

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Approval of Grant Requests from Sound Generations in the Amount of \$50,000 and from the Center for Human Services in the Amount of \$20,000 from the COVID-19 Community Emergency Response Grant Program

DEPARTMENT: Community Services Division

PRESENTED BY: Colleen Kelly, Community Services Manager

ACTION: ☐ Ordinance ☐ Resolution ☒ Motion
 ☐ Discussion ☐ Public Hearing

PROBLEM/ISSUE STATEMENT:

The COVID-19 pandemic (Pandemic) has increased the need for basic human services for Shoreline residents, and may increase the need even further in the coming weeks and months as the full economic impact of this emergency is felt as a result of business closures, layoffs, and people contracting or being exposed to the disease. Human service providers are struggling with the impacts of the Pandemic in their own organizations and may have limited resources and capacity to respond to an increasing demand for services.

On March 30, 2020, the City Council adopted Emergency Public Health Resolution No. 457 Establishing the COVID-19 Community Emergency Response Grant Program. The purpose of this Grant Program is to help ensure that every Shoreline resident is able to meet their basic needs, including food, essential personal items, temporary shelter, or other emergency aid during the COVID-19 Health Emergency. Resolution No. 457 requires Council approval of any grant request above \$5000. Tonight, staff is presenting two grant requests for Council consideration - one from Sound Generations on behalf of the Shoreline-Lake Forest Park Senior Center in the amount of \$50,000, and one from the Center for Human Services in the amount of \$20,000. Council is being asked to review and approve the funding requests.

As per Council Rules of Procedure, Section 6.1.B, that provide that during a Regular Meeting an Action Item that is before the City Council for the first time and is not part of the consent agenda, public comment for that item will follow the staff report but precede Council review. Council should allow for Public Comment following the staff report. The same rules for Public Comment provided as part of the Council's Regular Meeting Agenda apply.

RESOURCE/FINANCIAL IMPACT:

With the approval Resolution No. 457, the Council allocated \$100,000 to the COVID-19 Community Emergency Response Grant Program from the City's General Fund.

Approval of these two grant requests in the amount of \$70,000 would leave \$30,000 remaining in the Grant Program for other organizations to request. Council also has the ability to allocation additional funds into the Grant Program in the future.

RECOMMENDATION

Staff recommends approval of grant requests from Sound Generations in the amount of \$50,000 and from the Center for Human Services in the amount of \$20,000 from the COVID-19 Community Emergency Response Grant Program.

Approved By: City Manager ***DT*** City Attorney ***JA-T***

BACKGROUND

Since the arrival of the Novel Coronavirus (COVID-19) in Washington State, there have been an escalating array of public health directives resulting in very complex challenges for communities across the state, and now across the country. On March 4, 2020, the Shoreline City Manager enacted a Local Declaration of Public Health Emergency which was ratified by City Council on March 16, 2020. Since that time, the City has been promoting and following all guidance from the State and Public Health – Seattle and King County regarding COVID-19. As Council is aware, those directives now include a “Stay Home, Stay Healthy” order issued by Governor Inslee.

On March 30, 2020, the City Council adopted Public Health Emergency Resolution No. 457 Establishing the COVID-19 Community Emergency Community Response Grant Program. The staff report for this agenda item is available at the following link: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2020/staffreport033020-8b.pdf>.

The purpose of this Emergency Resolution is to help ensure that every Shoreline resident is able to meet their basic needs including food, essential personal items, temporary shelter, or other emergency aid during the COVID-19 Health Emergency. Resolution No. 457 requires Council approval of any grant requests above \$5000.

Applications for the grant program were made available on the afternoon of Wednesday, April 1, 2020. In addition to the two request before Council tonight, the City has received six other applications for funding. Three were deemed ineligible based on the established required criteria, and two are pending additional information. An application from Turning Point for \$5,000 to extend their efforts to provide food gift cards to Shoreline families has been approved administratively by the City Manager and the agency has been notified of the award.

DISCUSSION

Tonight, staff is presenting two grant requests for Council consideration - one from Sound Generations on behalf of the Shoreline-Lake Forest Park Senior Center in the amount of \$50,000, and one from the Center for Human Services in the amount of \$20,000.

