

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

This Amendment ("Amendment") to the Professional Services Contract is between Kitsap County, a Washington state municipal corporation, with its principal offices at 614 Division Street, Port Orchard, Washington 98366, and City of Poulsbo, a Washington State municipal corporation, with its principal offices at 2213 Evergreen Ave SE, Port Orchard 98366.

The parties executed Professional Services Contract KC-030-26 effective February 25, 2026, which was subsequently amended by KC-030-26-A (collectively "Contract") effective May 28, 2026, which the parties desire to amend KC-030-26-A, 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. Scope of Work. The Scope of Work is amended to add the additional Services identified in the Revised Attachment A (Scope of Work), which is incorporated herein by reference.
2. Compensation. This Amendment increases the authorized total compensation amount by \$60,225, identified in the subcontractor budget Attachment B (Compensation), which is incorporated herein by reference. Subcontractor budget is an additional budget. Original budget is replaced and incorporated herein by reference.
3. Effective Date. This Amendment shall be effective on September 1, 2026 ("Effective Date").
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

KC-030-26-B Kitsap UEI:
LD6MNJ62JQD1

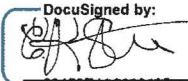
signatures of the parties shall be deemed to constitute original signatures and duplicate originals.

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 ____ day of _____, 2026
10/23/2026

Dated this 23 day of October, 2026

CITY OF POULSBO, WASHINGTON

DocuSigned by:

38459E4A6113495...
SIGNATURE

Ed Stern

NAME

Mayor

TITLE

KITSAP COUNTY, WASHINGTON


VICTORIA BRAZITIS, Administrator

REVISED ATTACHMENT A

SCOPE OF WORK

Purpose

This Amendment modifies the Scope of Work for the Recovery Resource Center and Café to ensure continuity of behavioral health services following the closure of Kitsap Homes of Compassion (KHOC) and the termination of its employees effective September 1, 2026.

Due to the closure of KHOC, the City of Poulsbo will assume responsibility for employing or otherwise engaging the staff necessary to continue behavioral health services previously provided through the Recovery Resource Center by KHOC employees. The amended Scope of Work will support the continued operation of these services and provide the clinical supervision necessary for staff to continue performing their assigned duties.

Amended Services and Staffing

The City of Poulsbo will maintain staffing for the Recovery Resource Center consisting of:

1. **Part-Time Mental Health Counselor** – Provides behavioral health support, counseling, engagement, assessment, referrals, and other services within the scope of the position and consistent with the Recovery Resource Center's role in supporting individuals experiencing behavioral health and related needs.
2. **Full-Time Mental Health Case Manager** – Provides case management, service coordination, resource navigation, referrals, follow-up, and other supportive services intended to assist individuals in accessing and maintaining connections to behavioral health, social, housing, and other community resources.
3. **Part-Time Clinical Supervisor** – Provides clinical supervision to the Mental Health Counselor and Mental Health Case Manager as necessary to support appropriate service delivery, professional practice, documentation, consultation, and compliance with applicable professional and program requirements.

Clinical Supervision, Agency Oversight, Management

To provide the clinical supervision, agency oversight and personnel management necessary for the continued delivery of services, the City of Poulsbo will subcontract with Kat's Cottage of Behavioral Health Services, LLC for part-time clinical supervision, management, and oversight of tasks related to employing contracted professionals.

The subcontracted Clinical Supervisor will provide supervision and consultation to the Mental Health Counselor and Mental Health Case Manager consistent with the scope of their respective duties and applicable professional standards.

The City of Poulsbo remains responsible for management and oversight of its subcontractor and for ensuring that subcontracted services are performed in accordance with the requirements of this Contract.

Continuity of Services

The intent of this Amendment is to maintain continuity of behavioral health and supportive services currently being provided through the Recovery Resource Center following the closure of KHOC. The services described above are intended to continue the functions previously performed by KHOC staff while establishing the organizational and clinical supervision structure necessary for those services to continue under the City of Poulsbo.

Funding. Following the closure of Kitsap Homes of Compassion effective September 1, 2026, the County has determined that unexpended funds originally allocated to KHOC for Recovery Resource Center services may be redirected to support the continuation of those services through the City of Poulsbo. The funding added through this Amendment represents the amount reallocated for the continuation of eligible services through the remainder of the Contract term.

All other provisions, requirements, performance expectations, and funding conditions of Contract No. KC-030-26-A remain unchanged unless specifically modified by this Amendment.

