


WHATCOM COUNTY
CONTRACT INFORMATION SHEET

Whatcom County Contract Number:
202412007 – 2

Originating Department:		85 Health and Community Services	
Division/Program: (i.e. Dept. Division and Program)		8550 Human Services / 855040 Housing	
Contract or Grant Administrator:		Ashley Geleynse	
Contractor's / Agency Name:		Lydia Place	
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 #:		202412007
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"/>			
Method of Procurement:	24-42	Contract Cost Center:	18521002.6610 (\$403,162) / 18521001.6610 (\$70,000)
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:	
\$	249,080	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.	
\$	473,162	3. Bid or award is for supplies.	
Total Amended Amount:		4. Equipment is included in Exhibit "B" of the Budget Ordinance	
\$	722,242	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 extends the contract for one year.			
Contract Term Ends:		06/30/2026	
Contract Routing:	1. Prepared by:	J. Thomson	Date: 02/10/2025
	2. Health Budget Approval	PL/CR	Date: 05/30/2025
	3. Attorney signoff:	Christopher Quinn	Date: 05/30/2025
	4. AS Finance reviewed:	bbennett	Date: 06/10/2025
	5. IT reviewed (if IT related):		Date:
	6. Contractor Review:		Date:
	7. Executive Contract Review:		Date: 7/2/2025
	8. Council approved (if necessary):	AB2025-450	Date: 06/24/2025
	9. Executive signed:		Date: 7/1/2025
	10. Original to Council:		Date:



Memorandum

TO: Satpal Sidhu, County Executive
FROM: Charlene Ramont, Interim Director
RE: Lydia Place – Rapid Re-housing and Housing Stability Contract Amendment #2
DATE: JULY 1, 2025

Attached is a contract amendment between Whatcom County and Lydia Place for your review and signature. This amendment extends the contract for one year and updates the budget and scope of work to reflect a one-year contract period.

■ Background and Purpose

This contract provides funding for the operation of Lydia Place's rapid rehousing program and case management and Coordinated Entry access for families fleeing domestic violence. Families with children who are experiencing homelessness will receive housing case management and clinical behavioral health services with the goal of increasing housing stability, improving mental and emotional wellbeing, increasing social connection, and disrupting the generational cycle of homelessness. The expected outcomes of this contract are that 90% of households will exit the rapid rehousing program to permanent housing, 90% of households will exit the DVSAS partnership program to a safe placement, and 25 Coordinated Entry intakes will be completed through the DVSAS partnership.

■ Funding Amount and Source

Funding for this contract period (07/01/2025 – 06/30/2026), in an amount not to exceed \$473,162, is provided by the Washington State Department of Commerce's Consolidated Homeless Grant (CHG - \$403,162) and the local document recording fees (\$70,000). These funds are included in the 2025 budget. Council authorization is required per WCC 3.08.100 as funding for this amendment exceeds 10% of the amount authorized by Council.

■ Differences from Previous Contracts

Section	Differences
General Terms – Section 10.2, Extension	Extends contract for one year, through 06/30/2026
Exhibit A – Scope of Work	Reorganizes the scope of work and provides updates to the: <ul style="list-style-type: none"> • Background statement • Statement of Work to increase the number of households served with case management from 50 to 80 • Program and Additional Requirements to reorganize and add eligibility criteria and program framework and training requirements. • Program Outputs and Outcomes • Reporting Requirements
Exhibit B – Compensation	Updates the budget to reflect a one-year contract period
Exhibit D – Flex Fund Guidelines	Replaces the guidelines with the current version

Please contact Christopher D'Onofrio, Housing and Homeless Services Supervisor at 360-778-6049 (CDonofri@co.whatcom.wa.us) if you have any questions.



Whatcom County Contract Number:

202412007 – 2

**WHATCOM COUNTY CONTRACT AMENDMENT
RAPID RE-HOUSING AND HOUSING STABILITY**

PARTIES:

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

**AND CONTRACTOR:
Lydia Place
PO Box 28487
Bellingham, WA 98228**

CONTRACT PERIODS:

