

**KC-030-26-A
AMENDMENT TO
PROFESSIONAL SERVICES CONTRACT**

This Amendment ("Amendment") to the Professional Services Contract is between Kitsap County, a Washington state municipal corporation, ("County") with its principal offices at 614 Division Street, Port Orchard, Washington 98366, and City of Poulsbo, a Washington state municipal corporation ("Contractor"), with its principal offices at 200 NE Moe Street, Poulsbo, WA 98370.

The parties executed Professional Services Contract KC-030-26 effective February 25, 2026, ("Contract"), which the parties desire to amend KC-030-26 subject to the terms and conditions of the Amendment.

In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

1. Statement of Work. Attachment B (Statement of Work) is amended to revise staffing structure and update associated budget/salary summary documents.

Revision to staffing structure: The Contractor's staffing model is revised from two (2) part-time PTE peer support specialists to one (1) part-time peer support specialist at (50%) and (25%) of (1) full-time FTE peer support position. This modification reflects an administrative restructuring of personnel assignments and does not change the overall scope, intent, or service deliverables of the contract.

The Statement of Work is amended solely to reflect the staffing change described above. No other programmatic activities, performance expectations, or deliverables are modified.

The updated programmatic details are attached hereto as Revised Attachment B and incorporated by reference.

2. Budget and Salary Summary. Attachment C (Budget/Estimated Expenditures), which includes the Project Salary Summary, is amended to reflect the revised staffing structure and attached as Revised Attachment C and incorporated in full by reference.
 3. Effective Date. This Amendment is effective when last executed by both parties.
 4. Insurance. If this Amendment extends the expiration date of the Contract, the Contractor shall provide an updated certificate of insurance evidencing that any required insurance coverages are in effect from the Effective Date 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.
 5. Precedence. In the event of any conflict or inconsistency between the provisions of this Amendment and the Contract, including any prior amendments, the provisions of this Amendment shall prevail.
 6. Terms Unchanged. Except as expressly provided in this Amendment, all other terms and conditions of the Contract, including any prior amendments, remain unchanged and in full force and effect.
 7. Counterparts/Electronic Signature. This Amendment may be executed in several counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement. Facsimile, email, or other electronically delivered signatures of the parties shall be deemed to constitute original signatures and duplicate originals.
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8. 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.

Dated this 6 day of April, 2026

Dated this 25 day of May, 2026

CITY OF POULSBOROUGH, WASHINGTON

KITSAP COUNTY, WASHINGTON

SIGNATURE

VICTORIA BRAZITIS, Administrator

EDWARD R. STERN

NAME

MAYOR

TITLE

REVISED ATTACHMENT B: STATEMENT OF WORK

Poulsbo Recovery Resource Center and Recovery Cafe 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

The City of Poulsbo's Recovery Resource Center and Recovery Café provide a safe and supportive environment for individuals in recovery to rebuild stability, health, and connection. The program centers on peer-led engagement, emphasizing consistency, relationship-building, and pathways to wellness. It's goals include:

- Improve the health status and wellbeing of Kitsap County residents.
- Reduce the incidence and severity of chemical dependency and/or mental health disorders in adults and youth.
- Reduce the number of people in Kitsap County who use costly interventions including hospitals, emergency rooms, and crisis services.
- Reduce the number of chemically dependent and mentally ill youth and adults from initial or further criminal justice system involvement.
- Reduce the number of people in Kitsap County who cycle through the criminal justice systems, including jails and prisons.

This program will serve between 275 and 350 unique individuals in 2026.

Project Activities

The City of Poulsbo's Recovery Resource Center and Recovery Café operate side-by-side to provide ongoing, community-based recovery support for individuals experiencing substance use, mental health challenges, and housing instability. Staff deliver a blend of walk-in, appointment-based, and peer-led services designed to remove barriers to care and strengthen long-term recovery. Core activities include peer support engagement; recovery circles and therapeutic groups; in-field and onsite care navigation; coordination with mental health counselors, Substance Use Disorder Professionals (SUDPs),

housing navigators, and vocational specialists; and onsite access to basic needs such as meals, showers, and computers. The Center also offers confidential clinical space where members can receive SUD assessments, counseling, intensive outpatient treatment, and referrals to detox or inpatient care through contracted providers. The Café complements clinical services by fostering community connection through shared meals, volunteer opportunities, wellness activities, and relationship-based support.

Together, the Center and Café address immediate needs, support treatment engagement, and sustain long-term recovery through consistent, trauma-informed, and person-centered services.

Project Design

The Poulsbo Recovery Resource Center and Recovery Café form an integrated recovery hub within the County's continuum of care, providing a safe, welcoming, and stigma-free environment where individuals can build stability, connection, and wellness. Recognizing that treatment alone is rarely sufficient for sustained recovery, the project offers peer-led engagement, recovery groups, clinical SUD services, housing and employment navigation, and social support designed to strengthen resilience and reduce crisis involvement. Operating on a membership model to promote belonging and accountability, the Center and Café serve as a bridge to treatment and a support system that helps individuals remain engaged in care.

