

**KC-523-25-A
AMENDMENT TO
CONTRACT FOR HUMAN SERVICES**

This Amendment ("Amendment") to Contract for Human Services is between Kitsap County, a Washington state municipal corporation, with its principal offices at 614 Division Street, Port Orchard, Washington 98366, and North Kitsap Fishline, a Washington Nonprofit Corporation, with its principal offices at 19705 Viking Avenue NW, Poulsbo, WA 98370.

The parties executed Contract for Human Services KC-523-25 effective July 1, 2025 ("Contract"), which the parties desire to amend subject to the terms and conditions of this Amendment.

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

1. Section 1. Effective Date of Contract. The contract is extended from December 31, 2025 to June 30, 2026 as identified in the attached Revised Attachment C (Budget Summary).
2. Section 4. Compensation. The total compensation is increased from \$55,000 to \$95,000 as identified in the attached Revised Attachment C (Budget Summary).
3. Attachment B: Statement of Work. The Statement of Work shall be amended and replaced in its entirety with Revised Attachment B (Statement of Work), which is incorporated herein by reference.
4. Attachment C: Budget Summary. The Budget Summary shall be amended and replaced in its entirety with the Revised Attachment C (Budget Summary), which is incorporated herein by reference.
5. Effective Date. This Amendment shall be effective on January 1, 2026 ("Effective Date").
6. Ratification. To the extent that any services were provided or payments were made between January 1, 2026, and the date of full execution of this Amendment, the parties hereby ratify and approve such actions, intending them to be governed by the terms and conditions of the Contract as amended herein.
7. 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 Housing and Homelessness Division, 345 6th Street, Suite 400, Bremerton, WA 98337. Upon receipt, the Human Services Department will ensure submission of all insurance documentation to the Risk Management Division, Kitsap County Department of Administrative Services.
8. 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.
9. 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.

10. 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.
11. 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 2nd day April, 2026.

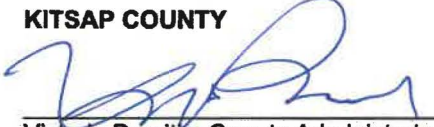
DATED this 9 day April, 2026.

NORTH KITSAP FISHLINE



Charlie Thompson, Executive Director

KITSAP COUNTY



Victoria Brazilis, County Administrator

REVISED ATTACHMENT B: STATEMENT OF WORK

Summary of Work

Grant funds to North Kitsap Fishline for Homeless Housing and Services, a **Homeless Outreach and Survival and Targeted Prevention/Diversion program**, located at 19705 Viking Avenue NW, Poulsbo, WA 98370 for program operations, rental assistance, and administration for the contract period, as detailed in the Response to the 2024 - 2025 Homeless Housing and Services (non-shelter) Notice of Funding Availability (NOFA) and the Response to the 2026 - 2027 Homeless Housing and Services (non-shelter) Notice of Funding Availability (NOFA). Funds are to be used solely for the identified purposes and in the manner described in this contract.

Recipient must be a Partner Agency with Kitsap's Coordinated Entry Program, and coordinate waiting list and provision of housing and services through the Housing Solutions Center, as appropriate for the housing intervention. Recipient must abide by the Housing Solutions Center Partner Agency Guiding Principles pertaining to standards of services for clients.

The Department of Commerce determines eligible uses of funds and specific policies and procedures for CHG programs. The contracted program must adhere to the [CHG Guidelines](#), and the [Kitsap County Grant Guidelines Handbook](#). Both documents are updated periodically.

Scope of Work

The following comprises the elements of the scope of work, including specific requirements:

Homeless Housing and Services Program funded by this grant to be operated as a **Homeless Outreach and Survival and Targeted Prevention/Diversion**, meeting the following criteria as defined in the NOFA:

- **Homeless Outreach and Survival**
 - Person-to-person outreach to engage people experiencing homelessness who are otherwise not accessing services for the purpose of connecting them with emergency shelter, housing, or other critical services
 - Provision of outdoor survival gear (e.g. tents, sleeping bags, tarps)
 - Provision of bus tokens and transportation assistance
 - Assistance for showers, laundry, and personal hygiene supplies
 - Assistance with state IDs, drivers' licenses, and other legal documentation
 - Funds may not be provided directly to individuals; gift cards are not allowed
- **Targeted Prevention/Diversion**
 - Can include diversion from homelessness activities through problem-solving conversations, linkages to mainstream and natural supports, and/or flexible and light touch financial expenses (non-housing expenses that prevent homelessness)
 - Can include program operations expenses in the form of assistance for alternative housing options (e.g. Tiny House Village fees, home share, etc.)
 - Can include other services and assistance to households experiencing homelessness that directly contributes to their attaining and maintaining shelter and/or stable housing

