



Committee of the Whole

Heidi Beazizo

Council Initiated:

Yes

No

ECAF: 2025-3870,
2025-3859

Motion: 26-004,
25-583

Type:

- Contract
- Board Appt.
- Code Amendment
- Budget Action
- Other

Requested Handling:

- Normal
- Expedite
- Urgent

Fund Source:

- General Fund
- Other
- N/A

Executive Rec:

- Approve
- Do Not Approve
- N/A

Approved as to

Form:

- Yes
- No
- N/A

Subject: Funding agreements for the **EDMONDS** New Start Center

Scope: ECAF's 25-3870 and 25-3859 relate to the funding and operation of the **EDMONDS** New Start Center.

Motion 26-004 authorizes the executive to execute the HOME ARP Contract with the YWCA to receive funds allocated to Snohomish County from the U.S. Department of Housing and Urban Development (HUD) in the amount of \$1,884,294 for the purposes of providing supportive services at this location. The proposed uses of HOME-ARP funding are shown on [pages 19 to 21](#) of the contract.

Motion 25-583 approves and authorizes the Executive to execute the Operating and Licensing contract with the YWCA for the Edmonds New Start Center in the amount of \$2,122,669 utilizing Affordable Housing and Behavioral Health dollars (HB 1590 Sales Tax).

Duration: July 1, 2025-December 31, 2026. Extensions allowed for up to four additional one-year terms at the County's sole discretion.

Fiscal Impact: **Current Year** **Multi-Year** **N/A**

Note: Compensation increases may be negotiated at the end of the first renewal term (and each renewal term thereafter) based on the prior year of operations and may not exceed 5% (or the CPI of the prior calendar year which ever is lower) unless there are additional services requested by the County in writing.

Expenditures	Current Year	2027	2028	2029	2030	Total
124-509044684101	\$2,122,669					\$2,122,669
124-5205925644101	\$1,884,294					\$1,884,294
Total's	\$4,006,963	0	0	0	0	\$4,006,963

Revenue	Current Year	2027	2028	2029	2030	Total
124-309044651325	\$2,122,669					\$2,122,669
124-3205925643114	\$1,884,294					\$1,884,294
Total's	\$4,006,963	0	0	0	0	\$4,006,963

Authority Granted: Authorizes the County Executive to execute both agreements with the YWCA.

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Background:

On August 17, 2022, the Snohomish County Council approved the purchase and sale agreement between the County and Sang Mok Kim and Chun Ok Kim for the purchase of a hotel in Edmonds ([Amended Motion 22-338](#)). Following that purchase, the County engaged in construction and remediation efforts with the intent to provide bridge housing services.

On October 14, 2024, Human Services issued a Request for Proposal seeking agencies interested in Operating at the county-owned Edmonds New Start Center (NSC). YWCA was recommended by the TAC for award of the Operation agreement. The Council approved the award via [Motion 25-153](#) on March 26, 2025. Also on this date, the Council approved an award of HOME ARP dollars to fund supportive services for those housed at the Edmonds NSC ([Motion 25-152](#)). These initial awards were utilized to assist YWCA with ramp up costs associated with operating the NSC.

Human Services presented draft policies to Council on [December 4, 2024](#). Those discussed are substantively similar to the policies included in the proposed agreements.

On November 5, 2025, the Council adopted [Motion 25-461](#), approving the update to the Housing and Behavioral Health Capital Fund Investment Plan; the motion language requires these two agreements to come before Council for approval by motion (see enacting clause section 4.B.)

