

CITY OF MARYSVILLE AGENDA BILL

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: 7/8/2013

AGENDA ITEM: Snohomish County Human Services Grant Amendment	
PREPARED BY: Tara Mizell/Jim Ballew	DIRECTOR APPROVAL:
DEPARTMENT: Parks and Recreation	
ATTACHMENTS: Snohomish County Human Services Grant Amendment A-13-75-01-200	
BUDGET CODE:	AMOUNT: \$11,000.00

SUMMARY:

Snohomish County Human Services have changed the reporting methods for the grant we receive to assist with personnel costs at the senior/community center. This amendment clarifies the new reporting requirements.

RECOMMENDED ACTION: Staff recommends that the Council Authorize the Mayor to sign the amendment to the Snohomish County Human Services Grant Agreement which updates the reporting procedures for the \$11,000 grant in reimbursed funds for the salary and benefits of the program clerk assigned to the Ken Baxter Community Center through 2013.

SNOHOMISH COUNTY HUMAN SERVICES DEPARTMENT

3000 ROCKEFELLER AVENUE, M/S 305, EVERETT, WA 98201
(425) 388-7200



CONTRACT AMENDMENT

1. Contract Number A-13-75-01-200	2. Amendment Number 1	3. This Amendment herein- after identified as: A-13-75-01-200(1)	4. Amount of Contract Award as Amended: \$11,000
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5. Name and Address of Contracting Organization: City of Marysville / Ken Baxter Senior Community Center 6915 Armar Road Marysville, WA 98270	6. Title of Service: Senior Center Projects
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Vendor Subrecipient

7. THIS ITEM APPLIES ONLY TO BILATERAL AMENDMENTS AND MODIFICATIONS.
The Contract identified herein, including any previous amendments thereto, is hereby amended as set forth in Item 9 below by mutual consent of all parties hereto.

8. THIS ITEM APPLIES ONLY TO UNILATERAL CHANGE ORDERS AND MODIFICATIONS.
The Contract identified herein, including any previous amendments thereto, is hereby unilaterally amended as set forth in Item 9 below pursuant to that Changes and Modifications clause as contained herein.

9. TERMS OF AMENDMENT, MODIFICATION OR CHANGE ORDER. (Indicate the amount of an increase/decrease in contract and new beginning and ending dates, if applicable). The Contract referred to in Item 1 above is revised as follows:

- A. Exhibit A, Specific Terms and Conditions, is superseded by Exhibit A-1, as attached. Exhibit A-1 changes required reports as described in Section II. Reporting Requirements.
- B. Exhibit B, Statement of Work, is superseded by Exhibit B-1, as attached. Exhibit B-1 changes Section II, Minimum Service Requirements, and deletes Section III, Additional Contract Requirements.
- C. Contract Amendment A-13-75-01-200(1) is effective July 1, 2013.

10. ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND ANY PREVIOUS AMENDMENTS THERETO REMAIN IN FULL FORCE AND EFFECT.

FOR THE CONTRACTING ORGANIZATION:

FOR SNOHOMISH COUNTY:

(Signature) (Date)

Kenneth Stark, Director (Date)
Department of Human Services

(Title)

EXHIBIT A-1

SPECIFIC TERMS AND CONDITIONS

SENIOR CENTER PROJECTS

I. DOCUMENTS INCORPORATED BY REFERENCE

In performing the services under this Contract, the Contractor shall comply with the following documents incorporated by reference and maintained on file at the Division of Long Term Care and Aging (LTCA):

- A. LTCA Program Instructions;
- B. Multipurpose Senior Center Guidelines (hereinafter Guidelines), as now or hereafter amended, published by the Washington State Aging and Long-Term Support Administration; and
- C. *Senior Center Standards and Self-Assessment Workbook: Guidelines for Practice*, 1990 Edition, The National Council on the Aging, Inc.

II. REPORTING REQUIREMENTS

The Contractor shall submit required reports on a format supplied or approved by LTCA. Overdue reports shall delay payment to the Contractor until the next billing month.

<u>Report Titles</u>	<u>Due</u>
Monthly Senior Center Participant and Volunteer Hours Tracking Report	Due 15th of the month following the period.
Quarterly Program Evaluation Project Report	Due 15th of the month following the quarter.

