



School Board Briefing/Proposed Action Report

Informational (no action required by Board) **Action Report** (Board will be required to take action)

DATE: May 4, 2016
FROM: Dr. Larry Nyland, Superintendent
LEAD STAFF: Teresa Fields, Interim Director, Nutrition Services
trfields@seattleschools.org, 2006-252-0685
Pegi McEvoy, Assistant Superintendent of Operations
pmcevoy@seattleschools.org, 206-252-0102

I. TITLE

City of Seattle Project Services Contract -
Office of Superintendent of Public Instruction/United
States Department of Agriculture (OSPI/USDA)
Summer Foodservice Program

For Introduction: May 18, 2016
For Action: June 1, 2016

II. WHY BOARD ACTION IS NECESSARY

This contract to provide prepared food and delivery services for the City of Seattle is in excess of \$250,000, and therefore Board action is necessary per Policy No. 6220, Procurement

III. FISCAL IMPACT/REVENUE SOURCE

The potential gross revenue from this motion is \$645,041. Net revenue is dependent on the total meals ordered which is subject to change throughout the 9-week summer program. It is anticipated that department expenses will be fully met based on the per meal reimbursement rate established as part of this contract.

Expenditure: N/A One-time Annual Other Source

IV. POLICY IMPLICATION

Per Policy No. 6220, Procurement, contracts exceeding \$250,000 must be brought before the School Board for approval. Policy No. 6220 applies to all contracts and agreements where the district receives funds, expends funds, or commits time and resources, whether they are paid from operating funds, capital funds, grants, Associated Student Body funds or other services.

V. RECOMMENDED MOTION

I move that the School Board authorize the Superintendent to execute a contract with the City of Seattle in an amount not to exceed \$645,041, to provide breakfast, lunch and afternoon snacks for the City of Seattle's Office of Superintendent of Public Instruction/United States Department of Agriculture Summer Foodservice program, in the form of the draft agreement attached to the Board Action Report and presented to the School Board, with any minor additions, deletions, and modifications deemed necessary by the Superintendent and to take any necessary actions to implement the contract.

VI. BOARD COMMITTEE RECOMMENDATION

The motion to accept the contract with the City of Seattle was discussed at the Operations Committee meeting on May 3, 2016. The Committee moved this item forward to the full Board with a recommendation for approval.

VII. BACKGROUND INFORMATION

The City of Seattle, as a participant in the U.S. Department of Agriculture's Summer Food Service Program, is purchasing from the District prepared and delivered breakfast, lunch and afternoon snacks for children participating in the program. Free and nutritious meals are provided to low-income children and youth ages 1-18 in community locations in Seattle and parts of King County during the summer of 2016. The District will deliver meals to sites as arranged; delivery will not be provided to all locations. The District is prepared to supply 48,670 breakfasts, 135,450 lunches and 41,999 snacks during the nine weeks that the program operates during the summer.

Seattle Public School's Nutrition Services Department has been the food services contractor supporting the Summer Food Service needs of the City of Seattle since the early 70's. The execution of this contract provides summer employment opportunities for a number of Nutrition Services employees and additionally supports the continuation of providing nutritious meals to vulnerable and food insecure youth around Seattle.

VIII. STATEMENT OF ISSUE

Whether to accept this revenue and provide meal and delivery services to approximately 4,000 vulnerable youth during the summer.

IX. ALTERNATIVES

Not accepting the contract with the City of Seattle to provide breakfast, lunch and afternoon snacks during the summer has the potential to affect the nutritional needs of approximately 4,000 vulnerable children who reside in the City of Seattle. Nutrition Services additionally relies on the revenue generated from this agreement to support its overall food service program. Providing uninterrupted meal services to vulnerable and food insecure youth ensures during the summer months that quality meal services are provided to them once the school year has concluded.

X. RESEARCH AND DATA SOURCES / BENCHMARKS

N/A

XI. TIMELINE FOR IMPLEMENTATION / COMMUNITY ENGAGEMENT

Upon approval of this motion, Seattle Public Schools' Nutrition Services Department will work with the City of Seattle to coordinate the summer foodservice needs with a start date the week of June 27, 2016.

