

**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No.
202210002-1

Originating Department:	35 Sheriff's Office
Division/Program: <i>(i.e. Dept. Division and Program)</i>	3520 Bureau of LE & Investigations / 352070 Drug Task Force
Contract or Grant Administrator:	Doug Chadwick, Undersheriff
Contractor's / Agency Name:	Washington State Department of Commerce
Is this a New Contract? If not, is this an Amendment or Renewal to an Existing Contract? Yes <input checked="" type="radio"/> No <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: <u>WCC#202210002</u>	
Does contract require Council Approval? Yes <input checked="" type="radio"/> No <input type="radio"/> 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 <input checked="" type="radio"/> No <input type="radio"/> If yes, grantor agency contract number(s): <u>F20-31440-214</u> CFDA#: <u>16.738</u>	
Is this contract grant funded? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, Whatcom County grant contract number(s): _____	
Is this contract the result of a RFP or Bid process? Contract _____ Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, RFP and Bid number(s): _____ Cost Center: <u>1003522002</u>	
Is this agreement excluded from E-Verify? No <input type="radio"/> Yes <input checked="" type="radio"/> If no, include Attachment D Contractor Declaration form.	
If YES, indicate exclusion(s) below: <input type="checkbox"/> Professional services agreement for certified/licensed professional. <input type="checkbox"/> Goods and services provided due to an emergency <input type="checkbox"/> Contract work is for less than \$100,000. <input type="checkbox"/> Contract for Commercial off the shelf items (COTS). <input type="checkbox"/> Contract work is for less than 120 days. <input type="checkbox"/> Work related subcontract less than \$25,000. <input checked="" type="checkbox"/> Interlocal Agreement (between Governments). <input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
Contract Amount:(sum of original contract amount and any prior amendments): \$ <u>199,375.00</u> This Amendment Amount: \$ <u>135,000.00</u> Total Amended Amount: \$ <u>334,375.00</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: Grant agreement to interdict criminal gangs and drugs through multi-jurisdictional efforts of law enforcement and prosecution. This amendment adds \$135,000 to the original Federal grant funds of \$199,375.00 from the Washington State Department of Commerce for a total of \$334,375.00. This amendment also extends the grant end date from 9/30/23 to 6/30/24. These funds will help support positions in the Sheriff's Office that are assigned to the Whatcom Gang and Drug Task Force.	
Term of Contract: <u>7/1/22</u>	Expiration Date: <u>6/30/24</u>

Contract Routing:	1. Prepared by: <u>D.Duling</u> DMP	Date: <u>8/16/23</u>
	2. Attorney signoff: <u>Approved via email BW/DD</u>	Date: <u>8/16/23</u>
	3. AS Finance reviewed: <u>Approved via email AT/DD</u>	Date: <u>8/21/23</u>
	4. IT reviewed (if IT related): _____	Date: _____
	5. Contractor signed: <input checked="" type="checkbox"/>	Date: <u>10/5/23</u>
	6. Submitted to Exec.: <input checked="" type="checkbox"/>	Date: <u>9/19/23</u>
	7. Council approved (if necessary): <u>AB2023-554</u>	Date: <u>9/12/23</u>
	8. Executive signed: <input checked="" type="checkbox"/>	Date: <u>9/19/23</u>
	9. Original to Council: _____	Date: _____


**WHATCOM COUNTY
SHERIFF'S OFFICE**

**BILL ELFO
SHERIFF**



PUBLIC SAFETY BUILDING
311 Grand Avenue
Bellingham, WA 98225-4038
(360) 778-6600

MEMORANDUM

To: Satpal Sidhu, County Executive
From: Bill Elfo, Sheriff 
Date: August 24, 2023
Subject: Washington State Department of Commerce
Justice Assistance Grant Federal Fiscal Year 2020-2021
Multi-Jurisdictional Drug Gang Task Forces
WCC#202210002 Amendment #1

RECEIVED

SEP 19 2023

**WHATCOM COUNTY
EXECUTIVE'S OFFICE**

Enclosed for your review and signature is one (1) original amendment for the interagency agreement between Whatcom County and the Washington State Department of Commerce for Multi-Jurisdictional Drug Gang Task Forces, Whatcom County Contract #202210002.

Background and Purpose

Whatcom County was awarded grant funds of \$199,375.00 from the Washington State Department of Commerce to help support positions in the Whatcom Gang and Drug Task Force. The grant currently funds positions in the Whatcom County Sheriff's Office (one-half of a division secretary position and a portion of one detective) assigned to the Whatcom Gang and Drug Task Force.

