



# MONROE CITY COUNCIL

## Agenda Bill No. 20-050

|                 |  |
|-----------------|--|
| <b>SUBJECT:</b> | <b><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></b> |
|-----------------|--|

|              |              |                   |                   |                          |
|--------------|--------------|-------------------|-------------------|--------------------------|
| <b>DATE:</b> | <b>DEPT:</b> | <b>CONTACT:</b>   | <b>PRESENTER:</b> | <b>ITEM:</b>             |
| 03/24/2020   | Police       | Jeffrey D. Jolley | Jeffrey D. Jolley | <b>Consent Agenda #4</b> |

**Discussion:** 03/24/2050  
**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 2020 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 and \$1,618.88 in 2019. 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 2020 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.



**EXPENDITURES**

| <b>CATEGORY</b>       | <b>FUND SOURCE<br/>EHP</b> | <b>FUND SOURCE</b> | <b>TOTAL</b>    | <b>OTHER RESOURCES</b> |
|-----------------------|----------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-----------------|------------------------|
| 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            |                            |                    |                    |                    |                    |                    | -               |                        |
|                       |                            |                    |                    |                    |                    |                    | -               |                        |
| <b>TOTAL</b>          | <b>\$ 3,152</b>            | <b>\$ -</b>        | <b>\$ 3,152</b> | <b>\$ -</b>            |

**EXPENDITURE NARRATIVE**

| <b>AMOUNT</b> | <b>CATEGORY</b> | <b>NARRATIVE</b> (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



