



**WHATCOM COUNTY  
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:  
201812035 – 5

Originating Department:		85 Health	
Division/Program: <i>(i.e. Dept. Division and Program)</i>		8550 Human Services / 855040 Housing Program	
Contract or Grant Administrator:		Barbara Johnson-Vinna	
Contractor's / Agency Name:		Opportunity Council	
Is this a New Contract? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If not, is this an Amendment or Renewal to an Existing Contract? If Amendment or Renewal, (per WCC 3.08.100 (a)) Original Contract #:		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> 201812035
Does contract require Council Approval? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If No, include WCC: (Exclusions see: Whatcom County Codes 3.06.010, 3.08.090 and 3.08.100)		
Already approved? Council Approved Date:			
Is this a grant agreement? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, grantor agency contract number(s):	CFDA#:	
Is this contract grant funded? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, Whatcom County grant contract number(s):		
Is this contract the result of a RFP or Bid process? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, RFP and Bid number(s):	Contract Cost Center:	122200 / 127100 / 133100
Is this agreement excluded from E-Verify? No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>			
If YES, indicate exclusion(s) below:			
<input type="checkbox"/> Professional services agreement for certified/licensed professional.		<input type="checkbox"/> Contract for Commercial off the shelf items (COTS).	
<input checked="" type="checkbox"/> Contract work is for less than \$100,000.		<input type="checkbox"/> Work related subcontract less than \$25,000.	
<input type="checkbox"/> Contract work is for less than 120 days.		<input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA.	
<input type="checkbox"/> Interlocal Agreement (between Governments).			
Contract Amount:(sum of original contract amount and any prior amendments): \$ 277,960		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.	
This Amendment Amount: \$ 159,613			
Total Amended Amount: \$ 437,573			
Summary of Scope: This contract funds services to support the federal Sponsor Based Rental Assistance (SBRA) and Supportive Housing Programs (SHP).			
Term of Contract:	1 Year	Expiration Date:	12/31/2022
Contract Routing:	1. Prepared by:	JT	Date: 02/10/22
	2. Health Budget Approval	KR/JG	Date: 03/03/2022
	3. Attorney signoff:	RB	Date: 03/09/2022
	4. AS Finance reviewed:	M Caldwell	Date: 3/23/22
	5. Council Approval:	AB2022-203	Date: 04/12/2022
	6. Contractor Program Manager:		Date: 4/19/2022
	7. Executive Contract Review:		Date: 4/20/2022
	8. Executive signed:		Date: 4/20/2022
	9. Original to Council:		Date:



**MEMORANDUM**

**TO:** Satpal Sidhu, County Executive

**FROM:** Erika Lautenbach, Director

**RE:** Opportunity Council – Leasing Specialist Contract Amendment #5

**DATE:** April 13, 2022

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

▪ **Background and Purpose**

Shelter Plus Care (S+C) and the Supportive Housing Program (SHP) are federal Housing and Urban Development (HUD) Programs under the Continuum of Care Program that provide long-term rental assistance in Whatcom County to people with a history of chronic homelessness and serious mental illness. The Opportunity Council, as a Whatcom County S+C and SHP sponsor, provides rental subsidies and leasing specialist services. Leasing Specialist services include assistance for clients in locating eligible housing units, providing leasing support, serving as a liaison between landlords and clients, and assisting clients in preparing Section 8 and public housing applications.

Another key support for people with a history of chronic homelessness is intensive case management services. Intensive case management is typically a team-based approach with a lower staff to client ratio than standard case management, serving people with co-occurring disorders, including serious mental illness, substance use disorder, and physical health problems. Intensive case management services have been provided by Catholic Community Services (CCS) for clients in scattered site housing units which are master leased by the Opportunity Council and whose rent is subsidized by S+C and SHP.

With this amendment, intensive case management for clients living in master leased, scattered site units rented by the Opportunity Council, will be transferred from CCS to the Opportunity Council's Community Leasing program, as agreed upon by these partner agencies. In addition to continuing to provide safe and affordable housing and leasing services, this contract will fund two intensive case management positions and related costs for the Opportunity Council. This amendment increases funding by \$159,613 to support the addition of 2 FTE Case Managers and related costs.

