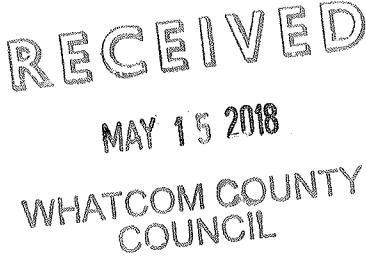


**WHATCOM COUNTY COUNCIL AGENDA BILL**

2018-156

NO. \_\_\_\_\_

CLEARANCES	Initial	Date	Date Received in Council Office	Agenda Date	Assigned to:
Originator:	JT	3/2/2018		5/22/18	Finance/Council
Division Head:	AD	4/4/18			
Dept. Head:	AD	5/3/18			
Prosecutor:	[Signature]	5-4-18			
Purchasing/Budget:	[Signature]	5/7/18			
Executive:	[Signature]	5.14.18			

**TITLE OF DOCUMENT:**  
**Contract between Whatcom County and Northwest Youth Services**

- ATTACHMENTS:**
1. Memo to County Executive
  2. Contract Information Sheet
  3. 2 Originals of Amendment

SEPA review required?    ( ) Yes    ( X ) NO	Should Clerk schedule a hearing?    ( ) Yes    ( X ) NO
SEPA review completed?    ( ) Yes    ( ) NO	Requested Date:

**SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:** (If this item is an ordinance or requires a public hearing, you must provide the language for use in the required public notice. Be specific and cite RCW or WCC as appropriate. Be clear in explaining the intent of the action.)

The purpose of this contract is to provide case management and supportive services to those individuals receiving rental subsidies through the Whatcom Homeless Service Center in order to improve housing stability and reduce homelessness in Whatcom County. This amendment adds additional funding for rental assistance to help support youth in the Transitional Living Program at Francis Place.

**COMMITTEE ACTION:**

**COUNCIL ACTION:**

<b>Related County Contract #:</b>	<b>Related File Numbers:</b>	<b>Ordinance or Resolution Number:</b>

**Please Note:** Once adopted and signed, ordinances and resolutions are available for viewing and printing on the County's website at: [www.co.whatcom.wa.us/council](http://www.co.whatcom.wa.us/council).



MEMORANDUM

RECEIVED

MAY 8 - 2018

TO: Jack Louws, County Executive  
FROM: <sup>RAD</sup> Regina A. Delahunt, Director  
RE: Northwest Youth Services – Housing Case Management Contract  
Amendment #2  
DATE: May 3, 2018

JACK LOUWS  
COUNTY EXECUTIVE

---

Enclosed are two (2) originals of a contract amendment between Whatcom County and Northwest Youth Services for your review and signature.

▪ **Background and Purpose**

The purpose of this contract is to provide case management and supportive services to those individuals referred by the Whatcom Homeless Service Center in order to improve housing stability and reduce homelessness in Whatcom County. The purpose of this amendment is to add \$36,990 into the budget for rental assistance for up to 10 units of the Transitional Living Program (TLP) for youth age 18-21 years at Francis Place. Remaining rental costs on the TLP units will be funded by a Runaway and Homeless Youth (RHY) Program federal grant received by Northwest Youth Services. Francis Place is a 42-unit permanent supportive housing project managed and operated by Catholic Community Services and Catholic Housing Services (CHS). Until April 1, 2018, CHS accepted partial rent payments by the RHY Program for TLP units. Additional rent assistance provided by the County will ensure the TLP program can be continued in Francis Place with sufficient rent reimbursement to CHS. This in turn ensures continuation of the RHY grant to NWYS, bringing in over \$200,000 to our community to serve youth at risk of or experiencing homelessness in Whatcom County.

▪ **Funding Amount and Source**

Funding for this contract, in an amount not to exceed \$239,821 during this contract period (1/1/2018 – 12/31/2018), is local document recording fees, mental health millage and the Behavioral Health Program Fund. These funds are included in the 2018 budget. Council approval is required because this amendment adds more than 10% to the approved contract total.