- A. To be counted as a participant, a person must be a Snohomish County resident age 55 or older, who has signed in and participated in a face-to-face activity and for whom the Contractor has a name, date of birth, and address.
- B. Monthly Participant and Volunteer Hours Tracking Report shall include:
 - 1. Unduplicated count of participants by a current month and year-to-date; and,

2. The number of participants residing outside of the city in which the Contractor is located, by month and year-to-date; and,
3. The number of volunteer hours, by month and year-to-date.

C. Quarterly Program Evaluation Project Report

1. Exhibit B-1, Scope of Work, Section II, Minimum Service Requirements, describes program evaluation projects.
2. Quarterly reports shall be submitted on a form submitted by LTCA.

III. HOURS OF SERVICE

The Contractor will be open and provide services during its normal business hours of 9:00 AM to 4:00 PM Monday through Thursday, and 9:00 AM to noon on Friday.

IV. REIMBURSEMENT

- A. The request for reimbursement must be submitted on forms approved by LTCA. The monthly billing shall be based on allowable expenses and be accompanied by monthly expenditure reports showing line-item expenditures corresponding to the Approved Budget or amended Approved Budget Exhibit
- B. The Contractor must submit final request for reimbursement for 2013 expenses no later than January 6, 2014. Billings received after January 6, 2014 for expenses incurred in 2013 may not be processed.

V. TRAINING REQUIREMENTS

The Contractor shall establish a training plan for all employees performing services under this Contract. The plan shall provide for orientation of new employees and ongoing in-service training for continuing employees. The training must be provided by qualified persons and will include either formal training sessions or on-the-job training. The dates and topics of training received shall be documented in a central file or in the personnel files of all employees who have received the training.

VI. EMERGENCY PROCEDURES

The Contractor must establish a written plan that describes procedures to be followed in the event a client becomes ill or is injured while at the Contractor's Center or if staff is in the client's home. The plan must be thoroughly explained to staff and volunteers.

VII. CLIENT GRIEVANCE PROCEDURE

Written information regarding the Client Grievance Procedure shall be posted in a place readily visible to clients.

VIII. STAFF REQUIREMENTS

The Contractor shall retain sufficient qualified staff (paid or volunteer) to perform the following services:

- A. Administration and staff supervision;
- B. Accounting;
- C. Clerical services; and
- D. Custodial services.

IX. NON DISCRIMINATION

The following provision is added to provisions contained in the Basic Terms and Conditions Agreement (referenced on the Contract face page) between the Contractor and Snohomish County:

The Contractor and any subcontracting party shall comply with the Washington State Regulations for Barrier-Free Facilities, WAC 51-50-005, as amended. The Contractor and subcontractors shall provide barrier-free access to and egress procedures from facilities, meeting places, and structures that will enable the use of all program services for the disabled community.

EXHIBIT B-1

STATEMENT OF WORK

SENIOR CENTER PROJECTS

I. SERVICE DEFINITION

The Contractor shall operate, or provide for the operation of a Senior Center. A Senior Center is a community facility where Snohomish County residents age 55 and over meet, receive services and participate in activities that enhance their dignity and support their involvement in the life and affairs of the community.

II. MINIMUM SERVICE REQUIREMENTS

A. The Contractor:

1. Will continue to provide a minimum of six (6) different services/programs. Service areas include, and are not limited to: social needs, intellectual needs, cultural needs, economic needs, physical needs, personal growth, leadership potential, self-image improvement, intergenerational, and cooperative with other agencies.
2. Shall collect accurate participant and volunteer data that supports successful completion of the Monthly Participant and Volunteer Hours Tracking report. To be counted as a participant, a person must be a Snohomish County resident age 55 or older, who has signed in and participated in a face-to-face activity and for whom the Contractor has a name, date of birth, and address.
3. Shall organize and conduct at least one program evaluation project per calendar quarter. The Contractor shall identify the program / service to be studied; inform, and, if needed, negotiate the service to be evaluated with LTCA at least one month prior conducting the evaluation survey; and, implement the program evaluation.

B. The Contractor shall promptly forward all required reporting forms, completed in prescribed detail and submitted on the dates set forth by the County. Overdue reports shall delay payment to the Contractor until the next billing month.

C. The Contractor shall work with the County to establish protocols for data entry, data transfer and data sharing.

D. The Contractor shall send a representative to the Council on Aging Senior Center Committee.

III. MONITORING

The Contractor will cooperate with LTCA as it conducts its assessment of senior center operations against the Senior Center Standards and County criteria for funding.