AGENCY

SNOHOMISH COUNTY HUMAN SERVICES DEPARTMENT
3000 ROCKEFELLER AVENUE, M/S 305 | EVERETT, WA 98201
(425) 388-7200

CONTRACT SPECIFICS:

Contract Number: A-17-76-04-198 **Title of Project/Services:** Senior Center Projects

Maximum Contract Amount:	Start Date:	End Date:	Status Determination:
$23,000.00	01/01/2017	12/31/2017	☐ Subrecipient ☒ Contractor

CONTRACTING ORGANIZATION:

Name:	City of Everett/Carl Gipson Senior Center	Unique Entity Identifier:	028786585
Address:	2930 Wetmore Avenue, 10th Floor	Contact Person:	Bob Dvorak
City/State/Zip:	Everett, WA 98201	Telephone:	(360) 257-8780
IRS Tax No. \ EIN:	91-6001248	Email Address:	bdvorak@everettwa.gov

FUNDING:

Funding Authority:	County General Fund; 1/10th of 1% Sales Tax Funds	Funding Specifics:	SCCO 16-097; RCW 82.14.460
Federal Agency:	N/A	CFDA No. & Title:	N/A
Federal Award ID No:	N/A	Federal Award Date:	N/A

County Program Division:	County Contact Person:	Contact Phone Number:
Long Term Care & Aging	John Peterson	425-388-7307

Additional terms of this Contract are set out in and governed by the following, which are incorporated herein by reference:

Basic Terms and Conditions Agreement HSD- 2015-101-198, maintained on file at the Human Services Department:

Specific Terms and Conditions	Attached as	Exhibit A	Major Incident Policy Procedure	Attached as	Exhibit I
Statement of Work	Attached as	Exhibit B	Regional Senior Center Standards	Attached as	Exhibit M
Approved Contract Budget	Attached as	Exhibit C			

In the event of any inconsistency in this contract, the inconsistency shall be resolved by giving precedence in the following order: (a) appropriate provisions of state and federal law, (b) Specific Terms and Conditions, (c) Basic Terms and Conditions, (d) other attachments incorporated by reference, and (e) other documents incorporated by reference.

THE CONTRACTING ORGANIZATION IDENTIFIED ABOVE (HEREINAFTER REFERRED TO AS AGENCY), AND SNOHOMISH COUNTY (HEREINAFTER REFERRED TO AS COUNTY), HEREBY ACKNOWLEDGE AND AGREE TO THE TERMS OF THIS CONTRACT. SIGNATURES FOR BOTH PARTIES ARE REQUIRED BELOW. BY SIGNING, THE AGENCY IS CERTIFYING THAT IT IS NOT DEBARRED, SUSPENDED, OR OTHERWISE EXCLUDED FROM PARTICIPATING IN FEDERALLY FUNDED PROGRAMS.

FOR THE CONTRACTING ORGANIZATION:

Ray Stephanson 11/3/2017
(Signature) (Date)
Mayor, City of Everett
(Title)

FOR SNOHOMISH COUNTY:

11/9/17
Mary Jane Brell Vujovic, Director (Date)
Department of Human Services

APPROVED AS TO FORM
JAMES D. ILES, City Attorney

ATTEST:
City Clerk

Working Copy

RECEIVED
NOV 09 2017
HUMAN SERVICES DEPARTMENT
CONTRACTS DIVISION

2017 Signature Authorization Form

Effective January 1, 2017 through December 31, 2017

Snohomish County
Human Services

Submit completed original form to:
Snohomish County Human Services, Attn: HSD Contracts, 3000 Rockefeller, M/S 305, Everett, WA 98201

Please print or type clearly all names and sign in blue ink.

SECTION 1: Official Business Name of Organization

Business Name: City of Everett/Carl Gipson Senior Center **Date Submitted:** 10/16/17

Mailing Address: 2930 Wetmore Ave 10th Floor
Everett WA 98201

Street City State Zip

SECTION 2: Authorizing Authority

Signature	Print or Type Name	Title
Ray Stephanson	Ray Stephanson	Mayor, City of Everett

SECTION 3: Authorization to Sign Contracts / Contract Amendments

Signature	Print or Type Name	Title
Ray Stephanson	Ray Stephanson	Mayor, City of Everett

SECTION 4: Authorization to Sign Invoices / Requests for Reimbursements

Signature	Print or Type Name	Title
Bob Dvorak	Bob Dvorak	Director, Senior Center
	Eric Wollan	Senior Center Coordinator
Lisa Harrison	Lisa Harrison	Senior Center Admin

SECTION 5: Contract Delivery Designation

Email Address	Print or Type Name	Title
bdvorak@everettwa.gov	Bob Dvorak	Director, Senior Center
ewollan@everettwa.gov	Eric Wollan	Senior Center Coordinator
lharrison@everettwa.gov	Lisa Harrison	Senior Center Admin

EXHIBIT A

SPECIFIC TERMS AND CONDITIONS

SENIOR CENTER PROJECTS

I. DOCUMENTS INCORPORATED BY REFERENCE

In performing the services under this Contract, the Agency 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 Agency shall submit required reports on a format supplied or approved by LTCA. Overdue reports shall delay payment to the Agency until the next billing month.

