

## **AGREEMENT KC-002-24**

This Agreement is entered into between Kitsap County Department of Human Services and the City of Bremerton Municipal Court, to establish a therapeutic court designed to serve defendants charged with misdemeanor crimes who have co-occurring mental health conditions and/or substance use disorders receive wraparound services. These services include but are not limited to court diversions, counseling, medication, treatment, housing and rental assistance, skill building, employment coaching and education. Serving (20) individuals.

### **I. Purpose**

This Agreement is for the appropriation of \$100,000 for the purpose of augmenting state and federal funding of mental health, chemical dependency and therapeutic court programs and services with the goal of preventing and reducing the impacts of disabling chemical dependency and mental illness by creating and investing in effective, data driven programs for a continuum of recovery-oriented systems of care per RCW 82.14.460 for the time period January 1, 2024 – December 31, 2024. Funding must be used solely for the purpose of providing for the operation or delivery of chemical dependency or mental health treatment programs and services and for the operation or delivery of therapeutic court programs and services. No funding provided under this contract may be used to supplant existing funding for these programs.

### **II. Collaboration and Collective Impact**

City of Bremerton Municipal Court shall take the initiative to work with other systems to reduce fragmentation or duplication and to strengthen working relationships utilizing collective impact strategies. City of Bremerton Municipal Court will provide quarterly updates on collaborative efforts and outreach activities that will include issues mutually identified by City of Bremerton Municipal Court and respective systems that can be addressed through collective impact strategies. Examples of such systems include: mental health, veterans, adult protection and welfare, education, criminal justice, housing, employment services, primary health care plans and other publicly-funded entities promoting substance abuse and mental health services.

All entities providing services to working age adults and youth shall establish a connection with the local WorkSource system to ensure people have access to employment training and placement services.

### **III. Identification and Coordination of Available Funding Sources**

City of Bremerton Municipal Court is required to identify and coordinate all available funding resources to pay for the mental health and chemical dependency services funded by this contract, including Federal (Medicaid and Affordable Care Act, etc.),

State, local, private insurance and other private sources. The 1/10<sup>th</sup> of 1% funding should be utilized as a Payor of Last Resort.

#### **IV. Project Description**

This project will provide behavioral health services within the Crisis Intervention level of the continuum of care and addresses the following strategic goals:

- Reduce the incidence and severity of chemical dependency and mental health disorders in adults and youth.
- Reduce the number of people in Kitsap County who recycle through the criminal justice systems, including jails and prisons.
- Reduce the number of chemically dependent and mentally ill youth and adults from initial or further criminal justice system involvement.

This project will continue Therapeutic Court services in Bremerton to provide justice system diversion and wraparound supports for eligible participants.

The staff associated with implementation and covered by this funding include:

**Service Support Specialist -Court Coordinator: (1 FTE)** assistance with creation of the court, works with community partners to coordinate services, housing, transportation, and any other items needed for court compliance, electronic home monitoring. Attends court hearings and staffing meetings, point of contact for all clients, tracks cases and collects statistical data.

**Legal Technician: (.5 FTE)** clerk for the courts. Coordination and administrative duties.

Bremerton Municipal Courts was funded by Washington state to launch their therapeutic court program. This is the court's second year of implementation. Through the original Washington state grant, the Bremerton courts created partnerships with Agape, West Sound Treatment Center, Sound Integrated Health, and the Administrative Service Organization funded REAL team. These agencies are contracted with the courts and paid by state funding and augmented by the treatment sales tax funding.

**Augmented sub-contractor services include:**

Treatment Services and Case Management through Agape and West Sound Treatment Center, Peer Counselors and Community Justice Counselors through the REAL team and court vetted recovery trained and certified individuals for peer counseling.

## **V. Project Activities**

The City of Bremerton, acting through its Municipal Court, in 2023, created a Therapeutic Court to serve Bremerton residents charged with misdemeanor crimes who have co-occurring mental health and substance use conditions. The Court will work with community social service providers to offer comprehensive wraparound services. With the goal of reducing recidivism through supporting individuals address various diagnoses and improve their quality of life, to stop the revolving door of incarceration.

Community Justice Counselors will work with each participant to create an individualized plan with consistent follow up and accountability to avoid prosecution through court compliance.

The program will be structured to connect individuals to necessary supports including but not limited to; substance misuse counseling, assessments for co-existing mental health conditions, drug and alcohol testing.

