

**Kitsap Public Health District
Consent Agenda
September 5, 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 14	CLH31014 Amendment 14	WA State Dept. of Health <i>Consolidated Contract</i>	Amendment	01/01/2022- 12/31/2024	\$1,773,892	\$0
Description: Adds statements of work for Executive Office of Resiliency & Health Security-PHEP, and Executive office of Resiliency & Health Security-WFD LHJ, and amends statements of work for Foundational Public Health Services (FPHS), HIV Client Services-HOPWA, Maternal and Child Health Block Grant, Office of Drinking Water Group A Program, Office of Immunization-Perinatal Hepatitis B, Office of Immunization-Promotion of Immunizations to Improve Vaccination Rates, Office of Immunization-Regional Representatives and Youth Cannabis & Commercial Tobacco Prevention Program, and adds and additional \$1,773,892 in funding for a revised maximum consideration of \$17,282,903.						
2210 Amendment 2	N-21-060-A2	Jefferson County <i>Nurse Family Partnership(NFP)</i> <i>Department of Children Youth & Families(DCYF)</i>	Amendment	07/01/2023- 06/30/2024	\$191,868	\$0
Description: Amendment to extend contract to June 30, 2024, updates statement of work and adds additional \$191,868 in funding for services rendered during the term of July 1, 2023 through June 30, 2024.						
2358	SWMLSWF A-2023- KitPHD- 00173	Washington State Department of Ecology <i>Solid Waste Management Local Solid Waste</i> <i>Financial Assistance Agreement</i>	Interlocal Agreement	07/01/2023- 06/20/2025	\$237,643	\$0
Description: KPHD to provide solid waste complaint response and compliance enforcement activities as required by law and related regulations.						
2360	NA	Olympic Educational Service District <i>Head Start</i>	Contract	11/01/2023- 10/31/2024	\$54,750	\$0
Description: KPHD to provide professional services, training, and technical assistance appropriate to the needs of Head Start, Early Childhood Education and Assistance Program (ECEAP), and Early Head Start staff and enrollees, to include Public Health Nurse support to the Early Head Start Home Based services rendered to eligible families.						

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

CONTRACT NUMBER: CLH31014

AMENDMENT NUMBER: 14

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:
Executive Office of Resiliency & Health Security-PHEP - Effective July 1, 2023
Executive Office of Resiliency & Health Security-WFD LHJ - Effective July 1, 2023

- Amends Statements of Work for the following programs:
Foundational Public Health Services (FPHS) - Effective July 1, 2023
HIV Client Services-HOPWA - Effective July 1, 2022
Maternal and Child Health Block Grant - Effective January 1, 2022
Office of Drinking Water Group A Program - Effective January 1, 2022
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
Youth Cannabis & Commercial Tobacco Prevention Program - Effective July 1, 2022

- Deletes Statements of Work for the following programs:

2. Exhibit B-14 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-13 Allocations as follows:

- Increase of **\$1,773,892** for a revised maximum consideration of **\$17,282,903**.
- 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 LHJ Funding Period		DOH Use Only Chart of Accounts Funding Period		Amount	Funding Period SubTotal	Chart of Accounts Total
					Start Date	End Date	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 HUD	WAH21-F999	Amd 14	14.241	333.14.24	10/01/22	08/31/23	09/12/22	09/11/25	\$23,000	\$126,989	\$126,989
FFY22 Housing People with AIDS Formula HUD	WAH21-F999	Amd 10, 14	14.241	333.14.24	10/01/22	08/31/23	09/12/22	09/11/25	\$103,989		
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	\$107,179
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	
FFY23 PHEP BP5 LHJ Funding	NU90TP922043	Amd 14	93.069	333.93.06	07/01/23	06/30/24	07/01/23	06/30/24	\$295,345	\$295,345	\$790,580
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	
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	NH23IP922619	Amd 14	93.268	333.93.26	07/01/23	06/30/24	07/01/23	06/30/24	\$250	\$2,750	\$2,750
FFY24 CDC PPHF Ops	NH23IP922619	Amd 13	93.268	333.93.26	07/01/23	06/30/24	07/01/23	06/30/24	\$2,500		

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 LHJ Funding Period		DOH Use Only Chart of Accounts Funding Period		Amount	Funding Period SubTotal	Chart of Accounts Total
					Start Date	End Date	Start Date	End Date			
FFY24 CDC VFC Ops	NH23IP922619	Amd 14	93.268	333.93.26	07/01/23	06/30/24	07/01/23	06/30/24	\$1,613	\$17,747	\$17,747
FFY24 CDC VFC Ops	NH23IP922619	Amd 13	93.268	333.93.26	07/01/23	06/30/24	07/01/23	06/30/24	\$16,134		
FFY24 CDC IQIP Regional Rep	NH23IP922619	Amd 14	93.268	333.93.26	07/01/23	06/30/24	07/01/23	06/30/24	\$2,800	\$30,800	\$30,800
FFY24 CDC IQIP Regional Rep	NH23IP922619	Amd 13	93.268	333.93.26	07/01/23	06/30/24	07/01/23	06/30/24	\$28,000		
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		
FFY24 HRSA MCHBG LHJ Contracts	NGA Not Received	Amd 14	93.994	333.93.99	10/01/23	09/30/24	10/01/23	09/30/24	\$159,854	\$159,854	\$292,145
FFY23 HRSA MCHBG LHJ Contracts	B04MC47453	Amd 14	93.994	333.93.99	10/01/22	09/30/23	10/01/22	09/30/23	(\$27,563)	\$132,291	
FFY23 HRSA 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		
FFY22 HRSA MCHBG Special Proj	B04MC45251	Amd 14	93.994	333.93.99	07/01/23	09/30/23	10/01/22	09/30/23	\$37,563	\$37,563	\$37,563

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 LHJ Funding Period		DOH Use Only Chart of Accounts Funding Period		Amount	Funding Period SubTotal	Chart of Accounts Total
					Start Date	End Date	Start Date	End Date			
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	\$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	
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	
SFY24 Tobacco Prevention Proviso		Amd 14	N/A	334.04.93	07/01/23	06/30/24	07/01/23	06/30/24	\$100,530	\$100,530	\$294,530
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	
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	

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 LHJ Funding Period		DOH Use Only Chart of Accounts Funding Period		Amount	Funding Period SubTotal	Chart of Accounts Total
					Start Date	End Date	Start Date	End Date			
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		
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 14	N/A	336.04.25	07/01/23	06/30/24	07/01/23	06/30/25	\$1,180,000	\$3,649,000	\$3,649,000
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		
YR 25 SRF - Local Asst (15%) (FO-SW) SS		Amd 14	N/A	346.26.64	01/01/23	12/31/23	01/01/23	12/31/23	\$500	\$13,750	\$32,750
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		
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									\$17,282,903	\$17,282,903	
Total consideration:				\$15,509,011						GRAND TOTAL	\$17,282,903
				\$1,773,892							
GRAND TOTAL				\$17,282,903						Total Fed	\$6,932,627
										Total State	\$10,350,276

*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: Executive Office of Resiliency & Health Security-
PHEP - 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 establish funding and tasks to support and sustain LHJ public health emergency preparedness as part of statewide public health emergency preparedness (PHEP), resilience and response.

Notes: Regional Emergency Response Coordinator LHJs (RERCs): Benton-Franklin, Chelan-Douglas, Clark, Kitsap, Seattle-King, Snohomish, Spokane, Tacoma-Pierce, and Thurston

Local Emergency Response Coordinator LHJs (LERCs): Adams, Asotin, Clallam, Columbia, Cowlitz, Garfield, Grant, Grays Harbor, Island, Jefferson, Kittitas, Klickitat, Lewis, Lincoln, Mason, NE Tri-County, Okanogan, Pacific, San Juan, Skagit, Skamania, Wahkiakum, Walla Walla, Whatcom, Whitman, and Yakima

Revision Purpose: NA

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			
FFY23 PHEP BP5 LHJ Funding	31602231	93.069	333.93.06	07/01/23	06/30/24	0	295,345	295,345
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						0	295,345	295,345

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
PHEP BP5 LHJ Funding				Reimbursement for actual costs not to exceed total funding allocation amount.
1	Across Domains and Capabilities	Mid- and end-of-year reports on template provided by DOH.	December 31, 2023 June 30, 2024	
All LHJs	Complete reporting templates as requested by DOH to comply with program and federal grant requirements, including mid-year and end-of-year reports.	Additional reporting may be required if federal requirements change.		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
<p>2</p> <p>All LHJs</p>	<p>Across Domains and Capabilities</p> <p>Submit names, position titles, email addresses and phone numbers of key LHJ staff responsible for this statement of work, including management, Emergency Response Coordinator(s), and accounting and/or financial staff.</p>	<p>Submit information by September 1, 2023, and any changes within 30 days of the change.</p> <p>Mid- and end-of-year reports on template provided by DOH. Note any changes or no changes.</p>	<p>September 1, 2023</p> <p>Within 30 days of the change.</p> <p>December 31, 2023</p> <p>June 30, 2024</p>	
<p>3</p> <p>All LHJs</p>	<p>Across Domains and Capabilities</p> <p>Review and provide input to DOH on public health emergency preparedness plans developed by DOH, upon request from DOH.</p>	<p>Mid- and end-of-year reports on templates provided by DOH.</p> <p>Input provided to DOH upon request from DOH.</p>	<p>December 31, 2023</p> <p>June 30, 2024</p>	
<p>4</p> <p>All LHJs</p>	<p>Across Domains and Capabilities</p> <p>Participate with DOH in site visit (virtual or in person) to discuss LHJ's performance measure data and readiness to respond.</p> <p>Complete preparation and follow-up activities as requested by DOH.</p> <p>DOH will take notes during the discussion and send them to you for review.</p>	<p>Participation in site visit discussion.</p> <p>Preparation and follow-up activities as requested by DOH.</p> <p>Reviewed and returned discussion notes (sent to you for review by DOH).</p>	<p>Upon request from DOH</p>	
<p>5</p> <p>All LHJs</p>	<p>Domain 1 Community Resilience Capability 1 Community Preparedness</p> <p>Participate in emergency preparedness events (for example, trainings, meetings, conference calls, and conferences) to advance LHJ, regional, or statewide public health preparedness.</p> <p>Note: For Seattle-King County and Tacoma-Pierce County, the LHJ is the region.</p>	<p>Mid- and end-of-year reports on templates provided by DOH.</p>	<p>December 31, 2023</p> <p>June 30, 2024</p>	
<p>6</p> <p>All LHJs</p>	<p>Domain 1 Community Resilience Capability 1 Community Preparedness</p> <p>Assist DOH and the University of Washington in developing a tool to complete a public health disaster risk assessment tailored to the needs of LHJs and our state.</p>	<p>Mid- and end-of-year reports on templates provided by DOH.</p>	<p>December 31, 2023</p> <p>June 30, 2024</p>	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	LHJ participation in one or more 90-minute engagement sessions/focus groups is planned for this statement of work period.			
7 All LHJs	<p>Domain 1 Community Resilience Capability 1 Community Preparedness</p> <p>DOH/Executive Office of Resiliency and Health Security (ORHS) anticipates many changes in the next months to years as we incorporate lessons learned from the COVID-19 response. In preparation for these changes, the LHJ may use PHEP funding to participate in training and/or learning discussions in the following areas:</p> <ul style="list-style-type: none"> • Adaptive Leadership • Change Management • Trauma-Informed Change Management • Trauma-Informed Systems • Trauma-Informed Practice • Outward Mindset • Growth Mindset • Racial Equity and/or Social Justice • Community Resilience • Climate Change and Health Equity • Related topics – prior approval from ORHS required for training topics other than those listed above. <p>Note: Prior approval from DOH/ ORHS is required for any out-of-state travel.</p>	Mid- and end-of-year reports on templates provided by DOH.	December 31, 2023 June 30, 2024	
8 All LHJs Note for RERCs	<p>Domain 1 Community Resilience Capability 1 Community Preparedness</p> <p>Connect with new and/or existing partners to develop working relationships that promote capabilities, capacity, and community resilience, including, but not limited to:</p> <ul style="list-style-type: none"> • Local and/or regional Emergency Manager(s). • Local and/or regional hospitals. • Local and/or regional elected officials. • Local and/or regional Community Health Workers (CHWs). • Local and/or regional organizations that work with groups disproportionately impacted by public health 	Mid- and end-of-year reports on templates provided by DOH.	December 31, 2023 June 30, 2024	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	emergencies or incidents. (For RERCs, this may include some or all the groups identified in #21.)			
9 All LHJs	Domain 2 Incident Management Capability 3 Emergency Operations Coordination - Training & Exercise Participate in at least one public health emergency preparedness, response, or recovery training provided or approved by DOH. Participation in a conference related to public health emergency preparedness, response, or recovery may be used to meet this requirement. Notes: <ul style="list-style-type: none"> • Prior approval from DOH is required for any out-of-state travel. • Participation in an activation, exercise or real-world event may be considered additional training, but does not take the place of the requirement to participate in at least one training as described above. • Participation in the optional trainings listed in #7 and/or the communication drill (#15) does not meet the requirement for this activity. 	Mid- and end-of-year reports on templates provided by DOH, including title, date(s), sponsor of the training or conference, and summary of what you learned.	December 31, 2023 June 30, 2024	
10 All LHJs	Domain 2 Incident Management Capability 3 Emergency Operations Coordination - Training & Exercise 10.1 Review LHJ public health preparedness and response capabilities and identify gaps, priorities, and training needs. 10.2 Complete Integrated Preparedness Planning Workshop (IPPW) Workbook. 10.3 Participate in Integrated Preparedness Planning Workshop (IPPW). The Workshop is planned for February 2024.	10.2 IPPW Workbook 10.3 Participation in IPPW. End-of-year report on template provided by DOH.	10.2 December 31, 2023 10.3 As requested by DOH. June 30, 2024	
11 All LHJs	Domain 2 Incident Management Capability 3 Emergency Operations Coordination <ul style="list-style-type: none"> • Provide immediate notification to DOH Duty Officer at 360-888-0838 or hanalert@doh.wa.gov for all response 	Mid- and end-of-year reports on template provided by DOH.	December 31, 2023 June 30, 2024	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>incidents involving use of emergency response plans and/or incident command structures.</p> <ul style="list-style-type: none"> Produce and provide situation reports (sitreps) documenting LHM activity during all incidents. Sitrep may be developed by the LHM or another jurisdiction that includes input from LHM. 			
<p>12 All LHJs</p>	<p>Domain 2 Incident Management Capability 3 Emergency Operations Coordination</p> <p>After a locally affected Emergency Support Function (ESF)-8 related incident or ESF-8 related exercise, participate in After Action Review and an After Action Report, including an Improvement Plan.</p> <p>Notes:</p> <ul style="list-style-type: none"> Follow Homeland Security Exercise and Evaluation Program (HSEEP) guidelines for process and documentation. Include list of organizations that participated in the After Action Review. 	<p>Mid- and end-of-year reports on template provided by DOH.</p> <p>After Action Report(s)/Improvement Plan(s)</p>	<p>December 31, 2023 June 30, 2024</p>	
<p>13 All LHJs, unless completed previously.</p>	<p>Domain 2 Incident Management Capability 3 Emergency Operations Coordination</p> <p>If not, completed and submitted in previous reporting period, develop and/or update a county COVID-19 Improvement Plan, including progress tracking and estimated dates of completion.</p> <p>If not, completed and submitted in previous reporting period, coordinate or participate in a county Emergency Support Function (ESF) 8 AAR for COVID-19. Participants include, but not limited to:</p> <ul style="list-style-type: none"> Local Health Officer Public Health Official(s) Emergency Manager Regional Health Care Coalition Local and regional hospitals, if in your county Federally Qualified Health Center(s), if in your county 	<p>Mid-year report on template provided by DOH.</p> <p>County COVID-19 Improvement Plan, unless submitted previously.</p> <p>County ESF-8 AAR for COVID-19, unless submitted previously.</p>	<p>December 31, 2023</p>	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> • Accountable Community of Health • Emergency Medical Services Medical Program Director • County Coroner or Medical Examiner Notes: <ul style="list-style-type: none"> • Follow Homeland Security Exercise and Evaluation Program (HSEEP) guidelines for process and documentation. • Include name, title, and organization of each participant in documentation (AAR). • Outreach may need to be conducted to gather input from entities not able to participate in an AAR meeting. 			
14 All LHJs	Domain 3 Information Management Capability 4 Emergency Public Information and Warning - Communication Participate in Monthly Public Health Communicator Call/Webinar by joining call/webinar and/or following information on the public health communicator online collaborative workspace (for example, Basecamp).	Mid- and end-of-year reports on templates provided by DOH.	December 31, 2023 June 30, 2024	
15 All LHJs	Domain 3 Information Management Capability 4 Emergency Public Information and Warning - Communication Participate in at least one risk communication drill offered by DOH between July 1, 2023, and June 30, 2024. Conduct a hot wash evaluating LHJ participation in the drill. Notes: <ul style="list-style-type: none"> • DOH will offer one July 1 – December 31, 2023, and one drill between January 31 – June 30, 2024. • Drill will occur via webinar, phone, and email. • Identifying and implementing communication strategies in real-world incidents will satisfy need to participate in drill. Conduct a hot wash or After-Action Review (AAR) evaluating LHJ participation in communication strategies during the incident. 	Hot wash If you participated in a real-world incident, submit hotwash or AAR. If the real-world event is ongoing, submit hotwash or AAR, or brief summary of communication activities and one sample of communication with report.	December 31, 2023 June 30, 2024	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> If the real-world incident response is ongoing, LHJ may conduct a hot wash or AAR evaluating communication strategies to date or include a summary of communication activities and one sample of communication in mid-year or end-of year report. 			
<p>16</p> <p>All LHJs</p>	<p>Domain 3 Information Management Capability 6 Information Sharing</p> <p>Maintain Washington Secure Electronic Communications, Urgent Response and Exchange System (WASECURES) as primary notification system.</p> <p>Participate in DOH-led notification drills.</p> <p>Conduct at least one LHJ drill using LHJ-preferred staff notification system.</p> <p>Notes:</p> <ul style="list-style-type: none"> Registered users must log in (or respond to an alert) quarterly at a minimum. DOH will provide technical assistance to LHJs on using WASECURES. LHJ may choose to use another notification system <u>in addition to</u> WASECURES to alert staff during incidents. 	<p>Mid- and end-of-year reports on template provided by DOH.</p>	<p>December 31, 2023 June 30, 2024</p>	
<p>17</p> <p>All LHJs</p>	<p>Domain 3 Information Management Capability 6 Information Sharing</p> <p>Provide Essential Elements of Information (EIs) during incident response upon request from DOH.</p> <p>Note: DOH will request specific data elements from the LHJ during an incident response, as needed to inform decision making by DOH and state leaders, as well as federal partners when requested.</p>	<p>Mid- and end-of-year reports on template provided by DOH.</p>	<p>December 31, 2023 June 30, 2024</p>	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
<p>18</p> <p>All LHJs</p> <p>RERCs additional activity</p> <p>Note for CRI LHJs</p>	<p>Domain 4 Countermeasures and Mitigation Capability 8 Medical Countermeasures Dispensing Capability 9 Medical Countermeasures Management and Distribution</p> <p>Update and maintain Medical Countermeasure (MCM) Plans for LHJ and/or PHEP Region.</p> <p>RERCs – Gather input and provide technical assistance to LERCs in PHEP region, as needed.</p> <p>MCM plans include:</p> <ul style="list-style-type: none"> • Number of local points of dispensing (PODs). • Number of local PODs for which a point-to-point distribution plan from local distribution site to dispensing site has been jointly confirmed by LHJ and POD operator (for example, nursing home, local agency, public POD, and independent pharmacy). <p>Notes:</p> <ul style="list-style-type: none"> • DOH will provide technical assistance to LHJs on core elements of an MCM plan, including hosting MCM planning sessions. • LHJs are not required to maintain a hub. LHJs may partner with other organizations to centralize distribution. If LHJs opt to maintain a hub, this should be included in the MCM plan. • CRI LHJs – See also CRI Task #3. 	<p>Mid- and end-of-year reports on template provided by DOH.</p> <p>Updated MCM plan.</p>	<p>December 31, 2023 June 30, 2024</p> <p>June 30, 2024</p>	
<p>19</p> <p>All LHJs</p>	<p>Domain 4 Countermeasures and Mitigation Capability 11 Non-Pharmaceutical Interventions</p> <p>Update public health emergency preparedness plan to include capability to isolate or quarantine people suspected of, or confirmed to have an infectious disease, who cannot isolate or quarantine safely within the confines of their current living arrangements.</p> <p>Note: This can be accomplished with Memorandums of Understanding (MOUs) or agreements with neighboring jurisdictions for a regionalized approach to ease potential funding and/or staffing constraints.</p>	<p>Mid- and end-of-year reports on template provided by DOH, including progress on updating plan (meetings, draft, etc.).</p>	<p>December 31, 2023 June 30, 2024</p>	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
<p>20</p> <p>All LHJs</p>	<p>Domain 5 Surge Management Capability 10 Medical Surge</p> <p>Engagement with regional Health Care Coalition (HCC) or Healthcare Alliance:</p> <ul style="list-style-type: none"> • Northwest Healthcare Response Network (Network) • Regional Emergency and Disaster (REDi) Healthcare Coalition • Healthcare Alliance (Alliance) <p>During each reporting period (see notes below), participate in one or more of the following activities:</p> <ul style="list-style-type: none"> • Meetings - Communication <ul style="list-style-type: none"> ○ Regional meeting, in person or virtually. ○ Subgroup (catchment area, committee, district, etc. (meeting in person or virtually) ○ Discussions pertaining to ESF8 and HCC or Alliance roles and responsibilities. ○ Development of Disaster Clinical Advisory Committee (DCAC) meetings. May include identifying local clinical participants, attending meetings via webinar and reviewing planning efforts. • Planning <ul style="list-style-type: none"> ○ Planning process to inform on the roles and responsibilities of public health, including reviewing HCC or Alliance plans for alignment with local ESF8 plans. • Drills and Exercises <ul style="list-style-type: none"> ○ Drill or exercise, including redundant communications, WATrac, Medical Response Surge Exercise (MRSE), or other drills and exercises to support planning and response efforts. • Response <ul style="list-style-type: none"> ○ Information sharing process during incidents. ○ Coordination with HCC or Alliance during responses involving healthcare organizations within your jurisdiction. <p>Notes:</p> <ul style="list-style-type: none"> • Reporting periods are July 1 – December 31, 2023, and January 1 – June 30, 2024 	<p>Briefly describe engagement in mid- and end-of-year reports on template provided by DOH.</p>	<p>December 31, 2023 June 30, 2024</p>	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> • LHJs in HCC or Alliance regions: <ul style="list-style-type: none"> ○ Alliance: Clark, Cowlitz, Klickitat, Skamania and Wahkiakum. ○ Network: Clallam, Grays Harbor, Island, Jefferson, Kitsap, Lewis, Mason, Pacific, San Juan, Seattle-King, Skagit, Snohomish, Tacoma-Pierce, Thurston, and Whatcom. ○ REDi: Adams, Asotin, Benton-Franklin, Chelan-Douglas, Columbia, Garfield, Grant, Kittitas, Lincoln, NE Tri, Okanogan, Spokane, Walla Walla, Whitman, and Yakima. 			
Activities #21 – 27 are for LHJs with Regional Emergency Response Coordinators (RERCs): Benton-Franklin, Chelan-Douglas, Clark, Kitsap, Tacoma-Pierce, Thurston, Seattle-King, Snohomish, and Spokane.				
21 RERCs for their LHJ	<p>Domain 1 Community Resilience Capability 1 Community Preparedness – Disproportionately Impacted Populations</p> <p>Update and maintain LHJ plan(s) to mitigate barriers and other issues facing populations at risk of experiencing disproportionate impacts of public health emergencies or incidents.</p> <ul style="list-style-type: none"> • Identify populations in the LHJ at risk of experiencing disproportionate impacts of public health emergencies or incidents. Populations may include race/ethnicity, disability, age, geography, and other factors appropriate for LHJ. • Use Washington Tracking Network to identify social vulnerability to hazards - Information by Location Washington Tracking Network (WTN). • Develop or update an LHJ engagement plan that outlines how you will engage directly with the populations identified above before, during and after an emergency or incident. • With the identified populations in the LHJ, describe the populations, and identify barriers and other issues they may face before, during and after an emergency or incident. 	<p>Mid- and end-of-year reports on templates provided by DOH.</p> <p>Plans available upon request.</p>	<p>December 31, 2023 June 30, 2024</p>	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> Develop or update a document (procedure, checklist, job action sheet, or other) that describes LHJ plans to mitigate barriers and other issues identified before, during and after an emergency or incident. 			
22 RERCs for their LHJ	Domain 2 Incident Management Capability 3 Emergency Operations Coordination Participate in one or more exercises or real-world incidents testing each of the following: <ul style="list-style-type: none"> The process for requesting and receiving resource support. The process for gaining, maintaining, and sharing situational awareness of, as applicable: <ul style="list-style-type: none"> The functionality of critical public health operations The functionality of critical healthcare facilities and the services they provide. The functionality of critical infrastructure serving public health and healthcare facilities (roads, water, sewer, power, communications) Number of disease cases Number of fatalities attributed to an incident. Development of an ESF#8 situation report, or compilation of situational awareness information to be included in a County situation report Emergency Operations Center (EOC) or Incident Command System (ICS) activation <p>Note: The communication drill (#15) does not meet the requirement for this activity.</p>	Mid- and end-of-year reports on template provided by DOH.	December 31, 2023 June 30, 2024	
23 RERCs for their PHEP region	Domain 3 Information Management Capability 6 Information Sharing Participate in quarterly DOH-led WASECURES Users Group. Provide technical assistance to LHJs in PHEP region as needed. (Except Seattle-King and Tacoma-Pierce, for these LHJs, the LHJ is the PHEP region.)	Mid- and end-of-year reports on template provided by DOH.	December 31, 2023 June 30, 2024	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
24 RERCs for their LHJs	Domain 4 Countermeasures and Mitigation Capability 11 Non-Pharmaceutical Interventions Update and maintain logistical support plans for individuals placed into isolation or quarantine (this need not include identification of quarantine facilities). Notes: <ul style="list-style-type: none"> • Plans must meet requirements defined in Washington Administrative Code (WAC) 246-100-045. • LHJ may also conduct a drill or tabletop exercise to exercise plans. 	Mid- and end-of-year reports on template provided by DOH. Plans available upon request.	December 31, 2023 June 30, 2024	
25 RERCs for their LHJs	Domain 4 Countermeasures and Mitigation Capability 14 Responder Safety and Health Develop and/or update Responder Safety and Health Plan describing how the safety and health of LHJ responders will be attended to during emergencies.	Mid- and end-of-year reports on templates provided by DOH. Plan available upon request.	December 31, 2023 June 30, 2024	
26 RERCs for their LHJ	Domain 5 Surge Management Capability 10 Medical Surge Develop and maintain agreements with facilities that could serve as an Alternate Care Facility (ACF) or a Federal Medical Station (FMS).	Mid- and end-of-year reports on templates provided by DOH. Agreements available upon request.	December 31, 2023 June 30, 2024	
27 RERCs for their LHJ	Domain 5 Surge Management Capability 10 Medical Surge Develop and maintain specific vendor lists for logistical support services for Alternate Care Facilities (ACF) or Federal Medical Stations (FMS) operations including at a minimum: <ul style="list-style-type: none"> • Biohazard/Waste Management • Feeding • Laundry • Communications • Sanitation 	Mid- and end-of-year reports on templates provided by DOH. Lists available upon request.	December 31, 2023 June 30, 2024	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
Additional activities as requested by the LHJ:				
LHJ Request Kitsap 1	Provide information and warnings to community and response partners.	Mid- and end-of-year reports on templates provided by DOH.	December 31, 2023 June 30, 2024	
LHJ Request Kitsap 2	Provide consultation and grant support to Clallam and Jefferson Local Emergency Response Coordinators (LERCs) as requested. Provide consultation to DOH on behalf of Region 2 as requested.	Mid- and end-of-year reports on templates provided by DOH.	December 31, 2023 June 30, 2024	
LHJ Request Kitsap 3	3.1 Compile regional data on notifiable conditions and issues of public health concern. These data are posted and updated regularly on the Kitsap, Clallam, and Jefferson LHJ websites. 3.2 Compile and distribute data on Populations with Access and Functional Needs for Kitsap, Jefferson, and Clallam to support equitable emergency preparedness and response work.	Mid- and end-of-year reports on templates provided by DOH. Website screenshots available upon request.	December 31, 2023 June 30, 2024	
LHJ Request Kitsap 4	Coordinate and maintain a jointly shared Medical Reserve Corps (MRC) program with the Kitsap County Department of Emergency Management.	Mid- and end-of-year reports on templates provided by DOH.	December 31, 2023 June 30, 2024	
LHJ Request Kitsap 5	Participate in planning with Environmental Health partners and community stakeholders to support local emergency preparedness tasks.	Mid- and end-of-year reports on templates provided by DOH.	December 31, 2023 June 30, 2024	

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

Follow all Federal requirements for use of Federal funds:

Code of Federal Regulations (CFR), Title 2, Subtitle A, Chapter II, Part 200

Uniform Administrative Requirements, Cost Principle, and Audit Requirements for Federal Awards

[eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

The following expenses are not allowable with these funds:

- Clothing (except for vests to be worn during exercises or responses).
- Food or beverages.
- Incentives.
- Items to be given to community members (members of the public).
- Salaries at a rate more than Executive Level II (Federal Pay Scale).
- Vehicles (with preapproval, funds may be used to lease vehicles).

