

**Kitsap Public Health District
Consent Agenda
July 11, 2023**

KPHD Contract Number	Their Contract Number	Contractor and Agreement Name	Type of Agreement	Term of Agreement	Amount to District	Amount to Other Agency
2203 Amendment 13	CLH31014 Amendment 13	WA State Dept. of Health <i>Consolidated Contract</i>	Amendment	01/01/2022- 12/31/2024	\$3,210,345	\$0
Description: Adds statements of work for Foundational Public Health Services (FPHS), Infectious Disease Prevention Services-Ryan White Part B, Office of Immunization-Perinatal Hepatitis B, Promotion of Immunization to Improve Vaccinations Rates, and Regional Representatives, OSS LMP Implementation, and Recreational Shellfish Activities and amends statements of work for Healthcare-Associated Infections & Antimicrobial Resistance (HAI&AR), Injury & Violence Prevention Overdose Data to Action, Office of Drinking Water Group A Program, OSS LMP Implementation, TB Program and Youth Cannabis & Commercial Tobacco Prevention Program and adds an additional \$3,210,345 for a revised maximum consideration of \$15,509,011.						
2265 Amendment 1	NA	Washington State University Extension, Clallam County <i>Youth Cannabis & Commercial Tobacco Prevention Program (YCCTPP)</i>	Amendment	07/01/2023- 06/30/2024	\$0	\$50,000
Description: Amendment to extend contract to June 30, 2024, updates statement of work and adds additional \$50,000 for a total combined compensation of \$90,000.						
2355	C2400033	Washington State Department of Ecology <i>Pollution Prevention Assistance Partnership</i>	Interlocal Agreement	07/01/2023- 06/30/2025	\$260,375.75	\$0
Description: KPHD to provide Pollution Prevention Assistance (PPA) Specialists who will provide technical assistance and education outreach to small businesses in an effort to prevent pollution of waters of the state as part of the Pollution Prevention Assistance Partnership (formerly known as the Local Source Control (LSC) Partnership).						

**KITSAP PUBLIC HEALTH DISTRICT
2022-2024 CONSOLIDATED CONTRACT**

CONTRACT NUMBER: CLH31014

AMENDMENT NUMBER: 13

PURPOSE OF CHANGE: To amend this contract between the DEPARTMENT OF HEALTH hereinafter referred to as “DOH”, and KITSAP PUBLIC HEALTH DISTRICT, a Local Health Jurisdiction, hereinafter referred to as “LHJ”, pursuant to the Modifications/Waivers clause, and to make necessary changes within the scope of this contract and any subsequent amendments thereto.

IT IS MUTUALLY AGREED: That the contract is hereby amended as follows:

1. Exhibit A Statements of Work, includes the following statements of work, which are incorporated by this reference and located on the DOH Finance SharePoint site in the Upload Center at the following URL:

<https://stateofwa.sharepoint.com/sites/doh-ofsfundingresources/sitepages/home.aspx?e1:9a94688da2d94d3ea80ac7fbc32e4d7c>

- Adds Statements of Work for the following programs:
 Foundational Public Health Services (FPHS) - Effective July 1, 2023
 Infectious Disease Prevention Services-Ryan White Part B - Effective July 1, 2023
 Office of Immunization-Perinatal Hepatitis B - Effective July 1, 2023
 Office of Immunization-Promotion of Immunizations to Improve Vaccination Rates - Effective July 1, 2023
 Office of Immunization-Regional Representatives - Effective July 1, 2023
 OSS LMP Implementation - Effective July 1, 2023
 Recreational Shellfish Activities -Effective July 1, 2023

- Amends Statements of Work for the following programs:
 Healthcare-Associated Infections & Antimicrobial Resistance (HAI&AR) - Effective September 1, 2022
 Injury & Violence Prevention Overdose Data to Action - Effective September 1, 2022
 Office of Drinking Water Group A Program - Effective January 1, 2022
 OSS LMP Implementation - Effective January 1, 2022
 TB Program - Effective July 1, 2022
 Youth Cannabis & Commercial Tobacco Prevention Program - Effective July 1, 2022

- Deletes Statements of Work for the following programs:

2. Exhibit B-13 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-12 Allocations as follows:

- Increase of **\$3,210,345** for a revised maximum consideration of **\$15,509,011**.
- Decrease of _____ for a revised maximum consideration of _____.
- No change in the maximum consideration of _____.
 Exhibit B Allocations are attached only for informational purposes.

Unless designated otherwise herein, the effective date of this amendment is the date of execution.

ALL OTHER TERMS AND CONDITIONS of the original contract and any subsequent amendments remain in full force and effect.

IN WITNESS WHEREOF, the undersigned has affixed his/her signature in execution thereof.

KITSAP PUBLIC HEALTH DISTRICT	STATE OF WASHINGTON DEPARTMENT OF HEALTH
Signature:	Signature:
Date:	Date:

APPROVED AS TO FORM ONLY
Assistant Attorney General

Indirect Rate January 1, 2022-December 31, 2022: 37.96% Admin & Facilities; 37.96% Community Hlth Pgms (inc. Admin) & 39.47% Environmental Hlth Pgms (inc. Admin)
Indirect Rate January 1, 2023-December 31, 2023: 30.08% Admin & Facilities; 30.08% Community Hlth Pgms (inc. Admin) & 36% Environmental Hlth Pgms (inc. Admin)

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #**	BARS Revenue Code**	Statement of Work		DOH Use Only Chart of Accounts		Amount	Funding Period SubTotal	Chart of Accounts Total
					LHJ Start Date	Funding Period End Date	Funding Period Start Date	End Date			
FFY23 IAR SNAP Ed Prog Mgnt-Region 5	NGA Not Received	Amd 9	10.561	333.10.56	10/01/22	09/30/23	10/01/22	09/30/23	\$115,813	\$115,813	\$213,829
FFY22 IAR SNAP Ed Prog Mgnt-Region 5	207WAWA5Q3903	Amd 7	10.561	333.10.56	01/01/22	09/30/22	10/01/21	09/30/22	(\$19,204)	\$98,016	
FFY22 IAR SNAP Ed Prog Mgnt-Region 5	207WAWA5Q3903	Amd 4	10.561	333.10.56	01/01/22	09/30/22	10/01/21	09/30/22	\$12,723		
FFY22 IAR SNAP Ed Prog Mgnt-Region 5	207WAWA5Q3903	Amd 1	10.561	333.10.56	01/01/22	09/30/22	10/01/21	09/30/22	\$104,497		
Hous. Opp. for Ppl w/AIDS CARES COVID-19	WA-H2001W074	Amd 4	14.241	333.14.24	01/01/22	06/30/23	01/01/22	06/30/23	\$11,418	\$11,418	\$11,418
FFY22 Housing People with AIDS Formula	WAH21-F999	Amd 10	14.241	333.14.24	10/01/22	06/30/23	09/12/22	06/30/23	\$103,989	\$103,989	\$211,168
FFY21 Housing People with AIDS Formula	WAH21-F999	Amd 10	14.241	333.14.24	07/01/22	06/30/23	07/01/20	06/30/23	(\$103,989)	\$27,229	
FFY21 Housing People with AIDS Formula	WAH21-F999	Amd 5	14.241	333.14.24	07/01/22	06/30/23	07/01/20	06/30/23	\$131,218		
FFY21 Housing People with AIDS Formula	WAH21-F999	Amd 4	14.241	333.14.24	01/01/22	06/30/22	07/01/20	06/30/23	\$28,622	\$49,215	
FFY21 Housing People with AIDS Formula	WAH21-F999	Amd 2	14.241	333.14.24	01/01/22	06/30/22	07/01/20	06/30/23	\$20,593		
FFY20 Housing People with AIDS Formula	WAH20-F999	Amd 4	14.241	333.14.24	01/01/22	06/30/22	07/01/20	06/30/23	\$4,045	\$30,735	
FFY20 Housing People with AIDS Formula	WAH20-F999	Amd 1	14.241	333.14.24	01/01/22	06/30/22	07/01/20	06/30/23	\$26,690		
FFY23 Swimming Beach Act Grant IAR (ECY)	01J74301	Amd 11	66.472	333.66.47	03/01/23	10/31/23	03/01/23	10/31/23	\$25,000	\$25,000	\$50,000
FFY22 Swimming Beach Act Grant IAR (ECY)	01J74301	Amd 2	66.472	333.66.47	03/01/22	10/31/22	01/01/22	11/30/22	\$25,000	\$25,000	
FFY22 PHEP BP4 LHJ Funding	NU90TP922043	Amd 7	93.069	333.93.06	07/01/22	06/30/23	07/01/22	06/30/23	\$295,345	\$295,345	\$495,235
FFY21 PHEP BP3 LHJ Funding	NU90TP922043	Amd 7	93.069	333.93.06	07/01/22	06/30/23	07/01/21	06/30/23	\$4,176	\$4,176	
FFY21 PHEP BP3 LHJ Funding	NU90TP922043	Amd 2	93.069	333.93.06	01/01/22	06/30/22	07/01/21	06/30/23	\$195,714	\$195,714	
FFY22 TB Uniting for Ukraine Supp	NU52PS910221	Amd 10, 13	93.116	333.93.11	07/01/22	09/30/23	05/21/22	09/30/23	\$7,500	\$7,500	\$7,500
FFY22 Overdose Data to Action Prev	NU17CE925007	Amd 10	93.136	333.93.13	09/01/22	08/31/23	09/01/22	08/31/23	\$57,417	\$107,417	\$127,324
FFY22 Overdose Data to Action Prev	NU17CE925007	Amd 7	93.136	333.93.13	09/01/22	08/31/23	09/01/22	08/31/23	\$50,000		
FFY21 Overdose Data to Action Prev	NU17CE925007	Amd 3	93.136	333.93.13	01/01/22	08/31/22	09/01/21	08/31/22	\$19,907	\$19,907	
COVID19 Vaccines	NH23IP922619	Amd 7	93.268	333.93.26	01/01/22	06/30/24	07/01/20	06/30/24	\$283,424	\$283,424	\$283,424
COVID19 Vaccines R4	NH23IP922619	Amd 5	93.268	333.93.26	01/01/22	06/30/24	07/01/20	06/30/24	\$5,000	\$1,032,214	\$1,032,214
COVID19 Vaccines R4	NH23IP922619	Amd 1	93.268	333.93.26	01/01/22	06/30/24	07/01/20	06/30/24	\$1,027,214		
FFY24 CDC PPHF Ops	NGA Not Received	Amd 13	93.268	333.93.26	07/01/23	06/30/24	07/01/23	06/30/24	\$2,500	\$2,500	\$2,500
FFY24 CDC VFC Ops	NGA Not Received	Amd 13	93.268	333.93.26	07/01/23	06/30/24	07/01/23	06/30/24	\$16,134	\$16,134	\$16,134
FFY24 CDC IQIP Regional Rep	NGA Not Received	Amd 13	93.268	333.93.26	07/01/23	06/30/24	07/01/23	06/30/24	\$28,000	\$28,000	\$28,000

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					Start Date	End Date	Start Date	End Date			
FFY23 PPHF Ops	NH23IP922619	Amd 7	93.268	333.93.26	07/01/22	06/30/23	07/01/22	06/30/23	\$2,500	\$2,500	\$4,459
FFY22 PPHF Ops	NH23IP922619	Amd 3	93.268	333.93.26	01/01/22	06/30/22	07/01/21	06/30/22	\$1,959	\$1,959	
FFY23 VFC IQIP	NH23IP922619	Amd 7	93.268	333.93.26	07/01/22	06/30/23	07/01/22	06/30/23	\$27,588	\$27,588	\$27,588
FFY23 VFC Ops	NH23IP922619	Amd 5	93.268	333.93.26	07/01/22	06/30/23	07/01/22	06/30/23	\$16,134	\$16,134	\$29,004
FFY22 VFC Ops	NH23IP922619	Amd 3	93.268	333.93.26	01/01/22	06/30/22	07/01/21	06/30/22	\$12,870	\$12,870	
FFY19 COVID CARES	NU50CK000515	Amd 2	93.323	333.93.32	01/01/22	04/22/22	04/23/20	07/31/24	\$314,824	\$314,824	\$314,824
FFY19 ELC COVID Ed LHJ Allocation	NU50CK000515	Amd 7	93.323	333.93.32	01/01/22	10/18/22	05/19/20	10/18/22	(\$989,616)	\$155,419	\$155,419
FFY19 ELC COVID Ed LHJ Allocation	NU50CK000515	Amd 2	93.323	333.93.32	01/01/22	10/18/22	05/19/20	10/18/22	\$1,145,035		
FFY20 ELC EDE LHJ Allocation	NU50CK000515	Amd 7, 9, 11	93.323	333.93.32	01/01/22	12/31/23	01/15/21	07/31/24	(\$199,494)	\$2,720,344	\$2,720,344
FFY20 ELC EDE LHJ Allocation	NU50CK000515	Amd 2, 9, 11	93.323	333.93.32	01/01/22	12/31/23	01/15/21	07/31/24	\$2,919,838		
FFY21 SHARP HAI ELC	NU50CK000515	Amd 9	93.323	333.93.32	09/01/22	07/31/24	08/01/21	07/31/24	\$192,500	\$192,500	\$192,500
FFY23 Tobacco-Vape Prev Comp 1	NU58DP006808	Amd 12	93.387	333.93.38	04/29/23	04/28/24	04/29/23	04/28/24	\$24,482	\$24,482	\$73,446
FFY22 Tobacco-Vape Prev Comp 1	NU58DP006808	Amd 5, 9	93.387	333.93.38	04/29/22	04/28/23	04/29/22	04/28/23	\$24,482	\$24,482	
FFY21 Tobacco-Vape Prev Comp 1	NU58DP006808	Amd 2	93.387	333.93.38	01/01/22	04/28/22	04/29/21	04/28/22	\$24,482	\$24,482	
FFY22 Phys Actvty & Nutrition Prog	NU58DP006504	Amd 11	93.439	333.93.43	09/30/22	09/29/23	09/30/22	09/29/23	\$2,000	\$82,000	\$149,000
FFY22 Phys Actvty & Nutrition Prog	NU58DP006504	Amd 7	93.439	333.93.43	09/30/22	09/29/23	09/30/22	09/29/23	\$80,000		
FFY21 Phys Actvty & Nutrition Prog	NU58DP006504	Amd 7	93.439	333.93.43	01/01/22	09/29/22	09/30/21	09/29/22	\$15,000	\$67,000	
FFY21 Phys Actvty & Nutrition Prog	NU58DP006504	Amd 1	93.439	333.93.43	01/01/22	09/29/22	09/30/21	09/29/22	\$52,000		
FFY23 MCHBG LHJ Contracts	B04MC47453	Amd 7	93.994	333.93.99	10/01/22	09/30/23	10/01/22	09/30/23	\$159,854	\$159,854	\$294,435
FFY22 MCHBG LHJ Contracts	B04MC45251	Amd 4	93.994	333.93.99	01/01/22	09/30/22	10/01/21	09/30/22	\$14,691	\$134,581	
FFY22 MCHBG LHJ Contracts	B04MC45251	Amd 1	93.994	333.93.99	01/01/22	09/30/22	10/01/21	09/30/22	\$119,890		
GFS-Group B (FO-SW)		Amd 10	N/A	334.04.90	01/01/23	06/30/23	07/01/22	06/30/23	\$25,878	\$25,878	\$51,755
GFS-Group B (FO-SW)		Amd 1	N/A	334.04.90	01/01/22	06/30/22	07/01/21	06/30/22	\$25,877	\$25,877	
State Drug User Health Program		Amd 7	N/A	334.04.91	07/01/22	06/30/23	07/01/21	06/30/23	(\$40,000)	\$0	\$20,000
State Drug User Health Program		Amd 5	N/A	334.04.91	07/01/22	06/30/23	07/01/21	06/30/23	\$40,000		
State Drug User Health Program		Amd 1	N/A	334.04.91	01/01/22	06/30/22	07/01/21	06/30/23	\$20,000	\$20,000	

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Rec Shellfish/Biotoxin		Amd 13	N/A	334.04.93	07/01/23	12/31/24	07/01/23	06/30/25	\$20,000	\$20,000	\$40,000
Rec Shellfish/Biotoxin		Amd 1	N/A	334.04.93	01/01/22	06/30/23	07/01/21	06/30/23	\$20,000	\$20,000	
Small Onsite Management (ALEA)		Amd 13	N/A	334.04.93	07/01/24	12/31/24	07/01/23	06/30/25	\$33,333	\$33,333	\$104,166
Small Onsite Management (ALEA)		Amd 13	N/A	334.04.93	07/01/23	06/30/24	07/01/23	06/30/25	\$33,333	\$33,333	
Small Onsite Management (ALEA)		Amd 1	N/A	334.04.93	07/01/22	06/30/23	07/01/21	06/30/23	\$15,000	\$15,000	
Small Onsite Management (ALEA)		Amd 1	N/A	334.04.93	01/01/22	06/30/22	07/01/21	06/30/23	\$22,500	\$22,500	
Small Onsite Management (GFS)		Amd 13	N/A	334.04.93	07/01/24	12/31/24	07/01/23	06/30/25	\$8,334	\$8,334	\$8,334
SFY24 Dedicated Cannabis Account		Amd 13	N/A	334.04.93	07/01/23	06/30/24	07/01/23	06/30/25	\$247,509	\$247,509	\$495,018
SFY23 Dedicated Cannabis Account		Amd 5, 9	N/A	334.04.93	07/01/22	06/30/23	07/01/22	06/30/23	\$247,509	\$247,509	
SFY22 Marijuana Education		Amd 2	N/A	334.04.93	01/01/22	06/30/22	07/01/21	06/30/23	\$132,277	\$132,277	\$139,848
SFY22 Marijuana Education		Amd 2	N/A	334.04.93	01/01/22	06/30/22	07/01/21	06/30/23	\$7,571	\$7,571	
SFY23 Tobacco Prevention Proviso		Amd 7, 9	N/A	334.04.93	07/01/22	06/30/23	07/01/22	06/30/23	\$4,000	\$194,000	\$194,000
SFY23 Tobacco Prevention Proviso		Amd 5, 9	N/A	334.04.93	07/01/22	06/30/23	07/01/22	06/30/23	\$190,000		
SFY24 Youth Tobacco Vapor Products		Amd 13	N/A	334.04.93	07/01/23	06/30/24	07/01/23	06/30/25	\$38,402	\$38,402	\$104,106
SFY23 Youth Tobacco Vapor Products		Amd 5, 9	N/A	334.04.93	07/01/22	06/30/23	07/01/21	06/30/23	\$38,402	\$38,402	
SFY22 Youth Tobacco Vapor Products		Amd 2	N/A	334.04.93	01/01/22	06/30/22	07/01/21	06/30/23	\$27,302	\$27,302	
Wastewater Management-GFS		Amd 1	N/A	334.04.93	07/01/22	06/30/23	07/01/21	06/30/23	\$30,000	\$30,000	\$30,000
HIV Local Proviso-RW Grant Year 2023		Amd 5	N/A	334.04.98	04/01/23	06/30/23	04/01/23	06/30/23	\$30,814	\$30,814	\$185,184
HIV Local Proviso-RW Grant Year 2022		Amd 5	N/A	334.04.98	07/01/22	03/31/23	04/01/22	03/31/23	\$92,442	\$92,442	
HIV Local Proviso-RW Grant Year 2022		Amd 10	N/A	334.04.98	04/01/22	06/30/22	04/01/22	03/31/23	(\$19,580)	\$21,174	
HIV Local Proviso-RW Grant Year 2022		Amd 2	N/A	334.04.98	04/01/22	06/30/22	04/01/22	03/31/23	\$19,880		
HIV Local Proviso-RW Grant Year 2022		Amd 1	N/A	334.04.98	04/01/22	06/30/22	04/01/22	03/31/23	\$20,874		
HIV Local Proviso-RW Grant Year 2021		Amd 2	N/A	334.04.98	01/01/22	03/31/22	04/01/21	03/31/22	\$19,880	\$40,754	
HIV Local Proviso-RW Grant Year 2021		Amd 1	N/A	334.04.98	01/01/22	03/31/22	04/01/21	03/31/22	\$20,874		
RW FFY23 Grant Year Local (Rebate)		Amd 13	N/A	334.04.98	07/01/23	12/31/23	07/01/23	12/31/23	\$313,800	\$313,800	\$1,118,585
RW FFY23 Grant Year Local (Rebate)		Amd 7	N/A	334.04.98	04/01/23	06/30/23	04/01/23	06/30/23	\$9,940	\$126,086	
RW FFY23 Grant Year Local (Rebate)		Amd 5	N/A	334.04.98	04/01/23	06/30/23	04/01/23	06/30/23	\$116,146		
RW FFY22 Grant Year Local (Rebate)		Amd 7	N/A	334.04.98	07/01/22	03/31/23	04/01/22	03/31/23	\$29,820	\$378,258	
RW FFY22 Grant Year Local (Rebate)		Amd 5	N/A	334.04.98	07/01/22	03/31/23	04/01/22	03/31/23	\$348,438		
RW FFY22 Grant Year Local (Rebate)		Amd 10	N/A	334.04.98	04/01/22	06/30/22	04/01/22	03/31/23	\$19,580	\$135,726	
RW FFY22 Grant Year Local (Rebate)		Amd 1	N/A	334.04.98	04/01/22	06/30/22	04/01/22	03/31/23	\$116,146		

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RW FFY21 Grant Year Local (Rebate)		Amd 2	N/A	334.04.98	01/01/22	03/31/22	04/01/21	03/31/22	\$48,569	\$164,715	
RW FFY21 Grant Year Local (Rebate)		Amd 1	N/A	334.04.98	01/01/22	03/31/22	04/01/21	03/31/22	\$116,146		
YR3 TFAH-Trust for America's Health		Amd 2, 10	N/A	334.04.98	10/01/22	03/31/23	10/01/22	09/30/23	\$5,400	\$5,400	\$10,000
YR2 TFAH-Trust for America's Health		Amd 2	N/A	334.04.98	02/01/22	09/30/22	10/01/21	09/30/22	\$4,600	\$4,600	
FPHS-LHJ-Proviso (YR2)		Amd 12	N/A	336.04.25	07/01/22	06/30/23	07/01/21	06/30/23	\$250,000	\$2,719,000	\$4,064,000
FPHS-LHJ-Proviso (YR2)		Amd 6	N/A	336.04.25	07/01/22	06/30/23	07/01/21	06/30/23	\$2,469,000		
FPHS-LHJ-Proviso (YR2)		Amd 7	N/A	336.04.25	07/01/22	06/30/23	07/01/21	06/30/23	(\$1,345,000)	\$0	
FPHS-LHJ-Proviso (YR2)		Amd 1	N/A	336.04.25	07/01/22	06/30/23	07/01/21	06/30/23	\$1,345,000		
FPHS-LHJ-Proviso (YR1)		Amd 1	N/A	336.04.25	01/01/22	06/30/22	07/01/21	06/30/23	\$1,345,000	\$1,345,000	
FPHS-Local Health Jurisdiction		Amd 13	N/A	336.04.25	07/01/23	06/30/24	07/01/23	06/30/25	\$2,469,000	\$2,469,000	\$2,469,000
YR 25 SRF - Local Asst (15%) (FO-SW) SS		Amd 11	N/A	346.26.64	01/01/23	12/31/23	01/01/23	12/31/23	\$13,250	\$13,250	\$32,250
YR24 SRF - Local Asst (15%) (FO-SW) SS		Amd 7	N/A	346.26.64	01/01/22	12/31/22	07/01/21	06/30/23	\$1,500	\$19,000	
YR24 SRF - Local Asst (15%) (FO-SW) SS		Amd 1	N/A	346.26.64	01/01/22	12/31/22	07/01/21	06/30/23	\$17,500		
YR 25 SRF - Local Asst (15%) (FO-SW) TA		Amd 11	N/A	346.26.66	01/01/23	12/31/23	01/01/23	12/31/23	\$2,000	\$2,000	\$3,000
YR24 SRF - Local Asst (15%) (FO-SW) TA		Amd 1	N/A	346.26.66	01/01/22	12/31/22	07/01/21	06/30/23	\$1,000	\$1,000	
TOTAL									\$15,509,011	\$15,509,011	
Total consideration:				\$12,298,666						GRAND TOTAL	\$15,509,011
				\$3,210,345							
GRAND TOTAL				\$15,509,011						Total Fed	\$6,439,765
										Total State	\$9,069,246

*Catalog of Federal Domestic Assistance

**Federal revenue codes begin with "333". State revenue codes begin with "334".

**Exhibit A
Statement of Work
Contract Term: 2022-2024**

DOH Program Name or Title: Foundational Public Health Services (FPHS) - Effective July 1, 2023

Local Health Jurisdiction Name: Kitsap Public Health District

Contract Number: CLH31014

SOW Type: Original **Revision # (for this SOW)**

Period of Performance: July 1, 2023 through June 30, 2024

Funding Source <input type="checkbox"/> Federal <Select One> <input checked="" type="checkbox"/> State <input type="checkbox"/> Other	Federal Compliance (check if applicable) <input type="checkbox"/> FFATA (Transparency Act) <input type="checkbox"/> Research & Development	Type of Payment <input type="checkbox"/> Reimbursement <input checked="" type="checkbox"/> Periodic Distribution
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Statement of Work Purpose: Per RCW 43.70.512, Foundational Public Health Services (FPHS) funds are for the governmental public health system: local health jurisdictions, Department of Health, state Board of Health, sovereign tribal nations and Indian health programs. These funds are to build the system’s capacity and increase the availability of FPHS services statewide.

Revision Purpose: N/A

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change Increase (+)	Total Allocation
				Start Date	End Date			
FPHS-LOCAL HEALTH JURISDICTION	99200840	N/A	336.04.25	07/01/23	06/30/24	0	2,469,000	2,469,000
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						0	2,469,000	2,469,000

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	FPHS funds to each LHJ – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$1,278,000
2	Assessment Reinforcing Capacity – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$60,000
3	Assessment – CHA/CHIP – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$30,000
4	Lifecourse – Infrastructure & Workforce Capacity – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$487,000

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
5	CD – Hepatitis C – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in Program Specific Requirements - Deliverables	See below in Program Specific Requirements - Deliverables	\$37,000
6	CD – Case Investigation Capacity – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in Program Specific Requirements - Deliverables	See below in Program Specific Requirements - Deliverables	\$354,000
7	CD – Tuberculosis Program – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in Program Specific Requirements - Deliverables	See below in Program Specific Requirements - Deliverables	\$21,000
8	MCH – Child Death Review – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$83,000
9	EPH – Radiation Emergency Preparedness – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in Program Specific Requirements - Deliverables	See below in Program Specific Requirements - Deliverables	\$38,000
10	EPH Core Team – Climate Change Response – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in Program Specific Requirements - Deliverables	See below in Program Specific Requirements - Deliverables	\$43,000
11	EPH Core Team – Water System Capacity – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in Program Specific Requirements - Deliverables	See below in Program Specific Requirements - Deliverables	\$38,000

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

FPHS staff from DOH and the Washington State Association of Local Public Health Officials (WSALPHO) will coordinate and communicate together to build and assure common systemwide approaches per FPFS Steering Committee direction and the FPFS framework intent.

- For LHJ questions about the use of funds:
 - Chris Goodwin, FPFS Policy Advisor, WSALPHO – cgoodwin@wsac.org, 564-200-3166
 - Brianna Steere, FPFS Policy Advisor, WSALPHO – bsteere@wsac.org, 564-200-3171

The intent of FPFS funding is outlined in [RCW 43.70.512](#).

Foundational Public Health Services Definitions and related information can be found here: www.doh.wa.gov/fphs.

Stable funding and an iterative decision-making process – The FPFS Steering Committee’s roles and responsibilities are outlined in the [FPFS Committee & Workgroup Charter](#). The Steering Committee is the decision making body for FPFS and operates under a consensus-based decision making model, outlined [here](#). The Steering Committee use an iterative approach to decision making meaning additional tasks and/or funds may be added to a local health jurisdiction’s (LHJ) FPFS Statement of Work (SOW) as funding decisions are made.

Spending of FPFS funds – FPFS funds do not require pre-approval or pre-authorization to spend. FPFS funds are to assure FPFS services are available in each jurisdiction based on the FPFS Definitions (link) and as reflected in the SOW. Assurance includes providing FPFS as part of your jurisdiction's program operations, contracting with another governmental public health system partner to provide the service, or receiving the service through a new service delivery model such as cross-jurisdictional sharing or regional staff. **FPFS funds are eligible starting at the beginning of each state fiscal year (July 1) regardless of when funds are received by the LHJ, even if the expenditure occurred before the LHJ’s contract was signed.**

These funds are not intended for fee-based services such as select environmental public health services. As state funding for FPHS increases, other funds sources (local revenue, grants, federal block grants) should be directed to the implementation of additional important services and local/state priorities as determined by each agency/jurisdiction.

Annual Allocations – The legislature appropriates FPHS funding on an annual basis and the FPHS Steering Committee allocates funds annually through the FPHS Concurrence Process for the State Fiscal Year (SFY): July - June.

The Legislature appropriates FPHS funding amounts for each fiscal year of the biennium. This means that funds must be spent within that fiscal year and cannot be carried forward. Any funds not spent by June 30th each year must be returned to the State Treasury. Funding allocations reset and begin again at the start of the next fiscal year (July 1).

This Statement of Work is for the period of July 1, 2023-June 30, 2024 and may be included in multiple Consolidated Contracts (ConCons) which are based on the calendar year and renewed every three years.

Disbursement of FPHS funds to LHJs – Unlike other ConCon grants, FPHS bill-back to DOH is NOT required. Half of the annual FPHS funds allocated by the Steering Committee to each LHJ are disbursed each July and January. The July payments to LHJs and access to FPHS allocation for all other parts of the governmental public health system occur upon completion of the FPHS Annual Assessment.

Deliverables – FPHS funds are to be used to assure FPHS services statewide. The FPHS accountability process measures how funds are spent, along with changes in system capacity through the FPHS Annual Assessment, system performance indicators, and other data. DOH, SBOH and local health jurisdictions have agreed to complete:

1. Reporting of spending and spending projections. Process timelines and reporting template are provided by the FPHS Steering Committee via FPHS Support Staff.
2. FPHS Annual Assessment is due each July to report on the previous state fiscal year. Process and reporting template are provided by the FPHS Steering Committee via FPHS Support Staff. System results are published in the annual FPHS Investment Report available at www.doh.wa.gov/fphs.