Sound Generations Grant Request

The grant request application from Sound Generations is on behalf of the Shoreline-Lake Forest Park Senior Center (Attachment A and B). Theresa LaCroix, the Senior Center Director, spoke to the City Council last week about the need for additional funds. Since that time, staff have worked with both Theresa and Joanne Donahue, Executive Director of Sound Generations, to gain a clearer understanding of the level of need. Theresa and Joanne worked together to identify the specific revenue shortfall the Senior Center is facing and Joanne has provided that detail is provided with their application. Unlike several other Senior Centers, the Shoreline-Lake Forest Park Senior Center program did not receive funding through Seattle Foundation process. It is not known at this time how the next round of funding awards will be handled or what programs, if any will be prioritized. Staff also spoke with staff in the King County Division of Adult

Services who indicated that there are currently no additional funds available from the County.

The Shoreline-Lake Forest Park Senior Center is another key agency partner to our city. They have been making tremendous efforts to continue providing key services to seniors especially since the “Stay at Home” order was announced. They have recruited a pool of volunteers to make calls twice a week to the six hundred Senior Center members. Rather than operating the Congregate Meal Program, the program is delivering meals to those who need it. They are also working to continue providing wellness information through social media. Theresa is continuing to seek grant opportunities to bring in additional resources. Approving the funding requested will help to ensure that those services can continue and as with CHS, will help them to be on more solid footing when the crisis abates.

Staff recommends that Council approve this grant request in full.

Center for Human Services Grant Request

The second request from the Center for Human Services (CHS) is for \$20,000 (Attachment C and D). Staff first heard from the CHS Executive Director, Beratta Gomillion, in response to an email in early March asking the City’s partner agencies what challenges they were facing due to the COVID crisis. The comments in the CHS grant request application reflect the same information she shared with me at that time.

CHS has been a strong partner to the City for many years, providing a range of critical services to Shoreline residents. CHS received \$50,000 from the Seattle Foundation which has likely allowed for this request to be smaller than it otherwise might have been. As all organizations have had to do, CHS has worked to find ways to continue providing as many services as they can. Given that their core work is behavioral health support, they have transitioned to telehealth efforts as much as possible. However, they have been significantly impacted by loss of fees and insurance billing revenue.

Staff recommends that council approve this application in full.

RESOURCE/FINANCIAL IMPACT

With the approval Resolution No. 457, the Council allocated \$100,000 to the COVID-19 Community Emergency Response Grant Program from the City’s General Fund. Approval of these two grant requests in the amount of \$70,000 would leave \$30,000 remaining in the Grant Program for other organizations to request. Council also has the ability to allocation additional funds into the Grant Program in the future.

RECOMMENDATION

Staff recommends approval of grant requests from Sound Generations in the amount of \$50,000 and from the Center for Human Services in the amount of \$20,000 from the COVID-19 Community Emergency Response Grant Program.

ATTACHMENTS

Attachment A: Sound Generations Grant Request Application

Attachment B: Sound Generations Application Addendum

Attachment C: Center for Human Services Grant Request Application

Attachment D: Center for Human Application Addendum



City of Shoreline COVID Emergency Community Response Fund Application

Overview

The Shoreline City Council has established an emergency response fund in order to provide rapid and flexible access to resources for eligible organizations providing emergency services to Shoreline residents. [Emergency Resolution 457](#) provides for an initial fund balance of \$100,000. Eligible funding requests up to and including \$5000 may be approved within 24 hours. Requests for larger amounts will require Council approval so will take longer. As with all resources during this time, it is important to be mindful of what is really needed. Please request funds for specific needs that are known. If you find that additional resources are needed, you may make an additional application. The City requests that upon expenditure of the funds, each organization provide a brief summary confirming how funds were used and indicating the number of residents served.

To be considered for funding, applicants must:

- Be in or close to Shoreline and ensure that substantially all of the funds provided will assist Shoreline residents
- Be a registered 501(c)3 or faith-based organization
- Submit with the application a fully completed, current W-9 which is the October 2018 version available here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Application Information

Name of Organization: Sound Generations on behalf of the Shoreline-LFP Senior Center

Check One: 501(c)3 ☒ Faith-based Organization ☐

Contact Name, Email and Phone: Joanne Donohue, joanned@soundgenerations.org 206 727-6206

Contact Address (where approved checks will be mailed): 2208 2nd Ave, Suite 100, Seattle, WA 98121

Amount of Funds Requested: \$50,000

Public Purpose/Description of How Funds will be used: *(If you need more space, please use an attachment.)*

To make it possible for the senior center to continue serving the nutritional, social service, health and wellness, socialization and personal enrichment needs of older adults in Shoreline during the pandemic and after.

