



**WHATCOM COUNTY
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:
202001014 - 2

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 #:		202001014
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):		Contract Cost Center: 671400/122800
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Is this agreement excluded from E-Verify?	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	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"/> 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 :	
\$	260,000	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.	
\$	10,000	3. Bid or award is for supplies.	
Total Amended Amount:		4. Equipment is included in Exhibit "B" of the Budget Ordinance	
\$	270,000	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 operation of the Ground Floor Day Use Center for youth experiencing homelessness or housing instability.			
Term of Contract:	1 Year	Expiration Date:	12/31/2021
Contract Routing:	1. Prepared by:	JT	Date: 09/07/2021
	2. Health Budget Approval	KR/JG	Date: 09/15/2021
	3. Attorney signoff:	RB	Date: 09/17/2021
	4. AS Finance reviewed:	M Caldwell	Date: 9/15/21
	5. IT reviewed (if IT related):		Date:
	6. Contractor signed:		Date:
	7. Executive Contract Review:		Date: 10/6/2021
	8. Council approved (if necessary):	AB2021-554	Date: 09/28/2021
	9. Executive signed:		Date: 10/6/2021
	10. Original to Council:		Date:



MEMORANDUM

TO: Satpal Sidhu, County Executive

FROM: Erika Lautenbach, Director

RE: Northwest Youth Services – Ground Floor Day Use Center Contract Amendment #2

DATE: September 29, 2021

Attached is a contract amendment between Whatcom County and Northwest Youth Services Contractor for your review and signature.

- **Background and Purpose**

This contract supports operations at the Ground Floor Day Use Center, an accessible, supportive, and service rich space for youth aged 13 – 24 in Whatcom County who are experiencing homelessness or housing instability. This funding is intended to provide early interventions in young people’s lives to promote health, wellbeing, and community connections. This amendment increases funding by \$10,000 for hazard pay and subsequent indirect costs for staff working at the Center during the COVID-19 pandemic.

- **Funding Amount and Source**

Funding for this contract, in an amount not to exceed \$145,000 for this contract period (01/01/2021 – 12/31/2021) and \$270,000 for the entire contract period (01/29/2020 – 12/31/2021), is the County General Fund and the federal Emergency Solutions COVID-19 Grant (CFDA 14.231) passed through the Washington State Department of Commerce. These funds are included in the 2021 budget. Council approval is required as the additional funding provided by this amendment increases the approved budget by more than 10%.

Please contact Ann Beck, Human Services Supervisor at 360-778-6055 (ABeck@co.whatcom.wa.us) or Kathleen Roy, Assistant Director at 360-778-6007 (KRoy@co.whatcom.wa.us), if you have any questions regarding this request.



Whatcom County Contract Number:

202001014 – 2

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

AMENDMENT NUMBER: 1

CONTRACT PERIODS:

Original: 01/29/2020 – 12/31/2020
Amendment #1: 01/01/2021 – 12/31/2021
Amendment #2: 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

DESCRIPTION OF AMENDMENT:

1. Amend Exhibit B – Compensation, to increase funding by \$10,000 to support hazard pay for staff providing direct service and subsequent indirect costs.
2. Funding for this contract period (01/01/2021 – 12/31/2021) is not to exceed \$145,000.
3. Funding for the total contract period (01/29/2020 – 12/31/2021) is not to exceed \$270,000.
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.

APPROVAL AS TO PROGRAM: DocuSigned by: Ann Beck 9/29/2021
2B365BB0422344A...
Ann Beck, Human Services Supervisor Date

DEPARTMENT HEAD APPROVAL: DocuSigned by: Kathleen Roy Assistant Director 9/29/2021
BA352D0115CB4CC...
Erika Lautenbach, Health Department Director Date

APPROVAL AS TO FORM: DocuSigned by: Royce Buckingham 9/29/2021
1EE5DDBD9542404...
Royce Buckingham, Prosecuting Attorney Date

FOR THE CONTRACTOR:

<u>DocuSigned by: Jason McGill</u> 0AA4E26B1ED844C...	Jason McGill, Executive Director	10/5/2021
Contractor Signature	Print Name and Title	Date

FOR WHATCOM COUNTY:

DocuSigned by: Satpal Singh Sidhu 10/6/2021
1192C7C18D864E3...
Satpal Singh Sidhu, County Executive Date

CONTRACTOR INFORMATION:

Northwest Youth Services
108 Prospect Street
Bellingham, WA 98225
360-734-4720
jasonm@nwys.org

EXHIBIT "B" – Amendment #2
(COMPENSATION)

- I. **Source of Funding & Budget:** The source of funding for this contract, in an amount not to exceed \$145,000, is the County General Fund and the WA 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 Each Invoice	Budget
Personnel: (Director/Supervisor, Ground Floor Manager, Pre Housing Case Manager, PT Youth Advocates (4))	GL Detail including staff member, position, hours worked, and rate of pay	\$62,273
Program Supplies and Postage	GL detail	\$7,250
Occupancy (including utilities)		\$5,700
Maintenance		\$1,100
Mileage Direct Service Staff Training Travel (including per diem)	Receipts for fees related to registration, training, licenses, and dues. 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, copies of mileage records (if applicable), 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 (GSA) Domestic Per Diem rates, specific to location (www.gsa.gov).	\$950
SUBTOTAL		\$77,273
General Fund Administrative Costs** @ 10%		\$7,727
General Fund Total Cost		\$85,000
Personnel – Ground Floor Case Management (ESG Funding)	GL Detail including staff member(s), position, hours worked, and rate of pay	\$46,729
Personnel – Hazard Pay for Direct Service Staff		\$9,346
ESG Administrative Costs** @ 7% - this rate may not be exceeded		\$3,925
ESG Total Cost		\$60,000
TOTAL BUDGET		\$145,000

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

**Under no circumstances shall the administrative rates exceed the amounts indicated in the table above.

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 15th 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.
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 the 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 has been 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.