▪ **Funding Amount and Source**

Funding for this contract, in an amount not to exceed \$229,103 for this contract period (01/01/2022 – 12/31/2022) and \$437,573 for the entire contract period (01/01/2019 – 12/31/2022), is provided by HB 1590 (Sales and Use Tax for Housing and Related Services), mental health millage, and document recording fees. These funds are included in the 2022 budget. Council approval is required as funding exceeds 10% of the approved budget.

Please contact Ann Beck, Human Services Manager at 360-778-6055 ([ABeck@co.whatcom.wa.us](mailto:ABeck@co.whatcom.wa.us)) or Kathleen Roy, Assistant Director at 360-778-6007 ([KRoy@co.whatcom.wa.us](mailto:KRoy@co.whatcom.wa.us)), if you have any questions or concerns regarding this request.



Whatcom County Contract Number:

201812035 – 5

**WHATCOM COUNTY CONTRACT AMENDMENT**

**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:**

<b>Original:</b>	<b>01/01/2019 – 12/31/2019</b>	<b>Amendment #3:</b>	<b>07/01/2021 – 12/31/2021</b>
<b>Amendment #1:</b>	<b>01/01/2020 – 12/31/2020</b>	<b>Amendment #4:</b>	<b>01/01/2022 – 12/31/2022</b>
<b>Amendment #2:</b>	<b>01/01/2021 – 12/31/2021</b>	<b>Amendment #5:</b>	<b>03/01/2022 – 12/31/2022</b>

**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**

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**DESCRIPTION OF AMENDMENT:**

1. Amend Exhibit A – Scope of Work, to include intensive case management services for clients receiving community leasing services and to revise quarterly reporting and program outcome requirements.
2. Amend Exhibit B – Compensation, to increase funding by \$159,613 to support 2 FTE case management positions and related costs for intensive case management services.
3. Funding for this contract period (01/01/2022 – 12/31/2022) is not to exceed \$229,103.
4. Funding for the total contract period (01/01/2019 – 12/31/2022) is not to exceed \$437,573.
5. All other terms and conditions remain unchanged.
6. The effective start date of the amendment is 03/01/2022.

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: DocuSigned by: Ann Beck 4/13/2022  
2B365BB0422344A...  
Ann Beck, Human Services Manager Date

DEPARTMENT HEAD APPROVAL: DocuSigned by: Kathleen Roy Assistant Director 4/18/2022  
BA352D0115CB4CC...  
Erika Lautenbach, Health Department Director Date

APPROVAL AS TO FORM: DocuSigned by: Royce Buckingham 4/18/2022  
1EE5DDDD9542404...  
Royce Buckingham, Senior Civil Deputy Prosecutor Date

FOR THE CONTRACTOR:

<u>DocuSigned by: Greg Winter</u> 555C420154704A0...	Greg Winter, Executive Director	4/20/2022
Contractor Signature	Print Name and Title	Date

FOR WHATCOM COUNTY:

<u>DocuSigned by: Satpal Singh Sidhu</u> 149267C18B664E3...		4/20/2022
Satpal Singh Sidhu, County Executive		Date

CONTRACTOR INFORMATION:

**Opportunity Council**  
1111 Cornwall Avenue  
Bellingham, WA 98225  
[Greg.Winter@oppco.org](mailto:Greg.Winter@oppco.org)

## **EXHIBIT "A" – Amendment #5 SCOPE OF WORK**

### **I. Background**

Department of Housing and Urban Development Continuum of Care Sponsor Based Rental Assistance (formerly Shelter Plus Care) is a federally funded program that provides long term rental assistance to homeless persons with disabilities, primarily those with serious mental illness, chronic problems with alcohol and/or drugs, and HIV/AIDS or related diseases (see Programmatic Crosswalk of Changes: CoC, SHP, SPC Program Regulations at:

<https://www.nhlp.org/wp-content/uploads/Programmatic-Crosswalk-of-Changes-CoC-Program-Supportive-Housing-Program-and-Shelter-Plus-Care-Program-Regulations.pdf>

for more information about the program). In Whatcom County, program eligibility is limited to homeless persons with mental illness. The program requires that housing assistance be matched with supportive services (e.g., leasing assistance, case management, mental health services) funded through other sources. In Whatcom County, the Sponsor Based Rental Assistance (SBRA) program is administered by the Bellingham Whatcom County Housing Authorities (BWCHA), through participating "sponsors." Sponsors take responsibility for the rental units either through ownership, master leasing of the rental housing unit and or facility, or by co-signing tenant leases.