XII. ATTACHMENTS

- Draft City of Seattle Project Services Contract – OSPI/USDA Summer Foodservice Program



City of Seattle

Edward B. Murray, Mayor

Human Services Department

Catherine Lester, Director

Contract/Amendment Processing for HSD Service Agreements

Enclosed are two copies of the contract between your agency and the City of Seattle Human Services Department (HSD).

The contract should be signed and dated on the Signature page. Keep the signed contract stamped "COPY" for your file and return:

1. The signed contract stamped "ORIGINAL"; and
2. The completed Contract Payment Authorization Form, which is an attachment to the contract (Note: this form does not apply to contract amendments), to:

Human Services Department
Attn: Contracts Unit/Charleen Perras
700 5th Avenue, Suite 5800
PO Box 34215
Seattle, WA 98124-4215

Should you have any questions concerning the content of the enclosed contract, about the forms, or about the contract processing procedures, please contact your Program Specialist, Javier Pulido, at javier.pulido@seattle.gov or (206) 615-0997.

Enclosures



City of Seattle

Human Services Department

700 5th Avenue, Suite 5900
PO Box 34215
Seattle, Washington 98124-4215
(206) 386-1001

PROJECT SERVICES AGREEMENT

PROJECT NAME: OSPI/USDA Summer Food Service Program

FUND SOURCES: SFSP Summer Food Service Program-OSPI
(CFDA #10.559); HSD General Fund

This Project Services Agreement ("Agreement") is made between The City of Seattle (hereinafter "City"), acting through its Director of the Human Services Department (hereinafter "Director"), and **Seattle School District #1** (hereinafter "Agency").

Except as otherwise specifically provided for herein, this Agreement shall be subject to the terms and conditions of the Master Agency Services Agreement between the Agency and the City. The Master Agency Services Agreement is signed by the Agency and the City with original signature copies maintained by both parties. The provisions of the Master Agency Services Agreement are incorporated herein by this reference.

In consideration of the mutual covenants, promises and consideration set forth in this Agreement, the parties agree as follows:

I. SERVICES RENDERED

Section 100. Term and Scope of Services

Throughout the term of this Agreement, which shall begin on **June 7, 2016** and terminate on **September 1, 2016**, the Agency shall provide the City with the scope and range of services directed to the attainment of the goals, milestones and performance commitments described in the exhibits attached hereto. Such services shall at all times be provided on a basis satisfactory to the Director, and shall at a minimum be consistent with the goals and objectives set forth in Exhibit A-1 and the minimum performance standards set forth in Exhibit A-2, both of which exhibits are attached hereto and incorporated herein by this reference.

II. PAYMENT, RECORDS, AND OTHER CONDITIONS

Section 200. Payment

The City shall compensate the Agency according to the Contract Budget and Payment attached as Exhibit B for satisfactory performance of the scope and range of services identified in the attached exhibits; provided, however, that in no event shall the total

compensation provided to the Agency by the City hereunder exceed the sum of **Six Hundred Twenty Five Thousand Forty One Dollars and No Cents (\$625,041.00)**.

Section 210. Excess Revenue

Should the actual final cost of performance as shown in the final program expenditure report prove to be less than the cost estimate used to establish the budget and/or unit rate and reimbursements from the City exceed actual program expenditures by 10% or more than \$10,000, the City may unilaterally reduce the unit rate or reimbursement and/or require that the Agency submit a plan stating how such excess program revenues will be applied to program purposes. Any such plan must be approved in writing by the City and will include a report or reports on the use of such revenue.

Section 220. Reports and Information

The Agency shall timely furnish the City with (a) the reports and other information required under the Goals and Objectives attached as Exhibit A-1 and the Reporting Requirements attached as Exhibit A-3; and (b) such other reports and information as may be requested by the Director related to this Agreement or the services provided hereunder with Program funds, including statements and data demonstrating the effectiveness of the services provided in achieving the goals and objectives set forth in Exhibit A-1, Goals and Objectives. The City may withhold payments otherwise due to the Agency pending timely delivery of all such reports and information.