BARS Revenue Code: 336.04.25

BARS Expenditure Coding – provided for your reference.

562.xx	BARS Expenditure Codes for FPHS activities: see below
10	FPHS Epidemiology & Surveillance
11	FPHS Community Health Assessment
12	FPHS Emergency Preparedness & Response
13	FPHS Communication
14	FPHS Policy Development
15	FPHS Community Partnership Development
16	FPHS Business Competencies
17	FPHS Technology
20	FPHS CD Data & Planning
21	FPHS Promote Immunizations
23	FPHS Disease Investigation – Tuberculosis (TB)
24	FPHS Disease Investigation – Hepatitis C
25	FPHS Disease Investigation – Syphilis, Gonorrhea & HIV
26	FPHS Disease Investigation – STD (other)
27	FPHS Disease Investigation – VPD
28	FPHS Disease Investigation – Enteric

29	FPHS Disease Investigation – General CD
40	FPHS EPH Data& Planning
41	FPHS Food
42	FPHS Recreational Water
43	FPHS Drinking Water Quality
44	FPHS On-site Wastewater
45	FPHS Solid & Hazardous Waste
46	FPHS Schools
47	FPHS Temporary Worker Housing
48	FPHS Transient Accommodations
49	FPHS Smoking in Public Places
50	FPHS Other EPH Outbreak Investigations
51	FPHS Zoonotics (includes vectors)
52	FPHS Radiation
53	FPHS Land Use Planning
60	FPHS MCH Data & Planning
70	FPHS Chronic Disease, Injury & Violence Prevention Data & Planning
80	FPHS Access/Linkage with Medical, Oral and Behavioral Health Care Services Data & Planning
90	FPHS Vital Records
91	FPHS Laboratory – Centralized (PHSKC Only)
92	FPHS Laboratory

Special References (i.e., RCWs, WACs, etc.):

[FPHS Intent - RCW 43.70.512](#)

[FPHS Funding – RCW 43.70.515](#)

[FPHS Committee & Workgroup Charter](#)

[FPHS Steering Committee Consensus Decision Making Model](#)

Activity Special Instructions:

Investments to Each LHJ:

1. FPHS Funds to Each LHJ

These funds are allocated to be used to provide any programs and services within all of the FPHS Definitions. Each LHJ is empowered to prioritize where and how to use these funds to maximize equitable, effective and efficient delivery of FPHS to every community in Washington.

Use BARS expenditure codes from the list above that most closely align with expenditure made.

Targeted Investments to Each LHJ:

2. Assessment Reinforcing Capacity (FPHS definition G.2)

Support LHJ assessment capacity with flexible funds to meet locally identified needs. BARS expenditure codes: 562.10 or 11

3. Assessment – CHA/CHIP (FPHS definitions G.3)

Support any CHA/CHIP activity or service (e.g., data analysis, focus groups, report writing, process facilitation) and may be used to contract with other agencies for staff time or services. Use BARS expenditure codes: 562.11

4. **Lifecourse – Infrastructure & Workforce Capacity (FPHS definitions D, E, F)**

Infrastructure and workforce investments to each LHJ to meet fundamental needs in three areas: Maternal/Child/Family Health; Access/Linkage with Medical, Oral and Behavioral Health Services; and Chronic Disease, Injury and Violence Prevention. Use BARS expenditure codes: 562.60 or 70 or 80.

Targeted Investments to Select LHJs – Assuring FPHS Available in Own Jurisdiction:

5. **CD – Hepatitis C (FPHS definitions C.4.o-p)**

Address Hepatitis C cases per guidance developed by the FPHS CD SME Workgroup and [DOH’s Hepatitis C Prioritization document](#) with particular emphasis on lab surveillance and investigation of acute cases. Use BARS expenditure codes: 562.24.

6. **CD – Case Investigation Capacity (FPHS definitions C.2, C. 4)**

Support LHJ communicable disease capacity to conduct case investigation and follow up to reduce gaps and meet locally identified needs that address notifiable conditions responsibilities. Use BARS expenditure codes: 562.23-29.

7. **CD – Tuberculosis Program (FPHS definition C.4.q-v)**

Expand capacity to conduct timely investigation for all infectious TB cases, conduct outreach and evaluation to Class B arrivers and infected contacts, provide education and resources to promote engagement with community providers, and coordinate case management for patients with LTBI. Funding allocated to LHJs with high Tuberculosis (TB) burden. Use BARS expenditure codes: 562.23.

8. **MCH – Child Death Review (FPHS definitions D.1, F.1, F.2, F.3, J.1, J.2, K.1)**

This investment assures LHJs and DOH have adequate staffing to conduct regular Child Death Reviews and use their findings to track fatality data and inform policy recommendations to reduce and eliminate preventable child deaths. Allocations are for staff and associated operating costs. Use BARS expenditure codes: 562.60.

9. **EPH – Radiation Emergency Preparedness (FPHS definitions B.2, B.3, B.5, B.6, B.7)**

The goal of this investment is to sustainably fund planning, training, and response for radiological emergencies. This will include training with agency Incident Management Team members and other Environmental Public Health Division staff outside of the Office of Radiation Protection (ORP) to allow for smoothly coordinated response actions and public messaging. This will allow agencies to respond, investigate, remove and dispose of unwanted and abandoned radioactive materials, and address responsibilities for protection of public health and reducing the inappropriate burden placed on licensees to fund activities outside of their permit/license or registration. Anticipated spending includes, but are not limited to staffing, materials and supplies to support training exercises. Use BARS expenditure code: 562.52

EPH – Core Teams (Applies to all EPH Core Team FPHS Investments) (FPHS definition B.1-7)

Each EPH Core Team investment is for LHJ staff to participate in a cross-jurisdictional topic-specific Core Team. The Core Teams are each tasked with developing one or more model program(s), intended to offer guidance for scalable environmental public health responses relating to their specific sub-topic area(s). Where it makes sense to do so, the Core Teams may also work on implementation of these model programs. The content and output of these model programs will vary depending on the needs and approaches specific to each sub-topic area.

Recipients of these Core Team FPHS funds are required to participate in the associated Core Team for each investment. Recipients may spend these funds towards staffing time necessary to participate and on FPHS-qualifying activities for the specific sub-topic area(s) attached to its associated investment. Each Core Team FPHS investment is distinctive from all other Core Team FPHS investments.

Core Teams exist outside the FPHS structure, in partnership between LHJs and WA DOH, with one co-lead from each. Model programs developed through Core Team work will be made available to all Washington public health agencies.

There are currently six EPH Core Teams. They are listed below, with their sub-topic area(s), as applicable.

- System-Wide Data Management Improvement
- Climate-Change Response
- Lead Exposure
- Water System Capacity
- Homelessness Response
- Safe & Healthy Communities

Kitsap is receiving funds to participate in these EPH Core Teams:

10. **EPH Core Team – Climate-Change Response**

This Core Team will address environmental health concerns related to climate and the effects of climate change.

- Model program development will start with Wildfire Smoke and Harmful Algal Blooms, and may include other priorities and topics.

11. **EPH Core Team – Water System Capacity**

The goal of this Core Team is to increase LHJ capacity for water resource management and planning.

- Use BARS expenditure code: 562.43 or 53.

**Exhibit A
Statement of Work
Contract Term: 2022-2024**

DOH Program Name or Title: Healthcare-Associated Infections & Antimicrobial Resistance (HAI&AR) - Effective September 1, 2022

Local Health Jurisdiction Name: Kitsap Public Health District

Contract Number: CLH31014

SOW Type: Revision **Revision # (for this SOW)** 1

Funding Source <input checked="" type="checkbox"/> Federal Subrecipient <input type="checkbox"/> State <input type="checkbox"/> Other	Federal Compliance (check if applicable) <input checked="" type="checkbox"/> FFATA (Transparency Act) <input type="checkbox"/> Research & Development	Type of Payment <input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Fixed Price
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Period of Performance: September 1, 2022 through July 31, 2024

Statement of Work Purpose: The purpose of this statement of work (SOW) is to provide funding to Kitsap Public Health District (KPHD) to expand healthcare-associated infections & antimicrobial resistance (HAI&AR) resources and activities through the implementation of a new HAI&AR program. KPHD will hire and train a full-time public health nurse (PHN) to oversee the new HAI&AR program, and support local health jurisdictional and local healthcare facility HAI&AR activities.

Revision Purpose: Update task 8 language.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change None	Total Allocation
				Start Date	End Date			
FFY21 SHARP HAI ELC	1831321R	93.323	333.93.32	09/01/22	07/31/24	192,500	0	192,500
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						192,500	0	192,500

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Implement a HAI&AR program through the hiring of a 0.7 FTE Public Health nurse (PHN) to develop and implement a HAI&AR program for KPHD.	Written communication to the DOH HAI&AR LHJ Coordinator on the progress of hiring a PHN	9/1/22 – Hire of PHN	Payment for all tasks will be reimbursed for actual expenses up to the maximum available within the funding periods for each source described in the funding table above
2	Provide necessary training and certifications for new staff as needed to support HAI&AR program activities	Report trainings/certifications completed in quarterly email check-in	9/1/22 - 7/31/24	
3	Provide necessary infrastructure and equipment to employ the PHN and support related activities at KPHD including: <ul style="list-style-type: none"> • Computers and data linkages • Office equipment • Program supplies • Workspace 	Provide documentation of the presence of an infrastructure in first quarterly report email (template provided by DOH)	By the start date of hiring PHN	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> Go Bag (gowns, masks, eye protection, N-95s, hand sanitizer, trash bags, travel bag to store supplies) Transportation cost for conducting site visits and attending in-person training sessions. Translation and interpretation services 			
4	Ensure that the hired PHN can attend periodic relevant training and/or meetings with the DOH HAI&AR Program <ul style="list-style-type: none"> Trainings and/or meetings will occur at least four (4) times 	Report attendance of relevant DOH HAI&AR program activities attended in quarterly email check-in	As trainings and/or meetings are provided by the DOH HAI&AR Program.	
5	The KPHD PHN will help develop and share HAI&AR tools/resources for healthcare facilities and act as a reviewer for other statewide tools developed by the DOH HAI&AR Program.	Report tools/resources that have been created and shared in quarterly email check-in	Quarterly and as needed during the funding period	
6	The PHN will initiate partnership development through outreach and identification of the local healthcare network: <ul style="list-style-type: none"> PHN will host quarterly meetings with local healthcare facilities. Build knowledge related to local issues and data availability regarding antibiotic-resistant organisms and other pathogens of concern 	Share findings and new partnerships with DOH HAI&AR LHJ Coordinator in quarterly email check-in	Quarterly and as needed during the funding period	
7	The PHN will develop and implement, in coordination with local partners including the Olympic College nursing program, an internal and external HAI&AR training plan	Report internal and external training plans, work with local partners, and the Olympic College nursing program in quarterly email check-in	Quarterly and as needed during the funding period	
8	<p><i>WA DOH partners and stakeholders (local health jurisdictions, healthcare facilities, CDC, etc.) will benefit from learning about ELC funded programs. At least one KPHD staff member will present at the WA DOH HAI & AR Summit on the programs funded by SHARP including projects, success, barriers, lessons learned, and future projections over the course of their funding. Awardees will attend the summit, present, and answer general questions about their activities.</i></p> <p>Other LHJs and healthcare staff will benefit from learning about HAI&AR implementation experiences. To ensure knowledge and experiences are shared, the KPHD PHN will participate in the webinar outreach led by the DOH HAI&AR Program. Participation is defined as webinar attendance, presentation, and availability to answer general questions about COVID-19 activities.</p>	<p><i>Present at the HAI & AR Summit</i></p> <p>Participation in at least one (1) webinar hosted by DOH</p>	<p><i>May 2024 7/31/2024</i></p>	<p><i>DOH will provide breakfast(s) and lunch(es) at the conference.</i></p> <p><i>LHJs must cover their own travel, rooms, dinner, and any other additional travel costs using funding available within the funding periods for each source described in the Funding Table above.</i></p>

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Federal Funding Accountability and Transparency Act (FFATA) (Applies to federal grant awards.)

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent.

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

Information about the LHJ and this statement of work will be made available on [USASpending.gov](#) by DOH as required by P.L. 109-282.

Program Specific Requirements

This section is for program specific information not included elsewhere. In SOWs where more than one project is listed, each requirement must be identified by MI Code.

Restrictions on Funds (i.e., disallowed expenses or activities, indirect costs, etc.):

- CDC Funding Regulations and Policies: <https://www.cdc.gov/grants/documents/General-Terms-and-Conditions-Non-Research-Awards.pdf>

Monitoring Visits (i.e., frequency, type, etc.): The DOH program contact may conduct monitoring visits during the life of this project. The type, duration, and timing of visit will be determined and scheduled in cooperation with the sub-awardee. The DOH Fiscal Monitoring Unit may conduct fiscal monitoring site visits during the life of this project.

Billing Requirements: A19-1A invoices are required to be submitted at least quarterly.

Special Instructions: Quarterly reporting will be due as follows:

- December 31, 2022
- March 31, 2023
- June 30, 2023
- September 30, 2023
- December 31, 2023
- March 31, 2024
- June 30, 2024

**Exhibit A
Statement of Work
Contract Term: 2022-2024**

DOH Program Name or Title: Infectious Disease Prevention Services-Ryan White
Part B - Effective July 1, 2023

Local Health Jurisdiction Name: Kitsap Public Health District

Contract Number: CLH31014

SOW Type: Original **Revision # (for this SOW)**

Funding Source <input type="checkbox"/> Federal Subrecipient <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Other	Federal Compliance (check if applicable) <input type="checkbox"/> FFATA (Transparency Act) <input type="checkbox"/> Research & Development	Type of Payment <input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Fixed Price
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Period of Performance: July 1, 2023 through December 31, 2023

Statement of Work Purpose: The purpose of this statement of work is for the provision of a range of client-centered activities focused on improving health outcomes in support of the human immunodeficiency virus (HIV) care continuum for SFY24.

Revision Purpose: N/A

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change Increase (+)	Total Allocation
				Start Date	End Date			
RW FFY23 GRANT YEAR LOCAL (REBATE)	12618TBD	N/A	334.04.98	07/01/23	12/31/23	0	313,800	313,800
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						0	313,800	313,800

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
Case Management	Provision of a range of client-centered activities focused on improving health outcomes in support of the HIV care continuum. Includes all types of case management encounters with or on behalf of client (face-to-face, phone contact, any other forms of communication). Activities may include: 1) initial assessment of need. 2) development of individualized care plan. 3) coordinated access to health and support services. 4) client monitoring to assess the care plan. 5) re-evaluation of the care plan. 6) ongoing assessment of client's needs.	Agency will ensure hours of operation provide a minimum of 40 hours per week for clients to access case management services. Any exceptions require prior approval from the DOH HIV Community Services Program Manager. Agency must track and report data within the Provide database any and all Performance Measures related to this Service Category as directed by DOH Quality Management Team (CQM).	Client level data and any interaction must be entered into Provide within 5 business days as a progress log. <ul style="list-style-type: none"> Agency must complete eligibility assessment annually. Comprehensive assessment must be completed within the first 30 days of 	Total reimbursement not to exceed \$232,058. \$232,058 – MI 12618TBD – RW FFY23 Grant Local Year (Rebate) \$232,058 for 7/1/2023 – 12/30/2023

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>7) treatment adherence counseling. 8) client specific advocacy or review of utilization of services. 9) benefits counseling.</p> <p>ROIs must be obtained for DOH, HCA, and HIV medical provider.</p> <p>Contractor must bill Title XIX monthly and report to DOH on the expense summary form. Any exceptions require prior approval from DOH HIV Community Services Program Manager.</p>		<p>completing intake and updated every five years unless significant changes have occurred with the client.</p> <ul style="list-style-type: none"> • ISPs must be completed within two weeks of the comprehensive assessment and reviewed at a minimum every six months. Medical appointments must be reported at minimum annually. 	
Outreach Services – Peer Navigation	<p>Outreach Services provide the following activities: 1) linkage or re-engagement of PLWH who know their status into HRSA RWHAP services and/or medical care, 2) referral to appropriate supportive services. 3) Peer Navigators must be added to the clients Care Team in Provide database. 4) Peer Navigators will participate in ISP development and review.</p> <p>Outreach Services provided to an individual or in small group settings cannot be delivered anonymously as some information is needed to facilitate any necessary follow-up and care.</p>	Agency must track and report client level data within the Provide database any and all Performance Measures related to this Service Category as directed by DOH Quality Management Team (CQM).	<p>Client level data and interaction must be entered into Provide within 5 business days as a progress log.</p> <p>ISP and ISP goal developments must be completed before outreach services are delivered and reviewed a minimum every six months.</p>	<p>Total reimbursement not to exceed \$50,374.</p> <p>\$50,374 – MI 12618TBD – RW FFY23 Grant Local Year (Rebate)</p> <p>\$50,374 for 7/1/2023 – 12/30/2023</p>
Food Bank	<p>Provision of actual food items, hot meals, or a voucher program to purchase food. This also includes providing essential non-food items (limited to personal hygiene products, household cleaning supplies, and water filtration in communities where issues of water safety exist).</p> <p>HRSA RWHAP funds may not be used to make cash payments to intended clients of HRSA RWHAP-funded services. This prohibition includes cash incentives and cash intended as payment for HRSA RWHAP core medical and support services. Where direct provision of the service is not possible or effective, store gift cards,¹ vouchers, coupons, or tickets that can be</p>	<p>Agency must track and report client level data within the Provide database any and all activity related to this Service Category.</p> <p>Agency must ensure that a policy for managing gift cards with strong internal controls is in place similar to a small and attractive items policy.</p>	<p>Client level data and interaction must be entered into Provide within 5 business days as a progress log and/or service provided.¹</p> <p>¹Services provided must include the dollar amount of the service provided</p>	<p>Total reimbursement not to exceed \$5,000.</p> <p>\$5,000 – MI 12618TBD – RW FFY23 Grant Local Year (Rebate)</p> <p>\$5,000 for 7/1/2023 – 12/30/2023</p>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>exchanged for a specific service or commodity (e.g., food or transportation) must be used.</p> <p>¹ Store gift cards that can be redeemed at one merchant or an affiliated group of merchants for specific goods or services that further the goals and objectives of the HRSA RWHAP are allowable as incentives for eligible program participants.</p> <p>General-use prepaid cards are considered “cash equivalent” and are therefore unallowable. Such cards generally bear the logo of a payment network, such as Visa, MasterCard, or American Express, and are accepted by any merchant that accepts those credit or debit cards as payment. Gift cards that are cobranded with the logo of a payment network and the logo of a merchant or affiliated group of merchants are general-use prepaid cards, not store gift cards, and therefore are unallowable.</p>			
Housing	<p>Provision of limited short-term assistance to support emergency, temporary, or transitional housing to enable a client or family to gain or maintain health services. Housing-related referral services include assessment, search, placement, advocacy, and the fees associated with these services. Housing services are accompanied by a strategy to identify, relocate, or ensure the client is moved to, or capable of maintaining a long-term, stable living situation. Housing must be linked to client gaining or maintaining compliance with HIV-related health services and treatment.</p> <p>Rent and utilities – One-time payments are unallowable and must be reported under emergency financial assistance.</p>	<p>Agency must track and report client level data within the Provide database any and all activity related to this Service Category.</p> <p>Housing plan must be updated annually and reviewed quarterly.</p>	<p>Client level data and interaction must be entered into Provide within 5 business days as a progress log and/or service provided.¹</p> <p>¹Services provided must include the dollar amount of the service provided.</p>	<p>Total reimbursement not to exceed \$4,800.</p> <p>\$4,800 – MI 12618TBD – RW FFY23 Grant Local Year (Rebate)</p> <p>\$4,800 for 7/1/2023 – 12/30/2023</p>
Linguistic Services	<p>Provision of interpretation and translation services, both oral and written, to eligible clients. Services are provided by a qualified linguistic services provider as a part of HIV service delivery between the healthcare provider and the client. Services are provided when necessary to facilitate communication between the provider and client or to support delivery of HIV Community Services.</p>	<p>Agency must track and report client level data within the Provide database any and all activity related to this Service Category.</p>	<p>Client level data and interaction must be entered into Provide within 5 business days as a progress log and/or service provided.</p>	<p>Total reimbursement not to exceed \$0.00.</p> <p>\$0.00 – MI 12618TBD – RW FFY23 Grant Local Year (Rebate)</p> <p>\$0.00 for 7/1/2023 – 12/30/2023</p>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
<p>Medical Transportation</p>	<p>Provision of non-emergency transportation services that enable an eligible client to access or be retained in medical and support services. May be provided by:</p> <ol style="list-style-type: none"> 1) providers of transportation services; 2) mileage reimbursement (non-cash) that does not exceed the established rates for federal programs; 3) organization and use of volunteer drivers through programs with insurance and other liability issues specifically addressed; 4) voucher or token systems. <p>HRSA RWHAP funds may not be used to make cash payments to intended clients of HRSA RWHAP-funded services. This prohibition includes cash incentives and cash intended as payment for HRSA RWHAP core medical and support services. Where direct provision of the service is not possible or effective, store gift cards,¹ vouchers, coupons, or tickets that can be exchanged for a specific service or commodity (e.g., food or transportation) must be used.</p> <p>¹ Store gift cards that can be redeemed at one merchant or an affiliated group of merchants for specific goods or services that further the goals and objectives of the HRSA RWHAP are allowable as incentives for eligible program participants. General-use prepaid cards are considered “cash equivalent” and are therefore unallowable. Such cards generally bear the logo of a payment network, such as Visa, MasterCard, or American Express, and are accepted by any merchant that accepts those credit or debit cards as payment. Gift cards that are cobranded with the logo of a payment network and the logo of a merchant or affiliated group of merchants are general-use prepaid cards, not store gift cards, and therefore are unallowable.</p>	<p>Agency must track and report client level data within the Provide database any and all activity related to this Service Category.</p> <p>Agency must ensure that a policy for managing gift cards with strong internal controls is in place similar to small and attractive items policy.</p>	<p>Client level data and interaction must be entered into Provide within 5 business days as a progress log and/or service provided.¹</p> <p>¹Services provided must include the dollar amount of the service provided.</p>	<p>Total reimbursement not to exceed \$1,855.</p> <p>\$1,855 – MI 12618TBD – RW FFY23 Grant Local Year (Rebate)</p> <p>\$1,855 for 7/1/2023 – 12/30/2023</p>
<p>HIV Clinical Quality Management</p>	<p>CQM activities should be continuous and fit within and support the framework of improving client care, health outcomes, and client satisfaction.</p>	<p>Agency must track and report within the Provide database any and all Performance Measures related to this</p>	<p>Agency must submit quarterly reports to.</p> <p>3rd Quarter</p>	<p>Total reimbursement not to exceed \$7,713.</p>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
(CQM)/ Improvement	<p>Assesses the extent to which HIV health services provided to patients under the grant are consistent with the most recent Public Health Service guidelines (otherwise known as the HHS guidelines) for the treatment of HIV disease and related opportunistic infections; and Develop strategies for ensuring that such services are consistent with the guidelines for improvement in the access to and quality of HIV services.</p> <p>Performance measurement prioritization and alignment with other RWHAP Parts in the service area.</p> <p>Data extraction for clinical quality management purposes (collect, aggregate, analyze, and report on measurement data)</p>	<p>service category as directed by DOH Quality Management Team.</p> <p>Agency must submit an Annual CQM Plan as directed by DOH Quality Management Team.</p> <p>Agency must request client/patient feedback by establishing either; a) Annual Client Satisfaction Survey’s b) Consumer/Client Advisory Board that meets quarterly.</p> <p>Deliverables for this reporting period have been identified and can be referenced in the Quality Management Plan.</p>	<p>7/1 – 9/30/2023 Due 10/30/2023</p> <p>4th Quarter 10/1 – 12/31/2023 Due 1/30/2024</p>	<p>\$7,713 – MI 12618TBD – RW FFY23 Grant Local Year (Rebate)</p> <p>\$7,713 for 7/1/2023 – 12/30/2023</p>
Emergency Financial Assistance	<p>Emergency Financial Assistance provides limited one-time or short-term payments to assist an HRSA RWHAP client with an urgent need for essential items or services necessary to improve health outcomes, including: utilities, housing, food (including groceries and food vouchers), transportation, medication not covered by an AIDS Drug Assistance Program or AIDS Pharmaceutical Assistance, or another HRSA RWHAP-allowable cost needed to improve health outcomes. Emergency Financial Assistance must occur as a direct payment to an agency or through a voucher program.</p> <p>Any service(s) costing greater than \$1,000 must be pre-approved by DOH.</p>	<p>Agency must enter client level data into the Provide database for each consumer receiving Emergency Financial Assistance.</p>	<p>Client level data and interaction must be entered into Provide within 5 business days as a progress log and/or service provided.¹</p> <p>¹Services provided must include the dollar amount of the service provided.</p>	<p>Total reimbursement not to exceed \$12,000.</p> <p>\$12,000 – MI 12618TBD – RW FFY23 Grant Local Year (Rebate)</p> <p>\$12,000 for 7/1/2023 – 12/30/2023</p>

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Federal Funding Accountability and Transparency Act (FFATA) (Applies to federal grant awards.)

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent.

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

Information about the LHJ and this statement of work will be made available on [USASpending.gov](#) by DOH as required by P.L. 109-282.

Program Specific Requirements

1. Definitions

CONTRACTOR – For the purposes of this Statement of Work Only, the Entity receiving funds directly from Washington State Department of Health (DOH) for client services to prevent or treat conditions named in the statement of work will be referred to as contractor.

2. Client Eligibility and re-certification – Reference the [Ryan White Part B, HIV Community Services \(HCS\) Manual](#) for more information

3. Title XIX HIV Medical Case Management – Reference the [HCS Manual](#) and Infectious Disease Fiscal Manual for more information. Any funds generated from Title XIX must be used to support or enhance Medical Case Management activities. Ryan White is a payer of *Last Resort* and Title XIX must be billed monthly unless prior approval for a different frequency of billing is granted by DOH – Reference the [HCS Manual](#)

4. Participation in Quality Management/Improvement activities – Reference the [HCS Manual](#) for more information. For information not available in the HCS manual, connect with your OID contract manager.

5. HIV Statewide Data System – All services funded through Ryan Part B, Ryan White Rebates or Title XIX must have client level data **entered into** the Provide™ Database System

6. CLAS Standards – The CONTRACTOR will comply with the National Standards for Culturally and Linguistically Appropriate Services (CLAS) standards (1, 5-9). [National Standards for Culturally and Linguistically Appropriate Services \(CLAS\) in Health and Health Care \(allianceforclas.org\)](#)

7. Participation in Capacity Building and Technical Assistance Activities designed to increase efficacy of HIV Community Services

Capacity building is the process by which individuals and organizations obtain, improve, and retain the skills, knowledge, tools, equipment, and other resources needed to do their jobs competently. Opportunities for capacity building and technical assistance for contractor will be offered throughout the contract year by WA DOH and other regional or national capacity building organizations.

8. Participation in Ending the HIV Epidemic and End the Syndemic Planning & Activities (only for services in King county)

[Ending the HIV Epidemic: A Plan for America](#) (EHE) is a bold plan that aims to end the HIV epidemic in the United States by 2030. EHE is the operational plan developed by agencies across the U.S. Department of Health and Human Services (HHS) to pursue that goal. King County has been identified as one of the jurisdictions included in the ETE plan and Public Health Seattle & King County (PHSKC) is the lead agency in implementing this work. Subcontractors operating in King County will be expected to participate in ETE planning and activities in collaboration with PHSKC, as necessary, throughout the contract year.

9. Program Organization – The CONTRACTOR must provide a full updated organizational chart, including Board of Directors is applicable, and staffing plan referencing positions described in the budget narrative. The CONTRACTOR must provide job descriptions for any new or changed positions in the updated organizational chart.

10. Training Requirements – Reference the [HCS Manual](#) for more information

11.-Contract Management – Reference the [HCS Manual](#) for more information

a. Fiscal Guidance – Reference the OID Fiscal Manual for more detailed information.

- i) **Funding** –The CONTRACTOR shall submit all claims for payment for costs due and payable under this statement of work by January 31, 2024. DOH will pay belated claims at its discretion, contingent upon the availability of funds.
- ii) The CONTRACTOR agrees to reimburse DOH for expenditures billed to the DOH for costs that are later determined through audit or monitoring to be disallowed under the requirements of 2 CFR Part 200 –Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Audits.
- iii) **Submission of Invoice Vouchers** – On a monthly basis, the CONTRACTOR shall submit complete and correct A19 invoice vouchers amounts billable to DOH under this statement of work and Expense Summary backup form. All A19 invoice vouchers must be submitted by the 25th of the following month.
 - The CONTRACTOR must provide all backup documentation as required based on the assigned risk level. Risk assessments are completed at the beginning of

- a new contract. Contact your contract manager if you are unaware your assigned risk level.
- DOH may ask for additional backup information to pay invoices based on the needs of the funding sources supporting the work.
- **Allocating Costs and Indirect –**
 - If allocating costs, the CONTRACTOR must have a documented allocation methodology that is reviewed and approved by DOH Staff. DOH is not able to reimburse allocated costs without an approved plan on file.
 - If charging indirect costs, the CONTRACTOR must have a current federally negotiated rate or 10% De Minimus certification of file with DOH. DOH is not able to reimburse indirect costs without an approved indirect cost rate or 10% De Minimus certification on file.
- iv) **Advance Payments Prohibited** – Reference the [HCS Manual](#) for more information
- v) **Payer of Last Resort** – Reference the [HCS Manual](#) for more information
- vi) **Cost of Services** – Reference the [HCS Manual](#) for more information
- vii) **Emergency Financial Assistance** – The CONTRACTOR shall not use contract funds to provide a parallel medication service to EIP. CONTRACTOR's providing case management services shall make every effort to enroll clients in EIP.
- viii) **Payment of Cash or Checks to Clients Not Allowed** – Where direct provision of service is not possible or effective, vouchers or similar programs, which may only be exchanged for a specific service (e.g., transportation), shall be used to meet the need for such services. CONTRACTOR shall administer store gift cards or voucher programs to assure that recipients cannot readily convert vouchers into cash.
 - Store gift cards that can be redeemed at one merchant or an affiliated group of merchants for specific goods or services are allowable as incentives for eligible program participants.
 - General-use prepaid cards are considered “cash equivalent” and are therefore unallowable. Such cards generally bear the logo of a payment network, such as Visa, MasterCard, or American Express, and are accepted by any merchant that accepts those credit or debit cards as payment. Gift cards that are cobranded with the logo of a payment network and the logo of a merchant or affiliated group of merchants are general-use prepaid cards, not store gift cards, and therefore are unallowable.
 - The CONTRACTOR must ensure that a policy for managing gift cards with strong internal controls is in place.
- ix) **Travel** – Out of state travel requires prior approval from DOH. *Reference the OID Fiscal Manual for more information*
- x) **Funds for Needle Exchange Programs Not Allowed** – CONTRACTOR shall not expend contract funds to support needle exchange programs using funds from HIV Community Services Tasks.
- xi) **Supervision**, under DOH Community Programs contracts, will be understood as the delivery of a set of interrelated functions encompassing administrative, educational and supportive roles that work collectively to ensure clinical staff (i.e. case managers, navigators, coordinators, assistants, coaches) are equipped with the skills necessary to deliver competent and ethical services to clients that adhere to best practices within applicable fields as well as all relevant Statewide Standards. Supervisors must meet the criteria set forth within the WA State HIV Case Management Standards and provide the level of interaction and review detailed in that document.

