



WHATCOM COUNTY CONTRACT INFORMATION SHEET (CIS)

Whatcom Co. Contract #:
202510025-2

Originating Department: 85 - Health
Division: 8550 - Human Services
Program: 855060 - Prevention and SUD
Contract or Grant Administrator: Alicia Guildner
Contractor's / Agency Name: San Juan County
Title of Agreement (optional): YCCTPP Interlocal Agreement Amendment #2

Type of Contract: Interlocal Agreement (RCW 39.34)	
If amendment or renewal, original contract #: 202510025	
Is this is a grant agreement? No	
If so, grantor agency contract #s:	ALN:
<i>Note: Complete ALN field if contract involves direct federal grants/cooperative agreements or pass-through federal funds.</i>	
Is this contract grant-funded? Yes	If yes, Whatcom County grant contract number(s): 202501019
If this contract the result of an RFP? No	If yes, RFP number(s):
Is this contract the result of a Bid Process? No	If yes, Bid Number(s):
Does this contract involve federal reimbursement? (i.e. fed grant, cooperative agreement, pass-through fed funds, etc.) No	
Procurement method: N/A - Interlocal/Grant - For interlocal agreements between governments or grant-funded contracts	
Council review: Required - Amendment exceeds \$10,000 or 10% threshold	

Fund(s): 1000	Original Contract Amount: \$ 35,000
Cost Center(s): 10008598	This Amendment Amount: \$ 36,000
Object Account(s): 7210	Total Cumulative Amount: \$ 71,000

Contract term ends: 09/30/2027

Key words/summary (optional): This agreement provides a 12-month funding period and a 15-month agreement term to account for any future delays in work plan approvals from DOH. (Estimated budget spend out: 2026 = \$18,000, 2027 = \$18,000)
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Contract routing (please initial & date):

Prepared by: A. Guildner 07/16/2026

Contractor signed: _____

Contractor review: _____

Executive review: _____

Attorney signoff: J. Wilson 07/21/2026

Council approval, if necessary: _____

AS Finance review: D. Kempf 7/22/2026

AB#: AB2026-591

IT review (if related): n/a

Executive signed: _____

**WHATCOM COUNTY INTERLOCAL AGREEMENT AMENDMENT
SAN JUAN COUNTY YCCTPP**

PARTIES:

Whatcom County
Whatcom County Health and Community Services
509 Girard Street
Bellingham, WA 98225

AND CONTRACTOR:
San Juan County Health and Community Services
145 Rhone Street
Friday Harbor, WA 98250

CONTRACT PERIODS:

Original: 07/01/2025 – 09/30/2026
Amendment #1: 03/01/2026 – 09/30/2026
Amendment #2: 07/01/2026 – 09/30/2027

**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**

DESCRIPTION OF AMENDMENT:

1. Pursuant to the original agreement, Section 12. Changes, Modifications, Amendments, Extensions, or Waivers:
 - a) Extend the funding period for 12 months to 06/30/2027, and the agreement period to 15 months to 09/30/2027 (to account for any future delays in work plan approvals from DOH).
 - b) Amend Exhibit A – Scope of Work, to reflect the Contractor’s 2026-2027 responsibilities and workplan.
 - c) Replace Exhibit B – Compensation, to reflect the budget and invoicing requirements for the funding period of 07/01/2026 – 06/30/2027.
2. Funding for this agreement period (07/01/2026 – 06/30/2027) is not to exceed \$36,000.
3. Funding for the total agreement period (07/01/2025 – 06/30/2027) is not to exceed \$71,000.
4. All other terms and conditions remain unchanged.
5. The effective start date of the amendment is backdated to 07/01/2026. Delays in receiving notification of funding amounts from WA-DOH for the new fiscal year prevented earlier execution of this amendment.

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.

