

**WHATCOM COUNTY
CONTRACT INFORMATION SHEET**

Whatcom County Contract Number:
202411003

Originating Department:	85 Health and Community Services
Division/Program: (i.e. Dept. Division and Program)	8530 Community Health / 853020 Healthy Children & Families
Contract or Grant Administrator:	Allison Williams
Contractor's / Agency Name:	Ferndale School District

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):	ALN#
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?	Contract Cost Center:
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, RFP and Bid number(s):	24-60
	145130



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"/> Goods and services provided due to an emergency. |
| <input type="checkbox"/> Contract work is for less than \$100,000. | <input type="checkbox"/> Contract for Commercial off the shelf items (COTS). |
| <input type="checkbox"/> Contract work is for less than 120 days. | <input type="checkbox"/> Work related subcontract less than \$25,000. |
| <input checked="" type="checkbox"/> Interlocal Agreement (between Governments). | <input type="checkbox"/> Public Works - Local Agency/Federally Funded FHWA. |

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: <ol style="list-style-type: none"> Exercising an option contained in a contract previously approved by the council. Contract is for design, construction, r-o-w acquisition, prof. services, or other capital costs approved by council in a capital budget appropriation ordinance. Bid or award is for supplies. Equipment is included in Exhibit "B" of the Budget Ordinance 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.
\$ 271,817	
This Amendment Amount:	
\$	
Total Amended Amount:	
\$	

Summary of Scope: This agreement provides funding for the expansion of mental health services to children ages 3-5 and their families within the Ferndale School District's Early Learning Programs.

Term of Contract:	22 Months	Expiration Date:	08/31/2026
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Contract Routing:	1. Prepared by:	JT	Date:	07/19/2024
	2. Health Budget Approval	SH	Date:	09/30/2024
	3. Attorney signoff:	Christopher Quinn	Date:	10/01/2024
	4. AS Finance reviewed:	Bbennett	Date:	10/08/2024
	5. IT reviewed (if IT related):		Date:	
	6. Contractor signed:		Date:	
	7. Executive Contract Review:		Date:	11/4/2024
	8. Council approved (if necessary):	AB2024-683	Date:	10/22/2024
	9. Executive signed:		Date:	11/4/2024
	10. Original to Council:		Date:	



Memorandum

TO: Satpal Sidhu, County Executive
FROM: Erika Lautenbach, Director
RE: Ferndale School District – Healthy Children’s Fund Mental Health Workforce Expansion Interlocal Agreement
DATE: OCTOBER 23, 2024

Attached is an interlocal agreement between Whatcom County and Ferndale School District for your review and signature.

▪ **Background and Purpose**

This agreement funds the expansion of mental health services to an estimated 230 early learners (ages 3 through 5) and their families annually, who are enrolled in Ferndale School District’s Developmental Preschool and Transitional Kindergarten Programs. Expansion of services includes hiring additional mental health staff, training and professional development opportunities for new and existing staff, increasing collaboration with community partners providing mental health services, and implementing a Mental Health Internship Program.

Access to early childhood mental health care is a critical gap in Whatcom County. This lack of access has serious and lasting consequences on children’s physical, emotional, social, and cognitive health. With early identification and investments in mental health treatment for young children and their families, expenditures in healthcare, education, criminal-legal system, and the labor market are reduced. Early identification and intervention also help families in accessing simple strategies for support, which leads to healthy development of the child and a healthier home environment and a reduction in the risks of childhood mood disorders.

This contract is awarded as a result of RFP 24-60 and aligns with Strategy 7 of the Healthy Children’s Fund, intended to expand behavioral and mental health services for vulnerable children, pregnant parents, and parents with young children.

▪ **Funding Amount and Source**

Funding for this agreement, in an amount not to exceed \$271,817, is provided by the Healthy Children’s Fund. These funds are included in the 2024 budget. Council authorization is required per RCW 39.34.030(2) for agreements between public agencies.

Please contact Ann Beck, Community Health & Human Services Manager at 360-778-6055 (ABeck@co.whatcom.wa.us) if you have any questions.

