

AMENDMENT TO AGREEMENT 2262

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

RECITALS

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

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

WHEREAS, the Parties have entered into one prior amendment to the Contract.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- I. **Amendment of Contract Section 1. Period of Performance.** The date of the contract will be extended to June 30, 2024.
- II. **Amendment of Contract Section 4. Statement of work and Budget.** Subcontractor shall furnish the necessary personnel, equipment material, and/or services and otherwise do all the things necessary for or incidental to the performance of the work set forth in ATTACHEMENT A-2, attached hereto and incorporated herein. ATTACHMENT A of the initial contract and ATTACHMENT A-1 of Amendment 1 remain unchanged.
- III. **Amendment of Contract Section 5. Compensation.** \$82,000 dollars will be added to the total budget for Jefferson County Public Health to provide services in both Jefferson County and Clallam County. For a total compensation of \$209,761.
- IV. **Other Provisions Unchanged.** The other provisions of the Contract, as it has been amended from time to time, remain unchanged.
- V. **Effective Date.** This Amendment is effective July 1, 2023.
- VI. **Authorization.** Each party signing below warrants to the other party that they have the full power and authority to execute this Amendment on behalf of the party for whom they sign.

[SIGNATURES FOLLOW ON THE NEXT PAGE]

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

Dated this 7th day of June, 2023.

Dated this 26th day of June, 2023.

**KITSAP PUBLIC
HEALTH DISTRICT**

**BOARD OF COUNTY COMMISSIONERS
JEFFERSON COUNTY, WASHINGTON**

Keith Grellner

Keith Grellner
Administrator

[Handwritten Signature]

Greg Brotherton, Chair

6/26/23

Date

ATTEST:

Carolyn Callaway

Carolyn Callaway, Clerk of the Board



APPROVED AS TO FORM:

Philip C. Hunsucker

June 21, 2023

Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

ATTACHMENT A-2 – SCOPE OF WORK AND BUDGET
Jefferson County Public Health
July 1, 2023 – June 30, 2024

As a subrecipient of KPHD under the Washington Department of Health funded *Youth Cannabis & Commercial Tobacco Prevention Program (YCCTPP)*, Jefferson County Public Health agrees to the following activities funded in full or part by the associated budget.

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

Budget July 1, 2023 – June 30, 2024

<i>Cannabis</i>	<i>Cost</i>	<i>Description</i>
Staff Salary	\$18,304	11 hours per week
Benefits	\$4,576	
Indirect	\$6,635	Rate 29 %
Goods & Services	\$1,000	Materials necessary and approved for programing
Mini Grants	\$11,235	Mini Grants to Community Members
Mileage	\$250	Any travel to and from implementation sites
Travel/Training		
Total Jefferson	\$42,000	

<i>Tobacco</i>	<i>Cost</i>	<i>Description</i>
Staff Salary	\$16,640	10 hours per week
Benefits	\$4,160	
Indirect	\$6,032	Rate 29 %
Mini Grants	\$10,000	Mini Grants to Community Members
Mileage	\$100	Any travel to and from implementation sites
Goods & Services	\$3,068	Materials necessary and approved for programing
Total Jefferson	\$40,000	

Funding Source

Chart of Accounts Program Name or Title	AL#	BARS Code	7/1/23 – 6/30/24
SFY24 Dedicated Cannabis Account (MJ)	n/a	334.04.93	\$42,000
SFY24 Tobacco Prevention Proviso	n/a	334.04.93	\$40,000
Total to Jefferson			\$82,000

Subrecipient DUNS Number: 184826790
Subrecipient Indirect Rate: 29%
Research and Development: No