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; OWL 360 – Youth and Young Adult Housing; in the amount of $100,000

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 OWL 360 – Youth and Young Adult Housing; in the amount of $100,000.

ANALYSIS:

The attached Grant Agreement will provide $100,000 in funds approved by the Board of County Commissioners on November 18, 2024.

FISCAL IMPACT:

$100,000 from Fund 149.

RECOMMENDATION:

Approve the attached Grant Agreement.

REVIEWED BY:

Mark McCauley
Mark McCauley, County Administrator

1/17/25
Date

Clear Form

CONTRACT REVIEW FORM

(INSTRUCTIONS ARE ON THE NEXT PAGE)

CONTRACT WITH: OWL360 Contract No: OWL360Youth2025

Contract For: Youth and Young Adult Housing Term: 1/1/25-12/31/25

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

AMOUNT: $100,000

Revenue:

Expenditure:

Matching Funds Required:

Sources(s) of Matching Funds

Fund # 149

Munis Org/Obj

PROCESS:

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

APPROVAL STEPS:

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

CERTIFIED: ■ **N/A:** ☐ Carolyn Gallaway 12/27/24

Signature Date

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

CERTIFIED: ■ **N/A:** ☐ Carolyn Gallaway 12/27/24

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 1/16/2025.
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

SCANNED

Grant Agreement by and Between Jefferson County
and
OWL360 – Youth and Young Adult Housing
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 tosupport 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 OWL360, 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 $100,000, all coming from Fund 149. 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's 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's commercial general liability policy shall include employer's liability coverage.

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

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

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

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

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

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

8. General Insurance Requirements.

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

1) Certificate of insurance; or,

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

t. Recipient shall furnish the County with properly executed certificates of insurance that, at a minimum, shall include:

   1) The limits of coverage;

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

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

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

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

10. Subcontracting Requirements.

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

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

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

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

12. Termination.

a. Termination by the County.

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

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

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

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

b. Termination by recipient.

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

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

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

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

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

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

OWL 360

____
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 01/16/2025
Philip C. Hunsucker Date
Chief Civil Deputy Prosecuting Attorney

EXHIBIT A - SCOPE OF WORK

Recipient has been awarded $100,000 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.

EXHIBIT C - RFP

Application

Affordable and supportive Housing & Homeless Housing and Assistance Funds

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

GENERAL INFORMATION –It is understood that if awarded funding for this period, there is no guarantee of future funding beyond this award.

We estimate the available funding for this period to be approximately $165,000 for 5386 Homeless Housing and Assistance (operating) funds; $840,000 for 1590 Affordable and Supportive Housing development funds; and first year operating funds; and $560,000 for 1590 Affordable and Supportive Housing operating funds. Note that 1590 operating funds may be used for all housing-related services.

Name of Project or Program	Youth and Young Adult Housing		
Requested total amount for this application:	$ 139,700.00		
Area of the County to be served:	East Jefferson County		
Name of Applicant/Agency:	OWL360	Federal Tax ID #:	87-1282294
Contact Person:	Kelli Parcher	Title:	Executive Director
Address:	1240 W Sims Way	City:	Port Townsend
State:	WA	Zip:	98368
Phone Number:	360-301-3551	Fax Number:	
E-mail:	kelliparcher@jeffersonyouthproject.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):Kelli Parcher – 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.

_Kelli Parcher ____________________ 10-12-2024________________

Signature of Authorized Agency Representative 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: **Youth & Young Adult Housing**
- Amount requested: $139,700
- Provide a brief description of the Project or Program: **(LIMIT 200 WORDS)**

OWL360 is expanding opportunities for young adults by increasing our housing capacity from 11 units at Pfeiffer and Parliament Houses to 15 units, including a Master Lease agreement for NEW units at Quimper House in Chimacum. Quimper House will provide transitional housing and support services for unaccompanied youth and young adults (ages 18-25) and their children who are homeless, at risk of homelessness, fleeing domestic violence, or without safe housing options. OWL360 serves residents at 50% AMI.

Quimper House can accommodate up to 8 young adults and/or their children, offering essential support such as Case Care, basic needs assistance, mental health services, resource connections, peer counseling, exploring career pathways, building self-sufficiency and sustainable housing related service and living skills. With a proven history of successfully transitioning young adults into permanent housing, OWL360 will model Quimper House's programs on the effective systems already in place at Pfeiffer and Parliament Houses.

One of OWL360's goals is to ensure safe and stable housing for all young people across Jefferson County so that young people may thrive in the short and long term regardless of their location, age, race, ethnicity, neurodiversity, disability, gender identity or sexual orientation.

