



**WHATCOM COUNTY  
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:  
202009002 – 4

Originating Department:		85 Health	
Division/Program: (i.e. Dept. Division and Program)		8550 Human Services / 855040 Housing	
Contract or Grant Administrator:		Barbara Johnson-Vinna	
Contractor's / Agency Name:		YWCA Bellingham	
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 #:		202009002
Does contract require Council Approval?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If No, include WCC:	3.08.100
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):		202009002
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):		Contract Cost Center: 122800
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"/>		
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>	
\$ 43,000	1. Exercising an option contained in a contract previously approved by the council.		
This Amendment Amount:	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.		
\$ 2,675	3. Bid or award is for supplies.		
Total Amended Amount:	4. Equipment is included in Exhibit "B" of the Budget Ordinance		
\$ 45,675	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: This contract provides funding for the YWCA Bellingham's Emergency Shelter Program			
Term of Contract:	1 Year	Expiration Date:	06/30/2022
Contract Routing:	1. Prepared by:	JT	Date: 03/11/2022
	2. Health Budget Approval	KR/JG	Date: 06/08/2022
	3. Attorney signoff:	RB	Date: 06/08/2022
	4. AS Finance reviewed:	M Caldwell	Date: 6/8/22
	5. IT reviewed (if IT related):		Date:
	6. Contractor signed:		Date:
	7. Executive Contract Review:		Date: 6/23/2022
	8. Council approved (if necessary):	AB2022-351	Date: 06/21/2022
	9. Executive signed:		Date: 6/23/2022
	10. Original to Council:		Date:



**MEMORANDUM**

**TO:** Satpal Sidhu, County Executive

**FROM:** Erika Lautenbach, Director

**RE:** YWCA Bellingham – Emergency Shelter Contract Amendment #4

**DATE:** June 22, 2022

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Attached is a contract amendment between Whatcom County and YWCA Bellingham for your review and signature.

▪ **Background and Purpose**

YWCA Bellingham provides nine beds of emergency shelter and twenty-seven beds of transitional housing for women experiencing homelessness. This contract provides funding for YWCA's emergency shelter program, serving an estimated 30 individuals per year. This amendment increases funding by \$2,675 to support the purchase of shelter AC units and fans and subsequent indirect costs.

▪ **Funding Amount and Source**

Funding for this contract period (07/01/2021 – 06/30/2022) is not to exceed \$25,675 and funding for the entire contract period (07/15/2020 – 06/30/2023) is not to exceed \$45,675 and is provided by the Federal Emergency Solutions COVID-19 Grant (CFDA 14.231) passed through the Washington State Department of Commerce. These funds are included in the 2022 budget. Council approval is required as cumulative funding for the entire contract period exceeds \$40,000.

Please contact Ann Beck, Community Services Manager at 360-778-6055 ([ABeck@co.whatcom.wa.us](mailto:ABeck@co.whatcom.wa.us)) or Kathleen Roy, Assistant Director at 360-778-6007 ([KRoy@co.whatcom.wa.us](mailto:KRoy@co.whatcom.wa.us)), if you have any questions or concerns regarding this request.



Whatcom County Contract Number:

202009002 – 4

### WHATCOM COUNTY CONTRACT AMENDMENT

**PARTIES:**

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

**AND CONTRACTOR:**  
**YWCA Bellingham**  
**1026 N Forest Street**  
**Bellingham, WA 98225**

**CONTRACT PERIODS:**

**Original: 07/15/2020 – 06/30/2021**  
**Amendment #1: 03/01/2021 – 06/30/2021**  
**Amendment #2: 07/01/2021 – 06/30/2022**

**Amendment #3: 09/01/2021 – 06/30/2022**  
**Amendment #4: 06/15/2022 – 06/30/2022**

**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 B – Compensation, to increase funding by \$2,675 to support the purchase of shelter AC units and fans.
2. Funding for this contract period (07/01/2022 – 06/30/2022) is not to exceed \$25,675.
3. Funding for the total contract period (07/15/2020 – 06/30/2022) is not to exceed \$45,675.
4. All other terms and conditions remain unchanged.
5. The effective start date of the amendment is 06/15/2022.

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.

APPROVAL AS TO PROGRAM: DocuSigned by: Ann Beck 6/22/2022  
Ann Beck, Community Services Manager Date

DEPARTMENT HEAD APPROVAL: DocuSigned by: Erika Lautenbach 6/22/2022  
Erika Lautenbach, Health Department Director Date

APPROVAL AS TO FORM: DocuSigned by: Royce Buckingham 6/23/2022  
Royce Buckingham, Senior Civil Deputy Prosecutor Date

FOR THE CONTRACTOR:

<u>DocuSigned by: Karen Burke</u>	Karen Burke, Executive Director	6/23/2022
Contractor Signature	Print Name and Title	Date

FOR WHATCOM COUNTY:

DocuSigned by: Satpal Singh Sidhu 6/23/2022  
Satpal Singh Sidhu, County Executive Date

CONTRACTOR INFORMATION:

**YWCA Bellingham**  
1026 N Forest Street  
Bellingham, WA 98225  
360-734-4820  
[karen.burke@ywcabellingham.org](mailto:karen.burke@ywcabellingham.org)

**EXHIBIT "B" – Amendment #4  
COMPENSATION**

- I. **Budget and Source of Funding:** The source of funding for this contract, in an amount not to exceed \$25,675, is 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:

*Item	Documents Required Each Invoice	Budget
Personnel	County approved hourly billing rate and timesheet showing total hours and hours charged to this contract.	\$15,692
Supplies and Equipment (to include technology, sanitation and household supplies, equipment, devices, shelter AC units and fans)	Paid invoices and receipts	\$8,304
<b>Subtotal</b>		<b>\$23,996</b>
**Indirect @ 7%		\$1,679
<b>TOTAL</b>		<b>\$25,675</b>

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

\*\*Indirect costs may not exceed the identified rate.

## **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 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 (include contract/PO #) [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.