Section 230. Termination and Suspension

- A. For Cause: The City may terminate a Project Services Agreement if the Agency is in material breach of any of the terms of this Agreement, and such breach has not been corrected to the City's reasonable satisfaction in a timely manner.
- B. For Reasons Beyond Control of Parties: Neither the City nor the Agency shall be deemed in default nor be liable for damages arising from its failure to perform its obligations under any Agreement if performance is rendered impossible or impracticable for reasons beyond such party's reasonable control, such as, but not limited to, an act of nature; war or warlike operation; civil commotion; riot; labor dispute including strike, walkout, or lockout, except labor disputes involving the Agency's own employees; sabotage; or superior governmental regulation or control. If either party is rendered wholly or partly unable to perform its material obligations under this Agreement for reasons described under this subsection for a period of time exceeding thirty (30) days, then either party may terminate this Agreement upon written notice to the other.
- C. Loss of Funds: In the event that for any reason federal, state or local funds allocated to or by the City for services contracted under a Project Services Agreement are or become no longer available to the City for the purpose of conducting the program/project or compensating the Agency, the City may suspend without recourse the Agency's obligation to render services to the City and the City's obligation to pay for further services, by providing written notice to the Agency specifying the effective period of such suspension.

- D. For City's Convenience: The City may terminate a Project Services Agreement at any time, without cause and for any reason including the City's convenience, upon written notice to the Agency.
- E. Notice: Notice of termination shall be given by the party terminating this Agreement to the other not less than five (5) business days prior to the effective date of termination.
- F. Actions upon Termination: In the event of termination not the fault of the Agency, the Agency shall be paid for the services properly performed prior to termination, together with any reimbursable expenses then due, but in no event shall such compensation exceed the maximum compensation to be paid under the Project Services Agreement. The Agency agrees that this payment shall fully and adequately compensate the Agency and all subcontractors for all profits, costs, expenses, losses, liabilities, damages, taxes, and charges of any kind whatsoever (whether foreseen or unforeseen) attributable to the termination of the Project Services Agreement.

III. SPECIAL CONDITIONS

Section 300.

None.

Section 400. Entire Agreement

This Agreement consists of seven (7) sections, including any Special Conditions referenced in Section 300, together with the following attached exhibits (including the Master Agency Services Agreement on file between the Agency and the City), all of which shall be maintained by the City and subject to review by the Agency. This Agreement, the Master Agency Services Agreement and the exhibits set forth below contain the entire Agreement of the parties:

- EXHIBIT A-1, GOALS AND OBJECTIVES
- EXHIBIT A-2, PERFORMANCE STANDARDS
- EXHIBIT A-3, REPORTING REQUIREMENTS
- EXHIBIT B, BUDGET AND PAYMENT

IN WITNESS WHEREOF, the parties have executed this Agreement by having their representatives affix their signatures below.

AGENCY

THE CITY OF SEATTLE

By or on behalf of	By or on behalf of
Larry Nyland	Catherine Lester
Name (Typed)	Name (Typed)
Superintendent	Director,
Title	Human Services Department
Date	Date
P.O. Box 34165	
MS: 33-182	
Address	
Seattle, WA 98124-1165	
City, State, Zip Code	
(206) 252-0730	
Phone Number <i>(Include Area Code)</i>	
superintendent@seattleschools.org	
E-Mail Address <i>(Required)</i>	

EXHIBIT A-1 GOALS AND OBJECTIVES

INTRODUCTION

The mission of the Seattle Human Services Department (HSD) is to connect people with resources and solutions during times of need so we can all live, learn, work and take part in strong, healthy communities. Our vision is that all basic needs in our communities are met through innovative and collaborative approaches. Greater Seattle is a place where the richness of our diversity is valued, all of our communities thrive, and people grow up and grow old with opportunity and dignity. The Department works closely with our major community partners, including other public and nonprofit funders and service providers, to understand current and emerging human services needs, and to create and invest in a comprehensive and integrated regional human services system that improves the health, safety and education of our residents.