Preapproval from DOH is required to use these funds for:

- Contracting.
- Purchasing equipment. (Equipment is a tangible item with an original per-unit cost of \$5,000 or more.)
- Disposition of equipment with a current value of \$5,000 or more.
(Equipment is a tangible item with an original per-unit cost of \$5,000 or more.)
- Leasing vehicles.
- Out of state travel.

Note: Preapproval is no longer required for paying overtime.

See also DOH *A19 Documentation Matrix* for additional expenses that may require preapproval.

BILLING

All expenses on invoices must be related to statement of work tasks.

Submit invoices monthly on a signed A19 with backup documentation appropriate for risk level. DOH will provide A19 and risk level.

- If your invoice includes indirect costs, you must have an indirect rate cost agreement approved by DOH.
- If you have no expenses related to this contract for a month, let your DOH Primary Point of Contact know via email.
- Submit final billing within 60 days of the end of the contract period.

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

DOH Program Name or Title: Executive Office of Resiliency & Health Security-
WFD LHJ - 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 July 31, 2024

Statement of Work Purpose: The purpose of this statement of work is to provide funding to establish, expand, train, and sustain the LHJ public health workforce to support jurisdictional COVID-19 prevention, preparedness, response, and recovery initiatives, in accordance with the CDC Crisis Response Cooperative Agreement: COVID-19 Public Health Workforce Development (WFD).

Note: Program does not expect to be able to extend funding beyond June 30, 2024. LHJs will not be provided a fund allocation. Program will review invoices and manage use of funds across all LHJs who want to access these funds. Timely invoicing of costs by LHJs to DOH is essential. The program also asks LHJs to inform DOH as soon as possible if they do not plan to invoice for any of these funds.

Revision Purpose: NA

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 CDC COVID-19 PHWFD-LHJ	3190621G	93.354	333.93.35	07/01/23	06/30/24	0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						0	0	0

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Submit names, position titles, email addresses and phone numbers of key LHJ staff responsible for this statement of work, including management, program staff, and accounting and/or financial staff.	Submit information by September 15, 2023, and any changes within 30 days of the change.	September 15, 2023 Within 30 days of the change.	Reimbursement for actual costs not to exceed total funding allocation amount.
2	Develop a plan to use these funds for one or more of the allowable costs listed below.	Implementation Plan	December 31, 2023, or sooner.	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	Submit plan to the DOH Program Contact for review and prior approval as soon as possible. We want to be sure your planned activities are allowable, and we will be able to reimburse you for the expenses.			
3	<p>Funding is intended to establish, expand, train, and sustain public health staff to support LHJ COVID-19 prevention, preparedness, response, and recovery initiatives.</p> <p>Funding can be used for permanent full-time and part-time staff, temporary or term-limited staff, fellows, interns, contractors, and contracted employees.</p> <p>Allowable costs include:</p> <ul style="list-style-type: none"> • Costs including, wages and benefits, related to recruiting, hiring, and training of new or existing public health staff. • Purchase of supplies and equipment to support the expanded and/or current workforce and any training related to the use of supplies and equipment. • Training and education (and related travel) for new and existing staff on topics such as incident management training, health equity issues, working with underserved populations, cultural competency, disease investigations, informatics or data management, or other needs identified by the LHJ. • Costs of contractors and contracted staff. <p>Notes:</p> <ul style="list-style-type: none"> • Preapproval from DOH is required to contract with these funds. • Preapproval is required for the purchase of equipment. (Equipment is a tangible item with an original per-unit cost of \$5,000 or more.) 	<p>Implementation Plan</p> <p>Data on form provided by DOH.</p>	<p>December 31, 2023, or sooner.</p> <p>January 10, 2024 July 10, 2024</p>	
4	<p>Data collection, as applicable, based on activities LHJ has completed during the reporting period.</p> <p>Data collection includes:</p> <ul style="list-style-type: none"> • Total new hires • Describe challenges or experiences that have impacted progress toward achieving set hiring goals. 	Data on form provided by DOH.	<p>January 10, 2024 July 10, 2024</p>	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> • Describe promising practices or activities that should be considered for sustained funding. • Explain your approach and mitigation plans to address challenges in meeting these hiring goals. • Health Equity – Identify metrics to address Diversity, Equity, and Inclusion (DEI) in hiring. • Administrative Support Staff – New Hires • Professional or Clinical Staff – New Hires • Disease Investigation Staff – New Hires • Program Management Staff – New Hires • Existing Staff budget for this funding. <p>Note: Reporting periods are July 1 – December 31, 2023, and January 1 – June 30, 2024.</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

Follow all Federal requirements for use of Federal funds:

Code of Federal Regulations (CFR), Title 2, Subtitle A, Chapter II, Part 200

Uniform Administrative Requirements, Cost Principle, and Audit Requirements for Federal Awards

[eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

The following expenses are not allowable with these funds:

- Clothing (except for vests to be worn during exercises or responses).
- Food or beverages.
- Incentives.
- Items to be given to community members (members of the public).
- Salaries at a rate more than Executive Level II (Federal Pay Scale).
- Vehicles (with preapproval, funds may be used to lease vehicles).

Preapproval from DOH is required to use these funds for:

- Contracting.
- Purchasing equipment. (Equipment is a tangible item with an original per-unit cost of \$5,000 or more.)
- Disposition of equipment with a current value of \$5,000 or more.
(Equipment is a tangible item with an original per-unit cost of \$5,000 or more.)
- Leasing vehicles.
- Out of state travel.

Note: Preapproval is no longer required for paying overtime.

See also DOH *A19 Documentation Matrix* for additional expenses that may require preapproval.

BILLING

All expenses on invoices must be related to statement of work tasks.

Submit invoices monthly on a signed A19 with backup documentation appropriate for risk level. DOH will provide A19 and risk level.

- If your invoice includes indirect costs, you must have an indirect rate cost agreement approved by DOH.
- If you have no expenses related to this contract for a month, let your DOH Primary Point of Contact know via email.
- Submit final billing within 60 days of the end of the contract period.

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

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
---	---	---

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: Adding SFY24 funds and additional activities

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date End Date		Current Allocation	Allocation Change Increase (+)	Total Allocation
FPHS-LOCAL HEALTH JURISDICTION	99210840	N/A	336.04.25	07/01/23	06/30/24	2,469,000	1,180,000	3,649,000
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						2,469,000	1,180,000	3,649,000

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	<i>Lifecourse - NEW SFY 24 Full Lifecourse Workforce Capacity – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details</i>	<i>See below in <u>Program Specific Requirements - Deliverables</u></i>	<i>See below in <u>Program Specific Requirements - Deliverables</u></i>	<i>\$687,000</i>
6	<i>CD - NEW SFY 24 Immunization Outreach, Education & Response – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details</i>	<i>See below in Program Specific Requirements - Deliverables</i>	<i>See below in Program Specific Requirements - Deliverables</i>	<i>\$225,000</i>
7	<i>EPH - NEW SFY 24 Fully fund Environmental Public Health Policy & Leadership Capacity – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details</i>	<i>See below in Program Specific Requirements - Deliverables</i>	<i>See below in Program Specific Requirements - Deliverables</i>	<i>\$150,000</i>
8	<i>FC - NEW SFY 24 Strengthening Local Finance Capacity – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details</i>	<i>See below in Program Specific Requirements - Deliverables</i>	<i>See below in Program Specific Requirements - Deliverables</i>	<i>\$50,000</i>
9	<i>FC - NEW SFY 24 Public Health Communications – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details</i>	<i>See below in Program Specific Requirements - Deliverables</i>	<i>See below in Program Specific Requirements - Deliverables</i>	<i>\$200,000</i>
10	<i>Lifecourse - NEW SFY 24 Illicit Substance Use and Overdose Response – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details</i>	<i>See below in Program Specific Requirements - Deliverables</i>	<i>See below in Program Specific Requirements - Deliverables</i>	<i>\$150,000</i>
11	<i>EPR - NEW SFY 24 Emergency Preparedness & Response – Capacity and Capability – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details</i>	<i>See below in Program Specific Requirements - Deliverables</i>	<i>See below in Program Specific Requirements - Deliverables</i>	<i>\$205,000</i>
12	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
13	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
14	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
15	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
16	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
17	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
18	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 FPFS 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 FPFS funding on an annual basis and the FPFS Steering Committee allocates funds annually through the FPFS Concurrence Process for the State Fiscal Year (SFY): July - June.

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

Deliverables – FPFS funds are to be used to assure FPFS services statewide. The FPFS accountability process measures how funds are spent, along with changes in system capacity through the FPFS 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 FPFS Steering Committee via FPFS Support Staff.
2. FPFS Annual Assessment is due each July to report on the previous state fiscal year. Process and reporting template are provided by the FPFS Steering Committee via FPFS Support Staff. System results are published in the annual FPFS 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.~~

5. **Lifecourse - NEW SFY 24 Full Lifecourse 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, 562.70, and/or 562.80

6. **CD - NEW SFY 24 Immunization Outreach, Education & Response (FPHS definition C.3)**

Promote immunization education and use of the statewide immunization registry through evidence-based strategies. Funding can also be used to support vaccine-preventable disease response. BARS expenditure codes: 562.21 and/or 562.27

7. **EPH - NEW SFY 24 Fully fund Environmental Public Health Policy & Leadership Capacity (FPHS definitions B.2, A.C, J.1-3, K.1-2, L.1)**

These funds are to be used for staffing costs for environmental health responsibilities and functions (that are not directly fee-based) within leadership, policy development, foundational public health services implementation, evaluation, or administration, including (but not limited to) Environmental Health Directors. Examples of funded roles include work relating to general policy, statewide and/or system-wide, and/or cross-jurisdictional work, legislation, and rulemaking, SBOH engagement, leadership support and/or development, workforce development, leadership within health equity, climate, and environmental justice. Use BARS expenditure codes: 562.14, 562.40 – 562.53

8. **FC - NEW SFY 24 Strengthening Local Finance Capacity (FPHS definitions L.2-4, L.6, L.8)**

Capacity and infrastructure to assure fiscal management and contract and procurement policies and procedures are effectively implemented to support programs and services. Use BARS expenditure codes: 526.16

9. **FC - NEW SFY 24 Public Health Communications (FPHS definitions I.1-2)**
Capacity to enhance the frequency, accuracy, and accessibility of public health communications to diverse populations via various media to support programs and services. Use BARS expenditure codes: 526.13
10. **Lifecourse - NEW SFY 24 Illicit Substance Use and Overdose Response (FPHS definitions D.1-2, D.4, F.1-3, G.1-3, I.1-2, J.1-J.3, K.1-2)**
Capacity and infrastructure related to addressing overdose crisis. This includes but is not limited to: Overdose response trainings, convening stakeholders or coordination groups, data analysis, and community education. Use BARS expenditure codes: 562.13, 562.14, 562.15, 562.60, 562.70, 562.80
11. **EPR - NEW SFY 24 Emergency Preparedness & Response – Capacity and Capability (FPHS definitions H. 1-4)**
Capacity and infrastructure to support and enhance the local delivery of FPHS Emergency Preparedness and Response services and activities across critical subject matter areas. Use BARS expenditure codes: 562.12

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

12. **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.
13. **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.
14. **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.
15. **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.
16. **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:

17. **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.

18. **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: HIV Client Services-HOPWA - Effective July 1, 2022

Local Health Jurisdiction Name: Kitsap Public Health District

Contract Number: CLH31014

SOW Type: Revision **Revision # (for this SOW)** 2

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
---	--	---

Period of Performance: October 1, 2022 through August 31, 2023

Statement of Work Purpose: The purpose of this statement of work is to provide funding to help the housing needs of persons with human immunodeficiency virus/acquired immune deficiency syndrome (HIV/AIDS) or related diseases and their families.

Revision Purpose: The purpose of this revision is to extend the period of performance and FFY22 funding from June 30, 2023 to August 31, 2023 and add funding to 12660222 (\$500 admin, \$8,000 to STRMU and \$14,500 to TBRA).

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			
FFY21 HOUSING-PEOPLE W/AIDS FORMULA	12660221	14.241	333.14.24	07/01/22	06/30/23	27,229	0	27,229
FFY22 HOUSING-PEOPLE W/AIDS FORMULA HUD	12660222	14.251	333.14.24	10/01/22	08/31/23	103,989	23,000	126,989
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						131,218	23,000	154,218

Task #	Activity	Deliverables/Outcomes	Due Date/ Time Frame	Payment Information and/or Amount
1	<p>Provide funding to help the housing needs of persons with HIV/AIDS or related diseases and their families.</p> <p>The outcome of this performance-based grant is safe, affordable and stable housing for the clients of the Housing Opportunities for Persons with AIDS (HOPWA) Program.</p> <p>Services are restricted to households with at least one person who has HIV/AIDS</p>	<p>-Perform prompt housing inspections.</p> <p>-Make prompt rent and deposit payments to landlords and make utility payments to utility companies.</p> <p>-Develop housing plans for clients receiving housing assistance [Short-Term Rent, Mortgage and Utility (STRMU), Tenant-Based Rental Assistance (TBRA), and Facility Based Housing] and update housing plans at least annually.</p> <p>-Provide or refer eligible clients to supportive services and permanent housing placement when appropriate.</p> <p>-Prepare and submit monthly invoice vouchers by the 25th of the month following provision of services, except in July, when it is due on the 10th of the month.</p>	<p>Required reports are to be submitted in a timely manner.</p> <p>DOH may delay payment until the reports are received or recapture unclaimed funds.</p>	<p>MI 12660221 (effective 7/1/22) Administrative: \$1,781.29</p> <p>Support Services: \$1,132.88</p> <p>STRMU: \$6,730.17</p>

Task #	Activity	Deliverables/Outcomes	Due Date/ Time Frame	Payment Information and/or Amount
	and whose total household income is less than 80% of the Area Median Income (AMI) as defined by Housing and Urban Development (HUD).	-Submission of Consolidated Annual Performance Report (CAPER) by August 10. -Submission of Monitor responses by the due date requested.		Tenant Based Rental Assistance: \$17,583.97 TOTAL: \$27,228.31 MI 12660222 (effective 10/1/22) Administrative: \$7,302.71 \$6,802.71 Support Services: \$3,867.12 STRMU: \$27,519.83 \$19,519.83 Tenant Based Rental Assistance: \$88,300.03 \$73,800.03 TOTAL: \$126,989.69 \$103,989.69

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)

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

The outcome of this performance-based grant is safe, affordable and stable housing for the clients of the HOPWA Program. LHJ shall provide the following inputs:

- Staff who provide services described in this Statement of Work (SOW)

Compensation and Payment:

- The LHJ shall submit all claims for payment for costs due and payable under this SOW and incurred during this period by **September 25, 2023, July 31, 2023**. DOH will pay belated claims at its discretion, contingent upon the availability of funds.

- ii) The LHJ agrees to reimburse DOH for expenditures billed to 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 Awards.
- iii) **Submission of Invoice Vouchers** – On a monthly basis, the CONTRACTOR shall submit correct A19-1A invoice vouchers amounts billable to DOH under this statement of work. **All A19-1A invoice vouchers must be submitted by the 25th of the following month.**
 - (1) The LHJ shall use and adhere to the DOH Infectious Disease Reimbursement Guidelines and Forms when submitting A19 invoice voucher requests to DOH.
- iv) **Advance Payments Prohibited** Funds are “cost reimbursement” funds. DOH will not make payment in advance or in anticipation of services or supplies provided under this agreement. This includes payments of “one-twelfth” of the current fiscal year’s funding.
E-mail invoices to: ID.Operations@doh.wa.gov
Payment to LHJ: The LHJ will be reimbursed the amount for payments listed on the monthly invoice voucher upon receipt and approval of the required reports submitted by the due dates listed.

Contract Modifications:

- (1) **Notice of Change in Services** – LHJ shall notify DOH program staff, within 45 days, if any situations arise that may impede provision of the services contained in this Statement of Work. DOH and LHJ will agree to strategies for resolving any shortfalls. DOH retains the right to withhold funds in the event of noncompliance.
- (2) **Contract Amendments – Effective Date** – LHJ shall not begin providing the services authorized by a contract amendment until such time as LHJ has received a signed, fully executed copy of the contract amendment from DOH.

Confidentiality Requirements:

LHJ must preserve the confidentiality of the clients they serve pursuant to the Washington Administrative Code (WAC) and the Revised Code of Washington (RCW). Failure to maintain client confidentiality could result in civil or legal litigation against employees or agencies per the WAC and RCW.

Category One: Contractors that keep confidential and identifiable records including medical diagnosis and lab slips.

If your agency fits this definition, you must comply with federal and state requirements regarding the confidentiality of client records*. Proof of LHJ meeting these requirements may be requested during a site visit or audit. To meet the requirements LHJ must have the following in place:

- Clearly written agency policies regarding confidentiality and security of records;
- Appropriate physical and electronic security measures to prevent unauthorized disclosures;
- Signed statements of confidentiality and security for the staff member hired under this agreement who has access to sensitive information, either through access to files or through direct contact with clients. This statement will be on file at LHJ’s office and updated yearly; and
- Appropriate confidentiality training provided to the staff member hired under this agreement with records of attendance.

Technical assistance is available through the Washington State Department of Health.

* 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 STD 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.

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

DOH Program Name or Title: Maternal and Child Health Block Grant - 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	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: January 1, 2022 through September 30, 2024

Statement of Work Purpose: The purpose of this statement of work (SOW) is to support local interventions that impact the target population of the Maternal and Child Health Block Grant.

Revision Purpose: The purpose of this revision is to move \$27,563 from FFY23 HRSA MCHBG LHJ Contracts to FFY22 HRSA MCHBG Special Projects and add an additional \$10,000 in funding for the period ending September 30, 2023. It is also to provide additional funding, add activities and deliverable due dates, and extend the period of performance and funding period from September 30, 2023 to September 30, 2024 for continuation of MCHBG related activities, and update 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			
FFY22 MCHBG LHJ CONTRACTS	78101221	93.994	333.93.99	01/01/22	09/30/22	134,581	0	134,581
FFY23 HRSA MCHBG LHJ CONTRACTS	78101231	93.994	333.93.99	10/01/22	09/30/23	159,854	-27,563	132,291
FFY22 HRSA MCHBG SPECIAL PROJECTS	7811022A	93.994	333.93.99	07/01/23	09/30/23	0	37,563	37,563
FFY24 HRSA MCHBG LHJ CONTRACTS	78101241	93.994	333.93.99	10/01/23	09/30/24	0	159,854	159,854
						0	0	0
						0	0	0
TOTALS						294,435	169,854	464,289

Task #	Activity	Deliverables/Outcomes	Due Date/ Time Frame	Payment Information and/or Amount
Maternal and Child Health Block Grant (MCHBG) Administration				
1a	Report actual expenditures for the six-month period October 1, 2021 through March 31, 2022	Submit actual expenditures using the MCHBG Budget Workbook to DOH contract manager	May 27, 2022	Reimbursement for actual costs, not to exceed total funding consideration. Action Plan and Progress Monthly Reports must only reflect activities paid for with funds provided in this statement of work for the specified funding period.
1b	Develop 2022-2023 MCHBG Budget Workbook for October 1, 2022 through September 30, 2023 using DOH provided template.	Submit MCHBG Budget Workbook to DOH contract manager	September 9, 2022	
1c	Participate in DOH sponsored MCHBG fall regional meeting.	Designated LHJ staff will attend regional meeting.	September 30, 2023	

Task #	Activity	Deliverables/Outcomes	Due Date/ Time Frame	Payment Information and/or Amount
1d	Report actual expenditures for October 1, 2021 through September 30, 2022.	Submit actual expenditures using the MCHBG Budget Workbook to DOH contract manager.	December 2, 2022	See Program Specific Requirements and Special Billing Requirements.
1e	Develop 2022-2023 MCHBG Budget Workbook for October 1, 2022 through September 30, 2023 using DOH provided template.	Submit MCHBG Budget Workbook to DOH contract manager.	September 9, 2022	
1f	Report actual expenditures for the six-month period from October 1, 2022 through March 31, 2023.	Submit actual expenditures using the MCHBG Budget Workbook to DOH contract manager.	May 19, 2023	
<i>1g</i>	<i>Report actual expenditures for October 1, 2022 through September 30, 2023.</i>	<i>Submit actual expenditures using the MCHBG Budget Workbook to DOH contract manager.</i>	<i>December 1, 2023</i>	
<i>1h</i>	<i>Develop 2023-2024 MCHBG Budget Workbook for October 1, 2023 through September 30, 2024 using DOH provided template.</i>	<i>Submit MCHBG Budget Workbook to DOH contract manager.</i>	<i>September 8, 2023</i>	
<i>1i</i>	<i>Report actual expenditures for the six-month period from October 1, 2023 through March 31, 2024.</i>	<i>Submit actual expenditures using the MCHBG Budget Workbook to DOH contract manager.</i>	<i>May 17, 2024</i>	
Implementation				
2a	Report activities and outcomes of 2022 MCHBG Action Plan using DOH- provided template.	Submit quarterly Action Plan reports to DOH Contract manager.	January 15, 2022 April 15, 2022 July 15, 2022	Reimbursement for actual costs, not to exceed total funding consideration. Action Plan and Progress-Monthly Reports must only reflect activities paid for with funds provided in this statement of work for the specified funding period. See Program Specific Requirements and Special Billing Requirements.
2b	Develop 2022-2023 MCHBG Action Plan for October 1, 2022 through September 30, 2023 using DOH-provided template.	Submit MCHBG Action Plan to DOH contract manager.	Draft August 19, 2022 Final- September 9, 2022	
2c	Report activities and outcomes of 2023 MCHBG Action Plan using DOH- provided template.	Submit monthly Action Plan reports to DOH Contract manager.	July-Sept 2022 quarterly report due October 15, 2022 November 15, 2022 December 15, 2022 January 15, 2023 February 15, 2023 March 15, 2023 April 15, 2023 May 15, 2023 June 15, 2023 July 15, 2023 August 15, 2023 September 15, 2023	

Task #	Activity	Deliverables/Outcomes	Due Date/ Time Frame	Payment Information and/or Amount
2d	Develop 2023-2024 MCHBG Action Plan for October 1, 2023 through September 30, 2024 using DOH-provided template.	Submit MCHBG Action Plan to DOH contract manager.	Draft- August 18, 2023 Final- September 8, 2023	
<i>2e</i>	<i>Report activities and outcomes of 2023-24 MCHBG-funded work using DOH-provided reporting template.</i>	<i>Submit monthly reports to DOH contract manager.</i>	<i>September report due October 15, 2023 November 15, 2023 December 15, 2023 January 15, 2024 February 15, 2024 March 15, 2024 April 15, 2024 May 15, 2024 June 15, 2024 July 15, 2024 August 15, 2024 September 15, 2024</i>	
<i>2f</i>	<i>Develop 2024-2025 MCHBG reporting document for October 1, 2024 through September 30, 2025 using DOH-provided template.</i>	<i>Submit MCHBG reporting document to DOH contract manager.</i>	<i>Draft- August 16, 2024 Final- September 6, 2024</i>	
<i>2g</i>	<i>Support statewide roll-out of Universal Developmental Screening Strong Start system as requested by DOH.</i>	<i>Submit updates as part of monthly reporting document as requested by DOH.</i>	<i>September 30, 2024</i>	
<i>2h</i>	<i>Determine how processes and programs can become more equitable, as a foundation of your MCHBG work.</i>	<i>Describe in your activities within each Domain of the monthly report how you are intentionally focused on equity in your work.</i>	<i>November 15, 2023 December 15, 2023 January 15, 2024 February 15, 2024 March 15, 2024 April 15, 2024 May 15, 2024 June 15, 2024 July 15, 2024 August 15, 2024 September 15, 2024</i>	
Children and Youth with Special Health Care Needs (CYSHCN)				
3a	Complete Child Health Intake Form (CHIF) using the CHIF Automated System on all infants and children served by the CYSHCN Program as referenced in CYSHCN Program guidance.	Submit CHIF data into Secure Access Washington website: https://secureaccess.wa.gov	January 15, 2022 April 15, 2022 July 15, 2022	Reimbursement for actual costs, not to exceed total funding consideration. Action Plan and Progress-Monthly Reports must

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
3b	Identify unmet needs for CYSHCN on Medicaid and refer to DOH CYSHCN Program for approval to access Diagnostic and Treatment funds to meet the need.	Submit completed Health Services Authorization forms and Central Treatment Fund requests directly to the CYSHCN Program as needed.	30 days after forms are completed.	only reflect activities paid for with funds provided in this statement of work for the specified funding period. See Program Specific Requirements and Special Billing Requirements.
3c	Work with partners to share updated local CYSHCN resources with Within Reach / Help Me Grow (HMG).	Review resources for your local area on ParentHelp123.org annually for accuracy and submit any updates to Within Reach.	September 30, 2022	
3d	Complete intake and renewal, per reporting guidance supplied by DOH, on all infants and children served by the CYSHCN Program as referenced in CYSHCN Program guidance.	Submit data to DOH per CYSHCN Program guidance.	October 15, 2022 January 15, 2023 April 15, 2023 July 15, 2023	
3e	Identify unmet needs for CYSHCN on Medicaid and refer to DOH CYSHCN Program for approval to access Diagnostic and Treatment funds as needed.	Submit completed Health Services Authorization forms and Central Treatment Fund requests directly to the CYSHCN Program as needed.	30 days after forms are completed.	
3f	Work with partners to share updated local CYSHCN resources with Within Reach / Help Me Grow (HMG).	Review resources for your local area on ParentHelp123.org annually for accuracy and submit any updates to Within Reach.	September 30, 2023	
3g	<i>Complete intake and renewal, per reporting guidance supplied by DOH, on all infants and children served by the CYSHCN Program as referenced in CYSHCN Program guidance.</i>	<i>Submit data to DOH per CYSHCN Program guidance.</i>	<i>October 15, 2023 January 15, 2024 April 15, 2024 July 15, 2024</i>	
3h	<i>Identify unmet needs for CYSHCN on Medicaid and refer to DOH CYSHCN Program for approval to access Diagnostic and Treatment funds as needed.</i>	<i>Submit completed Health Services Authorization forms and Central Treatment.</i>	<i>30 days after forms are completed.</i>	
3i	<i>Review your program's entry on ParentHelp123.org annually for accuracy.</i>	<i>Document in the Administrative box on your MCHBG report that you have updated information on your local CYSHCN program with Within Reach / Help Me Grow.</i>	<i>September 30, 2024</i>	
<i>MCHBG Assessment and Evaluation</i>				
4a	<i>As part of the 5-year MCHBG Needs Assessment, participate in activities developed and coordinated by DOH, as requested.</i>	<i>Submit documentation using guidance provided by DOH.</i>	<i>September 30, 2024</i>	<i>Reimbursement for actual costs, not to exceed total funding consideration. Monthly Reports must only reflect activities paid for with funds provided in this statement of work for the specified funding period. See Program Specific Requirements and Special Billing Requirements.</i>

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 subrecipient funding.)

