

**WHATCOM COUNTY  
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:  
202201009 – 3

Originating Department:	85 Health
Division/Program: (i.e. Dept. Division and Program)	8550 Human Services / 855040 Housing
Contract or Grant Administrator:	Chris 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 #:	202201009	

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):	ARPA / 202008014
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Is this contract the result of a RFP or Bid process?	If yes, RFP and Bid number(s):	Sole Source	Contract Cost Center:	1388502 / 122800 / 122200
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				

Is this agreement excluded from E-Verify?	No <input type="checkbox"/>	Yes <input checked="" 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"/> Contract for Commercial off the shelf items (COTS).
<input checked="" type="checkbox"/> Contract work is for less than \$100,000.	<input type="checkbox"/> Work related subcontract less than \$25,000.
<input type="checkbox"/> Contract work is for less than 120 days.	<input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.
<input type="checkbox"/> Interlocal Agreement (between Governments).	

Contract Amount:(sum of original contract amount and any prior amendments):	Council approval required for; all property leases, contracts or bid awards <b>exceeding \$40,000</b> , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, <b>except when:</b> <ol style="list-style-type: none"> <li>Exercising an option contained in a contract previously approved by the council.</li> <li>Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance.</li> <li>Bid or award is for supplies.</li> <li>Equipment is included in Exhibit "B" of the Budget Ordinance</li> <li>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.</li> </ol>
\$ 85,018	
This Amendment Amount:	
\$ 165,000	
Total Amended Amount:	
\$ 250,018	

Summary of Scope: This contract provides funding for emergency interim housing for youth ages 18-24 who are experiencing homelessness.

Term of Contract:	12 Months	Expiration Date:	12/31/2022
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Contract Routing:	1. Prepared by:	JT	Date:	04/19/2022
	2. Health Budget Approval	KR/JG	Date:	05/05/2022
	3. Attorney signoff:	RB	Date:	05/04/2022
	4. AS Finance reviewed:	M Caldwell	Date:	5/9/22
	5. IT reviewed (if IT related):		Date:	
	6. Contractor signed:		Date:	
	7. Executive Contract Review:		Date:	
	8. Council approved (if necessary):	AB2022-298	Date:	
	9. Executive signed:		Date:	
	10. Original to Council:		Date:	

## WHATCOM COUNTY CONTRACT AMENDMENT

### PARTIES:

Whatcom County  
Whatcom County Health Department  
509 Girard Street  
Bellingham, WA 98225

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

### CONTRACT PERIODS:

Original: 01/01/2022 – 03/15/2022  
Amendment #1: 01/07/2022 – 03/15/2022  
Amendment #2: 03/01/2022 – 09/30/2022  
Amendment #3: 05/25/2022 – 12/31/2022

**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**

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### DESCRIPTION OF AMENDMENT:

1. Amend Exhibit A – Scope of Work to include minimum staffing levels required during shelter operations, extend the duration of shelter operations through end of 2022, and update reporting requirements.
2. Amend Exhibit B – Compensation, to increase funding by \$165,000 to support shelter operational costs through the end of the extended contract period.
3. Add Exhibit F – ESG-CV Subaward Information
4. Add Exhibit G – ARPA Subaward Information
5. Funding for the total contract period (01/01/2022 – 12/31/2022) is not to exceed \$250,018.
6. All other terms and conditions remain unchanged.
7. The effective start date of the amendment is 05/25/2022.

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.

