

**WHATCOM COUNTY
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:
202012017 – 16

Originating Department:	85 Health and Community Services
Division/Program: (i.e. Dept. Division and Program)	8550 Human Services / 855040 Housing
Contract or Grant Administrator:	Christopher D'Onofrio
Contractor's / Agency Name:	Opportunity Council

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 #:	202012017	

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):	CFDA#:	21.027	

Is this contract grant funded?			
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, Whatcom County grant contract number(s):	202105020 / 202307017 / 202309017	

Is this contract the result of a RFP or Bid process?		Contract Cost	122200 / 122300 / 114 / 122750 / 129100 /
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, RFP and Bid number(s):	Sole Source	Center: 1388502

Is this agreement excluded from E-Verify?	No <input checked="" type="checkbox"/> Yes <input 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 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:
\$ 13,480,585	<ol style="list-style-type: none"> Exercising an option contained in a contract previously approved by the council. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance. Bid or award is for supplies. Equipment is included in Exhibit "B" of the Budget Ordinance 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.
This Amendment Amount:	
\$ 2,023,518	
Total Amended Amount:	
\$ 15,504,103	

Summary of Scope: This amendment increases Commerce grant funding to support additional rental assistance and motel stays.

Term of Contract:	1 Year	Expiration Date:	12/31/2024
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Contract Routing:	1. Prepared by:	JT	Date:	05/06/2024
	2. Health Budget Approval	JS	Date:	06/05/2024
	3. Attorney signoff:		Date:	
	4. AS Finance reviewed:	Bbennett	Date:	06/06/24
	5. IT reviewed (if IT related):		Date:	
	6. Contractor Program Manager Review:		Date:	
	7. Executive Contract Review:		Date:	
	8. Council approved (if necessary):		Date:	
	9. Executive signed:		Date:	
	10. Original to Council:		Date:	

**WHATCOM COUNTY CONTRACT AMENDMENT
WHATCOM HOMELESS SERVICE CENTER**

PARTIES:

**Whatcom County
Whatcom County Health Department
509 Girard Street
Bellingham, WA 98225**

**AND CONTRACTOR:
Opportunity Council
1111 Cornwall Avenue
Bellingham, WA 98225**

CONTRACT PERIODS:

Original & Amendments #1 through #3:	01/01/2021 – 06/30/2021
Amendments #4 & #5:	07/01/2021 – 12/31/2021
Amendment #6:	09/29/2021 – 12/31/2021
Amendment #7:	01/01/2022 – 12/31/2022
Amendment #8:	02/23/2022 – 12/31/2022
Amendment #9:	08/10/2022 – 12/31/2022
Amendment #10:	01/01/2023 – 12/31/2023
Amendment #11:	03/01/2023 – 12/31/2023
Amendment #12:	04/26/2023 – 12/31/2023
Amendment #13:	07/01/2023 – 12/31/2023
Amendment #14:	01/01/2024 – 12/31/2024
Amendment #15:	04/01/2024 – 12/31/2024
Amendment #16:	06/19/2024 – 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. Amend Exhibit A – Scope of Work, to update funding source requirements, program outcomes and reporting requirements.
2. Amend Exhibit B – Compensation, to increase Washington State Department of Commerce’s Consolidated Homeless Grant funding by \$2,023,518 to support additional rental assistance and motel stays, and decrease Washington State Department of Emergency Housing funds, 1406 Funding Document Recording Fees, and County ARPA Funding.
3. Funding for this contract period (01/01/2024 – 12/31/2024) is not to exceed \$5,360,269.
4. Funding for the total contract period (01/01/2021 – 12/31/2024) is not to exceed \$15,504,103.
5. All other terms and conditions remain unchanged.
6. The effective start date of the amendment is 06/19/2024.

ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND ANY PREVIOUS AMENDMENTS THERETO REMAIN IN FULL FORCE AND EFFECT. ALL PARTIES IDENTIFIED AS AFFECTED BY THIS AMENDMENT HEREBY ACKNOWLEDGE AND ACCEPT THE TERMS AND CONDITIONS OF THIS AMENDMENT. Each signatory below to this Contract warrants that he/she is the authorized agent of the respective party; and that he/she has the authority to enter into the contract and bind the party thereto.

APPROVAL AS TO PROGRAM: _____
Ann Beck, Community Health & Human Services Manager Date

DEPARTMENT HEAD APPROVAL: _____
Erika Lautenbach, Health & Community Services Director Date

APPROVAL AS TO FORM: _____
Christopher Quinn, Chief Civil Deputy Prosecutor Date

FOR THE CONTRACTOR:

Greg Winter, Executive Director		
Contractor Signature	Print Name and Title	Date

FOR WHATCOM COUNTY:

Satpal Singh Sidhu, County Executive Date

CONTRACTOR INFORMATION:

Opportunity Council
1111 Cornwall Avenue
Bellingham, WA 98225
Greg_Winter@oppco.org

EXHIBIT “A” – Amendment #16
(SCOPE OF WORK)

I. Background

The annual Point in Time Count of homelessness conducted in January 2023, counted 1,059 people in Whatcom County who were experiencing homeless, including 348 who were without shelter. Throughout the year, many more face housing instability. The Whatcom Homeless Service Center (WHSC) was established in 2008 to serve as a centralized point of entry for homelessness prevention and re-housing services for Whatcom County residents. The WHSC implements programs and services identified in Whatcom County’s Plan to End Homelessness. The WHSC authorizes and coordinates service delivery among partner agencies and acts as fiscal agent to facilitate rental assistance and eviction prevention payments.