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

All training costs and all travel expenses for such training (for example: per diem, hotel, registration fees) must be pre-approved, unless identified in pre-approved Budget Workbook. Submit a paragraph to your Community Consultant (*contract manager*) explaining why the training is **necessary** to implement a strategy in the approved work plan. Details should also include total cost of the training and a link to or brochure of the training. Retain a copy of the Community Consultant's approval in your records.

Program Manual, Handbook, Policy References:

Children and Youth with Special Health Care Needs Manual -

[Children and Youth with Special Health Care Needs Manual \(wa.gov\)](#)

<https://www.doh.wa.gov/ForPublicHealthandHealthcareProviders/PublicHealthSystemResourcesandServices/LocalHealthResourcesandTools/MaternalandChildHealthBlockGrant/ChildrenandYouthWithSpecialHealthCareNeeds>

Health Services Authorization (HSA) Form

<http://www.doh.wa.gov/Portals/1/Documents/Pubs/910-002-ApprovedHSA.docx>

Restrictions on Funds:

1. At least 30% of federal Title V funds must be used for preventive and primary care services for children and at least 30% must be used *for* services for children with special health care needs. [Social Security Law, Sec. 505(a)(3)].
2. Funds may not be used for:
 - a. Inpatient services, other than inpatient services for children with special health care needs or high-risk pregnant women and infants, and other patient services approved by Health Resources and Services Administration (HRSA).
 - b. Cash payments to intended recipients of health services.
 - c. The purchase or improvement of land, the purchase, construction, or permanent improvement of any building or other facility, or the purchase of major medical equipment.
 - d. Meeting other federal matching funds requirements.
 - e. Providing funds for research or training to any entity other than a public or nonprofit private entity.
 - f. Payment for any services furnished by a provider or entity who has been excluded under Title XVIII (Medicare), Title XIX (Medicaid), or Title XX (social services block grant). [Social Security Law, Sec 504(b)].
3. If any charges are imposed for the provision of health services using Title V (MCH Block Grant) funds, such charges will be pursuant to a public schedule of charges; will not be imposed with respect to services provided to low-income mothers or children; and will be adjusted to reflect the income, resources, and family size of the individual provided the services. [Social Security Law, Sec. 505 (1) (D)].

Monitoring Visits: Telephone calls with DOH contract manager as needed.

Billing Requirements: Payment is contingent upon DOH receipt and approval of all deliverables and an acceptable A19-1A invoice voucher. Payment to completely expend the “Total Consideration” for a specific funding period will not be processed until all deliverables are accepted and approved by DOH. Invoices must be submitted ~~monthly~~ ~~quarterly~~ by the 30th of each month following the ~~month~~ ~~quarter~~ in which the expenditures were incurred and must be based on actual allowable program costs. Billing for services on a monthly fraction of the “Total Consideration” will not be accepted or approved.

Special Instructions: Contact DOH contract manager for approval of expenses not reflected in approved budget workbook.

~~MCHBG funds may be expended on COVID-19 response activities that align with maternal and child health priorities. Examples may include:~~

- ~~● Providing support in educating the MCH population about COVID-19 through partnerships with other local agencies, medical providers, and health care organizations.~~
- ~~● Working closely with state and local emergency preparedness staff to assure that the needs of the MCH population are represented.~~
- ~~● Funding infrastructure that supports the response to COVID-19. For example, Public Health Nurses who are routinely supported through the Title V program may be able to be mobilized, using Title V funds or separate emergency funding, to support a call center or deliver health services.~~
- ~~● Partnering with parent networks and health care providers to provide accurate and reliable information to all families.~~
- ~~● Engaging community leaders, including faith-based leaders, to educate community members about strategies for preventing illness.~~

~~Restrictions listed above continue to apply.~~

**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)** 4

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

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

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 provide additional Sanitary Survey funding

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date End Date		Current Allocation	Allocation Change Increase (+)	Total Allocation
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	500	13,750
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	500	35,750

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~~ **\$32,750** 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~~ **26** 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: 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
---	--	---

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: The purpose of this revision is to increase the allocation by 10%

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	2,500	250	2,750
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						2,500	250	2,750

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

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 contract with local health to conduct activities to improve immunization coverage rates

Revision Purpose: The purpose of this revision is to increase the allocation by 10%

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	16,134	1,613	17,747
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						16,134	1,613	17,747

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.)

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-Regional Representatives - Effective July 1, 2023

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
---	--	---

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: The purpose of this revision is to increase the allocation by 10%

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	28,000	2,800	30,800
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						28,000	2,800	30,800

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>	a) Copy of project management plan (template will be provided) b) Enter all initial IQIP visit details into the IQIP Online Tool for each visit conducted. c) Enter IQIP follow-up visit details in the IQIP Online Tool for all follow-up. Complete and submit IQIP visit evaluation survey	a) Within five (5) business days of the IQIP Annual Training b) Within five (5) business days of visit c) Within five (5) business days of contact	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.)

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 LHI must have a Unique Entity Identifier (UEI) generated by SAM.gov.

Information about the LHI 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: 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)** 5

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		

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

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 add a Chart of Accounts Master Index Title and funding for the state tobacco prevention proviso account that was allocated by the legislators.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date End Date		Current Allocation	Allocation Change Increase (+)	Total Allocation
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	77410640	N/A	334.04.93	07/01/23	06/30/24	38,402	0	38,402
SFY24 DEDICATED CANNABIS ACCOUNT	77420640	N/A	334.04.93	07/01/23	06/30/24	247,509	0	247,509
SFY24 TOBACCO PREVENTION PROVISO	TBD	N/A	334.04.93	07/01/23	06/30/24	0	100,530	100,530
						0	0	0
TOTALS						814,786	100,530	915,316

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	

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

For MI Codes [77410893](#), [77410823](#), [77420823](#), [TBDYTVP](#), [TBDMJ](#), [TBDTPP](#) 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

- 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.
- 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). 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 15th of May for state funds and 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.

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.

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.

In ESSB 5187, Section 222 (67) - \$2,500,000 of the general fund—state appropriation for fiscal year 2024 and \$2,500,000 of the general fund—state appropriation for fiscal year 2025 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.

**Contract Amendment #2
Between
Kitsap Public Health District
And
Jefferson County Public Health**

Nurse Family Partnership

WHEREAS, Kitsap Public Health District (KPHD) (CONTRACTOR) and Jefferson County Public Health (JCPH) (COUNTY) entered into an agreement on July 1, 2021 for Professional Services and an Amendment #1 to that agreement on July 1, 2022 to share Nurse Family Partnership (NFP) staff, training, and supervision through the Department of Children Youth and Families (DCYF) Grant

WHEREAS, the parties desire to amend this agreement

IT IS AGREED BETWEEN BOTH PARTIES AS NAMED HEREIN AS FOLLOWS:

- 1.) This amendment shall extend the provisions of the Agreement beginning July 1, 2023 and will continue through June 30, 2024 unless terminated as provided by the Agreement
- 2.) Subcontractor's contract will be increased by \$191,868.00 in funding for services rendered during the term of July 1, 2023 through June 30, 2024 of DCYF funding.
- 3.) Performance pay may be awarded for meeting milestones set by DCYF. Contractor may receive performance payments upon completion of milestones and authorization from DCYF.
- 4.) Work performed between June 30, 2023 and the execution of this Agreement that is consistent with the provisions of this Agreement is hereby ratified.
- 5.) All other terms and conditions of the agreement will remain the same.

Dated this 26th **day of** June, 2023

(SIGNATURES FOLLOW ON THE NEXT PAGE)

JEFFERSON COUNTY WASHINGTON

Board of County Commissioners
Jefferson County, Washington

By: [Signature] 6/26/23
Greg Brotherton, Chair Date

By: [Signature] 6/26/23
Kate Dean, Commissioner Date

By: [Signature] 6/26/23
Heidi Eisenhour, Commissioner Date

SEAL:



ATTEST:

[Signature] 6/26/23
Carolyn Gallaway Date
Clerk of the Board

Approved as to form only:

[Signature] June 21, 2023
Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

KITSAP PUBLIC HEALTH DISTRICT

Keith Gellner, RS Administrator
Kitsap County, WA

By: _____
Signature

Name: _____

Title: _____

Date: _____



Agreement No. SWMLSWFA-2023-KitPHD-00173

SOLID WASTE MANAGEMENT LOCAL SOLID WASTE FINANCIAL ASSISTANCE AGREEMENT

BETWEEN

THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

KITSAP PUBLIC HEALTH DISTRICT

This is a binding Agreement entered into by and between the state of Washington, Department of Ecology, hereinafter referred to as “ECOLOGY,” and KITSAP PUBLIC HEALTH DISTRICT, hereinafter referred to as the “RECIPIENT,” to carry out with the provided funds activities described herein.

GENERAL INFORMATION

Project Title:	SWE Kitsap PHD
Total Cost:	\$640,000.00
Total Eligible Cost:	\$316,857.33
Ecology Share:	\$237,643.00
Recipient Share:	\$79,214.33
The Effective Date of this Agreement is:	07/01/2023
The Expiration Date of this Agreement is no later than:	06/30/2025
Project Type:	Solid Waste Enforcement

Project Short Description:

Kitsap Public Health District will spend \$316,857.33 to enforce solid waste codes and resolve 550 solid waste complaints.

Project Long Description:

See the Scope of Work section for more detailed information related to individual Tasks.

Overall Goal:

Provide regional solutions and intergovernmental cooperation; prevent or minimize environmental contamination through planning and project implementation; and comply with state and local solid and hazardous waste management plans and laws.

State of Washington Department of Ecology

Agreement No: SWMLSWFA-2023-KitPHD-00173

Project Title: SWE Kitsap PHD

Recipient Name: KITSAP PUBLIC HEALTH DISTRICT

RECIPIENT INFORMATION

Organization Name: KITSAP PUBLIC HEALTH DISTRICT

Federal Tax ID: 42-1689063

UEI Number: WKRDH6R95X88

Mailing Address: 345 6th St. Suite 300
Bremerton, Washington 98337

Physical Address: Norm Dicks Government Center
345 6th Street

Contacts

State of Washington Department of Ecology

Agreement No: SWMLSWFA-2023-KitPHD-00173

Project Title: SWE Kitsap PHD

Recipient Name: KITSAP PUBLIC HEALTH DISTRICT

Project Manager	Steve Brown Program Manager- Solid & Hazardous Waste Norm Dicks Government Center 345 6th Street Suite 300 Bremerton, Washington 98337 Email: steve.brown@kitsappublichealth.org Phone: (360) 728-2235
Billing Contact	Melissa Laird Finance Manager Norm Dicks Government Center 345 6th Street Suite 300 Bremerton, Washington 98337 Email: melissa.laird@kitsappublichealth.org Phone: (360) 728-2283
Authorized Signatory	Keith James Grellner Administrator 345 6th Street Suite 300 Bremerton, Washington 98337 Email: keith.grellner@kitsappublichealth.org Phone: (360) 728-2284

State of Washington Department of Ecology

Agreement No: SWMLSWFA-2023-KitPHD-00173

Project Title: SWE Kitsap PHD

Recipient Name: KITSAP PUBLIC HEALTH DISTRICT

ECOLOGY INFORMATION

Mailing Address: Department of Ecology
Solid Waste Management
PO BOX 47600
Olympia, WA 98504-7600

Physical Address: Solid Waste Management
300 Desmond Drive SE
Lacey, WA 98503

Contacts

Project Manager	Olivia Carros PO Box 330316 Shoreline, Washington 98133-9716 Email: ocar461@ecy.wa.gov Phone: (360) 995-3980
Financial Manager	Olivia Carros PO Box 330316 Shoreline, Washington 98133-9716 Email: ocar461@ecy.wa.gov Phone: (360) 995-3980

State of Washington Department of Ecology

Agreement No: SWMLSWFA-2023-KitPHD-00173

Project Title: SWE Kitsap PHD

Recipient Name: KITSAP PUBLIC HEALTH DISTRICT

AUTHORIZING SIGNATURES

RECIPIENT agrees to furnish the necessary personnel, equipment, materials, services, and otherwise do all things necessary for or incidental to the performance of work as set forth in this Agreement.

RECIPIENT acknowledges that they had the opportunity to review the entire Agreement, including all the terms and conditions of this Agreement, Scope of Work, attachments, and incorporated or referenced documents, as well as all applicable laws, statutes, rules, regulations, and guidelines mentioned in this Agreement. Furthermore, the RECIPIENT has read, understood, and accepts all requirements contained within this Agreement.

This Agreement contains the entire understanding between the parties, and there are no other understandings or representations other than as set forth, or incorporated by reference, herein.

No subsequent modifications or amendments to this agreement will be of any force or effect unless in writing, signed by authorized representatives of the RECIPIENT and ECOLOGY and made a part of this agreement. ECOLOGY and RECIPIENT may change their respective staff contacts without the concurrence of either party.

This Agreement shall be subject to the written approval of Ecology’s authorized representative and shall not be binding until so approved.

The signatories to this Agreement represent that they have the authority to execute this Agreement and bind their respective organizations to this Agreement.

Washington State
Department of Ecology

KITSAP PUBLIC HEALTH DISTRICT

By: _____

By: _____

Peter Lyon
Solid Waste Management
Acting Program Manager
Date

Keith James Grellner
Administrator
Date

Template Approved to Form by
Attorney General's Office

State of Washington Department of Ecology

Agreement No: SWMLSWFA-2023-KitPHD-00173

Project Title: SWE Kitsap PHD

Recipient Name: KITSAP PUBLIC HEALTH DISTRICT

SCOPE OF WORK

Task Number: 1 **Task Cost:** \$316,857.33

Task Title: Solid Waste Investigation, Assistance, Enforcement

Task Description:

The RECIPIENT has a long-standing program of responding to complaints about the improper management of solid and hazardous wastes and correcting violations in accordance with Kitsap County Board of Health (KCBOH) Ordinance 2010-1, Solid Waste Regulations. Activities include, but are not limited to, conducting site inspections, providing technical assistance and/or educational information to violators, issuing orders to correct, issuing civil infractions, and appearing in court as necessary.

RECIPIENT anticipates performing the following work under this activity:

- Investigate and resolve solid waste related complaints and concerns
- Offer technical assistance about solid waste regulations and how to prevent violations
- Provide public education about proper handling and disposal methods, and how to prevent violations
- Assist in the proper handling of abandoned or illegally stored junk or nuisance vehicles
- Enforce as necessary

Costs Eligible for Reimbursement

- Staff salaries and benefits, and indirect up to and including 30%
- Ordinance development necessary to comply with chapter 173-350 WAC
- Costs not listed here but pre-approved in writing by ECOLOGY

Costs Ineligible for Reimbursement

- Costs covered by solid waste facility fees for inspections, permit issuance or renewal
- Site clean-up costs including costs for removal, transportation, and disposal
- Overtime unless the individual spent 100% of their time on LSWFA activities in the core 40-hour work week
- Staff participation in trainings, workshops and or conferences not pre-approved in writing by ECOLOGY
- Costs of membership in civic, business, technical and or professional organizations not pre-approved in writing by ECOLOGY
- Costs not supported with required documentation

Task Goal Statement:

The goal of the task is to protect human health and the environment by preventing and correcting solid waste violations through technical assistance and education, compliance monitoring and enforcement when necessary.

Task Expected Outcome:

With the task budget, RECIPIENT estimates resolving 550 solid waste complaints.

State of Washington Department of Ecology

Agreement No: SWMLSWFA-2023-KitPHD-00173

Project Title: SWE Kitsap PHD

Recipient Name: KITSAP PUBLIC HEALTH DISTRICT

Recipient Task Coordinator: Steve Brown

Solid Waste Investigation, Assistance, Enforcement

Deliverables

Number	Description	Due Date
1.1	Task Expected Outcomes are the deliverables and achieved incrementally throughout the biennium.	

State of Washington Department of Ecology

Agreement No: SWMLSWFA-2023-KitPHD-00173

Project Title: SWE Kitsap PHD

Recipient Name: KITSAP PUBLIC HEALTH DISTRICT

BUDGET

Funding Distribution EG230400

***NOTE:** The above funding distribution number is used to identify this specific agreement and budget on payment remittances and may be referenced on other communications from ECOLOGY. Your agreement may have multiple funding distribution numbers to identify each budget.*

Funding Title: Kitsap Co PHD

Funding Type: Grant

Funding Effective Date: 07/01/2023

Funding Expiration Date: 06/30/2025

Funding Source:

Title: Model Toxics Control Operating Account (MTCOA)

Fund: FD

Type: State

Funding Source %: 100%

Description: Local Solid Waste Financial Assistance

Approved Indirect Costs Rate: Approved State Indirect Rate: 30%

Recipient Match %: 25%

InKind Interlocal Allowed: No

InKind Other Allowed: No

Is this Funding Distribution used to match a federal grant? No

Kitsap Co PHD	Task Total
Solid Waste Investigation, Assistance, Enforcement	\$ 316,857.33

Total: \$ 316,857.33

State of Washington Department of Ecology

Agreement No: SWMLSWFA-2023-KitPHD-00173

Project Title: SWE Kitsap PHD

Recipient Name: KITSAP PUBLIC HEALTH DISTRICT

Funding Distribution Summary**Recipient / Ecology Share**

Funding Distribution Name	Recipient Match %	Recipient Share	Ecology Share	Total
Kitsap Co PHD	25.00 %	\$ 79,214.33	\$ 237,643.00	\$ 316,857.33
Total		\$ 79,214.33	\$ 237,643.00	\$ 316,857.33

AGREEMENT SPECIFIC TERMS AND CONDITIONS

N/A

SPECIAL TERMS AND CONDITIONS

If the scope of this Agreement includes recycling activity managed or performed by the RECIPIENT at a recycling center (such as a transfer station or drop box location) or other locations, ECOLOGY will not reimburse disposal costs for materials collected or advertised as collected for recycling/reuse or marketed for recycling/reuse under this Agreement, unless approved in writing by ECOLOGY. RECIPIENT must immediately notify ECOLOGY when the RECIPIENT becomes aware that disposal of materials occurred or may occur due to the market conditions for recycled/reused materials. ECOLOGY may deny new costs or require repayment of costs already reimbursed or remove the task from the Agreement or terminate the Agreement.

ECOLOGY's Solid Waste Management (SWM) program will implement a reporting assessment for all RECIPIENTS of grants administered through the SWM program. The assessment determines the RECIPIENT reporting level required throughout the biennium. If RECIPIENT administrative performance or changes in project circumstances trigger a reassessment, RECIPIENT will be notified of any changes to administrative requirements.

RECIPIENT shall update the Spending Plan and Outcomes Data Collection form at least quarterly. The Spending Plan and Outcomes Data Collection form must be completed concurrent with the submittal of each Payment Request/Progress Report. RECIPIENT shall report outcomes in a manner consistent with instructions in the Local Solid Waste Financial Assistance guidelines.

RECIPIENT must submit within thirty (30) days after the expiration date of this Agreement, all financial (including payment requests), performance, and other reports required by this Agreement. ECOLOGY shall have the right to deny reimbursement of payment requests received after this date.

GENERAL FEDERAL CONDITIONS

If a portion or all of the funds for this agreement are provided through federal funding sources or this agreement is used to match a federal grant award, the following terms and conditions apply to you.

A. CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY**EXCLUSION:**

1. The RECIPIENT/CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for

State of Washington Department of Ecology

Agreement No: SWMLSWFA-2023-KitPHD-00173

Project Title: SWE Kitsap PHD

Recipient Name: KITSAP PUBLIC HEALTH DISTRICT

debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the RECIPIENT/CONTRACTOR is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.

2. The RECIPIENT/CONTRACTOR shall provide immediate written notice to ECOLOGY if at any time the RECIPIENT/CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
3. 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.
4. The RECIPIENT/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.
5. The RECIPIENT/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.
6. Pursuant to 2CFR180.330, the RECIPIENT/CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.
7. RECIPIENT/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.
8. RECIPIENT/CONTRACTOR agrees to keep proof in its agreement file, that it, and all lower tier recipients or contractors, are not suspended or debarred, and will make this proof available to ECOLOGY before requests for reimbursements will be approved for payment. RECIPIENT/CONTRACTOR must run a search in <http://www.sam.gov> and print a copy of completed searches to document proof of compliance.

B. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA) REPORTING REQUIREMENTS:

CONTRACTOR/RECIPIENT must complete the FFATA Data Collection Form (ECY 070-395) and return it with the signed agreement to ECOLOGY.

Any CONTRACTOR/RECIPIENT that meets each of the criteria below must report compensation for its five top executives using the FFATA Data Collection Form.

- Receives more than \$30,000 in federal funds under this award.
- Receives more than 80 percent of its annual gross revenues from federal funds.
- Receives more than \$25,000,000 in annual federal funds.

Ecology will not pay any invoices until it has received a completed and signed FFATA Data Collection Form. Ecology is required to report the FFATA information for federally funded agreements, including the required Unique Entity Identifier in www.sam.gov <http://www.sam.gov> within 30 days of agreement signature. The FFATA information will be available to the public at www.usaspending.gov <http://www.usaspending.gov>.

For more details on FFATA requirements, see www.fsr.gov <http://www.fsr.gov>.

State of Washington Department of Ecology

Agreement No: SWMLSWFA-2023-KitPHD-00173

Project Title: SWE Kitsap PHD

Recipient Name: KITSAP PUBLIC HEALTH DISTRICT

C. FEDERAL FUNDING PROHIBITION ON CERTAIN TELECOMMUNICATIONS OR VIDEO SURVEILLANCE SERVICES OR EQUIPMENT:

As required by 2 CFR 200.216, federal grant or loan recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

1. Procure or obtain;
2. Extend or renew a contract to procure or obtain; or
3. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment, video surveillance services or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](#) <<https://www.govinfo.gov/content/pkg/PLAW-115publ232/pdf/PLAW-115publ232.pdf>>, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

Recipients, subrecipients, and borrowers also may not use federal funds to purchase certain prohibited equipment, systems, or services, including equipment, systems, or services produced or provided by entities identified in section 889, are recorded in the [System for Award Management \(SAM\)](#) <<https://sam.gov/SAM/>> exclusion list.

State of Washington Department of Ecology

Agreement No: SWMLSWFA-2023-KitPHD-00173

Project Title: SWE Kitsap PHD

Recipient Name: KITSAP PUBLIC HEALTH DISTRICT

GENERAL TERMS AND CONDITIONS

Pertaining to Grant and Loan Agreements With the state of Washington, Department of Ecology

GENERAL TERMS AND CONDITIONS

For DEPARTMENT OF ECOLOGY GRANTS and LOANS

07/01/2023 Version

1. ADMINISTRATIVE REQUIREMENTS

- a) RECIPIENT shall follow the "Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition." (<https://fortress.wa.gov/ecy/publications/SummaryPages/2301002.html>)
- b) RECIPIENT shall complete all activities funded by this Agreement and be fully responsible for the proper management of all funds and resources made available under this Agreement.
- c) RECIPIENT agrees to take complete responsibility for all actions taken under this Agreement, including ensuring all subgrantees and contractors comply with the terms and conditions of this Agreement. ECOLOGY reserves the right to request proof of compliance by subgrantees and contractors.
- d) RECIPIENT's activities under this Agreement shall be subject to the review and approval by ECOLOGY for the extent and character of all work and services.

2. AMENDMENTS AND MODIFICATIONS

This Agreement may be altered, amended, or waived only by a written amendment executed by both parties. No subsequent modification(s) or amendment(s) of this Agreement will be of any force or effect unless in writing and signed by authorized representatives of both parties. ECOLOGY and the RECIPIENT may change their respective staff contacts and administrative information without the concurrence of either party.

3. ACCESSIBILITY REQUIREMENTS FOR COVERED TECHNOLOGY

The RECIPIENT must comply with the Washington State Office of the Chief Information Officer, OCIO Policy no. 188, Accessibility (<https://ocio.wa.gov/policy/accessibility>) as it relates to "covered technology." This requirement applies to all products supplied under the Agreement, providing equal access to information technology by individuals with disabilities, including and not limited to web sites/pages, web-based applications, software systems, video and audio content, and electronic documents intended for publishing on Ecology's public web site.

4. ARCHAEOLOGICAL AND CULTURAL RESOURCES

RECIPIENT shall take all reasonable action to avoid, minimize, or mitigate adverse effects to archaeological and historic archaeological sites, historic buildings/structures, traditional cultural places, sacred sites, or other cultural resources, hereby referred to as Cultural Resources.

The RECIPIENT must agree to hold harmless ECOLOGY in relation to any claim related to Cultural Resources discovered, disturbed, or damaged due to the RECIPIENT's project funded under this Agreement.

RECIPIENT shall:

- a) Contact the ECOLOGY Program issuing the grant or loan to discuss any Cultural Resources requirements for their project:
 - Cultural Resource Consultation and Review should be initiated early in the project planning process and must be completed prior to expenditure of Agreement funds as required by applicable State and Federal requirements.
- * For state funded construction, demolition, or land acquisitions, comply with Governor Executive Order 21-02, Archaeological and Cultural Resources.

State of Washington Department of Ecology

Agreement No: SWMLSWFA-2023-KitPHD-00173

Project Title: SWE Kitsap PHD

Recipient Name: KITSAP PUBLIC HEALTH DISTRICT

- For projects with any federal involvement, comply with the National Historic Preservation Act of 1966 (Section 106).
- b) If required by the ECOLOGY Program, submit an Inadvertent Discovery Plan (IDP) to ECOLOGY prior to implementing any project that involves field activities. ECOLOGY will provide the IDP form.

RECIPIENT shall:

- Keep the IDP at the project site.
 - Make the IDP readily available to anyone working at the project site.
 - Discuss the IDP with staff, volunteers, and contractors working at the project site.
 - Implement the IDP when Cultural Resources or human remains are found at the project site.
- c) If any Cultural Resources are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
- Immediately stop work and notify the ECOLOGY Program, who will notify the Department of Archaeology and Historic Preservation at (360) 586-3065, any affected Tribe, and the local government.
- d) If any human remains are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
- Immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/Coroner's Office, the Department of Archaeology and Historic Preservation at (360) 790-1633, and then the ECOLOGY Program.
- e) Comply with RCW 27.53, RCW 27.44, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting Cultural Resources and human remains.

5. ASSIGNMENT

No right or claim of the RECIPIENT arising under this Agreement shall be transferred or assigned by the RECIPIENT.

6. COMMUNICATION

RECIPIENT shall make every effort to maintain effective communications with the RECIPIENT's designees, ECOLOGY, all affected local, state, or federal jurisdictions, and any interested individuals or groups.

7. COMPENSATION

- a) Any work performed prior to effective date of this Agreement will be at the sole expense and risk of the RECIPIENT. ECOLOGY must sign the Agreement before any payment requests can be submitted.
- b) Payments will be made on a reimbursable basis for approved and completed work as specified in this Agreement.
- c) RECIPIENT is responsible to determine if costs are eligible. Any questions regarding eligibility should be clarified with ECOLOGY prior to incurring costs. Costs that are conditionally eligible require approval by ECOLOGY prior to expenditure.
- d) RECIPIENT shall not invoice more than once per month unless agreed on by ECOLOGY.
- e) ECOLOGY will not process payment requests without the proper reimbursement forms, Progress Report and supporting documentation. ECOLOGY will provide instructions for submitting payment requests.
- f) ECOLOGY will pay the RECIPIENT thirty (30) days after receipt of a properly completed request for payment.
- g) RECIPIENT will receive payment through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment you 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>. If you have questions about the vendor registration process, you can contact Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov.
- h) ECOLOGY may, at its sole discretion, withhold payments claimed by the RECIPIENT if the RECIPIENT fails to satisfactorily comply with any term or condition of this Agreement.
- i) Monies withheld by ECOLOGY may be paid to the RECIPIENT when the work described herein, or a portion thereof, has been completed if, at ECOLOGY's sole discretion, such payment is reasonable and approved according to this Agreement, as appropriate, or upon completion of an audit as specified herein.

