

**MEMORANDUM OF UNDERSTANDING
COMMUNITY DEVELOPMENT BLOCK GRANT
CARES ACT**

PROJECT NAME: Kitsap County
Pacific Building Homeless Shelter

PROJECT NUMBER: KC-458-22-A

AMENDMENT NUMBER: 01

WHEREAS, Kitsap County, hereinafter referred to as “County”, and Kitsap County Human Services Housing and Homelessness Division, hereinafter referred to as “Agency”, have previously entered into a MOU, numbered KC-458-22, dated September 22, 2022, by which the Agency agrees to carry out the County’s Community Development Block Grant Agreement.

WHEREAS, Amendment 01 to KC-458-22 between Kitsap County and Kitsap County Human Services Housing and Homelessness Division modifies:

1. Article I Section 2. Project Description
2. Article I Section 3. Schedule for Completion
3. Article I Section 4. Term of Agreement
4. Article II Section 1. Budget and Compensation
5. Attachment A. Budget Summary

WHEREAS the County and Agency desire to modify such MOU:

NOW THEREFORE, in consideration of the mutual benefits and covenants contained herein, this contract is hereby modified as follows.

ARTICLE I. PROJECT

SECTION 2. PROJECT DESCRIPTION

<i>Project Details</i>	
Project Name:	Pacific Building Homeless Shelter
Funded Amount:	\$894,346.36
Action Plan Year:	2019 – Cares Act
Type of Project:	Rehab of Public Facility
Service Area:	Countywide
Project Address/Location:	4459 SE Mile Hill Drive Port Orchard, WA 98366 Tax Parcel #302402-4-144-2009, 302402-4-214-2004, 302402-4-193-2009
<i>Eligibility</i>	
National Objective:	LMC 570.208 (a)(2)(i)(A)

Basic Eligible Activity Citation:	24 CFR 570.201(c) – Public Facility
Matrix Code:	03C
Strategic Plan Objective and Strategy:	Provide essential public facilities & infrastructure projects linked to affordable housing
<i>HUD Performance Measures</i>	
HUD Objective of Activity:	Suitable Living Environment
HUD Outcome:	Availability/Accessibility
<i>Federal Contract Requirements – 2 CFR Part 200</i>	
Unique Entity Identifier Number:	LD6MNJ62JQD1
Federal Award Identifier Number (FAIN)	B-20-UW-53-0005
Research or Development Contract:	No
Indirect Cost (IDC) Rate for Federal Award:	
<input type="checkbox"/> Approved Rate	%
<input type="checkbox"/> De Minimis for IDC Rate	
<input checked="" type="checkbox"/> Not Applicable	

SECTION 3. SCHEDULE FOR COMPLETION (specific milestones) shall be replaced with:

Specific Tasks	Start Date	End Date
NEPA Environmental Review and Request for Release of Funds from HUD		
Advertise for architectural and engineering services	Feb 15, 2022	Mar 4, 2022
Architect/Engineer selection	Mar 7, 2022	Mar 11, 2022
Verification of architect/engineer eligibility – debar check (sam.gov)	June 10, 2022	June 10, 2022
Land Use and Building Permits	July 2022	Oct 2023
Obtain Federal Prevailing Wage Rates from Block Grant Office	Nov 2022	Oct 2023
Draft Bid Packet and submit to Block Grant Office for review	Dec 2022	Oct 2023
Sealed Bid Process (Formal Advertising) for contractor selection <i>see CDBG Guidebook Appendix E Procurement</i>	June 2023	Dec 2023
Provide Block Grant Office with copy of construction contract for review prior to finalizing <i>See CDBG Guidebook Section I Labor Standards and Construction</i>	June 2023	Dec 2023
Bid opening, contractor selection and construction contract	June 2023	Dec 2023

Verification of contractor eligibility – debar check (sam.gov)	June 2023	Dec 2023
Preconstruction Conference	June 2023	Jan 2024
CDBG initial inspection	June 2023	Jan 2024
Renovation Work	July 2023	June 2024
CDBG progress inspections	July 2023	June 2024
Contractor submission of certified payrolls	July 2023	June 2024
Submit of Quarterly Performance Reports	Sept 2022	June 2024
Obtain contract completion documents and final lien waiver	May 2024	June 2024
Final Inspection and Certificate of Occupancy	May 2024	June 2024
Final reimbursement and close-out reports (number served and demographic information)	May 2024	June 2024
CDBG contract close-out	May 2024	June 2024

SECTION 4. TERM OF AGREEMENT

The term of this Agreement **May 1, 2022** through **June 30, 2024** but may be extended should additional time for auditing this project be required, in accordance with law, this Agreement shall be deemed automatically extended until such time as the said audit shall be completed. Notwithstanding other provisions of this agreement, the term of this Agreement shall cover the period that the Agency has control over Community Development Block Grant funds, including program income.