The WHSC is modeled upon evidence-based approaches to homelessness diversion, permanent supportive housing and rapid re-housing (RRH). WHSC housing services work to shift the focus from reliance upon night-by-night emergency shelters and costly institutional facilities in meeting the needs of those experiencing or at risk of homelessness to diversion and permanent housing. By serving as a centralized coordinating system of access to homeless services (including outreach services) and by transitioning homeless individuals and families as quickly as possible to permanent housing, WHSC will improve outcomes for homeless individuals and families and ensure more efficient use of public resources.

WHSC programs include both rental assistance and case management components. WHSC staff manages the Housing Pool of eligible project participants, authorizes and distributes rent subsidies to local landlords on behalf of participating clients, makes referrals to partner agencies for housing case management services, manages the Homeless Management Information Services (HMIS) data collection and reporting requirements, cultivates and maintains relationships with local landlords, and serves as liaison for homeless housing activities to the network of service providers and other community stakeholders. In response to growing community needs and safety concerns created during the COVID-19 pandemic, the WHSC expanded provision of emergency shelter to households experiencing housing instability. The motel rooms used as emergency shelter provide stability and increased safety and linkages to housing resources for participating households.

Services will be provided to low-income and/or homeless individuals and households residing in Whatcom County. Individuals and households served must meet the eligibility requirements of the program funding sources as further referenced in Section IV. – Program Requirements.

II. Definitions

Diversion	Diversion can be the first response to resolving a homelessness episode by focusing on re-housing without a family entering a longer-term housing program. Diversion starts with problem-solving conversations to identify a household’s own strengths and resources, and services are tailored to meet each family’s most critical needs to quickly move into housing. Diversion services can include short-term/one-time financial support (i.e., deposit assistance, flex funding, etc.).
Housing Pool	Quasi wait list that serves clients waiting for housing services based on their needs, project eligibility, and available resources instead of a first come, first served basis.
HMIS	Washington’s Homeless Management Information Services – A database used by housing service providers to collect and manage data gathered during the course of providing housing assistance to homeless people or households at risk of losing their housing.

Partner Agencies	Agencies that contract with Whatcom County for the delivery of housing case management services, in connection with the WHSC.
Permanent Supportive Housing Population	Chronically homeless individuals/households with significant barriers to permanent housing; will receive deep rent subsidies and intensive housing case management. Chronically Homeless Families (CHF) have one head of household that meets the definition of chronic homelessness (as stated in CHG Guidelines), and one or more dependents defined as minor children, disabled dependents, or full-time students. Household income may not exceed 50% of area median gross income as defined by HUD.
Rapid Re-housing (RRH)	An intervention in which families and individuals experiencing homelessness are rapidly connected to permanent housing through a tailored package of assistance that may include the use of time-limited financial assistance including rent and utilities, and targeted supportive services including case management.
SHB 1406	SHB 1406 legislation passed in 2019 provides the ability for local communities to retain a portion of sales tax collections to use for rental assistance, operations of new units of supportive and affordable housing, and acquiring, rehabilitating, or construction of affordable housing, for residents with an income of 60% or less of the area median income. See RCW 82.14.540 for details.
Whatcom Homeless Service Center (WHSC)	WHSC programs provide (1) centralized coordinated system of access (including street outreach) (2) re-housing of those who become homeless (3) supportive services promoting housing stability and self-sufficiency, and (4) data management and tracking information for people receiving homeless housing services in Whatcom County and according to the Washington State Department of Commerce HIMIS data collection requirements. WHSC works in conjunction with Partner Agencies to operate all activities necessary to operate as a system.
Homeless Encampment (camp)	Any doorway, alleyway, recreational vehicle, car, or other place not meant for human habitation where an individual or group of individuals has been residing for more than one night on public land or on unauthorized private property.
CHG Eviction Prevention Rental Assistance and Other Housing Cost Assistance	Rent payments and other housing costs include monthly rent and any combination of first and last month's rent. Rent may only be paid one month at a time, although rental arrears, pro-rated rent, and last month's rent may be included with the first month's payment. Monthly rent is not time-limited. Rental arrears and associated late fees may be paid if the payment enables the household to obtain or maintain permanent housing. Arrears is not time-limited. May also include lot rent for RV or manufactured home, incentives to landlords (including reimbursement for damages), and utility payments (including up to three months of utility arrears).