State of Washington Department of Ecology

Agreement No: SWMLSWFA-2023-KitPHD-00173

Project Title: SWE Kitsap PHD

Recipient Name: KITSAP PUBLIC HEALTH DISTRICT

j) RECIPIENT must submit within thirty (30) days after the expiration date of this Agreement, all financial, performance, and other reports required by this Agreement. Failure to comply may result in delayed reimbursement.

8. COMPLIANCE WITH ALL LAWS

RECIPIENT agrees to comply fully with all applicable federal, state and local laws, orders, regulations, and permits related to this Agreement, including but not limited to:

- a) RECIPIENT agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington which affect wages and job safety.
- b) RECIPIENT agrees to be bound by all applicable federal and state laws, regulations, and policies against discrimination.
- c) RECIPIENT certifies full compliance with all applicable state industrial insurance requirements.
- d) RECIPIENT agrees to secure and provide assurance to ECOLOGY that all the necessary approvals and permits required by authorities having jurisdiction over the project are obtained. RECIPIENT must include time in their project timeline for the permit and approval processes.

ECOLOGY shall have the right to immediately terminate for cause this Agreement as provided herein if the RECIPIENT fails to comply with above requirements.

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. CONFLICT OF INTEREST

RECIPIENT and ECOLOGY agree that any officer, member, agent, or employee, who exercises any function or responsibility in the review, approval, or carrying out of this Agreement, shall not have any personal or financial interest, direct or indirect, nor affect the interest of any corporation, partnership, or association in which he/she is a part, in this Agreement or the proceeds thereof.

10. CONTRACTING FOR GOODS AND SERVICES

RECIPIENT may contract to buy goods or services related to its performance under this Agreement. RECIPIENT shall award all contracts for construction, purchase of goods, equipment, services, and professional architectural and engineering services through a competitive process, if required by State law. RECIPIENT is required to follow procurement procedures that ensure legal, fair, and open competition.

RECIPIENT must have a standard procurement process or follow current state procurement procedures. RECIPIENT may be required to provide written certification that they have followed their standard procurement procedures and applicable state law in awarding contracts under this Agreement.

ECOLOGY reserves the right to inspect and request copies of all procurement documentation, and review procurement practices related to this Agreement. Any costs incurred as a result of procurement practices not in compliance with state procurement law or the RECIPIENT's normal procedures may be disallowed at ECOLOGY's sole discretion.

11. DISPUTES

When there is a dispute with regard to the extent and character of the work, or any other matter related to this Agreement the determination of ECOLOGY will govern, although the RECIPIENT shall have the right to appeal decisions as provided for below:

- a) RECIPIENT notifies the funding program of an appeal request.
- b) Appeal request must be in writing and state the disputed issue(s).
- c) RECIPIENT has the opportunity to be heard and offer evidence in support of its appeal.
- d) ECOLOGY reviews the RECIPIENT's appeal.
- e) ECOLOGY sends a written answer within ten (10) business days, unless more time is needed, after concluding the review.

State of Washington Department of Ecology

Agreement No: SWMLSWFA-2023-KitPHD-00173

Project Title: SWE Kitsap PHD

Recipient Name: KITSAP PUBLIC HEALTH DISTRICT

The decision of ECOLOGY from an appeal will be final and conclusive, unless within thirty (30) days from the date of such decision, the RECIPIENT furnishes to the Director of ECOLOGY a written appeal. The decision of the Director or duly authorized representative will be final and conclusive.

The parties agree that this dispute process will precede any action in a judicial or quasi-judicial tribunal.

Appeals of the Director's decision will be brought in the Superior Court of Thurston County. Review of the Director's decision will not be taken to Environmental and Land Use Hearings Office.

Pending final decision of a dispute, the RECIPIENT agrees to proceed diligently with the performance of this Agreement and in accordance with the decision rendered.

Nothing in this Agreement will be construed to limit the parties' choice of another mutually acceptable method, in addition to the dispute resolution procedure outlined above.

12. ENVIRONMENTAL DATA STANDARDS

a) RECIPIENT shall prepare a Quality Assurance Project Plan (QAPP) for a project that collects or uses environmental measurement data. RECIPIENTS unsure about whether a QAPP is required for their project shall contact the ECOLOGY Program issuing the grant or loan. If a QAPP is required, the RECIPIENT shall:

- Use ECOLOGY's QAPP Template/Checklist provided by the ECOLOGY, unless ECOLOGY Quality Assurance (QA) officer or the Program QA coordinator instructs otherwise.
- Follow ECOLOGY's Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies, July 2004 (Ecology Publication No. 04-03-030).
- Submit the QAPP to ECOLOGY for review and approval before the start of the work.

b) RECIPIENT shall submit environmental data that was collected on a project to ECOLOGY using the Environmental Information Management system (EIM), unless the ECOLOGY Program instructs otherwise. The RECIPIENT must confirm with ECOLOGY that complete and correct data was successfully loaded into EIM, find instructions at:

<http://www.ecy.wa.gov/eim>.

c) RECIPIENT shall follow ECOLOGY's data standards when Geographic Information System (GIS) data is collected and processed. Guidelines for Creating and Accessing GIS Data are available at:

<https://ecology.wa.gov/Research-Data/Data-resources/Geographic-Information-Systems-GIS/Standards>. RECIPIENT, when requested by ECOLOGY, shall provide copies to ECOLOGY of all final GIS data layers, imagery, related tables, raw data collection files, map products, and all metadata and project documentation.

13. GOVERNING LAW

This Agreement will be governed by the laws of the State of Washington, and the venue of any action brought hereunder will be in the Superior Court of Thurston County.

14. INDEMNIFICATION

ECOLOGY will in no way be held responsible for payment of salaries, consultant's fees, and other costs related to the project described herein, except as provided in the Scope of Work.

To the extent that the Constitution and laws of the State of Washington permit, each party will indemnify and hold the other harmless from and against any liability for any or all injuries to persons or property arising from the negligent act or omission of that party or that party's agents or employees arising out of this Agreement.

15. INDEPENDENT STATUS

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

State of Washington Department of Ecology

Agreement No: SWMLSWFA-2023-KitPHD-00173

Project Title: SWE Kitsap PHD

Recipient Name: KITSAP PUBLIC HEALTH DISTRICT

16. KICKBACKS

RECIPIENT is prohibited from inducing by any means any person employed or otherwise involved in this Agreement to give up any part of the compensation to which he/she is otherwise entitled to or receive any fee, commission, or gift in return for award of a subcontract hereunder.

17. MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MWBE)

RECIPIENT is encouraged to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated under this Agreement.

Contract awards or rejections cannot be made based on MWBE participation; however, the RECIPIENT is encouraged to take the following actions, when possible, in any procurement under this Agreement:

- a) Include qualified minority and women's businesses on solicitation lists whenever they are potential sources of goods or services.
- b) Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
- c) Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
- d) Use the services and assistance of the Washington State Office of Minority and Women's Business Enterprises (OMWBE) (866-208-1064) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

18. ORDER OF PRECEDENCE

In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable federal and state statutes and regulations; (b) The Agreement; (c) Scope of Work; (d) Special Terms and Conditions; (e) Any provisions or terms incorporated herein by reference, including the "Administrative Requirements for Recipients of Ecology Grants and Loans"; (f) Ecology Funding Program Guidelines; and (g) General Terms and Conditions.

19. PRESENTATION AND PROMOTIONAL MATERIALS

ECOLOGY reserves the right to approve RECIPIENT's communication documents and materials related to the fulfillment of this Agreement:

- a) If requested, RECIPIENT shall provide a draft copy to ECOLOGY for review and approval ten (10) business days prior to production and distribution.
- b) RECIPIENT shall include time for ECOLOGY's review and approval process in their project timeline.
- c) If requested, RECIPIENT shall provide ECOLOGY two (2) final copies and an electronic copy of any tangible products developed.

Copies include any printed materials, and all tangible products developed such as brochures, manuals, pamphlets, videos, audio tapes, CDs, curriculum, posters, media announcements, or gadgets with a message, such as a refrigerator magnet, and any online communications, such as web pages, blogs, and twitter campaigns. If it is not practical to provide a copy, then the RECIPIENT shall provide a description (photographs, drawings, printouts, etc.) that best represents the item.

Any communications intended for public distribution that uses ECOLOGY's logo shall comply with ECOLOGY's graphic requirements and any additional requirements specified in this Agreement. Before the use of ECOLOGY's logo contact ECOLOGY for guidelines.

RECIPIENT shall acknowledge in the communications that funding was provided by ECOLOGY.

20. PROGRESS REPORTING

State of Washington Department of Ecology

Agreement No: SWMLSWFA-2023-KitPHD-00173

Project Title: SWE Kitsap PHD

Recipient Name: KITSAP PUBLIC HEALTH DISTRICT

- a) RECIPIENT must satisfactorily demonstrate the timely use of funds by submitting payment requests and progress reports to ECOLOGY. ECOLOGY reserves the right to amend or terminate this Agreement if the RECIPIENT does not document timely use of funds.
- b) RECIPIENT must submit a progress report with each payment request. Payment requests will not be processed without a progress report. ECOLOGY will define the elements and frequency of progress reports.
- c) RECIPIENT shall use ECOLOGY's provided progress report format.
- d) Quarterly progress reports will cover the periods from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31. Reports shall be submitted within thirty (30) days after the end of the quarter being reported.
- e) RECIPIENT must submit within thirty (30) days of the expiration date of the project, unless an extension has been approved by ECOLOGY, all financial, performance, and other reports required by the Agreement and funding program guidelines. RECIPIENT shall use the ECOLOGY provided closeout report format.

21. PROPERTY RIGHTS

- a) Copyrights and Patents. When the RECIPIENT creates any copyrightable materials or invents any patentable property under this Agreement, the RECIPIENT may copyright or patent the same but ECOLOGY retains a royalty free, nonexclusive, and irrevocable license to reproduce, publish, recover, or otherwise use the material(s) or property, and to authorize others to use the same for federal, state, or local government purposes.
- b) Publications. When the RECIPIENT or persons employed by the RECIPIENT use or publish ECOLOGY information; present papers, lectures, or seminars involving information supplied by ECOLOGY; or use logos, reports, maps, or other data in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to ECOLOGY.
- c) Presentation and Promotional Materials. ECOLOGY shall have the right to use or reproduce any printed or graphic materials produced in fulfillment of this Agreement, in any manner ECOLOGY deems appropriate. ECOLOGY shall acknowledge the RECIPIENT as the sole copyright owner in every use or reproduction of the materials.
- d) Tangible Property Rights. ECOLOGY's current edition of "Administrative Requirements for Recipients of Ecology Grants and Loans," shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by ECOLOGY in the absence of state and federal statutes, regulations, or policies to the contrary, or upon specific instructions with respect thereto in this Agreement.
- e) Personal Property Furnished by ECOLOGY. When ECOLOGY provides personal property directly to the RECIPIENT for use in performance of the project, it shall be returned to ECOLOGY prior to final payment by ECOLOGY. If said property is lost, stolen, or damaged while in the RECIPIENT's possession, then ECOLOGY shall be reimbursed in cash or by setoff by the RECIPIENT for the fair market value of such property.
- f) Acquisition Projects. The following provisions shall apply if the project covered by this Agreement includes funds for the acquisition of land or facilities:
 1. RECIPIENT shall establish that the cost is fair value and reasonable prior to disbursement of funds provided for in this Agreement.
 2. RECIPIENT shall provide satisfactory evidence of title or ability to acquire title for each parcel prior to disbursement of funds provided by this Agreement. Such evidence may include title insurance policies, Torrens certificates, or abstracts, and attorney's opinions establishing that the land is free from any impediment, lien, or claim which would impair the uses intended by this Agreement.
- g) Conversions. Regardless of the Agreement expiration date, the RECIPIENT shall not at any time convert any equipment, property, or facility acquired or developed under this Agreement to uses other than those for which assistance was originally approved without prior written approval of ECOLOGY. Such approval may be conditioned upon payment to ECOLOGY of that portion of the proceeds of the sale, lease, or other conversion or encumbrance which monies granted pursuant to this Agreement bear to the total acquisition, purchase, or construction costs of such property.

State of Washington Department of Ecology

Agreement No: SWMLSWFA-2023-KitPHD-00173

Project Title: SWE Kitsap PHD

Recipient Name: KITSAP PUBLIC HEALTH DISTRICT

22. RECORDS, AUDITS, AND INSPECTIONS

RECIPIENT shall maintain complete program and financial records relating to this Agreement, including any engineering documentation and field inspection reports of all construction work accomplished.

All records shall:

- a) Be kept in a manner which provides an audit trail for all expenditures.
- b) Be kept in a common file to facilitate audits and inspections.
- c) Clearly indicate total receipts and expenditures related to this Agreement.
- d) Be open for audit or inspection by ECOLOGY, or by any duly authorized audit representative of the State of Washington, for a period of at least three (3) years after the final grant payment or loan repayment, or any dispute resolution hereunder.

RECIPIENT shall provide clarification and make necessary adjustments if any audits or inspections identify discrepancies in the records.

ECOLOGY reserves the right to audit, or have a designated third party audit, applicable records to ensure that the state has been properly invoiced. Any remedies and penalties allowed by law to recover monies determined owed will be enforced.

Repetitive instances of incorrect invoicing or inadequate records may be considered cause for termination.

All work performed under this Agreement and any property and equipment purchased shall be made available to ECOLOGY and to any authorized state, federal or local representative for inspection at any time during the course of this Agreement and for at least three (3) years following grant or loan termination or dispute resolution hereunder.

RECIPIENT shall provide right of access to ECOLOGY, or any other authorized representative, at all reasonable times, in order to monitor and evaluate performance, compliance, and any other conditions under this Agreement.

23. RECOVERY OF FUNDS

The right of the RECIPIENT to retain monies received as reimbursement payments is contingent upon satisfactory performance of this Agreement and completion of the work described in the Scope of Work.

All payments to the RECIPIENT are subject to approval and audit by ECOLOGY, and any unauthorized expenditure(s) or unallowable cost charged to this Agreement shall be refunded to ECOLOGY by the RECIPIENT.

RECIPIENT shall refund to ECOLOGY the full amount of any erroneous payment or overpayment under this Agreement.

RECIPIENT shall refund by check payable to ECOLOGY the amount of any such reduction of payments or repayments within thirty (30) days of a written notice. Interest will accrue at the rate of twelve percent (12%) per year from the time ECOLOGY demands repayment of funds.

Any property acquired under this Agreement, at the option of ECOLOGY, may become ECOLOGY's property and the RECIPIENT's liability to repay monies will be reduced by an amount reflecting the fair value of such property.

24. 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, and to this end the provisions of this Agreement are declared to be severable.

25. STATE ENVIRONMENTAL POLICY ACT (SEPA)

RECIPIENT must demonstrate to ECOLOGY's satisfaction that compliance with the requirements of the State Environmental Policy Act (Chapter 43.21C RCW and Chapter 197-11 WAC) have been or will be met. Any reimbursements are subject to this provision.

26. SUSPENSION

When in the best interest of ECOLOGY, ECOLOGY may at any time, and without cause, suspend this Agreement or any portion thereof for a temporary period by written notice from ECOLOGY to the RECIPIENT. RECIPIENT shall resume performance on the next business day following the suspension period unless another day is specified by ECOLOGY.

State of Washington Department of Ecology

Agreement No: SWMLSWFA-2023-KitPHD-00173

Project Title: SWE Kitsap PHD

Recipient Name: KITSAP PUBLIC HEALTH DISTRICT

27. SUSTAINABLE PRACTICES

In order to sustain Washington's natural resources and ecosystems, the RECIPIENT is fully encouraged to implement sustainable practices and to purchase environmentally preferable products under this Agreement.

- a) Sustainable practices may include such activities as: use of clean energy, use of double-sided printing, hosting low impact meetings, and setting up recycling and composting programs.
- b) Purchasing may include such items as: sustainably produced products and services, EPEAT registered computers and imaging equipment, independently certified green cleaning products, remanufactured toner cartridges, products with reduced packaging, office products that are refillable, rechargeable, and recyclable, 100% post-consumer recycled paper, and toxic free products.

For more suggestions visit ECOLOGY's web page, Green Purchasing,

<https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Sustainable-purchasing>.

28. TERMINATION

a) For Cause

ECOLOGY may terminate for cause this Agreement with a seven (7) calendar days prior written notification to the RECIPIENT, at the sole discretion of ECOLOGY, for failing to perform an Agreement requirement or for a material breach of any term or condition. 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.

Failure to Commence Work. ECOLOGY reserves the right to terminate this Agreement if RECIPIENT fails to commence work on the project funded within four (4) months after the effective date of this Agreement, or by any date mutually agreed upon in writing for commencement of work, or the time period defined within the Scope of Work.

Non-Performance. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance by the RECIPIENT of all of its obligations under this Agreement. In the event the RECIPIENT unjustifiably fails, in the opinion of ECOLOGY, to perform any obligation required of it by this Agreement, ECOLOGY may refuse to pay any further funds, terminate in whole or in part this Agreement, and exercise any other rights under this Agreement.

Despite the above, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and the State of Washington because of any breach of this Agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

b) For Convenience

ECOLOGY may terminate for convenience this Agreement, in whole or in part, for any reason when it is the best interest of ECOLOGY, with a thirty (30) calendar days prior written notification to the RECIPIENT, except as noted below. 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.

Non-Allocation of Funds. 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 the completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, or renegotiate the Agreement, subject to new funding limitations or 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 or 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 RECIPIENT through the effective date of termination or suspension. Reimbursed costs must be agreed to by ECOLOGY and the RECIPIENT. In no

State of Washington Department of Ecology

Agreement No: SWMLSWFA-2023-KitPHD-00173

Project Title: SWE Kitsap PHD

Recipient Name: KITSAP PUBLIC HEALTH DISTRICT

event shall ECOLOGY's reimbursement exceed ECOLOGY's total responsibility under the Agreement and any amendments. If payments have been discontinued by ECOLOGY due to unavailable funds, the RECIPIENT shall not be obligated to repay monies which had been paid to the RECIPIENT prior to such termination.

RECIPIENT's obligation to continue or complete the work described in this Agreement shall be contingent upon availability of funds by the RECIPIENT's governing body.

c) By Mutual Agreement

ECOLOGY and the RECIPIENT may terminate this Agreement, in whole or in part, at any time, by mutual written agreement.

d) In Event of Termination

All finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, reports or other materials prepared by the RECIPIENT under this Agreement, at the option of ECOLOGY, will become property of ECOLOGY and the RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Nothing contained herein shall preclude ECOLOGY from demanding repayment of all funds paid to the RECIPIENT in accordance with Recovery of Funds, identified herein.

29. THIRD PARTY BENEFICIARY

RECIPIENT shall ensure that in all subcontracts entered into by the RECIPIENT pursuant to this Agreement, the state of Washington is named as an express third party beneficiary of such subcontracts with full rights as such.


30. WAIVER

Waiver of a default or breach of any provision of this Agreement is not a waiver of any subsequent default or breach, and will not be construed as a modification of the terms of this Agreement unless stated as such in writing by the authorized representative of ECOLOGY.

End of General Terms and Conditions

Ecology Solid Waste Management
EAGL Grant Document – Review and Approval Process Router for DocuSign

This router helps to indicate completion of document routing steps in the signature process. When the designated individuals for each step have completed and submitted their initials in DocuSign, the next step in the signature workflow is automatically initiated.

<i>(Person to Receive in Order)</i>	Initial	Date
<p>Grant Recipient - Primary Contact</p> <p>Please review the document using the guidance in the email. When the document is ready for your organization's signatures, please initial here. The document will then be routed to your organization's authorized signatories.</p>		7/17/2023
<p>Ecology – Statewide Grants Coordinator</p> <p>Please review the document to confirm it is ready to be routed to the SWM Program Manager for Ecology signature. When ready, please initial here.</p>		
<p>Ecology - SWM SRS Administrative Assistant</p> <p>Please upload the signed document in EAGL using the guidance in the email. After the signed document is uploaded in EAGL, please initial here.</p>		

**CONTRACT BETWEEN
OLYMPIC EDUCATIONAL SERVICE DISTRICT 114
HEAD START/ECEAP/EARLY HEAD START PROGRAMS**
(hereafter referred to as OESD 114)

AND

Kitsap Public Health District
(hereafter referred to as Contractor)

345 6th Street, Suite 300 Bremerton, WA 98337
(street address) (city - state - zip)

This contract is for the purpose of providing professional services, training, and technical assistance appropriate to the needs of Head Start, Early Childhood Education and Assistance Program (ECEAP), and Early Head Start staff and enrollees. The Parties agree to abide by all terms and conditions established in the Contract including appendices and attachments.

GENERAL PROVISIONS

Effective Dates

This contract start date is November 1, 2023 or the date of execution by the Parties (whichever is later) and remains in effect until October 31, 2024.

Billing and Payment

Contractor will be paid for all agreed upon expenses expressly authorized in the Contract. Contractor will not be entitled to payment for any services that were performed prior to the effective date of the Contract or after its termination.

OESD 114 shall compensate Contractor by paying:

- Actual salary, benefit and indirect costs in effect when the work was completed.

Billing shall be done monthly with a final invoice submitted by November 30, 2024. Invoices received after the 15th of the month may not be paid until the following month. OESD 114 billing address is: Olympic ESD 114, Accounts Payable, 105 National Avenue N, Bremerton, WA 98312 or acctspayable@oesd114.org.

Total Contract amount: not to exceed \$54,750.00.

Contract and Director Representatives

OESD 114 and Contractor will each have a Contract Representative and a Director Representative. The Parties may change representatives upon providing written notice to the other party. The Parties' representatives are as follows:

Contract Representative for Contractor is: Yolanda Fong, Director of Community Health, 345 6th Street, Suite 300, Bremerton, WA 98337. Phone: (360) 728-2275.

Director Representative for Contractor is: Keith Grellner, Administrator, 345 6th Street, Suite 300, Bremerton, WA 98337. Phone: (360) 728-2284.

Contract Representatives for OESD 114 are: Maggie Healy, Early Head Start Program Manager (360) 782-5092 and Erin Schafer, Health Program Manager (360) 478-6877, 105 National Avenue N, Bremerton, WA 98312.

Director Representative for OESD 114 is: Kristen Sheridan, Director, Early Learning Department, 105 National Avenue N, Bremerton, WA 98312. Phone: (360) 405-5842.

Source of Funding

Reimbursement for Head Start and Early Head Start is subject to funding from the Department of Health and Human Services (DHHS), Administration for Children and Families, Office of Head Start. Funding from DHHS may be reduced or suspended by DHHS. The Catalogue of Federal Domestic Assistance (CFDA) number for federal funds is 93.600. ECEAP funds are state funds and not subject to federal requirements.

Use of Federal Funds

Contractor shall certify that no federal funds payable under this Contract will be paid by or on behalf of Contractor, to pay any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of Member of Congress in connection with the awarding of a federal contract, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative contract.

Independent Contractor

Contractor's services will be furnished by Contractor as an independent contractor and not as an employee or agent of OESD 114.

Termination

Either party may terminate this Contract in whole or in part with 30 days written notice to the other party. In that event, the OESD 114 will pay Contractor for all such costs incurred by Contractor in performing the Contract up to the date of such notice, subject to the other provisions of the Contract.

If funding for the underlying project is withdrawn, reduced or limited in any way after the Contract is signed, OESD 114 may summarily terminate the Contract.

If for any reason, either party does not fulfill in a timely and proper manner its obligations under this Contract, 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 15 working days. If failure or violation is not corrected, this Contract may be terminated immediately by written notice of the aggrieved party to the other.

Amendments and Changes in Work

In order to be effective, any contract renewal, amendment or modification must be in writing and signed by both parties. Work under an amendment or modification may not commence until the contract renewal, amendment or modification has been approved by OESD 114.

Contractor's Agreement to Indemnify, Defend, and Hold Harmless

Contractor shall indemnify, defend (by counsel acceptable to Landlord), and hold harmless the OESD 114 and its Superintendent, Board members, officers, employees, and agents (collectively "OESD 114") from and against any and all claims, damages, demands, actions, lawsuits, liens, liabilities, penalties, fines, or other such proceedings including, without limitation, for personal injuries, loss of life, or property damage (collectively "Claims"), and shall pay all costs and reasonable attorney's fees incurred in the defense thereof, for any Claim arising from, resulting from, related to or connected with services performed or to be performed under this agreement by Contractor, its officers, employees, agents, representatives, or subcontractors of any tier to the fullest extent permitted by law, provided that Contractor shall not be liable to the OESD 114 if and to the extent such Claims arise out of the gross negligence or willful misconduct of the OESD 114. Solely for the purpose of effectuating the indemnification obligations under this Lease, and not for the benefit of any third parties (including but not limited to employees of Contractor), Contractor specifically and expressly waives any immunity that may be granted it under the Washington State Industrial Insurance Act, Title 51 RCW.

Records Maintenance and Ownership

Contractor shall maintain and/or submit records as described in Contractor Responsibilities. OESD 114 shall retain ownership of all family and child records including attendance records, monitoring forms, lesson plans, individual learning plans, completed assessments, and other reports.

Equipment Ownership

Title to equipment and supplies acquired under this Contract shall vest, upon acquisition, in the Contractor except for loaned equipment.

Audits

An annual audit shall be required for all program funds awarded under this Contract, with the exception of funds awarded to privately owned child care businesses. The audit shall be conducted by the Office of State Auditor, or an independent Certified Public Accounting firm selected by Contractor. Contractor shall be responsible for any audit exceptions incurred by its own organization.

Governance

This Contract is governed by all applicable state or federal laws. The provisions of this Contract shall conform to those laws. In the event of an inconsistency in the terms of this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- a. applicable state and federal statutes and rules;
- b. statement of Contractor and OESD 114 responsibilities; and
- c. any other provisions of the Contract.

Assignment

Contractor will perform under the Contract using only its employees or agents. Contractor's obligations and duties under the Contract will not be assigned, delegated or subcontracted to any other person or firm without the prior written consent of OESD 114.

Severability

If any provision of this Contract shall be held invalid by a court, such invalidity shall not affect the other provisions of the Contract. If any provision of the Contract conflicts with any applicable law, the provision will be deemed inoperative to the extent it does not conform to statutory requirements.

All Writings Contained Herein

This Contract contains all terms and conditions agreed upon by the Parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

Disputes

In the event that a dispute arises under this Contract, Contract Representatives for each party shall first attempt to resolve the dispute in the following manner: review the facts, contract terms and applicable statutes and rules and make a determination of the dispute. If a determination acceptable to both parties is not made, the dispute will be referred to the Director Representatives to resolve. If a determination acceptable to both parties is not made, the Director Representatives shall mutually select a mediator to assist in seeking a determination. The mediator's determination shall be final and binding on the Parties hereto.

Insurance

Contractor shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by Contractor, their agents, representatives, employees or subcontractors. The insurance coverage will be at least 2 million dollars per occurrence for commercial general liability and automobile liability. Contractor's insurance will be primary to all other applicable coverage. Contractor will provide OESD 114 with a certificate of insurance evidencing coverage and naming OESD 114 as an additional insured for commercial general liability insurance.

Statutory and Regulatory Compliance

Contractor shall comply with all applicable federal, state, and local laws, ordinances, rules, regulations, guideline and standards applicable to any service provided pursuant to this Contract.

Nondiscrimination

The Parties hereto shall not discriminate against anyone in providing services under this Contract on the grounds of race, color, sex, religion, national origin, creed, marital status, age, Vietnam era or disabled veterans' status, or the presence of any sensory, mental or physical handicap.

