

WHATCOM COUNTY CONTRACT INFORMATION SHEET

Whatcom County Contract No.

Originating Department:	70 - Superior Court
Division:	7010 - SC-Administration
Program:	Family and Juvenile Court Improvement Plan (FJCIP)
Contract or Grant Administrator:	Stephanie Kraft
Contractor's / Agency Name:	Administrative Office of the Courts

Type of contract:	Grant (Whatcom County is Grantee) (State Funds)	
Is this a new contract ? Yes	If not, is this an amendment or renewal to an existing contract? No	If amendment or renewal (per W.C.C. 3.08.11(a)), original contract #:
Is this a grant agreement? Yes	If yes, grantor agency contract numbers: AOC3249	ALN: <i>Complete ALN field if contract involves direct federal grants/cooperative agreements or pass-through federal funds</i>
Is this contract grant-funded ? No	If yes, Whatcom County grant contract number(s):	
Is this contract the result of an RFP or Bid Process ? No	If yes, RFP and Bid number(s):	Federal reimbursement? No
Procurement Method:	N/A - Interlocal/Grant - For interlocal agreements between governments or grant-funded contra	
Council review requirements & exemptions:	Required - Grant exceeds \$40,000	

Fund:	1000	Original Contract Amount (if amendment):	
Cost Center:	10007054	This Amendment Amount (if applicable):	
Object Account:		Total Contract Amount:	\$122,250

Contract term ends: June 30, 2027

Contract routing (please initial & date):

Prepared by:	MH 6/24/26	Contractor signed:	
Contractor review:		Executive review:	
Attorney signoff:	Electronic approval TS/MH 06/25/26	Council approval, if necessary:	AB#:
AS Finance review:	J. Thomson 07/01/2026		
IT review (if related):		Executive signed	

INTERAGENCY AGREEMENT – AOC3249
BETWEEN
WASHINGTON STATE ADMINISTRATIVE OFFICE OF THE COURTS
AND
WHATCOM COUNTY SUPERIOR COURT
FOR THE SUPPORT OF
FAMILY AND JUVENILE COURT IMPROVEMENT PLAN (FJCIP)

1. PARTIES TO THE AGREEMENT

This Interagency Agreement is made and entered into by and between the State of Washington acting by and through the Washington State Administrative Office of the Courts, hereinafter referred to as "AOC" and Whatcom County Superior Court referred to as "Court". The AOC and the Court may each be referred to individually as a "Party" or collectively as the "Parties."

2. PURPOSE

The purpose of this Agreement is to engage the services of the Court to improve and support family and juvenile court operations as set forth in the Family and Juvenile Court Improvement Plan ("FJCIP") legislation, RCW 2.56.220-230.

Funds received under this Agreement may only be used to supplement, not supplant, any other local, state or federal funds received for the Court.

THEREFORE, IT IS MUTUALLY AGREED THAT:

3. STATEMENT OF THE WORK

- a. The Court shall:
- i. Assign a Chief Judge for the family and juvenile court for a **two (2) year** term at minimum.
 - ii. Hire an FJCIP Coordinator within a timeframe acceptable to both AOC and the Court, provide that Coordinator with training in the area of family and juvenile law, and ensure that Coordinator participates in specialized Coordinator trainings offered by AOC, including the FJCIP Coordinator Community of Practice.
 - iii. Document that all court commissioners and judges serving in the county's FJCIP have completed a minimum of 30 hours of specialized training in dependency and family law related topics as required under RCW2.56.230.
 - iv. Create learning opportunities to engage local dependency court system partners in acquiring new skills and changing practice with a shared goal of improving outcomes for children, families, and the professionals who

- support them.
 - v. Work with AOC Staff to support mutually agreed upon court improvement projects, including data collection, evaluation, multi-disciplinary training and meetings of court and community partners.
 - vi. Submit a spending plan detailing the intended use of funds received under this agreement to AOC by September 30, 2026.
 - vii. Submit a budget report comparing actual expenditures with the contract budget for the period of July 1 through December 31 with budget projections for the next three years to AOC by February 15, 2027.
 - viii. Submit a report comparing all actual expenditures for the period of July 1, 2026, to June 30, 2027, with the contract budget to AOC by July 30, 2027.
 - ix. Submit or update a “local improvement plan” utilizing the format received under this agreement to AOC by September 30, 2025.
- b. The Court shall submit to the AOC semi-annual reports of court’s purpose, goals, activities and progress on measurable outcomes related to Family and Juvenile Court Improvement Program activities during the preceding quarter. Semi-annual reports are due September 15, 2026, and March 1, 2027.