The following are additional requirements of the contractor:

- **Coordinated Entry Referrals:** Work with the Coordinated Entry Program to ensure that they have updated information about the program and can make appropriate referrals.
- **Data Collection and Entry:** Enter all client information into HMIS, following Department of Commerce and HUD data standards that are applicable to the program. Data must be entered within 3 days of a household's enrollment into the program or changes in the household's program status or household information.
- **Coordination with other Agencies:** Participate in the monthly meetings of the Kitsap Housing and Homelessness Coalition. Actively coordinate additional meetings as needed with other agencies that provide social services to provide the most comprehensive and seamless provision of care for clients as possible.
- **Reporting:** Submit all applicable reports to Kitsap County and the Department of Commerce by the published deadlines and respond in a timely way to County information requests and countywide reports.
- **Non-Discrimination:** Ensure equal access for people experiencing homelessness regardless of race, national origin, gender identity, sexual orientation, marital status, age, veteran or military status, disability, or the use of an assistance animal. Projects designed to serve families with children experiencing homelessness must ensure equal access regardless of family composition and regardless of the age of a minor child. Projects that operate gender segregated facilities must allow the use of facilities consistent with the person's gender identity or expression.
- **Religious Activities:** No funding provided through this grant may be used to support or engage in any explicitly religious activities, including activities that involve overt religious content such as worship, religious instruction, or proselytization, nor may the provision of services provided be conditioned upon a program participant's engaging in any such explicitly religious activities.
- **Complaint Process:** Have a written complaint/grievance policy approved by the agency's Board of Directors, provide information about the complaint/grievance process to clients upon their enrollment in the program, and ensure that complaint forms are readily available to clients in the program. Ensure that the complaint/grievance policy meets all minimum requirements as indicated in the corresponding Grant Guidelines.
- **Staff Training:** Staff working with clients should be, at a minimum, trained in ACES/Resiliency, trauma-informed services, local coordinated entry policies and procedures, fair housing, housing first, racial equity, LGBTQ+ competency, rapid rehousing, progressive engagement and problem solving (diversion), and mental health first aid and any other trainings required per the CHG Guidelines. Attendance must be documented.
- **Housing Stability Case Management:** Programs that provide case management must use the Kitsap County Housing Stability Planning and Progress Report (HSPPR) to assist clients with setting housing stability goals and tracking progress. HSPPRs are part of the client record-keeping requirements.

Required Program Performance Measures and Targets:

Local Performance Targets are established through a variety of methods, including the associated RFP or NOFA, the Program Application and the Contract Information Sheet.

Statewide Performance Targets are established by the Washington State Department of Commerce. For more information on Statewide Performance Targets, please visit:

<http://kcowa.us/hmis-dq-plan> and <http://kcowa.us/chg-perf>

Local Performance Targets

Performance Measure	Contract Performance Target
Number of Households Served Annually	210
Number of Unsheltered* Households Served Annually	60

*Unsheltered Households: Households entering from place not meant for habitation or fleeing DV

Statewide Performance Targets

Performance Measure	State Performance Target
Homeless Prevention Retains housing 6 months after exit (Households)	95%
Equitable Outcomes	Outcomes across racial and ethnic demographics should not be significantly less than the overall rate

Statewide Data Quality Measures

Data Quality Measures	State Performance Target
Timeliness - Project Start	95% of clients entered within 3 days or Decrease in avg days for entry
Timeliness - Project Exit <i>NBN/Outreach: see exclusions</i>	95% of clients exited within 3 days or Decrease in avg days for entry
Timeliness - Annual Assessment	95% completed within 60-days of anniversary date
Completeness - Prior Living Situation	95% of client data entered with valid responses ¹
Completeness - Destination at Program Exit <i>NBN/Outreach: see exclusions</i>	95% of client data entered with valid responses ¹
Completeness – Personally Identifying Information (PII) (first, last, DOB, SSN) for consenting clients <i>NBN/Outreach: see exclusions</i> <i>Victim Services Providers must enter as consent refused</i>	95% of consenting clients have all PII elements completed with valid responses ^{1,2} (or improvement from prior period)

<p>Completeness – Universal Data Elements (gender, race/ethnicity, veteran status) for all clients</p> <p><i>NBN/Outreach: see exclusions</i></p>	<p>95% of all clients have all profile elements completed with valid responses¹ (or improvement from prior period)</p>
<p>Completeness – Program Elements (disabilities, income, benefits, health insurance, DV) for all clients at both entry and exit</p> <p><i>NBN/Outreach: see exclusions</i></p>	<p>95% of all clients have all profile elements completed with valid responses¹ (or improvement from prior period)</p>
<p>Accuracy – No Data Inconsistencies (See Dept of COM HMIS Data Quality Plan)</p>	<p><5% of all clients have data inconsistencies</p>

¹A valid response is something other than “Client doesn’t know”, “Client prefers not to answer”, “No exit interview”, “Data not collected”, or is missing.