Please contact Barbara Johnson-Vinna at extension #6046 if you have any questions regarding this agreement.

Encl.



## WHATCOM COUNTY CONTRACT INFORMATION SHEET

Whatcom County Contract No.  
201611017-2

Originating Department:	Health
Division/Program: (i.e. Dept. Division and Program)	8550 Human Services / 855040 Housing Program
Contract or Grant Administrator:	Barbara Johnson-Vinna
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  No   
 Yes  No  If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #: 201611017

Does contract require Council Approval? Yes  No  If No, include WCC: \_\_\_\_\_  
 (see Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)

Is this a grant agreement? Yes  No  If yes, grantor agency contract number(s): \_\_\_\_\_ CFDA#: \_\_\_\_\_

Is this contract grant funded? Yes  No  If yes, Whatcom County grant contract number(s): \_\_\_\_\_

Is this contract the result of a RFP or Bid process? Contract 122200 / 124100 /  
 Yes  No  If yes, RFP and Bid number(s): 16-47 Cost Center: 671300

Is this agreement excluded from E-Verify? No  Yes  If no, include Attachment D Contractor Declaration form.

If YES, indicate exclusion(s) below:

- Professional services agreement for certified/licensed professional.
- Contract work is for less than \$100,000.
- Contract work is for less than 120 days.
- Interlocal Agreement (between Governments).
- Contract for Commercial off the shelf items (COTS).
- Work related subcontract less than \$25,000.
- Public Works - Local Agency/Federally Funded FHWA.

Contract Amount:(sum of original contract amount and any prior amendments):  
 \$ 405,662  
 This Amendment Amount:  
 \$ 36,990  
 Total Amended Amount:  
 \$ 442,652

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: The purpose of this contract is to provide case management and supportive services to those individuals receiving rental subsidies through WHSC in order to improve housing stability and reduce homelessness in Whatcom County. This amendment adds additional funding for rental assistance to help support youth in the 10-unit Transitional Living Program at Francis Place.

Term of Contract: 1 Year Expiration Date: 12/31/2018

Contract Routing:	1. Prepared by: <u>JT</u>	Date: <u>03/02/2018</u>
	2. Attorney signoff: _____	Date: <u>5-4-18</u>
	3. AS Finance reviewed: _____	Date: <u>5/7/18</u>
	4. IT reviewed (if IT related): _____	Date: _____
	5. Contractor signed: _____	Date: <u>4-26-18</u>
	6. Submitted to Exec.: _____	Date: <u>5-8-18</u>
	7. Council approved (if necessary): _____	Date: _____
	8. Executive signed: _____	Date: _____
	9. Original to Council: _____	Date: _____

COUNTY ORIGINAL

Whatcom County Contract No.

201611017 – 2

**WHATCOM COUNTY HEALTH DEPARTMENT CONTRACT EXTENSION**

**Whatcom County # 201611017**

**PARTIES:**

Whatcom County  
Whatcom County Courthouse  
311 Grand Avenue  
Bellingham, WA 98225

**AMENDMENT NUMBER: 2**  
**CONTRACT PERIODS:**  
Original: 01/01/2017 – 12/31/2017  
Amendment #1: 01/01/2018 – 12/31/2018  
Amendment #2: 01/01/2018 – 12/31/2018

**AND CONTRACTOR:**

Northwest Youth Services  
1020 N State Street  
Bellingham, WA 98225

**THE CONTRACT IDENTIFIED HEREIN, INCLUDING ANY PREVIOUS AMENDMENTS THERETO, IS HEREBY EXTENDED AS SET FORTH IN THE DESCRIPTION OF THE EXTENSION BELOW BY MUTUAL CONSENT OF ALL PARTIES HERETO**

**DESCRIPTION OF EXTENSION:**

1. Add definition of Transitional Living Program (TLP) to Section II. Definitions. Add TLP rental assistance services to Section III. Statement of Work. Add the requirement to report occupancy rates up to 10 TLP units funded by this contract to Section VI. Reporting Requirements. A revised Exhibit A is attached.
2. Increase the total contract budget by \$36,990 to fund the rental assistance for up to 10 units at Francis Place for youth between the ages of 18 – 21 who are eligible for support under a Runaway and Homeless Youth (RHY) program.
3. Funding for this contract period (01/01/2018 – 12/31/2018) is not to exceed \$239,821.
4. Funding for the total contract period (01/01/2017 – 12/31/2018) is not to exceed \$442,652.
5. All other terms and conditions remain unchanged.
6. The effective start date of the amendment is 04/01/2018.