III. Statement of Work

The Contractor will be responsible for programmatic and administrative services associated with the operation of the Whatcom Homeless Service Center. Administrative and programmatic services include all activities necessary to operate the WHSC as set forth in Sections 1 and 2, below:

1. Administrative Responsibilities

The Contractor will:

- a. Provide all Human Resource and administrative services to WHSC employees (e.g., payroll, office supplies and equipment, space rental, IT support, etc.).
- b. Perform all disbursement, accounting, financial management, and reporting functions necessary to manage the funds allocated to WHSC operations. Contractor will maintain a strong internal control system over rental subsidy and eviction prevention disbursements to assure funds are used as intended by this contract. Contractor will maintain written policies and procedures describing how these transactions are processed.
- c. Support WHSC and other housing partners in the management of the HMIS, providing troubleshooting and technical assistance, as needed.
- d. Maintain all client financial and eligibility documentation as described/referenced in attached exhibits.
- e. Maintain all financial documentation as required in Exhibits B and E.
- f. Ensure that the processes and internal controls are operating as planned and make policy adjustments, as needed.
- g. Conduct program evaluation as directed by Whatcom County Health and Community Services to ensure WHSC programs are meeting the Whatcom County Plan to End Homelessness and subsequent Local Plan Updates.
- h. Send staff to trainings, conferences, and technical assistance events related to carrying out the functions of WHSC and the goals of Whatcom County's Plan to End Homelessness and subsequent Local Plan Updates.

2. Programmatic Services

The Contractor will:

- a. Manage a coordinated, centralized homeless housing intake system working collaboratively with Opportunity Council's Community Service Division, Northwest Youth Services, and other qualified intake staff.
- b. Maintain a Housing Pool, which includes prioritizing households for services according to need and available resources and managing a wait list.
- c. Coordinate placement of vulnerable families into Whatcom County emergency shelters for the purpose of providing safety and linkages with case management and permanent housing services.
- d. Determine and document client eligibility for WHSC rent subsidies and case management services based on funding source requirements.
- e. Refer eligible clients to partner agencies for housing case management services.
- f. Administer rental assistance – authorize and disburse subsidies based on housing assessment and determination of need and eligibility. Authorize and disburse emergency assistance per procedures as outlined in the WHSC Policies and Procedures Manual.
- g. Develop the local permanent housing inventory component of the homeless housing system – Search out new housing stock, cultivate and maintain relationships with participating landlords; provide housing search assistance to partner agencies as needed; work to create innovative housing models using best and

promising practices as identified by the National Alliance to End Homelessness or other nationally recognized homeless housing organizations.

- h. Manage the community-wide HMIS data system in compliance with the standards set forth by the Washington State Department of Commerce.
- i. Provide guidance to the partner agency staff to ensure effective operations of the WHSC system; keeping partner agencies updated in policies and procedures, HMIS requirements, research and best practices related to homeless housing, specific program requirements, and confidentiality laws.
- j. Provide leadership to community stakeholders regarding activities focused on homelessness and housing stability.
- k. Compile and keep up-to-date WHSC Policies and Procedures Manual consistent with the Washington State Department of Commerce Consolidated Homeless Grant.
- l. Chair Whatcom County Coalition to End Homelessness meetings and sponsored activities in partnership with Whatcom County Health and Community Services.
- m. Provide data and analysis in support of the Whatcom County Coalition to End Homelessness Annual Report (including Point In Time Count Report). This annual report shall be completed and ready for distribution no later than June 30th and comply with all requirements of the WA State Department of Commerce.

IV. Program Requirements

This contract is funded with state and local funds. Under the terms of this contract, the Contractor will abide by the requirements of the funding sources as described in this section.

1. General Requirements (applicable to all funding sources)

- a. Comply with Business Associate Agreement incorporated herein as Exhibit D.
- b. Comply with state confidentiality laws and regulations.
- c. Commit to reporting complete quality data that is timely, truthful and accurate (as per CHG Guidelines and HMIS User Agreement).

2. Emergency Housing Fund Grant

- a. The Emergency Housing Funds will become a component of the Consolidated Homeless Grant on July 1, 2024, but are subject to unique restrictions, as outlined below in section b.
- b. Comply with all Washington State Department of Commerce Consolidated Homeless Grant (CHG) and Emergency Housing Fund (EHF) Grant (Exhibit M) requirements, eligible costs, policies and procedures in the Consolidated Homeless Grant Guidelines including periodic updates to the Guidelines. Allowable activities and expenses follow the CHG/System Demonstration Grant (SDG) Guidelines which can be accessed at: <http://www.commerce.wa.gov/serving-communities/homelessness/consolidated-homeless-grant/> Allowable activities for Emergency Housing Funds are restricted to “emergency housing” activities, to include:
 - street outreach,
 - diversion,
 - emergency shelter including hotel/motel leasing,
 - sanctioned encampments,
 - transitional housing,
 - rapid re-housing,
 - housing search and placement, and
 - housing stability case management.

