



Public Health and Social Services

CONTRACT

H02-0258-25-A

HRC 2025-2026

Lewis County



PUBLIC HEALTH AND SOCIAL SERVICES

Project: HRC 2025-2026, H02-0258-25-A

Effective Date: Tuesday, July 1, 2025

1. Amendment Executive Summary

Contract #H02-0258-25 Amendment #A

Between The Housing Resource Center of Lewis County and Lewis County

Background Information and Purpose

Contract name is HRC 2025-2026.

The Department of Commerce contracts with Lewis County to oversee the administration of the Consolidated Homeless Grant (CHG).

This subcontract provides case management and rapid rehousing services to those who are literally or at imminent risk of homelessness in Lewis County.

The purpose of this amendment is to (1) increase the overall budget and (2) extend the contract end date.

Duration

Tuesday, July 1, 2025, through June 30, 2026

Budget Impact

Revenue ORG(s): 1040HREV 334042, Expense Project(s): PH182130

Original Budget: \$87,500.00

Amendment A: \$87,500.00

Total Maximum Consideration: \$175,000.00

This contract was anticipated for the current fiscal year.

Cover Letter

Ruth Gutierrez, Director

Please email executed contract to: rgutierrez@hrclewiscounty.com

2. Preamble

2.1. Purpose

This contract is entered into between Lewis County, hereinafter called County, and The Housing Resource Center of Lewis County, hereinafter called Contractor. This subcontract provides case management and rapid rehousing services to those who are literally or at imminent risk of homelessness in Lewis County.

2.2. Parties

Each party to this contract shall have a contract representative empowered to enter into this contract on behalf of their party. Each party may change its representative upon providing written notice to the other party. The parties' Contract Representatives for this contract are:

For the County:

Kirstine Ward, Community Outreach Worker Senior

Email: kirstine.ward@lewiscountywa.gov, Phone: (360) 880-6391

For the Contractor:

Ruth Gutierrez, Director

Email: rgutierrez@hrclewiscounty.com, Phone: (360) 736-5140

2.3. Authorization

Only the Lewis County Board of County Commissioners, the Department Director, or their designated Contract Officer identified herein, shall have the expressed, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this contract is not effective or binding unless made in writing and signed by the Lewis County Board of County Commissioners, the Department Director, or their Contract Officer.

2.4. Contract Term

This contract shall commence on Tuesday, July 1, 2025, and terminate on June 30, 2026.

2.5. Contractor Representation

Contractor represents by signing this contract that it is qualified and possesses the necessary capabilities and sufficient skills, including technical and professional skills where required and has the necessary licenses and certifications to perform the services set forth in this contract.

2.6. Mutually Negotiated

County and Contractor acknowledge and by signing this contract agree that this contract has been mutually negotiated and agreed to by both parties.

3. Contract Amendment

Permissible pursuant to the Contract Amendment provision set forth in the General Conditions section of the original agreement, and intended to effect necessary modifications within the scope of the original contract and any amendments subsequently made thereto.

3.1. Contract Timeline

This amendment extends the end date of the contract from September 30, 2025, to June 30, 2026.

3.2. Budget Detail

Allocations of funding, attached and incorporated by this reference, amends and replaces "Exhibit B: Budget, Invoicing, and Contractor Payment" as follows:

Budget Item Description	Original Budget	Amendment A	Revised Budget
Administration (Not to exceed 15% of non-admin monthly expenditures)	\$ 13,125.00	\$13,125.00	\$26,250.00
Rent	\$24,791.68	\$24,792.32	\$49,584.00
Facilities Support	\$24,791.66	\$24,791.34	\$49,583.00
Operations	\$24,791.66	\$24,791.34	\$49,583.00
Total	\$87,500.00	\$87,500.00	\$175,000.00

3.3. Remaining Terms and Conditions

All remaining terms and conditions of the original agreement, together with any and all subsequent amendments thereto, shall remain in full force and effect.

Signature Page

The terms and conditions of this contract, including all attachments and subsequent amendments, constitute the entire and exclusive understanding between the parties. No other understandings, writings, and communications, oral or otherwise, regarding the subject matter of this contract shall exist to bind the parties. The parties signing below represent they have read and understand this contract and have the authority to execute this contract.

PLEASE NOTE: In accordance with Resolution 25-087, this contract is subject to approval by the Lewis County Board of County Commissioners. The Lewis County Board of County Commissioners delegates contract approval authority to the Department Director, subject to all provisions in Resolution 25-087.

For the County

For the Contractor

Meja Handlen

Ruth Gutierrez

FULL NAME

FULL NAME

Public Health & Social Services Director

Director

TITLE

TITLE

SIGNATURE

SIGNATURE

DATE SIGNED

DATE SIGNED