

**WHATCOM COUNTY  
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:  
202106043 – 1

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 #:	202106043	

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#:	14.231
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			

Is this contract grant funded?	If yes, Whatcom County grant contract number(s):	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):	21-04	Contract Cost Center:	122200 / 122800
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				

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"/> Contract for Commercial off the shelf items (COTS).
<input 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> 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.
\$ 178,771	
This Amendment Amount:	
\$ 33,977	
Total Amended Amount:	
\$ 212,748	

Summary of Scope: This contract provides funding for case management and supportive services to youth in association with the Whatcom Homeless Service Center in an effort to improve housing stability and reduce homelessness in Whatcom County

Term of Contract:	6 Months	Expiration Date:	12/31/2021
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Contract Routing:	1. Prepared by:	JT	Date:	08/30/2021
	2. Health Budget Approval	KR/JG	Date:	09/28/2021
	3. Attorney signoff:	RB	Date:	10/01/2021
	4. AS Finance reviewed:	M Caldwell	Date:	9/29/21
	5. IT reviewed (if IT related):		Date:	
	6. Contractor signed:		Date:	
	7. Submitted to Exec.:		Date:	
	8. Council approved (if necessary):	AB2021-589	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: 07/01/2021 – 12/31/2021**

**Amendment #1: 09/29/2021 – 12/31/2021**

**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, IV. Program Outcomes (3 & 4) to reflect a higher number of clients receiving case management services and a higher number of clients achieving stable housing.
2. Amend Exhibit B – Compensation, to increase funding by \$33,977 to support increased case management and hazard pay for staff providing direct services.
3. Funding for the total contract period (07/01/2021 – 12/31/2021) is not to exceed \$212,748
4. All other terms and conditions remain unchanged.
5. The effective start date of the amendment is 09/29/2021.

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 Supervisor 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

FOR WHATCOM COUNTY:

\_\_\_\_\_  
Satpal Singh Sidhu, County Executive Date

**CONTRACTOR INFORMATION:**

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

**EXHIBIT "A" – Amendment #1**  
(SCOPE OF WORK)

**I. Background**

Whatcom County’s Plan to End Homelessness identifies youth, aged up to 24, as a population impacted by homelessness and lists the provision of safe, affordable housing with supportive services as a way to reduce and end youth homelessness. Provision of services at shelters and other interim housing options is also a component of the service continuum that increases success in reaching housing stability. Northwest Youth Services (NWYS) is the only non-tribal agency serving youth in Whatcom County by offering housing services for homeless youth. NWYS has had a significant backlog of young people awaiting housing and services due to limited operating capacity.

Through this contract, NWYS will serve as one of the Whatcom Homeless Service Center (WHSC) partner agencies providing housing case management and will serve as a specialized portal of entry into WHSC housing services for youth. The purpose of this contract is to provide housing case management for youth waiting for housing services in order to achieve housing stability and reduce youth homelessness in Whatcom County.

**II. Definitions**

Housing Pool (HP)	Quasi wait list that serves clients waiting for housing services based on their needs and available resources instead of a first come, first served basis.
HMIS	Washington’s Homeless Management Information System Database
Whatcom Homeless Service Center (WHSC)	WHSC programs provide (1). centralized coordinated system of access, (2). targeted prevention assistance to reduce the number of households that become homeless, (3). re-housing of those who become homeless, (4) supportive services promoting housing stability and self-sufficiency, and (5). data management and tracking information for people receiving homeless housing services in Whatcom county and according to Washington State Department of Commerce HMIS data collection requirements.

