

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Enter Into a Contract with Center for Human Services for February-December, 2022 in the Amount of \$170,000
DEPARTMENT:	Recreation, Cultural and Community Services
PRESENTED BY:	Colleen Kelly, Director
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

The City of Shoreline was awarded \$7.5 million from the Coronavirus State and Local Fiscal Recovery Fund established by the American Rescue Plan Act (ARPA), which was passed in March 2021. On June 14, 2021, the City Council supported [Phase 1 ARPA funding](#) which allocated \$1.6 million for Human Services. During their January 24, 2022 meeting, Council indicated support for the proposed 2022 ARPA Human Services funding plan described in the [staff report](#). Part of the ARPA Human Services funding plan is to contract with the Center for Human Services (CHS) for two services to support to Shoreline residents who have been negatively impacted by COVID-19.

The contract with CHS include \$120,000 to fund an Information and Assistance Specialist and the additional COVID program supports necessary to provide services in a manner which follows public health guidelines and recommendations. CHS will also administer \$50,000 in emergency flexible financial assistance. These funds may be provided to those in crisis for costs related to maintaining housing, employment, or other emergency health or safety issues.

CHS has experienced increased requests for referrals to resources and services related to the pandemic and requires more staff time, planning, and equipment/supplies to provide COVID safe programming for CHS employees and their participants. The Family Support program provides early childhood caregiver education, parenting classes, kinship caregiver support, and academic and social support activities to low-income and Latinx/Latine families.

The total contract amount for this CHS contract will be \$170,000, and the term of the contract run through the remainder of 2022. A proposed scope of work for this contract is attached to this staff report as Attachment A. The final scope of work will be in substantially the same form as included here.

RESOURCE/FINANCIAL IMPACT:

The contract with CHS will be funded by revenue from the City's ARPA funds. The CHS contract was included in the budget amendment for ARPA Human Services funding that was presented to the City Council on February 14, 2022. City purchasing policies require Council authorization for service contracts exceeding \$100,000.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a contract with Center for Human Services for the period of February-December, 2022 in the amount of \$170,000 to provide information and assistance and emergency flexible financial support through their Family Support Program.

ATTACHMENT:

Attachment A – Draft Center for Human Services Contract Scope of Work

Approved By: City Manager **DT** City Attorney **MK**

EXHIBIT A

AGREEMENT FOR HUMAN SERVICES

Center for Human Services ARPA Family Support Services

SCOPE OF SERVICES TO BE PERFORMED AND PROGRAM PERFORMANCE MEASURES

INTRODUCTION

The American Rescue Plan Act (ARPA) was passed in March 2021 and included the Coronavirus State and Local Fiscal Recovery Fund (SLFRF, ALN # 21.027), which provides funding to local governments to use for emergency public health response and to counteract the negative economic impacts of the pandemic. Shoreline's ARPA human services funding is focused on addressing basic needs and supporting families who have been most negatively affected by COVID-19.

The mission of Center for Human Services (CHS) is to strengthen the community through counseling, education, and support to children, youth, adults, and families. The Family Support Department provides a variety of programs and services focused on supporting families and individuals in strengthening their protective factors and building resilience.

SCOPE OF SERVICES

CHS's ARPA Family Support Services will include an Information and Assistance Specialist to help Family Center clients and other CHS participants access needed resources. Additional staff time, equipment, and supplies may be required in order to provide services consistent with public health guidelines. CHS will make necessary program adjustments to provide COVID safe programming for CHS employees and their participants.

The ARPA Family Support Services Program will also administer an Emergency Flexible Financial Assistance fund. The funds will be provided to those in crisis for costs related to medical expenses, maintaining housing, employment, or other health and/or safety costs, for which no other resources exist, or individuals are unable to access resources available due to eligibility criteria. The emergency fund will be managed by the Family Support Director.

CHS shall maintain records to document assessment of participant eligibility, specific actions taken to assist participants, and service outcomes.

PERFORMANCE MEASURES

By investing in CHS, the City of Shoreline expects to promote health and independence for those negatively impacted by the pandemic by achieving the following performance measures:

- **150 Individuals** will receive Information and Assistance services.
- **30 Households** will receive Emergency Financial Assistance (approximately 60-90 individuals).

PROGRAM STANDARDS

1. Tanya Laskelle, the Family Center Director and lead program contact, is responsible for communicating with the City's contract lead regarding program progress and performance.
2. The City of Shoreline's contract lead, Suni Tolton, or her successor, shall provide the Agency assistance and guidance in the performance of the contract, and work with the Agency to support the program goals.
3. The Agency shall provide information and referral to other appropriate agencies or the City of Shoreline's Community Support program, if individuals cannot be served by the Agency.
4. The Agency shall not require individuals who are eligible for services under the terms of this contract to participate in other Agency services or programs as a prerequisite to receiving services under this Agreement.
5. The Agency shall notify the City of staff changes affecting the program funded through this contract within seven (7) days of the resignation, firing or any other change. A plan for replacing the staff person including a timeline will be submitted to the City within fourteen (14) days of the resignation, firing or any other change. This will include the names of the staff involved in and/or impacted by staff changes.

REPORTING REQUIREMENTS

A Quarterly Program Report summarizing highlights and challenges of the program and Billing Voucher shall be submitted on the following schedule:

- 1st Quarter 2022: April 11, 2022
- 2nd Quarter 2022: July 11, 2022
- 3rd Quarter 2022: October 10, 2022
- 4th Quarter 2022: January 11, 2023

An Annual Demographics Report will be submitted with the final Quarterly Program Report.

All reporting should be submitted to City of Shoreline's contract lead, Suni Tolton.

Additional data related to program performance or management may also be requested for auditing or evaluation purposes.

REIMBURSEMENT

Compensation for Center for Human Services shall not exceed \$170,000. Budgeted funds may not be used for costs incurred prior to the beginning date of the contract term. Funding for the program is made possible from the ARPA SLFRF (ALN # 21.027) funds. All expenditures must be in accordance with the [U.S. Treasury State and Local Fiscal Recovery Funds Compliance and Reporting Guide](#).

Quarterly Payments

Quarterly payments are contingent upon satisfactory progress towards meeting or exceeding the above performance measures and appropriate utilization of funds provided. If performance

measures are not being met, the Agency will provide a plan of how the performance measures will be met by year-end for approval in order to receive payment.

Contract Amendments

Changes to the services, total compensation amount, or contract term will require an amendment. Requests for an amendment should be communicated at least 60 days before contract terminates.

DRAFT