



# Memorandum

**TO:** Satpal Sidhu, County Executive  
**FROM:** Erika Lautenbach, Director  
**RE:** Opportunity Council – Whatcom Homeless Services Center Contract Amendment #1  
**DATE:** FEBRUARY 12, 2025

Attached is a contract amendment between Whatcom County and Opportunity Council for your review and signature. This amendment increases Consolidated Homeless Grant (CHG) funding for additional motel stays and rental assistance and decreases funding from local document recording fees in order to preserve them for other uses.

▪ **Background and Purpose**

This contract provides funding for the operation of the Whatcom Homeless Service Center (WHSC), Whatcom County’s Coordinated Entry system for homeless housing services. The WHSC makes referrals to partner agencies for housing case management services and rental assistance programs, pays rent on behalf of eligible low-income renters, cultivates and maintains relationships with local landlords and motel operators, and serves as a liaison for homeless housing activities to the network of service providers and other community stakeholders. The WHSC has been identified as a strategic pillar in the state-required, Local 5-year Plan to End Homelessness and coordinates with Opportunity Council’s Community Services department to manage client data collected at the co-located Community Resource Center.

▪ **Funding Amount and Source**

This amendment increase funding by \$342,051. Funding for this six-month contract, in an amount not to exceed \$2,697,403, is provided by the Washington State Department of Commerce Consolidated Homeless Grant, local document recording fees, HB 1406 funds, and the Veterans Assistance Fund. These funds are included in the 2025 budget. Council authorization is required as the funding added by this amendment exceeds 10% of the amount authorized by Council.

▪ **Differences from Previous Contracts**

| Section                          | Differences  |
|----------------------------------|--|
| <b>Exhibit A – Scope of Work</b> | Amends Section V. Program Outcomes and Section VI. Reporting Requirements to increase the number of families supported in motel rooms, the number of households supported with rental assistance, and the number of households retaining housing through targeted eviction prevention funding. |
| <b>Exhibit B – Compensation</b>  | Adds \$541,180 in CHG funds for additional motel stays, rental assistance, and decreases local document recording fees by \$199,129.   |

Please contact Chris D’Onofrio, Housing and Homeless Services Supervisor at 360-778-6049 ([CDonofri@co.whatcom.wa.us](mailto:CDonofri@co.whatcom.wa.us)) if you have any questions.

Encl.