


**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No.
202201019-1

Originating Department:	Sheriff's Office 35
Division/Program: <i>(i.e. Dept. Division and Program)</i>	Emergency Management 3580
Contract or Grant Administrator:	John Gargett
Contractor's / Agency Name:	Washington State Military Department
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>202201019</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 checked="" type="radio"/> No <input type="radio"/> If yes, grantor agency contract number(s): <u>E22-247-1</u> CFDA#: <u>97.042</u>	
Is this contract grant funded? Yes <input type="radio"/> No <input checked="" type="radio"/> If yes, Whatcom County grant contract number(s): _____	
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>1673521003</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 type="checkbox"/> Goods and services provided due to an emergency <input checked="" 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 checked="" 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>25,325</u> This Amendment Amount: \$ <u>35,682</u> Total Amended Amount: \$ <u>61,007</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:	
Increase the award by \$35,682, from \$25,325 to \$61,007. Extend the performance period by six months, changing the End Date from 12/31/2022 to 06/30/2023. Related changes to Work Plan, Timeline, and Budget as described in Amendment 1.	
Term of Contract: 25 months	Expiration Date: 06/30/2023

Contract Routing:	1. Prepared by: <u>Frances Burkhart</u>	Date: <u>10/18/2022</u>
	2. Attorney signoff: <u>Brandon Waldron (via email)</u>	Date: <u>10/18/2022</u>
	3. AS Finance reviewed: <u>Marianne Caldwell (via email)</u>	Date: <u>10/18/2022</u>
	4. IT reviewed (if IT related): _____	Date: _____
	5. Contractor signed: _____	Date: _____
	6. Submitted to Exec.: _____	Date: _____
	7. Council approved (if necessary): <u>AB2022-595</u>	Date: _____
	8. Executive signed: _____	Date: _____
	9. Original to Council: _____	Date: _____

Washington State Military Department AMENDMENT

1. SUBRECIPIENT NAME/ADDRESS: Whatcom County Sheriff's Office Division of Emergency Management (DEM) 311 Grant Avenue Bellingham, WA 98255-4048		2. GRANT NUMBER: E22-247	3. AMENDMENT NUMBER: 1
4. SUBRECIPIENT CONTACT, PHONE/EMAIL: Frances Burkhardt, 360-778-7161 fburkhar@co.whatcom.wa.us		5. DEPARTMENT CONTACT, PHONE/EMAIL: Joshua Castillo, 253-316-6432 joshua.castillo@mil.wa.gov	
6. EIN: 91-6001383	7. ASSISTANCE LISTINGS # & TITLE: 97.042 (21EMPG-ARPA)	8. FEDERAL AWARD ID # (FAIN): EMS-2021-EP-00008-S01	
9. FUNDING AUTHORITY: The Washington State Military Department (Department) and the US Department of Homeland Security (DHS)			
10. DESCRIPTION/JUSTIFICATION OF AMENDMENT: <p>Additional funding is added to the award from unaccepted EMO awards. The Workplan, Attachment D, and Budget, Attachment F, are revised accordingly. To allow enough time for project completion, the End Date is extended by six months as well.</p> <p>Changes are noted in red font, strikethrough, and grey highlight.</p>			
11. AMENDMENT TERMS AND CONDITIONS: <ol style="list-style-type: none"> 1. Change the Grant Agreement <u>and</u> Total Match Amount from \$25,325 to \$61,007; an increase of \$35,682 as described on Page 2 of this Amendment. 2. Change the Grant Agreement End Date from December 31, 2022 to June 30, 2023, as described on Page 2 of this Amendment. 3. Change the Department Contact, Phone/Email, as described on Page 2 of this Amendment. 4. Change Attachment A, SPECIAL TERMS AND CONDITIONS, Article I-Key Personnel, as described on Page 2 of this Amendment. 5. Change the original Work Plan, Attachment D, as described on Page 2 of this Amendment. 6. Change the original Timeline, Attachment E, as described on Page 2 of this Amendment. 7. Change the original Budget, Attachment F, as described on Page 2 of this Amendment. 			
<p>This Amendment is incorporated in and made a part of the Grant Agreement. Except as amended herein, all other terms and conditions of the Grant Agreement remain in full force and effect. Any reference in the original Grant Agreement or an Amendment to the "Grant Agreement" shall mean "Grant Agreement as amended". The Department and Sub-Recipient acknowledge and accept the terms of this Amendment as identified above, effective on the final date of execution below. By signing this Amendment, the signatories warrant they have the authority to execute this Amendment.</p>			
IN WITNESS WHEREOF, the parties have executed this Amendment:			
FOR THE DEPARTMENT:		FOR THE SUBRECIPIENT:	
Signature _____ Date _____ Regan Anne Hesse, Chief Financial Officer Washington State Military Department	Signature _____ Date _____ Satpal Singh Sidhu, County Executive Whatcom County 	Signature _____ Date _____ Bill Elfo, Sheriff, Whatcom County 	
BOILERPLATE APPROVED AS TO FORM: _____/Signature on file/_____ David B. Merchant, Assistant Attorney General 10/11/2021		APPROVED AS TO FORM (if applicable): Brandon Waldron (via email/fb) 10/18/2022 Applicant's Legal Review Date	