4. PERIOD OF PERFORMANCE

The period of performance under this Agreement shall be from July 1, 2026, through June 30, 2027.

5. COMPENSATION

- a. AOC will reimburse the Court a total compensation not to exceed **\$122,250.00** for payments made during the period from July 1, 2026, through June 30, 2027, related to the purpose of this Agreement.
- b. AOC may extend the term of this Contract or increase funds by mutual written amendment. Such amendment shall be on the same terms and conditions as set forth in this Contract.

c. Funding Allocation

Cost Category	Amount
FJCIP Coordinator Salary & Benefits	\$113,000.00
Cross-System Retreat	\$5,000.00
Family Engagement	\$1,000.00
Trauma-Responsive Supports	\$3,250.00
Total Contract Amount	\$122,250.00

d. **Cost Category Descriptions**

- i. **FJCIP Coordinator Salary & Benefits** - Funds may be utilized for salary and benefits costs associated with the FJCIP Coordinator position during the term of this Agreement.
- ii. **Cross-System Retreat** - Funds allocated for a cross-system retreat shall be used to engage local dependency court partners in acquiring new skills, addressing court culture, building cross-system collaboration, and improving practice with the shared goal of improving outcomes for children, families, and the professionals who support them.

Funding may cover:

- Venue expenses
- Meals and refreshments
- Training materials and supplies
- Speaker and facilitator fees
- Other approved retreat-related expenses
 - Priority shall be given to an in-person cross-system retreat. Excess retreat funds may be utilized for additional in-person training opportunities.

- iii. **Family Engagement** - Funds allocated for family engagement shall support family engagement activities, projects, supplies, and event costs that strengthen relationships between the court and families and support reunification efforts.

Allowable expenses may include:

- Family reunification celebrations
- Family engagement events
- Meals and refreshments
- Activity supplies
- Certificates and recognition materials
- Signage and printing
- Transportation assistance
- Family activity supports
- Children's items
- Approved gift cards or prepaid cards as provided in Section 6

- iv. **Trauma-Responsive Supports** - Funds allocated for trauma-responsive supports shall support the implementation and sustainability of trauma-responsive practices within dependency court systems.

Allowable expenses may include:

- Enhancement of physical court spaces
- Trauma-responsive supplies and materials
- Protein for All program supports
- Family activity kits
- Hygiene supplies
- Diapers
- Transportation assistance
- Food supports
- Educational supplies
- Safety items
- Approved gift cards or prepaid cards as provided in Section 6

e. Reallocation of Funds Between Funding Categories

- i. With prior written approval from the AOC Program Manager, the Court may reallocate funds among the Cross-System Retreat, Family Engagement, and Trauma-Responsive Supports categories to address local needs and maximize the impact of Family and Juvenile Court Improvement Program activities. Funds may not be reallocated from or to the FJCIP Coordinator Salary and Benefits category without a formal contract amendment.
- ii. Requests for reallocation must be submitted in writing and describe the proposed transfer amount, funding category, and intended use of the funds. Approval documentation shall be maintained by the Court and submitted upon request. The approval email shall be submitted with subsequent A19 approvals to substantiate the approved reallocation.

f. Other Funding Considerations:

- i. Funds utilized under this agreement for meals or lodging may not exceed authorized Washington rates.
- ii. Gift cards or prepaid cards may be reimbursable only when utilized as direct family supports connected to approved trauma-responsive or family engagement activities under this Agreement. Allowable uses include transportation assistance, food supports, family activities, educational needs, hygiene supplies, safety items, and other direct supports intended to reduce barriers to participation, promote family engagement, or stabilize families involved in the dependency court system.
- iii. Gift card expenditures exceeding \$1,000 in aggregate during the contract period require prior written approval from the AOC Program Manager.

iv. Courts must maintain documentation identifying:

- Type of card
- Dollar amount
- Intended purpose
- Recipient or family identifier
- Date distributed

Such documentation shall be maintained on the Appendix A – Gift Card Tracking Log and submitted with reimbursement requests. Supporting receipts and inventory records must be sufficient for audit purposes.

- v. Gift cards or prepaid cards purchased under this Agreement but not distributed prior to June 30, 2027, may be retained by the Court solely for future distribution to eligible families participating in Family and Juvenile Court Improvement Program activities. The Court shall maintain an ongoing inventory of any undistributed cards and document their eventual distribution.