It is the understanding of DOH that Supervision funded under the direct program portion of this contract include at minimum the provision of at least two of the three functions detailed here: administrative, educational or supportive supervision. Supervision that encompasses only administrative functions will not be considered billable under Direct Program. To that end, it is the expectation of DOH that those personnel identified as Supervisors have no more than one degree of separation from direct client care. Exceptions to this rule can be presented and considered to and by DOH Contract Management. It will fall to the requesting organization to satisfactorily demonstrate that any Supervisory positions falling within the scope of Direct Program are meeting the expectation of provision of educational or supportive supervision with the aim of directly impacting client experiences, quality of services, and adherence to best practices and Statewide Standards.
- xii) **Small and Attractive items** – Each agency shall perform a risk assessment (both financial and operational) on the agency's assets to identify those assets that are particularly at risk or vulnerable to loss. Operational risks include risks associated with data security on mobile or portable computing devices that store or have access to state data. Assets so identified that fall below the state's capitalization policy are considered small and attractive assets. Agency shall develop written internal policies for managing small and attractive assets. Internal policies should take into consideration the Office of the Chief Information Officer (OCIO) IT Security Standard 141 Section 5.8 Mobile Computing and Section 8.3 Media Handling and Disposal at <https://ocio.wa.gov/policies>. The agency shall implement specific measures to control small and attractive assets in order to minimize identified risks. Periodically, the agency should perform a follow up risk assessment to determine if the additional controls implemented are effective in managing the identified risks.

Agency must include, at a minimum, the following assets with unit costs of \$300 or more:

- 1) Laptops and Notebook Computers
- 2) Tablets and Smart Phones

Agencies must also include the following assets with unit costs of \$1,000 or more:

- 1) Optical Devices, Binoculars, Telescopes, Infrared Viewers, and Rangefinders
- 2) Cameras and Photographic Projection Equipment
- 3) Desktop Computers (PCs)
- 4) Television Sets, DVD Players, Blu-ray Players, and Video Cameras (home type)

xiii) **Food and Refreshments** - Food and refreshments are not allowable direct costs, unless provided in conjunction with allowable meetings, whose primary purpose is the dissemination of technical information. Pre-approval is required when food and refreshments are purchased for these meetings outside of the Psychosocial Support or CQM tasks. A sign in sheet with the clients' ID number from the DOH approved data system as well as an agenda is required in order to receive reimbursement for these charges.

- The CONTRACTOR shall follow [Healthy Nutrition Guidelines for Meetings and Events | Washington State Department of Health](#) when purchasing food and refreshments for approved meetings.
- Food for staff meetings/trainings is not allowable.

PLEASE NOTE: If meals/refreshments are purchased for lunch and learns or other allowable meetings, food can only be purchased for **clients only** at per diem. Any expenses over per diem will be denied.

b. Contract Modifications

- i. **Notice of Change in Services** – The CONTRACTOR shall notify DOH program staff, within 45 days, if any situations arise that may impede implementation of the services contained in the statement of work. DOH and the CONTRACTOR will agree to strategies for resolving any shortfalls. DOH retains the right to withhold funds in the event of substantial noncompliance.
- ii. **Contract Amendments** – Effective Date – The CONTRACTOR shall not begin providing the services authorized by a contract amendment until the CONTRACTOR has received a signed, fully executed copy of the contract amendment from DOH.

c. Subcontracting

This statement of work does not allow a CONTRACTOR to subcontract for services.

d. Written Agreements

The CONTRACTOR should execute written agreements with partners to document how services and activities will be coordinated with funded Medical HIV Case Management services and activities:

1. HIV service providers providing case management, outreach services, or other support services.
2. Medical Providers providing services to agency's medical case management clients.
3. Other Local Health Jurisdictions in the counties regularly served by the CONTRACTOR.

Technical assistance is available through DOH.

12. Youth and Peer Outreach Workers

For purposes of this agreement, the term "youth" applies to persons under the age of 18. All programs, including CONTRACTORS, using youth (either paid or volunteer) in program activities will use caution and judgment in the venues / situations where youth workers are placed. Agencies will give careful consideration to the age appropriateness of the activity or venue; will ensure that youth comply with all relevant laws and regulations regarding entrance into adult establishments and environments; and will implement appropriate safety protocols that include clear explanation of the appropriate laws and curfews and clearly delineate safe and appropriate participation of youth in program outreach activities.

Confidentiality Requirements – Reference the [HCS Manual](#) for more information

13. Whistleblower

- a. Whistleblower statute, 41 U.S.C. & 4712, applies to all employees working for CONTRACTOR, subcontractors, and subgrantees on federal grants and contracts. The statute (41 U.S.C. & 4712) states that an “employee of a CONTRACTOR, subcontractor, grantee, or subgrantee, may not be discharged, demoted, or otherwise discriminated against as a reprisal for “whistleblowing.” In addition, whistleblower protections cannot be waived by an agreement, policy, form, or condition of employment.
- b. The National Defense Authorization Act (NDAA) for Fiscal Year 2013 (Pub. L. 112-239, enacted January 2, 2013) mandates a pilot program entitled “Pilot Program for Enhancement of Contractor Employee Whistleblower Protections.” This program requires all grantees, their subgrantees, and subcontractors to:
 - c. Inform their employees working on any federal award they are subject to the whistleblower rights and remedies of the pilot program;
 - d. Inform their employees in writing of employee whistleblower protections under 41 U.S.C. & 4712 in the predominant native language of the workforce; and,
 - e. CONTRACTOR and grantees will include such requirements in any agreement made with a subcontractor or subgrantee.

14. Allowable Costs

All expenditures incurred and reimbursements made for performance under this statement of work shall be based on actual allowable costs. Costs can include direct labor, direct material, and other direct costs specific to the performance of activities or achievement of deliverables under this statement of work.

For information in determining allowable costs, please reference OMB Circulars:

(State, Local and Indian Tribal governments) at: <https://www.federalregister.gov/documents/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>

**Disclosure of information is governed by the Washington Administrative Code (WAC) 246-101-120, 520 and 635, and the Revised Code of Washington (RCW) 70.24.080, 70.24.084, and 70.24.105 regarding the exchange of medical information among health care providers related to HIV/AIDS or STI diagnosis and treatment. Please note that CONTRACTORS fit under the definition of “health care providers” and “individuals with knowledge of a person with a reportable disease or condition” in the WAC and RCW.

DOH statutory authority to have access to the confidential information or limited Dataset(s) identified in this agreement to the Information Recipient:
RCW 43.70.050

Information Recipient’s statutory authority to receive the confidential information or limited Dataset(s) identified in this Agreement: RCW 70.02.220 (7)

- 15. Ryan White Rebate Funding** – For the purposes of this contract, all Ryan White Rebate funds received by the contractor shall be treated in the same fashion as federal funds and must follow the requirements of 2 CFR Part 200 –Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Audits.

**Exhibit A
Statement of Work
Contract Term: 2022-2024**

DOH Program Name or Title: Office of Drinking Water Group A Program - Effective January 1, 2022.

Local Health Jurisdiction Name: Kitsap Public Health District

Contract Number: CLH31014

SOW Type: Revision **Revision # (for this SOW)** 3

Funding Source <input checked="" type="checkbox"/> Federal Contractor <input type="checkbox"/> State <input type="checkbox"/> Other	Federal Compliance (check if applicable) <input checked="" type="checkbox"/> FFATA (Transparency Act) <input type="checkbox"/> Research & Development	Type of Payment <input type="checkbox"/> Reimbursement <input checked="" type="checkbox"/> Fixed Price
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Period of Performance: January 1, 2022 through December 31, 2023

Statement of Work Purpose: The purpose of this statement of work is to provide funding to the LHJ for conducting sanitary surveys and providing technical assistance to small community and non-community Group A water systems

Revision Purpose: The purpose of this revision is to identify Data Sharing Information.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change None	Total Allocation
				Start Date	End Date			
YR 24 SRF - LOCAL ASST (15%) (FO-SW) SS	24239224	N/A	346.26.64	01/01/22	12/31/22	19,000	0	19,000
YR 24 SRF - LOCAL ASST (15%) (FO-SW) TA	24239224	N/A	346.26.66	01/01/22	12/31/22	1,000	0	1,000
YR 25 SRF - LOCAL ASST (15%) (FO-SW) SS	24239225	N/A	346.26.64	01/01/23	12/31/23	13,250	0	13,250
YR 25 SRF - LOCAL ASST (15%) (FO-SW) TA	24239225	N/A	346.26.66	01/01/23	12/31/23	2,000	0	2,000
						0	0	0
						0	0	0
TOTALS						35,250	0	35,250

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	<p>Trained LHJ staff will conduct sanitary surveys of small community and non-community Group A water systems identified by the DOH Office of Drinking Water (ODW) Regional Office.</p> <p>See Special Instructions for task activity.</p> <p>The purpose of this statement of work is to provide funding to the LHJ for conducting sanitary surveys and providing technical assistance to small community and non-community Group A water systems.</p>	<p>Provide Final* Sanitary Survey Reports to ODW Regional Office. Complete Sanitary Survey Reports shall include:</p> <ol style="list-style-type: none"> Cover letter identifying significant deficiencies, significant findings, observations, recommendations, and referrals for further ODW follow-up. Completed Small Water System checklist. Updated Water Facilities Inventory (WFI). 	<p>Final Sanitary Survey Reports must be received by the ODW Regional Office within 30 calendar days of conducting the sanitary survey.</p>	<p>Upon ODW acceptance of the Final Sanitary Survey Report, the LHJ shall be paid \$250 for each sanitary survey of a non-community system with three or fewer connections.</p> <p>Upon ODW acceptance of the Final Sanitary Survey Report, the LHJ shall be paid \$500 for each sanitary survey of a non-community system with four or more connections and each community system.</p> <p>Payment is inclusive of all associated costs such as travel, lodging, per diem.</p>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		4. Photos of water system with text identifying features 5. Any other supporting documents. *Final Reports reviewed and accepted by the ODW Regional Office.		Payment is authorized upon receipt and acceptance of the Final Sanitary Survey Report within the 30-day deadline. Late or incomplete reports may not be accepted for payment.
2	Trained LHJ staff will conduct Special Purpose Investigations (SPI) of small community and non-community Group A water systems identified by the ODW Regional Office. See Special Instructions for task activity.	Provide completed SPI Report and any supporting documents and photos to ODW Regional Office.	Completed SPI Reports must be received by the ODW Regional Office within 2 working days of the service request.	Upon acceptance of the completed SPI Report, the LHJ shall be paid \$800 for each SPI. Payment is inclusive of all associated costs such as travel, lodging, per diem. Payment is authorized upon receipt and acceptance of completed SPI Report within the 2-working day deadline. Late or incomplete reports may not be accepted for payment.
3	Trained LHJ staff will provide direct technical assistance (TA) to small community and non-community Group A water systems identified by the ODW Regional Office. See Special Instructions for task activity.	Provide completed TA Report and any supporting documents and photos to ODW Regional Office.	Completed TA Report must be received by the ODW Regional Office within 30 calendar days of providing technical assistance.	Upon acceptance of the completed TA Report, the LHJ shall be paid for each technical assistance activity as follows: <ul style="list-style-type: none"> • Up to 3 hours of work: \$250 • 3-6 hours of work: \$500 • More than 6 hours of work: \$750 Payment is inclusive of all associated costs such as consulting fee, travel, lodging, per diem. Payment is authorized upon receipt and acceptance of completed TA Report within the 30-day deadline. Late or incomplete reports may not be accepted for payment.
4	LHJ staff performing the activities under tasks 1, 2 and 3 attend periodic required survey training as directed by DOH. See Special Instructions for task activity.	For training attended in person, prior to attending the training, submit an "Authorization for Travel (Non-Employee)" DOH Form 710-013 to the ODW Program Contact for approval (to ensure enough funds are available).	Annually	For training attended in person, LHJ shall be paid mileage, per diem, lodging, and registration costs as approved on the pre-authorization form in accordance with the current rates listed on the OFM Website http://www.ofm.wa.gov/resources/travel.asp

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Federal Funding Accountability and Transparency Act (FFATA) (Applies to federal grant awards.)

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent.

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

Information about the LHJ and this statement of work will be made available on [USASpending.gov](#) by DOH as required by P.L. 109-282.

Program Specific Requirements

Data Sharing

The Office of Drinking Water will share water system information and files with the local health jurisdiction to support the work identified in this statement of work. To request water system data please contact the regional office with the name of the water system, water system ID#, specific information being requested and any timeline requirements. If allowable, please give administrative staff 3 to 5 business days to provide records.

Program Manual, Handbook, Policy References: Field Guide (DOH Publication 331-486).

Special References:

Chapter 246-290 WAC is the set of rules that regulate Group A water systems. By this statement of work, ODW contracts with the LHJ to conduct sanitary surveys (and SPIs and provide technical assistance) for small community and non-community water systems with groundwater sources. ODW retains responsibility for conducting sanitary surveys (and SPIs and provide technical assistance) for small community and non-community water systems with surface water sources, large water systems, and systems with complex treatment.

LHJ staff assigned to perform activities under tasks 1, 2, and 3 must be trained and approved by ODW prior to performing work. See special instructions under Task 4, below.

Special Billing Requirements

The LHJ shall submit quarterly invoices within 30 days following the end of the quarter in which work was completed, noting on the invoice the quarter and year being billed for. Payment cannot exceed a maximum accumulative fee of **\$32,250** for **Task 1**, and **\$3,000** for **Task 2, Task 3 and Task 4** combined during the contracting period, to be paid at the rates specified in the Payment Method/Amount section above.

When invoicing for **Task 1**, submit the list of WS Name, ID #, Amount Billed, Survey Date and Letter Date for which you are requesting payment.

When invoicing for **Task 2-3**, submit the list of WS Name, ID #, TA Date and description of TA work performed, and Amount Billed.

When invoicing for **Task 4**, submit receipts and the signed pre-authorization form for non-employee travel to the ODW Program Contact below and a signed A19-1A Invoice Voucher to DOH Grants Management, billing to BARS Revenue Code 346.26.66 under Technical Assistance (TA).

Special Instructions

Task 1

Trained LHJ staff will evaluate the water system for physical and operational deficiencies and prepare a Final Sanitary Survey Report which has been accepted by ODW. Detailed guidance is provided in the *Field Guide for Sanitary Surveys, Special Purpose Investigations and Technical Assistance* (Field Guide). The sanitary survey will include an evaluation of the following eight elements: source; treatment; distribution system; finished water storage; pumps, pump facilities and controls; monitoring, reporting and data verification; system management and operation; and certified operator compliance. If a system is more complex than anticipated or other significant issues arise, the LHJ may request ODW assistance.

- No more than **8** surveys of non-community systems with three or fewer connections be completed between January 1, 2022 and December 31, 2022.

- No more than **34** surveys of non-community systems with four or more connections and all community systems to be completed between January 1, 2022 and December 31, 2022.
- No more than **3** surveys of non-community systems with three or fewer connections be completed between January 1, 2023 and December 31, 2023.
- No more than **25** surveys of non-community systems with four or more connections and all community systems to be completed between January 1, 2023 and December 31, 2023.

The process for assignment of surveys to the LHJ, notification of the water system, and ODW follow-up with unresponsive water systems; and other roles and responsibilities of the LHJ are described in the Field Guide.

Task 2

Trained LHJ staff will perform Special Purpose Investigations (SPIs) as assigned by ODW. SPIs are inspections to determine the cause of positive coliform samples or the cause of other emergency conditions. SPIs may also include sanitary surveys of newly discovered Group A water systems. Additional detail about conducting SPIs is described in the Field Guide. The ODW Regional Office must authorize in advance any SPI conducted by LHJ staff.

Task 3

Trained LHJ staff will conduct Technical Assistance as assigned by ODW. Technical Assistance includes assisting water system personnel in completing work or verifying work has been addressed as required, requested, or advised by the ODW to meet applicable drinking water regulations. Examples of technical assistance activities are described in the Field Guide. The ODW Regional Office must authorize in advance any technical assistance provided by the LHJ to a water system.

Task 4

LHJ staff assigned to perform activities under tasks 1, 2, and 3 must be trained and approved by ODW prior to performing work.

If required trainings, workshops or meetings are not available, not scheduled, or if the LHJ staff person is unable to attend these activities prior to conducting assigned tasks, the LHJ staff person may, with ODW approval, substitute other training activities to be determined by ODW. Such substitute activities may include one-on-one training with ODW staff, co-surveys with ODW staff, or other activities as arranged and pre-approved by ODW. LHJ staff may not perform the activities under tasks 1, 2, and 3 without completing the training that has been arranged and approved by ODW.

**Exhibit A
Statement of Work
Contract Term: 2022-2024**

DOH Program Name or Title: Office of Immunization-Perinatal Hepatitis B - Effective July 1, 2023

Local Health Jurisdiction Name: Kitsap Public Health District

Contract Number: CLH31014

SOW Type: Original **Revision # (for this SOW)**

Funding Source	Federal Compliance (check if applicable)	Type of Payment
<input checked="" type="checkbox"/> Federal Subrecipient	<input checked="" type="checkbox"/> FFATA (Transparency Act)	<input checked="" type="checkbox"/> Reimbursement
<input type="checkbox"/> State	<input type="checkbox"/> Research & Development	<input type="checkbox"/> Fixed Price
<input type="checkbox"/> Other		

Period of Performance: July 1, 2023 through June 30, 2024

Statement of Work Purpose: The purpose of this statement of work (SOW) is to define required Perinatal Hepatitis B activities, deliverables, and funding

Revision Purpose: N/A

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change Increase (+)	Total Allocation
				Start Date	End Date			
FFY24 CDC PPHF Ops	74310246	93.268	333.93.26	07/01/23	06/30/24	0	2,500	2,500
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						0	2,500	2,500

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	1. In coordination with hospitals, health care providers, and health plans (if applicable), conduct activities to prevent perinatal hepatitis B infection in accordance with the Perinatal Hepatitis B Prevention Program Guidelines, including the following: <ul style="list-style-type: none"> • Identification of hepatitis B surface antigen (HBsAg)-positive pregnant women and pregnant women with unknown HBsAg status. • Reporting of HBsAg-positive women and their infants. • Case management for infants born to HBsAg-positive women to ensure administration of hepatitis B immune globulin (HBIG) and hepatitis B vaccine within 12 hours of birth, the completion of the 3-dose hepatitis B vaccine series, and post vaccination serologic testing. 	Enter information for each case identified into the Perinatal Hepatitis B Tracker	By the last day of each month	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>2. Provide technical assistance to birthing hospitals to encourage administration of the hepatitis B birth dose to all newborns within 12 hours of birth, in accordance with Advisory Committee on Immunization Practices (ACIP) recommendations.</p> <p>3. Report all perinatal hepatitis B investigations, including HBsAg-positive infants, in the Perinatal Hepatitis B Module of the Washington State Immunization Information System.</p>			

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Federal Funding Accountability and Transparency Act (FFATA) (Applies to federal grant awards.)

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent.

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

Information about the LHJ and this statement of work will be made available on [USASpending.gov](#) by DOH as required by P.L. 109-282.

**Exhibit A
Statement of Work
Contract Term: 2022-2024**

DOH Program Name or Title: Office of Immunization-Promotion of Immunizations to Improve Vaccination Rates - Effective July 1, 2023

Local Health Jurisdiction Name: Kitsap Public Health District

Contract Number: CLH31014

SOW Type: Original **Revision # (for this SOW)**

Funding Source <input checked="" type="checkbox"/> Federal Subrecipient <input type="checkbox"/> State <input type="checkbox"/> Other	Federal Compliance (check if applicable) <input checked="" type="checkbox"/> FFATA (Transparency Act) <input type="checkbox"/> Research & Development	Type of Payment <input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Fixed Price
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Period of Performance: July 1, 2023 through June 30, 2024

Statement of Work Purpose: The purpose of this statement of work is to contract with local health to conduct activities to improve immunization coverage rates

Revision Purpose: N/A

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change Increase (+)	Total Allocation
				Start Date	End Date			
FFY24 CDC VFC Ops	74310241	93.268	333.93.26	07/01/23	06/30/24	0	16,134	16,134
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						0	16,134	16,134

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Develop a proposal to improve immunization coverage rates for a target population by increasing promotion activities and collaborating with community partners (can use pre and post qualitative or quantitative collection methods) <u>Examples of qualitative & quantitative methods/measures:</u> <ul style="list-style-type: none"> ▪ Surveys, Questionnaires, Interviews ▪ Immunization coverage rates expressed in percentages ▪ Observations (i.e., feedback from surveys/interviews, social media posts comments) ▪ Analytic tools (i.e., google analytics measuring website traffic, page views etc.) 	Written proposal summarizing project plan and method of assessing/observing change in target population. (Template will be provided)	August 1, 2023	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2	Upon approval of proposal, implement the plan to increase immunization coverage rates with the target population identified.	Written report describing the progress made on reaching milestones for activities identified in the plan (template will be provided)	November 30, 2023 March 31, 2024	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.
3	Develop final report to include comparison of change or improvement of targeted outcome from start of the project/intervention [This can be short-term or intermediate outcomes with overall goal to increase immunization rates] Examples: <ul style="list-style-type: none"> ▪ Increased partner knowledge on immunization guidelines ▪ Change in attitudes about childhood vaccines ▪ Increase in school district immunization coverage rates 	Final written report including measured and/or observed outcomes [what was achieved as a result of the activity/intervention?]. (Template will be provided)	June 15, 2024	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Federal Funding Accountability and Transparency Act (FFATA) (Applies to federal grant awards.)

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To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

Information about the LHJ and this statement of work will be made available on USASpending.gov by DOH as required by P.L. 109-282.

**Exhibit A
Statement of Work
Contract Term: 2022-2024**

DOH Program Name or Title: Office of Immunization-Regional Representatives - Effective July 1, 2023

Local Health Jurisdiction Name: Kitsap Public Health District

Contract Number: CLH31014

SOW Type: Original **Revision # (for this SOW)**

Funding Source	Federal Compliance (check if applicable)	Type of Payment
<input checked="" type="checkbox"/> Federal Subrecipient	<input checked="" type="checkbox"/> FFATA (Transparency Act)	<input checked="" type="checkbox"/> Reimbursement
<input type="checkbox"/> State	<input type="checkbox"/> Research & Development	<input type="checkbox"/> Fixed Price
<input type="checkbox"/> Other		

Period of Performance: July 1, 2023 through June 30, 2024

Statement of Work Purpose: The purpose of this statement of work is to define required Childhood Vaccine Program (CVP) activities for regional representatives.

Revision Purpose: N/A

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change Increase (+)	Total Allocation
				Start Date	End Date			
FFY24 CDC IQIP Regional Rep	74310244	93.268	333.93.26	07/01/23	06/30/24	0	28,000	28,000
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						0	28,000	28,000

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
Perform as the regional representative for Region Two (Clallam County, Jefferson County, Kitsap County) conducting activities in accordance with state and federal requirements for the Childhood Vaccine Program (CVP) and Immunization Quality Improvement for Providers as directed by the state administrators of the program.				
1	Enroll new health care providers into the Childhood Vaccine Program (CVP). Conduct an enrollment site visit to all new providers, and gather information needed to complete program enrollment. All visits must be conducted in person in accordance with CVP Operations Guide.	a) Provider Agreement New Enrollment Packet with original or electronic signature – DOH 348-022 b) New Enrollment Training Guide (CVP SharePoint Site) c) Information Sharing Agreement with original signature - DOH 348-576. This document must be mailed to DOH.	Within ten (10) days after the date of the provider enrollment visit	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2	Facilitate vaccine transfer/removal for providers who merge with existing health care organizations or who discontinue participating in the Childhood Program, when requested by DOH. Transfers must be approved by DOH and performed in accordance with CDC and CVP guidelines.	Submit completed Provider Disenrollment form DOH 348-423 when facilitating the transfer/removal of vaccine for providers who merge or dis-enroll from the Childhood Vaccine Program.	Within ten (10) days of vaccine transfer or removal	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.
3	<p>Conduct Unannounced Vaccine Storage and Handling (USH) visits at 5% of enrolled health care provider sites within the assigned region. Sites may be selected by DOH or by using the DOH USH Visit Planning List. All visits must be conducted in person in accordance with the CVP Operations Guide.</p> <ul style="list-style-type: none"> ▪ Complete Unannounced Vaccine Storage and Handling visit follow-up to assure providers resolve all follow-up actions identified during the initial visit. Follow-up actions may include another physical visit or verification by email, fax, or mail that follow-up actions were completed. Documentation for each follow-up action must be appropriately entered into PEAR. 	<p>a) Enter responses from the Storage and Handling Reviewer Guide into the Provider Education, Assessment, and Reporting (PEAR) online system for each unannounced storage and handling visit. Follow all corrective action and follow-up guidance provided by PEAR and the Childhood Vaccine Program for each incorrect response.</p> <p>b) Upload the signed Acknowledgement of Receipt form to the visit in PEAR.</p> <p>c) Enter resolved site visit follow-up actions and upload applicable documentation into PEAR</p>	<p>a) Online at the time of the visit or within five (5) business days of the site visit if online access was not possible even with equipment intended for access.</p> <p>b) Within five (5) business days of the site visit.</p> <p>c) Within five (5) business days of receiving the document(s) follow-up action was completed.</p>	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.
4	<p>Complete the CVP Compliance Visit Project Schedule to ensure providers receive a site visit within 24 months of previous site visit and/or 12 months from new enrollment visit.</p> <p>Conduct Compliance Site Visits at enrolled health care provider site within the assigned region using the DOH Provider Selection Protocol. All visits must be conducted in person in accordance with CVP Operations Guide.</p> <p>Complete Compliance Site Visit follow-up to assure providers resolve all corrective actions identified during the initial visit. Follow-up actions may include another physical visit or verification by email, fax, or mail that follow-up actions were completed. Documentation for each Site Visit follow-up action must be appropriately entered into PEAR.</p> <p>All CVP reviewers are required to have at least one (1) observational visit conducted by DOH Office of Immunization staff or their designee annually.</p>	<p>a) Submit completed CVP Compliance Visit Project Schedule to DOH</p> <p>b) Enter responses from the Compliance Site Visit Reviewer Guide into the Provider Education, Assessment, and Reporting (PEAR) online system for each compliance site visit. Follow all corrective action and follow-up guidance provided by PEAR and the Childhood Vaccine Program for each incorrect response.</p> <p>c) Upload the signed Acknowledgement of Receipt form, Chart Review Worksheet, and Billing Practices Form to the site visit in PEAR.</p> <p>d) Enter resolved site visit follow-up actions and upload applicable documentation in PEAR.</p>	<p>a) By July 31</p> <p>b) Online at the time of the Compliance Site Visit or within five (5) business days of the site visit if online access was not possible even with equipment intended for access.</p> <p>c) Within five (5) business days of the site visit.</p> <p>d) Within five (5) business days of receiving the</p>	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		e) Respond to requests from DOH to schedule observation visit.	document(s) follow-up action was completed. e) Within 5 business days of DOH request.	
5	<p><u>IQIP (Immunization Quality Improvement for Providers)</u></p> <p>Complete Project Management Scheduling Tool</p> <p>Complete initial IQIP (Immunization Quality Improvement for Providers) visits with 25% of eligible enrolled health care providers within the assigned region by June 15, 2024. A minimum of 30% of total visits assigned per region must be initiated within the first half Project year and take place in person or via webinar and in accordance with the Immunization Quality Improvement for Providers Guide on IQIP SharePoint/Basecamp site.</p> <p>Continue following up with provider sites at two (2), six (6), and twelve (12) months after initial IQIP visit. Perform an assessment at six (6) months of initial visit. Follow-up visits must take place in person, webinar, or by telephone and in accordance with the Immunization Quality Improvement for Provider’s Guide.</p> <p>All IQIP reviewers are required to have at least one (1) observational visit conducted by DOH Office of Immunization staff or their designee. The observational visit will occur within four (4) months of the annual/ initial training.</p>	<p>a) Copy of project management plan (template will be provided)</p> <p>b) Enter all initial IQIP visit details into the IQIP Online Tool for each visit conducted.</p> <p>c) Enter IQIP follow-up visit details in the IQIP Online Tool for all follow-up.</p> <p>Complete and submit IQIP visit evaluation survey</p>	<p>a) Within five (5) business days of the IQIP Annual Training</p> <p>b) Within five (5) business days of visit</p> <p>c) Within five (5) business days of contact</p>	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.

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Federal Funding Accountability and Transparency Act (FFATA) (Applies to federal grant awards.)

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To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

Information about the LHJ and this statement of work will be made available on USASpending.gov by DOH as required by P.L. 109-282.

