

**WHATCOM COUNTY  
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:  
201902011 - 7

Originating Department:	85 Health
Division/Program: (i.e. Dept. Division and Program)	8550 Human Services / 855060 Substance Abuse Program
Contract or Grant Administrator:	Alyssa Pavitt
Contractor's / Agency Name:	United General Public Hospital District 304

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 #:		

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):	202201016
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Is this contract the result of a RFP or Bid process?	If yes, RFP and Bid number(s):	Contract Cost Center:	677350
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			

Is this agreement excluded from E-Verify?	No <input type="checkbox"/> Yes <input checked="" 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 checked="" 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):	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> <ol style="list-style-type: none"> <li>Exercising an option contained in a contract previously approved by the council.</li> <li>Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance.</li> <li>Bid or award is for supplies.</li> <li>Equipment is included in Exhibit "B" of the Budget Ordinance</li> <li>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.</li> </ol>
\$ 152,284	
This Amendment Amount:	
\$ 20,350	
Total Amended Amount:	
\$ 172,634	

Summary of Scope: This contract provides funding to support United General's participation in planning and implementing regional youth cannabis and tobacco prevention strategies and activities.

Term of Contract:	6 Months	Expiration Date:	12/31/2022
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Contract Routing:	1. Prepared by:	JT	Date:	06/21/2022
	2. Health Budget Approval	JG	Date:	06/28/2022
	3. Attorney signoff:	RB	Date:	06/24/2022
	4. AS Finance reviewed:	M Caldwell	Date:	7/1/22
	5. IT reviewed (if IT related):		Date:	
	6. Contractor signed:		Date:	
	7. Executive Contract Review:		Date:	
	8. Council approved (if necessary):	AB2022-397	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:

United General Public Hospital District 304  
2031 Hospital Drive, Suite A  
Sedro Woolley, WA 98284

### CONTRACT PERIODS:

Original & Amendment #1: 02/15/2019 – 06/30/2019

Amendment #2: 07/01/2019 – 06/30/2020

Amendment #3: 04/22/2020 – 06/30/2020

Amendment #4: 07/01/2020 – 06/30/2021

Amendment #5: 05/01/2021 – 06/30/2021

Amendment #6: 07/01/2021 – 06/30/2022

Amendment #7: 07/01/2022 – 12/31/2022

**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. Extend the duration and other terms of this contract for 6 months, as per the original contract "General Terms, Section 10.1, Term".
2. Replace Exhibit A – Scope of Work, to reflect priorities for the extended contract period.
3. Replace Exhibit B – Compensation, to update the budget for the extended contract period.
4. Funding for this contract period (07/01/2022 – 12/31/2022) is not to exceed \$20,350.
5. Funding for the total contract period (02/15/2019 – 12/31/2022) is not to exceed \$172,634.
6. All other terms and conditions remain unchanged.
7. The effective start date of the amendment is 07/01/2022.

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, Community Services Manager Date

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

APPROVAL AS TO FORM: \_\_\_\_\_  
Royce Buckingham, Senior Civil Deputy Prosecutor Date

FOR THE CONTRACTOR:

Carol Hawk, Director of Operations		
_____	_____	_____
Contractor Signature	Print Name and Title	Date

FOR WHATCOM COUNTY:

_____	_____
Satpal Singh Sidhu, County Executive	Date

**CONTRACTOR INFORMATION:**

**United General District 304**  
2031 Hospital Drive, Suite A  
Sedro Woolley, WA 98284  
360-854-7170  
[Carol.Hawk@unitedgeneral.org](mailto:Carol.Hawk@unitedgeneral.org)

**EXHIBIT "A" – Amendment #7**  
**(SCOPE OF WORK)**

**I. Background**

Whatcom County is the Lead agency for the North Sound Region Youth Cannabis & Tobacco Prevention Program (YCCTPP – formerly Youth Marijuana Prevention & Education Program) serving Whatcom, Skagit, Island, San Juan, and Snohomish Counties. The County receives funding from Washington State Department of Health (DOH) to coordinate implementation of strategies aimed at reducing initiation and use of cannabis and tobacco by youth (ages 12-20) in the North Sound region. As the lead agency the County contracts with regional partners to carry out strategies outlined in our YCCTPP Strategic Plan. One strategy outlined is to increase opportunities for youth leadership involvement in schools and communities, including implementing a peer to peer cannabis and tobacco prevention education program.

The Contractor is a part of the North Sound Region Youth Cannabis & Tobacco Prevention Network which is coordinated by the County. The Contractor has a long history of successfully coordinating youth leadership training and peer to peer education models. The purpose of this contract is to provide funding to the Contractor to coordinate and implement regional youth leadership opportunities, including the Peer to Peer cannabis and tobacco prevention education program.