Members receive access to onsite service providers, basic needs resources, and a community setting that encourages sustained sobriety, emotional healing, and personal growth. Grant funded supports one (1) part-time peer specialist and (25%) of (1) full-time FTE peer support position. Ensuring consistent staff presence and continuity of care. Through this integrated model, the City of Poulsbo reduces homelessness, improves recovery outcomes, and decreases criminal justice and emergency system utilization across North Kitsap.

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 reviewed by the Community Advisory Committee and monitored by the Human Services Department.

The Contractor will have an evaluation plan with performance measures developed in partnership with Sound Within contracted 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).
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- Return-on-investment or cost-benefit (system savings) if evidence-based.
- Adherence to the model (fidelity).
- Common measures reported through Kitsap Public Health District Data

will be collected to monitor the following goals and objectives.

GOAL 1: Increase Access to Recovery Support and Community Connection Focus:

Ensure individuals in recovery have consistent, low-barrier access to a safe, welcoming environment where they can build relationships, engage in recovery circles, and develop a sense of belonging. This goal reflects the Café’s core purpose—connection, stability, and peer-led support.

Objectives

- 1.1 Enroll new members and maintain accurate membership records.
- 1.2 Promote consistent engagement through weekly recovery circles and peer-led activities.
- 1.3 Ensure members have ongoing access to supportive peer relationships and basic needs resources.

Metrics

- Number of new member enrollments (quarterly)
- Total number of members
- Number of guests served
- Unduplicated members YTD
- Number of disenrollments
- Number of recovery circles
- Attendance at Recovery Circles by members
- Average number of engagements per member
- Average duration of engagement (per quarter)
- Peer contacts or supportive interactions (if collected)

GOAL 2: Strengthen Linkages to Treatment, Housing, and Employment Services Focus:

Connect members to the clinical, housing, and employment supports needed to stabilize their lives and sustain long-term recovery. This goal emphasizes the Café and Center’s role as a bridge within the county’s continuum of care.

Objectives

- 2.1 Provide timely warm handoffs to SUD treatment, mental health counseling, housing navigation, and employment services.
 - 2.2 Reduce barriers by offering onsite access to service providers and ongoing peer support.
 - 2.3 Track member progress and service engagement to strengthen continuity of care.
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Metrics

Service Connections & Care Coordination

- Successful connections to SUD treatment
- Successful connections to mental health counseling
- Successful connections to housing
- Successful connections to employment services
- Number of people transitioning from homelessness → stable housing YTD
- Percentage of members unemployed, part-time employed, or employed (employment status categories)

GOAL 3: Support Recovery Stability, Reduce Justice System Involvement, and Promote Wellness

Focus:

Improve long-term stability by strengthening recovery practices, addressing trauma, monitoring recidivism indicators, and supporting members through individualized peer support. The goal prioritizes wellness, resilience, and reduced reliance on emergency or criminal justice systems.

Objectives

- 3.1 Promote recovery stability through peer support, groups, wellness activities, and individualized goal planning.
- 3.2 Monitor trauma exposure and recovery challenges to tailor supports and improve retention.
- 3.3 Track recidivism-related indicators to identify trends and support early intervention.

Metrics

Recovery & Wellness

- Self-reported recovery wellness from surveys
- Retention rate in recovery circles and services

Recidivism & System Impact

- Individuals referred from police as part of arrest diversion program
 - Individuals referred by courts as part of post arrest diversion efforts
 - Unduplicated members compliant with court agreements
 - (When ready) Recidivism partnerships with courts, prosecutors, and police for conviction data
 - Reductions in emergency services utilization (if collected later)
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GOAL 4: Improve Member Experience, Equity, and Program Quality Focus:

Ensure the Center and Café are safe, inclusive, culturally responsive spaces that meet the diverse needs of the North Kitsap community. Member voice, data tracking, and continuous improvement guide program development.

Objectives

- 4.1 Collect regular member surveys to assess satisfaction, belonging, and perceived recovery support.
- 4.2 Maintain accurate demographic and equity data to inform service improvements.
- 4.3 Use data and member feedback to refine programming and outreach strategies.