**Exhibit A
Statement of Work
Contract Term: 2022-2024**

DOH Program Name or Title: OSS LMP Implementation - Effective January 1, 2022

Local Health Jurisdiction Name: Kitsap Public Health District
Contract Number: CLH31014

SOW Type: Revision **Revision # (for this SOW)** 1

Period of Performance: January 1, 2022 through June 30, 2023

Funding Source <input type="checkbox"/> Federal <Select One> <input checked="" type="checkbox"/> State <input type="checkbox"/> Other	Federal Compliance (check if applicable) <input type="checkbox"/> FFATA (Transparency Act) <input type="checkbox"/> Research & Development	Type of Payment <input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Fixed Price
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Statement of Work Purpose: The purpose of this statement of work is to fund implementation of the on-site sewage system (OSS) local management plan (LMP)

Revision Purpose: The purpose of this revision is to change the period of performance from December 31, 2023 to June 30, 2023 to close out this concon for the end of the 21-23 biennium.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change Increase (+)	Total Allocation
				Start Date	End Date			
SMALL ONSITE MANAGEMENT (ALEA)	26705100	N/A	334.04.93	01/01/22	06/30/22	22,500	0	22,500
WASTEWATER MANAGEMENT - GFS	26701100	N/A	334.04.93	07/01/22	06/30/23	30,000	0	30,000
SMALL ONSITE MANAGEMENT (ALEA)	26705100	N/A	334.04.93	07/01/22	06/30/23	15,000	0	15,000
						0	0	0
						0	0	0
						0	0	0
TOTALS						67,500	0	67,500

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Local Management Plan Implementation <ul style="list-style-type: none"> Enforcement for system deficiencies found during Maintenance and Monitoring (M&M) inspections M&M program administration Onsite Sewage System (OSS) complaint response M&M data reports about deficiencies	Electronic copy of progress report and mapping data to include: <ul style="list-style-type: none"> Number of systems with known system type. Number of septic systems with current inspections. Number of septic failures. 	Report Due Date: June 15, 2022 January 15, 2023 June 15, 2023 December 31, 2023 Task is ongoing throughout the project period.	\$67,500

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Program Specific Requirements**Restrictions on Funds:**

These funds can NOT be used for local match to federal grants.

Special References:

WAC 246-272A and RCW 70A.110

State funds from the Aquatic Lands Enhancement Account must be used to implement elements and activities of the local on-site sewage management plans that do not conflict with and are consistent with the goals, strategies, objectives, and actions of the Puget Sound Action Agenda.

Definitions:

Failure: A condition of an on-site sewage system or component that threatens the public health by inadequately treating sewage or by creating a potential for direct or indirect contact between sewage and the public. Examples of failure include: (a) Sewage on the surface of the ground; (b) Sewage backing up into a structure caused by slow soil absorption of septic tank effluent; (c) Sewage leaking from a sewage tank or collection system; (d) Cesspools or seepage pits where evidence of ground water or surface water quality degradation exists; (e) Inadequately treated effluent contaminating ground water or surface water; or (f) Noncompliance with standards stipulated on the permit.

Maintenance and Monitoring: The actions necessary to keep the on-site sewage system components functioning as designed. Periodic or continuous checking of an on-site sewage system, which is performed by observations and measurements, to determine if the system is functioning as intended and if system maintenance is needed. Monitoring also includes maintaining accurate records that document monitoring activities.

Billing Requirements:

1. Billings are submitted on an A19-1A form, which is provided by DOH.
2. A19-1A forms may be submitted monthly and must be submitted bi-monthly at minimum.

Special Instructions:

Semi-annual progress reports, including marine recovery area (MRA) mapping data, are due to DOH via email to mail to: Roger.Parker@doh.wa.gov and taylor.warren@doh.wa.gov. Progress Report Due Dates: January 15, 2022, June 15, 2022, December 31, 2022 June 15, 2023 and December 31, 2023.

The report format will be provided by DOH and may be modified throughout the contract period via email announcement.

**Exhibit A
Statement of Work
Contract Term: 2022-2024**

DOH Program Name or Title: OSS LMP Implementation - Effective July 1, 2023

Local Health Jurisdiction Name: Kitsap Public Health District
Contract Number: CLH31014

SOW Type: Original **Revision # (for this SOW)**

Period of Performance: July 1, 2023 through December 31, 2024

Funding Source <input type="checkbox"/> Federal <Select One> <input checked="" type="checkbox"/> State <input type="checkbox"/> Other	Federal Compliance (check if applicable) <input type="checkbox"/> FFATA (Transparency Act) <input type="checkbox"/> Research & Development	Type of Payment <input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Fixed Price
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Statement of Work Purpose: The purpose of this statement of work is to fund implementation of the on-site sewage system (OSS) local management plan (LMP).

Note: Statements of work with GFS funds must exhaust those funds before billing ALEA funds. GFS funds in the 07/01/23-06/30/24 funding period cannot roll over into the next funding period. This funding allocation is for the 2023-2025 state biennium. New statements of work with a period of performance of January 1, 2025 to June 30, 2025 will be issued in the next consolidated contract term.

Revision Purpose: N/A

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change Increase (+)	Total Allocation
				Start Date	End Date			
SMALL ONSITE MANAGEMENT (ALEA)	26705100	N/A	334.04.93	07/01/23	06/30/24	0	33,333	33,333
SMALL ONSITE MANAGEMENT (ALEA)	26705100	N/A	334.04.93	07/01/24	12/31/24	0	33,333	33,333
SMALL ONSITE MANAGEMENT (GFS)	26701100	N/A	334.04.93	07/01/24	12/31/24	0	8,334	8,334
						0	0	0
						0	0	0
						0	0	0
TOTALS						0	75,000	75,000

GOALS & MEASURABLE OBJECTIVES

This table summarizes starting and target metrics achieved by implementing the tasks below. This data is reported on an ongoing basis in the semiannual progress reports.

Description (e.g., "OSS compliance")	Units (e.g. "systems")	Starting Amount	Targets
OSS compliant with inspections in Marine Recovery Areas (MRAs) and/or Sensitive Areas (SA)	Number of OSS	2600	3000
OSS compliant with inspections countywide	Number of OSS	28000	30000
OSS failures identified/corrected in MRA/SA	Number of OSS failures identified and repaired/replaced	0/0	75%
OSS failures identified/corrected countywide	Number of OSS failure identified and repaired/replaced	0/0	75%

Task #	Task/Activity/Description	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
Task 1. Grant Administration This task is to fund the required financial and reporting activities necessary to meet state DOH and Auditor requirements including administration of LHJ local management plan and OSS LMP grant program.				
1.1	Bi-monthly Invoicing and Progress Reports DOH Consolidated Contracts (ConCon) requires billing within 60 days of completing work. LHJ will submit invoices through the ConCon process and will send progress reports and deliverables to the LMP Contract Manager. Invoices must be submitted at least bi-monthly (per ConCon requirements) but no more frequently than monthly. Invoices will be reviewed for consistency with progress. The LMP Contract Manager may require monthly invoices.	Bimonthly/Monthly invoices	Bimonthly/monthly for duration of contract period	Reimbursement up to \$0 based on actual costs.
1.2	Semi-Annual Progress Reports Reporting periods are semiannually from January 1 – June 30 and July 1 – December 31. Progress reports include data described in the outcome column.	Data about the following: <ul style="list-style-type: none"> • Qualitative: <ul style="list-style-type: none"> ○ Summary of work ○ Barriers to LMP Implementation • Quantitative: <ul style="list-style-type: none"> ○ OSS inventory metrics ○ Enforcement actions ○ Outreach and Education efforts 	Due July 15 and December 31 for the duration of the contract period	
Task 2. Local Management Plan Implementation This task includes all work done to implement the county's LMP excluding grant management tasks and inspection rebates/incentives.				
2.1	Operations and Maintenance Program Administration <ul style="list-style-type: none"> • Mail inspection reminders to homeowners as needed. • Inspection compliance tracking/mapping • Failure and repair tracking/mapping • Compliance enforcement • Complaint response • O&M data reports about inventory and deficiencies 	a. Enforcement Protocol b. Data on the following: <ul style="list-style-type: none"> • Number of OSS with current inspections • Number of OSS failures and calculated risk using DOH-provided risk assessment. • Number of repairs 	a. September 1, 2023 b. Report in semi-annual progress report in Subtask 1.2.	Reimbursement up to \$52,500 based on actual costs.
Task 4. Indirects: Indirect rates can only be charged to this work if the LHJ has a current approved rate on file with DOH.				
3.1	Indirect rate on TMDC at a rate of 30.08% . Annual rate may change during contract period.	Submit current approved indirect rate to DOH Grants Management Office for approval.	Before indirects can be approved for reimbursement	Reimbursement up to \$22,500 based on actual costs.

Budget	
Category	Amount
Personnel/Salaries	\$34,965
Fringe Benefits	\$17,535
Travel	\$0
Supplies	\$0
Contracts	\$0
Other	\$0
• Registration Fees	
Total Direct Charges	\$52,500
Indirect Charges (federally approved rate)	\$22,500
TOTAL – Not to Exceed	\$75,000

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

**Exhibit A
Statement of Work
Contract Term: 2022-2024**

DOH Program Name or Title: Recreational Shellfish Activities - Effective July 1, 2023

Local Health Jurisdiction Name: Kitsap Public Health District

Contract Number: CLH31014

SOW Type: Original **Revision # (for this SOW)**

Funding Source <input type="checkbox"/> Federal <Select One> <input checked="" type="checkbox"/> State <input type="checkbox"/> Other	Federal Compliance (check if applicable) <input type="checkbox"/> FFATA (Transparency Act) <input type="checkbox"/> Research & Development	Type of Payment <input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Fixed Price
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Period of Performance: July 1, 2023 through December 31, 2024

Statement of Work Purpose: The purpose of this statement of work (SOW) is to provide funds for shellfish harvesting safety.

Revision Purpose: N/A

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change Increase (+)	Total Allocation
				Start Date	End Date			
REC. SHELLFISH/BIOTOXIN	26402600	N/A	334.04.93	07/01/23	12/31/24	0	20,000	20,000
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						0	20,000	20,000

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Biotoxin Monitoring <ul style="list-style-type: none"> Collect monitoring samples on schedule according to Department of Health (DOH) Biotoxin Monitoring Plan, coordinate deviations from the schedule with DOH, notify DOH in advance if samples cannot be collected. Conduct emergency biotoxin sampling when needed. Post / remove recreational shellfish warning and / or classification signs on beaches and restock cages as needed. Issue biotoxin news releases during biotoxin closures in Kitsap County. This task may also include recruiting, training, and coordination of volunteers, and fuel reimbursement funds for volunteer biotoxin monitoring. 	Submit annual report on DOH approved format of activities for the year, including the number of sites monitored and samples collected, and number and names of beaches posted with signs.	Email Report to DOH by February 15, 2024 (See Special Instructions below.)	\$19,000

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2	Outreach <ul style="list-style-type: none"> • Staff educational booths at local events. • Distribute safe shellfish harvesting information. 	Submit annual report including the number of events staffed and amount of educational materials distributed.	Email Report to DOH by February 15, 2024 (See Special Instructions below.)	\$600
3	Other Maintain a 24-hour toll free recreational shellfish hotline	Report the number of phone calls received.	Email Report to DOH by February 15, 2024 (See Special Instructions below.)	\$400

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Program Specific Requirements

Program Manual, Handbook, Policy References:

Department of Health's Biotxin Monitoring Plan

Special References (i.e., RCWs, WACs, etc.):

Chapter 246-280 WAC

<https://doh.wa.gov/community-and-environment/shellfish/recreational-shellfish>

<https://doh.wa.gov/about-us/programs-and-services/environmental-public-health/environmental-health-and-safety/about-shellfish-program/about-biotoxins-and-illness-prevention-program>

Special Instructions:

Report for work performed in 2023 must be submitted via email to Liz Maier (liz.maier@doh.wa.gov) by February 15, 2024.

The report format will be provided by DOH and may be modified throughout the period of performance via email announcement.

**Exhibit A
Statement of Work
Contract Term: 2022-2024**

DOH Program Name or Title: TB Program - Effective July 1, 2022

Local Health Jurisdiction Name: Kitsap Public Health District
Contract Number: CLH31014

SOW Type: Revision **Revision # (for this SOW)** 1

Period of Performance: July 1, 2022 through December 31, 2023

Funding Source	Federal Compliance (check if applicable)	Type of Payment
<input checked="" type="checkbox"/> Federal Subrecipient	<input checked="" type="checkbox"/> FFATA (Transparency Act)	<input checked="" type="checkbox"/> Reimbursement
<input type="checkbox"/> State	<input type="checkbox"/> Research & Development	<input type="checkbox"/> Fixed Price
<input type="checkbox"/> Other		

Statement of Work Purpose: This statement of work is to provide funding for 2022 U4U activities from the State TB Program for tuberculosis (TB) prevention and control

Revision Purpose: The purpose of this revision is to extend the end date of the TB UNITING FOR UKRAINE funding period from December 31, 2022 to September 30, 2023, extend the period of performance and adjust due dates.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change None	Total Allocation
				Start Date	End Date			
FFY22 TB UNITING FOR UKRAINE SUPP	18402204	93.116	333.93.11	07/01/22	09/30/23	7,500	0	7,500
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						7,500	0	7,500

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Provide TB screening, evaluation, IGRA, chest x-rays, and other clinical services as indicated, including treatment* for latent or active TB disease for newcomers from Ukraine. (*These federal dollars can be used to provide TB medications to TB patients)	Consolidated Contract “TB Deliverables Report” include aggregate information for all Ukrainians directly clinically served with these funds for 2022. This includes the number: evaluated, diagnosed with TB infection, started treatment, and completed treatment.	January 31, 2023 Report due December 31, 2023 for 2023 TB activities	Payment for tasks will be reimbursed for actual expenses up to the maximum available within the FFY22 TB UNITING FOR UKRAINE SUPP funding period described in the Funding Table above. See below Restrictions on Funds.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2	<p>For any 340B medication received the LHJ agrees to:</p> <ul style="list-style-type: none"> • Maintain auditable records for a minimum of 3 years including a separate medication inventory tracking system with records tied to patients receiving the medication. • Store 340B separately from non-340B medications. • Conduct regular annual internal audits of inventory and patient records to maintain HRSA standards and compliance regarding diversion and patient eligibility. • Participate in audits by DOH or HRSA of TB-related 340B practices and provide access to records demonstrating compliance with HRSA 340B regulations. • Will not bill Medicaid for any 340B TB medications provided by DOH TB Program. • Notify DOH TB Program of any medication loss or expiration of medications including any breach of 340B regulations. <p>Notify DOH TB Program of changes regarding the prescribing provider within 10 days. And the prescribing provider must be either employed by or under contract with the LHJ.</p>	Summary of expired medications included in the Consolidated Contract “Deliverables Report” for 2022 2023.	January 31, 2023 Report due December 31, 2023 for 2023 TB activities	DOH TB Program provides without cost to LHJs.
3	<p>An LHJ using the VDOT tool, that DOH provides without cost, agrees to establish and follow a VDOT policy for their staff and patients based on VDOT best practice. This policy is developed and/or approved by the LHJ’s Health Officer and/or TB Program Manager.</p> <p>Guidance and direction for this policy is posted on the TB Program’s VDOT SharePoint page (Video Directly Observed Therapy for Local Health Jurisdictions Using SureAdhere (sharepoint.com)).</p>	Summary of VDOT treatment completion, with goal that your LHJ’s completion rate is at least on par with in-person DOT, if not better.	Report due December 31, 2023 for 2023 TB activities; to be received by DOH by January 31, 2024	DOH TB Program provides without cost to LHJs.

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Federal Funding Accountability and Transparency Act (FFATA) (Applies to federal grant awards.)

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent.

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

Information about the LHJ and this statement of work will be made available on [USASpending.gov](#) by DOH as required by P.L. 109-282.

Program Specific Requirements**Program Manual, Handbook, Policy References:**

TB Manual: Link to be provided on DOH Website (www.doh.wa.gov/tb) when revision is completed.

LHJ TB SharePoint pages: [TB LHJ Home \(sharepoint.com\)](http://TB.LHJ.Home.sharepoint.com)

Health Officer Handbook: [Washington State Tuberculosis Law Manual for Health Officers](#)

Restrictions on Funds (i.e., disallowed expenses or activities, indirect costs, etc.):

1. Emphasis must be given to directing the majority of funds to core TB control activities.
2. Federal Funds may not be used **except where noted:**
 - To supplant State or LHJ funds;
 - For inpatient care or construction or renovation of facilities;
 - To purchase treatment medications

Special References (i.e., RCWs, WACs, etc.):

TB Laws and Regulations (<http://www.doh.wa.gov/YouandYourFamily/IllnessandDisease/Tuberculosis/LawsGuidelines.aspx>)

Health Officer Handbook: [Washington State Tuberculosis Law Manual for Health Officers](#)

Monitoring Visits (i.e., frequency, type, etc.):

The DOH program contact may conduct monitoring visits during the life of this project. The type, duration, and timing of visit will be determined and scheduled in cooperation with the sub-awardee. The DOH Fiscal Monitoring Unit may conduct fiscal monitoring site visits during the life of this project.

Billing Requirements: Local Health Jurisdiction may bill monthly. Invoices must be received no more than 60 days after billing period.

**Exhibit A
Statement of Work
Contract Term: 2022-2024**

DOH Program Name or Title: Youth Cannabis & Commercial Tobacco Prevention Program - Effective July 1, 2022

Local Health Jurisdiction Name: Kitsap Public Health District

Contract Number: CLH31014

SOW Type: Revision **Revision # (for this SOW)** 4

Period of Performance: July 1, 2022 through June 30, 2024

Funding Source	Federal Compliance (check if applicable)	Type of Payment
<input checked="" type="checkbox"/> Federal Subrecipient	<input checked="" type="checkbox"/> FFATA (Transparency Act)	<input checked="" type="checkbox"/> Reimbursement
<input checked="" type="checkbox"/> State	<input type="checkbox"/> Research & Development	<input type="checkbox"/> Fixed Price
<input type="checkbox"/> Other		

Statement of Work Purpose: The purpose of this statement of work is to provide funding for cannabis & commercial tobacco (including vaping products) prevention and control activities as a regional contractor for the Youth Cannabis and Commercial Tobacco Prevention Program through four sources of funding: SFY23 Dedicated Cannabis Account, SFY23 Tobacco Prevention, SFY23 Youth Tobacco Vapor Products, and FFY22 Tobacco-Vap Prevention Component 1.

Note: Commercial tobacco includes any product that contains tobacco and/or nicotine, such as cigarettes, cigars, electronic cigarettes, hookah, pipes, smokeless tobacco, heated tobacco, and other oral nicotine products. Commercial tobacco does not include FDA-approved nicotine replacement therapies.

** PLEASE NOTE: Due dates and allocations are for purposes of reflecting the total annual allocation and reporting for FFY22, SFY23, FFY24 and SFY24.

Revision Purpose: The purpose of this revision is to extend the period of performance from April 28, 2024 to June 30, 2024; and add a Chart of Accounts Master Index Title for the next state fiscal year round of funding from 07/01/23-06/30/24, remove Task 8 and revise Program Specific Requirements..

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change Increase (+)	Total Allocation
				Start Date	End Date			
SFY23 YOUTH TOBACCO VAPOR PRODUCTS	77410893	N/A	334.04.93	07/01/22	06/30/23	38,402	0	38,402
FFY22 TOBACCO-VAPE PREV COMP 1	77410212	93.387	333.93.38	04/29/22	04/28/23	24,482	0	24,482
SFY23 TOBACCO PREVENTION PROVISO	77410823	N/A	334.04.93	07/01/22	06/30/23	194,000	0	194,000
SFY23 DEDICATED CANNABIS ACCOUNT	77420823	N/A	334.04.93	07/01/22	06/30/23	247,509	0	247,509
FFY23 TOBACCO-VAPE PREV COMP 1	77410215	93.387	333.94.98	04/29/23	04/28/24	24,482	0	24,482
SFY24 YOUTH TOBACCO VAPOR PRODUCTS	77410840	N/A	334.04.93	07/01/23	06/30/24	0	38,402	38,402
SFY24 DEDICATED CANNABIS ACCOUNT	TBD	N/A	334.04.93	07/01/23	06/30/24	0	247,509	247,509
						0	0	0
TOTALS						528,875	285,911	814,786

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	DEVELOP NETWORK ANNUAL WORK PLAN	Contractor will submit a work plan for 2022-2023 utilizing the template provided by YCCTPP that addresses the four goals of the program and includes: <ul style="list-style-type: none"> Performance-based objectives that will be defined by the contractor and YCCTPP contract manager. 	45 days of contract execution	Funding utilized: State (YTVP, Tobacco Prevention, Marijuana Prevention and Education)

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		<ul style="list-style-type: none"> Activities that utilize program strategies (defined into the YCCTPP implementation guide), that will address the defined performance-based objectives and overarching goals, tied to a specific timeframe with identified timeline goals. Funding must be dedicated to equitable policy, systems, environmental change in communities of higher need within the contractor’s specified region, and if it is unclear a justification must be provided. The workplan must have a designated equity framework that will be utilized in <u>all</u> prevention efforts. This workplan will be created in collaboration with and approved by the YCCTPP Contract Manager. More details regarding the workplan requirements including the goals of the YCCTPP program, objectives, and strategies can be found in the YCCTPP Implementation guide. <p>Note: Activities can be added to the tasks after workplan approval, the contractor should speak with their contract manager for approval.</p>		<p>Reimbursement for actual expenditures, not to exceed total funding consideration. A19-1A invoice for YCCTPP expenditures must continue to be submitted to the DOH Grants Management office per the consolidated contract.</p> <p>The expenditure worksheet in the YCCTPP budget workbook must be completed by the 30th of the month following the month in which costs were incurred.</p>
2	NETWORK EQUITY ASSESSMENT	Contractor will complete an <u>initial</u> equity assessment provided by YCCTPP within their regional network that will be submitted to the YCCTPP contract manager within 90 days of the workplan being completed. The assessment will be continuously revised throughout the year based on the network’s needs.	Within 90 days of the workplan being completed	
3	ORGANIZATION AND NETWORK ADMINISTRATIVE PLAN	<p>Contractor will complete an administrative plan within 90 days of contract execution and submit any updates or changes on a quarterly basis, which will include:</p> <ul style="list-style-type: none"> Most current job descriptions and contact information of the program facilitator that is responsible for the performance of the statement of work and relevant staff. Calendar of meetings, trainings, and professional development opportunities that the program administrator and relevant staff will participate in. All relevant staff are expected to participate in required conference calls (including kick off training, monthly check ins, YCCTPP program all contractors calls), trainings, webinars, and in-person or virtual meetings for YCCTPP contractors according to the schedule provided by DOH. This is subject to change based on trainings and professional opportunities available. A list of all individuals/organizations that participate in the regional network that including contact information, a copy of a Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), or membership agreement, and the justification of their participation in the network. Required network sectors must have a representative for the grant to be considered in compliance. Sectors chosen and their levels of engagement will be determined with the contract manager and tailored to the region’s needs. A complete list of network sectors will be provided in the implementation guide. 	90 days of contract execution	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		<ul style="list-style-type: none"> Network meeting schedule and supporting documentation regarding membership participation/engagement. A list of organizations and the contact information for the point person that are considered subcontractors. 		
4	IMPLEMENT ANNUAL WORK PLAN AND REPORT PROGRESS	<p>Based on the specific timeline developed by the YCCTPP contract manager and the contractor, they will report on activities progress and data by the 20th of each month.</p> <p>Contractor will share network process on a quarterly basis through electronic survey that focuses on successes and challenges of their network and the YCCTPP program.</p>	20 th of each month	
5	ASSESS PROGRAM IMPLEMENTATION	<p>Contractor will create annual report based on monthly and quarterly reporting for their regional network due 30 days after the period of performance. Report guidelines and expectations will be provided by DOH for more information.</p> <p>Contractor will participate in state evaluation of YCCTPP, their networks, and the Practice Collaborative.</p> <p>Contractor will participate in region or population needs assessment every 2 years to update community/population data and needs.</p> <p>Contractor will participate in creation and updating of the 5-year strategic plan for the YCCTPP Program.</p>	<p>Annual Report- 30 days after the period of performance</p> <p>Needs assessment due every 2 years</p>	
6	PREPARE AND MANAGE WORK PLAN	<p>Contractor will submit work plan for 2022-2023 for all required tasks (listed in more detail within the table below) for commercial tobacco prevention within 45 days of the state contract execution (estimated start date of 7/1/22), utilizing template provided by YCCTPP that addresses the goals of the program as well as CDC grant requirements, which includes:</p> <ul style="list-style-type: none"> A minimum of one activity per required task with performance-based objective that will be defined by the contractor and the YCCTPP Contract Manager during workplan development. The workplan plan must have a designated equity framework that will be utilized in all prevention efforts. Funding must be dedicated to supporting the regional/priority population through equitable policy, systems, and environmental change and if it is unclear, a justification must be provided. <p>This workplan will be created in collaboration with and approved by the YCCTPP Contract Manager. Note: Activities can be added after workplan approval, the contractor should speak with their YCCTPP contract manager for approval.</p>	45 days of the state contract execution	<p>Funding utilized: CDC</p> <p>Reimbursement for actual expenditures, not to exceed total funding consideration. A19 invoice for YCCTPP expenditures must continue to be submitted to the DOH Grants Management office per the consolidated contract.</p> <p>The expenditure worksheet in the budget workbook must be completed by the 30th of the month following</p>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	IMPLEMENT WORK PLAN AND REPORT PROGRESS	<p>Based on the specific timeline developed by the YCCTPP contract manager and the contractor, they will report on activities progress and data by the 20th of each month.</p> <p>Contractor will share network process on quarterly basis through electronic survey that focuses on successes and challenges of their organization and YCCTPP program.</p>	20th of each month	the month in which costs were incurred.
	ASSESS PROGRAM IMPLEMENTATION	<p>Contractor will participate in statewide evaluation of YCCTPP, Practice Collaborative, and CDC-funded programs.</p> <p>Contractor will participate in creation and updating of the 5-year strategic plan for the YCCTPP Program.</p> <p>Contractor will participate in community or population needs assessment every 2 years to update community/population data and needs.</p>	<p>Annual Report due 30 days after the period of performance</p> <p>Needs assessment due every 2 years</p>	
7	Policies, Systems & Environmental Work	<p>Contractor will work to strengthen or defend existing policy, systems, or environmental change (ex: SIPP and VIPP laws).</p> <p>Contractor will educate private and public organizations of current policies in place.</p> <p>Contractor will work to establish new policy, systems or environmental change that is equitable.</p> <p>Contractor will ensure that an existing policy, systems, or environmental change is properly implemented (including funding) and evaluated/monitored.</p>	<p>04/28/22 – 04/29/23</p> <p>04/29/23 – 12/31/23</p>	
	Education & Technical Assistance	<p>Contractor will provide technical assistance regarding commercial tobacco (including e-cigarettes/vapor products) to community partners, and decision makers.</p> <p>Contractor will host or speak at trainings or community events to education others regarding prevention and education for commercial tobacco to increase the knowledge skills, and abilities of network members, community partners, and other community stakeholders.</p> <p>Contractor will disseminate resources (ex: TUDT) provided by YCCTPP and/or developed local to CBOs, centers, and networks supporting disparately affected communities that address emerging commercial tobacco/e-cigarettes and are culturally & linguistically appropriate, trauma-informed & equity-based.</p>	<p>04/28/22 – 04/29/23</p> <p>04/29/23 – 12/31/23</p>	
	Collaboration & Engagement	Contractor will collaborate with YCCTPP program partners and external organizations (CBOs, CPWI, TPWI, ACH, DFC, etc.) to support prevention efforts for the youth and their community.	<p>04/28/22 – 04/29/23</p> <p>04/29/23 – 12/31/23</p>	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		<p>Contractor will educate individuals, public and private organizations on the value of YCCTPP, utilizing material provided by DOH or created by their own organization network or another YCCTPP contractor/network.</p> <p>Contractor will educate adults who influence youth, such as parents, other family members, educators, clergy, coaches, etc.</p> <p>Contractor will build or enhance partnerships with youth-serving organizations and local champions (including identifying youth champions) to collaborate on youth access and industry marketing.</p> <p>Contractor will implement activities designed to prepare young people to make informed decisions, and lead change in their community.</p>		
	Media & Communication	<p>Contractor will plan and implement public relations/earned media efforts (i.e. press releases, social media) utilizing national (ex: CDC Tips Campaign), statewide, and tailored media campaigns to prevent youth commercial tobacco initiation, and support cessation.</p> <p>Contractor will promote Washington State Quitline and self-help options for TUDT, including 2Morrow Health App (doh.wa.gov/quit) and This is Quitting (doh.wa.gov/vapefreewa), to people who use commercial tobacco.</p> <p>Contractor will prepare (design, research, write, edit), get approval for, or distribute informational/educational materials in hard copy or online.</p> <p>Contractor will plan, conduct, and document reach of various campaigns on various platforms (e.g., social media, point of purchase, movie theaters, radio, etc.).</p>	04/28/22 – 04/29/23 04/29/23 – 12/31/23	
8	Synar Coverage Study	<p>Contractor will attend trainings hosted by Washington State Health Care Authority regarding the Coverage Study. The training schedule will be announced by August 15, 2022.</p> <p>Contractor will utilize the designated amount of funds (\$4,000) to pay for staff time, travel-related costs, and other relevant costs to the completion of the Coverage Study in their assigned census tract(s) by October 31, 2022.</p> <p>Contractor may use any funds not utilized in the designated amount for the coverage study for other commercial tobacco related activities that focus on prevention, control, and/or cessation.</p>	October 31, 2022	<p>Funding Utilized: SFY23 Tobacco Prevention</p> <p>Reimbursement for actual expenditures, not to exceed total funding consideration. A19 invoice for YCCTPP expenditures must continue to be submitted to the DOH Grants Management office per the consolidated contract. The expenditure worksheet in the budget workbook must be completed by the 30th of the month following the month</p>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
				in which costs were incurred.

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Federal Funding Accountability and Transparency Act (FFATA) (Applies to federal grant awards.)

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent. To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov. Information about the LHJ and this statement of work will be made available on [USASpending.gov](#) by DOH as required by P.L. 109-282.