The Youth and Family Empowerment (YFE) division of HSD provides children, youth and families with the skills, knowledge and support they need to live healthy and productive lives. The YFE continuum is dedicated to making investments for children and youth from birth to 25 years of age and their families. The impact priority is that children and youth are prepared for school and life by providing family focused services. For children and families, this means access to affordable, culturally relevant, high quality family support, out-of-school activities, citizenship assistance, child-care nutrition, youth development, health and mental health services, and support for youth and young adults who are homeless. The division also provides direct services designed to help youth prepare for college and learn job and life skills.

HSD's investment in the OSPI/USDA Summer Food Service Program is part of a larger proactive, seamless service system investment that helps meet the basic needs of our community's most vulnerable residents and that helps people become and remain independent.

PROGRAM DESCRIPTION

A. Service/Program Model

The City of Seattle, as a participant in the U.S. Department of Agriculture's Summer Food Service Program, is purchasing the preparation and delivery of breakfast, lunch and snack for children participating in the Summer Food Service Program. Free and nutritious meals are provided to low-income children and youth ages one to 18 in community locations in Seattle and parts of King County during the summer of 2016. The Seattle School District will deliver meals to sites as arranged; delivery will not be provided to all locations.

The Agency shall be prepared to supply approximately 55,391 breakfasts, 147,358 lunches and 54,514 snacks during the period June 29, 2016 to August 26, 2016 or as mutually agreed upon, but not to exceed 42 days excluding the Independence Day holiday (observed Monday, July 4th), Saturdays, and Sundays. The meals shall meet the nutritional guidelines set by the U.S. Department of Agriculture.

The City will order the meals daily, as well as provide estimates one week in advance. The weekly order may vary substantially from the figures given as daily averages. The City reserves the right to increase or decrease the number of meals ordered for any particular day, by as much as 10% with 48 hours notice. When there is less than a 10% change, the order must be placed by **1:15 p.m.** the day before. This does not refer to expected changes such as the beginning and end of summer school.

B. Participant Eligibility Requirements

1. Low-income children and youth ages one to 18 years of age;
2. At least 50% of the local children and youth are eligible for free or reduced meals;
3. At least 50% of the enrolled children and youth in a specific program are eligible for free or reduced meals.

C. Program Regulations and Guidelines

1. The Agency shall be responsible for all aspects of food purchasing and preparation. The City will monitor the performance of the meal supplier and the quality of the meals.
2. The Agency shall follow menus agreed upon in this contract, with provision for making changes that are mutually agreed upon. The menus will include an appealing variety of foods and meet the minimum nutritional requirements established by the U.S. Department of Agriculture (USDA). The Agency will include, as a part of this contract, menus for the nine weeks of the program. The same menu will not be repeated within a seven-day period of program operation. No pork products shall be used in any meals unless previously approved by the City of Seattle. When pork items are approved, leftover items may be served the following day without menu notification.
3. All breakfasts, lunches and snacks furnished by the Agency will meet USDA requirements, as defined in the USDA 2016 Summer Food Service Program Nutrition Guideline Handbook:
<http://www.fns.usda.gov/cnd/summer/library/HandBooks/NutritionGuide.pdf>.
4. The Agency shall assume liability for meals that do not meet meal pattern requirements of the USDA or at the time of delivery through normal care and handling at the distribution sites will result in spoiled meals or unwholesome when served and do not meet the requirements of USDA and this contract.
5. The City will notify the Agency within 48-72 hours when the City has become aware of a system-wide food or delivery problem.

