

**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No.
202005003-3

Originating Department:	Sheriff's Office
Division/Program: <i>(i.e. Dept. Division and Program)</i>	Corrections/Alternative Programs
Contract or Grant Administrator:	Laurie Reid
Contractor's / Agency Name:	US Forest Service

Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes No
 Yes No If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: 202005003

Does contract require Council Approval? Yes No If No, include WCC: _____
 Already approved? Council Approved Date: _____ (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)

Is this a grant agreement?
 Yes No If yes, grantor agency contract number(s): 20-PA-11060500-009 CFDA#: _____

Is this contract grant funded?
 Yes No If yes, Whatcom County grant contract number(s): 202005003-3

Is this contract the result of a RFP or Bid process? Contract _____
 Yes No If yes, RFP and Bid number(s): _____ Cost Center: _____

Is this agreement excluded from E-Verify? No Yes If no, include Attachment D Contractor Declaration form.

If YES, indicate exclusion(s) below:
 Professional services agreement for certified/licensed professional. Goods and services provided due to an emergency
 Contract work is for less than \$100,000. Contract for Commercial off the shelf items (COTS).
 Contract work is for less than 120 days. Work related subcontract less than \$25,000.
 Interlocal Agreement (between Governments). Public Works - Local Agency/Federally Funded FHWA.

Contract Amount:(sum of original contract amount and any prior amendments): \$ <u>244,008.00</u> This Amendment Amount: \$ <u>109,512.00</u> Total Amended Amount: \$ <u>353,520.00</u>	Council approval required for; all property leases, contracts or bid awards exceeding \$40,000 , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, except when: 1. Exercising an option contained in a contract previously approved by the council. 2. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance. 3. Bid or award is for supplies. 4. Equipment is included in Exhibit "B" of the Budget Ordinance. 5. Contract is for manufacturer's technical support and hardware maintenance of electronic systems and/or technical support and software maintenance from the developer of proprietary software currently used by Whatcom County.
Summary of Scope: Whatcom County provides a Jail Work Crew to the US Forestry Service for the purpose of improving the National Forest System lands and providing job training for inmates. This Amendment adds more money to the Grant.	
Term of Contract: 1 year, 10 months	Expiration Date: 04/01/2025

Contract Routing:	1. Prepared by: Laurie Reid	Date: 06/05/23
	2. Attorney signoff: <u>BW</u>	Date: <u>6.6.23</u>
	3. AS Finance reviewed: <u>AT</u>	Date: <u>6.6.23</u>
	4. IT reviewed (if IT related): _____	Date: _____
	5. Contractor signed: <u>✓</u>	Date: <u>6/23/23</u>
	6. Submitted to Exec.: _____	Date: _____
	7. Council approved (if necessary): <u>AB2023-389</u>	Date: <u>6/20/23</u>
	8. Executive signed: _____	Date: <u>6/22/23</u>
	9. Original to Council: _____	Date: _____

**WHATCOM COUNTY
SHERIFF'S OFFICE**

**BILL ELFO
SHERIFF**



*PUBLIC SAFETY BUILDING
311 Grand Avenue
Bellingham, WA 98225-4078
(360) 778-6600*

RECEIVED

JUN 13 2023

**WHATCOM COUNTY
EXECUTIVE'S OFFICE**

MEMORANDUM

TO: Satpal Sidhu, County Executive
FROM: Bill Elfo, Sheriff *[Signature]*
RE: Forestry Work Crew Agreement
DATE: June 5, 2023

Enclosed are two (2) originals of an Amendment to a grant Agreement between the U.S. Forest Service and Whatcom County for your review and signature.

- **Background and Purpose**

Whatcom County has provided Jail Work Crews to the U.S. Forest Service since 2003 to accomplish projects such as improving ecosystems, maintaining existing forest infrastructure and restoring National Forest System lands and watersheds in Whatcom and Skagit Counties. This in turn provides the members of the Work Crews an opportunity to develop skills while working in lieu of full incarceration.

- **Funding Amount and Source**

The funding amount of \$109,512.00 will be added to the grant by the US Forestry Service.

- **Differences from Previous Contract**

This is the 3rd Amendment to a five-year grant Agreement. The original grant amount was \$191,548.00. Amendments 1 and 2 added \$34,460.00 and \$18,000.00. The total grant amount for this Agreement to date is \$353,520.00.

Please contact Laurie Reid at extension 6506, if you have any questions or concerns regarding the terms of this agreement.



