

REIMBURSEMENT REQUESTS

Agency and Program Name **ANEW**  
 Address 550 SW 7th St., Suite B305  
 City & ZIP Renton, WA 98057  
 Program Contact Name Amy Barrett Phone 206-381-1384  
 Email amy@anewaop.org Invoice Date 10/10/18  
 Costs below incurred from **7/1/18** to **9/30/18**  
 Signature of Authorized Signer *Amy Barrett* Printed Name Amy Barrett

	Contract ID#	Annual	Reimbursement Requests				Balance Remaining
		Award Amt	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	GF-17/1801	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00		\$1,250.00
Bellevue							\$0.00
Bothell							\$0.00
Burien							\$0.00
Covington		\$3,585.00	\$896.25	\$896.25	\$896.25		\$896.25
Des Moines		\$11,000.00	\$2,750.00	\$2,750.00	\$1,000.00		\$4,500.00
Federal Way	AG17-193	\$5,000.00	\$1,250.00	\$1,250.00	1,250.00		#VALUE!
Issaquah	31700202	\$4,500.00	\$0.00	\$1,125.00	\$0.00		\$3,375.00
Kenmore							\$0.00
Kent							\$0.00
Kirkland							\$0.00
Mercer Island							\$0.00
Redmond							\$0.00
Renton							\$0.00
Sammamish		\$5,000.00	\$0.00	\$1,250.00	\$1,250.00		\$2,500.00
SeaTac		\$8,000.00	\$2,000.00	\$2,000.00	<b>\$2,000.00</b>		\$2,000.00
Shoreline							\$0.00
Tukwila	17-078	\$10,000.00	\$1,666.66	\$1,666.66	\$1,666.66		\$5,000.02

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

**# 17684**

Authorized Signature / City

**APPROVED FOR PAYMENT**

Date **10/12/18**

BY: *Kim Cooper*

**\$ 2,000.00**

DATE: 10/12/18

BARS# 001.000.10.565.10.41.012

The costs as presented in this request occurred during this Quarter.

**INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)**

**Reimbursement Sheet** Enter your agency and program information.  
Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)  
**CONTRACT ID#:** The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.  
**ANNUAL AWARD AMT:** The contracted award amount from a city to your program.  
**THIS QTR REIMBURSEMENT REQUEST:** For each City, enter the amount your program is requesting for the quarter noted above only.  
**SIGNATURE:** Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4Hk0UXGQ>  
**SERVICE UNIT #:** Choose the name of the service unit from the drop down list (must match your contract).  
**MEASUREMENT:** Choose the name of the measurement unit from the drop down list (must match your contract).  
**Service Unit Sheets** **DESCRIPTION:** Enter the description of the service unit from your contract.  
**ANNUAL UNIT GOAL:** Enter the service unit goal for each city with whom you have contracted.  
**ACTUAL UNITS:** Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.  
**Narrative Sheet** Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.  
**ANNUAL # OF RESIDENTS:** Enter the number of residents for each city with whom you have contracted.  
**Residents Sheet** **ACTUAL # OF RESIDENTS:** Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.  
**City Line Item Tables Sheet** *Optional* - only required if requesting funds from Bellevue, Federal Way, or Kent.  
**BUDGET:** Enter the budgeted amount from your contract.  
**REQUEST, THIS QUARTER:** Enter the amount requested for each line item.

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

SERVICE UNIT 1

Service Unit 1: Training/Workshops/Classes

Measurement: Individual

ANEW offers an 11 week, part-time, high-quality pre-apprenticeship training in Kent, WA that helps women and men obtain careers in construction trades. The

Description: Trades Rotation Program helps adults gain the technical skills needed to be competitive for an apprenticeship opportunity. ANEW's program is unique. We partner with many registered apprenticeship programs in the Seattle area and

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	3	2	2	2		6
Bellevue						0
Bothell						0
Burien						0
Covington	2	1	0	0		1
Des Moines	1	0	2	0		2
Federal Way	3	1	2	3		6
Issaquah	3	0	1	0		1
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish	3	0	1	0		1
SeaTac	5	2	0	0		2
Shoreline						0
Tukwila	7	0	0	0		0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>27</b>	<b>6</b>	<b>8</b>	<b>5</b>	<b>0</b>	<b>19</b>

SERVICE UNIT 2

Service Unit 2: Employment Services

Measurement: Individual

AOP can help Washington state residents, male and female, who are unemployed or under-employed and seeking work in livable wage jobs or apprenticeships in

Description: these ways:

One-to-one personalized assistance on resumes, job and apprenticeship

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	3	6	5	14		25
Bellevue						0
Bothell						0
Burien						0
Covington	2	1	2	1		4
Des Moines	1	4	5	5		14
Federal Way	3	4	18	12		34
Issaquah	3	0	1	0		1
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish	3	0	1	1		2
SeaTac	5	6	6	4		16
Shoreline						0
Tukwila	7	2	3	3		8
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>27</b>	<b>23</b>	<b>41</b>	<b>40</b>	<b>0</b>	<b>104</b>

## RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents		4th Qtr	YTD
			2nd Qtr	3rd Qtr		
Auburn	3	4	7	12		23
Bellevue						0
Bothell						0
Burien						0
Covington	2	1	2	1		4
Des Moines	1	4	6	5		15
Federal Way	3	4	19	12		35
Issaquah	3	0	1	0		1
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish	3	0	1	1		2
SeaTac	5	4	6	4		14
Shoreline						0
Tukwila	7	2	3	3		8
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>27</b>	<b>19</b>	<b>45</b>	<b>38</b>	<b>0</b>	<b>102</b>

## NARRATIVE

**Auburn** – There were 2 residents who enrolled in our training program in Q3. We provided support services (boots, tools, PPE, testing fees, bus passes, gas cards, initiation fees to unions) to an additional 12 residents; in total 14 residents received support from ANEW. An info session was held at the Auburn library to recruit for our classes that started in August and September. Recruiting flyers and rack cards are continually replenished and posted in local shopping centers, libraries, gyms and Goodwill stores.

**Covington** – ANEW assisted one client from Covington enter and remain in the trades by providing support services including tools, boots, and work wear. We have been attending provider meetings run by Lisa Watson that are offered in Kent but cover the Covington area as well. We attended Covington Days on July 21 and July 22.

**Des Moines** – In the third quarter 1 student from Des Moines exited the program due to different interest. We helped 5 clients from Des Moines enter/remain in various trades by providing support services that paid for students' boots, tools, work wear, and weekly gas cards. We attended the back to school resource fair at Steven Underwood Park on August 9 from which 3 students enrolled in our DVR class that started in August. Our current recruiting posters have been displayed in local community centers, gyms, and grocery stores. An information session was held at the Des Moines Library in July to promote the September women's cohort; no one enrolled. We will continue to run these info sessions at the library for our 2019 classes.

**Federal Way** – In the third quarter, 3 students enrolled in our training program. We provided 12 residents

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Federal Way – In the third quarter, 3 students enrolled in our training program. We provided 12 residents with support services including workwear, gas cards, initiation fees, and tools so that they may enter and stay in the trades. The Outreach Manager attended the Open Doors career resource event on August 4. We worked closely with the Federal Way School District, Truman High School, and the Open Doors program to recruit for our Young Adult classes in August. Flyers and rack cards are posted in local shopping centers, libraries, gyms, and Goodwills. We held information sessions at the Federal Way Library in July to promote our upcoming cohorts; future sessions are planned for Q4.

Issaquah – Despite our focused outreach, no students enrolled in our training, even though 2 individuals attended info sessions. Further, no clients from Issaquah requested support services in Q3. The Outreach Manager attended the YWCA Works residents' night in September to promote our upcoming cohorts. The Outreach Manager ensured the YWCA Family Village has current training flyers on site and attends community functions to talk about our program. Flyers have been posted at Value Village and City Hall.

Sammamish – One woman from Cohort 100 graduated on July 27, is working in the trades, but does not require additional support services. Flyers were posted at City Hall, however our Outreach Manager was instructed to remove them. Craigslist ads have been posted targeting the Sammamish ZIP codes with the

dates of our upcoming training classes as well as the support services we offer for those currently in the trades.

SeaTac – In the third quarter we provided supports services to 4 individuals, which included initiation fees, boots, workwear, tools, gas cards, and licensing assistance. We attended the back to school resource fair at Valley Ridge Park on August 9. Info sessions for our upcoming cohorts have been held at adjacent libraries to capture SeaTac residents. Flyers have been replenished at the Goodwill, Safe Futures, and local grocery stores.

Tukwila – We provided 3 individuals with support services during the Q3, to include tools, clothing, bus fare, initiation fees, and licensing assistance. We held an information session at the Tukwila Library in August to promote upcoming cohorts. The Outreach Manager participated on a panel at the Construction Trades event at Foster High School with R3 Communities; in addition, a resource table was available at this event. Recruiting flyers, rack cards, and business cards have been replenished at Foster Library, Tukwila Library, Goodwills, and YMCAs about our upcoming classes.





REIMBURSEMENT REQUESTS

Agency and Program Name **Catholic Community Services Emergency Assistance Program**  
 Address 100 23rd Ave S  
 City & ZIP Seattle, WA 98144  
 Program Contact Name Kevin Hamel Phone 253-850-2505  
 Email KevinH@ccsww.org Invoice Date 10/16/18  
 Costs below incurred from **7/1/18** to **9/30/18**

Signature of Authorized Signer \_\_\_\_\_ Printed Name \_\_\_\_\_

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	\$10,000	\$2,592.50	\$3,135.67	\$1,851.06	\$2,420.77	
Bellevue	\$24,800.00	\$4,680.28	\$6,930.18	\$5,955.03	\$7,234.51	
Bothell					\$0.00	
Burien	\$14,000.00	\$2,349.98	\$4,933.34	\$3,215.00	\$3,501.68	
Covington	\$9,350.00	\$0.00	\$4,068.22	\$2,525.30	\$2,756.48	
Des Moines					\$0.00	
Federal Way	\$13,000.00	\$3,147.41	\$4,131.01	\$2,377.52	\$3,344.06	
Issaquah					\$0.00	
Kenmore					\$0.00	
Kent					\$0.00	
Kirkland					\$0.00	
Mercer Island					\$0.00	
Redmond	\$11,220.00	\$2,130.50	\$3,221.02	\$3,474.31	\$2,394.17	
Renton	\$12,000.00	\$2,149.99	\$3,861.38	\$2,430.01	\$3,558.62	
Sammamish					\$0.00	
<b>SeaTac</b>	<b>\$14,520.00</b>	<b>\$3,017.51</b>	<b>\$4,050.39</b>	<b>\$3,795.97</b>	<b>\$3,656.13</b>	
Shoreline					\$0.00	
Tukwila	\$22,700.00	\$4,946.36	\$6,398.64	\$4,556.70	\$6,798.30	

Admin use only

Authorized Payment Amt: **\* MOU \*** Authorization Code / Acct #

Authorized Signature / City

**APPROVED FOR PAYMENT** Date 10/16/18  
 BY Kim Cooper  
 DATE: 10/16/18  
 BARS# 001.000.10.325.10.41.012

The costs as presented in this request occurred during this Quarter.

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**City Line Item Tables Sheet** *Optional* - only required if requesting funds from Bellevue, Federal Way, or Kent.

**BUDGET:** Enter the budgeted amount from your contract.

**REQUEST, THIS QUARTER:** Enter the amount requested for each line item.

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

Unique Identifier	User Create Name	Service Item Name	Added Date	Start Date	De End Date	Dat Services Notes	Amount	CM Approv	PM Approv	Total Hours	City	Where are you staying now?	Date Date
22	EFAF03784	MariaMo EA Rental Assistan Tukwila 145/146	2018-07-30	2018-07-01	2018-07-31	Seasons Apss3721 S 152nd Tr	\$570.81	Yes	Yes	2	Tukwila	Tukwila	2018-07-23
34	23032726D	KevinH EA Utility Assistan Tukwila 145/146	2018-08-06	2018-07-01	2018-07-31	Valley View Sewer District346	\$235.40	Yes	Yes	1	Tukwila	Tukwila	2018-07-31
46	D12D489EB	MariaMo EA Rental Assistan Solid Ground Vet	2018-08-06	2018-07-01	2018-07-31	Hill Crest Apss14893 Internurk	\$1,646.56	Yes	Yes	1	Tukwila	Tukwila	2018-07-31
100	85D16FE6D	MariaMo EA Rental Assistan Tukwila 145/146	2018-08-24	2018-08-01	2018-08-31	House of MercyPO Box 4204F	\$700.00	Yes	Yes	1	Tukwila	Tukwila	2018-08-06
101	937f43A88	MariaMo EA Rental Assistan Tukwila 145/146	2018-08-24	2018-08-01	2018-08-31	Romanna Walker26 Kern Ln Ni	\$213.00	Yes	Yes	2	Tukwila	Tukwila	2018-08-06

General Ledger Detail Report

Catholic Community Services-King County (CSK)


Cost Center 146 - EA South Tukwila & AH (even # yrs)  
Detail Postings for Period 01 Thru 03 Ending 9/30/2018

Account Number/Description				Beginning Balance	Debit	Credit	Net Change	Ending Balance
Period	Date	Journal	Comments					
7000-49-146 Salaries				0.00				
01	7/31/2018	EA-000001	EA - Monthly Payroll Allocation		729.86			729.86
02	8/31/2018	EA-000002	EA - Monthly Payroll Allocation		732.99			1,462.85
03	9/30/2018	EA-000003	EA - Monthly Payroll Allocation		725.03			2,187.88
				0.00	2,187.88	0.00	2,187.88	2,187.88
7100-49-146 Medical Insurance				0.00				
01	7/31/2018	EA-000001	EA - Monthly Payroll Allocation		103.98			103.98
02	8/31/2018	EA-000002	EA - Monthly Payroll Allocation		100.30			204.28
03	9/30/2018	EA-000003	EA - Monthly Payroll Allocation		109.02			313.30
				0.00	313.30	0.00	313.30	313.30
7101-49-146 Vision Insurance				0.00				
01	7/31/2018	EA-000001	EA - Monthly Payroll Allocation		0.57			0.57
02	8/31/2018	EA-000002	EA - Monthly Payroll Allocation		0.55			1.12
03	9/30/2018	EA-000003	EA - Monthly Payroll Allocation		0.60			1.72
				0.00	1.72	0.00	1.72	1.72
7102-49-146 Dental Insurance				0.00				
01	7/31/2018	EA-000001	EA - Monthly Payroll Allocation		6.66			6.66
02	8/31/2018	EA-000002	EA - Monthly Payroll Allocation		6.43			13.09
03	9/30/2018	EA-000003	EA - Monthly Payroll Allocation		6.99			20.08
				0.00	20.08	0.00	20.08	20.08
7103-49-146 LTD Insurance				0.00				
01	7/31/2018	EA-000001	EA - Monthly Payroll Allocation		1.97			1.97
02	8/31/2018	EA-000002	EA - Monthly Payroll Allocation		1.98			3.95
03	9/30/2018	EA-000003	EA - Monthly Payroll Allocation		1.96			5.91
				0.00	5.91	0.00	5.91	5.91
7104-49-146 Life insurance				0.00				
01	7/31/2018	EA-000001	EA - Monthly Payroll Allocation		2.05			2.05
02	8/31/2018	EA-000002	EA - Monthly Payroll Allocation		1.99			4.04
03	9/30/2018	EA-000003	EA - Monthly Payroll Allocation		2.15			6.19
				0.00	6.19	0.00	6.19	6.19
7105-49-146 Pension				0.00				
01	7/31/2018	EA-000001	EA - Monthly Payroll Allocation		21.11			21.11
02	8/31/2018	EA-000002	EA - Monthly Payroll Allocation		21.11			42.22
03	9/30/2018	EA-000003	EA - Monthly Payroll Allocation		21.11			63.33
				0.00	63.33	0.00	63.33	63.33
7200-49-146 Social Security & Medicare				0.00				
01	7/31/2018	EA-000001	EA - Monthly Payroll Allocation		54.70			54.70
02	8/31/2018	EA-000002	EA - Monthly Payroll Allocation		54.97			109.67
03	9/30/2018	EA-000003	EA - Monthly Payroll Allocation		54.28			163.95
				0.00	163.95	0.00	163.95	163.95
7205-49-146 Unemployment				0.00				
01	7/31/2018	EA-000001	EA - Monthly Payroll Allocation		7.31			7.31
02	8/31/2018	EA-000002	EA - Monthly Payroll Allocation		7.33			14.64
03	9/30/2018	EA-000003	EA - Monthly Payroll Allocation		7.25			21.89
				0.00	21.89	0.00	21.89	21.89
7210-49-146 Workers Compensation Insurance				0.00				
01	7/31/2018	EA-000001	EA - Monthly Payroll Allocation		17.62			17.62
02	8/31/2018	EA-000002	EA - Monthly Payroll Allocation		18.17			35.79
03	9/30/2018	EA-000003	EA - Monthly Payroll Allocation		17.45			53.24
				0.00	53.24	0.00	53.24	53.24
8900-49-146 Client Assistance - Utilities				0.00				
01	7/31/2018	AP-000297	VALLEY VIEW SEWER DISTRICT /IN: 07/18KW		235.40			235.40
				0.00	235.40	0.00	235.40	235.40
8920-49-146 Client Assistance-Housing/Apt				0.00				
01	7/24/2018	AP-000287	SEASONS APARTMENTS /IN: 07/18KH		570.81			570.81
02	8/7/2018	AP-000313	HOUSE OF MERCY /IN: 08/18SI		700.00			1,270.81
02	8/7/2018	AP-000313	ROXANNA WALKER /IN: 08/18LW		213.00			1,483.81
				0.00	1,483.81	0.00	1,483.81	1,483.81
<b>Cost Center 146 - EA South Tukwila &amp; AH (even # yrs) Total:</b>				<b>0.00</b>	<b>4,556.70</b>	<b>0.00</b>	<b>4,556.70</b>	<b>4,556.70</b>

## SeaTac

During the third quarter, there were no specific problems that hindered the delivery of client services. In addition to Seatac City funds, the EA program assisted 1 additional household with a total of \$875.00 from other funding sources.

EA was contacted by a young immigrant who needed help with rent. The young man was working full time and had been approved for a rental after several apartment communities had turned him away for lack of rental history. He was so grateful to have his own place and excited about the future. Unfortunately his cousin (and roommate) decided he did not want to stay and moved out without notice. This left client unable to afford rent and responsible to fulfill a 6 month lease agreement.

 The EA program was able to help him with \$312.00 towards one month rent. His plan was to seek a second job and/or a new roommate in order to make getting by easier in the future.

AMI was 46% with his rent burden at 53% of his gross income.

Unique Identifier	User Create Name	Service Item Name	Added Date	Start Date	End Date	Date	Service Notes	Amount	CM Appron	PM Appron	Total	Hous	City	Where are you staying now?	Date Date
11 8ABC615AD	Mariano	EA Utility Assistan Renton 151/152	2018-07-23	2018-07-01	2018-07-31	2018-07-17	PEPO BOX 91269Bellevue W	\$240.00	Yes	Yes	3	3	Renton		2018-07-17
41 709EC6A14	KevinH	EA Rental Assistan Renton 151/152	2018-08-06	2018-07-01	2018-07-31	2018-07-27	Skv Lantai App6534 Rainier A	\$230.00	Yes	Yes	1	1	Renton		2018-07-27
45 A2CF096F3	Mariano	EA Rental Assistan Renton 151/152	2018-08-06	2018-07-01	2018-07-31	2018-08-14	S15 547 LLC7683 SE 27th SFP	\$230.00	Yes	Yes	2	2	Renton		2018-08-14
74 BB41ACF8E	Mariano	EA Rental Assistan Solid Ground Housing	2019-08-17	2018-07-01	2018-08-16	2018-08-10	KCHAPO BOX 84765Seattle, W	\$888.74	Yes	Yes	2	2	Renton		2018-08-10
87 51EDA8308	Mariano	EA Rental Assistan Renton 151/152	2018-08-22	2018-08-01	2018-08-31	2018-08-27	Prestige Property Management	\$230.00	Yes	Yes	1	1	Renton		2018-08-27
104 2C34A7123	Mariano	EA Utility Assistan Cooper-Lewy 160	2018-08-30	2018-08-01	2018-08-31	2018-08-27	PEBROT-01GPO BOX 90858Be	\$300.00	Yes	Yes	3	3	Renton		2018-08-27
117 09F3C3A9F	Mariano	EA Rental Assistan Cooper-Lewy 160	2018-09-07	2018-08-01	2018-08-31	2018-08-31	Grammery AptsAttn: Manag	\$170.00	Yes	Yes	3	3	Renton		2018-08-31

General Ledger Detail Report

Catholic Community Services-King County (CSK)

Cost Center 152 - EA Renton (even # yrs)

Detail Postings for Period 01 Thru 03 Ending 9/30/2018

Account Number/Description				Beginning Balance	Debit	Credit	Net Change	Ending Balance
Period	Date	Journal	Comments					
03	9/26/2018	AP-000406	BURNETT STATION #N: 07/18CG2			230.00		690.00
				0.00	1,150.00	460.00	690.00	690.00
Cost Center 152 - EA Renton (even # yrs) Total:				0.00	2,890.01	460.00	2,430.01	2,430.01



General Ledger Detail Report

Catholic Community Services-King County (CSK)

Cost Center 152 - EA Renton (even # yrs)  
Detail Postings for Period 01 Thru 03 Ending 9/30/2018

Account Number/Description				Beginning Balance	Debit	Credit	Net Change	Ending Balance
Period	Date	Journal	Comments					
7000-49-152 Salaries				0.00				
01	7/31/2018	EA-000001	EA - Monthly Payroll Allocation		385.83			385.83
02	8/31/2018	EA-000002	EA - Monthly Payroll Allocation		387.49			773.32
03	9/30/2018	EA-000003	EA - Monthly Payroll Allocation		383.28			1,156.60
				0.00	1,156.60	0.00	1,156.60	1,156.60
7100-49-152 Medical Insurance				0.00				
01	7/31/2018	EA-000001	EA - Monthly Payroll Allocation		54.97			54.97
02	8/31/2018	EA-000002	EA - Monthly Payroll Allocation		53.02			107.99
03	9/30/2018	EA-000003	EA - Monthly Payroll Allocation		57.63			165.62
				0.00	165.62	0.00	165.62	165.62
7101-49-152 Vision Insurance				0.00				
01	7/31/2018	EA-000001	EA - Monthly Payroll Allocation		0.30			0.30
02	8/31/2018	EA-000002	EA - Monthly Payroll Allocation		0.29			0.59
03	9/30/2018	EA-000003	EA - Monthly Payroll Allocation		0.32			0.91
				0.00	0.91	0.00	0.91	0.91
7102-49-152 Dental Insurance				0.00				
01	7/31/2018	EA-000001	EA - Monthly Payroll Allocation		3.52			3.52
02	8/31/2018	EA-000002	EA - Monthly Payroll Allocation		3.40			6.92
03	9/30/2018	EA-000003	EA - Monthly Payroll Allocation		3.69			10.61
				0.00	10.61	0.00	10.61	10.61
7103-49-152 LTD Insurance				0.00				
01	7/31/2018	EA-000001	EA - Monthly Payroll Allocation		1.04			1.04
02	8/31/2018	EA-000002	EA - Monthly Payroll Allocation		1.05			2.09
03	9/30/2018	EA-000003	EA - Monthly Payroll Allocation		1.04			3.13
				0.00	3.13	0.00	3.13	3.13
7104-49-152 Life Insurance				0.00				
01	7/31/2018	EA-000001	EA - Monthly Payroll Allocation		1.09			1.09
02	8/31/2018	EA-000002	EA - Monthly Payroll Allocation		1.05			2.14
03	9/30/2018	EA-000003	EA - Monthly Payroll Allocation		1.14			3.28
				0.00	3.28	0.00	3.28	3.28
7105-49-152 Pension				0.00				
01	7/31/2018	EA-000001	EA - Monthly Payroll Allocation		11.16			11.16
02	8/31/2018	EA-000002	EA - Monthly Payroll Allocation		11.16			22.32
03	9/30/2018	EA-000003	EA - Monthly Payroll Allocation		11.16			33.48
				0.00	33.48	0.00	33.48	33.48
7200-49-152 Social Security & Medicare				0.00				
01	7/31/2018	EA-000001	EA - Monthly Payroll Allocation		28.92			28.92
02	8/31/2018	EA-000002	EA - Monthly Payroll Allocation		29.06			57.98
03	9/30/2018	EA-000003	EA - Monthly Payroll Allocation		28.69			86.67
				0.00	86.67	0.00	86.67	86.67
7205-49-152 Unemployment				0.00				
01	7/31/2018	EA-000001	EA - Monthly Payroll Allocation		3.86			3.86
02	8/31/2018	EA-000002	EA - Monthly Payroll Allocation		3.87			7.73
03	9/30/2018	EA-000003	EA - Monthly Payroll Allocation		3.83			11.56
				0.00	11.56	0.00	11.56	11.56
7210-49-152 Workers Compensation Insurance				0.00				
01	7/31/2018	EA-000001	EA - Monthly Payroll Allocation		9.31			9.31
02	8/31/2018	EA-000002	EA - Monthly Payroll Allocation		9.61			18.92
03	9/30/2018	EA-000003	EA - Monthly Payroll Allocation		9.23			28.15
				0.00	28.15	0.00	28.15	28.15
8900-49-152 Client Assistance - Utilities				0.00				
01	7/19/2018	AP-000283	PUGET SOUND ENERGY #IN: 07/18AH		240.00			240.00
				0.00	240.00	0.00	240.00	240.00
8920-49-152 Client Assistance-Housing/Apl				0.00				
01	7/31/2018	AP-000296	BURNETT STATION #IN: 07/18CG		230.00			230.00
01	7/31/2018	AP-000296	SJS 547 LLC #IN: 07/18YS		230.00			460.00
01	7/31/2018	AP-000296	SKY LANAI APARTMENTS #IN: 07/18RS		230.00			690.00
01	7/31/2018	AP-000317	BURNETT STATION #IN: 07/18CG2		230.00			920.00
02	8/13/2018	AP-000326	PRESTIGE PROPERTY MANAGEMENT #IN: 08/18KS		230.00			1,150.00
02	8/31/2018	AP-000384	BURNETT STATION #IN: 07/18CG			230.00		920.00



## RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	44	8	25	52		85
Bellevue	74	6	60	69		135
Bothell				14		14
Burien	62	8	23	19		50
Covington	46		32	10		42
Des Moines			4	4		8
Federal Way	58	13	26	66		105
Issaquah			4	12		16
Kenmore						0
Kent			22	34		56
Kirkland			11	12		23
Mercer Island						0
Redmond	34	4	25	12		41
Renton	53	9	28	15		52
Sammamish			7			7
SeaTac	65	7	22	15		44
Shoreline						0
Tukwila		16	17	7		40
Seattle				35		35
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>436</b>	<b>71</b>	<b>306</b>	<b>376</b>	<b>0</b>	<b>753</b>

SERVICE UNIT 1

Service Unit 1: Financial Aid

Measurement: Household

Description: The number of households assisted, without regard to fund source, with rental, utility, motel voucher, bus tickets, emergency food bags, and gift cards.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	17	5	11	15		31
Bellevue	28	4	18	23		45
Bothell				3		3
Burien	24	2	11	10		23
Covington	16	0	9	4		13
Des Moines			1	1		2
Federal Way	22	6	10	16		32
Issaquah			1	4		5
Kenmore						0
Kent			6	11		17
Kirkland			4	4		8
Mercer Island						0
Redmond	13	2	8	6		16
Renton	21	3	12	7		22
Sammamish			3			3
SeaTac	24	4	8	7		19
Shoreline						0
Tukwila	As referred	5	7	5		17
Seattle				15		15
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>165</b>	<b>31</b>	<b>109</b>	<b>131</b>	<b>0</b>	<b>271</b>

REIMBURSEMENT REQUESTS

Agency and Program Name Catholic Community Services Emergency Assistance Program  
 Address 100 23rd Ave S  
 City & ZIP Seattle, WA 98144  
 Program Contact Name Kevin Hamel Phone 253-850-2505  
 Email KevinH@ccsww.org Invoice Date 10/16/18  
 Costs below incurred from 7/1/18 to 9/30/18

Signature of Authorized Signer  Printed Name *Kevin Hamel*

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	\$10,000	\$2,592.50	\$3,135.67	\$1,851.06		\$2,420.77
Bellevue	\$24,800.00	\$4,680.28	\$6,930.18	\$5,955.03		\$7,234.51
Bothell						\$0.00
Burien	\$14,000.00	\$2,349.98	\$4,933.34	\$3,215.00		\$3,501.68
Covington	\$9,350.00	\$0.00	\$4,068.22	\$2,525.30		\$2,756.48
Des Moines						\$0.00
Federal Way	\$13,000.00	\$3,147.41	\$4,131.01	\$2,377.52		\$3,344.06
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond	\$11,220.00	\$2,130.50	\$3,221.02	\$3,474.31		\$2,394.17
Renton	\$12,000.00	\$2,149.99	\$3,861.38	\$2,430.01		\$3,558.62
Sammamish						\$0.00
SeaTac	\$14,520.00	\$3,017.51	\$4,050.39	\$3,795.97		\$3,656.13
Shoreline						\$0.00
Tukwila	\$22,700.00	\$4,946.36	\$6,398.64	\$4,556.70		\$6,798.30

Admin use only

Authorized Payment Amt: \_\_\_\_\_ Authorization Code / Acct # \_\_\_\_\_  
 Authorized Signature / City \_\_\_\_\_ Date \_\_\_\_\_

REIMBURSEMENT REQUESTS

Agency and Program Name **Catholic Community Services- Volunteer Services**  
 Address 100 23rd Avenue South  
 City & ZIP Seattle, 98144  
 Program Contact Name Hollianne Monson Phone 206.328.6853  
 Email holliannemo@ccsww.org Invoice Date 10/12/18  
 Costs below incurred from 7/1/18 to 9/30/18  
 Signature of Authorized Signer *Hollianne Monson* Printed Name Hollianne Monson

	Contract ID#	Annual Reimbursement Requests				Balance Remaining
		Award Amt	1st Qtr	2nd Qtr	3rd Qtr	
Auburn		\$6,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Bellevue	GF229	\$14,977.00	\$3,745.00	\$3,745.00	\$3,745.00	\$3,742.00
Bothell	GF229	\$6,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Burien						\$0.00
Covington		\$4,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Des Moines						\$0.00
Federal Way		\$9,000.00	\$2,250.00	\$2,250.00	\$2,250.00	\$2,250.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent		\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Kirkland	GF229	\$6,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Mercer Island						\$0.00
Redmond	GF229	\$8,323.00	\$2,081.00	\$2,081.00	\$2,081.00	\$2,080.00
Renton		\$7,500.00	\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00
Sammamish						\$0.00
SeaTac		\$7,000.00	\$1,750.00	\$1,750.00	\$1,750.00	\$1,750.00
Shoreline	GF229	\$3,750.00	\$938.00	\$938.00	\$938.00	\$936.00
Tukwila						\$0.00

Admin use only

\* MOU \*

Authorized Payment Amt:

Authorization Code / Acct #

Authorized Signature / City

Date

10/12/18

APPROVED FOR PAYMENT

BY *Kim Cooper*

DATE: 10/12/18

10.12.18

BARB# 001.000.10.565.10.41.012

The costs as presented in this request occurred during this Quarter.

**INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)**

Enter your agency and program information.

Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)

**Reimbursement Sheet** **CONTRACT ID#:** The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.

**ANNUAL AWARD AMT:** The contracted award amount from a city to your program.

**THIS QTR REIMBURSEMENT REQUEST:** For each City, enter the amount your program is requesting for the quarter noted above only.

**SIGNATURE:** Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4Hk0UXGQ>

**SERVICE UNIT #:** Choose the name of the service unit from the drop down list (must match your contract).

**MEASUREMENT:** Choose the name of the measurement unit from the drop down list (must match your contract).

**Service Unit Sheets** **DESCRIPTION:** Enter the description of the service unit from your contract.

**ANNUAL UNIT GOAL:** Enter the service unit goal for each city with whom you have contracted.

**ACTUAL UNITS:** Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.

**Narrative Sheet** Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.

**Residents Sheet** **ANNUAL # OF RESIDENTS:** Enter the number of residents for each city with whom you have contracted.

**ACTUAL # OF RESIDENTS:** Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.

**City Line Item Tables Sheet** *Optional* - only required if requesting funds from Bellevue, Federal Way, or Kent.

**BUDGET:** Enter the budgeted amount from your contract.

**REQUEST, THIS QUARTER:** Enter the amount requested for each line item.

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

SERVICE UNIT 1

Service Unit 1: Chore Services/In-Home Care

Measurement: 60 minutes

Description: Chore Services include transportation for older adults and persons with disabilities to access basic needs, assistance with household chores, yard work, and minor home repair to help those individuals remain in their homes for as long as safely possible.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	505	206	174	459		839
Bellevue	1273	634	565	625		1824
Bothell	527	128	238	186		552
Burien		146	194	150		490
Covington	230	53	170	363		586
Des Moines		165	0	41		206
Federal Way	756	331	213	279		823
Issaquah		1684	1595	1715		4994
Kenmore		76	40	38		154
Kent	852	171	406	553		1130
Kirkland	527	153	221	223		597
Mercer Island		29	75	53		157
Redmond	731	281	374	703		1358
Renton	701	376	479	888		1743
Sammamish		0	33	0		33
SeaTac	527	173	240	293		706
Shoreline	329	65	165	198		428
Tukwila		55	91	95		241
Seattle		1155	2563	1208		4926
Other KC		161	178	138		477
Outside KC		0	0	0		0
Unknown		300	279	301		880
<b>TOTAL</b>	<b>6958</b>	<b>6342</b>	<b>8293</b>	<b>8509</b>	<b>0</b>	<b>23144</b>







## NARRATIVE

Auburn: Ms. E has neuropathy in her feet and lives in a 4th floor apartment. Walking and carrying groceries is extremely difficult. A new volunteer driver now takes her to get groceries, ensuring her access to food.

Bellevue: For more than 9 years, Ms. P in Bellevue has been receiving transportation and other services from the same volunteer! She can count on making it to doctor appointments and the grocery store, as well as some social outings, meeting many of her wellness needs.

Bothell: A college student volunteered two years ago as part of a class project, and was matched with Ms. B, age 70, to meet her needs for a few months. Two years later the student is still matched with the same client providing help with laundry and housecleaning. Ms. B looks forward to the visit by the volunteer, and the volunteer states she cannot imagine not going by to help the client.

Covington: Ms. S, an isolated 85-year-old lady, has frequent medical appointments. She can only get in a low car and one volunteer in our partnered program with the Greater Maple Valley Community Center has a car that could accommodate her. This volunteer has been consistently giving Ms. S ride, ensuring that she can safely make it to her appointments.


Fed Way: A senior living in Federal Way said of her volunteer, "Bette has been a delight, very helpful. She started out by driving to the grocery store. As my sight got worse, she now goes up and down the aisles and points out the items that I'm looking for. I'm very pleased! Yesterday she drove me to the eye doctor and waited until I finished. Thank you again. She is making a huge difference in my life, I don't know what I'd do without her, certainly not live in my home."

Kent: Mr. B is in a wheelchair. He struggles to keep up with housework such as vacuuming, taking out trash, or changing bedsheets. His volunteer faithfully visits him twice a month, helping keep Mr. B in a clean and safe living environment, maintaining his independence.

Kirkland : Ms. R's volunteer helps her with housework. She observed a worker providing temporary in-home health assistance request and receive cash from the client, and was concerned the client was being taken advantage of. A report was made to APS, and the worker was terminated, ensuring Ms. R's safety and security.

Redmond: Friendly Village mobile home park has a number of residents served by VS. For the United Way Day of Caring event in September, a group from Microsoft devoted a 6-hour period helping many residents, providing the tools and labor, and meeting many needs.

Renton : VS partnered with the LDS Renton church and the city of Renton for their annual Day of Service. Multiple groups pitched in to clean up several yards and clean inside for Renton residents. The church generously provided several dumpsters, making waste disposal possible for those residents who could not afford the fee.

SeaTac : Ms. W, who is being treated for cancer, relies on her volunteer to get to her local grocery store. Her volunteer has become so reliable she can walk outside on every Tuesday at 9am and without a doubt, her volunteer is parked in her driveway and ready to go shopping. The volunteer carries groceries in for Ms. W, who is exhausted from treatment. 

Shoreline: Mr. and Mrs. T's home had a large thicket of blackberries surrounding it, and a large fence that was falling apart. Volunteers from St. Luke Parish spent their Saturday power washing and painting the fence and clearing away the overgrown blackberries. The couple enjoyed visiting with the group, and are thrilled to see their house shine.

SeaTac : Ms. B is in her 80's and owns her home with her partner. Up until this spring she has been out in her gardens and has been caregiving for her partner with advanced cancer. She suffered a serious heart attack this spring and was hospitalized for several weeks. A volunteer helps with grocery shopping to ensure their nutrition needs are met. In May, A crew of 9 volunteers cleaned up her garden beds. She was beyond happy to get the work done since she is now too frail to do it.

Shoreline: Ms. L has not been able to go to her dentist for over two years. She contacted VS to request a ride and was able to visit her dentist to address the pain she was experiencing and prevent further issues.

## RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn	11	4	2	1		7
Bellevue	25	31	2	0		33
Bothell	11	6	11	2		19
Burien		5	1	1		7
Covington	7	5	1	0		6
Des Moines		3	0	1		4
Federal Way	15	12	4	2		18
Issaquah		14	0	1		15
Kenmore		3	0	0		3
Kent	17	7	6	2		15
Kirkland	11	9	0	0		9
Mercer Island		2	1	0		3
Redmond	16	11	6	2		19
Renton	13	8	5	2		15
Sammamish		0	1	0		1
SeaTac	11	4	12	0		16
Shoreline	7	3	4	1		8
Tukwila		2	0	1		3
Seattle		65	31	10		106
Other KC		6	5	0		11
Outside KC		0	0	0		0
Unknown		1	0	0		1
<b>TOTAL</b>	<b>144</b>	<b>201</b>	<b>92</b>	<b>26</b>	<b>0</b>	<b>319</b>

**CITY LINE ITEM TABLES**

**BELLEVUE Line Item Table**

\*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested
Personnel	\$14,977.00	\$3,745.00	\$3,745.00	\$3,745.00		\$11,235.00
Office/Ops						\$0.00
Purchased Svc						\$0.00
Communication						\$0.00
Travel/Training						\$0.00
Other						\$0.00
<b>TOTAL</b>	<b>\$14,977.00</b>	<b>\$3,745.00</b>	<b>\$3,745.00</b>	<b>\$3,745.00</b>	<b>\$0.00</b>	<b>\$11,235.00</b>

**FEDERAL WAY Line Item Table**

\*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested
Personnel	\$9,000.00	\$2,250.00	\$2,250.00	\$2,250.00		\$6,750.00
Office/Ops						\$0.00
Purchased Svc						\$0.00
Communication						\$0.00
Travel/Training						\$0.00
Other						\$0.00
<b>TOTAL</b>	<b>\$9,000.00</b>	<b>\$2,250.00</b>	<b>\$2,250.00</b>	<b>\$2,250.00</b>	<b>\$0.00</b>	<b>\$6,750.00</b>

**KENT Line Item Table**

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested
Personnel	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$7,500.00
Office/Ops						\$0.00
Purchased Svc						\$0.00
Communication						\$0.00
Travel/Training						\$0.00
Other						\$0.00
<b>TOTAL</b>	<b>\$10,000.00</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$0.00</b>	<b>\$7,500.00</b>

CITY LINE ITEM TABLES

Balance  
Remaining  
\$3,742.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
**\$3,742.00**

Balance  
Remaining  
\$2,250.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
**\$2,250.00**

Balance  
Remaining  
\$2,500.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
**\$2,500.00**

Volunteer Services—Catholic Community Services of King County  
Quarter 3 Addendum to Service Report

In 2018, 81% of VS participants are living alone. Most of these participants report having few or no family or friends who visit them, or who they can call on for support. This isolation has tremendous impacts on their health. Access to health care is a significant challenge for many VS participants. Transportation recipients often report that without the assistance of their volunteer driver, they would be forced to cancel medical appointments. According to data shared by the Commonwealth Fund (TCWF) in 2018, nearly three times as many adults like VS participants delayed care because of a lack of transportation. They are also more likely than those who are not isolated to avoid taking medications or filling a prescription because of cost. Isolation can exacerbate health problems, increase mortality, and cost Medicare more. These isolated adults are more likely to have mental, emotional, and financial issues, and less likely to receive timely, good-quality care. According to TCWF's report, social isolation is associated with increased preventable hospitalization.

In the third quarter, 82% of those receiving services are female and 18% are male; and 16% of those served are from communities of color. Two percent of those served are Veterans and 8% are spouses of Veterans. Thirty percent are under age 65, 53% are 65-84; 17% are 85+. The average age for participants was 89, and the oldest participant was 97. A total of 8,509 hours of service were reported in the first quarter, including 1,871 hours of transportation, 2,455 hours of housework, and 2,053 hours of yard care.



REIMBURSEMENT REQUESTS

Agency and Program Name **Child Care Resources, Child Care Resources & Referral**  
 Address 1225 S Weller Street, Suite 300  
 City & ZIP Seattle, WA 98144  
 Program Contact Name Phoebe Sade Anderson Phone 206.239.1011  
 Email [anderson@childcare.org](mailto:anderson@childcare.org) Invoice Date 10/15/18  
 Costs below incurred from 7/1/18 to 9/30/18  
 Signature of Authorized Signer Printed Name

	Contract ID#	Annual Reimbursement Requests				Balance Remaining
		Award Amt	1st Qtr	2nd Qtr	3rd Qtr	
Auburn		\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00
Bellevue	GF181	\$42,066.00	\$10,516.50	\$10,516.50	\$10,516.50	\$10,516.50
Bothell						
Burien		\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00
Covington		\$3,115.00	\$778.75	\$778.75	\$778.75	\$778.75
Des Moines						
Federal Way		\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00
Issaquah	GF181	\$3,000.00	\$750.00	\$750.00	\$750.00	\$750.00
Kenmore	GF181	\$2,680.00	\$670.00	\$670.00	\$670.00	\$670.00
Kent						
Kirkland	GF181	\$8,500.00	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00
Mercer Island						
Redmond	GF181	\$16,255.00	\$4,063.75	\$4,063.75	\$4,063.75	\$4,063.75
Renton		\$7,520.00	\$1,880.00	\$1,880.00	\$1,880.00	\$1,880.00
Sammamish	GF181	\$1,343.00	\$335.75	\$335.75	\$335.75	\$335.75
SeaTac		\$5,309.00	\$1,327.25	\$1,327.25	\$1,327.25	\$1,327.25
Shoreline	GF181	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00
Tukwila		\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00

Admin use only

**\* MOU \***

Authorized Payment Amt: Authorization Code / Acct #

Authorized Signature / City

**APPROVED FOR PAYMENT**

BY: *Lini Cooper* *[Signature]*  
 DATE: 10/16/18 *10.16.18*

Date 10/16/18

**\* MOU \***

BARS# 001.000.10.565.10.41.012

The costs as presented in this request occurred during this Quarter.

**INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)**

**Reimbursement Sheet** Enter your agency and program information.  
Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)  
**CONTRACT ID#:** The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.  
**ANNUAL AWARD AMT:** The contracted award amount from a city to your program.  
**THIS QTR REIMBURSEMENT REQUEST:** For each City, enter the amount your program is requesting for the quarter noted above only.  
**SIGNATURE:** Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4Hk0UXGQ>  
**SERVICE UNIT #:** Choose the name of the service unit from the drop down list (must match your contract).  
**MEASUREMENT:** Choose the name of the measurement unit from the drop down list (must match your contract).

**Service Unit Sheets** **DESCRIPTION:** Enter the description of the service unit from your contract.  
**ANNUAL UNIT GOAL:** Enter the service unit goal for each city with whom you have contracted.  
**ACTUAL UNITS:** Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.

**Narrative Sheet** Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.  
**ANNUAL # OF RESIDENTS:** Enter the number of residents for each city with whom you have contracted.

**Residents Sheet** **ACTUAL # OF RESIDENTS:** Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.

**City Line Item Tables Sheet** *Optional* - only required if requesting funds from Bellevue, Federal Way, or Kent.  
**BUDGET:** Enter the budgeted amount from your contract.  
**REQUEST, THIS QUARTER:** Enter the amount requested for each line item.

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).



SERVICE UNIT 1

Service Unit 1: Information and Referral

Measurement: Contact

Description: The number of contacts by unique clients to access information, referrals, and consumer education by telephone or internet.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	40	39	53	69		161
Bellevue	244	63	54	50		167
Bothell		9	8	7		24
Burien	31	23	21	22		66
Covington	20	9	8	5		22
Des Moines		17	16	22		55
Federal Way	36	64	61	58		183
Issaquah	15	23	17	15		55
Kenmore	5	18	20	11		49
Kent		78	92	102		272
Kirkland	44	31	32	28		91
Mercer Island		2	3	2		7
Redmond	85	39	40	31		110
Renton	36	73	67	76		216
Sammamish	7	5	5	3		13
SeaTac	28	15	14	18		47
Shoreline	27	35	42	41		118
Tukwila	23	14	9	10		33
Seattle		500	490	469		1459
Other KC		56	51	56		163
Outside KC		2300	2211	2278		6789
Unknown						0
<b>TOTAL</b>	<b>641</b>	<b>3413</b>	<b>3314</b>	<b>3373</b>	<b>0</b>	<b>10100</b>

SERVICE UNIT 2

Service Unit 2: Technical Assistance

Measurement: 60 minutes

Description: The number of hours of technical assistance provided via phone or in-person to child care providers or community members.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	5	13	6.5	5.25		24.75
Bellevue	50	31.25	38.75	6.25		76.25
Bothell		2	0	0.5		2.5
Burien	10	6.75	8.25	1.5		16.5
Covington	8	2.25	6.5	0.5		9.25
Des Moines		2	5.5	1.5		9
Federal Way	6	9.5	12	5.25		26.75
Issaquah	7	0.75	0.5	4.75		6
Kenmore	17	0	7.5	1.5		9
Kent		14.5	9.25	11.25		35
Kirkland	18	9	3.5	3.5		16
Mercer Island		0.5	0.25	0		0.75
Redmond	35	8	13.25	7.25		28.5
Renton	12	5.5	27.75	4.5		37.75
Sammamish	3	1	3	3.25		7.25
SeaTac	18	14	18.5	24.5		57
Shoreline	11	1.5	5.75	4.25		11.5
Tukwila	17	12.5	5	4.5		22
Seattle		107.5	121.75	90		319.25
Other KC		0.5	1	3		4.5
Outside KC		43	52	49.5		144.5
Unknown						0
<b>TOTAL</b>	<b>217</b>	<b>285</b>	<b>346.5</b>	<b>232.5</b>	<b>0</b>	<b>864</b>

SERVICE UNIT 3

Service Unit 3: Training/Workshops/Classes

Measurement: 60 minutes

Description: The number of hours of training offered by CCR to child care providers.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	14	0	68.5	19.5		88
Bellevue	385	7	91.5	72		170.5
Bothell		0	20	8		28
Burien	32	16	23.5	7.5		47
Covington	10	0	15	6		21
Des Moines		0	7	0		7
Federal Way	26	2	55	22.5		79.5
Issaquah	25	0	30	17		47
Kenmore	10	4	0	3		7
Kent		34	122.5	50		206.5
Kirkland	70	21	34	32		87
Mercer Island		0	2	2.5		4.5
Redmond	134	11	66	45		122
Renton	89	22	42.5	51		115.5
Sammamish	11	14	9	42		65
SeaTac	20	2	5	7.5		14.5
Shoreline	41	0	34.5	23		57.5
Tukwila	30	2	34	0		36
Seattle		112	515.5	357		984.5
Other KC		29	95.5	41.5		166
Outside KC		0	207	81.5		288.5
Unknown		0	0	0		0
<b>TOTAL</b>	<b>897</b>	<b>276</b>	<b>1478</b>	<b>888.5</b>	<b>0</b>	<b>2642.5</b>

## TR

**Success:** A success we are celebrating as a team is we have either met or are close to meeting the hours of 11 out of 14 cities. We have really pushed the marketing and promoting of our training offerings. Fortunately, we have not cancelled any trainings and the number of providers registering has significantly increased. We believe this is due to our strategic marketing (i.e. direct emails to all providers, the use of social media, and lowering the cost of trainings). We have also had success with meeting the goals for Kirkland, Renton, and Shoreline.

**Challenge:** A challenge we are continuing to face is meeting the Bellevue hours. This has consistently been a struggle for us because the hours are so high.

**Goals:** The following are strategies to get the cities we are not meeting on track:

- **Bellevue-** We have two trainings scheduled at a child care center in Bellevue. This will help us get closer to meeting our training hours and target Bellevue providers. We also have our Fall Child Care Conference coming up at Green River Community College on November 3. We will have a pretty good number of providers from Bellevue that will help us get closer to our goal.
- **Kenmore-** We currently have providers from Kenmore registered for a few of our upcoming workshops which will help us meet our goal. The Fall Child Care Conference will help us exceed it.
- **SeaTac-** We have providers from SeaTac currently registered for upcoming trainings which will help us meet our goal, and our Fall Conference will help us exceed it.

We will continue to reach out to our coaches to promote our trainings, send promotional emails to our providers, advertise trainings in these cities, and continue to advertise on our Facebook page.

## IR

**Success:** A family living in Auburn with a 6-month-old child and an older school age child contacted us looking for a new child care provider. Their current provider was closed by the licensor that day, about an hour before she called. She had to leave school to pick up her children. On the way out the door, licensing gave them our Family Center phone number on a flyer to contact us to look for help finding a new provider. The single mother loved her child care provider and the quality of care for her children because she felt the provider really supported her older school age child with special needs related to autism. We were able to process this trauma together over the phone and came up with a plan to move forward. This included connecting both with the provider again about the possibility of a timeline for reopening as well as the licensor for any additional information. We also provided the family a list of child care providers with transportation to and from her older child's school that would also accept the age of her younger child. We provided a place of caring and support for this family's experience and offered options for next steps to get children back into child care right away.

**Challenge:** A family with a single father of two young children in Issaquah, working in South Lake Union for Amazon making \$100,000 annually contacted the Family Center to find a list of child care providers that may cost less monthly. With his current situation of paying child support he was unable to pay the close to \$3000 a month for two children (twin boys, even with sibling discount) to a child care center and make ends meet for mortgage and all other bills. Not eligible for state and city subsidies, he does not have any options for help paying for child care. We talked about family home child care providers as an option, which may be able to offer sliding scale depending on his current situation. We educated the caller about how to find high quality child care as well as affordability.

**Goals:** We will continue to attend the quarterly family resource outreach event in Bellevue at the Bellevue Library. We will be attending an early learning partnership meeting at the Children's Administration office in Bellevue in November and will bring outreach packets in person to this DSHS office location as well as other agencies serving children and families in the area.

## TA

**Success:** One of our providers in Bellevue called and let us know she had be closed by the Department of Child Youth and Families (formally known as the Department of Early Learning). After contacting her licensor and several back and forth exchanges we were finally able to get her re-licensed. After getting re-licensed she was having a hard time finding children. So, we talked to her about marketing strategies and sent her a marketing packet that will give her suggestions on how to get children in her program. She is licensed for 8 children and now has 5 enrolled in her program. She called and thanked us for helping her get re-licensed and the marketing strategies.

**Challenges:** We have been diligently trying to meet our deliverables for Kenmore. We have reached out to the Kenmore providers several times and in different ways. Some of the ways we have been reaching out to them is by; phone calls, emails and site visits at their programs. We have let them know about our services and explained in detail that we are here to support them in any way we can. We will continue to reach out to them and offer our help/support.

## RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	40	39	53	69		161
Bellevue	244	63	54	50		167
Bothell		9	8	7		24
Burien	31	23	21	22		66
Covington	20	9	8	5		22
Des Moines		17	16	22		55
Federal Way	36	64	61	58		183
Issaquah	15	23	17	15		55
Kenmore	5	18	20	11		49
Kent		78	92	102		272
Kirkland	44	31	32	28		91
Mercer Island		2	3	2		7
Redmond	85	39	40	31		110
Renton	36	73	67	76		216
Sammamish	7	5	5	3		13
SeaTac	28	15	14	18		47
Shoreline	27	35	42	41		118
Tukwila	23	14	9	10		33
Seattle		500	490	469		1459
Other KC		56	51	56		163
Outside KC		2300	2211	2278		6789
Unknown						0
<b>TOTAL</b>	<b>641</b>	<b>3413</b>	<b>3314</b>	<b>3373</b>	<b>0</b>	<b>10100</b>







City of Bellevue  
Human Services Division  
Parks & Community Services

## PERSONNEL AND TRAVEL REIMBURSEMENT

Agency: Child Care Resources  
Bellevue Contract ID# GF181  
Reimbursement for period of: 07/01/2018-09/30/2018

**PERSONNEL:**

Employee	Gross Pay	% Paid by Bellevue Grant	Amount Requested
Resource Specialist	\$ 42,066.00	25%	\$ 10,516.50
Total amount requested for personnel:			\$ 10,516.50

**TRAVEL:**

Employee	Cost per mile	Total Mileage	Amount Requested
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total amount requested for travel:			\$ -

I certify that records, e.g. payroll forms and mileage logs, are available for auditing purposes.  
 X Therese Anderson  
 AUTHORIZED SIGNATURE (AS SET FORTH IN THE AGREEMENT) \_\_\_\_\_ Date 10.15.18

Print this form and mail or deliver it to the City in order to process the reimbursement request. Submit reports on share1app. See Contract Management Manual for instructions.



**CUSTOMER DATABASE**

**September-18**

	Unduplicated Clients	Total Contacts	Number of Children
January	444	651	573
February	319	475	405
March	350	529	476
April	389	591	521
May	375	605	535
June	346	521	492
July	337	513	455
August	407	621	575
September	359	547	474
October			
November			
December			
<b>TOTAL</b>	<b>3,326</b>	<b>5,053</b>	<b>4,506</b>

**Number of Clients by Region**

	East Incorp.	East Uninc.	East Total	Seattle	North	South Incorp.	South Uninc.	South Total	Other	Total
Number of Clients	48	2	50	146	11	136	15	151	1	359
Number of Children	63	3	66	183	14	191	19	210	1	474

**Child Care Requested By Age**

	East Incorp.	East Uninc.	East Total	Seattle	North	South Incorp.	South Uninc.	South Total	Other	Total	Percentage
Below 1 year	14	0	14	58	2	40	6	46	0	120	25%
1 year	14	0	14	39	3	24	1	25	1	82	17%
2 years	14	0	14	23	2	32	1	33	0	72	15%
3 - 4 years	13	1	14	23	5	41	4	45	0	87	18%
5 years	3	1	4	6	0	15	1	16	0	26	5%
6 - 8 years	3	0	3	20	0	20	3	23	0	46	10%
9 and over	1	1	2	10	2	18	3	21	0	35	7%
Unknown	1	0	1	4	0	1	0	1	0	6	1%
<b>Total</b>			<b>66</b>	<b>183</b>	<b>14</b>			<b>210</b>	<b>1</b>	<b>474</b>	

**Scheduling, Services, Type of Care**

**Type of Schedule Requested**

	East Incorp.	East Uninc.	East Total	Seattle	North	South Incorp.	South Uninc.	South Total	Other	Total	Percentage
Full Time	43	0	43	119	9	119	12	131	1	303	65%
Part Time	7	2	9	25	3	21	1	22	0	59	13%
Both	12	1	13	34	2	51	6	57	0	106	23%
<b>Total</b>			<b>65</b>	<b>178</b>	<b>14</b>			<b>210</b>	<b>1</b>	<b>468</b>	

<b>Extra Care Services Requested</b>	East Incorp.	East Uninc.	East Total	Seattle	North	South Incorp.	South Uninc.	South Total	Other	Total
Drop In	0	0	0	0	0	0	0	0	0	0
24 hour	0	0	0	1	0	0	0	0	0	1
Before School	3	0	3	11	1	22	3	25	0	40
After School	4	0	4	13	1	29	3	32	0	50
Rotating	0	0	0	0	0	1	0	1	0	1
Temporary/Emergency	0	0	0	0	0	0	0	0	0	0
Part Week	2	0	2	2	0	1	0	1	0	5
Non-Standard Hours	0	2	2	12	3	19	2	21	0	38
<b>Total</b>			11	39	5			80	0	135

<b>Special Services Requested</b>	East Incorp.	East Uninc.	East Total	Seattle	North	South Incorp.	South Uninc.	South Total	Other	Total
Behavior Supervision/Support	1	0	1	2	0	0	0	0	0	3
Communication Support	1	0	1	2	0	0	0	0	0	3
Diapering/Toileting Assistance	0	0	0	0	0	0	0	0	0	0
Eating Assistance	0	0	0	0	0	0	0	0	0	0
Health Monitoring	0	0	0	1	0	0	0	0	0	1
Mobility Assistance	0	0	0	1	0	0	0	0	0	1
Medication Monitoring	0	0	0	0	0	0	0	0	0	0
Nursing Care	0	0	0	0	0	0	0	0	0	0
Physical Therapy	0	0	0	0	0	0	0	0	0	0
Respiratory Supports	0	0	0	0	0	0	0	0	0	0
Sensory Integration	1	0	1	0	0	0	0	0	0	1
Specialized Equipment	0	0	0	0	0	0	0	0	0	0
Vision Supports	0	0	0	0	0	0	0	0	0	0
<b>Total</b>			3	6	0			0	0	9

<b>Subsidy Programs Requested</b>	East Incorp.	East Uninc.	East Total	Seattle	North	South Incorp.	South Uninc.	South Total	Other	Total
DSHS-Birth to Pre-K	24	1	25	64	5	94	6	100	0	194
DSHS-School Age	2	2	4	27	1	44	5	49	0	81
HSD - City of Seattle	1	0	1	7	0	1	1	2	0	10
Sliding Scale	8	0	8	3	0	11	1	12	0	23
Multi-Child	2	0	2	1	0	3	0	3	0	6
Scholarship	5	0	5	1	0	4	0	4	0	10
<b>Total</b>			45	103	6			170	0	324

<b>Type of Care Requested</b>	East Incorp.	East Uninc.	East Total	Seattle	North	South Incorp.	South Uninc.	South Total	Other	Total
Child Care Centers	52	3	55	153	12	167	19	186	1	407
Family Child Care	37	3	40	116	12	140	15	155	1	324
Preschool, License Exempt	6	0	6	14	2	16	1	17	0	39
<b>Totals</b>			101	283	26			358	2	770

## Client Demographics

### Age of the Client

	East Incorp.	East Uninc.	East Total	Seattle	North	South Incorp.	South Uninc.	South Total	Other	Total	Percentage
14 - 17 years	0	0	0	1	0	0	0	0	0	1	0%
18 - 20 years	1	0	1	3	0	5	0	5	0	9	3%
21 - 24 years	3	0	3	6	0	15	2	17	0	26	7%
25 - 34 years	16	1	17	50	3	50	6	56	0	126	35%
35 - 44 years	8	0	8	32	2	14	4	18	0	60	17%
45 - 54 years	4	0	4	1	0	6	0	6	0	11	3%
55 - 59 years	0	0	0	0	1	1	0	1	0	2	1%
60 - 64 years	0	0	0	1	0	1	1	2	0	3	1%
65 - 74 years	0	0	0	2	0	0	0	0	0	2	1%
Unknown	16	1	17	50	5	44	2	46	1	119	33%
<b>Total</b>			50	146	11			151	1	359	

### Family Status

	East Incorp.	East Uninc.	East Total	Seattle	North	South Incorp.	South Uninc.	South Total	Other	Total	Percentage
Single Adult	16	2	18	47	3	71	6	77	1	146	41%
Two or More Adults	20	0	20	54	4	34	8	42	0	120	33%
Unknown/No Response	12	0	12	45	4	31	1	32	0	93	26%
<b>Total</b>			50	146	11			151	1	359	

### Client Gender

	East Incorp.	East Uninc.	East Total	Seattle	North	South Incorp.	South Uninc.	South Total	Other	Total	Percentage
Female	27	2	29	84	5	94	14	108	1	227	63%
Male	6	0	6	14	1	15	0	15	0	36	10%
Transgender	0	0	0	0	0	0	0	0	0	0	0%
Unknown/No Response	15	0	15	48	5	27	1	28	0	96	27%
<b>Total</b>			50	146	11			151	1	359	

### Client Income Level

	East Incorp.	East Uninc.	East Total	Seattle	North	South Incorp.	South Uninc.	South Total	Other	Total	Percentage
Very Low	3	1	4	19	1	19	3	22	0	46	13%
Low	12	0	12	23	2	32	1	33	0	70	19%
Moderate	1	0	1	6	1	6	2	8	0	16	4%
Above Moderate	1	0	1	2	0	0	1	1	0	4	1%
Unknown/No Response	31	1	32	96	7	79	8	87	1	223	62%
<b>Total</b>			50	146	11			151	1	359	

### Client Ethnicity

	East Incorp.	East Uninc.	East Total	Seattle	North	South Incorp.	South Uninc.	South Total	Other	Total	Percentage
African American	1	0	1	24	1	14	0	14	0	40	11%
American Indian/Alaska Native	0	0	0	0	0	2	1	3	0	3	1%
Asian	1	0	1	4	0	4	0	4	0	9	3%
European American/Caucasian	5	0	5	13	2	11	1	12	0	32	9%
Latino/Hispanic	3	0	3	24	0	10	1	11	0	38	11%
Multi-racial	4	0	4	4	0	4	1	5	0	13	4%
Other	0	0	0	0	0	2	0	2	0	2	1%
Pacific Islander	0	0	0	1	0	1	0	1	0	2	1%
Unknown/No Response	34	2	36	76	8	88	11	99	1	220	61%
<b>Total</b>			50	146	11			151	1	359	

### Disability Status of Client

	East Incorp.	East Uninc.	East Total	Seattle	North	South Incorp.	South Uninc.	South Total	Other	Total	Percentage
No	15	0	15	44	2	46	6	52	0	113	31%
Yes	1	0	1	3	1	1	0	1	0	6	2%
Unknown/No Response	32	2	34	99	8	89	9	98	1	240	67%
<b>Total</b>			50	146	11			151	1	359	



1225 S Weller  
Suite 300  
Seattle, WA 98144  
206-329-1011

PROVIDER DATABASE

Sep-18

	Number of Providers Added	Number of Providers Closed	Number of Providers in Database
January	18	6	1,950
February	13	6	1,957
March	11	11	1,957
April	17	6	1,968
May	12	10	1,970
June	29	8	1,991
July	31	14	2,008
August	25	19	2,014
September	24	13	2,025
October			
November			
December			

Number of Child Care Centers, Family Child Care Homes, and School Age Only Programs

	East Incorp.	East Uninc.	East Total	Seattle	North	South Incorp.	South Uninc.	South Total	Total
Child Care Center (licensed)	169	27	196	228	21	101	23	124	569
Family Child Care (licensed)	202	51	253	395	78	418	126	544	1,270
School Age Only (licensed)	23	12	35	71	3	30	7	37	146
School Age Only (exempt)	19	6	25	0	7	5	3	8	40
<b>Total Providers</b>			<b>509</b>	<b>694</b>	<b>109</b>			<b>713</b>	<b>2,025</b>

Extra Care Services Provided

	East Incorp.	East Uninc.	East Total	Seattle	North	South Incorp.	South Uninc.	South Total	Total
Drop In	118	31	149	296	42	271	84	355	842
24 Hour	1	0	1	26	0	47	20	67	94
Before School	155	50	205	323	53	382	121	503	1,084
After School	163	53	216	351	53	382	123	505	1,125
Rotating	35	9	44	127	22	143	38	181	374
Temporary/Emergency	88	24	112	242	33	218	61	279	666
Part Week	221	67	288	423	70	369	120	489	1,270
Non-Standard Hours	15	2	17	197	6	208	56	264	484

Type of Program and Policies

	East Incorp.	East Uninc.	East Total	Seattle	North	South Incorp.	South Uninc.	South Total	Total
Emergent Curriculum	64	12	76	112	10	87	25	112	310
Montessori Philosophy	43	12	55	44	8	27	11	38	145
Preschool Component	198	53	251	328	55	239	90	329	963
Purchased Curriculum	60	16	76	70	13	53	27	80	239
Religious Setting	28	5	33	42	7	41	13	54	136
School Age Component	117	53	170	286	44	287	107	394	894
Anti-Bias Program	141	37	178	276	37	223	69	292	783
Gay Welcoming	115	33	148	244	33	183	58	241	666
Multi-Cultural Program	151	38	189	287	39	249	69	318	833

### Special Services Provided

	East Incorp.	East Uninc.	East Total	Seattle	North	South Incorp.	South Uninc.	South Total	Total
Behavior Supervision/Support	89	26	115	219	21	146	49	195	550
Communication Support	59	12	71	134	16	80	28	108	329
Diapering/Toileting Assistance	69	16	85	139	19	126	40	166	409
Eating Assistance	51	12	63	112	13	87	30	117	305
Health Monitoring	60	20	80	138	14	81	36	117	349
Medication Monitoring	93	24	117	199	21	141	53	194	531
Mobility Assistance	44	14	58	93	11	53	26	79	241
Nursing Care	27	5	32	45	6	20	8	28	111
Physical Therapy	28	6	34	40	8	25	6	31	113
Respiratory Supports	54	22	76	116	14	72	25	97	303
Sensory Integration	58	11	69	89	8	55	22	77	243
Specialized Equipment	58	6	64	41	7	30	11	41	153
Vision Supports	32	7	39	55	7	31	13	44	228

### Early Childhood Qualification

	East Incorp.	East Uninc.	East Total	Seattle	North	South Incorp.	South Uninc.	South Total	Total
AA in ECE or Related	36	6	42	77	8	33	14	47	174
BA in ECE or Related	66	20	86	116	13	31	12	43	258
Child Development Associate	49	10	59	61	8	68	19	87	215
MA in ECE or Related	23	3	26	31	5	7	5	12	74
Other College	44	21	65	60	13	48	19	67	205

### Accreditation

	East Incorp.	East Uninc.	East Total	Seattle	North	South Incorp.	South Uninc.	South Total	Total
Family Child Care	0	1	1	0	0	1	1	2	3
Child Care Center	8	0	8	35	1	17	1	18	62

### Language Spoken Other Than English

	East Incorp.	East Uninc.	East Total	Seattle	North	South Incorp.	South Uninc.	South Total	Total
American Sign Language	9	4	13	27	4	14	9	23	67
Amharic	4	0	4	41	4	21	4	25	74
Arabic	12	1	13	43	13	41	12	53	122
Chinese	51	6	57	40	5	11	1	12	114
Farsi/Persian	40	9	49	2	6	9	0	9	66
French	12	2	14	25	9	11	1	12	60
German	5	2	7	8	1	5	0	5	21
Hindi	44	9	53	6	10	11	8	19	88
Japanese	14	1	15	16	2	4	1	5	38
Korean	13	0	13	2	2	11	1	12	29
Other	44	6	50	91	8	64	16	80	229
Punjabi	10	1	11	0	2	9	6	15	28
Russian	27	5	32	11	3	9	4	13	59
Somali	3	1	4	191	3	142	33	175	373
Spanish	100	29	129	160	17	102	27	129	435
Tagalog	2	0	2	16	3	5	2	7	28
Ukrainian	4	1	5	0	1	5	2	7	13
Urdu	11	2	13	2	6	7	3	10	31
Vietnamese	3	1	4	27	3	4	1	5	39

**Subsidy Programs Accepted**

	East Incorp.	East Uninc.	East Total	Seattle	North	South Incorp.	South Uninc.	South Total	Total
City of Seattle	0	0	0	166	0	0	1	1	<b>167</b>
DSHS-birth to PreK	114	21	135	365	37	355	102	457	<b>994</b>
DSHS-School Age only	149	46	195	451	56	403	125	528	<b>1,230</b>
Multi-child Discount	224	55	279	321	55	267	82	349	<b>1,004</b>
Scholarships	48	9	57	114	7	14	10	24	<b>202</b>
Sliding Scale	31	12	43	136	11	106	29	135	<b>325</b>



REIMBURSEMENT REQUESTS

Agency and Program Name **Children's Therapy Center - Children with Special Needs**  
 Address 10811 SE Kent-Kangley Road  
 City & ZIP Kent 98030  
 Program Contact Name Kelli Nakayama Phone (253) 216-0772  
 Email kellin@ctckids.org Invoice Date 10/2/18  
 Costs below incurred from **7/1/18** to **9/30/18**  
 Signature of Authorized Signer *Kelli Nakayama* Printed Name Kelli Nakayama

Contract ID#	Annual Reimbursement Requests					Balance Remaining
	Award Amt	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	\$10,800.00	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00
Bellevue			\$0.00	\$0.00		\$0.00
Bothell			\$0.00	\$0.00		\$0.00
Burien	\$6,400.00	\$1,600.00	\$1,600.00	\$1,600.00		\$1,600.00
Covington	\$10,800.00	\$2,700.00	\$2,700.00	\$2,700.00		\$2,700.00
Des Moines	\$1,000.00	\$250.00	\$250.00	\$250.00		\$250.00
Federal Way	\$8,640.00	\$2,160.00	\$2,160.00	\$2,160.00		\$2,160.00
Issaquah			\$0.00	\$0.00		\$0.00
Kenmore			\$0.00	\$0.00		\$0.00
Kent	\$50,000.00	\$12,500.00	\$12,500.00	\$12,500.00		\$12,500.00
Kirkland			\$0.00	\$0.00		\$0.00
Mercer Island			\$0.00	\$0.00		\$0.00
Redmond			\$0.00	\$0.00		\$0.00
Renton	\$7,500.00	\$1,875.00	\$1,875.00	\$1,875.00		\$1,875.00
Sammamish			\$0.00	\$0.00		\$0.00
SeaTac	\$14,040.00	\$3,510.00	\$3,510.00	\$3,510.00		\$3,510.00
Shoreline			\$0.00	\$0.00		\$0.00
Tukwila	\$6,750.00	\$1,687.50	\$1,687.50	\$1,687.50		\$1,687.50

Admin use only

Authorized Payment Amt: **\* MOLL \***

Authorization Code / Acct # **# 12792**

Authorized Signature / City

Date

**APPROVED FOR PAYMENT**  
 BY: 11/2/18 Kinkooper *[Signature]*  
 DATE: 11/2/18  
 BARS# 001.000.10.565.10.41.012

The costs as presented in this request occurred during this Quarter.

**INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)**

**Reimbursement Sheet** Enter your agency and program information.  
Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)  
**CONTRACT ID#:** The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.  
**ANNUAL AWARD AMT:** The contracted award amount from a city to your program.  
**THIS QTR REIMBURSEMENT REQUEST:** For each City, enter the amount your program is requesting for the quarter noted above only.  
**SIGNATURE:** Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4Hk0UXGQ>  
**SERVICE UNIT #:** Choose the name of the service unit from the drop down list (must match your contract).  
**MEASUREMENT:** Choose the name of the measurement unit from the drop down list (must match your contract).

**Service Unit Sheets** **DESCRIPTION:** Enter the description of the service unit from your contract.  
**ANNUAL UNIT GOAL:** Enter the service unit goal for each city with whom you have contracted.  
**ACTUAL UNITS:** Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.

**Narrative Sheet** Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.  
**ANNUAL # OF RESIDENTS:** Enter the number of residents for each city with whom you have contracted.

**Residents Sheet** **ACTUAL # OF RESIDENTS:** Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.

**City Line Item Tables Sheet** *Optional* - only required if requesting funds from Bellevue, Federal Way, or Kent.  
**BUDGET:** Enter the budgeted amount from your contract.  
**REQUEST, THIS QUARTER:** Enter the amount requested for each line item.

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

SERVICE UNIT 1

Service Unit 1: Medical Care

Measurement: Visit

Description: Pediatric therapy and early intervention services to children with special needs birth to 18. Service units are measured by number of visits.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	77	823	868	829		<b>2520</b>
Bellevue	0	4	1	0		<b>5</b>
Bothell	0	0	0	0		<b>0</b>
Burien	46	667	637	558		<b>1862</b>
Covington	77	280	326	529		<b>1135</b>
Des Moines	7	450	458	405		<b>1313</b>
Federal Way	62	131	163	221		<b>515</b>
Issaquah	0	0	4	0		<b>4</b>
Kenmore	0	0	0	0		<b>0</b>
Kent	350	3072	3386	2721		<b>9179</b>
Kirkland	0	0	0	0		<b>0</b>
Mercer Island	0	0	0	0		<b>0</b>
Redmond	0	0	0	0		<b>0</b>
Renton	54	1310	1514	1577		<b>4401</b>
Sammamish	0	0	0	0		<b>0</b>
SeaTac	100	509	498	386		<b>1393</b>
Shoreline	0	0	0	0		<b>0</b>
Tukwila	48	220	235	230		<b>685</b>
Seattle		565	730	676		<b>1971</b>
Other KC		4333	4910	4572		<b>13815</b>
Outside KC		1805	1654	1359		<b>4818</b>
Unknown		0	0	0		<b>0</b>
<b>TOTAL</b>	<b>821</b>	<b>14169</b>	<b>15384</b>	<b>14063</b>		<b>43616</b>





## NARRATIVE

During the quarter, generous funding from the cities of Auburn, Burien, Covington, Des Moines, Federal Way, Kent, Renton, Seatac, and Tukwila enabled Children's Therapy Center to continue providing home- and center-based physical, occupational, speech, and feeding therapy and related pediatric therapy services to help 231 new children with special needs from these cities (who had not previously been served during the 2018 calendar year) walk, talk, eat, play, make friends, take care of themselves, and navigate home, school, and community settings. City funding also gives us considerable leverage as we work to secure other sources of funding for our programs and services.

Below is a success story about a child we were able to serve thanks to the support of city funds. Without the support of city funding, the families of children like Gwen.

As she approached her first birthday, Gwen showed no interest in crawling, walking or spending any time at all on her tummy. "She loved playing with her toys and sitting up, but she had no desire to be on the move," says her mom, Kelly. Concerned, she and her husband checked with their pediatrician who recommended Early Intervention services at CTC. "Not only did her therapist help Gwen learn how to walk, she helped my husband and I become better parents."

"Having [Gwen's physical therapist] Tracy come into our home was invaluable. It allowed Gwen to be in her own environment and use all of the toys and furniture we had to help during her therapy. Tracy did such an amazing job working one on one with Gwen, and she made sure to leave us with takeaways every week as to how we could work with Gwen before our next appointment. Not only did Tracy work with us to assist in Gwen's movement, she also went above and beyond with some behavioral struggles that we were having with Gwen. Tracy gave us every tool in her tool box to help us be the best parents we could possibly be."



## RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents		4th Qtr	YTD
			2nd Qtr	3rd Qtr		
Auburn	6	96	47	41		184
Bellevue	0	2	1	0		3
Bothell	0	0	0	0		0
Burien	4	75	22	16		113
Covington	6	33	10	15		58
Des Moines	1	52	11	13		76
Federal Way	5	26	13	5		44
Issaquah	0	0	1	0		1
Kenmore	0	0	0	0		0
Kent	24	313	98	71		482
Kirkland	0	0	0	0		0
Mercer Island	0	0	0	0		0
Redmond	0	0	0	0		0
Renton	4	151	43	54		248
Sammamish	0	0	0	0		0
SeaTac	8	45	21	7		73
Shoreline	0	0	0	0		0
Tukwila	4	29	8	9		46
Seattle	0	86	37	23		146
Other KC	0	535	198	133		866
Outside KC	0	182	31	19		232
Unknown	0	0	0	0		0
<b>TOTAL</b>	<b>62</b>	<b>1625</b>	<b>541</b>	<b>406</b>		<b>2572</b>



REIMBURSEMENT REQUESTS

Agency and Program Name **Chinese Information and Service Center-Cultural Navigator Program**  
 Address 611 South Lane St.,  
 City & ZIP Seattle, WA 98104  
 Program Contact Name Stephen Lam Phone 206-957-8558  
 Email stephenl@cisc-seattle.org Invoice Date 9/30/18

Costs below incurred from **July 1st, 2018** to **Sep 30, 2018**

Signature of Authorized Signer *Stephen Lam* Printed Name Stephen Lam

Reimbursement Requests

	Contract ID#	2017 Carry forward	2018 Annual Award Amt	1st Qtr	2nd Qtr	3rd Qtr
Auburn						
Bellevue	GF256		\$68,322.00	\$17,080.50	\$17,080.50	\$17,080.50
Bothell			\$1,000.00	\$250.00	\$250.00	\$250.00
Burien						
Covington						
Des Moines						
Federal Way						
Issaquah	31700155		\$4,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Kenmore						
Kent						
Kirkland			\$10,800.00	\$2,700.00	\$2,700.00	\$2,700.00
Mercer Island						
Redmond	8339	\$10,009.75	\$40,039.00	\$3,904.00	\$5,807.00	\$10,009.75
Renton						
Sammamish			\$1,300.00	\$325.00	\$325.00	\$325.00
SeaTac			\$507.00	\$126.75	\$126.75	\$126.75
Shoreline						
Tukwila						

Admin use only

Authorized Payment Amt: **APPROVED FOR PAYMENT** Authorization Code / Acct # <sup>#</sup> 17681

Authorized Signature / Cit *Kim Cooper* Date 10/15/18

DATE 10/15/18 \$126.75

BAR# 001.000.10.505.10.41.012

The costs as presented in this request occurred during this Quarter.

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**REQUEST, THIS QUARTER:** Enter the amount requested for each line item.

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

REIMBURSEMENT REQUESTS

Balance  
Remaining

\$0.00

\$17,080.50

\$250.00

\$0.00

\$0.00

\$0.00

\$0.00

\$1,000.00

\$0.00

\$0.00

\$2,700.00

\$0.00

\$30,328.00

\$0.00

\$325.00

\$126.75

\$0.00

\$0.00

SERVICE UNIT 1

Service Unit 1: Information and Referral

Measurement: 15 minutes

This unit is based on FMI (fifteen minute increments) for time spent in direct service with clients. These statistics include all services provided and reflect the emerging

Description: tendency for Navigators to spend more time with each client. Because clients return again and again, the FMI more accurately captures the amount of service Navigators provide.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn				10		10
Bellevue	3178	1799	1528	1160		4487
Bothell	23	46	27	6		79
Burien			5			5
Covington			18			18
Des Moines						0
Federal Way		8	8	7		23
Issaquah	87	45	58	33		136
Kenmore		8	8	4		20
Kent			508			508
Kirkland	387	120	146	39		305
Mercer Island			80			80
Redmond	1471	351	506	170		1027
Renton		117	1136	31		1284
Sammamish	63	20	8	5		33
SeaTac	25	5	7	4		16
Shoreline		13				13
Tukwila				6		6
Seattle		74	211	66		351
Other KC		20	4	15		39
Outside KC		28	12			40
Unknown		3	0	4		7
<b>TOTAL</b>	<b>5234</b>	<b>2657</b>	<b>4270</b>	<b>1560</b>	<b>0</b>	<b>8487</b>

SERVICE UNIT 2

Service Unit 2: Training/Workshops/Classes

Measurement: Individual

Description: Six community based workshops per year providing new immigrant information and community building activities. Measured by number of attendees.

	2018 Goal	Annual 2017 forward	Carry	Actual Units, regardless of funding source				YTD
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn								0
Bellevue								0
Bothell								0
Burien								0
Covington								0
Des Moines								0
Federal Way								0
Issaquah								0
Kenmore								0
Kent								0
Kirkland								0
Mercer Island								0
Redmond	300	115		13	18	82		113
Renton								0
Sammamish								0
SeaTac								0
Shoreline								0
Tukwila								0
Seattle								0
Other KC								0
Outside KC								0
Unknown								0
<b>TOTAL</b>	<b>300</b>			<b>13</b>	<b>18</b>	<b>82</b>	<b>0</b>	<b>113</b>

SERVICE UNIT 3

Service Unit 3: Outreach

Measurement: Individual

Description: Outreach to Eastside community-based organizations, businesses, schools, and other organizations. Measured by number of individuals.

	2018 Goal	Annual 2017 forward	carry	Actual Units, regardless of funding source			
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Auburn							
Bellevue							
Bothell							
Burien							
Covington							
Des Moines							
Federal Way							
Issaquah							
Kenmore							
Kent							
Kirkland							
Mercer Island							
Redmond	50	31		0	6	30	
Renton							
Sammamish							
SeaTac							
Shoreline							
Tukwila							
Seattle							
Other KC							
Outside KC							
Unknown							
<b>TOTAL</b>	<b>50</b>			<b>0</b>	<b>6</b>	<b>30</b>	<b>0</b>

Quarter 3: Service Unit 1: In July CISC added a FT and a PT Spanish-English Cultural Navigator to the Redmond and Bellevue team. Hortensia Nunez and Jaqueline Blas are members of the eastside community who bring extensive experience working with Immigrant and Refugee communities in areas such as education and social services.

During this quarter, the CNP team dedicated time to reviewing and updating service tools needed to optimize CNP services. Our intended goal was to make sure each client receives the service and support they need. For this quarter, the program has served 134 unduplicated clients, with a total of 1560 FMI and a total of 715 contacts made to date.

Summary of service Unit 2: During this quarter the CNP program conducted, participated and supported several events: Redmond Middle School-Family Night (8/21/18), CISC-Eastside Senior Resource Fair (9/05/18), ICHS & YMCA -Annual Welcome America Fair (9/15/18) and BSD- Annual Flu Shot Clinic & Community Resources Fair/Immigration Workshops (9/17/18); totaling 677 participants from the Eastside community. Materials were available in English, Chinese, Spanish and Russian.

The services and resources offered from these events had an astounding impact. Both families and individuals gave positive feedback and left with a wealth of information to better their life and future. Through our collaborative approach we were successful in serving the community to match their needs.

Quarter 2: Summary of service Unit 1: In May, a new CISC-CNP Manager was hired. Mercedes Cordova-Hakim is a skilled professional with over 30 years of progressive experience working with diverse communities, formal and informal groups in Mexico, California and Washington State in areas related to program and project management, planning and implementation development. In addition, she comes to us with extensive experience working with multilingual communities in areas such as equity, race and social justice, community organizing and the development of Promotores and Navigators models.

For this quarter, the program had served 506 unduplicated clients, with a total of 4,270 FMI and a total of 859 contacts made to date. Of the clients we served, 105 are of Hispanic, Latino ethnicity. In terms of race, the program also served Native American, Asian American, African American, White and API. 229 Out of the 233 total clients are immigrants or refugees, with almost 99% of the clients self-reported as limited English proficiency and almost 70% of these clients are either between jobs or unemployed. Two clients were homeless.

Summary of service Unit 2: the program had conducted a workshop on ..... at .... and 30 seniors had attended. Materials to participant were available in Chinese, Spanish and Russian.

Contact has been made between the new CNP manager and city staff to intentionally plan third quarter CNP outreach and community activities based on CBO and City data.

## RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents		4th Qtr	YTD
			2nd Qtr	3rd Qtr		
Auburn				3		3
Bellevue	632	230	134	90		454
Bothell	10	3	1			4
Burien						0
Covington			1			1
Des Moines			1			1
Federal Way		1		1		2
Issaquah	27	6	1	3		10
Kenmore		1	7	1		9
Kent			1			1
Kirkland	108	12	5	4		21
Mercer Island			22			22
Redmond	416	56		17		73
Renton		18	51	6		75
Sammamish	13	3	4			7
SeaTac	5	1	1	1		3
Shoreline		1	2			3
Tukwila				1		1
Seattle		8		6		14
Other KC		3		1		4
Outside KC		4	1			5
Unknown		1	1			2
<b>TOTAL</b>	<b>1211</b>	<b>348</b>	<b>233</b>	<b>134</b>	<b>0</b>	<b>715</b>





CITY LINE ITEM TABLES

Balance  
Remaining  
-\$43,065.01  
-\$3,633.15  
-\$3,100.41  
-\$1,487.12  
-\$435.09  
-\$5,078.54  
**-\$56,799.32**

Balance  
Remaining  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
**\$0.00**

Balance  
Remaining  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
**\$0.00**

REIMBURSEMENT REQUESTS

Agency and Program Name **CRISIS CONNECTIONS - TEEN LINK**  
 Address 9725 3rd Ave. NE Ste. 300  
 City & ZIP Seattle, WA 98115  
 Program Contact Name Victoria Roxas Phone 206-461-3210  
 Email [vroxas@crisisclinic.org](mailto:vroxas@crisisclinic.org) Invoice Date 9/30/18  
 Costs below incurred from **7/1/18** to **9/30/18**  
 Signature of Authorized Signer Printed Name Allie Franklin, Executive Director

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	\$2,500.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00
Bellevue	\$8,253.00	\$2,000.00	\$2,126.50	\$2,063.25	\$2,063.25	\$2,063.25
Bothell	\$2,500.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00
Burien	\$2,000.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Covington	\$2,700.00	\$675.00	\$675.00	\$675.00	\$675.00	\$675.00
Des Moines	\$2,375.00	\$593.75	\$593.75	\$593.75	\$593.75	\$593.75
Federal Way	\$4,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Issaquah	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00
Kenmore	\$2,000.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Kent	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00
Kirkland	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00
Mercer Island	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Redmond	\$4,386.00	\$1,096.50	\$1,096.50	\$1,096.50	\$1,096.50	\$1,096.50
Renton	\$7,500.00	\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00
Sammamish	\$4,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
SeaTac	\$2,500.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00
Shoreline	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tukwila	\$1,500.00	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00

Admin use only

**\* MOU**

Authorized Payment Amt:

Authorization Code / Acct #

Authorized Signature / City

**APPROVED FOR PAYMENT**

Date

10/12/18

BY:

*[Handwritten Signature]*

DATE:

10/12/18

BARS#

001.000.10.545.10.41.012

The costs as presented in this request occurred during this Quarter.

**INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)**

Enter your agency and program information.

Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)

**CONTRACT ID#:** The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.

**ANNUAL AWARD AMT:** The contracted award amount from a city to your program.

**THIS QTR REIMBURSEMENT REQUEST:** For each City, enter the amount your program is requesting for the quarter noted above only.

**SIGNATURE:** Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4Hk0UXGQ>

**SERVICE UNIT #:** Choose the name of the service unit from the drop down list (must match your contract).

**MEASUREMENT:** Choose the name of the measurement unit from the drop down list (must match your contract).

**DESCRIPTION:** Enter the description of the service unit from your contract.

**ANNUAL UNIT GOAL:** Enter the service unit goal for each city with whom you have contracted.

**ACTUAL UNITS:** Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.

Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.

**ANNUAL # OF RESIDENTS:** Enter the number of residents for each city with whom you have contracted.

**ACTUAL # OF RESIDENTS:** Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.

*Optional* - only required if requesting funds from Bellevue, Federal Way, or Kent.

**BUDGET:** Enter the budgeted amount from your contract.

**REQUEST, THIS QUARTER:** Enter the amount requested for each line item.

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

SERVICE UNIT 1

Service Unit 1: Youth Services

Measurement: Contact

Description: Incoming phone calls, chats and emails to Crisis Clinic's Teen Link help line.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	28	40	29			69
Bellevue	57	70	58			128
Bothell	21	10	8			18
Burien	50	24	21			45
Covington	9	10	7			17
Des Moines	24	15	12			27
Federal Way	85	46	42			88
Issaquah	22	16	13			29
Kenmore	9	11	9			20
Kent	38	48	41			89
Kirkland	38	44	36			80
Mercer Island	0	13	10			23
Redmond	25	28	23			51
Renton	121	48	38			86
Sammamish	32	25	17			42
SeaTac	20	14	13			27
Shoreline	0	30	24			54
Tukwila	15	9	9			18
Seattle		303	243			546
Other KC		113	88			201
Outside KC		47	29			76
Unknown		0	1			1
<b>TOTAL</b>	<b>594</b>	<b>964</b>	<b>771</b>	<b>0</b>	<b>0</b>	<b>1735</b>

SERVICE UNIT 2

Service Unit 2: Youth Services

Measurement: Contact

Description: Students attending Teen Link's Youth Suicide Prevention Presentation.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	83	93	40	0		133
Bellevue	298	349	165	389		903
Bothell	90	0		0		0
Burien	39	22	206	0		228
Covington	111	169		0		169
Des Moines	81	123		0		123
Federal Way	92	51		0		51
Issaquah	200	0	159	0		159
Kenmore	80	268		0		268
Kent	184	209	10	143		362
Kirkland	184	211		225		436
Mercer Island	0	0	344	0		344
Redmond	170	76		0		76
Renton	212	152		137		289
Sammamish	145	364		0		364
SeaTac	91	136		0		136
Shoreline	0	0	183	0		183
Tukwila	52	87	249	0		336
Seattle		291	652	0		943
Other KC		248	143	0		391
Outside KC		0		0		0
Unknown		0		0		0
<b>TOTAL</b>	<b>2112</b>	<b>2849</b>	<b>2151</b>	<b>894</b>	<b>0</b>	<b>5894</b>



## NARRATIVE

Teen Link Narrative for 3rd Quarter (July 1 2018 through Sep 30 2018) King County report

### **Operations:**

Teen Link presented to 32 classes reaching 894 students and 38 adults through our Youth Suicide Prevention Presentations this quarter. From the random selection of youth we surveyed, 100 % found the trainings to be helpful. This quarter Teen Link responded to 701 youth - 271 of which were seeking online emotional support through Teen Link Chat - and 293 calls. An additional 121 young people reached out via email and 6 left messages to be called back. The Crisis Call Outcome Rating Scale shows that 76% of clients experienced relief from distress when they contacted Teen Link.

This quarter Teen Link distributed 3,037 Where to turn for Teens resource guides at schools, community events and organizations.

### **External Relations:**

Teen Link continues its participation in the Eastside Pathways Mental Health and Wellbeing Collaboration. Teen Link hosted informational booths in many different venues including Steven Underwood Park in Des Moines, Town Square Park in Federal Way, Valley Ridge Park in SeaTac, and Alki beach park in Seattle. Our main focus at these events was to be informative about our services and distribute Where to Turn for Teens Resource Guides.

We participated in a national webinar on Youth suicide prevention hosted by NSPL in Sep. This included a panel with the teen line from Oregon and one of our Teen link volunteers speaking about their experience with peer to peer phone support.

### **Presentation Comments:**

"I personally think this is a great program and the fact that you're bringing awareness [about suicide & suicide prevention] might change someone's mind in a positive way" – Bellevue High School, 9/27/18

A 17-year old caller from Redmond called initially talking about having wrecked their car recently. As the conversation went on, they revealed to the Teen Link phone worker that they had been experiencing periodic suicidal ideation for the past six or seven years. The phone worker assessed for acuity, and the caller stated that they had almost attempted a year ago and had a history of self-injury, but no current intention to act on their feelings. The phone worker talked with them about their feelings, and then they asked the caller to call Teen Link or the 24-hour Crisis Line when these feelings come up, and the caller agreed.

An 18-year old caller from Renton called because of the pending break up with his girlfriend. The caller has had a very difficult past year, and his girlfriend helped him through a lot of it. Recently she told him not to contact her while she's on vacation, and that they would talk when she got back. He was relatively certain she is going to break up with him, and his friends were all saying that it is for the best, but the caller was feeling heartbroken, and like no one understood. Eventually, the caller felt better having been able to share his feelings with the phone worker, and was able to identify some ways to keep his mind off the situation for the time being.

**Dipti Chrastka**  
**Clinical Director**



## RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	111	133	29	17		179
Bellevue	355	419	58	36		513
Bothell	111	10	8	6		24
Burien	89	46	21	12		79
Covington	120	179	7	5		191
Des Moines	105	138	12	8		158
Federal Way	177	97	42	25		164
Issaquah	222	16	13	8		37
Kenmore	89	279	9	5		293
Kent	222	257	41	23		321
Kirkland	222	255	36	24		315
Mercer Island	0	13	10	7		30
Redmond	195	104	23	17		144
Renton	333	200	38	23		261
Sammamish	177	389	17	11		417
SeaTac	111	150	13	7		170
Shoreline	0	30	24	15		69
Tukwila	67	96	9	5		110
Seattle		594	243	144		981
Other KC		295	88	70		453
Outside KC		113	29	19		161
Unknown			1			1
<b>TOTAL</b>	<b>2706</b>	<b>3813</b>	<b>771</b>	<b>487</b>	<b>0</b>	<b>5071</b>

**CITY LINE ITEM TABLES**

**BELLEVUE Line Item Table**

\*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$8,253.00	\$2,063.25	\$2,063.25	\$2,063.25		\$6,189.75	\$2,063.25
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
<b>TOTAL</b>	<b>\$8,253.00</b>	<b>\$2,063.25</b>	<b>\$2,063.25</b>	<b>\$2,063.25</b>	<b>\$0.00</b>	<b>\$6,189.75</b>	<b>\$2,063.25</b>

**FEDERAL WAY Line Item Table**

\*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$4,000.00	\$1,000.00	\$1,000.00	\$1,000.00		\$3,000.00	\$1,000.00
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
<b>TOTAL</b>	<b>\$4,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$3,000.00</b>	<b>\$1,000.00</b>

**KENT Line Item Table**

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00		\$3,750.00	\$1,250.00
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
<b>TOTAL</b>	<b>\$5,000.00</b>	<b>\$1,250.00</b>	<b>\$1,250.00</b>	<b>\$1,250.00</b>	<b>\$0.00</b>	<b>\$3,750.00</b>	<b>\$1,250.00</b>

REIMBURSEMENT REQUESTS

Crisis Clinic

Agency and Program Name **CRISIS CONNECTIONS - 24-HOUR CRISIS LINE**  
 Address 9725 3RD AVE NE STE 300  
 City & ZIP SEATTLE, WA 98115  
 Program Contact Name Victoria Roxas Phone 206-461-3210  
 Email [vroxas@crisisclinic.org](mailto:vroxas@crisisclinic.org) Invoice Date 9/30/18  
 Costs below incurred from 7/1/18 to 9/30/18  
 Signature of Authorized Signer Printed Name Allie Franklin, Executive Director

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	<u>3rd Qtr</u>	4th Qtr	
Auburn	\$1,000.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
Bellevue	\$26,432.00	\$6,608.00	\$6,608.00	\$6,608.00	\$6,608.00	\$6,608.00
Bothell	\$4,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
Burien	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Covington	\$3,500.00	\$875.00	\$875.00	\$875.00	\$875.00	\$875.00
Des Moines	\$2,750.00	\$687.50	\$687.50	\$687.50	\$687.50	\$687.50
Federal Way	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00
Issaquah	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00
Kenmore	\$3,000.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00
Kent	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Kirkland	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00
Mercer Island	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Redmond	\$8,500.00	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00
Renton	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Sammamish	\$4,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
SeaTac	\$2,500.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00
Shoreline	\$7,500.00	\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00
Tukwila	\$2,620.00	\$655.00	\$655.00	\$655.00	\$655.00	\$655.00

Admin use only

\* MOU

Authorized Payment Amt:

Authorization Code / Acct #

Authorized Signature / City

Date

10/12/18

**APPROVED FOR PAYMENT**

BY Kim Cooper [Signature] \$22,700.50 \$22,700.50 \$22,700.50

DATE: 10/12/18

BARS# 00000.10.5765.10.41.012

The costs as presented in this request occurred during this Quarter.

**INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)**

- Reimbursement Sheet**
  - Enter your agency and program information.
  - Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)
  - CONTRACT ID#:** The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.
  - ANNUAL AWARD AMT:** The contracted award amount from a city to your program.
  - THIS QTR REIMBURSEMENT REQUEST:** For each City, enter the amount your program is requesting for the quarter noted above only.
  - SIGNATURE:** Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4Hk0UXGQ>
  - SERVICE UNIT #:** Choose the name of the service unit from the drop down list (must match your contract).
  - MEASUREMENT:** Choose the name of the measurement unit from the drop down list (must match your contract).
- Service Unit Sheets**
  - DESCRIPTION:** Enter the description of the service unit from your contract.
  - ANNUAL UNIT GOAL:** Enter the service unit goal for each city with whom you have contracted.
  - ACTUAL UNITS:** Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.
- Narrative Sheet**
  - Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.
  - ANNUAL # OF RESIDENTS:** Enter the number of residents for each city with whom you have contracted.
- Residents Sheet**
  - ACTUAL # OF RESIDENTS:** Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.
- City Line Item Tables Sheet**
  - Optional* - only required if requesting funds from Bellevue, Federal Way, or Kent.
  - BUDGET:** Enter the budgeted amount from your contract.
  - REQUEST, THIS QUARTER:** Enter the amount requested for each line item.

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

SERVICE UNIT 1

Service Unit 1: Crisis Line

Measurement: Phone call

Description: Incoming phone calls to the 24-hour Crisis Line or to the professional line, which is answered by a Crisis Supervisor

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	111	703	698	532		1933
Bellevue	2844	1113	1107	1135		3355
Bothell	444	132	125	131		388
Burien	0	316	376	372		1064
Covington	389	83	91	115		289
Des Moines	306	188	201	180		569
Federal Way	556	690	714	660		2064
Issaquah	556	201	200	203		604
Kenmore	333	96	115	114		325
Kent	0	673	740	692		2105
Kirkland	556	474	519	488		1481
Mercer Island	0	102	118	124		344
Redmond	944	307	403	357		1067
Renton	1111	629	718	687		2034
Sammamish	444	159	194	189		542
SeaTac	278	162	195	401		758
Shoreline	722	584	620	587		1791
Tukwila	291	189	193	182		564
Seattle		9534	9739	8794		28067
Other KC		349	375			724
Outside KC		1251	1370			2621
Unknown		12866	12878			25744
<b>TOTAL</b>	<b>9885</b>	<b>30801</b>	<b>31689</b>	<b>15943</b>	<b>0</b>	<b>78433</b>

REIMBURSEMENT REQUESTS

\$22,700.50







## NARRATIVE

Narrative for 3rd Quarter (N, E and S King County) for Crisis Line

Important update is our name and logo change that was effective in July. We changed our name from Crisis Clinic to Crisis Connections which reflects our work much more accurately.

We have been hiring to fill shifts in our phone room after some summer transition and turnover. We had a significant increase in call volume and have created a separate Lifeline Pod to answer Lifeline calls. This helps improve access for our Crisis Line calls. This quarter we had 29,627 calls on our Crisis line from N, E and South parts of King County.

Of known callers, 57% were female callers. Of known calls, 47% of calls dealt with problem solving while 21% were crisis calls.

### **Success Story:**

Tukwila: Male caller discussed his chronic pain and possible upcoming neck surgery. Tried to encourage him to look at life's challenges with perspective. Caller talked for a while and seemed encouraged after being given an opportunity to vent.

Kirkland: S (female) ran into the 18 year old young girl who only has a Bosnian passport and has a baby. She may be illegal. She is outside Costco begging for food. How can she help her. Give her CL number and 211 number. Tell her she can access services even if she is illegal. We don't call ICE and calls are confidential. She should call us.

Submitted by:

**Dipti Chrastka,**

**Clinical Director, Crisis Connections**

## RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	111	703	698	532		1933
Bellevue	2844	1113	1107	1135		3355
Bothell	444	132	125	131		388
Burien	0	316	376	372		1064
Covington	389	83	91	115		289
Des Moines	306	188	201	180		569
Federal Way	556	690	714	660		2064
Issaquah	556	201	200	203		604
Kenmore	333	96	115	114		325
Kent	0	673	740	692		2105
Kirkland	556	474	519	488		1481
Mercer Island	0	102	118	124		344
Redmond	944	307	403	357		1067
Renton	1111	629	718	687		2034
Sammamish	444	159	194	189		542
SeaTac	278	162	195	401		758
Shoreline	722	584	620	587		1791
Tukwila	291	189	193	182		564
Seattle		9534	9739	8794		28067
Other KC		349	375			724
Outside KC		1251	1370			2621
Unknown		12866	12878			25744
<b>TOTAL</b>	<b>9885</b>	<b>30801</b>	<b>31689</b>	<b>15943</b>	<b>0</b>	<b>78433</b>



REIMBURSEMENT REQUESTS

Agency and Program Name **CRISIS CONNECTIONS - King County 2-1-1**  
 Address 9725 3rd Avenue NE Ste. 300  
 City & ZIP Seattle, WA 98115  
 Program Contact Name Victoria Roxas Phone 206-461-3210  
 Email [vroxas@crisisclinic.org](mailto:vroxas@crisisclinic.org) Invoice Date 9/30/18  
 Costs below incurred from **7/1/18** to **9/30/18**  
 Signature of Authorized Signer Printed Name Allie Franklin, Executive Director

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00
Bellevue	\$28,715.00	\$7,178.75	\$7,178.75	\$7,178.75	\$7,178.75	\$7,178.75
Bothell	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00
Burien	\$9,000.00	\$2,250.00	\$2,250.00	\$2,250.00	\$2,250.00	\$2,250.00
Covington	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00
Des Moines	\$2,775.00	\$693.75	\$693.75	\$693.75	\$693.75	\$693.75
Federal Way	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Issaquah	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00
Kenmore	\$3,000.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00
Kent	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00
Kirkland	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00
Mercer Island	\$0.00	\$0.00				\$0.00
Redmond	\$8,568.00	\$2,142.00	\$2,142.00	\$2,142.00	\$2,142.00	\$2,142.00
Renton	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Sammamish	\$2,000.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
SeaTac	\$4,500.00	\$1,125.00	\$1,125.00	\$1,125.00	\$1,125.00	\$1,125.00
Shoreline	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Tukwila	\$1,500.00	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00

Admin use only

**\* MOU \***

Authorized Payment Amt:

Authorization Code / Acct #

Authorized Signature / City

**APPROVED FOR PAYMENT**

Date

10/12/18

BY [Signature]

DATE 10/12/18

BARS# 001.000.10.565.10.41.012

The costs as presented in this request occurred during this Quarter.

**INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)**

Enter your agency and program information.

Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)

**Reimbursement Sheet** **CONTRACT ID#:** The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.

**ANNUAL AWARD AMT:** The contracted award amount from a city to your program.

**THIS QTR REIMBURSEMENT REQUEST:** For each City, enter the amount your program is requesting for the quarter noted above only.

**SIGNATURE:** Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4Hk0UXGQ>

**SERVICE UNIT #:** Choose the name of the service unit from the drop down list (must match your contract).

**MEASUREMENT:** Choose the name of the measurement unit from the drop down list (must match your contract).

**Service Unit Sheets** **DESCRIPTION:** Enter the description of the service unit from your contract.

**ANNUAL UNIT GOAL:** Enter the service unit goal for each city with whom you have contracted.

**ACTUAL UNITS:** Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.

**Narrative Sheet** Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.

**Residents Sheet** **ANNUAL # OF RESIDENTS:** Enter the number of residents for each city with whom you have contracted.

**ACTUAL # OF RESIDENTS:** Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.

**City Line Item Tables Sheet** *Optional* - only required if requesting funds from Bellevue, Federal Way, or Kent.

**BUDGET:** Enter the budgeted amount from your contract.

**REQUEST, THIS QUARTER:** Enter the amount requested for each line item.

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

SERVICE UNIT 1

Service Unit 1: Information and Referral

Measurement: Phone call

Description: Incoming phone calls to King County 2-1-1

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	214	1272	1244	1150		3666
Bellevue	1190	707	708	651		2066
Bothell	214	135	125	103		363
Burien	385	593	614	607		1814
Covington	214	91	99	117		307
Des Moines	119	393	411	324		1128
Federal Way	428	1457	1498	1308		4263
Issaquah	214	180	208	185		573
Kenmore	128	96	98	103		297
Kent	214	1950	1851	1702		5503
Kirkland	214	410	402	421		1233
Mercer Island		47	53	46		146
Redmond	367	299	281	262		842
Renton	428	1364	1229	1136		3729
Sammamish	86	59	60	83		202
SeaTac	193	459	452	360		1271
Shoreline	385	415	368	323		1106
Tukwila	64	272	284	216		772
Seattle		7406	6909	6127		20442
Other KC		577	608	727		1912
Outside KC		907	913	702		2522
Unknown		133	142	0		275
<b>TOTAL</b>	<b>5057</b>	<b>19222</b>	<b>18557</b>	<b>16653</b>	<b>0</b>	<b>54432</b>







## **Successes and Challenges**

The majority of our callers continue to be very low-income, female, in the 35 to 54 years range, identify as people of color and as living with a disability. Most calls are for help with basic needs including housing and housing related issues.

2-1-1 serves as the central access point for long-term homeless housing resources (diversion, rapid- re-housing, transitional housing, and permanent housing) by screening for eligibility and setting Coordinated Entry for All (CEA) appointments. In this quarter, we screened a total of 2,854 callers and set 460 appointments. The number of available appointments continues to decline as do the drop-in hours at the RAP (Regional Access Point). Significant changes are underway for CEA with the introduction of Dynamic Prioritization which is currently in the planning stages. We have been part of the conversations and are eager to help inform the process and carry out the work.

We also serve as the central access point for the Housing Stability Project which helps eligible clients with rent assistance or move-in costs. This quarter, we had 4,380 calls for rent and move-in cost assistance and set 121 appointments.

We continue to see an increase in users searching our online database to locate referrals with a corresponding reduction in calls. It is common to get a spike in web hits over the summer as parents are looking for school supplies for their children. This quarter showed a 9% increase in web hits.

In the first quarter, we added an online email form so that people could send a help request to 2-1-1 any time of day. Year to date, we have received 372 emails with the majority related to housing needs. This is a 35% increase from last quarter.

We continue to offer notifications when changes are made to our online Emergency Services Brochures. People receive a link to the updated brochures, plus a detailed list of what has changed. They get updated information without having to check our website regularly. This shift to an opt-in system is a great improvement because it helps ensure that those who opt in get the most updated information rather than copying outdated brochures. To date, there are 307 users who have opted into our notification system which is a 23% increase from last quarter.

Staffing retention continues to be an ongoing challenge. In early September, we hired four new staff and have retained two. So far, our new staff are doing well.

In this quarter, 2-1-1 staff provided Dealing with Difficult Behaviors training to AmeriCorps members at United Way of King County. As part of their service, they are conducting Coordinated Entry for All related assessments at some of the Regional Access Point sites.

We continue to offer listening shifts to help agencies understand our role in connecting callers to the resources they seek. In this quarter, we hosted 4 listening shifts for staff from Tenant Services at Solid Ground and Seattle-King County Aging & Disability Services.

2-1-1 staff did outreach at the events listed below:

8/09/2018 Recovery & Wellness Conference, Seattle University  
8/11/2018 Back to School BBQ/Kidsfest, Covington  
8/14/2018 Gear Up For Year Up, Seattle  
8/16/2018 Sea-Tac Back to School Event, SeaTac  
8/25/2018 Shoreline Back to School Event, Ridgecrest Elementary School  
8/25/2018 Babies of Homelessness Back to School Event, Woodinville  
9/05/2018 CISC Senior Resource Fair, Bellevue  
9/20-9/23 Seattle/King County Clinic, Key Arena in Seattle

Below are examples of services or feedback from callers by city:

#### **Auburn 98001**

“When I called I had no idea where to begin. A few weeks ago, I lost everything in a house fire. Not only did I get resources I had no idea existed, but Vee (2-1-1 staff) was the most pleasant person I’ve spoken with. She was just an awesome, awesome person. For the first time I feel like there’s light at the end of the tunnel! Thank you, guys, for even existing.”

2-1-1 staff screened 187 Auburn residents for CEA and set 30 appointments. We also screened 412 Auburn residents for HSP and set 13 appointments.

#### **Bellevue 98007**

As part of our work, we do follow-up calls and ask: Did I give you any new information? Do you plan to call the agencies I just referred you to? Was this call helpful? During a follow-up call with a Bellevue resident who had received referrals for move-in assistance, the caller said ““I was amazed that I was able to get some assistance through the Catholic Community Services. They gave me \$1,000 to help me move.”

2-1-1 staff screened 98 Bellevue residents for CEA and set 13 appointments. We also screened 118 residents for HSP and set 8 appointments.

#### **Bothell 98011**

This Bothell resident called for financial help when there was a reduction in income from another household member plus car expenses. In addition to referring this caller to agencies for financial help, some potential legal needs were uncovered during the course of the call. During a later follow-up call, we learned that the caller had successfully received legal assistance from the Tenants Union of Washington State. Unfortunately, none of the three agencies had funding to help with the original need. However, the caller said he was able to use some school related financial aid to cover rent and late fees that accrued. The caller said he was happy to be back on track financially.

2-1-1 staff also screened 16 Bothell residents for CEA and 29 residents for HSP.

**Burien 98168**

This first time caller said she was very pleased with the services we provide and she had no idea so many resources were available.)

2-1-1 staff also screened 99 Burien residents for CEA and set 17 appointments. We also screened 178 residents for HSP and set 9 appointments.

**Covington 98042**

As part of our work, we do outreach events to help inform the community about available resources. In August, our staff were excited to be part of the Back to School BBQ/Kidsfest in Covington where we heard from residents about their needs.

2-1-1 staff also screened 16 Covington residents for CEA and set 2 appointments. We screened 27 residents for HSP and set 1 appointment.

**Des Moines 98198**

At the end of call with a Des Moines resident, the caller said "I have been doing research online all day and I have gotten so much more help from this one call than I did all day on my own."

2-1-1 staff screened 53 Des Moines residents for CEA and set 6 appointments. We also screened 94 residents for HSP and set 3 appointments.

**Federal Way 98003**

Our caller identified as a disabled woman from Federal Way who requested help getting a service dog because she doesn't feel safe going outside by herself. In addition to the resources she requested, our 2-1-1 staff also told her about the RRF and Access. The Regional Reduced Fare Permit (RRFP) entitles senior riders, riders with a disability and Medicare card holders to reduced fares on several modes of public transportation. Access Transportation provides next day, shared rides under Metro's ADA Paratransit system. At the end of the call, she said: "Every time I call you give me very good information! You show me the way. You change my whole life!"

2-1-1 staff screened 244 Federal Way residents for CEA and set 44 appointments. We also screened 439 residents for HSP and set 8 appointments.

#### **Issaquah 98029**

At the end of the call with this Issaquah resident, she said it was her first time contacting 2-1-1. She also said "My friend said nothing but amazing things about you guys, I had no idea you would be this helpful!"

2-1-1 staff also screened 24 Issaquah residents for CEA and set 3 appointments. We also screened 43 residents for HSP and set 2 appointments.

#### **Kenmore 98028**

King County 2-1-1 serves as the central access point for the Community Living Connections program which is a network of services and providers for adults 60 and older who wish to remain living independently and adults 18 and older who need long-term care related to a disability. One of our CLC callers from Kenmore originally called about food resources, but during the call it was clear that she needed other assistance as well. At the end of the call, she said, "You were an amazing help. Community Living Connections is like an overflowing bounty!"

2-1-1 staff also screened 14 Kenmore residents for CEA and set 2 appointments. We also screened 20 residents for HSP and set 1 appointment.

#### **Kent 98032**

"I'm so glad that I contacted 2-1-1, I got a lot of good resources. I'm almost done filling out my cash assistance/SNAP (Supplemental Nutrition assistance Program) application form, I never knew there was financial assistance out there to help low-income people. Thanks for letting me know."

2-1-1 staff screened 206 Kent residents for CEA and set 50 appointments. We also screened 562 residents for HSP and set 15 appointments.

#### **Kirkland 98033**

People usually call 2-1-1 for resources for themselves. We also get calls from people who want to help others by donating items. In this case, our caller said someone had given her a huge quantity of frozen chicken wings, but she is a vegetarian and didn't know what to do with them. So, she called 2-1-1 to find a possible recipient such as a shelter or wherever they would go to good use. We were able to provide referrals for places in Kirkland that accept donations of food, serving homeless families and individuals, as well as others in need.

2-1-1 staff also screened 59 Kirkland residents for CEA and set 11 appointments. We also screened 73 residents for HSP and set 2 appointments.

#### **Redmond 98052**

Since July, our Family Caregiver has been serving a Redmond couple in the mid-70s. Both the caregiver and care recipient are Russian speakers. Initially, our staff provided emergency respite services and later helped facilitate connection to a hospice social worker who is aiding this family in navigating the social service system. We also helped connect this couple to partner agencies for long term respite and counseling in their native Russian.

2-1-1 staff screened 40 Redmond residents for CEA and set 3 appointments. We also screened 49 residents for HSP and set 1 appointment.

#### **Renton 98055**

This Renton resident needed help with legal issues. After providing her with the requested referrals, she said "I've called before and I really appreciate what you do. Your services are amazing."

2-1-1 staff screened 161 Renton residents for CEA and set 28 appointments. We also screened 345 residents for HSP and set 14 appointments.

#### **Sammamish 98074**

This Sammamish caller asked whether or not Vee (one of our staff) was still in the office. When I explained that she was unavailable and also that it is our policy to not transfer calls, the caller interrupted to tell me that she was calling back to thank Vee. She explained that she had "been looking for help for a couple of years and Vee helped me in a few days." She also said that "What (Vee) did really helped my life." She also wanted me to give thanks to everyone at 2-1-1 and said that we are all wonderful and should give ourselves pats on the backs.

2-1-1 staff also screened 2 Sammamish residents for CEA and 2 residents for HSP.

#### **SeaTac 98188**

Like so many of our area's residents, this SeaTac resident was struggling to gather enough money to cover move-in costs. King County 2-1-1 serves as the central access point for the Housing Stability Project which helps eligible clients with rent assistance or move-in costs. We were able to access her eligibility and set an appointment. During a follow-up call, she said "They helped me with my full deposit!"

2-1-1 staff screened 65 SeaTac residents for CEA and set 10 appointments. We also screened 154 residents for HSP and set 7 appointments.

#### **Shoreline 98177**

This Shoreline caller identified as a 45-year African American man with a disability. He called looking for legal assistance with a small claims court case. Our staff gave him Civil Lawsuits without Tears, KCBA General, Young Lawyers, and walawhelp.org. He was especially interested in KCBA and Civil Lawsuits. He said: "You've been really helpful. I'm really glad I called you. I have a game plan now. You really did me a lot of good."

