

## **AGREEMENT FOR HUMAN SERVICES**

**THIS AGREEMENT FOR HUMAN SERVICES** (“Agreement”) is entered into as of the date written below between the City of Bainbridge Island, a Washington State municipal corporation (“City”), and Bainbridge Island Boys & Girls Club, a Washington State nonprofit corporation (“Service Provider”).

**WHEREAS**, the City desires to assist the Service Provider by providing funds for general operating support in the City of Bainbridge Island; and

**WHEREAS**, the Service Provider has the expertise and experience to provide such services and is willing to do so in accordance with the terms and conditions of this Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants, conditions, promises, and agreements set forth herein, it is agreed by and between the City and the Service Provider as follows:

### **1. SERVICES BY SERVICE PROVIDER**

The Service Provider shall provide the services as defined in this Agreement and as necessary to accomplish the scope of services attached hereto as **Attachment A** and incorporated herein by this reference as if set forth in full. The Service Provider shall furnish all services, labor, and related equipment to conduct and complete the work, except as specifically noted otherwise in this Agreement. The scope of services set forth in **Attachment A** shall also include a project budget for the services to be performed for the City under this Agreement.

The Service Provider, in its activities and promotional materials, shall acknowledge financial support from the City related to the work and services funded by this Agreement.

### **2. TERM AND TERMINATION OF AGREEMENT**

A. This Agreement shall become effective upon execution by both parties and shall continue in full force until December 31, 2020, unless sooner terminated by either party as provided below. The terms of this Agreement shall cover activities performed by the Service Provider between January 1, 2019 through December 31, 2020.

B. This Agreement may be terminated by either party without cause upon thirty (30) days’ written notice to the other party. In the event of termination, all finished or unfinished documents, reports, or other material or work of the Service Provider pursuant to this Agreement shall be submitted to the City, and the Service Provider shall be entitled to just and equitable compensation at the rate set forth in Section 3 for any satisfactory work completed prior to the date of termination.

### 3. PAYMENT

A. The City shall pay the Service Provider Seventy Thousand Dollars (\$70,000.00) for all services performed under this Agreement, to be billed quarterly. The Service Provider shall execute this Agreement by March 31, 2019, in order to receive funding for 2019-2020.

B. The Service Provider shall submit, in a format acceptable to the City, quarterly invoices for services performed in a previous quarter. Quarterly invoices shall be accompanied by information as described in Section 4. The Service Provider shall maintain time and expense records and provide them to the City upon request.

C. The City shall pay all invoices by mailing a City check within sixty (60) days of receipt of a proper invoice from the Service Provider.

D. If the services rendered do not meet the requirements of this Agreement, the Service Provider shall correct or modify the work to comply with this Agreement. The City may withhold payment for such work until it meets the requirements of this Agreement.

### 4. REPORT ON EXECUTION OF SERVICES

A. The Service Provider shall submit a quarterly report to accompany each quarterly invoice for the first, second, and third quarters of each calendar year. The quarterly report shall provide information on the number of clients served in the quarter and the percent of clients served who were Bainbridge Island residents.

B. Information for the fourth quarter shall be provided within an annual report. The Service Provider shall submit an annual report prior to or accompanying its fourth quarter invoice for each calendar year. For 2019 activities, the annual report will be due on January 17, 2020. For 2020 activities, the annual report will be due on January 15, 2021. In each annual report, the Service Provider shall:

1. Summarize the activities undertaken in providing the scope of services described in **Attachment A**.
2. Reference the project objectives identified in **Attachment A**. Were those objectives achieved? Why or why not? Were there any unexpected positive outcomes or challenges?
3. Reference the specific measurable results identified in **Attachment A**. Were they achieved? If not, what challenges prevented the achievement of the anticipated results? How many Bainbridge Island residents were served? Are the conditions for those residents generally improving or worsening?
4. Describe the involvement of any partners identified in **Attachment A**, as well as any unexpected cooperative relationships that developed through implementation of the project. Did the City funding help the Service Provider attract additional funding or other types of support?
5. Reference the project budget specified in **Attachment A**. Provide an analysis of actual expenses and income in relation to the projected budget.

