

**WHATCOM COUNTY  
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:  
201905015 – 6

Originating Department:	85 Health
Division/Program: (i.e. Dept. Division and Program)	8550 Human Services / 855040 Housing
Contract or Grant Administrator:	Barbara Johnson-Vinna
Contractor's / Agency Name:	Catholic Community Services

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 #:	201905015	

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):	Contract Cost Center:	124112 / 121100
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"/>
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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 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): \$ 729,748	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: \$ 60,757	
Total Amended Amount: \$ 790,505	

Summary of Scope: This contract provides partial funding to support 24/7/365 facility-based staffing at Francis Place to ensure a safe, supportive living environment conducive to housing stability and recovery-oriented life for its tenants.

Term of Contract:	1 Year	Expiration Date:	06/30/2022
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Contract Routing:	1. Prepared by:	JT	Date:	08/02/2021
	2. Health Budget Approval	KR	Date:	09/14/2021
	3. Attorney signoff:	RB	Date:	09/17/2021
	4. AS Finance reviewed:	M Caldwell	Date:	9/17/21
	5. IT reviewed (if IT related):		Date:	
	6. Contractor signed:		Date:	
	7. Submitted to Exec.:		Date:	
	8. Council approved (if necessary):	AB2021-557	Date:	
	9. Executive signed:		Date:	
	10. Original to Council:		Date:	

## WHATCOM COUNTY CONTRACT AMENDMENT

### PARTIES:

**Whatcom County**  
**Whatcom County Health Department**  
**509 Girard Street**  
**Bellingham, WA 98225**

**AND CONTRACTOR:**  
**Catholic Community Services**  
**1133 Railroad Avenue**  
**Bellingham, WA 98225**

### CONTRACT PERIODS:

<b>Original:</b>	<b>07/01/2019 – 06/30/2020</b>	<b>Amendment #3 &amp; #4:</b>	<b>01/01/2021 – 06/30/2021</b>
<b>Amendment #1:</b>	<b>01/01/2020 – 06/30/2020</b>	<b>Amendment #5:</b>	<b>07/01/2021 – 06/30/2022</b>
<b>Amendment #2:</b>	<b>07/01/2020 – 06/30/2021</b>	<b>Amendment #6:</b>	<b>10/01/2021 – 06/30/2022</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 add a 1 FTE position for a Behavioral Health Specialist to be shared by Francis Place and 22 North. This position will provide behavioral health services to residents and related consultation services for staff of these programs.
2. Amend Exhibit B, Compensation to add \$60,757 in Behavioral Health Funds for the salary and other costs related to this position during the period of 10/1/2021 through 06/30/2022.
3. Funding for this contract period (07/01/2021 – 06/30/2022) is not to exceed \$306,173.
4. Funding for the total contract period (07/01/2019 – 06/30/2022) is not to exceed \$790,505.
5. All other terms and conditions remain unchanged.
6. The effective start date of the amendment is 10/01/2021.

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.

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APPROVAL AS TO PROGRAM: \_\_\_\_\_  
Ann Beck, Human Services Supervisor Date

DEPARTMENT HEAD APPROVAL: \_\_\_\_\_  
Erika Lautenbach, Health Department Director Date

APPROVAL AS TO FORM: \_\_\_\_\_  
Royce Buckingham, Prosecuting Attorney Date

FOR THE CONTRACTOR:

Will Rice, Vice President		
_____	_____	_____
Contractor Signature	Print Name and Title	Date

FOR WHATCOM COUNTY:

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

**CONTRACTOR INFORMATION:**

**Catholic Community Services**  
1133 Railroad Avenue  
Bellingham, WA 98225  
360-676-2164 ext. 4054  
[willr@ccsww.org](mailto:willr@ccsww.org)

## **EXHIBIT “A” – Amendment #6**

### **Scope of Work**

#### **I. Background**

The 2018 point in time homeless census counted 815 people in Whatcom County. The causes of homelessness include economic reasons, family break up, mental illness, drug or alcohol abuse, domestic violence, and a lack of safe, affordable housing. Of those counted, many had characteristics of chronic homelessness, including those who had been homeless for over a year, had four or more episodes of homelessness in the last three years, and who are frequent users of community emergency services. Catholic Housing Services (CHS) has a forty-two unit apartment building, known as Francis Place, to supply affordable permanent supportive housing to homeless individuals, including veterans, people with a history of homelessness and serious behavioral health problems, and individuals with a history of homelessness who require supportive services to remain stably housed. Catholic Community Services (CCS), a sister organization to CHS, will continue to provide residential services to tenants at Francis Place, while CHS will continue in a property management role. The purpose of this contract is to provide 24/7/365 facility-based staffing to ensure a safe, supportive living environment conducive to housing stability and a recovery-oriented life for its tenants, and a positive relationship with neighborhood tenants and businesses.

#### **II. Definitions**

Permanent Supportive Housing (PSH) – Housing for a person with multiple barriers to employment and housing stability, which might include mental illness, substance abuse disorders and/or other disabling or chronic conditions. A comprehensive array of supportive services is available to each resident.

#### **III. Statement of Work**

The Contractor will be responsible for providing 24/7/365 facility-based staffing and for the overall management of a positive and healthy living environment at Francis Place. The Contractor will also be responsible to work proactively with neighboring residents and business owners to build and maintain positive relationships.

The Contractor will be responsible for meeting the following obligations deemed necessary to support the program objectives of housing stability for individuals with a history of homelessness at Francis Place, as well as good neighbor behavior.