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 EXTENSION HEREBY ACKNOWLEDGE AND ACCEPT THE TERMS AND CONDITIONS OF THIS EXTENSION. Signature is required below.

APPROVAL AS TO PROGRAM: Anne Deacon 5/2/18  
Anne Deacon, Human Services Manager Date

DEPARTMENT HEAD APPROVAL: Regina A. Delahunt 5/3/18  
Regina A. Delahunt, Health Department Director Date

APPROVAL AS TO FORM: Royce Buckingham 5-4-18  
Royce Buckingham, Civil Deputy Prosecuting Attorney Date

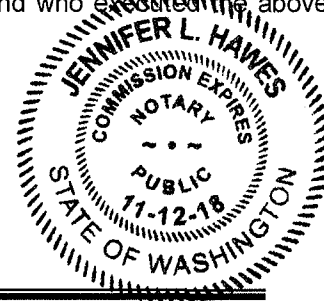
FOR THE CONTRACTOR:

Riannon Bardsley | Riannon Bardsley, Executive Director | 4/26/18  
Contractor Signature | Print Name and Title | Date

STATE OF WASHINGTON )  
COUNTY OF WHATCOM )

On this 26 day of APRIL, 2018, before me personally appeared RIANNON BARDSLEY, to me known to be the EXEC. DIRECTOR and who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.

Jennifer L. Hawes  
NOTARY PUBLIC in and for the State of Washington  
Residing at BELLINGHAM, WA  
My Commission expires: 11.12.18



FOR WHATCOM COUNTY:

\_\_\_\_\_  
Jack Louws, County Executive Date

STATE OF WASHINGTON )  
COUNTY OF WHATCOM )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2018, before me personally appeared Jack Louws, to me known to be the Executive of Whatcom County and who executed the above instrument and who acknowledged to me the act of signing and sealing thereof.

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of Washington,  
Residing at Bellingham.

My Commission expires: \_\_\_\_\_

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

**I. Background**

Whatcom County's Plan to End homelessness identifies youth as a population impacted by homelessness and lists the provision of safe affordable housing with supportive services as a way to reduce and end youth homelessness. Northwest Youth Services (NWYS) is the only non-tribal agency serving youth in Whatcom County offering housing services for homeless youth. At any point in time NWYS has 130 young people awaiting housing and services.

Through this contract NWYS will serve as one of the Whatcom Homeless Service Center (WHSC) partner agencies providing housing case management and will serve as a specialized portal of entry into WHSC housing services for youth. The purpose of this contract is to provide housing case management, the support of a mental health professional, and to coordinate other supportive services for youth receiving rental subsidies through the WHSC and for youth waiting for housing services in order to achieve housing stability and reduce youth homelessness in Whatcom County.

**II. Definitions**

Housing Interest Pool (HIP)	Quasi wait list that serves clients waiting for housing services based on their needs and available resources instead of a first come, first served basis.
HMIS	Washington's Homeless Management Information Services, a data base.
Permanent Supportive Housing Population	Chronically homeless individuals/households with significant barriers to permanent housing; will receive deep rent subsidies and intensive housing case management.
Whatcom Homeless Service Center (WHSC)	WHSC programs provide (1) centralized coordinated system of access (2) targeted prevention assistance to reduce the number of households that become homeless, (3) re-housing of those who become homeless, (4) supportive services promoting housing stability and self-sufficiency, and (5) data management and tracking information for people receiving homeless housing services in Whatcom County and according to Washington State Department of Commerce HMIS data collection requirements.
Transitional Living Program (TLP)	The Transitional Living Program is administered through the Family and Youth Services Bureau as a Runaway and Homeless Youth Program. TLP's provide safe and stable living accommodations with supportive services including life skills building, educational opportunities, job attainment services, mental health care, and physical health care. Case managers provide or connect young adults to these services while in TLP to prepare them for self-sufficiency. NWYS serves youth that have experienced homelessness ages 18-21 in the TLP at Francis Place, a permanent supportive housing project with 24-hour staff support.

