



Memorandum

TO: Satpal Sidhu, County Executive
FROM: Erika Lautenbach, Director
RE: Opportunity Council – Housing & Essential Needs Contract Amendment #4
DATE: JULY 28, 2023

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

▪ **Background and Purpose**

Housing and Essential Needs (HEN) is a program of the Washington State Department of Commerce’s Consolidated Homeless Grant (CHG) and provides funding to each county for rent and utility assistance, essential needs items and case management for recipients whose eligibility is determined by the Department of Social and Health Services (DSHS). This is a sole source contract with the Opportunity Council as the administrator of the Whatcom Homeless Service Center. This amendment a) extends the contract for a period of two years to align with the term of the CHG, b) updates reporting and outcome requirements, c) adds a description of HEN Homelessness Prevention in the Scope of Work, and d) replaces the flexible funding requirements to be used in accordance with the County’s flex fund policy.

▪ **Funding Amount and Source**

Funding for this contract period (07/01/2023 – 6/30/2025) is not to exceed \$5,106,192 and \$7,917,456 for the entire contract period (07/01/2023 –6/30/2025). No more than 50% of HEN funding (\$2,408,743) and 50% of funding for HEN Foundational Community Supports (\$144,353) of these funds shall be expended by 6/30/24. Funding is provided by the Washington State Department of Commerce CHG. These funds will be included in the 2023 budget. Council authorization is required as the funding for this amendment exceeds 10% of the amount authorized by Council on 03/07/2023.

▪ **Differences from Previous Contracts**

Section	Amendment Purpose
General Terms – Section 10.2 Extension	Extends the contract through 6/30/2025 to align with the term of the funding source grant
Exhibit A – Scope of Work	<ul style="list-style-type: none"> • Revises flexible funding guidelines to align with Whatcom County’s guidelines • Updates reporting requirements • Defines HEN Homelessness Prevention eligibility.

Exhibit B – Compensation	Updates the budget to reflect a two-year contract period and revises flexible funding language
Exhibit E – Flex Fund Policy	Adds the County's Flex Fund Guidelines and Requirements

Please contact Ann Beck, Community Health & Human Services Manager at 360-778-6055 (ABeck@co.whatcom.wa.us) or Kathleen Roy, Financial & Administrative Manager at 360-778-6007 (KRoy@co.whatcom.wa.us), if you have any questions.

Encl.