



WHATCOM COUNTY CONTRACT INFORMATION SHEET (CIS)

Whatcom Co. Contract #:

Originating Department: 85 - Health
Division: 8550 - Human Services
Program: 855060 - Prevention and SUD
Contract or Grant Administrator: Alyssa Pavitt
Contractor's / Agency Name: Skagit County Public Hospital District 304 dba United General District 304
Title of Agreement (optional): Youth Cannabis & Commercial Tobacco Prevention Program Interlocal Agreement

Type of Contract: Interlocal Agreement (RCW 39.34)	
If amendment or renewal, original contract #:	
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.) Yes/No	
Procurement method:	N/A - Interlocal/Grant - For interlocal agreements between governments or grant-funded contracts
Council review: Required - Interlocal agreement (Cooperative Purpose, Referencing RCW 39.34)	

Fund(s): 1000	Original Contract Amount: \$
Cost Center(s): 10008598	This Amendment Amount: \$
Object Account(s): 7210	Total Cumulative Amount: \$ 79,000

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.

Contract routing (please initial & date):

Prepared by: A. Pavitt 07/06/2026

Contractor signed: _____

Contractor review: _____

Executive review: _____

Attorney signoff: J. Wilson 07/13/2026

Council approval, if necessary: _____

AS Finance review: D. Kempf 07/17/2026

AB#: AB2026-570

IT review (if related): n/a

Executive signed: _____

INTERLOCAL COOPERATIVE AGREEMENT BETWEEN
WHATCOM COUNTY
AND
SKAGIT COUNTY PUBLIC HOSPITAL DISTRICT 304 dba UNITED GENERAL DISTRICT 304

THIS AGREEMENT is made and entered into by and between Whatcom County ("Whatcom"), a County in the State of Washington, and United General District 304 ("United"), a Public Hospital District in the State of Washington pursuant to the authority granted by Chapter 39.34 RCW, INTERLOCAL COOPERATION ACT.

1. **PURPOSE:** The purpose of this agreement is to coordinate and implement regional youth leadership opportunities and lead implementation of local youth cannabis and tobacco prevention activities within Skagit County, as more fully and definitively described in Exhibit A hereto.
2. **TERM OF AGREEMENT:** This Agreement shall be in effect from July 1, 2026 to September 30, 2027.
3. **EXTENSION:** The duration, consideration and other terms and conditions of this Agreement may be extended after the initial term of this Agreement by mutual written consent of the parties.
4. **STATEMENT OF WORK:** See attached Exhibit A, incorporated by this reference.
5. **FUNDS PROVIDED AND METHOD OF PAYMENT:** Funding for this agreement shall be provided for the period of 07/01/2026 through 6/30/2027. 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:

Whatcom's representative shall be:

Alyssa Pavitt, Program Specialist
Whatcom County Health and Community Services
509 Girard Street
Bellingham, WA 98225
apavitt@co.whatcom.wa.us

United's representative shall be:

Carol Hawk, Director of Operations
United General District 304
2301 Hospital Drive, Suite A
Sedro Woolley, WA 98284
carol.hawk@unitedgeneral.org

7. **ACCOUNTING AND AUDIT:** United 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 Whatcom or any other governmental jurisdiction for audit, at such reasonable time and places as Whatcom shall designate.
8. **ASSIGNMENT AND SUBCONTRACTING:** The performance of all activities contemplated by this agreement shall be accomplished by United, except for the subcontracting listed in Exhibit A. No other portion of this agreement may be assigned or subcontracted to any other individual, firm or entity without the express and prior written approval of Whatcom.
9. **COMPLIANCE WITH LAWS:** United shall comply with all applicable laws, ordinance, and codes of the local, State and Federal governments. United shall submit any and all information Whatcom requires to demonstrate such compliance with such laws, ordinances and codes within two weeks of Whatcom's request for such

information. United 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. United 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 Whatcom or United by reason of entering into this agreement as expressly provided herein.