6. Provide a short description of how the City funding has helped the Service Provider or helped the community, including any quotes or stories related to this support.
7. Provide recommendations, if any, that the Service Provider may have regarding future funding cycles.

## **5. INSPECTION AND AUDIT**

- A. The Service Provider shall maintain all books, records, documents, and other evidence pertaining to the costs and expenses allowable under this Agreement (“books and records”) in accordance with generally accepted accounting practices.
- B. All books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Service Provider shall afford the proper facilities for such inspection and audit.
- C. Representatives of the City and/or the Washington State Auditor may copy any books and records if necessary to conduct or document an audit.
- D. The Service Provider shall preserve and make available all books and records for a period of three (3) years after final payment under this Agreement.
- E. In the event any audit or inspection identifies any discrepancy in the books and records, the Service Provider shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

## **6. INDEPENDENT CONTRACTOR**

- A. The Service Provider and the City understand and expressly agree that the Service Provider is an independent contractor in the performance of each and every part of this Agreement. The Service Provider expressly represents, warrants, and agrees that its status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195. The Service Provider, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Service Provider shall make no claim of City employment nor shall the Service Provider claim any related employment benefits, social security, and/or retirement benefits.
- B. The Service Provider shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Service Provider shall pay the same before it becomes due.
- C. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Service Provider performs hereunder.

D. The Service Provider shall obtain a business license and, if applicable, pay business and occupation taxes pursuant to Title 5 of the Bainbridge Island Municipal Code.

## **7. NONDISCRIMINATION AND COMPLIANCE WITH LAWS**

A. The Service Provider agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

B. The Service Provider shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Agreement.

C. Violation of this Section 7 shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension by the City, in whole or in part, and may result in ineligibility for further work for the City.

## **8. OWNERSHIP OF WORK PRODUCT**

All data, materials, reports, memoranda, and other documents developed under this Agreement, whether finished or not, shall become the property of the City and shall be forwarded to the City in hard copy and in digital format that is compatible with the City's computer software programs.

## **9. GENERAL ADMINISTRATION AND MANAGEMENT**

The City Manager of the City, or their designee, shall be the City's representative, and shall oversee and approve all services to be performed, coordinate all communications, and review and approve all invoices under this Agreement.

## **10. HOLD HARMLESS AND INDEMNIFICATION**

A. The Service Provider shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorneys' fees, arising out of or resulting from the acts, errors, or omissions of the Service Provider in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Service Provider and the City, its officers, officials, employees, and volunteers, the Service Provider's liability, including the duty and cost to defend hereunder, shall be only to the extent of the Service Provider's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Service Provider's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

C. The City's inspection or acceptance of any of the Service Provider's work when completed shall not be grounds to void, nullify, and/or invalidate any of these covenants of indemnification.

D. Nothing contained in this Agreement shall be construed to create a liability or a right of indemnification in any third party.

## 11. INSURANCE

The Service Provider shall maintain insurance as follows and as further described in **Attachment B**:

- Commercial General Liability as described in **Attachment B**.
- Directors and Officers Liability as described in **Attachment B**.
- Automobile Liability as described in **Attachment B**.
- Workers' Compensation as described in **Attachment B**.
- None.

## 12. SUBLETTING OR ASSIGNING CONTRACT

This Agreement, or any interest herein or claim hereunder, shall not be assigned or transferred in whole or in part by the Service Provider to any other person or entity without the prior written consent of the City. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of the Service Provider as stated herein.

## 13. EXTENT OF AGREEMENT/MODIFICATION

This Agreement, together with **Attachments A and B**, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified, or added to only by written instrument properly signed by both parties.



**18. SURVIVAL**

Any provision of this Agreement which imposes an obligation after termination or expiration of this Agreement shall survive the term or expiration of this Agreement and shall be binding on the parties to this Agreement.

**19. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

**20. VENUE**

The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Kitsap County, Washington.

**21. COUNTERPARTS**

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the later of the signature dates included below.

