

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Authorize the City Manager to Enter Into a Contract with Center for Human Services for 2023 in the Amount of \$170,000 to Provide Family Support Services
<b>DEPARTMENT:</b>	Recreation, Cultural and Community Services
<b>PRESENTED BY:</b>	Bethany Wolbrecht-Dunn, Community Services Manager
<b>ACTION:</b>	<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 American Rescue Plan Act (ARPA), which was signed into law by President Biden on March 11, 2021, is a \$1.9 trillion economic stimulus bill. Within the ARPA, the Coronavirus State and Local Fiscal Recovery Fund provides \$350 billion for states, municipalities, counties, tribes, and territories, including \$130 billion for local governments, split evenly between municipalities and counties. The City of Shoreline was awarded \$7,533,842 in ARPA funding.

On [June 14, 2021](#), Council indicated support for staff's Phase 1 funding recommendations, including funding 1.4 FTE COVID Recovery Navigator/Community Support Specialist positions; supporting human services and community, youth and business recovery efforts; and funding wastewater and stormwater capital projects. Additionally, in December 2021, the City Manager authorized an expenditure of \$87,500 to purchase grocery gift cards for the School District Holiday Gift Basket Event.

As was discussed as part of the [February 14, 2022](#), Council meeting, the ARPA funds were used to support a portion of the City's 2021 Police Services Contract. This is allowable under ARPA regulations to reduce the City's administrative burden and audit risk. The use of ARPA funds in this manner allowed the Council approved ARPA programs to be funded with City General Funds.

On [January 24, 2022](#), Council reviewed the proposed use of these funds for COVID Recovery Human Services funding in 2022. Further, on [August 8, 2022](#), Council approved a budget amendment which added funding to several 2022 COVID Recovery programs.

Further, on [November 28, 2022](#), Council discussed the proposed use of 2023 COVID Recovery funds, which included this Center for Human Services program.

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 continued to see 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 will be January 1, 2023, through December 31, 2023. 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 COVID Recovery funds. The CHS contract will be included in the April 2023 Budget Amendment. 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 January 1, 2023, to December 31, 2023, in the amount of \$170,000 to provide information and assistance and emergency flexible financial support through their Family Support Program.

**ATTACHMENT:**

Attachment A – Center for Human Services Contract Scope of Work

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

**EXHIBIT A****AGREEMENT FOR HUMAN SERVICES****Center for Human Services Family Support Services****SCOPE OF SERVICES TO BE PERFORMED  
AND PROGRAM PERFORMANCE MEASURES****INTRODUCTION**

Shoreline is providing General Funds to programs supporting Shoreline residents 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 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 Family Support Services Program will also administer an Emergency Flexible Financial Assistance program. 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 Center for Human Services, 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 Billing Voucher (Attachment 1) detailing expenses allocated to this program and Quarterly Program Report (Attachment 2) shall be submitted by the tenth (10<sup>th</sup>) working day of the month for the previous quarter, on the following schedule:

- 1st Quarter 2023: April 11, 2023
- 2nd Quarter 2023: July 11, 2023
- 3rd Quarter 2023: October 10, 2023
- 4th Quarter 2023: January 11, 2024

Please include a brief narrative summarizing highlights and challenges of the program.

An Annual Demographics Report (Attachment 3) will be submitted with the final Billing Voucher and Program Report.

All reports will 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 is provided through City of Shoreline General Funds.

**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.