Original: 01/01/2025 – 06/30/2025

Amendment #1: 03/01/2025 – 06/30/2025

Amendment #2: 07/01/2025 – 06/30/2026

**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. Extend the duration and other terms and conditions of this contract for one year, per Section 10.2 of the original contract. The cumulative term of this contract may not extend beyond 12/31/2028.
2. Amend Exhibit A – Scope of Work, to reorganize the scope of work and update the following:
 - a. Background Statement (Section I.)
 - b. Statement of Work (Section III.) to increase the number of households served with case management from 50 to 85.
 - c. Program (Section IV.) and Additional (Section V.) Requirements to reorganize and add eligibility criteria and program framework and training requirements.
 - d. Program Outputs and Outcomes (Section V.)
 - e. Reporting Requirements (Section VI.)
3. Amend Exhibit B – Compensation, to reflect the budget for the extended, one-year contract period.
4. Replace Exhibit D – Flex Fund Guidelines with the current version of the guidelines.
5. Funding for this contract period (07/01/2025 – 06/30/2026) is not to exceed \$473,162.
6. Funding for the total contract period (01/01/2025 – 06/30/2026) is not to exceed \$722,242.
7. All other terms and conditions remain unchanged.
8. The effective start date of the amendment is 07/01/2025.

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:	Approved by email AB/JT	05/23/2025
	Ann Beck, Community Health and Human Services Manager	Date
DEPARTMENT HEAD APPROVAL:	<div> <div>Signed by:</div> <div>Charlene Ramont</div> <div>C1DD9BF6CCAC4DC...</div> </div>	7/1/2025
	Charlene Ramont, Interim Director	Date
	Whatcom County Health and Community Services	
APPROVAL AS TO FORM:	<div> <div>Signed by:</div> <div>Christopher Quinn</div> <div>EC466EF5C88B4FD...</div> </div>	7/1/2025
	Christopher Quinn, Chief Civil Deputy Prosecutor	Date

FOR THE CONTRACTOR:

<div> <div>DocuSigned by:</div> <div>Tiffini Ayala</div> <div>65644AA4A77D4CE...</div> </div>	Tiffini Ayala, Housing Program Director	7/1/2025
Contractor Signature	Printed Name and Title	Date

FOR WHATCOM COUNTY:

<div> <div>DocuSigned by:</div> <div>Satpal Singh Sidhu</div> <div>1192C7C18B664E3...</div> </div>	7/1/2025
Satpal Singh Sidhu, County Executive	Date

CONTRACTOR INFORMATION:

Lydia Place
 PO Box 28487
 Bellingham, WA 98228
tiffinia@lydiaplace.org

EXHIBIT "A" – Amendment #2
(SCOPE OF WORK)

I. Background

This contract primarily funds Lydia Place's rapid rehousing (RRH) program, an intervention targeted at creating access to private market rentals for households exiting homelessness through case management, clinical behavioral health services, and rental assistance. This funding will support approximately 57% of Lydia Place's RRH program.

In addition, this contract supports a years-long partnership with Domestic Violence and Sexual Assault Services (DVSAS), to provide case management to CE-eligible households to support the transition out of the safe shelter into safe housing. As capacity allows, Lydia Place may also serve households fleeing violence that are either turned away from the safe shelter. This funding will support approximately 80% of the DVSAS partnership program.

According to the annual Point in Time Count of homeless persons conducted in January 2024, at least 671 households in Whatcom County were experiencing homelessness (including 243 that were unsheltered). Of those households, 11% were families with children. Whatcom County's Plan to End Homelessness provides a blueprint for how our community will work together to prevent and end homelessness. The provision of housing assistance in the form of RRH and case management services are key components of the plan.

Funding for this work comes from the Consolidated Homeless Grant (CHG) and local document recording fees. The budget includes personnel and other program-specific costs essential to housing case management and supportive services for families. CE access and rapid rehousing case management are eligible uses of the funding sources.

II. Definitions

Coordinated Entry	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 from the Housing Pool to fill project vacancies as they occur. The system links individual households with partner agencies who provide direct services for those clients.
Housing Pool (HP)	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.
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.
Whatcom Homeless Service Center (WHSC)	WHSC programs provide: (1) A centralized coordinated system of access; (2) Targeted prevention assistance to reduce the number of households that become homeless; (3) Re-housing for people who become homeless; (4) Supportive services promoting housing stability and self-sufficiency; and (5) Data management and tracking information for people receiving homeless housing services in Whatcom County and according to Washington State Department of Commerce HMIS data collection requirements.

III. **Statement of Work**

This contract includes funding for two Lydia Place programs: (1) Rapid rehousing (RRH) for families with children and (2) Coordinated Entry access and case management for families fleeing violence, in partnership with DVSAS.

- A. The Contractor will provide housing case management services for up to 80 households receiving RRH assistance (where the rental assistance is funded elsewhere) following a referral from Coordinated Entry. Additionally, the Contractor will provide case management for up to 45 households through the DVSAS' partnership program, and complete CE intakes as applicable. Plans and progress will be documented in participant files.

