

**WHATCOM COUNTY CONTRACT
INFORMATION SHEET**

Whatcom County Contract No.

202204035

Originating Department:	85 Health
Division/Program: (i.e. Dept. Division and Program)	8530 Community Health / 853020 Healthy Children & Families
Contract or Grant Administrator:	Judy Ziels
Contractor's / Agency Name:	City of Bellingham

Is this a New Contract?	If not, is this an Amendment or Renewal to an Existing Contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Yes <input checked="" type="checkbox"/>	No <input 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 checked="" type="checkbox"/> No <input type="checkbox"/>		
Is this contract grant funded?	If yes, Whatcom County grant contract number(s):	
Yes <input 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:	621200
Yes <input type="checkbox"/> No <input 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 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 checked="" 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 exceeding \$40,000 , and professional service contract amendments that have an increase greater than \$10,000 or 10% of contract amount, whichever is greater, except when: 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.
\$ 150,000	
This Amendment Amount:	
\$	
Total Amended Amount:	

Summary of Scope: This Agreement provides funding for Children & Family Action Plan implementation activities.

Term of Contract:	1 Year	Expiration Date:	12/31/2022
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Contract Routing:	1. Prepared by:	JT	Date:	03/14/2022
	2. Health Budget Approval:	KR/JG	Date:	03/16/2022
	3. Attorney signoff:	RB	Date:	03/16/2022
	4. AS Finance reviewed:	M Caldwell	Date:	3/16/22
	5. IT reviewed (if IT related):		Date:	
	6. Contractor approved:		Date:	
	7. Submitted to Exec.:		Date:	4-22-22
	8. Council approved (if necessary):	AB2022-194	Date:	4-12-22
	9. Executive signed:		Date:	4-22-22
	10. Original to Council:		Date:	

COUNTY ORIGINAL

Whatcom County Contract Number

202204035

**FINANCIAL ASSISTANCE AGREEMENT FOR
THE CHILD AND FAMILY ACTION PLAN BETWEEN
WHATCOM COUNTY – CITY OF BELLINGHAM**

WHATCOM COUNTY, a political subdivision of the State of Washington, acting through the Whatcom County Health Department, (hereinafter the “Recipient”), located at 509 Girard Street, Bellingham, WA 98225 and the **CITY OF BELLINGHAM**, a first-class municipal corporation of the State of Washington (hereinafter the “City”), with offices at 210 Lottie Street, Bellingham, WA 98225, in consideration of the mutual covenants herein, do agree as follows:

1. **PURPOSE:** This Agreement sets out the terms of financial assistance provided by the City to the Recipient to support the Child and Family Action Plan as further detailed in Exhibit A “Statement of Work”, attached hereto and incorporated herein by this reference.
2. **TERM OF AGREEMENT.** Notwithstanding the date of execution hereof, this Agreement shall be in effect from 01/01/2022 to 12/31/2022.
3. **LIAISON.** The City’s responsible person for this Agreement is Brian Heinrich, Deputy Administrator. The Recipient’s responsible person is Judy Ziels, Public Health Nurse Supervisor.
4. **STATEMENT OF WORK.** See attached Exhibit A, incorporated herein by this reference.
5. **FUNDS PROVIDED AND METHOD OF PAYMENT.**
 - A. The financial assistance provided to the Recipient shall not exceed **\$150,000**.
 - B. The City agrees to financially assist the Recipient only for activities specified in Exhibit A. Payment shall be based on properly executed quarterly invoices. The Recipient shall submit the invoices, documentation and any necessary reports by the 15th of the month, following the period being invoiced, except for January where the same will be due by the 10th of the month. Invoices shall be sent to 210 Lottie Street – Bellingham, WA 98225 or tlewis@cob.org. The City will make payment to the Recipient no more than thirty (30) days after said reimbursement request is received and approved by the City.
6. **EXTRA WORK AND CHANGE ORDERS.** Work in addition to or different from that provided for in the Scope of Work section of Exhibit A shall only be allowed by prior authorization in writing, as a modification to this Agreement. Such modifications shall be attached hereto and shall be approved in the same manner as this Agreement.
7. **ACCOUNTING AND AUDIT.** The Recipient agrees to keep records of all financial matters pertaining to this Agreement in accordance with generally accepted accounting principles and to retain the same for a period of three years after termination of this Agreement. The financial records shall be made

available to representatives of the City or any other governmental agency with jurisdiction for audit, at such reasonable time and places as the City shall designate.

- 8. INDEMNIFICATION AND INSURANCE.** The Recipient agrees to defend the City, hold it harmless, and indemnify it as to all claims, suites, costs, fees and liability arising out of the acts or work of the Recipient, its employees, subcontractors, or agents (including field work) pursuant to this Agreement, where such liability is incurred as a result of the actions or omissions of such parties. Recipient will obtain and maintain in force adequate insurance and/or self-insurance with coverage limits sufficient to cover potential liability arising within the Scope of Work.

Recipient specifically and expressly waives any immunity that may be granted under the Washington State Industrial Insurance Act, Title 51 RCW. Further, the indemnification obligation under this contract shall not be limited in any way by any limitation on benefits payable to or for any third party under the workers' compensation acts.