Amendment #1 adds \$135,000 to the original funding, for a new total of \$334,375; reformats the budget template; amends Task Force specific information; and extends the grant end date from 09/30/23 to 06/30/24. All other terms and conditions remain unchanged and are in full force and effect.

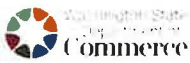
Funding Amount and Source

Federal pass-through grant funds in the amount of \$334,375 from the Washington State Department of Commerce. Funds originate from U.S. Department of Justice (DOJ), Justice Assistance Grant Program, CFDA No. 16.738.

Please contact Undersheriff Doug Chadwick at extension 6618 if you have any questions regarding the terms of this agreement.

Thank you.

enclosure


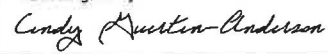


Washington State Department of Commerce
Office of Firearm Safety & Violence Prevention/Community Safety Unit
Justice Assistance Grant (JAG)

Whatcom County
Contract NO.
202210002-1

1. Contractor Name: Whatcom County Mailing Address: 311 Grand Ave, Bellingham WA 98225		2. Contractor Doing Business As (optional) Name: Whatcom Gang and Drug Task Force Mailing Address: 311 Grand Ave, Bellingham WA 98225	
3. Contractor Representative (only if updated) Name: James Triplett Title: Lieutenant Phone: 360-778-6600 Email: jtripltt@co.whatcom.wa.us		4. COMMERCE Representative (only if updated) Anica Stieve, JAG Program Manager Anica.stieve@commerce.wa.gov	
5. Original Contract Amount (and any previous amendments) \$199,375	6. Amendment Amount \$135,000.00	7. New Contract Amount \$334,375	
8. Amendment Funding Source Federal: X State: Other: N/A:		9. Amendment Start Date 8/1/23	10. Amendment End Date 6/30/24
11. Federal Funds (as applicable): \$334,375	Federal Agency: <u>Department of Justice</u>	ALN: <u>16.738</u>	
12. Amendment Purpose: <ul style="list-style-type: none"> • Add funds - additional contribution to multijurisdictional task force to extend portion of operations for 9 months • Revise Budget – reformat budget using budget template • Amend Scope of Work to include Task Force specific information • Extend contract end date 			

COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract As Amended and attachments and have executed this Contract Amendment on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Contract As Amended are governed by this Contract Amendment and the following other documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Scope of Work, Attachment "B" – Budget. A copy of this Contract Amendment shall be attached to and made a part of the original Contract between COMMERCE and the Contractor. Any reference in the original Contract to the "Contract" shall mean the "Contract as Amended".

FOR CONTRACTOR  Bill Elfo, Sheriff Date: <u>8/24/23</u>	FOR COMMERCE  Cindy Guertin-Anderson, Assistant Director 10/5/2023 9:21 AM PDT Date: _____
Approved via email BW/PAS Brandon Waldron, Prosecuting Attorney Date: <u>8/11/23</u>	APPROVED AS TO FORM ONLY Sandra Adix Assistant Attorney General 3/20/2014 Date: _____
Satpal Sidhu, County Executive Date: <u>9/19/2023</u>	

Amendment B

This Contract is **amended** as follows:

Attachment A Scope of Work- the Scope of Work has been fully amended and replaced by the following:

PURPOSE AND BACKGROUND:

The Washington State Department of Commerce, hereafter called "COMMERCE," is initiating this contract to support the work of the Whatcom Gang and Drug Task Force. A primary focus of the Task Force is cooperative, investigative work to identify, interdict, dismantle, and prosecute mid-to upper-level criminal organizations engaged in illicit gang, gun, and drug activities. COMMERCE strongly encourages the use of evidence-based practices that have been proven effective through rigorous evaluation. COMMERCE will provide funding and Peer Review of the Task Force; and the Contractor will provide support for the task force's organization, oversight, administration, supervision and mission, staffing and support, and other items necessary to carry out this Agreement.

The Contractor will provide or perform the following:

Operation of the Whatcom Gang and Drug Task Force, in accordance with the following procedures and membership:

Task Force Specific Information			
Task Force Name	Whatcom Gang and Drug Task Force		
Year Established	1988		
Task Force Executive Board Membership — Please list all members, their titles and departments (add rows if necessary)	Sheriff Bill Elfo		
	Chief Rebecca Mertzig — Bellingham Police		
	Chief Kevin Turner — Ferndale Police		
	Eric Richey - Prosecutor		
How often does the Executive Board Meet?	Quarterly		
Task Force Commander:	Name: James Triplett	Title: Lieutenant	Agency: Whatcom County Sheriff's Office
	Commander since:	April 17, 2023	

