

SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington

MOTION NO. 25-465

APPROVAL OF AGREEMENT  
FOR LEAD AND RNP SERVICES WITH EVERGREEN RECOVERY CENTER

WHEREAS, the Washington State Health Care Authority (HCA) awarded the County a deliverables-based grant of \$1,685,878 in June 2020 (administered by the Prosecuting Attorney's Office (PAO)), to implement a Law Enforcement Assisted Diversion (LEAD) Pilot Site Development program in Snohomish County to run through September 30, 2021; and

WHEREAS, the HCA awarded the County additional grant funds of \$1,612,000 in 2021 (administered by the PAO), to continue the LEAD program in Snohomish County for the period between October 1, 2021, through June 30, 2023; and

WHEREAS, the HCA awarded the PAO additional grant funds of \$1,612,000 in 2023 (administered by the PAO), to continue the LEAD program in Snohomish County for the period between July 1, 2023, through June 30, 2025; and

WHEREAS, the HCA has awarded the PAO additional grant funds of \$1,552,326 in 2025 (administered by the PAO), to continue the LEAD program in Snohomish County for the period between July 1, 2025, through June 30, 2027; and

WHEREAS, the North Sound Behavioral Health – Administrative Services Organization (North Sound BH-ASO) awarded the County a grant of \$512,455 in 2022 (administered by the PAO), to implement a Recovery Navigator Program (RNP), and to allow for the expansion of the LEAD program, for the period between January 1, 2022, and December 31, 2022 (subsequently extended by agreement and operation of contract through June of 2023); and

WHEREAS, the North Sound BH-ASO awarded the County a grant of \$645,000 in 2023 (administered by the PAO), to continue the RNP for the period July 1, 2023, through June 30, 2024; and

WHEREAS, the North Sound BH-ASO awarded the County a grant of \$645,000 in 2024 (administered by the PAO), to continue the RNP for the period July 1, 2024, through June 30, 2025; and

WHEREAS, the North Sound BH-ASO authorized an additional \$223,500 in 2024 to the County (administered by the PAO) in Reserve Funds in 2024, to support RNP for the period July 1, 2024, through June 30, 2025; and

WHEREAS, the North Sound BH-ASO has awarded the County a grant of \$411,826 in 2025 (administered by the PAO), to continue the RNP for the period July 1, 2025, through December 31, 2025; and

WHEREAS, the Bureau of Justice Assistance with the U.S. Department of Justice awarded the County a Comprehensive Opioid, Stimulant, and Substance Use Program (COSSUP) grant of \$1,200,000 (administered by the PAO) in 2021, to expand the County's LEAD program between October 1, 2021, through September 30, 2026; and

WHEREAS, the grant funds from the HCA, the North Sound BH-ASO, and the Bureau of Justice Assistance for these programs pass through the PAO's budget to Evergreen Recovery Centers (ERC) and have no fiscal impact on the PAO's annual operating budget in 2025 or 2026; and

WHEREAS, Snohomish County, on behalf of the PAO, entered into an Agreement for Professional Services with ERC to provide day-to-day case management services to LEAD Program participants on October 19, 2020, and has subsequently amended that contract on four occasions regarding funds available, scope of services, and periods of performance; and

WHEREAS, the County and ERC, entered into a new Agreement for Professional Services on December 15, 2023, to continue LEAD and RNP, that captures the operative provisions of, and supersedes, the prior Agreement and its amendments, and extended the term through June 30, 2024, and increased the total contract award to not exceed \$1,150,000; and

WHEREAS, the County and ERC agreed to Amendment No. 1 to the Agreement for LEAD and RNP Services that extended the term through June 30, 2025, adjusted the Scope of Services related to expansion efforts, and increased the total contract award to not exceed \$1,800,000, from July 1, 2024, through June 30, 2025;

NOW, THEREFORE, ON MOTION, the Snohomish County Council authorizes the County Executive to sign the attached new Agreement for LEAD and RNP Services with ERC for the term July 1, 2025, through December 31, 2025, and increases the total contract award to not exceed \$835,000, from July 1, 2025, through December 31, 2025.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

SNOHOMISH COUNTY COUNCIL  
Snohomish County, Washington

\_\_\_\_\_  
Council Chair

ATTEST:

\_\_\_\_\_  
Deputy Clerk of the Council

CONSULTANT: Evergreen Recovery Centers  
CONTACT PERSON: Patrick Evans, CEO  
ADDRESS: 11627 Airport Road, Suite B  
Everett, WA 98204  
FEDERAL TAX ID/U.B.I. NUMBER: 601 140 525  
TELEPHONE/EMAIL: (425) 258-2485 [pevans@evergreenrc.org](mailto:pevans@evergreenrc.org)  
COUNTY DEPT: Prosecuting Attorney's Office  
DEPT. CONTACT PERSON: Ashley Dawson  
TELEPHONE/EMAIL: 425-977-9946 [ashley.dawson@leadbureau.org](mailto:ashley.dawson@leadbureau.org)  
PROJECT: Law Enforcement Assisted Diversion (LEAD)  
AMOUNT: Not to exceed 835,000.00  
FUND SOURCE: HCA LEAD Contract #K8486  
North Sound BH-ASO RNP  
Contract COSSUP Grant  
CONTRACT DURATION: July 1, 2025, through December 31, 2025,  
unless extended or renewed pursuant to  
Section 2 hereof

AGREEMENT FOR LEAD AND RNP  
SERVICES

THIS AGREEMENT (the "Agreement") is made by and between SNOHOMISH COUNTY, a political subdivision of the State of Washington (the "County") and Evergreen Recovery Centers, a Washington nonprofit corporation, (the "Contractor"). In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

1. Purpose of Agreement; Scope of Services; Prior Agreement Superseded. The purpose of this Agreement is providing LEAD services in support of the Law Enforcement Assisted Diversion (LEAD) program and RNP services in support of Snohomish County's Recovery Navigator Program (RNP). The scope of services is as defined in Schedule A attached hereto and by this reference made a part hereof. This Agreement is the product of County RFP No. 025-20BC.

