

**CONTRACT NO. KC-006-25-A**  
**CONTRACT AMENDMENT**

This Contract Amendment ("Amendment") is between Kitsap County, a Washington state political subdivision, having its principal offices at 614 Division Street, Port Orchard, Washington 98366 ("County") and **Contractor**, Agape Unlimited, having its principal offices at **Contractors Address** 4841 Auto Center Way, Suite 101, Bremerton, WA 98312 ("Contractor").

In consideration of the mutual benefits and covenants contained herein, the parties agree that their Contract, numbered as Kitsap County Contract No. KC-006-25 ("Contract") executed on January 13, 2025, is amended as follows:

1. Scope of Work.  
Remove Attachment B-2: Statement of Work and Attachment C-2: Budget for the AIMS (Agape Integrated Mental Health Services) program.
2. Compensation.  
Reduces the grant funds of \$124,573 by \$42,276 with a new contract total of \$86,123.

Insurance. If this 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: Kitsap County Risk Management Division, 614 Division Street, MS-7, Port Orchard, WA 98366

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

Authorizations. The signatories to this Amendment represent that they have been appropriately authorized to enter into this Amendment on behalf of the Party for whom they sign, and that no further action or approvals are necessary before execution of this Amendment.

Counterparts/Electronic Signature. The Contract may be executed in several counterparts, each of which will be deemed an original, but all of which together will constitute one and the same agreement. A facsimile, email, or other electronically delivered signatures of the parties shall be deemed to constitute original signatures and deemed to constitute duplicate originals.


*Signature on next page*

This Contract Amendment shall be effective upon execution by the parties.

Dated this 19 day of February, 2025.

Dated this 10 day of march, 2025.

Contractor  
AGAPE UNLIMITED

  
Signature

Sara marez-fields  
Name

Executive Director  
Title

BOARD OF COUNTY COMMISSIONERS  
KITSAP COUNTY, WASHINGTON

  
CHRISTINE ROLFES, Chair

  
ORAN ROOT, Commissioner

  
KATHERINE T. WALTERS, Commissioner

ATTEST:

  
Dana Daniels, Clerk of the Board



## **ATTACHMENT B-1: STATEMENT OF WORK**

### **Agape Unlimited: Treatment Navigator**

#### **Background**

In 2005, Washington State approved legislation allowing counties to raise their local sales tax by one-tenth of one percent to augment state funding of mental health and chemical dependency programs and services. In September 2013, the Kitsap County Board of Commissioners passed a resolution authorizing a sales and use tax for Mental Health, Chemical Dependency and Therapeutic Court Programs. The goal of this tax is to prevent and reduce 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.

#### **Project Description**

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

- Reduce the incidence and severity of chemical dependency and/or mental health disorders in adults and youth.

Funding will provide treatment navigator services for 1,000 adults.

#### **Project Activities**

The Contractor will continue to provide one full-time Treatment Navigator who will provide services not traditionally offered by substance use disorder or mental health services. Navigation services include but are not limited to transportation from incarceration to services, court appearances, assistance in obtaining collateral information for ancillary services, immediate, on-site connection to medical health benefits, obtaining identification cards, vocational/educational services, housing navigation, etc.

The Treatment Navigator will work with clients during the engagement phase of outpatient services and throughout treatment. The Treatment Navigator will assist clients in completing forms for food and childcare benefits, applications for additional education, employment, housing, disability and other services, often complicated activities that can be intimidating and overwhelming.

#### **Project Design**

The Contractor will provide a large range of programs, support and treatment services that focus on the whole person and individuals' unique needs including:

- Motivational interviewing to help participants resolve ambivalent feelings and uncertainties to help guide them to find their internal motivation to change their behavior.
- Cognitive Behavioral Therapy is utilized to help participants begin making behavior changes and thought processes that promote pro-social living skills.
- Rational Emotive Behavior Therapy focuses on resolving current problems and allows them to empower themselves through problem solving and behavior changes.
- Moral Recognition Therapy (MRT), a cognitive-behavioral program which changes ways of thinking to promote pro-social behavior, works on moral reasoning, decision making and consequences.
- Matrix Model is a flexible intensive outpatient curriculum for alcohol and drug treatment designed for people between the ages of 13 to 25. Matrix uses many therapies to teach patients to analyze events, change thoughts, behaviors, and lifestyle related to alcohol and other drug use.

#### *Project Outcomes and Measurements*

The contractor will participate in the Evaluation Plan for Treatment Sales Tax Programs. Programs or services implemented under the Treatment Sales Tax are monitored by the Human Services Department and reviewed by the Community Advisory Committee. The Contractor will have an evaluation plan with performance measures. 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 (to be identified by the Community Advisory Committee and Kitsap County Human Services staff that all programs must report on).

