

Whatcom County Contract No.  
\_\_\_\_\_

Amendment No. 1  
Whatcom County Contract No. 202005001  
CONTRACT BETWEEN WHATCOM COUNTY AND  
**Sea Mar Community Health Centers**

THIS AMENDMENT is to the Contract between Whatcom County and Sea Mar Community Health Centers, dated May 6, 2020 and designated "Whatcom County Contract No.202005001. In consideration of the mutual benefits to be derived, the parties agree to the following:

This Amendment extends the term of this Agreement through June 30, 2021, and increases the maximum consideration by \$470,793.00 to a total consideration of \$759,571.00.

This Amendment also adds the following to the Scope of Work, Exhibit F: Under "Program Requirements," Contractor agrees to hire additional staff to meet scope of work requirements. The Washington State Health Care Authority's grant contract with Whatcom County is attached hereto and incorporated herein for reference.

This Amendment also adds the following to the Compensation, Exhibit G: Under "Budget and Source of Funding," Contractor's budget has been increased to include the Washington State Health Care Authority's (HCA) funding to carry out program operations in accordance with the HCA's contract requirements.

Unless specifically amended by this agreement, all other terms and conditions of the original contract shall remain in full force and effect.

This Amendment takes effect: September 8, 2020, regardless of the date of signature.

IN WITNESS WHEREOF, Whatcom County and Sea Mar Community Health Centers have executed this Amendment on the date and year below written.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**CONTRACTOR:**

CONTRACTOR NAME

\_\_\_\_\_  
NAME, TITLE

STATE OF WASHINGTON )

) ss.

COUNTY OF WHATCOM )

On this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_ to me known to be the \_\_\_\_\_ of the \_\_\_\_\_ and who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Washington,



**Exhibit "F"**  
**SCOPE OF WORK**

**I. Program Requirements**

**A. Staffing**

The contractor will provide staffing sufficient to operate the LEAD program. Adequate capacity for operations must include program management and supervision, accounting and performance management, care coordination and case management, community engagement, participant programming facilitation, and collaboration with the LEAD advisory groups.

Hub operations and care coordination/case management will be provided by a multidisciplinary team of behavioral health and healthcare professionals. The Contractor shall ensure that LEAD program staff have the demonstrated ability to work with complex individuals who experience acute symptoms and lifestyle patterns that are disruptive to their health and well-being. Requirements for LEAD Hub program staff follow:

1. Retain program staff to provide Program Management, Care Coordination/Case Management capacity.
  - a. Program Management shall be provided by a staff member, up to 0.4 FTE, with the demonstrated history and qualifications to manage a comprehensive program involving multiple community partners and complex participants.
  - b. Care Coordination and Case Management services shall be provided by no less than six (6) full-time staff members qualified to work with highly complex individuals, with specialized training in behavioral health. One of the full time staff will act as Program lead/supervisor and the County prefers that this position holds a Master's level degree in a behavioral health or other relevant field. The County prefers that the case management staff hold a bachelor's degree or higher in a behavioral health, or other relevant field. A waiver of any of the educational or professional requirements requires approval by the County and will be considered as requested by the Contractor.
  - c. No less than four (4) staff members must carry a full caseload of approximately 15-25 LEAD participants each and the Program Supervisor can carry a partial caseload if there's capacity to do so.

**B. The Contractor will also fulfill the following requirements:**

1. Provide administrative support sufficient to sustain the LEAD program functions.
2. Provide office space, furniture and equipment sufficient to support the LEAD Hub, co-locating with law enforcement, as appropriate.
3. Provide administrative and clinical supervision of program direct service staff.
4. Work with County to modify program as necessary in response to potential changes relative to data collection and reporting.
5. Work with County to review LEAD budget as needed to ensure adequate funding support for costs when/if program modifications are made.

6. Update Memorandums of Understanding (MOUs)/data sharing agreements with community service partners as necessary to clarify roles and responsibilities of coordination and collaborative efforts on behalf of LEAD participants, to be reviewed annually.
7. Update MOUs with Law Enforcement agencies as necessary to clarify roles and partnership between LEAD Care Coordination staff and law enforcement officers, to be reviewed annually.

**Exhibit “G”  
COMPENSATION**

**I. Budget and Source of Funding:** The source of funding for this contract, in an amount not to exceed \$759,571 is the United States Department of Justice – Law Enforcement Assisted Diversion (LEAD) Program Grant (CFDA #16.838) and the Washington State Health Care Authority LEAD Pilot Program Grant (CFDA #93.959). The budget for this work is as follows:

<b>Personnel Costs</b>		
<b>Item</b>	<b>Documentation Required</b>	<b>Budget</b>
LEAD Supervisor	General Ledger (GL) Detail	\$65,000
Intensive Case Managers MA Level (2 FTEs)		\$107,183
Intensive Case Managers BA Level 3 3FTE	GL Detail	\$140,742
Administrative Assistant (.5 FTE)		\$20,800
Program Manager (0.4 FTE)	GL Detail	\$31,200
Benefits	GL Detail	\$96,708
<b>Total Personnel Costs:</b>		<b>\$461,633</b>
<b>Other Direct Costs (list):</b>		
<b>Item</b>	<b>Documentation Required</b>	<b>Budget</b>
Mileage	Copies of mileage records, including the name of staff member, date of travel, starting point and destination of travel, number of miles traveled, per mile reimbursement rate, and a brief description of the purpose of travel. Mileage will be reimbursed at the current Federal rate.	\$12,500
Training (including dues and licenses directly related to the Program), Travel (including per diem)	a. Receipts for fees related to registration, training, licenses, and dues. b. 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, 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 Domestic Per Diem Rates ( <a href="http://www.gsa.gov">www.gsa.gov</a> ) specific to location.	\$13,100
Office Furniture	GL Detail	\$10,600
Office Supplies	GL Detail	\$6,005
Technology (including cell phones, tablets, computers, monthly cell phone plans, internet, office phones)	GL Detail	\$19,655
Client Direct Services (including transportation, transitional emergency services, housing assistance fees, financial planning service fees, clothing for interviews/work, and food expenses)	GL Detail/Receipts and documentation to support dispersals	\$95,500
Marketing	GL Detail	\$6,000

Transportation (the cost to lease vehicles for case managers, insurance coverage, fuel, bus passes, Uber transportation, and employee insurance coverage reimbursement)	GL Detail	\$63,101
Personnel + Other Direct Costs		\$688,094
Indirect Costs - not to exceed 11% of expenses (DOJ) and 10% (State)		\$71,477
<b>TOTAL BUDGET:</b>		<b>\$759,571</b>