Report Titles	Due
Quarterly Senior Center Participant and Volunteer Hours Tracking Report	15th of the month following the reporting quarter.
Annual Survey Report	April 15, 2017.

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 Agency has a name, date of birth, and address.

B. Quarterly Participant and Volunteer Hours Tracking Report shall include:

1. Unduplicated count of participants by reporting quarter and year-to-date;

2. The number of participants residing outside of the city in which the Agency is located, by reporting quarter and year-to-date; and

3. The number of volunteer hours by reporting quarter and year-to-date.

C. Quarterly Program Evaluation Project Report

1. Exhibit B, Statement 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 Agency will be open and provide services during its normal business hours of 10:00 AM to 3:00 PM Monday through Friday.

IV. REIMBURSEMENT

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 C.

V. TRAINING REQUIREMENTS

The Agency 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 Agency must establish a written plan that describes procedures to be followed in the event a client becomes ill or is injured while at the Agency'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 Agency 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

In addition to the provisions contained in the Basic Terms and Conditions Agreement (referenced on the Contract face page) between the Agency and Snohomish County, the following term applies:

The Agency and any subcontracting party shall comply with the Washington State Regulations for Barrier-Free Facilities, WAC 51-50-005, as amended. The Agency and subagencies 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

STATEMENT OF WORK

SENIOR CENTER PROJECTS

I. SERVICE DEFINITION

The Agency 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 Agency shall:

1. 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. Collect accurate participant data that supports successful completion of the Quarterly 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 an Agency-sponsored face-to-face activity and for whom the Agency has a name, date of birth and address.

3. By January 30, 2017 provide in writing to LTCA staff, a plan for providing opioid education that includes the proper use, handling and disposal of prescription medication with a specific emphasis on opioids, at least twice annually, within the Center.

4. Comply with the Program Survey process including:

   a. By January 30, 2017 provide in writing to LTCA staff, a list of programs / activities that are provided at the Center's facility and that closely align with the priorities of the 1/10 of 1% Chemical Dependency and Mental Health program requirements; and

   b. Conduct a survey, provided by LTCA staff, of all participants of the programs / activities that are provided at the Center's facility on February 23, 2017.

5. Organize and operate the Center in compliance with Snohomish County's senior center standards which are derived from the NISC Accreditation Standards and are included as Exhibit M attached to the Contract and incorporated therein by this reference (the "Snohomish County Senior Center Standards").

B. The Agency 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 Agency until the next billing month.

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

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

III. MONITORING

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

EXHIBIT C
CONTRACT BUDGET - COST REIMBURSEMENT
SENIOR CENTER PROJECTS

AGENCY NAME: City of Everett (Carl Gipson Senior Center)

CONTRACT PERIOD: 1/1/2017 **to** 12/31/2017

FUNDS AWARDED UNDER CONTRACT:

REVENUE SOURCE	FUNDING PERIOD	AMOUNT	AMENDMENT	TOTAL AMOUNT
County General Revenue	1/1/2017 - 12/31/2017	$ 7,500		$ 7,500
1/10th of 1% Sales Tax	1/1/2017 - 12/31/2017	$ 15,500		15,500
				-
				-
				-
				-
	TOTAL FUNDS AWARDED:	$ 23,000	$ -	$ 23,000

MATCHING RESOURCES:

N/A

TOTAL MATCHING RESOURCES: $ -

MATCH REQUIREMENTS FOR CONTRACT: % _____ AMOUNT: _____

OTHER PROGRAM RESOURCES (Identify):