BAINBRIDGE ISLAND BOYS AND  
GIRLS CLUB

CITY OF BAINBRIDGE ISLAND

Date: 3/5/19

  
Date: February 28, 2019

By: 

By: \_\_\_\_\_

Name: Laurie Black

Morgan Smith, City Manager

Title: Interim CEO

Tax I.D. #: 91-0532600



**ATTACHMENT A**  
**SCOPE OF SERVICES**

**CITY OF BAINBRIDGE ISLAND  
2019 – 2020 HUMAN SERVICES FUNDING PROGRAM PROPOSAL NARRATIVE**

**I. STATEMENT OF PURPOSE**

Bainbridge Island Boys & Girls Club (BI-BGC) is a vital contributor to the Island community, with a long history of deeply impacting the Island's young people and families. BI-BGC operates under the mission to inspire & enable all young people, especially those who need us most, to reach their full potential as productive, responsible, and caring citizens.

In the short-term, the Club keeps kids positively engaged, provides a safe out-of-school environment, and maintains an important support system for kids and their families. Club programs range from afterschool care for kindergarten and early elementary ages to robust enrichment and Friday night activities for older kids and volunteer opportunities for teens.

Over the longer term, we're helping kids develop the skills, knowledge and habits for future success while also advocating for and advancing youth development programs on the Island. BI-BGC programs are designed to help members stay on track to graduate from high school, demonstrate good character and citizenship, and live a healthy lifestyle.

Bainbridge Boys & Girls Club has been a vital partner in establishing and progressing the Bainbridge Healthy Youth Alliance, and its' work helping addressing the holistic needs of youth on the Island. BI-BGC was integrally involved in the city's September 2016 Community Needs Assessment Report. In the report, BI-BGC is named as one of the human services working well on the Island. Afterschool activities were listed as important community needs, among the top five needs by 37% of respondents. (Afterschool activities were also mentioned as an unmet need by 14% of respondents so there remains a clear need for expanding services.) The report also highlighted a need for community activities, which BI-BGC supports through Family Events, Teen Late Nights, Kids Nights and other Club activities. The report noted several comments about need to coordinate services on BI, which BI-BGC is working to address by participating in Bainbridge Healthy Youth Alliance, Alliance of Bainbridge Childcare Directors, Bainbridge Prepares, Brown Bag Lunch meetings, and other collaboratives.

Youth mental health is, and has been, a prevalent concern among the Bainbridge community, according to the 2016 report and more recent data. In recent years, BI-BGC has been increasing social-emotional learning at the Club, adding more explicit curriculum in our summer Brain Gain, Wise Guys and SMART Guys activities, as well as being inherent in the Club environment of peers and relationships. In the long-term we believe the Club's work strengthening social-emotional skills for youth at younger ages will prevent the anxiety and reported feelings around lack of adult support (issues reported in the 2016 community report).

In previous COBI applications we've highlighted both the need and impact of having robust afterschool activities and a regular community of extended day support which directly correlate to academic success and healthy development. These include:

- Studies show that children in afterschool programs do better in school, stay in school longer and have greater expectations for the future. (Afterschool Alliance, [afterschoolalliance.org](http://afterschoolalliance.org))
- Parents with children in afterschool programs are less stressed, have fewer unscheduled absences and are more productive at work. (Afterschool Alliance, [afterschoolalliance.org](http://afterschoolalliance.org))

