

**WHATCOM COUNTY
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:
202001014 – 6

Originating Department:	85 Health and Community Services
Division/Program: (i.e. Dept. Division and Program)	8550 Human Services / 855040 Housing
Contract or Grant Administrator:	Christopher D'Onofrio
Contractor's / Agency Name:	Northwest Youth Services

Is this a New Contract?	If not, is this an Amendment or Renewal to an Existing Contract?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #:	202001014	

Does contract require Council Approval?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	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?	If yes, grantor agency contract number(s):	CFDA#:
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

Is this contract grant funded?	If yes, Whatcom County grant contract number(s):	20200014
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Is this contract the result of a RFP or Bid process?	Contract Cost Center:	122200 / 122800
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, RFP and Bid number(s):	

Is this agreement excluded from E-Verify?	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>
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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 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):	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:
\$ 576,770	1. Exercising an option contained in a contract previously approved by the council.
This Amendment Amount:	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.
\$ 34,148	3. Bid or award is for supplies.
Total Amended Amount:	4. Equipment is included in Exhibit "B" of the Budget Ordinance
\$ 610,918	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: This contract provides funding for the operation of the Ground Floor Day Use Center for Whatcom County youth experiencing homelessness or housing instability. This amendment increases funding for personnel and subsequent indirect costs to support the increased cost of labor.

Term of Contract:	1 Year	Expiration Date:	12/31/2023
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Contract Routing:	1. Prepared by:	JT	Date:	03/24/2023
	2. Health Budget Approval	KR	Date:	03/24/2023
	3. Attorney signoff:	RB	Date:	03/28/2023
	4. AS Finance reviewed:	A. Martin	Date:	4/13/23
	5. IT reviewed (if IT related):		Date:	
	6. Contractor signed:	^{DS}	Date:	
	7. Executive Contract Review:	BSR	Date:	4/26/2023
	8. Council approved (if necessary):	AB2023-293	Date:	04/25/2023
	9. Executive signed:		Date:	4/26/2023
	10. Original to Council:		Date:	



Memorandum

TO: Satpal Sidhu, County Executive

FROM: Erika Lautenbach, Director

RE: Northwest Youth Services – Ground Floor Day Use Center Contract Amendment #6

DATE: APRIL 26, 2023

Attached is a contract amendment between Whatcom County and Northwest Youth Services for your review and signature.

▪ **Background and Purpose**

This contract supports operations at the Ground Floor Day Use Center, an accessible, supportive and service rich space for Whatcom County youth ages 13 – 24 who are experiencing homelessness or housing instability. This funding is intended to provide early interventions in young people’s lives to promote health, wellbeing and community connections. This amendment increases funding for personnel, travel, training, operations, and subsequent indirect by \$34,148 to support the increased costs of labor and operations.

▪ **Funding Amount and Source**

Funding for this contract, in an amount not to exceed \$194,148 for the current contract period (01/01/2023 – 12/31/2023) and \$610,918 for the total contract period (01/29/2020 – 12/31/2023), is provided by local document recording fees and the Washington State Department of Commerce Emergency Solutions (ESG-CV) Grant (CFDA 14.231). These funds are included in the 2023 budget. Council approval is required as the additional funding provided by this amendment exceeds 10% of the amount authorized by Council on 01/10/2023.

▪ **Differences from Previous Contracts**

Section	Revision Purpose
Exhibit B – Compensation	Increase funding for personnel and subsequent indirect costs by \$34,148.

Please contact Christopher D’Onofrio, Housing & Homeless Services Supervisor at 360-778-6049 (CDOnofri@co.whatcom.wa.us) or Kathleen Roy, Financial & Administrative Manager at 360-778-6007 (KRoy@co.whatcom.wa.us), if you have any questions.

Encl.