The services shall be performed in accordance with the requirements of this Agreement and with generally accepted practices prevailing in the western Washington region in the occupation or industry in which the Contractor practices or operates at the time the services are performed. The Contractor shall perform the work in a timely manner and in accordance with the terms of this Agreement. Any materials or equipment used by the Contractor in connection with performing the services shall be of good quality. The Contractor represents that it is fully qualified to perform the services to be performed under this Agreement in a competent and professional manner.

The Contractor will prepare and present status reports and other information regarding performance of the Agreement as the County may request.

This Agreement shall supersede the prior Agreement for Professional Services fully executed between the parties on November 19, 2020, and all amendments executed to that Agreement

thereafter.

2. Term of Agreement; Time of Performance. This Agreement shall govern services from July 1, 2025 through December 31, 2025; PROVIDED HOWEVER, that the term of this Agreement may be extended or renewed for up to five (5) additional one (1) year terms, at the sole discretion of the County, by written notice from the County to the Contractor. The Contractor shall commence work upon the Effective Date and shall complete the work required by this Agreement by the June 30, 2024; PROVIDED, HOWEVER, that the County's obligations after December 31, 2025, are contingent upon local legislative appropriation of necessary funds for this specific purpose in accordance with the County Charter and applicable law.

3. Compensation.

a. Services. The County will pay the Contractor for services as and when set forth in Schedule B, which is attached hereto and by this reference made a part of this Agreement.

b. Overhead and Expenses. The Contractor's compensation for services set forth in Section 3a above includes overhead and expenses and no separate claims for reimbursement of overhead or expenses will be allowed under this Agreement.

c. Invoices. The Contractor shall submit properly executed invoices to the County no more frequently than monthly. Each invoice shall include an itemization of the dates on which services were provided, including the number of hours and a brief description of the work performed on each such date. Each invoice shall also include an itemization of any reimbursable expenses incurred by the Contractor during the time period covered by the invoice, together with reasonable documentation substantiating such expenses, all in accordance with this Section 3 and Schedule B. Subject to Section 8 of this Agreement, the County will pay such invoices within thirty (30) calendar days of receipt.

d. Payment. The County's preferred method of payment under this contract is electronic using the County's "e-Payable" system with Bank of America. The Contractor is highly encouraged to take advantage of the electronic payment method.

In order to utilize the electronic payment method, the Contractor shall email [SnocoEpayables@snoco.org](mailto:SnocoEpayables@snoco.org) and indicate it was awarded a contract with Snohomish County and will be receiving payment through the County's e-Payable process. The Contractor needs to provide contact information (name, phone number and email address). The Contractor will be contacted by a person in the Finance Accounts Payable group and assisted with the enrollment process. This should be done as soon as feasible after County award of a contract or purchase order, but not exceeding ten (10) business days.

Department approved invoices received in Finance will be processed for payment within seven calendar days for e-Payable contractors. Invoices are processed for payment by Finance two times a week for contractors who have selected the e-Payable payment option.

In the alternative, if the Contractor does not enroll in the electronic ("e-Payable") payment method described above, contract payments will be processed by Finance with the issuance of paper checks or, if available, an alternative electronic method. Alternative payment methods, other than e-Payables, will be processed not more than 30 days from receipt of department approved invoices to Finance.

THE COUNTY MAY MAKE PAYMENTS FOR PURCHASES UNDER THIS

CONTRACT USING THE COUNTY'S VISA PURCHASING CARD (PCARD).

Upon acceptance of payment, the Contractor waives any claims for the goods or services covered by the Invoice. No advance payment shall be made for the goods or services furnished by Contractor pursuant to this Contract.

e. Payment Method. In addition to Payment section above, the County may make payments for purchases under this contract using the County's VISA purchasing card (PCARD).

Are you willing to accept PCARD payments without any fees or surcharges?

Yes \_\_\_\_\_ No \_\_\_\_\_

f. Contract Maximum. Total charges under this Agreement, all fees and expenses included, shall not exceed \$835,000.00 for the initial term of this Agreement (excluding extensions or renewals, if any).

4. Independent Contractor. The Contractor agrees that Contractor will perform the services under this Agreement as an independent contractor and not as an agent, employee, or servant of the County. This Agreement neither constitutes nor creates an employer-employee relationship. The parties agree that the Contractor is not entitled to any benefits or rights enjoyed by employees of the County. The Contractor specifically has the right to direct and control Contractor's own activities in providing the agreed services in accordance with the specifications set out in this Agreement. The County shall only have the right to ensure performance. Nothing in this Agreement shall be construed to render the parties' partners or joint venturers.

The Contractor shall furnish, employ and have exclusive control of all persons to be engaged in performing the Contractor's obligations under this Agreement (the "Contractor personnel"), and shall prescribe and control the means and methods of performing such obligations by providing adequate and proper supervision. Such Contractor personnel shall for all purposes be solely the employees or agents of the Contractor and shall not be deemed to be employees or agents of the County for any purposes whatsoever. With respect to Contractor personnel, the Contractor shall be solely responsible for compliance with all rules, laws and regulations relating to employment of labor, hours of labor, working conditions, payment of wages and payment of taxes, including applicable contributions from Contractor personnel when required by law.

Because it is an independent contractor, the Contractor shall be responsible for all obligations relating to federal income tax, self-employment or FICA taxes and contributions, and all other so-called employer taxes and contributions including, but not limited to, industrial insurance (workers' compensation). The Contractor agrees to indemnify, defend and hold the County harmless from any and all claims, valid or otherwise, made to the County because of these obligations.

The Contractor assumes full responsibility for the payment of all payroll taxes, use, sales, income, or other form of taxes, fees, licenses, excises or payments required by any city, county, federal or state legislation which are now or may during the term of the Agreement be enacted as to all persons employed by the Contractor and as to all duties, activities and requirements by the Contractor in performance of the work under this Agreement. The Contractor shall assume exclusive liability therefor and shall meet all requirements thereunder pursuant to any rules or regulations that are now or may be promulgated in connection therewith.