## **VI. Project Design**

The Bremerton Therapeutic Court will operate in accordance with the U.S. Department of Justice Center with principles holding thirty years of research around the world for alternative, proactive, solution-based approaches with offenders of low-level crimes. These principles include;

- (A) Enhanced Information. All Court Personnel, as well as Community Justice Counselors, will receive thorough training. Detailed information about individual defendants will be used in developing treatment plans.
- (B) Community Engagement. The court will actively and regularly engage with local neighborhood organizations to monitor community conditions, engage the community to help prevent crime and its root causes, and enhance the Court's credibility.
- (C) Collaboration. The Court will work with criminal justice partners, including the Bremerton Police Department, prosecutor, and public defender, as well as a wide range of treatment providers and social service support agencies.
- (D) Individualized Justice. Program participants will have individually tailored plans for treatment and social services. Combining support and assistance with appropriate sanctions, rather than using standard sentencing practices.
- (E) Accountability. The Courts will use both positive reinforcement and the threat of punishment to help participants comply with their plans. When practicable, plans will incorporate community service and/or victim restitution.
- (F) Outcomes. The court will begin tracking the straightforward outcomes of participants-e.g., successful completions of treatment plans, non-completions, warrants issued, and rearrests. Eventually, monitoring longer term outcomes such as trends in crime rates.

In addition, the Bremerton Therapeutic Court will be guided by the Department of Justice using essential elements of a Mental Health Court and National Association of Drug Court Professionals NADCP Adult Drug Court best practice standards. These include but are not limited by integration of treatment and community supports, Informed and voluntary choice, target populations in relation to mental health and substance misuse, equity, and inclusion.

## **VII. Project Outcomes and Measurements**

City of Bremerton Municipal Court will participate in the Evaluation Plan for Treatment Sales Tax Programs. Programs or services implemented under the Treatment Sales Tax are reviewed by the Citizens Advisory Committee and monitored by the Human Services Department. The City of Bremerton will have an evaluation plan with performance measures developed in partnership with Kitsap Public Health District Epidemiologist. The emphasis will be on capturing data at regular intervals that can be used to determine whether Treatment Sales Tax funded programs met expectations. Some common measures will be identified that will be reported on. Evaluation efforts must include standardized data collection and reporting processes that produce the following types of information:

- Quantity of services (outputs)
- Level of change occurring among participants (outcomes)
- Return-on-investment or cost-benefit (system savings) if evidence-based
- Adherence to the model (fidelity)
- Common measures

Data will be collected to monitor the following goals and objectives identified by the Contractor:

**Goal #1:** Continue Therapeutic Court operations at the Municipal Court level.

**Objective #1:** Screen defendants for eligibility and enroll interested participants, maximum 20 participants served.

**Goal #2:** Program participants complete individualized plans and successfully graduate from the program.

**Objective #2:** Track participant's completion with 50% or more graduating from the program within 14-16 months of enrolling.

**Goal #3:** Minimize the number of participants who fail to comply with treatment and commit other crimes while in the program.

Objective #3: Track warrants and rearrests with fewer than 50% of participants reoffending.

Goal #4: Connect participants to services with the program positively affecting the lives of participants long-term.

Objective #4: Track participants post-graduation with respect to warrants and arrests for subsequent crimes, with 50% or fewer of graduates reoffending.

Goal #5: Reduce crime rates in the City of Bremerton.

Objective #5: Over 5-7 years, crime rates in the City of Bremerton to decrease by 20%.

## **VIII. Data Collection and Reporting**

The City of Bremerton will provide a Quarterly Report to the Kitsap County Department of Human Services by April 30, July 31, and October 31, 2024; and January 31, 2025 each year funding is received under this grant, detailing progress made on program outcomes during the quarter, what other funding sources have been investigated, and what the future potential for alternative funding is. In addition, outcomes identified in the Evaluation Plan for Mental Health, Chemical Dependency and Therapeutic Court Programs will be reported.

## **IX. Billing and Payment**

Payments to the City of Bremerton shall be requested using an invoice form, which is supplied by the County. City of Bremerton invoices must be sent to the County by the fifteenth (15th) calendar day after the end of the month.

The City of Bremerton is authorized to receive payments in accordance with the cost reimbursable budget included under this agreement. The City of Bremerton will comply with the following standards as applicable.

Reimbursement Request – Upon Completion of each month, the City of Bremerton must provide to the County a written explanation of expenditures which are less than 90% of, or more than 115% of the year-to-date budgeted total.