ECAF 2025-3858 approves the Operations and Licensing Contract with the YWCA. Below is a high-level summary of the agreement provisions with a more detailed analysis in Attachment A:

General Terms and Conditions

- **Sub-contracting** is allowed with permission by the County; any subcontractor must be eligible for participation in federal assistance programs
- **Property** – specific provisions about ownership of property and who (Agency or County) will maintain, own and dispose of property
- **Budget Revisions** – line item shifts less than 10% do not require prior approval. Administrative category budget changes are not allowed and any budget changes that increase or decrease the total agreement require written amendment.
- **Termination provisions** – allowed with 30-days written notice by either party for convenience. If lack of funding is the issue, the County may terminate with 5-days written notice. If lack of performance is the cause, the County may terminate with

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24-hours written notice after providing a notice of noncompliance and allowing a reasonable opportunity to correct the issue.

- **Amendments** – all amendments shall be in writing and executed by both parties and if, in aggregate, amendments are over \$50,000, they would come to Council for approval.

Exhibit A – Specific Site Related Terms and Conditions Page 34-35

- Limits administrative overhead to 10%
- Requires compliance with RCW 39.12 and 49.28 if there are any prevailing wage activities
- Specifies allowable uses of 1590 funds

Exhibit B – Statement of Work / Operation and License of NSC Pages 36-62

- Details the Term, Compensation, Operational Phases I and II, Output, Reporting, Corrective Action
- Phase I - Offsite Preparation:
 - Management Plan Minimum Requirements (*final approval required by County*): Pages 37-42
 - Operations
 - Occupancy Requirements
 - Occupancy Screening
 - Housing Program and Services
 - Third-Party Service Providers
 - Janitorial Services
 - Laundry Services
 - Health and Safety
 - Food Service
 - Safety and Security
 - Code of Conduct
 - Pet Policy
 - Parking and Vehicle Policy
 - Biohazards
 - Good Neighbor Agreement: Page 42 – must include responsibilities of the Agency and other community partners, neighborhood outreach prior to opening, a plan for responding to and addressing neighbor concerns, a plan for ongoing communication and steps to educate clients on the good neighbor program.
 - Furnishings: Page 43 – See Exhibit D
- Phase II – Occupancy and Operation: Pages 43-57

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- **License:** will use the County key card system; allow County use of Building A, Room 208 as the County Office; allowance for periodic inspections by the County; use of County-owned furniture; County paid utilities (except garbage, recycling, telephone, internet and leased equipment).
- **Operations:** 24/7 staffing requirement; may not operate a supervised/safe injection site; manage the key card system for staff, volunteers and clients; no storage of stolen property; enforcement of parking and vehicle policy; supervision of phone/internet use by clients; contract for confidential shredding services; develop a pet policy.
- **Occupancy Screening:** Compliance with County referral decisions; screen clients through background check and National Sex Offender Registry; participate in HMIS and Point-In-Time Count.
- **Programming and Services:** provides day-to-day support based on client's unique needs; goal of obtaining housing in 90-days; use of common areas for meeting groups.
- **Janitorial Services:** Clean all common areas and conduct periodic room cleaning/inspections; coordinate garbage and recycling services; bio-hazard waste cleanup is agency's responsibility; pest management; allows for sub-contracting.
- **Maintenance and Repair:** County performs repair and maintenance work; Agency must notify County within 24 hours of discovery of illicit drug or other contamination; coordinate on relocation if necessary; agency to use county's work request system.
- **Laundry Services, Health and Safety, Food Service, Safety and Security, Biohazards** – Consistent with the Management Plan
- Attachment 1 – Code of Conduct Minimum Requirements (*final approval required by County*): Pages 58-59 (**details in Attachment A**)
- Attachment 2 – Referral and Eligibility Minimum Requirements: Pages 60-61 (**details in Attachment A**)
- Attachment 3 – Safety and Security Minimum Requirements: Pages 62 (**details in Attachment A**)

Exhibit C – Contract Budget: Pages 63-67

Exhibit D – Property Registry: Pages 67-68

Requested Action: Move motions 26-004 and 25-583 to GLS on January 27th for consideration.