5. Ownership. Any and all data, reports, analyses, documents, photographs, pamphlets, plans, specifications, surveys, films or any other materials created, prepared, produced,

constructed, assembled, made, performed or otherwise produced by the Contractor or the Contractor's subcontractors or consultants for delivery to the County under this Agreement shall be the sole and absolute property of the County. Such property shall constitute "work made for hire" as defined by the U.S. Copyright Act of 1976, 17 U.S.C. § 101, and the ownership of the copyright and any other intellectual property rights in such property shall vest in the County at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material which the Contractor uses to perform this Agreement but is not created, prepared, constructed, assembled, made, performed or otherwise produced for or paid for by the County is owned by the Contractor and is not "work made for hire" within the terms of this Agreement.

6. Changes. No changes or additions shall be made in this Agreement except as agreed to by both parties, reduced to writing and executed with the same formalities as are required for the execution of this Agreement.

7. County Contact Person. The assigned contact person (or project manager) for the County for this Agreement shall be:

Name: Ashley Dawson  
Title: LEAD Project Manager  
Department: Prosecuting Attorney's Office  
Telephone: (425) 977-9946  
Email: [Ashley.dawson@leadbureau.org](mailto:Ashley.dawson@leadbureau.org)

8. County Review and Approval. When the Contractor has completed any discrete portion of the services, the Contractor shall verify that the work is free from errors and defects and otherwise conforms to the requirements of this Agreement. The Contractor shall then notify the County that said work is complete. The County shall promptly review and inspect the work to determine whether the work is acceptable. If the County determines the work conforms to the requirements of this Agreement, the County shall notify the Contractor that the County accepts the work. If the County determines the work contains errors, omissions, or otherwise fails to conform to the requirements of this Agreement, the County shall reject the work by providing the Contractor with written notice describing the problems with the work and describing the necessary corrections or modifications to same. In such event, the Contractor shall promptly remedy the problem or problems and re-submit the work to the County. The Contractor shall receive no additional compensation for time spent correcting errors. Payment for the work will not be made until the work is accepted by the County. The Contractor shall be responsible for the accuracy of work even after the County accepts the work.

If the Contractor fails or refuses to correct the Contractor's work when so directed by the County, the County may withhold from any payment otherwise due to the Contractor an amount that the County in good faith believes is equal to the cost the County would incur in correcting the errors, in re-procuring the work from an alternate source, and in remedying any damage caused by the Contractor's conduct.

9. Subcontracting and Assignment. The Contractor shall not subcontract, assign, or delegate any of the rights, duties or obligations covered by this Agreement without prior express written consent of the County. Any attempt by the Contractor to subcontract, assign, or delegate any portion of the Contractor's obligations under this Agreement to another party in violation of the preceding sentence shall be null and void and shall constitute a material breach of this Agreement.

10. Debarment Certification. The Contractor, by signature to this Contract, certifies Contractor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from participating in transactions (Debarred).

11. Necessary Licenses, Certifications, and Permits. The Contractor is required to hold all necessary licenses, certifications, and permits as required by law for the performance of the services to be performed under this Contract and shall notify the County in the event of a change in status of any required license or certification.

12. Notice of Termination of Primary Care Provider. The Contractor is required to make best efforts to provide written or oral notification within 15 business days of termination of a Primary Care Provider (PCP) to individuals currently open for services who had received a service from the affected PCP in the previous 60 days. Notification must be verifiable in the individual's medical record at the Contractor.

13. Records and Access; Audit; Ineligible Expenditures. The Contractor shall maintain adequate records to support billings. Said records shall be maintained for a period of seven (7) years after completion of this Agreement by the Contractor. The County or any of its duly authorized representatives shall have access at reasonable times to any books, documents, papers and records of the Contractor which are directly related to this Agreement for the purposes of making audit examinations, obtaining excerpts, transcripts or copies, and ensuring compliance by the County with applicable laws. Expenditures under this Agreement, which are determined by audit to be ineligible for reimbursement and for which payment has been made to the Contractor, shall be refunded to the County by the Contractor.

14. Indemnification.

a. Professional Liability.

The Contractor agrees to indemnify the County and, if any funds for this Agreement are provided by the State, the State and their officers, officials, agents and employees from damages and liability for damages, including reasonable attorneys' fees, court costs, expert witness fees, and other claims-related expenses, arising out of the performance of the Contractor's professional services under this Agreement, to the extent that such liability is caused by the negligent acts, errors or omissions of the Contractor, its principals, employees or subcontractors. The Contractor has no obligation to pay for any of the indemnitees' defense-related cost prior to a final determination of liability or to pay any amount that exceeds Contractor's finally determined percentage of liability based upon the comparative fault of the Contractor, its principals, employees and subcontractors. For the purpose of this section, the County and the Contractor agree that the County's and, if applicable, the State's costs of defense shall be included in the definition of damages above.

b. All Other Liabilities Except Professional Liability.

To the maximum extent permitted by law and except to the extent caused by the sole negligence of the County and, if any funds for this Agreement are provided by the State, the State, the Contractor shall indemnify and hold harmless the County and the State, their officers, officials, agents and employees, from and against any and all suits, claims, actions, losses, costs, penalties and damages of whatsoever kind or nature arising out of, in connection with, or incidental to the services and/or deliverables provided by or on behalf of the Contractor. In addition, the Contractor shall assume the defense of the County and, if applicable, the State and their officers and employees in all legal or claim proceedings arising out of, in connection with, or incidental to such services and/or deliverables and

shall pay all defense expenses, including reasonable attorneys' fees, expert fees and costs incurred by the County and, if applicable, the State, on account of such litigation or claims.

c. Indemnification of North Sound BH-ASO.

Contractor, as a subcontractor to the County's RNP Contract with North Sound BH-ASO, shall protect, defend, indemnify, and hold harmless North Sound BH-ASO its officers, employees and agents from any and all costs, claims, judgments, and/or awards of damages arising out of, or in any way resulting from the negligent act or omissions of Contractor, its officers, employees, and/or agents in connection with or in support of this Contract. Contractor expressly agrees and understands that North Sound BH-ASO is a third-party beneficiary to this Contract and shall have the right to bring an action against Contractor to enforce the provisions of this paragraph.

With respect to the Contractor's obligations to hold harmless, indemnify and defend provided for herein, but only as such obligations relate to claims, actions or suits filed against the County, the Contractor further agrees to waive its immunity under the Industrial Insurance Act, Title 51 RCW, for any injury or death suffered by the Contractor's employees caused by or arising out of the Contractor's acts, errors or omissions in the performance of this Agreement. This waiver is mutually negotiated by the parties.