- School's Out Washington highlights: "Children and youth spend only 20% of their waking hours in school. How they spend that remaining 80% of their time has a significant impact on their success and well-being. Over a decade of research and evaluation shows that high-quality AYD [Afterschool Youth Development] programs are directly linked to youth achievement of positive social, emotional, health, and academic gains." (*Making the Case: A 2008 Fact Sheet on Children and Youth in Out-of-School Time*, National Institute on Out-of-School Time, Wellesley Centers for Women at Wellesley College, 2008; *Outcomes Linked to High Quality Afterschool Programs*, D. Lowe Vandell, E. Reisner & C. Pierce, 2007.)
- According to the October 2011 "Expanded Learning Opportunities in Washington State Pathways to Student Success" report, prepared by Priscilla M. Little, Research & Evaluation Consultant: "Afterschool and summer programs are particularly well positioned to provide a wide variety of activities that promote physical and mental health.<sup>1</sup> These health-related afterschool activities are especially important at a time when schools are cutting back their physical education and sports programs and have few additional resources to provide counseling or other mental health services. Youth who are in good health (physically and mentally) are better prepared to come to school ready to learn, and thus are better positioned for academic success than their less healthy peers."<sup>2</sup> (Citation detail available.)
- On school days, the hours between 3 p.m. and 6 p.m. are the peak hours for juvenile crime and experimentation with drugs, alcohol, cigarettes and sex. (*Fight Crime: Invest in Kids*, 2003)

## II. PROGRAM SUMMARY

### 1. What program or services will the requested funds provide and who will be the primary recipients?

We are respectfully requesting general operating support for out-of-school youth development programs for all ages, with ages 5-14 yrs. the primary recipients. The Club provides extremely valuable youth development support that promotes healthy development and provides youth a foundation of social-emotional, economic stability for the futures. Activities and events includes:

**Afterschool activities:** At the Club, youth in kindergarten through 8th grade benefit from a safe environment and consistent schedule of afterschool activities, including homework help, a healthy snack, cooking/gardening activities, ukulele lessons, physical activity/outdoor exercise, engineering and STEM challenges, nutrition education and more.

**Community Service/Leadership:** BI-BGC facilitates an organized community service and leadership Club ("Torch Club") in which tweens and teens research, plan and implement community service projects such as raising food and money for PAWS. Teen volunteer to assist other nonprofits, such as Helpline House, with their events, including helping with set-up, clean-up, or running booths.

**Summer and School Break Camps:** During summer breaks and other school vacations, BI-BGC hosts age-appropriate activities with group and individual elements designed to prevent learning loss, including math games, reading time, fitness challenges, field trips to the Bainbridge library and a local organic farm.

**Teen Late Nights:** Bi-monthly evening events for older Club members and friends; BI-BGC teen members plan each event, including developing a theme, creating marketing materials, planning an evening menu and activities, with help from the Club's Teen Director.

**Social-Emotional Learning** - Social-emotional learning is supported with both explicit curriculum and infused throughout programming with diverse peer group experiences and intentional facilitation by positive staff role models.

**Volunteer and Paid Opportunities:** Middle and high school teens are encouraged to gain valuable volunteer experience at the Club acting as Counselors-in-Training. The Club also hosts one paid teen internship through a partnership with Bainbridge Youth Services and employees one teen staff throughout the year, providing youth the opportunity to develop job skills, gain responsibility and explore career options.

General demographics of our Bainbridge Club members (of those members reporting in the 2017 annual report) are: 81% Caucasian, 7% 2+ races, 3% Asian, 3% some other race, 2% Black or African American, 2% Hispanic/Lation, .5% American Indian/Alaska Native and .5% Native Hawaiian/Pacific Islander. Roughly two-thirds (67%) of the Club membership is male. Seven percent are from single-family households and 5 percent are from families qualifying for free and reduced price lunches. These Club membership demographics largely mirror the Island community, with 93 percent of Bainbridge's general population white and 4 percent of all Bainbridge families living below poverty level.

**2. How will recipients access those services?**

BI-BGC members have easy access to the Club by walking, bussing and/or private transportation. The Club is centrally located, across the street from Sakai Intermediate school and Woodward Middle School and less than four miles from Ordway Elementary, Wilkes Elementary, Blakely Elementary and Bainbridge High Schools. Our tween/teen members walk less than a quarter mile to the Club. The Bainbridge School District provides bus services to the Club from all public elementary schools. Our limited number of private school students get dropped off by personal vehicles.

