



# Memorandum

**TO:** Satpal Sidhu, County Executive  
**FROM:** Charlene Ramont, Interim Director  
**RE:** Opportunity Council – Whatcom Homeless Service Center, Coordinated Entry  
**DATE:** JUNE 6, 2025

---

Attached is a contract between Whatcom County and Opportunity Council for your review and signature.

- **Background and Purpose**

This contract provides funding for administering Whatcom County's coordinated entry services through the Whatcom Homeless Service Center (WHSC), the County's intake, prioritization, and referral system for homeless housing services. Full implementation of a centralized and coordinated point of entry for homeless services is required by state funders and a primary strategy of Whatcom County's Strategic Plan to End Homelessness. The Plan identifies the WHSC as a key pillar within that plan and has provided programmatic and administrative services to operate as the Coordinated Entry agency for homelessness prevention and housing services in Whatcom County since 2008. The WHSC serves as a resource for the community on homelessness-related issues and utilizes their co-located Community Resource Center as the primary point of intake for the county's housing system. Following intakes, WHSC staff coordinates communication with partner agencies and maintains contact with households waiting for service. As opportunities allow, WHSC issues referrals for appropriate openings.

- **Funding Amount and Source**

Funding for this contract, in an amount not to exceed \$544,578, is provided by the Washington State Department of Commerce Consolidated Homeless Grant (\$410,968) and local document recording fees (\$133,610). These funds are included in the 2025 budget. Council authorization is required per WCC 3.08.100 as funding for this contract exceeds \$40,000.

- **Differences from Previous Contracts**

This is a new contract, however, funding for these services has been provided through previous contracts with the Opportunity Council since 2008. The current WHSC contract ends on June 30, 2025. (WC contract #202012017). Beginning on July 1, 2025, the services reimbursed in the current WHSC contract will be divided into two contracts, one for coordinated entry related services and one for services related to the administration of rental assistance and motel payments. This change is intended to simplify funding and contracting administration.

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