MODIFICATION OF GRANT OR AGREEMENT

PAGE	OF PAGES
1	3+Att.

1. U.S. FOREST SERVICE GRANT/AGREEMENT NUMBER: 20-PA-11060500-009 (Whatcom County Offender Forestry Work Crew)	2. RECIPIENT/COOPERATOR GRANT or AGREEMENT NUMBER, IF ANY: 202005003-3	3. MODIFICATION NUMBER: 003
4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING GRANT/AGREEMENT (unit name, street, city, state, and zip + 4): Mt. Baker-Snoqualmie National Forest 2930 Wetmore Ave., Ste. 3A Everett, WA 98201	5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4): Mt. Baker-Snoqualmie National Forest 810 State Route 20 Sedro-Woolley, WA 98284	
6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip + 4, county): Whatcom County 311 Grand AVE STE 503 Bellingham, Washington 98225-4050	7. RECIPIENT/COOPERATOR'S HHS SUB ACCOUNT NUMBER (For HHS payment use only):	

8. PURPOSE OF MODIFICATION

CHECK ALL THAT APPLY:	This modification is issued pursuant to the modification provision in the grant/agreement referenced in item no. 1, above.
<input type="checkbox"/>	CHANGE IN PERFORMANCE PERIOD:
<input checked="" type="checkbox"/>	CHANGE IN FUNDING: Add funds in the amount of \$109,512.00
<input checked="" type="checkbox"/>	ADMINISTRATIVE CHANGES: Update Provisions PAYMENT/REIMBURSEMENT; NONDISCRIMINATION. See Block 9 Below.
<input type="checkbox"/>	OTHER (Specify type of modification):

Except as provided herein, all terms and conditions of the Grant/Agreement referenced in 1, above, remain unchanged and in full force and effect.

9. ADDITIONAL SPACE FOR DESCRIPTION OF MODIFICATION (add additional pages as needed):

This modification to the agreement with Whatcom County (the County) adds funds in the amount of \$109,512.00 to continue supporting the job training program through public lands management and ecosystem management projects, as described in the original agreement and as outlined in the revised Financial Plan, Attachment A.3. Previously obligated funding unspent remains available.

Original Agreement \$191,548.00
Mod 001 \$34,460.00
Mod 002 \$18,000.00
Mod 003 \$109,512.00
Revised Total \$353,520.00

Update the following Provisions:
PAYMENT/REIMBURSEMENT. The U.S. Forest Service shall reimburse the County for the U.S. Forest Service's share of actual expenses incurred, not to exceed the additional \$109,512.00 funds shown in the Financial Plan A.3, to the current available, for a revised total not to exceed \$353,520.00. In order to approve a Request for Reimbursement, the U.S. Forest Service shall review such requests to ensure payments for reimbursement are in compliance and otherwise consistent with the terms of the agreement. The U.S. Forest Service shall make payment upon receipt of the County's monthly invoice. Each invoice from the County shall display the total project costs for the billing period, separated by U.S. Forest Service and the County's share. In kind contributions must be displayed as a separate line item and must not be included in the total project costs available for reimbursement. The final invoice must display the County's full match towards the project, as shown in the financial plan, and be submitted no later than 120 days from the expiration date.
Send Invoice to: SM.FS.ASC_GA@usda.gov
Send Copy to: Nikolai.Ferrell@usda.gov

LIMITATION OF FUNDS. U.S. Forest Service's additional funds in the amount of \$109,512.00 are currently available for performance of this agreement through April 1, 2025. All previously obligated funds remain available. The older funding should be expended first. The U.S. Forest Service's obligation for performance of this agreement beyond this date is contingent upon the availability of appropriated funds from which payment can be made. There is no legal liability on the part of the U.S. Forest Service for any payment may arise for performance under this agreement beyond this amount until the County receives notice of availability to be confirmed in a written modification by the U.S. Forest Service.




NONDISCRIMINATION . The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, and so forth.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

10. ATTACHED DOCUMENTATION (Check all that apply):


- Revised Scope of Work
- Revised Financial Plan
- Other:

11. SIGNATURES

AUTHORIZED REPRESENTATIVE: BY SIGNATURE BELOW, THE SIGNING PARTIES CERTIFY THAT THEY ARE THE OFFICIAL REPRESENTATIVES OF THEIR RESPECTIVE PARTIES AND AUTHORIZED TO ACT IN THEIR RESPECTIVE AREAS FOR MATTERS RELATED TO THE ABOVE-REFERENCED GRANT/AGREEMENT.