United 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. 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.
- 13. CHANGES, MODIFICATIONS, AMENDMENTS, OR WAIVERS:** The agreement may be changed, modified, amended, or waived only by written agreement executed by United and the Whatcom 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.
- 14. NONDISCRIMINATION IN SERVICES:** United 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. Whatcom shall take such action as may be required to ensure full compliance with the provisions of this clause, including sanctions for noncompliance.
- 15. 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.
- 16. 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.
- 17. 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.

- 18. STATUS OF AGENCY:** Neither United nor personnel employed by United shall acquire any rights or status in Whatcom's employment, nor shall they be deemed employees or agents of Whatcom for any purpose other than specified herein. United 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.
- 19. OTHER PROVISIONS:** United and Whatcom will comply with all applicable Federal and State requirements that govern this agreement.
- 20.** This Agreement has been approved and authorized by the governing bodies of United and Whatcom and each party represents that the persons executing this Agreement have been authorized to do so on behalf of the public entity referenced below.
- 21.** This Agreement shall be posted or recorded by Whatcom required by RCW 39.34.040.

IN WITNESS WHEREOF, the parties have executed this Agreement on:

UNITED GENERAL DISTRICT 304:

Carol Hawk, Director of Operations Date

WHATCOM COUNTY:

Recommended for Approval:

Ann Beck Date
Community Health & Human Services Manager

Champ Thomaskutty, Director Date
Whatcom County Health and Community Services

Approved as to form:

Approved via email JCW/crg 07/13/2026
Janelle C. Wilson, Civil Deputy Prosecutor Date

Approved:

Accepted for Whatcom County:

By: _____
Satpal Singh Sidhu, County Executive Date

CONTRACTOR INFORMATION:

United General District 304

2301 Hospital Drive, Suite A

Sedro Woolley, WA 98284

carol.hawk@unitedgeneral.org

EXHIBIT A STATEMENT OF WORK

I. Background and Purpose

Whatcom County receives funding from Washington State Department of Health (DOH) to serve as the lead agency for the North Sound Region Youth Cannabis and Commercial Tobacco Prevention Program (YCCTPP). The program's goal is to reduce initiation and use of cannabis and tobacco by youth, ages 12-20, in the North Sound Region serving Island, San Juan, Skagit, Snohomish, and Whatcom Counties. The purpose of this agreement is to support United General's participation in planning and engagement in youth cannabis and tobacco prevention strategies and activities.

Through this agreement, designated YCCTPP staff at United General 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 Skagit County in collaboration with local partners such as community coalitions, schools, community organizations, and youth. United General will also lead regional YCCTPP youth engagement strategies. As outlined in Section II, activities will include involvement in a regional network, community outreach, engagement, promotion, assessment, and regional youth leadership.

II. Statement of Work

1. Whatcom Will:

- A. Lead and facilitate the North Sound Region YCCTPP Strategic Plan.
- B. Provide technical assistance and support to United in performing their YCCTPP work.
- C. Include United staff in regional YCCTPP communication, trainings, and meetings.
- D. Share state and regional YCCTPP resources with designated United staff.
- E. Provide United with templates for submitting workplans, budgets, and reporting.
- F. Approve a detailed workplan covering YCCTPP tasks for the funding period.

2. United Will:

- A. Designate lead staff to actively engage in the North Sound Region YCCTPP and Regional Network:
 - a. Attend quarterly regional network meetings
 - b. Attend biannual regional subcontractor meetings
 - c. Participate in biannual 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:
 - 1) Youth Empowerment
 - 2) Rural Network
 - 3) Washington Breathes Workgroups
 - 4) Prevention Voices

- B. 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 (Cascadia Youth Mental Health School Discipline resources & technical assistance [TA], Educational Services District [ESD] & Office of the Superintendent for Public Instruction [OSPI] trainings & resources, etc.).
 - c. Regional trainings, TA, Community of Practice, and Youth Advisory Board to support building spaces of safety and belonging for LGBTQ+ youth.
 - d. Equity-focused training and resources (WA DOH Priority Population 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 Youth Cannabis and Tobacco Prevention.
- C. Conduct community engagement work related to regional youth cannabis and tobacco prevention workplan, including:
- a. Recruiting partners in your communities 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 parents (listening sessions, surveys, informational interviews, etc.).
 - f. Providing education and resources regarding key topics in cannabis and tobacco prevention to prevention partners and decision makers.
 - g. Collaborating with local & 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.

