

CONTRACT INFORMATION SHEET

Originating Department:	85 Health and Community Services
Division/Program: (i.e. Dept. Division and Program)	8550 Human Services / 855040 Housing Program
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 #:	202212021

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

Is this contract grant funded?	If yes, Whatcom County grant contract number(s):
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Is this contract the result of a RFP or Bid process?	Contract Cost Center:	121100
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	If yes, RFP and Bid number(s): 3.08.060(G)

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"/> 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):	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:
\$ 119,600	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.
\$ 140,000	3. Bid or award is for supplies.
Total Amended Amount:	4. Equipment is included in Exhibit "B" of the Budget Ordinance
\$ 259,600	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 amendment extends the contract for an additional year and increases funding for personnel to support greater staff coverage.

Term of Contract:	1 Year	Expiration Date:	12/31/2024
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Contract Routing:	1. Prepared by:	JT	Date:	09/20/2023
	2. Health Budget Approval	KR/JS	Date:	11/06/2023
	3. Attorney signoff:	RB	Date:	11/07/2023
	4. AS Finance reviewed:	A Martin	Date:	11/9/2023
	5. IT reviewed (if IT related):		Date:	
	6. Contractor signed:		Date:	
	7. Executive Contract Review:		Date:	12/7/2023
	8. Council approved (if necessary):	AB2023-763	Date:	12/05/2023
	9. Executive signed:		Date:	12/7/2023
	10. Original to Council:		Date:	



Memorandum

TO: Satpal Sidhu, County Executive

FROM: Erika Lautenbach, Director

RE: Northwest Youth Services – Positive Adolescent Development (PAD) Program Contract Amendment #2

DATE: DECEMBER 6, 2023

Attached is a contract amendment between Whatcom County and Northwest Youth Services for your review and signature. This amendment extends the contract for an additional year and updates the budget to reflect the extended contract period, which includes an additional \$20,400 in personnel costs resulting from greater staff coverage.

▪ **Background and Purpose**

This contract provides funding for the operation and maintenance of Northwest Youth Services' PAD Program, which provides emergency shelter and support services for 13 to 17-year-old runaway and homeless youth. The PAD Program provides a safe and stable environment where support, connection to behavioral health services and assistance with creation of a permanent housing plan are all available to youth.

▪ **Funding Amount and Source**

Funding for this contract period (01/01/2024 – 12/31/2024) is not to exceed \$140,000 and is provided by HB 2060 Low-Income Housing Funds. These funds are included in the 2024 budget. Council authorization is required as this amendment increases funding by more than 10% of the amount authorized by Council on 12/06/2022.

▪ **Differences from Previous Contracts**

Section	Differences
General Terms – Section 10.2, Extension	Extends contract through 12/31/2024
Exhibit A – Scope of Work	Updates the quarterly reporting form link, updates program outcomes, and removes the requirements to report to Council which were completed in April 2023.
Exhibit B – Compensation	Updates the budget to reflect the extended contract period which includes an additional \$20,400 in personnel costs over the previous contract period.

Please contact Christopher D'Onofrio, Housing & Homeless Services Supervisor at 360-778-6049 (CDonofri@co.whatcom.wa.us) or Kathleen Roy, Financial & Administrative Manager at 360-778-6007 (KRoy@co.whatcom.wa.us), if you have any questions.



Whatcom County Contract Number:

202212021 – 2

**WHATCOM COUNTY CONTRACT AMENDMENT
PAD Program**

PARTIES:

**Whatcom County
Whatcom County Health and Community Services
509 Girard Street
Bellingham, WA 98225**

**AND CONTRACTOR:
Northwest Youth Services
108 Prospect Street
Bellingham, WA 98225**

CONTRACT PERIODS:

Original: 01/01/2023 – 12/31/2023

Amendment #1: 04/17/2023 – 12/31/2023

Amendment #2: 01/01/2024 – 12/31/2024

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

DESCRIPTION OF AMENDMENT:

1. Extend the duration and other terms of this contract for one year, as per the original contract “General Terms, Section 10.2, Extension”.
2. Amend Exhibit A – Scope of Work, to:
 - a. Update the quarterly reporting form link;
 - b. Update program outcomes [from 85% of clients who exit the facility, will do so to a stable housing situation (from 80%)]; and
 - c. Remove the requirements to report to Council, which were completed in April 2023.
3. Amend Exhibit B – Compensation, to reflect the budget for the extended contract period which includes an additional \$20,400 in additional funding for personnel to support a greater number of staff hours spent onsite.
4. Funding for this contract period (01/01/2024 – 12/31/2024) is not to exceed \$140,000.
5. Funding for the total contract period (01/01/2023 – 12/31/2024) is not to exceed \$259,600.
6. All other terms and conditions remain unchanged.
7. The effective start date of the amendment is 01/01/2024.

