

CONTRACT INFORMATION SHEET

Originating Department:		85 Health and Community Services	
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:		Lake Whatcom Residential & Treatment Center	
Is this a New Contract? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If not, is this an Amendment or Renewal to an Existing Contract? If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #:		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 202212016
Does contract require Council Approval? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		If No, include WCC: (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)	
Already approved? Council Approved Date:			
Is this a grant agreement? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, grantor agency contract number(s):		CFDA#:
Is this contract grant funded? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, Whatcom County grant contract number(s):		
Is this contract the result of a RFP or Bid process? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, RFP and Bid number(s):	22-32	Contract Cost Center: 127100
Is this agreement excluded from E-Verify? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>			
If YES, indicate exclusion(s) below:			
<input type="checkbox"/> Professional services agreement for certified/licensed professional.		<input type="checkbox"/> Goods and services provided due to an emergency.	
<input checked="" 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): \$ 29,153		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.	
This Amendment Amount: \$ 49,467			
Total Amended Amount: \$ 78,620			
Summary of Scope: This amendment revises the scope of work, reporting requirements and performance measures and increases funding to support the extended contract period. This contract provides funding for services to support the federal Sponsor Based Rental Assistance (SBRA) Program.			
Term of Contract:	1 Year	Expiration Date:	12/31/2024
Contract Routing:	1. Prepared by:	JT	Date: 09/13/2023
	2. Health Budget Approval	KR/JS	Date: 11/20/2023
	3. Attorney signoff:	RB	Date: 11/20/2023
	4. AS Finance reviewed:	A Martin	Date: 11/20/2023
	5. IT reviewed (if IT related):		Date:
	6. Contractor signed:	^{DS}	Date:
	7. Executive Contract Review:	BSR	Date: 12/7/2023
	8. Council approved (if necessary):	AB2023-806	Date: 12/05/2023
	9. Executive signed:		Date: 12/7/2023
	10. Original to Council:		Date:



Memorandum

TO: Satpal Sidhu, County Executive

FROM: Erika Lautenbach, Director

RE: Lake Whatcom Residential & Treatment Center – Leasing Specialist Contract Amendment #2

DATE: **DECEMBER 6, 2023**

Attached is a contract amendment between Whatcom County and Lake Whatcom Residential & Treatment Center for your review and signature. This amendment provides clarification on requirements related to HUD CoC Rental Assistance, State Community Based Rental Assistance (CBRA), leasing specialist services, and sponsor support offered in administration of HUD CoC funding. This amendment also extends the contract for an additional year and updates the budget to reflect the extended contract period. The County has been providing partial financial support for the program and at the request of the Contractor in response to increasing costs, this amendment reflects an increase in funding over the previous contract period, to supplement more of the program's actual costs.

▪ Background and Purpose

The Department of Housing and Urban Development (HUD) Continuum of Care (CoC) offers long-term rental assistance on a competitive basis for people with disabilities who have experienced homelessness. The Bellingham Whatcom County Housing Authority (BWAHA) is awarded CoC Rental Assistance through an annual competitive process, and distributes some of that funding through a partnership with Lake Whatcom Residential & Treatment Center. This CoC funding is expected to be transferred from BWAHA to Opportunity Council by HUD in 2024, upon approval by HUD. Lake Whatcom Residential and Treatment Center (LWRTC), is a DSHS and DOH licensed not-for-profit organization providing an array of residential and community mental health services to adults with severe and persistent mental illness in Whatcom County and surrounding communities. LWRTC also receives state funding, referred to as Community Behavioral Health Rental Assistance (CBRA), provided to clients on a short-term basis before LWRTC assesses eligibility to transition to long-term, CoC rental assistance. This contract provides funding for a Leasing Specialist who locates housing and assists clients and case managers with housing placements, accessing rental assistance, and leasing support, thereby promoting housing stability and retention for vulnerable individuals by connecting them with state and federal resources.

▪ Funding Amount and Source

Funding for this contract, in an amount not to exceed \$49,467 during this contract period (01/01/2024 – 12/31/2024), is provided by Mental Health Millage. These funds are included in the 2024 budget. Council authorization is required as cumulative funding for the entire contract period (01/01/2023 – 12/31/2024) exceeds \$40,000.



