

**WHATCOM COUNTY  
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:  
202209028 - 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:	Mercy Housing Northwest

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 #:	202209028	

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):	CFDA#:
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

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

Is this contract the result of a RFP or Bid process?	If yes, RFP and Bid number(s):	WCC 3.08.060(G)	Contract Cost Center:	129100
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				

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 <b>exceeding \$40,000</b> , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, <b>except when:</b> 1. Exercising an option contained in a contract previously approved by the council. 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. 3. Bid or award is for supplies. 4. Equipment is included in Exhibit "B" of the Budget Ordinance 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.
\$ 209,250	
This Amendment Amount:	
\$ 51,000	
Total Amended Amount:	
\$ 260,250	

Summary of Scope: This amendment increases the total number of households served from 16 to 24, and adds funding to increase case management and other residential services.

Term of Contract:	27 Months	Expiration Date:	12/31/2024
-------------------	-----------	------------------	------------

Contract Routing:	1. Prepared by:	JT	Date:	09/11/2023
	2. Health Budget Approval	KR/JS	Date:	11/06/2023
	3. Attorney signoff:	RB	Date:	11/07/2023
	4. AS Finance reviewed:	A Martin	Date:	11/9/2023
	5. IT reviewed (if IT related):		Date:	
	6. Contractor signed:		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

### **PARTIES:**

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

**AND CONTRACTOR:**  
**Mercy Housing Northwest**  
6930 Martin Luther King Jr. Way South  
Seattle, WA 98118

### **CONTRACT PERIODS:**

**Original:** 10/01/2022 – 12/31/2024  
**Amendment #1:** 01/01/2024 – 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:
  - a. Increase the number of households served from 16 to 24.
  - b. Increase funding for additional case management and other residential services for all 24 households served.
  - c. Add a requirement to provide information as requested for the Annual Expenditures Report as required by the WA State Department of Commerce.
  - d. Revises references to Whatcom County Health Department (WCHD) to Whatcom County Health and Community Services (WCHCS).
  - e. Includes Millworks Project as a secondary site for supportive services.
2. Amend Exhibit B – Compensation, to increase funding by \$51,000 to support additional personnel costs.
3. Funding for the total contract period (10/01/2022–12/31/2024) is not to exceed \$260,250.
4. All other terms and conditions remain unchanged.
5. The effective start date of the amendment is 01/01/2024.

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 and Community Services Director Date

APPROVAL AS TO FORM: \_\_\_\_\_  
Royce Buckingham, Senior Civil Deputy Prosecutor Date

FOR THE CONTRACTOR:

Joe Thompson, President		
_____ Contractor Signature	_____ Printed Name and Title	_____ Date

---

FOR WHATCOM COUNTY:

\_\_\_\_\_  
Satpal Singh Sidhu, County Executive Date

**CONTRACTOR INFORMATION:**  
**Mercy Housing Northwest**  
6930 Martin Luther King Jr. Way South  
Seattle, WA 98118  
[joseph.thompson@mercyhousing.org](mailto:joseph.thompson@mercyhousing.org)

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

**I. Background**

As outlined in the Whatcom County Strategic Plan to End Homelessness, the housing service continuum for Whatcom County community members relies on a range of interventions to deliver appropriate services based on the assessed needs of households experiencing homelessness. The shortage of affordable units dedicated for families with children has led to a large and growing backlog of unserved families; as of July 2022, the number of Whatcom County families known to be eligible and waiting for this type of service was 163, as reported by the Whatcom Homeless Service Center’s monthly housing pool report. The long wait for affordable and supportive units increases the amount of time these families spend without safe and stable housing and prolongs their exposure to the harms associated with homelessness, which have been shown to correlate with future homelessness and other adverse health impacts for those children. The goal of this project is to decrease family homelessness immediately and reduce corresponding episodes of new homelessness in future generations.

This contract, supported by HB 1406 funding, will help fund operations for these new units of supportive housing as allowed by RCW 82.14.540.

**II. Definitions**

<b>Permanent Supportive Housing (PSH)</b>	A long-term evidence-based best practice housing solution for vulnerable families with persistent challenges to stable housing. This intervention pairs affordable housing units with case management and other residential services staff to support long-term stability and increase wellbeing of the household.
<b>Coordinated Entry</b>	A coordinated entry system assesses households in need of housing services to determine each household’s urgency of need as well as the intervention type that would be most appropriate. The coordinated entry system refers households to fill project vacancies as they occur. The system links individual households with partner agencies who provide the direct services for those clients.