Americans with Disabilities Act

OESD 114 agrees to comply with all provisions of the Americans with Disabilities Act and all regulations interpreting or enforcing such act.

Drug Free Workplace

Contractor will maintain a drug-free work place.

Confidentiality

Contractor and its employees will maintain the confidentiality of all information provided by OESD 114 or acquired by Contractor in performance of the Contract, except upon the prior written consent of OESD 114 or when disclosure is required or authorized by law or is required in the course of audit. Contractor will promptly notify OESD 114 in the event Contractor receives a demand or request for such information.

Choice of Law, Jurisdiction and Venue

Any action at law or other judicial proceeding arising out of the Contract will be instituted and maintained only in a court in Kitsap County, Washington.

Notices

Any notices will be in writing and delivered to the contract representative in person, by regular mail, or electronic format and will become effective upon the date of receipt.

Appendix A

The Certification Regarding Debarment, Suspension and Other Responsibility Matters-Primary Covered Transactions and Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions (to be supplied to lower tier participants) form is incorporated into this Contract.

CONTRACTOR RESPONSIBILITIES

Head Start, ECEAP, and Early Head Start

1. Provide training to OESD 114 Head Start, ECEAP, and/or Early Head Start staff such as:
 - Risk of tobacco use
 - Substance abuse prevention
 - Health Care Institute
 - Health Services
 - SIDS/Safe Sleep/Shaken Baby Syndrome
 - Post-partum/parental depression
 - Pediatric and public health issues as agreed upon with the OESD 114 Health Program Manager
 - Other topics as requested
2. Maintain membership on the OESD 114 Health Advisory Committee to assist with formulation of health policies and procedures.
3. Conduct classroom Health and Safety Observations. See Appendix B, OESD 114 Head Start/ECEAP/Early Head Start Classroom List. The list is subject to change. Contractor will be notified as needed.
4. Supply health education materials for classroom and parent education as requested by the OESD 114 Health Program Manager.

5. Attend trainings as requested.
6. Attend and participate in program self-assessments and all federally required reviews.
7. Contribute up to 25% in-kind match in non-federal in-kind or cash for Early Head Start funds only and complete the In-Kind Documentation Form with requested supporting documentation.
8. Provide health consulting as needed during the course of the Contract.

Early Head Start, Early Head Start Child Care Partnership and Head Start Home Visiting

1. Collaborate with OESD 114 staff to recruit and provide services to support Early Head Start.
2. Work with OESD 114 to recruit and enroll children with disabilities.
3. Provide office space (if available) at the Health District for 4 home visitors providing Early Head Start services to 44 families.
4. In collaboration with the OESD 114 Early Head Start staff, meet Head Start performance standards.
5. Attend and participate in Family Staffing meetings twice a year as requested by OESD 114 Early Head Start Program Manager.
6. Provide monthly Infant/Toddler Nurse Consultation (minimum of one hour per month) to Discovery Early Head Start and Olympic College Early Head Start when infants are present or as required.
7. Provide infant/toddler nurse consultation for each home visitor socialization team twice a year.
8. Collaborate monthly with Early Head Start/Head Start Home Based Coordinator Assistants regarding home based services.
9. Provide additional consultation as needed to the child care programs upon request which may include but is not limited to: infant/toddler health care policies and procedures staff training, parent information, infant/toddler care practices, and linkages to community resources.
10. OESD 114 and the nurse consultant will mutually agree upon dates for consultation services and training for the Discovery Early Head Start Learning Lab and coordinate activities to ensure compliance with this Contract.
11. Coordinate services available to enrolled prenatal families to include:
 - Participation in multidisciplinary team meeting with OESD 114 staff.
 - Identification of services OESD 114 prenatal families are receiving from Contractor.
12. Attend meetings and trainings as requested by Early Head Start Program Manager or Coordinator Assistants.
13. Screen for post-partum depression when processing referrals for expecting parents and provide follow-up regarding concerns or recommendations when appropriate.

OESD 114 RESPONSIBILITIES

1. Provide copies of Head Start and ECEAP Performance Standards, Administrative Regulations and forms and samples of record keeping systems to ensure compliance with Head Start and ECEAP guidelines.
2. Collaborate to ensure compliance with Washington Administrative Code (WAC).
3. Provide access to mental health services, nutrition services, and taxi services or bus passes used by enrolled families in order to participate in group socializations, meetings or trainings provided by OESD 114.
4. Provide training to home visitors and Public Health Nurse as needed or required.
5. Provide joint consultation between OESD 114 Early Head Start staff and the Public Health Nurse.
6. For the Early Head Start Home Visitors housed with Contractor,
 - Provide technical assistance to the Early Head Start home visitors through document support, observation of home visits, socializations, and during clinical consultation.
 - Provide supplies, laptops and other electronics to support the work of the home visitors.
7. Collaborate with Contractor staff to provide services to enrolled families.
8. Provide Contractor (Public Health Nurse) with OESD 114 program information such as classroom contacts, training schedule, Direct Service Team (DST) schedule, family staffing schedule, Health Advisory Committee meeting dates and notice of upcoming events.

IN WITNESS THEREOF, OESD 114 and Contractor have executed this Agreement.

CONTRACTOR

Who certifies that he/she is the person duly qualified and authorized to bind the Contractor so identified to the foregoing Agreement and under penalty of perjury, certifies the Social Security Number or Federal Identification Number provided is correct.

Date _____

Keith Grellner, Administrator

Check appropriate box:

- Individual/Sole Proprietor
- Corporation
- Partnership
- Limited Liability Company
- Other _____

Address (number, street and apt. or suite #)

City, state and zip code

Reviewed By:

_____ Yolanda Fong

_____ Nancy Acosta

_____ Jan Wendt

_____ Melissa Laird

_____ April Fisk

EDUCATIONAL SERVICE DISTRICT 114

Dr. Aaron Leavell, Superintendent

Date _____

OESD 114 USE ONLY

Kristen Sheridan
Director, Early Learning Department

Susan Jung Lathrop
Asst Superintendent, Teaching & Learning

Tina Schulz
Executive Assistant to the Superintendent

APPENDIX A

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 **Federal Register** (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

The Contractor certifies to OESD 114 that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTIONS

By signing and submitting this contract, the contractor, defined as the primary participant in accordance with 45 CFR 76 certifies to the best of his or her knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any Federal Department or agency;
- (b) Have not within a 3-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property;
- (c) Are not presently or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

The inability of a person to provide the certification required above will not necessarily result in denial of participation in this agreement. If necessary, the prospective participant shall submit an explanation of why it cannot provide the certification. OESD and the Federal agency will determine whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

The prospective primary participant agrees that by submitting this proposal, it will include the clause entitled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions," provided below without modification in all lower tier covered transactions.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION-LOWER TIER COVERED TRANSACTIONS
(TO BE SUPPLIED TO LOWER TIER PARTICIPANTS)**

By signing and submitting this lower tier proposal, the prospective lower tier participant, as defined in 45 CFR, Part 76, certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (b) Where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal.

The prospective lower tier participant further agrees by submitting this proposal that it will include this clause entitled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

APPENDIX B

OECD 114 Head Start/ECEAP/Early Head Start Classroom List

(Subject to change based on program needs)

Head Start

Bud Hawk Elementary at Jackson Park
Esquire Hills Elementary
Madrona Heights Elementary
Olalla Elementary
Olympic College
Theler Early Learning Center
Wofle Elementary

ECEAP

Givens Community Center
PineCrest Elementary

Early Head Start Child Care Partnership

Discovery Alternative High School Center
Olympic College

Early Head Start

Early Head Start Home Visitors
Locally Designed Option (classroom)

New or Renewed Contracts for the Period of 06/01/2023 through 07/31/2023

KPHD Contract ID	KPHD Program	Contract Type	Contract Length	KPHB Approved	Contract Amount	Signed Date	Start Date	End Date	Client Contract ID
Active (13 contracts)									
Anish Adhikari									
ID: 2350	Information Technology, Ed North	Amendment	Closed		\$12,500.00	06/27/23	06/20/22	06/30/27	
Description: Contractor to provide (Geographic Information System) GIS services to District.									
Amendment to extend term annually for no more than 5 consecutive year.									
DOH, Washington State									
ID: 2337	Administration, Keith Grellner	Amendment	Closed	06/06/23	\$11,891,139.00	06/07/23	01/01/22	12/31/24	CLH31014
Description: Defines the joint and cooperative relationship and planning efforts between KPHD and DOH. The contract and all statements of work contained are intended to implement applicable objectives under the Public Health Improvement Plan and facilitate the delivery of public health services to the people of Washington.									
Amendment 12									
ID: 2347	Administration, Keith Grellner	Amendment	Closed	07/11/23	\$11,891,139.00	07/19/23	01/01/22	12/31/24	CLH31014
Description: Defines the joint and cooperative relationship and planning efforts between KPHD and DOH. The contract and all statements of work contained are intended to implement applicable objectives under the Public Health Improvement Plan and facilitate the delivery of public health services to the people of Washington.									
DSHS, Washington State									
ID: 2341	Parent/Child Health, Nancy Acosta	Amendment	Closed		\$12,840.00	06/27/23	07/01/23	06/30/25	2163-19710-01
Description: Amendment to contract 2154: Increase in funding: \$12,840 Contract end date is extended through June 30, 2025.									
HCA, Washington State									
ID: 2349	Administration, Karen Holt	Amendment	Open Ended		\$0.00	06/13/23	01/01/17		K2112
Description: Provides insurance benefits from the Public Employees Benefits Board (PEBB) program through HCA for eligible members of the group(s) identified in the agreement and their dependents.									
Amendment 1									
Hood Canal Coordinating Council									
ID: 2346	PIC, Grant Holdcroft	Contract for Services	Closed	06/06/23	\$11,230.00	06/08/23	06/08/23	09/30/23	
Description: District to continue Phase IV work of the Hood Canal Regional Pollution Identification and Correction program which includes freshwater quality monitoring, shoreline surveys in priority areas, pollution hotspot investigation and correction, nutrient studies, updating GIS mapping, and outreach and education to Hood Canal property owners.									
Infused Innovations									
ID: 2353	Information Technology, Ed North	Contract for Services	Closed		\$26,400.00	06/30/23	06/30/23	12/27/23	
Description: Contract to migrate to a zero-trust architecture per recommendation by CISA for government and public organizations. This takes a multi-tier approach starting with a project to migrate our Endpoint Security from Sophos to Microsoft. Selected vendor, to match the current Sophos configuration on the Microsoft MDE side and to take advantage of the Zero Trust built into Sentinel and Microsoft Attack Detection and Response (XDR) framework.									
Jefferson County									

New or Renewed Contracts for the Period of 06/01/2023 through 07/31/2023

KPHD Contract ID	KPHD Program	Contract Type	Contract Length	KPHB Approved	Contract Amount	Signed Date	Start Date	End Date	Client Contract ID
ID: 2344	Health Promotion, Dana Bierman	Amendment	Closed	06/06/23	\$54,761.00	06/26/23	07/01/22	06/30/24	N-22-028

Description: Youth Cannabis & Commercial Tobacco Prevention Program (YCCTPP)

The District requires the expertise of this Subcontractor to develop and implement coordinated tobacco, vapor product, and marijuana intervention strategies to prevent and reduce tobacco, vapor, and marijuana use by youth in Jefferson County.

Amendment 2: Extends contract to June 30, 2024 and adds \$82,000 in funding.

Kitsap Community Resources

ID: 2351	Assessment and Epidemiology, Kari Hunter	Contract for Services	Closed		\$19,750.00	06/29/23	06/01/23	01/30/24	
----------	--	-----------------------	--------	--	-------------	----------	----------	----------	--

Description: KPHD to provide data collection and analysis services for the 2023 KCR Community Survey and Focus Groups for the 2023 KCR Community Needs Assessment to be utilized by the following organizations in a cooperative manner: Kitsap Community Resources (KCR), Kitsap Public Health District (KPHD), and community partners of either KCR or KPHD.

Kitsap Public Health Board

ID: 2343	Administration, Karen Holt	Amendment	Closed	06/06/23	\$661,362.00	06/06/23	01/01/19	12/31/23	
----------	----------------------------	-----------	--------	----------	--------------	----------	----------	----------	--

Description: KPHD Administrator employment agreement re: Keith Grellner

Amendment 1: To extend the term of employment to December 31, 2023.

OSPI

ID: 2330	Food and Living Environment, Dayna Katula	Interlocal/Interagency	Closed	06/06/23	\$6,600.00	06/07/23	06/07/23	09/30/23	20230497
----------	---	------------------------	--------	----------	------------	----------	----------	----------	----------

Description: The District to perform periodic health and sanitation evaluations at 40 feeding sites operating under the USDA Summer Food Service Program.

University of Washington

ID: 2354	Administration, Gib Morrow	Affiliation Agreement	Closed		\$0.00	06/29/23	06/20/23	08/28/23	
----------	----------------------------	-----------------------	--------	--	--------	----------	----------	----------	--

Description: Data modernization needs assessment 2346

Washington State University

ID: 2334	Administration, Karen Holt	Affiliation Agreement	Closed		\$0.00	06/23/23	06/23/23	06/22/28	CCN003317
----------	----------------------------	-----------------------	--------	--	--------	----------	----------	----------	-----------

Description: Multi Program Health Sciences Clinical Training affiliation agreement.

**Kitsap Public Health Board Meeting
Date: September 5, 2023**

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

Approvals:

	Signature	Date
Administrator	<i>Keith Grellner</i>	7/24/2023
Finance Manager	<i>Melissa Laird</i>	7/24/2023

Recommended Motion: Approval

Items:

Type	Warrant/EFT Date	Total Amount
Accounts Payable	6/1/2023	\$ 12,671.65
Accounts Payable	6/8/2023	47,738.25
Accounts Payable	6/15/2023	21,850.42
Accounts Payable	6/22/2023	54,741.78
Accounts Payable	6/29/2023	236,950.82
Vital Stats Transfer	6/20/2023	24,511.00
Accounts Payable Total		\$ 398,463.92
Payroll	6/30/2023	541,856.10
Payroll Taxes	6/30/2023	205,292.13
Payroll PERS Payment	6/15/2023	132,731.16
Payroll Total		\$ 879,879.39
	Grand Total	\$ 1,278,343.31

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-00002238
Name	Kitsap Public Health District HH
Number	STL-00002238
Status	Complete
Date	06/01/2023
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	12,671.65
Inbound Total	0.00
Expense Report Count	9
Miscellaneous Payment Request Count	1
Supplier Invoice Count	12

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	06/01/2023	1	53.71	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 06/01/2023	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	06/01/2023	8	1,493.97	USD	Payment Message: ID 1770 for Kitsap Public Health District on 06/01/2023	Successfully Completed
Miscellaneous Payment(Check) for Kitsap County Claims Fund Warrant Account	Miscellaneous Payment	Kitsap County Claims Fund Warrant Account	Check	06/01/2023	1	150.00	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 06/01/2023	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	06/01/2023	9	8,889.75	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 06/01/2023	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	06/01/2023	1	2,084.22	USD	Payment Message: ID 1769 for Kitsap Public Health District on 06/01/2023	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0005532	Kitsap Public Health District	Leslie Banigan (215189)	Employee	EXP-0005532	05/25/2023	Mileage 0327-042423	237.63	USD
Expense Report: EXP-0005533	Kitsap Public Health District	Dana Bierman (404611)	Employee	EXP-0005533	05/25/2023	Naloxone training	20.00	USD
Expense Report: EXP-0005534	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0005534	05/25/2023	Mileage 0515-051723	53.71	USD
Expense Report: EXP-0005535	Kitsap Public Health District	Rosalie Howarth (434500)	Employee	EXP-0005535	05/25/2023	Mileage 0511-051823	24.69	USD
Expense Report: EXP-0005536	Kitsap Public Health District	Dayna Katula (393427)	Employee	EXP-0005536	05/25/2023	Mileage 0503-051023, Canva Mar-May '23	222.83	USD
Expense Report: EXP-0005537	Kitsap Public Health District	Melina Knoop (16125)	Employee	EXP-0005537	05/25/2023	Mileage 0502-051622, Training	332.99	USD
Expense Report: EXP-0005538	Kitsap Public Health District	Siri Kushner (327580)	Employee	EXP-0005538	05/25/2023	Mileage 051823	66.95	USD
Expense Report: EXP-0005539	Kitsap Public Health District	Crystal Nuno (405301)	Employee	EXP-0005539	05/25/2023	Mileage 0502-052323	265.28	USD
Expense Report: EXP-0005543	Kitsap Public Health District	Nolan Simmons (434365)	Employee	EXP-0005543	05/25/2023	Mileage 0503-050923, Training	323.60	USD

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-10330	Kitsap Public Health District	Paige Schultz	MPR-10330	Check	POS Customer Refund	05/25/2023	150.00	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-2023-70808	Kitsap Public Health District	Canon Financial Services, Inc.	Invoice # 30503499	Canon Financial Services, Inc.	Net 30	SINV-2023-70808	05/13/2023		06/12/2023	0.00	0.00	1,043.07	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-2023-70810	Kitsap Public Health District	Mckesson Medical Surgical	Invoice # 20637611	Mckesson Medical Surgical	Net 30	SINV-2023-70810	05/25/2023		06/24/2023	0.00	0.00	378.37	USD
Supplier Invoice: SINV-2023-70811	Kitsap Public Health District	Mckesson Medical Surgical	Invoice # 20638343	Mckesson Medical Surgical	Net 30	SINV-2023-70811	05/25/2023		06/24/2023	0.00	0.00	194.80	USD
Supplier Invoice: SINV-2023-70812	Kitsap Public Health District	OLSOS Scrip	PO# 20704- 2023	OLSOS Scrip	Net 30	SINV-2023-70812	05/25/2023		06/24/2023	0.00	0.00	900.00	USD
Supplier Invoice: SINV-2023-70814	Kitsap Public Health District	Pdq.Com	Invoice # PDQ44129	Pdq.Com	Net 30	SINV-2023-70814	05/25/2023		06/24/2023	0.00	0.00	2,784.60	USD
Supplier Invoice: SINV-2023-70815	Kitsap Public Health District	Staples	Invoice 3538393790	Staples - Remit-To: Staples	Net 30	SINV-2023-70815	05/25/2023		06/24/2023	0.00	0.00	1,296.54	USD
Supplier Invoice: SINV-2023-70816	Kitsap Public Health District	Taylor Communications Inc	Invoice # 484401	Taylor Communications Inc	Net 30	SINV-2023-70816	05/25/2023		06/24/2023	0.00	0.00	511.18	USD
Supplier Invoice: SINV-2023-70818	Kitsap Public Health District	WA State Environmental Health Assoc	Paul Giuntoli - 2023/2024 Membership	WA State Environmental Health Assoc	Net 30	SINV-2023-70818	05/25/2023		06/24/2023	0.00	0.00	50.00	USD
Supplier Invoice: SINV-2023-70871	Kitsap Public Health District	City Of Port Angeles	ACCT# 129941-152092	City Of Port Angeles	Net 30	SINV-2023-70871	05/25/2023		06/24/2023	0.00	0.00	136.84	USD
Supplier Invoice: SINV-2023-71041	Kitsap Public Health District	Canon Financial Services, Inc.	Invoice # 28100619-Feb 2022	Canon Financial Services, Inc.	Net 30	SINV-2023-71041	05/01/2023		05/31/2023	0.00	0.00	1,041.15	USD
Supplier Invoice: SINV-2023-71042	Kitsap Public Health District	Duane Rich	MAY-JUNE 2023	Duane Rich	Net 30	SINV-2023-71042	05/30/2023		06/29/2023	0.00	0.00	1,200.00	USD
Supplier Invoice: SINV-2023-71083	Kitsap Public Health District	Quadient Leasing USA, Inc	INVOICE # N9946892	Quadient Leasing USA, Inc	Net 30	SINV-2023-71083	05/30/2023		06/29/2023	0.00	0.00	1,437.42	USD



View Settlement Run

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	06/01/2023 09:00:27 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 1769 for Kitsap Public Health District on 06/01/2023	Successfully Completed
Payment Message: ID 1770 for Kitsap Public Health District on 06/01/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 06/01/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 06/01/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 06/01/2023	Successfully Completed
Remittance File: For Canon Financial Services, Inc. on 06/01/2023	Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
06/01/2023 09:00 AM	06/01/2023 09:00 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00002238	Completed	00:00:07	Heather Hunsaker	



View Settlement Run

Settlement Run Information

Settlement Run STL-00002258
Name Kitsap Public Health District HH
Number STL-00002258
Status Complete
Date 06/08/2023
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 47,738.25
Inbound Total 0.00
Expense Report Count 8
Supplier Invoice Count 14

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	06/08/2023	1	73.36	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 06/08/2023	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	06/08/2023	7	2,658.29	USD	Payment Message: ID 1789 for Kitsap Public Health District on 06/08/2023	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	06/08/2023	12	43,569.59	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 06/08/2023	Successfully Completed



View Settlement Run

09:28 AM

06/08/2023

Page 2 of 4

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	06/08/2023	1	1,437.01	USD	Payment Message: ID 1788 for Kitsap Public Health District on 06/08/2023	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0005588	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0005588	06/01/2023	Mileage 0518-052423	73.36	USD
Expense Report: EXP-0005590	Kitsap Public Health District	Jakob Hughes (434256)	Employee	EXP-0005590	06/01/2023	Mileage 0502-053023	248.83	USD
Expense Report: EXP-0005592	Kitsap Public Health District	Thomas Jury (434709)	Employee	EXP-0005592	06/01/2023	Mileage 0501-052623, Training 042823	492.56	USD
Expense Report: EXP-0005593	Kitsap Public Health District	Melissa Laird (416539)	Employee	EXP-0005593	06/01/2023	Travel 04255-052423, Training	1,321.82	USD
Expense Report: EXP-0005594	Kitsap Public Health District	Ross Lytle (285038)	Employee	EXP-0005594	06/01/2023	Mileage 0515-052423	138.21	USD
Expense Report: EXP-0005595	Kitsap Public Health District	Kaela Moontree (406607)	Employee	EXP-0005595	06/01/2023	Mileage 0502-052423, Ferry 052323	156.52	USD
Expense Report: EXP-0005597	Kitsap Public Health District	Erica White (434641)	Employee	EXP-0005597	06/01/2023	Mileage 0517-052323, Ferry 052323	205.57	USD
Expense Report: EXP-0005598	Kitsap Public Health District	Layken Winchester (431493)	Employee	EXP-0005598	06/01/2023	Mileage 0426-051023	94.78	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-2023-71423	Kitsap Public Health District	Cardinal Bag Supplies LLC	Invoice # CB-1013198	Cardinal Bag Supplies LLC	Net 30	SINV-2023-71423	06/01/2023		07/01/2023	0.00	0.00	4,355.12	USD
Supplier Invoice: SINV-2023-71424	Kitsap Public Health District	Kitsap County	May-23	Kitsap County - Remit-To: KC Information Services	Net 30	SINV-2023-71424	06/01/2023		07/01/2023	0.00	0.00	2,315.17	USD
Supplier Invoice: SINV-2023-71425	Kitsap Public Health District	Mckesson Medical Surgical	Invoice # 20683073	Mckesson Medical Surgical	Net 30	SINV-2023-71425	06/01/2023		07/01/2023	0.00	0.00	12.25	USD
Supplier Invoice: SINV-2023-71426	Kitsap Public Health District	Staples	Invoice # 3538825234	Staples - Remit-To: Staples	Net 30	SINV-2023-71426	06/01/2023		07/01/2023	0.00	0.00	188.69	USD



View Settlement Run

09:28 AM

06/08/2023

Page 3 of 4

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-2023-71427	Kitsap Public Health District	Taylor Technologies, Inc.	Invoice # 485837	Taylor Technologies, Inc.	Net 30	SINV-2023-71427	06/01/2023		07/01/2023	0.00	0.00	96.45	USD
Supplier Invoice: SINV-2023-71428	Kitsap Public Health District	US Bank National Association	ACCT# 4246-0445-5568-8591/ MAY 2023	US Bank National Association - Remit-To: US Bank Junior Dist's Only	Net 30	SINV-2023-71428	06/01/2023		07/01/2023	0.00	0.00	24,544.63	USD
Supplier Invoice: SINV-2023-71430	Kitsap Public Health District	United Business Machines Of Wa	Invoice # 496521	United Business Machines Of Wa	Net 30	SINV-2023-71430	06/01/2023		07/01/2023	0.00	0.00	897.02	USD
Supplier Invoice: SINV-2023-71431	Kitsap Public Health District	VectorUSA	Invoice # 96581	VectorUSA	Net 30	SINV-2023-71431	06/01/2023		07/01/2023	0.00	0.00	5,052.75	USD
Supplier Invoice: SINV-2023-71434	Kitsap Public Health District	Washington State Public Health Assoc	5874-5875-5853-5878 Perales/Bierman/Fong	Washington State Public Health Assoc	Net 30	SINV-2023-71434	06/01/2023		07/01/2023	0.00	0.00	1,430.00	USD
Supplier Invoice: SINV-2023-71450	Kitsap Public Health District	United Business Machines Of Wa	Invoice # 494313	United Business Machines Of Wa	Net 30	SINV-2023-71450	06/01/2023		07/01/2023	0.00	0.00	539.99	USD
Supplier Invoice: SINV-2023-71451	Kitsap Public Health District	Washington On-Site Sewage Association	Invoice# 200001708	Washington On-Site Sewage Association	Net 30	SINV-2023-71451	06/01/2023		07/01/2023	0.00	0.00	225.00	USD
Supplier Invoice: SINV-2023-71677	Kitsap Public Health District	Comcast	ACCT# 8498-36-002-1685177/ 849836-002-1644737	Comcast - Remit-To: PO Box 60533	Net 30	SINV-2023-71677	06/01/2023		07/01/2023	0.00	0.00	901.02	USD
Supplier Invoice: SINV-2023-71678	Kitsap Public Health District	Comcast	INVOICE # 174582210	Comcast - Remit-To: PO Box 37601	Net 30	SINV-2023-71678	06/05/2023		07/05/2023	0.00	0.00	517.05	USD
Supplier Invoice: SINV-2023-71679	Kitsap Public Health District	Microsoft Corporation	INVOICE# E0600NM869	Microsoft Corporation - Remit-To: Microsoft Services Po Box 842103	Net 30	SINV-2023-71679	06/02/2023		07/02/2023	0.00	0.00	3,931.46	USD

Process History

Settlement Run Process History



View Settlement Run

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Settlement Run Event	Settlement Run Event	Step Completed	06/08/2023 09:23:34 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 1788 for Kitsap Public Health District on 06/08/2023	Successfully Completed
Payment Message: ID 1789 for Kitsap Public Health District on 06/08/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 06/08/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 06/08/2023	Successfully Completed
Remittance File: For United Business Machines Of Wa on 06/08/2023	Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
06/08/2023 09:23 AM	06/08/2023 09:23 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00002258	Completed	00:00:05	Heather Hunsaker	



View Settlement Run

Settlement Run Information	
Settlement Run	STL-00002282
Name	Kitsap Public Health District HH
Number	STL-00002282
Status	Complete
Date	06/15/2023
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	21,850.42
Inbound Total	0.00
Expense Report Count	22
Supplier Invoice Count	16

Payment Groups									
Payment Groups									
View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	06/15/2023	22	5,125.18	USD	Payment Message: ID 1806 for Kitsap Public Health District on 06/15/2023	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	06/15/2023	11	7,926.14	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 06/15/2023	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	06/15/2023	5	8,799.10	USD	Payment Message: ID 1805 for Kitsap Public Health District on 06/15/2023	Successfully Completed