Check all that apply to the purpose described: ☒ Preservation of Public Health ☒ Promotion of Public Welfare

Brief Statement Explaining Current Resource Gap: *(650 character limit. If you need more space, please use an attachment.)*

The senior center's primary sources of revenue are government (cities of Shoreline, LFP and King County), rentals, fundraising events, class, service fees (foot care, Bastyr), memberships, individual donations, foundation grant for Power of One and corporate sponsorship of events. We are confident that the government funding, foundation grant for Power of one and individual donations and most likely memberships will continue during the pandemic or we will be able to recover them later in the year. The attached spreadsheet documents the loss of revenue from the other sources totaling \$67,514.

By signing this application, the undersigned attests that they have the authority to execute this application on behalf of the Organization named above and that substantially all of the funding will be used for providing emergency aid to residents of the City of Shoreline, Washington pursuant to the terms and conditions attached hereto.

Signature: 

Printed Name: Jim Wigfall, CEO

Date: 04/03/20

NAME OF ORGANIZATION: Sound Generations on behalf of the Shoreline-LFP Senior Center

Terms and Conditions

In consideration of receiving the grant funds, the Organization shall comply with the following terms and conditions:

1. All or substantially all of the grant funds provided to the Organization shall be used for providing emergency aid to residents of the City of Shoreline, Washington. As soon as reasonably practicable after expenditure of the grant funds, the Organization shall provide a brief summary to the City confirming how the grant funds were used and indicating the number of Shoreline residents served.
2. In utilizing the grant funds, the Organization agrees that it shall comply with all applicable Federal and Washington State civil rights laws and shall not discriminate on the basis of race, color, national origin, age, disability, sex, creed, gender, gender expression or identify, sexual orientation, martial state, religion, honorably discharged veteran or military status, or the use of a trained dog guide or service animal by a person with a disability.
3. The Organization shall defend, indemnify and hold the City, its elected officials and officers, employees, representatives, agents, and volunteers harmless from any and all liabilities, claims, damages, costs or expenses (including reasonable attorneys' fees) arising from or relating to the services provided by the grant funding to the extent of the Organization's negligence. The Organization waives, with respect to the City, its immunity under industrial insurance, Title 51 RCW. This waiver has been mutually negotiated by the parties. This indemnification shall survive termination of the services provided by the grant funding.
4. The Organization shall make a reasonable effort to acknowledge the City's funding of its services, such as on social media webpage postings.
5. Any dispute between the City and the Organization involving these terms and conditions shall be construed and enforced in accordance with the laws of the State of Washington. Venue of any suit between the parties arising out of this Agreement shall be King County Superior Court.
6. The Organization acknowledges that the City is a public agency subject to Washington's Public Records Act, chapter 42.56 RCW, and that all documents produced by the Organization in connection with the services rendered may be deemed a public record as defined in the Public Records Act and that if the City receives a public records request, unless a statute exempts disclosure, the City must disclose the record to the requestor.
7. Any provision or part of these terms and conditions held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Organization, who agree that these terms and conditions shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.
8. The Organization's application and these terms and conditions are the final agreement between the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this agreement, shall be deemed to exist or bind any of the parties hereto. Either party may request changes in the agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendment.

FOR INTERNAL USE ONLY

Date Received _____

Reviewed by: _____

Date: _____

Approved by: _____

Date: _____

Org Key/GL: 2400011-5485 JL: NG701100 Task Numbers: ____ 9112 (Reimbursable) ____ 9001 (Not Reimbursable)

Sound Generations
COVID-19 Community Emergency Response Grant Program Application Addendum

	2019	2019	2019	2020 Estimate March-May
Revenue Source	March Actuals	April Actuals	May Actuals	
Wellness Service Fees	\$3,344	\$2,815	\$4,035	\$10,193
Class Fees	\$5,913	\$9,571	\$8,271	\$23,755
Rentals	\$5,105	\$6,758	\$7,967	\$19,830
Fundraising Events				10800
Corporate Sponsorships				2936
Total				\$67,514

Notes

1. We are basing wellness, class and rental fees on actuals from the same period in 2019
2. We are basing the corporate sponsorship estimate on what was collected Jan-February of 2020 because there was little to no activity going on last year by the previous director
3. We are basing the fundraising events on information provided by the director about monthly Karaoke Bingo events that were supposed to occur during March-May and were cancelled we are assuming that the car show, breakfast fundraiser and Celebration of Women Brunch can be rescheduled for the summer or fall



City of Shoreline COVID Emergency Community Response Fund Application

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To be considered for funding, applicants must:

- Be in or close to Shoreline and ensure that substantially all of the funds provided will assist Shoreline residents
- Be a registered 501(c)3 or faith-based organization
- Submit with the application a fully completed, current W-9 which is the October 2018 version available here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Application Information