- c. Emergency Housing Funds may not be used for homelessness prevention or permanent supportive housing projects in either State Fiscal Year '24 or State Fiscal Year '25.
- d. Household eligibility requirements must not conflict with the CHG/SDG Guidelines, but may be restricted further in response to local conditions and in consultation with Whatcom County Health and Community Services and as detailed in WHSC policies and procedures.
- e. Consequences of non-compliance with CHG Guidelines as per the WA State Department of Commerce:
 - i. If Commerce determines that a Grantee is failing to comply with Guidelines, Terms and Conditions, Commerce will notify Grantee that Grantee will receive technical assistance and be required to respond to a corrective action plan to address and remedy the non-compliance.
 - ii. If the Grantee is still out of compliance after the technical assistance, Commerce may move the Grantee into a probationary period with a second corrective action plan and may reduce the grant total by 20%.
 - iii. If the Grantee remains out of compliance after the probation period, Commerce may terminate the grant per the General Terms and Conditions TERMINATION FOR CAUSE.
- d. Per the Washington State Department of Commerce [Coordinated Entry Guidelines, Section 2.1 Composition](#), include two people with lived experience of homelessness and who are not participating on behalf of an employer, within the governing body (steering committees, boards, etc.) and offer compensation for their time.
 - i. Stipends will be used to compensate people who are not serving the governing body as a component of their occupation.
 - ii. Stipend recipients are selected through referrals from housing partners for individuals who have lived experience of homelessness and are interested in improving the experience and outcomes of the coordinated entry process.
 - iii. The Contractor will develop a policy that outlines when and how stipends are deployed.
 - iv. The Contractor's governing body meets monthly for 90 minutes and total stipends are estimated not to exceed \$3,000, annually.
- e. Commit to ending homelessness in Whatcom County by:
 - i. Assessing each household's housing needs and facilitating housing stability with the goal of obtaining or maintaining a permanent housing (as per CHG Guidelines).
 - ii. Employing a progressive engagement service model (as per CHG Guidelines).
- f. Comply with Special Conditions of Commerce Grants incorporated herein as Exhibit E.

3. CHG Grant

- a. Comply with all Washington State Department of Commerce Consolidated Homeless Grant (CHG) and Emergency Housing Fund (EHF) Grant (Exhibit M) requirements, eligible costs, policies and procedures in the Consolidated Homeless Grant Guidelines including periodic updates to the Guidelines. Allowable activities and expenses follow the CHG/System Demonstration Grant (SDG) Guidelines which can be accessed at: <http://www.commerce.wa.gov/serving-communities/homelessness/consolidated-homeless-grant/> Allowable activities include:
 - street outreach,
 - diversion,
 - emergency shelter including hotel/motel leasing,
 - sanctioned encampments,
 - transitional housing,
 - homelessness prevention,

- rapid re-housing,
- housing search and placement,
- permanent supportive housing, and
- housing stability case management.

- b. Household eligibility requirements follow the CHG/SDG Guidelines.
- c. Consequences of non-compliance with CHG Guidelines as per the WA State Department of Commerce:
 - iv. If Commerce determines that a Grantee is failing to comply with Guidelines, Terms and Conditions, Commerce will notify Grantee that Grantee will receive technical assistance and be required to respond to a corrective action plan to address and remedy the non-compliance.
 - v. If the Grantee is still out of compliance after the technical assistance, Commerce may move the Grantee into a probationary period with a second corrective action plan and may reduce the grant total by 20%.
 - vi. If the Grantee remains out of compliance after the probation period, Commerce may terminate the grant per the General Terms and Conditions TERMINATION FOR CAUSE.
- e. Per the Washington State Department of Commerce [Coordinated Entry Guidelines, Section 2.1 Composition](#), include two people with lived experience of homelessness and who are not participating on behalf of an employer, within the governing body (steering committees, boards, etc.) and offer compensation for their time.
 - v. Stipends will be used to compensate people who are not serving the governing body as a component of their occupation.
 - vi. Stipend recipients are selected through referrals from housing partners for individuals who have lived experience of homelessness and are interested in improving the experience and outcomes of the coordinated entry process.
 - vii. The Contractor will develop a policy that outlines when and how stipends are deployed.
 - viii. The Contractor’s governing body meets monthly for 90 minutes and total stipends are estimated not to exceed \$3,000, annually.
- f. Commit to ending homelessness in Whatcom County by:
 - iii. Assessing each household’s housing needs and facilitating housing stability with the goal of obtaining or maintaining a permanent housing (as per CHG Guidelines).
 - iv. Employing a progressive engagement service model (as per CHG Guidelines).
- g. Comply with Special Conditions of Commerce Grants incorporated herein as Exhibit E.

4. Veterans Fund

Comply with eligibility requirements for serving veterans as set forth in Whatcom County Code 2.150 and 2.152, and RCW 73.08.005 and incorporated into this contract by reference. Contractor shall determine eligibility based on Items A and B of WCC 2.150.025 and shall not have utilization of Item C for determining veteran eligibility. The point of contact for the Veteran’s Assistance Fund is:

Elizabeth Witowski, Veterans Specialist
 Whatcom County Health Department
 360-778-6050
EWitowsk@co.whatcom.wa.us

5. 1406 Rental Assistance Guidelines:

- a. 1406 will be used to fund rental assistance only for households meeting 1406 eligibility criteria as outlined in RCW 82.14.540 who have been prioritized by the coordinated entry process.

