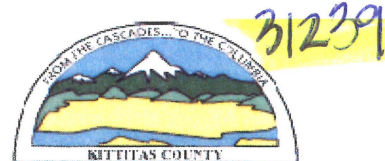


Kittitas County Review Form Grants & Contract Agreement



Today's Date 10/02/2015	Agenda Date 10/20/15
Fund/Department 116-Public Health	

Contract/Grant Information

Contract /Grant Agency: Amendment to Professional Services Agreement between Kittitas Valley Opportunities, dba Parent to Parent and Kittitas County	
Period Begin Date: September 24, 2015	Period End Date: June 30, 2016
Total Grant/Contract Amount: \$19,000.00	
Grant/Contract Number:	
Contract/Grant Summary: The Amendment to the Professional Services Agreement between Kittitas Valley Opportunities, dba Parent to Parent and Kittitas County amends Attachment "A" Scope of Work.	

Recommendation for Board of Health and Board of Health Review on _____

Department Head Signature:	Date: 10/2/15
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Kittitas County Prosecutor, Auditor, and Board of Health Review and Comment:

APPROVED AS TO FORM:

Signature of Prosecutor's Office	Date
Signature of Auditor's Office	Date
Signature of Board of Health member	Date

Financial Information

Total Amount \$19,000.00	State Funds \$19,000.00	Federal Funds \$
Percentage County Funds	Matching Funds \$	CFDA#
In-Kind \$ Explain		

Is Equipment being purchased?	Who owns equipment?
New Personnel being hired?	Contact HR hiring – reporting requirements
Future impacts or liability to Kittitas County:	

Budget Information

Budget Amendment Needed?	Yes <input type="checkbox"/> attach budget form	No <input checked="" type="checkbox"/>
New Division Created?		Why not
Revenue Code: 105-5683340468		

Pass Through Information

Agency to Pass Through	
Amount to Pass Through	\$
Sub-Contract Approved	Date:

Prosecutor Review

Has the Prosecutor reviewed this agreement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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County Departments Impacted

Auditor	Facilities Maintenance
Information Services	Human Resource
Prosecutor	Treasurer

Submitted

Signature:	Date:
Department:	

Assignment of Tracking Information

Auditor's Office	
Human Resource	
Prosecutor's Office	
Who Signed the grant application	

Reviewer	Date
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AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement Amendment is made by and between Kittitas County (hereinafter "the County") and Kittitas Valley Opportunities, dba Parent to Parent (hereinafter "Contractor").

WHEREAS, on September 24, 2015 the County entered into a Professional Services Agreement with Contractor; and

WHEREAS, the Professional Services Agreement contains scrivener or typographical errors; and

WHEREAS, Section 12.1 of the Professional Services Agreement allows for modification with the mutual consent of the parties in writing.

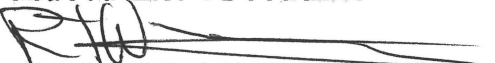
NOW, THEREFORE, IT IS HEREBY AGREED by the County and the Contractor to amend the Professional Services Agreement as follows:

- 1) Attachment "A", titled Scope of Work, is hereby deleted in its entirety and replaced with Attachment "A", titled Amended Scope of Work, attached hereto and incorporated by this reference.
- 2) In the first paragraph of Attachment "B", titled Compensation, the term "monthly" is hereby deleted and replaced with "at least quarterly".
- 3) All other terms and conditions of the aforementioned Professional Services Agreement shall remain the same.


IN WITNESS WHEREOF, the parties have executed this Professional Services Agreement Amendment this 20th day of October, 2015.

APPROVED:

**KITTITAS VALLEY OPPORTUNITIES
dba PARENT TO PARENT**


Rolf Williams, Executive Director

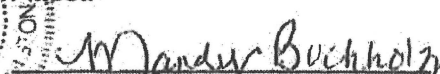
**BOARD OF COUNTY COMMISSIONERS
KITTITAS COUNTY, WASHINGTON**


Gary Berndt, Chairman


Obie O'Brien, Vice-Chairman


Paul Jewell, Commissioner

Attest:


Clerk of the Board - Deputy



ATTACHMENT "A"

AMENDED SCOPE OF WORK

Funding is provided for the following activities and deliverables related to the administration of the Parent to Parent (P2P) and Parent Coalition programs whose goals are to provide emotional support and information and legislative advocacy to families of children with developmental disabilities.

1. Organization and implementation of parent support meetings to provide information, education, and referrals to services; and support to parents and families of children with developmental disabilities.
 - a. Deliverable: By June 30, 2016, the contractor will facilitate forty-five (45) support meetings yearly in Kittitas County. At least nine of these meetings will be held in Cle Elum.
2. Weekly availability to families and other community contacts for information and referrals.
 - a. Deliverable: Through June 30, 2016, the P2P coordinator will be available Monday-Friday from 9am-5pm via phone, email, Facebook, or in person.
3. Publish and distribute quarterly newsletter to families and community partners.
 - a. Deliverable: By June 30, 2016, a quarterly newsletter will be published and distributed.
4. Host a community outreach and education event.
 - a. Deliverable: By June 30, 2016, the contractor will host at least one outreach and education event.
5. Start a Parent Coalition program in Kittitas County.
 - a. Deliverable: Through June 30, 2016, the contractor will participate in all scheduled teleconferences with the Statewide Parent Coalition and Community Advocacy Coalition.
 - b. Deliverable: By June 30, 2016, the contractor will recruit at least thirty-five participants for an email list-serve for legislative information distribution.
 - c. Deliverable: Through June 30, 2016, the contractor will disseminate information through the email list serve at least quarterly.
6. Provide quarterly reports to the County.
 - a. Quarterly reports to the County shall be due by the following dates:
 - i. October 15, 2015 (for July 1-September 30, 2015)

- ii. January 15, 2016 (for October 1-December 31, 2015)
- iii. April 15, 2016 (for January 1-March 31, 2016)
- iv. July 15, 2016 (for April 1-June 30, 2016)

b. Quarterly reports shall include, at a minimum:

- i. A narrative of progress on the deliverables outlined above.
- ii. Number parent support meetings held including location and topics discussed.
- iii. Number of participants attending parent support meetings.
- iv. Number of contacts made for information and referrals via phone, email, Facebook, and in person.
- v. Copy of the quarterly newsletter published.
- vi. List of community partners receiving quarterly newsletter.
- vii. Number of families receiving quarterly newsletter.
- viii. Number of outreach/community education events held.
- ix. Number of participants at outreach events.
- x. Number of teleconferences attended.
- xi. Number of emails recruited to the list serve.
- xii. Number of emails sent out through the list serve.

7. Provide a report and/or presentation of progress of these deliverables to the Kittitas County Mental Health/Developmental Disabilities Board prior to the end of the contract period.