Whatcom County Contract Number:
202411003

INTERLOCAL COOPERATIVE AGREEMENT BETWEEN
WHATCOM COUNTY
AND
FERNDALE SCHOOL DISTRICT

THIS AGREEMENT is made and entered into by and between Whatcom County (“County”) and Ferndale School District (District), both public entities organized pursuant to the provisions of chapters 70.05 and 28A.150.010 RCW in the State of Washington pursuant to the authority granted by Chapter 39.34 RCW, INTERLOCAL COOPERATION ACT.

1. **PURPOSE AND STATEMENT OF WORK:** This agreement funds the expansion of mental health services to an estimated 230 early learners ages three through five and their families annually, who are enrolled in the District’s Early Learning Programs, as more fully and definitively described in Exhibit A, incorporated herein by this reference.
2. **TERM OF AGREEMENT:** This Agreement shall be in effect from October 23, 2024 through August 31, 2026.
3. **CHANGES, MODIFICATIONS, AMENDMENTS, EXTENSIONS, OR WAIVERS:** The agreement may be changed, modified, amended, extended, or waived only by written agreement executed by the District and the County Executive (or designee). Waiver or breach of any term or condition of this agreement shall not be considered a waiver of any prior or subsequent breach.
4. **TERMINATION:** Any party hereto may terminate this agreement upon (30) days’ notice in writing either personally delivered or mailed to the party’s last known address for the purposes of giving notice under this paragraph. If this agreement is so terminated, 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 termination.
5. **FUNDS PROVIDED AND METHOD OF PAYMENT:** See attached Exhibit B, incorporated herein by this reference.
6. **ADMINISTRATION:** The following individuals are designated as representatives of the respective parties. The representatives shall be responsible for the administration of this agreement and for coordinating and monitoring performance under this agreement. In the event such representatives are changed, the party making the change shall notify the other party:

The County’s representative shall be:

Allison Williams, Community Health Specialist
 Whatcom County Health and Community Services
 509 Girard Street
 Bellingham, WA 98225
AWilliam@co.whatcom.wa.us

The District’s representative shall be:

Dr. Kristi Dominguez, Superintendent
 Ferndale School District
 PO Box 698
 Ferndale, WA 98248
Kristi.Dominguez@ferndalesd.org

7. **ACCOUNTING AND AUDIT:** The District 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 the termination of this Agreement. The financial records shall be made available to representatives of the County or any other governmental jurisdiction for audit, at such reasonable time and places as the County shall designate.

8. **ASSIGNMENT AND SUBCONTRACTING:** The performance of all activities contemplated by this agreement shall be accomplished by the District. No portion of this agreement may be assigned or subcontracted to any other individual, firm or entity without the express and prior written approval of the County.
9. **COMPLIANCE WITH LAWS:** The District shall comply with all applicable laws, ordinance, and codes of the local, State and Federal governments. County shall submit any and all information the District requires to demonstrate such compliance with such laws, ordinances and codes within two weeks of the County's request for such information. The District 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 District further covenants that in the performance of this Agreement, no person having such interest will be employed.
10. **TREATMENT OF ASSETS AND PROPERTY:** No fixed assets or personal or real property will be jointly or cooperatively acquired, held, used, or disposed of pursuant to this agreement.
11. **INDEMNIFICATION AND INSURANCE:** Each party agrees to be responsible and assume liability for its wrongful and/or negligent acts or omissions or those of their officials, officers, agents, or employees to the fullest extent required by law and further agree to save, indemnify, defend, and hold the other party harmless from any such liability. It is further provided that no liability shall attach to the County or the District by reason of entering into this agreement as expressly provided herein.

The District 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 Industrial Insurance Act, Title 51 RCW. Further, the indemnification obligation under this Agreement shall not be limited in any way by any limitation on benefits payable to or for any third party under the workers' compensation acts.