Expense Reports



View Settlement Run

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0005648	Kitsap Public Health District	Jami Armstrong (434291)	Employee	EXP-0005648	06/06/2023	Mileage 0421-053123	116.33	USD
Expense Report: EXP-0005649	Kitsap Public Health District	Dana Bierman (404611)	Employee	EXP-0005649	06/06/2023	Supplies 060223	21.84	USD
Expense Report: EXP-0005650	Kitsap Public Health District	Callie Burton (434296)	Employee	EXP-0005650	06/06/2023	Supplies, Work Boots, PPE, Raingear	386.54	USD
Expense Report: EXP-0005651	Kitsap Public Health District	Jessica Guidry (355732)	Employee	EXP-0005651	06/06/2023	WSPHA Membership, vendor Booth	155.00	USD
Expense Report: EXP-0005652	Kitsap Public Health District	Talia Humphrey (434383)	Employee	EXP-0005652	06/06/2023	Mileage 0403-052423	160.48	USD
Expense Report: EXP-0005653	Kitsap Public Health District	Brandon Kindschy (421430)	Employee	EXP-0005653	06/06/2023	Conference Parking 0508-051023	62.85	USD
Expense Report: EXP-0005654	Kitsap Public Health District	Kayla Petersen (434695)	Employee	EXP-0005654	06/06/2023	Mileage 0515-053123, Travel 052323	135.80	USD
Expense Report: EXP-0005655	Kitsap Public Health District	Alexandra Tiemeyer (433908)	Employee	EXP-0005655	06/06/2023	Mileage 0423-052523, Gift card	153.36	USD
Expense Report: EXP-0005656	Kitsap Public Health District	Jan Wendt (397255)	Employee	EXP-0005656	06/06/2023	Mileage 0417-050823,Supplies 0111-022823	127.26	USD
Expense Report: EXP-0005657	Kitsap Public Health District	Laura Westervelt (434382)	Employee	EXP-0005657	06/06/2023	Mileage 0509-051723	49.13	USD
Expense Report: EXP-0005670	Kitsap Public Health District	Dara Deseamus (434593)	Employee	EXP-0005670	06/08/2023	Mileage 0412-060223	438.33	USD
Expense Report: EXP-0005671	Kitsap Public Health District	Ashley Duren (430735)	Employee	EXP-0005671	06/08/2023	Mileage 0427-051223	99.36	USD
Expense Report: EXP-0005672	Kitsap Public Health District	Harrison Forte (434150)	Employee	EXP-0005672	06/08/2023	Mileage 0323-052623	738.71	USD
Expense Report: EXP-0005673	Kitsap Public Health District	Keith Grellner (1264)	Employee	EXP-0005673	06/08/2023	Mileage 0329-060223	282.96	USD
Expense Report: EXP-0005674	Kitsap Public Health District	Rosalie Howarth (434500)	Employee	EXP-0005674	06/08/2023	MILEAGE 0525-060123	22.66	USD
Expense Report: EXP-0005675	Kitsap Public Health District	Siri Kushner (327580)	Employee	EXP-0005675	06/08/2023	REGISTRATION & MEMBERSHIP 060623	520.00	USD
Expense Report: EXP-0005676	Kitsap Public Health District	Martha May (434674)	Employee	EXP-0005676	06/08/2023	MILEAGE 0503-053023	73.03	USD
Expense Report: EXP-0005677	Kitsap Public Health District	Karina Mazur (388104)	Employee	EXP-0005677	06/08/2023	MILEAGE 0308-050323, TRAINING 050323	507.82	USD
Expense Report: EXP-0005678	Kitsap Public Health District	Alexandra Moore (434254)	Employee	EXP-0005678	06/08/2023	MILEAGE 0503-060223	421.82	USD
Expense Report: EXP-0005679	Kitsap Public Health District	Woodean Nickerson (434837)	Employee	EXP-0005679	06/08/2023	MILEAGE 0512-060723	265.47	USD
Expense Report: EXP-0005680	Kitsap Public Health District	Tameka Phelps (434295)	Employee	EXP-0005680	06/08/2023	MILEAGE 0502-053023, TRAINING	148.70	USD
Expense Report: EXP-0005681	Kitsap Public Health District	Nolan Simmons (434365)	Employee	EXP-0005681	06/08/2023	MILEAGE 0523-060523	237.73	USD



View Settlement Run

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-2023-72032	Kitsap Public Health District	A.W. Rehn & Associates, Inc	Invoice # 12818	A.W. Rehn & Associates, Inc	Net 30	SINV-2023-72032	06/02/2023		07/02/2023	0.00	0.00	85.50	USD
Supplier Invoice: SINV-2023-72034	Kitsap Public Health District	Acranet Cbs Branch	Invoice # 23356	Acranet Cbs Branch	Net 30	SINV-2023-72034	06/01/2023		07/01/2023	0.00	0.00	193.00	USD
Supplier Invoice: SINV-2023-72035	Kitsap Public Health District	City of Bremerton	Invoice # BKAT000759	City of Bremerton - Remit-To: Finance Dept BKAT	Net 30	SINV-2023-72035	06/01/2023		07/01/2023	0.00	0.00	487.83	USD
Supplier Invoice: SINV-2023-72036	Kitsap Public Health District	Griffin Glen Apartments LLC	July 2023- 5168 Gibson Ln NE APT C-104	Griffin Glen Apartments LLC	Net 30	SINV-2023-72036	06/06/2023		07/06/2023	0.00	0.00	1,260.00	USD
Supplier Invoice: SINV-2023-72038	Kitsap Public Health District	The Heights at Sheridan Road	July 2023-100 Sheridan Rd Apt 111	The Heights at Sheridan Road	Net 30	SINV-2023-72038	06/01/2023		07/01/2023	0.00	0.00	661.00	USD
Supplier Invoice: SINV-2023-72039	Kitsap Public Health District	Allison Hicks	JULY 2023 - 6527 LAKE DR.	Allison Hicks	Net 30	SINV-2023-72039	06/06/2023		07/06/2023	0.00	0.00	1,000.00	USD
Supplier Invoice: SINV-2023-72041	Kitsap Public Health District	Indigo Apartments	JULY 2023- 2700 MAPLE ST	Indigo Apartments	Net 30	SINV-2023-72041	06/01/2023		07/01/2023	0.00	0.00	1,100.00	USD
Supplier Invoice: SINV-2023-72042	Kitsap Public Health District	Kania, Sharon Faye	JULY 2023- 533 U STREET	Kania, Sharon Faye	Net 30	SINV-2023-72042	06/01/2023		07/01/2023	0.00	0.00	635.00	USD
Supplier Invoice: SINV-2023-72043	Kitsap Public Health District	Silverdale Home Associates	JULY 2023 5163 MARIAH LN NE	Silverdale Home Associates	Net 30	SINV-2023-72043	06/01/2023		07/01/2023	0.00	0.00	1,214.00	USD
Supplier Invoice: SINV-2023-72045	Kitsap Public Health District	Spectra Laboratories - Kitsap, LLC	0501-05302023	Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma	Net 30	SINV-2023-72045	06/01/2023		07/01/2023	0.00	0.00	3,748.80	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-2023-72046	Kitsap Public Health District	David Turnquist	JULY 2023-5685 SCHOOL ST. NE	David Turnquist	Net 30	SINV-2023-72046	06/01/2023		07/01/2023	0.00	0.00	930.00	USD
Supplier Invoice: SINV-2023-72048	Kitsap Public Health District	Washington Home Solutions	JULY 2023	Washington Home Solutions	Net 30	SINV-2023-72048	06/06/2023		07/06/2023	0.00	0.00	705.00	USD
Supplier Invoice: SINV-2023-72050	Kitsap Public Health District	United Business Machines Of Wa	Invoice # 496743	United Business Machines Of Wa	Net 30	SINV-2023-72050	06/01/2023		07/01/2023	0.00	0.00	623.60	USD
Supplier Invoice: SINV-2023-72052	Kitsap Public Health District	Washington State University	CI00032447 - APRIL 2023	Washington State University	Net 30	SINV-2023-72052	06/06/2023		07/06/2023	0.00	0.00	3,303.70	USD
Supplier Invoice: SINV-2023-72081	Kitsap Public Health District	Wex Bank	Invoice # 89735461	Wex Bank	Net 30	SINV-2023-72081	06/07/2023		07/07/2023	0.00	0.00	559.11	USD
Supplier Invoice: SINV-2023-72263	Kitsap Public Health District	Telelanguage LLC	Invoice # 0310070523	Telelanguage LLC	Net 30	SINV-2023-72263	06/01/2023		07/01/2023	0.00	0.00	218.70	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	06/15/2023 10:53:19 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 1805 for Kitsap Public Health District on 06/15/2023	Successfully Completed
Payment Message: ID 1806 for Kitsap Public Health District on 06/15/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 06/15/2023	Successfully Completed
Remittance File: For Acranet Cbs Branch on 06/15/2023	Successfully Completed



View Settlement Run

Business Process	Status
Remittance File: For United Business Machines Of Wa on 06/15/2023	Successfully Completed
Remittance File: For Washington State University on 06/15/2023	Successfully Completed
Remittance File: For David Turnquist on 06/15/2023	Successfully Completed
Remittance File: For Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma on 06/15/2023	Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
06/15/2023 10:53 AM	06/15/2023 10:53 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00002282	Completed	00:00:06	Heather Hunsaker	



View Settlement Run

Settlement Run Information

Settlement Run STL-00002303
Name Kitsap Public Health District HH
Number STL-00002303
Status Complete
Date 06/22/2023
Include Payments On Behalf Of No
Exclude Negative Payments No
Express Settlement No

Additional Information

Organization Kitsap Public Health District
Currencies USD
Filters Used

Payment Information

Display Currency USD
Outbound Total 54,741.78
Inbound Total 0.00
Expense Report Count 10
Supplier Invoice Count 16

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	06/22/2023	1	45.20	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 06/22/2023	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	06/22/2023	9	1,863.85	USD	Payment Message: ID 1825 for Kitsap Public Health District on 06/22/2023	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	06/22/2023	13	13,974.61	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 06/22/2023	Successfully Completed



View Settlement Run

08:48 AM

06/22/2023

Page 2 of 4

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	06/22/2023	3	38,858.12	USD	Payment Message: ID 1824 for Kitsap Public Health District on 06/22/2023	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0005734	Kitsap Public Health District	Nancy Acosta (278956)	Employee	EXP-0005734	06/15/2023	Supplies 0505-052423, Travel 050323	282.16	USD
Expense Report: EXP-0005735	Kitsap Public Health District	Zachary Ahlin (434420)	Employee	EXP-0005735	06/15/2023	MILEAGE 0424-060723	494.53	USD
Expense Report: EXP-0005736	Kitsap Public Health District	Amy Anderson (419470)	Employee	EXP-0005736	06/15/2023	MILEAGE 0411-050423, SUPPLIES 052323	100.94	USD
Expense Report: EXP-0005737	Kitsap Public Health District	Laura Ciulla (400655)	Employee	EXP-0005737	06/15/2023	MILEAGE 0105-041923, TRAINING, SUPPLIES	543.63	USD
Expense Report: EXP-0005738	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0005738	06/15/2023	MILEAGE 05301-060823	45.20	USD
Expense Report: EXP-0005739	Kitsap Public Health District	Rosalie Howarth (434500)	Employee	EXP-0005739	06/15/2023	Mileage 0602-060823	19.91	USD
Expense Report: EXP-0005740	Kitsap Public Health District	Ross Lytle (285038)	Employee	EXP-0005740	06/15/2023	Mileage 0526-060623	116.59	USD
Expense Report: EXP-0005741	Kitsap Public Health District	Emmy Shelby (434658)	Employee	EXP-0005741	06/15/2023	Mileage 0417-053123	155.24	USD
Expense Report: EXP-0005742	Kitsap Public Health District	Lisa Warren (434273)	Employee	EXP-0005742	06/15/2023	Mileage 0427-052523	49.32	USD
Expense Report: EXP-0005743	Kitsap Public Health District	Jan Wendt (397255)	Employee	EXP-0005743	06/15/2023	Mileage 0510-060123	101.53	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-2023-73419	Kitsap Public Health District	Iron Mountain	Invoice # 202731038	Iron Mountain - Remit-To: PO Box 601002	Net 30	SINV-2023-73419	06/01/2023		07/01/2023	0.00	0.00	213.89	USD
Supplier Invoice: SINV-2023-73420	Kitsap Public Health District	Kitsap County	Inv Month Jun 2023	Kitsap County - Remit-To: KC Information Services	Net 30	SINV-2023-73420	06/15/2023		07/15/2023	0.00	0.00	2,315.17	USD
Supplier Invoice: SINV-2023-73421	Kitsap Public Health District	Lingo	Invoice # 33418013	Lingo - Remit-To: PO Box 660344	Net 30	SINV-2023-73421	06/15/2023		07/15/2023	0.00	0.00	12.70	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-2023-73422	Kitsap Public Health District	Mckesson Medical Surgical	Invoice # 20695738	Mckesson Medical Surgical	Net 30	SINV-2023-73422	06/01/2023		07/01/2023	0.00	0.00	142.18	USD
Supplier Invoice: SINV-2023-73428	Kitsap Public Health District	Stericycle Inc	Invoice # 3006500436	Stericycle Inc - Remit-To: Stericycle Inc	Net 30	SINV-2023-73428	06/01/2023		07/01/2023	0.00	0.00	511.12	USD
Supplier Invoice: SINV-2023-73476	Kitsap Public Health District	Loomis	Invoice # 13250172	Loomis - Remit-To: Palatine, IL	Net 30	SINV-2023-73476	06/15/2023		07/15/2023	0.00	0.00	582.00	USD
Supplier Invoice: SINV-2023-73478	Kitsap Public Health District	Taylor Technologies, Inc.	Invoice # 486721	Taylor Technologies, Inc.	Net 30	SINV-2023-73478	06/01/2023		07/01/2023	0.00	0.00	127.52	USD
Supplier Invoice: SINV-2023-73480	Kitsap Public Health District	Tetra Tech Inc.	Invoice # 52078072	Tetra Tech Inc.	Net 30	SINV-2023-73480	06/01/2023		07/01/2023	0.00	0.00	35,847.00	USD
Supplier Invoice: SINV-2023-73488	Kitsap Public Health District	Toyota Financial Services	Acct# 03 0322 CU 922- JUNE 2023	Toyota Financial Services	Net 30	SINV-2023-73488	06/08/2023		07/08/2023	0.00	0.00	460.71	USD
Supplier Invoice: SINV-2023-73490	Kitsap Public Health District	Wa State Board Of Registered	GUJNTOLI, P & KATULA, D. JUNE 2023	Wa State Board Of Registered	Net 30	SINV-2023-73490	06/15/2023		07/15/2023	0.00	0.00	100.00	USD
Supplier Invoice: SINV-2023-73491	Kitsap Public Health District	WA State Environmental Health Assoc	BROWN, STEVE 2023-2024	WA State Environmental Health Assoc	Net 30	SINV-2023-73491	06/15/2023		07/15/2023	0.00	0.00	50.00	USD
Supplier Invoice: SINV-2023-73493	Kitsap Public Health District	Telelanguage LLC	Invoice 0310070123- ADDITIONAL PAYMENT	Telelanguage LLC	Net 30	SINV-2023-73493	06/15/2023		07/15/2023	0.00	0.00	99.00	USD
Supplier Invoice: SINV-2023-73509	Kitsap Public Health District	Quadient Finance Usa Inc	ACCT# 7900-0440-8001-2994- JUNE 2023	Quadient Finance Usa Inc	Net 30	SINV-2023-73509	06/15/2023		07/15/2023	0.00	0.00	2,500.00	USD
Supplier Invoice: SINV-2023-73584	Kitsap Public Health District	Stericycle Inc	INVOICE # 8004006914	Stericycle Inc - Remit-To: Shred-It C/O Stericycle Inc	Net 30	SINV-2023-73584	06/01/2023		07/01/2023	0.00	0.00	239.88	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-2023-73661	Kitsap Public Health District	Verizon Wireless	Invoice # 9937047083	Verizon Wireless - Remit-To: Treasurer - PO Box 660108	Net 30	SINV-2023-73661	06/10/2023		07/10/2023	0.00	0.00	5,956.56	USD
Supplier Invoice: SINV-2023-73697	Kitsap Public Health District	CashStar, Inc.	June 2023	CashStar, Inc.	Net 30	SINV-2023-73697	06/05/2023		07/05/2023	0.00	0.00	3,675.00	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	06/22/2023 08:39:55 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 1824 for Kitsap Public Health District on 06/22/2023	Successfully Completed
Payment Message: ID 1825 for Kitsap Public Health District on 06/22/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 06/22/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 06/22/2023	Successfully Completed
Remittance File: For Quadiant Finance Usa Inc on 06/22/2023	Successfully Completed
Remittance File: For Stericycle Inc - Remit-To: Stericycle Inc on 06/22/2023	Successfully Completed
Remittance File: For Tetra Tech Inc. on 06/22/2023	Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
06/22/2023 08:39 AM	06/22/2023 08:39 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00002303	Completed	00:00:06	Heather Hunsaker	



View Settlement Run

Settlement Run Information

Settlement Run STL-00002325
Name Kitsap Public Health District HH
Number STL-00002325
Status Complete
Date 06/29/2023
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 236,950.82
Inbound Total 0.00
Expense Report Count 13
Miscellaneous Payment Request Count 1
Supplier Invoice Count 21

Payment Groups

Payment Groups

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	06/29/2023	13	2,315.92	USD	Payment Message: ID 1842 for Kitsap Public Health District on 06/29/2023	Successfully Completed
Miscellaneous Payment(Check) for Kitsap County Claims Fund Warrant Account	Miscellaneous Payment	Kitsap County Claims Fund Warrant Account	Check	06/29/2023	1	450.00	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 06/29/2023	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	06/29/2023	20	233,136.92	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 06/29/2023	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	06/29/2023	1	1,047.98	USD	Payment Message: ID 1841 for Kitsap Public Health District on 06/29/2023	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0005762	Kitsap Public Health District	Richard Bazzell (328436)	Employee	EXP-0005762	06/21/2023	Mileage 0411-053123	628.80	USD
Expense Report: EXP-0005763	Kitsap Public Health District	Dana Bierman (404611)	Employee	EXP-0005763	06/21/2023	Supplies 061223	337.41	USD
Expense Report: EXP-0005764	Kitsap Public Health District	Christine Bronder (434436)	Employee	EXP-0005764	06/21/2023	Mileage 0502-053123	339.95	USD
Expense Report: EXP-0005765	Kitsap Public Health District	Eric Evans (4565)	Employee	EXP-0005765	06/21/2023	Travel 0508-051023	222.92	USD
Expense Report: EXP-0005766	Kitsap Public Health District	Yaneisy Griego (410072)	Employee	EXP-0005766	06/21/2023	Mileage 050523	12.45	USD
Expense Report: EXP-0005767	Kitsap Public Health District	Rosalie Howarth (434500)	Employee	EXP-0005767	06/21/2023	Mileage 0609-061323	32.95	USD
Expense Report: EXP-0005768	Kitsap Public Health District	John Kiess (250913)	Employee	EXP-0005768	06/21/2023	MILEAGE 0611-061523	345.79	USD
Expense Report: EXP-0005769	Kitsap Public Health District	Megan Moore (421227)	Employee	EXP-0005769	06/21/2023	Mileage 061323	32.23	USD
Expense Report: EXP-0005770	Kitsap Public Health District	Emmy Shelby (434658)	Employee	EXP-0005770	06/21/2023	Mileage 0601-062023	104.15	USD
Expense Report: EXP-0005771	Kitsap Public Health District	Tobbi Stewart (423168)	Employee	EXP-0005771	06/21/2023	Mileage 0506-051923	18.34	USD
Expense Report: EXP-0005772	Kitsap Public Health District	Susan Van Ort (392243)	Employee	EXP-0005772	06/21/2023	Mileage 0503-053123	121.18	USD
Expense Report: EXP-0005773	Kitsap Public Health District	Lisa Warren (434273)	Employee	EXP-0005773	06/21/2023	Mileage 0531-061523	60.13	USD
Expense Report: EXP-0005774	Kitsap Public Health District	Janet Wyatt (434415)	Employee	EXP-0005774	06/21/2023	Mileage 0516-0052623, Supplies 051123	59.62	USD

Miscellaneous Payment Requests



View Settlement Run

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-10745	Kitsap Public Health District	Jeffrey Burns (Inactive)	MPR-10745	Check	POS Customer Refund	06/21/2023	450.00	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-2023-74020	Kitsap Public Health District	Blue Sky Printing	INVOICE 13461-13676	Blue Sky Printing	Net 30	SINV-2023-74020	06/01/2023		07/01/2023	0.00	0.00	1,797.54	USD
Supplier Invoice: SINV-2023-74021	Kitsap Public Health District	Comcast	ACCT# 8498 36 002 0701975 (JUNE 2023)	Comcast - Remit-To: PO Box 60533	Net 30	SINV-2023-74021	06/09/2023		07/09/2023	0.00	0.00	260.35	USD
Supplier Invoice: SINV-2023-74027	Kitsap Public Health District	Kitsap County	MAR-MAY 2023	Kitsap County - Remit-To: KC Human Services	Net 30	SINV-2023-74027	06/21/2023		07/21/2023	0.00	0.00	6,514.46	USD
Supplier Invoice: SINV-2023-74028	Kitsap Public Health District	Wa State Dept Of Enterprise Services	INVOICE # 71142392	Wa State Dept Of Enterprise Services - Remit-To: Seattle Po Box 84857	Net 30	SINV-2023-74028	06/21/2023		07/21/2023	0.00	0.00	283.00	USD
Supplier Invoice: SINV-2023-74029	Kitsap Public Health District	American Family Life Assurance Company	PAYROLL BNFTS JUNE 2023	American Family Life Assurance Company	Net 30	SINV-2023-74029	06/23/2023		07/23/2023	0.00	0.00	2,485.38	USD
Supplier Invoice: SINV-2023-74030	Kitsap Public Health District	WA State Employment Security	PAYROLL BNFTS JUNE 2023	WA State Employment Security	Net 30	SINV-2023-74030	06/23/2023		07/23/2023	0.00	0.00	6,314.16	USD
Supplier Invoice: SINV-2023-74031	Kitsap Public Health District	Health Equity	PAYROLL BNFTS JUNE 2023	Health Equity	Net 30	SINV-2023-74031	06/23/2023		07/23/2023	0.00	0.00	1,010.00	USD
Supplier Invoice: SINV-2023-74032	Kitsap Public Health District	Hra Veba Trust	PAYROLL BNFTS JUNE 2023	Hra Veba Trust	Net 30	SINV-2023-74032	06/23/2023		07/23/2023	0.00	0.00	9,489.92	USD
Supplier Invoice: SINV-2023-74033	Kitsap Public Health District	Nationwide Retirement Solutions	PAYROLL BNFTS JUNE 2023	Nationwide Retirement Solutions	Net 30	SINV-2023-74033	06/23/2023		07/23/2023	0.00	0.00	6,570.00	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-2023-74034	Kitsap Public Health District	A.W. Rehn & Associates, Inc	PAYROLL BNFTS JUNE 2023	A.W. Rehn & Associates, Inc	Net 30	SINV-2023-74034	06/23/2023		07/23/2023	0.00	0.00	1,002.00	USD
Supplier Invoice: SINV-2023-74035	Kitsap Public Health District	A.W. Rehn & Associates, Inc	PAYROLL BNFTS JUNE 2023 (DCFSA)	A.W. Rehn & Associates, Inc	Net 30	SINV-2023-74035	06/21/2023		07/21/2023	0.00	0.00	225.00	USD
Supplier Invoice: SINV-2023-74036	Kitsap Public Health District	Prof & Technical Eng XPH	PAYROLL BNFTS JUNE 2023	Prof & Technical Eng XPH - Remit-To: Local Union 17	Net 30	SINV-2023-74036	06/23/2023		07/23/2023	0.00	0.00	3,364.90	USD
Supplier Invoice: SINV-2023-74037	Kitsap Public Health District	Prof & Technical Eng XPH	PAYROLL BNFTS JUNE 2023 (PAC)	Prof & Technical Eng XPH - Remit-To: Local Union 17	Net 30	SINV-2023-74037	06/21/2023		07/21/2023	0.00	0.00	28.00	USD
Supplier Invoice: SINV-2023-74038	Kitsap Public Health District	Voya Institutional Trust Company	PAYROLL BNFTS JUNE 2023	Voya Institutional Trust Company - Remit-To: Voya Institutional Trust Co (South Kitsap Fire Payroll)	Net 30	SINV-2023-74038	06/23/2023		07/23/2023	0.00	0.00	375.00	USD
Supplier Invoice: SINV-2023-74039	Kitsap Public Health District	WA State Dept of Labor & Industries	PAYROLL BNFTS JUNE 2023	WA State Dept of Labor & Industries - Remit-To: Industrial Insurance Po Box 34022	Net 30	SINV-2023-74039	06/23/2023		07/23/2023	0.00	0.00	5,220.99	USD
Supplier Invoice: SINV-2023-74040	Kitsap Public Health District	Wash State Dept Of Retirement	PAYROLL BNFTS JUNE 2023	Wash State Dept Of Retirement	Net 30	SINV-2023-74040	06/23/2023		07/23/2023	0.00	0.00	12,367.17	USD
Supplier Invoice: SINV-2023-74041	Kitsap Public Health District	Wa Health Care Authority - Uniform	PAYROLL BNFTS JUNE 2023	Wa Health Care Authority - Uniform	Net 30	SINV-2023-74041	06/21/2023		07/21/2023	0.00	0.00	125,670.80	USD
Supplier Invoice: SINV-2023-74043	Kitsap Public Health District	Vimly Benefit Solutions Inc	PAYROLL BNFTS JUNE 2023	Vimly Benefit Solutions Inc	Net 30	SINV-2023-74043	06/23/2023		07/23/2023	0.00	0.00	5,614.43	USD
Supplier Invoice: SINV-2023-74045	Kitsap Public Health District	Whit-Delta Dental Of Washington	PAYROLL BNFTS JUNE 2023	Whit-Delta Dental Of Washington	Net 30	SINV-2023-74045	06/23/2023		07/23/2023	0.00	0.00	10,125.40	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-2023-74076	Kitsap Public Health District	Canon Financial Services, Inc.	INVOICE # 30662913	Canon Financial Services, Inc.	Net 30	SINV-2023-74076	06/12/2023		07/12/2023	0.00	0.00	1,047.98	USD
Supplier Invoice: SINV-2023-74077	Kitsap Public Health District	Dell Marketing L.P.	INVOICE # 10679627904	Dell Marketing L.P.	Net 30	SINV-2023-74077	06/21/2023		07/21/2023	0.00	0.00	34,418.42	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	06/29/2023 11:58:46 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 1842 for Kitsap Public Health District on 06/29/2023	Successfully Completed
Payment Message: ID 1841 for Kitsap Public Health District on 06/29/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 06/29/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 06/29/2023	Successfully Completed
Remittance File: For Canon Financial Services, Inc. on 06/29/2023	Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
06/29/2023 11:58 AM	06/29/2023 11:58 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00002325	Completed	00:00:06	Heather Hunsaker	

TREAS RPT - Detail Cash Report - Cash**7/6/2023**

Treasurer's Detail Report

For 2023 - Jun

Fund: FD00969 Kitsap Public Health General

Ledger Account	Revenue or Spend Category	Journal	Posting Date	Debit	Credit	Balance
	3860 - Agency Deposits	JE-00037116 - Kitsap Public Health District - 06/20/2023 - Public Health monthly vital stats transfer	6/20/2023	0.00	24,511.00	-24,511.00
3800:Other Increases in F						