- b. Funding is to be used to in accordance with policy guidance provided by the County.
 - c. Households must have an income of 60% or less of the area median income.
 - d. Rental assistance can be provided for up to 6 months per households, with the option to request extensions. Extension requests will be made to the County Contract Administrator prior to issuance of rental assistance.
 - e. Case management services are not an allowable expense of this funding, but may serve the same households if the services are funded by a different source.
6. County ARPA Funds:
- a. Clients served in motels funded with ARPA will be households who are fleeing domestic violence and funding for motel rooms will follow a Memorandum of Understanding with local victim services provider.
 - b. Comply with American Rescue Plan Act Funding Subrecipient Agreement incorporated herein as Exhibit G.
7. County Document Recording Fee Funds:
- a. Local document recording fees may be used to provide financial assistance on behalf of households in accordance with the Local Plan to End Homelessness where necessary to achieve or maintain housing stability. Application of these funds must be authorized by contract administrator in writing.

V. Program Outcomes

The following are the expected outcomes of WHSC in conjunction with its partner agencies. These outcomes are for a calendar year period. The WHSC must ensure rental subsidies are available to support the expected numbers of households served as follows:

1. Re-Housing
 - a. At least 210 new households that have become homeless receive short term rent subsidies and case management.
 - b. Fewer than 15% of re-housing households will re-enter homelessness one year after stable exit from the program.
2. Permanent Supportive Housing Population
 - a. At least 40 households receive housing subsidies and case management.
 - i. Two units will be from Opportunity Council owned housing units.
 - b. Up to 4 chronically homeless (CH) families with children (FWC) will receive housing subsidies funded by a subcategory of CHG funding designated specifically for permanent supportive housing for CH FWC. Case management for these families will be funded separately and provided by the Opportunity Council Community Services Program.
 - c. Fewer than 15% of households exit to homelessness in the six months following placement.
3. Emergency Shelter
 - a. At least 80 households will receive emergency shelter assistance in motel rooms.
4. Veterans
 - a. At least 95 Veterans will receive housing subsidies and case management support. These outcomes will be achieved by leveraging additional funding resources.
 - b. Fewer than 15% of Veterans served will re-enter homelessness one year after stable exit from the program.
5. 1406 Funds

- a. At least 25 households will receive rental assistance for permanent housing projects to prevent or end homelessness.

6. Eviction Prevention

- a. At least 150 households will be supported with CHG Targeted Eviction Prevention rental assistance funds

VI. Reporting Requirements

The Contractor shall submit quarterly reports in formats approved by the County showing the Contractor's progress toward achieving the outcomes identified above. Quarterly reports are due on April 30th, July 31st, October 31st, and January 31st. Whatcom County Health and Community Services 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.

1. The quarterly fund reports will include:

a. Re-Housing:

- i. # of households that have received short term rent subsidies and case management this quarter and year to date
- ii. # of households who re-enter homelessness after stably exiting from re-housing services
- iii. # of households that are Veterans

b. Permanent Supportive Housing Assistance

- i. # of households receiving housing subsidies and case management this quarter and year to date
- ii. # of units will be from Opportunity Council owned housing units
- iii. # and % who retain their housing for six months

c. Permanent Supportive Housing for Chronically Homeless Families with Children

- i. # of households receiving housing subsidies and case management this quarter and year to date
- ii. # and % who retain their housing for six months
- iii. # of households who re-entered homelessness after receiving PSH for CH FWC subsidies

d. Emergency Shelter

- i. # of households who received emergency shelter assistance this quarter and year to date

e. Veterans

- i. # of Veterans who received housing assistance this quarter and year to date
- ii. # of Veterans who re-enter homelessness one year after stably exiting the program
- iii. # of honorably discharged Veterans with at least 180 days of service provided housing assistance
- iv. # of honorably discharged Veterans with less than 180 days of service provided housing assistance
- v. # of general or under-honorably discharged Veterans with at least 180 days of service provided housing assistance

f. Eviction Prevention

- i. # of households assisted with CHG Targeted Eviction Prevention Rental Assistance and Other Housing Costs Assistance

2. The quarterly coordinated entry reports will include the following measures and targets:

- a. Number of households (HHs) added to Housing Pool (HP): Annual Target 600

- b. Number of households (HHs) added to Housing Pool (HP) this quarter:
- c. Number of HHs removed from HP due to successful project referral: Annual Target 485
- d. Number of HHs removed from HP due to inactivity:
- e. Of all HHs removed from HP over reporting quarter, the percent that accepted a project referral
- f. Number of partner agency referral requests made for households that included minors:
- g. Number of partner agency referral requests made for households that did not include minors
- h. Number of partner agency referral requests made during this quarter (total):
- i. Mean number of days to complete referral requests for households that include minors this quarter: 3
- j. Median number of days to complete referral requests for households that include minors this quarter: 1
- k. Mean number of days to fill referral for households that do not include minors this quarter: 4
- l. Median number of days to fill referral for households that do not include minors this quarter: 1
- m. Number of new staff trained to conduct intake assessments: Annual target: 5
- n. Number of multi-agency housing partner meetings to improve function of local homeless/housing system with participation from WHSC staff:36
- o. Number of community stakeholder meetings with participation from WHSC staff: 36
- p. Amount of rental assistance (including eviction prevention, motel rentals, and other stabilizing financial services) dispersed on behalf of partner agency's low-income households: Annual Target is \$3,000,000
- q. Cumulative number of homeless households provided with emergency shelter in the form of motel stays between January 1, 2024 – December 31, 2024: 120
- r. Number of intakes completed by Homeless Outreach Team or other outreach workers trained by WHSC staff: 20
 - i. # of households assisted with CHG Targeted Eviction Prevention rental assistance