Program Specific Requirements

For MI Codes 77410893, 77410823, 77420823, ~~TBDYTPV, TBDMJ~~ To be in compliance with grant requirements, contractor will:

1. Hire and maintain program staff, which includes a minimum of one person (1.0 FTE) who is designated as the YCCTPP Region Network Facilitator. Additional staff to support workplan activities and completion of deliverables is allowed with approval of YCCTPP contract manager. See YCCTPP implementation guide for more information. The contractor shall ensure that DOH has the most current contact information of the person that is responsible for the performance of this statement of work.
2. Maintain a regional network of prevention partners.
 - i. **A Network** - an intentional collaboration between groups and individual partners who draw upon lived and professional experience to help guide the regions prevention efforts and share resources.
 - ii. **Minimum Requirements for A Network** (See Implementation Guide for further guidance):
 1. A Network Coordinator (minimum of 1.0 FTE)
 2. Key partners with representation from 4 required sectors (Local Health Jurisdiction, Youth Serving Organization, Community Based Organization / Non-Profit, and Prevention Coalitions)
 3. A clear process for engaging key partners in development of YCCTPP workplan and shared responsibility in implementation.
 4. A Network Administrative Plan
3. Participate in required virtual and/or in-person meetings, and optional trainings/webinars including but not limited to:
 - i. YCCTPP quarterly meetings, tentatively scheduled for July 11, 2023, November 7-9, 2023, March 12, 2024, and May 14-16, 2024.
 - ii. Monthly check-ins with contract manager
 - iii. Practice Collaborative (PC) meetings, schedule to be determined by the PC's Leadership Team
 - iv. Optional: Trainings and/or Webinars, schedule to be determined by TA contractor and WA DOH.
 - v. Contractor will participate in a DOH site visit once per biennium.
4. Contractor will serve as YCCTTP Representative of their region/population for Washington State.
5. Act as the fiduciary agent, if subcontracting, DOH must be notified and approve of any subcontractors; however, subcontractor performance is the responsibility of each YCCTPP Contractor.

6. Meet all requirements outlined in the YCCTPP Implementation Guide provided by YCCTPP.
7. Have completed background checks and on file for any staff or volunteer (funded and/or representing a YCCTPP contractor or subcontractor) who will be with youth and unsupervised. Prohibit any staff with a felony conviction related to their duties from supervising and interacting with minors while performing the duties of this contract. This requirement is consistent with existing statute RCW 9.96A.020.

For MI Codes: 77410212, To be in compliance with grant requirements, the contractor will:

1. Hire and maintain program staff, which includes at least .25 FTE (that can be split among two people). They shall ensure that DOH has the most current contact information of the local program administrator that is responsible for the performance of this statement of work.
2. Participate in required conference calls (including kick off training, monthly check ins, quarterly conference calls for the YCCTPP program), trainings, webinars, and in-person or virtual meetings for YCCTPP contractors according to the schedule provided by DOH.
3. Submit an Annual Budget according to the deadlines in Section E below.
4. Submit an Annual Work Plan that is supplemental to the state contract, according to the deadlines in Section E below.
5. Submit accurate and complete progress reports, budgets, and A19-1A invoices, using the required guidance, reporting tool or system, and deadlines (see Section E below) provided by DOH.
6. Act as the fiduciary agent if subcontracting. DOH must be notified and approve of any subcontractors; however, subcontractor performance is the responsibility of each YCCTPP Contractor.
7. Meet all requirements outlined in the YCCTPP Implementation Guide provided by YCCTPP.
8. Have completed background checks and on file for any staff or volunteer (funded and/or representing a YCCTPP contractor or subcontractor) who will be with youth and unsupervised. Prohibit any staff with a felony conviction related to their duties from supervising and interacting with minors while performing the duties of this contract. This requirement is consistent with existing statute RCW 9.96A.020.

For MI Code: 77410215, To be in compliance with grant requirements, the contractor will:

1. Hire and maintain program staff, which includes at least .25 FTE (that can be split among two people). They shall ensure that DOH has the most current contact information of the local program administrator that is responsible for the performance of this statement of work.
2. Participate in required conference calls (including kick off training, monthly check ins, quarterly conference calls for the YCCTPP program), trainings, webinars, and in-person or virtual meetings for YCCTPP contractors according to the schedule provided by DOH.
3. Submit an Annual Budget according to the deadlines in Section E below.
4. Submit an Annual Work Plan that is supplemental to the state contract, according to the deadlines in Section E below.
5. Submit accurate and complete progress reports, budgets, and A19-1A invoices, using the required guidance, reporting tool or system, and deadlines (see Section E below) provided by DOH.
6. Act as the fiduciary agent if subcontracting. DOH must be notified and approve of any subcontractors; however, subcontractor performance is the responsibility of each YCCTPP Contractor.
7. Meet all requirements outlined in the YCCTPP Implementation Guide provided by YCCTPP.
8. Have completed background checks and on file for any staff or volunteer (funded and/or representing a YCCTPP contractor or subcontractor) who will be with youth and unsupervised. Prohibit any staff with a felony conviction related to their duties from supervising and interacting with minors while performing the duties of this contract. This requirement is consistent with existing statute RCW 9.96A.020.

DOH will support Contractor by providing:

1. Timely communications regarding funding amounts and/or funding reductions.
2. An annual calendar of key events including required and optional trainings and other key dates.
3. Contract oversight and point of contact for overall project coordination, technical assistance, and facilitation of project communication.
4. Templates for implementation plan, budget workbook, and reporting requirements.
5. Technical assistance on meeting project goals, objectives, and activities related to:
 - a. Adapting required and innovative activities to ensure they are culturally and linguistically appropriate evidence-based or evidence-informed, or promising programs.

- b. Developing and adapting project materials so they are culturally and linguistically appropriate using Cultural and Linguistically Appropriate Services (CLAS) standards <https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&lvlid=53>.
- c. Providing relevant resources and training, as resources permit.
- d. Meeting performance measure, evaluation, and data collection requirements.
- e. Interpreting DOH guidelines, requirements, and expectations. This includes making determinations of whether CTPP funds may be used for activities and projects proposed by the Priority Population Contractor.

Subcontractor Requirements:

1. When subcontracting with an organization that is leading regional efforts in one or more counties, the YCCTPP Contractor is required to include language in these contracts that reflects the following:
 - Submit monthly progress reports and invoices that reflect work performed and funding spent using tools provided by DOH or the YCCTPP Contractor. **Monthly progress reports for subcontractors should be due by the 15th of each month.**
2. When subcontracting with an organization to work directly with youth (ages 0-17), the YCCTPP Contractor is required to include language in these contracts that reflects the following:
 - Provide verification that background checks have been completed for any staff and volunteers who will work with youth(ages 0-17) and are on file.

BREAKDOWN OF DELIVERABLES, DUE DATES, AND FUNDING SOURCE

Deliverable	Due Date	Funding Source
Update Annual Network Workplan & Submit budget proposal	Due within 15 days of Contract Execution July 16, 2023	YTVP DCA
Submit Organization Administrative Plan	Due within 30 Days of Contract Execution July 31, 2023	YTVP DCA
Network Administrative Plan	Due within 90 days of contract execution September 30, 2023	YTVP DCA
Community/Population Data Evaluation and Needs & Resource Assessment	Due by last day of the contract June 30, 2024	YTVP DCA
Monthly Progress Reporting	Due the 20 th of each month	YTVP DCA
Annual Report	Due within 30 days after the period of performance. July 31, 2024	YTVP DCA

The YCCTPP contractor shall be obligated to submit required reports after the close of the contract period, during the transfer of obligations to another contractor, or upon termination of the contract for any reason.

EXPENDITURE REPORT AND REQUEST FOR REIMBURSEMENT -

A19s and updated budget workbook due the 30th of the month following the month in which costs are incurred. Reimbursement for actual expenditures, not to exceed total funding consideration.

Consolidated Contracts (Health Departments):

- *A19 invoice for YCCTPP expenditures must continue to be submitted to the DOH Grants Management office per the consolidated contract.*
- *Year-end projections are due as follows: FY23: May 15, 2023. **Final Expenditure Reports and invoices are due no later than August 14, 2024, and must be marked FINAL INVOICE***

Payment

- ~~All expenditures incurred and reimbursements made for performance under this statement of work shall be based on actual allowable costs in accordance with the YCCTPP Implementation Guide.~~
- ~~DOH will reimburse the contractor for actual allowable program costs. Billings for services on a monthly fraction of the budget will not be accepted or approved.~~
- ~~DOH shall pay the contractor all allowable costs incurred as evidenced by a proper invoice submitted to DOH on a timely basis, insofar as those allowable and allocable costs do not exceed that amount appropriated or otherwise available for such purposes as stated herein, or in subsequent amendments.~~
- *DOH shall pay the contractor all allowable costs incurred as evidenced by a proper invoice submitted to DOH on a timely basis, insofar as those allowable and allocable costs do not exceed that amount appropriated or otherwise available for such purposes as stated herein, or in subsequent amendments. DOH shall reimburse the contractor for approved costs outlined in the Implementation Guide and for costs under this statement of work up to a total not exceeding the total funding consideration amount. Costs allowable under this statement of work are based on DOH-approved budget for periods of performance: SFY July 1, 2022 – June 30, 2023, FFY April 29, 2022 – April 28, 2023 & April 29, 2023 – April 28, 2024 & SFY24 July 1, 2023 – June 30, 2024. Billings for services on a monthly fraction of the budget will not be accepted or approved.*
- ~~DOH shall pay for costs under this statement of work up to a total not exceeding the total funding consideration amount. Costs allowable under this statement of work are based on DOH approved budget for periods of performance: SFY July 1, 2022 – June 30, 2023, FFY April 29, 2022 – April 28, 2023 & April 29, 2023 – April 28, 2024~~
- Authorized and allowable program expenditures shall be reimbursed upon receipt and approval of the Monthly Progress Report, Monthly Expenditure Report and/or Request for Reimbursement form (A19). ~~according to Section E of this contract. If the Monthly Progress Report, Expenditure Report and/or Request for Reimbursement form (A19) are not completed within 60 days of the month when expenditures were incurred, DOH may withhold approval and payment, at its discretion, until the 30th of the month following submittal. If A19's are not submitted within 45 days of the month when expenditures were incurred, DOH may withhold payment, at its discretion.~~
- Final expenditure projections must be submitted by the ~~14th of July~~ *15th of May* for state funds and ~~13th of June~~ *the 15th of March* for federal funds to allow DOH to appropriately accrue funds to make final payments.
- The final Monthly Expenditure Report and Request for Reimbursement form must be submitted to DOH no later than 45 days following the end of the contract year in order to assure reimbursement of approved costs.
- Backup documentation can include, but is not limited to; receipts, invoices, billing records, work orders, positive time and attendance records (timesheets), travel vouchers and accounting expense reports. Backup documentation shall be kept on file by the fiscal agent and made available upon request by DOH.
- ~~Submission of electronic reports, deliverables, and other invoice attachments are preferred; however hard copies are acceptable.~~

Program Manual, Handbook, Policy References

~~Meet requirements outlined in the Youth Cannabis and Commercial Tobacco Prevention Program (YCCTPP) Implementation Guide.~~

Evaluation of YCCTPP Contractor's Performance

The YCCTPP Contractor performance will be evaluated through submission of project deliverables, annual budget tracking, network partnership and collaboration efforts. More information on evaluation can be found in the Implementation Guide.

Restrictions on Funds (what funds can be used for which activities, not direct payments, etc.)

Federal Funding Restrictions and Limitations:

- Recipients may not use funds for research.
- Recipients may not use funds for clinical care except as allowed by law.
- Recipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services.
- Recipients may not use funds to purchase tobacco prevention curriculum for K-12 schools.
- Recipients may not use funds for tobacco compliance check inspections.

- Recipients may not use funds to pay for Synar or Federal Drug Administration (FDA) compliance monitoring.
- Generally, recipients may not use funds to purchase furniture or equipment. Any such proposed spending must be clearly identified in the budget.
- Reimbursement of pre-award costs generally is not allowed, unless the CDC provides written approval to the recipient.
- Other than for normal and recognized executive-legislative relationships, no funds may be used for:
 - Publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body.
 - The salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body.
- See [Additional Requirement \(AR\) 12](#) for detailed guidance on this prohibition and [additional guidance on lobbying for CDC recipients](#).
- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project outcomes and not merely serve as a conduit for an award to another party or provider who is ineligible.

In accordance with the United States Protecting Life in Global Health Assistance policy, all non-governmental organization (NGO) applicants acknowledge that foreign NGOs that receive funds provided through this award, either as a prime recipient or subrecipient, are strictly prohibited, regardless of the source of funds, from performing abortions as a method of family planning or engaging in any activity that promotes abortion as a method of family planning, or to provide financial support to any other foreign non-governmental organization that conducts such activities. See Additional Requirement (AR) 35 for applicability (<https://www.cdc.gov/grants/additionalrequirements/ar-35.html>).

Dedicated Cannabis Account Restrictions:

- A. Recipients may not use funds for clinical care.
- B. Recipients may only expend funds for reasonable program purposes, including personnel, travel, supplies, and services, such as contractual. Recipients may not use funds to buy cannabis products or paraphernalia used in the consumption and/or use of cannabis products.
- C. Recipients may not generally use funding for the purchase of furniture or equipment. However, if equipment purchase is integral to a selected strategy, it will be considered. Any such proposed spending must be identified in the budget and approved by DOH Contract Manager.
- D. Recipients may not use funding for construction or other capital expenditures.
- E. The contractor must comply with DOH YCCTPP guidance on food, incentives and use of DOH logo outlined in the YCCTPP Tailored Implementation Guide, and should not exceed federal per diem rates.
- F. Reimbursement of pre-award costs is not allowed.

Please see YCCTPP Implementation Guide for further restricts on each funding stream.

~~Program Manual, Handbook, Policy References~~

~~Meet requirements outlined in the Youth Cannabis and Commercial Tobacco Prevention Program (YCCTPP) Implementation Guide.~~

Special References

As a provision of Dedicated Cannabis Account ([RCW 69.50.540](#)) DOH shall fund a grants program for local health departments or other local community agencies that supports development and implementation of coordinated intervention strategies for the prevention and reduction of marijuana use by youth.

As a provision of the Youth Tobacco and Vapor Product Prevention Account, ([RCW 70.155.120](#)) DOH shall, within up to seventy percent of available funds, provide grants to local health departments or other local community agencies to develop and implement coordinated tobacco and vapor product intervention strategies to prevent and reduce the use of tobacco and vapor products by youth.

~~As a provision of the 2022 Operating Budget, (ESSB5693) funds are provided solely for tobacco, vapor product, and nicotine control, cessation, treatment and prevention, and other substance use prevention and education, with an emphasis on community-based strategies. These strategies must include programs that consider the disparate impacts of nicotine addiction on specific populations, including youth and racial or other disparities.~~

AMENDMENT TO AGREEMENT 2265

This Amendment (“Amendment”) to Kitsap Public Health District Contract for Youth Cannabis & Commercial Tobacco Prevention Program (the “Contract”), is entered into between the Washington State University, (“Contractor”) and the Kitsap Public Health District (“District”).

RECITALS

WHEREAS, the Parties entered into the Contract effective July 1, 2022; and

WHEREAS, Washington State Department of Health has extended the contract by one year, and thus, has made changes to the statement of work, and the parties have agreed it is desirable to adjust funding; and

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- I. **Amendment of Contract Section 2. Period of Performance.** The date of the contract will be extended to June 30, 2024.
- II. **Amendment of Contract Section 4. Statement of Work and Budget.** Subcontractor shall furnish the necessary personnel, equipment material, and / or services and otherwise do all things necessary for or incidental to the performance of the work set forth in ATTACHEMENT A-1, attached hereto and incorporated herein. ATTACHMENT A of the initial contract remains unchanged.
- III. **Amendment of Contract Section 4. Compensation.** \$50,000 dollars will be added to the total budget for Clallam County WSU Extension during this agreement for a total compensation of \$90,000.
- IV. **Other Provisions Unchanged.** The other provisions of the Contract remain unchanged.
- V. **Effective Date.** This Amendment is effective July 1, 2023.
- VI. **Authorization.** Each party signing below warrants to the other party that they have the full power and authority to execute this Amendment on behalf of the party for whom they sign.

IN WITNESS WHEREOF, the Parties have subscribed their names hereto.

[SIGNATURES FOLLOW ON THE NEXT PAGE]

Dated this _____ day of _____, 2023.

Dated this _____ day of _____, 2023.

**KITSAP PUBLIC
HEALTH DISTRICT**

WASHINGTON STATE UNIVERSITY

Keith Grellner
Administrator

ATTACHMENT A-1 – SCOPE OF WORK AND BUDGET
WSU Extension – Clallam County 4-H
July 1, 2023 – June 30, 2024

As a subrecipient of KPHD under the Washington Department of Health funded *Youth Cannabis & Commercial Tobacco Prevention Program (YCCTPP)*, Washington State University (WSU) Extension Clallam County 4-H agrees to the following activities funded in full or part by the associated budget.

<i>Activity</i>	
Planning & Coordination of Regional Network	<p>Coordinate and maintain the Olympic Prevention Partnership steering committee and network.</p> <ul style="list-style-type: none"> • Invite new community partners to join the Olympic Prevention Partnership Steering Committee. • Attend four regional networking meetings (July 2023 – June 2024) • Each subcontractor will be responsible for planning one of the above meetings. Refer to the workplan for schedule.
Implementation	<p><i>2023-2024 Strategies for Youth Cannabis & Commercial Tobacco Prevention:</i></p> <ul style="list-style-type: none"> • Social Norms: Media & Health Communications • Youth Empowerment & Engagement • Decision-maker Engagement • Policy, System, Environmental Changes <p>Specific Clallam County activities are described in the 2023-2024 YCCTPP workplan. Please refer to the workplan for guidance on which activities fall under each funding source. Workplans are subject to change. Any changes will be approved by both parties.</p>
Monitoring and Reporting	<p>Monitor progress for each activity as appropriate; submit monthly narrative and data reports as requested by KPHD on the 5th of every month.</p>
Midterm Evaluation	<p>By February 1, 2024, report progress to YCCTPP Regional Coordinator. If needed, adjust activities to ensure spend down. Conduct a mid-year workplan re-evaluation.</p>
Calls/Meetings	<p>Participate in monthly conference call with KPHD and attend webinars as scheduled; respond to correspondences related to YCCTPP from the Department of Health; respond to activity assessments/surveys administered by KPHD as appropriate per scope of work.</p>
Invoicing	<p>Submit monthly invoices by the 20th of the month following the month in which costs were incurred, except for the Final Expenditure Report and Request for Reimbursement in each federal fiscal year (due July 1, 2024). Invoices must include supporting documentation such as timecards for staff time and copies of invoices paid for goods and services.</p>

Budget July 1, 2023 – June 30, 2024

<i>Cannabis</i>	<i>Cost</i>	<i>Description</i>
Staff Salary	22,500	35% of Melanie Greer’s FTE
Benefits	6,600	Associated benefits for 35% of Melanie Greer’s position
Indirect	8,500	F and A
Goods & Services	2,400	Programming supplies
Mileage		
Travel/Training		
Total Cannabis:	\$40,000	

<i>Tobacco</i>	<i>Cost</i>	<i>Description</i>
Staff Salary	6,038	9.5% of Melanie Greer’s FTE
Benefits	1,726	Associated benefits for 9.5% of Melanie Greer’s position
Indirect	2,061	F and A
Goods & Services	175	Programming supplies
Mileage		
Travel/Training		
Total Tobacco:	\$10,000	

Funding Source

Chart of Accounts Program Name	ALN#	BARS Code	7/1/23 – 6/30/24
SFY24 Dedicated Cannabis Account	N/A	334.04.93	\$40,000
SFY24 Tobacco Prevention Proviso	N/A	334.04.93	\$10,000
Total to WSU			\$50,000



DEPARTMENT OF
ECOLOGY
State of Washington

IAA No. C2400033

INTERAGENCY AGREEMENT (IAA)

BETWEEN

THE STATE OF WASHINGTON, DEPARTMENT OF ECOLOGY

AND

Kitsap Public Health District

THIS INTERAGENCY AGREEMENT (“Agreement” or “IAA”) is made and entered into by and between the state of Washington, Department of Ecology, hereinafter referred to as “**ECOLOGY**,” and the Kitsap Public Health District hereinafter referred to as the “**CONTRACTOR**,” pursuant to the authority granted by Chapter [39.34](#) of the Revised Code Washington, Interlocal Cooperation Act.

THE PURPOSE OF THIS AGREEMENT is for the **CONTRACTOR** to provide Pollution Prevention Assistance (PPA) Specialists who will provide technical assistance and education outreach to small businesses in an effort to prevent pollution of waters of the state as part of the Pollution Prevention Assistance Partnership (formerly known as the Local Source Control (LSC) Partnership).

WHEREAS, **ECOLOGY** has legal authority (RCW 70A.214 and RCW 70A.300) and the **CONTRACTOR** has legal authority (KPHD’s authority includes RCW 70.95 Solid Waste, 70.105 Hazardous Waste, and Kitsap Public Health Board Ordinance 2010-1, Solid Waste Regulations Section 710(5) Inspections, and 305(5,6,9).) that allows each party to undertake the actions in this agreement.

THEREFORE, IT IS MUTUALLY AGREED THAT:

1. SCOPE OF WORK

The **CONTRACTOR** shall furnish the necessary personnel, equipment, material and/or service(s) and otherwise do all things necessary for or incidental to the performance of the work set forth in Appendix A, *Statement of Work*, and Appendix B, *Budget Detail*, attached hereto and incorporated herein.

2. PERIOD OF PERFORMANCE

The period of performance of this IAA will commence on **July 1, 2023**, and be completed by **June 30, 2025**, unless the Agreement is terminated sooner as provided herein. Amendments extending the period of performance, if any, shall be at the sole discretion of ECOLOGY.

3. COMPENSATION

Compensation for the work provided in accordance with this IAA has been established under the terms of RCW 39.34.130 and RCW 39.26.180(3). This is a performance-based agreement, under which payment is based on the successful completion of expected deliverables.

Compensation for this agreement will be release in two 1-year phases. Phase One is limited to 50 percent of the project budget and Phase Two can be up to the remaining percentage of the project budget. On or before August 15, 2024, Ecology will evaluate available funding and the CONTRACTOR's performance and progress towards meeting contract deliverables and spending. To release the second-year funding the CONTRACTOR, by June 30, 2024, must:

1. Complete a minimum of 40% of the total site visit deliverables, and
2. Utilize 40% of the total compensation award.

If performance obligations have been met and funding is available per ECOLOGY's determination, the full year 2 budget award will be considered available. Should the CONTRACTOR fail to make satisfactory progress or funding is limited, ECOLOGY will determine the appropriate additional funding to release for year 2 of the contract. ECOLOGY will consider various factors in determining year 2 funding including, but not limited to, available funding, performance to date, staff vacancies, time and costs spent on unique program elements, and potential circumstances beyond the CONTRACTOR's control.

The source of funds for this IAA is **Model Toxics Control Operating Account (23P), Model Toxics Capital Account (23N)**. Both parties agree to comply with all applicable rules and regulations associated with these funds.

The parties have determined that the cost of accomplishing the work identified herein will not exceed Two hundred sixty thousand, three hundred seventy-five dollars and seventy-five cents (\$260,375.75), including any indirect charges. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree via an amendment to a higher amount. Compensation for services shall be based on the terms and tasks set forth in Appendix A, *Statement of Work*. ECOLOGY will not make payment until it has reviewed and accepted the work.

Travel expenses (meals, lodging, and mileage) will be reimbursed according to current state rates at the time of travel, not to exceed the budget (see Appendix B, *Budget Detail*).

Purchase of source control tools or equipment (e.g., spill kits, plastic drum covers) and promotional items for distribution to businesses under this contract must be listed in *Goods and Services budget* or *Equipment budget* in Appendix B. Any purchases of equipment or good and services over \$1,000.00 not specifically listed in Appendix B must be pre-approved by ECOLOGY. When the agreement expires, or when the equipment is no longer needed for the originally authorized purpose (whichever comes first) the disposition of equipment shall be at ECOLOGY's sole discretion.

Indirect rates will be paid as indicated in Appendix B, *Budget Detail*. Changes to the indirect rate may be considered by ECOLOGY. CONTRACTOR shall provide supporting documentation necessitating the change to ECOLOGY. ECOLOGY's approval will be communicated by e-mail. An increase in indirect rate does not increase the total contract award. Changes are handled by adjusting the budget between categories listed in Appendix B. Changes to the total budget cost of the contract shall require an amendment. The budget referenced in Appendix B may be adjusted between categories with ECOLOGY's preapproval, and if the total budget is not exceeded.

ECOLOGY may, at its sole discretion, terminate or suspend this Contract, or withhold payments claimed by the CONTRACTOR for services rendered, if the CONTRACTOR fails to satisfactorily comply with any term or condition of this Agreement.

4. BILLING AND PAYMENT PROCEDURE

Payment requests shall be submitted on state form, Invoice Voucher A19-1A. Invoice voucher shall reference the Agreement (IAA) number and clearly identify those items that relate to performance under this Agreement. Invoices shall describe and document to ECOLOGY's satisfaction a description of the work performed, the progress of the work, and related costs. Each invoice shall bill for actual hours worked during the quarter. The actual hours billed may be higher (if the total budget compensation award is not exceeded) or lower than the FTE estimate in Appendix A, *Statement of Work*. Attach supporting documentation to the invoice. See Appendix A, *Statement of Work*, Sections IV, V and X for additional information (and Section XI, Small Change Voucher Program if applicable).

Send invoices to:

State of Washington
Department of Ecology
Hazardous Waste & Toxics Reduction Program
Attn: Andrew Maher
4601 N. MONROE ST.
SPOKANE, WA 99205

OR

Electronically submit invoices to:
Andrew Maher at anma461@ecy.wa.gov AND
Kristine Ray at kray461@ecy.wa.gov

Payment requests will be submitted on a Quarterly basis. Invoices must be submitted by the dates outlined in Appendix A, *Statement of Work*, Section X, Table 8. Upon expiration of this Agreement, any claim for payment not already made shall be submitted to ECOLOGY within 30 days after the expiration date or the end of the fiscal year, whichever is earlier.

Payment will be made within thirty (30) days of submission of a properly completed invoice (form A19-1A) with supportive documentation. All expenses invoiced shall be supported with copies of invoices paid.

Payment will be issued through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment, CONTRACTOR must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, <https://ofm.wa.gov/it->

[systems/statewide-vendorpayee-services](#). For questions about the vendor registration process, contact Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov.

5. ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

6. ASSIGNMENT

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

7. ASSURANCES

Parties to this Agreement agree that all activity pursuant to this agreement will be in accordance with all the applicable current federal, state, and local laws, rules, and regulations.

8. CONFORMANCE

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

9. DISPUTES

Parties to this Agreement shall employ every effort to resolve a dispute themselves without resorting to litigation. In the event that a dispute arises under this Agreement that cannot be resolved among the parties, it shall be determined by a Dispute Board in the following manner. Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms, and applicable statutes and rules, and then make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto, unless restricted by law. The cost of resolution will be borne by each party paying its own cost. As an alternative to this process, if state agencies, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control. The parties may mutually agree to a different dispute resolution process.

10. FUNDING AVAILABILITY

ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, for convenience or to renegotiate the Agreement subject to new funding limitations and conditions. ECOLOGY may also elect to suspend performance of the Agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification restrictions, although ECOLOGY will make a reasonable attempt to provide notice.

In the event of termination or suspension, ECOLOGY will reimburse eligible costs incurred by the CONTRACTOR through the effective date of termination or suspension. Reimbursed costs must be agreed to by ECOLOGY and the CONTRACTOR. In no event shall ECOLOGY's reimbursement exceed ECOLOGY's total responsibility under the agreement and any amendments.

11. GOVERNING LAW AND VENUE

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws. This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be the Superior Court for Thurston County.

12. INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

13. ORDER OF PRECEDENCE

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable federal and state of Washington statutes, regulations, and rules.
- b. Mutually agreed upon written amendments to this Agreement.
- c. This Agreement, number C2400033.
- d. Appendix A, *Statement of Work*.
- e. Appendix B, *Budget Detail*.
- f. Appendix C, *Special Terms and Conditions*.
- g. Any other provisions or term of this Agreement, including materials incorporated by reference or otherwise incorporated.

14. RECORDS MAINTENANCE

The parties to this Agreement shall each maintain books, records, documents, and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the service(s) described herein. These materials shall be subject to inspection, review, or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other materials relevant to this Agreement must be retained for six years after expiration of this Agreement. The Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period. Each party will utilize reasonable security procedures and protections for all materials related to this Agreement. All materials are subject to state public disclosure laws.

15. RESPONSIBILITIES OF THE PARTIES

Each party of this Agreement hereby assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omissions on the part of itself, its employees, its officers, and its agents. Neither party will be considered the agent of the other party to this Agreement.

16. RIGHTS IN DATA

Unless otherwise provided, data which originates from this Agreement shall be "work made for hire" as defined by the United States Copyright Act, Title 17 U.S.C. section 101 and shall be owned by state of Washington, ECOLOGY. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, and register these items, and the ability to transfer these rights.

17. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

18. SUBCONTRACTORS

CONTRACTOR agrees to take complete responsibility for all actions of any Subcontractor used under this Agreement for the performance. When federal funding is involved, there will be additional CONTRACTOR and subcontractor requirements and reporting.

Prior to performance, all subcontractors who will be performing services under this Agreement must be identified, including their name, the nature of services to be performed, address, telephone, WA State Department of Revenue Registration Tax number (UBI), federal tax identification number (TIN), and anticipated dollar value of each subcontract. Identify whether subcontractor is certified with OMWBE, WA Veterans, or is a WA small business. Provide such information to ECOLOGY's Agreement manager.

19. SUSPENSION FOR CONVENIENCE

ECOLOGY may suspend this Agreement or any portion thereof for a temporary period by providing written notice to the CONTRACTOR a minimum of seven (7) calendar days before the suspension date. CONTRACTOR shall resume performance on the first business day following the suspension period unless another day is specified in writing by ECOLOGY prior to the expiration of the suspension period.

20. TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within fifteen (15) business days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

21. TERMINATION FOR CONVENIENCE

Either party may terminate this Agreement without cause upon thirty (30) calendar day prior written notification to the other party. 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.

22. WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a written amendment to this Agreement signed by an authorized representative of the parties.

23. AGREEMENT MANAGEMENT

The representative for each of the parties shall be responsible for and shall be the contact person for all communications, notifications, and billings questions regarding the performance of this Agreement. The parties agree that if there is a change in representatives, they will promptly notify the other party in writing of such change, such changes do not need an amendment.

The ECOLOGY Representative is:

Name: Andrew Maher
Address: 4601 N. Monroe Street
Spokane, WA 99205
Phone: (509) 290-7806 cell
Email: anma461@ecy.wa.gov

The Kitsap Public Health District Representative is:

Name: Steve Brown
Address: 345 6th Street, Suite 300
Bremerton, WA 98337
Phone: (360) 728-2277
Email: steve.brown@kitsappublichealth.org
Fax: (360) 813-1379

APPENDIX A
STATEMENT OF WORK

Section I. Introduction

This Statement of Work is for the 2023 – 2025 biennial Interagency Agreement (IAA) for the Pollution Prevention Assistance (PPA) Partnership, which is overseen by the Washington State Department of Ecology (ECOLOGY), Hazardous Waste & Toxic Reduction Program.

The mission of the Pollution Prevention Assistance (PPA) Partnership is:

“We protect Washington’s residents and environment by helping small businesses reduce toxic chemical use, safely manage dangerous waste, and keep stormwater free of pollutants.”

The CONTRACTOR, through their Pollution Prevention Assistance (PPA) program, will conduct multimedia source control site visits and pollution prevention activities to businesses that are small quantity generators (SQGs) of dangerous waste. In this context an SQG is any business, non-profit, facility, school, or other organization that generates less than 220 pounds of dangerous waste per calendar month and less than 2.2 pounds of extremely hazardous waste per calendar month. The site visits, along with other pollution prevention activities conducted by the CONTRACTOR, will be designed to reduce or eliminate dangerous waste and other pollutants at the source through best management practices that prevent spills and discharges to ground, air, and water (especially to industrial wastewater and stormwater).

To further facilitate the reduction or elimination of toxic chemical use at the source, the CONTRACTOR will seek and discuss opportunities to assist businesses with switching processes, products, or equipment to use effective safer alternatives. This program will be known as the “Product Replacement Program” or PRP.

PPA work is expected to fall within these general proportions:	
Technical Assistance (TA) Visits (Approximately 10 – 15% of TA Visits may involve PRP) (See Section III)	65%
Unique Program Elements (See Section II)	20%
Training (See Section VIII)	10%
Other (admin, staff meetings, etc.)	5%

The CONTRACTOR is expected to:

- Interact with other partners within the PPA Partnership to provide technical assistance and training and share resources and experiences.
- Set up alerts to receive notifications when requests for information have been made on the PPA Partnership SharePoint Discussion Board.
- Ensure at least one staff member is available to provide timely information and feedback to ECOLOGY’s PPA Coordinator and to attend mandatory meetings and trainings. Feedback on Partnership goals, direction, and projects will occasionally be requested via online surveys and email requests.

- Act in a professional and ethical manner and shall avoid any conflict of interest that might influence the CONTRACTOR’s actions or judgement.
- Disclose immediately to ECOLOGY any interest, direct or indirect, that might be construed as prejudicial in any way to the professional judgment of the CONTRACTOR in rendering service under this Agreement.

Key staff, estimated FTE, and their roles are identified in Table 1. Please note, this is an estimate of time dedicated to this contract over the full two years of the contract; quarterly invoicing must reflect actual hours worked even if hours are higher or lower than the FTE estimate.

Table 1: Key Staff

Staff Name	Estimated FTE	Role
Jakob Hughes	0.4	PPA Specialist
Steve Brown	0.05	Contract Management
Thomas Jury	0.3	PPA Specialist
Kayla Petersen	0.2	PPA Specialist
Melissa Laird	0.0	Billing
Rudy Baum	0.05	PPA Specialist

Section II. Unique Program Elements

The CONTRACTOR will conduct the unique program elements for their PPA program as outlined in Table 2, below.

Table 2: Unique Program Elements

Unique Program Element	Description	Deliverable(s)
Mentoring	Provide guidance to new specialists (outside your jurisdiction) to ensure all checklist areas are covered and issues are addressed in a professional and timely manner.	<ul style="list-style-type: none"> • Mentor all assigned new PPA specialists, outside your jurisdiction, up to 5.

Unique Program Element	Description	Deliverable(s)
All-Staff Planning Committee	Four separate committees (one for each training event) made up of PPA Specialists and Ecology. The committee will work to schedule and facilitate the meetings. The format for these meetings will likely be one in-person per year and one virtual meeting per year.	<ul style="list-style-type: none"> • Work with one or two other jurisdictions to plan 1 All-Staff Training Event (virtual or in-person). • With other committee members, determine a committee chair to schedule planning meetings, track tasks, and finalize the agenda. • Arrange for meeting logistics (venue, food, and beverage, if in person) and speakers. • Participate in all workgroup meetings. If you are unable to attend the meeting, give the committee chair as much notice as possible, and follow up with any assignments or document review as soon as possible.

Section III. Technical Assistance Visits

The CONTRACTOR will conduct technical assistance site visits to small quantity generators of dangerous wastes, and to businesses or organizations that have the potential to pollute stormwater. Approximately 60% of the visits will be Initial Visits. If Initial Visits fall below 60%, combined Initial Visits and Follow-Up Visits must account for at least 80% of the total visits. While necessary, efforts should be made to minimize Screening Visits.

- An **Initial Visit** occurs at the actual site and results in a completed “Basic Checklist” (or enough data gathered to complete data entry into the LSC Database). It will either be the first complete visit to a site OR the first visit in two (2) or more years.
- A **Screening Visit** is an attempted visit to the site, but the business declined or put off the visit, OR you were interrupted during the visit and were unable to gather complete data, OR you discover that the facility does not exist anymore OR you discover that the business does not qualify for a visit under the PPA program (e.g., it is a medium or large quantity generator).
- A **Follow-Up Visit** should occur within 90 days of the Initial Visit. Follow-up should generally be done through an on-site visit. However, a phone conversation, mail or email exchange may count as a Follow-Up Visit if it includes confirmation that the issues that were identified in the initial visit were resolved. Follow-Up Visits must be conducted to resolve High Priority Environmental Issues (See Section Below).

Table 3: Total Number of Technical Assistance Visits

Number of Total Visits	640
Target for Initial Visits (60% of Total)	385

Business sectors, organizations, waste streams, and/or geographical area that will provide a focus for the 2023 – 2025 technical assistance visits are listed in Table 4.

ECOLOGY may direct a portion of technical assistance visits towards specific priority sources or contaminants.

Table 4: Technical Assistance Targets

Technical Assistance Targets	Rationale for Selection
Automotive maintenance and repair businesses.	These businesses often benefit from TAV's because of the variety and/or volume of hazardous waste that they produce. They also can have high turnover in personnel, and vary quite a bit with Haz waste training, handling, and housekeeping. These factors make them an important business sector to stay focused on.
The downtown core area business of Kitsap's four largest cities.	The city limits of Bremerton, Poulsbo, Bainbridge Island and Port Orchard each contain substantial shoreline property, and each of those cities have lots of businesses located within 1,000 ft of Puget Sound. Successful TAV's at these business locations have the potential for prompt positive impacts on water quality in Puget Sound.

High Priority Environmental Issues

The below list is ECOLOGY’s High Priority Environmental Issues list because they have the potential to directly impact human health and/or the environment. If one or more of these issues are found during a site visit, a Follow-Up Visits is justified but not necessarily required. The severity of the issue will help determine if a Follow-Up Visit is necessary. A Follow-Up Visit to a business for other (non-high priority) issues is at the discretion of the CONTRACTOR.

When unable to resolve High Priority Environmental Issues, the Pollution Prevention Specialists will refer the issue to ECOLOGY or another appropriate agency. Serious concerns about impacts to human health and/or the environment warrant a consultation with ECOLOGY or other regulatory agencies to determine whether the issue needs to be referred.

High Priority Environmental Issues List:

- Hazardous waste being improperly designated.
- Hazardous waste being improperly disposed.
- Hazardous products / wastes being improperly stored.
- Compromised dangerous waste containers need to be repaired or replaced.
- Illegal plumbing connection.
- Illicit discharge of wastewater to storm drain.
- Improperly stored containerized materials.
- Improperly stored non-containerized materials.
- Leaks and spills in dangerous waste storage areas.

Visit Guidance

The following guidance applies to technical assistance visits, unless otherwise discussed with ECOLOGY:

Prior to the Visit:

- Coordinate with other entities that may be conducting business visits in the area to reduce potential “inspection fatigue”.
- Check with ECOLOGY Urban Waters Staff (where applicable) to ensure that the business is not currently being visited by Urban Waters Staff.
- Research site and issues prior to the visit using a combination of data sources such as LSC Database for previous visits or visit to similar businesses, industry resources, news articles, etc.
- To the extent possible, verify the site is not a medium or large quantity generator.
- Check to see if a sector specific Checklist or Tip Sheet is available on the PPA Partnership SharePoint site to help guide the visit.

During the Visit:

- Provide technical assistance on proper management of dangerous waste, prevention of stormwater pollution, spill prevention, and reduction of hazardous substance use (when applicable).
- Ensure, at a minimum, all items on the Basic Checklist are reviewed.
- If while at the site, it becomes apparent the business is a medium or large quantity generator, either complete the visit and count it as a screening visit, OR formally refer the dangerous waste portion to ECOLOGY to count it as a full initial visit.
 - This site should not be scheduled for future visits, unless it is likely their generator status has changed to qualify as an SQG.
- If appropriate, encourage businesses to participate in local green business programs, such as the EnviroStars business certification program, EnviroCertified, or other green business programs.
- If a Product Replacement Program (PRP) opportunity exists for the business, discuss the opportunity, terms and conditions, and steps to qualify as outlined in Appendix A, *Statement of Work*, Section V, Product Replacement Program.
- Discuss spill response preparedness and offer spill kit for developing a plan. Funds can be used to purchase spill kits to provide to businesses. Occasionally, ECOLOGY will provide spill kits through a bulk order if funding is available.
- Photograph observed issues for before and after photos to use in writing up case studies.
- Activities that may be beneficial during the visit include, but are not limited to:
 - Walking the site (interior and exterior).
 - Checking storm drains.
 - Checking for illicit connections.
 - Checking dumpster and waste storage.
 - Providing handouts with technical information and guidance.
 - Ensuring necessary permits are in place.

End of Visit / After Visit:

- Provide written follow-up to the business to document the results of the visit. This can be done by leaving a copy of the checklist or other documentation with the business at the end of the visit, by using a commitment postcard (format available in Education & Outreach Documents on PPA

Partnership SharePoint), or by sending follow-up letters/emails, or alternatively by sending a “thank you” postcard if no issues were identified.

- If necessary, coordinate with other agencies (e.g., the fire marshal, code enforcement, stormwater, wastewater treatment, and/or moderate risk waste staff) to ensure that the information you are providing is consistent with the other agency’s regulations and/or best management practices.
- PPA Specialists will make referrals to ECOLOGY as needed and report results.

Section IV: Partnership Branding and Outreach

When unique outreach or education materials are developed by the CONTRACOTR using PPA Partnership funds, a draft must be sent to ECOLOGY for review and approval. To the extent feasible, the CONTRACTOR must utilize the Partnership’s branding tools and templates available to produce these materials. The intent of this requirement is to facilitate a unified branding image and consistent messaging across the Partnership. The Partnership logo and other branding resources are available on the PPA Partnership SharePoint site.

It may be appropriate to include funding acknowledgement on some outreach materials. The CONTRACTOR will consult with ECOLOGY’s PPA Partnership Coordinator to determine whether funding acknowledgement is required.

Finalized materials which may be useful to other Partnership contractors should be provided for upload to the Education & Outreach Document Library on the PPA Partnership SharePoint Site.

Each CONTRACTOR must maintain a PPA webpage which meets the minimum requirements. See PPA Partnership SharePoint site for requirements (Link in Appendix A, *Statement of Work* section XII Resources).

Section V: Product Replacement Program (PRP)

The Product Replacement Program (PRP) is designed to eliminate Persistent, Bio-accumulative, Toxic (PBT) chemicals from use in commerce. The PRP removes and replaces PBT chemicals present in products, processes, or technologies to help prevent toxics from entering the environment. One of the best and most effective ways to prevent further environmental contamination, protect water quality, and reduce human health risk, is to eliminate these toxic chemicals at the sources. The PRP assists businesses with switching to safer alternatives.

PPA contractors are integral to the PRP. The CONTRACTOR will seek and discuss opportunities to assist businesses with switching processes, products, or equipment to use effective safer alternatives.

The CONTRACTOR will assist ECOLOGY with the following programs:

- Replacement of dry-cleaning technology that uses perchloroethylene by visiting dry cleaners, discussing the program, assisting with required paperwork, and completing the final visit after new machine installations. Guidelines for this program are outlines in separate documents and posted on the PPA Partnership SharePoint.
- Degreasers in parts washing systems in the automotive repair sector by visiting automotive repair facilities, discussing the program, assisting with required paperwork, and completing the final visit after new machine installation. Guidelines for this program are outlines in separate documents and posted on the PPA Partnership SharePoint.

- Promoting proper management and recycling of mercury containing thermostats through the national program Thermostat-Recycle.Org

Additional takeback and replacement programs ECOLOGY is exploring for addition to the PRP include, but are not limited to:

- BPA Thermal receipts replacement program to replace thermal receipts which contain BPA.
- Flame retardants in foam and equipment at gymnasiums, play centers, and recreations facilities.
- PCB containing light ballasts in public schools.
- Public School Laboratory Clean-Outs
- PFAS-containing firefighting foam takeback program. Currently ECOLOGY is working directly with fire departments, but this program may be expanded to businesses with PFAS-containing fire suppression systems.

ECOLOGY, in collaboration with the PPA Partnership, will develop procedures and criteria, which must be met for a business to receive reimbursement for any of the chemicals or products included in the PRP. PRP payments for reimbursement to the business will come directly from ECOLOGY and are not included with the CONTRACTOR's funding compensation associated with this contract.

The PRP reimbursement payment will be made through direct disbursement from ECOLOGY to the business implementing the product or equipment replacement. To facilitate these payments, the CONTRACTOR must assist ECOLOGY in maintaining records indicating how the business qualified for the PRP reimbursement per the PRP program's eligibility criteria. Eligibility criteria will be developed by ECOLOGY and the Product Replacement Program Committee for each type of reimbursement offered.

The CONTRACTOR will provide technical assistance to the businesses to help ensure the business qualifies for a PRP reimbursement payment from ECOLOGY by completing the following steps, unless otherwise specified in guidelines developed specific to an individual reimbursement. Specific requirements for individual reimbursement programs will be maintained on the PPA Partnership SharePoint site.

- CONTRACTOR conducts technical assistance visit and provides business with recommendations to reduce or eliminate a qualifying chemical or product. These recommendations must be recorded in the LSC Database.
- CONTRACTOR must communicate to the businesses that it may take up to 4 months to receive payment from ECOLOGY after purchase and that the business must respond to inquiries from ECOLOGY or the Office of Financial Management (OFM) in a timely manner to avoid delays in payment.
- CONTRACTOR assists businesses as needed with paperwork required to apply for reimbursement, including a state payee registration form.
- Business purchases approved product or equipment and converts fully to utilization of new product or equipment in accordance with the eligibility criteria for the PRP reimbursement.
- Business submits receipts for the product or equipment purchase and installation to ECOLOGY's PRP Coordinator. This submittal may be facilitated through the CONTRACTOR's representative for some PRP projects.
- CONTRACTORS may be requested by ECOLOGY to verify through a site visit and review of records that product or equipment has been installed per PPA Specialist or ECOLOGY recommendations, old product or equipment has been legally disposed of or decommissioned, and all other eligibility criteria have been met.

For information about an optional voucher program that the CONTRACTOR can provide directly to a business, see Appendix A, *Statement of Work*, Section XI, Small Change Voucher Program.

Section VI: Timeline

Table 5: Timeline

Time Period	Goal for # of Site Visits	Unique Program Element Activities	Technical Assistance Target Activities
July 1, 2023 – December 31, 2023	160 total inspections consisting of 112 Initial visits/35 Follow-ups/12 Screenings	Mentor at least one new PPA Specialist as requested by Ecology. Continue to hone and improve our School Health & Safety inspections. Participate in All-Staff meeting planning as requested by Ecology.	The downtown business cores of Poulsbo, Bainbridge Island, Bremerton, and Port Orchard.
January 1, 2024 – June 30, 2024	160 total inspections consisting of 112 Initial visits/35 Follow-ups/12 Screenings	Perform about 15 School Health & Safety inspections focusing on secondary schools with labs and shops.	Automotive maintenance and repair shops in all geographic areas of Kitsap County.
July 1, 2024 – December 31, 2024	160 total inspections consisting of 112 Initial visits/35 Follow-ups/12 Screenings	Mentor at least one new PPA Specialist as requested by Ecology.	The downtown business cores of Poulsbo, Bainbridge Island, Bremerton, and Port Orchard.
January 1, 2025 – June 30, 2025	160 total inspections consisting of 112 Initial visits/35 Follow-ups/12 Screenings	Participate in All-Staff meeting planning as requested by Ecology. Mentor at least one PPA Specialist as requested by Ecology.	Automotive maintenance and repair shops in all geographic areas of Kitsap County.

Section VII: Local Source Control (LSC) Database

Information gathered during technical assistance site visits by the CONTRACTOR must include all the elements that are listed in the most up to date PPA Basic Checklist (check PPA Partnership SharePoint site for details) and be entered into ECOLOGY’s LSC database. The following guidance applies to all technical assistance visits, unless other discussed with ECOLOGY:

- Collect enough information to complete all the applicable fields in ECOLOGY’s LSC database and enter it into the database ***within 15 workdays*** of the visit.
- If you make a referral to a regulatory agency, enter the information about the referral into the database ***within 15 workdays*** of the referral.
- Ensure that data entry is complete and accurate.

- At a minimum, all elements on the most recent version of ECOLOGY’s PPA Basic Checklist must be checked at each business visit. Specialists must attest that they have verified all elements.
 - Additional sector specific checklists are available on the ECOLOGY PPA Partnership SharePoint Site.
 - CONTRACTOR may substitute use of their own version(s) of the checklist(s) if it contains all elements of ECOLOGY’s PPA Basic Checklist and has been reviewed and approved by ECOLOGY.
- Refer to the LSC database instructions posted in the database interface or contact ECOLOGY PPA Staff for assistance with database entry.
- If using paper checklists or equivalent documentation, maintain originals in accordance with your local public disclosure laws.

Section VIII: Training

ECOLOGY expects that the CONTRACTOR will provide basic training to the Pollution Prevention Assistance Specialists on topics relevant to their position. ECOLOGY will provide additional training to ensure that CONTRACTOR’s staff are properly trained and supported to conduct PPA activities, and that experienced staff are exposed to new information, and have opportunities to share their expertise for the benefit of the PPA Partnership.

ECOLOGY staff and experienced PPA Specialists will provide a variety of training support to new PPA staff. ECOLOGY will provide new hires a “welcome email” within the first two weeks of work as a PPA Specialist. This email will provide instructions for accessing the PPA Partnership SharePoint, LSC Database, and guidance on resources and training. All Specialists are expected to create an “alert” for the PPA Partnership SharePoint Discussion Board to receive email alerts at least once per week when topics are posted.

Table 7 below contains a tentative training schedule for monthly webinars and the twice annual All-Staff meetings; ECOLOGY will communicate the final schedule to the CONTRACTOR.

New PPA Specialist Training & SharePoint Resources

New PPA specialist training is provided in the form of self-paced online modules available through ECOLOGY’s Partnership SharePoint site, web-based new specialist discussion panels, and mentoring. The web-based new specialist discussion panels will be planned and conducted by ECOLOGY staff and include new specialists and experienced PPA specialists who can offer suggestions and feedback to new specialists. The discussion panels are scheduled for the second Thursday of every other month from 10:30 to 12:00. On occasion these meetings will need to be rescheduled to accommodate panelists or new specialists who cannot make the originally scheduled date. ECOLOGY staff will provide as much notice as possible when these panels are rescheduled.

Table 6: New Specialist Discussion Panel Schedule

2023	2024	2025
August 10, 2023	February 8, 2024	February 13, 2025
October 12, 2023	April 11, 2024	April 10, 2025
December 14, 2023	June 13, 2024	May 8, 2025

	August 8, 2024	June 12, 2025
	October 10, 2024	
	December 12, 2024	
Attendance Requirement: All new specialists who have not yet attended six (6) discussion panels are required to attend. Panelists are required to attend all discussion panels.		

Field Mentoring & Shadow Workday

The CONTRACTOR will provide training to their new staff to ensure they can perform field work. In addition, ECOLOGY will assign two experienced PPA Specialists as mentors to provide field training and support to a new hire. If available, one mentor will be from the CONTRACTOR’s organization and the other mentor from another PPA contractor (partner) jurisdiction in as close a geography as possible. Mentors will be assigned within two weeks of notifying ECOLOGY of new staff hires.

Field mentoring will involve a series of accompanied field visits designed by the mentor and ECOLOGY staff to support the needs of the new hire. When the mentor and new hire determine they are ready, an ECOLOGY staff person will accompany the new hire on a few technical assistance visits in their jurisdiction on a shadow workday, to ensure that they are providing accurate information on proper waste management, spill prevention, storm water pollution prevention, and toxics reduction opportunities. See New Specialist Training Plan (link in Appendix A, *Statement of Work* section XII Resources) for additional details on mentoring and training resources provided to new specialists.

All-Staff Training for all PPA Specialists

All-Staff Trainings will be planned and conducted by teams of PPA Specialists from two or three PPA Partners, who have signed up to plan these trainings as a unique program element. When appropriate, these trainings will be held in-person to facilitate interaction and networking between PPA Specialists, ECOLOGY, and invited presenters.

Training topics at All-Staff Trainings are intended to help new staff become more competent in their work, and experienced staff to gain greater technical depth on relevant topics. ECOLOGY staff will determine the teams, provide initial guidance, review agendas, and provide support for planning and logistics.

Typically, these trainings are held the second Wednesday in September/October and March/April. The in-person trainings are typically scheduled to run between 8:30 a.m. and 3:30 p.m. with overnight travel allowed for jurisdictions if needed (see state travel rules). ECOLOGY must pre-approve overnight travel if it is being charged to the PPA partner budget.

When trainings are held virtually online, the training will typically be scheduled for 8:30 a.m. to 12:00 p.m. across two days, usually a Tuesday and Wednesday.

Attendance Requirement: Unless prior approval has been given by ECOLOGY, it is mandatory for at least one PPA Specialist per jurisdiction to attend the All-Staff Training. This person is responsible for disseminating information back to the PPA Specialists from that jurisdiction. Managers are welcome to attend the All-Staff Trainings but are not required to attend.

Generally, training substitutions are not allowed for the All-Staff Training, however, exceptions may apply. Ecology staff must approve non-emergency absences or training substitutions at least two weeks prior to the training.

Monthly Webinar Trainings

ECOLOGY conducts monthly webinar trainings during most of the months of the year. These sessions are intended to expose PPA Specialists to new information or technical topics relevant to their work. Suggestions on topics and speakers are welcomed from PPA Partners. ECOLOGY will also ask PPA Partners to present on case studies.

These meetings are one and a half hour (1.5 hours) sessions, held on the second Wednesday of the month. Occasionally these sessions will need to be scheduled at alternative times to accommodate speaker availability. Up to eight (8) webinars will be scheduled each year. See Table 7 for the tentative training schedule.

Attendance Requirement: Each PPA Specialist must attend at least six (6) of the eight (8) Webinars each year.

Other trainings, relevant to PPA Specialists’ work, may be substituted for up to two of the Webinars. Notification of the substitution must be provided to and pre-approved by the PPA Coordinator at least two weeks in advance of the Webinar that will be missed by the Specialist.

Table 7: Tentative Training Schedule (Subject to Change)

Date	Training Type	Date	Training Type
July 2023	No Training	July 2024	No Training
August 9, 2023	Webinar	August 14, 2024	Webinar
September 13, 2023	Webinar or All-Staff	September 11, 2024	Webinar or All-Staff
October 11, 2023	Webinar or All-Staff	October 9, 2024	Webinar or All-Staff
November 8, 2023	Webinar	November 13, 2024	Webinar
December 13, 2023	Webinar	December 11, 2024	Webinar
January 10, 2024	Webinar	January 8, 2025	Webinar
February 14, 2024	Webinar	February 12, 2025	Webinar
March 13, 2024	Webinar or All-Staff	March 12, 2025	Webinar or All-Staff
April 10, 2024	Webinar or All-Staff	April 9, 2025	Webinar or All-Staff
May 8, 2024	Webinar	May 14, 2025	Webinar
June 12, 2024	Webinar	June 11, 2025	Webinar
Attendance Requirement: Each PPA Specialist must attend at least six (6) of the eight (8) scheduled Webinars each year. PPA Specialists must attend both All-Staff Trainings unless prior approval has been obtained from the PPA Coordinator.			

Section IX: Reporting and Contract Changes

Quarterly Progress Reports

A brief progress report shall be submitted quarterly with each invoice (See Schedule in Section X, Table 8, *Invoicing Schedule*). This report should indicate the work completed during the quarter and billed on the invoice, including the type and number of visits conducted, progress on unique program elements, and any other information regarding contract performance that should be brought to ECOLOGY's attention. The Quarterly Progress Report should **ONLY** include the status of the work conducted during the quarter and **NOT** include a roll-up of progress to-date since it serves as backup documentation for the expenses included in the quarterly invoicing. See Appendix A, *Statement of Work*, Section X, Invoicing.

Annual Reports

Annual Reports are used to briefly summarize contract status to-date including; number of site visits performed, unique program element activities conducted, Technical Assistance target activities conducted, lessons learned, and budget status. Annual reports shall be provided to ECOLOGY by **July 31, 2024, and July 31, 2025**. The report shall include two to three "case studies" of a business or organization that benefitted from a PPA site visit. Photographs of the business before and after the visit, showing the beneficial changes should be provided, if possible. The second-year annual report should capture details for the full contract period as ECOLOGY will use these reports to create a biennial report on the Partnership. ECOLOGY will make report templates available on the PPA Partnership SharePoint. ECOLOGY will request, with advanced notice, that PPA CONTRACTORS provide presentations on their case studies at Webinars and/or All-Staff Trainings.

Contract Changes

Any of the following changes shall be reported to the ECOLOGY PPA Partnership Coordinator within **10 businesses days**.

- Key personnel changes (staff or manager leaving, new hires, etc.). Changes to key personnel must be documented with updated copies of the key staff table.
- Initiation of, or changes to, a subcontract. See Section 18 of the Interagency Agreement for specific information that is required regarding subcontractors.

Section X: Invoicing

Invoice (billing) procedures are outlined in the Interagency Agreement, (see Section 4). In addition, the following information is provided:

- See also Appendix A, *Statement of Work*, Section V.
- The Invoice Voucher (form A19-1A) must have a wet signature or scanned, if submitted electronically. An electronic signature is also allowed for electronic submittals. If submitting a scanned or electronic copy, the CONTRACTOR will retain the original signed A19-1A in CONTRACTOR's records, per record retention requirements.
- Supporting documentation may be submitted via email.
- Each invoice shall only bill for actual hours worked during the quarter, which may be higher or lower than the FTE estimate in Appendix A, *Statement of Work*, Section 1, Table 1 – Key Staff Table.

- Quarterly invoicing will follow the schedule in Table 8.

Table 8: Invoicing Schedule

Quarter in Contract Cycle	Months in Quarter	Invoice Due Date
1	July, August, September 2023	November 10, 2023
2	October, November, December 2023	February 9, 2024
3	January, February, March 2024	May 10, 2024
4	April, May, June 2024	July 31, 2024*
5	July, August, September 2024	November 8, 2024
6	October, November, December 2024	February 7, 2024
7	January, February, March 2025	May 9, 2025
8	April, May, June 2025	July 31, 2025*

* - Earlier due date during these quarters due to end of fiscal year requirements.

Section XI: Small Change Voucher Program

The CONTRACTOR will offer businesses vouchers for the cost of pollution prevention equipment or other recommendations, in accordance with the procedures developed for this voucher program. Payments will be made directly by the CONTRACTOR to the business. Examples of qualifying equipment or costs include but are not limited to; secondary containment, drum covers, drum funnels with lids, infrastructure changes, substitution of less toxic products, and catch basin cleaning. The CONTRACTOR must maintain records for each of their voucher reimbursement payments, and ensure a business is limited to one voucher per calendar year. Each voucher payment will be capped at \$500.00 or less. These reimbursements will come from the Small Change Voucher Program budget category (see Appendix B). Documentation of voucher payments will be submitted to ECOLOGY with the quarterly invoicing (See Section X).

The CONTRACTOR will follow the procedures approved by ECOLOGY and housed on the PPA Partnership SharePoint.

Section XII: Resources

The following are link to resources to materials referenced in this contract. Links and resources listed are subject to change.

- PPA Partnership SharePoint:
<https://partnerweb.ecy.wa.gov/sites/HWTR/LSC2016/SitePages/Home.aspx>
- LSC Database: <http://ecyaphwtr/lsc/Search.aspx>
- Invoice Voucher A19-1A:
<https://des.wa.gov/sites/default/files/public/documents/HRPayroll/SACS/A-19-1AForm.doc?=5c82f>

- Partnership Report Templates:
<https://partnerweb.ecy.wa.gov/sites/HWTR/LSC2016/Templates/Forms/AllItems.aspx>
- Checklists & Tip Sheets:
<https://partnerweb.ecy.wa.gov/sites/HWTR/LSC2016/Checklist%20%20Tip%20Sheets/Forms/AllItems.aspx>
- New Specialist Training Plan:
https://partnerweb.ecy.wa.gov/sites/HWTR/LSC2016/_layouts/15/guestaccess.aspx?guestaccess_token=sKGMtCuahLyLqRg3DVAtFJUEFUmri%2f47wAGdA%2bVUOdY%3d&docid=2_1d683e4662c1b424896349a0e1ead4150&rev=1
- New Specialist Training modules:
<https://partnerweb.ecy.wa.gov/sites/HWTR/LSC2016/New%20Specialist%20Training/Forms/By%20Training%20Type.aspx>
- Travel Per Diem Rates:
 - Rate Tables - <https://ofm.wa.gov/accounting/administrative-accounting-resources/travel/diem-rate-tables>
 - Rate Map - <https://ofm.wa.gov/sites/default/files/public/resources/travel/colormap.pdf>

APPENDIX B BUDGET DETAIL

See Section # 3, *Compensation* and Section # 4, *Billing and Payment Procedures*, for additional instructions.

