitional Housing and Dove House Recovery Café; Food/Supplies to include food for the Café and Free Pantry as well as kitchen/janitorial supplies needed to run the Dove House Recovery Café meal program; laundry vouchers. While the need for services has risen dramatically, outside funding sources have decreased by 30% making it difficult for us to answer that demand. Without full funding we will be looking at significant cuts to our services.

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 P.O. 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) 385-5212	INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Ins Co NAIC # 18058 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **NR** **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	ADOL 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 ☐ PER-JECT ☐ LOC ☐ OTHER		PIPK2586061-023	09/18/2024	09/18/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA occurrence) \$ 100,000 MED EXP (Any amt payable) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMMOD AGG \$ 2,000,000 \$
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		PIPK2586061-023	09/18/2024	09/18/2025	COMBINED SINGLE LIMIT (EA accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in WA) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A	PIPK2586061-023 STOP GAP LIABILITY	09/18/2024	09/18/2025	PER STATUTE ☐ OTHER ☐ EL. EACH ACCIDENT \$ 1,000,000 EL. DISEASE - EA EMPLOYEE \$ 1,000,000 EL. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability		PIPK2586061-023	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

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

Port Townsend WA 98368

CANCELLATION

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