SOURCE	FUNDING PERIOD	AMOUNT

TOTAL OTHER RESOURCES: $ -

EXPENDITURES

CATEGORY	FUND SOURCE County General Revenue	FUND SOURCE 1/10th of 1% Sales Tax	FUND SOURCE	FUND SOURCE	FUND SOURCE	FUND SOURCE	TOTAL	MATCHING RESOURCES	OTHER RESOURCES
Salaries/Wages	$ -	$ -					$ -		
Benefits							-		
Supplies/Minor Equip.		8,500					8,500		
Prof. Services	1,500						1,500		
Postage							-		
Telephone							-		
Mileage/Fares							-		
Meals							-		
Lodging							-		
Advertising							-		
Leases/Rentals							-		
Insurance							-		
Utilities							-		
Repairs/Maint.	6,000						6,000		
Client Flex Funds							-		
Printing							-		
Dues/Subscrip.							-		
Regis./Tuition							-		
Machinery/Equip.		7,000					7,000		
Administration							-		
Indirect							-		
Miscellaneous							-		
							-		
Misc. Construction							-		
Acquisition							-		
Relocation							-		
							-		
TOTAL	$ 7,500	$ 15,500	$ -	$ -	$ -	$ -	$ 23,000	$ -	$ -

EXPENDITURE NARRATIVE

AMOUNT	CATEGORY	NARRATIVE (provide justification describing each category supported with funds awarded under this contract)
8,500	Supplies/Minor Equip.	Security camera network update and new operating equipment - wiring, cable, cameras
1,500	Prof. Services	Professional services: warranties and insurance on products
6,000	Repairs/Maint.	Security Camera network update and installation of both new and reuse of any old equipment, if possible
7,000	Machinery/Equip.	Security camera network hard drive, monitors and cameras
$ 23,000	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
					TOTAL:	$0

NOTE: Above figures may reflect rounding

EXHIBIT I

MAJOR INCIDENT REPORTING POLICIES AND PROCEDURES

SENIOR CENTER PROJECTS

I. POLICY

A. Agencies must report major incidents to the appropriate County authorities within one (1) business day from when the Agency becomes aware of the incident. When personal safety is at stake, reporting should occur as soon as the safety of all persons is assured and all necessary emergency measures have been taken.

B. Agencies must report suspected abuse, abandonment, neglect, self-neglect, exploitation, and financial exploitation of vulnerable adults or children to DSHS Adult Protective Services (APS) or Child Protective Services (CPS) per RCW 74.34 and RCW 26.44.

C. Major incidents as outlined below must be reported directly to the County in addition to any other mandated reporting authorities. This refers specifically to County contracted services:

1. Death, disappearance, or significant injury requiring hospital admission of a client when suspicious or unusual;

2. Major disruption of an County contracted service;

3. Any event involving known media interest or litigation;

4. Any violent act to include rape or sexual assault, as defined in RCW 71.05.020 and RCW 9.94A.030, or any homicide or attempted homicide committed by a client or staff;

5. Confidential data loss that would potentially compromise the security or privacy of confidential information held by the County or the Agency;

6. Any breach or loss of client data in accordance with HIPAA regulations; and

7. Credible allegations of fraud committed against the Agency by staff or volunteers.

D. If the County becomes aware of major incidents as described in Policy #C, which may not be known by the Agency, the County will report the incident to

the Agency's management within one (1) business day of when the County becomes aware of the incident.

E. Major incidents as described in Policy #C must be reported by phone or email to the LTCA Supervisor or County Division Manager. The report must include the following:

1. A description of the issue;

2. Relevant background;

3. Agency actions or recommendations; and

4. Follow-up if needed to close out the issue.

F. Each Agency must distribute the Major Incident Reporting Policies and Procedures to all of its employees.

II. PROCEDURES

A. Agencies will establish a written policy on procedures to follow in reporting major incidents to the County, with clearly delineated chain of command.

B. The Agency must report to one (1) of the following County staff by phone or email: LTCA Supervisor or County Division Manager. The report must include the following:

1. A description of the issue.

2. Relevant background.

3. Agency actions or recommendations.

4. Follow-up if needed to close out the issue.

C. The Agency's staff must report suspected abuse, abandonment, neglect, self-neglect, exploitation, and financial exploitation of vulnerable adults or children to DSHS Adult Protective Services (APS) – 1-866-221-4909 or Child Protective Services (CPS) – 1-866-363-4276. If the person you suspect is being abused or neglected is living in a nursing home, assisted living facility, or adult family home call the Complaint Resolution hotline at 1-800-562-6078. Call immediately if you become aware or suspect abuse, abandonment, neglect, self-neglect, exploitation, and financial exploitation of vulnerable adults or children.

D. If the County becomes aware of major incidents as described in Policy #C, which may not be known by the Agency, the County will report the incident to the Agency's management within one (1) business day of when the County becomes aware of the incident.

EXHIBIT M

SNOHOMISH COUNTY

REGIONAL / MULTIPURPOSE SENIOR CENTER STANDARDS

I. PURPOSE

A. Presents a mission statement consistent with the NCOA/NISC senior center definition and philosophy.

B. Uses a written planning document.

II. COMMUNITY

A. Collaborates with at least two (2) community resources to offer senior services.

B. Provides information and referral at the senior center.

III. GOVERNANCE

Written documents must define and establish at least eight (8) items as described in IV.B.