Category		Amount
Salaries		\$127,391.90
Benefits		\$52,663.80
Subcontracts		\$0.00
Goods & Services (see Table A Below)		\$2,500.00
Equipment (see Table B Below)		\$4,000.00
Travel / Training		\$6,000.00
Small Change Voucher Program (See Section XI)		\$3,000.00
Subtotal Direct Costs		\$195,555.70
Indirect Costs*	Rate (%)	36%
	Indirect Amount	64,820.05
Total Award		\$260,375.75

- * Applied to Salaries & Benefits, OR
 Applied to All Categories Except Small Change Voucher Program

Table A: Goods & Services

Goods & Services over \$1,000 must be listed here or approved by ECOLOGY PRIOR to reimbursement.	Estimated Cost

Table B: Equipment

Equipment over \$1,000 must be listed here or approved by ECOLOGY PRIOR to reimbursement.	Estimated Cost

APPENDIX C
SPECIAL TERMS AND CONDITIONS

- 1) Certification Regarding Suspension, Debarment, Ineligibility or Voluntary Exclusion
 - a) CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the CONTRACTOR is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.
 - b) CONTRACTOR shall provide immediate written notice to ECOLOGY if at any time the CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
 - c) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact ECOLOGY for assistance in obtaining a copy of those regulations.
 - d) CONTRACTOR agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
 - e) CONTRACTOR further agrees by signing this agreement, that it will include this clause titled "CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
 - f) Pursuant to 2CFR180.330, the CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.
 - g) CONTRACTOR acknowledges that failing to disclose the information required in the Code of Federal Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment.
 - h) CONTRACTOR agrees to keep proof in its agreement file, that it, and all lower tier CONTRACTORS or subcontractors, are not suspended or debarred, and will make this proof available to ECOLOGY before requests for reimbursements will be approved for payment. CONTRACTOR must run a search in [The System for Award Management](#) and print a copy of completed searches to document proof of compliance.
-

New or Renewed Contracts for the Period of 05/01/2023 through 05/31/2023

KPHD Contract ID	KPHD Program	Contract Type	Contract Length	KPHB Approved	Contract Amount	Signed Date	Start Date	End Date	Client Contract ID
Active (3 contracts)									
DOE, Washington State									
ID: 2332	Solid and Hazardous Waste, Steve Brown	Amendment	Closed	05/02/23	\$236,340.00	05/05/23	07/01/21	06/30/23	SWMLSWFA-20
<p><i>Description: KPHD to provide solid waste complaint response and compliance enforcement activities as required by law and related regulations.</i></p> <p><i>Amendment 1: adds additional funding in the state share amount of \$135,000. The state share (75%) + local share (25%) will be \$180,000.</i></p> <p><i>In the amendment, Task 1 the outcome will change to: The RECIPIENT anticipates resolving 845 complaints (525 + additional 320) and using an estimated 7,900 employee hours (5,100 + additional 2,800) to handle this work.</i></p>									
DOL, Washington State									
ID: 2342	Solid and Hazardous Waste, Steve Brown	Agreement	Closed		\$0.00	05/16/23	05/16/23	05/31/25	
<p><i>Description: DOL CPS System</i></p> <p><i>KPHD to use CPS for 24/7 access to vehicle and vessel records to investigate violations of the Laws, Rules, and Regulations that we enforce, primarily to identify individuals with whom to communicate and send warning/enforcement letters and/or issue civil citations. We also research owners of junk vehicles that are dumped/abandoned on private property for the purpose of issuing JVA's to the property owner. CPS is used exclusively by the Environmental Health Division of KPHD, which regulates Food Service, Solid & Hazardous Waste Management, and Sewage & Wastewater Management within Kitsap County.</i></p>									
Ozark Underground Laboratories									
ID: 2339	PIC, John Kiess	Agreement	Closed		\$10,000.00	05/17/23	06/01/23	05/31/25	
<p><i>Description: Provides quality control analysis and documentation in support of the District's efforts to monitor surface water quality and identify and correct fecal pollution for the purpose of protecting public health from water-borne contaminants.</i></p>									

Kitsap Public Health Board Meeting

Date: July 11, 2023

CONSENT AGENDA ITEM: Warrant and Electronic Fund Transfer (EFT) Registers

Approvals:

	Signature	Date
Administrator	<i>Keith Grellner</i>	6/27/2023
Finance Manager	<i>Melissa Laird</i>	6/27/2023

Recommended Motion: Approval

Items:

Type	Warrant/EFT Date	Total Amount
Accounts Payable	5/4/2023	\$ 49,769.88
Accounts Payable	5/11/2023	61,257.50
Accounts Payable	5/18/2023	61,452.11
Accounts Payable	5/25/2023	251,081.22
Vital Stats Transfer	5/19/2023	26,497.00
Accounts Payable Total		\$ 450,057.71
Payroll	5/31/2023	543,494.75
Payroll Taxes	5/31/2023	205,801.80
Payroll PERS Payment	5/15/2023	133,941.47
Payroll Total		\$ 883,238.02
Grand Total		\$ 1,333,295.73

Kitsap Public Health Board Action:

- Approve
- Deny
- Table / Continue

	Signature	Date
Kitsap Public Health Board Chair		



View Settlement Run

Settlement Run Information

Settlement Run STL-00002150
Name Kitsap Public Health District HH
Number STL-00002150
Status Complete
Date 05/04/2023
Include Payments On Behalf Of No
Exclude Negative Payments Yes
Express Settlement No

Additional Information

Organization Kitsap Public Health District
Currency USD
Filters Used

Payment Information

Display Currency USD
Outbound Total 49,769.88
Inbound Total 0.00
Expense Report Count 12
Supplier Invoice Count 5

Payment Groups

Payment Groups

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Expense Payment(Check) for Kitsap County Claims Fund Warrant Account	Expense Payment	Kitsap County Claims Fund Warrant Account	Check	05/04/2023	1	78.60	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 05/04/2023	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	05/04/2023	11	2,772.51	USD	Payment Message: ID 1691 for Kitsap Public Health District on 05/04/2023	Successfully Completed



View Settlement Run

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	05/04/2023	3	45,136.22	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 05/04/2023	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	05/04/2023	2	1,782.55	USD	Payment Message: ID 1690 for Kitsap Public Health District on 05/04/2023	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0005189	Kitsap Public Health District	Nancy Acosta (278956)	Employee	EXP-0005189	04/26/2023	NFP Supplies 0119-041423	941.82	USD
Expense Report: EXP-0005190	Kitsap Public Health District	Leslie Banigan (215189)	Employee	EXP-0005190	04/26/2023	Mileage 0120-030223	155.96	USD
Expense Report: EXP-0005192	Kitsap Public Health District	Kayla Crow (433648)	Employee	EXP-0005192	04/26/2023	Mileage 0314-040723	155.50	USD
Expense Report: EXP-0005193	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0005193	04/26/2023	Mileage 0410-041723	78.60	USD
Expense Report: EXP-0005194	Kitsap Public Health District	Jodie Holdcroft (270783)	Employee	EXP-0005194	04/26/2023	Pool Insp Training	211.99	USD
Expense Report: EXP-0005195	Kitsap Public Health District	Rosalie Howarth (434500)	Employee	EXP-0005195	04/26/2023	Mileage 0413-041823	23.84	USD
Expense Report: EXP-0005196	Kitsap Public Health District	Nathan Morrow (433895)	Employee	EXP-0005196	04/26/2023	Mileage 0322-032823, Lodging	303.07	USD
Expense Report: EXP-0005197	Kitsap Public Health District	Carin Onarheim (426938)	Employee	EXP-0005197	04/26/2023	Mileage 0117-040423, Cert Renewal CHES	134.98	USD
Expense Report: EXP-0005198	Kitsap Public Health District	Nolan Simmons (434365)	Employee	EXP-0005198	04/26/2023	Mileage 041823	50.70	USD
Expense Report: EXP-0005199	Kitsap Public Health District	Lisa Warren (434273)	Employee	EXP-0005199	04/26/2023	Mileage 0322-033023	38.71	USD
Expense Report: EXP-0005200	Kitsap Public Health District	Jan Wendt (397255)	Employee	EXP-0005200	04/26/2023	Mileage 0104-033023	512.21	USD
Expense Report: EXP-0005224	Kitsap Public Health District	Amy Anderson (419470)	Employee	EXP-0005224	04/28/2023	Mileage 0110-032023, PerDiems	243.73	USD

Supplier Invoices



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-67373	Kitsap Public Health District	Bremerton Government Center Association	Invoice # 1035	Bremerton Government Center Association	Net 30	SINV-2023-67373	04/01/2023		05/01/2023	0.00	0.00	34,195.58	USD
Supplier Invoice: SINV-2023-67374	Kitsap Public Health District	Canon Financial Services, Inc.	Invoice# 3335735	Canon Financial Services, Inc.	Net 30	SINV-2023-67374	04/26/2023		05/26/2023	0.00	0.00	1,043.07	USD
Supplier Invoice: SINV-2023-67375	Kitsap Public Health District	Palisades Apartments LLC	Willis- Apt B3- May 2023	Palisades Apartments LLC	Net 30	SINV-2023-67375	04/19/2023		05/19/2023	0.00	0.00	1,380.00	USD
Supplier Invoice: SINV-2023-67376	Kitsap Public Health District	Stericycle Inc	Invoice # 3006425013	Stericycle Inc - Remit-To: Stericycle Inc	Net 30	SINV-2023-67376	04/01/2023		05/01/2023	0.00	0.00	739.48	USD
Supplier Invoice: SINV-2023-67379	Kitsap Public Health District	WA State Employment Security	ESD# 000-930252-10-4/ UBI # 601-139-034	WA State Employment Security - Remit-To: PO Box 84242	Net 30	SINV-2023-67379	04/01/2023		05/01/2023	0.00	0.00	9,560.64	USD

Process History
Settlement Run Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	Settlement Run Event	Step Completed	05/04/2023 10:01:35 AM		Heather Hunsaker (434069)	1	
Settlement Run Event	To Do: Settlement Run has Payment Handling Instruction	Not Required				0	
Settlement Run Event	To Do: AP Wire was Settled	Not Required				0	
Settlement Run Event	To Do: Wire Payment Settled	Not Required				0	

Related Business Processes History

Business Process	Status
Payment Message: ID 1690 for Kitsap Public Health District on 05/04/2023	Successfully Completed
Payment Message: ID 1691 for Kitsap Public Health District on 05/04/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 05/04/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 05/04/2023	Successfully Completed
Remittance File: For Stericycle Inc - Remit-To: Stericycle Inc on 05/04/2023	Successfully Completed
Remittance File: For Canon Financial Services, Inc. on 05/04/2023	Successfully Completed



View Settlement Run

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
05/04/2023 10:01 AM	05/04/2023 10:01 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00002150	Completed	00:00:06	Heather Hunsaker	



View Settlement Run

Settlement Run Information

Settlement Run STL-00002174
Name Kitsap Public Health District HH
Number STL-00002174
Status Complete
Date 05/11/2023
Include Payments On Behalf Of No
Exclude Negative Payments Yes
Express Settlement No

Additional Information

Organization Kitsap Public Health District
Currencies USD
Filters Used

Payment Information

Display Currency USD
Outbound Total 61,257.50
Inbound Total 0.00
Expense Report Count 20
Miscellaneous Payment Request Count 2
Supplier Invoice Count 17

Payment Groups

Payment Groups

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Expense Payment(Check) for Kitsap County Claims Fund Warrant Account	Expense Payment	Kitsap County Claims Fund Warrant Account	Check	05/11/2023	1	43.23	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 05/11/2023	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	05/11/2023	19	3,814.79	USD	Payment Message: ID 1710 for Kitsap Public Health District on 05/11/2023	Successfully Completed
Miscellaneous Payment(Check) for Kitsap County Claims Fund Warrant Account	Miscellaneous Payment	Kitsap County Claims Fund Warrant Account	Check	05/11/2023	2	634.42	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 05/11/2023	Successfully Completed



View Settlement Run

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	05/11/2023	9	29,647.19	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 05/11/2023	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	05/11/2023	7	27,117.87	USD	Payment Message: ID 1709 for Kitsap Public Health District on 05/11/2023	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0005284	Kitsap Public Health District	Zachary Ahlin (434420)	Employee	EXP-0005284	05/03/2023	Mileage 0223- 042023, Rainboots	325.87	USD
Expense Report: EXP-0005285	Kitsap Public Health District	James Archer (434384)	Employee	EXP-0005285	05/03/2023	WFOA Membership 2023	75.00	USD
Expense Report: EXP-0005286	Kitsap Public Health District	Elizabeth Davis (433997)	Employee	EXP-0005286	05/03/2023	Mileage 0104-042523	153.66	USD
Expense Report: EXP-0005287	Kitsap Public Health District	Kelly Dowless (340919)	Employee	EXP-0005287	05/03/2023	Training/ Travel 0425-042823	110.40	USD
Expense Report: EXP-0005288	Kitsap Public Health District	Ashley Duren (430735)	Employee	EXP-0005288	05/03/2023	Mileage 0106-042123	25.28	USD
Expense Report: EXP-0005289	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0005289	05/03/2023	Mileage 0418-042423	43.23	USD
Expense Report: EXP-0005290	Kitsap Public Health District	Rosalie Howarth (434500)	Employee	EXP-0005290	05/03/2023	Mileage 0419-042123	50.96	USD
Expense Report: EXP-0005291	Kitsap Public Health District	Thomas Jury (434709)	Employee	EXP-0005291	05/03/2023	Mileage 0405-042623, Training 0421-042723	624.13	USD
Expense Report: EXP-0005292	Kitsap Public Health District	Jakob Hughes (434256)	Employee	EXP-0005292	05/03/2023	Training, Mileage 0406-042823	467.82	USD
Expense Report: EXP-0005293	Kitsap Public Health District	Brandon Kindschy (421430)	Employee	EXP-0005293	05/03/2023	Mileage 0406-042723	49.58	USD
Expense Report: EXP-0005294	Kitsap Public Health District	Melina Knoop (16125)	Employee	EXP-0005294	05/03/2023	Mileage 0109-042823, Supplies 011823	388.21	USD
Expense Report: EXP-0005295	Kitsap Public Health District	Ross Lytle (285038)	Employee	EXP-0005295	05/03/2023	Mileage 0414-042423	75.33	USD
Expense Report: EXP-0005296	Kitsap Public Health District	Nathan Morrow (433895)	Employee	EXP-0005296	05/03/2023	Mileage 0406-042523	245.10	USD
Expense Report: EXP-0005297	Kitsap Public Health District	Crystal Nuno (405301)	Employee	EXP-0005297	05/03/2023	Mileage 0403-042723	154.58	USD
Expense Report: EXP-0005298	Kitsap Public Health District	Kayla Petersen (434695)	Employee	EXP-0005298	05/03/2023	Mileage 0406-042723, Training	375.09	USD
Expense Report: EXP-0005299	Kitsap Public Health District	Tameka Phelps (434295)	Employee	EXP-0005299	05/03/2023	Mileage 0404-042523	102.84	USD



View Settlement Run

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0005300	Kitsap Public Health District	Nolan Simmons (434365)	Employee	EXP-0005300	05/03/2023	Mileage 0420-042523	75.00	USD
Expense Report: EXP-0005301	Kitsap Public Health District	Alena Schroeder (434395)	Employee	EXP-0005301	05/03/2023	Mileage 0412-042823	344.66	USD
Expense Report: EXP-0005304	Kitsap Public Health District	Layken Winchester (431493)	Employee	EXP-0005304	05/03/2023	Mileage 0411-042423	59.93	USD
Expense Report: EXP-0005333	Kitsap Public Health District	Jan Wendt (397255)	Employee	EXP-0005333	04/13/2023	Mileage 0403-041323	111.35	USD

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-09790	Kitsap Public Health District	Peggy and Alvin Lakin	MPR-09790	Check	POS Customer Refund	05/03/2023	145.00	USD
MPR-09791	Kitsap Public Health District	Rolling Bay Automotive (Inactive)	MPR-09791	Check	One-Time Payment	05/03/2023	489.42	USD

Supplier Invoices

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-68044	Kitsap Public Health District	Acranet Cbs Branch	Invoice # 23114	Acranet Cbs Branch	Net 30	SINV-2023-68044	05/01/2023		05/31/2023	0.00	0.00	180.75	USD
Supplier Invoice: SINV-2023-68046	Kitsap Public Health District	Blue Dot Investments, Llc	May-Dec 2023/715 Pacific Lot SP#14	Blue Dot Investments, Llc	Net 30	SINV-2023-68046	05/02/2023		06/01/2023	0.00	0.00	640.00	USD
Supplier Invoice: SINV-2023-68049	Kitsap Public Health District	Comcast	Invoice # 169916221- April 2023	Comcast - Remit-To: PO Box 37601	Net 30	SINV-2023-68049	05/03/2023		06/02/2023	0.00	0.00	509.41	USD
Supplier Invoice: SINV-2023-68051	Kitsap Public Health District	Comcast	Invoice # 172269125 - May 2023	Comcast - Remit-To: PO Box 37601	Net 30	SINV-2023-68051	05/01/2023		05/31/2023	0.00	0.00	509.41	USD
Supplier Invoice: SINV-2023-68052	Kitsap Public Health District	FedEx	Invoice # 8-114-26634	FedEx - Remit-To: PO Box 371461 Pittsburgh	Net 30	SINV-2023-68052	04/28/2023		05/28/2023	0.00	0.00	11.00	USD
Supplier Invoice: SINV-2023-68053	Kitsap Public Health District	Jefferson County	March 2023- Contract # 2262	Jefferson County - Remit-To: Health/Human Svc	Net 30	SINV-2023-68053	05/03/2023		06/02/2023	0.00	0.00	20,234.65	USD



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-68054	Kitsap Public Health District	Kitsap County	April 2023	Kitsap County - Remit-To: KC Information Services	Net 30	SINV-2023-68054	05/03/2023		06/02/2023	0.00	0.00	2,315.17	USD
Supplier Invoice: SINV-2023-68056	Kitsap Public Health District	Kitsap County	Acct# 990068/ Receipt # 5045	Kitsap County - Remit-To: KC Public Works MRW Fund	Net 30	SINV-2023-68056	05/03/2023		06/02/2023	0.00	0.00	33.51	USD
Supplier Invoice: SINV-2023-68057	Kitsap Public Health District	Microsoft Corporation	INVOICE # E0600N6V7D-MAY 2023	Microsoft Corporation - Remit-To: Microsoft Services Po Box 842103	Net 30	SINV-2023-68057	05/03/2023		06/02/2023	0.00	0.00	3,931.46	USD
Supplier Invoice: SINV-2023-68059	Kitsap Public Health District	New West Technologies	INVOICE # 17574	New West Technologies	Net 30	SINV-2023-68059	05/02/2023		06/01/2023	0.00	0.00	1,646.19	USD
Supplier Invoice: SINV-2023-68060	Kitsap Public Health District	Ozark Underground Laboratory	INVOICE # 230428WA45	Ozark Underground Laboratory	Net 30	SINV-2023-68060	05/03/2023		06/02/2023	0.00	0.00	60.00	USD
Supplier Invoice: SINV-2023-68061	Kitsap Public Health District	Palisades Apartments LLC	JUN 2023-WILLIS #B3	Palisades Apartments LLC	Net 30	SINV-2023-68061	05/03/2023		06/02/2023	0.00	0.00	1,380.00	USD
Supplier Invoice: SINV-2023-68062	Kitsap Public Health District	Quadient Finance Usa Inc	ACCT# 7900-0440-8001-2994/APRIL 2023	Quadient Finance Usa Inc	Net 30	SINV-2023-68062	05/03/2023		06/02/2023	0.00	0.00	2,500.00	USD
Supplier Invoice: SINV-2023-68063	Kitsap Public Health District	Spectra Laboratories - Kitsap, LLC	MAR-APR 2023	Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma	Net 30	SINV-2023-68063	05/01/2023		05/31/2023	0.00	0.00	3,120.00	USD
Supplier Invoice: SINV-2023-68064	Kitsap Public Health District	United Business Machines Of Wa	INVOICE # 494746	United Business Machines Of Wa	Net 30	SINV-2023-68064	05/03/2023		06/02/2023	0.00	0.00	1,011.47	USD
Supplier Invoice: SINV-2023-68065	Kitsap Public Health District	US Bank National Association	ACCT# 4246-0445-5568-8591/APRIL 2023	US Bank National Association - Remit-To: US Bank Junior Dist's Only	Net 30	SINV-2023-68065	05/03/2023		06/02/2023	0.00	0.00	18,144.28	USD



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-68437	Kitsap Public Health District	Wex Bank	INVOICE # 89097565	Wex Bank	Net 30	SINV-2023-68437	05/08/2023		06/07/2023	0.00	0.00	537.76	USD

Process History

Settlement Run Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	Settlement Run Event	Step Completed	05/11/2023 09:48:10 AM		Heather Hunsaker (434069)	1	
Settlement Run Event	To Do: Settlement Run has Payment Handling Instruction	Not Required				0	
Settlement Run Event	To Do: AP Wire was Settled	Not Required				0	
Settlement Run Event	To Do: Wire Payment Settled	Not Required				0	

Related Business Processes History

Business Process	Status
Payment Message: ID 1709 for Kitsap Public Health District on 05/11/2023	Successfully Completed
Payment Message: ID 1710 for Kitsap Public Health District on 05/11/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 05/11/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 05/11/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 05/11/2023	Successfully Completed
Remittance File: For Acranet Cbs Branch on 05/11/2023	Successfully Completed
Remittance File: For Quadient Finance Usa Inc on 05/11/2023	Successfully Completed
Remittance File: For United Business Machines Of Wa on 05/11/2023	Successfully Completed
Remittance File: For Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma on 05/11/2023	Successfully Completed
Remittance File: For Ozark Underground Laboratory on 05/11/2023	Successfully Completed
Remittance File: For FedEx - Remit-To: PO Box 371461 Pittsburgh on 05/11/2023	Successfully Completed
Remittance File: For Jefferson County - Remit-To: Health/Human Svc on 05/11/2023	Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
05/11/2023 09:48 AM	05/11/2023 09:48 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00002174	Completed	00:00:06	Heather Hunsaker	



View Settlement Run

Settlement Run Information

Settlement Run STL-00002198
Name Kitsap Public Health District HH
Number STL-00002198
Status Complete
Date 05/18/2023
Include Payments On Behalf Of No
Exclude Negative Payments Yes
Express Settlement No

Additional Information

Organization Kitsap Public Health District
Currency USD
Filters Used

Payment Information

Display Currency USD
Outbound Total 61,452.11
Inbound Total 0.00
Expense Report Count 22
Supplier Invoice Count 32

Payment Groups

Payment Groups

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Expense Payment(Check) for Kitsap County Claims Fund Warrant Account	Expense Payment	Kitsap County Claims Fund Warrant Account	Check	05/18/2023	1	50.44	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 05/18/2023	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	05/18/2023	21	2,186.75	USD	Payment Message: ID 1732 for Kitsap Public Health District on 05/18/2023	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	05/18/2023	25	49,169.64	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 05/18/2023	Successfully Completed



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View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	05/18/2023	6	10,045.28	USD	Payment Message: ID 1731 for Kitsap Public Health District on 05/18/2023	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0005383	Kitsap Public Health District	Rudy Baum (434397)	Employee	EXP-0005383	05/12/2023	Mileage 0404-042723	36.35	USD
Expense Report: EXP-0005384	Kitsap Public Health District	Gus Bell (419805)	Employee	EXP-0005384	05/12/2023	Mileage 0402-050723	188.64	USD
Expense Report: EXP-0005385	Kitsap Public Health District	Dana Bierman (404611)	Employee	EXP-0005385	05/12/2023	MILEAGE 0425-050323	64.81	USD
Expense Report: EXP-0005386	Kitsap Public Health District	Christine Bronder (434436)	Employee	EXP-0005386	05/12/2023	MILEAGE 0405-042023, TRAINING	216.72	USD
Expense Report: EXP-0005387	Kitsap Public Health District	Margo Chang (411387)	Employee	EXP-0005387	05/12/2023	MILEAGE 0503-050923	19.65	USD
Expense Report: EXP-0005388	Kitsap Public Health District	Kelly Dowless (340919)	Employee	EXP-0005388	05/12/2023	TRAVEL EXPENSES 0503-050523	94.40	USD
Expense Report: EXP-0005389	Kitsap Public Health District	Xinia Ebbay (434566)	Employee	EXP-0005389	05/12/2023	MILEAGE 0411-050423	51.61	USD
Expense Report: EXP-0005390	Kitsap Public Health District	George Fine (421693)	Employee	EXP-0005390	05/12/2023	MILEAGE 0310-050323	36.42	USD
Expense Report: EXP-0005391	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0005391	05/12/2023	MILEAGE 0425-050223	50.44	USD
Expense Report: EXP-0005392	Kitsap Public Health District	Yaneisy Griego (410072)	Employee	EXP-0005392	05/12/2023	MILEAGE 0402-042323, SUPPLIES 042123	77.88	USD
Expense Report: EXP-0005393	Kitsap Public Health District	Jessica Guidry (355732)	Employee	EXP-0005393	05/12/2023	RENTAL 042723, MILEAGE 041523	292.63	USD
Expense Report: EXP-0005394	Kitsap Public Health District	Rosalie Howarth (434500)	Employee	EXP-0005394	05/12/2023	MILEAGE 0425-050223	38.97	USD
Expense Report: EXP-0005395	Kitsap Public Health District	Jakob Hughes (434256)	Employee	EXP-0005395	05/12/2023	TRAINING 0426-042723	63.72	USD
Expense Report: EXP-0005396	Kitsap Public Health District	Kimberly Jones (358933)	Employee	EXP-0005396	05/12/2023	MILEAGE 0412-041923	42.58	USD
Expense Report: EXP-0005397	Kitsap Public Health District	Alexandra Moore (434254)	Employee	EXP-0005397	05/12/2023	MILEAGE 0329-050123	233.84	USD
Expense Report: EXP-0005398	Kitsap Public Health District	Anne Moen (279971)	Employee	EXP-0005398	05/12/2023	MILEAGE 0404-040623, TRAINING	109.17	USD
Expense Report: EXP-0005399	Kitsap Public Health District	Megan Moore (421227)	Employee	EXP-0005399	05/12/2023	TRAVEL 050623	31.75	USD
Expense Report: EXP-0005402	Kitsap Public Health District	Nathan Morrow (433895)	Employee	EXP-0005402	05/12/2023	MILEAGE, CONFERENCE 0502-050523	235.80	USD



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Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0005403	Kitsap Public Health District	Suzanne Plemmons (433994)	Employee	EXP-0005403	05/12/2023	MILEAGE 0402-050723	35.37	USD
Expense Report: EXP-0005404	Kitsap Public Health District	Alena Schroeder (434395)	Employee	EXP-0005404	05/12/2023	MILEAGE 050223	24.63	USD
Expense Report: EXP-0005405	Kitsap Public Health District	Nolan Simmons (434365)	Employee	EXP-0005405	05/12/2023	MILEAGE 0428-050223	68.45	USD
Expense Report: EXP-0005406	Kitsap Public Health District	Laura Westervelt (434382)	Employee	EXP-0005406	05/12/2023	MILEAGE 0405-042723	223.36	USD

Supplier Invoices

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-69193	Kitsap Public Health District	A.W. Rehn & Associates, Inc	INVOICE # 12605	A.W. Rehn & Associates, Inc	Net 30	SINV-2023-69193	05/03/2023		06/02/2023	0.00	0.00	80.75	USD
Supplier Invoice: SINV-2023-69194	Kitsap Public Health District	City of Bremerton	INVOICE # BKAT00752	City of Bremerton - Remit-To: Finance Dept BKAT	Net 30	SINV-2023-69194	05/01/2023		05/31/2023	0.00	0.00	487.83	USD
Supplier Invoice: SINV-2023-69195	Kitsap Public Health District	Bremerton Government Center Association	INVOICE 1044- MAY 2023	Bremerton Government Center Association	Net 30	SINV-2023-69195	05/12/2023		06/11/2023	0.00	0.00	34,195.58	USD
Supplier Invoice: SINV-2023-69199	Kitsap Public Health District	Griffen Caldwell, Inc	JUNE 2023- FOR: BRADLEY D.	Griffen Caldwell, Inc	Net 30	SINV-2023-69199	05/12/2023		06/11/2023	0.00	0.00	1,060.00	USD
Supplier Invoice: SINV-2023-69200	Kitsap Public Health District	Champ Software, Inc.	INVOICE # 5950	Champ Software, Inc.	Net 30	SINV-2023-69200	05/05/2023		06/04/2023	0.00	0.00	50.00	USD
Supplier Invoice: SINV-2023-69202	Kitsap Public Health District	Collins Computing Inc	INVOICE # 066905	Collins Computing Inc	Net 30	SINV-2023-69202	05/01/2023		05/31/2023	0.00	0.00	1,125.00	USD
Supplier Invoice: SINV-2023-69203	Kitsap Public Health District	Comcast	MAY 2023 INVOICE/ #8498 36 002 1685177	Comcast - Remit-To: PO Box 60533	Net 30	SINV-2023-69203	05/01/2023		05/31/2023	0.00	0.00	1,162.96	USD
Supplier Invoice: SINV-2023-69206	Kitsap Public Health District	FedEx	INVOICE # 8-121-48985	FedEx - Remit-To: PO Box 371461 Pittsburgh	Net 30	SINV-2023-69206	05/12/2023		06/11/2023	0.00	0.00	31.54	USD