**III. Statement of Work**

The Contractor will:

- a. Provide safe and reliable housing for 24 households that are exiting homelessness. A minimum of 24 units will be reserved for families with a history of documented homelessness and vacancies in those units will be filled by the Whatcom Homeless Service Center’s Coordinated Entry referral system.
- b. Provide case management for individual households who will be residing at Trailview Apartments and/or Millworks Housing to remove barriers to housing stability and improve health and wellbeing for those families. This will include creating housing stability plans to help manage conflict, creating budgets to promote financial well-being and resolving debt and/or credit challenges in order to make future independent tenancy more likely.
- c. Provide supportive services that facilitate and encourage connections to external community resources including, but not limited to, assistance through Washington State Department of Social and Health Services, medical insurance coverage, behavioral health treatment services, enrollment in childcare for

children between one and five years of age, occupational support, and other community engagement activities, as appropriate.

- d. Provide information as requested by County staff for the Annual Expenditures Report, required by the WA State Department of Commerce.
- e. Work with residents to address the issues of health/safety that arise, including that of suspected methamphetamine use. WCHCS will provide property managers and case managers with free and confidential technical assistance on effective methods for cleaning apartment units that have been contaminated, whenever requested.

#### **IV. Program Requirements**

- a. The 24 households receiving case management services will only be admitted to the housing units based on referrals from Whatcom County's Coordinated Entry lead agency. Vulnerable families who are experiencing homelessness will be prioritized.
- b. Ensure that residents understand their rights to file grievances with Whatcom County Health and Community Services (WCHCS) and the Whatcom Homeless Service Center and are provided full access to a grievance filing process. Grievance policies must be submitted to WCHCS at program onset and whenever updated.
- c. Provide training to all staff that includes Trauma Informed Care, Cultural Humility, motivational interviewing, mental health first aid, and basic first aid within six months of hire. Record of training attendance must be available upon request.
- d. All of the 24 case managed households will participate in the Washington State Homeless Management Information System (HMIS) with program entries and exits updated in that system by Mercy Housing NW staff. Anonymous participation is acceptable.
- e. As landlord and property manager, Mercy Housing Northwest will comply with all requirements of Washington State's Landlord Tenant Act laws.
- f. Discharge summaries, including exit destinations for each exiting household, will be provided to WCHCS within two weeks following the end of each operational quarter.

#### **V. Program Outcomes**

- a. Vacancies will be filled within 45 days from the previous household's exit date unless extensive repairs or maintenance is required. Any vacancy in excess of 45 days must be communicated to contract manager.
- b. Fewer than 15% of household exits will occur before the household has either achieved a minimum of 12 months of housing stability at Trailview Apartments or identified an alternative housing arrangement that provides long-term support to the family.

#### **VI. Reporting Requirements**

Current quarterly reporting templates for permanent supportive housing programs may be accessed at: <https://www.surveymonkey.com/r/YVDLFS9>. Contractors will be notified via email of updates to quarterly reporting templates. Quarterly reports are due on April 15<sup>th</sup>, July 15<sup>th</sup>, October 15<sup>th</sup>, and January 15<sup>th</sup>. 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.

Reports will include information pertaining to the 24 units that are served with case management services through this contract:

- a. Number of households that received supportive case management services.
- b. Number of units at the facility, and unit occupancy.
- c. Number of new admissions.
- d. Number of denied referrals from Coordinated Entry.
- e. Number of households that exited and where they exited to.
- f. Number of 30-day Comply or Vacate, 3-Day Nuisance/Waste, and 60-Day Termination for Cause Notices issued.
- g. Number of staff calls to Law Enforcement, Fire, EMTs, and other response teams, such as ART, MCOT, and Community Paramedics.
- h. Number of neighbor complaints from residents and/or businesses.
- i. Number of vacant staff positions supporting the program.

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)**

- I. **Source of Funding and Budget:** The source of funding for this contract, in an amount not to exceed \$260,250, is HB 1406 – Affordable & Supportive Housing Funds. The budget for this contract is as follows:

<b>Budget Period (10/01/2022 – 12/31/2024)</b>		
<b>*Cost Description</b>	<b>Documents Required with Invoices</b>	<b>Budget</b>
Personnel (Including Case Management and Other Residential Services Staff)	Approved Composite Billing Rate Worksheet for each staff member and timesheets for the period.	\$236,591
*Indirect costs at 10%		\$23,659
<b>TOTAL BUDGET:</b>		<b>\$260,250</b>

\* Indirect may not exceed the amount indicated in the table above.

II. **Invoicing:**

1. The Contractor shall submit itemized invoices on a monthly basis in a format approved by the County. Monthly invoices must be submitted by the 15<sup>th</sup> of the month, following the month of service. Invoices submitted for payment must include the items identified in the table above.
2. The Contractor shall submit invoices to [HL-BusinessOffice@co.whatcom.wa.us](mailto:HL-BusinessOffice@co.whatcom.wa.us).
3. Payment by the County will be considered timely if it is made within 30 days of the receipt and acceptance of billing information from Contractor. The county may withhold payment of an invoice if the Contractor submits it more than 30 days after the expiration of this contract.
4. 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.**
5. 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.