11.A. WHATCOM COUNTY SIGNATURE  (Signature of Signatory Official)	11.B. DATE SIGNED 6.6.23	11.C. U.S. FOREST SERVICE SIGNATURE JODY WEIL Digitally signed by JODY WEIL Date: 2023.06.23 08:28:36 -07'00' (Signature of Signatory Official)	11.D. DATE SIGNED
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11.E. NAME (type or print): BILL ELFO	11.F. NAME (type or print): JODY L. WEIL
11.G. TITLE (type or print): Sheriff, Whatcom County Sheriff's Office	11.H. TITLE (type or print): Forest Supervisor, Mt. Baker-Snoqualmie National Forest

11.I. WHATCOM COUNTY SIGNATURE  (Signature of Signatory Official)	11.J. DATE SIGNED 6/22/23
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11.M. NAME (type or print): SATPAL SINGH SIDHU	
11.O. TITLE (type or print): Whatcom County Executive	
11.Q. WHATCOM COUNTY SIGNATURE Approved via email BW - (L) (Signature of Signatory Official)	11.R. DATE SIGNED 6.6.23
11.U. NAME (type or print): BRANDON WALDRON	
11.W. TITLE (type or print): Prosecuting Attorney	

12. G&A REVIEW

12.A. The authority and format of this modification have been reviewed and approved for signature by: CYNTHIA MOSCOSO Digitally signed by CYNTHIA MOSCOSO Date: 2023.06.02 12:21:52 -07'00' CYNTHIA L. MOSCOSO (Mod. 003; 20-PA-11060500-009) U.S. Forest Service Grants & Agreements Specialist	12.B. DATE SIGNED
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USDA Forest Service

OMB 0596-0217
FS-1500-19

Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

Attachment: **A.3**

USFS Agreement No.:
Cooperator Agreement No.:

20-PA-11060500-009

Mod. No.: **003**

Agreements Financial Plan (Short Form)

Financial Plan Matrix: Note: All columns may not be used. Use depends on source and type of contribution(s).

COST ELEMENTS	FOREST SERVICE CONTRIBUTIONS			COOPERATOR CONTRIBUTIONS		(e) Total
	(a) Noncash	(b) Cash to Cooperator	(c) Noncash	(d) In-Kind	(e) Total	
Direct Costs						
Salaries/Labor	\$9,114.60	\$60,992.00	\$20,082.50	\$203,520.00	\$293,709.10	
Travel	\$2,250.00	\$18,560.00	\$0.00	\$0.00	\$20,810.00	
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Supplies/Materials	\$0.00	\$13,440.00	\$0.00	\$0.00	\$13,440.00	
Printing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Other	\$0.00	\$16,520.00	\$4,000.00	\$0.00	\$20,520.00	
Other						
Subtotal	\$11,364.60	\$109,512.00	\$24,082.50	\$203,520.00	\$348,479.10	
Coop Indirect Costs		\$0.00	\$0.00		\$0.00	
FS Overhead Costs	\$1,704.69				\$1,704.69	
Total	\$13,069.29	\$109,512.00	\$24,082.50	\$203,520.00	\$350,183.79	
Total Project Value:						

Matching Costs Determination	
Total Forest Service Share = (a+b) ÷ (e) = (f)	(f) 35.00%
Total Cooperator Share (c+d) ÷ (e) = (g)	(g) 65.00%
Total (f+g) = (h)	(h) 100.00%

WORKSHEET FOR

FS Non-Cash Contribution Cost Analysis, Column (a)

Salaries/Labor

Standard Calculation				
Job Description	Cost/Day	# of Days		Total
FS Liason between coworkers and Whatcom County Crew Supervisor	\$455.73	20.00		\$9,114.60

Total Salaries/Labor	\$9,114.60
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Travel

Standard Calculation				
Travel Expense	Employees	Cost/Mile	# of Miles	Total
Standard Truck (Vehicle #5136)		\$0.45	5000.00	\$2,250.00
Total Travel				\$2,250.00

Subtotal Direct Costs	\$11,364.60
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Forest Service Overhead Costs

Current Overhead Rate	Subtotal Direct Costs		Total
15.00%	\$11,364.60		\$1,704.69
Total FS Overhead Costs			\$1,704.69

TOTAL COST	\$13,069.29
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WORKSHEET FOR