**II. Statement of Work**

The Contractor will coordinate Youth Leadership Opportunities in the North Sound Region including implementation of the Peer to Peer cannabis and tobacco prevention program with partners throughout the region. The Contractor will complete the following activities:

**1. Actively Engage in Regional Youth Cannabis and Tobacco Prevention Network:**

- a. Attend bi-monthly regional network meetings.
- b. Facilitate quarterly adult advisor meetings.
- c. Participate in bi-monthly YCCTPP subcontractor meetings.
- d. Participate in regional YCCTPP planning efforts.
  - i. Participate in regional efforts to complete a regional need assessment and updated regional workplan, as required by DOH.
  - ii. Participate in regional network and network assessments, as required by DOH.
  - iii. Work with Whatcom to plan for 2023 regional youth engagement efforts.
- e. Promote partners to join the regional network through: coalitions, meetings, and/or program emails/newsletters. Provide contacts to Regional Coordinator for regional network listserv.
- f. Conduct outreach with regional contractors and full regional network to promote local and statewide Youth Empowerment opportunities.

- g. .
  - h. Participate in the YCCTPP Practice Collaborative Youth Engagement Workgroup and other Practice Collaborative meetings and workgroups, as relevant.
  - i. Attend relevant local or state trainings that support youth cannabis and tobacco prevention efforts. Request approval from Whatcom prior to training attendance.
- 2. Implement Peer to Peer Marijuana Education Curriculum (P2P):**
- a. Work with Peer Trainers to transition to youth-led P2P training:
    - i. Peer trainers, with support of the Contractor will lead:
      - 1. Two High School Regional P2P trainings.
      - 2.
    - ii. Explore possibilities of supplemental mid-year training with additional content such as Policy/Advocacy and Mental Health.
    - iii. Support current P2P groups in their ongoing work.
  - b. Submit a summary report of P2P group activities to Regional Coordinator.
- 3. Other efforts, as approved, that align with the North Sound Region Youth Cannabis and Tobacco Prevention Regional Plan.**

The Contractor will also:

- 1. Maintain accurate records of staff time dedicated to YCCTPP activities.
- 2. Provide verification that background checks have been completed for all staff and volunteers who will work with youth (ages 0-17).
- 3. Submit the required reporting form, provided by the County, to the YCCTPP Regional Coordinator by the 10<sup>th</sup> of each month.

**EXHIBIT "B" – Amendment #7**  
(COMPENSATION)

The source of funding for this contract, in an amount not to exceed \$20,350, is the Washington State Department of Health Youth Cannabis and Commercial Tobacco Prevention Program.

<b>Contract Budget 07/01/2022 – 12/31/2022</b>		
<b>Item</b>	<b>Documentation needed with invoice</b>	<b>Budget</b>
Personnel	Expanded GL Report	\$15,000
Supplies, Materials, Printing	Receipts for supplies, materials, printing, postage, and space rental	\$2,000
Training Expenses – rental space, food, participant and advisor travel, etc.	Copy of agreements and Invoices or receipts.	\$1,000
Travel & Training	For travel, training and conference expenditures, mileage will be reimbursed at the current Federal rate. Ground transportation, coach airfare and ferries will be reimbursed at cost when accompanied by receipts. Lodging and meal costs are not to exceed the U.S. General Services Administration Domestic Per Diem Rates ( <a href="http://www.gsa.gov">www.gsa.gov</a> ), specific to location. Reimbursement requests for allowable travel, training and membership expenses (including conference/training registration fees) must be accompanied by receipts or vendor invoices. Receipts for meals are not required. Mileage records, including the name of the staff member, date of travel, starting point and destination of travel, the number of miles traveled, the per mile reimbursement rate, and a brief description of the purpose of travel, are required for mileage reimbursement.	\$500
<b>Subtotal</b>		<b>\$18,500</b>
Administration @ 10%		\$1,850
<b>TOTAL</b>		<b>\$20,350</b>

1. Contractor may transfer funds between budget line items with prior County approval, but under no circumstances will the Administration rate exceed 10%.
2. Budget adjustments that total ten percent (10%) or more - need approval at least 15 days prior to expending adjusted budget items.
3. Contractor will be required to submit a spend-down plan to the County if the following budget spending guidelines are not met: 50% by October 1, 2022. If a spend-down plan is submitted and not carried through, it will be considered in future funding decisions.

**I. Invoicing**

1. The Contractor shall submit itemized invoices on a monthly basis in a format approved by the County. Monthly invoices must be submitted by the 20<sup>th</sup> day of the month following the month of service. Invoices submitted for payment must include sufficient documentation to prove the validity of all costs claimed. A general ledger report of costs claimed toward this project will be sufficient for invoicing this agreement. Whatcom County reserves the right to request further back-up documentation for any costs claimed for reimbursement. Equipment purchases are not an allowable expense. Food and incentive purchases must follow DOH YMPEP guidelines.

2. The Contractor shall submit invoices to (include contract/PO #) [HL-BusinessOffice@co.whatcom.wa.us](mailto:HL-BusinessOffice@co.whatcom.wa.us).
3. Payment by the County will be considered timely if it is made within 30 days of the receipt and acceptance of billing information from Contractor. The County may withhold payment of an invoice if the Contractor submits it more than 30 days after the expiration of this contract.
4. 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.**

5. 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.