²Profile PII elements: Response is not valid if name contains “Partial”, “Street Name”, “Code Name”; DOB is “Approximate” or “Partial”, or these elements contain “Client doesn’t know”, “Client prefers not to answer”, or is missing.

³ Positive Outcome Destinations include exit destinations to permanent, temporary, and some institutional destinations. Positive destinations exclude the following: “Place not meant for habitation”, “Jail, prison, or juvenile detention facility”, “Other”, or “Client doesn’t know”, “Client prefers not to answer”, “No exit interview”, “Data not collected”, or is missing.

Agencies will never require a client to provide additional information even if they have consented but should gather it to the best of their ability.

Night by Night (NBN) Shelter and Outreach Exclusions

Completeness - Night-by-Night and Street Outreach Exclusion:

- Completeness is not measured until date of engagement identified

Project Exit Timeliness – Night by Night Shelter and Street Outreach Programs

Exclusion:

- Known exits should be updated within 3 calendar days.
- For clients that have dropped out of contact at or before 90 days, the exit date should be the day after the last recorded bed night.

REVISED ATTACHMENT C: BUDGET SUMMARY

Contractor: North Kitsap Fishline: Homeless Housing and Services

Contract Number: KC-523-25-A

Time Period: July 1, 2025 – June 30, 2026

Administration Expenses will be utilizing Direct expenses.

CONTRACT TOTAL	Fund Source	Previous Budget	Amendment Changes this Contract	Current Budget
1st Term of Contract: 07/01/25 - 12/31/25				
Operations	Consolidated Homeless Grant- INF SFY26: 1132	\$5,000.00	\$ -	\$5,000.00
Administration	Consolidated Homeless Grant- DRF SFY26: 1132	\$1,923.00	\$ -	\$1,923.00
Rent	Consolidated Homeless Grant- DRF SFY26: 1132	\$3,000.00	\$ -	\$3,000.00
Operations	Consolidated Homeless Grant- DRF SFY26: 1132	\$45,077.00	\$ -	\$45,077.00
<i>1st Term of Contract Budget Total</i>		<i>\$55,000.00</i>	<i>\$0.00</i>	<i>\$55,000.00</i>
2nd Term of Contract: 01/01/26 - 06/30/26				
Facility Support	Consolidated Homeless Grant- EHF SFY26: 1132	\$0.00	\$ -	\$0.00
Operations	Consolidated Homeless Grant- EHF SFY26: 1132	\$0.00	\$ 1,538.00	\$1,538.00
Operations	Consolidated Homeless Grant- INF SFY26: 1132	\$0.00	\$ 3,000.00	\$3,000.00
Operations	Consolidated Homeless Grant- DRF SFY26: 1132	\$0.00	\$ 35,462.00	\$35,462.00
<i>2nd Term of Contract Budget Total</i>		<i>\$0.00</i>	<i>\$40,000.00</i>	<i>\$40,000.00</i>
CONTRACT TOTAL				\$95,000.00

Line items changes must be requested in writing and require Kitsap County approval.

Please refer to the KCHHD Grant Guidelines for details on the amendment request deadline and process.

Reimbursement requests/invoices must be submitted through the Housing and Homelessness Division reimbursement request process. Any disbursement made by the County to the Recipient shall be without prejudice to the County's rights later to challenge the propriety of the Recipient's claimed costs or expenses.



**NON PROFIT INSURANCE PROGRAM
CERTIFICATE OF COVERAGE**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE NPIP COVERAGE AGREEMENT BELOW. THIS CERTIFICATE OF COVERAGE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: IF THE CERTIFICATE HOLDER IS AN ADDITIONAL COVERED PARTY, THE COVERAGE AGREEMENT MUST BE ENDORSED. IF SUBROGATION IS WAIVED, SUBJECT TO THE TERMS AND CONDITIONS OF THE COVERAGE AGREEMENT, CERTAIN COVERAGE MAY REQUIRE AN ENDORSEMENT. A STATEMENT ON THIS CERTIFICATE DOES NOT CONFER RIGHTS TO THE CERTIFICATE HOLDER IN LIEU OF SUCH ENDORSEMENT(S).