- 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)**

OWL360's primary goal is to use Quimper House to increase housing availability for vulnerable youth in Jefferson County. The requested funds will support Quimper House's operational costs, including utilities, renovation and maintenance, insurance, and salary and benefits for OWL360 staff who will provide direct services to our residents.

As of September, OWL360 has a waiting list of 17 young adults that qualify for supportive housing under 1590. Vulnerable youth who are unsheltered face heightened risks, including exposure to violence, exploitation, mental health issues, and chronic health problems. Studies show that youth experiencing long-term homelessness are more likely to struggle with substance abuse, physical health decline, and increased rates of suicide. According to the National Network for Youth, homeless youth are 2.5 times more likely to become victims of human trafficking. Long-term housing instability also disrupts education and employment opportunities, perpetuating cycles of poverty and instability. Ensuring access to stable housing is crucial to reducing these risks and promoting long-term well-being for unsheltered youth.

A report from the state's Office of Homeless Youth and A Way Home Washington found that homelessness among people ages 12–24 in Washington decreased by 40% between 2016-2022. This is due to a collaborative, multi-sector effort. The report also found that 75% of youth and young adults who were permanently housed in 2020 remained stably housed two years later.

Outcome Measures:

- **Quimper House:** Up to 2,920 days of residential youth living in 2025 (two units that have two-bedroom for up to 8 residents multiplied by 365 nights), plus sustainable living support services.
- **Pfeiffer/Parliament Houses:** Up to 8,030 days of residential youth living in 2025 (11 units multiplied by 365 nights), plus sustainable living support services.

These outcome measures will help OWL360 assess the program's success in providing safe, supportive housing and essential services.

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

Quimper House will serve up to 8 young people annually in two units that have 2 bedrooms each. Across all three OWL360 housing programs—Quimper House, Pfeiffer House, and Parliament House—there will be a total of 15 housing units available. It is anticipated that these programs can serve up to 40 individuals annually, based on participants' ability to transition into permanent housing as opportunities arise in the community, supported by OWL360's dedicated staff and placement services.

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.

<u>House Bill 1590 and RCW 82. 14. 530</u>

- Development (and first year operations): A minimum of sixty percent of this fund must be used for the following eligible uses:

- Constructing affordable housing, which may include new units of affordable
  housing within an existing structure, and facilities providing housing-related services,
  solely for eligible households

Eligible Persons Meeting the Definition of Homeless: Providing new living units that serve unaccompanied youth and young adults who are homeless and/or being evicted with no subsequent residence identified and lacking the resources needed to obtain housing. Additionally, our residents include those who are fleeing from domestic violence with no safe residence or resources to obtain such housing. We include persons living on the streets or in emergency shelters who are low income and qualifying for affordable housing.

ELIGIBLE USES: **OWL360 positively address all of the eligible uses identified below: (1590 and/or 5386)**

Eligible Uses:

- Rental and furnishing of dwelling units for homeless individuals.
- Development of affordable housing and services for formerly homeless individuals and families in transitional or permanent housing.
- Homelessness prevention services.
- Outreach services to homeless individuals and families.
- Other activities to reduce and prevent homelessness as identified in the local plan.
- Support for building operation and maintenance costs for housing projects affordable to very low-income households.
- Supplemental funding for operating expenses of eligible housing projects that provide affordable housing to very low-income residents.

OWL360's program aligns with all eligible uses under 1590, aimed at (New units and first year operations) reducing homelessness and providing essential housing and support services.

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

OWL360 is proud to report an 80% success rate in helping our residents transition into permanent housing, a testament to the strength of our comprehensive support services. By addressing critical barriers such as affordable housing and long-term stability, our program empowers young adults to overcome challenges and chart their own paths toward a stable and independent future. The majority of our residents smoothly transition into permanent housing, while others enter specialized programs that meet their unique needs, demonstrating OWL360's commitment to personalized, impactful care.

Our success is defined not only by housing outcomes but also by the development of life skills and confidence necessary for independent living. The experiences of our residents underscore the alignment of OWL360's work with both the county's 5-year plan and the State of Washington's broader efforts to end homelessness for young people by breaking down silos and promoting system-wide collaboration.

OWL360 has extensive experience supporting youth involved in multiple systems of care. We provide safe, stable housing alongside a comprehensive framework of trauma-informed case management, professional counseling, and peer ally support. Our services focus on both prevention and intervention, ensuring holistic care for youth navigating complex challenges. By offering wraparound services, OWL360 not only supports residents but also assists those on waiting lists and in outreach programs, helping them develop vital skills to manage challenges and conflicts effectively.

In 2022-2023, only 31% of OWL360 housing residents had a high school diploma upon entry, and of those, 62% were employed part- or full-time but earning less than 50% of the area median income. Among the 69% without a diploma, only 9% were employed when they entered our program. These statistics highlight the urgent need for continued Case Care and Navigation service which remains a core focus of OWL360.