6. City staff will make every reasonable effort to recognize patterns of excessive damaged meals on Meal Record Forms that are collected weekly in order to notify Agency.
7. The Agency shall record the receipt of any federally donated commodities and federal program-paid labor and accrue the value of such commodities and labor to the improvement of the quality of the meals supplied.
8. The Agency shall meet local health and sanitation requirements.
9. Food Purchasing: In its procurement of foods, the Agency shall adhere to USDA guidelines which specify that meats, eggs, dairy products, frozen foods, fresh fruits and vegetables, canned fruits and vegetables and all other food stuffs shall be Grade A or Grade 1, or of comparable quality.
10. A meal will include:
 - a. Napkin;
 - b. Condiment packets such as, but not limited to: salad dressing, ketchup, mustard, as appropriate to enhance the menu; and
 - c. Eating utensils (as required).
11. A meal item is to be individually packaged and wrapped in economical containers of ample size to include all daily requirements of meals per USDA requirements and guidelines. The milk may be packaged separately. Lids must be supplied for all meal items where fluid spillover may occur.
12. The Agency shall deliver meals to specified sites based on the weekly meal order provided by the City. The Agency shall allow the City to increase or decrease meal orders within the period of prior notice outlined in Exhibit A-1.
13. City staff will count meals and the Agency will provide a meal count at the food preparation site prior to delivery.
14. There will be no acceptance or credit for returned and/or unused meals upon the food leaving the Central Kitchen. All drivers must count the meals before they leave the kitchen. Orders for breakfasts, lunches and snacks are filled and charged according to the numbers requested by City of Seattle in accordance with the timeline established in the contract.
15. Management personnel shall be available to thoroughly train Agency personnel for the project. The Agency shall provide and require its employees to possess food handler's permits as required by law and shall submit evidence of compliance with all health regulations.

16. The Agency shall maintain quality control inspection to check each meal for portion size, appearance, packaging, and quality of products.
17. Meals shall be kept at temperatures required by the Department of Health until delivered.
18. The City reserves the right to inspect the food preparation facilities at any time without notice during the contract period. Food preparation shall be conducted under conditions that meet King County Public Health Department health regulations. Food shall be prepared at the Central Kitchen, 2445 3rd Avenue South, Seattle, WA 98134, between the dates of June 22, 2016 and August 21, 2016. The Agency shall submit a copy of the most recent King County Public Health Department inspection report of the Central Kitchen, to the City prior to the first day of meal service.

PERFORMANCE COMMITMENTS

By investing in Seattle School District #1's OSPI/USDA Summer Food Service Program, HSD expects to reduce hunger and improve nutrition through meal programs and food distribution by achieving the following performance commitments.

SIP Investment Area Number & Name:	
A3C: Children and Youth Summer Meal Program	
SIP Code	PERFORMANCE COMMITMENTS
A3C1-O	4,000 unduplicated children and youth receive meals to meet their minimum nutritional needs.
A3C2-M	257,263 meals are served.
	Verification: Meal Record Forms and Delivery Route Sheets

*Bolded performance commitments indicate contract payment points.

EXHIBIT A-2

PERFORMANCE STANDARDS

The Agency shall carry out this Agreement in accordance with the following performance standards:

1. The Youth and Family Empowerment Program Supervisor, Javier Pulido, or his successor, shall provide the Agency assistance and guidance in the performance of the contract, and work with the Agency to support the achievement of the milestones and performance commitment.
2. The Agency's lead program contact, Teresa Fields, or her successor, is responsible for communicating with Javier Pulido regarding program progress and performance.
3. The Agency shall maintain timely and accurate records which reflect service levels, participant characteristics, and specific actions taken to assist participants, service outcomes, and expenditures under the terms of this Agreement.
4. The Agency shall notify Javier Pulido of all staff changes affecting the program funded through this contract within seven (7) days of the resignation, firing or any other change. A plan for replacing the staff person including a timeline will be submitted to the City within fourteen (14) days of the resignation, firing or any other change. This will include the names of the staff involved in and/or impacted by staff changes.
5. The Agency shall not require individuals who are eligible for services under the terms of this contract to participate in other Agency services or programs as a prerequisite to receiving services under this Agreement.
6. The Agency shall provide information and referral to other appropriate agencies if clients cannot be served by the Agency.
7. The Agency shall establish and operate according to policies and procedures that align with expectations set forth by the City of Seattle as well as any other investor and/or authority or entity (i.e. State of Washington, King County, etc.).
8. The Agency is responsible for all performance standards and agreements under the most recently executed Master Agency Services Agreement with the City of Seattle Human Services Department.
9. The Agency shall identify the services as funded by the City of Seattle Human Services Department in all communication with members of the public and recipients of services. The Agency shall also post a notice to this effect in a prominent place at each Agency location where such services are provided.