6. INVOICES; BILLING; PAYMENT

The Court will submit properly prepared itemized invoices via email on an A19 form to AOC Program Manager at Rosalynn.Guillen@courts.wa.gov and CC FYJP@courts.wa.gov. Invoices shall be submitted no more than once a month. Incorrect or incomplete A19s shall be returned by AOC to the Court for correction or reissuance. All A19s shall provide and itemize, at a minimum, the following:

- Agreement Number: AOC3249
- Court name, address and phone number
- Description of Reimbursement
- Date(s)Services were provided
- Receipt(s) and any supporting documentation
- For any gift card or prepaid card expenditures, the Court shall submit a completed Appendix A – Gift Card Tracking Log identifying:
 - Date purchased
 - Vendor
 - Type of card
 - Dollar amount
 - Intended purpose
 - Recipient or family identifier
 - Date distributed
 - Courts shall retain all supporting receipts and inventory records for audit purposes.

- Appendix A – Gift Card Tracking Log – Example

Date Purchased	Vendor	Card Type	Dollar Amount	Intended Purpose	Recipient/Family Identifier	Date Distributed
7/15/2026	Safeway	Grocery Gift Card	\$50	Food Support	Family #001	7/18/2026
8/10/2026	Chevron	Gas Card	\$25	Transportation	Family #004	8/12/2026

- Total Reimbursement

Payment will be considered timely if made by the AOC within thirty (30) calendar dates of receipt of a properly prepared A19. No A19 shall be submitted until after a deliverable has been accepted by the AOC Program Manager. The AOC will not make any advanced payments or payments in anticipation of services or supplies under this Contract.

7. REVENUE SHARING

- a. AOC, in its sole discretion, may initiate revenue sharing. AOC will notify the Court **via unilateral amendment to the agreement** no later than May 1, 2027, that AOC intends to reallocate funding among courts in the program. If AOC determines the Court may not spend all funds available under the Agreement, then AOC may reduce the Agreement amount. If AOC determines the Court may spend more funds than available under the Agreement and for its scope, then AOC may increase the Agreement amount.
- b. If the AOC initiates revenue sharing, then the Court must submit the final revenue sharing A-19 to payables@courts.wa.gov and Rosalynn.Guillen@courts.wa.gov and FYJP@courts.wa.gov between July 12, 2027, and August 1, 2027.

8. AGREEMENT MANAGEMENT

The Program Manager and Court Program Manager noted below shall be responsible for and shall be the contact people for all communications and billings regarding the performance of this Contract. The parties may change administrators by written notice.

AOC Project Manager	Court Agreement Manager
<p>Rosalynn Guillen PO Box 41170 Olympia, WA 98504 Rosalynn.Guillen@courts.wa.gov (360) 704-4032</p>	<p>Stephanie Kraft 311 Grand Ave Bellingham, WA 98225 SKraft@co.whatcom.wa.us (360) 778-5490</p>

9. RECORDS, DOCUMENTS, AND REPORTS

- a. The Court shall maintain books, records, documents and other evidence of accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. These records shall be subject at all reasonable times to inspection, review, or audit by personnel duly authorized by the AOC, the Office of the State

Auditor, and federal officials so authorized by law, rule, regulation, or contract. The Court will retain all books, records, documents, and other material relevant to this contract for six (6) years after expiration and make them available for inspection by persons authorized this provision.

- b. It is the policy of the Administrative Office of the Courts to facilitate access to administrative records. This Agreement and related records are subject to disclosure under General Court Rule 31. 1. For additional information, please contact the AOC Public Records Officer.

10. RIGHTS IN DATA

Unless otherwise provided, data which originates from this Agreement shall be "works for hire" as defined by the U. S. Copyright Act of 1976 and shall be owned by the AOC. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/ or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

11. RESPONSIBILITY OF THE PARTIES

Each party to this Agreement assumes responsibility for claims and/ or damages to persons and/ or property resulting from any act or omission on the part of itself, its employees, or its agents. Neither party assumes any responsibility to the other party for any third- party claims.

12. DISPUTE RESOLUTION

To the extent practicable, the Parties shall use their best, good faith efforts cooperatively and collaboratively to resolve any dispute that may arise in connection with this Agreement as efficiently as practicable, and at the lowest possible level with authority to resolve such dispute. The Parties shall make a good faith effort to continue without delay to carry out their respective responsibilities under this Agreement while attempting to resolve any such dispute. If, however, a dispute persists and cannot reasonably be resolved, it may be escalated within each organization. In such circumstance, upon notice by either party, each party, within five (5) business days shall reduce its description of the dispute to writing and deliver it to the other party. The receiving party then shall have three (3) business days to review and respond in writing. In the event the parties cannot agree on a mutual resolution within fifteen (15) business days, the parties shall appoint a member of a dispute resolution board within Thurston County, and those two appointed members will select a third. The Board shall employ dispute resolution measures and its result is binding. Both parties agree that the existence of a dispute notwithstanding, the Parties will continue without delay to carry out all respective responsibilities under this Agreement that are not affected by the dispute.