12. **NONDISCRIMINATION IN SERVICES.** The District 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 County shall take such action as may be required to ensure full compliance with the provisions of this clause, including sanctions for noncompliance.
13. **SEVERABILITY:** In the event of any term or condition of this agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect other terms, conditions, or applications of this agreement which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this agreement are declared severable.
14. **ENTIRE AGREEMENT:** This agreement contains all the terms and conditions agreed upon by the parties. All items incorporated herein by reference are attached. No other understandings, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or to bind any of the parties hereto.
15. **VENUE STIPULATION:** This Agreement has been and shall be considered as having been made and delivered within the State of Washington and shall be governed by the laws of the State of Washington both as to interpretation and performance. Any action in law or equity, or judicial proceeding for the enforcement of this Agreement or any of the provisions contained herein, shall be instituted and maintained only in Skagit County Superior Court, Washington.
16. **STATUS OF DISTRICT:** Neither District nor personnel employed by the District shall acquire any rights or status in the County's employment, nor shall they be deemed employees or agents of the County for any purpose other

than specified herein. District shall be deemed an independent contractor and shall be responsible in full for payment of its employees, including worker's compensation, insurance, payroll deductions, and all related costs.

- 17. OTHER PROVISIONS: The District and the County will comply with all applicable Federal and State requirements that govern this agreement.
- 18. This Agreement has been approved and authorized by the governing bodies of the District and the County and each party represents that the persons executing this Agreement have been authorized to do so on or behalf of the public entity referenced below.
- 19. This Agreement shall be posted or recorded by the County, as required by RCW 39.34.040.

IN WITNESS WHEREOF, the parties have executed this Agreement on: 11/4/2024

Ferndale School District

Signed by:
 10/31/2024
58016B9BA769458...

 Dr. Kristi Dominguez, Superintendent Date

**WHATCOM COUNTY:
Recommended for Approval:**

DocuSigned by:
 11/1/2024
2B365BB0422344A...

 Ann Beck, Community Health & Human Services Manager Date

DocuSigned by:
 11/4/2024
955C651A30374BD...

 Erika Lautenbach, Health and Community Services Director Date

Approved as to form:

Signed by:
 11/4/2024
FC466FE5C88B4ED...

 Christopher Quinn, Chief Civil Deputy Prosecutor Date

Approved:

Accepted for Whatcom County:

DocuSigned by:
 11/4/2024
1192C7C18B664E3...
 By: _____
 Satpal Singh Sidhu, County Executive Date

**EXHIBIT A
STATEMENT OF WORK**

I. Background and Purpose

This agreement funds the expansion of mental health services to an estimated 230 early learners (ages 3 – 5) and their families annually, who are enrolled in Ferndale School District’s (District) Developmental Preschool and Transitional Kindergarten Programs. Expansion of services includes hiring additional mental health staff, training and professional development opportunities for new and existing staff, increased collaboration with community partners providing mental health services, and implementation of a Mental Health Internship Program.

Expansion of services will include providing evidence-based early childhood and mental health care training, professional development opportunities, and interventions aimed at increasing capacity to serve the mental health needs of young children and families to new and existing Early Learning Program staff, interns and teachers, including:

Access to early childhood mental health care is a critical gap in Whatcom County. This lack of access has serious and lasting consequences on children’s physical, emotional, social, and cognitive health. With early identification and investments in mental health treatment for young children and their families, expenditures in healthcare, education, criminal-legal system, and the labor market are reduced. Early identification and intervention helps families to access simple strategies for support, which leads to healthy development of the child and a healthier home environment and a reduction in the risks of childhood mood disorders.

This contract is awarded as a result of RFP 24-60 and aligns with Strategy 7 of the Healthy Children’s Fund, intended to expand behavioral and mental health services for vulnerable children, pregnant parents, and parents with young children.

II. Statement of Work

The District will expand mental health services to an estimated 230 early learners ages 3-5 and their families annually within the Ferndale School District’s Developmental Preschool and Transitional Kindergarten Program, as follows:

A. Target Population Eligibility

Early learners, ages 3 – 5, who are enrolled in the District’s Developmental Preschool and Transitional Kindergarten Programs and their families are eligible for the expanded services funded by this agreement.

