

**WHATCOM COUNTY
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:
202501010 – 1

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 #:		202501010	
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):		ALN#:	
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
Is this contract grant funded?	If yes, Whatcom County grant contract number(s):		202307017	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				
Is this contract the result of a RFP or Bid process?	If yes, RFP and Bid number(s):		Sole Source	Contract Cost Center:
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				18521001 (\$117,312) / 18521002 (\$2,103,165) / 1850 (\$36,926) / 18551000 (\$440,000)
Is this agreement excluded from E-Verify?	No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>			

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:
\$ 2,355,352	1. Exercising an option contained in a contract previously approved by the council.
This Amendment Amount:	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.
\$ 342,051	3. Bid or award is for supplies.
Total Amended Amount:	4. Equipment is included in Exhibit "B" of the Budget Ordinance
\$ 2,697,403	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.

Summary of Scope: This amendment increases CHG funding for additional motel stays and rental assistance and decreases local document recording fees.

Term of Contract:	6 Months	Expiration Date:	06/30/2025
Contract Routing:	1. Prepared by:	J. Thomson	Date: 02.05.2025
	2. Health Budget Approval		Date:
	3. Attorney signoff:	Christopher Quinn	Date: 02/11/2025
	4. AS Finance reviewed:	bbennett	Date: 02/12/2025
	5. IT reviewed (if IT related):		Date:
	6. Contractor signed:		Date:
	7. Executive Contract Review:		Date:
	8. Council approved (if necessary):	AB2025-	Date:
	9. Executive signed:		Date:
	10. Original to Council:		Date:

**WHATCOM COUNTY CONTRACT AMENDMENT
WHATCOM HOMELESS SERVICES CENTER**

PARTIES:

**Whatcom County
Whatcom County Health and Community Services
509 Girard Street
Bellingham, WA 98225**

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

CONTRACT PERIODS:

**Original: 01/01/2025 – 06/30/2025
Amendment #1: 02/26/2025 – 06/30/2025**

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, Section V. Program Outcomes and Section VI. Reporting Requirements to increase the number of households served with rental assistance and eviction prevention funds and to increase the number of families served in the winter motel program.
2. Amend Exhibit B – Compensation, to increase Consolidated Homeless Grant funding by \$541,180 for additional motel stays and rental assistance and decrease document recording fee budget by \$199,129.
3. Funding for the total contract period (01/01/2025 – 06/30/2025) is not to exceed \$2,697,403.
4. All other terms and conditions remain unchanged.
5. The effective start date of the amendment is 02/26/2025.

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 and Human Services Manager Date

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

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

FOR THE CONTRACTOR:

Greg Winter, Executive Director

Contractor Signature	Printed Name and Title	Date
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FOR WHATCOM COUNTY:

Satpal Singh Sidhu, County Executive Date

CONTRACTOR INFORMATION:

Opportunity Council
1111 Cornwall Avenue
Bellingham, WA 98225
360-734-5121
Greg_Winter@oppco.org

EXHIBIT "A" – Amendment #1
(SCOPE OF WORK)

I. Background

The Whatcom Homeless Service Center (WHC) implements programs and services identified in Whatcom County’s Plan to End Homelessness, and is identified as a central pillar of the local housing plan. 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 has been identified as a strategic pillar in the state-required Local 5-year Plan to End Homelessness and coordinates with Opportunity Council’s Community Services department to manage client data collected at the co-located Community Resource Center.