FS Cash to the Cooperator Cost Analysis, Column (b)

Salaries/Labor

Standard Calculation

Job Description	# of Days	Cost/ day	Total
Work Crew Supervisor (10 hours/day@\$35.50/hr)	128	\$355.00	\$45,440.00

Description	% salary	Salary	Total
Fringe Benefits (30%)	30%	\$45,440.00	\$13,632.00

Crew (insurance) L&I (5 member crew @ \$3/day)	128	\$15.00	\$1,920.00
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Total Salaries/Labor	\$60,992.00		
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Travel

Standard Calculation

Travel Expense	Employees	# of Days	Cost/day	Total
Crew transport truck rental per day		128.00	\$75.00	\$9,600.00

Travel Expense	# Days	Cost/Day	Total
Crew transport truck fuel	128.00	\$70.00	\$8,960.00

Total Travel	\$18,560.00		
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Supplies/Materials

Standard Calculation

Supplies/Materials	# of Days	Cost/day	Total
Forest Service Owned Equipment fuel	128.00	\$45.00	\$5,760.00
Forest Service Owned Equipment maintenance	128.00	\$50.00	\$6,400.00
Replacement tools and supplies (such as hand tools, mower and trimmer blades, trimmer line, gloves, safety gear, etc.)	128.00	\$10.00	\$1,280.00

Total Supplies/Materials	\$13,440.00		
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Other Expenses

Standard Calculation

Item	# of Days	Cost/day	Total
Equipment rental - Mini excavator, backhoe, brusher, excavator, boom lift, etc. Crew transport vehicle is not included here.	35.00	\$300.00	\$10,500.00
Repair of Forest Service Owned tools and equipment: hydro hoses, tracks, tuneups, bearings, rollers, pulleys, blades, welding spark plugs, etc.	25.00	\$160.00	\$4,000.00
Satellite Phone	128.00	\$7.00	\$896.00
Cell Phone	128.00	\$5.00	\$640.00
Miscellaneous expenses (hand sanitizer, portable outhouse waste disposal, etc.)			\$484.00

Total Other	\$16,520.00		
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Subtotal Direct Costs

\$109,512.00

Cooperator Indirect Costs

Current Overhead Rate	Subtotal Direct Costs	Total
0.00%	\$109,512.00	\$0.00
Total Coop. Indirect Costs		\$0.00

TOTAL COST

\$109,512.00

WORKSHEET FOR

Cooperator Non-Cash Contribution Cost Analysis, Column (c)

Salaries/Labor

Standard Calculation				
Job Description	Cost/Day	# of Days		Total
Admin Lieutenant (8 hours/day@\$51.63/hr)	\$413.04	12.00		\$4,956.48
Fringe Benefits (30%)	\$123.91	12.00		\$1,486.94
Program Sgt. (8 hours/day@\$44.93/hr)	\$359.44	15.00		\$5,391.60
Fringe Benefits (30%)	\$107.83	15.00		\$1,617.48
Work Crew Supervisor Training and administrative days (10 hours/day@\$34.00/hr)	\$340.00	15.00		\$5,100.00
Fringe Benefits (30%)	\$102.00	15.00		\$1,530.00
Total Salaries/Labor				\$20,082.50

Other Expenses

Standard Calculation				
Item	# of Days	Cost/day		Total
County Owned Trailer/Truck repairs: tires,brakes,radiator, belts,lights,leaf springs,hitches,doors,etc.	25.00	\$160.00		\$4,000.00
Total Other				\$4,000.00

Subtotal Direct Costs

\$24,082.50

Cooperator Indirect Costs

Current Overhead Rate	Subtotal Direct Costs		Total
0.00%	\$24,082.50		\$0.00
Total Coop. Indirect Costs			\$0.00

TOTAL COST

\$24,082.50

WORKSHEET FOR

Cooperator In-Kind Contribution Cost Analysis, Column (d)

Salaries/Labor				
Standard Calculation				
Job Description	Cost/Day	# of Days		Total

Work Crew Value - 5 crewmembers @ \$31.80/hr/crewmember - 10 hour work day	\$1,590.00	128		\$203,520.00
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Crewmembers receive no compensation from the County; \$31.80/hour = current Independent Sector hourly rate for the value of a volunteer hour

Total Salaries/Labor	\$203,520.00
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Subtotal Direct Costs	\$203,520.00
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TOTAL COST	\$203,520.00
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