**III. Statement of Work**

The contractor will provide housing case management services. Housing case management includes activities for the arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of households and helping them obtain housing stability. Services and activities include: developing, securing, and coordinating services; monitoring and evaluating household progress; assuring that households' rights are protected; developing an individualized housing and service plan, including a path to permanent housing stability subsequent to assistance. Housing case management also includes services or activities designed to assist households in locating, obtaining, and retaining suitable housing such as: tenant counseling, assisting individuals and households to understand leases, securing utilities, making

moving arrangements, representative payee services concerning rent and utilities, and mediation and outreach to property owners related to locating or retaining housing.

In addition, the following types of housing case management services will be included:

Intake services: Contractor will provide intake services to youth in Whatcom County seeking housing to collect client information, assess barriers to stable housing, and eligibility for housing programs. Services will be provided to low-income and/or homeless youth residing in Whatcom County. Individuals and households served shall have incomes at or below 50% Area Median Income (AMI).

Youth Housing Interest Pool (YHIP) services: Youth housing interest pool case management includes services designed to make youth who are homeless or almost homeless aware of available programs, provide them with a point of access to housing services working collaboratively with the WHSC, and engage with them to address barriers to housing.

Furthermore, the contractor will provide a .5 FTE licensed mental health professional to provide support to program staff working with youth with mental illness and substance use problems. This mental health professional will provide:

- a. High level support and crisis consultation
- b. Information and direction as it relates to youth's care
- c. Clinical insight while supporting and educating staff regarding behavioral health issues
- d. Mental health assessments and care planning of youth participating in NWYS programs.

TLP Rental Assistance services: Additionally, the contractor will use rental assistance funding received from the County towards the rental costs of up to 10 units dedicated to the Transitional Living Program at Francis Place for youth.

#### **IV. Program Outcomes**

During this contract period, the housing case management services provided by the Contractor will deliver the following outcomes:

1. At any point in time, 35-45 youth households will receive youth Housing Interest Pool case management services
2. At least thirty-two (32) of Whatcom County's homeless youth households per year will be stably housed after receiving case management services; five (5) of those from the permanent supportive housing population
3. The contractor will strive to rapidly rehouse clients; with the goal of most finding permanent housing within 45 days from enrollment in case management
4. At least 85% of youth households who obtained housing will remain stably housed 6 months after exiting case management services; 75% of youth from the permanent supportive housing population will remain stably housed 6 months after obtaining housing.

#### **V. Additional Requirements**

The contractor will:

1. Participate in HMIS data collection efforts as directed by the WHSC; including HMIS training, HMIS data entry, updating client data as necessary, and exiting clients from HMIS. Services which must be inputted into HMIS include (but are not limited to) financial services—including deposits, rental payments, and completed home visits.
2. Comply with the following HIP Referral procedure. When Contractor staff believes a referral from the HIP is not a good fit for their program – a situation that should be rare - the following procedure must be followed:
  - a. Contractor will submit a written description of the situation that justifies returning the client to the HIP, and
  - b. An in-person case conference must be scheduled within five days of request to return a referral. The case conference will include Contractor staff, WHSC housing referral specialist, and HIP case management services coordinator (or designee).