**3. What percentage of the population of Bainbridge Island residents who are eligible for these services will be served by this program?**

BI-BGC is accessible to youth from kindergarten through high school, with a primary focus on the kindergarten through 8<sup>th</sup> grade population. The Bainbridge School District lists 3,787 students enrolled in 2017-18; BI-BGC serves a total of nearly 700 youth (in a combination of regular Club membership and other youth served), so by that measure, the Club serves roughly 18% of BI students with some type of positive youth-focused service.

**4. How many (or what percentage) of those served overall will be Bainbridge Island residents?**

Historically, BI-BGC Club membership has been largely (85-90%) residents of Bainbridge Island. With the Bainbridge School District limiting enrollment of kids from outside Bainbridge City limits (preference is given to BI Kids, if space is available after all the school enrollment then off-Island kids can petition to attend school on Island), we anticipate 90% of the 2019-20 membership will be Bainbridge residents. Membership attendance during the school year is likely to be a slightly higher percentage of Bainbridge residents and slightly lower BI residents during the summer (when youth come from surrounding areas for day camps).

**4. Describe how this request fits within the definition of Human Services as provided in the Human Services Element of the City's Comprehensive Plan**

BI-BGC directly addresses many elements of the City's Comprehensive Plan, including the intent to:

- Provide people with the tools to achieve economic, social and emotional stability to the best of their ability.
- Offer activities and services that promote healthy development of the individual, prevent problems, and support positive outcomes.

- Support quality of life programs that enhance the health and well-being of the individual and the community.

Healthy and safe youth are integral to a healthy community, and the Club provides a continuum of services and a safe place kids and parents can rely on. With the Club's positive role models and intentional programs, Bainbridge kids are building the foundation for success while advancing academics, gaining important interpersonal, life and career skills, and keeping active and healthy. The Club's daily homework help, educational games and experiences help improve grades, establish foundations and habits for educational success, and teach kids to see themselves as learners. At the Club, Bainbridge youth are developing healthy lifestyles by eating nutritious snacks, participating in cooking and nutrition education, and being encouraged to exercise at least 30 minutes per day. These healthy behaviors correlate to preventing and/or reducing drug use and childhood obesity, and fostering a positive self-image. Dedicated youth development professionals, using proven youth curriculum and best-practices strategies, cultivate social-emotional growth and facilitating small group sessions. Club programs foster a sense of belonging, competence, usefulness and influence that builds self-confidence and self-esteem. Club kids are volunteering and gaining leadership skills. At the Club, kids engage in high-yield learning activities, developing communication skills (reading, writing, speaking); problem-solving skills (math, science, technology); healthy living skills (being mindful of diet and exercise, avoiding risky behaviors); character and citizenship skills (civics, volunteerism and civility), and other specialty skills and experiences each year. These are the building blocks for youth to achieve economic, social and emotional stability. Club services are provided year-round, improving the quality of life for kids and well as parents who are confident in the Club's safety and ability to provide positive, enriching growth opportunities for their child. The Bainbridge Club also builds positive community among the general public by hosting public events and engaging teen socials, providing inexpensive child care during school events, and welcoming diverse community groups to use its facility. The connection between after-school programs and positive outcomes is well documented: high-quality after-school programs have strong positive effects on the academic, social and emotional lives of youth. BI-BGC serves nearly 700 youth through membership and community outreach each year, helping them grow into healthy, productive, successful young people prepared to achieve great futures.

**6. Describe how this funding will foster improvement in the range and quality of health, housing and/or human services on Bainbridge Island.**

BI-BGC plays an important role in collectively addressing health and human services on the Island. Each year, the Club supports kids of all socio-economic backgrounds and continually works to support the educational goals and holistic needs of our local youth. Safe and positive youth contribute to strong families and greater community.

COBI's general operating support is vital to helping the Bainbridge Club maintain high quality, low-fee programs and to provide financial aid to those in need. BI-BGC operates as a nonprofit organization, with earned income expected to generate roughly 70 percent of the revenue necessary to cover anticipated operating costs in FY2019. The Club has recently made concerted efforts to maximize revenue sources and minimize expenditures wherever possible, and looks towards continued community support to ensure the Club remains as accessible as possible.