3. The monthly motel reports will include:

- a. Number of new households placed in motels each month
- b. Total number of households in motel stays each month
- c. For households who were active on the last day of the month: the length of stay and date of referral (if applicable)
- d. For households that exited a motel during the month: the number of exits, length of stay, and exit destinations
- e. Year-to-date exit outcomes by race, including exit destination and average length of stay
- f. Year-to-date exit destinations for all households
- g. For households with stays of 45 days or longer, a brief description of key barriers to housing stability

Additionally, the County is required to report HMIS 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 necessary expenditure information in a timely manner.

**EXHIBIT “B” – Amendment #16
(COMPENSATION)**

- I. Budget and Source of Funding:** Funding for the contract period (01/01/2024 through 12/31/2024) may not exceed \$5,360,269. The source of funding is local document recording fees, Washington State Department of Commerce Consolidated Homeless Grant (including funds dedicated for local document recording fee replacement and inflation offset funds and funds for PSH for chronically homeless families with children), the Veterans Assistance Fund, HB 1406, Commerce Emergency Housing Funds, and County ARPA funds (ALN # 21.027). COMMERCE and the State of Washington are not liable for claims or damages arising from Subcontractor’s performance of this contract.

The contractor is receiving federal funding from the U.S. Department of Treasury and is considered a subrecipient through this contract for the following programs and fund sources identified in Exhibit B:

- American Rescue Plan Act fund (January – December)

Additional subrecipient information is provided in Exhibits H and L. The contractor will adhere to the federal requirements provided in the Exhibits to this contract.

The contractor will be reimbursed for personnel hours and expenses that are compliant with program requirements and directly related to implementing the scope of work in Exhibit A. The budget for this contract is as follows:

<i>Inflation Offset and Local Doc Rec Fee Support Funding (CHG SFY '24) (Jan 1 – June, 2024)</i>		
*Line Item	**Documentation Required with Invoices	Budget
Personnel	<ul style="list-style-type: none"> Expanded GL Report for the period. If GL report does not specify position title, additional documentation must be provided that includes staff name and position title. As applicable, documentation including client ID, payee, amount of payment, and federally approved fringe rate Category of rental assistance must be indicated on the invoice. 	\$153,000
54% Fringe Benefits Rate		\$82,620
Rent Payments (includes all eligible Rent expenses under Consolidated Homeless Grant Guidelines section 6.1)		\$450,000
<i>Inflation Offset and DRF Support (Jan-June) Subtotal</i>		\$685,620
Indirect @ 14%		\$95,987
<i>Total Inflation Offset and Local DRF (CHG SFY 2024)</i>		\$781,607
<i>Consolidated Homeless Grant - Permanent Supportive Housing for Chronically Homeless Families with Children (Jan 1, 2024 – June 2024)</i>		
Line Item	**Documentation Required with Invoices	Budget
Permanent Supportive Housing Rental Assistance for Families with Children with History of Chronic Homelessness (see CHG guidelines section 3.2.2)	Expanded GL Report for the period plus documentation including client ID, payee, and amount of payment	\$32,018
<i>CHG CHF PSH Fund Subtotal</i>		\$32,018
Indirect @ 14%		\$4,482
<i>Total PSH CHF</i>		\$36,500

Emergency Housing Funds State Fiscal Year 2024 (Jan 1, 2024 – June 30, 2024)		
*Line Item	**Documentation Required with Invoices	Budget
Travel/Training – Lodging and meal costs for training are not to exceed the U.S. General Services Administration and Domestic Per Diem Rates (www.gsa.gov), specific to location	See Exhibit B.1(6.c and 6.d)	\$2,000
Language Access	GL Detail and copies of receipts or paid invoices	\$2,500
Direct Program Supplies, Telephone, Postage and Printing, Technology and Communication Equipment		\$2,350
Rent Payments (includes all eligible Rent expenses under Consolidated Homeless Grant Guidelines except for Permanent Supportive Housing and Homelessness Prevention)	Expanded GL Report for the period and as applicable, documentation including client ID, payee, amount of payment, and federally approved fringe rate	\$538,261
Hotel/Motel Expenses to provide temporary housing	Category of rental assistance will be indicated on invoice.	\$421,930
Governing Body Representation/Participation stipend for individuals with lived experience of homelessness – Stipends are limited to \$75 per meeting, per member	<ul style="list-style-type: none"> • Meeting Agendas • Meeting minutes indicating attendance of stipend recipient(s) • Signature of stipend recipient or bank statement showing proof of check payment and date of stipend distribution 	\$2,000
Emergency Housing Funds (Jan-June) Subtotal:		\$969,041
Indirect @ 14%		\$135,666
Total EHF (SFY 2024)		\$1,104,707

