



MONROE CITY COUNCIL

Agenda Bill No. 19-035

SUBJECT:	<i>Authorize the Mayor Pro Tem to Sign First Responders Flex Fund Contract with Snohomish County Human Services for Reimbursement of Social Worker Expenses</i>
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DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
02/12/2019	Police	Jeffrey D. Jolley	Jeffrey D. Jolley	Consent Agenda #13

Discussion: 02/12/2019

Attachments: 1. First Responders Flex Fund Contract

REQUESTED ACTION: Move to authorize the Mayor Pro Tem to sign the First Responders Flex Fund Contract with Snohomish County Human Services for reimbursement of social worker expenses up to \$3,152; and expressly authorizes further minor revisions as deemed necessary or appropriate.

POLICY CONSIDERATION:

Per RCW 39.34.080 interlocal agreements shall be authorized by the governing body of each party to the contract. Such contract shall set forth fully the purposes, powers, rights, objectives, and responsibilities of the contracting parties. Since the City Council is the governing body for the City of Monroe, it must approve this interlocal agreement.

All purchases made to be reimbursed would be subject to the City's Procurement Policies.

DESCRIPTION/BACKGROUND:

The City has agreed to participate in the Ending Homelessness Program as administered by the Housing and Community Services of Snohomish County. As part of this program, the First Responders Flex Fund revenue is generated from an eight dollar surcharge collected by Snohomish County on document recording fees under RCW 36.22.1791.

This contract will provide First Responder Flex Funds to reimburse the City of Monroe in 2019 for assistance to individuals identified as high risk for chemical dependency or mental health issues by the Community Outreach Team. Participants must be individuals/families experiencing homelessness or at risk of homelessness. Examples of purchases may include, but are not limited to shelter, food, clothing, medical care, transportation, or other basic needs. Flex Funds shall not be paid directly to the Participants or used for the purchase of alcohol, tobacco, vaping products, or marijuana products. The City shall submit supporting documentation for expenses covered by Flex Funds with an approved invoice for reimbursement.

The City received Flex Funds in 2018 totaling \$1,131.66. This was the first year that these funds were available. Through this program the City was able to get clients into detox, treatment and housing. The funds provided by this grant allowed the purchase of food, toiletries, clothing and the purchase of Department of Licensing ID cards to assist the clients in gaining employment.

FISCAL IMPACTS:

Incidental expenses that are covered under the First Responders Flex Fund incurred by the Community Outreach Team will be reimbursed by this fund up to a maximum of \$3,152. The revenue on this grant is included in the 2019 budget.

TIME CONSTRAINTS:

Accept grant as soon as practical to request reimbursement of expenses.

ALTERNATIVES:

1. Move to authorize signature.
2. Take no action; and provide staff with direction for additional changes/request additional information be presented prior to action.
3. Take no action; and do not consider the reimbursement grant at this time.

EXHIBIT A
SPECIFIC TERMS AND CONDITIONS
FIRST RESPONDERS FLEX FUNDS

I. TERMS AND CONDITIONS

This Ending Homelessness Program Agreement (hereinafter the Contract) is made by and between Snohomish County (hereinafter the County) and the City of Monroe (hereinafter the City).

A. Designation

1. The City expressly agrees to undertake that certain Ending Homelessness Program (EHP) project more fully described in Exhibit B, Statement of Work (hereinafter the Project). EHP funding for the Project is authorized by Section 9 of Chapter 484, Laws of 2005 (as amended by Laws of 2007, Chapter 427; Laws of 2009, Chapter 462; Laws of 2011, Chapter 110; Laws of 2012, Chapter 90) "Document Recording Surcharge—Services for the Homeless the "Legislation." The Washington legislature authorized the imposition of a surcharge for the recording of documents with county auditors. A portion of that surcharge is to be used by counties for programs which directly accomplish the goals of counties' homeless housing plans.
2. The undertaking of the Project and City's performance under this Contract shall be in full accordance with the Legislation, codified as Revised Code of Washington ("RCW") Chapters 36.22.1791, and 43.185C and all other applicable laws, ordinances, rules and regulations not inconsistent therewith, including licensing, permitting and accreditation requirements, in all activities funded in whole or in part with funds provided under this Contract to carry out the Project.

B. Financial Award

The City is hereby awarded the total sum indicated in the Approved Contract Budget (Exhibit C) to provide funding for the undertaking and performance of the Project.

II. OTHER REVENUES

The City certifies that work to be performed under this Contract will not supplant other existing funding sources.

III. COST REIMBURSEMENT

- A. Flex Funds awarded under this Contract will be reimbursed on a cost reimbursement basis in support of the Statement of Work (Exhibit B) and the Approved Project Budget (Exhibit C).
- B. The City shall submit monthly requests for reimbursement using the Approved Invoice (Exhibit D) provided by the County.
- C. The City shall submit supporting documentation for requests for reimbursement of expenses covered by Flex Funds with the Approved Invoice (Exhibit D). This documentation shall identify the item(s) purchased and cost of expenses covered by Flex Funds. The City shall also maintain on record itemized receipts of expenses covered by Flex Funds under this Contract.

EXHIBIT B

STATEMENT OF WORK / PROJECT DESCRIPTION

FIRST RESPONDERS FLEX FUND

I. DESCRIPTION

- A. The Project shall assist Participants remove barriers to housing and/or abate emergency situations through the provision of Flex Fund assistance.
- B. The Project shall serve eligible Participants only. Participants must be individuals/families experiencing homelessness or at risk of homelessness.