Washington State Military Department Amendments to Agreement E22-247

1. **Change the Grant Agreement and Total Match Amount from \$25,325 to \$61,007, an increase of \$35,682.**
 - a. Agreement Face Sheet, Box 2. ~~\$25,325~~ \$61,007.
 - b. Original Budget, Attachment E, with Revision 1 Budget, Attachment E.
2. **Change the Grant Agreement End Date from December 31, 2022 to June 30, 2023.**
 - a. Agreement Face Sheet, Box 6. ~~December 31, 2022~~ June 30, 2023.
3. **Change Department Contact from Tirzah Kincheloe to Joshua Castillo.**
 - a. Agreement Face Sheet Box 7. ~~Tirzah Kincheloe, 253-512-7456, tirzah.kincheloe@mil.wa.gov~~
Joshua Castillo, 253-316-6432, joshua.castillo@mil.wa.gov.
4. **Change Attachment A, Article I-Key Personnel.**
 - a. Attachment A, SPECIAL TERMS AND CONDITIONS, Article 1-Key Personnel, under SUBRECIPIENT/DEPARTMENT:
 - i. Replace Tirzah Kincheloe with Joshua Castillo (see below).
 - ii. Add Sierra Wardell (see below).

SUBRECIPIENT		DEPARTMENT	
Name	Frances Burkhart	Name	Tirzah Kincheloe Joshua Castillo
Title	Program Specialist	Title	Program Manager Coordinator
E-Mail	fburkhar@co.whatcom.wa.us	E-Mail	tirzah.kincheloe@mil.wa.gov joshua.castillo@mil.wa.gov
Phone	360-778-7161	Phone	253-512-7456 253-316-6432
Name	Bill Elfo	Name	Courtney Bemus
Title	Sheriff/EM Director	Title	Program Assistant
E-Mail	belfo@co.whatcom.wa.us	E-Mail	courtney.bemus@mil.wa.gov
Phone	360-778-6600	Phone	253-316-6438
Name	John Gargett	Name	Sierra Wardell
Title	Deputy Director	Title	Financial Operations Section Manager
E-Mail	jgargett@co.whatcom.wa.us	E-Mail	sierra.wardell@mil.wa.gov
Phone	360-778-7160	Phone	253-273-8477
Name	Chalice Dew-Johnson		
Title	Coordinator		
E-Mail	cdjohnso@co.whatcom.wa.us		
Phone	360-778-7162		

5. **Change the original Work Plan, Attachment D.**
 - a. Original Work Plan, Attachment D, with Revision 1 Work Plan, Attachment D.
6. **Change the original Timeline, Attachment E.**
 - a. Original Timeline, Attachment E, with Revision 1 Timeline, Attachment E.
7. **Change the original Budget, Attachment F.**
 - a. Original Budget, Attachment E, with Revision 1 Budget, Attachment F.
 - i. Grant Agreement Amount from \$25,325 to \$61,007, an increase of \$35,682

Revision 1 WORK PLAN

FY 2021 Emergency Management Performance Grant - American Rescue Plan Act

Emergency Management Organization:	Whatcom County Sheriff's Office Division of Emergency Management (WCSO-DEM)
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The purpose of EMPG-ARPA is to assist with the enhancement, sustainment and improvement of state, local, and tribal emergency management programs. Activities conducted using EMPG-ARPA funding should relate directly to the five elements of emergency management: prevention, protection, response, recovery, and mitigation. Washington State does not require a specific number of activities to receive EMPG-ARPA funding. However, there are required capabilities that must be sustained in order to remain eligible for EMPG-ARPA funding, including but not limited to the ability to communicate and warn, educate the public, plan, train, exercise, and be NIMS compliant. The Work Plan delineates the Emergency Management Organization's emergency management program planning and priority focus for this grant cycle (to include EMPG grant and local funds).