-24,511.00

KPHD - 06/30/2023

Name	Hours	Gross Pay	Employer Paid Taxes	Employer Paid Benefits	Net Pay
Abazi (427227) Ornela	67.34	2,160.27			1,730.95
Abney (4563) Beverly	173.33	5,493.00			3,775.41
Acosta (278956) Nancy	173.33	9,453.00			5,872.10
Ader (413193) Sam	173.33	6,109.00			4,145.17
Ahlin (434420) Zachary	173.33	5,026.00			3,797.56
Anderson (419470) Amy	173.33	6,827.00			4,516.68
Archer (434384) James	173.33	4,311.00			3,262.88
Armstrong (434291) Jami	173.33	5,978.00			4,235.10
Atisme-Bevins (433909)	193.33	8,674.40			5,924.44
Banigan (215189) Leslie	173.33	7,464.00			5,378.01
Baum (434397) Rudy	173.33	5,541.00			4,084.25
Bazzell (328436) Richard	173.33	7,464.00			5,249.91
Bell (419805) Gus	159.74	7,135.71			4,894.15
Berger (407902) Angeline	173.33	5,866.00			4,186.27
Bierman (404611) Dana	156.00	8,103.00			5,991.24
Borja (426250) Windie	173.33	5,986.00			4,394.46
Boysen-Knapp (2058)	156.00	6,144.00			4,072.41
Bronder (434436) Christine	173.33	5,026.00			3,819.54
Brown (271677) Steven	173.33	9,453.00			5,635.92
Burchett (409212) Brian	173.33	5,541.00			4,071.82
Burke (434463) Lenore	173.33	4,495.00			3,235.41
Burns (434416) Anne		-			-
Burton (434296) Callie	173.33	4,559.00			3,423.11
Byrd (434085) Stephanie	173.33	4,486.00			3,649.79
Calderon (434768) Brenda	173.33	4,219.00			3,232.84
Camarena (434536) Daniel	173.33	5,378.00			3,718.34
Chang (411387) Margo	173.33	4,827.00			3,441.13
Chen (434841) Jessica	173.33	6,467.00			4,814.54
Ciulla (400655) Laura		-			-
Collins (434101) Lori	173.33	6,863.00			5,004.08
Crow (433648) Kayla		-			-
Davis (433997) Elizabeth	173.33	8,574.00			6,010.48
Deseamus (434593) Dara	173.33	4,342.00			3,258.07
Dowless (340919) Kelly	173.33	7,487.00			5,190.01
Duren (430735) Ashley	176.08	6,120.27			4,484.54
Ebbay (434566) Xinia	19.87	750.69			688.90
Evans (4565) Eric	173.33	10,943.00			2,591.97
Fergus (434648) Maria	173.33	4,785.00			2,996.31
Fine (421693) George	86.67	2,243.00			1,748.08
Fisk (321284) April	173.33	8,667.00			5,040.76
Fong (356883) Yolanda	173.33	11,490.00			7,681.70
Forte (434150) Harrison	80.00	2,685.60			1,913.72
Giuntoli (337331) Paul	173.33	7,864.00			4,831.12
Grellner (1264) Keith	173.33	14,285.00			9,018.24
Gress (421427) Nicole	173.33	4,956.00			3,661.13
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			6,486.70
Hampton (434838)	133.33	5,759.40			4,301.96
Hartman (434642) Melissa	173.33	5,670.00			4,309.85
Holdcroft (270783) Jodie	36.50	1,571.69			1,325.31
Holdcroft (4579) Grant	173.33	9,453.00			5,472.04
Holt (2726) Karen	173.33	10,422.00			6,817.18
Howard (434057) Anne	173.33	5,561.00			4,225.02
Howarth (434500) Rosalie	173.33	5,277.00			3,866.98
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	9,653.00			6,234.18
Inga Dominguez (434769)	169.33	4,121.64			3,127.08
Inouye (434255) Wendy	173.33	8,667.00			5,942.80
Jenkins (434053) Andrea	173.33	4,495.00			3,424.53
Johanson (400651) Krista	173.33	4,982.00			3,723.82
Jones (358933) Kimberly	173.33	9,453.00			6,392.07
Jury (434709) Thomas	173.33	5,277.00			4,049.32
Katula (393427) Dayna	173.33	8,574.00			5,225.99
Kench (245476) Donald	173.33	4,393.00			2,737.72
Kiess (250913) John	173.33	11,490.00			8,704.85
Kindschy (421430) Brandon	173.33	6,109.00			4,322.03

KPHD - 06/30/2023

Name	Hours	Gross Pay	Employer Paid Taxes	Employer Paid Benefits	Net Pay
Kinnear (434099) Sarah	173.33	5,897.00			4,542.43
Knoop (16125) Melina	173.33	7,464.00			5,108.77
Koch (434710) Crystal	56.00	1,905.12			1,673.19
Kruse (243184) Charles	173.33	8,166.00			5,327.40
Kushner (327580) Siri	173.33	11,490.00			6,970.85
Laird (416539) Melissa	173.33	10,422.00			6,754.46
Lawver (434888) Albert	120.00	4,028.40			3,132.68
Lytle (285038) Ross	173.33	7,464.00			5,011.19
Madden (434318) Shannon	173.33	4,495.00			3,304.53
May (434674) Martha	173.33	4,606.00			3,315.01
Mazur (388104) Karina	173.33	8,400.00			5,499.06
McMillan (434052) Michelle	173.33	5,587.00			4,058.47
Moen (279971) Anne	173.33	6,827.00			4,687.92
Moontree (406607) Kaela	173.33	5,761.00			4,067.36
Moore (421227) Megan	156.00	6,144.00			4,188.30
Moore (434254) Alexandra	173.33	5,026.00			3,657.13
Morris (312378) Dawn	173.33	7,054.00			4,954.51
Morris (434567) Amanda	173.33	4,495.00			3,575.86
Morrow (433895) Nathan	173.33	16,876.00			8,632.38
Nguyen (295033) Loan	173.33	5,493.00			3,989.07
Nguyen (434026) Kevin	43.95	1,218.29			955.76
Nickerson (434837)	157.33	4,360.48			3,195.62
Nielson (434638) Brian	173.33	6,047.00			4,426.89
Noble (3128) Gregoria	173.33	5,541.00			3,645.73
North (22459) Edwin	173.33	10,422.00			550.92
Nuno (405301) Crystal	96.00	3,916.80			2,930.16
O'Brien (433907) Melissa	157.33	4,345.08			3,482.24
Onarheim (426938) Carin	173.33	5,446.00			3,884.01
Pandino (419118) Linda	173.33	4,982.00			3,745.36
Perales (434396) Sydney	173.33	5,143.00			4,010.60
Perry (306605) Rachel	173.33	4,519.00			3,357.89
Petersen (434695) Kayla	173.33	4,342.00			3,287.16
Phelps (434295) Tameka	173.33	6,236.00			4,504.17
Plemmons (433994)	44.25	2,418.26			1,731.39
Power (434293) Allison	173.33	7,487.00			5,305.78
Preston (434195) Anne-Lisa	61.36	2,289.34			1,983.00
Quist-Therson (419860) Nii	175.83	8,521.45			6,328.79
Rhea (324654) Susan	173.33	4,519.00			3,492.56
Rork (404613) Ian	173.33	6,414.00			4,731.09
Schroeder (434395) Alena	46.98	1,302.29			1,180.28
Shelby (434658) Emmy	156.00	6,605.00			5,474.17
Shoriz (434893) Justin	64.00	1,818.24			1,491.65
Shuhler (425553) Yana	173.33	4,466.00			3,269.39
Simmons (434365) Nolan	167.85	5,220.54			4,001.22
Smith (361388) Terri	173.33	8,341.00			5,828.92
Sooter (427776) Thaddeus	173.33	8,667.00			6,102.26
Stedman (347366) Kelsey	173.33	9,603.00			6,372.81
Stewart (423168) Tobbi	173.33	6,309.00			4,451.75
Tiemeyer (433908)	173.33	7,580.00			5,307.89
Tjemsland (433192)	173.33	7,130.00			5,010.43
Tonti (434149) Mindy	80.00	2,111.20			1,638.58
Tran (434316) Meghan		-			-
Turner (1682) Denise	173.33	5,493.00			3,334.65
Van Ort (392243) Susan	173.33	7,464.00			5,095.44
Wagner (426251) Mary	121.34	3,013.00			2,169.84
Warren (434273) Lisa	173.33	7,580.00			5,570.38
Wellborn (14545) Brian	131.00	3,320.34			2,070.65
Wendt (397255) Jan	173.33	7,580.00			5,658.61
Westervelt (434382) Laura	173.33	6,109.00			4,277.59
White (434641) Erica	173.33	5,897.00			4,574.29
Whitford (434292) Tiffany	173.33	4,099.00			3,026.94
Wickhamshire (434070)	86.67	2,136.00			1,712.85
Winchester (431493)	173.33	5,277.00			3,825.58
Wyatt (434415) Janet	165.25	7,226.66			4,874.31
20,317.01	789,350.16				541,856.10

TREAS RPT - Detail Cash Report - Cash**7/6/2023**Treasurer's Detail Report
For 2023 - Jun**Fund: FD00969 Kitsap Public Health General**

Ledger Account	Revenue or Spend Category	Journal	Posting Date	Debit	Credit	Balance
		Operational Journal: Kitsap Public Health District -	6/30/2023	0.00	205,292.13	-205,292.13
2317:Payroll Tax Payable		06/30/2023				

-205,292.13

TREAS RPT - Detail Cash Report - Cash

7/6/2023

Treasurer's Detail Report
For 2023 - Jun

Fund: FD00969 Kitsap Public Health General

Ledger Account	Revenue or Spend Category	Journal	Posting Date	Debit	Credit	Balance
		Operational Journal: Kitsap Public Health District -	6/15/2023	0.00	132,731.16	-132,731.16
2315:Employee Benefits Payable		06/15/2023				

-132,731.16

Kitsap Public Health Board Meeting
Date: September 5, 2023

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

Approvals:

	Signature	Date
Administrator	<i>Keith Grullner</i>	8/30/2023
Finance Manager	<i>Melissa Laird</i>	8/30/2023

Recommended Motion: Approval

Items:

Type	Warrant/EFT Date	Total Amount
Accounts Payable	7/6/2023	\$ 56,837.49
Accounts Payable	7/13/2023	38,708.14
Accounts Payable	7/20/2023	59,572.44
Accounts Payable	7/27/2023	250,407.72
Vital Stats Transfer	7/20/2023	33,356.00
Accounts Payable Total		\$ 438,881.79
Payroll	7/31/2023	537,402.44
Payroll Taxes	7/31/2023	205,782.45
Payroll PERS Payment	7/11/2023	131,516.22
Payroll Total		\$ 874,701.11
Grand Total		\$ 1,313,582.90

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-00002343
Name Kitsap Public Health District HH
Number STL-00002343
Status Complete
Date 07/06/2023
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 56,837.49
Inbound Total 0.00
Expense Report Count 13
Supplier Invoice Count 8

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	07/06/2023	1	52.40	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 07/06/2023	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	07/06/2023	12	2,734.69	USD	Payment Message: ID 1856 for Kitsap Public Health District on 07/06/2023	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	07/06/2023	4	52,072.27	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 07/06/2023	Successfully Completed



View Settlement Run

09:46 AM

07/06/2023

Page 2 of 4

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	07/06/2023	4	1,978.13	USD	Payment Message: ID 1857 for Kitsap Public Health District on 07/06/2023	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0005830	Kitsap Public Health District	James Archer (434384)	Employee	EXP-0005830	06/27/2023	WFOA Conference 2023	495.00	USD
Expense Report: EXP-0005831	Kitsap Public Health District	Rudy Baum (434397)	Employee	EXP-0005831	06/27/2023	Mileage 0502-053023	302.74	USD
Expense Report: EXP-0005832	Kitsap Public Health District	Brian Burchett (409212)	Employee	EXP-0005832	06/27/2023	Mileage 0404-053123	287.15	USD
Expense Report: EXP-0005833	Kitsap Public Health District	Callie Burton (434296)	Employee	EXP-0005833	06/27/2023	Mileage 0608-062123	86.72	USD
Expense Report: EXP-0005834	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0005834	06/27/2023	Mileage 0608-061523	52.40	USD
Expense Report: EXP-0005836	Kitsap Public Health District	Keith Grellner (1264)	Employee	EXP-0005836	06/27/2023	WSALPHO Conf. 0612-061323	208.29	USD
Expense Report: EXP-0005837	Kitsap Public Health District	Rosalie Howarth (434500)	Employee	EXP-0005837	06/27/2023	Mileage 0614-061523	24.89	USD
Expense Report: EXP-0005838	Kitsap Public Health District	Melissa Laird (416539)	Employee	EXP-0005838	06/27/2023	WFOA Conf 0920-092223	495.00	USD
Expense Report: EXP-0005839	Kitsap Public Health District	Ross Lytle (285038)	Employee	EXP-0005839	06/27/2023	Mileage 0608-062023	146.72	USD
Expense Report: EXP-0005840	Kitsap Public Health District	Nathan Morrow (433895)	Employee	EXP-0005840	06/27/2023	Travel 0607-062123	444.09	USD
Expense Report: EXP-0005841	Kitsap Public Health District	Nolan Simmons (434365)	Employee	EXP-0005841	06/27/2023	Mileage 0606-062123	64.39	USD
Expense Report: EXP-0005842	Kitsap Public Health District	Laura Westervelt (434382)	Employee	EXP-0005842	06/27/2023	Mileage 0608-062023	105.46	USD
Expense Report: EXP-0005849	Kitsap Public Health District	Kimberly Jones (358933)	Employee	EXP-0005849	06/28/2023	Mileage 0504--051623, RS Renewal	74.24	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-2023-74636	Kitsap Public Health District	Bremerton Government Center Association	Invoice # 1052 - June 2023	Bremerton Government Center Association	Net 30	SINV-2023-74636	06/27/2023		07/27/2023	0.00	0.00	34,195.58	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-2023-74642	Kitsap Public Health District	Crossroads 360, LLC	June-July 2023	Crossroads 360, LLC	Net 30	SINV-2023-74642	06/27/2023		07/27/2023	0.00	0.00	1,730.00	USD
Supplier Invoice: SINV-2023-74645	Kitsap Public Health District	FedEx	Invoice # 8-171-32612/ Acct# 1888-3436-1	FedEx - Remit-To: PO Box 371461 Pittsburgh	Net 30	SINV-2023-74645	06/27/2023		07/27/2023	0.00	0.00	11.00	USD
Supplier Invoice: SINV-2023-74646	Kitsap Public Health District	Pacific Printing, Inc.	Invoice # 27974	Pacific Printing, Inc.	Net 30	SINV-2023-74646	06/27/2023		07/27/2023	0.00	0.00	412.78	USD
Supplier Invoice: SINV-2023-74649	Kitsap Public Health District	Seabeck Conference Center	June 21, 2023 Rental	Seabeck Conference Center	Net 30	SINV-2023-74649	06/27/2023		07/27/2023	0.00	0.00	254.00	USD
Supplier Invoice: SINV-2023-74800	Kitsap Public Health District	United Business Machines Of Wa	Invoice # 498260	United Business Machines Of Wa	Net 30	SINV-2023-74800	06/27/2023		07/27/2023	0.00	0.00	626.27	USD
Supplier Invoice: SINV-2023-74817	Kitsap Public Health District	US Bank National Association	ACCT# 4246-0445-5568-8591 (JUNE 2023)	US Bank National Association - Remit-To: US Bank Junior Dist's Only	Net 30	SINV-2023-74817	06/26/2023		07/26/2023	0.00	0.00	15,892.69	USD
Supplier Invoice: SINV-2023-75265	Kitsap Public Health District	Village Reach	Invoice 11010-004	Village Reach	Net 30	SINV-2023-75265	07/03/2023		08/02/2023	0.00	0.00	928.08	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	07/06/2023 09:34:18 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



View Settlement Run

Business Process	Status
Payment Message: ID 1856 for Kitsap Public Health District on 07/06/2023	Successfully Completed
Payment Message: ID 1857 for Kitsap Public Health District on 07/06/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 07/06/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 07/06/2023	Successfully Completed
Remittance File: For United Business Machines Of Wa on 07/06/2023	Successfully Completed
Remittance File: For Village Reach on 07/06/2023	Successfully Completed
Remittance File: For Pacific Printing, Inc. on 07/06/2023	Successfully Completed
Remittance File: For FedEx - Remit-To: PO Box 371461 Pittsburgh on 07/06/2023	Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
07/06/2023 09:34 AM	07/06/2023 09:34 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00002343	Completed	00:00:06	Heather Hunsaker	



View Settlement Run

Settlement Run Information

Settlement Run STL-00002368
Name Kitsap Public Health District HH
Number STL-00002368
Status Complete
Date 07/13/2023
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 38,708.14
Inbound Total 0.00
Expense Report Count 10
Miscellaneous Payment Request Count 1
Supplier Invoice Count 14

Payment Groups

Payment Groups

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	07/13/2023	10	2,147.71	USD	Payment Message: ID 1873 for Kitsap Public Health District on 07/13/2023	Successfully Completed
Miscellaneous Payment(Check) for Kitsap County Claims Fund Warrant Account	Miscellaneous Payment	Kitsap County Claims Fund Warrant Account	Check	07/13/2023	1	200.00	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 07/13/2023	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	07/13/2023	10	31,603.38	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 07/13/2023	Successfully Completed



View Settlement Run

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	07/13/2023	4	4,757.05	USD	Payment Message: ID 1872 for Kitsap Public Health District on 07/13/2023	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0005916	Kitsap Public Health District	Christine Bronder (434436)	Employee	EXP-0005916	07/05/2023	Mileage 0601-063023	222.70	USD
Expense Report: EXP-0005917	Kitsap Public Health District	Callie Burton (434296)	Employee	EXP-0005917	07/05/2023	Mileage 0622-062723	55.68	USD
Expense Report: EXP-0005918	Kitsap Public Health District	Jakob Hughes (434256)	Employee	EXP-0005918	07/05/2023	Mileage 0601-062723	348.79	USD
Expense Report: EXP-0005920	Kitsap Public Health District	Talia Humphrey (434383)	Employee	EXP-0005920	07/05/2023	Mileage 0607-062623	79.26	USD
Expense Report: EXP-0005921	Kitsap Public Health District	Thomas Jury (434709)	Employee	EXP-0005921	07/05/2023	Mileage 0531-062923	595.16	USD
Expense Report: EXP-0005922	Kitsap Public Health District	Melissa Laird (416539)	Employee	EXP-0005922	07/05/2023	Mileage 0627-063023, Supplies	49.42	USD
Expense Report: EXP-0005923	Kitsap Public Health District	Kaela Moontree (406607)	Employee	EXP-0005923	07/05/2023	Conf Registration	200.00	USD
Expense Report: EXP-0005924	Kitsap Public Health District	Woodean Nickerson (434837)	Employee	EXP-0005924	07/05/2023	Mileage 0615-070523	312.30	USD
Expense Report: EXP-0005925	Kitsap Public Health District	Sydney Perales (434396)	Employee	EXP-0005925	07/05/2023	Mileage 0604-060823	226.63	USD
Expense Report: EXP-0005930	Kitsap Public Health District	Nolan Simmons (434365)	Employee	EXP-0005930	07/06/2023	Mileage 062623	57.77	USD

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-11003	Kitsap Public Health District	Leona Mackay (Inactive)	MPR-11003	Check	POS Customer Refund	07/06/2023	200.00	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-2023-75617	Kitsap Public Health District	Acranet Cbs Branch	Invoice # 23616	Acranet Cbs Branch	Net 30	SINV-2023-75617	07/01/2023		07/31/2023	0.00	0.00	194.00	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-2023-75618	Kitsap Public Health District	Champ Software, Inc.	Invoice # 5985	Champ Software, Inc.	Net 30	SINV-2023-75618	07/01/2023		07/31/2023	0.00	0.00	17,998.11	USD
Supplier Invoice: SINV-2023-75620	Kitsap Public Health District	Citrix Systems Inc	Invoice # 440000499575	Citrix Systems Inc	Net 30	SINV-2023-75620	07/01/2023		07/31/2023	0.00	0.00	1,642.49	USD
Supplier Invoice: SINV-2023-75621	Kitsap Public Health District	Comcast	84+98-36-002-1685177/ 8498-36-002-1644737	Comcast - Remit-To: PO Box 60533	Net 30	SINV-2023-75621	07/06/2023		08/05/2023	0.00	0.00	896.16	USD
Supplier Invoice: SINV-2023-75623	Kitsap Public Health District	Comcast	INVOICE # 176915193	Comcast - Remit-To: PO Box 37601	Net 30	SINV-2023-75623	07/01/2023		07/31/2023	0.00	0.00	509.29	USD
Supplier Invoice: SINV-2023-75624	Kitsap Public Health District	Microsoft Corporation	E060001636	Microsoft Corporation - Remit-To: Microsoft Services Po Box 842103	Net 30	SINV-2023-75624	07/06/2023		08/05/2023	0.00	0.00	3,905.26	USD
Supplier Invoice: SINV-2023-75626	Kitsap Public Health District	Leadership Kitsap Foundation	WESTERVELF, LAURA INVOICE # 2307035	Leadership Kitsap Foundation	Net 30	SINV-2023-75626	07/06/2023		08/05/2023	0.00	0.00	3,000.00	USD
Supplier Invoice: SINV-2023-75627	Kitsap Public Health District	Office Depot	INV# 315634669001	Office Depot - Remit-To: Office Depot Inc Phoenix	Net 30	SINV-2023-75627	07/01/2023		07/31/2023	0.00	0.00	484.23	USD
Supplier Invoice: SINV-2023-75628	Kitsap Public Health District	Salesforce, Inc.	INVOICE # 26336488	Salesforce, Inc.	Net 30	SINV-2023-75628	07/01/2023		07/31/2023	0.00	0.00	4,782.96	USD
Supplier Invoice: SINV-2023-75629	Kitsap Public Health District	United Business Machines Of Wa	INVOICE # 498528	United Business Machines Of Wa	Net 30	SINV-2023-75629	07/03/2023		08/02/2023	0.00	0.00	558.16	USD
Supplier Invoice: SINV-2023-75631	Kitsap Public Health District	Village Reach	INVOICE # 11010-005	Village Reach	Net 30	SINV-2023-75631	07/01/2023		07/31/2023	0.00	0.00	1,004.89	USD
Supplier Invoice: SINV-2023-75634	Kitsap Public Health District	Washington State Public Health Assoc	INVOICE 6074-	Washington State Public Health Assoc	Net 30	SINV-2023-75634	07/06/2023		08/05/2023	0.00	0.00	520.00	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-2023-75683	Kitsap Public Health District	Telelanguage LLC	Invoice # 0310070623	Telelanguage LLC	Net 30	SINV-2023-75683	07/01/2023		07/31/2023	0.00	0.00	41.85	USD
Supplier Invoice: SINV-2023-75804	Kitsap Public Health District	Wex Bank	Invoice # 90377569	Wex Bank	Net 30	SINV-2023-75804	07/07/2023		08/06/2023	0.00	0.00	823.03	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	07/13/2023 09:24:16 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 1873 for Kitsap Public Health District on 07/13/2023	Successfully Completed
Payment Message: ID 1872 for Kitsap Public Health District on 07/13/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 07/13/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 07/13/2023	Successfully Completed
Remittance File: For Acranet Cbs Branch on 07/13/2023	Successfully Completed
Remittance File: For United Business Machines Of Wa on 07/13/2023	Successfully Completed
Remittance File: For Village Reach on 07/13/2023	Successfully Completed
Remittance File: For Leadership Kitsap Foundation on 07/13/2023	Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
07/13/2023 09:24 AM	07/13/2023 09:24 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00002368	Completed	00:00:08	Heather Hunsaker	



View Settlement Run

Settlement Run Information

Settlement Run STL-00002390
Name Kitsap Public Health District HH
Number STL-00002390
Status Complete
Date 07/20/2023
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 59,572.44
Inbound Total 0.00
Expense Report Count 10
Supplier Invoice Count 16

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	07/20/2023	1	124.45	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 07/20/2023	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	07/20/2023	9	1,342.21	USD	Payment Message: ID 1895 for Kitsap Public Health District on 07/20/2023	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	07/20/2023	15	50,058.08	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 07/20/2023	Successfully Completed



View Settlement Run

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	07/20/2023	1	8,047.70	USD	Payment Message: ID 1894 for Kitsap Public Health District on 07/20/2023	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0005995	Kitsap Public Health District	Sam Ader (413193)	Employee	EXP-0005995	07/11/2023	Mileage 0403-063023	464.40	USD
Expense Report: EXP-0005996	Kitsap Public Health District	Rudy Baum (434397)	Employee	EXP-0005996	07/11/2023	Mileage 0606-062923	121.90	USD
Expense Report: EXP-0005997	Kitsap Public Health District	Callie Burton (434296)	Employee	EXP-0005997	07/11/2023	Mileage 0629-070623	36.03	USD
Expense Report: EXP-0005998	Kitsap Public Health District	Elizabeth Davis (433997)	Employee	EXP-0005998	07/11/2023	Mileage 0525-070523	128.57	USD
Expense Report: EXP-0006000	Kitsap Public Health District	George Fine (421693)	Employee	EXP-0006000	07/11/2023	Mileage 0503-061423	46.37	USD
Expense Report: EXP-0006001	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0006001	07/11/2023	Mileage 0620-070723	124.45	USD
Expense Report: EXP-0006003	Kitsap Public Health District	Rosalie Howarth (434500)	Employee	EXP-0006003	07/11/2023	Mileage 0616-070623	113.77	USD
Expense Report: EXP-0006004	Kitsap Public Health District	Tameka Phelps (434295)	Employee	EXP-0006004	07/11/2023	Mileage 0606-062023	71.26	USD
Expense Report: EXP-0006005	Kitsap Public Health District	Susan Van Ort (392243)	Employee	EXP-0006005	07/11/2023	Mileage 0601-063023	229.91	USD
Expense Report: EXP-0006007	Kitsap Public Health District	Layken Winchester (431493)	Employee	EXP-0006007	07/11/2023	NEHA RS Renewal	130.00	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-2023-76303	Kitsap Public Health District	A.W. Rehn & Associates, Inc	Invoice # 13028	A.W. Rehn & Associates, Inc	Net 30	SINV-2023-76303	07/06/2023		08/05/2023	0.00	0.00	71.25	USD
Supplier Invoice: SINV-2023-76305	Kitsap Public Health District	City of Bremerton	Invoice # BKAT000766	City of Bremerton - Remit-To: Finance Dept BKAT	Net 30	SINV-2023-76305	07/05/2023		08/04/2023	0.00	0.00	487.83	USD
Supplier Invoice: SINV-2023-76306	Kitsap Public Health District	Bremerton Government Center Association	Invoice # 1061	Bremerton Government Center Association	Net 30	SINV-2023-76306	07/11/2023		08/10/2023	0.00	0.00	34,195.58	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-2023-76308	Kitsap Public Health District	Comcast	Acct# 8498-36-002-0701975-JULY 2023	Comcast - Remit-To: PO Box 60533	Net 30	SINV-2023-76308	07/09/2023		08/08/2023	0.00	0.00	270.84	USD
Supplier Invoice: SINV-2023-76309	Kitsap Public Health District	Crossroads 360, LLC	August 2023	Crossroads 360, LLC	Net 30	SINV-2023-76309	07/07/2023		08/06/2023	0.00	0.00	882.00	USD
Supplier Invoice: SINV-2023-76310	Kitsap Public Health District	Griffin Glen Apartments LLC	August 2023 - 5168 Gibson Ln #C104	Griffin Glen Apartments LLC	Net 30	SINV-2023-76310	07/07/2023		08/06/2023	0.00	0.00	1,260.00	USD
Supplier Invoice: SINV-2023-76311	Kitsap Public Health District	The Heights at Sheridan Road	AUGUST 2023-100 SHERIDAN RD #111	The Heights at Sheridan Road	Net 30	SINV-2023-76311	07/07/2023		08/06/2023	0.00	0.00	661.00	USD
Supplier Invoice: SINV-2023-76316	Kitsap Public Health District	Indigo Apartments	AUGUST 2023- KORNEGAY #205A	Indigo Apartments	Net 30	SINV-2023-76316	07/07/2023		08/06/2023	0.00	0.00	1,100.00	USD
Supplier Invoice: SINV-2023-76317	Kitsap Public Health District	Kania, Sharon Faye	AUGUST 2023	Kania, Sharon Faye	Net 30	SINV-2023-76317	07/07/2023		08/06/2023	0.00	0.00	635.00	USD
Supplier Invoice: SINV-2023-76318	Kitsap Public Health District	Silverdale Home Associates	AUGUST 2023	Silverdale Home Associates	Net 30	SINV-2023-76318	07/07/2023		08/06/2023	0.00	0.00	1,214.00	USD
Supplier Invoice: SINV-2023-76320	Kitsap Public Health District	Spectra Laboratories - Kitsap, LLC	0601-06302023	Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma	Net 30	SINV-2023-76320	07/01/2023		07/31/2023	0.00	0.00	8,047.70	USD
Supplier Invoice: SINV-2023-76322	Kitsap Public Health District	Washington Home Solutions	AUGUST 2023	Washington Home Solutions	Net 30	SINV-2023-76322	07/07/2023		08/06/2023	0.00	0.00	705.00	USD
Supplier Invoice: SINV-2023-76326	Kitsap Public Health District	WA State Dept of Revenue	2ND QTR 2023 USE TAX - UBI# 601-139-034	WA State Dept of Revenue - Remit-To: General PO Box 47464	Net 30	SINV-2023-76326	07/11/2023		08/10/2023	0.00	0.00	136.73	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-2023-76345	Kitsap Public Health District	Toyota Financial Services	ACCT# 03 0322 CU922 JULY 2023	Toyota Financial Services	Net 30	SINV-2023-76345	07/11/2023		08/10/2023	0.00	0.00	460.71	USD
Supplier Invoice: SINV-2023-76881	Kitsap Public Health District	Verizon Wireless	Invoice # 9939413612	Verizon Wireless - Remit-To: Treasurer - PO Box 660108	Net 30	SINV-2023-76881	07/10/2023		08/09/2023	0.00	0.00	5,998.14	USD
Supplier Invoice: SINV-2023-77009	Kitsap Public Health District	Pottery Creek	July 2023 - 2010 Sedgewick Rd #D209	Pottery Creek	Net 30	SINV-2023-77009	07/11/2023		08/10/2023	0.00	0.00	1,980.00	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	07/20/2023 09:03:08 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 1894 for Kitsap Public Health District on 07/20/2023	Successfully Completed
Payment Message: ID 1895 for Kitsap Public Health District on 07/20/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 07/20/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 07/20/2023	Successfully Completed
Remittance File: For Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma on 07/20/2023	Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
07/20/2023 09:03 AM	07/20/2023 09:03 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00002390	Completed	00:00:05	Heather Hunsaker	



