



Memorandum

TO: Satpal Sidhu, County Executive
FROM: Erika Lautenbach, Director
RE: Sun Community Services – Emergency Shelter Operations and Maintenance Contract Amendment #3
DATE: **NOVEMBER 20, 2024**

Attached is a contract amendment between Whatcom County and Sun Community Services for your review and signature. This amendment extends the contract for an additional year, adds a 1.5 FTE to support expanded case management, oversight, and coordination with partner agencies, updates contract language to reflect standardized language for scopes of work for similar contract types, and updates the budget and invoicing requirements.

- **Background and Purpose**
Sun House is a nine-bed emergency shelter for adults with mental illness, some of whom have been discharged from correctional or mental health facilities or who have a history of homelessness. This contract provides funding for operations and maintenance at Sun House, which includes reimbursement for costs including but not limited to, personnel, operating supplies, utilities, etc.
- **Funding Amount and Source**
Funding for this contract period (01/01/2025 – 12/31/2025), in an amount not to exceed \$640,070, is provided by local document recording fees (\$177,870), mental health millage (\$178,200), local HB 2060 funding (\$116,000), and local 1590 funding (\$168,000). These funds are included in the 2025 budget. Council authorization is required as the funding for this contract period exceeds 10% of the amount authorized by Council on 12/06/2022.
- **Differences from Previous Contracts**

Section	Amendment Purpose
General Terms – Section 10.2, Extension	Extends contract through 12/31/2025
General Terms – Section 37.1, Administration of Contract and 37.2, Notice	Updates the County Contract Administrator’s contact information
Exhibit A – Scope of Work	Updates contract language to reflect standardized language for scopes of work for similar contract types and adds a 1.5 FTE to support expanded case management, oversight, and coordination with partner agencies.
Exhibit B – Compensation	Updates the budget to reflect the extended contract period and updates invoicing requirements
Exhibit F, G, and H	Adds County Flex Fund Guidelines and templates for incident reporting and severe weather planning

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