Consolidated Homeless Grant Base Funds (Jan 1, 2024 – Dec 31, 2024)		
*Line Item	**Documentation Required with Invoice	Budget
Personnel	Expanded GL Report for the period and as applicable, documentation including client ID, payee, amount of payment	\$174,500
Fringe Benefits (54% of above)		\$94,230
CHG Subtotal:		\$268,730
Indirect @ 14%		\$37,622
Total CHG Base, PSH, Targeted Eviction Prevention		\$306,352

Consolidated Homeless Grant Targeted Eviction Prevention Funding (Jan 1, 2024 – Dec 31, 2024)		
Line Item	**Documentation Required with Invoices	Budget
Targeted Eviction Prevention Rental Assistance	Expanded GL Report for the period plus documentation including client ID, payee, and amount of payment	\$1,183,448
2024 Consolidated Homeless Grant Targeted Eviction Prevention Funding Subtotal		\$1,183,448
Indirect @ 14%		\$165,682
Total CHG Targeted Eviction Prevention		\$1,349,130

Veteran's Funding (Jan 1, 2024 – Dec 31, 2024)		
Line Item	**Documentation Required with Invoices	Budget
Rental Assistance – Veteran's Funds	Expanded GL Report for the period plus documentation including client ID, payee, and amount of payment	\$64,782
Veteran's Fund Subtotal		\$64,782
Indirect @ 14%		\$9,070
Total VA		\$73,852

1406 Funding (Jan 1, 2024 – Dec 31, 2024)		
*Line Item	**Documentation Required with Invoices	Budget
Rental Assistance for Low-Income (at/below 60% AMI) Households	Expanded GL Report for the period plus documentation including client ID, payee, and amount of payment	\$175,438
1406 Subtotal:		\$175,439
Indirect @ 14%		\$24,561
Total 1406		\$200,000

County ARPA Funding (Jan 1, 2024 – Dec 31, 2024)		
*Line Item	**Documentation Required with Invoices	Budget
Motel room rentals – includes minor repairs, damages, and cleaning fees	As applicable, documentation including client ID, payee, amount of payment.	\$60,727
ARPA Subtotal		\$60,727
Indirect @ 14%		\$8,502
Total ARPA		\$69,229

County Document Recording Fee Funding (Jan 1, 2024 – Dec 31, 2024)

*Line Item	**Documentation Required with Invoices	Budget
Financial Assistance for Permanent Housing Strategies, including rental assistance, move-in costs, and other expenses necessary for housing stability that comply with the Local Plan to End Homelessness and are approved in writing by contract manager.	As applicable, documentation including client ID, payee, amount of payment, and federally approved fringe rate	\$24,643
Local Doc Rec Fee Subtotal		\$24,643
Indirect @ 14%		\$3,450
Total DRF		\$28,093

CHG Funding for SFY '25 (July 1, 2024 – Dec 31, 2024) including Inflation Offset and Loc Doc Rec Fee support		
*Line Item	**Documentation Required with Invoices	Budget
Rent Payments (includes all eligible Rent expenses under Consolidated Homeless Grant Guidelines section 6.1)	Expanded GL Report for the period and as applicable, documentation including client ID, payee, amount of payment	\$250,000
CHG Inflation Offset and Loc Doc Rec Fee Support SFY '25 Funds (July-Dec '24) Subtotal		\$250,000
Indirect @ 14%		\$35,000
Total CHG (SFY 2025)		\$285,000

Whatcom Family Motel Shelter Program Funding (CHG SFY '25) (July 1, 2024 – Dec 31, 2024)		
*Line Item	**Documentation Required with Invoices	Budget
Hotel/Motel expenses to provide temporary housing	As applicable, documentation including client ID, payee, amount of payment, motel invoice, and federally approved fringe rate	\$87,719
Whatcom Family Motel Shelter Program Funding (Jul-Dec) Subtotal		\$87,719
Indirect @ 14%		\$12,281
Total Whatcom Family Motel Shelter Program		\$100,000

CHG Emergency Housing Fund SFY '25 Funding (CHG SFY '25) (July 1, 2024 – Dec 31, 2024)		
*Line Item	**Documentation Required with Invoices	Budget
Rent Payments (includes all eligible Rent expenses under Consolidated Homeless Grant Guidelines Section 6.1 except for Permanent Supportive Housing and Homelessness Prevention)	Expanded GL Report for the period and as applicable, documentation including client ID, payee, amount of payment Category of rental assistance will be indicated on invoice.	\$525,000
Hotel/Motel expenses to provide temporary housing		\$325,000
Governing Body Representation/Participation stipend for individuals with lived experience of homelessness – Stipends are limited to \$75 per meeting, per member	<ul style="list-style-type: none"> Meeting Agendas Meeting minutes indicating attendance of stipend recipient(s) Signature of stipend recipient or bank statement showing proof of check payment and date of stipend distribution 	\$2,000
Travel and Training	See Exhibit B.1(6.c and 6.d)	\$2,000
Language Access	GL Detail and copies of receipts and paid invoices	\$2,500
Direct Program Supplies, Telephone, Postage and Printing, Technology and Communication Equipment	Expanded GL Report for the period and as applicable, documentation including payee, purpose, amount of payment, and federally approved fringe rate	\$3,850
CHG Emergency Housing Fund SFY '25 Funding (CHG SFY '25) (July-Dec) Subtotal		\$860,350
Indirect @ 14%		\$120,449
Total CHG EHF (SFY 2025)		\$980,799