In the event that the County or, if applicable, the State incurs any judgment, award and/or cost including attorneys' fees arising from the provisions of this section, or to enforce the provisions of this section, any such judgment, award, fees, expenses and costs shall be recoverable from the Contractor.

In addition to injuries to persons and damage to property, the term "claims," for purposes of this provision, shall include, but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in an unfair trade practice.

The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Agreement.

Nothing contained within this provision shall affect or alter the application of any other provision contained within this Agreement.

15. Insurance Requirements. The Contractor shall procure by the time of execution of this Agreement, and maintain for the duration of this Agreement, (i) insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the services hereunder by the Contractor, its agents, representatives, or employees, and (ii) a current certificate of insurance and additional insured endorsement when applicable.

a. General. Each insurance policy shall be written on an "occurrence" form, except that Professional Liability, Errors and Omissions coverage, if applicable, may be written on a claims made basis. If coverage is approved and purchased on a "claims made" basis, the Contractor warrants continuation of coverage, either through policy renewals or the purchase of an extended discovery period, if such extended coverage is available, for not less than three (3) years from the date of completion of the work which is the subject of this Agreement.

By requiring the minimum insurance coverage set forth in this Section 12, the County



shall not be deemed or construed to have assessed the risks that may be applicable to the Contractor under this Agreement. The Contractor shall assess its own risks and, if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage.

b. No Limitation on Liability. The Contractor's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the County's recourse to any remedy available at law or in equity.

c. Minimum Scope and Limits of Insurance. The Contractor shall maintain coverage at least as broad as, and with limits no less than:

(i) General Liability: \$5,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage, and for those policies with aggregate limits, a \$5,000,000 limit. CG 00 01 current edition, including Products and Completed Operations;

(ii) Automobile Liability: \$2,000,000 combined single limit per accident for bodily injury and property damage. CA 0001 current edition, Symbol I;

(iii) Workers' Compensation: To meet applicable statutory requirements for workers' compensation coverage of the state or states of residency of the workers providing services under this Agreement;

(iv) Employers' Liability or "Stop Gap" coverage: \$1,000,000;

(v) Professional Liability: \$5,000,000.

d. Other Insurance Provisions and Requirements. The insurance coverages required in this Agreement for all liability policies except workers' compensation and Professional Liability, if applicable, must contain, or must be endorsed to contain, the following provisions:

(i) The County, its officers, officials, employees and agents are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the Contractor in connection with this Agreement. Such coverage shall be primary and non-contributory insurance as respects the County, its officers, officials, employees and agents. Additional Insured Endorsement shall be included with the certificate of insurance, "CG 2026 07/04" or its equivalent is required.

(ii) The Contractor's insurance coverage shall apply separately to each insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability.

(iii) Any deductibles or self-insured retentions must be declared to, and approved by, the County. The deductible and/or self-insured retention of the policies shall not limit or apply to the Contractor's liability to the County and shall be the sole responsibility of the Contractor.

(iv) Insurance coverage must be placed with insurers with a Best's Underwriting Guide rating of no less than A:VIII, or, if not rated in the Best's Underwriting Guide, with minimum surpluses the equivalent of Best's surplus size VIII. Professional Liability, Errors and Omissions insurance coverage, if applicable, may be placed with insurers with a Best's rating of B+:VII. Any exception must be approved by the County.

Coverage shall not be suspended, voided, canceled, reduced in coverage or in limits until after forty-five (45) calendar days' prior written notice has been given to the County.

If at any time any of the foregoing policies fail to meet minimum requirements, the Contractor shall, upon notice to that effect from the County, promptly obtain a new policy, and shall submit the same to the County, with the appropriate certificates and endorsements, for approval.

e. Subcontractors. The Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates of insurance and policy endorsements for each subcontractor. Insurance coverages provided by subcontractors instead of the Contractor as evidence of compliance with the insurance requirements of this Agreement shall be subject to all of the requirements stated herein.

16. County Non-discrimination. Promptly. It is the policy of the County to reject discrimination which denies equal treatment to any individual because of his or her race, creed, color, national origin, families with children, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability as provided in Washington's Law against Discrimination, Chapter 49.60 RCW, and the Snohomish County Human Rights Ordinance, Chapter 2.460 SCC. These laws protect against specific forms of discrimination in employment, credit transactions, public accommodation, housing, county facilities and services, and county contracts.

The Contractor shall comply with the substantive requirements of Chapter 2.460 SCC, which are incorporated herein by this reference. Execution of this Agreement constitutes a certification by the Contractor of the Contractor's compliance with the requirements of Chapter 2.460 SCC. If the Contractor is found to have violated this provision, or to have furnished false or misleading information in an investigation or proceeding conducted pursuant to this Agreement or Chapter 2.460 SCC, this Agreement may be subject to a declaration of default and termination at the County's discretion. This provision shall not affect the Contractor's obligations under other federal, state, or local laws against discrimination.

17. Federal Non-discrimination. Snohomish County assures that no persons shall on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964 (Pub. L. No. 88-352), as amended, and the Civil Rights Restoration Act of 1987 (Pub. L. No. 100-259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any County sponsored program or activity. Snohomish County further assures that every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

18. Employment of County Employees. SCC 2.50.075, "Restrictions on future employment of County employees," imposes certain restrictions on the subsequent employment and compensation of County employees. The Contractor represents and warrants to the County that it does not at the time of execution of this Agreement, and that it shall not during the term of this Agreement, employ a former or current County employee in violation of SCC 2.50.075. For breach or violation of these representations and warranties, the County shall have the right to terminate this Agreement without liability.

19. Compliance with Other Laws. The Contractor shall comply with all other applicable federal, state and local laws, rules, and regulations in performing this Agreement.

20. Compliance with Grant Terms and Conditions. The Contractor shall comply with any and all conditions, terms and requirements of any federal, state or other grant, if any, that wholly or partially funds the Contractor's work hereunder.