II. PROGRAM ACTIVITIES

In compliance with the terms of the Contract, the City shall perform the tasks and services as follows:

- A. The City shall develop a process to disburse Flex Funds to First Responders/Social Workers, not to exceed the total amount included in the Approved Project Budget (Exhibit C).
- B. First Responders/Social Workers shall access Flex Funds in order to procure goods and/or services directly related to the needs of Participants, which cannot be met through existing categorical services or formal/informal community mechanisms. Examples of such purchases may include, but are not limited to shelter, food, clothing, medical care, transportation, or other basic needs.
- C. Flex Funds shall not be paid directly to the Participants or used for the purchase of alcohol, tobacco, vaping products, or marijuana products.
- D. The City shall submit supporting documentation for expenses covered by Flex Funds with the Approved Invoice (Exhibit D) for reimbursement.

III. REPORTS

The City shall submit one narrative each quarter providing a description of at least one individual or family that was able to remove a barrier to housing or abate an emergency situation as a result of the Project.

**EXHIBIT C
CONTRACT BUDGET - COST REIMBURSEMENT
FIRST RESPONDERS FLEX FUND**

AGENCY NAME: City of Monroe
CONTRACT PERIOD: 1/1/2019 to 12/31/2019

FUNDS AWARDED UNDER CONTRACT:

REVENUE SOURCE	FUNDING PERIOD	AMOUNT	AMENDMENT	TOTAL AMOUNT
EHP	1/1/2019 to 12/31/2019	\$ 3,152		\$ 3,152
				-
				-
				-
				-
				-
TOTAL FUNDS AWARDED:		\$ 3,152	\$ -	\$ 3,152

MATCHING RESOURCES:

N/A N/A

TOTAL MATCHING RESOURCES: N/A

MATCH REQUIREMENTS FOR CONTRACT: % N/A AMOUNT: N/A

OTHER PROGRAM RESOURCES (Identify):

SOURCE	FUNDING PERIOD	AMOUNT
TOTAL OTHER RESOURCES:		\$ -

EXPENDITURES

CATEGORY	FUND SOURCE EHP	FUND SOURCE	FUND SOURCE	FUND SOURCE	FUND SOURCE	FUND SOURCE	TOTAL	OTHER RESOURCES
Salaries/Wages							\$ -	
Benefits							-	
Supplies/Minor Equip.							-	
Prof. Services							-	
Postage							-	
Telephone							-	
Mileage/Fares							-	
Meals							-	
Lodging							-	
Advertising							-	
Leases/Rentals							-	
Insurance							-	
Utilities							-	
Repairs/Maint.							-	
Client Flex Funds							-	
Printing							-	
Dues/Subscrip.							-	
Regis./Tuition							-	
Machinery/Equip.							-	
Administration							-	
Indirect							-	
Miscellaneous							-	
Flex Funds	3,152						3,152	
Misc. Construction							-	
Acquisition							-	
Relocation							-	
							-	
TOTAL	\$ 3,152	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,152	\$ -

EXPENDITURE NARRATIVE

AMOUNT	CATEGORY	NARRATIVE (provide justification describing each category supported with funds awarded under this contract)
3,152	Flex Funds	Cost of Flex Funds distributed to First Responders
\$ 3,152	TOTAL	

DETAIL SALARIES / WAGES

POSITION	FUND SOURCE	% OF TIME TO FUND SOURCE	TOTAL MONTHLY	MONTHLY CHARGE TO FUND SOURCE	# OF MONTHS	TOTAL CHARGE TO FUND SOURCE
N/A						

TOTAL: \$0

NOTE: Above figures may reflect rounding



Invoice Number: _____

INVOICE-Cost Reimbursement Contracts

Snohomish County Human Services Department - 3000 Rockefeller, M/S 305, Everett, WA 98201

Actual: Estimated:

Contracting City and Address: City of Monroe 806 W. Main St Monroe, WA 98272	Contract #:	HCS-19-62-1909-235	
	Project Title:	First Responders Flex Fund	
	Contract Manager:	Tyler Verda (425) 262-2904	
	Reporting Period:	_____	To: _____

AUTHORIZING SIGNATURE: _____ (sign in ink) Date: _____

SUB OBJ	Account Title	Current Expenditures	Contract To Date Expenditures	Total Contract Budget	Contract Budget Balance
52	Flex Funds			\$ 3,152.00	\$ 3,152.00
TOTALS		\$ -	\$ -	\$ 3,152.00	\$ 3,152.00

REVIEWED FOR PAYMENT:

AUTHORIZED FUND:

ATTACH: CONTRACTOR CERTIFICATION FORM

Exhibit D
HCS-19-62-1909-235
City of Monroe
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SNOHOMISH COUNTY
HUMAN SERVICES DEPARTMENT
3000 ROCKEFELLER, M/S 305
EVERETT, WA 98201



AGENCY CERTIFICATION FORM

Agency Certification: I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise, or services furnished to Snohomish County, and that all goods furnished and/or services rendered have been provided without discrimination on the grounds of race, creed, national origin, handicap, sex, or age.

AUTHORIZING SIGNATURE: _____ **DATE:** _____

Voucher Check #	Vendor	Invoice Refer. #	Description	Total Amount	Charged To:	
					Non-Grant	Grant

(Use Additional Pages as Necessary)

Total:	\$ -	\$ -	\$ -
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