TOTAL CONTRACT BUDGET (1/1/2024 – 12/31/2024)	\$5,360,269
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- * All allocated direct costs must be based on approved cost allocation plan.
 - a. Per the Contractor’s Federally approved Nonprofit Rate Agreement (Appendix I):
 - i. Base indirect may be applied to total direct costs excluding capital expenditures (buildings, individual items of equipment; alterations and renovations), that portion of each subaward in excess of \$25,00 and flow-through funds. The rental assistance payments are excluded from the Department of Housing and Urban Development (HUD) direct cost base.
 - ii. Base fringe benefits may be applied to salaries and wages excluding vacation, holiday, sick leave pay and other paid absences.

**** Refer to Exhibits B.1 and B.2 for additional invoicing requirements and guidelines**

Contractor’s Invoicing Contact Information:	
Name	
Phone	
Email	

EXHIBIT "B.1"
Invoicing – General Requirements

1. When applicable, the contractor may transfer funds among budget line items in an amount not to exceed 10% of the total budget. Line item changes that exceed 10% must be pre-approved by the County Contract Administrator, prior to invoicing.
2. When applicable, indirect costs and fringe benefit cost rates may not exceed the amount indicated in Exhibit B or the Contractor's federally approved indirect cost rate.
3. The Contractor shall submit invoices indicating the County-assigned contract number to:
HL-BusinessOffice@co.whatcom.wa.us and CDonofri@co.whatcom.wa.us
4. The Contractor shall submit itemized invoices on a monthly basis in a format approved by the County and by the 15th of the month, following the month of service, except for January where the same is due by the 10th of the month. **The Contractor shall submit the following monthly deliverables on time with truthful, accurate information:**
2021-2025 Report from HMIS included with Invoice (refer to related section of the CHG Guidelines addressing this requirement)
5. The Contractor will utilize grant funding sources (EHF, CHG and ARPA) in the order of their expiration date indicated on Exhibit B prior to spending local funding sources (Document Recording Fees and 1406) when no funding restrictions prevent doing so.
6. The contractor shall submit the required invoice documentation identified in Exhibit B.
 - a. The County reserves the right to request additional documentation in order to determine eligible costs. Additional documentation must be received within 10 business days of the County's request.
 - b. When applicable, if GL reports for personnel reimbursement do not specify position titles, additional documentation must be provided that includes staff name and position title.
 - c. When applicable, mileage will be reimbursed at the current GSA rate (www.gsa.gov). Reimbursement requests for mileage must include:
 1. Name of staff member
 2. Date of travel
 3. Starting address (including zip code) and ending address (including zip code)
 4. Number of miles traveled
 - d. When applicable, travel and/or training expenses will be reimbursed as follows:
 1. Lodging and meal costs for training are not to exceed the current GSA rate (www.gsa.gov), specific to location. Receipts for meals are not required.
 2. Ground transportation, coach airfare and ferries will be reimbursed at cost when accompanied by receipts.
 3. Reimbursement requests for allowable travel and/or training must include:
 - a. Name of staff member
 - b. Dates of travel
 - c. Starting point and destination
 - d. Brief description of purpose
 - e. Receipts for registration fees or other documentation of professional training expenses.
7. Payment by the County will be considered timely if it is made within 30 days of the receipt and acceptance of billing information from the Contractor.
8. The County may withhold payment of an invoice if the Contractor submits it or the required invoice documentation, more than 30 days after the month of services performed and/or the expiration of this contract.
9. 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.**
10. 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.

EXHIBIT "B.2"
Invoice Preparation Checklist For Vendors

The County intends to pay you promptly. Below is a checklist to ensure your payment will be processed quickly. Provide this to the best person in your company for ensuring invoice quality control.

- Send the invoices to the correct address:
HL-BusinessOffice@co.whatcom.wa.us and CDonofri@co.whatcom.wa.us
- Submit invoices monthly, or as otherwise indicated in your contract.

Verify that:

- the time period for services performed is clearly stated and within the contract term beginning and end dates. Also verify any other dates identified in the contract, such as annual funding allocations;
- invoice items have not been previously billed or paid, given the time period for which services were performed;
- enough money remains on the contract and any amendments to pay the invoice;
- the invoice is organized by task and budget line item as shown in Exhibit B;
- the Overhead or Indirect Rate costs match the most current approved rate sheet;
- the direct charges on the invoice are allowable by contract. Eliminate unallowable costs.
- personnel named are explicitly allowed for within the contract and the Labor Rates match the most current approved rate sheet;
- back-up documentation matches what is required as stated in Exhibit B and B.1;
- contract number is referenced on the invoice;
- any pre-authorizations or relevant communication with the County Contract Administrator is included; and
- Check the math.

Whatcom County will not reimburse for:

- Alcohol or tobacco products;
- Traveling Business or First Class; or
- Indirect expenses exceeding 10% except as approved in an indirect or overhead rate agreement.