



Meeting Date: June 14, 2021  
 Agenda Item No: \_\_\_\_\_

**Kitsap County Board of Commissioners**

**Office/Department:** Human Services

**Staff Contact:**

Jolene Kron, SBH-ASO Deputy Administrator, 337-4832

Doug Washburn, Human Services Director, 337-4526

**Agenda Item Title:** Contract KC-134-20, Amendment B between Kitsap County, as the Administrative Entity for the Salish Behavioral Health Administrative Services Organization, and Olympic Community Action Programs, to extend the end date for HARPS SABG support funding and replace attachments.

**Recommended Action:** Move that the Board execute Contract KC-134-20, Amendment B with Olympic Community Action Programs.

**Summary:**

This subcontract amendment with Olympic Community Action Programs (OlyCAP) extends the end date for HARPS SABG support funds to residents of Jefferson County who meet qualifications for HARPS as described in the statements of work. The contract term remains January 1, 2020 – June 30, 2021.

- **Contract Amount** remains unchanged at \$103,043.
- **Contract end date** is unchanged at January 1, 2020 to June 30, 2021.
  - Contract period for HARPS SABG support fund end date is extended from September 30, 2020 to June 30, 2021.
- **Attachment B-5:** SABG Support Funding is deleted and replaced as attached.
- **Attachment C: Budget** is deleted entirely and replaced as attached.

Funds are provided for Housing and Recovery through Peer Supports (HARPS). HARPS is a housing support program providing support services to assist with accessing and maintaining safe and supportive housing. The services are targeted toward individuals who have recently been inpatient or at risk of inpatient for mental health or substance use treatment. HARPS offer supportive services, as well as financial subsidies, to assist with access to/maintenance of housing for individuals in Jefferson, Clallam, and Kitsap Counties.

Kitsap County is the administrative entity for the SBHASO, which contracts with HCA to provide public behavioral health services in Kitsap, Jefferson, and Clallam Counties. The state and block grant funding in this contract is prioritized to pay for crisis services, inpatient services and residential services. Funds that remain after those priorities are met are to be used to provide outpatient services to the non-Medicaid population.

**Attachments:**

1. Contract Review Sheet
2. KC-134-20-B
3. Attachment B-5 SABG Statement of Work
4. Attachment C: Budget
5. Debarment

**Fiscal Impact for this Specific Action**

<b>Expenditure required for this specific action:</b>	\$0
<b>Related Revenue for this specific action:</b>	\$0
<b>Cost Savings for this specific action:</b>	NA
<b>Net Fiscal Impact:</b>	100% Grant Funded
<b>Source of Funds:</b>	KC-099-20-A HARPS Revenue-State funds

		KC-367-19-A WA State Dept. of Commerce- State funds	
<b>Fiscal Impact for Total Project – NA</b>			
<b><u>Fiscal Impact (DAS) Review</u></b>			
<b>Office/Departmental Review &amp; Coordination</b>			
<b>Office/Department</b>		<b>Elected Official/Department Director</b>	
Human Services		Doug Washburn	
<b>Contract Information</b>			
<b>Contract Number</b>	<b>Date Original Contract or Amendment Approved</b>	<b>Amount of Original Contract Amendment</b>	<b>Total Amount of Amended Contract</b>
KC-134-20	3/2/2020	\$34,705	
KC-134-20-A	8/10/2020	\$68,338	\$103,043
KC-134-20-B	Pending	\$0	\$103,043