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Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-69208	Kitsap Public Health District	Griffin Glen Apartments LLC	JUNE 2023 FOR: APT C104-WALDRON, W	Griffin Glen Apartments LLC	Net 30	SINV-2023-69208	05/12/2023		06/11/2023	0.00	0.00	1,260.00	USD
Supplier Invoice: SINV-2023-69211	Kitsap Public Health District	The Heights at Sheridan Road	JUNE 2023- FOR: 100 SHERIDAN RD. APT 111 (HOWE)	The Heights at Sheridan Road	Net 30	SINV-2023-69211	05/12/2023		06/11/2023	0.00	0.00	661.00	USD
Supplier Invoice: SINV-2023-69214	Kitsap Public Health District	Allison Hicks	JUNE 2023 FOR: C. COVEY	Allison Hicks	Net 30	SINV-2023-69214	05/12/2023		06/11/2023	0.00	0.00	1,000.00	USD
Supplier Invoice: SINV-2023-69217	Kitsap Public Health District	Indigo Apartments	JUNE 2023/ FOR: KORNEGAY 205-A	Indigo Apartments	Net 30	SINV-2023-69217	05/12/2023		06/11/2023	0.00	0.00	1,100.00	USD
Supplier Invoice: SINV-2023-69218	Kitsap Public Health District	Quill Corporation	INVOICE 32146545/32146591	Quill Corporation	Net 30	SINV-2023-69218	05/12/2023		06/11/2023	0.00	0.00	533.10	USD
Supplier Invoice: SINV-2023-69220	Kitsap Public Health District	Iron Mountain	INVOICE # 202713815	Iron Mountain - Remit-To: PO Box 601002	Net 30	SINV-2023-69220	05/12/2023		06/11/2023	0.00	0.00	177.47	USD
Supplier Invoice: SINV-2023-69223	Kitsap Public Health District	Kania, Sharon Faye	JUNE 2023	Kania, Sharon Faye	Net 30	SINV-2023-69223	05/12/2023		06/11/2023	0.00	0.00	635.00	USD
Supplier Invoice: SINV-2023-69225	Kitsap Public Health District	New West Technologies	INVOICE # 17588	New West Technologies	Net 30	SINV-2023-69225	05/12/2023		06/11/2023	0.00	0.00	180.18	USD
Supplier Invoice: SINV-2023-69229	Kitsap Public Health District	Silverdale Home Associates	JUNE 2023/ FOR: 5133 MARIAH LN APT 203	Silverdale Home Associates	Net 30	SINV-2023-69229	05/12/2023		06/11/2023	0.00	0.00	1,214.00	USD
Supplier Invoice: SINV-2023-69231	Kitsap Public Health District	Pacific Printing, Inc.	INVOICE # 27940	Pacific Printing, Inc.	Net 30	SINV-2023-69231	05/12/2023		06/11/2023	0.00	0.00	216.22	USD
Supplier Invoice: SINV-2023-69233	Kitsap Public Health District	Spectra Laboratories - Kitsap, LLC	INVOICE # C23-00705	Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma	Net 30	SINV-2023-69233	05/12/2023		06/11/2023	0.00	0.00	70.20	USD



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Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-69234	Kitsap Public Health District	Spectra Laboratories - Kitsap, LLC	0401-04302023	Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma	Net 30	SINV-2023-69234	05/12/2023		06/11/2023	0.00	0.00	4,534.60	USD
Supplier Invoice: SINV-2023-69235	Kitsap Public Health District	Staples	INVOICE # 3536264901	Staples - Remit-To: Staples	Net 30	SINV-2023-69235	05/12/2023		06/11/2023	0.00	0.00	694.96	USD
Supplier Invoice: SINV-2023-69236	Kitsap Public Health District	Shred-It USA	INVOICE # 8003814785	Shred-It USA	Net 30	SINV-2023-69236	05/12/2023		06/11/2023	0.00	0.00	207.19	USD
Supplier Invoice: SINV-2023-69237	Kitsap Public Health District	Telelanguage LLC	#0310070323/0310070423	Telelanguage LLC	Net 30	SINV-2023-69237	05/12/2023		06/11/2023	0.00	0.00	312.75	USD
Supplier Invoice: SINV-2023-69239	Kitsap Public Health District	Quest Diagnostics	INVOICE # T1466377	Quest Diagnostics	Net 30	SINV-2023-69239	05/12/2023		06/11/2023	0.00	0.00	62.59	USD
Supplier Invoice: SINV-2023-69241	Kitsap Public Health District	SHI International Corp	INVOICE # B13608144	SHI International Corp	Net 30	SINV-2023-69241	05/12/2023		06/11/2023	0.00	0.00	3,674.13	USD
Supplier Invoice: SINV-2023-69242	Kitsap Public Health District	Toyota Financial Services	ACCT# 0-0322-CU922- MAY 2023	Toyota Financial Services	Net 30	SINV-2023-69242	05/12/2023		06/11/2023	0.00	0.00	460.71	USD
Supplier Invoice: SINV-2023-69243	Kitsap Public Health District	David Turnquist	JUNE 2023- FOR HERRICK, P.	David Turnquist	Net 30	SINV-2023-69243	05/12/2023		06/11/2023	0.00	0.00	930.00	USD
Supplier Invoice: SINV-2023-69246	Kitsap Public Health District	Washington Home Solutions	JUNE 2023-FOR: INOCENTE, B.	Washington Home Solutions	Net 30	SINV-2023-69246	05/12/2023		06/11/2023	0.00	0.00	705.00	USD
Supplier Invoice: SINV-2023-69247	Kitsap Public Health District	United Business Machines Of Wa	INVOICE # 494881	United Business Machines Of Wa	Net 30	SINV-2023-69247	05/12/2023		06/11/2023	0.00	0.00	588.59	USD
Supplier Invoice: SINV-2023-69248	Kitsap Public Health District	WA State Dept of Health	CLIA# 50D0721249- 2023 RENEWAL	WA State Dept of Health	Net 30	SINV-2023-69248	05/12/2023		06/11/2023	0.00	0.00	300.00	USD



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Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-69249	Kitsap Public Health District	WA State Dept of Revenue	LETTER ID L0022884466/ UBI# 601-139-034	WA State Dept of Revenue - Remit-To: General PO Box 47464	Net 30	SINV-2023-69249	05/12/2023		06/11/2023	0.00	0.00	53.57	USD
Supplier Invoice: SINV-2023-69272	Kitsap Public Health District	Anish Adhikari	INVOICE #3/ 2023	Anish Adhikari	Net 30	SINV-2023-69272	05/12/2023		06/11/2023	0.00	0.00	1,450.00	USD

Process History
Settlement Run Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	Settlement Run Event	Step Completed	05/18/2023 09:51:24 AM		Heather Hunsaker (434069)	1	
Settlement Run Event	To Do: Settlement Run has Payment Handling Instruction	Not Required				0	
Settlement Run Event	To Do: AP Wire was Settled	Not Required				0	
Settlement Run Event	To Do: Wire Payment Settled	Not Required				0	

Related Business Processes History

Business Process	Status
Payment Message: ID 1732 for Kitsap Public Health District on 05/18/2023	Successfully Completed
Payment Message: ID 1731 for Kitsap Public Health District on 05/18/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 05/18/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 05/18/2023	Successfully Completed
Remittance File: For United Business Machines Of Wa on 05/18/2023	Successfully Completed
Remittance File: For David Turnquist on 05/18/2023	Successfully Completed
Remittance File: For Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma on 05/18/2023	Successfully Completed
Remittance File: For Pacific Printing, Inc. on 05/18/2023	Successfully Completed
Remittance File: For FedEx - Remit-To: PO Box 371461 Pittsburgh on 05/18/2023	Successfully Completed
Remittance File: For SHI International Corp on 05/18/2023	Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
05/18/2023 09:51 AM	05/18/2023 09:51 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00002198	Completed	00:00:06	Heather Hunsaker	



View Settlement Run

Settlement Run Information	
Settlement Run	STL-00002221
Name	Kitsap Public Health District HH
Number	STL-00002221
Status	Complete
Date	05/25/2023
Include Payments On Behalf Of	No
Exclude Negative Payments	Yes
Express Settlement	No

Additional Information	
Organization	Kitsap Public Health District
Currency	USD
Filters Used	

Payment Information	
Display Currency	USD
Outbound Total	251,081.22
Inbound Total	0.00
Expense Report Count	8
Supplier Invoice Count	29

Payment Groups										
Payment Groups										
View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status	
Expense Payment(Check) for Kitsap County Claims Fund Warrant Account	Expense Payment	Kitsap County Claims Fund Warrant Account	Check	05/25/2023	1	203.71	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 05/25/2023	Successfully Completed	
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	05/25/2023	7	1,070.36	USD	Payment Message: ID 1750 for Kitsap Public Health District on 05/25/2023	Successfully Completed	
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	05/25/2023	27	238,978.10	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 05/25/2023	Successfully Completed	



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View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	05/25/2023	2	10,829.05	USD	Payment Message: ID 1751 for Kitsap Public Health District on 05/25/2023	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0005452	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0005452	05/17/2023	MILEAGE 0503-051423	203.71	USD
Expense Report: EXP-0005453	Kitsap Public Health District	Grant Holdcroft (4579)	Employee	EXP-0005453	05/17/2023	MILEAGE 0508-051023, TRAINING	196.47	USD
Expense Report: EXP-0005454	Kitsap Public Health District	Rosalie Howarth (434500)	Employee	EXP-0005454	05/17/2023	MILEAGE 0504-051023, TRAINING	172.78	USD
Expense Report: EXP-0005455	Kitsap Public Health District	Ross Lytle (285038)	Employee	EXP-0005455	05/17/2023	MILEAGE 0417-051223	138.86	USD
Expense Report: EXP-0005456	Kitsap Public Health District	Emmy Shelby (434658)	Employee	EXP-0005456	05/17/2023	MILEAGE 0303-040523	180.45	USD
Expense Report: EXP-0005457	Kitsap Public Health District	Tobbi Stewart (423168)	Employee	EXP-0005457	05/17/2023	MILEAGE 0405-042823	19.65	USD
Expense Report: EXP-0005458	Kitsap Public Health District	Susan Van Ort (392243)	Employee	EXP-0005458	05/17/2023	MILEAGE 0403-042523	265.28	USD
Expense Report: EXP-0005459	Kitsap Public Health District	Lisa Warren (434273)	Employee	EXP-0005459	05/17/2023	MILEAGE 0412-042623	96.87	USD

Supplier Invoices

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-69930	Kitsap Public Health District	Clean Harbors Environmental Service, Inc	INVOICE # 1004602127	Clean Harbors Environmental Service, Inc	Net 30	SINV-2023-69930	05/01/2023		05/31/2023	0.00	0.00	186.14	USD
Supplier Invoice: SINV-2023-69931	Kitsap Public Health District	Kitsap County	1st QTR 2023	Kitsap County - Remit-To: KC Prosecuting Dept (Hold)	Net 30	SINV-2023-69931	05/01/2023		05/31/2023	0.00	0.00	16,567.80	USD
Supplier Invoice: SINV-2023-69932	Kitsap Public Health District	Lingo	BILL# 33370278/ ACCT#412450316	Lingo - Remit-To: PO Box 660344	Net 30	SINV-2023-69932	05/17/2023		06/16/2023	0.00	0.00	13.10	USD
Supplier Invoice: SINV-2023-69933	Kitsap Public Health District	Loomis	INVOICE # 13232602	Loomis - Remit-To: Palatine, IL	Net 30	SINV-2023-69933	05/01/2023		05/31/2023	0.00	0.00	582.00	USD



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Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-69934	Kitsap Public Health District	Mckesson Medical Surgical	Invoice# 11284830/Acct# 4369505	Mckesson Medical Surgical	Net 30	SINV-2023-69934	05/17/2023		06/16/2023	0.00	0.00	19.03	USD
Supplier Invoice: SINV-2023-69935	Kitsap Public Health District	King County	INVOICE # 8003943	King County - Remit-To: 201 s Jackson St, Ste 710	Net 30	SINV-2023-69935	05/17/2023		06/16/2023	0.00	0.00	182.00	USD
Supplier Invoice: SINV-2023-69936	Kitsap Public Health District	Stericycle Inc	INVOICE # 3006452163	Stericycle Inc - Remit-To: Stericycle Inc	Net 30	SINV-2023-69936	05/17/2023		06/16/2023	0.00	0.00	526.28	USD
Supplier Invoice: SINV-2023-69937	Kitsap Public Health District	Silverdale Self Storage	UNIT # 4 & UNIT #10- '23-'24	Silverdale Self Storage	Net 30	SINV-2023-69937	05/17/2023		06/16/2023	0.00	0.00	8,712.00	USD
Supplier Invoice: SINV-2023-69938	Kitsap Public Health District	Verizon Wireless	INVOICE #9934683348	Verizon Wireless - Remit-To: Treasurer - PO Box 660108	Net 30	SINV-2023-69938	05/10/2023		06/09/2023	0.00	0.00	6,241.30	USD
Supplier Invoice: SINV-2023-69939	Kitsap Public Health District	Village Reach	INVOIE # 11010-003	Village Reach	Net 30	SINV-2023-69939	05/01/2023		05/31/2023	0.00	0.00	10,302.77	USD
Supplier Invoice: SINV-2023-69940	Kitsap Public Health District	Staples	INV# 3529773547	Staples - Remit-To: Staples	Net 30	SINV-2023-69940	05/17/2023		06/16/2023	0.00	0.00	28.72	USD
Supplier Invoice: SINV-2023-69941	Kitsap Public Health District	Waterpak	2023 ANNUAL DUES	Waterpak	Net 30	SINV-2023-69941	05/17/2023		06/16/2023	0.00	0.00	50.00	USD
Supplier Invoice: SINV-2023-69942	Kitsap Public Health District	Xiologix, Llc	INVOICE # 10172/ 10168	Xiologix, Llc	Net 30	SINV-2023-69942	05/11/2023		06/10/2023	0.00	0.00	18,545.13	USD
Supplier Invoice: SINV-2023-70042	Kitsap Public Health District	Dell Marketing L.P.	INVOICE # 10672416146	Dell Marketing L.P.	Net 30	SINV-2023-70042	05/17/2023		06/16/2023	0.00	0.00	4,824.97	USD
Supplier Invoice: SINV-2023-70103	Kitsap Public Health District	American Family Life Assurance Company	PAYROLL BENEFITS MAY 2023	American Family Life Assurance Company	Net 30	SINV-2023-70103	05/18/2023		06/17/2023	0.00	0.00	2,485.38	USD



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Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-70104	Kitsap Public Health District	WA State Employment Security	PAYROLL BENEFITS MAY 2023	WA State Employment Security	Net 30	SINV-2023-70104	05/18/2023		06/17/2023	0.00	0.00	6,346.74	USD
Supplier Invoice: SINV-2023-70105	Kitsap Public Health District	Health Equity	PAYROLL BENEFITS MAY 2023	Health Equity	Net 30	SINV-2023-70105	05/18/2023		06/17/2023	0.00	0.00	1,010.00	USD
Supplier Invoice: SINV-2023-70109	Kitsap Public Health District	Hra Veba Trust	PAYROLL BENEFITS MAY 2023	Hra Veba Trust	Net 30	SINV-2023-70109	05/18/2023		06/17/2023	0.00	0.00	9,613.85	USD
Supplier Invoice: SINV-2023-70110	Kitsap Public Health District	Nationwide Retirement Solutions	PAYROLL BENEFITS MAY 2023	Nationwide Retirement Solutions	Net 30	SINV-2023-70110	05/18/2023		06/17/2023	0.00	0.00	6,570.00	USD
Supplier Invoice: SINV-2023-70112	Kitsap Public Health District	A.W. Rehn & Associates, Inc	PAYROLL BENEFITS MAY 2023	A.W. Rehn & Associates, Inc	Net 30	SINV-2023-70112	05/18/2023		06/17/2023	0.00	0.00	1,002.00	USD
Supplier Invoice: SINV-2023-70113	Kitsap Public Health District	A.W. Rehn & Associates, Inc	PAYROLL BNFTS MAY 2023 *	A.W. Rehn & Associates, Inc	Net 30	SINV-2023-70113	05/18/2023		06/17/2023	0.00	0.00	225.00	USD
Supplier Invoice: SINV-2023-70114	Kitsap Public Health District	Prof & Technical Eng XPH	PAYROLL BENEFITS MAY '23 *	Prof & Technical Eng XPH - Remit-To: Local Union 17	Net 30	SINV-2023-70114	05/18/2023		06/17/2023	0.00	0.00	3,508.28	USD
Supplier Invoice: SINV-2023-70115	Kitsap Public Health District	Prof & Technical Eng XPH	PAYROLL BENEFITS MAY 2023	Prof & Technical Eng XPH - Remit-To: Local Union 17	Net 30	SINV-2023-70115	05/18/2023		06/17/2023	0.00	0.00	21.00	USD
Supplier Invoice: SINV-2023-70116	Kitsap Public Health District	Voya Institutional Trust Company	PAYROLL BENEFITS MAY 2023	Voya Institutional Trust Company - Remit-To: Voya Institutional Trust Co (South Kitsap Fire Payroll)	Net 30	SINV-2023-70116	05/18/2023		06/17/2023	0.00	0.00	375.00	USD
Supplier Invoice: SINV-2023-70117	Kitsap Public Health District	WA State Dept of Labor & Industries	PAYROLL BENEFITS MAY 2023	WA State Dept of Labor & Industries - Remit-To: Industrial Insurance Po Box 34022	Net 30	SINV-2023-70117	05/18/2023		06/17/2023	0.00	0.00	5,275.12	USD



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2023-70119	Kitsap Public Health District	Wash State Dept Of Retirement	PAYROLL BENEFITS MAY 2023	Wash State Dept Of Retirement	Net 30	SINV-2023-70119	05/18/2023		06/17/2023	0.00	0.00	14,620.41	USD
Supplier Invoice: SINV-2023-70120	Kitsap Public Health District	Wa Health Care Authority - Uniform	PAYROLL BENEFITS MAY 2023	Wa Health Care Authority - Uniform	Net 30	SINV-2023-70120	05/18/2023		06/17/2023	0.00	0.00	115,832.90	USD
Supplier Invoice: SINV-2023-70121	Kitsap Public Health District	Vimly Benefit Solutions Inc	PAYROLL BENEFITS MAY 2023	Vimly Benefit Solutions Inc	Net 30	SINV-2023-70121	05/18/2023		06/17/2023	0.00	0.00	5,773.96	USD
Supplier Invoice: SINV-2023-70122	Kitsap Public Health District	Whit-Delta Dental Of Washington	PAYROLL BENEFITS MAY 2023	Whit-Delta Dental Of Washington	Net 30	SINV-2023-70122	05/18/2023		06/17/2023	0.00	0.00	10,366.27	USD

Process History
Settlement Run Process History

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	Settlement Run Event	Step Completed	05/25/2023 09:46:36 AM		Heather Hunsaker (434069)	1	
Settlement Run Event	To Do: Settlement Run has Payment Handling Instruction	Not Required				0	
Settlement Run Event	To Do: AP Wire was Settled	Not Required				0	
Settlement Run Event	To Do: Wire Payment Settled	Not Required				0	

Related Business Processes History

Business Process	Status
Payment Message: ID 1751 for Kitsap Public Health District on 05/25/2023	Successfully Completed
Payment Message: ID 1750 for Kitsap Public Health District on 05/25/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 05/25/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 05/25/2023	Successfully Completed
Remittance File: For Village Reach on 05/25/2023	Successfully Completed
Remittance File: For Stericycle Inc - Remit-To: Stericycle Inc on 05/25/2023	Successfully Completed

Background Processes



View Settlement Run

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
05/25/2023 09:46 AM	05/25/2023 09:46 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00002221	Completed	00:00:05	Heather Hunsaker	

TREAS RPT - Detail Cash Report - Cash

6/5/2023

Treasurer's Detail Report
For 2023 - May
Fund: FD00969 Kitsap Public Health General

<u>Ledger Account</u>	<u>Revenue or Spend Category</u>	<u>Journal</u>	<u>Posting Date</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
	3860 - Agency Deposits	JE-00034831 - Kitsap Public Health District - 05/19/2023 - Public Health monthly vital stats transfer	5/19/2023	0.00	26,497.00	-26,497.00
3800:Other Increases in Fun						

-26,497.00

Kitsap Public Health District - Monthly (Regular) (Pay Group Detail)
05/01/2023 - 05/31/2023 (Monthly) (Period)

Name	Hours	Gross Pay	Employer Paid Taxes	Employer Paid Benefits	Net Pay
Abazi (427227) Ornela	173.33	5,561.00			4,179.99
Abney (4563) Beverly	173.33	5,493.00			3,775.42
Acosta (278956) Nancy	173.33	9,953.00			6,196.17
Ader (413193) Sam	173.33	6,109.00			4,145.17
Ahlin (434420) Zachary	173.33	5,026.00			3,797.55
Anderson (419470) Amy	173.33	6,827.00			4,516.67
Archer (434384) James	173.33	4,311.00			3,262.88
Armstrong (434291) Jami	173.33	5,978.00			4,235.11
Atisme-Bevins (433909) Kandice		-			-
Banigan (215189) Leslie	173.33	7,464.00			5,378.01
Baum (434397) Rudy	173.33	5,541.00			4,084.24
Bazzell (328436) Richard	173.33	7,464.00			5,249.91
Bell (419805) Gus	173.33	7,730.00			5,274.25
Berger (407902) Angeline	173.33	5,866.00			4,186.27
Bierman (404611) Dana	156.00	8,103.00			5,991.23
Borja (426250) Windie	173.33	5,986.00			4,394.44
Boysen-Knapp (2058) Karen	156.00	6,144.00			4,072.39
Bronder (434436) Christine	173.33	5,026.00			3,819.53
Brown (271677) Steven	173.33	9,453.00			5,635.93
Burchett (409212) Brian	173.33	5,541.00			4,071.83
Burke (434463) Lenore	173.33	4,495.00			3,235.42
Burns (434416) Anne	41.59	1,732.22			1,463.69
Burton (434296) Callie	173.33	4,281.00			3,219.27
Byrd (434085) Stephanie	173.33	4,099.00			3,362.77
Calderon (434768) Brenda	172.08	4,188.57			3,210.26
Camarena (434536) Daniel	173.33	5,378.00			3,718.34
Chang (411387) Margo	173.33	4,827.00			3,441.12
Chen (434841) Jessica	136.00	5,074.16			3,844.35
Ciulla (400655) Laura	22.00	982.74			351.75
Collins (434101) Lori	173.33	6,863.00			5,004.08
Crow (433648) Kayla	80.50	2,223.41			1,930.40
Davis (433997) Elizabeth	173.33	8,574.00			6,010.47
Deseamus (434593) Dara	173.33	4,342.00			3,301.98
Dowless (340919) Kelly	173.33	7,487.00			5,190.02
Duren (430735) Ashley	173.58	5,990.93			4,402.59
Ebbay (434566) Xinia	33.00	1,246.74			1,065.25
Evans (4565) Eric	173.33	10,943.00			2,591.97
Fergus (434648) Maria	173.33	4,785.00			2,996.32
Fine (421693) George	86.67	2,343.00			1,823.44
Fisk (321284) April	173.33	8,667.00			5,040.76
Fong (356883) Yolanda	173.33	11,490.00			7,681.72
Forte (434150) Harrison	173.33	5,818.00			3,922.65
Giuntoli (337331) Paul	173.33	7,464.00			4,571.90
Grellner (1264) Keith	173.33	13,685.00			8,629.42
Gress (421427) Nicole	173.33	4,956.00			3,506.89
Griego (410072) Yaneisy	156.00	4,737.00			3,620.45
Guidry (355732) Jessica	173.33	9,453.00			6,647.95
Hadly (434294) Gabrielle	173.33	9,453.00			6,486.71
Hampton (434838) Adrienne	173.33	7,487.00			5,362.16
Hartman (434642) Melissa	173.33	5,670.00			4,309.85
Holdcroft (270783) Jodie	39.00	1,679.34			1,416.09
Holdcroft (4579) Grant	173.33	9,453.00			5,472.05
Holt (2726) Karen	173.33	10,422.00			6,817.19
Howard (434057) Anne	173.33	5,561.00			4,368.64
Howarth (434500) Rosalie	173.33	5,277.00			3,866.99
Hughes (434256) Jakob	173.33	5,277.00			3,925.08
Humphrey (434383) Talia	173.33	5,143.00			3,980.48
Hunter (409213) Kari	173.33	9,453.00			6,118.05
Inga Dominguez (434769) Cristian	173.33	4,219.00			3,198.47
Inouye (434255) Wendy	173.33	8,667.00			5,942.79
Jenkins (434053) Andrea	173.33	4,495.00			3,424.54
Johanson (400651) Krista	173.33	4,982.00			3,723.83
Jones (358933) Kimberly	173.33	9,453.00			6,392.09
Jury (434709) Thomas	173.33	5,277.00			4,049.34
Katula (393427) Dayna	173.33	8,574.00			5,225.99

Name	Hours	Gross Pay	Employer Paid Taxes	Employer Paid Benefits	Net Pay
Kench (245476) Donald	173.33	4,393.00			2,737.72
Kiess (250913) John	173.33	11,490.00			8,704.86
Kindschy (421430) Brandon	173.33	6,309.00			4,470.37
Kinnear (434099) Sarah	173.33	5,897.00			4,542.43
Knoop (16125) Melina	173.33	7,464.00			5,108.78
Koch (434710) Crystal	120.00	4,082.40			3,138.01
Kruse (243184) Charles	173.33	7,566.00			4,938.52
Kushner (327580) Siri	173.33	11,490.00			6,970.86
Laird (416539) Melissa	173.33	10,422.00			6,285.73
Lytte (285038) Ross	173.33	7,464.00			5,011.20
Madden (434318) Shannon	173.33	4,495.00			3,304.53
May (434674) Martha	94.08	2,500.33			1,921.00
Mazur (388104) Karina	173.33	8,400.00			5,499.06
McMillan (434052) Michelle	173.33	5,587.00			4,058.48
Moen (279971) Anne	173.33	7,327.00			5,011.93
Moontree (406607) Kaela	173.33	5,561.00			3,939.52
Moore (421227) Megan	156.00	6,144.00			4,188.32
Moore (434254) Alexandra	173.33	5,026.00			3,657.12
Morris (312378) Dawn	173.33	7,054.00			4,954.49
Morris (434567) Amanda	173.33	4,495.00			3,575.84
Morrow (433895) Nathan	173.33	16,876.00			8,632.38
Nguyen (295033) Loan	173.33	5,493.00			3,989.08
Nguyen (434026) Kevin	173.33	4,804.00			3,353.38
Nickerson (434837) Woodean	166.83	4,623.82			3,551.28
Nielson (434638) Brian	173.33	5,561.00			4,083.31
Noble (3128) Gregoria	173.33	5,541.00			3,645.74
North (22459) Edwin	173.33	10,422.00			550.94
Nuno (405301) Crystal	173.33	7,072.00			3,688.81
O'Brien (433907) Melissa		-			-
Onarheim (426938) Carin	173.33	5,296.00			3,786.51
Pandino (419118) Linda	173.33	4,982.00			3,745.37
Perales (434396) Sydney	173.33	5,143.00			4,010.60
Perry (306605) Rachel	173.33	4,519.00			3,357.91
Petersen (434695) Kayla	173.33	4,342.00			3,287.17
Phelps (434295) Tameka	173.33	6,386.00			4,597.58
Plemmons (433994) Suzanne	27.25	1,489.21			980.36
Power (434293) Allison	173.33	7,487.00			5,305.79
Preston (434195) Anne-Lisa	173.33	6,467.00			4,819.96
Quist-Therson (419860) Nii	173.33	8,341.00			6,194.95
Rhea (324654) Susan	173.33	4,519.00			3,480.89
Rork (404613) Ian	173.33	6,414.00			5,301.49
Schroeder (434395) Alena	80.00	2,217.60			1,774.78
Shelby (434658) Emmy	156.00	6,605.00			5,474.18
Shuhler (425553) Yana	173.33	4,466.00			3,269.39
Simmons (434365) Nolan	176.33	5,413.98			4,123.36
Smith (361388) Terri	173.33	8,341.00			5,828.90
Sooter (427776) Thaddeus	173.33	8,667.00			6,102.26
Stedman (347366) Kelsey	173.33	9,603.00			6,372.80
Stewart (423168) Tobbi	173.33	6,109.00			4,322.13
Tiemeyer (433908) Alexandra	173.33	7,730.00			5,394.69
Tjemsland (433192) Amanda	173.33	7,130.00			5,010.45
Tonti (434149) Mindy		-			-
Tran (434316) Meghan	112.57	3,120.44			2,782.35
Turner (1682) Denise	173.33	5,493.00			3,334.65
Van Ort (392243) Susan	173.33	7,764.00			5,289.87
Wagner (426251) Mary	121.34	3,013.00			2,169.85
Warren (434273) Lisa	173.33	7,580.00			6,070.39
Wellborn (14545) Brian	145.50	3,757.46			2,394.88
Wendt (397255) Jan	173.33	7,580.00			5,658.63
Westervelt (434382) Laura	173.33	6,109.00			4,277.59
White (434641) Erica	173.33	5,897.00			4,574.30
Whitford (434292) Tiffany	173.33	4,099.00			3,026.94
Wickhamshire (434070) Mark	86.67	2,136.00			1,712.83
Winchester (431493) Layken	173.33	5,277.00			3,825.59
Wyatt (434415) Janet	140.75	6,155.28			4,189.11
	20,515.40	793,452.63	-	-	543,494.75

TREAS RPT - Detail Cash Report - Cash**6/5/2023**

Treasurer's Detail Report

For 2023 - May

Fund: FD00969 Kitsap Public Health General

<u>Ledger Account</u>	<u>Revenue or Spend Category</u>	<u>Journal</u>	<u>Posting Date</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
		Operational Journal: Kitsap Public Health District - 05/31/2023	5/31/2023	0.00	205,801.80	-205,801.80
2317:Payroll Tax Payable						

-205,801.80

TREAS RPT - Detail Cash Report - Cash

6/5/2023

Treasurer's Detail Report
For 2023 - May
Fund: FD00969 Kitsap Public Health General

<u>Ledger Account</u>	<u>Revenue or Spend Category</u>	<u>Journal</u>	<u>Posting Date</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
		Operational Journal: Kitsap Public Health District - 05/15/2023	5/15/2023	0.00	133,941.47	-133,941.47
2315:Employee Benefits Payable						

-133,941.47