

**WHATCOM COUNTY  
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:  
202107011 – 4

Originating Department:	85 Health
Division/Program: (i.e. Dept. Division and Program)	8550 Human Services / 855040 Housing Program
Contract or Grant Administrator:	Chris D'Onofrio
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 #:	202107011	

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):	22-46108-35 D	CFDA#:
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

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?	If yes, RFP and Bid number(s):	Contract Cost Center:	122300
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			

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 <b>exceeding \$40,000</b> , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, <b>except when:</b> <ol style="list-style-type: none"> <li>1. Exercising an option contained in a contract previously approved by the council.</li> <li>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.</li> <li>3. Bid or award is for supplies.</li> <li>4. Equipment is included in Exhibit "B" of the Budget Ordinance</li> <li>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.</li> </ol>
\$ 8,051,850	
This Amendment Amount:	
\$ 1,961,269	
Total Amended Amount:	
\$ 10,013,119	

Summary of Scope: This grant provides resources to assist people who are experiencing homelessness, obtain and maintain housing stability.

Term of Contract:	2 Years	Expiration Date:	06/30/2023
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Contract Routing:	1. Prepared by:	JT	Date:	02/07/2023
	2. Attorney signoff:	RB	Date:	02/07/2023
	3. AS Finance reviewed:	A Martin	Date:	02/10/2023
	4. IT reviewed (if IT related):		Date:	
	5. Contractor signed:		Date:	
	6. Submitted to Exec.:		Date:	
	7. Council approved (if necessary):	AB2023-139	Date:	
	8. Executive signed:		Date:	
	9. Original to Council:		Date:	

**Amendment**

Contract Number: 22-46108-35  
Amendment Number: D

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

<b>1. Contractor</b> Whatcom County Health Department 509 Girard St. Bellingham, WA 98225		<b>2. Contractor Doing Business As (optional)</b>	
<b>3. Contractor Representative</b> Barbara Johnson-Vinna Housing Specialist (360) 778-9046 bjvinna@co.whatcom.wa.us		<b>4. COMMERCE Representative</b> Megan Kendig Grant Manager 360-401-5149 Megan.kendig@commerce.wa.gov PO Box 42525 1011 Plum St SE Olympia, WA 98504-2525	
<b>5. Original Contract Amount (and any previous amendments)</b> \$8,051,850	<b>6. Amendment Amount</b> \$1,961,269	<b>7. New Contract Amount</b> \$10,013,119	
<b>8. Amendment Funding Source</b> Federal:      State: X Other:      N/A:		<b>9. Amendment Start Date</b> February 1, 2023	<b>10. Amendment End Date</b> June 30, 2023
<b>11. Federal Funds (as applicable):</b> N/A	<b>Federal Agency:</b> N/A	<b>CFDA Number:</b> N/A	
<b>12. Amendment Purpose:</b> Adds HEN FCS Bridge funding to be granted to Opportunity Council and 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><b>FOR GRANTEE</b></p> <p>_____</p> <p>Signature</p> <p>_____</p> <p>Print Name, Title</p> <p>_____</p> <p>Date</p>	<p><b>FOR COMMERCE</b></p> <p>_____</p> <p>Corina Grigoras, Assistant Director, Housing Division</p> <p>_____</p> <p>Date</p> <p><b>APPROVED AS TO FORM ONLY</b></p> <p>_____</p> <p>Sandra Adix Assistant Attorney General</p> <p>_____</p> <p>3/20/2014 Date</p>
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APPROVAL AS TO PROGRAM: \_\_\_\_\_  
Ann Beck, Community Services Manager Date

DEPARTMENT HEAD APPROVAL: \_\_\_\_\_  
Erika Lautenbach, Director Date

APPROVAL AS TO FORM: \_\_\_\_\_  
Royce Buckingham, Senior Civil Deputy Prosecutor Date

**Washington State Department of Commerce**  
PO Box 42525  
Olympia, WA 98504-2525  
360-401-5149  
[Megan.Kendig@commerce.wa.gov](mailto:Megan.Kendig@commerce.wa.gov)

## Amendment

This Contract is **amended** as follows:

**Attachment A**

### **CHG Guidelines Addendum for the HEN FCS Bridge funding**

It's estimated that over one third of Foundational Community Support (FCS) enrollees are eligible for Housing and Essential Needs (HEN). This new funding creates a bridge period of rent assistance for households enrolled in FCS, prioritizing households enrolled in Supportive Employment, who no longer have a HEN Referral from Department of Social and Health Services (DSHS) due to increased income or other changes in eligibility.