- **Differences from Previous Contracts**

Section	Differences
General Terms – Section 10.2 Extension	Extends contract for an additional year, through 12/31/2024
Exhibit A – Scope of Work	Provides anticipated changes in local administration of HUD CoC rental assistance; describes sponsor support; provides clarification of state CBRA rental assistance; and updates reporting requirements.
Exhibit B – Compensation	Updates the budget to reflect the extended contract period

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

Whatcom County Contract Number:
202212016 – 2

**WHATCOM COUNTY CONTRACT AMENDMENT
LEASING SPECIALIST**

PARTIES:

**Whatcom County
Whatcom County Health and Community Services
509 Girard Street
Bellingham, WA 98225**

**AND CONTRACTOR:
Lake Whatcom Residential & Treatment Center
3600 Meridian Street
Bellingham, WA 98225**

CONTRACT PERIODS:

**Original: 01/01/2023 – 12/31/2023
Amendment #1: 04/17/2023 – 12/31/2023
Amendment #2: 01/01/2024 – 12/31/2024**

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. Extend the duration and other terms and conditions of this contract for one year, as per the original contract “General Terms, Section 10.2 Extension”.
2. Amend Exhibit A – Scope of Work, to add anticipated changes in local administration of HUD CoC rental assistance; provide complete description of sponsor support; provide clarification of state CBRA rental assistance; and update reporting requirements.
3. Amend Exhibit B – Compensation, to update the budget to reflect the extended contract period which includes a \$20,314 increase over the previous contract period to further supplement the program’s actual costs.
4. Funding for this contract period (01/01/2024 – 12/31/2024) is not to exceed \$49,467
5. Funding for the total contract period (01/01/2024 – 12/31/2024) is not to exceed \$78,620.
6. All other terms and conditions remain unchanged.
7. The effective start date of the amendment is 01/01/2024.

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
2B365BB0422344A... 12/6/2023

Ann Beck, Community Health & Human Services Manager Date

DEPARTMENT HEAD APPROVAL: DocuSigned by:
Erika Lautenbach
955C651A30374BD... 12/6/2023

Erika Lautenbach, Health and Community Services Director Date

APPROVAL AS TO FORM: DocuSigned by:
Royce Buckingham
1EE5DDBD9542404... 12/7/2023

Royce Buckingham, Senior Civil Deputy Prosecutor Date

FOR THE CONTRACTOR:

<p>DocuSigned by: <i>Jenny Billings</i> 9A2F82F4480D42B...</p>	<p>Jenny Billings, CEO</p>	<p>12/7/2023</p>
Contractor Signature	Printed Name and Title	Date

FOR WHATCOM COUNTY:

<p>DocuSigned by: <i>Satpal Singh Sidhu</i> 1192C7C18B664E3...</p>	<p>12/7/2023</p>
Satpal Singh Sidhu, County Executive	Date

CONTRACTOR INFORMATION:

Lake Whatcom Residential & Treatment Center
 3600 Meridian Street
 Bellingham, WA 98225
Jenny.Billings@lwrtc.org

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

I. Background

Lake Whatcom Residential and Treatment Center (LWC), is a DSHS and DOH licensed not-for-profit organization providing an array of residential and community mental health services to adults with severe and persistent mental illness in Whatcom County and surrounding communities. The purpose of this contract is to fund supportive community leasing services associated with the provision of housing by sponsor agencies such as LWRTC. Sponsor agency support services typically include locating available housing in the community, acting as leasing/housing specialists, and working with tenants and participating landlords to resolve tenancy issues that may arise. Sponsors can also assist with arranging for rent arrears and funding repairs for tenant-caused damages beyond normal wear and tear.

This contract is part of Whatcom County's ongoing efforts to create a continuum of housing services and supports for low income and chronically homeless individuals and households in a manner that is cost effective, utilizing local resources to leverage state and federal funds, and responsive to the needs of the community.