10. The Agency shall maintain client grievance procedures, which include how participants will be informed of their rights to resolve grievances. The Agency shall maintain documentation of all grievances filed against the program including, but not limited to, name of the person filing the grievance, date the grievance is filed, nature of the grievance, outcome of the grievance and the date of resolution.
11. The Agency shall make available for inspection and audit, the books and records pertaining to this agreement by representatives of the City, the Washington State Office of the Superintendent of Public Instruction and the United States Department of Agriculture and General Accounting Office, or other auditing representative, at any reasonable time and place, for a period of three (3) years from the date of receipt of final payment under this agreement.
12. The Agency shall work cooperatively with City staff to share free and reduced lunch income eligibility aggregate information by location for Seattle Public School children enrolled in Summer Food Service Program sites. Refer to: Memorandum of Understanding for Release of Students' Free and Reduced-Price Meal Eligibility Status Without Parent/Guardian Consent (**Attachment #3**).

EXHIBIT A-3 REPORTING REQUIREMENTS

REPORTING GUIDELINES

All reports shall be submitted by the appropriate deadlines. If reports are not received in a timely manner or not completed, invoices will be held for payment until all pending reports are received and approved.

Before payment related to this Agreement can be released, the Agency must submit a Contract Payment Authorization Form (**Attachment #5**) for the contract.

All reporting documents should be submitted to Javier Pulido, Youth and Family Empowerment; City of Seattle Human Services Department; 700 5th Avenue, Suite 5800; PO Box 34215; Seattle, WA 98124-4215.

REQUIRED MONTHLY REPORTS

1. The Contractor's Invoice Form (**Attachment #1**) shall be submitted by the **fifteenth** working day of the month for the previous calendar month. The Agency will submit one invoice with an original signature and one copy.
2. A copy of the Daily Records of Meals Distributed (**Attachment #2 – Breakfasts and Lunches**) shall be submitted with each invoice.
3. A copy of the Daily Records of Meals Distributed (**Attachment #2b – Snacks**) shall be submitted with each invoice.

REQUIRED ANNUAL REPORTS

The Year-End Expenditure Report (**Attachment #4**) shall be submitted by **October 30, 2016** detailing all expenses allocated to this program.

OTHER DOCUMENTATION REQUIRED

Additional data related to program performance or management will also be requested for auditing or evaluation purposes.

A copy of the most recent King County Public Health Department inspection report of the Central Kitchen shall be submitted prior to the first day of meal service.

**EXHIBIT B
BUDGET AND PAYMENT**

Funding for the OSPI/USDA Summer Food Service Program is made possible through revenue from the SFSP Summer Food Service Program-OSPI (CFDA #10.559) and the HSD General Fund. Budget funds may not be used for costs incurred prior to the beginning date of the term specified. Unspent funds from one grant period may not be carried forward to the subsequent grant period. Continued funding is contingent upon program performance and availability of funds. Changes to the unit rate for services may be made unilaterally by the City and without the need for further amendment of this Agreement. The Agency shall be notified in writing of any changes in the unit cost rates by the City of Seattle Human Services Department Director.

June 7, 2016 - September 1, 2016 BUDGET

Fund Source	June 7, 2016 - September 1, 2016
HSD General Fund	\$29,323.00
SFSP Summer Food Service Program (SFSP)-OSPI (CFDA# 10.559)	\$595,718.00
Total 2016 Budget	\$625,041.00

UNIT COST REIMBURSEMENT SCHEDULE

The City's compensation to the Agency will be based on the unit cost reimbursement schedule outlined below. Maximum reimbursable amounts are based on the total contract budget. Some rounding may occur and in cases where the quantity multiplied by the compensation rate is greater than the maximum reimbursable amount, compensation shall not exceed the maximum reimbursable amount indicated.