1. Create a positive community among residents by actively engaging residents in on-site recreational and social activities. Create opportunities for resident involvement in internal and external neighborhood volunteer activities. Operate all functions in lobby office, including checking visitors in and out, answering phones, and monitoring the security system.
2. Maintain safety and security of all staff, residents and visitors by monitoring all general access areas and enforcing building rules, including street front.
3. Work collaboratively with other CCS/CHS staff, Veterans Affairs staff, and other outside service providers, to ensure provision of coordinated services to residents. Assist case management staff by encouraging service-resistant residents to engage in treatment.
4. Proactively establish positive relationships with neighborhood residents and businesses, and respond to neighborhood complaints promptly and professionally. Establish and maintain a policy that outlines expectations of good neighbor behaviors. Ensure on-site staff receives training on policy and procedures.
5. Provide a single phone number that is accessible to residents and neighboring businesses 24/7 where immediate concerns can be reported to a live person.
6. Provide behavioral health management support by helping residents and guests make pro-social choices. Assist residents to remain in compliance with all components of their lease, including the House Rules addendum and Non-tolerance for Criminal Activity addendum.

7. Respond to resident complaints and concerns in a timely manner.
8. Provide move in kits for new residents lacking resources for basic supplies needed, i.e. beddings, towels, dishes.
9. Provide bio-hazard cleanings of Francis Place two to three times annually.
10. Address issues that threaten continued program participation and the safety of other residents or the immediate neighborhood. Respond to crises in a supportive way; keeping residents safe and contributing to a safe community. Initiate action as required, including contact with the emergency response system.
11. Work closely with Whatcom Homeless Service Center (WHSC) and other community stakeholders to guide the referrals of potential residents into the program. Follow the WHSC policy for prioritizing individuals identified for PSH at Francis Place to the extent possible.
12. Provide initial, and thereafter, annual training to on-site staff on Substance Use Disorders, Serious Mental Illness, Milieu Management, and Good Neighbor Policies and Procedures.
13. Provide onsite behavioral health services by a Behavioral Health Professional for residents of Francis Place and 22 North, both permanent supportive housing programs. This position will also provide behavioral health consultation services for staff of both programs. The position will coordinate a work schedule with program management for sharing this position generally on a 50/50 basis for both programs, with flexibility in scheduling contingent upon the needs of the programs by agreement of program directors. Behavioral health services to be provided by this position may include:
  - a. Screening residents to determine behavioral health needs; screening potential residents' behavioral health needs as they relate to housing placement and stability.
  - b. Conducting assessments for residents of behavioral health issues, including mental health and substance abuse history for residents who are not engaged with a mental health or substance use disorder treatment provider.
  - c. Developing a file and charting all provider contacts on residents engaged in formal behavioral health services.
  - d. Completing an Individualized Treatment Plan conjointly with each resident engaged in behavioral health treatment with behavioral health staff.
  - e. Providing treatment and case management activities.
  - f. Coordinating ongoing care with other professionals.
  - g. Providing for an after-hours response system in the event of an emergency.
  - h. Following relevant state statutes for provision of mental health treatment.
14. Comply with State and Federal confidentiality laws and regulations.

## **I. Program Outcomes and Reporting Requirements**

During this contract period, the Contractor is expected to meet the following outcomes in efforts towards achieving the goals of the Whatcom County Local Plan Update to 10 Year Plan to End Homelessness which are:

1. Reduce homelessness;
2. Reduce time spent homeless;
3. Increase number of people moving in to permanent housing; and
4. Increase housing retention rates and reduce returns to homelessness.
5. Increase number of people receiving behavioral health treatment and support.

The Contractor will provide quarterly reports for Permanent Supportive Housing due by the 15<sup>th</sup> for the months of April, July, October, and January. The current\* reporting template for this contract will be posted on the Whatcom County Health Department Housing Program website which may be accessed at:

<https://whatcomcounty.us/DocumentCenter/View/37565/WCHDquarterlyPSHreport2019FrancisPlace>

\*Contractors will be notified via email of updates to reporting templates.

**EXHIBIT “B” – Amendment #6**  
Compensation

I. **Budget and Source of Funding:** The source of funding for this contract, in an amount not to exceed \$306,173, is the Behavioral Health Program Fund and County-held SHB 2060 funding. The budget for this contract is as follows:

*Cost Description	Documents Required with Each Invoice	Budget
Personnel – Salaries + Benefits	Approved Composite Billing Rate Worksheet for each staff member and Timesheets for the period.	\$241,940
Supplies	GL Detail	\$9,306
Cell Phone Expenses		\$3,200
Occupancy		\$6,264
Mileage	Mileage log to include: name of the staff member, date of travel, starting point and destination of travel, number of miles traveled, and a brief description of the purpose of travel. Mileage will be reimbursed at a rate not to exceed the GSA’s rate (per <a href="http://www.gsa.gov">www.gsa.gov</a> ).	\$2,522
Staff Training	Ground transportation, coach airfare and ferries will be reimbursed at cost when accompanied by receipts. Reimbursement requests for allowable travel must include the name of the staff member, dates of travel, starting point and destination, and a brief description of the purpose. Receipts for registration fees or other documentation of professional training expenses. Lodging and meal costs for training are not to exceed the GSA’s Domestic Per Diem Rates ( <a href="http://www.gsa.gov">www.gsa.gov</a> ), specific to location. Receipts for meals are not required. Receipts required for tuition or registration fees.	\$2,000
Bio-hazard cleanings and new resident move-in kits	GL Detail, receipts	\$5,000
<b>SUBTOTAL</b>		<b>\$270,232</b>
**Indirect Costs (13.3%)		\$35,941
<b>TOTAL</b>		<b>\$306,173</b>

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

\*\*Indirect costs shall not exceed the percentage identified above.

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 (include contract/PO number) 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 the 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 Services: 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.