

**EXHIBIT B
STATEMENT OF WORK
SECURITY GUARD SERVICES, EDMONDS NEW START**

I. PROJECT SUMMARY

Project Name: Security Guard Services, Edmonds New Start

Identification Number: CLFR-011B

Project Expenditure Category (EC): 2.16 Long-term Housing Security: Services for Unhoused Persons.

Project Demographics

For individual/household beneficiaries:

- The intended beneficiaries will be from one or more of the following categories (check as many as apply):

X	Impacted	X	Disproportionately Impacted
X	Low- or moderate-income households ¹		Low-income households and populations ³
	Households that experienced unemployment		Households and populations residing in Qualified Census Tract(s) Number(s) Specify:
X	Households that experienced food or housing insecurity		Households that qualify for certain federal programs ⁴ Specify:
	Households that qualify for certain federal programs ² Specify:		Households receiving services provided by Tribal governments
	For services to address lost instructional time in K-12 schools: any students that lost access to in-person instruction for a significant period of time		Households residing in U.S. territories or receiving services from these governments Specify:
	Other households or populations that experienced a negative economic impact other than those listed above Specify:		For services to address education disparities, Title I eligible schools
			Other households or populations that experienced a disproportionate negative impact other than those listed above Specify:

¹ Low- or moderate-income households and Qualified Census Tracts are those with (i) income at or below 300 percent of the Federal Poverty Guidelines for the size of the household or (ii) income at or below 65 percent of the Area Median Income for the county and the size of household.

² These programs are: Children's Health Insurance Program; Childcare Subsidies through the Child Care and Development Fund Program; Medicaid; National Housing Trust Fund for affordable housing programs only; and Home Investment Partnerships Program for affordable housing programs only.

³ Low-income households and Qualified Census Tracts are those with (i) income at or below 185 percent of the Federal Poverty Guidelines for the size of the household or (ii) income at or below 40 percent of the Area Median Income for the county and the size of household.

⁴ These program are: Temporary Assistance for Needy Families; Supplemental Nutrition Assistance Program; Free- and Reduced-Price Lunch Program, School Breakfast Program; Medicare Part D Low-Income Subsidies;

Project Overview : The facility is in the process of being transitioned from an operating hotel to a transitional shelter, a change of use. The change of use and remodel requires the property to go through a lengthy design, land-use, and permitting process. During that time, the county will provide security on site 24/7 to protect the building from damage. Security will protect the County's asset during this time and is recommended by County insurance.

II. STATUTORY ELIGIBLE USE

The Project complies with the following Statutory Eligible Use: to respond to the COVID-19 public health emergency or its negative economic impacts, including assistance to households.

III. REPORTING

The Contractor shall submit to the County such reports as the County requests pursuant to the requirements of federal, state, and local law, regulations, and guidance as applicable.

IV. PROJECT SCOPE OF WORK The Contractor shall provide services at the Edmonds New Start center located at 22127 Highway 99, Edmonds 98026 at a 24/7 hour capacity and as described below:

1. Contractor must possess and maintain a private security company license as described in RCW 18.170.060 and meet all requirements of RCW 18.170.
2. All security guards must possess and maintain a private security guard license and meet all requirements of RCW 18.170.
3. All security guards must receive training that meets or exceeds the requirements of WAC 308-18-300 and WAC 308-18-305.
4. Contractor may negotiate a paid hourly rate not to exceed the contract ceiling rate.
5. Contractor must provide distinctive and appropriate uniforms and ensure security guards are neat and clean in appearance. A photo identification must be worn at all times.
6. Security guards must be in good general health without any condition that would interfere in the performance of normal duties. Duties may include: a. Standing or walking for an entire shift

<ul style="list-style-type: none"> b. Climbing stairs or ladders c. Lifting or carrying objects weighing up to 50 lbs.
7. Security guards must be able to read, write, and converse proficiently in the English language.
8. Security guards must maintain professional behavior, attitude and demeanor. Security guards must treat customers and clients respectfully.
9. Security guards may be required to monitor closed circuit television systems to observe and report suspicious activities. Security guard must be able to identify and appropriately report activities to 911 or the Customer agency, as needed.
10. Contractor will have a designated contract administrator who is familiar with requirements of the contract and can respond to questions and complaints within 24-hours.
11. Contractor will provide security guards with cell phones, laptop/computer, internet access, and other necessary equipment to perform necessary tasks related to the service being provided.
12. Contractor shall ensure that Contractor's staff does not use or disclosure any information concerning a client or customer, which was obtained while providing service under this Contract, as provided under Chapter 42.17 RCW and Chapter 70.02 RCW, as well as any other applicable federal and state statutes and regulations.
13. Contractor and security guards may be required to sign confidentiality statements.
14. Contractor and security guards must be capable of utilizing a computer and/or cell phone to fill out reports, access systems, and perform other routine tasks.
15. All employees of the Contractor shall pass a background check and other security clearances as required by the Customer.
16. Contractor must follow RCW 49.12 and WAC 296-126-092 regarding meal and rest periods. If a guard cannot leave their duty station, breaks and meals must be paid time.
17. Contractor must follow RCW 49.46.130, WAC 296-126 and WAC 296-128 regarding overtime. Customers may be required to pay overtime if requesting service for more than 40 hours in a 7-day work period.
18. Contractor may refuse work based on a threat assessment or other verifiable data, which indicates security guards would be placed in danger.
19. Rapid Response is defined as short notice (under 48 hours), short duration (under on month) or short shift (less than 6 hours per day).

20. The Supervisory Rate is applicable only to work assignments that require two or more full-time guards where scheduling shifts is necessary.

V. Performance Requirements

The Contractor Shall:

- a. Meet all requirements as outlined in the Snohomish County ARPA Terms and Conditions referenced as Exhibit A;
- b. Cooperate with the County in monitoring activities a minimum of once per year or more as deemed appropriate by the County.

VI. Documentation

The Contractor shall:

- a. Submit all required reports documenting performance in a timely manner. All reports shall be completed on approved forms and in accordance with procedures issued by the County. In the event the Contractor fails to maintain its reporting obligations, the County reserves the right to withhold reimbursements to the Contractor or order payment stopped to the Contractor in an amount proportional to the data estimated to be outstanding until such time that the data is current.

VII. Fiscal Management

The Contractor shall:

- a. Seek reimbursement for expenditures that incur between January 1, 2023 through December 31, 2024 and are included in the Approved Contract Budget Exhibit C;
- b. Assure that accurate and appropriate documentation is maintained to support the provision of each incurred expense; and
- c. Submit Approved Invoice Exhibit F by the 10th of the month following the month services were provided.