

AGREEMENT KC-149-24

This Agreement is entered into between Kitsap County Department of Human Services and the City of Poulsbo, Washington.

I. Purpose

This Agreement is for the appropriation of \$168,000 dollars for the purpose of augmenting state and federal funding to provide for a Program Manager for the North Kitsap Resource Center, a Peer Support Specialist and administrative fees.

II. Identification

The City of Poulsbo will use the funding to pay for the salary of a Program Manager, the Peer Support Specialist, and the 5% indirect costs not to exceed \$168,000 funded by this contract for the North Kitsap Recovery Resource Center.

III. Project Description

This project will provide a Program Manager for the North Kitsap Recovery Resource Center for behavioral health, professional services such as peer support, SUDP, nurse and mental health professional, and a 5% indirect cost allowance.

IV. Data Collection and Reporting

The City of Poulsbo 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, the number of people referred to the center, the number of people utilizing the center, the number of members, and the number of services accessed at the center.

In addition, outcomes including the participant satisfaction survey that will be provide to all members of the center and compliance with diversion agreements for people with court issued diversion agreements who use the center will be included.

V. Billing and Payment

The City of Poulsbo will send a invoice to the Kitsap County Department of Human Services for reimbursement for expenses incurred monthly. Invoices are due by the 15th of each month. The county has 30 days to process the invoice from receipt of invoice submission.

The Department of Human Services will prepare an interdepartmental transfer and make payment to the City of Poulsbo.

Reimbursement shall not exceed the total amount indicated on the Agreement Budget Sheet (Attachment A) \$168,000 of this agreement and any other modifications hereof.

VI. Duration

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

VII. Amendments

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

VIII. 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.

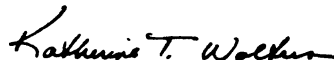
Dated this 23rd day of February, 2024. Dated this 11 day of March, 2024.

**CONTRACTOR
CITY OF POULSBO**

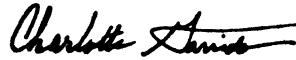
DocuSigned by:


77AA4B33C18A4BA...
Becky Erickson, Mayor

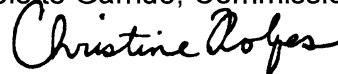
**KITSAP COUNTY BOARD OF
COMMISSIONERS**



Katherine T. Walters, Chair



Charolette Garrido, Commissioner



Christine Rolfes, Commissioner



ATTEST:



Dana Daniels, Clerk of the Board

Attachment A: Budget

2024 Special Project Budget Form

Agency Name:

The City of Poulsbo


Project:

North Kitsap Resource Center

Enter the estimated costs associated with your project/program	2023			2024		
	Award	Expenditures	%	Request	Modifications	%
Personnel						
Managers	\$ -		#DIV/0!	\$ 80,000.00		0%
Staff	\$ -		#DIV/0!	\$ 80,000.00		0%
Total Benefits			#DIV/0!			#DIV/0!
SUBTOTAL	\$ -	\$ -	0%	\$ 160,000.00	\$ -	0%
Supplies & Equipment						
Equipment	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Office Supplies	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Other (Describe):	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
SUBTOTAL	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Administration						
Advertising/Marketing	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Audit/Accounting	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Communication	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Insurance/Bonds	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Postage/Printing	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Training/Travel/Transportation	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
% Indirect (Limited to 5%)			0%	\$8,000		0%
Other (Describe):	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
SUBTOTAL	\$ -	\$ -	0%	\$ 8,000.00		0%
Ongoing Operations & Maintenance						
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!
SUBTOTAL	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Sub-Contracts						
Organization:	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Organization:	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Organization:	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Organization:	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
SUBTOTAL	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Other						
Professional Services	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
SUBTOTAL	\$ -	\$ -	#DIV/0!	\$ -	\$ -	#DIV/0!
Total Project Budget	\$ -	\$ -	0%	\$ 168,000.00	\$ -	0%

NOTE: Indirect is limited to 5%

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Office of Inspector General
U.S. Department of Health & Human Services

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Visit our tips page to learn how to best use the Exclusions Database. If you experience technical difficulties, please email the webmaster at webmaster@oig.hhs.gov.

Exclusions Search Results: Entities [?]

No Results were found for

> City of Poulsbo Washington

If no results are found, this individual or entity (if it is an entity search) is not currently excluded. Print this Web page for your documentation

[Search Again](#)

Search conducted 1/9/2024 7:03:41 PM EST on OIG LEIE Exclusions database.
Source data updated on 12/8/2023 8:00:00 AM EST

[Return to Search](#)



Washington State Department of Labor & Industries

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Safety & Health Claims Patient Care Insurance Workers' Rights Licensing & Permits

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: Penalty Due: Wage Due:

License Number:

[Download all debarment data](#)

Show per page Showing 0 records

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



P.O. Box 88030

Tukwila, WA 98138

Phone: 206-575-6046

Fax: 206-575-7426

1/10/2024

Ref#: 15081

www.wciapool.org

Kitsap County Health and Human Services
Attn: Sonya Miles
614 Division St., MS-23
Port Orchard, WA 98366 - 4676

Re: City of Poulsbo
North Kitsap Recovery Resource Center Grant

Evidence of Coverage

The City of Poulsbo 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 Poulsbo. The contractual liability coverage provides that WCIA shall pay on behalf of the City of Poulsbo 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: Deanna Kingery
Kimberly Hendrickson