



# Memorandum

**TO:** Satpal Sidhu, County Executive  
**FROM:** Erika Lautenbach, Director  
**RE:** Catholic Community Services – Francis Place Contract Amendment #1  
**DATE:** DECEMBER 8, 2023

Attached is a contract amendment between Whatcom County and Catholic Community Services for your review and signature. This amendment extends the contract for six months, adds funding for bio-clean costs, move-in kits, and flex funding. This amendment also consolidates the Contractor’s services into one contract by adding site-based case management services, funded by WC contract #202106040 through 12/31/2023.

▪ **Background and Purpose**

Francis Place is a forty-two-unit apartment building that provides affordable, permanent supportive housing to individuals exiting homelessness who have behavioral health disorders and/or require supportive housing to maintain stability. This contract provides funding to support 24/7/365 facility-based staffing to promote a safe, supportive environment conducive to housing stability and a recovery-oriented life for its tenants and a positive relationship with neighborhood residents and businesses.

▪ **Funding Amount and Source**

Funding for this contract, in an amount not to exceed \$314,529 during this contract period (01/01/2024 – 6/30/2024), is provided by the Behavioral Health Program Fund, Document Recording Fees and local HB 1590 funds. These funds are included in the 2024 budget. Council authorization is required as the funding provided by this amendment exceed 10% of the amount authorized by Council on 05/23/2023.

▪ **Differences from Previous Contracts**

Section	Differences
<b>General Terms – Section 10.2 Extension</b>	Extends contract for one year, through 12/31/2024
<b>Exhibit A – Scope of Work</b>	Adds language for consolidating site-based case management services with this contract to include definitions; HMIS requirements; description of the WHSC and Housing Pool; and promotion of public health in housing programs; adds new reporting requirements and a new link for reporting.
<b>Exhibit B – Compensation</b>	Updates the budget to reflect the extended contract period and combined services.

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