2-1-1 staff screened 50 Shoreline residents for CEA and set 10 appointments. We also screened 56 residents for the HSP and set 1 appointment.

#### **Tukwila 98188**

In early September 2018, our Family Caregiver was able to assist a Tukwila household consisting of a disabled veteran, 57 and his wife 65. The wife had been his caregiver then she herself needed a mastectomy. We were able to connect them to emergency respite to help ease the burden of household chores and personal care needs while she was recovering. They were entered into the King County Caregiver Support Network database, TCARE, so that they can be connected to services in the future if they need further assistance.

Submitted by Liz Mills, Director of King County 2-1-1  
[lmills@crisisconnections.org](mailto:lmills@crisisconnections.org) or 206.436.2979

## RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn	214	1272	1244	1150		3666
Bellevue	1190	707	708	651		2066
Bothell	214	135	125	103		363
Burien	385	593	614	607		1814
Covington	214	91	99	117		307
Des Moines	119	393	411	324		1128
Federal Way	428	1457	1498	1308		4263
Issaquah	214	180	208	185		573
Kenmore	128	96	98	103		297
Kent	214	1950	1851	1702		5503
Kirkland	214	410	402	421		1233
Mercer Island		47	53	46		146
Redmond	367	299	281	262		842
Renton	428	1364	1229	1136		3729
Sammamish	86	59	60	83		202
SeaTac	193	459	452	360		1271
Shoreline	385	415	368	323		1106
Tukwila	64	272	284	216		772
Seattle		7406	6909	6127		20442
Other KC		577	608	727		1912
Outside KC		907	913	702		2522
Unknown		133	142	0		275
<b>TOTAL</b>	<b>5057</b>	<b>19222</b>	<b>18557</b>	<b>16653</b>	<b>0</b>	<b>54432</b>

**CITY LINE ITEM TABLES**

**BELLEVUE Line Item Table**

\*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	28,715.00	7,178.75	7,178.75	7,178.75		21,536.25	7,178.75
Office/Ops						0.00	0.00
Purchased Svc						0.00	0.00
Communication						0.00	0.00
Travel/Training						0.00	0.00
Other						0.00	0.00
<b>TOTAL</b>	<b>28,715.00</b>	<b>7,178.75</b>	<b>7,178.75</b>	<b>7,178.75</b>	<b>0.00</b>	<b>21,536.25</b>	<b>7,178.75</b>

**FEDERAL WAY Line Item Table**

\*Back-up documentation required for line item expenses


	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$10,000	\$2,500	\$2,500	\$2,500		\$7,500	\$2,500
Office/Ops						\$0	\$0
Purchased Svc						\$0	\$0
Communication						\$0	\$0
Travel/Training						\$0	\$0
Other						\$0	\$0
<b>TOTAL</b>	<b>\$10,000</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$2,500</b>	<b>\$0</b>	<b>\$7,500</b>	<b>\$2,500</b>

**KENT Line Item Table**

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00		\$3,750.00	\$1,250.00
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
<b>TOTAL</b>	<b>\$5,000.00</b>	<b>\$1,250.00</b>	<b>\$1,250.00</b>	<b>\$1,250.00</b>	<b>\$0.00</b>	<b>\$3,750.00</b>	<b>\$1,250.00</b>



REIMBURSEMENT REQUESTS

Agency and Program Name **DAWN - Shelter**  
 Address PO Box 1449  
 City & ZIP Kent 98035  
 Program Contact Name Cheryl Kilodavis Phone 253-893-1600  
 Email [cheryl@dawnrising.org](mailto:cheryl@dawnrising.org) Invoice Date 10/5/18  
 Costs below incurred from **7/1/18** to **9/30/18**  
 Signature of Authorized Signer  Printed Name Cheryl Kilodavis


Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Bellevue						\$0.00
Bothell						\$0.00
Burien	\$8,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Covington	\$6,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Des Moines	\$2,600.00	\$650.00	\$650.00	\$650.00	\$650.00	\$650.00
Federal Way	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent	\$30,000.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton	\$19,000.00	\$4,750.00	\$4,750.00	\$4,750.00	\$4,750.00	\$4,750.00
Sammamish						\$0.00
<b>SeaTac</b>	<b>\$9,000.00</b>	<b>\$2,250.00</b>	<b>\$2,250.00</b>	<b>\$2,250.00</b>	<b>\$2,250.00</b>	<b>\$2,250.00</b>
Shoreline						\$0.00
Tukwila	\$7,000.00	\$1,750.00	\$1,750.00	\$1,750.00	\$1,750.00	\$1,750.00

Admin use only

Authorized Payment Amt: **MOU**

Authorization Code / Acct #

Authorized Signature / City

**APPROVED FOR PAYMENT**  
 BY: Kim Cooper 

Date 10/15/18

DATE: 10/15/18 10.16.18

BARS# 001.000. 10.505. 10.41.012

SERVICE UNIT 1

Service Unit 1: Shelter

Measurement: Bed night

Description: DAWN's housing program provides comprehensive shelter services. All residents and their children receive comprehensive advocacy and safety planning. This is a 24 hour/day shelter.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	160	490	599	708		1797
Bellevue						0
Bothell						0
Burien	128	23				23
Covington	96	12				12
Des Moines	42					0
Federal Way	160	44	135	94		273
Issaquah		68	327	238		633
Kenmore						0
Kent	872	317	352	473		1142
Kirkland			36			36
Mercer Island						0
Redmond						0
Renton	304	165	6	98		269
Sammamish						0
SeaTac	144		34			34
Shoreline				134		134
Tukwila	112	44	46	118		208
Seattle		752	484	470		1706
Other KC		158				158
Outside KC		390	836	475		1701
Unknown						0
<b>TOTAL</b>	<b>2018</b>	<b>2463</b>	<b>2855</b>	<b>2808</b>	<b>0</b>	<b>8126</b>

## NARRATIVE

This year, DAWN has doubled our efforts on focusing on the needs of survivors using the strategy of partnerships and collaborations.

One product of this strategy that we are really proud of is the creation of our "Market Place". This exists at our shelter and each of our community offices. The Market Place came about because of our partnerships with Amazon, Target, Food Lifeline and Safeway. The Market Place offers (free of charge) food, cleaning items, infant supplies, and other household items to any DAWN client in need. We have "shopping times" available daily to shelter residents and twice a week at our administration office.

An issue that has hit our community hard and has had an impact on survivors is the closing of other confidential domestic violence shelters and transitional housing program in favor of the Rapid Re-Housing Model. Prior to this change, the turn away rate in King County for survivors seeking shelter was 39 to 1. This means that when there is an opening 39 families would have meet the screening criteria for shelter but there was only space for one. We will not know the statistics on the impact until the end of 2019, however we can say anecdotally that when we do have an opening our crisis line fields about 25 calls per hour and most spaces are filled within the hour. As you can imagine the pressure on the crisis line advocates, our shelter advocates, and our Operations staff is immense but nothing compared to what it means to be a survivor who needs support and who is told there is nothing for her. Because of this and because at DAWN we are focusing on collaborations and partnerships to support survivors we have worked really hard to build collaborative relationships with housing providers in the community and in particular, with Mary's Place. An example of this is that we received a call from a woman from Covington who desperately needed shelter space for herself and her two children. We were full.

The advocate answering the crisis line asked if she needed confidential shelter or if she thinks she would be safer in a shelter outside of the area. She stated that she thinks if she was sheltered in a different community, she would be safer (at least for a time). The advocate reached out to Mary's Place and worked with them to find a space that was in a community in King County that her abuser was unfamiliar with, and had no reason to be there. We were able to facilitate the transportation to the shelter and provide on-going domestic violence advocacy while she was there. While this has happened many times, the issue is that we have no way of reporting that type of work to our funders. We can show the advocacy hours, but we are unable to document that as a successful shelter night because they were not in our shelter.


Here are some quotes from a focus group of survivors living in our shelter during the third quarter:

- "...the program allows flexibility to allow people to participate as they can, there was nothing forced, sometimes people just need to sleep. The atmosphere is calming."
- "...there is an opportunity to create community if someone wants it, however, there is also no pressure to be a part of the community if you don't want to be."
- "With the women and staff here, I can actually be brave; plus, I don't have to be brave alone."
- "...the energy of the space has had a good impact on my boys. They can be kids again."
- "This is the first time that I have felt safe enough to sleep, in a really long time."

## RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn	3	11	14	8		33
Bellevue						0
Bothell						0
Burien	2	1				1
Covington	2	2				2
Des Moines	1					0
Federal Way	3	4	2	2		8
Issaquah		2	7	7		16
Kenmore						0
Kent		11	8	12		31
Kirkland			2			2
Mercer Island						0
Redmond						0
Renton	5	7	2	6		15
Sammamish						0
SeaTac	3		2			2
Shoreline				2		2
Tukwila	2	1	3	3		7
Seattle		16	12	8		36
Other KC		4				4
Outside KC		19	34	20		73
Unknown						0
<b>TOTAL</b>	<b>21</b>	<b>78</b>	<b>86</b>	<b>68</b>	<b>0</b>	<b>232</b>

REIMBURSEMENT REQUESTS

Agency and Program Name **DAWN - Prevention**  
 Address PO Box 1449  
 City & ZIP Kent 98035  
 Program Contact Name Cheryl Kilodavis Phone 253-893-1600  
 Email [Cheryl@dawnrising.org](mailto:Cheryl@dawnrising.org) Invoice Date 10/5/18  
 Costs below incurred from **7/1/18** to **9/30/18**  
 Signature of Authorized Signer  Printed Name Cheryl Kilodavis

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00
Bellevue						\$0.00
Bothell						\$0.00
Burien						\$0.00
Covington	\$1,000.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
Des Moines						\$0.00
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton						\$0.00
Sammamish						\$0.00
SeaTac	\$2,000.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Shoreline						\$0.00
Tukwila						\$0.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

# 01057

Authorized Signature / City

**APPROVED FOR PAYMENT**

Date 10/15/18

BY: 

\$ 500.00

DATE: 10/15/18

BARS# 001.000.10.505.10.41.012

SERVICE UNIT 1

Service Unit 1: Counseling (e.g., Mental Health, Domestic Violence, Substance Abuse, Housing, Employment)

Measurement: Individual

Description: Counseling session is defined as a single visit the advocate will have with a family. Each family will have at least six individual sessions.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	30	2	26	16		44
Bellevue						0
Bothell						0
Burien						0
Covington	12		5			5
Des Moines		4	0			4
Federal Way		3	37	45		85
Issaquah			2			2
Kenmore						0
Kent	40		33	33		66
Kirkland						0
Mercer Island						0
Redmond						0
Renton		14	4	1		19
Sammamish						0
SeaTac	12	18	2			20
Shoreline						0
Tukwila						0
Seattle			37	29		66
Other KC			10	6		16
Outside KC				7		7
Unknown						0
<b>TOTAL</b>	<b>94</b>	<b>41</b>	<b>156</b>	<b>137</b>	<b>0</b>	<b>334</b>

## **NARRATIVE**


Our advocate working with the In-home Children's Program is working hard. She has done several culturally specific outreach events and now has a very short waiting list for the program (about 3 weeks). She has also successfully instituted programming from the curriculum into the child care time during support groups. She has used appropriate pieces of the curriculum and integrated it into support group child care such that kids are excited to do the activities and learn. The areas she focuses on in group are safety (physical/emotional), conflict resolution skills building, emotion identification, and anger management skills.

## RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn	5	2	13			15
Bellevue						0
Bothell						0
Burien						0
Covington	1		3			3
Des Moines		4				4
Federal Way		4	12			16
Issaquah			2			2
Kenmore						0
Kent	40		8	9		17
Kirkland						0
Mercer Island						0
Redmond						0
Renton		2	1			3
Sammamish						0
SeaTac	2	5	1			6
Shoreline						0
Tukwila						0
Seattle			9	2		11
Other KC			2			2
Outside KC			0	0		0
Unknown						0
<b>TOTAL</b>	<b>48</b>	<b>17</b>	<b>51</b>	<b>11</b>	<b>0</b>	<b>79</b>



REIMBURSEMENT REQUESTS

Agency and Program Name **DAWN - CAP**  
 Address PO Box 1449  
 City & ZIP Kent 98035  
 Program Contact Name Cheryl Kilodavis Phone 253-893-1600  
 Email [cheryl@dawnrising.org](mailto:cheryl@dawnrising.org) Invoice Date 10/5/18  
 Costs below incurred from **7/1/18** to **9/30/18**  
 Signature of Authorized Signer  Printed Name Cheryl Kilodavis

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	\$3,000.00	\$750.00	\$750.00	\$750.00	\$750.00	\$750.00
Bellevue						\$0.00
Bothell						\$0.00
Burien	\$3,500.00	\$875.00	\$875.00	\$875.00	\$875.00	\$875.00
Covington	\$2,000.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Des Moines						\$0.00
Federal Way	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent	\$33,000.00	\$8,250.00	\$8,250.00	\$8,250.00	\$8,250.00	\$8,250.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton	\$8,500.00	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00	\$2,125.00
Sammamish						\$0.00
<b>SeaTac</b>	<b>\$4,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>
Shoreline						\$0.00
Tukwila	\$4,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00

Admin use only

**\* MOU \***

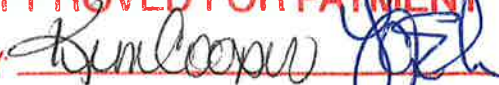
Authorized Payment Amt:

Authorization Code / Acct #

Authorized Signature / City

**APPROVED FOR PAYMENT**

Date

BY: 

\* MOU \*

DATE: 10/15/18 10.16.18

BARIS# 001.000.10.565.10.41.012

SERVICE UNIT 1

Service Unit 1: Case Management

Measurement: 60 minutes

Description: Hours of advocacy which may be provided in person or over the phone.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	22.5	250.96	499.75	475.5		1226.21
Bellevue						0
Bothell						0
Burien	25	36.35	19	27.75		83.1
Covington	15	16.25	34.5	50.5		101.25
Des Moines		87.9	112	77.25		277.15
Federal Way	36.25	230.96	605.45	421		1257.41
Issaquah		18.35	89.75	41		149.1
Kenmore						0
Kent	182	357.12	659.65	643.2		1659.97
Kirkland		2.75	33.75	5.25		41.75
Mercer Island						0
Redmond				19.75		19.75
Renton	61.25	222.43	295.25	398.25		915.93
Sammamish		2.25				2.25
SeaTac	28.75	83.9	65	35.75		184.65
Shoreline				30.25		30.25
Tukwila	28.75	37.82	24	23.75		85.57
Seattle		537.39	794.5	635.1		1966.99
Other KC		133.95	113.75	49.25		296.95
Outside KC		227.85	432.85	364.75		1025.45
Unknown		2.5	2.5			5
<b>TOTAL</b>	<b>399.5</b>	<b>2248.73</b>	<b>3781.7</b>	<b>3298.3</b>	<b>0</b>	<b>9328.73</b>

SERVICE UNIT 2

Service Unit 2: Crisis Line

Measurement: Phone call

Description: Number of crisis line calls (informational only)

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		25	32	98		155
Bellevue				28		28
Bothell				7		7
Burien		1	4	27		32
Covington		5	2	25		32
Des Moines		2	2	27		31
Federal Way		22	23	108		153
Issaquah		6	3	7		16
Kenmore				8		8
Kent		32	46	245		323
Kirkland			5	3		8
Mercer Island						0
Redmond				6		6
Renton		18	21	90		129
Sammamish						0
SeaTac		2	1	21		24
Shoreline				9		9
Tukwila		6	11	16		33
Seattle		34	51	310		395
Other KC		6	15	124		145
Outside KC		16	49	227		292
Unknown		808	1244	277		2329
<b>TOTAL</b>	<b>0</b>	<b>983</b>	<b>1509</b>	<b>1663</b>	<b>0</b>	<b>4155</b>

## NARRATIVE

This year, DAWN has doubled our efforts on focusing on the needs of survivors using the strategy of partnerships and collaborations.

One product of this strategy that we are really proud of is the creation of our "Market Place". This exists at our shelter and each of our community offices. The Market Place came about because of our partnerships with Amazon, Target, Food Lifeline and Safeway. The Market Place offers (free of charge) food, cleaning items, infant supplies, and other household items to any DAWN client in need. We have "shopping times" available daily to shelter residents and twice a week at our administration office. If a non-shelter resident survivor is in need of items outside of our designated shopping times, their advocate is able to access the Market Place at any time. We also have mobile Market Place options at our West Seattle and Renton CSO offices. We are hoping to increase this to include our advocate stationed in Covington as soon as we can garner space.

Another outcome of this strategy has been to take the idea of mobile advocacy to the next level by outsourcing advocates into the community. We currently have a community based advocate housed within the police department at the City of Covington and we have fielded many requests from other law enforcement agencies as well as other community resource providers to have advocates co-located and/or available for on-going consulting. All of these activities are allowing survivors of domestic violence to be served where they are and minimizing barriers to advocacy support. Currently, DAWN has collaborative partnerships with Sound, DCYF (CPS/CWS), King County Superior Court Protection Order Advocacy Office, Mary's Place, YWCA Hope and Power program, and the YMCA CCORS program to name but a few.

Here are two success stories that detail the way these partnerships have benefitted survivors:

A woman from Buried fled her very lethal abusive relationship. The DAWN advocate Ada, used specialized funding to support her escape out of state by paying for her moving truck. Ada also partnered with Saint Vincent de Paul and New beginnings to repair her vehicle including replacing the tires that were slashed by her abuser, and then connected with Seattle Emergency Family Services to pay for her new apartment move-in costs (first last and security). She made it safely to her new home.

This second success is a passage from a letter we received from the Protection Order Advocacy Program regarding a client from Renton:

"...Such great collaborations between systems. From Law Enforcement, Prosecutors Office, and community based advocacy services. When we talk about integrated approaches this is what we imagined. It is so amazing when it actually flows together. From the moment that brave petitioner/victim/survivor walked in our doors asking for help, to the first advocate that met with her and all the subsequent actions that followed this survivor is in a much different place. Thank you everyone for what you do! It truly does make a difference!!"

## RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn	18	43	67	54		164
Bellevue						0
Bothell						0
Burien	20	10	8	7		25
Covington	12	6	5	8		19
Des Moines		18	13	14		45
Federal Way	29	44	64	73		181
Issaquah		3	5	6		14
Kenmore						0
Kent	120	79	87	84		250
Kirkland		1	2	1		4
Mercer Island						0
Redmond				2		2
Renton	49	46	68	67		181
Sammamish		1				1
SeaTac	23	9	7	7		23
Shoreline				1		1
Tukwila	23	5	4	7		16
Seattle		84	80	102		266
Other KC		17	23	13		53
Outside KC		31	40	62		133
Unknown		2	1			3
<b>TOTAL</b>	<b>294</b>	<b>399</b>	<b>474</b>	<b>508</b>	<b>0</b>	<b>1381</b>

**REIMBURSEMENT REQUESTS**

Agency and Program Name **Des Moines Area Food Bank**  
 Address 22225 9th Ave S (PO Box 98788)  
 City & ZIP Des Moines, WA 98198  
 Program Contact Name Kris Van Gasken  
 Email dmafb@hotmail.com  
 Phone (206) 878-2660  
 Date 10/11/2018  
 Costs below incurred from **7/1/2018** to **9/30/2018**

	Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn							\$0.00
Bellevue							\$0.00
Bothell							\$0.00
Burien							\$0.00
Covington							\$0.00
Des Moines		\$31,500.00	\$7,875.00	\$7,875.00	\$7,875.00		\$7,875.00
Federal Way							\$0.00
Issaquah							\$0.00
Kenmore							\$0.00
Kent							\$0.00
Kirkland							\$0.00
Redmond							\$0.00
Renton							\$0.00
Sammamish							\$0.00
SeaTac		\$38,136.00	\$9,590.00	\$9,478.00	\$9,534.00		\$9,534.00
Shoreline							\$0.00
Tukwila							\$0.00

Signature of Authorized Signer

Name of Authorized Signer

*Barbara Houston-Shimizu*  
 Barbara Houston-Shimizu

**APPROVED FOR PAYMENT**

BY: *Kim Cooper*

DATE: 10/12/18

BARS# 001.000.10.565.10.41.012

10/12/18  
 Vendor#  
 00988  
 \$ 9,534.00

**SERVICE UNIT 1**

Service Unit 1: Food

Measurement: Pound of food

Description: Food is measured in terms of the number of pound served. (Since meals are estimated to be 1.28 lbs per meal, the equivalent number of meals can also be estimated from this number.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		794	1056	1373		3223
Bellevue						0
Bothell						0
Burien		2136	2841	7813		12790
Covington						0
Des Moines	102175	186696	200639	201145		588480
Federal Way		5713	3869	5867		15449
Issaquah						0
Kenmore						0
Kent		43830	40337	39864		124031
Kirkland						0
Redmond						0
Renton		156	139	49		344
Sammamish						0
SeaTac	58386	77601	97566	100396		275563
Shoreline						0
Tukwila		1136	931	1740		3807
Seattle		617	744	514		1875
Other KC		1867	3417	3194		8478
Outside KC		275	492	1209		1976
Unknown						0
<b>TOTAL</b>	<b>160561</b>	<b>320821</b>	<b>352031</b>	<b>363164</b>	<b>0</b>	<b>1036016</b>

## SERVICE UNIT 2

Service Unit 2: Food

Measurement: Individual

Description: A second service unit measured will be the total individuals served. This figure includes all visits for regular food bank service, as well as extra services such as weekend backpacks, bookin class (participants receive a second food bank visit), emergency visits, etc.

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		24	30	28		82
Bellevue						0
Bothell						0
Burien		174	121	32		327
Covington						0
Des Moines	2421	5056	4716	3978		13750
Federal Way		185	109	127		421
Issaquah						0
Kenmore						0
Kent		1240	1055	823		3118
Kirkland						0
Redmond						0
Renton		39	31	1		71
Sammamish						0
SeaTac	1383	2380	2433	1781		6594
Shoreline						0
Tukwila		44	19	41		104
Seattle		78	64	16		158
Other KC		85	96	59		240
Outside KC		25	26	32		83
Unknown						0
<b>TOTAL</b>	<b>3804</b>	<b>9330</b>	<b>8700</b>	<b>6918</b>	<b>0</b>	<b>24948</b>



### SERVICE UNIT 3

Service Unit 3: Food

Measurement: Bundle of items

Description: A final service unit measured will be the number of weekend backpacks served. Backpacks providing two days worth of kid-friendly foods are distributed weekly through eight elementary schools and to youth attending Tye High School.)

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		8	9			17
Bellevue						0
Bothell						0
Burien		141	84	11		236
Covington						0
Des Moines		1240	764	104		2108
Federal Way		71	32	8		111
Issaquah						0
Kenmore						0
Kent		349	254	35		638
Kirkland						0
Redmond						0
Renton		39	30			69
Sammamish						0
SeaTac	1000	871	618	71		1560
Shoreline						0
Tukwila		22		6		28
Seattle		71	52	6		129
Other KC		50	43	6		99
Outside KC		21	17	8		46
Unknown						0
<b>TOTAL</b>	<b>1000</b>	<b>2883</b>	<b>1903</b>	<b>255</b>	<b>0</b>	<b>5041</b>

## Des Moines Area Food Bank 3<sup>rd</sup> Qtr 2018 Narrative Report

Summer months at the food bank are typically quieter than the rest of the year, as more seasonal labor is available such as yard work, painting and construction, or tourism-related job at hotels, restaurants, and the airport. While summer may be easier on the income side, the expense of feeding children daily becomes a significant burden for many low-income families who normally have the support of school meals during the school year. The food bank works hard to meet this need through its summer meals program. The food bank staff, normally two full-time and three part-time staff, grew by an additional 23 full-time staff over the summer. (Ten of these staff members were provided by United Way through their Summer AmeriCorps program.) This summer, kids were fed a total of 47,249 breakfast, lunch, snack or dinner at 26 meal sites, often in conjunction with activities. The food bank is proud of its commitment to serve summer meals from the day after school ends to the day before it opens, because we believe that kids who are hungry in the middle of the summer are hungry at the beginning and end, as well. Many wonderful organizations partner to make the summer meal program a success, including: Matt Griffin YMCA, SeaTac Parks Department, Des Moines Parks Department, New Futures, Para Los Ninos, Highline Community College MAST Center, the King County Library System, Des Moines Lions Club, United Way, and the food bank's own "Good to Grow" mobile truck garden.

Service at the Highline College Pantry (started in December, 2017) continued three days per week this quarter, with the Des Moines Area Food Bank providing food for about 200 students per week. The pantry distributed a combination of prepared foods for immediate consumption and fresh produce to take home.

This summer, the food bank participated in a pilot program in partnership with the South King County Food Coalition (SKCFC), Rotary First Harvest, and the Washington State Department of Agriculture. This program provided funding for area food banks to purchase fresh produce from two South King County farmers. It is hoped that this Farm to Food Pantry program will expand in the coming year with winter crops to help with produce in the lean winter months, when the food banks' supply is typically very limited. The Des Moines Area Food Bank is proud to be part of this effort to strengthen our local food system and increase access to healthy foods for families in need.

Finally, the third quarter saw the food bank working with SKCFC, Northwest Harvest, and Public Health Seattle-King County to reduce sodium in the food bank supply and adopt behavioral economic strategies aimed at making the healthy choice the easy choice for clients. In the coming quarter, the food bank is looking to reorganize its space to a pure grocery store model in order to better promote this work. Look for the before and after photo's when this is completed by next spring.

Many thanks to the cities of Des Moines and SeaTac for their on-going support!

### RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		14	6	5		25
Bellevue						0
Bothell						0
Burien		40	26	17		83
Covington						0
Des Moines	412	1747	536	393		2676
Federal Way		49	19	42		110
Issaquah						0
Kenmore						0
Kent		451	133	179		763
Kirkland						0
Redmond						0
Renton			4			4
Sammamish						0
SeaTac	235	837	291	238		1366
Shoreline						0
Tukwila		9	5	15		29
Seattle		12	11	2		25
Other KC		24	17	16		57
Outside KC		1	7	1		9
Unknown						0
<b>TOTAL</b>	<b>647</b>	<b>3184</b>	<b>1055</b>	<b>908</b>	<b>0</b>	<b>5147</b>

## Des Moines Area Food Bank 3<sup>rd</sup> Qtr 2018 Narrative Report

Summer months at the food bank are typically quieter than the rest of the year, as more seasonal labor is available such as yard work, painting and construction, or tourism-related job at hotels, restaurants, and the airport. While summer may be easier on the income side, the expense of feeding children daily becomes a significant burden for many low-income families who normally have the support of school meals during the school year. The food bank works hard to meet this need through its summer meals program. The food bank staff, normally two full-time and three part-time staff, grew by an additional 23 full-time staff over the summer. (Ten of these staff members were provided by United Way through their Summer AmeriCorps program.) This summer, kids were fed a total of 47,249 breakfast, lunch, snack or dinner at 26 meal sites, often in conjunction with activities. The food bank is proud of its commitment to serve summer meals from the day after school ends to the day before it opens, because we believe that kids who are hungry in the middle of the summer are hungry at the beginning and end, as well. Many wonderful organizations partner to make the summer meal program a success, including: Matt Griffin YMCA, SeaTac Parks Department, Des Moines Parks Department, New Futures, Para Los Ninos, Highline Community College MAST Center, the King County Library System, Des Moines Lions Club, United Way, and the food bank's own "Good to Grow" mobile truck garden.

Service at the Highline College Pantry (started in December, 2017) continued three days per week this quarter, with the Des Moines Area Food Bank providing food for about 200 students per week. The pantry distributed a combination of prepared foods for immediate consumption and fresh produce to take home.

This summer, the food bank participated in a pilot program in partnership with the South King County Food Coalition (SKCFC), Rotary First Harvest, and the Washington State Department of Agriculture. This program provided funding for area food banks to purchase fresh produce from two South King County farmers. It is hoped that this Farm to Food Pantry program will expand in the coming year with winter crops to help with produce in the lean winter months, when the food banks' supply is typically very limited. The Des Moines Area Food Bank is proud to be part of this effort to strengthen our local food system and increase access to healthy foods for families in need.

Finally, the third quarter saw the food bank working with SKCFC, Northwest Harvest, and Public Health Seattle-King County to reduce sodium in the food bank supply and adopt behavioral economic strategies aimed at making the healthy choice the easy choice for clients. In the coming quarter, the food bank is looking to reorganize its space to a pure grocery store model in order to better promote this work. Look for the before and after photo's when this is completed by next spring.

Many thanks to the cities of Des Moines and SeaTac for their on-going support!

REIMBURSEMENT REQUESTS

Agency and Program Name **HealthPoint Dental**  
 Address 955 Powell Ave SW  
 City & ZIP Renton 98057  
 Program Contact Name Beth Church Phone  
 Email [bchurch@healthpointchc.org](mailto:bchurch@healthpointchc.org) Invoice Date  
 Costs below incurred from **7/1/18** to **9/30/18**  
 Signature of Authorized Signer *Beth Church* Printed Name

Contract ID#	Annual Award Amt	1st Qtr	Reimbursement Requests	
			2nd Qtr	3rd Qtr
Auburn				
Bellevue	\$50,741.00	\$12,685.25	\$12,685.25	\$12,685.25
Bothell	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00
Burien	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00
Covington	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00
Des Moines	\$4,700.00	\$1,175.00	\$1,175.00	\$1,175.00
Federal Way	\$21,500.00	\$5,375.00	\$5,375.00	\$5,375.00
Issaquah	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00
Kenmore	\$7,000.00	\$1,750.00	\$1,750.00	\$1,750.00
Kent	\$15,000.00	\$3,750.00	\$3,750.00	\$3,750.00
Kirkland	\$16,000.00	\$4,000.00	\$4,000.00	\$4,000.00
Mercer Island				
Redmond	\$24,484.00	\$6,121.00	\$6,121.00	\$6,121.00
Renton	\$7,500.00	\$1,875.00	\$1,875.00	\$1,875.00
Sammamish	\$4,000.00	\$1,000.00	\$1,000.00	\$1,000.00
<b>SeaTac</b>	<b>\$14,000.00</b>	<b>\$3,500.00</b>	<b>\$3,500.00</b>	<b>\$3,500.00</b>
Shoreline				
Tukwila	\$4,550.00	\$1,137.50	\$1,137.50	\$1,137.50

Admin use only

*\*Mou\**

Authorized Payment Amt:

**APPROVED FOR PAYMENT**

Authorization Code / Acct #

Authorized Signature / City

BY

*Kim Cooper*

Date

*10/24/18*

DATE:

*10/24/18*

BARS#

*001.000.10.505.10.41.012*

REIMBURSEMENT REQUESTS

206-679-2868

10/15/18

Beth Church

4th Qtr	Balance Remaining
---------	----------------------

\$12,685.25

\$2,500.00

\$1,250.00

\$1,250.00

\$1,175.00

\$5,375.00

\$1,250.00

\$1,750.00

\$3,750.00

\$4,000.00

\$6,121.00

\$1,875.00

\$1,000.00

\$3,500.00

\$1,137.50

SERVICE UNIT 1

Service Unit 1: Dental Care

Measurement: Visit

Description: A service unit is a dental visit, defined as an instance of oral health service delivery to a patient. The cost is \$215.35 per patient visit and the average number of visits per patient is 2.5.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	139	2557	2653	2576		7786
Bellevue	232	297	312	380		989
Bothell	49	1274	1477	1244		3995
Burien	23	349	577	345		1271
Covington	23	46	43	74		163
Des Moines	22	958	917	863		2738
Federal Way	102	2331	2299	2441		7071
Issaquah	23	78	98	109		285
Kenmore	33	359	484	370		1213
Kent	70	4442	4550	4166		13158
Kirkland	74	1179	1080	1088		3347
Mercer Island						0
Redmond	114	1074	1095	1100		3269
Renton	35	669	744	591		2004
Sammamish	19	133	154	112		399
SeaTac	65	329	410	396		1135
Shoreline	23	23	43	29		95
Tukwila	21	327	584	261		1172
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>1067</b>	<b>16425</b>	<b>17520</b>	<b>16145</b>	<b>0</b>	<b>50090</b>







## RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	56	1541	1145	678		3364
Bellevue	93	177	118	69		364
Bothell	20	632	544	234		1410
Burien	9	149	183	64		396
Covington	9	27	25	18		70
Des Moines	9	489	354	157		1000
Federal Way	41	1314	1021	568		2903
Issaquah	9	44	37	22		103
Kenmore	13	184	178	68		430
Kent	28	2250	1794	860		4904
Kirkland	30	593	392	215		1200
Mercer Island						0
Redmond	45	568	420	197		1185
Renton	14	335	281	138		754
Sammamish	7	88	57	21		166
SeaTac	26	161	141	74		376
Shoreline	9	13	13	1		27
Tukwila	8	131	172	64		367
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>426</b>	<b>8696</b>	<b>6875</b>	<b>3448</b>	<b>0</b>	<b>19019</b>

## North and South Cities HealthPoint Dental Narrative:

During the third quarter of 2018, HealthPoint served 3,504 unduplicated (patient not previously seen in 2018) city residents at our dental clinics. Many of these patients have low income, limited resources, and barriers to accessing affordable dental care. Key statistics about our third quarter dental patients include:

- 75% live at or below 150% of the Federal Poverty Level.
- 30% require an interpreter
- 51% are children.
- 9% are uninsured

City funding supports expert dental care for these residents, many of whom would forgoe dental care entirely without the access that HealthPoint provides. Below are just a few examples of how city funds helped HealthPoint positively impact the lives and oral health of city residents during Q3 of 2018.

In Kent, we worked with our medical clinic to host a Well Child Check & Back-to-School Fair in August. During the fair, kids received free dental screenings from a dental hygienist and immediate access to dental appointments if needed. Our Kent dental team is also now scheduling medical Well Child Check appointments for patients. This cross-clinic scheduling makes it that much easier for families to access all the services they need.

Our Bothell dental clinic also hosted a kids day in August. During the one-day event, more than 50 children received dental care and the team completed 13 treatment plans. The staff also donated school supplies to give to kids at the event.

In Federal Way, our team is working to increase access to dental care by decreasing our unfilled chair time. While our appointments are usually fully booked, no-shows and last minute cancellations sometimes leave our dental chairs empty. An empty chair means a missed opportunity to serve city residents and improve our community's health, which is why we're here. To amend this, the Federal Way team has redesigned their standby and scheduling policies and dramatically reduced our unfilled chair rate from 17% to 1.3%.

Finally, we are excited to share that we will open a dental clinic in SeaTac during the 4th quarter of 2019. The dental clinic will be in same building and on the same floor as our SeaTac medical clinic and



pharmacy. It will have 6 chairs, expand dental access to approximately 5,400 SeaTac residents, and provide approximately 7,500 visits per year when fully operational.



REIMBURSEMENT REQUESTS

Agency and Program Name **HealthPoint - Primary Medical Care**  
 Address 955 Powell Ave SW  
 City & ZIP Renton, 98057  
 Program Contact Name Beth Church Phone 206-679-2868  
 Email [bchurch@healthpointchc.org](mailto:bchurch@healthpointchc.org) Invoice Date 10/11/18  
 Costs below incurred from **7/1/18** to **9/30/18**  
 Signature of Authorized Signer *Beth Church* Printed Name Beth Church

	Contract ID#	Annual Award Amt	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Balance Remaining
Auburn							\$0.00
Bellevue	GF186	\$62,245.00	\$15,561.25	\$15,561.25	\$15,561.25		\$15,561.25
Bothell		\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Burien		\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Covington		\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00		\$1,250.00
Des Moines		\$5,800.00	\$1,450.00	\$1,450.00	\$1,450.00		\$1,450.00
Federal Way		\$13,500.00	\$3,375.00	\$3,375.00	\$3,375.00		\$3,375.00
Issaquah		\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00		\$1,250.00
Kenmore		\$15,000.00	\$3,750.00	\$3,750.00	\$3,750.00		\$3,750.00
Kent		\$15,000.00	\$3,750.00	\$3,750.00	\$3,750.00		\$3,750.00
Kirkland		\$15,941.00	\$3,985.25	\$3,985.25	\$3,985.25		\$3,985.25
Mercer Island							\$0.00
Redmond		\$28,645.00	\$7,161.25	\$7,161.25	\$7,161.25		\$7,161.25
Renton		\$7,500.00	\$1,875.00	\$1,875.00	\$1,875.00		\$1,875.00
Sammamish		\$6,000.00	\$1,500.00	\$1,500.00	\$1,500.00		\$1,500.00
SeaTac		\$37,000.00	\$9,250.00	\$9,250.00	\$9,250.00		\$9,250.00
Shoreline							\$0.00
Tukwila		\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00		\$1,250.00

Admin use only

**\* MOU \***

Authorized Payment Amt:

Authorization Code / Acct #

Authorized Signature / City

APPROVED FOR PAYMENT  
 BY *[Signature]*  
 DATE 10/24/18

Date 10/24/18

BARS# 001.000.10.565.10.41.012

The costs as presented in this request occurred during this Quarter.

**INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)**

<b>Reimbursement Sheet</b>	<p>Enter your agency and program information.</p> <p>Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for <b>all pooled cities</b>, not just the total pooled award.)</p> <p><b>CONTRACT ID#:</b> The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.</p> <p><b>ANNUAL AWARD AMT:</b> The contracted award amount from a city to your program.</p> <p><b>THIS QTR REIMBURSEMENT REQUEST:</b> For each City, enter the amount your program is requesting for the quarter noted above only.</p> <p><b>SIGNATURE:</b> Insert the authorized signer's signature. For an example of how to do this, go to <a href="https://youtu.be/D8K4Hk0UXGQ">https://youtu.be/D8K4Hk0UXGQ</a></p> <p><b>SERVICE UNIT #:</b> Choose the name of the service unit from the drop down list (must match your contract).</p> <p><b>MEASUREMENT:</b> Choose the name of the measurement unit from the drop down list (must match your contract).</p>
<b>Service Unit Sheets</b>	<p><b>DESCRIPTION:</b> Enter the description of the service unit from your contract.</p> <p><b>ANNUAL UNIT GOAL:</b> Enter the service unit goal for each city with whom you have contracted.</p> <p><b>ACTUAL UNITS:</b> Enter the units of service provided to residents <i>regardless of funding source or contract</i>. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.</p>
<b>Narrative Sheet</b>	<p>Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.</p>
<b>Residents Sheet</b>	<p><b>ANNUAL # OF RESIDENTS:</b> Enter the number of residents for each city with whom you have contracted.</p> <p><b>ACTUAL # OF RESIDENTS:</b> Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.</p>
<b>City Line Item Tables Sheet</b>	<p><i>Optional</i> - only required if requesting funds from Bellevue, Federal Way, or Kent.</p> <p><b>BUDGET:</b> Enter the budgeted amount from your contract.</p> <p><b>REQUEST, THIS QUARTER:</b> Enter the amount requested for each line item.</p>

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

SERVICE UNIT 1

Service Unit 1: Medical Care

Measurement: Appointment

The service unit is defined as a face-to-face visit with a nurse practitioner or doctor for diagnosis and treatment of acute and chronic illness, minor injuries, health

Description: screenings, preventive health services, and access to additional services (such as behavioral health and nutrition) as well as linkages to integrated or ancillary, specialty and inpatient health services. The average number of visits per patient is

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		9236	9042	9140		27418
Bellevue	236	652	733	699		2084
Bothell	41	2172	1990	2047		6209
Burien	39	2095	2124	1441		5660
Covington	20	212	215	174		601
Des Moines	22	2312	2334	1924		6570
Federal Way	53	7698	7801	7437		22936
Issaquah	27	167	152	124		443
Kenmore	59	636	567	604		1807
Kent	59	11187	11268	10838		33293
Kirkland	62	1687	1732	1652		5071
Mercer Island						0
Redmond	112	1758	1996	1627		5381
Renton	30	4721	4353	4284		13358
Sammamish	23	111	102	84		297
SeaTac	145	1539	1364	1355		4258
Shoreline	19	86	87	70		243
Tukwila	20	1190	1175	963		3328
Seattle		4254	4284	4905		13443
Other KC						0
Outside KC						0
Unknown		7451	7223	7066		21740
<b>TOTAL</b>	<b>967</b>	<b>59164</b>	<b>58542</b>	<b>56434</b>	<b>0</b>	<b>174140</b>







## NARRATIVE

## RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		4924	2653	1305		8882
Bellevue	71	403	242	102		747
Bothell	12	1338	665	316		2319
Burien	12	1069	578	91		1738
Covington	6	121	54	21		196
Des Moines	7	1302	640	204		2146
Federal Way	16	4532	2377	1034		7943
Issaquah	6	93	53	22		168
Kenmore	13	398	186	82		666
Kent	59	6264	3245	1401		10910
Kirkland	19	1021	563	277		1861
Mercer Island						0
Redmond	34	1046	655	266		1967
Renton	9	2586	1234	624		4444
Sammamish	7	64	32	9		105
SeaTac	44	825	353	137		1315
Shoreline	19	39	19	10		68
Tukwila	6	709	311	81		1101
Seattle						0
Other KC						0
Outside KC						0
Unknown		264	141	73		478
<b>TOTAL</b>	<b>340</b>	<b>26998</b>	<b>14001</b>	<b>6055</b>	<b>0</b>	<b>47054</b>



## Narrative for Quarterly Report

**Organization:** HealthPoint  
**Program:** Medical Care  
**Report Period Covered:** Quarter 3 2018

HealthPoint's Medical Program funding served 6,055 additional unduplicated city residents in Quarter 3. Of these patients:

- 64% live below 150% of the Federal Poverty Level
- 34% are children
- 32% require an interpreter
- 15% are uninsured
- 1,084 are homeless (includes patients seen in a previous quarter)

Even with ample resources and fluent English, navigating the health care system is challenging. Without those advantages, it can seem so overwhelming that you forego care altogether, or put it off until you end up in the emergency room. HealthPoint is providing access to health care for everyone, improving health outcomes for city residents by providing the right care at the right time. Our multidisciplinary care teams promote better health outcomes and add value to the patient experience by integrating additional services tailored to individual needs, such as behavioral health, nutrition counseling, benefits enrollment, wellness classes, cancer prevention education, childhood literacy promotion, case management, hepatitis C treatment and substance use disorder services.

When depression is untreated or undertreated, it can lead to suffering and struggle with even the most basic daily life tasks. Patients with depression are at a higher risk for self-harm or suicide. Our **Midway clinic** has been engaging in quality improvement activities to improve timely follow-up care and medication adherence for patients with depression. Care teams are following up with these patients to make sure they're picking up their prescriptions and taking their medications consistently. Through targeted patient education and collaboration with our pharmacy, our Midway clinic's depression medication adherence has improved by 11%, which means that 60% of depression patients are consistently adhering to their medication. This is especially impressive given the 31% adherence rate when the clinic began this work in January.

New wellness classes that focus on mental and emotional well-being are being offered free of charge. During Q3, our **Midway clinic** began three new classes:

- Coping with Anxiety & Depression
- Emotional Health for Parents
- Parent Support for Children with Behavior Concerns

Our **Midway clinic** is expanding its highly successful CenteringPregnancy group prenatal care program targeted to Afghan refugees. We have just added a second group in the Dari language and a

new group in English and Spanish. HealthPoint is the first organization in the country to offer CenteringPregnancy in Dari, and one of the only programs with a focus on refugee patients.

Our **Kent clinic and Bothell clinic** are working to improve two important quality measures: well-child visits for pediatric patients ages 3-6 and hypertension control. These two clinics spent much of Q3 working to get kids ready to go back to school. Our **Kent clinic** continued the Healthy Kids Summer Program that focuses on decreasing screen time, increasing daily activity, drinking water instead of soda/juice, and eating at least 1.5 cups of vegetables and fruits each day. Our **Bothell clinic** collaborated with our Bothell dental clinic to train dental front office staff on scheduling well-child visits. Being able to schedule medical appointments in the dental clinic is a win for patients because they can get all their needs taken care of quickly and efficiently. Both the **Kent clinic and Bothell clinic** organized Back-to-School & Well-Child Check fairs in August. Our staff members donated backpacks and school supplies so that each child with an appointment received not only their immunizations and other important care, but also the supplies they need for a strong start to the school year. Through these efforts, both the **Kent clinic and Bothell clinic** continue to see an increase in the percentage of patients who are up-to-date on their well-child visits. The **Kent clinic** has increased from 73% to 81%; the Bothell clinic from 82% to 86% (highest rate at HealthPoint). To improve the hypertension quality measure, these two clinics have focused on creating comprehensive care plans for hypertensive patients. Because blood pressure is affected by many things (diet, stress, medications), our team-based approach to care for patients with hypertension involves primary care providers, behavioral health consultants, nutritionists and clinical pharmacists. Through these efforts, the **Kent clinic and Bothell clinic** continue to see improvement in the percentage of hypertensive patients with controlled blood pressure. Kent has increased from 67% to 74% controlled, and Bothell from 63% to 71%.

HealthPoint's **Redmond clinic and Renton clinic** also helped kids get ready to go back to school. Our **Renton clinic** collaborating with the Renton School District to host an immunization event at Renton High School. Our staff immunized over 100 students in one day. This was our biggest immunization clinic to date and the Renton team is excited to organize additional clinics throughout the year across the school district.

HealthPoint's **Federal Way clinic** also prepared kids for a healthy start to the school year. The **Federal Way clinic** provided well-child checks for 900 children with over the summer (roughly 25% of the clinic's total pediatric population). Our **Federal Way clinic** has increased the well-child visit rate from 71% in January to 81% in September.

HealthPoint's **SeaTac clinic** continued its focused work on diabetes control. The care teams share this success story:

Maria began attending HealthPoint SeaTac's Spanish Diabetes and Hypertension class in July. At her first class, her A1c was 10.2 (far above the usual target of 7 or less for people with diabetes). Two weeks ago, she came in for a check-up and her nurse was surprised to see that her A1c was now 7.0. When asked how she had accomplished this significant drop, Maria said she'd been motivated by the class and the information she received, particularly the tips from the nutritionist and behavioral health specialist. Maria shared that, because of the class, she began setting goals to be more active and to substitute healthier ingredients in her recipes.

Our **Redmond clinic** continues to increase the rate of diabetes control among patients with diabetes. System wide, 70% of HealthPoint patients diagnosed with diabetes have been tested and had an A1c level below 9.

HealthPoint's **Tukwila clinic** continued their collaborative work among medical, dental and pharmacy care teams to improve and integrate care for patients. As a result, they're proud to share that they've met 4 out of 5 of HealthPoint's organization-wide quality focus areas for 2018. Specifically, HealthPoint's Tukwila clinic has:

- Increased diabetes control by 4%, to now be at 73% of patients having an A1c less than 9.
- Increased access to care for its youngest patients and reached an 85% well-child visit rate.
- Helped 68% of patients with hypertension control their blood pressure (a 5% increase from its baseline).
- Reached a 58% depression medication adherence rate.

HealthPoint's **Tukwila clinic** shares a story about a patient named Janice who exemplifies the importance of integrating behavioral health services with medical and dental services:

Janice is a 30-year-old African-American mother of two, including a 3-year-old son with autism. She and her entire family are patients at HealthPoint. Janice was referred to our behavioral health team because of insomnia. Upon further review, we found that she was suffering from Post-Traumatic Stress Disorder due to child sexual abuse – something she had never previously disclosed, except once to her mother, who did not believe her. Her symptoms (nightmares, flashbacks, avoidance of reminders) were constant and interfered in daily life with her husband and children. She was hospitalized for attempting suicide and later for having suicidal thoughts with a plan. For over a year she avoided seeking specialty treatment or medication for her trauma and symptoms because of avoidance of suffering when she thinks about the events. Our staff worked with Janice to build a rapport and begin behavioral activation therapy. Through this work, we were eventually able to help Janice establish more intensive counseling through a local mental health organization. Her new therapist and her HealthPoint behavioral health consultant on her primary care team worked together to coordinate her care. Through this more intensive counseling, Janice finally reached her goal of completing and facing her trauma narrative. She was able to graduate college and now works at a local community resource center, where she helps families facing poverty develop goals to sustain financial independence and housing. She has goals to go on to graduate school and later become a trauma therapist herself. While Janice did not expect this long-term outcome when she came in to HealthPoint for a routine medical check-up, we are grateful to have connected with her. She is a reminder of why we have our integrated model of care that includes immediate access to behavioral health services – because we want to meet patients where they are and help them live healthy lives, both physically and emotionally.



REIMBURSEMENT REQUESTS

Agency and Program Name **Highline Area Food Bank**  
 Address 18300 4th Ave. So.  
 City & ZIP Burien 98148  
 Program Contact Name Mike Werle Phone 206-433-9900  
 Email thefbman@aol.com Invoice Date 10/6/2018  
 Costs below incurred from **7/1/2018** to **10/30/2018**  
 Signature of Authorized Signer *Mike Werle* Printed Name Mike Werle

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						\$0.00
Bellevue						\$0.00
Bothell						\$0.00
Burien	4764	\$18,000.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00
Covington						\$0.00
Des Moines						\$0.00
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton						\$0.00
Sammamish						\$0.00
SeaTac	167	\$12,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
Shoreline						\$0.00
Tukwila						\$0.00

Admin use only

Authorized Payment Amt. **APPROVED FOR PAYMENT** Authorization Code / Acct # 01667  
 Authorized Signature / City *Kim Cooper* Date 10/12/18  
 DATE 10/12/18 \$ 3,000.00  
 BARS# 001.000.10.545.10.41.012

The costs as presented in this request occurred during this Quarter.

**INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)**

**Reimbursement Sheet** Enter your agency and program information.  
Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)  
**CONTRACT ID#:** The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.  
**ANNUAL AWARD AMT:** The contracted award amount from a city to your program.  
**THIS QTR REIMBURSEMENT REQUEST:** For each City, enter the amount your program is requesting for the quarter noted above only.  
**SIGNATURE:** Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4Hk0UXGQ>  
**SERVICE UNIT #:** Choose the name of the service unit from the drop down list (must match your contract).  
**MEASUREMENT:** Choose the name of the measurement unit from the drop down list (must match your contract).

**Service Unit Sheets** **DESCRIPTION:** Enter the description of the service unit from your contract.  
**ANNUAL UNIT GOAL:** Enter the service unit goal for each city with whom you have contracted.  
**ACTUAL UNITS:** Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.  
Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.  
**ANNUAL # OF RESIDENTS:** Enter the number of residents for each city with whom you have contracted.

**Residents Sheet** **ACTUAL # OF RESIDENTS:** Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.

**City Line Item Tables Sheet** *Optional* - only required if requesting funds from Bellevue, Federal Way, or Kent.  
**BUDGET:** Enter the budgeted amount from your contract.  
**REQUEST, THIS QUARTER:** Enter the amount requested for each line item.

**Bellevue, Federal Way, and Kent** grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

SERVICE UNIT 1

Service Unit 1: Food

Measurement: Pound of food

Description: Total pounds of food distributed to all clients

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien	82500	134473	136751	134390		405614
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	185000	38951	43972	42685		125608
Shoreline						0
Tukwila						0
Seattle						0
Other KC		21176	20527	17175		58878
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>267500</b>	<b>194600</b>	<b>201250</b>	<b>194250</b>	<b>0</b>	<b>590100</b>

SERVICE UNIT 2

Service Unit 2: Food

Measurement: Individual

Description: Number of duplicated individuals receiving food

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien	2800	3891	3765	3413		11069
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	5300	1097	1081	1017		3195
Shoreline						0
Tukwila						0
Seattle						0
Other KC		679	625	574		1878
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>8100</b>	<b>5667</b>	<b>5471</b>	<b>5004</b>	<b>0</b>	<b>16142</b>

SERVICE UNIT 3

Service Unit 3: Food

Measurement: Individual

Description: Number of unduplicated residents served

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien	480	1537	342	207		2086
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	900	448	151	91		690
Shoreline						0
Tukwila						0
Seattle						0
Other KC		182	81	39		302
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>1380</b>	<b>2167</b>	<b>574</b>	<b>337</b>	<b>0</b>	<b>3078</b>

## NARRATIVE

In the 3rd Qtr. We continue to see our client numbers trending down. At times we have trouble getting rid of all the fresh food we have. We have been sharing more with other organizations so it doesn't go to waste. We have made some changes to our distribution line of food after our work with the King County Public health and North West Harvest. We will soon have a recipe display area in which we intend to have recipes available for clients concentrating on healthy food choices using a lot of the Foods we have here at the food bank. We hope also to start some cooking classes and implement a recipe of the month for which we will have all the ingredients available. We have new signage to highlight our foods as well as some rolling coolers to help keep the refrigerated foods better chilled during the distribution. We have 2 big banners now highlighting our fruits and veggies as well as a special one drawing attention to our fresh organic garden produce. The big idea behind this grant was to encourage folks to make better food choices and eat healthier while reducing their sodium intake. The changes on our food line have mainly been making sure we have more no salt or low sodium options available along with more whole wheat and grains. We have always had a good amount of fresh fruits and veggies so we were ahead of the game there. Our Garden here at the food bank has been producing well this summer. We have had lots of beans, rhubarb, squash, beets, carrots, bok choy, lettuce, chives, onions, tomatoes, and of course mint. Some of our clients have continued to come in and cut their own mint as well as dig some up and replant it at their home. We have continued to have a number of other gardeners bring food from their home gardens as well as some from N.Park & Burien Pea patches. We have got about 200 lbs. of stuff from the Elk Run farm operated by the SKC food coalition also. With our numbers being where they are our clients have been getting about 38 lbs. per visit this qtr. We continue to have great community support both with food and financially as well. School has now started so we started our backpack program up again. It seems also that the demand is down here also as it is off to a slow start so far. If you

## RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents		4th Qtr	YTD
			2nd Qtr	3rd Qtr		
Auburn						0
Bellevue						0
Bothell						0
Burien	480	1537	342	207		2086
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	900	448	151	91		690
Shoreline						0
Tukwila						0
Seattle						0
Other KC		182	81	39		302
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>1380</b>	<b>2167</b>	<b>574</b>	<b>337</b>	<b>0</b>	<b>3078</b>





REIMBURSEMENT REQUESTS

Agency and Program Name **Hospitality Hosue**  
 Address 1419 SW 150th St  
 City & ZIP Burien, WA 98166  
 Program Contact Name Sheenah Randolph Phone 206-242-1860  
 Email sheenahr.hospitalityhouse@gmail.com Invoice Date 10/15/18  
 Costs below incurred from **6/1/18/** to **6/1/18**  
 Signature of Authorized Signer Printed Name Sheenah Randolph

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						\$0.00
Bellevue						\$0.00
Bothell						\$0.00
Burien	\$15,000.00	\$3,750.00	\$3,750.00	\$3,750.00		\$3,750.00
Covington						\$0.00
Des Moines	\$9,800.00	\$2,450.00		\$4,900.00		\$2,450.00
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton						\$0.00
Sammamish						\$0.00
SeaTac	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Shoreline						\$0.00
Tukwila	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00		\$1,250.00

Admin use only

Authorized Payment Amt: **\$ 2,500.00**

Authorization Code / Acct # **# 12794**

Authorized Signature / City

**APPROVED FOR PAYMENT**

BY *Jim Cooper*

Date **10/24/18**  
**\$ 2,500.00**

DATE: 10/24/18

BARS# 001.000.10.505.10.41.012

SERVICE UNIT 1

Service Unit 1: Shelter

Measurement: Bed night

Description: Number of shelter bednights provided. Average stay is 60-days but clients may stay up to 90-days.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		0	0	0		0
Bellevue		0	0	0		0
Bothell		0	0	0		0
Burien	160	67	85	98		250
Covington		0	0	0		0
Des Moines	90	9	19	19		47
Federal Way		0	83	61		144
Issaquah		0	0	0		0
Kenmore		0	0	0		0
Kent		227	166	42		435
Kirkland		0	9	38		47
Mercer Island		0	0	0		0
Redmond		0	0	0		0
Renton		19	93	24		136
Sammamish		0	0	0		0
SeaTac	120	20	0	42		62
Shoreline		0	0	0		0
Tukwila		6	2	117		125
Seattle		410	213	244		867
Other KC			19			19
Outside KC			0			0
Unknown			0			0
<b>TOTAL</b>	<b>370</b>	<b>758</b>	<b>689</b>	<b>685</b>	<b>0</b>	<b>2132</b>

SERVICE UNIT 2

Service Unit 2: Food

Measurement: Meal

Description: 2 meals a day, each meal = one unit

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn			0	0		0
Bellevue			0	0		0
Bothell			0	0		0
Burien	320	134	336	196		666
Covington			0	0		0
Des Moines	180	19	38	38		95
Federal Way			166	122		288
Issaquah			0	0		0
Kenmore			0	0		0
Kent		455	332	84		871
Kirkland			18	38		56
Mercer Island			0	0		0
Redmond			0	0		0
Renton			186	48		234
Sammamish			0	0		0
SeaTac	240	40	0	84		124
Shoreline			0	0		0
Tukwila		12	4	234		250
Seattle		820	426	488		1734
Other KC			38			38
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>740</b>	<b>1480</b>	<b>1544</b>	<b>1332</b>	<b>0</b>	<b>4356</b>

SERVICE UNIT 3

Service Unit 3: Case Management

Measurement: Choose from drop down list

Description:

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn				0		0
Bellevue				0		0
Bothell				0		0
Burien				16		16
Covington				0		0
Des Moines				3		3
Federal Way				15		15
Issaquah				0		0
Kenmore				0		0
Kent				16		16
Kirkland				4		4
Mercer Island				0		0
Redmond				0		0
Renton				3		3
Sammamish				0		0
SeaTac				7		7
Shoreline				0		0
Tukwila				14		14
Seattle				26		26
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>104</b>	<b>0</b>	<b>104</b>

## RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		0	0	0		0
Bellevue		0	0	0		0
Bothell		0	0	0		0
Burien	5	1	1	3		5
Covington		0	0	0		0
Des Moines	3	1	1	1		3
Federal Way		0	1	1		2
Issaquah		0	0	0		0
Kenmore		0	0	0		0
Kent		7	4	1		12
Kirkland		0	1	0		1
Mercer Island		0	0	0		0
Redmond		0	0	0		0
Renton		1	1	0		2
Sammamish		0	0	0		0
SeaTac	5	1	0	3		4
Shoreline		0	0	0		0
Tukwila		1	0	2		3
Seattle		10	8	5		23
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>13</b>	<b>22</b>	<b>17</b>	<b>16</b>	<b>0</b>	<b>55</b>

#### nt Story - Edna

Prior to her entry at Hospitality House, Edna struggled to adjust to life outside of prison. After being released, Edna found housing. However, the cost was not financially sustainable, and she soon became homeless. The instability of her situation resulted in a brief substance abuse relapse which incited Edna's desire for self-improvement.

Edna's positive attitude and work ethic was almost contagious. She pushed herself each day, acknowledging that small steps lead to progress. Most days Edna would leave the shelter early in the morning and would not arrive back until the late evening.

During her time at Hospitality House, Edna worked closely with her case manager. She maintained sobriety, improved her mental health, gained assistance for her past eviction, and applied for numerous housing options. Her efforts were rectified when she found an affordable apartment in Burien. Hospitality House was able to provide her with household items to get her started in her new life.

Lori became homeless after having an acute mental health episode which led to her having to leave a shared living arrangement with family and spending some time in an in-patient mental health facility. When Lori exited the hospital she was staying at another emergency shelter. She was fearful to take her nightly medication as prescribed because it made her sedated.

#### Client Story - Lori

Upon entering Hospitality House Lori worked diligently to improve her mental health and felt comfortable enough to take her medications as prescribed. This led to Lori being able to complete Case Management housing goals, which had been a challenge for her in the past. Lori worked closely with her Case Manager to develop new organizational skills and was always open to feedback. Due to Lori applying for disability she had a low-income, which limited her housing options. In the last week of Lori's stay, she was approved for a HEN voucher. Lori was able to stay with family for a short time while looking for her own apartment. A few weeks after leaving, Lori called to proudly report she is in her own place.

REIMBURSEMENT REQUESTS

Agency and Program Name **Institute for Family Development/ PACT**  
 Address 34004 16th Ave S., Suite 200  
 City & ZIP Federal Way WA 98003  
 Program Contact Name Kimberly House or Shelley Leavitt Phone 253-874-3630  
 Email khouse@institutefamily.org Invoice Date 10/12/18  
 Costs below incurred from **7/1/18 to 9/30/18**  
 Signature of Authorized Signer Printed Name Kimberly House

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						\$0.00
Bellevue						\$0.00
Bothell						\$0.00
Burien						\$0.00
Covington						\$0.00
Des Moines						\$0.00
Federal Way	\$16,000.00	\$4,000.00	\$4,000.00	\$0.00		\$8,000.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton	\$7,500.00	\$1,875.00	\$1,875.00	\$1,875.00		\$1,875.00
Sammamish						\$0.00
<b>SeaTac</b>	<b>\$8,500.00</b>	<b>\$2,125.00</b>	<b>\$2,125.00</b>	<b>\$2,125.00</b>		<b>\$2,125.00</b>
Shoreline						\$0.00
Tukwila	17-025	\$21,600.00	\$3,510.00	\$7,290.00	\$5,400.00	\$5,400.00

Admin use only  
 Authorized Payment Amt:  
 Authorized Signature / City

**APPROVED FOR PAYMENT**  
 BY: Kim Cooper # 04725  
 DATE: 10/15/18 Date 10/15/18  
 BARS# 001.000.10.545.10.41.012 \$ 2,125.00  
 PACT/IFD q1 2018

The costs as presented in this request occurred during this Quarter.

**INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)**

Enter your agency and program information.

Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)

**Reimbursement Sheet**

**CONTRACT ID#:** The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.

**ANNUAL AWARD AMT:** The contracted award amount from a city to your program.

**THIS QTR REIMBURSEMENT REQUEST:** For each City, enter the amount your program is requesting for the quarter noted above only.

**SIGNATURE:** Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4Hk0UXGQ>

**SERVICE UNIT #:** Choose the name of the service unit from the drop down list (must match your contract).

**MEASUREMENT:** Choose the name of the measurement unit from the drop down list (must match your contract).

**Service Unit Sheets**

**DESCRIPTION:** Enter the description of the service unit from your contract.

**ANNUAL UNIT GOAL:** Enter the service unit goal for each city with whom you have contracted.

**ACTUAL UNITS:** Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.

**Narrative Sheet**

Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.

**ANNUAL # OF RESIDENTS:** Enter the number of residents for each city with whom you have contracted.

**Residents Sheet**

**ACTUAL # OF RESIDENTS:** Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.

**City Line Item Tables Sheet**

*Optional* - only required if requesting funds from Bellevue, Federal Way, or Kent.

**BUDGET:** Enter the budgeted amount from your contract.

**REQUEST, THIS QUARTER:** Enter the amount requested for each line item.

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).



SERVICE UNIT 1

Service Unit 1: Counseling (e.g., Mental Health, Domestic Violence, Substance Abuse, Housing, Employment)

Measurement: 60 minutes

Description: PACI is an in-home family counseling intervention consisting of approximately 40 hours of service over three months. Families must have at least one child in the home, and this can be delivered to parents or caregivers raising their children. Therapists use an engagement style of motivational interviewing to assist families in identifying goals. Evidence based strategies are used to address family

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way	208	53.08	25.85	4.74		83.67
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton	104	38.86	10.03	8.5		57.39
Sammamish						0
SeaTac	142	28.26	58.6	33.04		119.9
Shoreline						0
Tukwila	304	19.68	125.03	141.19		285.9
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>758</b>	<b>139.88</b>	<b>219.51</b>	<b>187.47</b>	<b>0</b>	<b>546.86</b>





## **NARRATIVE**

Please see PDF attachment for Narrative.

## RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way	24	7	0	7		14
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton	8	3	0	5		8
Sammamish						0
SeaTac	12	8	5	0		13
Shoreline						0
Tukwila	8 H.H.	6	17	2		25
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>44</b>	<b>24</b>	<b>22</b>	<b>14</b>	<b>0</b>	<b>60</b>

**CITY LINE ITEM TABLES**

**BELLEVUE Line Item Table**

\*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel						\$0.00	\$0.00
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**FEDERAL WAY Line Item Table**

\*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel						\$0.00	\$0.00
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**KENT Line Item Table**

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	#####	\$3,424.24	\$3,402.83	\$1,174.73		\$8,001.80	\$7,998.20
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
<b>TOTAL</b>	<b>#####</b>	<b>\$3,424.24</b>	<b>\$3,402.83</b>	<b>\$1,174.73</b>	<b>\$0.00</b>	<b>\$8,001.80</b>	<b>\$7,998.20</b>

REIMBURSEMENT REQUESTS

Agency and Program Name **King County Bar Association - Pro Bono Services**  
 Address 1200 5th Ave, Suite 700  
 City & ZIP Seattle 98101  
 Program Contact Name Anne Daly Phone 206-267-7018  
 Email AnneD@kcba.org Invoice Date 10/15/18  
 Costs below incurred from **7/1/18** to **9/30/18**  
 Signature of Authorized Signer Printed Name Anne Daly

	Contract ID#	Annual Reimbursement Requests				Balance Remaining
		Award Amt	1st Qtr	2nd Qtr	3rd Qtr	
Auburn	GF-17/1823	\$2,000.00	\$500.00	\$500.00	\$500.00	\$500.00
Bellevue		\$8,818.00	\$2,204.50	\$2,204.50	\$2,204.50	\$2,204.50
Bothell						\$0.00
Burien						\$0.00
Covington						\$0.00
Des Moines						\$0.00
Federal Way		\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00
Issaquah	31700132	\$3,000.00	\$750.00	\$750.00	\$750.00	\$750.00
Kenmore						\$0.00
Kent		\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Kirkland		\$3,500.00	\$875.00	\$875.00	\$875.00	\$875.00
Mercer Island						\$0.00
Redmond	8341	\$3,500.00	\$875.00	\$875.00	\$875.00	\$875.00
Renton		\$7,500.00	\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00
Sammamish						\$0.00
<b>SeaTac</b>		<b>\$6,000.00</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>	<b>\$1,500.00</b>
Shoreline						\$0.00
Tukwila		\$3,500.00	\$0.00	\$1,750.00	\$0.00	\$1,750.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

Authorized Signature / City

**APPROVED FOR PAYMENT**

BY: *Kim Cooper*

DATE: 10/15/18

BARS# 001.000.10.505.10.41.012

Date 10/15/18  
 \$ 1,500.00

The costs as presented in this request occurred during this Quarter.

**INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)**

**Reimbursement Sheet** Enter your agency and program information.  
Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)  
**CONTRACT ID#:** The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.  
**ANNUAL AWARD AMT:** The contracted award amount from a city to your program.  
**THIS QTR REIMBURSEMENT REQUEST:** For each City, enter the amount your program is requesting for the quarter noted above only.  
**SIGNATURE:** Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4Hk0UXGQ>  
**SERVICE UNIT #:** Choose the name of the service unit from the drop down list (must match your contract).  
**MEASUREMENT:** Choose the name of the measurement unit from the drop down list (must match your contract).

**Service Unit Sheets** **DESCRIPTION:** Enter the description of the service unit from your contract.  
**ANNUAL UNIT GOAL:** Enter the service unit goal for each city with whom you have contracted.  
**ACTUAL UNITS:** Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.

**Narrative Sheet** Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.  
**ANNUAL # OF RESIDENTS:** Enter the number of residents for each city with whom you have contracted.

**Residents Sheet** **ACTUAL # OF RESIDENTS:** Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.


**City Line Item Tables Sheet** *Optional* - only required if requesting funds from Bellevue, Federal Way, or Kent.  
**BUDGET:** Enter the budgeted amount from your contract.  
**REQUEST, THIS QUARTER:** Enter the amount requested for each line item.

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).



REIMBURSEMENT REQUESTS

Agency and Program Name King County Bar Association - Pro Bono Services  
 Address 1200 5th Ave, Suite 700  
 City & ZIP Seattle 98101  
 Program Contact Name Anne Daly Phone 206-267-7018  
 Email AnneD@kcba.org Invoice Date 10/15/18  
 Costs below incurred from 7/1/18 to 9/30/18  
 Signature of Authorized Signer  Printed Name Anne Daly

	Contract ID#	Annual	Reimbursement Requests				Balance
		Award Amt	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Remaining
Auburn	GF-17/1823	\$2,000.00	\$500.00	\$500.00	\$500.00		\$500.00
Bellevue		\$8,818.00	\$2,204.50	\$2,204.50	\$2,204.50		\$2,204.50
Bothell							\$0.00
Burien							\$0.00
Covington							\$0.00
Des Moines							\$0.00
Federal Way		\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00		\$1,250.00
Issaquah	31700132	\$3,000.00	\$750.00	\$750.00	\$750.00		\$750.00
Kenmore							\$0.00
Kent		\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Kirkland		\$3,500.00	\$875.00	\$875.00	\$875.00		\$875.00
Mercer Island							\$0.00
Redmond	8341	\$3,500.00	\$875.00	\$875.00	\$875.00		\$875.00
Renton		\$7,500.00	\$1,875.00	\$1,875.00	\$1,875.00		\$1,875.00
Sammamish							\$0.00
SeaTac		\$6,000.00	\$1,500.00	\$1,500.00	\$1,500.00		\$1,500.00
Shoreline							\$0.00
Tukwila		\$3,500.00	\$0.00	\$1,750.00	\$0.00		\$1,750.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

Authorized Signature / City

Date

SERVICE UNIT 1

Service Unit 1: Case Management

Measurement: Household

Description: Number of households served represents the number of households that received legal help from PBS's Housing Justice Project and Neighborhood Legal Clinics

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	14	112	111	106		329
Bellevue	48	110	87	94		291
Bothell	N/A	26	19	19		64
Burien	N/A	67	76	60		203
Covington	N/A	0	0	1		1
Des Moines	N/A	6	4	6		16
Federal Way	35	150	151	122		423
Issaquah	21	21	24	25		70
Kenmore	N/A	15	5	16		36
Kent	70	222	195	188		605
Kirkland	25	58	47	38		143
Mercer Island	N/A	12	13	11		36
Redmond	25	47	26	35		108
Renton	60	163	139	119		421
Sammamish	N/A	12	5	6		23
SeaTac	60	35	41	36		112
Shoreline	N/A	3	5	7		15
Tukwila	N/A	42	40	40		122
Seattle		1305	1119	1059		3483
Other KC		105	67	62		234
Outside KC		94	109	92		295
Unknown		0	1	2		3
<b>TOTAL</b>	<b>358</b>	<b>2605</b>	<b>2284</b>	<b>2144</b>	<b>0</b>	<b>7033</b>

SERVICE UNIT 2

Service Unit 2: Legal Services

Measurement: 60 minutes

Description: Number of Attorney Hours represents the amount of time a volunteer attorney donated on advising or representing individuals and/or families. Clients on average will receive 30 minutes to 5 hours of legal help at no cost. Each hour of legal help is valued at \$250.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	36	89.3	122	107.2		318.5
Bellevue	122	65	43.5	53		161.5
Bothell	N/A	13	10	9.5		32.5
Burien	N/A	48	64.4	39.1		151.5
Covington	N/A	0	0	0.8		0.8
Des Moines	N/A	9.5	11.6	13.3		34.4
Federal Way	89	132	156.4	135.6		424
Issaquah	54	11	13	11.9		35.9
Kenmore	N/A	7.2	5.5	9.3		22
Kent	176	224.5	183.2	186.5		594.2
Kirkland	63	30	28	19.4		77.4
Mercer Island	N/A	6.5	6.5	7.8		20.8
Redmond	63	27.3	13	20.7		61
Renton	147	113.5	100	111.8		325.3
Sammamish	N/A	7	2.5	3		12.5
SeaTac	100	26.7	91.9	35		153.6
Shoreline	N/A	1.5	2.6	3.8		7.9
Tukwila	45	26.1	31.8	40.3		98.2
Seattle		752.2	674	633.6		2059.8
Other KC		77	56.7	44.6		178.3
Outside KC		47	54.5	45.2		146.7
Unknown		0	0.5	1		1.5
<b>TOTAL</b>	<b>895</b>	<b>1714.3</b>	<b>1671.6</b>	<b>1532.4</b>	<b>0</b>	<b>4918.3</b>



## **NARRATIVE**

With rent continuing to increase in King County, the number of clients served by the Housing Justice Project has been increasing. The Neighborhood Legal Clinics continues to serve a high number of clients and acts as a conduit for clients to obtain ongoing representation. We are developing new partnerships within our referral network so that we can better assist clients with their full range of needs. In the first quarter of 2017 we developed a new partnership with the Center for Children and Youth Justice to help us serve the young adult population.

The King County Bar Association's Housing Justice Project has become a nationally recognized program. In March, a group of attorneys, judges, and paralegals from Milwaukee came to observe the Housing Justice Project in order to model our program and practices in Milwaukee. We have remained in touch with the Milwaukee group as they continue to launch their program.

## RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	31	187	333	209		729
Bellevue	105	126	88	114		328
Bothell	N/A	30	34	19		83
Burien	N/A	86	176	80		342
Covington	N/A	0	0	7		7
Des Moines	N/A	14	8	13		35
Federal Way	76	227	382	221		830
Issaquah	46	28	60	31		119
Kenmore	N/A	15	6	16		37
Kent	152	392	517	307		1216
Kirkland	54	72	89	47		208
Mercer Island	N/A	12	20	14		46
Redmond	54	53	65	41		159
Renton	134	203	338	185		726
Sammamish	N/A	16	12	6		34
SeaTac	150	55	77	61		193
Shoreline	N/A	5	11	19		35
Tukwila	60	51	98	62		211
Seattle		1441	1956	1215		4612
Other KC		142	156	78		376
Outside KC		94	232	96		422
Unknown		0	3	2		5
<b>TOTAL</b>	<b>862</b>	<b>3249</b>	<b>4661</b>	<b>2843</b>	<b>0</b>	<b>10753</b>

**CITY LINE ITEM TABLES**

**BELLEVUE Line Item Table**

\*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$8,818.00	\$2,204.50	\$2,204.50	\$2,204.50		\$6,613.50	\$2,204.50
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
<b>TOTAL</b>	<b>\$8,818.00</b>	<b>\$2,204.50</b>	<b>\$2,204.50</b>	<b>\$2,204.50</b>	<b>\$0.00</b>	<b>\$6,613.50</b>	<b>\$2,204.50</b>

**FEDERAL WAY Line Item Table**

\*Back-up documentation required for line item expenses

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00		\$3,750.00	\$1,250.00
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
<b>TOTAL</b>	<b>\$5,000.00</b>	<b>\$1,250.00</b>	<b>\$1,250.00</b>	<b>\$1,250.00</b>	<b>\$0.00</b>	<b>\$3,750.00</b>	<b>\$1,250.00</b>

**KENT Line Item Table**

	Budget	Q1 Request	Q2 Request	Q3 Request	Q4 Request	Cumulative Requested	Balance Remaining
Personnel	#####	\$2,500.00	\$2,500.00	\$2,500.00		\$7,500.00	\$2,500.00
Office/Ops						\$0.00	\$0.00
Purchased Svc						\$0.00	\$0.00
Communication						\$0.00	\$0.00
Travel/Training						\$0.00	\$0.00
Other						\$0.00	\$0.00
<b>TOTAL</b>	<b>#####</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$2,500.00</b>	<b>\$0.00</b>	<b>\$7,500.00</b>	<b>\$2,500.00</b>





SERVICE UNIT 1

Service Unit 1: Advocacy

Measurement: 60 minutes

Description: Legal & General Advocacy Services provided in English & Spanish for child, youth & adult victims of sexual violence & their families. Services help victims navigate the criminal justice system, access needed services, gain skills to support their loved ones who have been victimized.

