

**WHATCOM COUNTY
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:
202307017 - 1

Originating Department:	85 Health
Division/Program: (i.e. Dept. Division and Program)	8550 Human Services / 855040 Housing Program
Contract or Grant Administrator:	Michaela Mandala
Contractor's / Agency Name:	WA State Department of Commerce

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 #:	202307017	

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#:
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	24-46108-35	

Is this contract grant funded?	If yes, Whatcom County grant contract number(s):
Yes <input type="checkbox"/> No <input type="checkbox"/>	

Is this contract the result of a RFP or Bid process?	Contract Cost Center:
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, RFP and Bid number(s):	122300

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 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 checked="" 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 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.
\$ 10,543,379	
This Amendment Amount:	
\$ 1,801,736	
Total Amended Amount:	
\$ 12,345,115	

Summary of Scope: This amendment adds unspent 2023 eviction prevention funds.

Term of Contract:	2 Years	Expiration Date:	06/30/2025
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Contract Routing:	1. Prepared by:	JT	Date:	02/12/2024
	2. Attorney signoff:	RB	Date:	02/12/2024
	3. AS Finance reviewed:	A Martin	Date:	2/20/2024
	4. IT reviewed (if IT related):		Date:	
	5. Contractor signed:	<input checked="" type="checkbox"/>	Date:	3/20/24
	6. Submitted to Exec.:	JT	Date:	03/07/2024
	7. Council approved (if necessary):	AB2024-158	Date:	03/05/2024
	8. Executive signed:	<input checked="" type="checkbox"/>	Date:	3/8/24
	9. Original to Council:		Date:	



RECEIVED

MEMORANDUM

MAR 07 2024

TO: Satpal Sidhu, County Executive
FROM: Erika Lautenbach, Director
RE: Washington State Department of Commerce – Consolidated Homeless Grant Amendment #1
DATE: March 7, 2024

WHATCOM COUNTY
EXECUTIVE'S OFFICE

Attached is a grant between Whatcom County and the Washington State Department of Commerce for your review and signature. This amendment adds \$1,801,736 in unspent 2023 eviction prevention funds. The additional eviction prevention funding will support projects providing rental assistance, case management, and assistance in navigating social and financial services with the goal of reducing the need for future rental assistance.

▪ **Background and Purpose**

The Consolidated Homeless Grant (CHG) provides resources to fund homelessness crisis response systems and to assist people who are experiencing homelessness or at imminent risk of homelessness to obtain or maintain housing. This grant supports the priorities outlined in the Whatcom County Plan to End Homelessness. Funding provided by this grant is passed through to partner agencies providing a wide variety of housing related services.

▪ **Funding Amount and Source**

This grant provides \$12,345,115 in funding for the 2023-2025 biennium. Council authorization is required as the funding provided by this amendment exceeds \$40,000, per WCC 3.06.010.

▪ **Differences from Previous Contracts**

Section	Differences
Attachment B – Budget	Increases eviction prevention funding by \$1,801,736

Please contact Chris D’Onofrio, Housing & Homeless Services Supervisor at 360-778-6049 (CDonofri@co.whatcom.wa.us) if you have any questions or concerns regarding this request.



Amendment

**Contract Number: 24-46108-35
Amendment Number: A**



**Washington State Department of Commerce
Housing Division
Homelessness Assistance Unit
Consolidated Homeless Grant (CHG)**

**WHATCOM COUNTY
CONTRACT NO.
202307017-1**

1. Contractor Whatcom County Community Health and Human Services 509 Girard St. Bellingham, WA 98225		2. Contractor Doing Business As (optional)	
3. Contractor Representative Barbara Johnson-Vinna Housing Specialist (360) 778-9046		4. COMMERCE Representative Megan Kendig Grant Manager (360) 401-5149 megan.kendig@commerce.wa.gov 1011 Plum Street SE Olympia, WA 98504-2525	
5. Original Contract Amount (and any previous amendments) \$10,543,379	6. Amendment Amount \$1,801,736	7. New Contract Amount \$12,345,115	
8. Amendment Funding Source Federal: State: X Other: N/A:		9. Amendment Start Date February 1, 2024	10. Amendment End Date June 30, 2025
11. Federal Funds (as applicable): N/A	Federal Agency: N/A	CFDA Number: N/A	
12. Amendment Purpose: Adds unspent SFY23 CHG eviction prevention funds.			

COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract As Amended and attachments and have executed this Contract Amendment on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Contract As Amended are governed by this Contract Amendment and the following other documents incorporated by reference: CHG Guidelines (as they may be revised from time to time), and Contract Terms and Conditions including Attachment "A" – Scope of Work, Attachment "B" – Budget. A copy of this Contract Amendment shall be attached to and made a part of the original Contract between COMMERCE and the Contractor. Any reference in the original Contract to the "Contract" shall mean the "Contract as Amended".

<p>FOR GRANTEE</p> <p><i>Erika Lautenbach</i></p> <p>_____ Erika Lautenbach, Director</p> <p>03/08/2024</p> <p>_____ Date</p>	<p>FOR COMMERCE</p> <p>DocuSigned by: <i>Kennedy Isato on behalf of Corina Grigor</i></p> <p>_____ 227C3598011D4D8 Corina Grigor, Assistant Director Housing Division</p> <p>3/20/2024 1:37 PM PDT</p> <p>_____ Date</p> <p>APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL APPROVAL ON FILE</p>
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WHATCOM COUNTY:
Recommended for Approval:

Approved by email AB/JT 02/12/2024
Ann Beck, Community Health & Human Services Manager Date

Approved as to form:

Approved by email RB/JT 02/12/2024
Royce Buckingham, Senior Civil Deputy Prosecutor Date

Approved:

Accepted for Whatcom County:

By: Satpal Singh Sidhu 3/8/24
Satpal Singh Sidhu, Whatcom County Executive Date

Washington State Department of Commerce
PO Box 42525
Olympia, WA 98504-2525
360-401-5149
Megan.Kendiq@commerce.wa.gov

Amendment

This Contract is **amended** as follows:

Attachment B, Budget

Budget Categories	Current Contract Amount (and any previous amendments and revisions)	Amendment	New Total
CHG Standard			
Admin	\$206,992.00	\$0	\$206,992.00
Rent	\$550,000.00	\$0	\$550,000.00
Facility Support	\$72,000.00	\$0	\$72,000.00
Operations	\$553,000.00	\$0	\$553,000.00
PSH CHF			
PSH CHF Rent/Fac Support	\$140,000.00	\$0	\$140,000.00
PSH CHF Operations	\$12,000.00	\$0	\$12,000.00
HEN (SFY 2024)			
HEN Admin 2024	\$177,848.00	\$0	\$177,848.00
HEN Rent/Fac Support 2024	\$1,618,654.00	\$0	\$1,618,654.00
HEN Operations 2024	\$744,192.00	\$0	\$744,192.00
HEN (SFY 2025)			
HEN Admin 2025	\$177,848.00	\$0	\$177,848.00
HEN Rent/Fac Support 2025	\$1,618,654.00	\$0	\$1,618,654.00
HEN Operations 2025	\$744,192.00	\$0	\$744,192.00
Eviction Prevention (SFY 23, 24, and 25)			
Eviction Prevention Admin	\$215,009.00	\$204,453.00	\$419,462.00
Eviction Prevention Rent	\$1,369,766.00	\$985,592.00	\$2,355,358.00
Eviction Prevention Operations	\$310,000.00	\$611,691.00	\$921,691.00
HEN FCS Bridge (SFY 2024)			
HEN FCS Bridge Admin 2024	\$9,579.00	\$0	\$9,579.00
HEN FCS Bridge Rent 2024	\$114,606.00	\$0	\$114,606.00
HEN FCS Bridge Operations 2024	\$20,168.00	\$0	\$20,168.00
HEN FCS Bridge (SFY 2025)			
HEN FCS Bridge Admin 2025	\$9,579.00	\$0	\$9,579.00
HEN FCS Bridge Rent 2025	\$114,606.00	\$0	\$114,606.00
HEN FCS Bridge Operations 2025	\$20,168.00	\$0	\$20,168.00
Inflation Increase (SFY 2024 and SFY 2025)			
Inflation Increase 2024	\$631,659.00	\$0	\$631,659.00
Inflationary Costs 2025	\$631,659.00	\$0	\$631,659.00
Local Document Recording Fees Support (SFY 2024 and SFY 2025)			
Local DRF Support 2024	\$240,600.00	\$0	\$240,600.00
Local DRF Support 2025	\$240,600.00	\$0	\$240,600.00
TOTAL	\$10,543,379.00	\$1,801,736.00	\$12,345,115.00

ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT

Certificate Of Completion

Envelope Id: BB15EEFC59D34E6EB82FE8E07227135E	Status: Completed
Subject: Complete with DocuSign: 24-46108-35_23-25 CHG_Whatcom Amend A_EP_signed.pdf	
Division:	
Community Services and Housing	
Program: CHG	
ContractNumber: 24-46108-35	
DocumentType:	
Contract Amendment	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 2	Initials: 1
AutoNav: Enabled	
EnvelopeId Stamping: Enabled	
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	
	Envelope Originator:
	Megan Kendig
	1011 Plum Street SE
	MS 42525
	Olympia, WA 98504-2525
	megan.kendig@commerce.wa.gov
	IP Address: 198.239.10.138

Record Tracking

Status: Original	Holder: Megan Kendig	Location: DocuSign
3/12/2024 5:04:01 PM	megan.kendig@commerce.wa.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Washington State Department of Commerce	Location: DocuSign

Signer Events

Kathy Kinard
 Kathy.Kinard@commerce.wa.gov
 Security Level: Email, Account Authentication (None)

Signature




Signature Adoption: Pre-selected Style
 Using IP Address: 147.55.149.171

Timestamp

Sent: 3/15/2024 6:42:25 AM
 Viewed: 3/15/2024 9:45:35 AM
 Signed: 3/15/2024 9:45:49 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Kenny Asato on behalf of Corina Grigoras
 kenny.asato@commerce.wa.gov
 Deputy Assistant Director
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 Signature Adoption: Pre-selected Style
 Using IP Address: 198.239.106.207

Sent: 3/15/2024 9:45:50 AM
 Resent: 3/18/2024 2:42:13 PM
 Resent: 3/20/2024 11:41:26 AM
 Viewed: 3/20/2024 1:37:34 PM
 Signed: 3/20/2024 1:37:52 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Certified Delivery Events	Status	Timestamp
Jessica Simon jessica.simon@commerce.wa.gov Security Level: Email, Account Authentication (None)	<div style="border: 2px solid blue; padding: 5px; display: inline-block; font-weight: bold; color: blue;">VIEWED</div>	Sent: 3/12/2024 5:07:49 PM Viewed: 3/15/2024 6:42:25 AM
Using IP Address: 198.239.10.245		

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
Christopher D'Onofrio cdonofri@co.whatcom.wa.us Community Health and Human Services Supervisor Health Security Level: Email, Account Authentication (None)	<div style="border: 2px solid blue; padding: 5px; display: inline-block; font-weight: bold; color: blue;">COPIED</div>	Sent: 3/20/2024 1:37:53 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Jessie Thomson JThomson@co.whatcom.wa.us Contract Coordinator Whatcom County Health Department Security Level: Email, Account Authentication (None)	<div style="border: 2px solid blue; padding: 5px; display: inline-block; font-weight: bold; color: blue;">COPIED</div>	Sent: 3/20/2024 1:37:54 PM Viewed: 3/20/2024 2:03:45 PM
Electronic Record and Signature Disclosure: Not Offered via DocuSign		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/12/2024 5:07:49 PM
Envelope Updated	Security Checked	3/18/2024 2:42:12 PM
Envelope Updated	Security Checked	3/18/2024 2:42:12 PM
Envelope Updated	Security Checked	3/18/2024 2:42:12 PM
Envelope Updated	Security Checked	3/20/2024 11:41:26 AM
Envelope Updated	Security Checked	3/20/2024 11:41:26 AM
Certified Delivered	Security Checked	3/20/2024 1:37:34 PM
Signing Complete	Security Checked	3/20/2024 1:37:52 PM
Completed	Security Checked	3/20/2024 1:37:54 PM

Payment Events	Status	Timestamps
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