Finally, OWL360 remains committed to expanding the continuum of low-barrier housing solutions that include street outreach, direct services, and transitional housing for youth aged 18-25. This holistic approach is tailored to meet the distinct needs of marginalized young people facing housing instability, providing the comprehensive support they need to transition to a brighter, more stable future.

- 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)**

  - **Objective #1-2**

    OWL360 identifies program participants through referral partnerships with local service and educational organizations or self-referrals. Upon receipt of applications, we act quickly to enter them into our database and follow up with a detailed interview. Our interview determines the risk and the needs and rates them the highest priority of homelessness, related risks for overall success for independent living, and the most vulnerable to further prioritizing those most in need of services and housing support. Strategies include enhancing the case management system for young people who are homeless to address individual barriers to stable housing, continuing case care and supportive service once the young person is housed. Our services and support have been developed to maximize exits to sustainable permanent housing.

  - **Objective #3-6**

    OWL360 will increase the total number of supportive housing units by implementing the new facility, Quimper House. This increase will add to the capacity we experienced in 2023-2024. Due to the continued lack of affordable housing and livable wages for youth and young adults in Jefferson County, it makes our efforts challenging but certainly worth the effort and time to provide these much needed services. Staff provide necessary support that helps focus on the development of each emerging adult transitioning out of homelessness and into sustainable independence and permanent housing.

- **Objective# 5**

  OWL360 is committed to a “client first” approach. Attention is paid to successful motivation and engagement, allowing staff to provide specific need-based responses and, in most cases, a trauma informed method that is more likely to lead to client-centered programming and supportive services that match the diverse population we serve. Our non-discrimination policy ensures that we support marginalized youth including BIPOC and LBGTQA+ individuals.

- **Objective #4**

  Since 2021, OWL360 has participated in Jefferson County’s local PIT count and provides related information to the Homeless Management Information Systems. This data informs us of our approach and policies. In 2023, we participated in the A Way Home Washington’s Anchor Community Initiative cohort that is specifically working to develop a by-name list to support homeless youth in our county. In 2024, OWL360 became the lead for the Anchor Community Initiative to gather and support organizations in both Jefferson and Clallam specifically for youth and young adults facing homelessness and housing insecurity.

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

OWL360 has negotiated a Master Lease for the Quimper House, expanding our housing services to Chimacum in Jefferson County’s south region. This expansion will enhance our capacity to house emerging young adults, providing them with comprehensive support that includes Case Care management, Resource Navigation, Mental Health services, and Education and Career pathways. In addition, Quimper House residents will benefit from OWL360’s extensive network of over 20 partnerships throughout Jefferson County, ensuring they receive a broad spectrum of services.

The proven success of our existing models at Pfeiffer and Parliament Houses will serve as the foundation for Quimper House’s implementation. Our organizational philosophy, “Believe, Begin, and Become,” guides our approach to supporting young people as they navigate the challenges of homelessness, trauma, and instability. With the help of county funding, we will tailor Quimper House to meet the unique needs of its residents.

OWL360's approach is rooted in adolescent development and trauma-informed care. We recognize that youth and young adults often face complex challenges, including mental health issues, education barriers, career pathway obstacles, and significant resource gaps due to geographic isolation. Our model integrates these components to create a holistic support system for youth, many of whom have severe, multifaceted needs and are in multi systems of care.

We are fully prepared to take the next steps toward providing safe, supportive housing and individualized transition planning for Jefferson County's vulnerable young population. Once housed, Quimper House residents will immediately be integrated into the same robust system of services that have proven successful at Pfeiffer and Parliament Houses. Case Care management will work closely with each resident, providing them with the tools, resources, and personalized support needed to transition into permanent housing and independent living.

OWL360 is committed to building sustainable futures for at-risk young adults.

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

Addressing youth and young adult homelessness and reducing the risk of returning homelessness is a critical priority. Youth and young adult homelessness is often hidden, manifesting in unsafe living situations such as couch surfing, being lured into trafficking, or ending up in adult shelters where they are vulnerable to victimization.

Jefferson County has the second-highest rate of disconnected youth in the state, with 25% , compared to the national average of 12% (Measure of America). OWL360 remains committed to reaching vulnerable youth. We will create opportunities for disconnected youth to re-engage and build sustainable independence.

The pathways into homelessness for youth are complex and rarely the result of a single event. Unlike the adult homeless population, youth experiencing homelessness are more likely to leave home due to family conflicts. These conflicts often involve being forced out, facing abuse (physical, emotional, or sexual), or parental neglect related to mental health issues or substance use. Dysfunctional family environments can lead youth to seek separation and independence, which further exacerbates homelessness. This struggle is compounded by barriers like mental health challenges, limited educational opportunities, substance use, or encounters with the justice system.

