

**CITY OF MARYSVILLE AGENDA BILL**

**EXECUTIVE SUMMARY FOR ACTION**

**CITY COUNCIL MEETING DATE: January 13, 2020**

<b>AGENDA ITEM:</b>	
Ending Homeless Program Agreement Contract between Snohomish County and the City of Marysville	
<b>PREPARED BY:</b>	<b>DIRECTOR APPROVAL:</b>
J. Goldman, Interim Chief of Police	
<b>DEPARTMENT:</b>	
Police Department	
<b>ATTACHMENTS:</b>	
Exhibit A (Specific Terms and Conditions First Responders Flex Funds) – Exhibit B (Statement of Work/Project Description First Responders Flex Funds) – Exhibit C (Draft) Contract Budget-Cost Reimbursement First Responders Flex Fund)	
<b>BUDGET CODE:</b>	<b>AMOUNT:</b>
<b>SUMMARY:</b>	

The Exhibits attached with this Council Agenda Bill reflect a renewal of the Ending Homeless Program Agreement between Snohomish County and City of Marysville otherwise described as Flex Funds.

This funds are awarded to the City of Marysville to be utilized specifically by the Embedded Social Worker Program Team to facilitate the removal of barriers to housing and/or abate emergency situations.

The funds are reimbursed monthly by submittal of itemized expenditures completed by Officer Michael Buell and Rochelle Longman (Embedded Social Worker Law Enforcement Team).

All final documents are pending from the Snohomish Contact Unit and will also provide Exhibit D (Approved Invoice Form) which is outlined in Section III Cost Reimbursement C. (Page 2 of 2) of Exhibit A.

The total sum of Flex Funds awarded to the City of Marysville is \$11,295.00. The duration for this contract is from January 1, 2020 to December 31, 2020.

<b>RECOMMENDED ACTION:</b>
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**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 Marysville (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.

DRAFT

## **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 EHP</b>	<b>FUND SOURCE</b>	<b>FUND SOURCE</b>	<b>FUND SOURCE</b>	<b>FUND SOURCE</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	11,295						11,295	
Misc. Construction							-	
Acquisition							-	
Relocation							-	
							-	
<b>TOTAL</b>	<b>\$ 11,295</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,295</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)
11,295	Flex Funds	Cost of Flex Funds distributed to First Responders
\$ 11,295	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