# Kitsap County CONTRACT REVIEW SHEET (Chapter 3.56 KCC)

<b>A. CONTRACT INFORMATION</b>			
1. Contractor	Olympic Community Action Programs		
2. Purpose	To provide extends the end date for HARPS SABG support funding and replaces attachments.		
3. Contract Amount	\$0	Disburse	<input checked="" type="checkbox"/> <input type="checkbox"/> Receive <input type="checkbox"/>
4. Contract Term	January 1, 2020 to June 30, 2021		
5. Contract Administrator	Jolene Kron	Phone	360-337-4832
<b>Approved:</b>	Doug Washburn	<b>Date</b>	03/19/2021
	Department Director		
<b>B. AUDITOR – ACCOUNTING INFORMATION</b>			
1. Contract Control Number	KC-134-20-B		
2. Fund Name	SBHASO Non-Medicaid		
3. Payment from-Revenue to CC/Account Number	1971.5415		
4. Encumbered By	Dave Schureman	<b>Date</b>	3/20/2021
<b>C. AUDITOR'S ACCOUNTING – GRANTS REVIEW</b>			
<i>Signature required only if contract is grant funded</i>			
1.	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<b>Date</b>	3/20/2021
<b>Reviewer</b>	Dave Schureman		
2. Comments:	Amendment, state grant		
<b>D. ADMINISTRATIVE SERVICES DEPARTMENT – RISK MANAGER REVIEW</b>			
1.	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<b>Date</b>	3/24/2021
<b>Reviewer</b>	Anastasia Johnson		
2. Comments:	Amendment Only		
<b>E. ADMINISTRATIVE SERVICES DEPARTMENT – BUDGET MANAGER REVIEW</b>			
<i>Signature required only if contract is for \$50,000 or more, OR it will be signed by board of commissioners (regardless of dollar amount)</i>			
1.	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved	<b>Date</b>	03/22/2021
<b>Reviewer</b>	Kristofer Carlson		
2. Comments:			
<b>G. PROSECUTING ATTORNEY</b>			
1.	<input checked="" type="checkbox"/> Approved as to Form <input type="checkbox"/> Not Approved as to Form	<b>Date</b>	2021-03-22
<b>Reviewer</b>	Alan L. Miles		
2. Comments:			
<b>H. CERTIFICATION BY CONTRACT ADMINISTRATOR: THIS CONTRACT IS READY FOR CONSIDERATION BY THE AUTHORIZED CONTRACT SIGNER.</b>			
<i>(For contract signing authority, see KCC 3.56.075)</i>			

**Contract Administrator:** Jolene Kron **Date** 3/16/2021  
**Date Approved by Authorized Contract Signer:** \_\_\_\_\_ **Date** \_\_\_\_\_  
**RETURN SIGNED ORIGINALS TO:** Melynda Phelps @ MS-23 X 3534

**CONTRACT AMENDMENT  
B**

This CONTRACT AMENDMENT is made and entered into between SALISH BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION, through Kitsap County, as its administrative entity, a political subdivision of the State of Washington, with its principal offices at 614 Division Street, Port Orchard, Washington 98366, hereinafter "SBH-ASO", and Olympic Community Action Programs hereinafter "CONTRACTOR."

In consideration of the mutual benefits and covenants contained herein, the parties agree that their Contract, numbered as Kitsap County Contract No. KC-134-20, executed on March 2, 2020, and amended on August 10, 2020, shall be amended as follows:

- Page 1 shall be amended as follows:
  - **Contract Amount** remains the same at \$103,043.
  - **Contract end date** for SABG support funding is extended from July 1, 2020 to June 30, 2021. New contract period for SABG support funding is July 1, 2020 to June 30, 2021.
  - **Attachment B-5:** HARPS SABG Statement of Work is deleted and replaced as attached.
- 1. **Attachment C: Budget** is deleted entirely and replaced as attached.

SABG Support Funds

7/1/20-6/30/21 funding remains the same at \$2,500

- 2. If this Contract Amendment extends the expiration date of the Contract, then the Contractor shall provide an updated certificate of insurance evidencing that any required insurance coverages are in effect through the new contract expiration date. The Contractor shall submit the certificate of insurance to:

Program Lead, Salish Behavioral Health Organization  
Kitsap County Department of Human Services  
614 Division Street, MS-23  
Port Orchard, WA 98366.

Upon receipt, the Human Services Department will ensure submission of all insurance documentation to the Risk Management Division, Kitsap County Department of Administrative Services.

- 3. Except as expressly provided in this Contract Amendment, all other terms and conditions of the original Contract, and any subsequent amendments, addenda or modifications thereto, remain in full force and effect.

This amendment shall be effective July 1, 2020.