Investments in BI-BGC are truly an investment in the quality of human services in the community as the Club continues to:

- Promote academic achievement and college readiness;

- Foster development of character, resilience and wellness among Bainbridge youth;
- Forge partnerships to maximize resources and strengthen the Island community, independently as well as by collaborating in the Bainbridge Youth Alliance, Alliance of Bainbridge Childcare Directors and with Bainbridge schools, Peacock Family Services, Helpline House and others
- Engage families in meaningful ways through Club connections and family events

**7. If other community partners have an essential role in the delivery of proposed program or services, briefly describe their role and commitment (financial and/or non-financial)**

BI-BGC is extremely grateful for COBI human services funding which provides crucial support to the Club. We are also grateful for financial support from One Call for All, Bainbridge Community Foundation, Rotary Club of Bainbridge, other corporate and in-kind donors, as well as individual donors.

We continue to partner closely with the Helpline House, sharing referrals (both ways) and encouraging families to use Helpline House to help in their Club scholarship and registration process. Helpline House previously evaluated Club scholarships awards; however, with BI-BGC's new scholarship process, all financial support will be determined by BGCKC's in-house financial staff with no third-party organizations determining support levels. Helpline House has the technology and equipment to assist families in applying for scholarships and will continue their partnership with us by doing this. Helpline House also supports our healthy menu and cooking classes by donating fruits and veggies when they have an abundance.

We collaborate with schools, including: providing on-site support at the middle school/s during lunch and free time; participating in student Individual Education Plan (IEP) meetings, if/as requested by families; providing enrichment activities at the Club during early dismissal and school in-service days; and coordinating bus transportation from schools.

We have participated in joint training with Peacock Family Services, IslandWood, and with other organizations through our participation in BHYA, ABC and others. We partner with Madrona House (senior center) to offer our Reading Buddies program with bi-weekly visits from our elementary age youth. We maintain community partnerships with the fire and police departments, local library, botanical gardens, local businesses, and others.

**III. ORGANIZATIONAL STRENGTH**

Since 1999, BI-BGC has been providing essential youth support and youth advocacy on Bainbridge, now serving over 400 members and nearly 700 total youth per year. We leverage nationally developed youth curriculum from Boys & Girls Clubs of America and regional partnerships with Boys & Girls Clubs of King County, while still maintaining autonomy to deliver programming that best meets the specific needs of our Bainbridge community.

The Bainbridge Club is one of 29 Clubs sites operating under the Boys & Girls Clubs of King County (BGCKC), which leverages national, regional and local resources to provide comprehensive youth support from cradle to career. In total, BGCKC serves nearly 16,000 members annually, under the mission to enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens. BGCKC is the third largest metro Boys & Girls Club in the nation, and Boys & Girls Clubs are among the top providers of afterschool care in Washington State, partnering with national Boys & Girls Clubs of America, School's Out Washington, Youth Development Executives of King County (YDEKC) and many others. As such, BI-BGC has robust organizational resources

including an Executive Management Team, Director of Impact and Measurement, Program Services & Training Director, Director of Strategic Initiatives & Partnership, and a large Club Service Center including departments supporting: Human Resources, Information Technology, Accounting, Resource Development team, including Director of Institutional Giving and Corporate Engagement Officer.

BI-BGC is led by Operations Director Cat Thompson, with support from BGCKC Area Director Patrick Carter. BI Club staff are active with Bainbridge Healthy Youth Alliance, Alliance of Bainbridge Childcare Directors and partner with Bainbridge Youth Services, Peacock Family Resources, Helpline House and others. We open our facility to host Kiwanis and Rotary Club meetings and collaborate closely with schools. BI-BGC Club ratio is 1 adult to 15 youth. The staff appreciates volunteer support from roughly 40 adults as well as teen volunteers. Current BI Club staff have a strong background in social services and psychology, and one staff member has a teaching background. All BI-BGC staff are CPR/First Aid certified, pass extensive criminal background checks, complete a thorough agency orientation and participate in regular professional development trainings, including ongoing assessments and evaluations (largely focused around the nationally recognized Youth Program Quality Initiative).

