

**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No.

202203005-1

Originating Department:	Sheriff's Office 35
Division/Program: <i>(i.e. Dept. Division and Program)</i>	Division of Emergency Management 3580
Contract or Grant Administrator:	John Gargett
Contractor's / Agency Name:	Whatcom Long Term Recovery Group
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>202203005</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 type="radio"/> No <input checked="" type="radio"/> If yes, grantor agency contract number(s): _____ CFDA#: _____	
Is this contract grant funded? Yes <input checked="" type="radio"/> No <input type="radio"/> If yes, Whatcom County grant contract number(s): <u>202209018</u>	
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>1673521010</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 checked="" 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): \$ <u>200,000.00</u> This Amendment Amount: \$ <u>200,000.00</u> Total Amended Amount: \$ <u>400,000.00</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:	
Amend November-2021 Flood Disaster Case Management services contract: Extend termination date from 02/28/2023 to 06/30/2023. Increase total consideration from \$200,000 to \$400,000. Replace Exhibit A-Scope of Work and Exhibit B-Compensation to reflect these changes.	
Term of Contract: 16 months	Expiration Date: 06/30/2023

Contract Routing:	1. Prepared by: <u>F Burkhart</u>	Date: <u>02/07/2023</u>
	2. Attorney signoff: <u>B Waldron (via email)</u>	Date: <u>02/07/2023</u>
	3. AS Finance reviewed: <u>A Martin (via email)</u>	Date: <u>02/07/2023</u>
	4. IT reviewed (if IT related): _____	Date: _____
	5. Contractor signed: _____	Date: _____
	6. Submitted to Exec.: _____	Date: _____
	7. Council approved (if necessary): <u>AB2023-124</u>	Date: <u>02/21/2023</u>
	8. Executive signed: _____	Date: _____
	9. Original to Council: _____	Date: _____

WHATCOM COUNTY:

Recommended for Approval:

John Gargett, DEM Deputy Director Date

Bill Elfo, Sheriff (or designee) Date

Approved as to form:

Brandon Waldron, Prosecuting Attorney Date

Approved:

Accepted for Whatcom County:

By: _____
Tyler Schroeder, Deputy Executive Date

EXHIBIT "A-1"
(SCOPE OF WORK)

In response to historic flooding, Whatcom County issued an Emergency Proclamation on November 14, 2021. The Whatcom Long Term Recovery Group will provide client support and disaster case management to return individuals and families who have survived the flooding to a state of self-sufficiency. This will be accomplished by ensuring that each individual with disaster-related needs has access to a disaster case manager who will capture information about the individual's situation. The disaster case manager will then serve as his/her advocate and help him/her organize and access disaster-related resources, human services, healthcare, and mental healthcare that will help him/her achieve pre-disaster levels of functioning and equilibrium.

I. Statement of Work

The Whatcom Long Term Recovery Group will provide a Director of Client Support and up to seven (7) FTE's to perform Disaster Case Management for the flood victims. While the Whatcom Long Term Recovery Group is an independent non-governmental organization, it will coordinate and report to the Whatcom County Sheriff's Office Division of Emergency Management weekly on its Disaster Case Management efforts to include the following:

Screening & Intake

As potential clients are identified, self-identification, referrals or other means, the Disaster Case Manager (DCM) will conduct eligibility screening and client intake. In some instances, other staff or volunteers may assist DCMs with the intake process. All individuals performing intake will ensure that the persons requiring assistance will be limited to survivors of *the continuous series of severe winter storms, high winds, flooding, landslides and mudslides beginning November 5 through December 2, 2021* deemed in need of case management through the intake process.

Recovery Planning

The recovery plan is the basis for delivery of recovery services, support, and advocacy. The client and disaster case manager work together to assess the client's disaster-caused needs and, based on this assessment, develop a goal-oriented, individualized plan to meet recovery goals. The Recovery Plan will be:

- **Comprehensive** – Each area of the client's life is likely to have been affected in some way by the disaster, therefore, the Disaster Case Manager will take a holistic approach to the needs assessment.
- **Individualized** – Each recovery plan will be tailored to meet the unique needs of each individual and family.
- **Strengths-based** – A client will not be defined solely by their disaster-related needs. Strengths-based assessment will be focused less on the client's problems and more on what he or she is doing about them. The client and case manager will pool their knowledge and resources to achieve recovery goals.
- **Culturally-responsive** – Assessments will include consideration for: geographic location, language of choice, age, gender, religious/spiritual preferences, race/ethnicity and cultural traditions and values.