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APPROVAL AS TO PROGRAM: \_\_\_\_\_  
Ann Beck, Human Services Manager Date

DEPARTMENT HEAD APPROVAL: \_\_\_\_\_  
Erika Lautenbach, Health Department Director Date

APPROVAL AS TO FORM: \_\_\_\_\_  
Royce Buckingham, Prosecuting Attorney Date

FOR THE CONTRACTOR:

Jason McGill, Executive Director		
_____	_____	_____
Contractor Signature	Print Name and Title	Date

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FOR WHATCOM COUNTY:

_____	_____
Tyler Schroeder, Deputy Executive	Date

**CONTRACTOR INFORMATION:**

**Northwest Youth Services**  
108 Prospect Street  
Bellingham, WA 98225  
[jasonm@nwys.org](mailto:jasonm@nwys.org)

**EXHIBIT "A" – Amendment #3**  
(SCOPE OF WORK)

**I. Background & Purpose**

This contract provides continued funding for operations at the Young Adult Emergency Shelter managed by Northwest Youth Services. The shelter opened in late 2021 to provide safe overnight lodging for up to 10 young adults experiencing homelessness between December 1, 2021 and March 1, 2022, and was jointly funded by Whatcom County and the City of Bellingham. The City of Bellingham provided funding for the months of December and January and the County will provide ongoing funding from January 1, 2022 through the end of this contract period on December 31, 2022. The shelter was initially (December-February) located on property owned and designated by the City of Bellingham, and then moved to a space provided by the First Congregational Church of Bellingham (FCCB), located at 2401 Cornwall Avenue, for the months of March-December of 2022. At the new location hosted by FCCB, the shelter will serve a maximum of 10 individuals simultaneously.

An estimated 75 unique individuals will benefit from utilizing the Young Adult Emergency Shelter during 2022. Shelter guests will be provided a safe, warm place to sleep as well as access to showers and light meals. Guests will receive service navigation assistance to connect with available community resources.

**II. Statement of Work**

Northwest Youth Services ("NWYS") will operate a Shelter for young adults experiencing homelessness, providing these individuals with a safe place to sleep. The Young Adult Shelter will be located on property owned and designated by the City of Bellingham and offered in-kind to NWYS to use for their winter shelter operations during the months of December 2021 – February 2022. In March, the shelter relocated to space provided by the First Congregational Church of Bellingham.

NWYS will provide staff during all hours of shelter operations with a minimum of two employees present at all time. These staff members will be available as a resource for shelter guests and will be prepared to coordinate services that meet the needs of individual program participants. These services include access to the coordinated entry housing system, counseling, enrollment for local, state and federal benefits, risk assessment and safety planning, and developing individualized housing and service plans that include paths to permanent housing stability.

The shelter will be available for individuals aged 18-24. Up to 10 guests will be accommodated nightly and the shelter will operate according to COVID safety protocols with mandatory screening processes. Client COVID needs will be assessed and if necessary, COVID testing will be administered.

The shelter will open each evening starting at 7:30pm and close at 8:00am each morning. Guests will not be able to access the shelter space during the day. Guests will have access to safe sleeping areas, cots for sleeping, navigation support to services and resources, and access to showers for health and hygiene needs. NWYS will provide light meals.

The program will provide shelter to young adults on a first-come, first-served basis. Guests who stayed the previous night will be able to reserve the same cot utilized the night prior by storing their bedding in a bin labeled with their name and placing it on top of the cot they used that night.

NWYS staff will be available to assist guests who cannot be admitted to the shelter (due to the client's age, the shelter being at capacity, or other reasons) with information on alternative shelters in the area. Minors under the

age of 18 who are not allowed to utilize this shelter will instead receive information about NWYS's PAD services (a shelter serving youth aged 13-17) and be referred to staff that can help them find safe age-appropriate shelter. No minors will be turned away to sleep on the street.

Guests will check in and be admitted at the shelter site at the intake/sign in area. Guests will be asked to record their first and last name, and date of birth to verify their age and eligibility for the shelter. Guests will be required to sign a Guest Agreement & Code of Conduct upon admittance to the shelter. The Code of Conduct will outline the policies and rules that shelter guests are expected to follow, and will be posted throughout the shelter space.

Equipment purchased with funds provided by this contract as well as unused supplies are to be stored for future use and/or repurposed to support other shelters operated by Northwest Youth Services in Whatcom County. The contract will run through December 31, 2022. NWYS will support move out, clean-up and restoration to each sites' original condition at the end of the operating period.