Item	Contracted Quantity/ Unit	Compensation per Unit	Total Reimbursable Amount
Breakfasts	55,391	\$1.90	\$105,242.00
Lunches	147,358	\$3.25	\$478,914.00
Snacks	54,514	\$0.75	\$40,885.00
Maximum Compensation			\$625,041.00

City of Seattle – Human Services Department
Contractor's Invoice Form – Unit Cost Reimbursement

Program Specialist: Javier Pulido	Division: Youth and Family Empowerment	Phone: (206) 615-0997	Contract #: DA16-1049	Contract Period: 6/7/2016 - 9/1/2016	Invoice #:	Invoice Period:
Contractor's Name: Seattle School District #1		Contractor's Address: P.O. Box 34165 MS: 33-182 Seattle, WA 98124-1165		Program Name: OSPI/USDA Summer Food Service Program		Contact Person & Phone #: Teresa Fields (206) 252-0685

Quantity	Description	Rate	Total Cost
	Breakfasts	\$1.90	\$
	Lunches	\$3.25	\$
	Snacks	\$0.75	\$
Subtotal			\$
Deductions			\$
Net Amount of Request			\$

Fund Source & Amount	HSD General Fund	SFSP-OSPI GRANT (CFDA# 10.559)	Total
General Fund = \$29,323.00 SFSP – OSPI Grant = \$595,718.00			
Contract Budget	\$29,323.00	\$595,718.00	\$625,041.00
<i>Less PREVIOUS Reimbursement</i>			
Less Net Amount of This Request			
Equals Contract Balance			

INVOICE CERTIFICATION - I, the undersigned, do hereby certify under penalty of perjury under the laws of The State of Washington, to the best of my knowledge and belief after diligent inquiry, that the materials have been furnished, the services rendered or the labor performed as described herein, and that the claim is a just, due and unpaid obligation against The City of Seattle, and that I am authorized to authenticate and certify to said claim.

Print Name: _____ Authorized Signature: _____ Date: _____

HSD Program Specialist Certification		HSD Finance Analyst Certification			
Signature: _____	Appropriation #: _____	Examiner's Signature: _____	_____		
Date: _____	Amount to be Paid: _____	Date: _____	_____		

SUMMER FOOD SERVICE PROGRAM

Daily Record of Meal Distributed (snacks)

Counted before delivery at Seattle Public Schools Food Service Kitchen

Week: _____ City of Seattle, HSD
Summer Food Service Program

COPIES: Original to SPS for Attachment to billing
Copy #1 to SPS for their records
Copy #2 to agent of City for City's records

Date:			
Route or Agency Name	Number of snacks	Driver's Signature	Kitchen Signature
Totals:			

Date:				Date:			
Route or Agency Name	Number of Snacks	Driver's Signature	Kitchen Signature	Route or Agency Name	Number of Snacks	Driver's Signature	Kitchen Signature
Totals:							

Date:				Date:			
Route or Agency Name	Number of Snacks	Driver's Signature	Kitchen Signature	Route or Agency Name	Number of Snacks	Driver's Signature	Kitchen Signature
Totals:							

**Memo of Understanding for
Release of Student’s Free and Reduced-Price Meal Eligibility Status
without Parent/Guardian Consent**

This memo of understanding is between The Seattle School District #1, an agency that makes free and reduced-price meal or free milk eligibility, and the City of Seattle, the agency participating in the Summer Food Service Program, for the purpose of transferring child eligibility information in accordance with the National School Lunch Act (NSLA).

The District will provide aggregate information on free/reduced eligibility by location upon request from the City of Seattle.