View Settlement Run

Settlement Run Information	
Settlement Run	STL-00002418
Name	Kitsap Public Health Dist. JS
Number	STL-00002418
Status	Complete
Date	07/27/2023
Include Payments On Behalf Of	No
Exclude Negative Payments	No
Express Settlement	No

Additional Information	
Organization	Kitsap Public Health District
Currency	USD
Filters Used	

Payment Information	
Display Currency	USD
Outbound Total	250,407.72
Inbound Total	0.00
Expense Report Count	16
Miscellaneous Payment Request Count	1
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	07/27/2023	1	22.93	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 07/27/2023	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	07/27/2023	15	2,972.92	USD	Payment Message: ID 1915 for Kitsap Public Health District on 07/27/2023	Successfully Completed
Miscellaneous Payment(Check) for Kitsap County Claims Fund Warrant Account	Miscellaneous Payment	Kitsap County Claims Fund Warrant Account	Check	07/27/2023	1	125.00	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 07/27/2023	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	07/27/2023	27	232,136.02	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 07/27/2023	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	07/27/2023	5	15,150.85	USD	Payment Message: ID 1916 for Kitsap Public Health District on 07/27/2023	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0006066	Kitsap Public Health District	Zachary Ahlin (434420)	Employee	EXP-0006066	07/18/2023	Mileage 0613-071223	299.34	USD
Expense Report: EXP-0006067	Kitsap Public Health District	Richard Bazzell (328436)	Employee	EXP-0006067	07/18/2023	Mileage 0605-062923	333.40	USD
Expense Report: EXP-0006068	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0006068	07/18/2023	Mileage 0710-071123	22.93	USD
Expense Report: EXP-0006069	Kitsap Public Health District	Dara Deseamus (434593)	Employee	EXP-0006069	07/18/2023	Mileage 0606-070723	188.18	USD
Expense Report: EXP-0006070	Kitsap Public Health District	Callie Burton (434296)	Employee	EXP-0006070	07/18/2023	Mileage 0707-071123	61.57	USD
Expense Report: EXP-0006071	Kitsap Public Health District	Ashley Duren (430735)	Employee	EXP-0006071	07/18/2023	Mileage 0608-071223	59.67	USD
Expense Report: EXP-0006072	Kitsap Public Health District	Albert Lawver (434888)	Employee	EXP-0006072	07/18/2023	Mileage 0620-070723	243.33	USD
Expense Report: EXP-0006076	Kitsap Public Health District	Yolanda Fong (356883)	Employee	EXP-0006076	07/19/2023	Mileage 062123, Conf 061-061323	94.78	USD
Expense Report: EXP-0006077	Kitsap Public Health District	Brandon Kindschy (421430)	Employee	EXP-0006077	07/19/2023	Mileage 062823	11.59	USD
Expense Report: EXP-0006078	Kitsap Public Health District	Ross Lytle (285038)	Employee	EXP-0006078	07/19/2023	Mileage 0621-071323	269.86	USD
Expense Report: EXP-0006079	Kitsap Public Health District	Karina Mazur (388104)	Employee	EXP-0006079	07/19/2023	Mileage 0602-062023, RN renewal Proficiency Assmt	382.51	USD
Expense Report: EXP-0006080	Kitsap Public Health District	Alexandra Moore (434254)	Employee	EXP-0006080	07/19/2023	Mileage 0605-071123	280.34	USD
Expense Report: EXP-0006081	Kitsap Public Health District	Kayla Petersen (434695)	Employee	EXP-0006081	07/19/2023	Mileage 0601-062823	137.16	USD
Expense Report: EXP-0006082	Kitsap Public Health District	Jan Wendt (397255)	Employee	EXP-0006082	07/19/2023	Mileage 0602-062823	83.19	USD
Expense Report: EXP-0006083	Kitsap Public Health District	Kelsey Stedman (347366)	Employee	EXP-0006083	07/19/2023	Mileage 0402-061523, Supplies 0503-070523	491.97	USD
Expense Report: EXP-0006084	Kitsap Public Health District	Yaneisy Griego (410072)	Employee	EXP-0006084	07/19/2023	Mileage 061323	36.03	USD



View Settlement Run

11:58 AM
07/27/2023
Page 3 of 6

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-11090	Kitsap Public Health District	Alexander Vaughan (Inactive)	MPR-11090	Check	POS Customer Refund	07/18/2023	125.00	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-2023-77142	Kitsap Public Health District	Lemay Mobile Shredding	Invoice # 4802340S185	Lemay Mobile Shredding	Net 30	SINV-2023-77142	07/01/2023		07/31/2023	0.00	0.00	3,510.00	USD
Supplier Invoice: SINV-2023-77145	Kitsap Public Health District	Lingo	Invoice # 33465434	Lingo - Remit-To: PO Box 660344	Net 30	SINV-2023-77145	07/11/2023		08/10/2023	0.00	0.00	15.18	USD
Supplier Invoice: SINV-2023-77146	Kitsap Public Health District	Loomis	Invoice # 13271959	Loomis - Remit-To: Palatine, IL	Net 30	SINV-2023-77146	07/01/2023		07/31/2023	0.00	0.00	582.00	USD
Supplier Invoice: SINV-2023-77147	Kitsap Public Health District	Smarsh Inc	Invoice # 107324	Smarsh Inc	Net 30	SINV-2023-77147	07/01/2023		07/31/2023	0.00	0.00	15,905.36	USD
Supplier Invoice: SINV-2023-77148	Kitsap Public Health District	Spectra Laboratories - Kitsap, LLC	Invoice # 23-04923	Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma	Net 30	SINV-2023-77148	07/01/2023		07/31/2023	0.00	0.00	1,796.40	USD
Supplier Invoice: SINV-2023-77150	Kitsap Public Health District	Shred-It USA	Invoice# 8004199102	Shred-It USA	Net 30	SINV-2023-77150	07/18/2023		08/17/2023	0.00	0.00	231.68	USD
Supplier Invoice: SINV-2023-77262	Kitsap Public Health District	Iron Mountain	Invoice # 202733237	Iron Mountain - Remit-To: PO Box 601002	Net 30	SINV-2023-77262	07/01/2023		07/31/2023	0.00	0.00	176.18	USD
Supplier Invoice: SINV-2023-77263	Kitsap Public Health District	New West Technologies	Invoice # 3194.10	New West Technologies	Net 30	SINV-2023-77263	07/18/2023		08/17/2023	0.00	0.00	3,194.10	USD
Supplier Invoice: SINV-2023-77265	Kitsap Public Health District	Quadient Finance Usa Inc	Account # 7900 0440 8001 2994 (July 2023) Supplies	Quadient Finance Usa Inc	Net 30	SINV-2023-77265	07/19/2023		08/18/2023	0.00	0.00	239.64	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-2023-77266	Kitsap Public Health District	Quest Diagnostics	Invoice # T1469173	Quest Diagnostics	Net 30	SINV-2023-77266	07/19/2023		08/18/2023	0.00	0.00	125.18	USD
Supplier Invoice: SINV-2023-77268	Kitsap Public Health District	Stericycle Inc	Invoice # 3006538299	Stericycle Inc - Remit-To: Stericycle Inc	Net 30	SINV-2023-77268	07/01/2023		07/31/2023	0.00	0.00	202.13	USD
Supplier Invoice: SINV-2023-77269	Kitsap Public Health District	Taylor Water Technologies, LLC	Invoice # 484401	Taylor Water Technologies, LLC	Net 30	SINV-2023-77269	05/05/2023		06/04/2023	0.00	0.00	511.18	USD
Supplier Invoice: SINV-2023-77270	Kitsap Public Health District	Telelanguage LLC	Invoice # 0310070523A-Add'l payment due	Telelanguage LLC	Net 30	SINV-2023-77270	05/30/2023		06/29/2023	0.00	0.00	6.75	USD
Supplier Invoice: SINV-2023-77287	Kitsap Public Health District	Washington State Auditor's Office	Invoice # L155773	Washington State Auditor's Office	Net 30	SINV-2023-77287	07/13/2023		08/12/2023	0.00	0.00	5,956.65	USD
Supplier Invoice: SINV-2023-77289	Kitsap Public Health District	Washington State University	C100033838/ C100034648	Washington State University	Net 30	SINV-2023-77289	07/13/2023		08/12/2023	0.00	0.00	6,956.03	USD
Supplier Invoice: SINV-2023-77328	Kitsap Public Health District	Infused Innovations	Invoice # 3318	Infused Innovations	Net 30	SINV-2023-77328	07/20/2023		08/19/2023	0.00	0.00	26,400.00	USD
Supplier Invoice: SINV-2023-77399	Kitsap Public Health District	American Family Life Assurance Company	JULY 2023 PAYROLL BENEFITS	American Family Life Assurance Company	Net 30	SINV-2023-77399	07/20/2023		08/19/2023	0.00	0.00	2,485.38	USD
Supplier Invoice: SINV-2023-77400	Kitsap Public Health District	WA State Employment Security	JULY 2023 PAYROLL BENEFITS	WA State Employment Security	Net 30	SINV-2023-77400	07/20/2023		08/19/2023	0.00	0.00	6,297.20	USD
Supplier Invoice: SINV-2023-77401	Kitsap Public Health District	Health Equity	JULY 2023 PAYROLL BENEFITS	Health Equity	Net 30	SINV-2023-77401	07/20/2023		08/19/2023	0.00	0.00	1,010.00	USD
Supplier Invoice: SINV-2023-77402	Kitsap Public Health District	Hra Veba Trust	JULY 2023 PAYROLL BENEFITS	Hra Veba Trust	Net 30	SINV-2023-77402	07/20/2023		08/19/2023	0.00	0.00	9,379.90	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-2023-77403	Kitsap Public Health District	Nationwide Retirement Solutions	JULY 2023 PAYROLL BENEFITS	Nationwide Retirement Solutions	Net 30	SINV-2023-77403	07/20/2023		08/19/2023	0.00	0.00	6,570.00	USD
Supplier Invoice: SINV-2023-77404	Kitsap Public Health District	A.W. Rehn & Associates, Inc	JULY 2023 PAYROLL BENEFITS-PARKING	A.W. Rehn & Associates, Inc	Net 30	SINV-2023-77404	07/20/2023		08/19/2023	0.00	0.00	752.00	USD
Supplier Invoice: SINV-2023-77405	Kitsap Public Health District	A.W. Rehn & Associates, Inc	JULY 2023 PAYROLL BENEFITS-DCFSA	A.W. Rehn & Associates, Inc	Net 30	SINV-2023-77405	07/20/2023		08/19/2023	0.00	0.00	225.00	USD
Supplier Invoice: SINV-2023-77406	Kitsap Public Health District	Prof & Technical Eng XPH	JULY 2023 PAYROLL BENEFITS-DCFSA	Prof & Technical Eng XPH - Remit-To: Local Union 17	Net 30	SINV-2023-77406	07/20/2023		08/19/2023	0.00	0.00	3,267.42	USD
Supplier Invoice: SINV-2023-77407	Kitsap Public Health District	Prof & Technical Eng XPH	JULY 2023 PAYROLL BENEFITS	Prof & Technical Eng XPH - Remit-To: Local 17 Union/PAC	Net 30	SINV-2023-77407	07/20/2023		08/19/2023	0.00	0.00	28.00	USD
Supplier Invoice: SINV-2023-77408	Kitsap Public Health District	Voya Institutional Trust Company	JULY 2023 PAYROLL BENEFITS	Voya Institutional Trust Company - Remit-To: Voya Institutional Trust Co (South Kitsap Fire Payroll)	Net 30	SINV-2023-77408	07/20/2023		08/19/2023	0.00	0.00	375.00	USD
Supplier Invoice: SINV-2023-77409	Kitsap Public Health District	WA State Dept of Labor & Industries	JULY 2023 PAYROLL BENEFITS	WA State Dept of Labor & Industries - Remit-To: Industrial Insurance Po Box 34022	Net 30	SINV-2023-77409	07/20/2023		08/19/2023	0.00	0.00	5,160.72	USD
Supplier Invoice: SINV-2023-77410	Kitsap Public Health District	Wash State Dept Of Retirement	JULY 2023 PAYROLL BENEFITS	Wash State Dept Of Retirement	Net 30	SINV-2023-77410	07/20/2023		08/19/2023	0.00	0.00	12,172.23	USD
Supplier Invoice: SINV-2023-77411	Kitsap Public Health District	Wa Health Care Authority - Uniform	JULY 2023 PAYROLL BENEFITS	Wa Health Care Authority - Uniform	Net 30	SINV-2023-77411	07/20/2023		08/19/2023	0.00	0.00	114,704.66	USD
Supplier Invoice: SINV-2023-77412	Kitsap Public Health District	Vimly Benefit Solutions Inc	JULY 2023 PAYROLL BENEFITS	Vimly Benefit Solutions Inc	Net 30	SINV-2023-77412	07/20/2023		08/19/2023	0.00	0.00	5,613.12	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-2023-77413	Kitsap Public Health District	Whit-Delta Dental Of Washington	JULY 2023 PAYROLL BENEFITS	Whit-Delta Dental Of Washington	Net 30	SINV-2023-77413	07/20/2023		08/19/2023	0.00	0.00	10,285.27	USD
Supplier Invoice: SINV-2023-77701	Kitsap Public Health District	WA State Employment Security	JULY 2023 PAYROLL BNFTS - WA CARES	WA State Employment Security	Net 30	SINV-2023-77701	07/24/2023		08/23/2023	0.00	0.00	3,152.51	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	07/27/2023 11:11:52 AM		Junille Schmeling (430378)	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 1915 for Kitsap Public Health District on 07/27/2023	Successfully Completed
Payment Message: ID 1916 for Kitsap Public Health District on 07/27/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 07/27/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 07/27/2023	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 07/27/2023	Successfully Completed
Remittance File: For Quadient Finance Usa Inc on 07/27/2023	Successfully Completed
Remittance File: For Stericycle Inc - Remit-To: Stericycle Inc on 07/27/2023	Successfully Completed
Remittance File: For Washington State University on 07/27/2023	Successfully Completed
Remittance File: For Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma on 07/27/2023	Successfully Completed
Remittance File: For Washington State Auditor's Office on 07/27/2023	Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
07/27/2023 11:11 AM	07/27/2023 11:11 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00002418	Completed	00:00:07	Junille Schmeling	

TREAS RPT - Detail Cash Report - Cash

Treasurer's Detail Report

For 2023 - Jul

Fund: FD00969 Kitsap Public Health General

Ledger Account	Revenue or Spend Category	Journal	Posting Date	Debit	Credit	Balance
	3860 - Agency Deposits	JE-00038959 - Kitsap Public Health District - 07/20/2023 - Public Health monthly vital stats transfer	7/20/2023	0.00	33,356.00	-33,356.00
3800:Other Increases in Fu						

-33,356.00

Kitsap Public Health - 07/31/2023

Name	Hours	Gross Pay	Employer Paid Taxes	Employer Paid Benefits	Net Pay
Abazi (427227) Ornela	21.34	\$834.59			\$723.72
Abney (4563) Beverly	173.33	\$5,493.00			\$3,743.55
Acosta (278956) Nancy	173.33	\$9,453.00			\$5,817.29
Ader (413193) Sam	173.33	\$6,109.00			\$4,145.18
Ahlin (434420) Zachary	173.33	\$5,026.00			\$3,768.42
Anderson (419470) Amy	173.33	\$6,827.00			\$4,477.07
Archer (434384) James	173.33	\$4,311.00			\$3,262.88
Armstrong (434291) Jami	173.33	\$5,978.00			\$4,200.44
Atisme-Bevins (433909)	129.33	\$5,802.72			\$4,002.58
Banigan (215189) Leslie	173.33	\$7,464.00			\$5,334.72
Baum (434397) Rudy	173.33	\$5,541.00			\$4,052.09
Bazzell (328436) Richard	173.33	\$7,464.00			\$5,249.91
Bell (419805) Gus	166.91	\$7,299.25			\$4,955.13
Berger (407902) Angeline	173.33	\$5,866.00			\$4,186.27
Bierman (404611) Dana	156.00	\$8,283.00			\$6,121.33
Borja (426250) Windie	173.33	\$5,986.00			\$4,359.72
Boysen-Knapp (2058)	156.00	\$6,144.00			\$4,072.39
Bronder (434436) Christine	173.33	\$5,026.00			\$3,790.38
Brown (271677) Steven	173.33	\$9,453.00			\$5,635.93
Burchett (409212) Brian	173.33	\$5,818.00			\$4,215.23
Burke (434463) Lenore	173.33	\$4,495.00			\$3,209.35
Burton (434296) Callie	173.33	\$4,559.00			\$3,396.66
Byrd (434085) Stephanie	173.33	\$4,486.00			\$3,623.78
Cadorna (434932) Jessi	212.33	\$4,554.55			\$3,331.10
Calderon (434768) Brenda	168.83	\$4,109.47			\$3,127.77
Camarena (434536) Daniel	173.33	\$5,378.00			\$3,687.15
Chang (411387) Margo	173.33	\$4,827.00			\$3,413.13
Chen (434841) Jessica	146.83	\$5,478.28			\$4,307.39
Ciulla (400655) Laura		\$0.00			\$0.00
Collins (434101) Lori	173.33	\$6,863.00			\$4,964.28
Davis (433997) Elizabeth	173.33	\$8,574.00			\$5,960.75
Deseamus (434593) Dara	173.33	\$4,342.00			\$3,232.89
Dowless (340919) Kelly	173.33	\$7,487.00			\$5,146.60
Duren (430735) Ashley	173.33	\$5,978.00			\$4,344.34
Evans (4565) Eric	173.33	\$10,943.00			\$2,591.97
Fergus (434648) Maria	173.33	\$4,785.00			\$2,968.56
Fine (421693) George	86.67	\$2,243.00			\$1,735.07
Fisk (321284) April	173.33	\$8,667.00			\$5,040.77
Fong (356883) Yolanda	173.33	\$11,490.00			\$7,681.72
Forte (434150) Harrison	17.46	\$586.13			\$475.86
Giuntoli (337331) Paul	173.33	\$7,464.00			\$4,571.89
Grellner (1264) Keith	173.33	\$13,685.00			\$8,550.04
Gress (421427) Nicole	173.33	\$4,956.00			\$3,632.39
Griego (410072) Yaneisy	156.00	\$4,737.00			\$3,592.99
Guidry (355732) Jessica	173.33	\$9,453.00			\$6,647.95
Hadly (434294) Gabrielle	173.33	\$9,453.00			\$6,431.88
Hampton (434838)	173.33	\$7,487.00			\$5,378.16
Hartman (434642) Melissa	173.33	\$5,670.00			\$4,276.96
Holdcroft (270783) Jodie	40.00	\$1,722.40			\$1,442.41
Holdcroft (4579) Grant	173.33	\$9,453.00			\$5,417.21
Holt (2726) Karen	173.33	\$11,022.00			\$7,206.03
Howard (434057) Anne	138.67	\$4,449.00			\$3,382.77
Howarth (434500) Rosalie	173.33	\$5,541.00			\$4,028.42
Hughes (434256) Jakob	173.33	\$5,277.00			\$3,925.07
Humphrey (434383) Talia	173.33	\$5,143.00			\$3,950.67
Hunter (409213) Kari	173.33	\$9,453.00			\$6,118.05
Inga Dominguez (434769)	173.33	\$4,219.00			\$3,174.01
Inouye (434255) Wendy	173.33	\$8,667.00			\$5,892.52
Jenkins (434053) Andrea	155.98	\$4,072.70			\$3,091.27
Johanson (400651) Krista	173.33	\$4,982.00			\$3,694.92
Jones (358933) Kimberly	173.33	\$9,453.00			\$6,392.08
Jury (434709) Thomas	173.33	\$5,277.00			\$4,018.72
Katula (393427) Dayna	173.33	\$8,874.00			\$5,420.40
Kench (245476) Donald	173.33	\$4,993.00			\$3,153.78
Kiess (250913) John	173.33	\$11,490.00			\$8,704.86

Kitsap Public Health - 07/31/2023

Name	Hours	Gross Pay	Employer Paid Taxes	Employer Paid Benefits	Net Pay
Kindschy (421430) Brandon	173.33	\$6,109.00			\$4,286.60
Kinnear (434099) Sarah	173.33	\$5,897.00			\$4,508.23
Knoop (16125) Melina	173.33	\$7,464.00			\$5,065.49
Kruse (243184) Charles	173.33	\$7,566.00			\$4,894.65
Kushner (327580) Siri	173.33	\$11,490.00			\$6,970.86
Laird (416539) Melissa	173.33	\$10,622.00			\$6,665.42
Lawver (434888) Albert	173.33	\$5,818.00			\$4,365.61
Lytle (285038) Ross	173.33	\$7,464.00			\$5,011.19
Madden (434318) Shannon	85.11	\$2,206.90			\$1,621.52
May (434674) Martha	173.33	\$4,606.00			\$3,288.29
Mazur (388104) Karina	173.33	\$8,400.00			\$5,499.05
McMillan (434052) Michelle	173.33	\$5,737.00			\$4,118.14
Moen (279971) Anne	173.33	\$6,827.00			\$4,687.92
Moontree (406607) Kaela	173.33	\$5,561.00			\$3,907.26
Moore (421227) Megan	14.40	\$567.22			\$474.88
Moore (434254) Alexandra	173.33	\$5,026.00			\$3,627.98
Morris (312378) Dawn	173.33	\$7,054.00			\$4,954.51
Morris (434567) Amanda	173.33	\$4,495.00			\$3,549.77
Morrow (433895) Nathan	173.33	\$16,876.00			\$8,534.50
Nguyen (295033) Loan	173.33	\$5,493.00			\$3,957.22
Nickerson (434837)	147.83	\$4,097.14			\$2,978.77
Nielson (434638) Brian	149.33	\$5,230.52			\$3,797.88
Noble (3128) Gregoria	173.33	\$5,541.00			\$3,645.74
North (22459) Edwin	173.33	\$10,422.00			\$550.92
Nuno (405301) Crystal	233.03	\$9,507.62			\$7,481.56
O'Brien (433907) Melissa	173.33	\$4,787.00			\$3,779.71
Onarheim (426938) Carin	173.33	\$5,296.00			\$3,755.79
Pandino (419118) Linda	173.33	\$4,982.00			\$3,745.36
Perales (434396) Sydney	173.33	\$5,400.00			\$4,148.88
Perry (306605) Rachel	173.33	\$4,519.00			\$3,331.69
Petersen (434695) Kayla	162.33	\$3,956.45			\$2,981.51
Phelps (434295) Tameka	173.33	\$6,386.00			\$4,560.53
Plemmons (433994)	26.25	\$1,434.56			\$927.47
Power (434293) Allison	173.33	\$7,487.00			\$5,262.38
Quist-Therson (419860) Nii	184.83	\$9,171.07			\$6,757.43
Rhea (324654) Susan	40.84	\$1,064.70			\$970.87
Rork (404613) Ian	173.33	\$6,414.00			\$4,693.88
Shelby (434658) Emmy	156.00	\$6,605.00			\$5,435.87
Shoriz (434893) Justin	173.33	\$4,924.00			\$3,764.37
Shuhler (425553) Yana	173.33	\$4,466.00			\$3,243.50
Simmons (434365) Nolan	173.33	\$5,277.00			\$4,002.53
Smith (361388) Terri	173.33	\$8,341.00			\$5,780.54
Sooter (427776) Thaddeus	173.33	\$8,667.00			\$6,051.99
Stedman (347366) Kelsey	173.33	\$9,453.00			\$6,219.35
Stewart (423168) Tobbi	173.33	\$6,109.00			\$4,286.72
Tiemeyer (433908)	173.33	\$7,730.00			\$5,349.85
Tjemsland (433192)	173.33	\$7,130.00			\$4,969.07
Tonti (434149) Mindy	173.33	\$4,575.00			\$3,504.78
Turner (1682) Denise	173.33	\$5,493.00			\$3,302.78
Van Ort (392243) Susan	173.33	\$7,464.00			\$5,095.44
Wagner (426251) Mary	121.34	\$3,013.00			\$2,152.34
Warren (434273) Lisa	173.33	\$7,580.00			\$5,526.42
Wellborn (14545) Brian	130.00	\$3,520.00			\$2,198.34
Wendt (397255) Jan	173.33	\$7,580.00			\$5,614.66
Westervelt (434382) Laura	173.33	\$6,109.00			\$4,277.61
White (434641) Erica	173.33	\$5,897.00			\$4,598.81
Whitford (434292) Tiffany	173.33	\$4,099.00			\$3,003.16
Wickhamshire (434070)	86.67	\$2,136.00			\$1,700.46
Wimpenny (434923) Jacob	173.33	\$6,735.00			\$4,954.58
Winchester (431493)	173.33	\$5,277.00			\$3,825.59
Wyatt (434415) Janet	161.75	\$7,073.61			\$4,735.40
	20,265.07	\$787,245.88	\$63,885.46	\$195,964.10	\$537,402.44

TREAS RPT - Detail Cash Report - Cash

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

Ledger Account	Revenue or Spend Category	Journal	Posting Date	Debit	Credit	Balance
		Operational Journal: Kitsap Public Health District - 07/31/2023	7/31/2023	0.00	205,782.45	-205,782.45
2317:Payroll Tax Payable						

-205,782.45

TREAS RPT - Detail Cash Report - Cash

Treasurer's Detail Report

For 2023 - Jul

Fund: FD00969 Kitsap Public Health General

Ledger Account	Revenue or Spend Category	Journal	Posting Date	Debit	Credit	Balance
		Operational Journal: Kitsap Public Health District - 07/11/2023	7/11/2023	0.00	131,516.22	-131,516.22

2315:Employee Benefits Payable

-131,516.22