



Memorandum

TO: Satpal Sidhu, County Executive
FROM: Erika Lautenbach, Director
RE: Domestic Violence & Sexual Assault Services (DVSAS) – Emergency Shelter Contract Amendment #2
DATE: **NOVEMBER 13, 2023**

Attached is a contract amendment between Whatcom County and DVSAS for your review and signature. This amendment extends the contract for an additional year, adds funding for expanded case management services, revises reporting requirements, updates the quarterly reporting link, and updates the budget to reflect the extended contract period.

▪ **Background and Purpose**

DVSAS has operated Whatcom County’s only emergency domestic violence shelter since 2014. This contract provides funding for personnel and other costs necessary to operate and maintain three safe shelters in Whatcom County which includes a 21-bed house for women with children and two other houses (16 beds total) for single women.

▪ **Funding Amount and Source**

Funding for this contract period (01/01/2024 – 12/31/2024), in an amount not to exceed \$65,307, is provided by local document recording fees (\$35,307) and the Washington State Department of Commerce Emergency Housing Fund Grant [\$30,000 – (ALN 21.027)]. These funds are included in the 2024 budget. Council authorization is required as funding for this amendment exceeds 10% of the amount authorized by Council on 12/06/2022.

▪ **Differences from Previous Contracts**

Section	Differences
General Terms – Section 10.2, Extension	Extends contract for one year, through 12/31/2024
Exhibit A – Scope of Work	Revises reporting requirements and updates the link for submitting quarterly reports.
Exhibit B – Compensation	Adds \$13,744 for case management and reflects the budget and funding sources for the extended contract period.

Please contact Christopher D’Onofrio, Housing & Homeless Services Supervisor at 360-778-6049 (CDonofri@co.whatcom.wa.us) or Kathleen Roy, Financial & Administrative Manager at 360-778-6007 (KRoy@co.whatcom.wa.us), if you have any questions.