

**WHATCOM COUNTY  
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:  
202307017 – 1

Originating Department:	85 Health
Division/Program: (i.e. Dept. Division and Program)	8550 Human Services / 855040 Housing Program
Contract or Grant Administrator:	Michaela Mandala
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):	24-46108-35	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"/>
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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>
\$ 10,543,379	
This Amendment Amount:	
\$ 1,801,736	
Total Amended Amount:	
\$ 12,345,115	

Summary of Scope: This amendment adds unspent 2023 eviction prevention funds.

Term of Contract:	2 Years	Expiration Date:	06/30/2025
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Contract Routing:	1. Prepared by:	JT	Date:	02/12/2024
	2. Attorney signoff:	RB	Date:	02/12/2024
	3. AS Finance reviewed:	A Martin	Date:	2/20/2024
	4. IT reviewed (if IT related):		Date:	
	5. Contractor signed:		Date:	
	6. Submitted to Exec.:		Date:	
	7. Council approved (if necessary):	AB2024-158	Date:	
	8. Executive signed:		Date:	
	9. Original to Council:		Date:	

**Amendment**



**Contract Number: 24-46108-35  
Amendment Number: A**

**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> Barbara Johnson-Vinna Housing Specialist (360) 778-9046		<b>4. COMMERCE Representative</b> Megan Kendig Grant Manager (360) 401-5149 megan.kendig@commerce.wa.gov 1011 Plum Street SE Olympia, WA 98504-2525	
<b>5. Original Contract Amount (and any previous amendments)</b> \$10,543,379	<b>6. Amendment Amount</b> \$1,801,736	<b>7. New Contract Amount</b> \$12,345,115	
<b>8. Amendment Funding Source</b> Federal:            State: X    Other:            N/A:		<b>9. Amendment Start Date</b> February 1, 2024	<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> Adds unspent SFY23 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".

<b>FOR GRANTEE</b>	<b>FOR COMMERCE</b>
_____	_____
Erika Lautenbach, Director	Corina Grigoras, Assistant Director Housing Division
_____	_____
Date	Date
	<b>APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL APPROVAL ON FILE</b>

**WHATCOM COUNTY:**  
**Recommended for Approval:**

Approved by email AB/JT 02/12/2024  
Ann Beck, Community Health & Human Services Manager      Date

**Approved as to form:**

Approved by email RB/JT 02/12/2024  
Royce Buckingham, Senior Civil Deputy Prosecutor      Date

**Approved:**  
Accepted for Whatcom County:

By: \_\_\_\_\_  
Satpal Singh Sidhu, Whatcom County Executive      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 B, Budget**

<b>Budget Categories</b>	<b>Current Contract Amount</b> (and any previous amendments and revisions)	<b>Amendment</b>	<b>New Total</b>
<b>CHG Standard</b>			
Admin	\$206,992.00	\$0	\$206,992.00
Rent	\$550,000.00	\$0	\$550,000.00
Facility Support	\$72,000.00	\$0	\$72,000.00
Operations	\$553,000.00	\$0	\$553,000.00
<b>PSH CHF</b>			
PSH CHF Rent/Fac Support	\$140,000.00	\$0	\$140,000.00
PSH CHF Operations	\$12,000.00	\$0	\$12,000.00
<b>HEN (SFY 2024)</b>			
HEN Admin 2024	\$177,848.00	\$0	\$177,848.00
HEN Rent/Fac Support 2024	\$1,618,654.00	\$0	\$1,618,654.00
HEN Operations 2024	\$744,192.00	\$0	\$744,192.00
<b>HEN (SFY 2025)</b>			
HEN Admin 2025	\$177,848.00	\$0	\$177,848.00
HEN Rent/Fac Support 2025	\$1,618,654.00	\$0	\$1,618,654.00
HEN Operations 2025	\$744,192.00	\$0	\$744,192.00
<b>Eviction Prevention (SFY 23, 24, and 25)</b>			
Eviction Prevention Admin	\$215,009.00	\$204,453.00	\$419,462.00
Eviction Prevention Rent	\$1,369,766.00	\$985,592.00	\$2,355,358.00
Eviction Prevention Operations	\$310,000.00	\$611,691.00	\$921,691.00
<b>HEN FCS Bridge (SFY 2024)</b>			
HEN FCS Bridge Admin 2024	\$9,579.00	\$0	\$9,579.00
HEN FCS Bridge Rent 2024	\$114,606.00	\$0	\$114,606.00
HEN FCS Bridge Operations 2024	\$20,168.00	\$0	\$20,168.00
<b>HEN FCS Bridge (SFY 2025)</b>			
HEN FCS Bridge Admin 2025	\$9,579.00	\$0	\$9,579.00
HEN FCS Bridge Rent 2025	\$114,606.00	\$0	\$114,606.00
HEN FCS Bridge Operations 2025	\$20,168.00	\$0	\$20,168.00
<b>Inflation Increase (SFY 2024 and SFY 2025)</b>			
Inflation Increase 2024	\$631,659.00	\$0	\$631,659.00
Inflationary Costs 2025	\$631,659.00	\$0	\$631,659.00
<b>Local Document Recording Fees Support (SFY 2024 and SFY 2025)</b>			
Local DRF Support 2024	\$240,600.00	\$0	\$240,600.00
Local DRF Support 2025	\$240,600.00	\$0	\$240,600.00
<b>TOTAL</b>	<b>\$10,543,379.00</b>	<b>\$1,801,736.00</b>	<b>\$12,345,115.00</b>

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