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

Goal #1: To raise census by 10% (63 individuals) and increase assessments by 10% (75 individuals) for year 2025.

Objective #1: Navigator will assist 75 clients by driving them to collect collateral information.

Objective #2: Navigator will pre-screen 1,000 clients for medical coverage and assist those un-insured to get active coverage.

Objective #3: Navigator will assist 10 clients who need accommodations due to disabilities or other factors.

Goal #2: To provide photo identification for up to 10 clients.

Objective #4: Navigator will assist 10 clients in obtaining photo ID.

Goal #3: To provide employment, education and housing assistance to clients on an as needed basis.

Objective #7: Navigator will track how many clients they assist in;

- Housing applications
- Financial aid (FASFA)
- Resume building
- Higher education applications
- Cell phones
- Clothing assistance

Goal #4: To provide transportation to court appearances, inpatient, jail pick up and other ancillary services.

Objective #8: Navigator will track number of clients being transported and specific services provided.

#### Data Collection

The Contractor will provide a Quarterly Report to the Kitsap County Human Services Department by April 30, July 31, October 31, 2025 and January 31, 2026 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.

*Billing and Payment*

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

The Contractor is authorized to receive payments in accordance with the cost reimbursable budget included under this contract. The Contractor will comply with the following standards as applicable.

Reimbursement Request - Upon Completion of each month, the Contractor 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 contract shall be made to:

Agape Unlimited  
4841 Auto Center Way  
STE 101  
Bremerton, WA 98312

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

Attachemtn C-1: Treatment Navigator

**Kitsap County Human Services Department**  
**Expenditure Plan: January 1, 2025 - December 31, 2025**

**Agency Name:** Agape Unlimited  
**Project Name:** Navigator Program  
**Contract:** \$86,123      **Contract #** KC-006-25

Contract Line item	1/1/2025 3/31/2025	4/1/2025 6/30/2025	7/1/2025 9/30/2025	10/1/2025 12/31/2025	Total Budget
<b>Personnel</b>	<b>\$ 17,460.50</b>	<b>\$ 17,460.50</b>	<b>\$ 17,460.50</b>	<b>\$ 17,460.50</b>	<b>\$ 69,842.00</b>
Manager and Staff (Program Related)	14,924.50	14,924.50	14,924.50	14,924.50	59,698.00
Fringe Benefits	2,536.00	2,536.00	2,536.00	2,536.00	10,144.00
<b>Supplies &amp; Equipment</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Equipment	-	-	-	-	-
Office Supplies	-	-	-	-	-
Other (Describe):	-	-	-	-	-
<b>Administration</b>	<b>\$ 2,815.25</b>	<b>\$ 2,815.25</b>	<b>\$ 2,815.25</b>	<b>\$ 2,815.25</b>	<b>\$ 11,261.00</b>
Advertising/Marketing	39.00	39.00	39.00	39.00	156.00
Audit/Accounting	206.25	206.25	206.25	206.25	825.00
Communication	250.00	250.00	250.00	250.00	1,000.00
Insurance/Bonds	1,000.00	1,000.00	1,000.00	1,000.00	4,000.00
Postage/Printing	-	-	-	-	-
Training/Travel/Transportation	225.00	225.00	225.00	225.00	900.00
% Indirect	1,025.00	1,025.00	1,025.00	1,025.00	4,100.00
Other (Describe): Certif	70.00	70.00	70.00	70.00	280.00
Other (Describe):	-	-	-	-	-
<b>Operations &amp; Maintenance</b>	<b>\$ 1,105.00</b>	<b>\$ 1,105.00</b>	<b>\$ 1,105.00</b>	<b>\$ 1,105.00</b>	<b>\$ 4,420.00</b>
Janitorial Service	90.00	90.00	90.00	90.00	360.00
Maintenance Contracts	440.00	440.00	440.00	440.00	1,760.00
Maintenance of Existing Landscaping	-	-	-	-	-
Repair of Equipment and Property	-	-	-	-	-
Utilites	125.00	125.00	125.00	125.00	500.00
Other (Describe): Rent	450.00	450.00	450.00	450.00	1,800.00
Other (Describe):	-	-	-	-	-
<b>Other</b>	<b>\$ 150.00</b>	<b>\$ 150.00</b>	<b>\$ 150.00</b>	<b>\$ 150.00</b>	<b>\$ 600.00</b>
Debt Service Vehicle R&M	150.00	150.00	150.00	150.00	600.00
Other (Describe):	-	-	-	-	-
Other (Describe):	-	-	-	-	-
<b>Project Budget Total</b>	<b>\$ 21,530.75</b>	<b>\$ 21,530.75</b>	<b>\$ 21,530.75</b>	<b>\$ 21,530.75</b>	<b>\$ 86,123.00</b>