Priority Area-Sustainment

Rent: Whatcom Unified Emergency Coordination Center (WUECC)

Priority Area #1	4.4 Operational Planning and Procedures	
Primary Core Capability	Planning	
Secondary Core Capability	Operational Coordination	
Build or Sustain	Sustaining/Maintaining	
WORK PLANNED	IDENTIFIED GAP/NEED	ANTICIPATED PROJECT IMPACT
Develop a Wildland Fire/Urban Interface Plan.	Wildland fire is a serious and growing hazard in Whatcom County and threatens life, property, economy, and the environment. Wildfire is one of the seven major hazards addressed in the Whatcom County Natural Hazards Mitigation Plan, Section 2.1 Hazard Summaries. Approximately 30,000 Whatcom County residents live in areas/communities at risk. Currently, Whatcom County has no plan specifically addressing Wildland Fire/Urban Interface multi-agency coordination.	Stakeholders from local, county, state, provincial, federal response agencies, and the private sector community will be prepared to take specific actions before, during, and after wildland fires allowing for a more efficient response.
Participate in WA-EMD's annual Threats and Hazards Identification Risk Assessment (THIRA) and Stakeholders Preparedness Review (SPR).	It is important that the County complete the THIRA/SPR on a multi-year cycle, as it enables the ability to assess year-over-year trends in changes to capabilities while still periodically reviewing capability targets. This is also a 21EMPG grant requirement.	By participating in the THIRA/SPR process, Whatcom County and Washington State will have a better understanding of its risks, capabilities, and gaps which will help prioritize planning, organization, equipment, training, exercises, and preparedness projects at both the local and state levels.

Participate in WA-EMD's annual Integrated Preparedness Planning Workshop (IPPW).	It is important that the County have a process for documenting overall preparedness priorities and activities, allowing for maximum efficiency of resources, time, and funding. This is also a 21EMPG grant requirement	By participating in the IPPW, Whatcom County will work collaboratively with others State-wide to identify preparedness gaps and goals and to prioritize planning, training, and exercise projects in order to best utilize available local, state, tribal, and federal resources.
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Priority Area #2	4.9 Training	
Primary Core Capability	Operational Coordination	
Secondary Core Capability	Operational Communications	
Build or Sustain	Sustaining/Maintaining	
WORK PLANNED	IDENTIFIED GAP/NEED	ANTICIPATED PROJECT IMPACT
Conduct training for the Whatcom Unified Incident Management Team (IMT).	Recent exercises and activations, including the 1.5-year COVID-19 activation, confirm the need for continual training on ICS and ICS positions, in general, and on specific processes and procedures within the Whatcom Unified Emergency Coordination Center, as well as for operations in the field.	These trainings ensure that the IMT know how to perform required tasks and understand work flow procedures in the EOC and in the field in order to perform more efficiently during exercises and activations.
Conduct two Duty Officer trainings.	The need for Duty Officers to provide consistent responses to incidents throughout Whatcom County is essential for effective emergency management and maintains partner agencies' and the public's trust in the professionalism of the discipline.	All Duty Officers, regardless of home agency or department, will respond to incidents using standard procedures, thus responding more consistently and effectively during incident response.
Facilitate the annual Winter Storm/Flood Outlook and Planning Briefing.	Floods and winter storms occur annually in Whatcom County. Their impact is relatively minor in some years. In other years, their impact reaches the level of a Presidential Disaster Declaration, as it did in December 2018 (FEMA 4418-DR-WA) and February 2020 (FEMA 4539-DR-WA). It is important for the partner agencies in the community to come together as one group to hear what the upcoming winter forecast will be, what mitigation work has been done, what potential trouble spots exist, what resources/strategies each agency can bring to the response, and review plans and responsibilities to help mitigate flood and winter storm impacts.	Agency partners will have a realistic prediction based on the latest science modeling provided by NOAA/National Weather Service and a better understanding of the available resources and newest response plans of other agencies.