ARTICLE II. FINANCIAL CONDITIONS

SECTION 1. BUDGET AND COMPENSATION

The County shall reimburse the Agency its allowable costs for the services identified in this MOU not to exceed **eight hundred ninety-four thousand three hundred forty-six dollars and thirty-six cents (\$894,346.36)**, upon presentation of a properly executed invoice in a form approved by the County.

Such reimbursement shall constitute full and complete payment by the County under this MOU. Allowable costs shall mean those necessary and proper costs identified in the Agency’s application and approved by the County, unless any or all such costs are disallowed by the State of Washington or the United States.

Any reimbursements made under this MOU must comply with the applicable requirements of 2 CFR Part 200, Subpart D. The Agency may not request disbursement of funds under this MOU until the funds are needed for payment of eligible costs. The amount of each request must be limited to the amount needed.

Budget Summary:

See Attachment ‘A’ for Budget Summary

THIS AMENDMENT constitutes the entire amendment to the MOU between the County and the Agency. All other terms and conditions of this MOU remain in effect.

THIS AMENDMENT is effective when signed by all parties.


Dated this 3 day of July, 2023.

Dated this 6 day of July, 2023.

AGENCY:

**Kitsap County Human Services,
Housing and Homelessness Division**

Kitsap County, Washington



Doug Washburn,
Director of Human Services



Eric Baker, County Administrator

Attachment A – Budget Summary – Pacific Building Homeless Shelter

PROJECT COSTS	Total All Funds	County CDBG Funds	State CDBG Funds	Other Funds
PERSONNEL, including managers, staff, salaries, benefits and taxes.				
AMOUNT	250,000	0.00	0.00	250,000
SUPPLIES/EQUIPMENT, including office supplies, office equipment if approved.				
AMOUNT	0.00	0.00	0.00	0.00
ADMINISTRATION including occupancy (building & grounds), advertising, audit, insurance/bonds, postage, rent/utilities, communication, training, travel, transportation				
AMOUNT	100,000	0.00	0.00	100,000
ACQUISITION COSTS				
AMOUNT	1,501,414.50	0.00	0.00	1,501,414.50
DEVELOPMENT SOFT COSTS including appraisal, design and A&E, processing/settlement and financing, marketing, operating reserve, professional fees and contract services				
AMOUNT	750,000	409,635	340,365	0
DEVELOPMENT HARD COSTS, including clearance/demolition, construction, rehabilitation and improvements.				

AMOUNT	6,332,272.36	484,711.36	0.00	5,847,561
OTHER COSTS, as approved including:				
AMOUNT				
TOTAL PROJECT COSTS	\$ 8,933,686.86	\$ 894,346.36	\$340,365	\$ 7,698,975.50



COUNTY OF KITSAP

Unique Entity ID LD6MNJ62JQD1	CAGE / NCAGE 1N3X4	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Feb 1, 2024	
Physical Address 614 Division ST Port Orchard, Washington 98366-4614 United States	Mailing Address 614 Division MS-7 Port Orchard, Washington 98366 United States	

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District Washington 06	State / Country of Incorporation (blank) / (blank)	URL (blank)

Registration Dates		
Activation Date Feb 3, 2023	Submission Date Feb 1, 2023	Initial Registration Date Oct 18, 2001

Entity Dates	
Entity Start Date Jun 1, 1857	Fiscal Year End Close Date Dec 31

Immediate Owner	
CAGE (blank)	Legal Business Name (blank)

Highest Level Owner	
CAGE (blank)	Legal Business Name (blank)

Executive Compensation
 Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions
 Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Active Exclusions Records?
No

I authorize my entity's non-sensitive information to be displayed in SAM public search results:
Yes

Business Types		
Entity Structure U.S. Government Entity	Entity Type US Local Government	Organization Factors (blank)
Profit Structure (blank)		

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Government Types

U.S. Local Government

Municipality

County



Accepts Credit Card Payments

No

Debt Subject To Offset

No

EFT Indicator

0000

CAGE Code

1N3X4



Electronic Business

✎

Lee Reyes

614 Division ST

Port Orchard, Washington 98366

United States

LEE REYES

614 Division MS-7

Port Orchard, Washington 98366

United States

Government Business

✎

Lee Reyes

614 Division ST

Port Orchard, Washington 98366

United States

LEE REYES

614 Division MS-7

Port Orchard, Washington 98366

United States



NAICS Codes

Primary

Yes

NAICS Codes

921190

NAICS Title

Other General Government Support



This entity does not appear in the disaster response registry.