Moreover, the experiences of homeless youth differ significantly from those of homeless adults. Once on the streets, youth face unique dangers and are at heightened risk of enduring additional trauma. They encounter daily stressors with limited coping strategies and lack the resources to navigate these challenges. Youth experiencing homelessness are disproportionately affected by social and health inequities—disparities in access to opportunities and outcomes that undermine their well-being.

Effectiveness lies in tailoring interventions for the younger age group by listening to them and looking at data, understanding that the causes and solutions for youth homelessness are unique. Through Case Care and Resource Navigation we will employ an equity-based approach to ensure that each individual receives the support necessary for personal growth and development.

Quimper House will provide life-changing housing and support to up to 8 young people each year. Across all three of OWL360's housing programs—Quimper House, Pfeiffer House, and Parliament House—15 units will be available, with the capacity to serve up to 40 individuals annually. By offering stable housing and robust support, we strive to support young people toward sustainable housing and independence.

OWL360 will continue to work with our committed partners and the Department of Commerce - Office of Homeless Youth to leverage resources and available funds until we have functionally ended homelessness for all young people.

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
[DATES]

Budget Categories	**Program**	**Proposal**	**Justification**	**Priority**
Salaries	$110,500	$62,500 $24,000	1 FTE Case Care Coordinator .5 Resource Navigation /Outreach	1
Benefits	$14,000	$7,000 $4000	Case Case	
Rental Subsidies	$0.00	$0.00	See budget notes	1
Utilities	$18,000	$6,000 $4,000	Quimper House Case Care Office Space	2
Insurance	$15,500	$11,500	Housing Programs - Quimper	1
Food/Supplies	$3000	$0.00	Basic needs	
Furnishings/Equipment	$8500	$0.00	Furnished units	
Repair/Maintenance	$10000	$8000	Quimper House Renovations/Maintenanc	1
Transportation (explain)	$2500	$0.00	Resident Supports	
	$			
Subtotal	**$ 182,000**	**$127,000**		
Administration *(10% max.)*	18,200.00	$12,700		
TOTAL	**$ 200,200**	**$139,700**		

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**
Case Care Coordinator	**62,600**	**$7000**	**1**
Resource Navigation	**$24,000**	**$4000**	**.5**

FUNDING SOURCES FOR THE PROGRAM in 2025

Funding Sources	**Awards 2023**	**Awards 2024**	**OWL360**	**Indicate if Committed or Application has been made.**
Public Sources (State or Federal Funds) **FUNDING SOURCE ARE FOR ALL HOUSING UNITS & RESOURCE SPACE. NO FUNDS ARE AWARD FOR NEW UNIT**	\$34,000 \$97,500	\$149,270 \$67,200	149/1590 OHY 7/2023 - 6/2025 OCH -	Committed Committed Application submitted 9-2024
Private Donations	\$1200	\$7000		
Foundation Grants	\$		JCF	Catalog Application submitted
United Campaigns			UGN	Application Submitted
Other	\$	\$		
Other	\$	\$		
TOTAL	**\$98,700**	**\$223,470**		

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)**

We are not directly seeking rental subsidies in this RFP as we work directly with community partners to support young adults with rental assistance. Assistance is based on needs and incomes and subsidies vary depending on residents' specific qualifications. These subsidies will go towards supporting our Master Lease agreements, administrative staff, prevention and intervention peer counselors, as well as OWL360's associated support activities.

Our proposed housing budget supports utilities – water/sewer, electricity, garbage removal, and internet, for the residential living units and administration office. Regular maintenance and repairs are also expected and proposed in the budget after a small renovation project to bring the units to an acceptable standard required for habitability.

In our housing budget, we are also requesting salary and benefits at a livable wage for 2 employees. (1.5 FTE) As we continue to grow and become a vital resource for the youth and young adults of our community, we want to ensure we can offer a livable wage for our staff willing to commit themselves to supporting the youth of Jefferson County. These employees' roles will be to assist in resource navigation, workforce development, case care, housing outreach, and other support services. As the continued success of our young people grows, they become less dependent on subsidies and are expected to work towards covering their housing expenses. Expanded education and employment often places our young people in a situation known as the "income cliff "when you make too much money to be subsidized but in Jefferson County are not earning enough for a livable wage. This puts them at great risk of falling back into housing insecurity. This funding will help us to bridge the gap as they grow towards self-sufficiency.

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 place 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 canceled or allowed to expire except on thirty (30) days prior written notice to the County.