21. Prohibition of Contingency Fee Arrangements. The Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the County shall have the right to terminate this Agreement without liability or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

22. Force Majeure. If either party is unable to perform any of its obligations under this Agreement as a direct result of an unforeseeable event beyond that party's reasonable control, including but not limited to an act of war, act of nature (including but not limited to earthquake and flood), embargo, riot, sabotage, labor shortage or dispute (despite due diligence in obtaining the same), or governmental restriction imposed subsequent to execution of the Agreement (collectively, a "force majeure event"), the time for performance shall be extended by the number of days directly attributable to the force majeure event. Both parties agree to use their best efforts to minimize the effects of such failures or delays.

23. Suspension of Work. The County may, at any time, instruct the Contractor in writing to stop work effective immediately, or as directed, pending either further instructions from the County to resume the work or a notice from the County of breach or termination under Section 21 of this Agreement.

24. Corrective Action. Contractor is required to correct any areas of deficiencies in the Contractor's performance that are identified by the County, North Sound BH-ASO, and/or the Washington State Health Care Authority (HCA), and the County may revoke delegation, impose corrective action, or take other remedial actions if Contractor fails to comply with the terms of this Contract.

25. Contract Performance/Enforcement. North Sound BH-ASO, a County LEAD and RNP fund Grantor, is vested with the rights of a third-party beneficiary, including the "cut through" right to enforce Contractor's performance should the County be unwilling or unable to enforce action on the part of Contractor. In the event the County dissolves or otherwise discontinues operations, North Sound BH-ASO may, at its sole option, assume the right to enforce the terms and conditions of this Contract directly with Contractor; provided North Sound BH-ASO keeps the County reasonably informed concerning such enforcement. In the event of the dissolution of the County, North Sound BH-ASO's rights in indemnification shall survive.

26. Non-Waiver of Breach; Termination.

a. The failure of the County to insist upon strict performance of any of the covenants or agreements contained in this Agreement, or to exercise any option conferred by this Agreement, in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements or options, and the same shall be and remain in full force and effect.

b. If the Contractor breaches any of its obligations hereunder and fails to cure the same within ten (10) business days of written notice to do so by the County, the County may terminate this Agreement, in which case the County shall pay the Contractor only for the services and corresponding reimbursable expenses, if any, accepted by the County in accordance with Sections 3 and 8 hereof.

c. The County may terminate this Agreement upon twenty (20) business days' written notice to the Contractor for any reason other than stated in subparagraph b above, in which case payment shall be made in accordance with Sections 3 and 8 hereof for the services and corresponding reimbursable expenses, if any, reasonably and directly incurred by the Contractor in performing this Agreement prior to receipt of the termination notice.

d. Termination by the County hereunder shall not affect the rights of the County as against the Contractor provided under any other section or paragraph herein. The County does not, by exercising its rights under this Section 21, waive, release or forego any legal remedy for any violation, breach or non-performance of any of the provisions of this Agreement. At its sole option, the County may deduct from the final payment due the Contractor (i) any damages, expenses or costs arising out of any such violations, breaches or non-performance and (ii) any other set-offs or credits including, but not limited to, the costs to the County of selecting and compensating another contractor to complete the work of the Agreement.

27. Notices. All notices and other communications shall be in writing and shall be sufficient if given, and shall be deemed given, on the date on which the same has been mailed by certified mail, return receipt requested, postage prepaid, addressed as follows:

If to the County: Snohomish County  
Prosecuting Attorney's Office  
3000 Rockefeller Avenue  
Everett, Washington 98201  
Attention: Ashley Dawson  
LEAD Project Manager

If to the Contractor: Evergreen Recovery Centers  
11627 Airport Rd, Ste B  
Everett, Washington 98204  
Attention: Patrick Evans  
CEO

The County or the Contractor may, by notice to the other given hereunder, designate any further or different addresses to which subsequent notices or other communications shall be sent.

28. Confidentiality. The Contractor shall not disclose, transfer, sell or otherwise release to any third party any confidential information gained by reason of or otherwise in connection with the Contractor's performance under this Agreement. The Contractor may use such information solely for the purposes necessary to perform its obligations under this Agreement. The Contractor shall promptly give written notice to the County of any judicial proceeding seeking disclosure of such information.

29. Public Records Act. This Agreement and all public records associated with this Agreement shall be available from the County for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of the Contractor are needed for the County to respond to a request under the Act, as determined by the County, the Contractor agrees to make them promptly available to the County. If the Contractor considers any portion of any record provided to the County under this Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, the Contractor shall clearly identify any specific information that it claims to be confidential or proprietary. If the County receives a request under the Act to inspect or copy the information so identified by the Contractor and the County determines that release of the information is required by the Act or otherwise appropriate, the County's sole obligations shall be to notify the Contractor (a) of the request and (b) of

the date that such information will be released to the requester unless the Contractor obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the Contractor fails to timely obtain a court order enjoining disclosure, the County will release the requested information on the date specified.

The County has, and by this section assumes, no obligation on behalf of the Contractor to claim any exemption from disclosure under the Act. The County shall not be liable to the Contractor for releasing records not clearly identified by the Contractor as confidential or proprietary. The County shall not be liable to the Contractor for any records that the County releases in compliance with this section or in compliance with an order of a court of competent jurisdiction.

30. Interpretation. This Agreement and each of the terms and provisions of it are deemed to have been explicitly negotiated by the parties. The language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either of the parties hereto. The captions and headings of this Agreement are used only for convenience and are not intended to affect the interpretation of the provisions of this Agreement. This Agreement shall be construed so that wherever applicable the use of the singular number shall include the plural number, and vice versa, and the use of any gender shall be applicable to all genders.

31. Complete Agreement. The Contractor was selected through the County's RFP identified in Section 1. The RFP and the Contractor's response are incorporated herein by this reference. To the extent of any inconsistency among this Agreement, the RFP, and the Contractor's response, this Agreement shall govern. To the extent of any inconsistency between the RFP and the Contractor's response, the RFP shall govern.

32. Conflicts between Attachments and Text. Should any conflicts exist between any attached exhibit or schedule and the text or main body of this Agreement, the text or main body of this Agreement shall prevail.

33. No Third-Party Beneficiaries. Except as provided for in Sections 14.c, 24, and 25 above, the provisions of this Agreement are for the exclusive benefit of the County and the Contractor. This Agreement shall not be deemed to have conferred any rights, express or implied, upon any other third parties.