Metrics

Member Experience

- Satisfaction survey results (overall satisfaction, sense of belonging, perceived support)
- Self-reported benefit of the café/center for recovery

Equity & Demographics

- Age
- Gender
- Military status
- Language needs
- ZIP codes
- Employment status (employed, part-time, unemployed,)

Program Quality

- Quarterly and YTD summary reports from the agency database
- Participation by activity type (circles, groups, meals, volunteer shifts, etc.)
- Member retention rate

Data Collection

The Contractor will provide a Quarterly Report to the Kitsap County Human Services Department by April 30, July 31, October 31, 2026 and January 31, 2027 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:

Poulsbo Resource Center
19351 8th Ave NE
Poulsbo, WA 98370

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

REVISED ATTACHMENT B: REVISED BUDGET



Mental Health, Chemical Dependency and Therapeutic Court Program 2026 Grant Proposal Special Project Budget Form

Agency Name: City of Poulsbo Recovery Resource Center and Café Project:Peer Support

Enter the estimated costs associated with your project/program	Total Funds		Requested Funds		Other Matching Funds	
	Budget	Percent	Budget	Percent	Budget	Percent
Personnel						
Managers	\$ -	0%	\$ -	0%	\$ -	0%
Staff	\$ 179,028.00	100%	\$ 80,000.00	100%	\$ 99,028.00	100%
Total Benefits	\$ -	0%	\$ -	0%	\$ -	0%
SUBTOTAL	\$ 179,028.00	100%	\$ 80,000.00	100%	\$ 99,028.00	100%
Supplies & Equipment						
Equipment	\$ -	0%	\$ -	0%	\$ -	0%
Office Supplies	\$ -	0%	\$ -	0%	\$ -	0%
Other (Describe):	\$ -	0%	\$ -	0%	\$ -	0%
SUBTOTAL	\$ -	0%	\$ -	0%	\$ -	0%
Administration						
Advertising/Marketing	\$ -	0%	\$ -	0%	\$ -	0%
Audit/Accounting	\$ -	0%	\$ -	0%	\$ -	0%
Communication	\$ -	0%	\$ -	0%	\$ -	0%
Insurance/Bonds	\$ -	0%	\$ -	0%	\$ -	0%
Postage/Printing	\$ -	0%	\$ -	0%	\$ -	0%
Training/Travel/Transportation	\$ -	0%	\$ -	0%	\$ -	0%
% Indirect (Limited to 5%)	\$ -	0%	\$ -	0%	\$ -	0%
Other (Describe):	\$ -	0%	\$ -	0%	\$ -	0%
SUBTOTAL	\$ -	0%	\$ -	0%	\$ -	0%
Ongoing Operations & Maintenance						
Janitorial Service	\$ -	0%	\$ -	0%	\$ -	0%
Maintenance Contracts	\$ -	0%	\$ -	0%	\$ -	0%
Maintenance of Existing Landscaping	\$ -	0%	\$ -	0%	\$ -	0%
Repair of Equipment and Property	\$ -	0%	\$ -	0%	\$ -	0%
Utilities	\$ -	0%	\$ -	0%	\$ -	0%
Other (Describe):	\$ -	0%	\$ -	0%	\$ -	0%
Other (Describe):	\$ -	0%	\$ -	0%	\$ -	0%
Other (Describe):	\$ -	0%	\$ -	0%	\$ -	0%
SUBTOTAL	\$ -	0%	\$ -	0%	\$ -	0%
Sub-Contracts						
Organization:	\$ -	0%	\$ -	0%	\$ -	0%
Organization:	\$ -	0%	\$ -	0%	\$ -	0%
Organization:	\$ -	0%	\$ -	0%	\$ -	0%
Organization:	\$ -	0%	\$ -	0%	\$ -	0%
SUBTOTAL	\$ -	0%	\$ -	0%	\$ -	0%
Other						
Debt Service	\$ -	0%	\$ -	0%	\$ -	0%
Other (Describe): Purchase Price		0%		0%		0%
Other (Describe): On-Site Tenant Improvements	\$ -	0%		0%		0%
SUBTOTAL		0%	\$ -	0%	\$ -	0%
Total Project Budget	\$ 179,028.00		\$ 80,000.00		\$ 99,028.00	

NOTE: Indirect is limited to 5%

**REVISED ATTACHMENT C:
2026 Grant Proposal Project Salary Summary**

City of Poulsbo
 Grant Budget

**Mental Health, Chemical Dependency and Therapeutic Court Program
 2026 Grant Salary Summary**

Agency Name: City of Poulsbo

Project: Recovery Center and

Café

Description

Number of Professional FTEs	0.75
Number of Clerical FTEs	0.00
Number of All Other FTEs	0.00
Total Number of FTEs	0.75

Salary Information

Salary of Executive Director or CEO	\$ -
Salaries of Professional Staff	
Salaries of Clerical Staff	\$ -
Other Salaries (Describe Below)	\$ -
Description: (1) PTE part time Peer Support Specialist	\$ 42,000.00
Description: (25%) of (1) FTE full time Peer Support Specialist	\$ 19,750.00
Description:	\$ -
Description:	\$ -
Description:	\$ -
Total Salaries	\$ 61,750.00
Total Payroll Taxes	\$ -
Total Cost of Benefits	\$ 18,250.00
Total Cost of Retirement	\$ -
Total Payroll Costs	\$ 80,000.00