REVISED ATTACHMENT B COMPENSATION

**Mental Health, Chemical Dependency and Therapeutic Court Program
2027 Expenditure Form 1/1/27 - 12/31/27**

Agency Name:
Subcontractor Budget for
Kat's Cottage of
Behavioral Health
Services, LLC
Program: Metal Health Program

Cost Categories	Budget	Percent	Current Billing	YTD Billing	Remaining Budget
Administration Salaries/Benefits	\$ 51,775.00	86%	\$ -	\$ -	\$ 51,775.00
Administration Other	\$ -	0%	\$ -	\$ -	\$ -
Administration (15% of expenditures)	\$ 51,775.00	86%	\$ -	\$ -	\$ 51,775.00
Program Services					
Project Management	\$ 3,500.00	6%	\$ -	\$ -	\$ 3,500.00
Travel	\$ 200.00	0%	\$ -	\$ -	\$ 200.00
Insurance	\$ 250.00	0%	\$ -	\$ -	\$ 250.00
Indirect	\$ 3,000.00	5%	\$ -	\$ -	\$ 4,500.00
Supplies/Equipment	\$ 1,500.00	2%	\$ -	\$ -	\$ -
Cost Category (5)	\$ -	0%	\$ -	\$ -	\$ -
Cost Category (6)	\$ -	0%	\$ -	\$ -	\$ -
Cost Category (7)	\$ -	0%	\$ -	\$ -	\$ -
Cost Category (8)	\$ -	0%	\$ -	\$ -	\$ -
Cost Category (9)	\$ -	0%	\$ -	\$ -	\$ -
Program Services Total	\$ 8,450.00	14%	\$ -	\$ -	\$ 8,450.00
Total Project Budget	\$ 60,225.00	100%	\$ -	\$ -	\$ 60,225.00

15% admin is allowed, but can be budgeted in program if not needed or less is needed.

Cost Categories must have clear backup (program related payroll, people served and hours associated with them and signatures of clients agreeing to service, expense reports, Case Notes, itemized receipts, etc.)

Admin must be backed up by payroll, receipts, and a allocation explanation of indirect expenses if operating more than one program.

Year to date billing (previous month YTD + current month billing) must equal KC records of payments to date + current billing

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

Peer Support
and Mental
Project: Health Services

Enter the estimated costs associated with your project/program	Total Funds		MHCDTC Award Funds		Other Matching Funds	
	Budget	Percent	Budget	Percent	Budget	Percent
Personnel						
Managers	\$ -	0%	\$ -	0%	\$ -	0%
Staff	\$ 179,028.00	100%	\$ 80,000.00	57%	\$ 99,028.00	100%
Total Benefits	\$ -	0%	\$ -	0%	\$ -	0%
SUBTOTAL	\$ 179,028.00	100%	\$ 80,000.00	57%	\$ 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): Project Management	\$ -	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: Kat's Cottage of Behavioral Health Services, LLC		0%	\$ 60,225.00	43%	\$ -	0%
Organization:	\$ -	0%	\$ -	0%	\$ -	0%
Organization:	\$ -	0%	\$ -	0%	\$ -	0%

Organization:	\$ -	0%	\$ -	0%	\$ -	0%
SUBTOTAL	\$ -	0%	\$ 60,225.00	43%	\$ -	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		\$ 140,225.00		\$ 99,028.00	

NOTE: Indirect is limited to 5%



P.O. Box 88030

Tukwila, WA 98138

Phone: 206-575-6046

Fax: 206-575-7426

www.wciapool.org

12/18/2025

Ref#: 16719

Kitsap County Human Services Department
Attn: Hannah Shockley
614 Divison St., MS-23
Port Orchard, WA 98366-4676

Re: City of Poulsbo
Poulsbo Resource Center Grant KC-030-26

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: Kameil Borders
Kimberly Hendrickson

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:	<input type="text" value="City of Poulsbo"/>	Principal:	<input type="text"/>	From:	<input type="text" value="01/05/2025"/>	To:	<input type="text" value="01/05/2026"/>
WA UBI Number:	<input type="text"/>	RCW:	<input type="text" value="All"/>	Penalty Due:	<input type="text"/>	Wage Due:	<input type="text"/>
License Number:	<input type="text"/>			<input type="text" value="All"/>	<input type="text"/>	<input type="text" value="All"/>	<input type="text"/>
<input type="button" value="Apply Filters"/>				<input type="button" value="Reset"/>			

[Download all debarment data](#)

Show <div>25</div> per page										Showing 0 records										<div>First</div> <div>Previous</div> <div>Next</div> <div>Last</div>			
Company Name										UBI	License	Principals	Related Business	Status	RCW	Debar Begins	Debar Ends	Penalty Due	Wages Due				
There are no records that match your search criteria.																							
Show <div>25</div> per page										Showing 0 records										<div>First</div> <div>Previous</div> <div>Next</div> <div>Last</div>			