The annual Point in Time Count of homelessness conducted in January 2024, counted 846 people in Whatcom County who were experiencing homeless, including 31% of the households who were without shelter. Throughout the year, many more face housing instability and the Housing Pool of homeless households reached 351 households in early 2024. The 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 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 available 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 used as the first response to resolving a housing crisis by focusing on re-housing without entering homelessness or 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 from unstable housing to a more sustainable alternative. Diversion services can include short-term/one-time financial support (i.e., deposit assistance, flex funding, etc.).
Housing Pool	Registry of clients who are eligible and waiting for housing services. This registry is drawn upon to issue referrals for housing programs based on client needs and available resources instead of a first come, first served basis.
Homeless Management Information System (HMIS)	HMIS is a local information technology system used to collect client-level data and data on the provision of housing and services to individuals and families at risk of and experiencing homelessness.
Partner Agencies	Agencies that contract with Whatcom County and/or Whatcom Homeless Service Center for the delivery of housing case management services in connection with rental assistance paid by the WHSC.

Permanent Supportive Housing (PSH)	A long-term evidence-based best practice housing solution for vulnerable families and individuals with persistent challenges to stable housing. At least one member (adult or child) in the household must be living with a disability. This intervention pairs a rental subsidy with case management to support long-term stability and increase wellbeing of the household.
Rapid Rehousing (RRH)	A best practice housing solution for homeless families and individuals to regain stable housing through short- to medium-term rental subsidies and case management.
SHB 1406 (1406 funds)	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 financial services to support efforts to bring those who become homeless back into housing (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 many activities necessary to operate as a collaborative 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:

A. **Administrative Responsibilities**

The Contractor will:

1. Provide all Human Resource and administrative services to WHSC employees (e.g., payroll, office supplies and equipment, space rental, IT support, etc.).
2. 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, and provide upon request from County, written policies and procedures describing how these transactions are processed.
3. Support WHSC and other housing partners in the management of the HMIS, providing troubleshooting and technical assistance, as needed.
4. Maintain all client financial and eligibility documentation as described/referenced in attached exhibits.
5. Maintain all financial documentation as required in Exhibits B and D.
6. Ensure that the processes and internal controls are operating as planned and make policy adjustments, as needed.

7. 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.
8. 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.

B. Programmatic Services

The Contractor will:

1. 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 from agencies throughout Whatcom County.
2. Maintain a Housing Pool, which includes households eligible for housing services and information used to make prioritized referrals according to need and available resources.
3. Coordinate placement of vulnerable households into Whatcom County emergency shelters for the purpose of providing safety and linkages with case management and permanent housing services.
4. Refer eligible clients to partner agencies for housing case management services in accordance with prioritization policies and criteria provided by the partners who are requesting referrals.
5. Administer rental assistance – authorize and disburse subsidies on behalf of partner agencies 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.
6. 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.
7. Manage the community-wide HMIS data system in compliance with the standards set forth by the Washington State Department of Commerce.
8. 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.
9. Provide leadership to community stakeholders regarding activities focused on homelessness and housing stability.
10. Compile and keep up-to-date WHSC Policies and Procedures Manual consistent with the Washington State Department of Commerce Consolidated Homeless Grant. Inform partners and provide materials when updated versions are published.
11. Chair Whatcom County Coalition to End Homelessness meetings and sponsored activities in partnership with Whatcom County Health and Community Services.
12. Provide data and analysis in support of the Whatcom County Coalition to End Homelessness Annual Report (including the Point In Time Count and Annual Update on Homelessness Reports). The annual reports 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.

A. General Requirements (applicable to all funding sources)

1. Comply with Business Associate Agreement incorporated herein as Exhibit F.
2. Comply with state confidentiality laws and regulations.
3. Commit to reporting complete quality data that is timely, truthful and accurate (as per CHG Guidelines and HMIS User Agreement).