Housing case management activities include arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of households and helping them to obtain and maintain housing stability. Services include but are not limited to:

1. Housing search;
2. Tenant counseling;
3. Assisting individuals and households with understanding leases;
4. Securing utilities;
5. Making moving arrangements;
6. Mediation and outreach to property owners related to locating or retaining housing;
7. Monitoring and evaluating household progress towards self-sufficiency;
8. Assuring that household housing-related rights are protected;
9. Developing an individualized housing and service plan, including a path to permanent housing stability subsequent to assistance;
10. Making connections to outside community resources that will help households maintain long-term housing stability.

- B. Behavioral health activities include providing behavioral health services by a licensed Behavioral Health Professional (BHP). BHPs will also provide behavioral health consultation services for staff. Behavioral health services to be provided by this position may include:

1. Conducting assessments for residents with behavioral health issues, including mental health and substance use history for residents who are not engaged with a mental health or substance use disorder treatment provider;
2. Developing a file and charting all provider contacts on residents engaged in formal behavioral health services;
3. Completing an Individualized Treatment Plan conjointly with each resident engaged in behavioral health treatment with behavioral health staff;
4. Providing treatment and case management activities;
5. Coordinating ongoing care with other professionals;
6. Providing for an after-hours response system in the event of an emergency.

IV. **Program Requirements**

- A. Eligibility criteria and population served:

The Contractor will serve families with children experiencing homelessness and/or fleeing violence that are at or below 80% of the area median income.

- B. CE and HMIS participation:

1. The Contractor will comply with the Housing Pool (HP) referral procedures as described in the Whatcom County Coordinated Entry Partnership Roles and Responsibilities Memorandum of Agreement: <https://www.whatcomcounty.us/DocumentCenter/View/88148/MOA-for-CE-Partners-5724>

2. The Contractor will enroll all program participants in HMIS.
3. The Contractor will comply with Washington State Department of Commerce's Homeless Management Information System (HMIS) "Agency Partner Agreement," data collection, and recording requirements.
4. The Contractor will coordinate activation and changes to their HMIS programs with the Whatcom County HMIS Lead.

C. Consolidated Homeless Grant compliance:

1. The Contractor will comply with all State of Washington Department of Commerce Special Terms and Conditions of Commerce Grants, herein incorporated as Exhibit G.
 - a. The Contractor will comply with all State of Washington Department of Commerce Consolidated Homeless Grant (CHG) requirements, policies and procedures in the CHG Guidelines, including periodic updates to the Guidelines which can be accessed at the following link:
<https://www.commerce.wa.gov/serving-communities/homelessness/consolidated-homeless-grant>The County will notify subgrantees via email when updated guidelines are published.
 - b. COMMERCE and the State of Washington are not liable for claims or damages arising from Subcontractor's performance of this contract.

D. Program framework and training:

Staff should employ best practices for housing case management, clinical behavioral health services, and CE intake in their work with program participants. Staff should be trained in the below skills and frameworks within six (6) months of hire or execution of the contract:

1. Trauma Informed Care
2. Cultural Competency (touch on specifics of population served in program)
3. Motivational Interviewing
4. Mental Health First Aid
5. Basic First Aid and CPR
6. Behavioral Health and Substance Use Disorders
7. De-escalation and Crisis Intervention
8. Racial Equity
9. LGBTQ+ Competency
10. Supporting Survivors of Domestic Violence
11. Fair Housing
12. Housing First
13. Rapid Rehousing
14. Progressive Engagement and Problem-solving
15. CE Policies and Procedures

V. **Additional Requirements**

A. Grievances:

Ensure that staff, program participants, and applicants understand their rights to file grievances with Whatcom County Health and Community Services and Lydia Place and are provided full access to a grievance filing process. Grievance policies must be submitted to Whatcom County Health and Community Services Department at program onset and whenever updated.

B. Program monitoring:

The Contractor should anticipate being monitored by Whatcom County to ensure that services and funds are being offered as described in the statement of work and program requirements. Monitoring will typically include but is not limited to a self-assessment; a review of the program's policy/procedures manual, job descriptions, conflict of interest policies, fiscal control policies and procedures, and staff list; and an on-site file review. Programs that are out of compliance will be required to complete activities in a corrective action plan. Whatcom County reserves the right to additional monitoring as described in section 33.1.