Amendment B

<p>Task Force Supervisor (if you do not have a TF supervisor please insert "NA"):</p>	<p>Name: Matt High Title: Sergeant Agency: Whatcom County Sheriff's Office</p> <p>Supervisor since: June 1, 2023</p>	
<p>How is the Task Force Commander assigned?</p>	<p>Lieutenant of Investigations of Whatcom County Sheriff's Office</p>	<p>Does this position rotate? No If yes, how often?</p>
<p>How is the Task Force Supervisor assigned?</p>	<p>Memo of Interest from Sergeants; Recommendations of Command Staff Then appointment by the Sheriff.</p>	<p>Does this position rotate? Yes If yes, how often? 4 years with possible two 2-year extensions.</p>
<p>Task Force Mission:</p>	<p>The mission of the Whatcom Gang and Drug Task Force is to improve the quality of life in our communities by targeting individuals, drug trafficking organizations and criminal street gangs involved in illegal narcotics and other criminal activity, in an effort to reduce drug availability and trafficking within or around Whatcom County and the State of Washington</p>	
<p>Task Force Goals — please list all task force goals:</p>	<p>The goals of the Whatcom Gang and Drug Task Force are to:</p> <ul style="list-style-type: none"> • Reduce the number of drug traffickers and gang members in the communities of Whatcom County through the professional investigation, apprehension and conviction of drug traffickers. • Efficiently attack, disrupt and prosecute individual and organized mid to upper level narcotics traffickers and street gang members thereby impacting drug trafficking organizations previously considered impregnable. • Working with the local law enforcement community to enhance drug/gang enforcement cooperation through multi-agency investigations, support, training and the sharing of resources and information. • Work in concert with community members and organizations to create a safer environment for both law enforcement and the public we serve. 	
<p>Does your task force have a Task force Policy?</p>	<p>X Yes – Task Force Policy attached to this Amendment as Exhibit A</p>	

Amendment B**Task Force Agency Participation**

Agency	Personnel	FTE Dedication	Other Contributions (funding, equipment, etc.)
Whatcom County Sheriff's Office	Lieutenant James Triplett	.2	
Whatcom County Sheriff's Office	Sergeant Matt High	1	
Whatcom County Sheriff's Office	Division Secretary Harriet Bouwman	.5	
Whatcom County Sheriff's Office	Detective Chris VandenBos	1	
Whatcom County Sheriff's Office	Detective Nick Weatherby	1	
Homeland Security	Thom LeCompte		

Contractual Requirements

1. Ensure each member of the Task Force completes the online task force training within 120 days of award acceptance. All future Task Force members are required to complete this training once during the life of this award or once every four years if multiple awards include this requirement. (See Center for Task Force Training Online Training Portal <https://www.centf.org/CTFLI/>)
2. Ensure attendance at Commander's Conference (Semi-Annual) Training. Attendance by key personnel is mandatory unless waiver is granted by COMMERCE
3. Ensure the Task Force will agree to an audit of its performance, a minimum of once per biennium
4. Participate in a follow-up of the Peer Review
5. Ensure the Task Force will participate in support of the Peer Review process by allowing assigned staff to volunteer as members of Peer Review Teams during audits in other jurisdictions
6. Ensure the Task Force will comply with COMMERCE and BJA on the collection of required performance measurement data. The Task Force will complete the required reports using the BJA Performance Measure Tool (PMT). It is required to select and report on all accountability measures that pertain to JAG-funded activities. The Task Force is responsible for creating a report within the PMT and uploading it. (See <https://bjapmt.ojp.gov/help/jagdocs.html>)
 - a. Complete quarterly performance measures and deliverable reports for COMMERCE. Reports are due on the 20th of the month following the reporting quarter. Reports should be submitted simultaneously with quarterly invoice; late receipt of reports may prevent or delay invoice processing and/or payment. The intent of the reports are to provide data to (1) conduct evaluations and performance measurement that will address the effectiveness and efficiency of Task Force operations and (2) use the reported information to improve program planning and implementation. Reports due to COMMERCE will be submitted at

Amendment B

- <https://app.smartsheet.com/b/form/45be9fc65e264a9eb9258778e97ba88f>
- b. NOTE: All report information provided should pertain to task force activity and not the activity of the entire jurisdiction or law enforcement agency housing the task force.
 - c. All required reporting metrics can be found in the smartsheet form above and the BJA Performance Measure Tool (PMT) System
 - d. Both the PMT report (entered directly into the PMT, and the smartsheet report must be received prior to invoice payment.
 - e. Final Report: Complete a final report for COMMERCE, which will be a compilation of all quarterly reports and will include a comparison across quarters and year-to-date, overall accomplishments, and lessons learned. The Task Force will provide a non-technical brief for a general audience that summarizes findings and policy implications that will be disseminated. This is due no later than the 20th of the month following the expenditure of all funds or July 20, 2024. Submit at:
<https://app.smartsheet.com/b/form/45be9fc65e264a9eb9258778e97ba88f>
7. Complete Fiscal and Administrative requirements, as measured by:
- a. "FIFO" or First-In/First-Out tracking and quarterly reporting of Program Income funds (Forfeitures).
 - b. Timely submission of Contractor's A-19 (Reimbursement Requests/Vouchers) by the 20th of the month following the reported quarter through Secure Access Washington (SAW): <https://secureaccess.wa.gov/>