34. Federal Funds The use of federal funds requires additional compliance and control mechanisms to be in place. By signing this agreement, the Contractor verifies and certifies that it has and will comply with:

Civil Rights and Non-Discrimination Obligations: During the performance of this agreement, the Contractor shall comply with all current and future federal statutes relating to nondiscrimination.

Citizenship/Alien Verification/Determination: The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 (PL 104-193) states that federal public benefits should be made available only to U.S. citizens and qualified aliens.

Administrative and Audit Requirement, and Cost Principle as defined in OMB Super Circular 2 CFR 200.501, and CFR 75.501.

Certification Regarding Debarment and Suspension in accordance with 45 CFR Part 76 and its principals.

Certification Regarding Drug-Free Workplace in accordance with 45 CFR Part 76.

Certification Regarding Lobbying Title 31, United States Code, Section 1352.

Certification Regarding Program Fraud Civil Remedies Act (PFCRA)

Certification Regarding Environmental Tobacco Smoke, Public Law 103-227.

35. Governing Law; Venue.

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement will be construed to conform to those laws. The venue of any action arising out of this Agreement shall be in the Superior Court of the State of Washington, in and for Snohomish County.

36. Subrecipient

- a. General. If the Contractor is a Subrecipient (as defined in 45 C.F.R. 75.2 and 2 C.F.R. 200.93) of federal awards, then the Contractor, in accordance with 2 C.F.R. 200.501 and 45 C.F.R. 75.501, shall:
  - i. Maintain records that identify, in its accounts, all federal awards received and expended and the federal programs under which they were received, by Catalog of Federal Domestic Assistance (CFDA) title and number, award number and year, name of the federal agency, and name of the pass-through entity;
  - ii. Maintain internal controls that provide reasonable assurance that the Contractor is managing federal awards in compliance with laws, Regulations, and provisions of contracts or grant agreements that could have a material effect on each of its federal programs;
  - iii. Prepare appropriate financial statements, including a schedule of expenditures of federal awards;
  - iv. Incorporate OMB Super Circular 2 C.F.R. 200.501 and 45 C.F.R. 75.501 audit requirements into all agreements between the Contractor and its Subcontractors who are Subrecipients;
  - v. Comply with any future amendments to OMB Super Circular 2 C.F.R. 200.501 and 45 C.F.R. 75.501 and any successor or replacement Circular or Regulation;
  - vi. Comply with the applicable requirements of OMB Super Circular 2 C.F.R. 200.501 and 45 C.F.R. 75.501 and any future amendments to OMB Super Circular 2 C.F.R. 200.501 and 45 C.F.R. 75.501, and any successor or replacement Circular or Regulation; and
  - vii. Comply with the Omnibus Crime Control and Safe streets Act of 1968, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, Title IX of the Education Amendments of 1972, The Age Discrimination Act of 1975, and The Department of Justice Non-Discrimination Regulations, 28 C.F.R. Part 42, Subparts C.D.E. and G, and 28 C.F.R. Part 35 and 39. (Go to <http://ojp.gov/about/offices/ocr.htm> for additional information and access to the aforementioned Federal laws and Regulations.)
- b. Single Audit Act Compliance. If the Contractor is a Subrecipient and expends \$1,000,000 or more in federal awards from any and/or all sources in any fiscal year,



the Contractor will procure and pay for a single audit or a program-specific audit for that fiscal year. Upon completion of each audit, the Contractor will:

- i. Submit to the Authority contact person the Data collection form and reporting package specified in OMB Super Circular 2 C.F.R. 200.501 and 45 C.F.R. 75.501, reports required by the program-specific audit guide (if applicable), and a copy of any management letters issued by the auditor;
  - ii. Follow-up and develop corrective action for all audit findings; in accordance with OMB Super Circular 2 C.F.R. 200.501 and 45 C.F.R. 75.501, prepare a "Summary Schedule of Prior Audit Findings."
- c. Overpayments. If it is determined by the County, or during the course of a required audit, that Contractor has been paid unallowable costs under this or any Program Agreement, Contractor will refund the full amount to the County as provided in Section 13, above.
- d. Federal System for Award Management (SAM) and Unique Entity Identifier (UEI) Requirements.

The Unique Entity Identifier (UEI) is the universal identifier assigned by the Federal System for Award Management (SAM) to uniquely identify an entity. SAM is the Federal repository of information for standard information about federal grants and contracts. Additional information about UEI and SAM may be found at the SAM internet site (<https://www.sam.gov>).

If the Contractor is identified as a Subrecipient in this Contract, the Contractor will register and maintain an active registration in SAM and obtain an UEI throughout the term of this Contract. The Contractor will:

- i. Provide County with an active and current registration and UEI number;
- ii. Renew its SAM registration annually to ensure an active registration status and UEI; and
- iii. Notify the County of any changes to the SAM registration or UEI, including lapses in active status or suspension, as soon as possible upon discovering the change.

37. Severability. Should any clause, phrase, sentence or paragraph of this agreement be declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect.

38. Authority. Each signatory to this Agreement represents that he or she has full and sufficient authority to execute this Agreement on behalf of the County or the Contractor, as the case may be, and that upon execution of this Agreement it shall constitute a binding obligation of the County or the Contractor, as the case may be.

39. Survival. Those provisions of this Agreement that by their sense and purpose should survive expiration or termination of the Agreement shall so survive.

40. Execution in Counterparts. This Agreement may be executed in counterparts, each of which shall constitute an original and all of which shall constitute one and the same

Agreement.

"County"  
SNOHOMISH COUNTY:

\_\_\_\_\_  
Ken Klein, Executive Director Date

Approved as to insurance  
and indemnification provisions:

\_\_\_\_\_  
Risk Management Date

Approved as to form only:

Held, Michael Digitally signed by Held, Michael  
Date: 2025.10.02 09:34:06 -07'00'

\_\_\_\_\_  
Deputy Prosecuting Attorney Date

"Contractor"  
Evergreen Recovery Centers:

\_\_\_\_\_  
Patrick Evans, CEO Date 9/11/2025



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**Exhibit A**  
**Schedule A**  
*Scope of Services*

**Schedule A**  
**Scope of Services**  
**Snohomish County Law Enforcement Assisted Diversion (LEAD)**  
**and Recovery Navigator Programs**

Contractor shall provide case management, supervision, and other responsibilities as defined below.

The LEAD case management supervisor shall be trained professional with experience serving persons with substance use and mental health disorders, identified by Evergreen Recovery Centers in collaboration with the LEAD Program Director. The LEAD Case Management Supervisor will report to and receive guidance from the Director of Outreach Programs at Evergreen Recovery Centers who shall be a credentialed professional or have direct access to a credentialed professional within ERC who is able to provide a high level of oversight to address clinical issues as needed

**A. Program Services**

Evergreen Recovery will assume a primary leadership role for the Case Management (CM) services of the LEAD and Recovery Navigator Programs in collaboration with the LEAD Snohomish County Program Director. The following positions shall be hired by Evergreen:

Staff	#	Caseload
Director of Outreach Programs	10	0
Case Management Supervisor	1	0 (or more as needed)
Court Liaison	1	Up to 10
Senior Case Manager	1	Up to 25
Intake Specialist	1	Up to 10
Case Managers (CM)	8	25 each

Contractor shall:

1. Operate the Law Enforcement Assisted Diversion (LEAD) Program in compliance with LEAD guidelines as established by LEAD -Support Bureau (SB) and in coordination with the agencies defined in the RFP and expand LEAD program to also operate Recovery Navigator Program (RNP) in compliance with HCA's Recovery Navigator Program Standards.
2. Hire and maintain staff capacity to operate the LEAD and RNP activities, providing supervisory and general administrative support to the LEAD CM team; ensure appropriate staff training and supervision related to the complex challenges of LEAD participants.
3. Work with as many as 275 LEAD participants with the flexibility of expanding the program if needs and resources are available. If client numbers appear unlikely to reach 275, Contractor will assist Program Director in additional referral recruiting efforts.
4. Assist in the development and regular updates to policies and procedures, in collaboration with the LEAD Program Director and Operational Work Group, that will inform and guide the LEAD program activities and expectations.

Structure for policies and procedures are provided by LEAD SB but are written by the Program Director specifically for Snohomish County LEAD. They will include guidance on participant eligibility, referrals, types of services provided, Individual Success Plans, expectations of partner agencies and data to be collected.

5. Work directly with city and county Prosecuting Attorney's offices to determine the status of an individual as a LEAD participant.
6. Participate in twice monthly Operational Work Group meetings consisting of Program Director, Recovery Navigators, case managers, LEAD-assigned officers and sergeants, city/police social workers, LEAD-assigned jail staff, LEAD assigned city prosecutors and public defenders. Meetings will occur in person at a central location whenever possible or through Zoom and will be scheduled by the LEAD Program Director.
7. Work closely with LEAD Program Director to submit and analyze metrics for LEAD program outcome measures and employ a continuous quality improvement process.
8. Facilitate and provide engagement, care coordination and case management services to LEAD participants including:
  - a. Work closely with law enforcement agencies to coordinate outreach activities to LEAD participants, responding during set on call hours to include teaming with these agencies during participant contacts to encourage participation in the LEAD program; maintain engagement and care coordination efforts despite their reticence for help, to the extent appropriate. Staggered shifts will provide staffing from at least 7AM to 9PM, seven (7) days per week for the LEAD program. These hours are dependent upon the number of clients and the needs of the program and may be changed as is agreeable to both parties. The LEAD phone hotline must be in working order and answered during these hours. 24/7 coverage should also be available through a mutually agreed upon method by 2026 if deemed necessary by Program Director.
  - b. Respond to "social contact" referrals the following business day by using information contained in referrals to locate the participant and offer LEAD case management services.
  - c. Monitor caseloads to ensure delivery of adequate care coordination services and make or recommend adjustments as appropriate.
  - d. Work with human services agencies to create new and/or innovative strategies where existing processes or policies are inflexible or ineffective to meet the needs of the LEAD participants.
  - e. Provide services out of office and on-site whenever possible to best achieve the goals of the participants' Individual Success Plans.
  - f. Provide transportation via automobile for LEAD participants for necessary appointments, as appropriate.
9. Develop and provide oversight of Individual Success Plans for participants in the LEAD Program including:

- a. Screen and assess or arrange for intake assessments of LEAD participants as appropriate in an effort to develop and implement Individual Success Plans that are responsive to identified needs.
  - b. Ensure quality Individual Success Plans are created to meet the complex needs of LEAD participants to the greatest extent possible.
10. Work with LEAD Program Director to maintain up to date and accurate data and client notes in Julota and regularly consider and respond to the needs for dynamic information exchange with multiple community partners and grant funders.
11. Comply with 42 CFR Part 2, HIPAA rules, as well as state confidentiality rules.
12. Work closely with the LEAD Program Director to ensure program costs are sufficiently funded and request timely reviews of program operational expenses. Flex funds will be provided to Contractor to financially support clients who are actively engaged in the LEAD program and need short term funding for items such as housing, shelter, identification, food, clothing and other basic needs. These funds will be invoiced monthly and may not exceed the total amount set in Schedule B-1 and are encouraged to be used to the full extent.
13. Ensure employees receive regular evaluations and are held to a professional standard of work.
14. Provide regular training opportunities for employees related to safety and situational awareness, incident reporting and boundaries to ensure staff work within their scope of practice and do not engage in unsafe situations.

**B. Service Eligibility**

The target population of the LEAD & RNP Programs consist of four types of referrals: 1) Individuals who are engaged in law violations due to behavioral health challenges, continued drug use and/or extreme poverty. 2) Social Contact and 3) Pre-Trial Diversion referrals from officers and prosecutors of individuals with whom they have regular contact due to underlying behavioral health issues that relate to their involvement in the legal system. Contractor shall accept referrals from law enforcement and prosecuting attorney offices. 4) Community referrals from local agencies invited to participate in LEAD and through outreach done by LEAD and Recovery Navigator staff. These referrals will be vetted through the same process as Pre-Booking and Social Contact referrals to ensure they still meet the basic program criteria. They may receive more short-term support from LEAD staff depending on their needs.