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
2B365BB0422344A... 12/6/2023

Ann Beck, Community Health & Human Services Manager Date

DEPARTMENT HEAD APPROVAL: DocuSigned by:
Erika Lautenbach
955C651A30374BD... 12/6/2023

Erika Lautenbach, Health and Community Services Director Date

APPROVAL AS TO FORM: DocuSigned by:
Royce Buckingham
1EE5DDBD9542404... 12/7/2023

Royce Buckingham, Senior Civil Deputy Prosecutor Date

FOR THE CONTRACTOR:

DocuSigned by: <i>Jason McGill</i> 0AA4F26B1ED844C...	Jason McGill, Executive Director	12/7/2023
Contractor Signature	Printed Name and Title	Date

FOR WHATCOM COUNTY:

DocuSigned by: <i>Satpal Singh Sidhu</i> 1192C7C18B664E3...	12/7/2023
Satpal Singh Sidhu, County Executive	Date

CONTRACTOR INFORMATION:

Northwest Youth Services
 108 Prospect Street
 Bellingham, WA 98225
jasonm@nwys.org

EXHIBIT "A" – Amendment #2
(SCOPE OF WORK)

I. Background

Youth are identified as a priority population in the Whatcom County Plan to End Homelessness. The 2022 Whatcom County Point In Time County reported that about one out of five people experiencing homelessness was under the age of 18. Homelessness among youth may result from family problems, economic problems, and residential instability. Some youth become homeless with their families while others may leave home after years of physical or sexual abuse, strained relationships, parental neglect, addiction of a family member, or their own chemical addiction.

Northwest Youth Service's Positive Adolescent Development (PAD) Program is an essential part of the community's strategy to reduce youth homelessness in Whatcom County through healing and linkages to social services. The PAD is a 12-bed emergency shelter facility that offers support services for 13 to 17-year old runaway and homeless youth. This contract funds personnel costs that are essential to facility operations of the PAD Program.

II. Program Requirements

- A. The Contractor will be reimbursed for personnel costs necessary to operate the PAD Program.
- B. The contractor will maintain a staff-to-youth ratio of 1:8 at all times, in compliance with Washington State Department of Licensing requirements.
- C. Duties of PAD Program staff include:
 - 1. Making routine checks on all facilities and ensuring the safety and privacy of the residents, both inside of the PAD facility and near the building's entrance/exit.
 - 2. Responding promptly to neighbors expressing concerns regarding behaviors of youth connected to the PAD facility, and to take actions to address concerns within a reasonable period of time not to exceed 2 business days. Note that any reports that suggest potential harm to youth or others must be addressed immediately by PAD staff, who shall request assistance from the Bellingham Police Department as needed.
 - 3. Record-keeping, documenting and updating resident or program information in the appropriate logs or forms and maintaining information and referral data.
 - 4. Ensuring client confidentiality according to NWYS policies and procedures.
 - 5. Assisting youth with household operations including meal planning and preparation, cleaning and other necessary functions.
 - 6. Assisting youth to find basic care items such as clothing, hygiene products and school supplies.
 - 7. Taking necessary precautions to support the safety of youth, including through screening of all new employees.
 - 8. Prepare minors to transition to sustainable and stable housing upon discharge from emergency shelter.
- D. The Contractor will comply with Homeless Management Information System (HMIS) data collection and recording requirements by coordinating with HMIS Coordinator located at the Whatcom Homeless Service Center.

III. Program Outcomes

The Contractor will deliver the following annual outcomes for the PAD Program:

- a. 40 unique clients are sheltered at the facility
- b. 12 beds will be either in use or available for clients at the facility
- c. The median length of stay for clients is less than 45 days
- d. At least 95% of clients who stay at the facility will be connected with new support services or training opportunities after their admission to the facility.
- e. 85% of clients exiting the facility will do so to a stable housing situation

IV. Reporting Requirements

Current quarterly reporting templates for interim housing programs may be accessed at: <https://www.surveymonkey.com/r/JKWC27G>. Contractors will be notified via email of updates to quarterly reporting templates. Quarterly reports are due on April 15th, July 15th, October 15th, and January 15th.

Reports will include:

- a. Number of households that stayed at the facility during the reporting quarter.
- b. Number of households that received case management services during the quarter.
- c. Number of household units of capacity at the facility.
- d. Utilization of facility expressed as a percent of capacity in which beds or units were in use.
- e. Average and median length of stay for all households that exited the facility during the quarter.
- f. Number of entries and the former living situation of new households immediately prior to entering facility.
- g. Number of households that exited the facility and the living situation they exited to.

Whatcom County Health and Community Services may update reporting templates or formats during the contract period, and will provide advance notice of new reporting requirements prior to the start of the reporting quarter.

Additionally, the County is required to report HMIS project expenditures to the Washington State Department of Commerce for their annual report submitted to the Washington State Legislature. When requested, the Contractor shall provide the County with the necessary expenditure information in a timely manner.

EXHIBIT "B" – Amendment #2
(COMPENSATION)

I. **Budget and Source of Funding:** The source of funding for this contract, in an amount not to exceed \$140,000, is HB 2060 Low-income Housing Funds. The budget for this contract is as follows:

Cost Description	Documents Required Each Invoice	Budget
PAD Personnel Costs	GL Detail indicating staff member assigned to the program, hours worked and rate of pay	\$127,273
*Indirect @ 10%		\$12,727
TOTAL		\$140,000

* In no instance shall the indirect line item exceed 10% of direct costs.

II. **Invoicing**

1. The Contractor shall submit invoices (include contract #) to HL-BusinessOffice@co.whatcom.wa.us.
2. 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.
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.