### **III. Reporting Requirements**

Client data for this project will be recorded on a nightly basis with updates submitted to the contract manager as requested. Additionally, a Monthly Report shall be submitted in the template format provided. This template is available at: <https://www.whatcomcounty.us/DocumentCenter/View/66141/WCHDYouthshelterNWYS2022>

The data will include:

- a. The total number of unique shelter guests that stay each quarter as well as a year-to-date total;
- b. Mean length of stay for each guest that exits during the quarter. Median length of stay for each guest that exits during the quarter;
- c. The percent of guests who were connected with on-going programs or services that will promote stability of health, housing, and/or financial wellbeing during their stay;
- d. The number of exits and the destinations for each exit during the quarter (when known);
- e. The previous housing type for each guest who enters the shelter (when known).

**Exhibit B – Amendment #3**  
(COMPENSATION)

- I. **Source of Funding and Budget:** The source of funding for this contract, in an amount not to exceed \$250,018 is County ARPA funds, the Washington State Department of Commerce ESG-CV, and local document recording fees. COMMERCE and the State of Washington are not liable for claims arising from the Subcontractor’s performance of the contract. The budget for this contract is as follows:

*Cost Description	Documents Required with Invoices	2022 Amount
<b>ARPA Funding:</b>		
Personnel (salary and benefits for staff)	Approved Composite Billing Rate Worksheet for each staff member and timesheets for the period.	\$59,296
Shelter Operating Expenses	GL Detail	\$8,886
Indirect (10%)		\$6,818
<b>ARPA Subtotal</b>		<b>\$75,000</b>
<b>ESG-CV &amp; DRF Funding:</b>		
Shelter Operations, as permitted by ESG-CV Guidelines Section 3.2 (Emergency Shelter)**	GL Detail	\$25,608
Emergency Shelter Case Management, as permitted by ESG-CV Guidelines Section 6.4**	Approved Composite Billing Rate Worksheet for each staff member and timesheets for the period.	130,000
Emergency Shelter Motel Stays	GL Detail including client ID, payee, and amount of payment	\$3,500
<b>ESG Subtotal</b>		<b>\$159,108</b>
Indirect (7% and funded by ESG-CV)		\$11,137
<b>ESG-CV Subtotal</b>		<b>\$170,245</b>
<b>Document Recording Fees Indirect Supplement</b>		
Indirect (3% of ESG-CV direct costs provided by local document recording fees)		\$4,773
<b>GRAND TOTAL</b>		<b>\$250,018</b>

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

\*\*The most recent guidelines for use of ESG-CV funding can be accessed online at <https://www.commerce.wa.gov/serving-communities/homelessness/emergency-solutions-grant/> or by contacting the County contract administrator.

II. **Invoicing:**

- The Contractor shall submit itemized invoices on a monthly basis in a format approved by the County. Monthly invoices must be submitted by the 15<sup>th</sup> of the month, following the month of service. Invoices submitted for payment must include the items identified in the table above.
- The Contractor shall submit invoices to [HL-BusinessOffice@co.whatcom.wa.us](mailto:HL-BusinessOffice@co.whatcom.wa.us).
- Payment by the County will be considered timely if it is made within 30 days of the receipt and acceptance of billing information from Contractor. The county may withhold payment of an invoice if the Contractor submits it more than 30 days after the expiration of this contract.
- 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 performed as described on this invoice.**
- 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 F”  
ESG-CV SUBAWARD INFORMATION**