While we have previously focused on expanding youth membership, our Club is now committed to deepening our impact through more regular youth attendance. We have intentionally restructured our registration and fee structures (presenting 2,3 or 5 day/week attendance options) designed to both: 1) encourage/incentivize regular attendance and deepen our impact among members; and 2) position Club to cover increasing operating costs/become more financially responsible/ balance budget. We expect fewer kids coming for half-hour time slots and/or as a sporadic child care solution, however, a drop-in option will still be available for families needing this type of support. Our organization has also moved financial oversight/fee collection from the Bainbridge Club staff to our Seattle-based financial team, which will drive more timely revenue collection while freeing up Club staff to focus on youth. We also implemented a new financial aid process to ensure equitable support.

#### Recent Club highlights:

- More tween and teen members are coming to the Club more often, in part as a result of Club staff making weekly visits to Sakai Intermediate School (and working to gain access to make regular visits at Woodward Middle School). Teen average daily attendance increased during both the summer and school year. The teens attending the Club every day (utilizing the 5 day per week teen registration plan) has increased from 9 to 21 students over the course of two years.
- We are providing more intentional and higher quality, evidence-based programs, resulting in deeper youth-staff relationships and greater impact, as evidenced by more positive responses in our annual youth surveys.
- For the 2018-19 school year, more kindergarten kids are registering and attending the Club. With Club kids starting at age 5, we have greater opportunity to influence the development of healthy habits and growth mindset. We look forward to providing continuous, ongoing support for Bainbridge youth as they progress through elementary years and beyond.
- Our quarterly Family Night events, offered at no cost to both Club and non-Club families, have been successfully promoting collaborative games and projects with an average of 25 families participating in each event.
- As part of our deeper support of social-emotional growth (SEL), we are embedding 15 minutes of dedicated SEL curriculum in school-year programming, 20 minutes per day in summer programming and we now have sensory boxes in every Club room to help kids better regulate emotions. Additionally, we are embedding SEL throughout all of our program offering to provide youth with consistent and ongoing SSEK throughout their time at the Club.

**CITY OF BAINBRIDGE ISLAND**  
**2019 – 2020 HUMAN SERVICES FUNDING PROGRAM PROPOSAL NARRATIVE**  
**Bainbridge Island Boys & Girls Club**  
**Revisions by BGCKC 2/6/2019**

**IV. DESIRED OUTPUTS, OUTCOMES and ASSESSMENT**

The below revisions reflect the recommended funding amount, which is lower than the amount of our initial request. Because COBI funding will go entirely toward supporting the staffing at our Bainbridge Island Boys & Girls Club and our programs work toward an optimal ratio of staff to youth, a reduction in funding for staff will be reflected in the number of youth we are able to serve.

**OUTPUTS AND OUTCOMES CHART**  
**Bainbridge Island Boys & Girls Club – 2019-2020**

<b>Program Activity or Service</b>	<b>Annual goal: unduplicated youth served</b>	<b>Outcomes (see tracking tools noted below in narrative below)</b>
Youth Development support	2019: <del>400</del> <u>360</u> registered members, over calendar year  2020: <del>400</del> <u>360</u>	Youth are safe and productive during out-of-school hours Develop skills, from social emotional learning to cooking, ukulele, cooking, gardening
Explicit Social & Emotional Growth (15 mins/day in Power Hour, 20 minutes/day in Summer Brain Gain)	2019: <del>400</del> <u>360</u>  2020: <del>400</del> <u>360</u>	All Club members will participate in more social emotional learning in the coming years, with explicit curriculum in both our school year and summer programs
Character and Leadership Development (via SMART Girls and Wise Guys programs)	2019: <del>302</del> <u>7</u>  2020: <del>302</del> <u>7</u>	Youth develop strong social-emotional awareness and skills through regular discussion and scripted activity in boys and girls empowerment programs
Homework Help/Academic support (Power Hour program)	2019: <del>300</del> <u>270</u> kids  2020: <del>300</del> <u>270</u> kids	100% of kids who attend the Club afterschool are required to participate in Power Hour (develop positive study skills and participate in math/reading/writing)