**SALISH BEHAVIORAL HEALTH  
ORGANIZATION, By  
KITSAP COUNTY BOARD OF  
COMMISSIONERS, Its Administrative  
Entity**

**CONTRACTOR:**  
Olympic Community Action Programs

\_\_\_\_\_  
ROBERT GELDER, Chair

\_\_\_\_\_  
Name: Cherish Cronmiller  
Title: Executive Director

\_\_\_\_\_  
EDWARD E. WOLFE, Commissioner

5/18/2021

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHARLOTTE GARRIDO, Commissioner

\_\_\_\_\_  
DATE

ATTEST

\_\_\_\_\_  
Dana Daniels, Clerk of the Board

# SOW Services for HARPS Substance Abuse Block Grant

Revised March 3, 2021

1. **Statement of Work.** The Contractor must provide recovery supports to individuals who meet HARPS eligibility and have a substance use disorder. Recovery supports are provided to support access to treatment services. Contractors will consider priority populations listed in 2 below. Recovery supports will be provided as listed in items 3 and 4 below.

## 2. HARPS Priority Populations

- a. Pregnant women and women with dependent children
- b. Intravenous drug users
- c. Tuberculosis services
- d. Early intervention services for HIV/AIDS
- e. Primary prevention services

## 3. Basic Needs

- a. Food – gift cards in small amounts for use before/after treatment appointments or prevention activities
- b. Minutes on phones - if being used for telehealth appointments related to treatment or prevention activities

## 4. Transportation

- a. Bus Passes, Ferry Passes, Light Rail Passes, ORCA Cards in order to attend treatment or prevention activities
- b. Gas voucher – small amounts only in order to attend treatment or prevention activities

**ATTACHMENT C: BUDGET**

**Budget Summary**

Contractor: Olympic Community Action Programs  
 Contract No: KC-134-20-B  
 Contract Period: 1/1/20-6/30/2021

HARPS Subsidies

	Previous Budget	Changes this Amendment	Current Budget
Budget Period: 1/1/20-6/30/20 <b>10/1/20-6/30/21</b>			
Bridge Subsidy	\$23,750.00	\$0.00	\$23,750.00
Administration 5%	\$1,250.00	\$0.00	\$1,250.00
Total	\$25,000.00	\$0.00	\$25,000.00
SUD Subsidy	\$4,750.00	\$0.00	\$4,750.00
Administration 5%	\$250.00	\$0.00	\$250.00
Total	\$5,000.00	\$0.00	\$5,000.00
Long-Term Subsidy	\$4,469.75	\$0.00	\$4,469.75
Administration 5%	\$235.25	\$0.00	\$235.25
Total	\$4,705.00	\$0.00	\$4,705.00
<b>Budget Total</b>	<b>\$34,705.00</b>	<b>\$0.00</b>	<b>\$34,705.00</b>
Budget Period: 7/1/20-9/30/21			
SABG Support Funds	\$2,500.00	\$0.00	\$2,500.00
Budget Period 7/1/20-6/30/21			
Long-Term Subsidy	\$10,296.10	\$0.00	\$10,296.10
Administration 5%	\$541.90	\$0.00	\$541.90
Total	\$10,838.00	\$0.00	\$10,838.00
Bridge Subsidy	\$47,500.00	\$0.00	\$47,500.00
Administration 5%	\$2,500.00	\$0.00	\$2,500.00
Total	\$50,000.00	\$0.00	\$50,000.00
SUD Subsidy	\$4,750.00	\$0.00	\$4,750.00
Administration 5%	\$250.00	\$0.00	\$250.00
Total	\$5,000.00	\$0.00	\$5,000.00
Budget Period 7/1/20-6/30-21			
SABG Support funds	\$0.00	\$0.00	\$0.00
<b>Budget Total</b>	<b>\$68,338.00</b>	<b>\$0.00</b>	<b>\$68,338.00</b>
<b>Contract Total:</b>	<b>\$103,043.00</b>	<b>\$0.00</b>	<b>\$103,043.00</b>

Revenue Source:

SABG Support Funds-Substance Abuse Block Grant  
 Bridge Subsidy - State funds through Health Care Authority  
 SUD Subsidy - State funds through Health Care Authority  
 Long Term Subsidy - State funds from Department of Commerce

**SAM Search Results**  
**List of records matching your search for :**

**Search Term : Olympic Community Action Programs\***  
**Record Status: Active**

<b>ENTITY</b> Olympic Community Action Programs	Status: Active
DUNS: 037991593 +4:	CAGE Code: 4EXG9 DoDAAC:
Expiration Date: 12/15/2021	Has Active Exclusion?: No Debt Subject to Offset?: No
Address: 823 COMMERCE LOOP	
City: PORT TOWNSEND	State/Province: WASHINGTON
ZIP Code: 98368-2904	Country: UNITED STATES