The CHG guidelines apply to this funding, with the following additions:

#### **Eligible Households**

- HEN households who no longer have a HEN Referral from DSHS. This includes:
  - Households who:
    - Are currently receiving HEN rent assistance.
  - Homeless and at-risk households who:
    - Received a HEN Referral within the last six months, but were not able to identify permanent housing.  
OR
    - Received rent assistance in the past, but exited the program within the last six months.

#### **AND**

- Households enrolled in FCS. FCS households enrolled in the Supportive Employment should be prioritized.

#### **AND**

- Household income is at or below 80% Area Median Income.

#### **Allowable Expenses**

- Allowable expenses include Admin (7%), Rent, and Operations.
- Rent assistance, including arrears, is not to exceed nine (9) months in total.

#### **Housing Stability Plan**

- The housing provider must work with the household on a housing stability plan to secure affordable permanent housing with the knowledge that this funding expires June 30, 2023.

#### **HMIS**

- New HMIS projects must be set up for this funding and data entered accurately.

**Amendment**

**Attachment B**

**Budget**

<b>Budget Categories</b>	<b>Current Contract Amount (and any previous amendments and revisions)</b>	<b>Amendment</b>	<b>New Total</b>
<b>CHG Standard</b>			
Admin	\$230,493.00	\$0	\$230,493.00
Rent/Fac Support Lease	\$586,406.00	\$0	\$586,406.00
Other Rent/Fac Support Lease and Housing Costs	\$0	\$0	\$0
Operations	\$565,093.00	\$0	\$565,093.00
<b>PSH CHF</b>			
PSH CHF Rent/Fac Support Lease	\$134,680.00	\$0	\$134,680.00
PSH CHF Other Rent/Fac Support Lease and Housing Costs	\$	\$0	\$
PSH CHF Operations	\$20,000.00	\$0	\$20,000.00
<b>HEN SFY 2022 (July 2021-June 2022)</b>			
HEN Admin 2022	\$177,848.50	\$0	\$177,848.50
HEN Rent/Fac Support and Housing Costs 2022	\$1,530,337.38	\$0	\$1,530,337.38
HEN Operations 2022	\$832,508.12	\$0	\$832,508.12
<b>HEN SFY 2023 (July 2022-June 2023)</b>			
HEN Admin 2023	\$177,848.50	\$0	\$177,848.50
HEN Rent/Fac Support and Housing Costs 2023	\$1,530,337.38	\$0	\$1,530,337.38
HEN Operations 2023	\$832,508.12	\$0	\$832,508.12
<b>Hotel Leasing and Rapid Re-Housing</b>			
Admin for Hotel Leasing/RRH	\$180,842.00	\$0	\$180,842.00
Hotel Leasing/RRH/Operations	\$1,025,200.00	\$0	\$1,025,200.00
<b>Additional CHG</b>			
Additional CHG Funding	\$227,748.00	\$0	\$227,748.00
<b>Eviction Prevention</b>			
EP Admin	\$0	\$264,127.00	\$264,127.00
EP Operations	\$0	\$199,713.00	\$199,713.00

**Amendment**

EP Rent	\$0	\$1,340,309.00	\$1,340,309.00
<b>HEN FCS Bridge</b>			
HEN FCS Bridge Admin	\$0	\$10,279.00	\$10,279.00
HEN FCS Bridge Operations	\$0	\$126,673.00	\$126,673.00
HEN FCS Bridge Rent	\$0	\$20,168.00	\$20,168.00
<b>Total</b>	\$8,051,850.00	\$1,961,269.00	\$10,013,119.00

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