Name of Organization: Center for Human Services

Check One: 501(c)3 ☒ Faith-based Organization ☐

Contact Name, Email and Phone: Beratta Gomillion BGomillion@chs-nw.org 206-697-2338

Contact Address (where approved checks will be mailed): 17018 15th Ave NE Shoreline, WA 98155

Amount of Funds Requested: \$20,000

Public Purpose/Description of How Funds will be used: *(If you need more space, please use an attachment.)*

We are most concerned about operating costs. We have mortgages and monthly costs for normal operations that need to be attended to. Funds that we could use without restriction would be best. However, if you prefer that we use the funds for

Check all that apply to the purpose described: ☒ Preservation of Public Health ☒ Promotion of Public Welfare

Brief Statement Explaining Current Resource Gap: *(650 character limit. If you need more space, please use an attachment.)*

CHS is a first responder and continues to provide "essential" services (though mostly remotely). Since the outbreak our billings have been very low. The gap is primarily in our fee-for-services contracts, including all insurance claims. This is due to fewer clients (particularly kids and adults caring for children at home) being able or willing to participate in telehealth sessions. We also are spending a lot of staff time on unbillable services such as dealing with calls from people who are not our clients that need support. Behavioral health impacts are going to outlast the pandemic, so intervention as

By signing this application, the undersigned attests that they have the authority to execute this application on behalf of the Organization named above and that substantially all of the funding will be used for providing emergency aid to residents of the City of Shoreline, Washington pursuant to the terms and conditions attached hereto.

Signature: 

Printed Name Beratta Gomillion

Date: 04/02/20

NAME OF ORGANIZATION:

Center for Human Services

Attachment C

Terms and Conditions

In consideration of receiving the grant funds, the Organization shall comply with the following terms and conditions:

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2. In utilizing the grant funds, the Organization agrees that it shall comply with all applicable Federal and Washington State civil rights laws and shall not discriminate on the basis of race, color, national origin, age, disability, sex, creed, gender, gender expression or identify, sexual orientation, martial state, religion, honorably discharged veteran or military status, or the use of a trained dog guide or service animal by a person with a disability.
3. The Organization shall defend, indemnify and hold the City, its elected officials and officers, employees, representatives, agents, and volunteers harmless from any and all liabilities, claims, damages, costs or expenses (including reasonable attorneys' fees) arising from or relating to the services provided by the grant funding to the extent of the Organization's negligence. The Organization waives, with respect to the City, its immunity under industrial insurance, Title 51 RCW. This waiver has been mutually negotiated by the parties. This indemnification shall survive termination of the services provided by the grant funding.
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7. Any provision or part of these terms and conditions held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Organization, who agree that these terms and conditions shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.
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Center For Human Services
COVID-19 Community Emergency Response Grant Program Application Addendum

Public Purpose: Full Text

We are most concerned about operating costs. We have mortgages and monthly costs for normal operations that need to be attended to. Funds that we could use without restriction would be best. However, if you prefer that we use the funds for "new" expenses, we need funds to (1) purchase items (such as diapers, personal hygiene items, and food for clients with special diets); (2) IT needs (such as laptops for telehealth; smart phones for connecting with clients; funds to pay for the IT changes in the electronic health record that have been made due to new rules and using telehealth. Together these two categories would exceed our request. I know this request is higher than expected; if it cannot be granted, we would appreciate whatever financial help you could give us.

Current Gap: Full Text

CHS is a first responder and continues to provide "essential" services (though mostly remotely). Since the outbreak our billings have been very low. The gap is primarily in our fee-for-services contracts, including all insurance claims. This is due to fewer clients (particularly kids and adults caring for children at home) being able or willing to participate in telehealth sessions. We also are spending a lot of staff time on unbillable services such as dealing with calls from people who are not our clients that need support. Behavioral health impacts are going to outlast the pandemic, so intervention as early as possible is a priority

Rationale for needed resources beyond the Seattle Foundation Award:

Our worries are about our on-going operating expenses. For one month we pay \$26,493.72 toward mortgages and rent. Our other major monthly expenses are for our IT vendor (\$11,360); our electronic health record (\$7,824); our phone (land lines and cells – \$11,160). Together this totals \$56,837.72, and does not account for all our smaller expenses. IF this pandemic affects us for only 2 months (wishful thinking), these major expenses will be \$113,675.84.

We are applying for a Paycheck Protection Plan loan which should cover our employees' salaries and benefits beginning in April. However, we began quarantining and closing offices in March, so our revenue in March did not come close to covering our March personnel costs, not to mention the other monthly expenses.