

<b>WHATCOM COUNTY CONTRACT INFORMATION SHEET</b>	Whatcom County Contract Number: 202307017 - 2
--	--

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 #:	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):	24-46108-35B	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?	Contract Cost Center:	122300
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"/>
---	---

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>
\$ 12,345,115	
This Amendment Amount:	
\$ 5,016,231	
Total Amended Amount:	
\$ 17,361,346	<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>

Summary of Scope: This amendment adds a scope of work for shelter bed funds to increase the number of families served through a family motel shelter program and increases funding for the 2024 and 2025 state fiscal years.

Term of Contract:	2 Years	Expiration Date:	06/30/2025
-------------------	---------	------------------	------------

Contract Routing:	1. Prepared by:	JT	Date:	05/10/2024
	2. Attorney signoff:	Christopher Quinn	Date:	05/29/2024
	3. AS Finance reviewed:	A Martin	Date:	6/3/24
	4. IT reviewed (if IT related):		Date:	
	5. Contractor signed:		Date:	
	6. Submitted to Exec.:		Date:	6/21/2024
	7. Council approved (if necessary):	AB2024-384	Date:	06/18/2024
	8. Executive signed:		Date:	6/21/2024
	9. Original to Council:		Date:	



**MEMORANDUM**

**TO:** Satpal Sidhu, County Executive  
**FROM:** Erika Lautenbach, Director  
**RE:** Washington State Department of Commerce – Consolidated Homeless Grant Amendment #2  
**DATE:** June 20, 2024

Attached is a grant between Whatcom County and the Washington State Department of Commerce for your review and signature. This amendment increases SFY 2024 funding by \$135,714 and SFY 2025 funding by \$4,880,517 to support the homeless crisis response system, which includes various projects to increase stability and safety for Whatcom County households experiencing or at-risk of homelessness.

▪ **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, including eviction prevention, street outreach, family emergency shelter, rental assistance, supportive services, and system coordination.

▪ **Funding Amount and Source**

This amendment increases total funding by \$5,016,231. Total funding is not to exceed \$17,361,346 for the 2023-2025 biennium. Council authorization is required as the funding provided by this amendment exceeds \$40,000, per WCC 3.06.010 and per RCW 39.34.030(2) for agreements between public agencies.

▪ **Differences from Previous Contracts**

Section	Differences
<b>Attachment A – Scope of Work</b>	Adds a scope of work for shelter bed funds to increase the number of families served through a family motel shelter program.
<b>Attachment B – Budget</b>	Increases inflation, standard, local document recording fee support, and family motel shelter program funds for the 2024 and 2025 state fiscal years.

Please contact Ann Beck, Community Health & Human Services Manager at 360-778-6055 ([ABeck@co.whatcom.wa.us](mailto:ABeck@co.whatcom.wa.us)) if you have any questions or concerns regarding this request.





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

<b>1. Contractor</b> Whatcom County Community Health and Human Services 509 Girard St, Bellingham, WA 98225		<b>2. Contractor Doing Business As (optional)</b>	
<b>3. Contractor Representative</b> Chris D'Onofrio Housing and Homeless Services Supervisor <a href="mailto:CDOnofri@co.whatcom.wa.us">CDOnofri@co.whatcom.wa.us</a>		<b>4. COMMERCE Representative</b> Esmeralda Zavala Montalvo PO Box 42525 Compliance Manager 1011 Plum St SE 360-725-2816 Olympia, WA 98504-2525 <a href="mailto:esmeralda.zavala-montalvo@commerce.wa.gov">esmeralda.zavala-montalvo@commerce.wa.gov</a>	
<b>5. Original Contract Amount (and any previous amendments)</b> \$12,345,115	<b>6. Amendment Amount</b> \$5,016,231	<b>7. New Contract Amount</b> \$17,361,346	
<b>8. Amendment Funding Source</b> Federal: State: X Other: N/A		<b>9. Amendment Start Date</b>	<b>10. Amendment End Date</b> June 30, 2025
<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> <ul style="list-style-type: none"> <li>Adds SFY 24 and SFY 25 "Inflation Increase" funds, SFY 25 "CHG Standard" funds, and SFY 25 "Local DRF Support" funds and "Family Motel Shelter Program" funds.</li> <li>Funds must be prioritized for existing programs and grantees must affirmatively communicate with the largest city to understand what existing programs are experiencing a shortfall.</li> <li>SFY 24 funds are available April 1, 2024 and must be spent by June 30, 2024.</li> <li>SFY 25 funds are available July 1, 2024 and must be spent by June 30, 2025.</li> </ul>			

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: Attachment "A" – 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".