- D. Coordinate YCCTPP Communication and Advertising tasks in your county:
 - a. Create and implement a media plan to promote You Can/Choose You, Under the Influence of You, WA Quitline and any additional Youth Cannabis and Tobacco Prevention campaigns and resources provided by WA DOH.
 - 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.

- E. Coordinate YCCTPP Youth Engagement Strategies for the North Sound Region:
 - a. Work with Peer Trainers to implement Peer to Peer Cannabis and Tobacco Prevention Program:
 - i. Hire at least two Youth/Young Adults as Peer to Peer Trainers.
 - ii. Provide at least two Regional Peer to Peer trainings, one for Middle School one for High School youth.
 - iii. Conduct annual update of Peer to Peer content in partnership with Youth leaders, including additions to hands-on-learning, visual aids, and updates to resources and statistics.
 - iv. Support Peer to Peer groups in their ongoing work.
 - b. Provide technical assistance for Peer to Peer coaches and other adults working with youth leaders in prevention.
 - c. Coordinate a regional youth prevention summit to occur in Spring 2027. Partner with Whatcom and additional regional YCCTPP partners to plan and promote 2027 regional youth prevention summit.
 - d. Partner with regional coordinators, YCCTPP subcontractors, and full regional network to promote local and statewide youth empowerment opportunities.
 - e. Participate in YCCTPP Practice Collaborative Youth Engagement Workgroup.
 - f. Submit a year-end report of Regional Youth Engagement Activities to Regional Coordinator.

- F. Attend or support adult and/or youth prevention partners in Skagit County to attend approved local, state, national trainings related to youth cannabis and tobacco prevention.
- G. Other efforts as approved that align with the North Sound Region YCCTPP Regional Plan.
- H. Submit a detailed workplan for 2026-2027 efforts to Whatcom by September 30, 2026.
- I. Maintain accurate records of staff time dedicated to YCCTPP activities.
- J. Cooperate with Whatcom on at least one annual site visit at a mutually agreeable time, to discuss United's program progress and contract oversight.
- K. Provide verification that background checks have been completed for all staff and volunteers who will work with youth (ages 0-17).

- L. 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.
- M. Request approval for budget adjustments that total 10% or more – approval is required at least 15 days prior to expanding adjusted budget items.
- N. Comply with all federal and state requirements that govern this agreement.

III. Reporting

United will provide monthly and bi-annual reports of program activities and staff efforts to Whatcom for inclusion in WA DOH reporting. Whatcom will provide the necessary forms to be used for both monthly and bi-annual reporting. Monthly reporting will be due no later than the 15th day of the month following the month in which the activities occur (example: reporting for September events is due by October 15). Bi-annual reporting deadlines in January and July will be dictated by WA DOH making bi-annual reporting available and will be shared by Whatcom as soon as dates are available.

EXHIBIT B COMPENSATION

- I. **Budget and Source of Funding:** The source of funding for this agreement, for the period of 07/01/2026 – 6/30/2027, in a total amount not to exceed \$79,000, is the Washington State Department of Health Youth Cannabis and Commercial Tobacco Prevention Program. The budget for this agreement is as follows:

Item	¹ Documents Required with Each Invoice	² Budget
Personnel	Expanded GL report	\$47,226
Travel and Training	See Exhibit B.1 (6.d and 6.e)	\$2,000
Supplies & Materials	Copies of receipts or paid invoices	\$2,600
Advertising		\$370
Subcontracted Services	Copies of paid invoices including dates, hours, rates, and brief description of services provided	\$16,500
Subtotal		\$68,696
³ Indirect @15%		10,304
TOTAL		\$79,000

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. United General must follow YCCTPP funding guidelines for each funding source. Equipment purchases are typically not an allowable expense. Food and incentives purchase must follow 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. United General 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	Nicole Dewey
Phone	360-854-7157
Email	Nicole.dewey@unitedgeneral.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 apavitt@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 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 apavitt@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.