B. Consolidated Homeless Grant

1. Comply with all Washington State Department of Commerce Consolidated Homeless Grant (CHG) 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:
 - a. street outreach;
 - b. diversion;
 - c. emergency shelter including hotel/motel leasing;
 - d. sanctioned encampments;
 - e. transitional housing;
 - f. rapid re-housing;
 - g. housing search and placement; and
 - h. housing stability case management.
2. 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.
3. Consequences of non-compliance with CHG Guidelines as per the WA State Department of Commerce:
 - a. 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.
 - b. 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%.
 - c. 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.
4. 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.
 - a. Stipends will be used to compensate people who are not serving the governing body as a component of their occupation.
 - b. 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.
 - c. The Contractor will develop a policy that outlines when and how stipends are deployed.
 - d. The Contractor’s governing body meets monthly for 90 minutes and total stipends are estimated not to exceed \$3,000, annually.
5. Commit to ending homelessness in Whatcom County by:
 1. Assessing each household’s housing needs and facilitating housing stability with the goal of obtaining or maintaining a permanent housing (as per CHG Guidelines).
 2. Employing a progressive engagement service model (as per CHG Guidelines).
6. Comply with Special Conditions of Commerce Grants incorporated herein as Exhibit D.
7. COMMERCE and the State of Washington are not liable for claims or damages arising from Subcontractor’s performance of this contract.

C. 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

D. 1406 Rental Assistance Guidelines:

1. 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.
2. Funding is to be used to in accordance with policy guidance provided by the County.
3. Households must have an income of 60% or less of the area median income.
4. Rental assistance can be provided for up to 12 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.
5. 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.

E. County Document Recording Fee Funds:

1. Local document recording fees may be used to in accordance with the Local Plan to End Homelessness and in support of system administration.

V. Program Outcomes

The following are the expected outcomes of the WHSC in conjunction with its partner agencies. These outcomes are for a six-month contract term. The WHSC must ensure rental subsidies are available to support the expected numbers of households served as follows:

a. Re-Housing

1. At least 110 new households that have become homeless receive short term rent subsidies and case management.

b. Permanent Supportive Housing Population

1. 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. Emergency Shelter

1. At least 60 households will receive emergency shelter assistance in motel rooms.

d. Veterans

1. At least 45 Veterans will receive housing subsidies and case management support. These outcomes will be achieved by leveraging additional funding resources.

e. 1406 Funds

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

f. Eviction Prevention

1. At least 85 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 during this contract term. 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.

A. The quarterly fund reports will include:

1. Re-Housing:
 - a. # of households that have received short term rent subsidies and case management this quarter and year to date
 - b. # of households who re-enter homelessness after stably exiting from re-housing services
 - c. # of households that are Veterans
2. Permanent Supportive Housing Assistance
 - a. # of households receiving housing subsidies and case management this quarter and year to date
 - b. # of units will be from Opportunity Council owned housing units
 - c. # and % who retain their housing for six months
3. Permanent Supportive Housing for Chronically Homeless Families with Children
 - a. # of households receiving housing subsidies and case management this quarter and year to date
 - b. # and % who retain their housing for six months
 - c. # of households who re-entered homelessness after receiving PSH for CH FWC subsidies
4. Emergency Shelter
 - a. # of households who received emergency shelter assistance this quarter and year to date
5. Veterans
 - a. # of Veterans who received housing assistance this quarter and year to date
 - b. # of Veterans who re-enter homelessness one year after stably exiting the program
 - c. # of honorably discharged Veterans with at least 180 days of service provided housing assistance
 - d. # of honorably discharged Veterans with less than 180 days of service provided housing assistance
 - e. # of general or under-honorably discharged Veterans with at least 180 days of service provided housing assistance
6. Eviction Prevention
 - a. # of households assisted with CHG Targeted Eviction Prevention Rental Assistance and Other Housing Costs Assistance

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

1. Number of households (HHs) added to Housing Pool (HP): Annual Target 600
2. Number of households (HHs) added to Housing Pool (HP) this quarter:
3. Number of HHs removed from HP due to successful project referral: Annual Target 400
4. Number of HHs removed from HP due to inactivity:
5. Of all HHs removed from HP over reporting quarter, the percent that accepted a project referral
6. Number of partner agency referral requests made for households that included minors:
7. Number of partner agency referral requests made for households that did not include minors
8. Number of partner agency referral requests made during this quarter (total):