Priority Area #3	4.10 Exercises, Evaluations, and Corrective Actions	
Primary Core Capability	Operational Coordination	

Secondary Core Capability	Operational Communications	
Build or Sustain	Sustaining/Maintaining	
WORK PLANNED	IDENTIFIED GAP/NEED	ANTICIPATED PROJECT IMPACT
Conduct exercises, using a variety of formats (e.g., table-top, functional, full-scale, drill, workshop) and scenarios (e.g., volcano, communications, wildland fire, flood, etc.), and develop AAR/IPs.	Exercising provides a realistic learning environment that affords the opportunity for improvement. Post-incident critiques often confirm that experience gained during exercises was the best way to prepare teams to respond effectively to an emergency. Exercises are designed to engage team members and get them working together to manage the response to a hypothetical incident. Exercises enhance knowledge of plans, allow members to improve their own performance, and identify opportunities to improve capabilities to respond to real events.	By participating in these exercises, WCSO-DEM staff will strengthen relationships with partners and gain an understanding of their roles during an emergency response that may be coordinated by a different organization. WCSO-DEM staff will be better able to integrate into and support another agency's response.
Participate in partner agency exercises, drills, workshops, and the hot wash/AAR process of the partner agency conducting the exercise.	Exercising provides a realistic learning environment that affords the opportunity for improvement. Post-incident critiques often confirm that experience gained during exercises was the best way to prepare teams to respond effectively to an emergency. Exercises are designed to engage team members and get them working together to manage the response to a hypothetical incident. Exercises enhance knowledge of plans, allow members to improve their own performance, and identify opportunities to improve capabilities to respond to real events.	By participating in these exercises, WCSO-DEM staff will strengthen relationships with partners and gain an understanding of their roles during an emergency response that may be coordinated by a different organization. WCSO-DEM staff will be better able to integrate into and support another agency's response.

Priority Area #4	4.11 Emergency Public Information and Education	
Primary Core Capability	Community Resilience	
Secondary Core Capability	Long-term Vulnerability Reduction	
Build or Sustain	Building	
WORK PLANNED	IDENTIFIED GAP/NEED	ANTICIPATED PROJECT IMPACT
Conduct community education and outreach presentations.	These presentations are designed to increase public awareness of Whatcom County risks and hazards and to provide actions individuals, families, and businesses can take to lessen the impact of emergencies and disasters.	Individuals will be better aware of local hazards, steps they can take to be better prepared, and become trained in community assets before, during, and after the emergency response. Empowering citizens to take care of themselves is a key component to community resilience, particularly during large-scale incidents, and decreases citizen reliance on first responder organizations.

Priority Area #5	3.4 Administration and Finance	
Primary Core Capability	Operational Coordination	
Secondary Core Capability	Community Resilience	
Build or Sustain	Sustaining/Maintaining	
WORK PLANNED	IDENTIFIED GAP/NEED	ANTICIPATED PROJECT IMPACT
Manage the Whatcom County Emergency Worker Program.	Traditional first responders (law enforcement, fire, public works, etc.) do not have skills or staffing necessary to meet all the needs of their communities and, in emergencies and disasters, are often overwhelmed and unable to provide services they normally would. Volunteers fill many of these gaps, giving of their time and expertise to help their neighbors and wider community. WAC 118-04 Emergency Worker Program defines the classes of emergency workers and regulates emergency worker registration, training, activation, and compensation.	Whatcom County's volunteer groups (e.g., Search and Rescue, CERT, Auxiliary Communications Service, Support Officers, Volunteer Mobilization Center, etc.) will be in compliance with WAC 118-04 and the approximately 1,000 volunteers will be covered under the protection that the Emergency Worker Program provides.
Manage the fiscal and administrative policies and procedures that support both day-to-day and disaster operations.	Policies and procedures are established to support the efficiency, consistency, responsibility, and accountability of all employees in support of their agency's mission, vision, and objectives.	Delivery of emergency management programs that are efficient, consistent, show good custodianship of public funds, and are in compliance with federal, state, and local codes and regulations.

Priority Area #6	4.7 Communications and Warning	
Primary Core Capability	Operational Communications	
Secondary Core Capability	Operational Communications	
Build or Sustain	Building	
WORK PLANNED	IDENTIFIED GAP/NEED	ANTICIPATED PROJECT IMPACT
Purchase multi-band portable radios.	The Whatcom County Sheriff's Office utilizes both mobile and portable radio communications as the primary method to dispatch, coordinate, and communicate all calls for service. The Sheriff's Offices' primary method of field communication for the Patrol Division and Division of Emergency Management is the multi-band portable radio, providing connectivity and electrical interoperability between local, regional, state, tribal, and national agencies and organizations. Multi-band portable radios provide the capability to ensure a safe, efficient, effective, and timely coordinated response to routine calls for service, in-progress, and high-risk law	Whatcom County Sheriff's Office will have the tools necessary to coordinate safe, efficient, effective, and timely response to incidents, emergencies, and disasters, enhancing the safety of both community members and responders.

