

**WHATCOM COUNTY
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:
202112006 - 2

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:	Sean Humphrey House

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 #:	202112006	

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?			
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, grantor agency contract number(s):	ALN#:	

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?		Contract Cost Center:	121100
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, RFP and Bid number(s):		

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"/> 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):	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 :
\$ 52,600	
This Amendment Amount:	
\$ 59,000	
Total Amended Amount:	
\$ 111,600	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.

Summary of Scope: This amendment extends the contract for an additional year and provides additional funding for a second adult family home that will be operated by Sean Humphrey House for the same purpose. This contract provides funding to support operations and maintenance at Sean Humphrey House.

Term of Contract:	1 Year	Expiration Date:	12/31/2024
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Contract Routing:	1. Prepared by:	JT	Date:	09/20/2023
	2. Health Budget Approval	KR/JS	Date:	11/13/2023
	3. Attorney signoff:	RB	Date:	11/14/2023
	4. AS Finance reviewed:	A Martin	Date:	11/21/2023
	5. IT reviewed (if IT related):		Date:	
	6. Contractor signed:		Date:	
	7. Executive Contract Review:		Date:	
	8. Council approved (if necessary):	AB2023-821	Date:	
	9. Executive signed:		Date:	
	10. Original to Council:		Date:	

WHATCOM COUNTY CONTRACT AMENDMENT

PARTIES:

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

**AND CONTRACTOR:
Sean Humphrey House
1630 H Street
Bellingham, WA 98225**

CONTRACT PERIODS:

**Original: 01/01/2022 – 12/31/2022
Amendment #1: 01/01/2023 – 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 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 requirements for expanding program services to a second adult family home that will be owned and operated by Sean Humphrey House, which is expected to open by 01/01/2024 and will serve an additional six individuals.
3. Amend Exhibit B – Compensation, to include \$59,000 for Sean Humphrey House, and additional annual funding for a second adult family home with capacity to serve up to six individuals at one time.
4. Funding for this contract period (01/01/2024 – 12/31/2024) is not to exceed \$59,000.
5. Funding for the total contract period (01/01/2022 – 12/31/2024) is not to exceed \$111,600.
6. All other terms and conditions remain unchanged.
7. The effective start date of the amendment is 01/01/2024.

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

I. Background

Sean Humphrey House is one of two Adult Family Homes licensed by the State of Washington, and the only one in Whatcom County to provide a residence, meals, medical management services, counseling, recreational activities, and other support to individuals living with HIV/AIDS. The six studio apartments and community living space provide homes for extremely low-income Whatcom County residents who are unable to live independently.

In 2023, Sean Humphrey House purchased and renovated a second Adult Family Home, enabling them to serve an additional six individuals living with HIV/AIDS. This second home is expected to open and begin accepting referrals by January 1, 2024. The same level and type of support offered through this contract for Sean Humphrey House will be provided for the new home.

II. Statement of Work

Sean Humphrey House will provide a supportive and managed home environment that includes services such as daily medical management and medication oversight by trained and professionals, individual case management, hygiene and nutritional care, and emotional support in both of these homes. Sean Humphrey House will also provide necessary medications, community activities, and transportation to appointments both within and outside of Whatcom County. Residents will each be served three meals per day.

This contract provides essential funding for necessary expenses, including routine maintenance, repairs of the facility, office and administration support, and recurring utility payments for two adult family homes. It will also fund ongoing expenses associated with the daily operations of the organization such as equipment, supplies, and other administrative needs.

III. Reporting Requirements

Sean Humphrey House will send a brief monthly narrative describing community activities and any significant programmatic changes for the two homes to the Whatcom County Health and Community Services (WCHCS).

WCHCS 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 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 required 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 \$59,000, is provided by HB 2060 low-income housing funds. The budget for this contract is as follows:

Cost Description	*Documents Required Each Invoice	**Budget
Utilities (Phone, Internet, Electric, Gas, Water, etc.)	GL Detail; copies of receipts or paid invoices	\$32,100
Operating Expenses (includes routine maintenance, janitorial, and repairs)		\$11,600
Office/Administration Support		\$15,300
TOTAL		\$59,000

- * The County reserves the right to request additional documentation in order to determine eligible costs.
 ** Changes to the line item budget that exceed 10% of the contract amount must be approved in writing by the County.

II. **Invoicing**

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