The purpose of this contract is to fund community leasing support services associated with the provision of housing by sponsor agencies. Sponsor agency support services typically include locating available housing units in the community, acting as leasing specialists, and working with tenants and participating landlords to resolve tenancy issues that may arise. Sponsors are also responsible for paying tenant rent, in the event of tenant abandonment of the unit, and for paying for tenant caused damages that are in excess of normal wear and tear and that exceed the federal SBRA damages coverage. This contract will also support the leasing specialist activities provided to Supportive Housing Program participants (SHP) as needed. The SHP is a HUD housing assistance program for people with a history of chronic homelessness and a mental health disability.

In addition, beginning on March 1, 2022, this contract will fund intensive case management provided by the Opportunity Council's Community Leasing Program, for a minimum of 35 people (5 people who receive case management services from other agencies will continue to receive leasing specialist services through this contract) with a history of chronic homelessness, while living in scattered-site units. Intensive case management offers support and connections for treatment for behavioral health and other resources, creation and implementation of a housing stability plan, and frequent client engagement in services to support success in housing and improved health.

This contract is part of Whatcom County's ongoing efforts to create a continuum of housing services and supports for low income and chronically homeless individuals and households in a manner that is cost effective and responsive to the needs of the community.

### **II. Statement of Work**

Under this contract, the Contractor will place or maintain at least 40 new and/or continuing Sponsor Based Rental Assistance (SBRA) or Supportive Housing Program (SHP) clients each month in housing units that meet Federal program requirements during the calendar year.

A. Leasing specialist activities will include the following:

1. Locate new housing units for SBRA and SHP clients as needed.
2. Prepare SBRA application and verification documents with prospective clients and submit to BWCHA.
3. Document client eligibility and lease agreement for the SBRA program and SHP Program in the client file.

4. Provide housing services to SBRA and SHP clients in order to promote housing retention. Housing services include, but are not limited to:
    - a. Conducting in-home inspections and/or visits with the client in order to identify and address barriers to housing stability.
    - b. Educating clients about rental/lease compliance and tenant responsibilities under Landlord Tenant Law.
    - c. Coordinating with case managers and clients about cleaning and maintaining housing units.
    - d. Working directly with case managers and clients to resolve conflicts with landlords and/or other tenants.
  5. Comply with BWCHA Sponsor Based Rental Assistance sponsorship duties.
  6. Assist clients in preparing Section 8 and/or public housing applications.
  7. Comply with Homeless Management Information System (HMIS) data collection and recording requirements by working directly with Whatcom Homeless Service Center.
  8. Maintain master lease liability insurance coverage on units utilized in the SBRA and SHP.
  9. Coordinate maintenance work with community landlords.
  10. Coordinate unit turnover work between tenancies.
- B. Intensive case management activities, in conjunction with community leasing services, will offer but are not limited to:
1. Developing, securing, coordinating, and retaining services and suitable housing. Services include but are not limited to:
    - a. Tenant counseling;
    - b. Assisting individuals and households with understanding leases;
    - c. Securing utilities;
    - d. Making moving arrangements;
    - e. Representative payee services concerning rent and utilities;
    - f. Mediation and outreach to property owners related to locating or retaining housing.
  2. Monitoring and evaluating household progress;
  3. Assuring that household rights are protected;
  4. Developing and implementing an individualized housing and service plan, including a path to permanent housing stability subsequent to assistance.
  5. Complying with HMIS data collection and recording requirements by working directly with Whatcom Homeless Service Center.

Intensive case management services will be provided to 35 individuals and households annually with a history of chronic homelessness residing in scattered site apartment units referred by the Whatcom Homeless Service Center.

Individuals and households served shall have incomes at or below 50% Area Median Income (AMI). Income eligibility will be determined by the funding sources used for case management.