1. Developmental Preschool Program – estimated to serve 150 early learners annually
 - a. Services will be provided to children ages 3 – 5 who are enrolled in the Developmental Preschool Program at the District’s Mountain View Learning Center facility.
 - b. Entrance criteria for the Developmental Preschool Program includes special education qualifying criteria [such as developmental delays (97.4% of enrollees in the 2023-24 school year were students with disabilities) and health impairments] and/or lack of participation in early learning opportunities in the community, such as child care or community-based preschool programs.
 - i. Entrance criteria for this Program are broadening to include a significant number of children who are not identified as having a disability but experience other risk factors such as:

- a. lower socioeconomic status using the ECEAP eligibility of at or below 36% of the state median income or
 - b. lack of participation in any early learning or childcare setting.
- 2. Transitional Kindergarten – estimated to serve 80 early learners annually
 - a. Services will be provided to children ages 4 – 5 who are enrolled in the District’s Transitional Kindergarten Programs, which are housed in the neighborhood elementary schools throughout Ferndale.
 - b. Entrance criteria for the Transitional Kindergarten Program includes students who have not had access to early learning services provided in a childcare or early learning environment.
 - c. Data from the 2023-2024 school year indicated that 51% of the children enrolled in this program qualified for Free and Reduced Lunch, set at 185% of the poverty level (or below).

B. Expansion Service Delivery

- 1. The District will hire one new Social Worker/Mental Health Specialist (1 FTE - Post-Masters level in a behavioral health related field). This position will provide services to Early Learner and Transitional Kindergarten students, as follows:
 - a. Work collaboratively with student counselors, administrators, educators, specialists, and families to develop and implement effective mental health services for students, including participation in team planning or consultations, as needed.
 - b. Participate in interdisciplinary student planning processes, including outreach to parents and assessment of mental health needs for young children and their families.
 - c. Deliver high-quality therapeutic services, including evidence-based behavioral health programs and interventions, such as Motivational Interviewing, Cognitive Behavioral Therapy (CBT), Trauma-Focused Cognitive Behavioral Therapy (TF-CBT), child and family-centered services, and community care coordination, using Multi-Tiered Systems of Support and National School Mental Health Best Practices.
 - d. Ensure staff are trained to engage in outreach, including methods to minimize language or other communication barriers.
 - e. Coordinate and follow-up with outside resources to provide additional services.
 - f. Monitor service delivery to ensure equitable access to services.
- 2. The District will implement a Mental Health Internship Program, as described in C., below.
- 3. The majority of mental health services will occur within classroom settings. A variety of small group and individual interventions will occur in addition to these experiential, integrated classroom-based services.
 - a. The District will provide school-based mental health supports to Early Learning Program students across tiers of interventions and needs.
 - i. The District’s early learning instruction includes trauma informed interventions such as Play Works (<https://www.playworks.org/impact/studies-on-playworks/>) and

Conscious Discipline

(https://consciousdiscipline.com/methodology/research/?gad_source=1&gclid=CjwKCAjwnei0BhB-EiwAA2xuBjIZxTJnoWpfxwg6lV0xhc_VSoWlzyr-arZT9UYie0p_EMvwm1QgVRoCDXQQAvD_BwE).

4. When specific mental health needs arise within the classroom setting or through conferencing and collaborating with families, school staff will complete a brief referral form for the Mental Health Specialist or Intern to contact the family and offer more intensive case management services.
5. Services, resources and support for navigating the transition to parenthood will be offered universally to all families enrolled in the District's early learning programs through parenting classes offered in partnership with the Whatcom Center for Early Learning as well as integrated mental health support provided throughout the District's early learning programs.
 - a. Families will have the ability to self-refer for more intensive and individualized mental health support.
 - b. The mental health specialist/social worker will:
 - i. Collaborate closely with the early learning team to share resources and create trauma-informed and healing-centered classroom spaces.
 - ii. Participate in events and school functions that support early learners and their families.
 - iii. Using school staff and family input, facilitate connections to existing community resources.
 - iv. Offer specific workshops that fit the needs of young families if determined by staff and families as a need.
 - v. Support students and staff in early learning classrooms settings, including engaging staff and families in conversations around classroom management, trauma informed and healing centered practices, play based learning and healing through play.
 - vi. Directly interact with young learners, helping them solve problems in the moment, increase coping skills, practice distress tolerance, increase mindfulness and engage in perspective taking.
 - vii. Provide intervention to individuals outside of the classroom, to be determined on an individual basis.
6. Intakes for optional case management services will occur verbally with the Mental Health Professional and identified families to provide the lowest barrier access point to services.
7. Integration of care for material needs will occur through referrals to the District's Family Resource Center, physically located at the Mountain View Learning Center facility.
8. Integration of care for community-based resources and more intensive mental health care will occur through "warm hand-off" referrals to trusted community partners including Brigid Collins Family Support Center (including their recently opened Parent Academy), Single Entry Access to Services (SEAS) for families of children seeking assessment, diagnosis or support with an existing diagnosis, and Whatcom Center for Early Learning to provide a continuum of care for

Ferndale's families with children with disabilities from birth to five, during the crucial early childhood developmental period.