We the undersigned agree to the foregoing terms and conditions:

<p>Seattle School District #1</p> <hr/> <p style="text-align: center;">Recipient Agency</p> <hr/> <p style="text-align: center;">Signature, Authorized Representative</p> <hr/> <p>Larry Nyland, Superintendent Seattle School District #1</p> <hr/> <p style="text-align: center;">Name and Title of Authorized Representative</p> <hr/> <p style="text-align: center;">Date</p>	<p>City of Seattle, Human Services Department</p> <hr/> <p style="text-align: center;">Determining Agency</p> <hr/> <p style="text-align: center;">Signature, Authorized Representative</p> <hr/> <p>Catherine Lester, Director Human Services Department</p> <hr/> <p style="text-align: center;">Name and Title of Authorized Representative</p> <hr/> <p style="text-align: center;">Date</p>
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YEAR-END EXPENDITURE REPORT

(Report Template to be sent to Agency in Excel by the Program Specialist)

Agency Name:		Date:	
Contract # and Reporting Period:		Program:	
Person Completing Form & Title:		Phone Number:	

Instructions:

1. List the total receipts/reimbursement under the contract.
2. List actual expenditures of contract funds by fund source and major cost category.
3. Answer the question below regarding projected excess revenue (described in Section 210 of the contract).
4. Provide an explanation of why there is excess revenue, if applicable.
5. Sign the report (must be signed by an authorized signer) and submit to the contract Program Specialist by the deadline indicated in Exhibit A-3.

Amount by Fund Source					Total Project
TOTAL REIMBURSEMENTS FROM HSD					\$0.00

ITEM	Amount by Fund Source				Total Project
1000: PERSONNEL SERVICES					\$0.00
2000: SUPPLIES					\$0.00
3000 - 4000: OTHER SERVICES & CHARGES*					\$0.00
4999: ADMINISTRATIVE COSTS/INDIRECT COSTS					\$0.00
TOTAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

REIMBURSEMENTS LESS EXPENDITURES (Excess Revenue)

\$0.00

* Includes expenses paid to subcontracts with individuals or agencies to perform specified work regarding this program.

Do reimbursements exceed actual expenditures by more than 10% or more than \$10,000 at year end?

Yes No

If yes, provide a narrative explanation for this variance from the negotiated contract budget:

AGENCY CERTIFICATION - I, the undersigned, do hereby certify under penalty of perjury under the laws of The State of Washington, to the best of my knowledge and belief after diligent inquiry, that the expenditure information provided is accurate as described herein, and that I am authorized to authenticate and certify the information.

 Print Name Authorized Signature Date

Program Specialist Reviewed by:

 Print Name Signature Date

City of Seattle - Human Services Department

Contract Payment Authorization Form

Please return the completed form to: HSD Accounts Payable via fax: (206) 233-5119, ATTN: Accounts Payable, email: HSD_AccountsPayable@seattle.gov or mail: Human Services Department, ATTN: Accounts Payable, 700 5th Avenue, Suite 5800, PO Box 34215, Seattle, WA 98124-4215.

Date Form Completed	Contract Number
	DA16-1049

Agency Name	Program/Project Name:
Seattle School District #1	OSPI/USDA Summer Food Service Program

Authorized Signatures

**Please resubmit a new fully completed form if there are changes to the Authorized Signatures list.
Allow at Least 30 Days for the Processing of Any Change(s) to the Information on this Form.**

The following named persons are authorized to sign invoices for reimbursements on behalf of the Agency for the contract with the City of Seattle Human Services Department that is noted above.

Name (Typed or Printed)	Specimen Signature	Title (President, Board Chairperson, Director)

Payment Mechanism

(check and complete the box below that applies)

- Payments are to be made to the Agency and mailed to the following address
- OR**
- OPTIONAL:** Payments are to be mailed to the Agency bank account, and a Designation of Direct Depository Form (available from your Program Specialist upon request) is attached (Please make sure a bank official signs the form). Please note that this is NOT an Electronic Funds Transfer and DOES NOT expedite receipt of payment

Agency Address (Street, City, State & Zip Code)

Internal Revenue Service Reporting

Federal Employer or Tax Identification Number is:

The Information Stated Above is Certified to be True and Correct

Name (Typed or Printed)	Authorized Signature	Title	Date Signed