	Annual Goal	Actual Units, regardless of funding source				YTD	% Achiev
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr		
Auburn	209	296	413	340		1049	502%
Bellevue	678	247	239	209		695	103%
Bothell						0	
Burien	73	226	140	182		548	751%
Covington	50	53	48	29		130	260%
Des Moines	39	128	166	101		395	1013%
Federal Way	194	396	481	402		1279	659%
Issaquah	88	88	92	109		289	328%
Kenmore	30	2	0	2		4	13%
Kent	234	707	629	460		1796	768%
Kirkland	178	94	126	121		341	192%
Mercer Island	27	20	12	1		33	122%
Redmond	154	177	135	142		454	295%
Renton	297	484	650	547		1681	566%
Sammamish	47	41	54	42		137	291%
SeaTac	79	120	91	61		272	344%
Shoreline	73	139	79	79		297	407%
Tukwila	77	68	30	38		136	177%
Seattle		519	513	509		1541	
Other KC		693	622	545		1860	
Outside KC		675	487	415		1577	
Unknown		520	409	486		1415	
<b>TOTAL</b>	<b>2527</b>	<b>5693</b>	<b>5416</b>	<b>4820</b>	<b>0</b>	<b>15929</b>	

RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			4th Qtr	YTD	% Achieved
			2nd Qtr	3rd Qtr				
Auburn	74	117	65	23		205	277%	
Bellevue	121	85	35	26		146	121%	
Bothell						0		
Burien	38	60	25	13		98	258%	
Covington	15	14	3	3		20	133%	
Des Moines	22	38	13	14		65	295%	
Federal Way	60	138	51	50		239	398%	
Issaquah	25	36	8	13		57	228%	
Kenmore	7	3	0	7		10	143%	
Kent	74	148	47	43		238	322%	
Kirkland	41	48	17	12		77	188%	
Mercer Island	4	6	0	0		6	150%	
Redmond	35	53	11	14		78	223%	
Renton	90	168	52	56		276	307%	
Sammamish	12	15	6	2		23	192%	
SeaTac	26	29	15	7		51	196%	
Shoreline	18	26	7	12		45	250%	
Tukwila	24	25	8	6		39	163%	
Seattle		317	199	227		743		
Other KC		262	55	67		384		
Outside KC		244	93	132		469		
Unknown		292	209	174		675		
<b>TOTAL</b>	<b>686</b>	<b>2124</b>	<b>919</b>	<b>901</b>	<b>0</b>	<b>3944</b>		







## **NARRATIVE**

**Q3 CLIENTS SERVED:** KCSARC has already exceeded the annual client goals for all of the joint cities. Please see actual # of clients served for each city in the residents section of the report.

**Q3 ADVOCACY SERVICE HOURS:** KCSARC has exceeded the annual service hour goals for all of the joint cities, except Kenmore. Please see actual # of hrs served for each city in the advocacy service unit section.

**SOUTH CITIES POOLED CONTRACT NARRATIVE:** Please see separate attachment.


**KENT:** During Q3 2018, KCSARC provided services to 3 residents of the Panther Lake Community.

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**NARRATIVE:** Since #MeToo began trending on social media last fall, calls to our 24-hour resource line and intake line have increased with no signs of slowing down. It is important to point out that more calls do not mean more assaults are happening; it simply means people are now beginning to feel that they will be believed and supported if they disclose abuse. This is empowerment we have strived for since KCSARC's inception. As more people choose to speak out, many are reaching out for help. This has placed a 21% increase in demand on our direct services compared to last year YTD 9/30.

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REIMBURSEMENT REQUESTS

Agency and Program Name **Lutheran Community Services NW - Angle Lake Family Resource Center**  
 Address 4040 S. 188th St. #100  
 City & ZIP SeaTac, WA 98188  
 Program Contact Name Amy Lloyd Wagner Phone 206.816.3241  
 Email alloydwagner@lcsnw.org Invoice Date 10/15/18  
 Costs below incurred from **7/1/18** to **9/30/18**  
 Signature of Authorized Signer  Printed Name Amy Lloyd Wagner

Contract ID#	Annual	Reimbursement Requests				Balance
	Award Amt	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Remaining
Auburn						\$0.00
Bellevue						\$0.00
Bothell						\$0.00
Burien						\$0.00
Covington						\$0.00
Des Moines						\$0.00
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton						\$0.00
Sammamish						\$0.00
<b>SeaTac</b>	<b>\$47,000.00</b>	<b>\$11,750.00</b>	<b>\$11,750.00</b>	<b>\$11,750.00</b>		<b>\$11,750.00</b>
Shoreline						\$0.00
Tukwila	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00		\$1,250.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

<sup>H</sup> 02385

Authorized Signature / City

**APPROVED FOR PAYMENT**

Date

10/24/18

BY



DATE

10/24/18

BARS#

001.000.10.565.10.41.012

\$11,750.00

## Lutheran Community Services NW 3rd Quarter Report 2018

Lutheran Community Services NW continues to assist the community in accessing resources and receiving services that improve individual and family health, self-sufficiency, and connection to community. This quarter the Family Resource Center (FRC) and other South King County programming continued to expand our offerings to the community. Below are some highlights specific to each city.

### Kent Highlight

One highlight to the work that we are doing across several programs is our work with Refugee and Immigrant seniors 55yrs+. Kent residents take part in our Refugee Elder Program, the Iraqi Women's Group, the Arabic Speaking Men's Group, the Russian Elder's Group, the Meskhetian Turk Support Group, and our Counseling services. Staff have seen tremendous improvement in the mental health markers for many of these seniors. They report that they are more social, that they are understanding the systems around them better, and they are bringing friends to the program. One Kent resident in particular went from showing many markers of depression to taking daily walks, attending support groups and other community ESL classes. He reports more energy and better physical health. His countenance has completely changed and we love seeing his smiling face in the office.

9 Kent residents were also served by the Back to School Fair.

### SeaTac Highlight

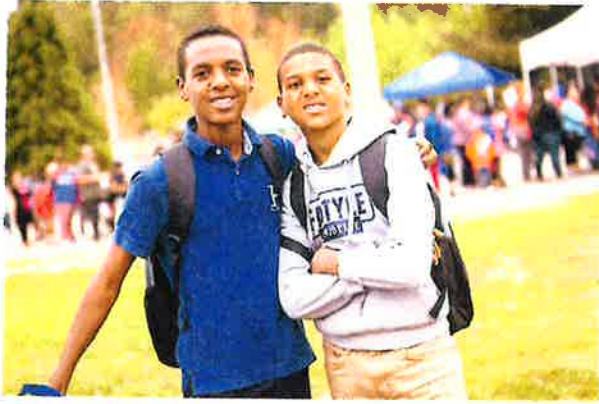
This quarter saw the 12<sup>th</sup> Annual Back to School Fair to serve the children and families of Tye, Chinook, Madrona, Hilltop, Bow Lake, McMicken, and Valley View. This year we had some challenges with fundraising and a need for more warehouse space. Community members in neighboring Tukwila provided donated warehouse space. Rontra was an incredible support by providing extra shipping back and forth between two warehouse locations. We had an incredible outpouring of volunteers, many from the SeaTac Angle Lake Community and SeaTac business to pack backpacks and volunteer at the event. Over 2500 community members poured in the day of the event and close to 2000 backpacks were given out. A more controlled registration and backpack distribution area made things run smoother and we were better able to make sure that the families that needed backpacks received them. In addition:

- 6 stylists from 3 different salons provided 100+ back to school haircuts
- Rotary volunteers served 1,500 plates of food
- 138 Dental Checks were provided by Kids Cavity Prevention Program

Please see the attached photos from the event.

Also of note, the ESL class, in partnership with Literacy Source, has altered the schedule this quarter to try to better serve the students. The class is now running three days a week, Monday, Wednesday, and Thursday from 9am-12pm. The attendance for the first few weeks has been high.





SERVICE UNIT 1

Service Unit 1: Outreach

Measurement: Individual

Description: Number of individuals served through events that provide family stability including Tax Prep Assistance, Holiday of Hope, and Back to School Fair

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		8	7	0		15
Bellevue		1	2	0		3
Bothell		0	0	0		0
Burien		14	1	38		53
Covington		0	0	0		0
Des Moines		35	18	49		102
Federal Way		28	6	0		34
Issaquah		1	0	0		1
Kenmore		0	0	0		0
Kent		50	22	13		85
Kirkland		0	0	0		0
Mercer Island		0	0	0		0
Redmond		0	0	0		0
Renton		6	0	0		6
Sammamish		0	0	0		0
<b>SeaTac</b>	<b>3025</b>	<b>114</b>	<b>30</b>	<b>2230</b>		<b>2374</b>
Shoreline		0	0	0		0
Tukwila		19	8	42		69
Seattle		80	31	72		183
Other KC		2	0	0		2
Outside KC		7	1	0		8
Unknown		76	0	57		133
<b>TOTAL</b>	<b>3025</b>	<b>441</b>	<b>126</b>	<b>2501</b>	<b>0</b>	<b>3068</b>

SERVICE UNIT 3

Service Unit 3: Counseling (e.g., Mental Health, Domestic Violence, Substance Abuse, Housing, Employment)

Measurement: Individual


Description: Number of individuals that access ICCS mental health and complex medical case management services

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		43	8	6		57
Bellevue		12	3	1		16
Bothell		3	1	3		7
Burien		13	5	3		21
Covington		6	0	0		6
Des Moines		22	7	3		32
Federal Way		56	19	22		97
Issaquah		1	0	0		1
Kenmore		9	2	0		11
Kent	88	244	25	11		280
Kirkland		9	0	0		9
Mercer Island		0	0	0		0
Redmond		5	0	0		5
Renton		26	2	3		31
Sammamish		2	0	0		2
SeaTac	50	35	12	6		53
Shoreline		9	1	0		10
Tukwila	20	38	5	3		46
Seattle		90	16	14		120
Other KC		24	0	4		28
Outside KC		44	0	18		62
Unknown		4	0	42		46
<b>TOTAL</b>	<b>158</b>	<b>695</b>	<b>106</b>	<b>139</b>	<b>0</b>	<b>940</b>

## RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		67	21	25		113
Bellevue		15	5	3		23
Bothell		4	2	8		14
Burien		43	19	57		119
Covington		10	0	0		10
Des Moines		120	70	93		283
Federal Way		140	101	114		355
Issaquah		2	14	0		16
Kenmore		9	2	1		12
Kent	190	472	191	128		791
Kirkland		10	1	3		14
Mercer Island		0	0	0		0
Redmond		8	0	2		10
Renton		45	15	12		72
Sammamish		4	0	0		4
SeaTac	2775	506	292	2405		3203
Shoreline		11	1	0		12
Tukwila	80	95	117	72		284
Seattle		214	84	122		420
Other KC		74	67	23		164
Outside KC		61	42	34		137
Unknown		101	64	131		296
<b>TOTAL</b>	<b>3045</b>	<b>2011</b>	<b>1108</b>	<b>3233</b>	<b>0</b>	<b>6352</b>

REIMBURSEMENT REQUESTS

Agency and Program Name **Multi Service Center-Emergency & Transitional Housing**  
 Address PO BOX 23699 1200 S. 336th St  
 City & ZIP Federal Way, 98003  
 Program Contact Name Manuela Ginnett Phone 253-838-6810 x162  
 Email [manuelag@mschelps.org](mailto:manuelag@mschelps.org) Invoice Date 10/15/18  
 Costs below incurred from **7/1/18** to **9/30/18**  
 Signature of Authorized Signer  Printed Name Joe Evers, Finance Dir.

Contract ID#	Annual Reimbursement Requests					Balance Remaining
	Award Amt	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	\$8,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Bellevue						\$0.00
Bothell						\$0.00
Burien	\$4,500.00	\$1,125.00	\$1,125.00	\$1,125.00	\$1,125.00	\$1,125.00
Covington						\$0.00
Des Moines						\$0.00
Federal Way	\$34,000.00	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00	\$8,500.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton	\$8,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Sammamish						\$0.00
<b>SeaTac</b>	<b>\$8,000.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>
Shoreline						\$0.00
Tukwila	\$4,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00

Admin use only

Authorized Payment Amt: **\* MOU \*** Authorization Code / Acct #  
 Authorized Signature / City \_\_\_\_\_ Date

**APPROVED FOR PAYMENT**

BY:  

DATE: 10/16/18 10.16.18

BARS# 001.000.10.5105.10.41.012

RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents		4th Qtr	YTD
			2nd Qtr	3rd Qtr		
Auburn	12	7	0	13		20
Bellevue		3				3
Bothell						0
Burien	7	0	4	4		8
Covington						0
Des Moines						0
Federal Way	22	19	6	6		31
Issaquah						0
Kenmore						0
Kent		28	6	4		38
Kirkland						0
Mercer Island						0
Redmond						0
Renton	12	13	0	3		16
Sammamish						0
SeaTac	12	3	7	0		10
Shoreline						0
Tukwila	6	5	7	0		12
Seattle						0
Other KC				5		5
Outside KC		25	12	3		40
Unknown						0
<b>TOTAL</b>	<b>71</b>	<b>103</b>	<b>42</b>	<b>38</b>	<b>0</b>	<b>183</b>

SERVICE UNIT 1

Service Unit 1: Case Management

Measurement: Appointment

Description: Case Management is documented in number of contacts. Contacts include visits in a family's unit, In one of MSC's offices or any other location Convenient to the family or individual. Contacts also include phone appointments with and on behalf of, the family or single adult client.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	23	13	11	17		41
Bellevue		5				5
Bothell						0
Burien	15	0	2	9		11
Covington						0
Des Moines						0
Federal Way	90	49	56	38		143
Issaquah						0
Kenmore						0
Kent		42	42	14		98
Kirkland						0
Mercer Island						0
Redmond						0
Renton	23	9	0	12		21
Sammamish						0
SeaTac	23	6	7	6		19
Shoreline						0
Tukwila	12	7	7	2		16
Seattle						0
Other KC				6		6
Outside KC		22	12	26		60
Unknown						0
<b>TOTAL</b>	<b>186</b>	<b>153</b>	<b>137</b>	<b>130</b>	<b>0</b>	<b>420</b>

SERVICE UNIT 2

Service Unit 2: Shelter

Measurement: Bed night

Description: Shelter units are counted as bed nights. One individual staying in one night at the shelter is equal to one bed night.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	450	630	582	686		1,898
Bellevue		180				180
Bothell						0
Burien	250	0	8	488		496
Covington						0
Des Moines						0
Federal Way	400	586	900	273		1,759
Issaquah						0
Kenmore						0
Kent		963	687	33		1,683
Kirkland						0
Mercer Island						0
Redmond						0
Renton	450	435	0	123		558
Sammamish						0
SeaTac	450	270	516	336		1,122
Shoreline						0
Tukwila	250	450	498	63		1,011
Seattle						0
Other KC				400		400
Outside KC		1,953	2,535	1,352		5,840
Unknown						0
<b>TOTAL</b>	<b>2,250</b>	<b>5,467</b>	<b>5,726</b>	<b>3,754</b>	<b>0</b>	<b>14,947</b>



SERVICE UNIT 3

Service Unit 3: Transitional Housing

Measurement: Bed night

Description: Transitional Housing is counted as bed nights. One individual staying in one night at the shelter is equal to one bed night.

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way	400	598	561	662		1,821
Issaquah						0
Kenmore						0
Kent		1,434	930	552		2,916
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac						0
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>400</b>	<b>2,032</b>	<b>1,491</b>	<b>1,214</b>	<b>0</b>	<b>4,737</b>

## NARRATIVE

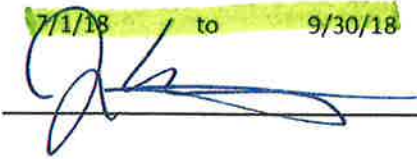
To access homeless family shelters, families call daily to a call line at Mary's Place. When MSC has a shelter opening, we look at the log for that day and contact people. To access homeless transitional housing programs in King County, families and individuals must complete an assessment through Coordinated Entry for All (CEA). Assessments for the system are done through Regional Access Points (RAP). Once assessed, households are placed in a community queue while awaiting placement in homeless housing programs. Households must meet HUD's definition of literally homeless – in a shelter, on the streets, in a car, in a place not meant for human habitation or in a motel that is paid for by an agency. Families fleeing domestic violence do not need to meet the above definition. We are on target to meet city outcome goals.

Since this community queue has far more households than the homeless housing system can accommodate, all are also offered assistance through Path to Home funds through Regional Access Points (RAP). The funds are flexible and can be used in a variety of ways, as long as the end result is that housing is secured outside of homeless housing programs. The funds can be used to pay off a past landlord debt, move in costs, costs to help alleviate a friend or family member's costs (via rent and utilities) if they are willing to allow the individual to move in with them. The costs can also be used for transportation to another city where the individual has secured housing.

### Positive story

A single mother came to MSC's family shelter who recently fled domestic violence with her 7-year-old son with autism had only a \$344 TANF income. Additionally, she is involved with child protective services and has a 3-year-old daughter who is currently in out of home placement. While at MSC's shelter, she was able to work with her case manager and developed a housing stability plan which was also acceptable to her CPS worker. Due to many barriers, she was not able to look into employment during her stay, but she was able to stay in compliance with CPS, tend to her son's needs and have visitations with her daughter. After 2 ½ months, she was able to move into a Multi-Service Center-owned apartment which comes with project based Section 8, which makes the rent truly affordable. Additionally, she will be able to continue working with her case manager and continue to make strides forward toward stability and regaining custody of her daughter.

REIMBURSEMENT REQUESTS

Agency and Program Name **Multi Service Center- Rent & Emergency Assistance**  
 Address PO BOX 23699 1200 S. 336th St  
 City & ZIP Federal Way, 98003  
 Program Contact Name Manuela Ginnett Phone 253-838-6810 ext. 162  
 Email manuelag@mschelps.org Invoice Date 10/15/18  
 Costs below incurred from 7/1/18 to 9/30/18  
 Signature of Authorized Signer  Printed Name Joe Evers, Finance Dir.

Contract ID#	Annual	Reimbursement Requests				Balance
	Award Amt	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Remaining
Auburn						\$0.00
Bellevue						\$0.00
Bothell						\$0.00
Burien						\$0.00
Covington						\$0.00
Des Moines	\$7,667.00	\$586.74	\$794.53	\$318.95		\$5,966.78
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton	CAG-1705	\$24,000.00	\$6,773.77	\$3,693.69	\$6,069.79	\$7,462.75
Sammamish						\$0.00
SeaTac		\$32,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00
Shoreline						\$0.00
Tukwila						\$0.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

# 03545

Authorized Signature / City

Date

10/16/18

**APPROVED FOR PAYMENT**

BY: 

\$ 8,000.00

DATE: 10/16/18

BARS# 001.000.10.905.10.41.012

SERVICE UNIT 1

Service Unit 1: Financial Aid

Measurement: Voucher

Description: Financial Aid can include payment on behalf of an individual toward their rent or utilities such as PSE, water, sewer. Individuals may be provided with bus tickets or motel vouchers. An individual may receive one or more of the above.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn			1	1		2
Bellevue						0
Bothell						0
Burien				2		2
Covington						0
Des Moines		1	3	1		5
Federal Way			1	20		21
Issaquah						0
Kenmore						0
Kent		30	39	57		126
Kirkland						0
Mercer Island						0
Redmond						0
Renton	32	8	9	10		27
Sammamish						0
SeaTac	40	12	7	14		33
Shoreline						0
Tukwila	48	11	13	12		36
Seattle			1	1		2
Other KC				1		1
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>120</b>	<b>62</b>	<b>74</b>	<b>119</b>	<b>0</b>	<b>255</b>

## NARRATIVE

New this year are funds for Des Moines. We have had fewer than anticipated Des Moines residents and some of those who have contacted us have had rent needs far higher than the \$500 per household assistance limit. We had a slowdown in eligible SeaTac callers and are behind in the number of residents to be served. We have an updated outreach plan to connect with Des Moines and SeaTac households and are confident the funds will be spent and numbers met by the end of December 2018.

Tukwila customers continue to contact city staff who refer them to our program. The city sets the assistance amount for each household. All other cities' customers access the program through the agency's weekly Rent/EAP phone line. This report covers rent and emergency assistance for Kent, Renton, SeaTac, Des Moines and Tukwila and is for rent assistance only for Federal Way. Although MSC doesn't receive city funding from other cities, households from those cities may receive assistance through King County HSP funds, via a subcontract with Solid Ground or small private funds sometimes donated to MSC.

Trends in general for all cities continue to be that most households are in need of large amounts of assistance with multiple bills and/or rent. Incomes are low while rent and utility bills are high. Although staff attempt to provide pointers to the households on ways to save, too many simply have inadequate income.

It is important to understand that comparing numbers served to the number of dollars funded by each individual city would provide misleading comparisons. For example, Federal Way funds may only be used for rent assistance which leads to a higher average household assistance amount. The city of Tukwila sets a limited assistance allowance per household.

## RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn			6	1		7
Bellevue						0
Bothell						0
Burien				4		4
Covington						0
Des Moines		3	12	5		20
Federal Way			6	67		73
Issaquah						0
Kenmore						0
Kent		71	114	88		273
Kirkland						0
Mercer Island						0
Redmond						0
Renton	76	23	25	27		75
Sammamish						0
SeaTac	80	19	12	17		48
Shoreline						0
Tukwila	48	25	35	33		93
Seattle			1	1		2
Other KC				1		1
Outside KC						0
Unknown				14		14
<b>TOTAL</b>	<b>204</b>	<b>141</b>	<b>211</b>	<b>258</b>	<b>0</b>	<b>610</b>

REIMBURSEMENT REQUESTS

Agency and Program Name **Navos Mental Health and Wellness. Child, Youth, and family department.**  
 Address 1210 sw 136 st  
 City & ZIP Burien, WA. 98166  
 Program Contact Name Jake Harper  
 Email [jacon.harper@navos.org](mailto:jacon.harper@navos.org)  
 Costs below incurred from 4/1/18 to 6/30/18 Invoice Date 7/5/2018  
 Signature of Authorized Signer *Mary Lagers* Printed Name Mary Lagers

	Contract ID#	Annual Award Amt	Reimbursement Requests			
			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
Auburn						
Bellevue						
Bothell						
Burien						
Covington						
Des Moines						
Federal Way						
Issaquah						
Kenmore						
Kent						
Kirkland						
Mercer Island						
Redmond						
Renton						
Sammamish						
SeaTac	1078	\$29,000.00	\$7,250.00	\$7,250.00	\$7,250.00	\$7,250.00
Shoreline						
Tukwila						

Admin use only

Authorized Payment Amt: **APPROVED FOR PAYMENT** Authorization Code / Acct # 01078

Authorized Signature / City *Kim Cooper* BY: Kim Cooper Date 10/12/18

DATE: 10/12/18  
 BARS# 001.000.10.565.10.41.012 \$ 7,250.00

The costs as presented in this request occurred during this Quarter.

**INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)**

Enter your agency and program information.

Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)

**Reimbursement Sheet**

**CONTRACT ID#:** The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.

**ANNUAL AWARD AMT:** The contracted award amount from a city to your program.

**THIS QTR REIMBURSEMENT REQUEST:** For each City, enter the amount your program is requesting for the quarter noted above only.

**SIGNATURE:** Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4Hk0UXGQ>

**SERVICE UNIT #:** Choose the name of the service unit from the drop down list (must match your contract).

**MEASUREMENT:** Choose the name of the measurement unit from the drop down list (must match your contract).

**Service Unit Sheets**

**DESCRIPTION:** Enter the description of the service unit from your contract.

**ANNUAL UNIT GOAL:** Enter the service unit goal for each city with whom you have contracted.

**ACTUAL UNITS:** Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.

**Narrative Sheet**

Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.

**ANNUAL # OF RESIDENTS:** Enter the number of residents for each city with whom you have contracted.

**Residents Sheet**

**ACTUAL # OF RESIDENTS:** Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.

**City Line Item Tables Sheet**

*Optional* - only required if requesting funds from Bellevue, Federal Way, or Kent.

**BUDGET:** Enter the budgeted amount from your contract.

**REQUEST, THIS QUARTER:** Enter the amount requested for each line item.

**Bellevue, Federal Way, and Kent** grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).



REIMBURSEMENT REQUESTS

trom

Balance  
Remaining

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$7,250.00

\$0.00

\$0.00

SERVICE UNIT 1

Service Unit 1: Counseling (e.g., Mental Health, Domestic Violence, Substance Abuse, Housing, Employment)  
 Measurement: Appointment

Description: Counseling (mental health) hours includes individual and family therapy, case management, and family support activities. Counseling is measured by service hour.

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	300	47	138	21		206
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>300</b>	<b>47</b>	<b>138</b>	<b>21</b>	<b>0</b>	<b>206</b>

Agency Representative Signature:



SERVICE UNIT 1

*Jacob Harper*

Jacob Harper





## NARRATIVE

Most of the individuals benefitting from receiving counseling services via this contract are receiving their support at school. This model allows students to have easy access to mental health care, which fits within their schedule. We are seeing that as students engage in with their counselor they are getting unique support that helps them to learn, grow and use life skills in their homes and schools. They are maintaining or improving academically despite their stressors. They are also maintaining or improving attendance, as well as, general behavior at school with decreasing need for discipline or suspensions. One of the direct benefits of counseling is increased participation in school activities due to improved confidence and communication. In the community, we see fewer legal problems as well as an increase in client community engagement. One of the other benefits to counseling is that schools are receiving better performance and participation ratings and neighborhoods are improving from these individuals learning to better cope with personal, life, and family stressors and not engaging so often in unsafe behaviors or substances to self-medicate. For most of these students, getting counseling support and finding improvement in these areas, as well as their specific goals/outcomes for therapy, would not be possible without the aid provided by this contract.

RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	40	5	9			14
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>40</b>	<b>5</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>14</b>





REIMBURSEMENT REQUESTS

Agency and Program Name **Nexus Youth and Families**  
 Address 1000 Auburn Way S  
 City & ZIP Auburn 98002  
 Program Contact Name Whitney Whittemore Phone 253-394-5019  
 Email WhitneyWh@Nexus4kids.org Invoice Date 9/30/18  
 Costs below incurred from 7/1/18 to 9/1/18  
 Signature of Authorized Signer Traci L. Chiboucas-Judd Printed Name Traci L. Chiboucas-Judd

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						\$0.00
Bellevue						\$0.00
Bothell						\$0.00
Burien	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Covington	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00
Des Moines						\$0.00
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton	\$7,500.00	\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00	\$1,875.00
Sammamish						\$0.00
SeaTac	\$8,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Shoreline						\$0.00
Tukwila	\$2,500.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00

Admin use only

Authorized Payment Amt:

Authorized Signature / City

Authorization Code / Acct # 00280

**APPROVED FOR PAYMENT**

BY Jim Cooper

Date 10/12/18

DATE: 10/12/18

2,000.00

BARS# 001.000.10.505.10.41.012

The costs as presented in this request occurred during this Quarter.

**INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)**

Enter your agency and program information.

Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)

**CONTRACT ID#:** The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.

**ANNUAL AWARD AMT:** The contracted award amount from a city to your program.

**THIS QTR REIMBURSEMENT REQUEST:** For each City, enter the amount your program is requesting for the quarter noted above only.

**SIGNATURE:** Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4Hk0UXGQ>

**SERVICE UNIT #:** Choose the name of the service unit from the drop down list (must match your contract).

**MEASUREMENT:** Choose the name of the measurement unit from the drop down list (must match your contract).

**DESCRIPTION:** Enter the description of the service unit from your contract.

**ANNUAL UNIT GOAL:** Enter the service unit goal for each city with whom you have contracted.

**ACTUAL UNITS:** Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.

Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.

**ANNUAL # OF RESIDENTS:** Enter the number of residents for each city with whom you have contracted.

**ACTUAL # OF RESIDENTS:** Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.

*Optional* - only required if requesting funds from Bellevue, Federal Way, or Kent.

**BUDGET:** Enter the budgeted amount from your contract.

**REQUEST, THIS QUARTER:** Enter the amount requested for each line item.

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

SERVICE UNIT 1

Service Unit 1: Outreach

Measurement: Contact

Description: Duplicated number of all contacts including brief encounters, extended connections, and follow-up connections

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		34	104	190		328
Bellevue						0
Bothell						0
Burien	90	27	113	88		228
Covington	30	4	18	40		62
Des Moines						0
Federal Way		12	3	44		59
Issaquah						0
Kenmore						0
Kent		4	8	15		27
Kirkland						0
Mercer Island						0
Redmond						0
Renton	75	31	11	67		109
Sammamish						0
SeaTac	75	6	0	43		49
Shoreline						0
Tukwila	15	12	43	143		198
Seattle			22	35		57
Other KC			1	3		4
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>285</b>	<b>130</b>	<b>323</b>	<b>668</b>	<b>0</b>	<b>1121</b>

SERVICE UNIT 2

Service Unit 2: Outreach

Measurement: Contact

Description: Extended connection services unduplicated count of contacts (resources and or conversations that allow for improvement of circumstances for the client beyond initial greeting). Including current needs, housing, mental health, substance use treatment, transportation, harm reduction.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		4	5	3		12
Bellevue						0
Bothell						0
Burien	15			1		1
Covington	5			3		3
Des Moines						0
Federal Way		1				1
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton	12	2	1	2		5
Sammamish						0
SeaTac	12	2	0	3		5
Shoreline						0
Tukwila	3	1		2		3
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>47</b>	<b>10</b>	<b>6</b>	<b>14</b>	<b>0</b>	<b>30</b>

SERVICE UNIT 3

Service Unit 3: Basic Needs Supplies

Measurement: Bundle of items

Description: Number of duplicated participants receiving food, hygiene, warmth item, harm reduction kits

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn			5	42		47
Bellevue						0
Bothell						0
Burien	200	40	53	237		330
Covington	90	3	21	57		81
Des Moines						0
Federal Way				24		24
Issaquah						0
Kenmore						0
Kent			2	12		14
Kirkland						0
Mercer Island						0
Redmond						0
Renton	200	39	18	53		110
Sammamish						0
SeaTac	90	11	0	51		62
Shoreline						0
Tukwila	45	29	38	200		267
Seattle			22			22
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>625</b>	<b>122</b>	<b>159</b>	<b>676</b>	<b>0</b>	<b>957</b>

## NARRATIVE

### SeaTac

During the beginning of the quarter our team noticed fewer young people walking on the streets- specifically Pacific Highway) instead there was older adults on the streets. Our team connected with the SeaTac Airport to inform them of their services and be a direct link to services if any staff come in contact with someone experiencing homelessness. Some hotspots have been Angle Lake Park, Valley View Library, Pac Highway, and the SeaTac Community Center. Since folks walking on the streets have been slim, the team contacted the middle school and high school counselors in SeaTac/Des Moines area inquiring about their summer school and have been able to reach young adults that way. This connection will hopefully be helpful for the schools to make referrals directly to the outreach team when school starts. They already have contact with the districts McKinney Vento liaison to work with them as well. They have also tried to build relationships with local churches and the food bank. Making a connection with the SeaTac PD has been a challenge but they will continue to try and connect because they believe that to be a crucial partnership. Valley Ridge Park/Community Center has also been a positive connection for our team this quarter.

### Tukwila

This quarter our team has been noticing an increase in the number of bundle items they are able to hand out, but overall, a decrease in the number of young people they are encountering. They have focused some of their time this quarter connecting with the folks at Tent City 3 (Church by the Side of the Road) but the majority of individuals they meet there are older adults/elders. Our team has seen an increase in the number of homeless females and families/children present at Tent City 3 as well. Overall, there is still a higher

## RESIDENTS

	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn		4	5	3		12
Bellevue						0
Bothell						0
Burien	15			1		1
Covington	5			3		3
Des Moines						0
Federal Way		1				1
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton	12	2	1	2		5
Sammamish						0
SeaTac	12	2		3		5
Shoreline						0
Tukwila	3	1		2		3
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>47</b>	<b>10</b>	<b>6</b>	<b>14</b>	<b>0</b>	<b>30</b>





Agency and Program ~~Mar Safe~~ Futures Youth Center

Address 6337 35th Avenue SW

City & ZIP Seattle, WA 98126

Program Contact Name Comprehensive Case Management

Email sorya@sfyc.net

Phone 206-938-9606

Date 8-Oct-18

Costs below incurred from \_\_\_\_\_ to \_\_\_\_\_

	Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
			1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn							\$0.00
Bellevue							\$0.00
Bothell							\$0.00
Burien							\$0.00
Covington							\$0.00
Des Moines							\$0.00
Federal							\$0.00
Wav							\$0.00
Issaquah							\$0.00
Kenmore							\$0.00
Kent							\$0.00
Kirkland							\$0.00
Redmond							\$0.00
Renton							\$0.00
Sammamis							\$0.00
h							\$0.00
SeaTac	15641	\$16,000.00	\$4,000.00	\$4,000.00	\$4,000.00		\$4,000.00
Shoreline							\$0.00
Tukwila							\$0.00

Signature of Authorized Signer

Name of Authorized Signer Sorya Svy

Vendor # 1564

APPROVED FOR PAYMENT

BY: Kim Cooper

DATE: 10/16/18

BARS# 001.000.10.565.10.41.012

10/16/18  
\$ 4,000.00

The costs as presented in this request occurred during this Quarter.

**INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)**

Enter your agency and program information.

Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please note: Your contract is administered by the

**Reimburse-** City

**ment**

of Bellevue on behalf of North/East Cities. Please follow Bellevue's requirements.)

**Sheet**

**CONTRACT ID#:** The Contract Identification # (a.k.a. Vendor #, and other terms) for

the City from which you are requesting a reimbursement, if applicable.

**ANNUAL AWARD AMT:** The contracted award amount from a city to your

**SERVICE UNIT #:** Choose the name of the service unit from the drop down list (must

match your contract).

**Service**

**Unit**

**Sheets**

**MEASUREMENT:** Choose the name of the measurement unit from the drop down list

(must match your contract).

**DESCRIPTION:** Enter the description of the service unit from your contract.

**ANNUAL UNIT GOAL:** Enter the service unit goal for each city with whom you have

contracted.

**Narrative**

**Sheet**

Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives.

**ANNUAL # OF RESIDENTS:** Enter the number of residents for each city with whom

**Residents**

**Sheet**

you have contracted.

**ACTUAL # OF RESIDENTS:** Enter the number of new residents served for each city

**City Line**

**Item**

**Tables**

*Optional* - only if requesting funds from Bellevue, Federal Way, or Kent.

**BUDGET:** Enter the budgeted amount from your contract.

**REQUEST, THIS QUARTER:** Enter the amount requested for each line item.

**Bellevue, Federal Way, and Kent** grantees be sure to complete the City Line Item Tables sheet

Email this entire workbook to your city contact(s).

Service Unit 1 Case Management

Measurement: Appointment

Case management services are measured per session, per client.


Sessions at least one hour but may be longer depending on the


Description: client. Each client is expected to meet the case manager for at least one session per week to ensure that individual service plan goals are being met. We estimate each youth will average 1.5 sessions per

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal						0
Wash						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	400	104	99	100	0	303
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>400</b>	<b>104</b>	<b>99</b>	<b>100</b>	<b>0</b>	<b>303</b>





Manager, Marc Bautista has been working with 7 youth; 5 male and 2 female. He is working with youth who are in between the ages of 15-19. 

Marc has been actively involved at Tyee High School and Chinook Middle School working with the counselors, ISS coordinator, and social workers providing tutoring services and on-site case management services. Through these partnerships and outreach work, Marc has consistently been reaching out to youth and provided services to them even outside of his caseload. Because of his connections and his consistency with counselors, he has been receiving referrals. 

Marc currently has 3 more youth ready to be served but has been struggling because of their summer schedule. It is more difficult to reach students during the summer as they don't attend school and often have other plans. He has also been struggling with supporting his current load since students don't want to meet unless it's a serious situation.

A 16-year-old male who was enrolled last year in my caseload due

See →

A 17-year-old female is one of two students who was referred at the beginning of the school by Iris Guzman (TYEE social worker) who didn't show up to school majority of the time. She was referred due to family issues, attendance, academics, and homelessness. In the beginning of the summer, Marc and her met four times but she randomly stop communicating back. One reason is because it's summer, and the other reason is because she's been doing physically and mentally well where she only needed support with attendance/ academics in school. Marc has visited Tyee twice but didn't find her. Marc will connect with the new social worker in how to best support her in school and at home.

A 16-year-old male is also one of the two students who was referred to at the beginning of the school. He also hasn't been showing up to school when Marc is there. He was referred due to attendance, negative influence, gang-related, and academics. During the summer, Marc has met with him once and talked to him twice in the beginning. He has mentioned that he's only needing support with finding a job and refuses to do ISP and goal setting. Because of this reason, I decided to focus in helping him with his resume and job hunting. He currently works with his uncle at the moment but wants to start working at the mall. While Marc visited Tyee, he also wasn't available. Marc will work with the social worker this upcoming month to best support these student who is constantly skipping school.

The 15-year old female came to Marc personally needing support with school and negative influences. Marc met this youth at Literacy Camp Waskowitz receiving her English credit. After Marc building a relationship, she has noticed how much of a positive influence he is. She has been needing an adult role-model due to the issues she has put herself in. Marc hasn't been doing any goal settings due to mom keeping SFYC forms. Her mom speaks Spanish so it's been difficult for Marc to connect. Marc has been sending emails to her mom in Spanish format but hasn't heard back. Marc is still in touch with youth but needing support with her parent. During the summer, she has been doing very well physically and emotionally. She has also told me she has been hanging out with positive people which helped her get out of negative influences. She has recently stop smoking marijuana but not completely. School has started recently and she is finally enrolled into WELS. After visiting her, she hasn't missed a class at all and has being loving her new transition.

A 16-year-old male who has been working Lorena (SFYC Case Manager) last year, just recently transferred to Marc's caseload. During the time when he was transferred, he had been dealing with depression and hadn't been showing up at schools. Because of missing so many days, he was expelled from Tyee and needed to enroll into another school. Marc worked closely with the youth and his father to figure out what school would best support him. Marc helped his youth by completing the school application and turning it in by the due date. Recently after school has started, he has been conflict with the teacher, which led him to being suspended for five days. Marc hasn't met with the teacher yet to figure out the solution but will continue to motivate him on how to navigate through certain scenarios so his youth won't be suspended again.

Marc has tried multiple times contacting three youth who were referred by the Chinook counselor. Marc has left many voicemails.