**III. Statement of Work**

The Contractor will provide housing case management services. Housing case management activities include arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of households and helping them obtain housing stability. Services and activities include:

1. Developing, securing, coordinating, and retaining services and suitable housing. Services include but are not limited to:
  - a. Tenant counseling;
  - b. Assisting individuals and households with understanding leases;
  - c. Securing utilities;
  - d. Making moving arrangements;
  - e. Representative payee services concerning rent and utilities;
  - f. Mediation and outreach to property owners related to locating or retaining housing;
  - g. Monitoring and evaluating household progress;
  - h. Assuring that household rights are protected;

- i. Developing an individualized housing and service plan, including a path to permanent housing stability subsequent to assistance.
2. Intake – Contractor will provide intake services to youth in Whatcom County seeking housing to collect client information, assess barriers to stable housing, and eligibility for housing programs. Services will be provided to low-income and/or homeless youth residing in Whatcom County.
3. Youth Housing Pool (YHP) – Youth housing pool case management includes services designed to educate youth who are homeless or almost homeless, about available programs, provide them with a point of access to housing services by working collaboratively with the WHSC, and engage with them to address barriers to housing.

Individuals and households served shall have incomes at or below 50% Area Median Income (AMI). Income eligibility will be determined by the funding sources used for case management.

#### **IV. Program Outcomes**

During this contract period, the housing case management services provided by the Contractor will deliver the following outcomes:

1. At least twenty (20) unsheltered youth households will receive case management services.
2. At least twenty (20) youth in emergency shelters or transitional housing will receive case management services.
3. At least thirty-five (35) youth in permanent housing will receive case management services.
4. At least thirty (30) youth will achieve housing stability while receiving case management services.
5. At least 85% of youth households who obtained housing will remain stably housed six months after existing case management services.

#### **V. Additional Requirements**

The Contractor will:

1. Comply with:
  - a. Relevant State of Washington Department of Commerce Emergency Solutions COVID-19 Grant guidelines, including periodic updates to the guidelines, which can be accessed at the following links: <https://www.commerce.wa.gov/wp-content/uploads/2020/06/Commerce-ESG-CV-Overview-.pdf> and <https://deptofcommerce.box.com/s/fsmf4pmwkroszjt702j1l9cfnvk5ixmq>
  - b. Special Terms and Conditions of Commerce Emergency Solutions – COVID-19 (ESG-CV) Grant, herein incorporated as Exhibit E.
2. Participate in HMIS data collection efforts as directed by the WHSC; including HMIS training, HMIS data entry, updating client data as necessary, and exiting clients from HMIS. Services which must be inputted into HMIS include (but are not limited to) financial services – including deposits, rental payments, and completed home visits.
3. Comply with the following Housing Pool (HP) Referral procedure. When Contractor staff believes a referral from the HIP is not a good fit for their program, a situation which should be rare, the following procedures must be followed:

- a. Contractor will submit a written description of the situation that justifies returning the client to the HP, and
  - b. An in-person case conference must be scheduled within five days of request to return a referral. The case conference will include Contractor staff, WHSC housing referral specialist, and HP case management services coordinator (or designee).
  - c. The course of action mutually agreed to at the case conference will be recorded in writing, constituting a binding agreement.
  - d. As the parties to this contract learn more about referral success factors, procedures may be amended accordingly.
4. Promote public health in homeless housing and preserve the safety and stability of available housing stock for homeless housing by:
- a. Informing clients/tenants of the importance of upholding safety and health in homeless housing, and of preserving continued access to housing by our homeless housing system.
  - b. Informing clients/tenants that they may be expected to participate in cleaning and decontaminating their housing unit when necessary for health reasons.
  - c. Informing clients/tenants that damages to their unit may result in eviction and loss of the unit in the future for our homeless housing system.
  - d. Informing prospective tenants that they need to maintain a safe and clean apartment in advance of receiving housing and periodically after they are in housing.
  - e. In scattered sites, master lease, public housing, and staffed housing programs, case managers will work with the client/tenant to address the issues of health and safety that arise, including that of suspected methamphetamine use. The WCHD will provide case managers with free and confidential technical assistance on effective methods for cleaning apartment units that have been contaminated, whenever requested.
  - f. Documenting in each client file that these expectations were communicated to the client/tenant.
5. Require professional development training for direct service staff and supervisors.
  6. Attend Whatcom County Coalition to End Homelessness meetings and sponsored activities.
  7. Attend meetings and events coordinated by the WHSC.