These programs require that housing assistance be matched with supportive services (e.g., case management, leasing specialist services, housing stability support) funded through other sources. The Department of Housing and Urban Development (HUD) Continuum of Care (CoC) provides long-term funding for rental assistance, referred to as Shelter Plus Care (S+C), to the Bellingham Whatcom Housing Authority (BWA) for individuals with disabilities and a history of homelessness through an annual competitive process. Recently, an agreement was formalized between Opportunity Council and BWA for this grant to be transferred to Opportunity Council in 2024. Another type of rental assistance is available through the Washington State Department of Commerce and is referred to as Community Based Behavioral Health Rental Assistance (CBRA). CBRA is a state funded program, providing rental assistance to people with disabilities who have experienced homelessness. State CBRA and Federally funded CoC rental assistance require program participants to reside in housing supported by a sponsor organization and arranged through a contract between the recipient and the sponsor organization. CBRA and CoC (S+C) rental assistance serve people with serious mental illness, chronic substance use disorders and HIV/AIDS or related diseases (see CoC Program Eligibility at the following link for additional information about the HUD CoC program).

Information about the WA State CBRA can be found at:

<https://www.commerce.wa.gov/serving-communities/homelessness/permanent-housing-subsidy-programs/>

II. Statement of Work

Under this contract, the Contractor will place or maintain at least 60 new and/or continuing CBRA clients in housing units that meet federal program requirements. Leasing Specialist activities include the following:

- A. Locate new housing units for CBRA and S+C clients, as needed.
- B. Prepare CBRA and S+C applications and verification documents with prospective clients and submit to S+C grantee.
- C. Document client eligibility and lease agreement for the CBRA and S+C programs in the client file.
- D. Provide housing services to CBRA and S+C clients in order to promote housing retention. Housing services include, but are not limited to:
 1. Conducting in-home inspections and/or visits with the client in order to identify and address barriers to housing stability.

2. Educating clients about rental/lease compliance and tenant responsibilities under Landlord Tenant Law.
 3. Coordinating with case managers, housing stability staff and clients about cleaning and maintaining housing units.
 4. Communicating and resolving conflicts with landlords and other residents.
 5. Communicating with other service providers in the community.
- E. Assist clients in preparing Section 8 and/or public housing applications.
- F. Comply with Homeless Management Information System (HMIS) data collection and recording requirements under the management of the Whatcom Homeless Service Center.
- G. Maintain master lease liability insurance on units utilized by CBRA and S+C clients, as necessary.
- H. Provide information requested by County staff in a timely manner.
- I. Promptly report operational disruptions, changes in location and changes in leadership to County Contract Administrator.

III. Program Requirements

Individuals and families served must meet the eligibility criteria of: 1) the federal CoC Shelter Plus Care program or 2) the Washington State Department of Commerce CBRA program. These programs serve individuals with a history of homelessness and serious mental illness, with incomes at or below 30% of area median income. If families are served and transfer to S+C, HUD has special requirements related to education that must be followed by the S+C grantee, LWRTC, and the applicant.

IV. Reporting Requirements

Along with monthly invoice documentation, Contractor shall provide the County with a report by the 15th of the month following the end of each quarter to include:

- a. A listing of all active CBRA clients by a unique client identification number
- b. Date the client's CBRA lease began
- c. Number of CBRA households transferred to HUD CoC (S+C) rental assistance during the reporting quarter and year-to-date
- d. List of household IDs (HMIS numbers or non-identifying information) for each of above households who have been transferred to S+C (list will remain each quarter with column for status updates)
- e. Number of CBRA households enrolled through LWTRC on last day of quarter

Whatcom County Health and Community Services may update reporting templates or formats during the contract period, and will provide advance notice of new reporting requirements prior to the start of the reporting quarter.

Additionally, the County is required to report HMIS project expenditures to the Washington State Department of Commerce for their annual report submitted to the Washington State Legislature. When requested, the Contractor shall provide the County with the necessary expenditure information in a timely manner.

EXHIBIT “B” – Amendment #2
(COMPENSATION)

- I. **Budget and Source of Funding:** The source of funding for this contract, in an amount not to exceed \$49,467 for the period 1/1/2024-12/31/2024, is provided by Mental Health Millage. The budget for this contract is as follows:

Cost Description	Documents Required Each Invoice	Budget
Housing/Leasing Specialist (wages + benefits)	Approved composite billing rate worksheet for each staff member and timesheets for the period	\$44,970
*Indirect @ 10%		\$4,497
TOTAL		\$49,467

*In no instance shall the indirect rate exceed the rate indicated above.

II. **Invoicing**

1. The Contractor shall submit invoices to (include contract #) HL-BusinessOffice@co.whatcom.wa.us.
2. 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.
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.