Community service/leadership	2019: <del>12</del> <u>11</u> teens 2020: <del>12</del> <u>11</u> teens	80% of participants participate in average of 20 service hours per year, as logged
Summer Brain Gain	2019: <del>85</del> <u>77</u> youth frequently attending/ <del>469</del> <u>152</u> total kids attending 2020: <del>85</del> <u>77</u> frequent attending/ <del>469</del> <u>152</u> total kids	Math, reading, writing and SEL skills are enhanced through 20 minutes per day in each activity impacts those kids frequently and occasionally attending our summer program
Teen Late Nights	2019: <del>20</del> <u>18</u> teens, including members and non-members 2020: <del>20</del> <u>18</u> teens	Youth take leadership roles and positive actions
Regular reading support (via Reading Buddies program)	2019: <del>12</del> <u>11</u> youth (K-4 <sup>th</sup> grade) 2020: <del>12</del> <u>11</u> youth	Youth will boost reading and comprehension skills through reading program every other week

## Bainbridge Boys & Girls Club

	FY2019 Budget	FY2020 Budget	FY2021 Budget
<b>Total revenue</b>	<b>439,029.65</b>	<b>438,279.65</b>	<b>420,779.65</b>
corporate/foundation/individual contributions	66,182.25	66,182.25	66,182.25
*government support - city (half of 2018 award)	18,250.00		
*government support - city (half of 2019 award)	17,500.00	17,500.00	
*government support - city (half of 2020 award)		17,500.00	17,500.00
memberships	18500.00	18500.00	18500.00
program income	318,597.40	318,597.40	318,597.40
<b>Total expenses</b>	<b>439,029.65</b>	<b>438,279.65</b>	<b>438,279.65</b>
advertising & media	967.32	967.32	967.32
Training & conferences	687.56	687.56	687.56
dues & subscriptions	1,717.42	1,717.42	1,717.42
equipment expense	1,350.00	1,350.00	1,350.00
finance & insurance	8,035.15	8,035.15	8,035.15
occupancy	139,519.35	139,519.35	139,519.35
program expenses	35,477.25	35,477.25	35,477.25
technology & communications	4,029.36	4,029.36	4,029.36
vehicle expenses	15,915.86	15,915.86	15,915.86
depreciation & amortization	482.43	482.43	482.43
salaries & wages	204,627.58	203,877.58	203,877.58
taxes & benefits	26,220.37	26,220.37	26,220.37

\*COBI funding will support Bainbridge Island Boys & Girls Clubs Salaries & Wages and Taxes & Benefits.

**ATTACHMENT B**  
**INSURANCE REQUIREMENTS**

**A. Insurance Term**

The Service Provider shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Service Provider, its agents, representatives, or employees.

**B. No Limitation**

The Service Provider's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Service Provider to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

**C. Minimum Scope of Insurance**

The Service Provider shall obtain insurance of the types and coverage described below:

1. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap liability, independent contractors, and personal injury and advertising injury. The City shall be named as an additional insured under the Service Provider's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Directors and Officers Liability insurance coverage.

**D. Minimum Amounts of Insurance**

The Service Provider shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

3. Directors and Officers Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

**E. Other Insurance Provision**

The Service Provider's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect to the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Service Provider's insurance and shall not contribute with it.

**F. Acceptability of Insurers**

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

**G. Verification of Coverage**

Before commencing work and services, the Service Provider shall provide to the person identified in Section 9 of the Agreement a Certificate of Insurance evidencing the required insurance. The Service Provider shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Service Provider before commencement of the work. The City reserves the right to request and receive a certified copy of all required insurance policies.

**H. Notice of Cancellation**

The Service Provider shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.

**I. Failure to Maintain Insurance**

Failure on the part of the Service Provider to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five (5) business days' notice to the Service Provider to correct the breach, immediately terminate this Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Service Provider from the City.

**J. City Full Availability of Service Provider Limits**

If the Service Provider maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Service Provider, irrespective of whether such limits maintained by the Service Provider are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Service Provider.