Whatcom County Contract Number:

202001014 – 6

**WHATCOM COUNTY CONTRACT AMENDMENT
Ground Floor Day Use Center**

PARTIES:

**Whatcom County
Whatcom County Health and Community Services
509 Girard Street
Bellingham, WA 98225**

**AND CONTRACTOR:
Northwest Youth Services
108 Prospect Street
Bellingham, WA 98225**

CONTRACT PERIODS:

**Original: 01/29/2020 – 12/31/2020
Amendment #1: 01/01/2021 – 12/31/2021
Amendment #2: 09/29/2021 – 12/31/2021
Amendment #3: 01/01/2022 – 12/31/2022**

**Amendment #4: 09/26/2022 – 12/31/2022
Amendment #5: 01/01/2023 – 12/31/2023
Amendment #6: 04/26/2023 – 12/31/2023**

THE CONTRACT IDENTIFIED HEREIN, INCLUDING ANY PREVIOUS AMENDMENTS THERETO, IS HEREBY AMENDED AS SET FORTH IN THE DESCRIPTION OF THE AMENDMENT BELOW BY MUTUAL CONSENT OF ALL PARTIES HERETO

DESCRIPTION OF AMENDMENT:

1. Amend Exhibit B – Compensation, to increase funding for personnel, operations, training, travel, and subsequent indirect costs by \$34,148 to support increased costs of labor and operations.
2. Amend Exhibit E – ESG-CV Subaward Information, to reflect the current ESG-CV allocation in this contract.
3. Funding for this contract period (01/01/2023 – 12/31/2023) is not to exceed \$194,148.
4. Funding for the total contract period (01/29/2020 – 12/31/2023) is not to exceed \$610,918.
5. All other terms and conditions remain unchanged.
6. The effective start date of the amendment is 04/26/2023.


ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND ANY PREVIOUS AMENDMENTS THERETO REMAIN IN FULL FORCE AND EFFECT. ALL PARTIES IDENTIFIED AS AFFECTED BY THIS AMENDMENT HEREBY ACKNOWLEDGE AND ACCEPT THE TERMS AND CONDITIONS OF THIS AMENDMENT. Each signatory below to this Contract warrants that he/she is the authorized agent of the respective party; and that he/she has the authority to enter into the contract and bind the party thereto.

APPROVAL AS TO PROGRAM:  4/26/2023
DocuSigned by: 814C8C1CCCA8400...
Christopher D'Onofrio, Housing & Homeless Services Supervisor Date

DEPARTMENT HEAD APPROVAL:  4/26/2023
DocuSigned by: 955C651A30374BD...
Erika Lautenbach, Health and Community Services Director Date

APPROVAL AS TO FORM:  4/26/2023
DocuSigned by: 1EE5DDBD9542404...
Royce Buckingham, Senior Civil Deputy Prosecutor Date

FOR THE CONTRACTOR:

 <small>DocuSigned by: 0AA4F26B1ED844C...</small>	Jason McGill, Executive Director	4/26/2023
Contractor Signature	Printed Name and Title	Date

FOR WHATCOM COUNTY:

 4/26/2023
DocuSigned by: 1192C7C18B664E3...
Satpal Singh Sidhu, County Executive Date

CONTRACTOR INFORMATION:

Northwest Youth Services
108 Prospect Street
Bellingham, WA 98225
360-734-4720
jasonm@nwys.org

EXHIBIT "B" – Amendment #6
(COMPENSATION)

- I. **Source of Funding & Budget:** The source of funding for this contract, in an amount not to exceed \$194,148, is local Document Recording Fees and the WA State Department of Commerce Emergency Solutions COVID-19 Grant (CFDA 14.231). Commerce and the State of Washington are not liable for claims or damages arising from Subcontractor's performance of this contract. The budget for this contract is as follows:

*Cost Description	Documents Required With Each Invoice	Budget
Document Recording Fee Funds (January – December 2023)		
Personnel: Director/Supervisor Ground Floor Manager Pre-Housing Case Manager PT Youth Advocates (4)	GL Detail including staff member, position, hours worked, and rate of pay	\$51,780
Shelter Operations (includes the cost of maintenance, rent, security, insurance, utilities, food, furnishings, and supplies necessary for operations of day shelter)	GL detail; invoices or receipts	\$14,050
Mileage Direct Service Staff Training Travel (including per diem)	Receipts for fees related to registration, training, licenses, and dues. Ground transportation, parking, coach airfare, and ferries will be reimbursed at cost when accompanied by receipts. Reimbursement requests for allowable travel must include name of staff member, copies of mileage records (if applicable), dates of travel, starting point and destination, and a brief description of purpose. Lodging and meal costs for training are not to exceed the U.S. General Services Administration (GSA) Domestic Per Diem rates, specific to location (www.gsa.gov).	\$8,450
SUBTOTAL		\$74,280
Document Recording Fee Administrative Costs** @ 10%		\$7,428
Document Recording Fee Total Cost		\$81,708
Emergency Solutions Grant – COVID funding (January – September 2023)***		
Personnel – Ground Floor Case Management	GL Detail including staff member(s), position, hours worked, and rate of pay	\$66,289
Shelter Operations (includes the cost of maintenance, rent, security, insurance, utilities, food, furnishings, and supplies necessary for operations of day shelter)	GL Detail; invoices or receipts	\$38,795
SUBTOTAL		\$105,084
ESG Administrative Costs** @ 7%		\$7,356
ESG Total Cost		\$112,440
TOTAL BUDGET		\$194,148

*Changes to the line item budget that exceed 10% of the line item must be approved in writing by the County.

**Under no circumstances shall the administrative rates exceed the amounts indicated in the table above.

***Emergency Solutions Grant – COVID funding may not be used after 9/30/2023

II. Invoicing

1. The Contractor shall submit itemized invoices on a monthly basis in a format approved by the County. Monthly invoices must be submitted by the 15th of the month following the month of service. Invoices submitted for payment must include the items identified in the table above.
2. The Contractor shall submit invoices (include contract #) to HL-BusinessOffice@co.whatcom.wa.us.
3. Payment by the County will be considered timely if it is made within 30 days of the receipt and acceptance of billing information from the Contractor. The County may withhold payment of an invoice if the Contractor submits it more than 30 days after the expiration of this contract.
4. Invoices must include the following statement, with an authorized signature and date:
I certify that the materials have been furnished, the services rendered, or the labor has been performed, as described on this invoice.
5. Duplication of Billed Costs or Payments for Service: The Contractor shall not bill the County for services performed or provided under this contract and the County shall not pay the Contractor, if the Contractor has been or will be paid by any other source, including grants, for those costs used to perform or provide the services in this contract. The Contractor is responsible for any audit exceptions or disallowed amounts paid as a result of this contract.

**“Exhibit E” – Amendment #6
ESG-CV SUBAWARD INFORMATION**

	Item Description	Contract Information
1	Subrecipient Name (Exactly as listed): www.SAM.gov	Northwest Youth Services
2	Subrecipient UEI Number: www.SAM.gov	NT7EEY6J6D29
3	Federal Award Identification Number (FAIN):	E-20-DW-53-0001
4	Federal Award Date (from Federal contract)	10/01/2020 – 09/30/2022
5	Start and End Date of the contract:	04/15/2022 – 09/30/2022
6	Amount of Federal Funds Obligated by this action:	\$3,044,770
7	Total Amount of Federal Funds Obligated to the subrecipient by Whatcom County for this subaward (current and past obligations):	\$112,440
8	Total Amount of the Federal Award <u>committed</u> to the subrecipient through Whatcom County:	\$112,440
9	Project description from Federal Award:	To assist people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness and to address the needs of people in emergency shelters and unsheltered situations.
10	Name of the Federal awarding agency:	U.S. Department of Housing & Urban Development
11	Name of the pass-through entity/entities:	WA State Department of Commerce / Whatcom County
12	Contact information for awarding official- (Name of County project coordinator)	Christopher D’Onofrio
13	Contact information for awarding official- General Contact email or phone number:	360-778-6049 CDonofri@co.whatcom.wa.us
14	CFDA Number	14.231
15	CFDA Name Program Name	Emergency Solutions Grant Program
16	Is the award Research and Development?	No
17	Indirect Cost Rate per the Federal Award	Not specified
18	Federal requirements imposed on the subrecipient by Whatcom County:	See Exhibit D
19	Additional requirements imposed by Whatcom County to meet its own responsibilities to the awarding agency:	See Exhibit A
20	Indirect Rate: Subrecipient approved rate or de minimis	7%
21	Access to subrecipient’s accounting records and financial statements as needed.	Yes
22	Closeout Requirements	Yes