PROGRAM ADMINISTRATOR	COMPANIES AFFORDING COVERAGE	
Clear Risk Solutions 159 Basin Street SW PMB #206 Ephrata, WA 98823	GENERAL LIABILITY:	NPIP / Munich Re. et al.
COVERED PARTY North Kitsap Fishline 19705 NW Viking Avenue Poulsbo, WA 98370	AUTOMOBILE LIABILITY	NPIP / Munich Re. et al.
	PROPERTY	NPIP / Munich Re. et al.
	CRIME	NPIP / Munich Re. et al.
	WRONGFUL ACT LIABILITY	NPIP / Munich Re. et al.
	MISCELLANEOUS	NPIP / Munich Re. et al.
	PROFESSIONAL LIABILITY	NPIP / Munich Re. et al.

COVERAGES

THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE COVERED MEMBER NAMED ABOVE FOR THE COVERAGE PERIOD INDICATED, NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED BY THE NPIP COVERAGE AGREEMENT DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH COVERAGE AGREEMENT. LIMITS SHOWN BELOW MAY HAVE BEEN REDUCED BY PAID CLAIMS.

LINE OF COVERAGE	COVERAGE NUMBER	EFF DATE	EXP DATE	DESCRIPTION	LIMITS
GENERAL LIABILITY					
COMMERCIAL GENERAL LIABILITY (OCCURRENCE FORM)	NPIP252661659	6/1/2025	6/1/2026	PER OCCURRENCE	\$2,000,000
INCLUDES STOP GAP – EMPLOYERS LIABILITY				PER MEMBER AGGREGATE	\$4,000,000
MEMBER DEDUCTIBLE: \$0				PRODUCT-COMP/OP	\$2,000,000
(LIABILITY IS SUBJECT TO A \$500,000 SIR PAYABLE FROM PROGRAM FUNDS)				PERSONAL & ADV. INJURY	\$2,000,000
				ANNUAL POOL AGGREGATE	\$50,000,000
AUTOMOBILE LIABILITY					
COMMERCIAL AUTOMOBILE LIAB. (ANY AUTO)	NPIP252661659	6/1/2025	6/1/2026	COMBINED SINGLE LIMIT	\$2,000,000
(LIABILITY IS SUBJECT TO A \$500,000 SIR PAYABLE FROM PROGRAM FUNDS)				ANNUAL POOL AGGREGATE	NONE
PROPERTY					
COMMERCIAL PROPERTY	NPIP252661659	6/1/2025	6/1/2026	ALL RISK PER OCC EXCL EQ & FL	\$100,000,000
EQ AND FLOOD COVERAGE MAY BE EXCLUDED FOR INDIVIDUAL LOCATIONS (PROPERTY IS SUBJECT TO A \$500,000 SIR PAYABLE FROM PROGRAM FUNDS)				EARTHQUAKE PER OCC	Excluded
				FLOOD PER OCC	Excluded
				ANNUAL POOL AGGREGATE	NONE
CRIME					
COMMERCIAL CRIME	NPIP252661659	6/1/2025	6/1/2026	PER OCCURRENCE	\$1,000,000
INCLUDES EMPLOYEE THEFT/DISHONESTY & ERISA COVERAGE				PER MEMBER AGGREGATE	\$1,000,000
MEMBER DEDUCTIBLE: \$1,000				ANNUAL POOL AGGREGATE	\$5,000,000
(CRIME IS SUBJECT TO A \$500,000 SIR PAYABLE FROM PROGRAM FUNDS)					
WRONGFUL ACT LIABILITY (INCLUDES E&O / D&O)					
WRONGFUL ACT LIABILITY (CLAIMS MADE)	NPIP252661659	6/1/2025	6/1/2026	PER CLAIM	\$2,000,000
MEMBER DEDUCTIBLE: \$1,000				PER MEMBER AGGREGATE	\$2,000,000
(LIABILITY IS SUBJECT TO A \$500,000 SIR PAYABLE FROM PROGRAM FUNDS)				ANNUAL POOL AGGREGATE	\$40,000,000
MISCELLANEOUS PROFESSIONAL LIABILITY					
MISC. PROFESSIONAL LIABILITY (CLAIMS MADE)	NPIP252661659	6/1/2025	6/1/2026	PER CLAIM	\$2,000,000
MEMBER DEDUCTIBLE: \$1,000				PER MEMBER AGGREGATE	\$2,000,000
(LIABILITY IS SUBJECT TO A \$500,000 SIR PAYABLE FROM PROGRAM FUNDS)				ANNUAL POOL AGGREGATE	\$40,000,000

CANCELLATION NOTICE: SHOULD ANY OF THE ABOVE-DESCRIBED COVERAGES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE NPIP COVERAGE AGREEMENT PROVISIONS.

ADDITIONAL COVERED PARTY AMENDMENT – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies coverage provided under the following:

GENERAL LIABILITY COVERAGE PART

This endorsement changes the Coverage Agreement effective on the inception date of the Coverage Agreement unless another date is indicated above. Providing the certificate of coverage that this endorsement is attached to has been issued by and is on file with the Company, the following applies.

SCHEDULE

Person or Organization (Additional Covered Party):

Kitsap County Department of Human Services
614 Division Street, MS-23
Port Orchard, WA 98366

Description of Activities / Operations / Designated Premises:

Regarding grant funding for programs CHG-DRG and CHG-INF. Kitsap County Department of Human Services, its elected and appointed officers, officials, employees and agents are named as Additional Covered Parties as respects General Liability regarding this funding only and are subject to coverage terms, conditions, and exclusions. Additional Covered Party endorsement is attached. The NPIP Coverage Agreement is primary and non-contributory.

With respect to coverage under the General Liability Coverage Part:

- A. The Definition of **Covered Party** in the LIABILITY COVERAGES – COMMON CONDITIONS, DEFINITIONS AND EXCLUSIONS section of this Coverage Agreement is amended to add as a **Covered Party** the person or organization shown in the above Declarations with whom you have agreed in a written contract, written agreement, or permit that such person or organization be added as an additional **Covered Party** in your Coverage Agreement. Such person or organization is a **Covered Party** only with respect to their liability assumed by you that would be otherwise imposed by law in the absence of any contract, agreement, or permit relating to or arising out of the specified activity(ies) or operations described in the above Declarations.

However, this coverage only applies with respect to liability for **Bodily Injury, Property Damage, or Personal and Advertising Injury** caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In performance of your ongoing operations; or
2. In connection with your premises owned or rented to you.

The following provisions also apply:

- (1) The written contract, written agreement, or permit must be in effect at the inception of the **Coverage Period** or become effective during the **Coverage Period**; and
- (2) The written contract, written agreement, or permit must be executed prior to the **Bodily Injury** or **Property Damage**.

Subject to the paragraphs above, any such person's or organization's status as an additional **Covered Party** ends when any of the following first occurs:

- (1) This Coverage Agreement terminates;
- (2) The written contract, written agreement, or permit terminates; or
- (3) The specified activity(ies) or operations described in the above Declarations terminate.

B. The following is added to Condition D. Other Insurance in the LIABILITY COVERAGES – COMMON CONDITIONS, DEFINITIONS AND EXCLUSIONS section of the Coverage Agreement, and supersedes any provision to the contrary:

For the additional **Covered Party** under your Coverage Agreement shown in the above schedule, and subject to Paragraph A. above, this coverage is primary to and will not seek contribution from any other insurance available to such additional **Covered Party** provided that:

- (1) The additional **Covered Party** is a Named Insured under such other insurance; and
- (2) You have agreed in writing in a contract, agreement, or permit that this Coverage would be primary and would not seek contribution from any other insurance available to the additional **Covered Party** for amounts payable under the coverage provided by this endorsement.

C. The Limits of Coverage applicable to the additional **Covered Party** is the lesser of those limits specified in either the:

- Written contract, written agreement, or permit; or
- Declarations for this Coverage Agreement,

In no case will the limits of coverage provided under this General Liability endorsement exceed the limits as required in the contract or agreement, or the limit of liability available under this Coverage Agreement. These Limits of Coverage are part of and not in addition to the Limits of Coverage shown in the Declarations.

Except with respect to the Limits of Coverage, and any rights or duties specifically assigned in this Coverage Part to the **Covered Member**, this coverage applies:


- a. As if each **Covered Member** were the only **Covered Member**; and
- b. Separately to each **Covered Party** against whom claim is made or **Suit** is brought.

All other terms and conditions remain unchanged


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Any Words 



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debarment ×


Federal Organizations

North Kitsap Fishline ×  

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As of 11/24/2025



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: Principal:

From: To:

WA UBI Number: RCW:

License Number: Penalty Due: Wage Due:

Apply Filters

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Download all debarment data

Show per page Showing 0 records

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 per page Showing 0 records

As of 11/24/2025