APPROVAL AS TO PROGRAM: _____
Ann Beck, Community Health and Human Services Manager Date

DEPARTMENT HEAD APPROVAL: _____
Champ Thomaskutty, Director Date
Whatcom County Health and Community Services

APPROVAL AS TO FORM: Approved via email JCW/crg 07/21/2026
Janelle C. Wilson, Civil Deputy Prosecutor Date

FOR WHATCOM COUNTY:

Satpal Singh Sidhu, County Executive Date

CONTRACTOR INFORMATION:

San Juan County Health and Community Services

Mark Tompkins, Director

145 Rhone Street

Friday Harbor, WA, 98250

hcs@sanjuancountywa.gov

cc: deannaj@sanjuancountywa.gov

cc: natalien@sanjuancountywa.gov

cc: ellenw@sanjuancountywa.gov

- Contractor signature page to follow -

San Juan County Agreement Number:

Whatcom County Contract Number: 202510025 – 2

SAN JUAN COUNTY

Health and Community Services

Mark Tompkins

Director

markt@sanjuancountywa.gov

Date

APPROVED AS TO FORM ONLY

San Juan County Prosecuting Attorney

Amy Vira

amyv@sanjuancountywa.gov

Date

FINAL APPROVAL

County Manager

Jessica Hudson

jessicah@sanjuancountywa.gov

Date

EXHIBIT A – Amendment #2 STATEMENT OF WORK

I. Background and Purpose

Whatcom County receives funding from the Washington State Department of Health (DOH) to serve as the lead agency for the North Sound Regional Youth Cannabis and Commercial Tobacco Prevention Program (YCCTPP), whose goal is to reduce initiation and use of cannabis and tobacco by youth, ages 12-20, in the North Sound Region serving San Juan, Skagit, Snohomish, and Whatcom Counties. San Juan County collaborates with Whatcom County and participates in planning and engagement efforts related to youth cannabis and tobacco prevention strategies and activities.

Through this agreement, designated YCCTPP staff at San Juan County will engage in ongoing learning on youth cannabis and commercial tobacco prevention topics and lead the implementation of the county-level YCCTPP work plan in collaboration with local partners such as community coalitions, schools, community organizations, and youth. As outlined in Section II., activities will include involvement in a regional network, community outreach, engagement, promotion, and assessment.

II. Statement of Work

A. Whatcom will:

1. Lead and facilitate the North Sound Region YCCTPP Strategic Plan.
2. Provide technical assistance (TA) & support to San Juan in performing their YCCTPP work.
3. Include San Juan staff in regional YCCTPP communication, trainings, and meetings.
4. Share State and regional YCCTPP resources with designated San Juan staff.
5. Provide San Juan with templates for submitting workplans, budgets, and reporting.
6. Lead the North Sound Region YCCTPP partners through assessment and workplan updates, as required by WA-DOH.

B. San Juan will:

1. Designate lead staff to actively engage in the North Sound Region YCCTPP and Regional Network, as follows:
 - a. Attend quarterly regional network meetings
 - b. Attend bi-annual regional subcontractor meetings
 - c. Participate in bi-annual check-in meetings with Whatcom
 - d. Participate in regional YCCTPP strategic planning efforts
 - e. Participate in YCCTPP WA Practice Collaborative (PC):
 - i. Attend bi-monthly PC meetings as available
 - ii. Participate in statewide YCCTPP workgroups/coalitions:
 - a. Youth Empowerment
 - b. Rural Network
 - c. Prevention Voices

d. Washington Breathes

2. Conduct outreach with coalition, school, and community partners on:
 - a. Local, regional, and state opportunities for youth prevention trainings and engagement in prevention (Regional Peer to Peer, Youth Summits, etc.).
 - b. Regional opportunities for School Substances Use Discipline Practices support, including Cascadia Youth Mental Health School Discipline resources & TA, trainings and resources from Educational Service Districts (ESD) or the Office of the Superintendent of Public Instruction (OSPI), etc.
 - c. Regional trainings, TA, Community of Practice and Youth Advisory Board to support building spaces of safety and belonging for LGBTQ+ youth.
 - d. Priority population focused training and resources (WA-DOH Priority Populations contractors and local/state/national resources).
 - e. Prevention related professional development training opportunities (regional, state, and national).
 - f. Educational resources on cannabis, vaping, and tobacco prevention & cessation, including quit kits.
 - g. Healthy Youth Survey (HYS) Data regarding cannabis and tobacco prevention.
3. Conduct community engagement work related to regional youth cannabis and tobacco prevention workplan, including:
 - a. Recruiting partners in San Juan County to participate in regional network and youth cannabis and tobacco prevention strategies.
 - b. Attending coalition meetings to promote regional strategies and be a resource on youth cannabis and tobacco prevention.
 - c. Supporting youth groups, school-based or otherwise (including Peer to Peer), in their school and/or community prevention efforts.
 - d. Serving as a local expert on youth cannabis and tobacco prevention (conducting presentations, sharing resources, and/or providing technical assistance to coalitions, schools, community groups, etc. on current “hot topics” in youth cannabis and tobacco prevention).
 - e. Gathering community input on cannabis and tobacco prevention from local youth and/or prevention partners and decision makers.
 - f. Providing education and resources regarding key topics in cannabis and tobacco prevention to prevention partners and decision makers.
 - g. Collaborating with local and regional partners on efforts around safe storage of cannabis and tobacco products.
 - h. Conducting local review and participating in regional review of Counter Tools assessment results to determine focus areas for future retailer engagement and education on tobacco product placement, promotion, and advertising.
4. Coordinate YCCTPP communication and advertising tasks in San Juan County:

- a. Create and implement a media plan to promote Youth Cannabis and Tobacco Prevention campaigns and resources provided by WA-DOH. Campaigns may include: You Can, Choose You, Under the Influence of You, Cannabis Safely, Washington State Quitline, and other applicable campaigns and/or resources.
 - b. Participate in regional and/or local efforts to utilize HYS data and/or community surveys to create positive community norms messaging around youth cannabis and tobacco prevention.
5. Attend and support adult and/or youth prevention partners in San Juan County in attending approved local, state, or national trainings/conferences related to youth cannabis and tobacco prevention.
6. Participate in other efforts, as approved, that align with the North Sound Region's Youth Cannabis and Tobacco Prevention Regional Plan.
7. Submit a detailed workplan for 2026-2027 efforts to Whatcom by September 30, 2026.
8. Maintain accurate records of staff time dedicated to YCCTPP activities.
9. Cooperate with Whatcom on at least one annual site visit at a mutually agreeable time, to discuss San Juan's program progress and contract oversight.
10. Provide verification that background checks have been completed for all staff and volunteers who will work with youth (ages 0-17).
11. Perform all work necessary within the limits of the available resources from this agreement to implement the strategies, action steps, and deliverables agreed to with regional partners and approved by DOH.
12. Request approval for budget adjustments within approved budget line items that total 10% or more of the total budget – approval is required at least 15 days prior to expending adjusted budget items.
13. Comply with all federal and state requirements that govern this agreement.

EXHIBIT B – Amendment #2 COMPENSATION

- I. **Budget and Source of Funding:** The source of funding for this agreement, for the period of 07/01/2026 – 06/30/2027, in a total amount not to exceed \$36,000, is the YCCTPP grant from WA-DOH. The budget for this agreement is as follows:

Item	¹ Documents Required with Each Invoice	² Budget
Personnel	Expanded GL Report	\$29,000
Travel and Training	See Exhibit B.1 (6.d and 6.e)	\$1,300
Supplies & Materials	Copies of receipts or paid invoices	\$1,005
SUBTOTAL		\$31,305
³ Indirect @ 15%		\$4,695
TOTAL		\$36,000

- ¹ Invoices submitted for payment must include sufficient documentation to prove the validity of all costs claimed. A general ledger (GL) report of costs claimed toward this program will be sufficient for invoicing this agreement. San Juan must follow YCCTPP funding guidelines for each funding source. Equipment purchases are typically not an allowable expense. Food and incentives purchase must follow WA-DOH YCCTPP guidelines.
- ² Budget adjustments that total 10% or more require approval from Whatcom's Contract Administrator at least 15 days prior to expending adjusted budget items. San Juan may be required to submit a spend-down plan to Whatcom if the following budget spending guidelines are not met: 50% by January 1, 2027, 75% by April 1, 2027, and 90% by June 1, 2027. If a spend-down plan is submitted and not carried through, it will be considered in future funding decisions.
- ³ Whatcom will reimburse indirect at the de minimis rate of 15% on Modified Total Direct Costs as described in 2 CFR 200.414(f), Office of Management and Budget Guidance for Grants and Agreements.

Contractor's Invoicing Contact Information:	
Name	Deanna Johnson
Phone	
Email	deannaj@sanjuancountywa.gov

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 Whatcom 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 AGuildne@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 and July, 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 staff member
 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 AGuildne@co.whatcom.wa.us

- ☐ Submit invoices monthly, or as otherwise indicated in your contract.

Verify that:

- ☐ 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 15% except as approved in an indirect or overhead rate agreement.