	Annual Goal	Actual # of Residents				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal						0
Wav						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Redmond						0
Renton						0
Sammamis						0
h						0
SeaTac	8	6	7	7		20
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>8</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>20</b>





## SafeFutures Youth Center

6337 35th Ave. SW • Seattle, WA 98126 • Tel: 206-938-9606 • Fax: 206-938-7540 • www.sfyc.net

October 4, 2018

Kim Cooper  
Human Services  
City of SeaTac, HSD  
4800 South 188th Street  
SeaTac, WA 98188

Our auditors, Lindley & Associates LLC, are conducting an audit of the financial statements of the SafeFutures Youth Center. The audit includes confirmation of grant funding received and account receivables balances. Please confirm the balance due at August 31, 2018.

Please indicate in the space provided below whether this information is in agreement with your records. If there are differences, please provide any information you have that will help our auditors reconcile the difference. Please indicate any special payment terms related to this balance.

Grant title: Comprehensive Case Management

Grant period: 01/01/18 - 12/31/18

Amount paid from September 1, 2017 and August 31, 2018: \$16,000.00

Reimbursement claim(s) received but not paid at August 31, 2018: N/A

CFDA number/Vendor number: 15641

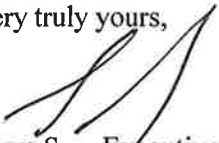
(If more than one CFDA number, please indicate funding under each CFDA number.)

Please sign and date your response and mail your reply in the enclosed return envelope directly to:

Lindley & Associates LLC  
Attn: Martha Lindley CPA  
111 West Harrison St Ste 200  
Seattle WA 98119-4287

PLEASE DO NOT MAIL PAYMENTS TO OUR AUDITORS. Thank you for your prompt attention and reply to this request.

Very truly yours,


  
Sorya Svy, Executive Director  
SafeFutures Youth Center

The above information regarding funding agrees with our records at August 31, 2018, with the following exceptions (if any):


Signature:

Title:

Date:

  
Ruth Blaw  
Treasury Ops Mgr.  
10/18/18

**REIMBURSEMENT REQUESTS**

Agency and Program Name **Somali Youth & Family Club**  
 Address 19550 International Blvd #B106  
 City & ZIP SeaTac 98188  
 Program Contact Name Abdi Fayoke Phone 425.207.8297  
 Email [Abdi@syouthclub.org](mailto:Abdi@syouthclub.org) Invoice Date 10/15/18  
 Costs below incurred from **7/1/18 to 9/30/18**  
 Signature of Authorized Signer  Printed Name Abdi Fayoke

Contract ID#	Annual	Reimbursement Requests				Balance Remaining
	Award Amt	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						\$0.00
Bellevue						\$0.00
Bothell						\$0.00
Burien						\$0.00
Covington						\$0.00
Des Moines						\$0.00
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton						\$0.00
Sammamish						\$0.00
<b>SeaTac</b>	<b>\$20,000.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>	<b>\$5,000.00</b>		<b>\$5,000.00</b>
Shoreline						\$0.00
Tukwila	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct # **# 15596**

Authorized Signature / City

**APPROVED FOR PAYMENT**  
 BY: 

Date **10/16/18**

DATE: 10/16/18

**\$ 5,000.00**

BARS# 001.000.545.10.41.012

The costs as presented in this request occurred during this Quarter.

**INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)**

Enter your agency and program information.

Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)

**Reimbursement Sheet** **CONTRACT ID#:** The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.

**ANNUAL AWARD AMT:** The contracted award amount from a city to your program.

**THIS QTR REIMBURSEMENT REQUEST:** For each City, enter the amount your program is requesting for the quarter noted above only.

**SIGNATURE:** Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4Hk0UXGQ>

**SERVICE UNIT #:** Choose the name of the service unit from the drop down list (must match your contract).

**MEASUREMENT:** Choose the name of the measurement unit from the drop down list (must match your contract).

**Service Unit Sheets** **DESCRIPTION:** Enter the description of the service unit from your contract.

**ANNUAL UNIT GOAL:** Enter the service unit goal for each city with whom you have contracted.

**ACTUAL UNITS:** Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.

**Narrative Sheet** Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.

**Residents Sheet** **ANNUAL # OF RESIDENTS:** Enter the number of residents for each city with whom you have contracted.

**ACTUAL # OF RESIDENTS:** Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.

**City Line Item Tables Sheet** *Optional* - only required if requesting funds from Bellevue, Federal Way, or Kent.

**BUDGET:** Enter the budgeted amount from your contract.

**REQUEST, THIS QUARTER:** Enter the amount requested for each line item.

**Bellevue, Federal Way, and Kent** grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

SERVICE UNIT 1

Service Unit 1: Case Management

Measurement: Individual

Description: Case management includes client engagement, linkage to housing, advocacy, individualized goal planning, linkage to community/treatment services, life skills, care coordination, federal and state benefits, training opportunities/employment, and food.

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent	25	18	84	30		132
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	50	59	175	60		294
Shoreline						0
Tukwila	15	11	60	14		85
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>90</b>	<b>88</b>	<b>319</b>	<b>104</b>	<b>0</b>	<b>511</b>

SERVICE UNIT 2

Service Unit 2: Training/Workshops/Classes

Measurement: Individual

Description: Workshops and training sessions related to tenant rights, healthy homes, and positive child discipline.

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent	25	5	10	5		20
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	50	21	14	3		38
Shoreline						0
Tukwila	15	5	6	6		17
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>90</b>	<b>31</b>	<b>30</b>	<b>14</b>	<b>0</b>	<b>75</b>

SERVICE UNIT 3

Service Unit 3: Tenant Services

Measurement: Individual

Description: Case management services related to participants in need of housing.

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	50	14	7	15		36
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>50</b>	<b>14</b>	<b>7</b>	<b>15</b>	<b>0</b>	<b>36</b>



## **NARRATIVE**

Somali Youth and Family Club (SYFC) has served clients in Kent, Tukwila, and Seatac. In the 3rd quarter we served 26 SeaTac residents, 7 residents in Tukwila and 20 clients in Kent. We provided 3 trainings for the 3rd qtr. Training participants came from all over the county but we had 3 clients in SeaTac, and 6 clients in Tukwila and 5 clients in Kent.


SYFC sponsored a Somali soccer tournament at Foster High School in Tukwila. The tournament lasted for 10 days, with 220 participants and over 1000 spectators for the final 2 days. Case managers and some of our after school education staff helped the event.

RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent	25	18	67	20		105
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	50	30	60	26		116
Shoreline						0
Tukwila	15	7	37	7		51
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>90</b>	<b>55</b>	<b>164</b>	<b>53</b>	<b>0</b>	<b>272</b>



REIMBURSEMENT REQUESTS

Agency and Program Name **Sound Generations Meals on Wheels**  
 Address 2208 2nd Ave Ste 100  
 City & ZIP Seattle, 98121  
 Program Contact Name Adam Porter Phone (206) 727-6242  
 Email adamp@soundgenerations.org Invoice Date 10/9/18  
 Costs below incurred from **7/1/18** to **9/30/18**  
 Signature of Authorized Signer  Printed Name Joanne Donahue

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
	\$7,000.00	\$1,750.00	\$1,750.00	\$1,750.00	\$1,750.00	\$1,750.00
GF246	\$17,838.00	\$4,459.50	\$4,459.50	\$4,459.50	\$4,459.50	\$4,459.50
	\$1,500.00	\$375.00	\$375.00	\$375.00	\$375.00	\$375.00
	\$6,200.00	\$1,550.00	\$1,550.00	\$1,550.00	\$1,550.00	\$1,550.00
	\$2,000.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
	\$2,500.00	\$625.00	\$625.00	\$625.00	\$625.00	\$625.00
	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
	\$8,200.00	\$2,050.00	\$2,050.00	\$2,050.00	\$2,050.00	\$2,050.00
	\$2,300.00	\$575.00	\$575.00	\$575.00	\$575.00	\$575.00
						\$0.00
	\$11,223.00	\$2,805.75	\$2,805.75	\$2,805.75	\$2,805.75	\$2,805.75
						\$0.00
	\$3,279.00	\$819.75	\$819.75	\$819.75	\$819.75	\$819.75
	\$11,000.00	\$2,750.00	\$2,750.00	\$2,750.00	\$2,750.00	\$2,750.00
	\$2,000.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
	\$13,673.00	\$3,418.25	\$3,418.25	\$3,418.25	\$3,418.25	\$3,418.25
	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00
	\$7,999.00	\$1,999.75	\$1,999.75	\$1,999.75	\$1,999.75	\$1,999.75

Admin use only

**\* MOU \***

Authorized Payment Amt:


Authorization Code / Acct #

03707

Authorized Signature / City

Date 10/12/18

**APPROVED FOR PAYMENT**

BY:  **\* MOU \***

DATE: 10/12/18

**BARS#** 001.000.10.505.10.41.012

The costs as presented in this request occurred during this Quarter.

**INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)**

**Reimbursement Sheet** Enter your agency and program information.  
Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)  
**CONTRACT ID#:** The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.  
**ANNUAL AWARD AMT:** The contracted award amount from a city to your program.  
**THIS QTR REIMBURSEMENT REQUEST:** For each City, enter the amount your program is requesting for the quarter noted above only.  
**SIGNATURE:** Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4Hk0UXGQ>  
**SERVICE UNIT #:** Choose the name of the service unit from the drop down list (must match your contract).  
**MEASUREMENT:** Choose the name of the measurement unit from the drop down list (must match your contract).

**Service Unit Sheets** **DESCRIPTION:** Enter the description of the service unit from your contract.  
**ANNUAL UNIT GOAL:** Enter the service unit goal for each city with whom you have contracted.  
**ACTUAL UNITS:** Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.

**Narrative Sheet** Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.  
**ANNUAL # OF RESIDENTS:** Enter the number of residents for each city with whom you have contracted.

**Residents Sheet** **ACTUAL # OF RESIDENTS:** Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.

**City Line Item Tables Sheet** *Optional* - only required if requesting funds from Bellevue, Federal Way, or Kent.  
**BUDGET:** Enter the budgeted amount from your contract.  
**REQUEST, THIS QUARTER:** Enter the amount requested for each line item.

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

SERVICE UNIT 1

Service Unit 1: Food

Measurement: Meal

Description: A service unit is defined as one home-delivered meal delivered to a home-bound senior.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	1426	5499	5822	5944		17265
Bellevue	3517	1417	1627	1566		4610
Bothell	304	1162	1373	968		3503
Burien	1263	3652	4143	3909		11704
Covington	407	631	800	554		1985
Des Moines	510	774	1055	1008		2837
Federal Way	2301	5620	6413	6185		18218
Issaquah	1680	968	1009	890		2867
Kenmore	468	322	308	171		801
Kent		7565	7920	7651		23136
Kirkland	2285	1674	1875	1422		4971
Mercer Island		552	515	496		1563
Redmond	662	1306	1367	1023		3696
Renton	2240	6173	7352	6499		20024
Sammamish	407	206	32	60		298
SeaTac	2558	4036	3588	2812		10436
Shoreline	1015	2089	2482	2041		6612
Tukwila	1629	753	1436	1350		3539
Seattle		53,350	55154	55195		163699
Other KC		4317	4961	4884		14162
Outside KC		0	0	0		0
Unknown		0	0	0		0
<b>TOTAL</b>	<b>22672</b>	<b>102066</b>	<b>109232</b>	<b>104628</b>	<b>0</b>	<b>315926</b>







## NARRATIVE

This quarter we participated and shared information about our services, here at Sound Generations, at the Wajaimaya Polynesian Fair, the Chinese Information and Service Center Informational Fair in North Bellevue, the U of Washington Valley Medical Center's Golden Care Health and Information Fair, the Senior's Matter Conference in Lynnwood, the Sno-Valley Senior Center Health and Information Fair in Carnation, and Auburn's Annual Senior Health and Information Fair. We also met with several service providers and distributed brochures throughout the county.

Beginning July 12, Sea Mar Community Health Center's bilingual Spanish social service advocates started screening and enrolling new Meals on Wheels clients using our Salesforce database. To date, they have enrolled 17 new clients. This is a partnership that was over a year in the making with the goal to expand services to the Spanish speaking population in King County.

We hired a nutrition manager/registered dietitian. This full-time employee will work with Meals on Wheels two days per week and Community Dining three days per week. While with Meals on Wheels they will focus on nutritional analysis, as well as nutrition counseling with clients. The new nutrition manager, along with the Director, also met with our main meal vendor in August, Airline Catering in Spanaway, to discuss ways that they can improve their meal nutritionals.

We sent out our Annual Client Survey which included a Mealtime Memo and a brochure from Statewide Health Insurance Benefits Advisors. We received several notes back with the surveys such as...

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We sent out our Annual Client Survey which included a Mealtime Memo and a brochure from Statewide Health Insurance Benefits Advisors. We received several notes back with the surveys such as...

"Dear Meals on Wheels, Thank you for your excellent service(s). My Monday delivery is always so pleasing. The produce bags have such a heartfelt lifting experience. It sometimes puts tear in my eyes. Thanks."

"I would like to thank the delivery drivers - they are very friendly, taking time to chat with me, checking to see how I am doing, they brighten my day."

"So glad I get Meals on Wheels. Such nice people and program."

We also recently received the following note from a MOW participant's daughter... "I would like to thank you for all the meals you provided for my mom. She is now in an adult family home fighting her battle with Dementia. She weighed 88lbs when I finally took over her care and found you to help w/her meals. She is a stout 140lbs now. Thanks again for all you did."

Thank you for your partnership and continued support!

## RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn	8	61	16	10		87
Bellevue	21	36	6	9		51
Bothell	1	28	2	2		32
Burien	7	55	9	8		72
Covington	2	10	3	4		17
Des Moines	5	14	3	2		19
Federal Way	14	90	14	21		125
Issaquah	10	15	3	1		19
Kenmore	3	7	0	1		8
Kent		95	12	25		132
Kirkland	12	32	8	1		41
Mercer Island		6	0	1		7
Redmond	4	25	2	2		29
Renton	9	107	20	12		139
Sammamish	2	5	0	1		6
SeaTac	16	48	8	4		60
Shoreline	6	39	8	5		52
Tukwila	10	10	8	1		19
Seattle		703	134	87		924
Other KC		118	22	11		151
Outside KC		0	0	0		0
Unknown		0	0	0		0
<b>TOTAL</b>	<b>130</b>	<b>1504</b>	<b>278</b>	<b>208</b>	<b>0</b>	<b>1990</b>



SOUND GENERATIONS

177623

VENDOR ID 1446		Airline Numbering		VOUCHER NUMBER		CHECK DATE				
OUR VOUCHER NUMBER	YOUR VOUCHER NUMBER	DATE	AMOUNT	AMOUNT PAID	DISCOUNT	WRITE-OFF	NET			
1210	B111	8/21/2018	41,438.52	41,438.52			41,438.52			
				41,438.52		Check Amount				

COMMENT GENERAL General Checking - Wells Fargo

Check Number: 177623

10303912-17

PRINTCOM INC (206) 763-7600 OR (800) 776-8266

SOUND GENERATIONS

177681

VENDOR ID 1446		Airline Numbering		VOUCHER NUMBER		CHECK DATE				
OUR VOUCHER NUMBER	YOUR VOUCHER NUMBER	DATE	AMOUNT	AMOUNT PAID	DISCOUNT	WRITE-OFF	NET			
1215	B111	9/15/2018	35,004.96	35,004.96			35,004.96			
				35,004.96		Check Amount				

COMMENT GENERAL General Checking - Wells Fargo

Check Number: 177681

10303912-17

PRINTCOM INC (206) 763-7600 OR (800) 776-8266

Airline Catering Company, Inc

135 168TH ST E  
 PO BOX 117  
 SPANAWAY, WA 98387

SEP 04 2018  
 KH

# Invoice

Date	Invoice #
8/31/2018	1210

<b>Bill To</b>
Sound Generations Meals on Wheels 2208 Second Avenue, Ste 100 Seattle, WA 98121-2055

P.O. No.	Terms	Del Date
	Net 15	

Del Date	Description	Qty	Rate	Amount
8/16 #16511 ✓	Dinner	1.512	2.22	3,356.64
8/16 #16511 ✓	Breakfast	216	2.22	479.52
8/20 #16516 ✓	Dinner	1.530	2.22	3,396.60
8/20 #16516 ✓	Breakfast	144	2.22	319.68
8/21 #16520 ✓	Dinner	2.304	2.22	5,114.88
8/21 #16520 ✓	Breakfast	144	2.22	319.68
8/22 #16525 ✓	Dinner	2.124	2.22	4,715.28
8/22 #16525 ✓	Breakfast	432	2.22	959.04
8/23 #16529 ✓	Dinner	2.844	2.22	6,313.68
8/23 #16529 ✓	Breakfast	144	2.22	319.68
8/27 #16532 ✓	Dinner	1.152	2.22	2,557.44
8/27 #16532 ✓	Breakfast	432	2.22	959.04
8/28 #16535 ✓	Dinner	1.548	2.22	3,436.56
8/28 #16535 ✓	Breakfast	144	2.22	319.68
8/29 #16538 ✓	Dinner	2.124	2.22	4,715.28
8/29	Breakfast	288	2.22	639.36
8/30 #16542 ✓	Dinner	1.440	2.22	3,196.80
8/30 #16542 ✓	Breakfast	144	2.22	319.68
		<b>13,666</b>	<b>x 2.22 =</b>	<b>30,438.52</b>
<b>Total</b>				\$41,438.52
<b>Payments/Credits</b>				\$0.00
<b>Balance Due</b>				\$41,438.52

41,438.52

Airline Catering Company, Inc  
 135 168TH ST E  
 PO BOX 117  
 SPANAWAY, WA 98387

**RECEIVED**  
 SEP 17 2018  
 BY: \_\_\_\_\_

**Invoice**

Date	Invoice #
9 15 2018	1215


<b>Bill To</b>
Sound Generations Meals on Wheels 2208 Second Avenue, Ste 100 Seattle, WA 98121-2055

P O No.	Terms	Del Date
	Net 15	

Del Date	Description	Qty	Rate	Amount
9/4 # 16549✓	Dinner	2,682✓	2.22	5,954.04
9/4 # 16549✓	Breakfast	288✓	2.22	639.36
9/5 # 16552✓	Dinner	2,556✓	2.22	5,674.32
9/5 # 16552✓	Breakfast	288✓	2.22	639.36
9/6 # 16557✓	Dinner	1,836✓	2.22	4,075.92
9/6 # 16557✓	Breakfast	144✓	2.22	319.68
9/10 # 16564✓	Dinner	1,548✓	2.22	3,436.56
9/10 # 16564✓	Breakfast	288✓	2.22	639.36
9/11 # 16568✓	Dinner	1,728✓	2.22	3,836.16
9/11 # 16568✓	Breakfast	288✓	2.22	639.36
9/12 # 16571✓	Dinner	1,818✓	2.22	4,035.96
9/12 # 16571✓	Breakfast	144✓	2.22	319.68
9/13 # 16573✓	Dinner	1,872✓	2.22	4,155.84
9/13 # 16573✓	Breakfast	288✓	2.22	639.36
		<b>15,768</b>	<b>X 2.22</b>	<b>= 35,004.96</b>
				<b>Total</b> \$35,004.96
				<b>Payments/Credits</b> \$0.00
				<b>Balance Due</b> \$35,004.96



REIMBURSEMENT REQUESTS

Agency and Program Name **Sound Generation's Transportation Program (Volunteer Transportation & Hyde S**  
 Address 2208 Second Avenue  
 City & ZIP Seattle, WA 98121  
 Program Contact Name Walter Washington Phone (206)412-6349  
 Email [waltw@soundgenerations.org](mailto:waltw@soundgenerations.org) Invoice Date 10/11/18  
 Costs below incurred from 1/1/18 to 12/31/18  
 Signature of Authorized Signer  Printed Name Joanne Donohue

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00	\$1,250.00
Bellevue GF248	\$18,810.00	\$7,187.90	\$4,704.77	\$5,910.23		\$1,007.10
Bothell						\$0.00
Burien	\$5,000.00	\$1,250.00	\$1,250.00	\$1,250.00		\$1,250.00
Covington						\$0.00
Des Moines	\$2,125.00	\$531.25	\$531.25	\$531.25		\$531.25
Federal Way	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Kirkland	\$6,000.00	\$1,500.00	\$1,500.00	\$1,500.00		\$1,500.00
Mercer Island						\$0.00
Redmond	\$6,695.00	\$1,673.75	\$1,673.75	\$1,673.75		\$1,673.75
Renton 17-080	\$21,000.00	\$5,250.00	\$5,250.00	\$5,250.00		\$5,250.00
Sammamish						\$0.00
SeaTac	\$4,600.00	\$1,150.00	\$1,150.00	\$1,150.00		\$1,150.00
Shoreline	\$3,750.00	\$937.50	\$937.50	\$937.50		\$937.50
Tukwila	\$2,860.00	\$715.00	\$715.00	\$715.00		\$715.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

Authorized Signature / City

Date

**\* MOU \***

**APPROVED FOR PAYMENT**

BY Kim Cooper

DATE 10/12/18

BARS# 001.000.10.565.10.41.01

SERVICE UNIT 1

Service Unit 1: Transportation

Measurement: Miles

Description: Volunteer vehicle miles are the number of miles driven by a volunteer using his/her own vehicle to transport a single client, including miles to and from the volunteer's point of origin.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	3847	5061	7182	5393		17636
Bellevue	14469	3333	3022	2976		9331
Bothell		1038	1329	1184		3551
Burien	1003	1086	947	1166		3199
Covington		591	730	629		1950
Des Moines	538	1114	1646	1478		4238
Federal Way	7693	3764	4914	4855		13533
Issaquah		780	858	602		2240
Kenmore		532	771	434		1737
Kent	7548	5229	6586	5582		17397
Kirkland	4610	1637	2922	2503		7062
Mercer Island		1641	1866	1345		4852
Redmond	5082	3076	3496	4716		11288
Renton	16137	6448	6161	8119		20728
Sammamish		722	282	300		1304
SeaTac	3539	1573	1683	1363		4619
Shoreline	2849	1053	2529	1560		5142
Tukwila	2200	798	672	597		2067
Seattle		13465	14321	13216		41002
Other KC		6148	6295	6,069		18512
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>69515</b>	<b>59089</b>	<b>68212</b>	<b>64087</b>	<b>0</b>	<b>191388</b>

SERVICE UNIT 2

Service Unit 2: Transportation

Measurement: One-way trip

Description: One-way trips are one-way journeys with two distinct end points taken by one client in a volunteer driver's private vehicle. Most rides provided are two-way, from the client's home to their medical appointment and then from their appointment back home again.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	185	235	319	228		782
Bellevue	1078	304	260	261		825
Bothell		100	115	86		301
Burien	214	65	80	67		212
Covington		29	30	28		87
Des Moines	91	66	100	68		234
Federal Way	412	177	339	218		734
Issaquah		36	48	36		120
Kenmore		41	53	34		128
Kent	376	239	365	252		856
Kirkland	388	137	207	225		569
Mercer Island		167	209	124		500
Redmond	322	218	238	333		789
Renton	1257	385	438	534		1357
Sammamish		54	18	60		132
SeaTac	164	65	95	88		248
Shoreline	224	90	217	161		468
Tukwila	118	44	51	35		130
Seattle		1307	1429	1364		4100
Other KC		295	313	304		912
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>4829</b>	<b>4054</b>	<b>4924</b>	<b>4506</b>	<b>0</b>	<b>13484</b>



## NARRATIVE

Volunteer Transportation Program has progressed in our capacity to support non-medical, health related rides. Such rides include physical, emotional, and social health trips. While we continue to prioritize medical appointments; we do recognize general health as preventative care. We have been awarded an AmeriCorps member, Nitzan, who has been pivotal in our capacity to provide necessary PTO time for staff, recruiting efforts, and innovative approaches to engaging a participant's community. Our annual Volunteer Transportation event was very well attended; September 29th saw over 140 volunteer drivers showered with love and appreciation at an event that was attended by our new CEO, Jim Wigfall and Board members. Standout performance increases in cities Renton and Redmond in Quarter 3.

## RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents		YTD	
			2nd Qtr	3rd Qtr		
Auburn	21	38	25	4	67	
Bellevue	133	42	15	6	63	
Bothell		12	8	7	27	
Burien	110	19	9	10	38	
Covington		6	2	3	11	
Des Moines	35	14	12	6	32	
Federal Way	58	33	18	13	64	
Issaquah		11	2	2	15	
Kenmore		10	3	1	14	
Kent	52	50	31	16	97	
Kirkland	53	26	16	15	57	
Mercer Island		32	10	5	47	
Redmond	41	38	12	13	63	
Renton	115	59	17	20	96	
Sammamish		4	1	1	6	
SeaTac	20	10	7	7	24	
Shoreline	35	20	14	7	41	
Tukwila	26	7	3	1	11	
Seattle		233	92	60	385	
Other KC		89			89	
Outside KC					0	
Unknown					0	
<b>TOTAL</b>	<b>699</b>	<b>753</b>	<b>297</b>	<b>197</b>	<b>0</b>	<b>1247</b>



CITY LINE ITEM TABLES

Balance Remaining

\$4,311.95  
\$0.00  
\$0.00  
\$0.00  
\$7,310.15  
\$0.00  
**\$11,622.10**

Balance Remaining

\$4,460.00  
\$0.00  
\$0.00  
\$0.00  
\$3,040.00  
\$0.00  
**\$7,500.00**

Balance Remaining

\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
**\$0.00**





Human Services Division  
Parks & Community Services

### PERSONNEL AND TRAVEL REIMBURSEMENT

Agency: Sound Generations  
Contract No.: GF248 Reimbursement for period of: Q3-2018

**PERSONNEL:**

Employee	Gross Pay	% Paid by Bellevue Grant	Amount Requested
Schreiber, M	\$ 15,973.60	37%	\$ 5,910.23

Total amount requested for personnel: \$ 5,910.23

**TRAVEL:**

Employee	Cost per mile	Total Mileage	Amount Requested
			\$ -
			\$ -
			\$ -
			\$ -

Total amount requested for travel: \$ -

I certify that records, e.g. payroll forms and mileage logs, are available for auditing purposes.

*Janet ...*  
Signature

10/11/2018  
Date

Period	Account	Account Desc	Sub	Tran. Type	Tran. Date	Module	Batch No.
07-2018	70000	Wages, Salaried Staff	2501-1000		7/15/2018	GL	021965
07-2018	70000	Wages, Salaried Staff	2501-1000		7/30/2018	GL	021971
07-2018	70000	Wages, Salaried Staff	2501-2010		7/15/2018	GL	021965
07-2018	70000	Wages, Salaried Staff	2501-2010		7/30/2018	GL	021971
07-2018	70000	Wages, Salaried Staff	2501-2062		7/15/2018	GL	021965
07-2018	70000	Wages, Salaried Staff	2501-2062		7/30/2018	GL	021971
07-2018	71020	Cafeteria Benefit Expense, Part Retirement	2501-1000		7/15/2018	GL	021965
07-2018	71020	Cafeteria Benefit Expense, Part Retirement	2501-1000		7/30/2018	GL	021971
07-2018	71020	Cafeteria Benefit Expense, Part Retirement	2501-2010		7/15/2018	GL	021965
07-2018	71020	Cafeteria Benefit Expense, Part Retirement	2501-2010		7/30/2018	GL	021971
07-2018	71020	Cafeteria Benefit Expense, Part Retirement	2501-2062		7/15/2018	GL	021965
07-2018	71020	Cafeteria Benefit Expense, Part Retirement	2501-2062		7/30/2018	GL	021971
07-2018	71030	Group Medical Insurance	2501-1000		7/31/2018	GL	021978
07-2018	71030	Group Medical Insurance	2501-2010		7/31/2018	GL	021978
07-2018	71030	Group Medical Insurance	2501-2062		7/31/2018	GL	021978
07-2018	71042	Disability Insurance	2501-1000		7/31/2018	GL	021981
07-2018	71042	Disability Insurance	2501-2010		7/31/2018	GL	021981
07-2018	71042	Disability Insurance	2501-2062		7/31/2018	GL	021981
07-2018	71043	Group Life Insurance	2501-1000		7/31/2018	GL	021981
07-2018	71043	Group Life Insurance	2501-2010		7/31/2018	GL	021981
07-2018	71043	Group Life Insurance	2501-2062		7/31/2018	GL	021981
07-2018	71060	HSA Employer Contribution	2501-1000		7/15/2018	GL	021965
07-2018	71060	HSA Employer Contribution	2501-1000		7/30/2018	GL	021971
07-2018	71060	HSA Employer Contribution	2501-2010		7/15/2018	GL	021965
07-2018	71060	HSA Employer Contribution	2501-2010		7/30/2018	GL	021971
07-2018	71060	HSA Employer Contribution	2501-2062		7/15/2018	GL	021965
07-2018	71060	HSA Employer Contribution	2501-2062		7/30/2018	GL	021971
07-2018	71070	Transit Assistance	2501-1000		7/31/2018	GL	021980
07-2018	71070	Transit Assistance	2501-2010		7/31/2018	GL	021980
07-2018	71070	Transit Assistance	2501-2062		7/31/2018	GL	021980
07-2018	71080	Group Dental Insurance Premium	2501-1000		7/31/2018	GL	021981
07-2018	71080	Group Dental Insurance Premium	2501-2010		7/31/2018	GL	021981
07-2018	71080	Group Dental Insurance Premium	2501-2062		7/31/2018	GL	021981
07-2018	72010	FICA Payroll Taxes	2501-1000		7/15/2018	GL	021965
07-2018	72010	FICA Payroll Taxes	2501-1000		7/30/2018	GL	021971
07-2018	72010	FICA Payroll Taxes	2501-2010		7/15/2018	GL	021965
07-2018	72010	FICA Payroll Taxes	2501-2010		7/30/2018	GL	021971
07-2018	72010	FICA Payroll Taxes	2501-2062		7/15/2018	GL	021965
07-2018	72010	FICA Payroll Taxes	2501-2062		7/30/2018	GL	021971
07-2018	72030	Worker's Compensation Insurance Tax	2501-1000		7/15/2018	GL	021965
07-2018	72030	Worker's Compensation Insurance Tax	2501-1000		7/30/2018	GL	021971
07-2018	72030	Worker's Compensation Insurance Tax	2501-2010		7/15/2018	GL	021965
07-2018	72030	Worker's Compensation Insurance Tax	2501-2010		7/30/2018	GL	021971
07-2018	72030	Worker's Compensation Insurance Tax	2501-2062		7/15/2018	GL	021965
07-2018	72030	Worker's Compensation Insurance Tax	2501-2062		7/30/2018	GL	021971
08-2018	70000	Wages, Salaried Staff	2501-1000		8/15/2018	GL	023035
08-2018	70000	Wages, Salaried Staff	2501-1000		8/31/2018	GL	023037
08-2018	70000	Wages, Salaried Staff	2501-2010		8/15/2018	GL	023035
08-2018	70000	Wages, Salaried Staff	2501-2010		8/31/2018	GL	023037
08-2018	70000	Wages, Salaried Staff	2501-2062		8/15/2018	GL	023035
08-2018	70000	Wages, Salaried Staff	2501-2062		8/31/2018	GL	023037

08-2018	71020	Cafeteria Benefit Expense, Part Retirement	2501-1000	8/15/2018	GL	023035
08-2018	71020	Cafeteria Benefit Expense, Part Retirement	2501-1000	8/31/2018	GL	023037
08-2018	71020	Cafeteria Benefit Expense, Part Retirement	2501-2010	8/15/2018	GL	023035
08-2018	71020	Cafeteria Benefit Expense, Part Retirement	2501-2010	8/31/2018	GL	023037
08-2018	71020	Cafeteria Benefit Expense, Part Retirement	2501-2062	8/15/2018	GL	023035
08-2018	71020	Cafeteria Benefit Expense, Part Retirement	2501-2062	8/31/2018	GL	023037
08-2018	71030	Group Medical Insurance	2501-1000	8/31/2018	GL	023040
08-2018	71030	Group Medical Insurance	2501-2010	8/31/2018	GL	023040
08-2018	71030	Group Medical Insurance	2501-2062	8/31/2018	GL	023040
08-2018	71042	Disability Insurance	2501-1000	8/31/2018	GL	023042
08-2018	71042	Disability Insurance	2501-2010	8/31/2018	GL	023042
08-2018	71042	Disability Insurance	2501-2062	8/31/2018	GL	023042
08-2018	71043	Group Life Insurance	2501-1000	8/31/2018	GL	023042
08-2018	71043	Group Life Insurance	2501-2010	8/31/2018	GL	023042
08-2018	71043	Group Life Insurance	2501-2062	8/31/2018	GL	023042
08-2018	71060	HSA Employer Contribution	2501-1000	8/15/2018	GL	023035
08-2018	71060	HSA Employer Contribution	2501-1000	8/31/2018	GL	023037
08-2018	71060	HSA Employer Contribution	2501-2010	8/15/2018	GL	023035
08-2018	71060	HSA Employer Contribution	2501-2010	8/31/2018	GL	023037
08-2018	71060	HSA Employer Contribution	2501-2062	8/15/2018	GL	023035
08-2018	71060	HSA Employer Contribution	2501-2062	8/31/2018	GL	023037
08-2018	71070	Transit Assistance	2501-1000	8/31/2018	GL	023041
08-2018	71070	Transit Assistance	2501-2010	8/31/2018	GL	023041
08-2018	71070	Transit Assistance	2501-2062	8/31/2018	GL	023041
08-2018	71080	Group Dental Insurance Premium	2501-1000	8/31/2018	GL	023042
08-2018	71080	Group Dental Insurance Premium	2501-2010	8/31/2018	GL	023042
08-2018	71080	Group Dental Insurance Premium	2501-2062	8/31/2018	GL	023042
08-2018	72010	FICA Payroll Taxes	2501-1000	8/15/2018	GL	023035
08-2018	72010	FICA Payroll Taxes	2501-1000	8/31/2018	GL	023037
08-2018	72010	FICA Payroll Taxes	2501-2010	8/15/2018	GL	023035
08-2018	72010	FICA Payroll Taxes	2501-2010	8/31/2018	GL	023037
08-2018	72010	FICA Payroll Taxes	2501-2062	8/15/2018	GL	023035
08-2018	72010	FICA Payroll Taxes	2501-2062	8/31/2018	GL	023037
08-2018	72030	Worker's Compensation Insurance Tax	2501-1000	8/15/2018	GL	023035
08-2018	72030	Worker's Compensation Insurance Tax	2501-1000	8/31/2018	GL	023037
08-2018	72030	Worker's Compensation Insurance Tax	2501-2010	8/15/2018	GL	023035
08-2018	72030	Worker's Compensation Insurance Tax	2501-2010	8/31/2018	GL	023037
08-2018	72030	Worker's Compensation Insurance Tax	2501-2062	8/15/2018	GL	023035
08-2018	72030	Worker's Compensation Insurance Tax	2501-2062	8/31/2018	GL	023037
09-2018	70000	Wages, Salaried Staff	2501-1000	9/15/2018	GL	023871
09-2018	70000	Wages, Salaried Staff	2501-1000	9/30/2018	GL	023873
09-2018	70000	Wages, Salaried Staff	2501-2010	9/15/2018	GL	023871
09-2018	70000	Wages, Salaried Staff	2501-2010	9/30/2018	GL	023873
09-2018	70000	Wages, Salaried Staff	2501-2062	9/15/2018	GL	023871
09-2018	70000	Wages, Salaried Staff	2501-2062	9/30/2018	GL	023873
09-2018	71020	Cafeteria Benefit Expense, Part Retirement	2501-1000	9/15/2018	GL	023871
09-2018	71020	Cafeteria Benefit Expense, Part Retirement	2501-1000	9/30/2018	GL	023873
09-2018	71020	Cafeteria Benefit Expense, Part Retirement	2501-2010	9/15/2018	GL	023871
09-2018	71020	Cafeteria Benefit Expense, Part Retirement	2501-2010	9/30/2018	GL	023873
09-2018	71020	Cafeteria Benefit Expense, Part Retirement	2501-2062	9/15/2018	GL	023871
09-2018	71020	Cafeteria Benefit Expense, Part Retirement	2501-2062	9/30/2018	GL	023873
09-2018	71030	Group Medical Insurance	2501-1000	9/30/2018	GL	023875

09-2018	71030	Group Medical Insurance	2501-2010	9/30/2018	GL	023875
09-2018	71030	Group Medical Insurance	2501-2062	9/30/2018	GL	023875
09-2018	71042	Disability Insurance	2501-1000	9/30/2018	GL	023877
09-2018	71042	Disability Insurance	2501-2010	9/30/2018	GL	023877
09-2018	71042	Disability Insurance	2501-2062	9/30/2018	GL	023877
09-2018	71043	Group Life Insurance	2501-1000	9/30/2018	GL	023877
09-2018	71043	Group Life Insurance	2501-2010	9/30/2018	GL	023877
09-2018	71043	Group Life Insurance	2501-2062	9/30/2018	GL	023877
09-2018	71060	HSA Employer Contribution	2501-1000	9/15/2018	GL	023871
09-2018	71060	HSA Employer Contribution	2501-1000	9/30/2018	GL	023873
09-2018	71060	HSA Employer Contribution	2501-2010	9/15/2018	GL	023871
09-2018	71060	HSA Employer Contribution	2501-2010	9/30/2018	GL	023873
09-2018	71060	HSA Employer Contribution	2501-2062	9/15/2018	GL	023871
09-2018	71060	HSA Employer Contribution	2501-2062	9/30/2018	GL	023873
09-2018	71070	Transit Assistance	2501-1000	9/30/2018	GL	023876
09-2018	71070	Transit Assistance	2501-2010	9/30/2018	GL	023876
09-2018	71070	Transit Assistance	2501-2062	9/30/2018	GL	023876
09-2018	71080	Group Dental Insurance Premium	2501-1000	9/30/2018	GL	023877
09-2018	71080	Group Dental Insurance Premium	2501-2010	9/30/2018	GL	023877
09-2018	71080	Group Dental Insurance Premium	2501-2062	9/30/2018	GL	023877
09-2018	72010	FICA Payroll Taxes	2501-1000	9/15/2018	GL	023871
09-2018	72010	FICA Payroll Taxes	2501-1000	9/30/2018	GL	023873
09-2018	72010	FICA Payroll Taxes	2501-2010	9/15/2018	GL	023871
09-2018	72010	FICA Payroll Taxes	2501-2010	9/30/2018	GL	023873
09-2018	72010	FICA Payroll Taxes	2501-2062	9/15/2018	GL	023871
09-2018	72010	FICA Payroll Taxes	2501-2062	9/30/2018	GL	023873
09-2018	72030	Worker's Compensation Insurance Tax	2501-1000	9/15/2018	GL	023871
09-2018	72030	Worker's Compensation Insurance Tax	2501-1000	9/30/2018	GL	023873
09-2018	72030	Worker's Compensation Insurance Tax	2501-2010	9/15/2018	GL	023871
09-2018	72030	Worker's Compensation Insurance Tax	2501-2010	9/30/2018	GL	023873
09-2018	72030	Worker's Compensation Insurance Tax	2501-2062	9/15/2018	GL	023871
09-2018	72030	Worker's Compensation Insurance Tax	2501-2062	9/30/2018	GL	023873

Description	Debit	Credit
Schreiber,M-0.14-Vol Transp 2501-1000	276.97	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	276.97	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	1,345.30	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	1,345.30	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	356.11	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	356.11	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	16.62	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	16.62	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	80.72	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	80.72	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	21.37	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	21.37	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	82.85	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	402.42	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	106.52	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	2.13	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	10.32	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	2.73	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	2.49	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	12.07	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	3.20	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	5.25	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	5.25	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	25.50	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	25.50	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	6.75	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	6.75	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	7.56	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	36.72	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	9.72	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	5.74	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	27.88	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	7.38	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	21.49	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	22.01	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	104.38	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	106.91	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	27.63	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	28.30	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	1.23	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	2.11	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	5.97	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	10.23	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	1.58	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	2.71	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	276.97	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	276.97	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	1,345.30	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	1,345.30	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	356.11	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	356.11	0.00

Schreiber,M-0.14-Vol Transp 2501-1000	16.62	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	16.62	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	80.72	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	80.72	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	21.37	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	21.37	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	82.85	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	402.42	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	106.52	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	2.13	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	10.32	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	2.73	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	2.49	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	12.07	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	3.20	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	5.25	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	5.25	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	25.50	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	25.50	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	6.75	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	6.75	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	7.56	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	36.72	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	9.72	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	5.74	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	27.88	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	7.38	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	21.49	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	22.01	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	104.38	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	106.91	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	27.63	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	28.30	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	1.76	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	2.05	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	8.53	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	9.96	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	2.26	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	2.64	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	276.97	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	276.97	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	1,345.30	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	1,345.30	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	356.11	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	356.11	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	16.62	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	16.62	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	80.72	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	80.72	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	21.37	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	21.37	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	82.85	0.00

Schreiber,M-0.68-Vol Trans SEA 2501-2010	402.42	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	106.52	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	2.13	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	10.32	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	2.73	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	2.49	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	12.07	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	3.20	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	5.25	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	5.25	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	25.50	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	25.50	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	6.75	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	6.75	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	7.56	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	36.72	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	9.72	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	5.74	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	27.88	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	7.38	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	21.49	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	22.03	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	104.38	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	106.98	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	27.63	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	28.32	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	1.58	0.00
Schreiber,M-0.14-Vol Transp 2501-1000	1.72	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	7.67	0.00
Schreiber,M-0.68-Vol Trans SEA 2501-2010	8.36	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	2.03	0.00
Schreiber,M-0.18-VTS - Suburban Govt 2501-2062	2.21	0.00

15,973.60

VCS - Auburn - For the Quarter July to September 2018

Cost_Ctr	Name allocation	TotalHrs	7000 Gross	7100 MedBen	7100 MedX	7102 DenBen	7101 VisBen	7104 GTL	7103 DisBen	7105 PenBen	7210 WCT	7205 Suta	7200 Fica	Total
45-440	Doan,Bao	19.65	390.43	60.51	-	3.83	0.33	1.12	1.05	-	9.55	3.90	29.27	500.00
45-440	Doan,Bao	19.76	392.56	60.66	-	3.84	0.33	1.12	1.06	-	7.07	3.93	29.43	500.00
45-440	Doan,Bao	19.31	383.59	67.38	-	4.26	0.36	1.24	1.04	-	9.60	3.84	28.68	500.00
<b>Q3 Total</b>		<b>58.71</b>	<b>1,166.59</b>	<b>188.56</b>	<b>-</b>	<b>11.94</b>	<b>1.02</b>	<b>3.48</b>	<b>3.15</b>	<b>-</b>	<b>26.21</b>	<b>11.67</b>	<b>87.39</b>	<b>1,500.00</b>



VCS - SeaTac - For the Quarter July to September 2018

Cost_Ctr	Name allocation	TotalHrs	7000 Gross	7100 MedBen	7100 MedX	7102 DenBen	7101 VisBen	7104 GTL	7103 DisBen	7105 PenBen	7210 WCT	7205 Suta	7200 Fica	Total
45-440	Briehl,Adri	18.43	432.49	69.60	-	4.41	0.38	1.32	1.17	25.95	11.75	4.33	31.95	583.33
45-440	Briehl,Adri	18.43	432.50	69.60	-	4.41	0.38	1.32	1.17	25.95	11.75	4.33	31.95	583.34
45-440	Briehl,Adri	18.43	432.49	69.60	-	4.41	0.38	1.32	1.17	25.95	11.75	4.32	31.95	583.33
<b>Q3 Total</b>		<b>55.30</b>	<b>1,297.48</b>	<b>208.81</b>	<b>-</b>	<b>13.22</b>	<b>1.13</b>	<b>3.95</b>	<b>3.50</b>	<b>77.85</b>	<b>35.25</b>	<b>12.98</b>	<b>95.84</b>	<b>1,750.00</b>

1750

The costs as presented in this request occurred during this Quarter.

**INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)**

- Reimbursement Sheet**
  - Enter your agency and program information.
  - Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)
  - CONTRACT ID#:** The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.
  - ANNUAL AWARD AMT:** The contracted award amount from a city to your program.
  - THIS QTR REIMBURSEMENT REQUEST:** For each City, enter the amount your program is requesting for the quarter noted above only.
  - SIGNATURE:** Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4Hk0UXGQ>
  - SERVICE UNIT #:** Choose the name of the service unit from the drop down list (must match your contract).
  - MEASUREMENT:** Choose the name of the measurement unit from the drop down list (must match your contract).
- Service Unit Sheets**
  - DESCRIPTION:** Enter the description of the service unit from your contract.
  - ANNUAL UNIT GOAL:** Enter the service unit goal for each city with whom you have contracted.
  - ACTUAL UNITS:** Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.
- Narrative Sheet**
  - Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.
  - ANNUAL # OF RESIDENTS:** Enter the number of residents for each city with whom you have contracted.
- Residents Sheet**
  - ACTUAL # OF RESIDENTS:** Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.
- City Line Item Tables Sheet**
  - Optional* - only required if requesting funds from Bellevue, Federal Way, or Kent.
  - BUDGET:** Enter the budgeted amount from your contract.
  - REQUEST, THIS QUARTER:** Enter the amount requested for each line item.

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

SERVICE UNIT 1

Service Unit 1: Transportation

Measurement: Miles

Description: Volunteer vehicle miles are the number of miles driven by a volunteer using his/her own vehicle to transport a single client, including miles to and from the volunteer's point of origin.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	3847	5061	7182	5393		17636
Bellevue	14469	3333	3022	2976		9331
Bothell		1038	1329	1184		3551
Burien	1003	1086	947	1166		3199
Covington		591	730	629		1950
Des Moines	538	1114	1646	1478		4238
Federal Way	7693	3764	4914	4855		13533
Issaquah		780	858	602		2240
Kenmore		532	771	434		1737
Kent	7548	5229	6586	5582		17397
Kirkland	4610	1637	2922	2503		7062
Mercer Island		1641	1866	1345		4852
Redmond	5082	3076	3496	4716		11288
Renton	16137	6448	6161	8119		20728
Sammamish		722	282	300		1304
SeaTac	3539	1573	1683	1363		4619
Shoreline	2849	1053	2529	1560		5142
Tukwila	2200	798	672	597		2067
Seattle		13465	14321	13216		41002
Other KC		6148	6295	6,069		18512
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>69515</b>	<b>59089</b>	<b>68212</b>	<b>64087</b>	<b>0</b>	<b>191388</b>

SERVICE UNIT 2

Service Unit 2: Transportation

Measurement: One-way trip

Description: One-way trips are one-way journeys with two distinct end points taken by one client in a volunteer driver's private vehicle. Most rides provided are two-way, from the client's home to their medical appointment and then from their appointment back home again.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	185	235	319	228		782
Bellevue	1078	304	260	261		825
Bothell		100	115	86		301
Burien	214	65	80	67		212
Covington		29	30	28		87
Des Moines	91	66	100	68		234
Federal Way	412	177	339	218		734
Issaquah		36	48	36		120
Kenmore		41	53	34		128
Kent	376	239	365	252		856
Kirkland	388	137	207	225		569
Mercer Island		167	209	124		500
Redmond	322	218	238	333		789
Renton	1257	385	438	534		1357
Sammamish		54	18	60		132
SeaTac	164	65	95	88		248
Shoreline	224	90	217	161		468
Tukwila	118	44	51	35		130
Seattle		1307	1429	1364		4100
Other KC		295	313	304		912
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>4829</b>	<b>4054</b>	<b>4924</b>	<b>4506</b>	<b>0</b>	<b>13484</b>



## NARRATIVE

Volunteer Transportation Program has progressed in our capacity to support non-medical, health related rides. Such rides include physical, emotional, and social health trips. While we continue to prioritize medical appointments; we do recognize general health as preventative care. We have been awarded an AmeriCorps member, Nitzan, who has been pivotal in our capacity to provide necessary PTO time for staff, recruiting efforts, and innovative approaches to engaging a participant's community. Our annual Volunteer Transportation event was very well attended; September 29th saw over 140 volunteer drivers showered with love and appreciation at an event that was attended by our new CEO, Jim Wigfall and Board members. Standout performance increases in cities Renton and Redmond in Quarter 3.

## RESIDENTS

	Annual Goal	Actual # of Residents			YTD	
		1st Qtr	2nd Qtr	3rd Qtr		
Auburn	21	38	25	4	67	
Bellevue	133	42	15	6	63	
Bothell		12	8	7	27	
Burien	110	19	9	10	38	
Covington		6	2	3	11	
Des Moines	35	14	12	6	32	
Federal Way	58	33	18	13	64	
Issaquah		11	2	2	15	
Kenmore		10	3	1	14	
Kent	52	50	31	16	97	
Kirkland	53	26	16	15	57	
Mercer Island		32	10	5	47	
Redmond	41	38	12	13	63	
Renton	115	59	17	20	96	
Sammamish		4	1	1	6	
SeaTac	20	10	7	7	24	
Shoreline	35	20	14	7	41	
Tukwila	26	7	3	1	11	
Seattle		233	92	60	385	
Other KC		89			89	
Outside KC					0	
Unknown					0	
<b>TOTAL</b>	<b>699</b>	<b>753</b>	<b>297</b>	<b>197</b>	<b>0</b>	<b>1247</b>





CITY LINE ITEM TABLES

Balance Remaining

\$4,311.95  
\$0.00  
\$0.00  
\$0.00  
\$7,310.15  
\$0.00  
**\$11,622.10**

Balance Remaining

\$4,460.00  
\$0.00  
\$0.00  
\$0.00  
\$3,040.00  
\$0.00  
**\$7,500.00**

Balance Remaining

\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
**\$0.00**

REIMBURSEMENT REQUESTS

Agency and Program Name **Sound DBA Sound Mental Health/PATH Homeless Outreach**  
 Address **6100 Southcenter Blvd**  
 City & ZIP **Tukwila, WA 98188**  
 Program Contact Name **Annamaria Gueco** Phone **206-302-2716**  
 Email **annamaria.gueco@sound.health** Invoice Date **10/9/18**  
 Costs below incurred from **7/1/18** to **9/30/18**  
 Signature of Authorized Signer *Shirley Soderman* Printed Name **Shirley Soderman**

	Contract ID#	Annual	Reimbursement Requests				Balance
		Award Amt	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Remaining
Auburn	GF17/1833	\$7,500.00	\$1,875.00	\$1,875.00	\$1,875.00		\$1,875.00
Bellevue							\$0.00
Bothell							\$0.00
Burien		\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Covington							\$0.00
Des Moines							\$0.00
Federal Way							\$0.00
Issaquah							\$0.00
Kenmore							\$0.00
Kent		\$12,000.00	\$3,000.00	\$3,000.00	\$3,000.00		\$3,000.00
Kirkland							\$0.00
Mercer							\$0.00
Island							\$0.00
Redmond							\$0.00
Renton							\$0.00
Sammamish							\$0.00
SeaTac		\$9,000.00	\$2,250.00	\$2,250.00	\$2,250.00		\$2,250.00
Shoreline							\$0.00
Tukwila	17-017	\$15,000.00	\$3,750.00	\$3,750.00	\$3,750.00		\$3,750.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

#17677

Authorized Signature

**APPROVED FOR PAYMENT**

Date

10/12/18

BY: *Kim Cooper*

\$2,250.00

DATE: 10/12/18

BARS# 001.000.10.565.10.41.012

SERVICE UNIT 1

Service Unit 1: Case Management

Measurement: 60 minutes

Description: Case management includes all outreach activities connecting with a client that includes counseling coordination as well as referrals and linkage in person or by phone to acquaint potential clients with a range of services available. Services are measured by contact/hours.

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	11	45	15	36		96
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent	96	95	53	70		218
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	40	9	16	31		56
Shoreline						0
Tukwila	116	47.5	46.5	57		151
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>263</b>	<b>196.5</b>	<b>130.5</b>	<b>194</b>	<b>0</b>	<b>521</b>

SERVICE UNIT 2

Service Unit 2: Outreach

Measurement: Contact

Description: Adults in Burien city limes (duplicated)

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien	90	36	18	36		90
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac						0
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>90</b>	<b>36</b>	<b>18</b>	<b>36</b>	<b>0</b>	<b>90</b>

## NARRATIVE

PATH saw no changes in the staffing in the third quarter; we continue to have Lacy Bybee and Anthony Klonistko doing outreach and case management for us, primarily focusing on South King County. During this quarter we were able to assist two individuals obtain permanent housing, as well as two persons connected to transitional housing programs in the area. We were able to assist seven individuals with obtaining mental health services, as well as assist others in obtaining DSHS subsidies for food and/or cash benefits. At the beginning of July PATH attended the Annual All Home meeting Seattle, and learned more about All Home's approach to serving the homeless in King County. We also attended the South King County Homeless forum, as well as other community roundtables/work groups in the cities we work in. This quarter we continued to work on building and fostering relationships with various police and parks department.

### City of Auburn:

In quarter three, our outreach worker continued to do outreach at the Monday and Thursday night dinners, Ray of Hope day center/shelter, the library and the parks. This quarter we received several referrals from hospital social workers trying to get their patients connected to PATH services, however connecting with individuals has been challenging since the hospital typically has to discharge them before we have a chance to meet with them. Our outreach worker reported that the number of individuals utilizing the lunch program had dwindled some during the summer month, but is anticipating the number to increase in the coming months. We had also received reports that one of the larger stores in Auburn was allowing individuals to park their cars there overnight with the expectation that the vehicles are moved prior to the business opening. Additionally, PATH observed an increase in aggressive panhandlers in the city and noted that they will enter into traffic in order to ask for money. This quarter we were able to connect one individual with transitional housing.

## NARRATIVE

### City of Kent:

During quarter three PATH continued to outreach people at the Monday night dinner, Kent HOPE, the CCS Engagement Center, as well as the library and parks. Over the course of the quarter our outreach worker observed a decline in the number of women utilizing the day center at Kent HOPE, but also noted they were able to develop a more productive relationship between the program manager, volunteers and our program. This quarter we were able to further build our relationship with the case management staff at Catholic Community Services Engagement Center, and worked towards bridging the gap between outreaching clients they see during the day, as well as those who utilize their overnight shelter. This quarter our outreach worker encounter multiple people who had Social Security benefits, but were simply unable to afford housing, including renting a room, because of the high cost of living in the region. We also received reports of an increase in the number of individuals living in RVs and Campers; many parked near the railroad tracks. This quarter we were able to assist three persons with getting connected to mental health services.

### City of Burien:

Our outreach worker this quarter did outreach at Transform Burien, the laundry program, the library, transit center and several parks in the city. This quarter we saw a slight increase in the number of individuals at Transform Burien, especially on days when the Mobile Medical Van and/or the shower trailer were present. Our outreach worker observed a fluctuation in the number of people using the laundry program over the quarter; this is most likely related to participants needed to get prior approval from Transform Burien before using the program. This quarter we were also able to better establish a relationship with the Police and Parks Department, making it easier to provide services to those in need. After a recent increase in crime in the city, our outreach has decided to coordinate with the Police Department for support to places otherwise considered safe. This quarter PATH was able to assist one individual get into transitional housing, and another get into the Sounds South King County Housing First program; she moved in the last week of September after working with PATH for several months.

## NARRATIVE

### City of SeaTac:

PATH this quarter continued to do outreach homeless individuals at the meal and food bank programs in Tukwila, as well as walking the parks and driving the streets looking for individuals to outreach. We were able to enroll one individual from the City of SeaTac that we met at the breakfast program in Renton. Our outreach worker worked on helping this individual access services in the community. The change in weather created increased opportunities to do outreach in the parks, but we were unsuccessful in meeting folks. We continue to partner with Nexus who reports struggling with similar issues around figuring out where individuals are staying during daytime hours. This quarter we continued to reach out to the Police and Parks Departments to try to establish a relationship with them, but most phone calls and emails went unanswered.

### City of Tukwila:


This quarter, our outreach worker continued to do outreach at the meal programs and food banks. During the time in which Tent City 3 was at Church by the Side of the Road, we were able to connect with several camp residents and assist them with applying for DSHS benefits. The meal program at Riverton United Methodist Church was closed during the month of August, but before and after the closure our outreach worker observed smaller than normal individuals using this resource. We also participated in the city's new Homeless Task Force with the Police, City of Tukwila and other partner agencies. We continue to see success with our partnership with police, and were able to do several ride-alongs with officers who pointed out potential outreach locations, as well as places to avoid due to possible safety concerns. This quarter we were able to get one individual connected to mental health services, as well as another connected to Social Security benefits.

## RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn	6	2	2	3		7
Bellevue						0
Bothell						0
Burien	15	2	2	15		19
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent	12	9	3	9		21
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	8	1	1	1		3
Shoreline						0
Tukwila	16	4	4	12		20
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>57</b>	<b>18</b>	<b>12</b>	<b>40</b>	<b>0</b>	<b>70</b>



REIMBURSEMENT REQUESTS

Agency and Program Name **Southwest Youth and Family Services-New Futures**  
 Address 4555 Delridge Way SW  
 City & ZIP Seattle WA 98106  
 Program Contact Name Lorna Velasco Phone 206-279-0835  
 Email lvelasco@swyfs.org Invoice Date 10.11.18  
 Costs below incurred from **07.01.2018** to **09.30.18**  
 Signature of Authorized Signer  Printed Name Steve Daschle

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						\$0.00
Bellevue						\$0.00
Bothell						\$0.00
Burien						\$0.00
Covington						\$0.00
Des Moines						\$0.00
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton						\$0.00
Sammamish						\$0.00
SeaTac	\$28,000.00	\$7,000.00	\$7,000.00	\$7,000.00		\$7,000.00
Shoreline						\$0.00
Tukwila						\$0.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

14556

Authorized Signature / City

Date

10/12/18

**APPROVED FOR PAYMENT**

BY 

\$ 7,000.00

DATE 10/12/18

BARS# 001.000.10.565.10.41.012

The costs as presented in this request occurred during this Quarter.

**INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)**

**Reimbursement Sheet** Enter your agency and program information.  
Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)  
**CONTRACT ID#:** The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.  
**ANNUAL AWARD AMT:** The contracted award amount from a city to your program.  
**THIS QTR REIMBURSEMENT REQUEST:** For each City, enter the amount your program is requesting for the quarter noted above only.  
**SIGNATURE:** Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4Hk0UXGQ>  
**SERVICE UNIT #:** Choose the name of the service unit from the drop down list (must match your contract).  
**MEASUREMENT:** Choose the name of the measurement unit from the drop down list (must match your contract).  
**Service Unit Sheets** **DESCRIPTION:** Enter the description of the service unit from your contract.  
**ANNUAL UNIT GOAL:** Enter the service unit goal for each city with whom you have contracted.  
**ACTUAL UNITS:** Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.  
**Narrative Sheet** Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.  
**Residents Sheet** **ANNUAL # OF RESIDENTS:** Enter the number of residents for each city with whom you have contracted.  
**ACTUAL # OF RESIDENTS:** Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.  
**City Line Item Tables Sheet** *Optional* - only required if requesting funds from Bellevue, Federal Way, or Kent.  
**BUDGET:** Enter the budgeted amount from your contract.  
**REQUEST, THIS QUARTER:** Enter the amount requested for each line item.

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).

SERVICE UNIT 1

Service Unit 1: Advocacy

Measurement: Choose from drop down list

Description: Intervention/contact on behalf of a client when the individual cannot represent him or herself effectively due to barriers to language, ability, knowledge or other circumstance. Measured by contact/home visit

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	56	128	129	71		328
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>56</b>	<b>128</b>	<b>129</b>	<b>71</b>	<b>0</b>	<b>328</b>

SERVICE UNIT 2

Service Unit 2: Tutoring

Measurement: Choose from drop down list

Description: Tutoring: One-on-one teaching instruction to overcome learning problems, illiteracy or other barriers. Measured by hours per client tutoring session.

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	294	1899	1061	185		3145
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>294</b>	<b>1899</b>	<b>1061</b>	<b>185</b>	<b>0</b>	<b>3145</b>

SERVICE UNIT 3

Service Unit 3: Youth Services

Measurement: Choose from drop down list

Description: Youth Services: A variety of services and activities to persons 18 or younger with the objective of preventing likely or resolving existing serious problems at home, school, or in the community , including information and referral, outreach and counseling. Measured by contact/session and hours per session.

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	582	1899	1061	185		3145
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>582</b>	<b>1899</b>	<b>1061</b>	<b>185</b>	<b>0</b>	<b>3145</b>

## NARRATIVE

**EARLY LEARNING PROGRAM:** Norma had a one-week summer intensive for the incoming pre-k youth to prepare them with school and social-emotional development in September. This September, we hired a new Early Learning Coordinator Lidia, one of our former parent leaders to teach 7 of our pre-k students, Lidia was an elementary school teacher and journalist in Ethiopia and is trained in Kaleidoscope Play and Learn for students 0-5 years. . Norma has moved on from Family Advocacy at Windsor to become the Site Manager for our new family center in Burien. Her leadership is needed in the Burien community. **ELEMENTARY PROGRAM:** Our Elementary coordinator Helen has put together an academic-rich summer program for 7 weeks this summer. In addition to their afternoon enrichment program that include coding, robotics, and theatre, we had early morning and late afternoon tutoring for students needing additional support in math and reading, one young man in particular was set to repeat his year, but due to his summer enrichment at New Futures, he was tested at his level in the beginning of the school year and no longer needed to repeat his grade. This is indicative of the support that Helen built into the curriculum of our summer program. **YOUTH DEVELOPMENT:** We had a 7 week summer intensive program that Janell created that focused on leadership, literacy and cultural identity development. The first few weeks began with the critical analysis on the book *The Hate You Give*, a story of one young woman's emergence as an activist. The following weeks the youth group incorporated tech and art processes in partnership with Arts Corps and GOKiC that culminated in a highly attended community event showcasing spoken word, video, dance, and cultural performances. **COMMUNITY AND PARENT ENGAGEMENT:** Over 100 people attended the community potluck organized by the Janell's EmpoHERment group at New Futures, families set up tables to share home-cooked meals and each cultural group shared their music and dance to the Windsor community at large. In September, Windsor

hosted a back to school. Night. attended by principals, from McMicken, Impact, Cascade, and Tyee.

RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	33	808	0	67		875
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>33</b>	<b>808</b>	<b>0</b>	<b>67</b>	<b>0</b>	<b>875</b>





REIMBURSEMENT REQUESTS

Agency and Program Name Zachery Giehm **Tukwila Pantry**  
 Address 3118 S 140th St  
 City & ZIP Tukwila 98168  
 Program Contact Name Zachery Giehm Phone 2064318293  
 Email **Director@Tukwilapantry.org** Invoice Date 10/16/18  
 Costs below incurred from **July to September**  
 Signature of Authorized Signer Printed Name Zachery Giehm

Contract ID#	Annual Reimbursement Requests				Balance Remaining
	Award Amt	1st Qtr	2nd Qtr	3rd Qtr	
Auburn					\$0.00
Bellevue					\$0.00
Bothell					\$0.00
Burien	\$8,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Covington					\$0.00
Des Moines					\$0.00
Federal Way					\$0.00
Issaquah					\$0.00
Kenmore					\$0.00
Kent					\$0.00
Kirkland					\$0.00
Mercer Island					\$0.00
Redmond					\$0.00
Renton					\$0.00
Sammamish					\$0.00
<b>SeaTac</b>	<b>\$12,000.00</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>
Shoreline					\$0.00
Tukwila	\$35,000.00	\$8,750.00	\$8,750.00	\$8,750.00	\$8,750.00

Admin use only

Authorized Payment Amt:

Authorized Signature / City

Authorization Code / Acct # **# 04814**  
**APPROVED FOR PAYMENT**  
 BY: Kim Cooper *[Signature]* Date 10/16/18  
 DATE: 10/16/18 *10.16.18* **# 3,000.00**  
 BARS# 001.000.10.565.10.41.012

The costs as presented in this request occurred during this Quarter.

**INSTRUCTIONS (READ FIRST BEFORE PROCEEDING)**

**Reimbursement Sheet** Enter your agency and program information.  
Enter the dollar amounts for cities with which your program has a contract, and from which you are requesting a reimbursement for this quarter. (North/East Pooled Contract Agencies, please include your individual reimbursement requests for **all pooled cities**, not just the total pooled award.)  
**CONTRACT ID#:** The Contract Identification # (a.k.a. Vendor #, and other terms) for the City from which you are requesting a reimbursement, if applicable.  
**ANNUAL AWARD AMT:** The contracted award amount from a city to your program.  
**THIS QTR REIMBURSEMENT REQUEST:** For each City, enter the amount your program is requesting for the quarter noted above only.  
**SIGNATURE:** Insert the authorized signer's signature. For an example of how to do this, go to <https://youtu.be/D8K4Hk0UXGQ>  
**SERVICE UNIT #:** Choose the name of the service unit from the drop down list (must match your contract).  
**MEASUREMENT:** Choose the name of the measurement unit from the drop down list (must match your contract).

**Service Unit Sheets** **DESCRIPTION:** Enter the description of the service unit from your contract.  
**ANNUAL UNIT GOAL:** Enter the service unit goal for each city with whom you have contracted.  
**ACTUAL UNITS:** Enter the units of service provided to residents *regardless of funding source or contract*. Other KC is for King County residents not reported above. Outside KC is for residents outside of King County.

**Narrative Sheet** Enter your narrative here. Include information regarding particular challenges/successes related to meeting program objectives. If you are falling short of annual service unit goals, please explain why here.  
**ANNUAL # OF RESIDENTS:** Enter the number of residents for each city with whom you have contracted.

**Residents Sheet** **ACTUAL # OF RESIDENTS:** Enter the number of new (unduplicated) residents served for each city regardless of funding or contract. All residents should be counted as new in the first quarter of each year.

**City Line Item Tables Sheet** *Optional* - only required if requesting funds from Bellevue, Federal Way, or Kent.  
**BUDGET:** Enter the budgeted amount from your contract.  
**REQUEST, THIS QUARTER:** Enter the amount requested for each line item.

Bellevue, Federal Way, and Kent grantees be sure to complete the City Line Item Tables sheet.

Email this entire workbook to your funding city contact(s).



RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents		4th Qtr	YTD
			2nd Qtr	3rd Qtr		
Auburn						0
Bellevue						0
Bothell						0
Burien	440	610	114	123		847
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	1536	482	125	104		711
Shoreline						0
Tukwila		1789	456	274		2519
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>1976</b>	<b>2881</b>	<b>695</b>	<b>501</b>	<b>0</b>	<b>4077</b>

## NARRATIVE

As mentioned in our last report, the pantry has had some staffing changes. I've just taken over the Executive Director position as of late July. For 3 weeks out of July the Pantry did not have an Executive Director. Currently, the pressure on the ED as mentioned in the last update still exists. 3 days of the week instead of ED responsibilities, I'm in the office playing operations support, intake, and whatever other roles are needed due to funding and volunteer shortages. Additionally, our Box Truck that we utilize for grocery rescue has now exceeded its repair budget 1,500% of what was budgeted. This places us in a situation where we either use half of our unassigned EFAP funds for the next fiscal year to repair that which then leaves us with a lot of non-mitigatable risk on other operations pieces or we risk losing contracts for grocery rescue with various partners due to diminished and non-refrigerated pick-up capacity. The new full-time driver and operations manager are both currently on staff as mentioned in the past report. Due to the fact that we're bridging positions that should be paid staff with volunteers, we see frequent interruptions to ED and OM responsibilities. Due to being responsible for so many front-of-operations services, I've not had time to effectively plan outreach, future fundraising, or other vital for longterm viability functions.

Tukwila: Unduplicated services are down. I would reckon that this is a result of the massive cost of housing increases in the area. Folks that were able to pay rent but not able to put food on their table are now just priced into moving away from the area. Additionally, due to the political climate, I've had firsthand accounts of clients not wanting to do the paperwork needed to volunteer or become clients due to fear of us being an ICE sting operation. No amount of reassurance from me will make them willing to risk that.

Burien: Slight uptick in individuals. I would guess this is related to more people entering the danger zone that Tukwila is having their residents effectively pushed out the bottom of.

**Sea-Tac:** Not sure why your city is down running periods. Potentially related to the fear of repercussions from utilizing the services? I know the public charge debate has come up a few times among volunteers and other food banks as well. Longterm, this may lead to more hungry people unless the local cities fight back. Overall: As you can see from the data, the amount of rising or decreasing clientele is rather steady. However, as mentioned in the last report the trend of households wanting to come to the food bank more often has continued. We're seeing more families that are relying almost entirely on charities such as ours to put food on their table since their families need all their income to keep a roof over their head and the lights on. This continues to demonstrate that the pantry is keeping families from going hungry and helping to prevent the choice of food or shelter from entering the picture.







SERVICE UNIT 1

Service Unit 1: Basic Needs Supplies

Measurement: Pound of food

Description:

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien	31250	33060	59918	65106		158084
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	101547	24780	49893	48610		123283
Shoreline						0
Tukwila		163240	300293	289965		753498
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>132797</b>	<b>221080</b>	<b>410104</b>	<b>403681</b>	<b>0</b>	<b>1034865</b>





RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn	44	8	25	52		85
Bellevue	74	6	60	69		135
Bothell				14		14
Burien	62	8	23	19		50
Covington	46		32	10		42
Des Moines			4	4		8
Federal Way	58	13	26	66		105
Issaquah			4	12		16
Kenmore						0
Kent			22	34		56
Kirkland			11	12		23
Mercer Island						0
Redmond	34	4	25	12		41
Renton	53	9	28	15		52
Sammamish			7			7
SeaTac	65	7	22	15		44
Shoreline						0
Tukwila		16	17	7		40
Seattle				35		35
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>436</b>	<b>71</b>	<b>306</b>	<b>376</b>	<b>0</b>	<b>753</b>



SERVICE UNIT 1

Service Unit 1: Financial Aid

Measurement: Household

Description: The number of households assisted, without regard to fund source, with rental, utility, motel voucher, bus tickets, emergency food bags, and gift cards.

	Annual Goal	Actual Units, regardless of funding source				YTD
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn	17	5	11	15		31
Bellevue	28	4	18	23		45
Bothell				3		3
Burien	24	2	11	10		23
Covington	16	0	9	4		13
Des Moines			1	1		2
Federal Way	22	6	10	16		32
Issaquah			1	4		5
Kenmore						0
Kent			6	11		17
Kirkland			4	4		8
Mercer Island						0
Redmond	13	2	8	6		16
Renton	21	3	12	7		22
Sammamish			3			3
SeaTac	24	4	8	7		19
Shoreline						0
Tukwila	As referred	5	7	5		17
Seattle				15		15
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>165</b>	<b>31</b>	<b>109</b>	<b>131</b>	<b>0</b>	<b>271</b>

REIMBURSEMENT REQUESTS

Agency and Program Name **YMCA of Greater Seattle Food & Fun**  
 Address 909 4th Ave  
 City & ZIP Seattle, 98104  
 Program Contact Name Yvette Tolson Phone 206-556-3041  
 Email [stolson@seattleyymca.org](mailto:stolson@seattleyymca.org) Invoice Date 10/4/18  
 Costs below incurred from Aout to October  
 Signature of Authorized Signer *Yvette Tolson* Printed Name **Yvette Tolson**

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						\$0.00
Bellevue						\$0.00
Bothell						\$0.00
Burien						\$0.00
Covington						\$0.00
Des Moines						\$0.00
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton						\$0.00
Sammamish						\$0.00
SeaTac	\$10,000.00	\$2,500.00	\$2,500.00	\$2,500.00		\$2,500.00
Shoreline						\$0.00
Tukwila						\$0.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct #

# 04545

Authorized Signature / City

Date 10/15/18

*10/19/18 updated*

**APPROVED FOR PAYMENT**

BY: *Kim Cooper*

10/19/18  
\$ 2,500.00

DATE: 10/19/18

**BARS#** 001.000.10.565.10.41.012

SERVICE UNIT 1

Service Unit 1: Food

Measurement: Meal

Description: Number of Meals Provided to Individuals/Families. This includes Tye, YDC and Food & Fun

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	16,500	7,206	4,081	11,454		22,741
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>16500</b>	<b>7206</b>	<b>4081</b>	<b>11454</b>	<b>0</b>	<b>22741</b>

SERVICE UNIT 1

Type  
Branch  
Total







## **NARRATIVE**

Over the summer we saw a lot of youth get served meals that needed them. The Food and Fun program at Matt Griffin was successful and served virtually all SeaTac residents who walked over for lunch every day during the week. We also served a large number of youth in our summer programs and in the Youth Development Center. Summer is filled with extremely long days away from home and many SeaTac youth would either not eat enough food or not get food that is healthy, without the meals we provide. It was great to see youth in the area come eat healthy food, instead of walking down the street to get fast food.

## RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents		4th Qtr	YTD
			2nd Qtr	3rd Qtr		
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	600	6565	3688	7171		17424
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>600</b>	<b>6565</b>	<b>3688</b>	<b>7171</b>	<b>0</b>	<b>17424</b>



REIMBURSEMENT REQUESTS

Agency and Program Name **YMCA of Greater Seattle After School**  
 Address 909 4th Ave  
 City & ZIP Seattle, 98104  
 Program Contact Name Yvette Tolson Phone 206-556-3041  
 Email [stolson@seattleyymca.org](mailto:stolson@seattleyymca.org) Invoice Date 10/4/18  
 Costs below incurred from **July to September**  
 Signature of Authorized Signer *Yvette Tolson* Printed Name **Yvette Tolson**

Contract ID#	Annual Award Amt	Reimbursement Requests				Balance Remaining
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						\$0.00
Bellevue						\$0.00
Bothell						\$0.00
Burien						\$0.00
Covington						\$0.00
Des Moines						\$0.00
Federal Way						\$0.00
Issaquah						\$0.00
Kenmore						\$0.00
Kent						\$0.00
Kirkland						\$0.00
Mercer Island						\$0.00
Redmond						\$0.00
Renton						\$0.00
Sammamish						\$0.00
<b>SeaTac</b>	<b>\$33,000.00</b>	<b>\$8,250.00</b>	<b>\$8,250.00</b>	<b>\$8,250.00</b>		<b>\$8,250.00</b>
Shoreline						\$0.00
Tukwila						\$0.00

Admin use only

Authorized Payment Amt:

Authorization Code / Acct # **04545**

Authorized Signature / City

Date **10/15/18**  
 \$ **8,250.00**

**APPROVED FOR PAYMENT**

BY *Kim Cooper*

DATE **10/15/18**

BARS# **001.000.10.5105 17 41 0121**

SERVICE UNIT 1

Service Unit 1: Youth Services

Measurement: Individual

Description: # of Individuals/Students served

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
<b>SeaTac</b>	<b>360</b>	<b>476</b>	<b>348</b>	<b>73</b>		<b>897</b>
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>360</b>	<b>476</b>	<b>348</b>	<b>73</b>	<b>0</b>	<b>897</b>

SERVICE UNIT 2

Service Unit 2:

Measurement:

Description: Number of Activities offered

	Actual Units, regardless of funding source					YTD
	Annual Goal	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	50	47	39	3		89
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>50</b>	<b>47</b>	<b>39</b>	<b>3</b>	<b>0</b>	<b>89</b>





## NARRATIVE

Due to summer and the late school start, we only had programming one week this quarter. Attendance was steady, but we hope to see an increase when we are able to start meals next month. We were able to kick off the semester with an overnight college trip that was attended by 40 SeaTac teens. This was the first overnight trip for many of these students and it proved to be a huge hit. Students were able to visit Central Washington University, eat on campus, play games in the rec center, see a movie, and tour the campus with the black student union.

## RESIDENTS

	Annual Goal	1st Qtr	Actual # of Residents			YTD
			2nd Qtr	3rd Qtr	4th Qtr	
Auburn						0
Bellevue						0
Bothell						0
Burien						0
Covington						0
Des Moines						0
Federal Way						0
Issaquah						0
Kenmore						0
Kent						0
Kirkland						0
Mercer Island						0
Redmond						0
Renton						0
Sammamish						0
SeaTac	750	452	331	69	-	852
Shoreline						0
Tukwila						0
Seattle						0
Other KC						0
Outside KC						0
Unknown						0
<b>TOTAL</b>	<b>750</b>	<b>452</b>	<b>330.6</b>	<b>69.35</b>	<b>0</b>	<b>851.95</b>

