

Executive Summary

County Program Agreement #R01-157-22-A

Between Reliable Enterprises and Lewis County Public Health & Social Services

Description

This agreement is between Lewis County and Reliable Enterprises to provide rental subsidy & case management services for up to 23 families with school-aged children within the Centralia School District. These services are part of Lewis County Public Health & Social Services five-year housing and homeless strategic plan to reduce the number of unhoused persons in Lewis County.

Purpose:

The purpose of this amendment is to:

- Add Admin line item to budget.
- Increase admin line item in the amount of \$28,358.00.
- Add Case Management service for Reliable Homes & Reliable Place (7/1/2024-12/31/2024)
 1. Ending Reliable Homes Case Management 12/31/2024
 2. Rolling Reliable Place Case Management into Reliable Homes Phase II Case Management line item 11/1/2024-6/30/2025
- Increase budget in the amount of \$180,918.00.
- Extend Contract end date to June 30, 2025.
- Update Exhibit A: Scope of Work.
- Update Exhibit B: Budget, Invoicing, and Contractor Payment (section 3)

Budget Impact:

Revenue Org(s): 1040HREV 341260 (2060) End Date 4/1/2023

Amount: \$150,000.00

Revenue Org(s): 1040HREV 341270 (2163 No rollover) End date 6/30/2024

Amount: \$254,000.00

Revenue Org(s): 1040HREV 334042 (CHG Inflation) End Date 6/30/2025

Year 3-Original amount: \$131,000.00

Year 3-Amendment A: \$180,918.00

Year 3 Total Available: \$311,918.00

*These funds were anticipated for the 2024 budget.

Budget- (CHG Funding)	Year 1 No Rollover	Year 2 No Rollover	Year 3 No Rollover	Year 3 Amend A 4/1/2024-6/30/2025	Year 3 Total Available Budget
One Time Capitol Contribution (2060)	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Admin (not to exceed 10% of non admin monthly expenditures)	\$0.00	\$0.00	\$0.00	Increased by: \$28,358.00	\$28,358.00
Reliable Case Management (1 FTE Reliable Place effective 11/1/2024-6/30/2025 & 1 FTE Reliable Homes II effective 4/1/2024-6/30/2025)	\$54,000.00	\$58,000.00	\$62,000.00	Increased by: \$69,975.00	\$131,975.00
Case Management- Includes Admin (1 FTE Reliable Homes 7/1/2024-12/31/2024 & 1 FTE Reliable Place 7/1/2024-10/31/2024)	\$0.00	\$0.00	\$0.00	Increased by: \$65,335.00	\$65,335.00
23 Unit Subsidy	\$69,000.00	\$69,000.00	\$69,000.00	Increased by: \$17,250.00	\$86,250.00
Total	\$273,000.00	\$127,000.00	\$131,000.00	\$180,918.00	\$311,918.00

Recommendation

Approve resolution

Duration

April 2, 2022, through June 30, 2025

Cover Letter:

Please e-mail executed document to Brett Mitchell at ehillier@reliableenterprises.org

Submitted by: Justia Madrigal



Public Health & Social Services

360 NW North Street
Chehalis WA 98532

Amendment to Professional Services Contract

Amendment # and Title: R01-157-22 A

to contract Title: R01-157-22 Reliable Phase 2

Between: Lewis County Public Health & Social Services, and

Contractor: Reliable Enterprises

Purpose:

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- Add Case Management service for Reliable Homes & Reliable Place (7/1/2024-12/31/2024)
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- Extend Contract end date to June 30, 2025.
- Update Exhibit A: Scope of Work.
- Update Exhibit B: Budget, Invoicing, and Contractor Payment (section 3)

It is mutually agreed therefore that contract #R01-157-22 is hereby amended as follows and effective April 1, 2024.