**C. Program Requirements**

- 1) Staffing
  - i) Contractor shall provide staffingsufficient to operate the LEAD program. Adequate capacity for operations must include clinical supervision, accounting and performance management, case management, intake and

outreach coordination, participant programming facilitation, and collaboration with the LEAD advisory groups.

- ii) Evergreen Recovery shall ensure that LEAD program staff have the demonstrated ability to work with complex individuals who experience acute symptoms and lifestyle patterns that are disruptive to their health and well-being. While staff experience may vary, all staff must be willing to provide field-based services, follow boundaries of job descriptions and comply with safety guidelines.
- 2) Retain program staff to provide Supervision and Case Management capacity.
  - a) Supervision shall be provided by a staff member with a clinical degree or sufficient years of experience. This person will not carry a caseload unless absolutely necessary and instead will devote time to supporting case managers in their roles and will serve as a main point of contact for the Program Director.
  - b) Case Management services shall be provided by no less than four (4) full-time staff members qualified to work with highly complex individuals as per the plan submitted as a response to the RFP. With increased funding in this contract, Contractor is expected to maintain 12 full time staff members as the program grows and referrals increase.
  - c) To serve 275 clients, the program will grow to employ eight (8) staff members to carry a full caseload of approximately 25 LEAD participants each and Senior Case Managers and Court Liaisons will carry a partial caseload with up to 25 participants if there is capacity to do so. If caseloads exceed 25 per full time case manager and threaten the integrity of the program, Evergreen Recovery will consult the LEAD Program Director about potential funding for the addition of staff or a pause in the acceptance of new referrals.

3) Contractor shall:

Provide administrative support sufficient to sustain the LEAD program functions. b) Provide office space, furniture and equipment sufficient to support the LEAD case managers. c) Provide administrative and clinical supervision of program direct service staff.

- a) Work with LEAD Program Director to modify program as necessary in response to potential changes relative to data collection and reporting.
- b) Work with LEAD Program Director to review LEAD budget and LEAD caseloads as needed to ensure adequate funding support for costs when/if program modifications are made and track spending carefully to ensure the program budget meets the monthly needs of clients served.

**D. Reporting Requirements**

- 1) LEAD SB and the HCA require all LEAD sites to use a client tracking system to store and report client data. Snohomish County has chosen Julota, a cloud-based client tracking system. Snohomish County will purchase this software and Contractor shall sign a Software as a Services (SaaS) License Agreement

with Julota. -. In addition, North Sound BHASO requires all RNP sites to use their provided Excel spreadsheet for quarterly reporting. Only the 4 staff hired under the Recovery Navigator Program will complete this documentation in addition to their Julota metrics. Expected program overarching outcomes include:

- a) Reduction in jail admissions/reduction in jail bed day utilization.
  - b) Reduction in law enforcement responses.
  - c) Improved behavioral health conditions of LEAD participants.
  - d) Improved public safety and public order.
  - e) Connection to appropriate services
  - f) Resolution of outstanding legal issues
- 2) Contractor's LEAD staff will collect baseline data on participants newly admitted to the LEAD program to include Race/Ethnicity, Housing status, Health Insurance information, Criminal Legal System Contacts, Emergency Medical System Contacts and historical encounters with Law Enforcement. All data will be recorded in Julota. On a monthly basis, data will be collected on individual LEAD participants related to current utilization of these encounters as well as utilization of other first responder services. Further data including Participant Surveys, URICA assessments and readiness for change will also be collected at 6 months, 1 year and termination of program/grant. LEAD Program Director will coordinate with Contractor, HCA, North Sound BHASO and LEAD Support Bureau to collect appropriate data with metrics that may change over time. Contractor staff shall then support the Program Director by providing timely data to submit a monthly report which shall include the above and following data:
- a) Drug trends;
  - b) Progress towards goals;
  - c) Connections to services
  - d) Participant Satisfaction; and
  - e) Performance and success measurements.

## **Exhibit B**

### **Schedule B**

### *Compensation*



**Schedule B  
Compensation  
Snohomish County Law Enforcement Assisted Diversion (LEAD)  
and Recovery Navigator Programs (RNP)**

<b>BARS-Description</b>	<b>#</b>	<b>Annual Salary Range</b>	<b>6 Month Cost</b>
<b>Salaries and Wages:</b>			
Director Of Outreach Programs	0.1	\$100,000-\$115,000	\$5,750.00
Case Management Supervisor	1	\$77,000-\$95,000	\$47,407.00
Court Liaison	1	\$65,000-\$73,000	\$34,256.04
Senior Case Manager	1	\$57,000-\$70,000	\$32,672.64
Case Managers	8	\$57,000-\$70,000	\$244,720.00
Intake Specialist	1	\$57,000-\$70,000	\$33,677.28
Total Salaries & Wages			\$398,482.96
Benefits & Employer Taxes			\$159,393.18
<b>Total Personnel Compensation</b>			<b>\$557,876.14</b>
<b>Expenses:</b>			
Vehicle Expenses: Leases, Gas, Repairs			\$47,500
Rent & Utilities			\$50,400
Cell phones			\$2,500
Professional Licenses & Training Fees			\$2,000
Insurance (Liability & Auto)			\$20,000
Machinery			\$1,500
Supplies			\$2,500
<b>Total Expenses</b>			<b>\$126,400</b>
<b>Subtotal: Compensation &amp; Expenses</b>			<b>\$684,276.14</b>
Administrative Allowance (12.5%)			\$85,534.52
Client Flex Funds			\$62,500
<b>TOTAL LEAD BUDGET</b>			<b>\$832,310.66</b>

Not to exceed \$835,000.00

The above budget captures the programmatic priorities as established by LEAD SB. The contractor shall submit properly executed invoices to the Program Director once a month (including invoices for expended flex funds, which will not be distributed in advance). Each invoice shall include an itemization of the positions, and the number of hours worked. Each invoice shall also include an itemization of any reimbursable expense incurred by the Contractor during the time period covered by the invoice, together with reasonable documentation substantiating such expenses (copies of receipts). Each invoice shall include the applicable administrative allowance. Client Flex Fund expenditures should be documented with a monthly tracking spreadsheet and supporting receipts, invoiced monthly, and may not exceed the total amount set in Schedule B.