9. The District will facilitate a collaborative learning space with WCEL staff and the District's Early Learning Program staff. This may include food provided at the gatherings, as well as access to speakers and resources supporting their professional development.
10. Participate in County evaluation efforts, including evaluation planning, data collection and reporting

C. Internship Program Delivery - District Responsibilities:

1. The District will advertise internship opportunities to academic institutions with appropriate and relevant graduate programs, such as Western Washington University's Clinical Counseling Program and the University of Washington's Social Work Program.
2. The District criteria for intern selection includes:
 - a. Enrollment in a Master's level program in applied mental health, like counseling or clinical social work.
 - b. Level of clinical experience
 - c. Interest in serving children and families
 - d. Interest in school-based mental health care
 - e. Basic clinical competence, verified through the interview process
3. As the designated training site, the Ferndale School District is responsible for:
 - a. Designating one or more qualified staff members to serve as Practicum Instructors to direct and supervise student learning.
 - b. Conferring with the academic institution's Field Faculty about individual student progress.
 - c. Making training site facilities available for interns' educational purposes, with the understanding that use may immediately be limited or withdrawn if the intern endangers any client.
 - d. Allocating reasonable time to Practicum Instructors to carry out their education responsibilities, including attending training for practicum instruction, developing student learning contracts, and regularly supervising and evaluating students.
 - e. Providing student interns access to available information or sources of information that will further their education while assigned to the Training Site.
 - f. The District's Mental Health Specialist and Director of Mental and Behavioral Health facilitate the Whatcom County Schools Clinical Supervision Consult Group (CSCG), which aims to increase internship and associate-level learning and employment opportunities in Whatcom County schools, thereby increasing mental health services for students. The CSCG will meet at a minimum every other month and may meet as often as monthly. Participants in the CSCG are licensed mental health clinicians from each of the seven school districts in Whatcom County. The CSCG will provide consultation and training to district staff and explore opportunities for establishing similar internships and

mental health workforce expansion opportunities within Whatcom County school districts in the future.

D. Intern Responsibilities and Expectations

1. Interns will receive bi-weekly supervision. Depending on the size of the intern cohort and individual intern needs, supervision meetings will be in individual and group settings.
2. Supervision meetings will alternate between focusing on the logistics of providing mental health care in a school setting and clinical supervision, including oversight of individual cases and clinical approaches.
3. Attendance is required at counseling team meetings and staff meetings applicable to their work.
4. Each intern will carry a caseload of 15 students, ages 3-5 years old.
5. Interns will conduct case management for students and families.
6. Interns will develop and implement appropriate clinical intervention services for students and families on their caseload.
7. The district will pay interns a monthly stipend. The total compensation for the 600-hour internship period is \$12,000, plus up to a \$2,000 mileage reimbursement, for a total of up to \$14,000 for each intern.
8. Receipt of the stipend requires meeting internship requirements, which will be monitored by the intern's clinical supervisor, including attendance, completing required trainings, attending supervision sessions, and serving students and families.
9. Interns will track their hours using the university hours log, which will be signed by the Ferndale School District clinical supervisor quarterly.
10. Interns must complete the following required training for Ferndale School District employees:
 - a. CPS reporting requirements
 - b. Bullying prevention and response
 - c. Title IV reporting
 - d. Professional boundaries
 - e. Health emergencies
11. Interns must complete a 3-hour suicide prevention training aligning with Washington State requirements for Educational Staff Associate (School) Social Workers.
12. Throughout the internship, additional training opportunities specific to early childhood and family mental health, as well as school-based mental health services, will be provided.

III. Reporting

A. In an online survey provided by the County, the District will provide quarterly reporting of the following data on the 15th of the month, following completion of each quarter (January 15, April 15, July 15, October 15):

A. Staff Trainings

1. Total number of staff who received mental health training this quarter.

2. Total number of mental health training hours completed for service providers this reporting quarter (e.g., if 5 providers attended a 2-hour training that would be 10 hours)
3. Provide a list of topics staff were trained in during this reporting quarter.

