

**WHATCOM COUNTY  
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:  
202106025 - 1

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:	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 #:	202106025	

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):	21-04	Contract Cost Center:	122200 / 122800
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				

Is this agreement excluded from E-Verify?	No <input type="checkbox"/> Yes <input checked="" 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"/> 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> <ol style="list-style-type: none"> <li>1. Exercising an option contained in a contract previously approved by the council.</li> <li>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.</li> <li>3. Bid or award is for supplies.</li> <li>4. Equipment is included in Exhibit "B" of the Budget Ordinance</li> <li>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.</li> </ol>
\$ 38,933	
This Amendment Amount:	
\$ 78,565	
Total Amended Amount:	
\$ 117,498	

Summary of Scope: This contract provides funding for case management services in association with the Whatcom Homeless Service Center in an effort to improve housing stability and reduce homelessness in Whatcom County.

Term of Contract:	1 Year	Expiration Date:	12/31/2022
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Contract Routing:	1. Prepared by:	JT	Date:	09/08/2021
	2. Health Budget Approval	KR/JG	Date:	11/01/2021
	3. Attorney signoff:	RB	Date:	11/03/2021
	4. AS Finance reviewed:	M Caldwell	Date:	11/2/21
	5. IT reviewed (if IT related):		Date:	
	6. Contractor signed:		Date:	
	7. Submitted to Exec.:		Date:	
	8. Council approved (if necessary):	AB2021-690	Date:	
	9. Executive signed:		Date:	
	10. Original to Council:		Date:	

## 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: 07/01/2021 – 12/31/2021**  
**Amendment #1: 01/01/2022 – 12/31/2022**

**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. Extend the duration and other terms of this contract for 1 year, as per the original contract “General Terms, Section 10.2, Extension”.
2. Amend Exhibit B – Compensation, to reflect a 1-year budget for the extended contract period.
3. Funding for this contract period (01/01/2022 – 12/31/2022) is not to exceed \$78,565.
4. Funding for the total contract period (07/01/2021 – 12/31/2022) is not to exceed \$117,498.
5. All other terms and conditions remain unchanged.
6. The effective start date of the amendment is 01/01/2022.

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.

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APPROVAL AS TO PROGRAM: \_\_\_\_\_  
Ann Beck, Human Services Supervisor Date

DEPARTMENT HEAD APPROVAL: \_\_\_\_\_  
Erika Lautenbach, Health Department Director Date

APPROVAL AS TO FORM: \_\_\_\_\_  
Royce Buckingham, Prosecuting Attorney Date

FOR THE CONTRACTOR:

Karen Burke, Executive Director		
_____ Contractor Signature	_____ Print Name and Title	_____ Date

FOR WHATCOM COUNTY:

_____ Satpal Singh Sidhu, County Executive	_____ Date
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**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 #1**  
(COMPENSATION)

- I. **Source of Funding and Budget:** The source of funding for this contract, in an amount not to exceed \$78,565, is the Washington State Department of Commerce Emergency Solutions Grant (ESG-CV) (\$38,151) and local document recording fees (\$40,414). 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:

<b>*Item Description:</b>	<b>Documents Required with Invoices</b>	<b>Budget</b>
<b>Housing Case Management</b> for Clients in Emergency Shelter	County approved hourly billing rate and timesheet showing total hours and hours charged to this contract.	\$55,028
<b>Transportation:</b> Costs of participant's travel to and from medical care, employment, child care, certain legal services, or other eligible essential service facilities. These costs include the following: travel on public transportation, mileage allowance for service workers to visit program participants, travel costs of staff to accompany or assist program participants to use public transportation, transporting staff or participants to/from vaccine events.	Mileage log to include: name of staff member, date of travel, starting point and destination of travel, number of miles traveled, federal reimbursement rate (per <a href="http://www.gsa.gov">www.gsa.gov</a> ) and a brief description of the purpose of travel. Ground transportation will be reimbursed at cost when accompanied by receipts. Reimbursement requests for allowable travel must include name of staff member or participant ID number, dates of travel, starting point and destination, brief description of the purpose.	\$600
<b>Shelter Operations:</b> Computer and technology equipment, insurance, security, food, furnishings, utilities, maintenance (including minor and routine repairs), and other supplies necessary for the operation of the emergency shelter.	Paid invoices or receipts	\$15,795
<b>SUBTOTAL</b>		<b>\$71,423</b>
**Indirect costs at 7% of ESG-CV funded items (\$35,650)		\$2,495.50
**Indirect costs not covered by ESG-CV (3% of \$35,650 and paid with DRF)		\$1,069.50
**Indirect costs at 10% of DRF funded items (\$35,773)		\$3,577
<b>Subtotal Indirect Costs</b>		<b>\$7,142</b>
<b>TOTAL</b>		<b>\$78,565</b>

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

\*\*Indirect costs shall not exceed the currently approved indirect cost allocation plan.

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 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.
- The Contractor shall submit invoices to [HL-BusinessOffice@co.whatcom.wa.us](mailto:HL-BusinessOffice@co.whatcom.wa.us).
- 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.
- 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.**
- 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.