## **VI. Reporting Requirements**

The Contractor shall submit quarterly reports\* to the WCHD utilizing HMIS data by using the quarterly reporting template accessed on the County website, as noted below. Reports will demonstrate the Contractor's progress toward achieving the program outcomes identified above. Quarterly reports are due on April 15, July 15, October 15, and January 15.

\*Contractors will be notified via email of updates to quarterly reporting templates. Current reporting templates will be posted on the Whatcom County Health Department Housing Program website which may be accessed at: <https://www.whatcomcounty.us/DocumentCenter/View/56308/Reporting-Tool---Case-Management-NWYS-2021>.

Reports will include data for only those clients served under this contract and include:

1. Number of unsheltered households that received case management during the quarter.
2. Number of sheltered households that received case management during the quarter.

3. Number of individuals in permanent supportive housing that received case management services during the quarter.
4. Average length of time homeless (unsheltered, sheltered, and/or transitional housing project) in case management prior to being housed (RRH, PSH, or other stable housing situation).
5. Median length of time homeless (unsheltered, sheltered, and/or transitional housing project) in case management prior to being housed (in RRH, PSH, or other stable housing situation).
6. Number of case managed households that have been stably housed for six (6) months.
7. Number of case managed households that have been stably housed for twelve (12) months or more.
8. Number of case managed households that lost stable housing or exited case management while homeless.
9. Number of case managed households that achieved housing stability while receiving case management services.

## **VII. Flex Funding**

Flex funds must follow the Guidelines established by the County and be reported on the spreadsheet provided by the County (Exhibit D) and signed by an authorized agency signatory. In addition, all flex funds must be accompanied by receipts.

**Exhibit B – Amendment #1**  
(COMPENSATION)

- I. **Source of Funding and Budget:** The source of funding for this contract, in an amount not to exceed \$212,748, is local document recording fees, and the Washington 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 Invoices	Amount
<b>Document Recording Fee Funding</b>		
Scattered Site Housing Program Manager (.25 FTE)	Approved composite billing rate worksheet for each staff member and timesheets for the period.	\$8,567
Housing Program Director (.5 FTE)		\$18,800
Facility Based Housing Program Manager (.5 FTE)		\$17,134
Case Managers (1.3 FTE)		\$38,701
Data Analytics and Reporting (.1 FTE)		\$3,155
Data Entry Assistant (.05 FTE)		\$938
Direct Service Staff Training	Include name of traveler, dates, start & end point, and purpose. Receipts are required for transportation costs, registration fees, etc. Lodging & meal costs follow federal guidelines ( <a href="http://www.gsa.gov">www.gsa.gov</a> ). Receipts for meals are not required.	\$500
Program Specific Occupancy Costs	GL Detail	\$2,400
Program Specific Phones, Supplies & Postage		\$840
Flex Funds	Flex fund spreadsheet and copies of receipts	\$1,000
<b>SUBTOTAL</b>		<b>\$92,035</b>
<b>Emergency Solutions Grant COVID Funding</b>		
Scattered Site Housing Program Manager (.25 FTE)	Approved Composite Billing Rate Worksheet for each staff member and timesheets for the period.	\$8,567
Case Managers (Rapid Rehousing 2 FTE)		\$56,851
Interim Housing Program Management (HUSLY, 1 FTE)		\$32,147
Hazard Pay for direct service staff		\$4,673
<b>SUBTOTAL</b>		<b>\$102,238</b>
<b>Indirect Costs – shall not exceed the rates indicated below:</b>		
Document Recording Fee Indirect Costs @ 10%		\$9,203
ESG-CV Indirect Costs at 7%		\$7,157
Additional Document Recording Fee Indirect (up to 3% of ESG-CV Costs)		\$2,115
<b>SUBTOTAL Indirect</b>		<b>\$18,475</b>
<b>TOTAL BUDGET (7/1/2021 – 12/31/2021)</b>		<b>\$212,748</b>

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

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.



2. The Contractor shall submit invoices to [HL-BusinessOffice@co.whatcom.wa.us](mailto: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 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 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.