Attachment A

New Start Center Agreement Details

MANAGEMENT PLAN – There are several required components that must be included in the agency developed and County approved Management Plan

- **Operations** – the NSC must be staffed 24/7 and have at least one certified first aid/CPR trained staff on duty. Must address phone and internet use by clients and the agency's obligations around lost or abandoned personal property.
- **Occupancy Requirements** – following the initial term, maintain a vacancy rate of 5% or less and individually house individuals who are 18 years of age or older.
- **Occupancy Screening** – Participate in HMIS, Coordinated Entry and require background checks and sex offender screening.
- **Housing Program and Services** – goal of clients obtaining housing in 90 days
- **Third-Party Service Providers** – must identify any anticipated third-party service providers and include procedures for County review and approval. Also must address Agency coordination of scheduled appointments with third-party service providers (like alcoholics anonymous and narcotics anonymous).
- **Janitorial Services** – provides details on how the Agency will keep the facility in good repair and operable, provide for how specific types of cleaning/repairs will be conducted (like biohazard, contamination, etc).
- **Laundry Services** – Agency will provide clean linens and towels no less than once per week and also provide for opportunities for clients to do their own personal laundry.
- **Health and Safety** – include information on how the Agency will comply with safety plans including dealing with sharps, first aid kits, sanitization, communicable diseases, stocked restrooms, cleaning supplies, bathroom hygiene supplies, deep cleaning, protect facility from smoking, biohazard cleanup, etc.
- **Food Services** – minimum of one hot and one cold meal per day; also must address how the agency will handle client-stored food in their unit and any vending machines (coordinated with the County).
- **Safety and Security** – written component that provides for security services, patrols, routine and non-routine unit inspections, security cameras, third-party agreements, how illegal, unsafe and disruptive behavior will be addressed, methods for de-escalation in a behavioral health crisis and development of emergency, evacuation and fire-safety plans.

- **Code of Conduct** – SEE SPECIFIC DETAILS BELOW
- **Pet Policy** – Include type of pets allowed and protocols for removing pets during inspection, cleaning and maintenance.
- **Parking and Vehicle Policy** – address protocols for staff and client parking and prohibitions on car camping
- **Biohazards** – notification requirements around biohazard events

CODE OF CONDUCT – Minimum Requirements that must be included, reviewed with clients at project intake and signed by clients prior to move-in:

- Behavioral Expectations
- Safety protocols
- Visitor policy
- Grounds for Termination and removal (delineate between behaviors that result in immediate termination and those that initiate progressive discipline)
 - Immediate Termination:
 - Violence
 - Sexual Abuse
 - Use or manufacture of illicit substances on site
 - Distribution of control substance on site
 - Causing a life-threatening safety hazard
 - Progressive Discipline (or termination situation dependent)
 - Harassment or threatening behavior
 - Sexual harassment
 - Possession or use of a weapon
 - Causing a non-life threatening safety hazard
 - Smoking in room or non-designated area
 - Being intoxicated or impaired in common areas
 - Provision of tobacco or alcohol to minors
 - Causing property damage

REFERRAL AND ELIGIBILITY –

- 18 years of age or older
- Literally homeless
- Residing in a shelter or individuals in consistent contact with a County-approved referral partner and actively engaging in activities to achieve housing stability. Referral required – no drop ins. 75% from the area where the NSC is located.

- At or below 50% of the area median income for Snohomish County
- No recent conviction for manufacture or distribution/delivery of a controlled substance
- Not a level 1 noncompliant, level 2 or level 3 registered sex offender
- Not have conviction of a crime of violence ([RCW 9.41.010\(7\)](#))
- Be able to manage activities of daily living

SAFETY AND SECURITY – reviewed with clients during intake

- 24/7 staffing
- On-site security (can be subcontracted) with 24/7 during first year of operation
- Regularly patrol property
- Conduct room inspections
- Conduct wellness checks
- Maintain written procedures for staff response
- Maintain written emergency plans including evacuation
- Train staff in de-escalation, trauma informed care and response to safety/security concerns
- Perimeter fencing with a single point of entry