- c. The course of action mutually agreed to at the case conference will be recorded in writing, constituting a binding agreement.
  - d. As the parties to this contract learn more about referral success factors, procedures may be amended accordingly.
3. Promote public health in homeless housing and preserve the safety and stability of available housing stock for homeless housing by:
    - a. Informing clients/tenants of the importance of upholding safety and health in homeless housing, and of preserving continued access to housing by our homeless housing system
    - b. Informing clients/tenants that they may be expected to participate in cleaning and decontaminating their housing unit when necessary for health reasons
    - c. Informing clients/tenants that damages to their unit may result in eviction and loss of the unit in the future for our homeless housing system
    - d. Informing prospective tenants what they need to do to maintain a safe and clean apartment in advance of receiving housing and periodically after they are in housing
    - e. In scattered site, master lease, public housing, and staffed housing programs, case managers will work with the client/tenant to address issues of health and safety that arise, including that of suspected methamphetamine use. The WCHD will provide Case managers free and confidential technical assistance on effective methods for cleaning apartment units that have been contaminated whenever requested
    - f. Documenting in each client file that these expectations were communicated to the client/tenant
  4. Require professional development training for direct service staff and supervisors.
  5. Attend Whatcom County Coalition to End Homelessness meetings and sponsored activities.
  6. Attend meetings and events coordinated by WHSC.

## **VI. Reporting Requirements**

The contractor shall submit quarterly reports to the WCHD utilizing HMIS data in a format approved by the County showing the contractor's progress toward achieving the outcomes identified above. Quarterly reports are due on April 10, July 10, October 10, January 10.

Reports will include data for only those clients served under this contract and include:

1. # of youth on Housing Interest Pool as of the last day of the quarter. # of youth stably housed this quarter and contract to date
2. # of youth stably housed from the permanent supportive housing population this quarter and contract to date
3. For those housed this quarter, the number of days from enrollment in case management services to obtaining housing
4. Average number of days from enrollment in case management to obtaining housing
5. # of youth stably housed 6 months after obtaining housing.
6. # of youth stably housed 6 months after exiting case management services.

Additionally, monthly reports shall be submitted to the WCHD detailing occupancy for each unit of the Transitional Living Program at Francis Place, to include current occupancy of the units, previous housing situation for new admissions to TLP units, and the housing plan for youth upon exiting from TLP units at Francis Place.



**EXHIBIT "B" – Amendment #2**  
(COMPENSATION)

**I. Source of Funding:** The source of funding for this contract, in the amount not to exceed \$239,821, is local document recording fees, mental health millage and the Behavioral Health Program Fund.

**II. Allowable Cost Budget:** The annual budget is as follows:

<b>Line Item</b>	<b>Documentation Required with Invoice</b>	<b>Budget</b>
Personnel – Case Manager, Housing Programs Manager, HMIS Specialist, Programs Director	Approved Composite Billing Rate Worksheet for each staff member and Timesheets for the period.	\$ 131,590
Mental Health Professional	Approved Composite Billing Rate Worksheet for each staff member and Timesheets for the period.	43,586
Occupancy	GL detail	\$ 1,536
Program Direct Printing, Postage, Office Supplies, Telephone	GL detail	\$ 1,680
Training	Include name of traveler, dates, start & end point, and purpose. Receipts required for transportation costs, registration fees, etc. Lodging & meal costs follow federal guidelines (www.gsa.gov). Receipts for meals not required.	\$ 1,000
Mileage	Mileage log to include: name of the staff member, date of travel, starting point and destination of travel, the number of miles traveled, the federal reimbursement rate (per www.gsa.gov), and a brief description of the purpose of travel.	\$3,000
Flex Funds (Per Attachment E)	Flex Fund Spreadsheet plus copies of receipts	\$ 2,000
Rental Assistance	<b>Listing of occupied units</b>	\$36,990
	<b>SUBTOTAL:</b>	\$ 221,382
Admin	10% (not on rental assistance)	\$ 18,439
	<b>TOTAL:</b>	<b>\$239,821</b>

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 rate exceed 10%.

**III. 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 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:

Attention: Business Office – [HL-BusinessOffice@co.whatcom.wa.us](mailto:HL-BusinessOffice@co.whatcom.wa.us)  
 Whatcom County Health Department  
 509 Girard Street  
 Bellingham, WA 98225

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.