9. Mean number of days to complete referral requests for households that include minors this quarter: 3 or fewer
 10. Median number of days to complete referral requests for households that include minors this quarter: 1
 11. Mean number of days to fill referral for households that do not include minors this quarter: 4 or fewer
 12. Median number of days to fill referral for households that do not include minors this quarter: 1
 13. Number of staff newly trained to conduct intake assessments: Annual target: 5 or more
 14. Number of multi-agency housing partner meetings to improve function of local homeless/housing system with participation from WHSC staff: 36
 15. Number of community stakeholder meetings with participation from WHSC staff: 30
 16. 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 \$3,150,000
 17. Cumulative number of homeless households provided with emergency shelter in the form of motel stays between January 1, 2025 – June 30, 2025: 60
 18. Number of intakes completed by Homeless Outreach Team or other outreach workers trained by WHSC staff: 20
 - a. # of households assisted with CHG Targeted Eviction Prevention rental assistance: 85
- C. The monthly motel reports will include:
1. Number of new households placed in motels each month
 2. Total number of households in motel stays each month
 3. For households who were active on the last day of the month: the length of stay and date of referral (if applicable)
 4. For households that exited a motel during the month: the number of exits, length of stay, and exit destinations
 5. Year-to-date exit outcomes by race, including exit destination and average length of stay
 6. Year-to-date exit destinations for all households
 7. For households with stays of 45 days or longer, a brief description of key barriers to housing stability
- D. 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 #1
(COMPENSATION)

Budget and Source of Funding: Funding for this contract period (01/01/2025 through 06/30/2025) may not exceed \$2,697,403. The source of funding is local document recording fees, Washington State Department of Commerce Consolidated Homeless Grant (including the following budget categories: PSH for chronically homeless families with children, CHG Standard, Targeted Eviction Prevention, Emergency Housing Fund, Inflationary Costs 2025, Local Document Recording Fee Support 2025, and Whatcom Family Motel Shelter Program), the Veterans Assistance Fund, and HB 1406 funds.

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 '25) (Jan 1, 2025 – June 30, 2025)</i>		
Line Item	Documentation Required with Invoices	Budget
Rent Payments (includes all eligible Rent expenses under Consolidated Homeless Grant Guidelines section 6.1)	GL detail for the period plus documentation including client unique ID, payee, and amount of payment, category of assistance (rapid re-housing, prevention, etc.)	\$130,879
<i>Inflation Offset and DRF Support (Jan-June) Subtotal</i>		\$130,879
Indirect @ 14%		\$18,323
<i>Total Inflation Offset and Local DRF (CHG SFY 2025)</i>		\$149,202

<i>Consolidated Homeless Grant - Permanent Supportive Housing (PSH) for Chronically Homeless Families (CHF) with Children (Jan 1, 2025– June 30, 2025)</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)	GL detail for the period plus documentation including client unique ID, payee, and amount of payment, category of assistance (rapid re-housing, prevention, etc.)	\$35,680
<i>CHG CHF PSH Fund Subtotal</i>		\$35,680
Indirect @ 14%		\$4,995
<i>Total PSH CHF</i>		\$40,675

<i>Consolidated Homeless Grant Emergency Housing Funds State Fiscal Year 2025 (Jan 1, 2025 – June 30, 2025)</i>		
Rent Payments (includes all eligible Rent expenses under Consolidated Homeless Grant Guidelines except for Permanent Supportive Housing and Homelessness Prevention)	GL detail for the period plus documentation including client unique ID, payee, and amount of payment, category of assistance (rapid re-housing, prevention, etc.)	\$280,000
Hotel/Motel Expenses to provide temporary housing		\$275,263
Personnel	Expanded GL report for the period including fringe rate	\$113,425
Benefits at 54% of Personnel costs		\$61,249
<i>Consolidated Homeless Grant Emergency Housing Funds (Jan-June) Subtotal:</i>		\$729,937
Indirect @ 14%		\$102,191
<i>Total CHG EHF (SFY 2025)</i>		\$832,128