IV. GOVERNING STRUCTURE

A. A senior center's governing structure shall be organized to operate efficiently and effectively.

B. The governing structure shall have written documents that define and establish procedures for the following (must have at least 8):

1. Qualifications for membership in the governing structure;
2. Election and tenure of office;
3. Specification of officers' duties;
4. Regular and special meetings;
5. Committees;
6. Parliamentary procedures for the conduct of meetings;
7. Quorums;
8. Recording of minutes;
9. Amending of written documents;
10. Securing of funds; and/or
11. Dissolution of the organization (if ever needed, it will be there).

C. The governing structure shall perform or delegate the following responsibilities:
   1. Hold regular meetings and make minutes available to interested individuals;

   2. Formulate, and regularly review, senior center mission, goals, and objectives;

   3. Establish policies and procedures and maintain standards of operation;

   4. Regularly evaluate senior center's activities and services;

   5. Adopt and implement an annual budget, receive financial reports, make contracts, and arrange for an annual independent audit (if over $500,000 annual budget);

   6. Employ a chief administrative person and delegate authority to that person for management of daily affairs in accordance with center policies and procedures;

   7. Secure physical facilities;

   8. Coordinate senior center's program with other agencies to ensure provision of adequate services for older adults in the community;

   9. Plan and carry out public information activities; and

   10. Consider establishing a participant organization, and, if possible, arrange for its representation on the governing structure.

D. Committees have clearly defined responsibilities. They consist of designated members who regularly meet, document minutes, and make them available to the governing structure and other members of the senior center.

V. ADMINISTRATION AND HUMAN RESOURCES

A. Does the director have the minimal skills, training, and experience required by the job description?

B. Written personnel policies that have been distributed to all staff.

C. Written volunteer program policies.

VI. PROGRAM PLANNING

A. Centers must provide a minimum of twelve (12) different services/programs. Services/programs must be provided in at least six (6) different categories. The categories are:

1. Social needs;
2. Intellectual needs;
3. Cultural needs;
4. Economic needs;
5. Physical needs;
6. Personal growth;
7. Leadership potential;
8. Self-image improvement;
9. Intergenerational; and
10. Cooperative with other agencies.

B. The same service/program cannot be used to cover two (2) different categories.

VII. EVALUATION

A. Arrangements to evaluate and report on operations and programs on a regular basis.

B. Evaluations to seek outcome-based measurements.

VIII. FISCAL MANAGEMENT

A. Preparation and publishing of an annual budget document.

B. The center's budget, accounting, and financial reporting practices conform to an appropriate and accepted accounting standard.

C. Liability insurance coverage for assets, staff, participants, volunteers, and governing structure.

IX. RECORDS AND REPORTS

A. Standardized participant records.

B. Program records and reports on services and activities.

C. Confidentiality policy limiting access to certain records and files.

X. FACILITY

Senior center provides barrier-free access in accordance with applicable laws.

EVERETT CITY COUNCIL AGENDA ITEM COVER SHEET 9

PROJECT TITLE:
Grant Agreement with Snohomish County Human Services in the amount of $23,000 to expand the existing video monitoring system at the Carl Gipson Senior Center

_____ Briefing
_____ Proposed Action
_____ Consent
_____ Action
_____ First Reading
_____ Second Reading
_____ Third Reading
_____ Public Hearing
_____ Budget Advisory

COUNCIL BILL #
Originating Department Parks
Contact Person Lori Cummings
Phone Number 425-257-8353
FOR AGENDA OF October 18, 2017

Initialed by:
Department Head
CAA
Council President

Location	Preceding Action	Attachments	Department(s) Approval
		Contract	Parks, Legal, Administration

Amount Budgeted	-0-	
Expenditure Required	-0-	Account Number(s):
Budget Remaining	-0-	
Additional Required	-0-	

DETAILED SUMMARY STATEMENT:

Snohomish County Human Services has awarded Grant A-17-76-04-198 to the City of Everett in the amount of $23,000. The purpose of the grant is to expand the existing video monitoring system at the Carl Gipson Senior Center. The contract term runs January 1, 2017 – December 31, 2017. No matching funds are required. This is the fourth consecutive year that Snohomish County Human Services has awarded a grant to the City for improvement to Carl Gipson Senior Center operations. The 2014 and 2015 grant agreements were for $11,000 each and the 2016 grant in the amount of $23,000.

RECOMMENDATION (Exact action requested of Council):

Authorize the Mayor to sign the Grant Agreement with Snohomish County Human Services in the amount of $23,000 to expand the existing video monitoring system at the Carl Gipson Senior Center.