Action and Advocacy

The Disaster Case Manager advocates for resources necessary to meet the needs and accomplishment of the client's goals, including but not limited to:

- Verifying unmet needs by obtaining records and/or contacting vendors;
- Networking with other organizations to guide the client through the sequence of delivery without duplication of benefits or services;
- Advocating with and for clients by providing support and advocacy with agencies and organizations when necessary;
- Making requests within the guidelines of the Unmet Needs Roundtable; and
- Serving as an advocate for the client to ensure success of the client's disaster recovery plan.

Case Monitoring

The Disaster Case Manager will monitor progress toward the achievement of goals outlined in the client's disaster recovery plan. Monitoring includes:

- Follow-up according to the case complexity;
- Confirmation that services or referral have been initiated; and
- Verification that the service or referral is appropriate and satisfactory.

Case reviews will be conducted to include:

- The nature of client's loss from the floods;
- Issues and needs of the client;
- The frequency, duration, and intensity of the services provided; and
- Resources provided.

Case Closure

Disaster recovery case management services are time-limited. Open cases will all be closed within the scope of the disaster-related services and programs. The disaster recovery goal determines the timing of the closure of the case. A successful case closure recognizes and affirms that progress and stabilizing gains have been made. Compliance with the case closure policy will provide accurate information to assess program outcomes. All cases, closed or open, will be provided at the end of the period of performance to the Whatcom Long Term Recovery Group.

Whatcom Long-Term Recovery Group (WLTRG) Director of Client Support

The Director of Client Support will direct and coordinate disaster case management services and support needed from reconstruction, volunteers, fundraising, and other committees organized to provide coordination and recovery services to individuals, families, and entities adversely impacted by disaster in Whatcom County.

Assists the governing body in developing and implementing the operational policies, programs, and training events that meet identified needs before, during, and after a disaster. Builds community relationships and communication between organizations.

Perform other duties as required by the WLTRG, such as preparing for, attending, and/or supporting special events and projects.

- Assumes responsibility as the chief development and coordinating officer of the organization.
- Attends all governing body meetings and serves as a staff resource.
- Develops a public relations program and builds and maintains connections with other nonprofits to improve referral sources and coordinate resources for clients.
- Organizes and presides at the WLTRG VOAD meetings.
- Reports on-going statistical and descriptive information regarding programs, operations, and finances to the governing body.
- Serves at the disposition of the governing body.
- Works to build relationships with other coalitions.
- Works with community groups, agencies, and faith groups in developing inclusivity'

Whatcom Long Term Recovery Group Disaster Case Management (DCM)

The Whatcom Long Term Recovery Group will provide up to seven (7) FTEs to perform Case Management for the flood victims. It is anticipated that the Whatcom Long Term Recovery Group will fund the following positions as independent contractors:

- One full-time Lead DCM
- Six DCMs

There are seven (7) DCM FTEs, however, there may be any combination of fulltime and part time staff.

The Disaster Case Management Lead will manage the team of Disaster Case Managers providing disaster case management services to individuals and families impacted by the flooding disasters as declared by FEMA. The Disaster Case Management Lead ensures the DCMs and volunteers are completing Needs Assessments, developing Disaster Recovery Plans, and making appropriate community referrals for additional services. The Disaster Case Management Lead ensures independent contractors and volunteers maintain appropriate contact with the client, that applicable services are provided, that the client has an advocate for services if needed, and that their Disaster Recovery Plan is completed timely.

Disaster Case Managers are expected to make site visits as needed, adhering to all COVID-19 protocols as mandated by the Local and County Government and the State of Washington.

Disaster Case Management differs significantly from normal social assistance case work. Disaster case managers walk with the survivors through the entire process of returning to a "new normal."

EXHIBIT "B"
(COMPENSATION)

I. Budget and Source of Funding: The source of funding for this contract, in an amount not to exceed \$400,000, is Washington Military Department Individual Assistance grants U22-035 and U23-005. The budget for this contract is as follows:

*Cost Description	Budget
Personnel – Director of Client Support & Disaster Case Management	\$355,000
Mileage – Director of Client Support & Disaster Case Management	\$ 45,000
TOTAL	\$400,000

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

**Not reimbursable prior to the date of contract execution: *(will be populated by DocuSign when sent for signatures)*

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. Time will be documented to the quarter hour.
3. Mileage will be reimbursed the IRS rate.
4. The Contractor shall submit invoices to: JGargett@co.whatcom.wa.us and cc: FBurkhar@co.whatcom.wa.us
5. 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.
6. Any work performed prior to the effective date of this contract or continuing after the completion date of the same unless otherwise agreed upon in writing, will be at the contractor's expense.
7. 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.

8. 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.