Consolidated Homeless Grant Targeted Eviction Prevention Funding (Jan 1, 2025 – June 30, 2025)		
Line Item	**Documentation Required with Invoices	Budget
Targeted Eviction Prevention Rental Assistance	GL detail for the period plus documentation including client unique ID, payee, and amount of payment, category of assistance (rapid re-housing, prevention, etc.)	\$746,890
2025 Consolidated Homeless Grant Targeted Eviction Prevention Funding Subtotal		\$746,890
Indirect @ 14%		\$104,565
Total CHG Targeted Eviction Prevention		\$851,455

Whatcom Family Motel Shelter Program Funding (CHG SFY '25) (Jan 1, 2025 – June 30, 2025)		
*Line Item	**Documentation Required with Invoices	Budget
Hotel/Motel expenses to provide temporary housing	GL detail, receipts, paid invoices, and client unique ID as applicable	\$201,496
Whatcom Family Motel Shelter Program Funding (Jan-Jun) Subtotal		\$201,496
Indirect @ 14%		\$28,209
Total Whatcom Family Motel Shelter Program		\$229,705

Veteran's Funding (Jan 1, 2025 – June 30, 2025)		
Line Item	**Documentation Required with Invoices	Budget
Rental Assistance – Veteran's Funds	GL detail for the period plus documentation including client unique ID, payee, and amount of payment, category of assistance (rapid re-housing, prevention, etc.)	\$32,391
Veteran's Fund Subtotal		\$32,391
Indirect @ 14%		\$4,535
Total VA		\$36,926

1406 Funding (Jan 1, 2025 – June 30, 2025)		
*Line Item	**Documentation Required with Invoices	Budget
Rental Assistance for Low-Income (at/below 60% AMI) Households	GL detail for the period plus documentation including client unique ID, payee, and amount of payment, category of assistance (rapid re-housing, prevention, etc.)	\$385,965
1406 Subtotal:		\$385,965
Indirect @ 14%		\$54,035
Total 1406		\$440,000

County (Local) Document Recording Fee Funding (Jan 1, 2025 – June 30, 2025)

*Line Item	**Documentation Required with Invoices	Budget
Personnel	Expanded GL report for the period including fringe rate	\$61,075
Benefits at 54% of Personnel costs		\$32,981
Travel and Training	See Exhibit B.1 (6.c and 6.d)	\$2,000
Language Access and Assistance	GL Detail and copies of receipts or paid invoices	\$2,500
Program Supplies		\$2,350
Governing Body Representation/Participation stipend for individuals with lived experience of homelessness – Stipends are limited to \$75 per meeting, per member	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
Local Doc Rec Fee Subtotal		\$102,906
Indirect @ 14%		\$14,406
Total Local DRF		\$117,312

TOTAL CONTRACT BUDGET (1/1/2025 – 06/30/2025)	\$2,697,403
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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.

Contractor’s Invoicing Contact Information:	
Name	
Phone	
Email	

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

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 and July where the same is due by the 10th of the month.
5. When applicable, the Contractor will utilize grant funding sources in the order of their expiration date as indicated by the County, prior to spending local funding sources, 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.
 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.
 - f. Receipts for meals are not required.
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.

11. Contractor is responsible for any audit exceptions or disallowed amounts paid as a result of this contract. Submitted invoices must include a cover sheet with the following information, dated and signed:

- The statement, "I certify that the materials have been furnished, the services rendered, or the labor performed as described in this invoice."
- Monthly spenddown report showing:

Item	Amt awarded	Amt invoiced by contract month												Percent spent	Total remaining
		1	2	3	4	5	6	7	8	9	10	11	12		
Item1															
Item2															
Item3															
Total															

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:

- invoices 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.**
- 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.