C. Incident reporting:

The Contractor will submit incident reports to Whatcom County Health and Community Services within three business days of occurrence. Incidents include: property damage over \$3,000, participant fatality, participant or staff serious injury, and when imminent threats of harm occur. A template is available in Exhibit E, but an agency Incident Report maybe be submitted alternatively.

D. Recapturing unspent funds:

The Contract Administrator will review the program's spenddown at the halfway mark and three quarters of the way through the contract to ensure that the funds are being spent down at an appropriate rate. If the program is significantly underspending, the Contract Administrator may recommend recapturing funds that are not expected to be spent so they may be reallocated to other programs. Additionally, should the contractor identify that they will be unable to spend down their full amount, they should reach out to Whatcom County at their earliest convenience to amend the contract.

E. Severe weather and smoke planning:

Within one month of contract execution and following with annual updates, the contractor shall submit to Whatcom County a severe weather and smoke plan. A simple template is available in Exhibit F, but a more thorough version may be submitted as an alternative.

F. Interpretation services:

Where a staff member is not available to provide information to a head of household in a language known to the participant, the contractor will make interpretation services available to the participant for meetings and discussions on program eligibility and program services, as applicable.

VI. Program Outputs and OutcomesA. Rapid Rehousing Case Management:

1. Outputs

- a. At least 80 HHs will be served.
- b. At least 55 program slots will be available.
- c. At least 70% of HHs will engage in case management services (defined as meeting at least two times over the course of the last month).
- d. At least 90% of referrals made by Coordinated Entry will be accepted.

2. Outcomes – 90% of HHs will exit with permanent housing.

B. DVSAS Case Management:

1. Outputs

- a. At least 45 HHs will be served.
- b. At least 12 program slots will be available.

2. Outcomes – 30% of households will exit with permanent housing.

C. CE Access:

1. Outputs – At least 25 CE intakes will be completed.
2. Outcomes – Outcomes across racial and ethnic demographics should not be significantly less than the overall rate.

VII. Reporting Requirements

Quarterly reports will be submitted separately for RRH case management, DVSAS case management, and CE access through the DVSAS partnership. Quarterly reports are due 15 days following the quarter end: April 15th, July 15th, October 15th, and January 15th. Reporting templates will be provided via email and may be updated from time to time with advanced notice.

A. Rapid rehousing case management reporting requirements during last quarter, and year to date:

1. Number of unique HHs served.
2. Number of households enrolled on last day of reporting period.
3. Percent of households engaging in case management services on last day of reporting period.
4. Percent of households engaging in behavioral health services on last day of reporting
5. Median length of stay in program for HHs who exited during reporting period.
6. Percent exits to permanent housing.
7. Where applicable, when contractor is not meeting output and outcomes goals: Narrative description of challenges associated with meeting goals.

B. DVSAS case management reporting requirements during last quarter, and year to date:

1. Number of unique HHs served.
2. Number of households enrolled on last day of reporting period.
3. Median length of stay in program for HHs who exited during reporting period.
4. Percent exits to permanent housing.
5. Where applicable, when contractor is not meeting output and outcomes goals: Narrative description of challenges associated with meeting goals.

C. Coordinated Entry access point reporting requirements during the last quarter, and year to date:

1. Number of Coordinated Entry intakes completed.
2. Where applicable, when contractor is not meeting output and outcomes goals: Narrative description of challenges associated with meeting goals.

- 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.

VIII. Flex Funding

Flex funds must follow the Guidelines established by the County and be reported on the spreadsheet provided by the County (Exhibit D) and signed by an authorized agency signatory. In addition, all flex funds must be accompanied by receipts.

EXHIBIT "B" – Amendment #2
(COMPENSATION)

Budget and Source of Funding: The source of funding for this contract period (07/01/2025 – 06/30/2026), in an amount not to exceed \$473,162, is provided by the Washington State Department of Commerce Consolidated Homeless Grant and the local behavioral health fund. The budget for this contract is as follows:

¹ Cost Description	Documents Required with Each Invoice	Budget
Consolidated Homeless Grant		
Personnel (<i>salary, taxes, benefits</i>): Person 1 – Coordinator (.3 FTE) Person 2-5 – Case Managers (3 FTE) Person 6 – Program Manager 1 (.3 FTE) Person 7 – Program Manager 2 – Bilingual (.2 FTE) Person 8 – Program Director (.1 FTE)	Expanded GL report for the period	\$334,511
Occupancy/Office Space Rental (IT, print/copy service, building security, cleaning)	<ul style="list-style-type: none"> • GL Detail • Copies of paid invoices or receipts • Cost allocation plan, where applicable 	\$14,000
Office Supplies and Postage		\$3,000
Staff Mileage @ GSA Rate	See Exhibit B 1. (6.c)	\$2,000
Communications (Internet, Phone)	<ul style="list-style-type: none"> • GL Detail • Copies of paid invoices or receipts • Cost allocation plan, where applicable 	\$5,000
Flex Funds	Flex Fund spreadsheet and copies of receipts	\$4,000
Other Program Costs (Utilities)	<ul style="list-style-type: none"> • GL Detail • Copies of paid invoices or receipts • Cost allocation plan, where applicable 	\$2,000
Translation/Interpretation Services	Copies of paid invoices	\$2,000
CHG Subtotal		\$366,511
Indirect @ 10%		\$36,651
CHG Total		\$403,162
Document Recording Fees		
Personnel (<i>salary, taxes, benefits</i>): Person 10-11 – Clinicians (1.2 FTE) Person 12 – Clinical Supervisor (.2 FTE)	Expanded GL report for the period	\$63,637
Indirect @ 10%		\$6,363
DRF Total		\$70,000
TOTAL OVERALL BUDGET		\$473,162

¹ All costs must be direct costs attributable to this program.

- Time records must be available that support time worked on the program.
- Occupancy compensation is limited to dedicated program space.
- Utilities, rent, interest, and depreciation may be charged proportionately based on square footage.
- Copier costs may be charged based on actual program usage.
- If the insurance premium identifies a cost attributable to the contracted program, it may be charged as a direct expense.

Contractor's Invoicing Contact Information:	
Name	Tim O'Donnell
Phone	360-671-7663
Email	timo@lydiaplace.org

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 AGeelyns@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. 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:

		Amt invoiced by contract month													
Item	Amt awarded	1	2	3	4	5	6	7	8	9	10	11	12	Percent spent	Total remaining
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 AGeelyns@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.

“EXHIBIT D” – Amendment #2
WHATCOM COUNTY FLEX FUNDS GUIDELINES

“Flex funds” are funds that may be used at the discretion of the Contractor, following the policies described below, to purchase goods or services directly related to the service needs of the Contractor’s clients, when no other funding source is available. Such goods or services must be reasonable and necessary to meet a client’s emergent service needs or contribute to the stabilization or self-sufficiency of the client and must be documented in the client’s file.

Allowable Costs:

- Clothing
- Food/pet food
- Housing/rental assistance, including utilities
- Non-recurring or short-term moving costs, including but not limited to application fees, background checks, security deposits, storage unit rental, and professional movers
- Transportation, including bus passes, taxi fare, ride share, registration, insurance, tires, repairs/maintenance
- Critical documents, including driver’s permits, testing fees, and licenses, ID cards, birth certificates, student records, etc.
- Educational or vocational training program fees, equipment, and supplies
- Household supplies and essential furniture
- Non-recurring or short-term health care, including co-pays, prescriptions, medical equipment, eyeglasses, and wheelchairs
- Other, as approved by Whatcom County

Limitations: Flex fund expenditures must be within the allowable criteria of the funding source in addition to the criteria established by the County, as identified above, and must have no other funding available from any other source. Use of flex funds must be documented in the client’s file.

Flex funds distributed to any one client cannot exceed \$1,000 per year, except with written authorization from the County. No flex fund disbursements are to be made directly to the client but rather will be made on behalf of a client. Flex funds may not be used to purchase retailer or merchant gift cards, vouchers, or certificates that can be exchanged for cash or that allow the recipient to purchase alcohol, tobacco, or cannabis products.

Documentation: Requests for reimbursement of flex funds must include the attached form including the following:

- A. The person or organization funds were paid to.
- B. Date of transaction.
- C. A list of the goods and/or services purchased.
- D. The cost of the goods and/or services purchased.
- E. The initials of the client and/or unique identifying number of the client for whom the goods and/or services were purchased.
- F. The total amount of flex funds distributed to the client during the year.
- G. The service need addressed by the expenditure.
- H. Accompanying invoices and/or receipts.
- I. Evidence of administrative review of expenditures

See Attached Form

Contractor:			Contract:			Period:		
Whatcom County Health and Community Services Flex Fund Documentation								
Paid To *	Date	Cost	Goods/Services Purchased	Client ID	Total \$ To Client this Year	Service Need	No Other Funding Available	Administrative Review
* ATTACH RECEIPTS FOR EACH PURCHASE								