13. GENERAL PROVISIONS

- a. Amendment or Modification. Except as set forth herein, this Agreement may not be amended or modified except in writing and signed by a duly authorized

representative of each party hereto. In revenue sharing procedures AOC will issue a unilateral amendment.

- b. Appendix. All appendices referred to herein are deemed to be incorporated in this Agreement in their entirety.
- c. Assignment. The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.
- d. Authority. Each party to this Agreement, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Agreement and that its execution, delivery, and performance of this Agreement has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
- e. Captions & Headings. The captions and headings in this Agreement are for convenience only and are not intended to, and shall not be construed to, limit, enlarge, or affect the scope or intent of this Agreement nor the meaning of any provisions hereof.
- f. Conformance. If any provision of this Agreement violates any statute or rule of law of the State of Washington, it is considered modified to conform to that statute or rule of law.
- g. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Agreement at different times and places by the Parties shall not affect the validity thereof so long as all the Parties hereto execute a counterpart of this Agreement.
- h. Electronic Signatures. An electronic signature or electronic record of this Agreement or any other ancillary agreement shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement or such other ancillary agreement for all purposes.
- i. Entire Agreement. This Agreement constitutes the entire agreement and understanding of the Parties with respect to the subject matter and supersedes all prior negotiations, representations, and understandings between them. There are no representations or understandings of any kind not set forth herein.
- j. Governing Law. The validity, construction, performance, and enforcement of this Agreement shall be governed by and construed in accordance with the laws of the State of Washington, without regard to its choice of law principles that would

provide for the application of the laws of another jurisdiction.

- k. Independent Capacity. The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.
- l. Jurisdiction & Venue. In the event that any action is brought to enforce any provision of this Agreement, the parties agree to exclusive jurisdiction in Thurston County Superior Court for the State of Washington and agree that in any such action venue shall lie exclusively at Olympia, Washington.
- m. No Agency. The parties agree that no agency, partnership, or joint venture of any kind shall be or is intended to be created by or under this Agreement. Neither party is an agent of the other party nor authorized to obligate it.
- n. Right of Inspection. The Court shall provide right of access to its facilities to the AOC, or any of its officers, or to any other authorized agent or official of the State of Washington at all reasonable times, in order to monitor and evaluate performance, compliance, and/ or quality assurance under this agreement.
- o. Severability. If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.
- p. Termination for Cause. If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.
- q. Termination for Convenience. Except as otherwise provided in this Agreement, either party may terminate this Agreement upon thirty (30) calendar days prior written notification. Upon such termination, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of such termination.
- r. Termination for Non-Availability of Funds. AOC' s ability to make payments is contingent on availability of funding. In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to completion or expiration date of this Agreement, AOC, at its sole

discretion, may elect to terminate the Agreement, in whole or part, for convenience or to renegotiate the Agreement subject to new funding limitations and conditions. AOC may also elect to suspend performance of the Agreement until AOC determines the funding insufficiency is resolved. AOC may exercise any of these options with no notification restrictions, although AOC will make a reasonable attempt to provide notice. In the event of termination or suspension, AOC will reimburse eligible costs incurred by the Court through the effective date of termination or suspension. Reimbursed costs must be agreed to by AOC and the Court. In no event shall AOC's reimbursement exceed AOC's total responsibility under the agreement and any amendments.

- s. Suspension for Convenience. AOC may suspend this Agreement or any portion thereof for a temporary period by providing written notice to the Court a minimum of seven (7) calendar days before the suspension date. Court shall resume performance on the first business day following the suspension period unless another day is specified in writing by AOC prior to the expiration of the suspension period.
- t. Waiver. A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

EXECUTED AND EFFECTIVE as of the day and date first above written.

**WASHINGTON STATE
ADMINISTRATIVE OFFICE
OF THE COURTS**

**WHATCOM COUNTY SUPERIOR
COURT
FJCIP**

Signature

Dawn Marie Rubio

Name

WA State Court Administrator / AOC
Director

Title

Date

Signature

Stephanie Kraft

Name

Title

Date