B. Mental Health Internships

1. Amount of intern FTE's funded during this reporting quarter
2. Total number of children 3-5 receiving mental health/behavioral health services with interns this quarter.
 - a. Total # of mental health/behavioral health services appointments provided to children 3-5
 - b. Number of children 3-5 who are in newly enrolled households.
 - i. % from Development Preschool Programs
 - ii. % from Transitional Kindergarten Programs
 - iii. % children 3-5 on Apple Health/Medicaid
 - iv. Zip codes of children 3-5 served.

C. Social Worker/Mental Health Specialist

1. Amount of mental health provider FTE funded during this reporting quarter
 - a. Maximum potential caseload for provider during this reporting quarter
2. Total number of children 3-5 receiving mental health/behavioral health services with MH provider this quarter.
 - a. Total # of mental health/behavioral health services appointments provided to children 3-5
 - b. Number of children 3-5 who are in newly enrolled households.
 - i. % from Development Preschool Programs
 - ii. % from Transitional Kindergarten Programs
 - iii. % children 3-5 on Apple Health/Medicaid
 - iv. Zip codes of children 3-5 served.
3. For this reporting period, please rate the level of engagement with the mental health provider on a scale of 1-5. For a 3 or lower, the District will be asked to provide a summary of the challenges or suspected reasons for services not being fully utilized.
 - 1 – none or few people have accessed the service (less than 25% of resource or service capacity used)
 - 2- some people are using the services (25-50% of resource or service capacity used)
 - 3- services are used consistently but more people could be served (50-75% of resource or service capacity used)

- 4 –services are well utilized and sometimes full (75 to 100% of resource or service capacity used)
 - 5- services consistently full and people are frequently wait-listed or turned away (demand for services/resources is beyond capacity)
- B.** On a 6-month period (April 15, 2025, October 15, 2025, April 15, 2026), the District will also be asked to submit answer questions related to the success and challenges of implementation, as well as provide feedback to WCHCS around the process. Each 6-month report will contain 4-6 questions that will ask for a paragraph response to each.

EXHIBIT B COMPENSATION

I. Budget and Source of Funding: The source of funding for this agreement, in a total amount not to exceed \$271,817, is the Healthy Children’s Fund. The budget for this agreement is as follows:

BUDGET YEAR 1 – October 23, 2024 through August 31, 2025		
Item	Documents Required Each Invoice	Budget
Personnel – Social Worker / Mental Health Specialist – 1 FTE (salaries and benefits) January 1, 2025 – August 31, 2025	Expanded General Ledger (GL) Detail	\$62,100
CSCG meeting space, *light refreshments, supplies	<ul style="list-style-type: none"> • Paid invoices or receipts • Meeting agendas including dates and attendees 	\$1,000
Staff professional development/training	<ul style="list-style-type: none"> • See Exhibit B.1 (6.c and 6.d) • Copies of paid invoices or receipts; for subcontracted services, invoices must include documentation of hours and dates 	\$8,403
SUBTOTAL		\$71,503
Indirect @ 10%		\$7,151
TOTAL YEAR 1		\$78,654
BUDGET YEAR 2 – September 1, 2025 through August 31, 2026		
Item	Documents Required Each Invoice	Budget
Personnel – Social Worker / Mental Health Specialist – 1 FTE (salaries and benefits) September 1, 2025 – August 31, 2026	Expanded General Ledger (GL) Detail	\$124,200
Internship Stipends	<ul style="list-style-type: none"> • Expanded GL Detail documenting stipends paid • Name or unique identifier of Intern 	\$36,000
Internship mileage reimbursement	See Exhibit B.1 (6.d)	\$6,000
CSCG meeting space, *light refreshments, supplies	<ul style="list-style-type: none"> • Paid invoices or receipts • Meeting agendas including dates and attendees 	\$1,000
Staff professional development/training (includes speaker/facilitator fees and training materials)	<ul style="list-style-type: none"> • See Exhibit B.1 (6.c and 6.d) • Copies of paid invoices or receipts; for subcontracted services, invoices must include documentation of hours and dates 	\$8,403
SUBTOTAL		\$175,603
Indirect @ 10%		\$17,560
TOTAL YEAR 2		\$193,163
TOTAL AGREEMENT FUNDING		\$271,817

* Light refreshments are defined as nonalcoholic beverages and edible items commonly served between meals but not intended to substitute for meals. The per person meal cost shall not exceed the current GSA rates.