Budget- (CHG Funding)	Year 1 No Rollover	Year 2 No Rollover	Year 3 No Rollover	Year 3 Amend A 4/1/2024-6/30/2025	Year 3 Total Available Budget
One Time Capitol Contribution (2060)	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Admin (not to exceed 10% of non admin monthly expenditures)	\$0.00	\$0.00	\$0.00	Increased by: \$28,358.00	\$28,358.00
Reliable Case Management (1 FTE Reliable Place effective 11/1/2024-6/30/2025 & 1 FTE Reliable Homes II effective 4/1/2024-6/30/2025)	\$54,000.00	\$58,000.00	\$62,000.00	Increased by: \$69,975.00	\$131,975.00
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23 Unit Subsidy	\$69,000.00	\$69,000.00	\$69,000.00	Increased by: \$17,250.00	\$86,250.00
Total	\$273,000.00	\$127,000.00	\$131,000.00	\$180,918.00	\$311,918.00

Exhibit A: Contractors Scope of Work

Task Number	Task/Activity/Description	Deliverables/Outcomes	Reporting Requirement	Due Date
1	Coordinated Entry (CE)	- Collaborate with the local Coordinated Entry lead to accept/send direct referrals for individuals experiencing homelessness or at imminent risk of homelessness. - In the event that CE staff are unavailable to send referrals, a designated county staff person will step in and send referrals. - Participate in the monthly Lewis County CE Collaborative meetings. - Contractors shall comply with all of the requirements, policies and procedures in the Consolidated Homeless Grant Guidelines, including the Washington State Coordinated Entry Guidelines. - Transitional Housing, Homelessness Prevention, Rapid Re-Housing, and Permanent Supportive Housing projects funded by CHG must participate in the county or regional CE by accepting referrals and must fill openings exclusively through the CE process. - Ensure that each client file includes documentation of rent subsidy per section 8.5 of the CHG guidelines.	- Send program availability to lead CE agency. - Meet with CE collaborative to discuss referrals and/or case conferencing.	Weekly Monthly basis
2	Subsidy Invoicing	Clearly document and track subsidy being provided to every unit that receives a rental subsidy, during the period in which unit received subsidy.	Collect and compile backup documentation to support rental subsidy reimbursement requested from	Monthly

		• Clear documentation should be included in the tenant's lease to include: a breakdown of each unit's rent calculations to include: The full monthly rent, any monthly subsidies and, what the tenant's monthly rental amount is.	the County. Documentation may include, but not limited to: Leases, monthly rental receipts, fiscal general ledgers. 4. The County reserves the right to request additional backup documentation in whatever form is deemed necessary to support reimbursement requests.	
3	HMIS Data Entry	• Enter participants into HMIS within 5 days of contact and/or services being provided. • Enter participant data into HMIS in accordance with HUD's most recent HMIS data standards. https://www.hudexchange.info/resource/3824/hmis-data-dictionary/	5. LCPHSS will review HMIS entries during monthly spot monitoring.	Monthly

Exhibit B: Budget, Invoicing, and Contractor Payment

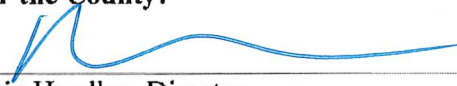
3. Invoice Timeframe

The Contractor shall submit invoices to the County Contract Officer identified herein or to other such person identified by the County Contract Officer by the 10th of each month. The contractor shall submit reimbursement requests for all expenditures within 60 days of date of service or purchase.

The contractor shall submit all final invoices within 30 days of the last date of the contract period.

All other terms and conditions of the original contract and any subsequent amendments hereto remain in full force and effect. The parties signing below represent that they have read and understand this amendment and have the authority to execute this amendment.

For the County:

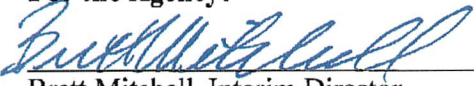


Meja Handlen, Director
Public Health & Social Services Director

Date: _____

12/11/24

For the Agency:



Brett Mitchell, Interim Director
Reliable Enterprises

Date: _____

12-11-24