	<p>enforcement incidents, rescue and recovery missions, CBRNE operations, and natural disasters occurring within Whatcom County. The Whatcom County Sheriff's Office is in need of multi-band portable radios to ensure emergency response capabilities are maintained at the level of service needed and expected.</p>	
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Revision 1 TIMELINE

FY 2021 Emergency Management Performance Grant - American Rescue Plan Act

DATE	TASK
June 1, 2021	Grant Agreement Start Date
January 31, 2022	Submit reimbursement request
July 31, 2022	Submit reimbursement request
December 31, 2022 June 30, 2023	Grant Agreement End Date
February 15, 2023 August 14, 2023	Submit final reimbursement request, final report, training requirement report, and/or other deliverables.

The Subrecipient must request prior written approval from Department Key Personnel to waive or extend a due date in the above timeline.

For waived or extended reimbursements, all allowable costs should be submitted on the next scheduled reimbursement due date contained in the timeline.

Revision 1 BUDGET

FY 2021 Emergency Management Performance Grant - American Rescue Plan Act

21EMPG-ARPA Award	\$	25,325.00
Modification	\$	35,682.00
Amended 21EMPG-ARPA Award	\$	61,007.00

SOLUTION AREA	BUDGET CATEGORY	EMPG-ARPA AMOUNT	MODIFICATION	AMENDED EMPG-ARPA AMOUNT	MATCH AMOUNT
PLANNING	Personnel & Fringe Benefits	\$ -	\$ -	\$ -	\$ -
	Travel/Per Diem	\$ -	\$ -	\$ -	\$ -
	Supplies	\$ -	\$ -	\$ -	\$ -
	Consultants/Contracts	\$ 7,000	\$ (1,000)	\$ 6,000	\$ -
	Other	\$ -	\$ -	\$ -	\$ -
	Subtotal	\$ 7,000	\$ (1,000)	\$ 6,000	\$ -
ORGANIZATION	Personnel & Fringe Benefits	\$ 15,325	\$ (1,000)	\$ 14,325	\$ -
	Travel/Per Diem	\$ -	\$ -	\$ -	\$ -
	Supplies	\$ 500	\$ 38,182	\$ 38,682	\$ -
	Consultants/Contracts	\$ -	\$ -	\$ -	\$ -
	Other - Building Rent (WUECC/EOC)	\$ -	\$ -	\$ -	\$ 61,007
	Subtotal	\$ 15,825	\$ 37,182	\$ 53,007	\$ 61,007
EXERCISE	Personnel & Fringe Benefits	\$ -	\$ -	\$ -	\$ -
	Travel/Per Diem	\$ -	\$ -	\$ -	\$ -
	Supplies	\$ 2,000	\$ (1,000)	\$ 1,000	\$ -
	Consultants/Contracts	\$ -	\$ -	\$ -	\$ -
	Other	\$ -	\$ -	\$ -	\$ -
	Subtotal	\$ 2,000	\$ (1,000)	\$ 1,000	\$ -
TRAINING	Personnel & Fringe Benefits	\$ -	\$ -	\$ -	\$ -
	Travel/Per Diem	\$ -	\$ -	\$ -	\$ -
	Supplies	\$ 500	\$ 500	\$ 1,000	\$ -
	Consultants/Contracts	\$ -	\$ -	\$ -	\$ -
	Other	\$ -	\$ -	\$ -	\$ -
	Subtotal	\$ 500	\$ 500	\$ 1,000	\$ -
EQUIP	Equipment	\$ -	\$ -	\$ -	\$ -
	Subtotal	\$ -	\$ -	\$ -	\$ -
M&A	Personnel & Fringe Benefits	\$ -	\$ -	\$ -	\$ -
	Travel/Per Diem	\$ -	\$ -	\$ -	\$ -
	Supplies	\$ -	\$ -	\$ -	\$ -
	Consultants/Contracts	\$ -	\$ -	\$ -	\$ -
	Other	\$ -	\$ -	\$ -	\$ -
	Subtotal	\$ -	\$ -	\$ -	\$ -
	Indirect	\$ -	\$ -	\$ -	\$ -
<i>Indirect Cost Rate on file</i>		<i>0.00%</i>			
TOTAL Grant Agreement AMOUNT:		\$ 25,325	\$ 35,682	\$ 61,007	\$ 61,007

The Subrecipient will provide a match of ~~\$25,325~~ **\$61,007** of non-federal origin, 50% of the total project cost (local budget plus EMPG-ARPA award).

Cumulative transfers to budget categories in excess of ten percent (10%) of the Grant Agreement Amount will not be reimbursed without prior written authorization from the Department.

Funding Source: U.S. Department of Homeland Security - PI# 713PA – EMPG-ARPA