Contractor’s Invoicing Contact Information:	
Name	Dr. Kristi Dominguez
Phone	3603839207
Email	kristi.dominguez@ferndalesd.org

Refer to Exhibits B.1 and B.2 for additional invoicing requirements and information.

EXHIBIT "B.1"
Invoicing – General Requirements

1. When applicable, the contractor may transfer funds among budget line items. Line item changes that exceed 10% of the total budget must be pre-approved by the County Contract Administrator, prior to invoicing.
2. When applicable, indirect costs may not exceed the amount indicated in Exhibit B or the Contractor's federally approved indirect cost rate.
3. The Contractor shall submit invoices indicating the County-assigned contract number to HL-BusinessOffice@co.whatcom.wa.us and AWilliam@co.whatcom.wa.us
4. The Contractor shall submit itemized invoices on a monthly basis in a format approved by the County and by the 15th of the month, following the month of service, except for January where the same is due by the 10th of the month.
5. When applicable, the Contractor will utilize grant funding sources in the order of their expiration date as indicated by the County, prior to spending local funding sources, when no funding restrictions prevent doing so.
6. The contractor shall submit the required invoice documentation identified in Exhibit B.
 - a. The County reserves the right to request additional documentation in order to determine eligible costs. Additional documentation must be received within 10 business days of the County's request.
 - b. When applicable, if GL reports for personnel reimbursement do not specify position titles, additional documentation must be provided that includes staff name and position title.
 - c. When applicable, for subcontracted services, copies of paid invoices that include types of service, student identifier, dates, number of hours and rate are required.
 - d. When applicable, mileage will be reimbursed at the current GSA rate (www.gsa.gov). Reimbursement requests for mileage must include:
 1. Name of intern
 2. Date of travel
 3. Starting address (including zip code) and ending address (including zip code)
 4. Number of miles traveled
 - e. When applicable, travel and/or training expenses will be reimbursed as follows:
 1. Lodging and meal costs for training are not to exceed the current GSA rate (www.gsa.gov), specific to location.
 2. Ground transportation, coach airfare and ferries will be reimbursed at cost when accompanied by receipts.
 3. Reimbursement requests for allowable travel and/or training must include:
 - a. Name of staff member
 - b. Dates of travel
 - c. Starting point and destination
 - d. Brief description of purpose
 - e. Receipts for registration fees or other documentation of professional training expenses.
 - f. Receipts for meals are not required.
7. 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 or the required invoice documentation, more than 30 days after the month of services performed and/or the expiration of this contract.
8. 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.**
9. 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.

EXHIBIT "B.2"
Invoice Preparation Checklist for Vendors

The County intends to pay you promptly. Below is a checklist to ensure your payment will be processed quickly. Provide this to the best person in your company for ensuring invoice quality control.

- Send the invoices to the correct address:
HL-BusinessOffice@co.whatcom.wa.us and AWilliam@co.whatcom.wa.us
- Submit invoices monthly, or as otherwise indicated in your contract.

Verify that:

- invoices 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.**
- the time period for services performed is clearly stated and within the contract term beginning and end dates. Also verify any other dates identified in the contract, such as annual funding allocations;
- invoice items have not been previously billed or paid, given the time period for which services were performed;
- enough money remains on the contract and any amendments to pay the invoice;
- the invoice is organized by task and budget line item as shown in Exhibit B;
- the Overhead or Indirect Rate costs match the most current approved rate sheet;
- the direct charges on the invoice are allowable by contract. Eliminate unallowable costs.
- personnel named are explicitly allowed for within the contract and the Labor Rates match the most current approved rate sheet;
- back-up documentation matches what is required as stated in Exhibit B and B.1;
- contract number is referenced on the invoice;
- any pre-authorizations or relevant communication with the County Contract Administrator is included; and
- Check the math.

Whatcom County will not reimburse for:

- Alcohol or tobacco products;
- Traveling Business or First Class; or
- Indirect expenses exceeding 10% except as approved in an indirect or overhead rate agreement.