All payments to be made by the County under this agreement shall be made to:

City of Bremerton  
345 6th Street  
Suite 100  
Bremerton, WA 98337

The agreement shall not exceed the total amount indicated on the cover sheet of this agreement and any other modifications hereof.

**X. Duration**

This agreement is in effect from January 1, 2024 – December 31, 2024.

**XI. Amendments**

This agreement may only be modified by one or more written amendments duly approved and executed by both parties.

**XII. Attachments**

The parties acknowledge that the following attachments, which are attached to this agreement, are expressly incorporated by this reference:

This Agreement shall be effective January 1, 2024.

Dated this 26th day of January, 2024.

Dated this 26 day of Feb, 2024.

**CONTRACTOR  
CITY OF BREMERTON**

*Tracy Flood*

Tracy Flood, Judge

**KITSAP COUNTY BOARD OF  
COMMISSIONERS**

*Katherine T. Walters*

KATHERINE T. WALTERS, Chair

*Christine Rolfes*

CHRISTINE ROLFES, Commissioner

*Charlotte Garrido*

CHARLOTTE GARRIDO, Commissioner



ATTEST:

*Dana Daniels*

Dana Daniels, Clerk of the Board

**Attachment A: Budget**



## Mental Health, Chemical Dependency and Therapeutic Court Program 2024 Special Project Budget Form

Bremerton Municipal Court

Project: Community Court/Therapeutic

Enter the estimated costs associated with your project/program	2023			2024		
	Award	Expenditures	%	Request	Modifications	%
<b>Personnel</b>						
Managers	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Staff	\$ -	\$ 167,000.00	#DIV/0!	\$ 74,000.00	\$ 74,000.00	#DIV/0!
Total Benefits	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ 167,000.00</b>	<b>#DIV/0!</b>	<b>\$ 74,000.00</b>	<b>\$ 74,000.00</b>	<b>#DIV/0!</b>
<b>Supplies &amp; Equipment</b>						
Equipment	\$ -	\$ 6,000.00	#DIV/0!	\$ -	\$ -	#DIV/0!
Office Supplies	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Other (Describe):	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ 6,000.00</b>	<b>#DIV/0!</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>
<b>Administration</b>						
Advertising/Marketing	\$ -	\$ 1,500.00	#DIV/0!	\$ 1,000.00	\$ 1,000.00	#DIV/0!
Audit/Accounting	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Communication	\$ -	\$ 1,700.00	#DIV/0!	\$ 1,000.00	\$ 1,000.00	#DIV/0!
Insurance/Bonds	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Postage/Printing	\$ -	\$ 1,000.00	#DIV/0!	\$ 1,000.00	\$ 1,000.00	#DIV/0!
Training/Travel/Transportation	\$ -	\$ 6,000.00	#DIV/0!	\$ 5,000.00	\$ 5,000.00	#DIV/0!
% Indirect (Limited to 5%)	\$ -	\$ 2,500.00	#DIV/0!	\$ 2,600.00	\$ 2,600.00	#DIV/0!
Other (Describe):	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ 12,700.00</b>	<b>#DIV/0!</b>	<b>\$ 10,600.00</b>	<b>\$ 10,600.00</b>	<b>#DIV/0!</b>
<b>Ongoing Operations &amp; Maintenance</b>						
Janitorial Service	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Maintenance Contracts	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Maintenance of Existing Landscaping	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Repair of Equipment and Property	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Utilities	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Other (Describe):	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Other (Describe):	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Other (Describe):	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>
<b>Sub-Contracts</b>						
Organization: Treatment services	\$ -	\$ 22,000.00	#DIV/0!	\$ 4,000.00	\$ 4,000.00	#DIV/0!
Organization: Peer Counselors	\$ -	\$ -	#DIV/0!	\$ 4,000.00	\$ 4,000.00	#DIV/0!
Organization: Justice Counselor	\$ -	\$ 16,000.00	#DIV/0!	\$ 4,000.00	\$ 4,000.00	#DIV/0!
Organization: Resource Fair	\$ -	\$ -	#DIV/0!	\$ 3,400.00	\$ 3,400.00	#DIV/0!
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ 38,000.00</b>	<b>#DIV/0!</b>	<b>\$ 15,400.00</b>	<b>\$ 15,400.00</b>	<b>#DIV/0!</b>
<b>Other</b>						
Debt Service	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Other (Describe):	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>	<b>\$ -</b>	<b>\$ -</b>	<b>#DIV/0!</b>
<b>Total Project Budget</b>	<b>\$ -</b>	<b>\$ 223,700.00</b>	<b>#DIV/0!</b>	<b>\$ 100,000.00</b>	<b>\$ 100,000.00</b>	<b>#DIV/0!</b>