	Item Description	Contract Information
1	<b>Subrecipient Name (Exactly as listed in DUNS): <a href="http://www.SAM.gov">www.SAM.gov</a></b>	Northwest Youth Services
2	<b>Subrecipient DUNS Number: <a href="http://www.SAM.gov">www.SAM.gov</a></b>	78172241
3	<b>Federal Award Identification Number (FAIN):</b>	E-20-DW-53-0001
4	<b>Federal Award Date (from Federal contract)</b>	10/01/2020 – 09/30/2022
5	<b>Start and End Date of the contract:</b>	04/15/2022 – 09/30/2022
6	<b>Amount of Federal Funds Obligated by this action:</b>	\$4,294,770
7	<b>Total Amount of Federal Funds Obligated to the subrecipient by Whatcom County for this subaward (current and past obligations):</b>	\$170,245
8	<b>Total Amount of the Federal Award <u>committed</u> to the subrecipient through Whatcom County:</b>	\$170,245
9	<b>Project description from Federal Award:</b>	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	<b>Name of the Federal awarding agency:</b>	U.S. Department of Housing & Urban Development
11	<b>Name of the pass-through entity/entities:</b>	WA State Department of Commerce / Whatcom County
12	<b>Contact information for awarding official- (Name of County project coordinator)</b>	Christopher D’Onofrio
13	<b>Contact information for awarding official- General Contact email or phone number:</b>	360-778-6049 <a href="mailto:CDonofri@co.whatcom.wa.us">CDonofri@co.whatcom.wa.us</a>
14	<b>CFDA Number</b>	14.231
15	<b>CFDA Name Program Name</b>	Emergency Solutions Grant Program
16	<b>Is the award Research and Development?</b>	No
17	<b>Indirect Cost Rate per the Federal Award</b>	Not specified
18	<b>Federal requirements imposed on the subrecipient by Whatcom County:</b>	See Exhibit D
19	<b>Additional requirements imposed by Whatcom County to meet its own responsibilities to the awarding agency:</b>	See Exhibit A
20	<b>Indirect Rate: Subrecipient approved rate or de minimis</b>	7%
21	<b>Access to subrecipient’s accounting records and financial statements as needed.</b>	Yes
22	<b>Closeout Requirements</b>	Yes

**“Exhibit G”  
ARPA SUBAWARD INFORMATION**

	Item Description	Contract Information
1	<b>Subrecipient Name (Exactly as listed in DUNS): www.SAM.gov</b>	Northwest Youth Services
2	<b>Subrecipient DUNS Number: www.SAM.gov</b>	782172241
3	<b>Federal Award Identification Number (FAIN):</b>	SLFRP1195
4	<b>Federal Award Date (from Federal contract)</b>	05/13/2021
5	<b>Start and End Date of the contract:</b>	03/03/2021 – 12/31/2026
6	<b>Amount of Federal Funds Obligated by this action:</b>	\$44,528,542
7	<b>Total Amount of Federal Funds Obligated to the subrecipient by Whatcom County for this subaward (current and past obligations):</b>	\$75,000
8	<b>Total Amount of the Federal Award committed to the subrecipient through Whatcom County:</b>	\$75,000
9	<b>Project description from Federal Award:</b>	Coronavirus Local Fiscal Recovery
10	<b>Name of the Federal awarding agency:</b>	U.S. Department of the Treasury
11	<b>Name of the pass-through entity/entities:</b>	Whatcom County
12	<b>Contact information for awarding official- (Name of County project coordinator)</b>	Christopher D’Onofrio
13	<b>Contact information for awarding official- General Contact email or phone number:</b>	360-778-6049 <a href="mailto:CDonofri@co.whatcom.wa.us">CDonofri@co.whatcom.wa.us</a>
14	<b>CFDA Number</b>	21.027
15	<b>CFDA Name Program Name</b>	Coronavirus State and Local Fiscal Recovery Funds
16	<b>Is the award Research and Development?</b>	No
17	<b>Indirect Cost Rate per the Federal Award</b>	Not specified
18	<b>Federal requirements imposed on the subrecipient by Whatcom County:</b>	See Exhibit E
19	<b>Additional requirements imposed by Whatcom County to meet its own responsibilities to the awarding agency:</b>	See Exhibit A
20	<b>Indirect Rate: Subrecipient approved rate or de minimis</b>	10%
21	<b>Access to subrecipient’s accounting records and financial statements as needed.</b>	Yes
22	<b>Closeout Requirements</b>	Yes