- 9. COMPLIANCE WITH LAWS.** The Recipient shall comply with all applicable laws, ordinances, and codes of the local, State, and Federal governments. Recipient shall submit any and all information the City requires to demonstrate compliance with such laws, ordinances, and codes within two weeks of City's request for such information. The Recipient covenants that its employees have no interest and will not acquire interest, direct or indirect, or any other interest which would conflict in any manner or degree with the performance of services hereunder. The Recipient further covenants that in the performance of this Agreement, no person having such interest will be employed.
- 10. NONDISCRIMINATION IN CLIENT SERVICES.** The Recipient shall not, on the grounds of race, color, sex, religion, national origin, creed, marital status, age, sexual orientation, gender identity, or disability, unlawfully deny a qualified individual any facilities, financial aid, services, or other benefits provided under this Agreement or otherwise deny or condition services in a manner that violates any applicable laws against discrimination. If assignment or subcontracting has been authorized, said assignment or subcontract shall include appropriate safeguards against discrimination in client services binding upon each contractor or subcontractor. The Recipient shall take such action as may be required to ensure full compliance with the provisions of this clause, including sanctions for noncompliance.

11. TERMINATION; REDUCTION IN FUNDING.

- A. Should either party hereto believe that the other has failed to perform, or is likely to be unable to substantially perform, all or a material part of its obligations under this Agreement, it shall deliver written notice to that effect to the other, specifying the alleged default and giving the other party fifteen (15) days to cure such default. Thereafter, should the default not be remedied to the satisfaction of the non-defaulting party, this Agreement may be terminated upon seven (7) days written notice (delivered by certified mail).
- B. In the event that funding is withdrawn, reduced or limited in any way after the effective date of this Agreement due to City budgetary constraints or economic downturn resulting in reduced revenues, and prior to its normal completion, the City may summarily terminate the Agreement as to the funds withdrawn, reduced or limited notwithstanding any other termination provisions of this Agreement. If the level of funding withdrawn, reduced or limited is so great that the City deems that the continuation of the services covered by this Agreement is no longer in the best

CITY OF BELLINGHAM:

Departmental Approval




Department Head

EXECUTED, this 4 day of April, 2022, for the **CITY OF BELLINGHAM:**



Seth Fleetwood, Mayor

Attest:



Finance Director

Approved as to Form:



Office of the City Attorney

EXHIBIT A STATEMENT OF WORK

I. Background

Starting in 2012, the health and well-being of young children has been a declared priority in the community and has been centered in the last two cycles of our Community Health Improvement Plan. A broad level of interest among elected officials, health care, social service agencies, philanthropies and businesses has been generated and there is a recognition of the importance of investing in children right from the start. The City of Bellingham and Council members have certainly been a part of this loose coalition and, as you know, there is growing momentum to put a children's levy on the ballot this year.

As part of this momentum, in 2016, the Whatcom County Health Board declared the health and well-being of young children a particular focus of interest and has maintained that focus in collaboration with the Public Health Advisory Board. There were two significant reports related to children and families that were developed and delivered to Council. In 2019, the Health Protection for Immigrant Families in Whatcom County detailed the health risks to immigrant families and found that immigrant families, both documented and undocumented, are not accessing needed services and supports due to fear, isolation and language barriers and that resources for mental health services and housing were particularly inadequate. Several recommendations were made and one specifically called out the need to develop culturally and linguistically accessible navigation services for immigrant families. A second report was delivered to Council in January of 2020. The Child and Family Action Plan built on some of the recommendations made in the Health Protection for Immigrant Families report and carried through priorities identified in the Community Health Assessment including the need to improve access for families with young children to high quality early learning and care, housing, and mental health for families with young children. It also made strong recommendations to develop infrastructure needed to elevate the well-being of all children and families, and to increase public funding for services and supports directed at young children and families including the pursuit of new funding mechanisms, such as a levy.

II. Scope of Work

The Whatcom County Health Department has been charged to implement the Child and Family Action Plan alongside the Child and Family Well-being Task Force. Our activities in 2022 will focus on ensuring families receive the services and supports they need when, where and how they want them, with a particular focus on improving access for immigrant families. Specific activities supported with this funding will include:

1. Development of a local implementation plan for increasing access to supports and services for families with young children using the [Help Me Grow](#) framework (which is also a state priority).
2. Expansion of the existing [Single Entry Access to Services \(SEAS\)](#) for families to include increasing methods of navigation service delivery (text and email), increased language access as well as expansion of services that the SEAS will help navigate families to, including mental health services and home visiting. By the beginning of 2023, SEAS will be ready to act as the Coordinated Access Point for families with children prenatal to age five to access all services and supports as defined by the Help Me Grow model.
3. An analysis of the feasibility of enhancing community and school-based family resources in order to provide service navigation in locations that are accessible for diverse community members.



MEMORANDUM

TO: Satpal Sidhu, County Executive
FROM: Erika Lautenbach, Director
RE: City of Bellingham – Child and Family Action Plan Contract
DATE: March 23, 2022

Attached is a contract between Whatcom County and City of Bellingham for your review and signature.

▪ **Background and Purpose**

In 2012, the health and well-being of young children was declared a priority in the community and in January of 2020, the Child and Family Action Plan (CFAP) was delivered to County Council. The CFAP intends to improve access for families with young children to high quality early learning and care, housing, and mental health for families with young children. It also makes strong recommendations to develop infrastructure needed to elevate the well-being of all children and families, and to increase public funding for services and supports directed at young children and families.

This Agreement provides funding from the City of Bellingham for CFAP implementation activities including the development of a local implementation plan for increasing access to supports and services for families with young children, expansion of the Single Entry Access to Services (SEAS), and analysis of the feasibility of enhancing community and school-based family resources for accessible navigation services.

▪ **Funding Amount and Source**

Funding for this Agreement is not to exceed \$150,000 and is provided by the City of Bellingham. These funds will be included in the 2022 budget. Council approval is required as this award exceeds \$40,000.

Please contact Judy Ziels, Public Health Nurse Supervisor at 360-778-6130 (JZiels@co.whatcom.wa.us) or Kathleen Roy, Assistant Director at 360-778-6007 (KRoy@co.whatcom.wa.us), if you have any questions or concerns regarding this request.