### **III. Reporting Requirements**

The Contractor shall submit quarterly reports\* to the WCHD, for leasing specialist services, utilizing HMIS data by using the applicable quarterly reporting template accessed on the County website, as noted below. Reports will demonstrate the Contractor's progress toward achieving the program outcomes identified above. Quarterly reports are due on April 15, July 15, October 15, and January 15.

\*Contractors will be notified via email of updates to quarterly reporting templates. Current reporting templates will be posted on the Whatcom County Health Department Housing Program website which may be accessed at: <http://www.whatcomcounty.us/DocumentCenter/View/37569/WCHDquarterlyCMreportCCS>.

Contractor shall provide the County a report by the 15<sup>th</sup> of each month to include a listing of all active SBRA and SHP clients by a unique client identification number along with the date the client's SBRA lease began. Please include this list along with the monthly invoice documentation required in Exhibit B.

A separate required quarterly report for case management services provided will be due on January 15, April 15, July 15, and October 15. This will include data specific to case management services provided through this contract. This report template is also are accessed on the County website at: <https://www.whatcomcounty.us/DocumentCenter/View/36907/Case-Management-Report>

These reports will include:

1. Number of individuals in permanent supportive housing that received case management services during the quarter.
2. Average length of time homeless (unsheltered, sheltered, and/or transitional housing project) in case management prior to being housed (in PSH, or other stable housing situation).
3. Median length of time homeless (unsheltered, sheltered, and/or transitional housing project) in case management prior to being housed (in PSH, or other stable housing situation).
4. Number of case managed households that have been stably housed for six (6) months or more.
5. Number of case managed households that have been stably housed for twelve (12) months or more.
6. Number of case managed households that lost stable housing or exited case management while homeless.
7. Number of case managed households that achieved and or maintained housing stability while receiving case management services.

#### **IV. Program Outcomes**

During this contract period, the housing case management and leasing specialist services provided by the Contractor will deliver the following outcomes:

1. A minimum of 35 individuals in scattered-site, Permanent Supportive Housing will receive case management services.
2. A minimum of 40 households in scattered-site, Permanent Supportive Housing will receive leasing specialist services.
3. Of the total receiving case management services for 12 months or longer, fewer than 10% will exit to non-permanent housing destinations.
4. Of the total of individuals who receive master leasing services for 12 months or longer, fewer than 10% will have exits to non-permanent housing destinations.

**EXHIBIT "B" – Amendment #5  
COMPENSATION**

- I. **Budget and Source of Funding:** The source of funding for this contract, in an amount not to exceed \$229,103, is HB 1590 (Sales and Use Tax for Housing and Related Services funds, Mental Health Millage, and local document recording fees. The 2022 budget for this contract is as follows:

*Cost	Documents Required Each Invoice	Budget
PSH Program Manager	Expanded GL report for the period billed	\$5,460
Leasing Specialist Services		\$56,125
Case Managers (2 FTE)		\$70,306
**Fringe Benefits (50%)	Expanded GL report based on federally approved fringe rate	\$65,946
Program Supplies	General Ledger Detail	\$1,000
Occupancy		\$2,820
Master Lease Liability Insurance		\$1,900
Mileage	Mileage log to include: name of the staff member, date of travel, starting point and destination of travel, number of miles traveled. Mileage will be reimbursed at the GSA rate (per <a href="http://www.gsa.gov">www.gsa.gov</a> ).	\$500
Travel & Training	Include name of traveler, dates, start & end point, number of miles and purpose. Receipts required for transportation costs, registration fees, etc. Lodging 7 meal costs follow federal guidelines ( <a href="http://www.gsa.gov">www.gsa.gov</a> ); receipts for meals are not required.	\$500
<b>Subtotal</b>		<b>\$204,557</b>
**Indirect costs @ 12%		\$24,546
<b>Total:</b>		<b>\$229,103</b>

\*Changes to the line item budget that exceed 10% of the line item must be approved in writing by the County.

\*\*In no instance shall the indirect cost exceed 12% or fringe benefit rate exceed the current federally approved rate.

II. **Invoicing**

- 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.
- The Contractor shall submit invoices to [HL\\_BusinessOffice@co.whatcom.wa.us](mailto:HL_BusinessOffice@co.whatcom.wa.us).
- 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.
- 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.**
- 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.