NOTE: Indirect is limited to 5%

**Mental Health, Chemical Dependency and Therapeutic Court Program  
2024 Project Salary Summary**

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**Agency Name: One Heart Wild**

**Project: Parenting Support, Substance Abuse and Mental Health Counseling for Low Income Children and Families**

**Description**

Number of Professional FTEs	0.00
Number of Clerical FTEs	0.00
Number of All Other FTEs	0.00
<b>Total Number of FTEs</b>	<b>0.00</b>

**Salary Information**

Salary of Executive Director or CEO	\$ -
Salaries of Professional Staff	\$ 62,224.00
Salaries of Clerical Staff	\$ -
Other Salaries (Describe Below)	\$ -
Description:	\$ -
Description:	\$ -
Description:	\$ -
Description:	\$ -
Description:	\$ -
<b>Total Salaries</b>	<b>\$ 62,224.00</b>
Total Payroll Taxes	\$ -
Total Cost of Benefits	\$ -
Total Cost of Retirement	\$ -
<b>Total Payroll Costs</b>	<b>\$ 62,224.00</b>

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

<b>Print or type. See Specific Instructions on page 3.</b>	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>CITY OF BREMERTON</b>	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input checked="" type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) See instructions. <b>345 6TH STREET, SUITE 100</b>	Requester's name and address (optional)
	6 City, state, and ZIP code <b>BREMERTON WA 98337-1891</b>	
	7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									

**OR**

Employer identification number									
9	1	-	6	0	0	1	2	3	1

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**

Signature of U.S. person ▶

Date ▶

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



P.O. Box 88030  
Tukwila, WA 98138  
Phone: 206-575-6046  
Fax: 206-575-7426  
[www.wciapool.org](http://www.wciapool.org)

1/3/2023

**Ref#:** 14346

Kitsap County  
Attn: Department of Human Services  
614 Division St., MS -23  
Port Orchard, WA 98366-4676

Re: City of Bremerton  
Agreement KC-069-23

### **Evidence of Coverage**

The City of Bremerton is a member of the Washington Cities Insurance Authority (WCIA), which is a self-insured pool of over 160 public entities in the State of Washington.

WCIA has at least \$4 million per occurrence limit of liability coverage in its self-insured layer that may be applicable in the event an incident occurs that is deemed to be attributed to the negligence of the member. Liability coverage includes general liability, automobile liability, stop-gap coverage, errors or omissions liability, employee benefits liability and employment practices liability coverage.

WCIA provides contractual liability coverage to the City of Bremerton. The contractual liability coverage provides that WCIA shall pay on behalf of the City of Bremerton all sums which the member shall be obligated to pay by reason of liability assumed under contract by the member.

WCIA was created by an interlocal agreement among public entities and liability is self-funded by the membership. As there is no insurance policy involved and WCIA is not an insurance company, your organization cannot be named as an additional insured.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Roscoe".

Rob Roscoe  
Deputy Director

cc: Melisa Folmer

## Debarred Contractors List

A debarred contractor may not bid on, or have a bid considered on, any public works contract. You can search and filter this list using the options presented below.

Company Name:  Principal:  From:  To:   
WA UBI Number:  RCW:   
License Number:  Penalty Due:  Wage Due:

[Download all debarment data](#) ⓘ

Show  per page Showing 0 records First Previous Next Last

Company Name	UBI	License	Principals	Status	RCW	Debar Begins	Debar Ends	Penalty Due	Wages Due
There are no records that match your search criteria.									

Show  per page Showing 0 records First Previous Next Last

## Debarred Contractors List

A debarred contractor may not bid on, or have a bid considered on, any public works contract. You can search and filter this list using the options presented below.

Company Name:  Principal:  From:  To:   
WA UBI Number:  RCW:   
License Number:  Penalty Due:  Wage Due:

[Download all debarment data](#) ⓘ

Show  per page Showing 0 records First Previous Next Last

Company Name	UBI	License	Principals	Status	RCW	Debar Begins	Debar Ends	Penalty Due	Wages Due
There are no records that match your search criteria.									

Show  per page Showing 0 records First Previous Next Last