**FOR GRANTEE**  
 DocuSigned by:  
  
 Erika Lautenbach, Director  
 6/21/2024  
 Date

**FOR COMMERCE**  
 DocuSigned by:  
  
 Corina Grigoras, Assistant Director  
 Housing Division  
 6/25/2024 | 8:06 PM PDT  
 Date  
 APPROVED AS TO FORM ONLY  
 BY ASSISTANT ATTORNEY GENERAL  
 APPROVAL ON FILE

DS

**WHATCOM COUNTY:  
Recommended for Approval:**

DocuSigned by:  
Ann Beck 6/21/2024  
283658804223448  
Ann Beck, Community Health & Human Services Manager Date

**Approved as to form:**

Approved by email CQ/JT 05/28/2024  
Christopher Quinn, Chief Civil Deputy Prosecutor Date

**Approved:**  
Accepted for Whatcom County:

DocuSigned by:  
Satpal Singh Sidhu 6/21/2024  
By: 119207018866453  
Satpal Singh Sidhu, Whatcom County Executive Date

**Washington State Department of Commerce**  
PO Box 42525  
Olympia, WA 98504-2525  
360-725-2816  
[Esmeralda.zavala-montalvo@commerce.wa.gov](mailto:Esmeralda.zavala-montalvo@commerce.wa.gov)

DocuSign Envelope ID: B407D480-3270-4F30-ADCC-102E42186F2D

**Amendment**

**Scope of Work**

**Attachment A**

This amendment adds the following to the contract Scope of Work:

- H. Shelter bed funds to increase the number of families served through a family motel shelter program.

**Amendment**

**Attachment B**

**Budget**

This Contract is amended as follows:

<b>Budget Categories</b>	<b>Current Contract Amount (and any previous amendments and revisions)</b>	<b>Amendment B</b>	<b>New Total</b>
<b>CHG Standard</b>			
Admin	\$206,992.00		\$206,992.00
Rent	\$550,000.00		\$550,000.00
Facility Support	\$72,000.00		\$72,000.00
Operations	\$553,000.00		\$553,000.00
CHG SFY 2025 Supplemental Funds		\$797,326.00	\$797,326.00
<b>PSH CHF</b>			
PSH CHF Rent/Fac Support	\$140,000.00		\$140,000.00
PSH CHF Operations	\$12,000.00		\$12,000.00
<b>HEN (SFY 2024)</b>			
HEN Admin 2024	\$177,848.00		\$177,848.00
HEN Rent/Fac Support 2024	\$1,618,654.00		\$1,618,654.00
HEN Operations 2024	\$744,192.00		\$744,192.00
<b>HEN (SFY 2025)</b>			
HEN Admin 2025	\$177,848.00		\$177,848.00
HEN Rent/Fac Support 2025	\$1,618,654.00		\$1,618,654.00
HEN Operations 2025	\$744,192.00		\$744,192.00
<b>Eviction Prevention (SFY 23, 24, and 25)</b>			
Eviction Prevention Admin	\$419,462.00		\$419,462.00
Eviction Prevention Rent	\$2,355,358.00		\$2,355,358.00
Eviction Prevention Operations	\$921,691.00		\$921,691.00
<b>HEN FCS Bridge (SFY 2024)</b>			
HEN FCS Bridge Admin 2024	\$9,579.00		\$9,579.00
HEN FCS Bridge Rent 2024	\$114,606.00		\$114,606.00
HEN FCS Bridge Operations 2024	\$20,168.00		\$20,168.00
<b>HEN FCS Bridge (SFY 2025)</b>			
HEN FCS Bridge Admin 2025	\$9,579.00		\$9,579.00
HEN FCS Bridge Rent 2025	\$114,606.00		\$114,606.00
HEN FCS Bridge Operations 2025	\$20,168.00		\$20,168.00
<b>Inflation Increase (SFY 2024 and SFY 2025)</b>			
Inflation Increase 2024	\$631,659.00	\$135,714.00	\$767,373.00
Inflationary Costs 2025	\$631,659.00	\$135,714.00	\$767,373.00
<b>Local Document Recording Fees Support (SFY 2024 and SFY 2025)</b>			
Local DRF Support 2024	\$240,600.00		\$240,600.00
Local DRF Support 2025	\$240,600.00	\$742,593.00	\$983,193.00

**Amendment**

<b>Family Motel Shelter Program – Whatcom (SFY 2025)</b>			
Whatcom Family Motel Shelter Program		\$250,000.00	\$250,000.00
<b>Emergency Housing Funds (SFY 2025)</b>			
EHF FY 25 Admin		\$320,000.00	\$320,000.00
EHF FY 25 Facility		\$1,500,000.00	\$1,500,000.00
EHF FY 25 Operations		\$534,884.00	\$534,884.00
EHF FY 25 Rent Assistance		\$600,000.00	\$600,000.00
<b>Total</b>	<b>\$12,345,115</b>	<b>\$5,016,231</b>	<b>\$ 17,361,346.00</b>

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