AMEND Attachment B Budget

Attachment B Budget has been fully amended and replaced by the following:

Amendment B

Whatcom Drug and Gang Task Force					
July 1, 2022 - June 30, 2024					
Agency Name:	Whatcom County Sheriff's Office				
Program Name:	Whatcom Drug and Gang Task Force				
Contract Number:	F20-31440-214				
Item	Amount by Fund Source				Total Project
	COMMERCE Funding	Other Fund Source	Other Fund Source	Other Fund Source	
PERSONNEL SERVICES					
Salaries (Full- & Part-Time)	\$ 241,439.00	\$ 974,729.00	\$ 319,025.00	\$ -	\$ 1,535,193.00
Personnel Benefits	\$ 92,936.00	\$ 436,677.00	\$ 138,279.00	\$ -	\$ 667,892.00
SUBTOTAL - PERSONNEL	\$ 334,375.00	\$1,411,406.00	\$ 457,304.00	\$ -	\$ 2,203,085.00
GOODS & SERVICES					
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Supplies ²	\$ -	\$ 3,600.00	\$ -	\$ 2,574.00	\$ 6,174.00
Equipment ³	\$ -	\$ 800.00	\$ -	\$ 1,298.00	\$ 2,098.00
Consultant and Subcontracted	\$ -	\$ 3,500.00	\$ -	\$ 5,970.00	\$ 9,470.00
Automobile Expense	\$ -	\$ 13,550.00	\$ -	\$ 33,359.00	\$ 46,909.00
Printing & Duplicating	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Rentals - Buildings	\$ -	\$ -	\$ -	\$ -	\$ -
Rentals - Equipment	\$ -	\$ 26,565.00	\$ -	\$ 73,276.00	\$ 99,841.00
SUBTOTAL - GOODS &	\$ -	\$ 48,015.00	\$ -	\$ 116,477.00	\$ 164,492.00
Travel	\$ -	\$ 3,600.00	\$ -	\$ 14,126.00	\$ 17,726.00
Training	\$ -	\$ 2,400.00	\$ -	\$ 8,058.00	\$ 10,458.00
Other Misc. Expenses ⁵	\$ -	\$ 26,200.00	\$ -	\$ 32,457.00	\$ 58,657.00
Indirect & Administration Costs ⁶	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 334,375.00	\$1,491,621.00	\$ 457,304.00	\$ 171,118.00	\$ 2,454,418.00

¹ Identify specific funding sources included under the "Other" column(s) above:

WCSO Drug Task Force	\$ 1,491,621.00
W.C. Prosecuting Attorney's Office	\$ 457,304.00
Whatcom County Drug Fund	\$ 171,118.00
	\$ -
Total	\$ 2,120,043.00

² Operating Supplies - Itemize below:

Office & Operating Supplies:	\$ 6,174.00
Evidence packing supplies,	\$
flash drives, med supplies	\$
burner phones, gloves	\$
Total	\$ 6,174.00

³ Equipment - Itemize below:

Small Tools & Equipment	\$ 2,098.00
	\$
	\$
	\$
Total	\$ 2,098.00

⁴ Consultant and Subcontracted Services - Itemize below:

Services such as:	\$ 9,470.00
Analytical Chemistry	\$
Towing, Transcription,	\$
Intergov Professional Svcs	\$
Total	\$ 9,470.00

⁵ Other Miscellaneous Expenses - Itemize below:

Miscellaneous Expenses such as:	\$ 58,657.00
Software, Software Subscriptions,	\$
Telephone services, phone pings,	\$
Advertising	\$
Total	\$ 58,657.00

⁶ Indirect Administration Costs - Itemize below:

	\$
	\$
	\$
	\$
Total	\$ -

Amendment B

The Contractor may vary from the approved distribution of funds by shifting up to ten percent (10%) of the total awarded funds between categories of expense. Contractor will contact the Commerce Program Manager for approval prior to shifting funds in this way. This authority to shift funds is limited by the following: grant funds may not be shifted into zero budgeted categories of expense except Benefits, and any shifts made may not constitute a significant change to the Scope of Work (Attachment A).

ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT.