

**Kitsap Public Health District
Consent Agenda
November 5, 2024**

KPHD Contract Number	Their Contract Number	Contractor and Agreement Name	Type of Agreement	Term of Agreement	Amount to District	Amount to Other Agency
2024	NA	KITSAP COUNTY <i>American Rescue Plan Act of 2021 (ARPA)</i>	Interlocal Subaward	01/01/2022-06/30/2026	\$748,000	\$0
Description: The Kitsap Public Health District’s Nurse Family Partnership Program (NFP) provides evidence-based nurse home visiting service to Kitsap County families. This is a parental and infancy home visitation service that aims to improve the health, well-being, and self-sufficiency of first-time low-income parents and their children.						
2203 Amendment 21 (2434)	CLH31014 Amendment 21	WA State Dept. of Health <i>Consolidated Contract</i>	Amendment	01/01/2022-12/31/2024	\$(113,286)	\$0
Description: Amendment adds statements of work for Childhood Lead Poisoning Prevention, and Injury & Violence Prevention-LHJ Opioid Campaign Proviso, and amends statement of work for Executive Office of Resiliency & Health Security-WFD LHJ, HIV Client services-HOPWA, Office of Drinking Water Group A, Office of Immunization COVID-19 Vaccine, and Office of Immunization-Regional Representatives, and includes a funding decrease of \$113,286 for a revised maximum consideration of \$23,345,927.						
2429	KC-489-24	Kitsap County <i>Clean Water Kitsap</i>	Interlocal Agreement	01/01/2025-12/31/2025	\$1,548,300	\$0
Description: Provides a mechanism for implementation of programs within the Clean Water Kitsap (CWK) partnership to coordinate stormwater management programs and services to achieve a comprehensive approach to surface water management.						

KC- _____

FACE SHEET

KITSAP COUNTY

AMERICAN RESCUE PLAN ACT OF 2021 (ARPA)

CORONAVIRUS STATE & LOCAL FISCAL RECOVERY FUNDS (CSLFRF) SUBAWARD

Pursuant to 2 CFR 200.332(a)(1) Federal Award Identification

(1) Subrecipient Name: Kitsap Public Health District	(2) Unique Entity Identifier: WKRDH6R95X88	Project Identification Number: ARPA - 013
(3) Federal Award Identification No. (FAIN): SLFRP1192	(5) Subaward Period of Performance (Start & End Date): January 1, 2022 to June 30, 2026	(6) Subaward Budget Period (Start & End Date): January 1, 2022 to June 30, 2026
(4) Federal Award Date: May 18, 2021		
(7) Amount of Federal Funds Obligated by this Action: \$ 748,000.00		(8) Total Amount of Federal Funds Obligated: \$ 748,000.00
(9) Total Amount of the Federal Award Committed to the Subrecipient: \$ 748,000.00		
(10) Federal Award Project Description: Kitsap Public Health District Nurse Family Partnership		
(11a) Name of Federal Awarding Agency: United States Department of the Treasury	(11b) Name of Pass-Through Entity: Kitsap County	
(12) Assistance Listing Number & Title: CFDA 21.027	(13) Research & Development Award? No	
(14) Indirect Cost Rate for the Federal Award: None	Award Payment Method (Lump Sum or Reimbursement): Reimbursement	
Signing Statement: Kitsap County and Subrecipient, as defined above, acknowledge and accept the terms of this Subrecipient Agreement on the date below. The rights and obligations of both parties to this Subaward are governed by this Agreement and the following other documents incorporated by reference: Attachment A - Federal Contract Terms; Attachment B - Scope of Work; Attachment C - Cost Certification & Reimbursement Request Form; Attachment D - Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions; Attachment E - Civil Rights Certification; Attachment F - Lobbying Certification & Lobbying Disclosure; and Attachment G - Prevailing Wage.		
FOR KITSAP COUNTY		FOR SUBRECIPIENT
_____ Katherine T. Walters Chair, Board of County Commissioners		_____ Signature of Authorized Representative
_____ Date		_____ Title
_____ Date		_____ Date

KC- _____

SUBRECIPIENT AGREEMENT BETWEEN

KITSAP COUNTY AND KITSAP PUBLIC HEALTH DISTRICT

THIS SUBRECIPIENT AGREEMENT (“Agreement”) is made between Kitsap County, a Washington state political subdivision (“County”) and Kitsap Public Health District, (“Subrecipient”).

RECITALS

WHEREAS, the County is a recipient of certain Coronavirus Local Fiscal Recovery Funds (“ARPA Funds”) which are to be disseminated and used in compliance with section 602(c) and 603(c) of the Social Security Act (“Act”), as added by section 9901 of the American Rescue Plan Act (“ARPA”), the U.S. Department of Treasury regulations implementing that section and the guidance issued by the U.S. Department of Treasury published in the Coronavirus State and Local Fiscal Recovery Funds Interim Final Rule: Frequently Asked Questions issued January 2022, all collectively referred to herein as “ARPA Rules”.

WHEREAS, the Subrecipient has submitted a written request to the County for ARPA Funds to be used for the authorized purpose identified in the Scope of Work.

WHEREAS, the parties desire to execute this Agreement to address the respective requirements of each for the receipt and use of the ARPA Funds.

NOW, THEREFORE, in consideration of the foregoing recitals which are incorporated herein by reference, and the terms and conditions set forth below, the parties agree as follows:

SECTION 1. TERM

1.1 The Agreement will become effective on January 1, 2022, and terminate on June 30, 2026, subject to available funding, unless terminated or extended as provided herein. In no event will the Agreement become effective unless and until it is approved and executed by the duly authorized representative of Kitsap County.

SECTION 2. SUBRECIPIENT SCOPE OF WORK

2.1 Subrecipient. For purposes of this Agreement, a Subrecipient means a non-Federal entity that receives a subaward from Kitsap County, a pass-through entity, to carry out part of a Federal Program; but does not include an individual that is a beneficiary of such program. 45 CFR § 75.2

2.2 Scope of Work. The Subrecipient accepts receipts of ARPA Funds and agrees to complete the “Project” as described in Attachment B (Scope of Work).

- 2.3 Changes in Scope of Work. No change(s) shall be made to the Scope of Work except by written amendment to the Agreement.
- 2.4 Subrecipient Capacity. Subrecipient agrees and confirms that it has the institutional, managerial, and financial capacity to ensure proper planning, management, and completion of the Project as provided herein.

SECTION 3. COMPENSATION AND PAYMENT

- 3.1 Compensation. Subject to the terms, covenants, and conditions of this Agreement, the County will pass through to the Subrecipient the amount of ARPA Funds not to exceed the amount identified on the Face Sheet box 8 to be used as provided herein.
- 3.2 Scope of Eligible Expenditures, No Supplanting. Subrecipient agrees to utilize ARPA Funds available under this Agreement only to reimburse for eligible expenditures and as provided in this Agreement. No funds may be used to reimburse expenditures reimbursed under any other federal or state program, or from any other third-party source. Wrongful expenditure of the funds will constitute a breach of this Agreement and the County shall have the right to terminate this Agreement under the terms and conditions specified herein.
- 3.3 Reimbursement for Travel. Subrecipient will not be reimbursed for travel that is not identified in the attached Scope of Work, without the prior written consent of the County. To be reimbursable under this agreement, travel costs must be incurred pursuant to both the cost principles found in 2 CFR 200.475 – Travel Costs, as well as the Subrecipient’s own established travel policy, a copy of which must be provided to the County.
- 3.4 Invoice. Subrecipient will submit a monthly invoice to the County, no later than the 15th day following the end of each month, as identified below, for reimbursement of expenses incurred during the reporting period. Subrecipient will use the Reimbursement Request Form provided by the County and submit for reimbursement in the form and manner requested by the County. Subrecipient will notify the County prior to the due date if they will not be submitting for reimbursement because no expenses were incurred in the prior month. The County shall endeavor to make payment not more than 30 days after a complete and accurate invoice is received.

FOR MONTH ENDING	REIMBURSEMENT REQUEST DUE
January 31	February 15
February 28/29	March 15
March 31	April 15
April 30	May 15
May 31	June 15
June 30	July 15
July 31	August 15
August 31	September 15
September 30	October 15

October 31	November 15
November 30	December 15
December 31	January 15

- 3.5 Subrecipient Certification. By signing this Agreement, the Subrecipient certifies that it understands that this Agreement is funded in whole or in part with ARPA Funds and subject to all ARPA Rules, and other laws, rules, and regulations normally associated with federally funded programs and any other requirements of law for receipt and use of ARPA Funds and Subrecipient agrees to comply with the same.
- 3.6 No Advance Payment. No advance payments shall be made for any products or services furnished by the Subrecipient pursuant to this Agreement.
- 3.7 Overpayments. Subrecipient promptly shall refund to County the full amount of any erroneous payment or overpayment. Such refunds shall occur within thirty days of discovery of such an error.
- 3.8 Pre-award Costs. Pre-award costs, as defined in 2 C.F.R. § 200.458 may not be paid with funding from this award.

SECTION 4. PERFORMANCE MONITORING

- 4.1 The County will monitor the performance of the Subrecipient. Monitoring which shall include without limitation tracking project performance, reviewing payment requests for applicable costs, managing the timely pass-through of ARPA Funds, overseeing compliance with ARPA Rules and ensuring recordkeeping and audit requirements are met. Substandard performance as determined by the County will constitute noncompliance with this Agreement. If action to correct such substandard performance is not taken by the Subrecipient within a reasonable time after being notified by the County, contract suspension or termination procedures will be initiated.

SECTION 5. ADMINISTRATIVE AND REPORTING REQUIREMENTS

- 5.1 Quarterly Performance Report. Subrecipient shall provide the County with a quarterly performance report by the last day of the month following the end of the quarter as identified below.

FOR CALENDAR QUARTER ENDING	QUARTERLY PERFORMANCE REPORT DUE
March 31	April 30
June 30	July 31
September 30	October 31
December 31	January 31

- 5.2 Close-Out Report. Subrecipient is responsible for the close out of the ARPA Funds. Subrecipient’s obligation to the County shall not end until all close-out requirements are

completed. Activities during this close-out period shall include, without limitation: making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the County), completing the final reimbursement request, and determining the custodianship of records. The Subrecipient shall submit the Close-Out Report within sixty (60) days of completion of the project or August 31, 2026, whichever occurs first.

- 5.3 Accounting. Subrecipient shall comply with the requirements and standards of Office of Management and Budget (OMB) and guidance in subparts A through F of 2 C.F.R part 200 and shall adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred. Subrecipient's financial management system shall include, at a minimum, accurate, current, and complete disclosures of expenditures of ARPA Funds; records which adequately identify the source and application of ARPA Funds provided for financially assisted activities; effective control over and accountability for ARPA Funds, real and personal property, and other assets; comparison of actual outlays with budgeted amounts; and records supported by source documentation. Subrecipient shall comply with applicable Federal regulations for administrative requirements, cost principles, and audits; and maintain adequate business systems to comply with Federal requirements. The business systems that must be maintained are: Financial Managements, Procurement, Personnel, Property, and Travel. A system is adequate if it is written, followed consistently (it applies to similar items), and consistently applied (it applies to all sources of funds).
- 5.4 Cost Principles. The Subrecipient will administer its program in conformance with 2 CFR 200 Subpart E – *Cost Principles*. These principles will be applied for all costs incurred whether charged on a direct or indirect basis.
- 5.5 Duplication of Costs. The Subrecipient certifies that work to be performed under this Agreement does not duplicate any work to be charged against any other contract, subcontract, or other source.
- 5.6 Procurement. Subrecipient shall procure all materials, property, or services in accordance with the requirements of the Uniform Guidance and 2 C.F.R. § 200.317 through 2 C.F.R. § 200.327. Subrecipient shall maintain an inventory of all equipment, furniture, and non-expendable personal property purchased with ARPA Funds.
- 5.7 Internal Controls. Subrecipient should operate according to a written set of policies and procedures that define staff qualifications and duties, lines of authority, separation of functions, and access to assets and sensitive documents. Included in these policies and procedures will be written accounting procedures for approving and recording transactions and the control of cash receipts, disbursements, and cash balances. Subrecipient's financial policies and lines of authority may be reviewed by the County upon request for monitoring purposes.
- 5.8 Technical Assistance. If, at any time, Subrecipient believes its capacity is compromised or Subrecipient otherwise needs any sort of assistance, it shall immediately notify the County.

The County will make good faith efforts to provide timely technical assistance to the Subrecipient to bring the Agreement into compliance.

- 5.9 Equipment Purchase. Any equipment to be purchased with a cost of \$5,000, or more, per item, shall be specifically and individually identified in the attached Scope of Work and preauthorization shall be obtained from the County prior to purchase.
- 5.10 Equipment Maintenance. Subrecipient shall be responsible for the proper care and maintenance of all equipment purchased using ARPA Funds, including securing and insuring such equipment.
- 5.11 Equipment Ownership. The Subrecipient shall ensure that all such equipment is returned to the County upon termination of this Agreement unless otherwise agreed to by the parties.
- 5.12 Reporting. Subrecipient agrees to comply with any reporting obligations established by the County and/or Treasury, as it relates to this Agreement.

SECTION 6. MAINTENANCE OF RECORDS, AUDITS, AND INSPECTIONS

- 6.1 Inspection, Review, or Audit. Subrecipient shall maintain all records and financial documents required by federal and state law that are pertinent to the activities to be funded under this Agreement for six (6) years after the last date that all funds have been expended or returned to the County, whichever is later, to ensure proper accounting for all funds and compliance with the Agreement. Records shall be retained longer if any litigation, claim, or audit is started before the expiration of the record retention period. Such records shall include without limitation:
 - a. Records providing a full description of each activity undertaken;
 - b. Records demonstrating that each activity undertaken meets one of the Expenditure Categories identified in the U.S. Department of Treasury Compliance and Reporting Guidance, Appendix 1: Expenditure Categories;
 - c. Records required to determine the eligibility of activities;
 - d. Records required to document the acquisition, improvement, use, or disposition of real property acquired or improved with Recovery Funds;
 - e. Financial records as required by 2 CFR Part 200 Performance and Financial Monitoring and Reporting, Sections 200.328, 329, and 331; and
 - f. Other records necessary to document compliance with 2 CFR Part 200 Performance and Financial Monitoring and Reporting, Sections 200.328, 329, and 331
 - g. Records sufficient to evidence compliance with sections 602(c) and 603(c), Treasury's regulations implementing those sections, and guidance regarding the eligible uses of funds.

All subrecipients records and documents (electronic and otherwise) with respect to all matters covered by this Agreement shall be subject to access, inspection, review, and audit (electronic and otherwise) by the County, the Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, unless otherwise protected by law, during normal business hours as often as the government entity

deems necessary to conduct audits or other investigations. Any deficiencies noted in audit reports must be fully cleared by the Subrecipient within 30-days after receipt by the Subrecipient. Failure of the Subrecipient to comply with this audit requirements will constitute a violation of this Agreement and may result in the withholding of future payments. Subrecipient shall comply with all applicable audit requirements in accordance with 2 CFR 200, Subpart F.

The Subrecipient that expends \$750,000 or more in a fiscal year in federal funds from all sources hereby agrees to have an annual agency audit conducted in accordance with current Local Government policy concerning Subrecipient audits and 2 CFR 200.501. The Catalog of Federal Domestic Assistance (CFDA) number is 21.027.

- 6.2 Subrecipient Obligations. Subrecipient shall perform all obligations required of subrecipients under the rules governing ARPA Funds.
- 6.3 Medical Records. If applicable, medical records shall be maintained and preserved by the Subrecipient in accordance with all applicable laws, including but not limited to RCW 70.41.190, RCW 70.02.160, and standard medical records practice. Subrecipient shall also be responsible for the proper maintenance and disposal of such medical records.
- 6.4 Unauthorized Disclosure. Subrecipient agrees that all information, records, and data collected in connection with this Agreement shall be protected from unauthorized disclosure in accordance with applicable state and federal law.
- 6.5 Compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Subrecipient shall not use protected health information created or shared under this Agreement in any manner that would constitute a violation of HIPAA or applicable regulations. Subrecipient shall read and maintain compliance with all HIPAA requirements at the U.S. Office of Civil Rights website: <https://www.hhs.gov/hipaa/index.html>.

SECTION 7. CIVIL RIGHTS COMPLIANCE

- 7.1 Subrecipient ensures its current and future compliance with all legal requirements relating to nondiscrimination and nondiscriminatory use of Federal funds. Those requirements include ensuring that entities receiving ARPA Funds do not prohibit exclusive from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal funds, of any person in the United States on the ground of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity), in accordance with the following authorities: Title VI of the Civil Rights Act of 1964, as amended and the Department's implementing regulations, 31 CFR part 22; Section 504 of the Rehabilitation Act of 1973 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. 794; Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. 1681 et seq., and the Department's implementing regulations, 31 CFR part 28; Age Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. 6101 et seq., and the Department of Treasury implementing

regulations at 31 CFR part 22 and other pertinent executive orders such as Executive Order 13166; directives; circulars; policies; memoranda and/or guidance documents.

SECTION 8. CORRECTIVE ACTION, RECOUPMENT

- 8.1 If the County determines Subrecipient has failed to comply with any terms or conditions of this Agreement, or the Subrecipient has failed to provide in any manner the work or services (each a “breach”), and if the County determines that the breach warrants corrective action, the County will notify the Subrecipient in writing of the nature of the breach.
- a. Subrecipient’s Corrective Action Plan. Subrecipient shall respond with a written corrective action plan within fourteen days of its receipt of such notification unless the County, at its sole discretion, extends in writing the response time. The plan shall indicate the steps being taken to correct the specified breach and shall specify the proposed completion date for curing the breach. This date shall not be more 30 days from the date of the Subrecipient’s response, unless the County, at its sole discretion, specifies in writing an extension to complete the corrective actions.
 - b. County’s Determination of Corrective Action Plan Sufficiency. County will determine the sufficiency of the Subrecipient’s proposed corrective action plan, then notify the Subrecipient in writing of that determination. The determination of sufficiency of the Subrecipient’s corrective action plan shall be at the sole discretion of the County.
 - c. Termination or Suspension. If the Subrecipient does not respond within the appropriate time with a corrective action plan, or if the County determines that the Subrecipient’s corrective action plan is insufficient, the County may terminate or suspend this Agreement in whole or in part in its discretion.
 - d. Withholding Payment. In addition, the County may withhold any payment to the Subrecipient or prohibit the Subrecipient from incurring additional obligations of funds until the County is satisfied that corrective action has been taken or completed.
- 8.2 Remedial Actions. In the event of Subrecipient’s noncompliance with section 603(c) of the Act, Treasury’s regulations implementing that section, guidance issued by Treasury regarding the foregoing, or any other applicable federal laws or regulations, Treasury may take available remedial actions as set forth in 2 C.F.R. 200.339.
- 8.3 Recoupment. Subrecipient agrees it is financially responsible for and will repay the County all indicated amounts following an audit exception which occurs due to Subrecipient’s failure, for any reason, to comply with the terms of this Agreement. This duty to repay the County shall not be diminished or extinguished by the termination of the Agreement.

Any debts determined to be owed the County must be paid promptly by the Subrecipient. A debt is delinquent if it has not been paid by the date specified in the County’s initial

written demand for payment, unless other satisfactory arrangements have been made or if the County knowingly or improperly retains funds that are a debt. The County will take any actions available to it to collect such a debt.

SECTION 9. TERMINATION

- 9.1 For Convenience. County may terminate the Agreement for convenience, in whole or in part, without penalty, for any reason or no reason, with ten days prior notice to the Subrecipient.
- 9.2 Termination for Cause. In accordance with 2 C.F.R. part 200, subpart D, the County may suspend or terminate this Agreement if the Subrecipient materially fails to comply with any term or condition of this Agreement, or if the Subrecipient fails to maintain a good faith effort to carry out the purpose of this Agreement. If the Subrecipient fails to materially comply with any term of the award, whether stated in a Federal statute or regulation, an assurance, in a State plan or application, a notice of award, or elsewhere, County may take one or more of the following actions, as appropriate in the circumstances: Temporarily withhold cash payments pending correction of the deficiency; disallow (that is, deny both use of funds and matching credit for) all or part of the cost of the activity or action not in compliance; wholly or partly suspend or terminate the current award for the grantee's or subgrantee's program; and/or withhold further awards for the program.
- 9.3 Procedures. Upon receipt of notice of termination, the Subrecipient shall stop all work as directed in the notice, notify Personnel of the termination date, and minimize further costs. All goods, materials, documents, data, and reports prepared by the Subrecipient under the Agreement shall become the property of, and delivered to, the County on demand. A final payment will be made to the Subrecipient only for work performed and accepted by the County through the effective date of termination. No costs incurred after the effective date of the termination will be paid.
- 9.4 Availability of Funds. It is expressly understood by the parties hereto that this Agreement has been negotiated and executed in anticipation of receipt of ARPA Funds by the County from the federal government, and that the terms, conditions, and sums payable under this Agreement are subject to any changes or limitations which may be required by the terms of the County's agreement with the federal government and all applicable federal law, rules, and regulations.

SECTION 10. INDEMNIFICATION

- 10.1 Indemnification. Subrecipient will hold harmless, defend, and indemnify the County, its officers, employees, and agents from any and all costs, expenses, loss, claims, actions, suits, charges, and judgments whatsoever that arise out of or are related to the Subrecipient's performance or nonperformance of the services or subject matter called for in this Agreement. This section shall survive the expiration or termination of this Agreement.

10.2 Continuing Liability. Subrecipient shall have continuing liability after the term of this Agreement for any breach of this Agreement, including failure to perform in accordance with required federal law, rules, and regulations until after all complaints, investigations, and sanctions, including those arising out of audits performed by Treasury, the County, or other authorized agencies are resolved. Subrecipient shall be liable for any sanctions or requirements imposed at any time upon the County arising out of the Subrecipient's activities performed pursuant to this Agreement

SECTION 11. INSURANCE

11.1 Minimum Insurance Required. Subrecipient and its subcontractors, if any, shall procure and maintain, until all Agreement obligations have been fully discharged, including satisfaction of any warranty period, all insurance required in this Section with an insurance company duly licensed in Washington State with an A.M. Best Company ratings of not less than A-VIII and a category rating of not less than "8", with policies and forms satisfactory to the County. Use of alternative insurers requires prior written approval from the County. Coverage limits shall be at minimum the limits identified in this Section, or the limits available under the policies maintained by the Subrecipient without regard to the Agreement, whichever is greater.

11.2 Commercial General Liability ("CGL"). Not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. Coverage shall include personal injury, bodily injury, and property damage for premise-operations liability, products/completed operations, personal/advertising injury, contractual liability, independent Subrecipient liability, and stop gap/employer's liability. Coverage shall not exclude or contain sub-limits less than the minimum limits required herein, without the prior written approval of the County. The certificate of insurance for the CGL policy shall expressly cover the indemnification obligations required by the Agreement.

11.3 Automobile Liability

- Subrecipient shall maintain personal automobile insurance on all vehicles used for Agreement purposes as required by law.
- Not less than \$100,000 per occurrence and \$300,000 annual aggregate. If a personal automobile liability policy is used to meet this requirement, it must include a business rider and cover each vehicle to be used in the performance of the Agreement. If Subrecipient will use non-owned vehicles in performance of the Contact, the coverage shall include owned, hired, and non-owned automobiles.
- Not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. Coverage shall include liability for all owned, hired, and non-owned vehicles. Coverage may be satisfied with an endorsement to the CGL policy.

11.4 Umbrella or Excess Liability. The Contactor may satisfy the minimum liability limits required for the CGL and Automobile Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the Umbrella or Excess Liability; however, the annual aggregate limit shall not be less than the highest "Each

Occurrence” limit for either CGL or Automobile Liability. The Subrecipient agrees to an endorsement naming the County as an additional insured as provided in this Section unless the Umbrella or Excess Liability provides coverage on a “Follow-Form” basis.

- 11.5 Workers’ Compensation and Employer Liability. If applicable, the Subrecipient shall maintain workers’ compensation insurance as required under the Title 51 RCW (Industrial Insurance), for all Subrecipient’s Personnel eligible for such coverage. If the Agreement is for over \$50,000, then the Subrecipient shall also maintain employer liability coverage with a limit of not less than \$1,000,000.
- 11.6 Primary, Non-Contributory Insurance. The Subrecipients and its subcontractors’ insurance policies and additional named insured endorsements will provide primary insurance coverage and be non-contributory. Any insurance or self-insurance programs maintained or participated in by the County will be excess and not contributory to such insurance policies. All Subrecipient’s and its subcontractors’ liability insurance policies must be endorsed to show as primary coverage. The Subrecipient shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All subcontractors shall comply with all insurance and indemnification requirements herein.
- 11.7 Review of Policy Provisions. Upon request, the Subrecipient shall provide a full and complete copy of all requested insurance policies to the County. The County reserves the right without limitation, but has no obligation to revise any insurance requirement, or to reject any insurance policies that fail to meet the requirements of the Agreement. The County also has the right, but no obligation to review and reject any proposed insurer providing coverage based upon the insurer’s financial condition or licensing status in Washington. The County has the right to request and review the self-insurance retention limits and deductibles, and the Subrecipient’s most recent annual financial reports and audited financial statements, as conditions of approval. Failure to demand evidence of full compliance with the insurance requirements or failure to identify any insurance deficiency shall not relieve the Subrecipient from, nor be construed or deemed a waiver, of its obligation to maintain all the required insurance as required herein.
- 11.8 Waiver of Subrogation. In consideration of the Agreement award, the Subrecipient agrees to waive all rights of subrogation against the County, its elected and appointed officials, officers, employees, and agents. This waiver does not apply to any policy that includes a condition that expressly prohibits waiver of subrogation by the insured or that voids coverage should the Subrecipient enter a waiver of subrogation on a pre-loss basis.
- 11.9 Additional Insured, Endorsement and Certificate of Insurance. All required insurance coverage, other than the workers’ compensation and professional liability, shall name the County, it’s elected and appointed officials, officers, employees, and agents, as additional insureds and be properly endorsed for the full available limits of coverage maintained by Subrecipient and its subcontractors. Endorsement is not required if the Subrecipient is a self-insured government entity or insured through a government risk pool authorized by Washington State.

The Certificate of Insurance and endorsement shall identify the Agreement number and shall require not less than thirty (30) days' prior notice of termination, cancellation, nonrenewal or reduction in coverage. At the time of execution, the Subrecipient shall provide the Certificate of Insurance, endorsement, and all insurance notices to: Risk Management Division, Kitsap County Department of Administrative Services, 614 Division Street, MS-7, Port Orchard, Washington 98366.

- 11.10 General. The coverage limits identified herein are minimum requirements only and will not in any manner limit or qualify the liabilities or obligations of the Subrecipient under the Agreement. All insurance policy deductibles and self-insured retentions for policies maintained under the Agreement shall be paid by the Subrecipient. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the County, its elected and appointed officials, officers, employees, or agents. The Subrecipient's insurance shall apply separately to each insured against whom a claim is made, or suit is brought, subject to the limits of the insurer's liability.
- 11.11 Claims-Made. If the Subrecipient's liability coverage is written as a claims-made policy, the Subrecipient shall purchase an extended-reporting period or "tail" coverage for a minimum of three (3) years following completion of the performance or attempted performance of the provisions of this Agreement.

SECTION 12. INDEBTEDNESS TO IRS OR OTHER PUBLIC ENTITY

- 12.1 Taxes and Fees. Subrecipient shall promptly pay all applicable taxes on its operations and activities pertaining to this Agreement. Failure to do so shall constitute breach of this Agreement. Subrecipient shall pay applicable sales tax imposed by the State of Washington on purchased goods and/or services.
- 12.2 Delinquent Taxes. Any judgment, lien, levy, or outstanding amount owed to the Internal Revenue Service, State, County, City, or other public entity by the Subrecipient may constitute an event of default or breach of this Agreement, unless previously approved by the County in writing, and may constitute sufficient reason for cancellation of this Agreement by the County according to the procedures contained in this Agreement.
- 12.3 Disclosure of Delinquent Taxes. Before entering into this Agreement, and during the time-period covered by this Agreement, Subrecipient shall disclose any information related to this Section. This shall also include the immediate reporting of breaches in payback arrangements or breaches in other Agreements related to the above. Failure to comply with any disclosure provision in this Section may also constitute sufficient reason for the County to cancel this Agreement according to the procedures contained in this Agreement.

SECTION 13. NOTICE AND AGREEMENT REPRESENTATIVES

- 13.1 Any notices, demands and other communications required by the Agreement will be effective if personally served upon the other party or if mailed by registered or certified mail, postage prepaid, return receipt requested, to the other party's Authorized

Representative at the address on the Face Sheet. Notice may also be given by email with the original to follow by regular mail. Notice will be deemed to be given three (3) days following the date of mailing, or immediately if personally served. Each party will designate a “Authorized Representative” on the Face Sheet which may be changed by providing fifteen (15) days prior notice to the other party.

SECTION 14. AMENDMENTS, ASSIGNMENT, INDEPENDENT SUBRECIPIENT

- 14.1 Amendment. No amendment or modification to the Agreement will be effective without the prior written consent of the authorized representatives of the parties.
- 14.2 Successors and Assigns. To the extent permitted by law, the Agreement is binding on the parties’ respective partners, successors, assigns, executors, and legal representatives.
- 14.3 Assignment. Except with the prior written consent of the other party, each party shall not assign or transfer, including by merger (whether that party is the surviving or disappearing entity), consolidation, dissolution, or operation of law any right, duty, obligation, or remedy under the Agreement. Any purported assignment or transfer in violation of this section shall be void.
- 14.4 Independent Capacity. Each party under the Agreement shall be for all purposes an independent Subrecipient. Nothing contained herein will be deemed to create an association, a partnership, a joint venture, or a relationship of principal and agent, or employer and employee between the parties. Subrecipient shall have complete responsibility and control over its Personnel. Neither the Subrecipient nor its Personnel shall be, or be deemed to be, or act or purport to act, as an employee, agent, or representative of the County. Subrecipient and its Personnel shall have no County employee-type benefits of any kind whatsoever, including without limitation, insurance, pension plan, vacation pay or sick pay, or other right or privilege afforded to County employees. Subrecipient and its Personnel shall be responsible for payment of all insurance, taxes, and benefits.

SECTION 15. REPRESENTATIONS, PUBLIC RECORDS

- 15.1 No Fee. Subrecipient certifies it has not received, nor paid or agreed to pay, another person or entity, other than a bona fide employee working exclusively for the Subrecipient, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of the Agreement.
- 15.2 Licenses, Permits and Taxes. Subrecipient shall, at its own expense, have and maintain all licenses, registrations, permits, and approvals necessary for the performance of the Agreement, including without limitation, registration with the Washington State Department of Revenue. The Subrecipient shall pay all fees (including licensing fees) and applicable federal, state, and local taxes.

15.3 Public Records. Subrecipient shall make the Agreement and all public records associated with the Agreement available to the County for inspection and copying by the public where required by the Public Records Act, Chapter 42.56 RCW (“Act”), unless otherwise required by law. To the extent that public records in the custody of the Subrecipient are needed for the County to respond to a request under the Act, as determined by the County, the Subrecipient shall make them promptly available to the County at no cost to the County. If the Subrecipient considers any portion of any record provided to the County under the Agreement, whether electronic or hard copy, to be protected from disclosure under the law, the Subrecipient shall clearly identify all specific information it claims to be confidential or proprietary. If the County receives a request under the Act to inspect or copy the information that has been identified by the Subrecipient as protected from disclosure and the County determines that release of the information is required by the Act or otherwise appropriate, the County’s sole obligation will be to make a reasonable effort to notify the Subrecipient of the request and the date that such protected information will be released to the requester unless the Subrecipient obtains a court order to enjoin disclosure pursuant to RCW 42.56.540. If the Subrecipient fails to timely obtain a court order enjoining disclosure, the County will release the requested information on the date specified. The County has, and by this Section assumes, no obligation on behalf of the Subrecipient to claim any exemption from disclosure under the Act. The County will not be liable to the Subrecipient for releasing records in compliance with the Act, this Section or court order.

SECTION 16. SUBCONTRACTS

16.1 Subcontracts. Subrecipient shall provide the County a list of all subcontractors and their proposed responsibilities. Subcontractor means any Agreement, express or implied, between the Subrecipient and another party or between a subcontractor and another party delegating or assigning, in whole or in part, the making or furnishing of any material or service for the performance of the Agreement. All subcontractors shall incorporate by reference the terms and conditions of this Agreement. Subrecipient is solely responsible for the performance, payment, and legal compliance of its subcontractors.

SECTION 17. APPLICABLE LAW, DISPUTES

17.1 This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. The venue for any action hereunder shall be in the Superior Court for Kitsap County, Washington.

17.2 Disputes. Conflicts and disagreements between the parties related to the Agreement will be promptly brought to the attention of the County. Any dispute relating to the quality or acceptability of performance or compensation due the Subrecipient will be decided by the County’s Agreement Representative. All decisions of the County’s Agreement Representative are considered final; however, nothing herein prohibits either party from seeking judicial relief.

SECTION 18. FORCE MAJEURE

18.1 Neither the Subrecipient nor the County shall be considered in breach or default of its obligations to make satisfactory progress toward the completion of the Project in the event of unforeseen delay in the performance of such obligations due to unforeseeable causes beyond its control and without its fault or negligence. The time for performance of the obligations and length of period of restriction on use shall be extended for the period of the unforeseen delay, as determined by the County, if the party seeking the extension shall request it in writing of the other party within ten (10) days after the beginning of the unforeseen delay

SECTION 19. ATTACHMENTS

19.1 The following attachments, collectively referred to herein as “Attachments”, are incorporated in this Agreement in full by reference.

ATTACHMENT LETTER	ATTACHMENT NAME(S)
--	Face Sheet(s)
A	Federal Contract Terms
B	Scope of Work
C	Cost Certification & Reimbursement Request Form
D	Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions
E	Civil Rights Certification
F	Lobbying Certification & Disclosure of Lobbying Activities
G	Prevailing Wage

SECTION 20. GENERAL PROVISIONS

20.1 Precedence. In the event of any conflict or inconsistency between the provisions of this Agreement and the federal contract terms, the federal contract terms shall prevail followed by this Agreement. If the provisions of this Agreement are not in direct conflict, then the provisions of this Agreement and the federal terms shall be read together.

20.2 Time. Time is of the essence in this Agreement.

20.3 Non-Waiver of Breach. Waiver of any default shall not be deemed to be a waiver of any subsequent default. No action or failure to act by the County shall constitute a waiver of any right or duty afforded to the County under the Agreement; nor shall any such action or failure to act by the County modify the terms of the Agreement or constitute an approval of, or acquiescence in, any breach hereunder, except as may be specifically stated by the County in writing.

20.4 Implied Agreement Terms. Each provision of law and any terms required by law to be in the Agreement are made a part of the Agreement as if fully stated in it.

20.5 Headings/Captions. Headings and captions used are for convenience only and are not a part

of the Agreement and do not in any way limit or amplify the terms and provisions hereof.

- 20.6 No Party the Drafter. The Agreement is the product of negotiation between the parties, and no party is deemed the drafter of the Agreement.
- 20.7 No Third-Party Beneficiary. Except otherwise provided herein, no provision of the Agreement is intended to, nor will it be construed to, create any third-party beneficiary, or provide any rights or benefits to any person or entity other than the County and the Subrecipient.
- 20.8 Severability. If a court of competent jurisdiction holds any provision of the Agreement to be illegal, invalid, or unenforceable, in whole or in part, the validity of the remaining provisions will not be affected, and the parties' rights and obligations will be construed and enforced as if the Agreement did not contain the particular provision held to be invalid. If any provision of the Agreement conflicts with any statutory provision of the State of Washington, the provision will be deemed inoperative to the extent of the conflict or modified to conform to statutory requirements.
- 20.9 Counterparts. The Agreement may be executed in several counterparts, each of which will be deemed an original, but all of which together will constitute one and the same agreement.
- 20.10 Survival. Those provisions of this Agreement that by their sense and purpose should survive expiration or termination of the Agreement shall so survive.
- 20.11 Entire Agreement. The parties acknowledge the Agreement is the product of negotiation between the parties and represents the entire agreement of the parties with respect to its subject matter. All previous agreements and representations, whether oral or written, entered into prior to this Agreement are hereby revoked and superseded by the Agreement.
- 20.12 Subrecipient Certification. By signing below, Subrecipient, certifies that Subrecipient has read and understood and is and will comply with the Agreement, Attachments, APPA Rules and applicable federal, state, and local law. Subrecipient further understands that as federal guidance becomes available, an amendment to this Agreement may become necessary and agrees to execute any necessary amendments and comply with the same. Subrecipient acknowledges that any intentional or negligent misrepresentation or falsification of any information submitted in conjunction with this Agreement could subject the Contractor to civil and/or criminal liability and penalties, including but not limited to fines and/or imprisonment under Title 18, United States Code, Sec. 1001, et seq. and applicable law.
- 20.13 Authorization. Each party signing below warrants to the other party that they have the full power and authority to execute this Agreement on behalf of the party for whom they sign.

DATED this ____ day of _____, 2024.

SUBRECIPIENT

Signature

Print Name

Title

DATED or **ADOPTED** this ____ day of _____, 2024.

**BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON**

KATHERINE T. WALTERS, Chair

CHRISTINE ROLFES, Commissioner

CHARLOTTE GARRIDO, Commissioner

ATTEST:

Dana Daniels, Clerk of the Board

ATTACHMENT A
FEDERAL CONTRACT TERMS

AMERICAN RESCUE PLAN ACT OF 2021 (ARPA)
CORONAVIRUS STATE & LOCAL FISCAL RECOVERY FUNDS (CSLFRF) SUBAWARD

If applicable, the following provisions apply to the Subrecipient Agreement for receipt of ARPA Funds:

1. **CONFLICT.** In the event of conflict between these Federal Contract Terms and the Subrecipient Agreement, the Federal Contract Terms shall take priority.
2. **COMPLIANCE.** Subrecipient understands and agrees that funds provided under the Subrecipient Agreement come from a federal source and agrees to comply with all additional applicable terms.
 - A. Technical Assistance. If, at any time, Subrecipient believes its capacity is compromised or Subrecipient otherwise needs any sort of assistance, it shall immediately notify the County. County will make best efforts to provide timely technical assistance to Subrecipient to bring Subrecipient into compliance.
 - B. Compliance with Act. Subrecipient understands and agrees that ARPA Funds provided under the Subrecipient Agreement may only be used in compliance with section 603(c) of the Social Security Act (“Act”), as added by section 9901 of the American Rescue Plan Act (“ARPA”), the U.S. Department of Treasury’s (“Treasury’s”) regulations implementing that section, and guidance issued by Treasury regarding the foregoing.
3. **SCOPE OF ELIGIBLE EXPENDITURES.** ARPA funds may only for reimbursable eligible expenditures as described in the Subrecipient Agreement, these Federal Contract Terms and Scope of Work. No ARPA Funds may be used to pay or reimburse costs for expenditures for which Subrecipient has received any other funding, whether state, federal or private in nature, for that same expense.
4. **REPORTS.** Subrecipient shall provide the County with additional information and documentation upon request, including completing any reports deemed necessary for the County to comply with documentation, reporting, or audit requirements
5. **REMEDIES.** All administrative, contractual, or other legal remedies available by law, including sanctions and penalties, are available to the parties in the event of a breach of contract.
6. **UNIFORM GUIDANCE COMPLIANCE**
 - A. Remedial Actions. In the event of Subrecipient’s noncompliance with section 603(c) of the Act, Treasury’s regulations implementing that section, guidance issued by Treasury regarding the foregoing, or any other applicable federal laws or regulations, Treasury may take available remedial actions as set forth in 2 C.F.R. 200.339.
 - B. Recoupment
 1. Subrecipient agrees that it is financially responsible for and will repay the County all indicated amounts following an audit exception which occurs due to Subrecipient’s failure, for any

reason, to comply with the terms of the Subrecipient Agreement. This duty to repay the County shall not be diminished or extinguished by the termination of the Contract.

2. In the event of a violation of section 603(c) of the Act, ARPA Funds shall be subject to recoupment by the County.
3. Any funds paid to Subrecipient (a) more than the amount to which Subrecipient is authorized to retain under the terms of the Subrecipient Agreement; (b) that are determined by the Treasury Office of Inspector General to have been misused; (c) are determined by Treasury to be subject to a repayment obligation pursuant to section 603(e) of the Act; or (d) are otherwise subject to recoupment by the County shall constitute a debt to the County.
4. Any Subrecipient debts determined to be owed the County must be paid promptly by Subrecipient. A debt is delinquent if it has not been paid by the date specified in the County's initial written demand for payment, unless other satisfactory arrangements have been made or if the County knowingly or improperly retains funds that are a debt. The County will take any actions available to it to collect such a debt.

C. Return of Unused ARPA Funds. If Subrecipient has any unspent ARPA Funds on hand as of the earlier of December 31, 2024, or the termination of the Subrecipient Agreement, Subrecipient shall return all unspent ARPA Funds to the County within ten (10) calendar days.

7. DISCLAIMER

- A. The United States expressly disclaims all responsibility or liability to Subrecipient or third persons for the actions of Subrecipient or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this grant or any contract, or subcontract under this grant.
- B. The acceptance of this grant by Subrecipient does not in any way establish an agency relationship between the United States and Subrecipient.

8. **CONFLICT OF INTEREST**. Subrecipient understands and agrees it must maintain and comply with a conflict-of-interest policy consistent with 2 C.F.R. § 200.318(c) and such policy is applicable to each activity funded under this award. Subrecipient and subrecipients must disclose in writing to the County or Treasury, as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.112.

9. PROTECTION FOR WHISTLEBLOWERS

- A. In accordance with 41 U.S.C. § 4712, Subrecipient may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.
- B. The list of persons and entities referenced in the paragraph above includes the following: (1) a member of Congress or a representative of a committee of Congress; (2) an Inspector General; (3) the Government Accountability Office; (4) a Treasury employee responsible for contract or grant oversight or management; (5) an authorized official of the Department of Justice or other law enforcement agency; (6) a court or grand jury; and (7) a management official or other employee

of Subrecipient, Subrecipient, or subcontractor who has the responsibility to investigate, discover, or address misconduct.

C. Subrecipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

10. INCREASING SEAT BELT USE IN THE UNITED STATES. Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), Subrecipient is encouraged to adopt and enforce on-the-job seat belt policies and programs for its their employees when operating company-owned, rented or personally owned vehicles.

11. REDUCING TEXT MESSAGING WHILE DRIVING. Pursuant to Executive Order 13513, 74 FR 51225 (October 6, 2009), Subrecipient is encouraged to adopt and enforce policies that ban text messaging while driving, and to establish workplace safety policies to decrease accidents caused by distracted drivers.

12. FALSE STATEMENTS. Subrecipient understands that making false statements or claims in connection with this Subrecipient Agreement may be a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal or county awards or contracts, and/or any other remedy available by law.

13. APPLICABLE LAWS

The Subrecipient Agreement shall be governed by and construed in accordance with the laws of the State of Washington. Subrecipient agrees to comply with the requirements of section 603 of the Act, the Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing. Subrecipient also agrees to comply with all other applicable federal laws, regulations, and executive orders, and Subrecipient shall provide for such compliance by other parties in any agreements it enters with other parties relating to this Subrecipient Agreement. Federal regulations applicable to this grant may include, without limitation, the following:

A. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, including the following: Subpart A, Acronyms and Definitions; Subpart B, General Provisions; Subpart C, Pre-Federal Award Requirements and Contents of Federal Awards; Subpart D, Post-Federal Award Requirements; Subpart E, Cost Principles; and Subpart F, Audit Requirements.

B. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.

C. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.

D. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.

E. Subrecipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.

- F. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.
 - G. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.
 - H. Statutes and regulations prohibiting discrimination applicable to this award include, without limitation, the following:
 - 1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's Implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;
 - 2. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing based on race, color, religion, national origin, sex, familial status, or disability;
 - 3. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination based on disability under any program or activity receiving federal financial assistance;
 - 4. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination based on age in programs or activities receiving federal financial assistance; and
 - 5. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination based on disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.
14. HATCH ACT. Subrecipient agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limits certain political activities of federal employees, as well as certain other employees who work in connection with federally funded programs. Subrecipient agrees to comply with the Prohibition on Providing Funds to the Enemy (2 C.F.R. 183).
15. EQUAL EMPLOYMENT OPPORTUNITY. During the performance of this Subrecipient Agreement, the Subrecipient agrees as follows:
 Subrecipient will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Subrecipient will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:
- A. Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Subrecipient agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
 - B. The Subrecipient will, in all solicitations or advertisements for employees placed by or on behalf of the Subrecipient, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
 - C. The Subrecipient will not discharge or in any other manner discriminate against any

employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Subrecipient's legal duty to furnish information.

- D. The Subrecipient will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Subrecipient's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- E. The Subrecipient will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- F. The Subrecipient will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- G. In the event of the Subrecipient's noncompliance with the nondiscrimination clauses of this Subrecipient Agreement or with any of the said rules, regulations, or orders, this Subrecipient Agreement may be canceled, terminated, or suspended in whole or in part and the Subrecipient may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- H. Subrecipient will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Subrecipient will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:
 - 1. Provided, however, that in the event a Subrecipient becomes involved in, or is threatened with, litigation with a subcontractor or vendor due to direction by the administering agency, the Subrecipient may request the United States to enter such litigation to protect the interests of the United States.

2. County further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided*, that if the County so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the Subrecipient Agreement.
 3. County agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of Subrecipients and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.
 4. County further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a Subrecipient debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon Subrecipients and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the County agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the County under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such County; and refer the case to the Department of Justice for appropriate legal proceedings.
16. DAVIS-BACON ACT. All transactions regarding this Subrecipient Agreement shall be done in compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) and the requirements of 29 C.F.R. pt. 5 as may be applicable. The Subrecipient shall comply with 40 U.S.C. 3141-3144, and 3146-3148 and the requirements of 29 C.F.R. pt. 5 as applicable. Subrecipients are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. Additionally, Subrecipients are required to pay wages not less than once a week.
17. COPELAND ANTI-KICKBACK ACT
- A. Subrecipient. The Subrecipient shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this Subrecipient Agreement.
 - B. Subcontracts. The Subrecipient or subcontractor shall insert in any subcontracts the clause above and a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime Contractor shall be responsible for the compliance by any subcontractor or lower tier

subcontractor with all contract clauses.

- C. Breach. A breach of the Subrecipient Agreement clauses above may be grounds for termination of the Subrecipient Agreement, and for debarment as a Subrecipient and subcontractor as provided in 29 C.F.R. § 5.12.

18. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

- A. Overtime Requirements. As required by 29 C.F.R. § 5.5(b), no Subrecipient or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
- B. Violation; Liability for Unpaid Wages; Liquidated Damages. In the event of any violation of the clause set forth in paragraph (1) of this section the Subrecipient and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Subrecipient and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work more than the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.
- C. Withholding for Unpaid Wages and Liquidated Damages. The County shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Subrecipient or subcontractor under any such contract or any other federal contract with the same prime Contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Subrecipient or subcontractor for unpaid wages and liquidated damages as provided by federal law.
- D. Subcontracts. The Subrecipient or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs (A) through (D) of this section and a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime Contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (A) through (D) of this section.

- 19. RIGHTS TO INVENTIONS. All materials produced under this Subrecipient Agreement shall be considered “works for hire” as defined by the U.S. Copyright Act and shall be owned by the County.

- 20. CLEAN AIR ACT AND THE FEDERAL WATER POLLUTION CONTROL ACT. Subrecipient will comply with all applicable federal environmental laws and regulations, including

without limitation.

- A. Clean Air Act. The Subrecipient agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq. The Subrecipient agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office. The Subrecipient agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal assistance provided by FEMA.
- B. Federal Water Pollution Control Act. The Subrecipient agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. The Subrecipient agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office. The Subrecipient agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal assistance provided by FEMA.

21. **DEBARMENT AND SUSPENSION.** If this Subrecipient Agreement is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000, the Subrecipient is required to verify that none of the Subrecipient's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935). The Subrecipient must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters.

This certification is a material representation of fact relied upon by the County. If it is later determined that the Subrecipient did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the County, the federal government may pursue available remedies, including but not limited to suspension and/or debarment.

The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

22. **PROCUREMENT OF RECOVERED MATERIALS.** In the performance of this Subrecipient Agreement, the Subrecipient shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired i) competitively within a timeframe providing for compliance with the contract performance schedule; ii) meeting contract performance requirements; or ii) at a reasonable price. Information about this requirement, along with the list of EPA-designated items, available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/ismm/comprehensive-procurement-guideline-cpg-program>. Subrecipient also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.

23. **ACCESS TO RECORDS.** Subrecipient agrees to provide the County, the Treasury Office of Inspector General, the Government Accountability Office, or any of their authorized representatives access to any books, documents, papers, and records of the Subrecipient which are directly pertinent to this Subrecipient Agreement for the purposes of making audits, examinations, excerpts, and transcriptions, to the extent allowed by law. The Subrecipient agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed. The Subrecipient agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the Subrecipient Agreement. In compliance with the Disaster Recovery Act of 2018, the County and the Subrecipient acknowledge and agree that no language in this Subrecipient Agreement is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.
24. **AMENDMENTS.** The Subrecipient Agreement may only be amended upon the mutual written agreement of the parties.
25. **COMPLIANCE WITH FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS.** Subrecipient will comply with all applicable federal law, regulations, executive orders, policies, procedures, and directives.
26. **NO OBLIGATION BY FEDERAL GOVERNMENT.** The federal government is not a party to this Subrecipient Agreement and is not subject to any obligations or liabilities to the non-federal entity, Subrecipient, or any other party pertaining to any matter resulting from this Subrecipient Agreement.
27. **PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS.** Subrecipient acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Subrecipient's actions pertaining to this Subrecipient Agreement.
28. **BYRD ANTI-LOBBYING AMENDMENT, 31 U.S.C. § 1352 (AS AMENDED).** Subrecipients who request or receive an award for federal money shall file the required certification. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded

Required Certification. If applicable, Subrecipients must sign and submit to the non-federal entity the following certification.

APPENDIX A, 44 C.F.R. PART 18 — CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any Federal

grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions, as attached.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification is subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By signing below, Subrecipient certifies that Subrecipient has read and understood, is and will remain in compliance with the above-described obligations. Subrecipient acknowledges any intentional or negligent misrepresentation or falsification of any information submitted in conjunction with this document may subject the Subrecipient to civil and/or criminal liability and penalties, including but not limited to fines and/or imprisonment under Title 18, United States Code, Sec. 1001, et seq. and other applicable law.

SUBRECIPIENT

Dated this _____ day of _____, 2024.

Signature of Authorized Representative

Print Name

Title of Authorized Representative

ATTACHMENT B
SCOPE OF WORK

AMERICAN RESCUE PLAN ACT OF 2021 (ARPA)
CORONAVIRUS STATE & LOCAL FISCAL RECOVERY FUNDS (CSLFRF) SUBAWARD

A. PROJECT NAME:

Kitsap Public Health District Nurse Family Partnership

B. PROJECT SUMMARY

The Kitsap Public Health District's Nurse Family Partnership Program (NFP) provides evidence-based nurse home visiting service to families. The NFP program is a parental and infancy home visitation service that aims to improve the health, well-being, and self-sufficiency of first-time low-income parents and their children. Program activities are designed to link families to needed services, promote good decision making, assist in making healthy choices, and help women build supportive relationships. NFP nurses use proven tools to assess parents for signs and symptoms of substance use disorders, mental illness, and Adverse Childhood Experiences and to screen infant and child growth and development. Nurses provide education to promote health and, because of their trusting relationships with their clients, are often able to support a parent's readiness to seek needed treatment and work toward short and long term improvements in health and wellbeing. This program has demonstrated, measurable impacts on the lives of children, families and the community.

C. PROJECT BACKGROUND

Kitsap Public Health has offered NFP services since 2012. The NFP program has specific eligibility requirements regarding income, trimester of pregnancy, and other risk factors. The primary focus population is low-income, pregnant teens and women. This program fundamentally aims to ensure that all low-income pregnant and parenting women in Kitsap County receive some level of perinatal and early childhood service, with a particular focus on reaching first-time, high-risk moms who would benefit from NFP. The program utilizes a bilingual health educator and bilingual nurse to outreach to communities and organizations for referrals to the NFP program. Women not eligible for NFP are connected to other supportive programs.

The evidence for NFP is based on positive outcomes from multiple randomized control trials and longitudinal studies. NFP data collection and analysis began in the 1970s and continues. Our project's adherence to the national model fidelity requirements assures that our program implementation and expected beneficial outcomes are comparable to the randomized control trials. In a 15-year follow-up study, results showed positive effects for NFP families more than 12 years after visits ended including 67% reduction in behavioral and intellectual problems by age 6 and 59% reduction in child arrests at age 15.

Currently we have 2.5 FTE Nurse home visitors (3 nurses), who can carry up to 62 clients total until their child's second birthday. Since the beginning of the program in 2012, we have graduated 108 moms. 100% of families enrolled in NFP are below 185% of the federal poverty line, and at least 59% have median household incomes below 100% FPL. In the past two years, 46% of the mothers enrolled were 24 years old or less.

D. PROJECT GOALS & OBJECTIVES

Goal:

Deliver nurse family partnership services to eligible Kitsap residents to support better pregnancy outcomes, improved child health and development and increased self-sufficiency.

Objectives:

1. Maintain staffing of 1 nurse supervisor and 3 nurses.
2. Maintain NFP program fidelity to the national model through rigorous implementation and reporting standards.

E. PROJECT IMPLEMENTATION

1. Describe in chronological order the individual tasks or activities necessary to accomplish the work under each objective. Identify project phases, staff, and needed regulatory permits and/or approval.

This is a well-established program at Kitsap Public Health District and the purpose of this request is to maintain our current activities.

- A. Implementation tasks include maintenance of current staffing levels - if we have a reduction of FTE, we begin immediate recruitment. Staff involved include program management and human resources.
- B. Implementation tasks related to maintenance of program fidelity includes an array of activities, for example: recruitment of new program participants, scheduling and ensuring appointments are completed, developing and tracking participant improvement goals, conducting assessments and providing referrals to community services, providing education on and monitoring of infant and child development. Staff involved include program management, program support staff and nurses.

2. Describe each of the services, if any, that you intend to contract for. Please note, per Section 16.1 of the Subrecipient Agreement, a list of proposed subcontractors and their responsibilities will need to be provided to the County for preauthorization, prior to entering into a contract with them.

None reported.

3. Describe in detail, each piece of equipment, with an all-inclusive cost of \$5,000 or more per item, that you intend to purchase under this Agreement. Please note, per Section 5.9 of the Subrecipient Agreement, all equipment in this category must be preauthorized by the County prior to purchase.

None reported.

F. PROJECT SCHEDULE

Maintain program staffing: 1 nurse supervisor and 3 nurses
Recruit new eligible participants (full case load for a 1.0FTE nurse is 21-25 clients)
Complete client visits (100/quarter)
Establish and monitor client improvement goals
Conduct assessments and provide referrals to needed services
Provide education on infant/child development

G. MONITORING ACTIVITIES

Monitoring activities related to measuring the project's effectiveness is as follows:

- KPHD NFP program will maintain current staffing of 3 nurses and 1 nurse supervisor
- Nurses will complete at least 100 home, phone or virtual visits per quarter
- Quarterly review of program participant demographics: age, race/ethnicity, income

H. PROJECT REPORTS

To be submitted per the terms of the Subrecipient Agreement.

We will comply with quarterly project progress report and final grant report submittal requirements and monthly invoicing.

I. PROJECT BUDGET

Overall project budget, less contributions from other funding sources.

PROJECT BUDGET	TOTAL
Nurse Family Partnership Program	748,000
<i>To include the following approved categories of expense:</i>	
- Salaries & Benefits	
- Communications	
- Operations & Maintenance	
- Parking & CTR	
- Professional Services	
- Project Overhead	
- Project Supplies	
- Repairs & Maintenance	
- Salaries & Benefits	
- Training	
- Travel & Mileage	
PROJECT BUDGET TOTAL	748,000

ATTACHMENT C
COST CERTIFICATION

AMERICAN RESCUE PLAN ACT OF 2021 (ARPA)
CORONAVIRUS STATE & LOCAL FISCAL RECOVERY FUNDS (CSLFRF) SUBAWARD

By signing below, the Subrecipient certifies as follows:

1. I have authority and approval from the governing body of _____ (“Subrecipient”) to request reimbursement from Kitsap County (“County”) from the County’s allocation of the Coronavirus State & Local Fiscal Recovery Fund (“CSLFRF”) as created by the American Rescue Plan Act of 2021, Section 9901 (“ARPA”) for eligible expenditures identified in Kitsap County contract number _____ and identified on the corresponding Reimbursement Request Form for report period _____ through _____.
2. I understand the County will rely on this Cost Certification as a material representation in processing my reimbursement request.
3. I understand the Subrecipient receiving funds pursuant to this Cost Certification shall retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts, in a manner consistent with § 200.334 – Retention Requirements for Records under 2 CFR 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Such documentation shall be produced and provided to the County upon request, at no cost to the County, and may be subject to audit by the WA State Auditor’s Office.
4. I understand any funds provided pursuant to this Cost Certification cannot be used as a revenue replacement for lower-than-expected tax or other revenue collections nor can they be used for expenditures for which Subrecipient has received any other funding (whether state, federal, or private in nature) for that same expense.

By signing below, Subrecipient certifies that Subrecipient has read and understood, is and will remain in compliance with the above-described obligations. Subrecipient acknowledges any intentional or negligent misrepresentation or falsification of any information submitted in conjunction with this document may subject the Subrecipient to civil and/or criminal liability and penalties, including but not limited to fines and/or imprisonment under Title 18, United States Code, Sec. 1001, et seq. and other applicable law.

SUBRECIPIENT

Dated this _____ day of _____, 20_____.

Signature of Authorized Representative

Print Name

Title of Authorized Representative

ATTACHMENT D
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND
VOLUNTARY EXCLUSION LOWER TIER COVERED TRANSACTIONS

AMERICAN RESCUE PLAN ACT OF 2021 (ARPA)
CORONAVIRUS STATE & LOCAL FISCAL RECOVERY FUNDS (CSLFRF) SUBAWARD

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

*(BEFORE COMPLETING CERTIFICATION, READ THE INSTRUCTIONS ON THE NEXT PAGE
WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)*

1. The prospective recipient of Federal assistance funds certifies, by submission of this IFB/RFP Response, 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.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this IFB/RFP Response.

SUBRECIPIENT

Dated this _____ day of _____, 2024.

Signature of Authorized Representative

Print Name

Title of Authorized Representative

FEDERAL DEBARMENT CERTIFICATION FORM (CONTINUED)

1. By signing and submitting this response, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this class is a material representation of fact upon which reliance was placed when this transaction was entered. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this response is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "RFP Response," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this response is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this response that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this response that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-Procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

ATTACHMENT E
CIVIL RIGHTS CERTIFICATION

AMERICAN RESCUE PLAN ACT OF 2021 (ARPA)
CORONAVIRUS STATE & LOCAL FISCAL RECOVERY FUNDS (CSLFRF) SUBAWARD

The ARPA funds provided to the grant subrecipient named below (“Subrecipient”) are available under section 603 of the Social Security Act, as added by section 9901 of the American Rescue Plan Act.

1. Subrecipient understands and acknowledges that:

As a condition of receipt of federal financial assistance from the Department of the Treasury (“Treasury”), with monies distributed through Kitsap County, Subrecipient provides the assurances stated herein. The federal financial assistance may include federal grants, loans, and contracts to provide assistance to Subrecipient and other arrangements with the intention of providing assistance. Federal financial assistance does not encompass contracts of guarantee or insurance, regulated programs, licenses, procurement contracts by the Federal government at market value, or programs that provide direct benefits. This assurance applies to all federal financial assistance from or funds made available through the Department of Treasury, including any assistance that the Recipient may request in the future.

The Civil Rights Restoration Act of 1987 provides that the provisions of the assurances apply to all operations of Subrecipient’s programs and activities, so long as any portion of Subrecipient’s programs or activities are federally assisted in the manner prescribed above.

2. Subrecipient certifies the following:

A. Subrecipient ensures its current and future compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal financial assistance, of any person in the United States on the ground of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Treasury Title VI regulations at 31 CFR Part 22 and other pertinent executive orders such as Executive Order 13166, directives, circulars, policies, memoranda, and/or guidance documents.

B. Subrecipient acknowledges Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency,” seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have Limited English proficiency (LEP). Subrecipient understands denying a person access to its programs, services, and activities because of LEP is a form of national origin discrimination prohibited under Title VI of the Civil Rights Act of 1964 and Treasury implementing regulations. Accordingly, Subrecipient shall take reasonable steps, or comply with the Department of Treasury’s directives, to ensure LEP persons have meaningful access to its programs, services, and activities. Subrecipient understands and agrees that meaningful access may entail providing language assistance services, including

oral interpretation and written translation where necessary, to ensure effective communication in the Subrecipient programs, services, and activities.

- C. Subrecipient agrees to consider the need for language services for LEP persons when Subrecipient develops applicable budgets and when conducting programs, services, and activities. As a resource, the Treasury has published its LEP guidance at 70 FR 6067. For more information on taking reasonable steps to provide meaningful access for LEP persons, please visit <http://www.lep.gov>.
- D. Subrecipient acknowledges and agrees compliance with the assurances constitutes a condition of continued receipt of federal financial assistance and is binding upon Subrecipient and its successors, transferees, and assignees for the period in which such assistance is provided.
- E. Subrecipient acknowledges and agrees that it must require any sub-grantees, contractors, subcontractors, successors, transferees, and assignees to comply with assurances A - D above, and agrees to incorporate the following language in every contract or agreement subject to Title VI and its regulations between the subrecipient and the Recipient's sub-grantees, contractors, subcontractors, successors, transferees, and assignees:
Subrecipient shall comply with Title VI of the Civil Rights Act of 1964, which prohibits Subrecipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person based on race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to LEP persons in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of the Contract.
- F. Subrecipient understands and agrees that if any real property or structure is provided or improved with federal financial assistance by the Treasury, Subrecipient, or in the case of a subsequent transfer, transferee, is obligated for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If personal property is provided, this assurance obligates the Subrecipient for the period during which it retains ownership or possession of the property.
- G. Subrecipient shall cooperate in any enforcement or compliance review activities by the Treasury of Subrecipient's obligations. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. Subrecipient shall comply with information requests, on-site compliance reviews and reporting requirements.
- H. Subrecipient shall maintain a complaint log and inform the Treasury of any complaints of discrimination on the grounds of race, color, or national origin, and limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, pending, or completed, including outcome. Subrecipient must also inform the Treasury if Subrecipient has received no complaints under Title VI.
- I. Subrecipient must provide documentation of an administrative agency or court findings of non-compliance of Title VI and efforts to address the non-compliance, including any

voluntary compliance or other agreements between the Subrecipient and administrative agency that made the finding. Subrecipient must provide documentation of the settlement of any case or matter alleging discrimination or identify that Subrecipient has not been the subject of any court or administrative agency finding of discrimination.

- J. The U.S. has the right to seek judicial enforcement of the terms contained herein. Nothing in this document alters or limits the federal enforcement measures that the U.S. may take to address violations of any provision contained herein or other applicable federal law.

The United States of America has the right to seek judicial enforcement of the terms of this assurances document and nothing in this document alters or limits the federal enforcement measures that the United States may take to address violations of this document or applicable federal law.

By signing below, Subrecipient certifies that Subrecipient has read and understood its obligations as described herein, that any information submitted in conjunction with this assurance document is accurate and complete, and that the Subrecipient is in compliance with the nondiscrimination requirements. Subrecipient acknowledges any intentional or negligent misrepresentation or falsification of any information submitted in conjunction with this document may subject the Subrecipient to civil and/or criminal liability and penalties, including but not limited to fines and/or imprisonment under Title 18, United States Code, Sec. 1001, et seq. and other applicable law.

SUBRECIPIENT

Dated this _____ day of _____, 2024.

Signature of Authorized Representative

Print Name

Title of Authorized Representative

ATTACHMENT F
LOBBYING CERTIFICATION

AMERICAN RESCUE PLAN ACT OF 2021 (ARPA)
CORONAVIRUS STATE & LOCAL FISCAL RECOVERY FUNDS (CSLFRF) SUBAWARD

The undersigned certifies, to the best of the undersigned's knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions, as attached.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By signing below, Subrecipient certifies that Subrecipient has read and understood, is and will remain in compliance with the above-described obligations. Subrecipient acknowledges any intentional or negligent misrepresentation or falsification of any information submitted in conjunction with this document may subject the Subrecipient to civil and/or criminal liability and penalties, including but not limited to fines and/or imprisonment under Title 18, United States Code, Sec. 1001, et seq. and other applicable law.

SUBRECIPIENT

Dated this _____ day of _____, 2024.

Signature of Authorized Representative

Print Name

Title of Authorized Representative

ATTACHMENT G
PREVAILING WAGE

AMERICAN RESCUE PLAN ACT OF 2021 (ARPA)
CORONAVIRUS STATE & LOCAL FISCAL RECOVERY FUNDS (CSLFRF) SUBAWARD

PREVAILING WAGE		
<input type="checkbox"/>	General	Contractor shall comply with the prevailing wage requirements of chapter 39.12 RCW and WAC 296-127, specifically including RCW 39.12.020 and WAC 296-127-023 (Building Service Maintenance), if applicable. Contractor shall pay not less than the prevailing rate of per diem wages to its employees and shall provide documentation to the County of its compliance with prevailing wage laws and regulations. A copy of such prevailing rates of wage statement shall be posted by the Contractor in a location readily visible to workers at the job site or as provided in RCW 39.12.020
	Over \$2,500	For contracts greater than \$2,500, a “Statement of Intent to Pay Prevailing Wages: (hereinafter “Statement of Intent”) must be submitted to and approved by the State Department of Labor and Industries prior to beginning work by the Contractor. If the Contract is more than \$10,000, the Statement of Intent shall include the Contractor’s registration number, the prevailing wage for each classification of workers, and an estimate of the number of workers in each classification. An “Affidavit of Wages Paid” must be submitted to and approved by the State Department of Labor and Industries by the Contractor prior to release of the retained percentage. Copies of these documents shall be provided to the County prior to any payment being made to the Contractor. The fee for each of these documents shall be paid by the Contractor.
	\$2,500 or Less	For contracts \$2,500 or less, the Contractor may submit the Statement of Intent to the County directly without the approval by the Washington State Department of Labor & Industries. Upon final acceptance of the work, the Contractor will submit an “Affidavit of Wages Paid” to the County.
	Statement of Intent	The Statement of Intent and Affidavit of Wages Paid must be submitted on forms approved by the Department of Labor and Industries.

Effective January 1, 2020, contractors must file weekly certified payroll reports for all prevailing wage jobs (regardless of project amount) and submit them directly to L&I.



KITSAP PUBLIC HEALTH DISTRICT

Unique Entity ID WKRDH6R95X88	CAGE / NCAGE OUMV3	Purpose of Registration Federal Assistance Awards Only
Registration Status Active Registration	Expiration Date Mar 6, 2025	
Physical Address 345 6TH ST STE 300 Bremerton, Washington 98337-1866 United States	Mailing Address 345 6TH Street Suite 300 Bremerton, Washington 98337-1866 United States	

Business Information

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District Washington 06	State / Country of Incorporation (blank) / (blank)	URL (blank)

Registration Dates

Activation Date Mar 11, 2024	Submission Date Mar 6, 2024	Initial Registration Date May 29, 2001
--	---------------------------------------	--

Entity Dates

Entity Start Date Jan 1, 1947	Fiscal Year End Close Date Dec 31
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Immediate Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?
No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:
Yes

Entity Types

Business Types		
Entity Structure U.S. Government Entity	Entity Type US Local Government	Organization Factors (blank)
Profit Structure (blank)		

Socio-Economic Types

Check the registrant's Repts & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Government Types

U.S. Local Government
Local Government Owned

Financial Information

Accepts Credit Card Payments Yes	Debt Subject To Offset No
EFT Indicator 0000	CAGE Code 0UMV3

Points of Contact

Electronic Business

♀ YOLANDA FONG	345 6TH Street Suite 300 Bremerton, Washington 98337 United States
MELISSA LAIRD	345 6TH Street Suite 300 Bremerton, Washington 98337 United States

Government Business

♀ YOLANDA FONG	345 6TH Street Suite 300 Bremerton, Washington 98337 United States
April Fisk	345 6TH STREET, Suite 300 Bremerton, Washington 98337 United States

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
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Disaster Response

This entity does not appear in the disaster response registry.

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

CONTRACT NUMBER: CLH31014

AMENDMENT NUMBER: 21

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:
 Childhood Lead Poisoning Prevention - Effective July 1, 2024
 Injury & Violence Prevention-LHJ Opioid Campaign Proviso – Effective November 1, 2024
 - Amends Statements of Work for the following programs:
 Executive Office of Resiliency & Health Security-WFD LHJ - Effective July 1, 2023
 HIV Client Services-HOPWA - Effective July 1, 2024
 Office of Drinking Water Group A Program - Effective January 1, 2022
 Office of Immunization COVID-19 Vaccine - Effective January 1, 2022
 Office of Immunization-Regional Representatives - Effective July 1, 2024
 - Deletes Statements of Work for the following programs:

2. Exhibit B-21 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-20 Allocations as follows:
 - Increase of _____ for a revised maximum consideration of _____.
 - Decrease of **\$113,286** for a revised maximum consideration of **\$23,345,927**.
 - 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)

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Indirect Rate January 1, 2024-December 31, 2024: 28.76% Admin & Community Health Pgms; 31.32% Environmental Health Pgms

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #**	BARS Revenue Code**	Statement of Work		DOH Use Only Chart of Accounts		Amount	Funding Period SubTotal	Chart of Accounts Total
					LHJ Start Date	Funding Period End Date	Funding Period Start Date	Funding Period End Date			
FFY23 IAR SNAP Ed Prog Mgnt-Region 5	207WAWA5Q3903	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		
FFY25 SNAP Ed Prog Mgnt Admin IAR	NGA Not Received	Amd 20	10.561	333.10.56	10/01/24	12/31/24	10/01/24	09/30/25	\$53,765	\$53,765	\$181,199
FFY24 SNAP Ed Prog Mgnt Admin IAR	207WAWA5Q3903	Amd 15	10.561	333.10.56	10/01/23	09/30/24	10/01/23	09/30/24	\$127,434	\$127,434	
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
FFY24 Hsng-PPL w/AIDS Formula HUD	WAH23-F999	Amd 21	14.241	333.14.24	07/01/24	12/31/24	08/10/23	08/09/26	\$69,533	\$69,533	\$419,965
FFY23 Housing People with AIDS Formula HUD	WAH23-F999	Amd 16	14.241	333.14.24	09/01/23	06/30/24	08/10/23	08/09/26	\$300	\$113,064	
FFY23 Housing People with AIDS Formula HUD	WAH23-F999	Amd 15	14.241	333.14.24	09/01/23	06/30/24	08/10/23	08/09/26	\$112,764		
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	
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 16	14.241	333.14.24	09/01/23	06/30/24	07/01/20	08/24/24	\$3,200	\$3,200	
FFY21 Housing People with AIDS Formula	WAH21-F999	Amd 10	14.241	333.14.24	07/01/22	06/30/23	07/01/20	06/30/23	(\$103,989)	\$27,229	
FFY21 Housing People with AIDS Formula	WAH21-F999	Amd 5	14.241	333.14.24	07/01/22	06/30/23	07/01/20	06/30/23	\$131,218		
FFY21 Housing People with AIDS Formula	WAH21-F999	Amd 4	14.241	333.14.24	01/01/22	06/30/22	07/01/20	06/30/23	\$28,622	\$49,215	
FFY21 Housing People with AIDS Formula	WAH21-F999	Amd 2	14.241	333.14.24	01/01/22	06/30/22	07/01/20	06/30/23	\$20,593		
FFY20 Housing People with AIDS Formula	WAH20-F999	Amd 4	14.241	333.14.24	01/01/22	06/30/22	07/01/20	06/30/23	\$4,045	\$30,735	
FFY20 Housing People with AIDS Formula	WAH20-F999	Amd 1	14.241	333.14.24	01/01/22	06/30/22	07/01/20	06/30/23	\$26,690		
FFY24 Swimming Beach Act Grant IAR (ECY)	01J74301	Amd 17	66.472	333.66.47	03/01/24	09/30/24	01/01/24	11/30/24	\$25,000	\$25,000	\$75,000
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	
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	
FFY24 PHEP BP1-CDC-LHJ Partners	NU90TU000055	Amd 20	93.069	333.93.06	07/01/24	12/31/24	07/01/24	06/30/25	\$177,207	\$177,207	\$177,207
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		

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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 CDC Vaccines	NH23IP922619	Amd 21	93.268	333.93.26	01/01/22	06/30/24	07/01/20	06/30/24	(\$283,424)	\$0	\$0
COVID19 CDC Vaccines	NH23IP922619	Amd 7	93.268	333.93.26	01/01/22	06/30/24	07/01/20	06/30/24	\$283,424		
COVID19 Vaccines R4	NH23IP922619	Amd 20	93.268	333.93.26	07/01/24	12/31/24	07/01/20	12/31/24	\$276,000	\$276,000	\$1,194,477
COVID19 Vaccines R4	NH23IP922619	Amd 21	93.268	333.93.26	01/01/22	06/30/24	07/01/20	06/30/24	(\$113,737)	\$918,477	
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		
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		
FFY25 CDC VFC Ops	NGA Not Received	Amd 20	93.268	333.93.26	07/01/24	12/31/24	07/01/24	06/30/25	\$16,134	\$16,134	\$33,881
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	
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		
FFY25 CDC IQIP Regional Rep	NGA Not Received	Amd 20	93.268	333.93.26	07/01/24	12/31/24	07/01/24	06/30/25	\$41,173	\$41,173	\$71,973
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	
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, 16	93.323	333.93.32	01/01/22	06/30/24	01/15/21	07/31/24	(\$199,494)	\$2,720,344	\$2,720,344
FFY20 ELC EDE LHJ Allocation	NU50CK000515	Amd 2, 9, 11, 16	93.323	333.93.32	01/01/22	06/30/24	01/15/21	07/31/24	\$2,919,838		
FFY21 SHARP HAI ELC	NU50CK000515	Amd 19	93.323	333.93.32	09/01/22	12/31/24	08/01/21	07/31/25	\$25,000	\$217,500	\$217,500
FFY21 SHARP HAI ELC	NU50CK000515	Amd 9, 19	93.323	333.93.32	09/01/22	12/31/24	08/01/21	07/31/25	\$192,500		

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FFY21 CDC COVID-19 PHWFD-LHJ	NU90TP922181	Amd 21	93.354	333.93.35	07/01/23	12/31/24	07/01/23	06/30/25	\$200,000	\$600,000	\$600,000
FFY21 CDC COVID-19 PHWFD-LHJ	NU90TP922181	Amd 19	93.354	333.93.35	07/01/23	12/31/24	07/01/23	06/30/25	\$200,000		
FFY21 CDC COVID-19 PHWFD-LHJ	NU90TP922181	Amd 15, 19	93.354	333.93.35	07/01/23	12/31/24	07/01/23	06/30/25	\$200,000		
FFY24 Tobacco-Vape Prev CDC Comp 1	NU58DP006808	Amd 18	93.387	333.93.38	04/29/24	12/31/24	04/29/24	04/28/25	\$19,201	\$19,201	\$92,647
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	
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		
FFY22 PH Infrastructure Comp A1-LHJ	NE11OE000053	Amd 16	93.967	333.93.96	01/01/24	12/31/24	12/01/22	06/30/25	\$200,000	\$200,000	\$200,000
FFY25 HRSA MCHBG LHJ Contracts	NGA Not Received	Amd 20	93.994	333.93.99	10/01/24	12/31/24	10/01/24	09/30/25	\$39,963	\$39,963	\$332,108
FFY24 HRSA MCHBG LHJ Contracts	B04MC52960	Amd 14	93.994	333.93.99	10/01/23	09/30/24	10/01/23	09/30/24	\$159,854	\$159,854	
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
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		
SFY1 GFS - Group B		Amd 17	N/A	334.04.90	01/01/24	06/30/24	07/01/23	06/30/25	\$25,230	\$25,230	\$76,985
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	
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	
SFY25 LHJ Opioid Campaign Proviso		Amd 21	N/A	334.04.93	11/01/24	12/31/24	07/01/24	06/30/25	\$24,520	\$24,520	\$24,520
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	

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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 15	N/A	334.04.93	07/01/24	12/31/24	07/01/23	06/30/25	(\$8,334)	\$0	\$0
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		
SFY25 Dedicated Cannabis Account		Amd 18	N/A	334.04.93	07/01/24	12/31/24	07/01/24	06/30/25	\$123,755	\$123,755	\$618,773
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	
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	
SFY25 Nicotine Addict Prev & Ed Pro		Amd 18	N/A	334.04.93	07/01/24	12/31/24	07/01/24	06/30/25	\$50,265	\$50,265	\$50,265
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		
SFY25 Youth Tobacco Vapor Products		Amd 18	N/A	334.04.93	07/01/24	12/31/24	07/01/24	06/30/25	\$12,241	\$12,241	\$116,347
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	
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	
SFY25 Wastewater Management-GFS		Amd 15	N/A	334.04.93	07/01/24	12/31/24	07/01/23	06/30/25	\$8,334	\$8,334	\$38,334
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	
HIV Local Proviso-RW Grant Year 2023		Amd 5	N/A	334.04.98	04/01/23	06/30/23	04/01/23	06/30/23	\$30,814	\$30,814	\$185,184
HIV Local Proviso-RW Grant Year 2022		Amd 5	N/A	334.04.98	07/01/22	03/31/23	04/01/22	03/31/23	\$92,442	\$92,442	
HIV Local Proviso-RW Grant Year 2022		Amd 10	N/A	334.04.98	04/01/22	06/30/22	04/01/22	03/31/23	(\$19,580)	\$21,174	
HIV Local Proviso-RW Grant Year 2022		Amd 2	N/A	334.04.98	04/01/22	06/30/22	04/01/22	03/31/23	\$19,880		
HIV Local Proviso-RW Grant Year 2022		Amd 1	N/A	334.04.98	04/01/22	06/30/22	04/01/22	03/31/23	\$20,874		
HIV Local Proviso-RW Grant Year 2021		Amd 2	N/A	334.04.98	01/01/22	03/31/22	04/01/21	03/31/22	\$19,880	\$40,754	
HIV Local Proviso-RW Grant Year 2021		Amd 1	N/A	334.04.98	01/01/22	03/31/22	04/01/21	03/31/22	\$20,874		

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)

Indirect Rate January 1, 2024-December 31, 2024: 28.76% Admin & Community Health Pgms; 31.32% Environmental Health Pgms

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #*	BARS Revenue Code**	Statement of Work		DOH Use Only Chart of Accounts		Amount	Funding Period SubTotal	Chart of Accounts Total
					LHJ Start Date	Funding Period End Date	Funding Period Start Date	End Date			
FFY24 RW Grant Year Rebate		Amd 21	N/A	334.04.98	07/01/24	08/31/24	04/01/24	03/31/25	(\$25,178)	\$0	\$1,876,585
FFY24 RW Grant Year Rebate		Amd 18	N/A	334.04.98	07/01/24	08/31/24	04/01/24	03/31/25	\$25,178		
FFY24 RW Grant Year Rebate		Amd 16	N/A	334.04.98	04/01/24	12/31/24	04/01/24	03/31/25	\$568,500	\$568,500	
FFY23 RW Grant Year Rebate		Amd 16	N/A	334.04.98	01/01/24	03/31/24	07/01/23	03/31/24	\$189,500	\$189,500	
RW FFY23 Grant Year Rebate		Amd 13	N/A	334.04.98	07/01/23	12/31/23	07/01/23	12/31/24	\$313,800	\$313,800	
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	
SFY25 FPHS-LHJ Funds-GFS		Amd 20	N/A	336.04.25	07/01/24	12/31/24	07/01/24	06/30/25	\$1,824,500	\$3,649,000	\$7,298,000
SFY25 FPHS-LHJ Funds-GFS		Amd 19	N/A	336.04.25	07/01/24	12/31/24	07/01/24	06/30/25	\$1,824,500		
SFY24 FPHS-LHJ-Funds-GFS		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	
SFY24 FPHS-LHJ-Funds-GFS		Amd 13	N/A	336.04.25	07/01/23	06/30/24	07/01/23	06/30/25	\$2,469,000		
SFY25 Lead Management (FPHS)		Amd 21	N/A	336.04.25	07/01/24	12/31/24	07/01/24	06/30/25	\$15,000	\$15,000	\$15,000
YR 27 SRF - Local Asst (15%) SS		Amd 21	N/A	346.26.64	01/01/24	12/31/24	07/01/23	06/30/25	\$11,750	\$11,750	\$45,250
YR 26 SRF - Local Asst (15%) SS		Amd 21	N/A	346.26.64	01/01/24	12/31/24	07/01/23	06/30/25	(\$11,750)	\$1,250	
YR 26 SRF - Local Asst (15%) SS		Amd 18	N/A	346.26.64	01/01/24	12/31/24	07/01/23	06/30/25	\$2,250		
YR 26 SRF - Local Asst (15%) SS		Amd 15	N/A	346.26.64	01/01/24	12/31/24	07/01/23	06/30/25	\$10,750		
YR 25 SRF - Local Asst (15%) SS		Amd 18	N/A	346.26.64	01/01/23	12/31/23	01/01/23	12/31/23	(\$500)	\$13,250	
YR 25 SRF - Local Asst (15%) SS		Amd 14	N/A	346.26.64	01/01/23	12/31/23	01/01/23	12/31/23	\$500		
YR 25 SRF - Local Asst (15%) SS		Amd 11	N/A	346.26.64	01/01/23	12/31/23	01/01/23	12/31/23	\$13,250		

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)

Indirect Rate January 1, 2024-December 31, 2024: 28.76% Admin & Community Health Pgms; 31.32% Environmental Health Pgms

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			
YR 24 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	
YR 24 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 27 SRF - Local Asst (15%) TA		Amd 21	N/A	346.26.66	01/01/24	12/31/24	07/01/23	06/30/25	\$4,000	\$4,000	\$6,000
YR 26 SRF - Local Asst (15%) TA		Amd 21	N/A	346.26.66	01/01/24	12/31/24	07/01/23	06/30/25	(\$4,000)	\$0	
YR 26 SRF - Local Asst (15%) TA		Amd 18	N/A	346.26.66	01/01/24	12/31/24	07/01/23	06/30/25	\$4,000		
YR 25 SRF - Local Asst (15%) TA		Amd 18	N/A	346.26.66	01/01/23	12/31/23	01/01/23	12/31/23	(\$2,000)	\$0	
YR 25 SRF - Local Asst (15%) TA		Amd 11	N/A	346.26.66	01/01/23	12/31/23	01/01/23	12/31/23	\$2,000		
YR 24 SRF - Local Asst (15%) (FO-SW) TA		Amd 18	N/A	346.26.66	01/01/22	12/31/22	07/01/21	06/30/23	\$1,000	\$2,000	
YR 24 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		
TOTAL									\$23,345,927	\$23,345,927	
Total consideration:				\$23,459,213						GRAND TOTAL	\$23,345,927
				(\$113,286)							
GRAND TOTAL				\$23,345,927						Total Fed	\$8,322,140
										Total State	\$15,023,787

*Assistance Listing Number fka 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: Childhood Lead Poisoning Prevention - Effective July 1, 2024

Local Health Jurisdiction Name: Kitsap Public Health District

Contract Number: CLH31014

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

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

Statement of Work Purpose: The purpose of this statement of work (SOW) is to support Childhood Lead Poisoning Prevention Program implementation to increase blood lead testing, provider outreach, case management, and community engagement.

Note: The full project allocation for July 1, 2024 to June 30, 2025 has been included in this Statement of Work. Any unspent funding as of December 31, 2024 will be included in a new Statement of Work in the 2025-2027 contract effective January 1, 2025 (for a January 1, 2025-June 30, 2025 period of performance).

Revision Purpose: N/A

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change Increase (+)	Total Allocation
				Start Date	End Date			
SFY25 LEAD MANAGEMENT (FPHS)	25623851	N/A	336.04.25	07/01/24	12/31/24	0	15,000	15,000
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						0	15,000	15,000

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Participate in Lead Foundational Public Health Services (FPHS) Core Team	Attendance at regularly scheduled meetings	December 31, 2024	Reimbursement for actual costs, not to exceed total funding consideration.
2	Select and implement model program activity in testing promotion, provider outreach, case management, and/or community engagement	Submit Activity Report to DOH contract manager	December 31, 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.

Program Specific Requirements

Special Requirements:

The December 31, 2024 Activity Report should be submitted to the DOH Contract manager and should include the following information:

1. Type and amount of spending for the July 1, 2024-December 31, 2024 contract period: staff time, equipment, supplies, services (such as interpretation/translation, etc.), or other types.
2. Describe how each type of spending supported implementation of the FPHS Lead Prevention Model Program elements of case management, provider outreach, testing promotion, and/or community engagement?
3. Describe the impact of this funding by sharing products and/or success stories (e.g.: a generalized story about how a family or group that benefitted from direct services, how an area of programming advanced, a partnership or collaboration that was formed or enhanced, materials that were produced, etc.).

**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: 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: July 1, 2023 through December 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.

Note #2: The current consolidated contract ends December 31, 2024. Once a new contract is in place, the Program plans to submit a new statement of work for January 1 - June 30, 2025. The Program plans to allow LHJs to add any unspent funds from 2024 to the new statement of work, once the 2024 invoices have all been submitted and approved. Deliverable due dates after December 31, 2024 are referenced in this statement of work for informational purposes only and will be updated in the January - June 2025 statement of work.

Revision Purpose: The purpose of this revision is to add funds to the statement of work.

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 CDC COVID-19 PHWFD-LHJ	3192621G	93.354	333.93.35	07/01/23	12/31/24	400,000	200,000	600,000
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						400,000	200,000	600,000

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.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2	<p>Develop a plan to use these funds for one or more of the allowable costs listed below.</p> <p>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.</p>	Implementation Plan	December 31, 2023, or sooner or when LHJ requests funds or another change to the Plan.	
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 or when LHJ requests funds or another change to the Plan.</p> <p>January 10, 2024 July 10, 2024 December 31, 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 	Data on form provided by DOH.	January 10, 2024 July 10, 2024 December 31, 2024	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> • Describe challenges or experiences that have impacted progress toward achieving set hiring goals. • 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, January 1 – June 30, 2024, and July 1 – December 31, 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: HIV Client Services-HOPWA - Effective July 1, 2024

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

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

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

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

Statement of Work Purpose: The purpose of this statement of work is to provide funding 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 from August 31, 2024 to December 31, 2024, change funding source from Rebates to Federal, and provide additional funding.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change Increase (+)	Total Allocation
				Start Date	End Date			
RW FFY24 GRANT YEAR REBATE	12618530	N/A	334.04.98	07/01/24	08/31/24	25,178	-25,178	0
FFY23 HSNG-PPL W/AIDS FORMULA HUD	12660231	14.241	333.14.24	07/01/24	12/31/24	0	69,533	69,533
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						25,178	44,355	69,533

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<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 and whose total household income is less than 80% of the Area Median Income (AMI) as defined by Housing and Urban Development (HUD).</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>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>Administrative: \$1,345</p> <p>Support Services: \$833</p> <p>STRMU: \$4,417</p> <p>Tenant-Based Rental Assistance: \$16,000</p>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		<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.</p> <p>-Submission of Consolidated Annual Performance Report (CAPER) by requested due date.</p> <p>-Submission of Monitor responses by the due date requested.</p>		<p>Permanent Housing Placement: \$2,583</p> <p>TOTAL: \$25,178</p> <p>MI 12660231</p> <p>Administrative: \$4,033</p> <p>Support Services: \$500</p> <p>STRMU: \$9,000</p> <p>Tenant Based Rental Assistance: \$52,000</p> <p>Permanent Housing Placement: \$4,000</p> <p>TOTAL: \$69,533</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

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:

- i) The LHJ shall submit all claims for payment for costs due and payable under this SOW and incurred during this period by **January 31, 2025**. ~~September 25, 2024~~. 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: Injury & Violence Prevention-LHJ Opioid Campaign
Proviso – Effective November 1, 2024

Local Health Jurisdiction Name: Kitsap Public Health District

Contract Number: CLH31014

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

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

Statement of Work Purpose: Opioid abatement settlement account—state appropriation is provided solely for the Department of Health to administer grants to local health jurisdictions for opioid and fentanyl awareness, prevention, and education campaigns.

NOTE: This SOW is part of the 2022-2024 Consolidated Contract term that ends on December 31, 2024. A new Consolidated Contract term for 2025-2027 will begin on January 1, 2025. Activities and due dates in this SOW are for state fiscal year 25 that ends on June 30, 2025 and will be continued in a new SOW in the next Consolidated Contract term from January 1, 2025 through June 30, 2025. The funding allocation in this SOW reflects a portion of the total budget shown in the below budget table. The remaining funding allocation and tasks with deliverables after December 31, 2024 will be added to the new SOW in the next Consolidated Contract term starting on January 1, 2025.

Revision Purpose: N/A

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date	LHJ Funding Period End Date	Current Allocation	Allocation Change Increase (+)	Total Allocation
SFY25 LHJ OPIOID CAMPAIGN PROVISO	77550853	N/A	334.04.93	11/1/24	12/31/24	0	24,520	24,520
						0	0	0
						0	0	0
						0	0	0
TOTALS						0	24,520	24,520

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Purchase 80 t-shirts from the International Overdose Awareness website	80 t-shirts will be purchased between Jan-Mar 2025 to support International Overdose Awareness efforts in Summer 2025.	A19 will reflect the purchase of t-shirts with images of purchased document	Monthly invoices for actual cost reimbursement will be submitted to DOH.
2	Purchase posters for International Overdose Awareness website	Use of Blue-Sky printing for poster printouts during Quarter 1 of 2025.	A19 will reflect the purchase of posters with images of purchased document	Total of all invoices will not exceed \$24,520 through December 31, 2024.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
3	Kitsap Public Health District staff and communication team will work collaboratively to contact media providers and order/print supplies. Staff time will also be used to develop invoices, reports and communication with grant funder.	Staff time will be continuous during grant.	Ongoing, November 2024-June 2025	
4	Purchase marketing spots for the Docks at the Bremerton/Seattle and Bainbridge Island/Seattle	Based on the availability of screen time, the goal would be to run this during Quarter 1 of 2025.	A19 will reflect the purchase of marketing spots	
5	Purchase two (2) billboards in Kitsap for marketing and share materials with Outfront media for display	Based on availability, the goal would be to have campaign on billboards in Quarter 1 or 2 of 2025	A19 will reflect the purchase of billboards	

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

Program Specific Requirements

Billing Requirements: DOH awards funding through reimbursement-based billing. Invoices must be submitted monthly on an A19-1A invoice voucher. DOH must receive all complete final invoices within 60 days of the end of the budget period for this statement of work.

Budget Table

Line Item	Allocation	Justification
Salaries	\$9,333	0.2 FTE for liaison staff for 8 months
Benefits	\$4,200	45% of salaries
Goods and Services	\$29,995	
T-Shirts	\$1,920	For OD awareness day. 80 shirts x \$24 each
Pre-paid marketing	\$75	For OD awareness day. 5 posters x \$15 each
LCD Screens	\$10,000	At the Bremerton & Bainbridge/ Seattle Kitsap ferry terminal
Billboards	\$10,000	2 billboards x \$5,000 each
Targeted ads for parents	\$7,500	Google display ads for \$2,500; Outfront media targeted mobile ads for \$5,000
Printed materials	\$500	From Blu Sky printing for school district specific resources
Administrative costs/indirect	\$12,519	28.76% indirect rate
TOTAL	\$56,046	

*Additional budget negotiation information will be requested and added in the January Statement of Work.

The LHJ must receive written approval from DOH before making any changes to the SOW activities or itemized budget.

**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)** 7

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		

Period of Performance: January 1, 2022 through December 31, 2024

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 update funding provided for Sanitary Survey and Technical Assistance activity assigned 1/1/2024 through 12/31/2024.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change None	Total Allocation
				Start Date	End Date			
YR 24 SRF - LOCAL ASST (15%) (FO-SW) SS	24239224	N/A	346.26.64	01/01/22	12/31/22	19,000	0	19,000
YR 24 SRF - LOCAL ASST (15%) (FO-SW) TA	24239224	N/A	346.26.66	01/01/22	12/31/22	2,000	0	2,000
YR 25 SRF - LOCAL ASST (15%) SS	24119226	N/A	346.26.64	01/01/23	12/31/23	13,250	0	13,250
YR 25 SRF - LOCAL ASST (15%) TA	24119226	N/A	346.26.66	01/01/23	12/31/23	0	0	0
YR 26 SRF - LOCAL ASST (15%) SS	24119226	N/A	346.26.64	01/01/24	12/31/24	13,000	-11,750	1,250
YR 26 SRF - LOCAL ASST (15%) TA	24119226	N/A	346.26.66	01/01/24	12/31/24	4,000	-4,000	0
YR 27 SRF - LOCAL ASST (15%) SS	24119227	N/A	346.26.64	01/01/24	12/31/24	0	11,750	11,750
YR 27 SRF - LOCAL ASST (15%) TA	24119227	N/A	346.26.66	01/01/24	12/31/24	0	4,000	4,000
						0	0	0
TOTALS						51,250	0	51,250

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	<p>Trained LHJ staff will conduct sanitary surveys of small community and non-community Group A water systems identified by the DOH Office of Drinking Water (ODW) Regional Office.</p> <p>See Special Instructions for task activity.</p> <p>The purpose of this statement of work is to provide funding to the LHJ for conducting</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. 	<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>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	sanitary surveys and providing technical assistance to small community and non-community Group A water systems.	2. Completed Small Water System checklist. 3. Updated Water Facilities Inventory (WFI). 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 inclusive of all associated costs such as travel, lodging, per diem. 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	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

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		approval (to ensure enough funds are available).		

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 **\$45,250** for **Task 1**, and **\$6,000** for **Task 2, Task 3 and Task 4** combined during the contracting period, to be paid at the rates specified in the Payment Method/Amount section above.

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

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

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

Special Instructions

Task 1

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

- No more than **8** surveys of non-community systems with three or fewer connections be completed between January 1, 2022 and December 31, 2022.
- No more than **34** surveys of non-community systems with four or more connections and all community systems to be completed between January 1, 2022 and December 31, 2022.
- No more than **3** surveys of non-community systems with three or fewer connections be completed between January 1, 2023 and December 31, 2023.
- No more than **25** surveys of non-community systems with four or more connections and all community systems to be completed between January 1, 2023 and December 31, 2023.
- No more than **2** survey of non-community systems with three or fewer connections be completed between January 1, 2024 and December 31, 2024.
- No more than **25** surveys of non-community systems with four or more connections and all community systems to be completed between January 1, 2024 and December 31, 2024.

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 COVID-19 Vaccine - Effective January 1, 2022

Local Health Jurisdiction Name: Kitsap Public Health District

Contract Number: CLH31014

SOW Type: Revision **Revision # (for this SOW)** 8

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 June 30, 2024

Statement of Work Purpose: The purpose of this statement of work (SOW) is to provide funding to conduct COVID-19 vaccine activities.

Revision Purpose: The purpose of this revision is to remove funds.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change Decrease (-)	Total Allocation
				Start Date	End Date			
COVID19 Vaccines R4	74310259	93.268	333.93.26	01/01/22	06/30/24	1,032,214	-113,737	918,477
COVID19 CDC Vaccines	74310236	93.268	333.93.26	01/01/22	06/30/24	283,424	-283,424	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						1,315,638	-397,161	918,477

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
3.A	<p>Identify activity/activities to support COVID vaccine response in your community, using the examples below as a guideline.</p> <p>Example 1: Develop and implement communication strategies with health care providers, community, and/or other partners to help build vaccine confidence broadly and among groups anticipated to receive early vaccination, as well as dispel vaccine misinformation. Document and provide a plan that shows the communication strategies used with health care providers and other partners and the locally identified population anticipated to reach.</p>	Summary of the engagement strategies to be used with health care providers and other partners, and the locally identified population to be reached.	January 31, Annually	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
	Example 2: Engage in other vaccination planning activities such as partnership development, provider education, vaccination point of dispensing (POD) planning, tabletop exercises, engagement with communities, leaders, non-traditional provider, or vulnerable populations to develop strategies to ensure equitable access to vaccination services			
3.B	Implement the communication strategies or other activities, working with health care providers and other partners to reach the locally identified population, support providers in vaccination plans, and support equitable access to vaccination services.	Written report describing activity/activities and progress made to-date and strategies used (template to be provided)	June 30, Annually	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.
3.C	Catalog activities and conduct an evaluation of the strategies used	Written report, showing the strategies used and the final progress of the reach (template to be provided)	June 30, annually	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.
3.D	As needed to meet community needs, expand operations to increase vaccine throughput (i.e., providing vaccinations during evenings, overnight, and on weekends) or adjust vaccine delivery approaches to optimize access. Activities may include vaccine strike teams, mobile vaccine clinics, satellite clinics, temporary, or off-site clinics to travel and provide vaccination services in non-traditional settings, or to supplement the work of local health departments in underserved communities, and may include administration costs for other vaccines co-administered at the events. These activities may be done by the local health department or in collaboration with community partners. (see Restrictions on Funds below)	Reports summarizing quantity, type, and frequency of activities	December 31 and June 30, annually	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)

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

Restrictions on Funds:

Coverage of co-administration costs for other vaccines administered at vaccination events does NOT apply to the FEMA Mass Vaccination funding. Coverage of co-administration costs only applies to the vaccine funding (COVID19 Vaccine R4, MI 74310230) allocated for Task 3 of the consolidated contract. FEMA Mass Vaccination funding is only available to cover the costs for COVID vaccine administration and cannot be used for co-administration costs of other vaccines.

Unallowable Costs:

There are limitations from the funding source on allowable costs for this contract. If the contractor is unsure if a cost is **allowable**, they should contact the contract manager for approval of the cost prior to making the purchase or charge.

- Advertising costs (e.g., conventions, displays, exhibits, meetings, memorabilia, gifts, souvenirs)
- Alcoholic beverages
- Building, purchases, construction, capital improvements
- Clinical care (non-immunization services)
- Entertainment costs
- Fundraising Cost
- Goods and services for personal use
- Honoraria
- Independent Research
- Land acquisition
- Legislative/lobbying activities
- Interest on loans for the acquisition and/or modernization of an existing building
- Payment of a bad debt, collection of improper payments
- Promotional and/or incentive materials (e.g., plaques, clothing, and commemorative items such as pens, mugs/cups, folders/folios, lanyards, magnets, conference bags)
- Purchase of food/meals (unless part of required travel per diem costs)
- Vehicle Purchase

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

DOH Program Name or Title: Office of Immunization-Regional Representatives - Effective July 1, 2024

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, 2024 through December 31, 2024

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

NOTE: Deliverables with due dates after December 31, 2024, are shown for informational purposes only and will be included in a new SOW in the next Consolidated Contract term starting January 1, 2025.

Revision Purpose: The purpose of this revision is to add language to activities, deliverables/outcomes, and added a new task,

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			
FFY25 CDC IQIP Regional Rep	74310254	93.268	333.93.26	07/01/24	12/31/24	41,173	0	41,173
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						41,173	0	41,173

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	Within the first 90 days of the contract provide a budget for FY25 funding.	Sumit completed Budget Template provided by Department of Health	September 30, 2024	
2	Conduct enrollment site visits <i>with</i> all new providers and gather information needed to complete program enrollment. All visits must be conducted in person in accordance with the CVP Operations Guide.	a) Email Provider Agreement New Enrollment Packet with provider’s original or electronic signature – DOH 348-022 <i>1. Provider did not previously submit the provider agreement to DOH.</i>	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
		<p><i>2. Changes are made to the provider agreement during the enrollment visit.</i></p> <p>b) Email New Enrollment Training Guide (CVP SharePoint Site) with original or electronic signatures</p>		
3	Facilitate vaccine transfer/removal for providers who merge with existing health care organizations or who discontinue participating in the Childhood Program and when requested by DOH. Transfers must be approved by DOH and performed in accordance with CDC and CVP guidelines.	Email completed Provider Disenrollment form DOH 348-423 or list to verify vaccine inventory transferred/removed from provider site.	Within ten (10) days of vaccine transfer or removal	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.
4	<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> <p>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>	<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) and verifying follow-up actions were completed.</p>	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.
5	<p><i>Conduct Announced Vaccine Storage and Handling (ASH) visits upon DOH request after an enrolled site moves to a new physical location. All visits must be conducted in person, within 60 days of DOH request, in accordance with the CVP Operations Guide.</i></p> <p><i>If site is due for a compliance visit within the current project period, conduct a compliance visit instead of an ASH visit.</i></p> <p><i>Complete Announced Vaccine Storage and Handling visit follow-up to assure providers resolve all follow-up actions</i></p>	<p>a) <i>Enter responses from the Storage and Handling Reviewer Guide into the Provider Education, Assessment, and Reporting (PEAR) online system for each announced storage and handling visit. Follow all corrective action and follow-up guidance provided by PEAR and the Childhood Vaccine Program for each incorrect response.</i></p>	<p>a) <i>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.</i></p>	<p><i>Reimbursement for actual costs incurred, not to exceed total funding consideration amount.</i></p>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p><i>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.</i></p>	<p><i>b) Upload the signed Acknowledgement of Receipt form to the visit in PEAR.</i></p> <p><i>c) Enter resolved site visit follow-up actions and upload applicable s documentation into PEAR</i></p>	<p><i>b) Within five (5) business days of the site visit.</i></p> <p><i>c) Within five (5) business days of receiving the document(s) and verifying follow-up actions were completed.</i></p>	
<p>5 6</p>	<p>Complete the CVP Compliance Visit Project Schedule to ensure providers receive a site visit within 24 months of previous site visit and/or 6 months from new enrollment visit.</p> <p>Conduct Compliance Site Visits at enrolled health care provider sites within the assigned region using the DOH Provider Selection Protocol. All visits must be conducted in person in accordance with the 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>Participate in at least one (1) CVP observational visit conducted by DOH Office of Immunization staff or 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>e) Respond to requests from DOH to schedule observation visit.</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 document(s) and verifying follow-up actions were completed.</p> <p>e) Within 5 business days of DOH request.</p>	
<p>6 7</p>	<p>Within 6 months of the start of contract provide a Budget Forecast.</p>	<p>Submission of Budget Forecast form provided by Department of Health stating spend down of remain funds.</p>	<p>January 15, 2025</p>	
<p>7 8</p>	<p><u>IQIP (Immunization Quality Improvement for Providers)</u></p> <p>Complete Project Management Scheduling Tool</p>	<p>a) Copy of project management plan (template will be provided)</p>	<p>By July 31, 2024</p>	<p>Reimbursement for actual costs incurred, not to</p>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<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 35% of total visits assigned per region must be initiated within the first half Project Year (Dec 31,2024) 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 by Dec 31, 2024</p>	<p>b) Enter all initial IQIP visit details into the IQIP Online Tool for each visit conducted.</p> <p>c) Enter IQIP follow-up visit details in the IQIP Online Tool for all follow-up.</p>	<p>a) Within five (5) business days of visit</p> <p>b) Within five (5) business days of contact</p> <p>By Dec 31, 2024</p>	<p>exceed total funding consideration amount.</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

- Tasks in this statement of work may not be subcontracted without prior written approval from the Office of Immunizations.
- Regional Representatives must have access to a digital data logger with current certificate of calibration and qualified pack outs or portable storage units for the purposes of transporting vaccine at appropriate temperatures when needed (see definitions in the DOH Vaccine Management Plan).
- Regional consultants will limit use of Immunization Information System (IIS) user accounts to view the data needed to conduct site visits with enrolled sites, and DOH reserves the right to limit regional consultant IIS access if used for unauthorized purposes, including but not limited to, editing, or approving Childhood Vaccine Program provider agreements or vaccine-related requests.

Unallowable Costs:

There are limitations from the funding source on allowable costs for this contract. If the contractor is unsure if a cost is allowable, they should contact the contract manager for approval of the cost prior to making the purchase or charge.

- Advertising costs (e.g., conventions, displays, exhibits, meetings, memorabilia, gifts, souvenirs)
- Alcoholic beverages
- Building, purchases, construction, capital improvements
- Clinical care (non-immunization services)
- Entertainment costs
- Fundraising Cost
- Goods and services for personal use
- Honoraria
- Independent Research
- Land acquisition
- Legislative/lobbying activities
- Interest on loans for the acquisition and/or modernization of an existing building
- Payment of a bad debt, collection of improper payments
- Promotional and/or incentive materials (e.g., plaques, clothing, and commemorative items such as pens, mugs/cups, folders/folios, lanyards, magnets, conference bags)
- Purchase of food/meals (unless part of required travel per diem costs)
- Vehicle Purchase

**CONTRACT NO. KC-489-24
INTERLOCAL AGREEMENT**

**BETWEEN KITSAP COUNTY AND
KITSAP PUBLIC HEALTH DISTRICT**

I. PREAMBLE

This Interlocal Agreement (AGREEMENT) is by and between Kitsap County (COUNTY), a political subdivision, whose principal offices are located at 614 Division Street, Port Orchard, Washington 98366 and Kitsap Public Health District (DISTRICT), whose principal offices are at 345 6th Street, Suite 300, Bremerton, Washington 98337.

II. RECITALS

Kitsap County Board of Commissioners enacted Chapter 12.36 of the Kitsap County Code (KCC) for the purpose of establishing a comprehensive approach to stormwater management pursuant to Chapter 36.89 RCW. Chapter 12.36 KCC, called the County's "Stormwater Management Program," authorizes the coordination of stormwater management programs and services through interlocal or other operating agreements with other departments, governmental entities or special districts in order to achieve a comprehensive approach to surface water management.

A multi-agency partnership, called Clean Water Kitsap, operates through interlocal agreements between Kitsap County Public Works Department, Kitsap Public Health District, Kitsap Conservation District, Washington State University Extension Program, and Kitsap Public Utility District. Each member has identified areas of responsibility, program elements, and budgets consistent with Chapter 12.36 KCC for the purpose of coordinating program implementation and administration.

COUNTY and DISTRICT now desire to enter into an AGREEMENT to provide funding, collected by Kitsap County through Chapter 12.40 KCC, to assist in the implementation of DISTRICT programs through Clean Water Kitsap. Mutual benefits will accrue to the parties hereto and the people that each serves in the cooperative implementation of Clean Water Kitsap. The Interlocal Cooperation Act, Chapter 39.34 RCW, further authorizes the parties hereto to enter into this AGREEMENT.

This AGREEMENT consists of the following documents:

1. Interlocal Agreement
2. Kitsap Public Health District 2025 Scope of Work and Budget

ACCORDINGLY, THE PARTIES AGREE AS FOLLOWS:

III. AGREEMENT

1. Purpose

The purpose of the AGREEMENT will provide a mechanism for implementation of programs within the Clean Water Kitsap (CWK) partnership.

2. Funding

Funding for services provided shall be obtained from revenues derived from service charges authorized under Chapter 12.36 KCC and assessed annually on parcels of real property in unincorporated Kitsap County. The COUNTY and the DISTRICT shall endeavor to seek and obtain, whenever possible, grants or other external funding sources to minimize the financial burden to the citizens of unincorporated Kitsap County.

3. Scope of Work

DISTRICT shall perform such duties and services as are listed on Attachment A, attached hereto and incorporated herein by reference. Said services shall be performed in accordance with the approved Scope of Work and Budget specified in Attachment A and as provided for in AGREEMENT. All services funded under this AGREEMENT shall be provided exclusively within the boundaries of unincorporated Kitsap County.

4. Kitsap County Representative

The Director of Public Works, or his/her designee, shall represent the Department of Public Works and the COUNTY in all matters pertaining to the services to be rendered under this AGREEMENT. All requirements of COUNTY pertaining to the services and materials to be rendered under this AGREEMENT shall be coordinated through said County representative. Pursuant to RCW 39.34.030(4)(a) the representative shall act as an administrator.

5. Kitsap Public Health District Representative

The Director of Environmental Health for DISTRICT, or his/her designee, shall represent the DISTRICT in all matters pertaining to the services and materials to be rendered under this AGREEMENT. All requirements of DISTRICT pertaining to the services or materials to be rendered under this AGREEMENT shall be coordinated through said District representative. Pursuant to RCW 39.34.030(4)(a) the representative shall act as an administrator.

6. Program Reporting

DISTRICT shall produce a mid-year progress update and a year-end report summarizing the work performed and evaluating the performance and results of the work performed pertaining to this AGREEMENT.

Progress update shall include, but not be limited to, the following information:

- a. An update of the work performed during the period and progress made to date, including performance indicators that reflect effectiveness of the program elements as set forth in ATTACHMENT A – Scope of Work and Budget.
- b. Status of the project schedule.
- c. Description of any adverse conditions that have affected the program objectives and/or time schedules, and actions taken to resolve these issues.

Progress update and report shall be submitted as follows:

- Semi-annual update report (January 1 to June 30) due July 31, 2025
- Annual Year-end report (January 1 to December 31) due January 31, 2026

The Year End Report shall contain a summary of major accomplishments realized during the year. The report will be written in such a manner so as to allow a summary paragraph to be excerpted from the report and incorporated into the CWK Annual Executive Summary Report. DISTRICT shall also be responsible for submitting additional information to be included in the Annual Executive Summary Report. This information shall include, but not be limited to, photographs, slides, and any other graphics that would enhance the content and/or appearance of the Annual Executive Summary Report.

7. Performance Analysis

COUNTY Representative shall complete a semi-annual performance analysis evaluating the services provided under the AGREEMENT for effectiveness and compliance with the program elements set forth in Chapter 12.36 KCC and shall report to the CWK partnership.

8. CWK Partnership Committee

DISTRICT shall participate on the existing CWK Partnership Committee.

DISTRICT representative shall represent the DISTRICT on the CWK Partnership Committee. The Director of Public Works and the Stormwater Division Water Quality Manager shall represent the COUNTY on the CWK Partnership Committee. A representative of the Washington State University Extension Program shall represent that agency on the CWK Partnership Committee. A representative of the Kitsap Conservation District shall represent that agency on the CWK Partnership Committee. A representative of the Kitsap Public Utility District shall represent that agency on the CWK Partnership Committee.

The CWK Partnership Committee shall hold quarterly meetings which shall focus on the following:

- a. Evaluating program performance to ensure that the program funding is used in the most effective manner.
- b. Ensuring that the CWK programs address water quality issues of most concern to the public.
- c. Providing a means to coordinate water quality programs among agencies to capitalize on each other's efforts and avoid duplication of activities.
- d. Providing a direct and effective means of communication among CWK agencies.
- e. Making recommendations for program revisions to the Director of Public Works and the Kitsap County Board of Commissioners.

9. Reimbursement

COUNTY shall reimburse DISTRICT only for actual incurred costs upon presentation of a properly executed invoice in a form approved by COUNTY. Costs shall be charged, and funds reimbursed based upon appropriate program elements and cost categories as defined in Attachment A. The sum of DISTRICT'S reimbursement requests during the duration of this Agreement shall not exceed **\$1,548,300.00** the budget for all program elements combined as identified in Attachment A.

The Kitsap County Board of Commissioners must approve any payment request by DISTRICT exceeding this maximum reimbursement amount in advance of the payment. DISTRICT may exceed line item amounts within individual program element budgets but shall not exceed the total budget for each individual program element without the approval of the Director of Public Works.

Reimbursement requests shall not be made more frequently than once a month. COUNTY reserves the right to withhold payments pending timely delivery of progress reports or documents as may be required under this AGREEMENT. COUNTY shall reimburse DISTRICT within 30 days of receipt of a properly executed District invoice.

10. Documentation of Costs and Maintenance of Records

DISTRICT shall maintain all books, documents, receipts, invoices and records including payroll records necessary to sufficiently and properly reflect the expenditure of COUNTY funds. The accounting records must provide for a separate recording and reporting of all CWK program receipts and expenditures.

Financial records pertaining to matters authorized by this AGREEMENT are subject to inspection and audit by representatives of COUNTY or the State Auditor upon request. Financial records shall be preserved and made available to COUNTY and its agents for a period of six (6) years after the end of this AGREEMENT or, in the event of an audit, records shall be kept until the audit is completely resolved.

11. Property

Title to property purchased by DISTRICT, the cost of which DISTRICT has been reimbursed as a direct item of cost under this AGREEMENT, shall pass to and vest to DISTRICT. Property purchased with funds delivered pursuant to this AGREEMENT may be used only for the performance of this AGREEMENT and shall be purchased in accordance with applicable state law and COUNTY purchasing policies.

12. Assignment

DISTRICT shall not assign or subcontract any portion of the services provided within the terms of this AGREEMENT without obtaining prior written approval of COUNTY. All terms and conditions of the AGREEMENT shall apply to any approved subcontract or assignment related to this AGREEMENT.

13. Nondiscrimination

DISTRICT and COUNTY agree to comply with all applicable local, state, and/or federal laws and ordinances, and agree that they shall not discriminate in their employment practices or delivery of services or other activities on the grounds of race, color, religion, national origin, age, sex, marital status, veteran status, sexual orientation, or the presence of any sensory, mental or physical handicap. DISTRICT and KITSAP COUNTY shall ensure that any subcontractor shall fully comply with this paragraph.

14. Compliance with Laws

DISTRICT shall comply with all federal, state, and local laws, statutes, ordinances, rules, and regulations applicable to the performance of this AGREEMENT. DISTRICT agrees to comply with all the provisions of the Americans with Disabilities Act and all regulations interpreting or enforcing such act.

15. Indemnity

It is understood and agreed that this AGREEMENT is solely for the benefit of the parties hereto and gives no right to any other party. No joint venture or partnership is formed as a result of this AGREEMENT. Each party hereto agrees to be responsible and assumes liability for its own negligent acts or omissions, and those of its officers, agents, and employees to the fullest extent required by law, and agrees to save, indemnify, defend, and hold the other party harmless from any such liability. In the case of negligence of both the COUNTY and DISTRICT, any damages allowed shall be levied in proportion to the percentage of negligence attributable to each party, and each party shall have the right to seek contribution from the other party in proportion to the percentage of negligence attributable to the other party.

This indemnification clause shall also apply to any and all causes of action arising out of the performance of work activities under this AGREEMENT. Each contract for services or activities utilizing funds provided in whole or in part by this AGREEMENT shall include a

provision that KITSAP COUNTY is not liable for damages or claims from damages arising from any subcontractor's performance or activities under the terms of the contracts.

For the purposes of this indemnification, the parties specifically and expressly waive any immunity granted under the Washington Industrial Insurance Act, Title 51 RCW. This waiver has been mutually negotiated and agreed to by the parties. The provision of this section shall survive the expiration or termination of the Agreement.

16. Insurance

The DISTRICT certifies that it is part of a liability insurance pool or maintains appropriate liability insurance policies and agrees to pay for all losses for which DISTRICT is found liable.

Insurance carried by the DISTRICT shall be primary insurance with respect to any insurance or self-insurance programs maintained by the COUNTY and shall not contribute with it.

The policy shall provide, and the certificate shall reflect the insurance afforded applies separately to each insured against which a claim is made, or a suit is brought except with respect to the limits of the insurer's liability.

Upon request of the County, the DISTRICT shall furnish proof of liability insurance including policy limits.

The DISTRICT agrees to comply with all State requirements related to Workers Compensation Insurance.

17. Amendments to Agreement

The parties hereby further agree that this AGREEMENT cannot be amended or modified without the written concurrence of both parties.

18. Modification for Funding Reasons

COUNTY may negotiate modification of the AGREEMENT at any time if funding is reduced or limited in any way after the effective date of this agreement.

19. Termination

Either party to this AGREEMENT may elect to terminate this AGREEMENT for any reason by delivering a thirty (30) day written notice of intent to terminate to the other party. In the event of such termination, DISTRICT shall be compensated for the actual costs incurred prior to the time of notification of contract termination.

20. Duration of Agreement

This Agreement is in effect from the January 1, 2025 through December 31, 2025.

21. Filing

This AGREEMENT shall be filed with the County Auditor following execution by all parties.

Dated this ____ day of _____, 2024

Dated this ____ day of _____, 2024

KITSAP PUBLIC HEALTH DISTRICT

**BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON**

YOLANDA FONG, ADMINISTRATOR

KATHERINE T. WALTERS, CHAIR

CHRISTINE ROLFES, COMMISSIONER

CHARLOTTE GARRIDO, COMMISSIONER

ATTEST:

DANA DANIELS, CLERK OF THE BOARD

***Approved as to form by the Kitsap
County Prosecuting Attorney's Office***

ATTACHMENT A SCOPE OF WORK & BUDGET

Clean Water Kitsap Partnership Kitsap Public Health District Scope of Work and Budget, 2025		Total Budget: \$1,548,300	
Tasks	Activities	Performance Criteria	Target / Benchmark Budget: 1,423,300
Program Element: Pollution Identification and Correction Program			
Goal 1: Protect Public Health and the Environment from Fecal Pollution of Surface Waters			
Identify and correct EC pollution sources in high priority surface waters.	Develop and implement the 2025 PIC priority workplan. Conduct PIC surveys according to current PIC Protocols through public complaints, DPR response, and priority work areas.	Priority workplan memo delivered to KCPW Number of PIC property inspections % of properties with identified fecal pollution sources found during inspections % of identified fecal pollution sources found that have been corrected within 12 months	11/30/2025 350 NA 100%
Conduct Shoreline Monitoring in accordance with the Shoreline Monitoring Plan and Health District protocols.	Complete shoreline survey work in accordance with the Shoreline Monitoring Plan. Identify bacterial hotspots for shoreline discharges Investigate all newly identified shoreline "hot spots" within 12 months in accordance with Health District protocols.	Shoreline surveys completed Number of new hotspots confirmed this year % of new hotspots investigated within 12 months	Hood Canal 1, Port Gamble Bay NA 100%
Investigate public sewage complaints in a timely and efficient fashion.	Respond to public sewage complaints within 7 days of receipt. Track and manage sewage complaints, and identify and correct failing OSS.	Number of complaints Percent of complaints responded to within 7 days Number of failures found during complaint inspection	NA 90% NA
Investigate OSS deficient pump reports (DPR) from certified septic pumpers in a timely and efficient fashion.	Respond to selected DPRs within 7 days of assignment. Track and manage DPR response, and identify and correct failing OSS.	Number of reports responded to with field inspections Percent of reports responded to within 7 days Number of failures found	NA 90% NA
Investigate agricultural complaints in a timely and efficient fashion.	Respond to public agricultural complaints within 7 days of receipt. Track and manage agricultural complaints. Identify and correct agricultural sources.	Number of complaints Percent of complaints responded to within 7 days Number of pollution sources found % of found pollution sources corrected within 12 months	NA 90% NA 100%
Investigate IDDE complaints in a timely and efficient fashion.	Coordinate with the Kitsap Conservation District on correcting EC pollution caused by livestock waste, pursuant to existing interlocal agreement.	Number of referrals to KCD for technical assistance	NA
Investigate citizen complaints related to water quality concerns in a timely and efficient fashion.	Coordinate with Kitsap County Public Works on the correction of EC sources discharging to (or from) the county's stormwater system. Conduct work in compliance with "KPHD/KCPW/ stormwater Illicit Discharge Detection and Elimination (IDDE) Protocol."	Number of referrals to KCPW Number of complaints Percent of complaints responded to within 7 days Number of pollution sources found % of found pollution sources corrected within 12 months	NA NA 90% NA 100%
Support financial options for Kitsap County residents to promote voluntary correction of failing on-site sewage systems.	Respond to public water quality complaints within 7 days of receipt. Track and manage water quality complaints. Identify and correct pollution sources. Issue advisories for lake algae blooms. Track and respond to reports of waterborne illness in cooperation with the Health District's Communicable Disease Program and the Washington State Department of Health.	Number of water borne illnesses reported and investigated implicating lake swimming beaches. Percent of owners of septic failures informed that Craft3 loans are available.	NA 100%
Protect the public from spills from public sewer systems.	Participate in Ecology's Regional Loan Program. Respond to sewage spills in unincorporated Kitsap County pursuant to Health District's "Sewage Spill Reporting and Response Procedures". Report spills into or from the public storm drainage system to Kitsap 1. Post signage and issue health advisories to protect public health.	Number of sewage spill advisories.	NA

Tasks	Activities	Performance Criteria	Target / Benchmark
Program Element: Monitoring Program			
Goal 1: Monitor and Assess Pollution of Kitsap County Waters			
Determine fecal pollution levels (improvement and declines) in Kitsap County streams.	Collect water quality samples monthly to monitor for bacterial contamination in streams.	% of planned events completed.	100%
Promote healthy water recreation at Kitsap County lakes.	Notify the public of potential health risks and provide a summary of water quality monitoring results and highlight from the prior water year. Prepare a lake monitoring program technical memo analysing the effectiveness of the lake swimming beach monitoring program. Include recommendations on how the program may be improved or modified. This should include an assessment of conducting monitoring and providing safe swimming education at Kitsap County lake public access areas and swimming beaches.	Publish Annual Water Quality Monitoring Report. # of streams sampled # of streams that meet standard	12/31/2025 66 NA
Conduct monitoring of Kitsap County lake public access areas and swimming beaches for water quality according to the program plan and technical memo. Conduct monitoring of Kitsap County lakes for cyanobacteria, trophic status and other water quality concerns.	Issue advisories for cyanobacteria or elevated bacteria or other water quality concerns in Kitsap lakes, as needed. Review and update Lake Trophic Assessment Plan Conduct lake trophic assessments in Kitsap County lakes.	Lake monitoring review technical memo Number of advisories Provide updated Lake Trophic Assessment Plan Provide technical memo reporting on lake trophic assessment work in Kitsap County lakes.	NA NA 3/1/2025 12/31/2025
Respond to requests for water quality data from the public.	Provide stream, lake, and shoreline data to the public and other agencies upon request.	Number of data requests	NA
Goal 2: Protect the Public From Illnesses Related to Shellfish and Biotoxins			
Protect public health in Kitsap County by providing oversight, environmental monitoring, public information, and emergency investigative response for public areas known to be frequented by recreational shellfish harvesters.	Monitor shellfish for marine biotoxin at sentinel sites throughout Kitsap County. Issue shellfish harvest safety advisories. Post signs, update web page, and update information hotline (1-800-2BE-WELL).	% of planned events completed. Number of shellfish biotoxin health advisories.	100% NA
Goal 3: Address or Assist with Federal, State and County Water Quality Mandates			
Assist Kitsap County with compliance with Federal Clean Water Act Section 303(d) and associated Total Maximum Daily Load Studies.	Provide data and comment to the State Department of Ecology to evaluate classification of Kitsap County water bodies for the state's ongoing water quality assessments.	Submit WQ data to Ecology.	12/31/2025
Assist Kitsap County with response to Washington State Department of Health commercial shellfish harvest classification changes.	Provide data and comment to the WA State Department of Health for use in shellfish area classification.	Number of data requests	NA
Coordinate with Washington State Department of Health on shellfish growing area reclassification.	Find and correct bacterial pollution sources affecting shellfish growing areas. Implement Chico Bay Closure Response Plan	Number of shellfish growing areas in a threatened status or reclassification downgrades responded to. Number of responses to DOH parcel closure inquiries. Provide technical memo on status of implementing Chico Bay Closure Response Plan	NA NA 12/31/2025
Goal 4: Inform and Educate the Public About Surface Water Quality and Pollution			
Prevent failing onsite sewage systems (OSS) by promoting and providing education on the use of OSS to homeowners, community groups, the OSS industry, realtors, developers, builders, lenders, etc.	Conduct OSS Workshops in partnership with CWK. Issue septic pumping vouchers as incentive for inspection of septic and provide education to property owners.	Number of workshops completed Number of vouchers (maximum 40)	3 40 Vouchers at \$350/each (\$14,000 Total)
Educate the public about water quality and sources of water pollution that impact public health	Participate in public education events related to water quality and water pollution prevention (e.g. water festival, salmon in the classroom)	Number of events	3
Inform and educate the public about health and safety issues at lake swimming beaches.	Engage with the public on swimming health and safety at least one event at each of the top swimming lakes: Island, Wildcat, and Horseshoe.	Number of educational events and estimated number of educational contacts at lakes	3 events, 100 contacts

Tasks	Activities	Performance Criteria	Target / Benchmark
Inform and educate the public about health and safety issues for polluted streams.	Assess annual stream bacteria data to determine if posting of warning signs is necessary, as per policy. Post warning signs as appropriate.	Number of stream advisories posted	NA

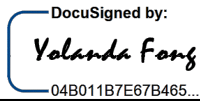

New or Renewed Contracts for the Period of 09/01/2024 through 09/30/2024

KPHD Contract ID	KPHD Program	Contract Type	Contract Length	KPHB Approved	Contract Amount	Signed Date	Start Date	End Date	Client Contract ID
Active (5 contracts)									
Capella University									
ID: 2423	Administration, Angie Berger	Affiliation Agreement	Closed			09/04/24	08/27/24	08/26/29	
<i>Description: Student learning affiliation agreement.</i>									
.....									
Compensation Connections									
ID: 2430	Administration, Karen Holt	Amendment	Closed		\$48,000.00	09/10/24	04/09/24	12/31/24	
<i>Description: Amendment to extend term of salary survey consultant services.</i>									
.....									
DOH, Washington State									
ID: 2425	Administration, Yolanda Fong	Amendment	Closed	09/03/24	\$17,733,851.00	09/05/24	01/01/22	12/31/24	CLH31014
<i>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.</i>									
<i>Amendment 20</i>									
.....									
Olympic Educational Service District									
ID: 2426	Parent/Child Health, Lisa Warren	Contract for Services	Closed	09/03/24	\$54,750.00	09/06/24	11/01/24	10/31/25	
<i>Description: The District to provide services, training, and technical assistance appropriate to the needs of Head Start, ECEAP, and Early Head Start staff and enrollees, including public health nurse support to the Early Head Start home-based services to 44 eligible families.</i>									
.....									
Third Sector New England									
ID: 2424	Chronic Disease Prevention, Dana Bierman	Contract for Services	Closed		\$9,000.00	09/11/24	06/15/24	09/30/24	
<i>Description: Facilitator for Mental Health Summit on September 24th. Funding for this event was received from Kitsap County and KMHS.</i>									
.....									

**Kitsap Public Health Board Meeting
Date: November 5, 2024**

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

Approvals:

	Signature	Date
Administrator	 DocuSigned by: <i>Yolanda Fang</i> 04B011B7E67B465...	10/28/2024
Finance Manager	 DocuSigned by: <i>Melissa Laird</i> DB9C788E36B1487	10/23/2024

Recommended Motion: Approval

Items:

Type	Warrant/EFT Date	Total Amount
Accounts Payable	9/5/2024	\$ 38,871.27
Accounts Payable	9/12/2024	46,645.88
Accounts Payable	9/19/2024	84,574.72
Accounts Payable	9/26/2024	218,752.96
NDGC Mortgage	9/3/2024	25,013.00
Miscellaneous	9/3/2024	6,904.83
Vital Records Transfer	9/20/2024	28,483.00
Accounts Payable Total		\$ 449,245.66
Payroll	9/30/2024	591,558.27
Payroll Taxes	9/30/2024	216,539.23
Payroll Benefits (PERS)	9/16/2024	133,217.72
Payroll Total		\$ 941,315.22
Grand Total		\$ 1,390,560.88

Kitsap Public Health Board Action:

- Approve
- Deny
- Table / Continue

	Signature	Date
Kitsap Public Health Board Chair		



View Settlement Run

Settlement Run Information

Settlement Run Name STL-00003958
Kit sap Public Health District HH Number STL-00003958
Status Complete
Date 09/05/2024
Include Payments On Behalf Of No
Exclude Negative Payments Yes
Express Settlement No

Additional Information

Organization Kit sap Public Health District
Currency USD
Filters Used

Payment Information

Display Currency USD
Outbound Total 38,871.27
Inbound Total 0.00
Expense Report Count 12
Miscellaneous Payment Request Count 2
Supplier Invoice Count 11

Payment Groups

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Expense Payment(Check) for Kit sap County Claims Fund Warrant Account	Expense Payment	Kit sap County Claims Fund Warrant Account	Check	09/05/2024	1	31.49	USD	Print Checks: Kit sap County Claims Fund Warrant Account for Expense Payment (Check) on 09/05/2024	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	09/05/2024	11	1,760.98	USD	Payment Message: ID 3015 for Kit sap Public Health District on 09/05/2024	Successfully Completed



View Settlement Run

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Miscellaneous Payment(Check) for Kitsap County Claims Fund Warrant Account	Miscellaneous Payment	Kitsap County Claims Fund Warrant Account	Check	09/05/2024	2	623.00 USD	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 09/05/2024	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	09/05/2024	7	27,354.66 USD	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 09/05/2024	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	09/05/2024	2	9,101.14 USD	USD	Payment Message: ID 3014 for Kitsap Public Health District on 09/05/2024	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0009963	Kitsap Public Health District	Amy Anderson (419470)	Employee	EXP-0009963	09/05/2024		39.33 USD	USD
Expense Report: EXP-0009964	Kitsap Public Health District	Leslie Banigan (215189)	Employee	EXP-0009964	09/05/2024		70.00 USD	USD
Expense Report: EXP-0009965	Kitsap Public Health District	Brian Burchett (409212)	Employee	EXP-0009965	09/05/2024		243.48 USD	USD
Expense Report: EXP-0009966	Kitsap Public Health District	Callie Burton (434296)	Employee	EXP-0009966	09/05/2024		51.59 USD	USD
Expense Report: EXP-0009967	Kitsap Public Health District	Ashley Duren (430735)	Employee	EXP-0009967	09/05/2024		537.19 USD	USD
Expense Report: EXP-0009969	Kitsap Public Health District	George Fine (421693)	Employee	EXP-0009969	09/05/2024		22.18 USD	USD
Expense Report: EXP-0009970	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0009970	09/05/2024		31.49 USD	USD
Expense Report: EXP-0009971	Kitsap Public Health District	Melissa Laird (416539)	Employee	EXP-0009971	09/05/2024		310.00 USD	USD
Expense Report: EXP-0009972	Kitsap Public Health District	Carol McClung (435242)	Employee	EXP-0009972	09/05/2024		245.00 USD	USD
Expense Report: EXP-0009973	Kitsap Public Health District	Nolan Simmons (434365)	Employee	EXP-0009973	09/05/2024		22.38 USD	USD
Expense Report: EXP-0009974	Kitsap Public Health District	Orpa Taveras (435217)	Employee	EXP-0009974	09/05/2024		12.19 USD	USD
Expense Report: EXP-0009975	Kitsap Public Health District	Layken Winchester (431493)	Employee	EXP-0009975	09/05/2024		207.64 USD	USD

Miscellaneous Payment Requests



View Settlement Run

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-17861	Kitsap Public Health District	JOHN GEMIGNANI JR (Inactive)	MPR-17861	Check	One-Time Payment	09/05/2024	350.00	USD
MPR-17862	Kitsap Public Health District	CASSANDRA WELSH (Inactive)	MPR-17862	Check	One-Time Payment	09/05/2024	273.00	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-2024-29142	Kitsap Public Health District	Rebecca Helland	073024-082124 MILES	Rebecca Helland	Net 30	SINV-2024-29142	09/05/2024		10/05/2024	0.00	0.00	48.71	USD
Supplier Invoice: SINV-2024-29143	Kitsap Public Health District	Aspen NW Property Management	SEPTEMBER 2024 RENT	Aspen NW Property Management	Net 30	SINV-2024-29143	09/05/2024		10/05/2024	0.00	0.00	700.00	USD
Supplier Invoice: SINV-2024-29146	Kitsap Public Health District	Eagles Wings Coordinated Health Care	SEPTEMBER 2024 RENT	Eagles Wings Coordinated Care	Net 30	SINV-2024-29146	09/05/2024		10/05/2024	0.00	0.00	700.00	USD
Supplier Invoice: SINV-2024-29148	Kitsap Public Health District	Washington Home Solutions	SEPTEMBER 2024 RENT	Washington Home Solutions	Net 30	SINV-2024-29148	09/05/2024		10/05/2024	0.00	0.00	721.00	USD
Supplier Invoice: SINV-2024-29150	Kitsap Public Health District	Comcast	#6277.08.26.24 STMNT	Comcast - Remit-To: PO Box 60533	Net 30	SINV-2024-29150	09/05/2024		10/05/2024	0.00	0.00	297.20	USD
Supplier Invoice: SINV-2024-29171	Kitsap Public Health District	Jefferson County	CONIT# 2262 - JULY 2024	Jefferson County - Remit-To: Health/Human Svc	Net 30	SINV-2024-29171	09/05/2024		10/05/2024	0.00	0.00	8,401.14	USD
Supplier Invoice: SINV-2024-29172	Kitsap Public Health District	Quadiant Leasing USA, Inc	#Q1466800	Quadiant Leasing USA, Inc	Net 30	SINV-2024-29172	09/05/2024		10/05/2024	0.00	0.00	1,437.42	USD
Supplier Invoice: SINV-2024-29174	Kitsap Public Health District	Staples	#6009687895	Staples - Remit-To: Staples	Net 30	SINV-2024-29174	09/05/2024		10/05/2024	0.00	0.00	91.70	USD
Supplier Invoice: SINV-2024-29175	Kitsap Public Health District	Staples	#6008516919	Staples - Remit-To: Staples	Net 30	SINV-2024-29175	09/05/2024		10/05/2024	0.00	0.00	78.32	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-2024-29177	Kitsap Public Health District	Staples	#6008516918	Staples - Remit-To: Staples	Net 30	SINV-2024-29177	09/05/2024		10/05/2024	0.00	0.00	58.32	USD
Supplier Invoice: SINV-2024-29179	Kitsap Public Health District	US Bank National Association	ACCT#4246 0445 5568 6591	US Bank National Association - Remit-To: US Bank Junior Dist's Only	Net 30	SINV-2024-29179	09/05/2024		10/05/2024	0.00	0.00	23,921.99	USD

Remittance Remittance

Process	Date	Remittance Events
Payment Message: ID 3014 for Kitsap Public Health District on 09/05/2024	09/05/2024	2

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	09/05/2024 11:12:16 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 3015 for Kitsap Public Health District on 09/05/2024	Successfully Completed
Payment Message: ID 3014 for Kitsap Public Health District on 09/05/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 09/05/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 09/05/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 09/05/2024	Successfully Completed
Remittance File: For Eagles Wings Coordinated Care on 09/05/2024	Successfully Completed
Remittance File: For Jefferson County - Remit-To: Health/Human Svc on 09/05/2024	Successfully Completed

Background Processes



View Settlement Run

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
09/05/2024 11:12 AM	09/05/2024 11:12 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00003958	Completed	00:00:11	Heather Hunsaker	



View Settlement Run

Settlement Run Information

Settlement Run Number: STL-00003980
 Name: Kitsap Public Health District HH
 Number: STL-00003980
 Status: Complete
 Date: 09/12/2024
 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: 46,645.88
 Inbound Total: 0.00
 Expense Report Count: 20
 Miscellaneous Payment Request Count: 5
 Supplier Invoice Count: 19

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	09/12/2024	1	185.59	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 09/12/2024	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	09/12/2024	19	3,248.51	USD	Payment Message: ID 3035 for Kitsap Public Health District on 09/12/2024	Successfully Completed



View Settlement Run

View	Category	Bank Account	Payment Type	Date	Payments	Amount	Currency	Business Process	Status
Miscellaneous Payment(Check) for Kitsap County Claims Fund Warrant Account	Miscellaneous Payment	Kitsap County Claims Fund Warrant Account	Check	09/12/2024	5	1,070.00 USD	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 09/12/2024	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	09/12/2024	11	39,184.68 USD	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 09/12/2024	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	09/12/2024	4	2,957.10 USD	USD	Payment Message: ID 3034 for Kitsap Public Health District on 09/12/2024	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0010025	Kitsap Public Health District	Sam Ader (413193)	Employee	EXP-0010025	09/12/2024		196.98 USD	USD
Expense Report: EXP-0010026	Kitsap Public Health District	Nathan Anderson-Hobbs (435083)	Employee	EXP-0010026	09/12/2024		88.84 USD	USD
Expense Report: EXP-0010027	Kitsap Public Health District	Jami Armstrong (434291)	Employee	EXP-0010027	09/12/2024		280.92 USD	USD
Expense Report: EXP-0010028	Kitsap Public Health District	Katie Baker (435044)	Employee	EXP-0010028	09/12/2024		21.57 USD	USD
Expense Report: EXP-0010029	Kitsap Public Health District	Callie Burton (434296)	Employee	EXP-0010029	09/12/2024		38.19 USD	USD
Expense Report: EXP-0010030	Kitsap Public Health District	Cheryl Clark (435043)	Employee	EXP-0010030	09/12/2024		19.70 USD	USD
Expense Report: EXP-0010031	Kitsap Public Health District	Maria Fergus (434648)	Employee	EXP-0010031	09/12/2024		66.33 USD	USD
Expense Report: EXP-0010032	Kitsap Public Health District	Thomas Jury (434709)	Employee	EXP-0010032	09/12/2024		505.58 USD	USD
Expense Report: EXP-0010034	Kitsap Public Health District	Brandon Kindschy (421430)	Employee	EXP-0010034	09/12/2024		156.67 USD	USD
Expense Report: EXP-0010035	Kitsap Public Health District	Albert Lawver (434888)	Employee	EXP-0010035	09/12/2024		141.24 USD	USD
Expense Report: EXP-0010036	Kitsap Public Health District	Ross Lytle (285038)	Employee	EXP-0010036	09/12/2024		309.54 USD	USD
Expense Report: EXP-0010037	Kitsap Public Health District	Emmy Shelby (434658)	Employee	EXP-0010037	09/12/2024		81.07 USD	USD
Expense Report: EXP-0010038	Kitsap Public Health District	Nolan Simmons (434365)	Employee	EXP-0010038	09/12/2024		53.47 USD	USD



View Settlement Run

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0010039	Kitsap Public Health District	Kelly Snow (435021)	Employee	EXP-0010039	09/12/2024		185.59	USD
Expense Report: EXP-0010040	Kitsap Public Health District	Tobbi Stewart (423168)	Employee	EXP-0010040	09/12/2024		90.63	USD
Expense Report: EXP-0010041	Kitsap Public Health District	Laura Westervelt (434382)	Employee	EXP-0010041	09/12/2024		166.83	USD
Expense Report: EXP-0010042	Kitsap Public Health District	Erica Whares (434641)	Employee	EXP-0010042	09/12/2024		81.63	USD
Expense Report: EXP-0010043	Kitsap Public Health District	Layken Winchester (431493)	Employee	EXP-0010043	09/12/2024		127.43	USD
Expense Report: EXP-0010044	Kitsap Public Health District	Janet Wyatt (434415)	Employee	EXP-0010044	09/12/2024		56.89	USD
Expense Report: EXP-0010047	Kitsap Public Health District	Carol McClung (435242)	Employee	EXP-0010047	09/12/2024		765.00	USD

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Type	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-17901	Kitsap Public Health District	LAURYN CLARK (Inactive)	MPR-17901	Check	One-Time Payment	09/12/2024	200.00	USD
MPR-17902	Kitsap Public Health District	ONAYTONIE DANIEL (Inactive)	MPR-17902	Check	One-Time Payment	09/12/2024	200.00	USD
MPR-17903	Kitsap Public Health District	JESSICA AIKO LIPSCOMB (Inactive)	MPR-17903	Check	One-Time Payment	09/12/2024	200.00	USD
MPR-17904	Kitsap Public Health District	JONARRA SWANSON (Inactive)	MPR-17904	Check	One-Time Payment	09/12/2024	200.00	USD
MPR-17907	Kitsap Public Health District	ACME SEPTIC DESIGN (Inactive)	MPR-17907	Check	POS Customer Refund	09/12/2024	270.00	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-2024-29799	Kitsap Public Health District	Rebecca Helland	082724-082824 MILES	Rebecca Helland	Immediate	SINV-2024-29799	09/12/2024		09/12/2024	0.00	0.00	26.80	USD
Supplier Invoice: SINV-2024-29823	Kitsap Public Health District	Acranet Cbs Branch	#26793	Acranet Cbs Branch	Net 30	SINV-2024-29823	09/12/2024		10/12/2024	0.00	0.00	225.00	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-2024-29825	Kitsap Public Health District	City of Bremerton	#BKAT000866	City of Bremerton - Remit-To: Finance Dept BKAT	Net 30	SINV-2024-29825	09/12/2024		10/12/2024	0.00	0.00	510.27	USD
Supplier Invoice: SINV-2024-29829	Kitsap Public Health District	Collins Computing Inc	#069009	Collins Computing Inc	Net 30	SINV-2024-29829	09/12/2024		10/12/2024	0.00	0.00	225.00	USD
Supplier Invoice: SINV-2024-29830	Kitsap Public Health District	Enduris Washington	#D24-C10174-1	Enduris Washington	Net 30	SINV-2024-29830	09/12/2024		10/12/2024	0.00	0.00	10,000.00	USD
Supplier Invoice: SINV-2024-29832	Kitsap Public Health District	FedEx	#8-606-637336	FedEx - Remit-To: PO Box 371461 Pittsburgh	Net 30	SINV-2024-29832	09/12/2024		10/12/2024	0.00	0.00	99.58	USD
Supplier Invoice: SINV-2024-29833	Kitsap Public Health District	Kitsap County	JAN-SEP 2024	Kitsap County - Remit-To: KC Information Services	Net 30	SINV-2024-29833	09/12/2024		10/12/2024	0.00	0.00	21,278.97	USD
Supplier Invoice: SINV-2024-29834	Kitsap Public Health District	Loomis	#13555387	Loomis - Remit-To: Palatine, IL	Net 30	SINV-2024-29834	09/12/2024		10/12/2024	0.00	0.00	866.00	USD
Supplier Invoice: SINV-2024-29839	Kitsap Public Health District	ODP Business Solutions, LLC	#383003761001	ODP Business Solutions, LLC	Net 30	SINV-2024-29839	09/12/2024		10/12/2024	0.00	0.00	476.04	USD
Supplier Invoice: SINV-2024-29841	Kitsap Public Health District	ODP Business Solutions, LLC	#382126765001	ODP Business Solutions, LLC	Net 30	SINV-2024-29841	09/12/2024		10/12/2024	0.00	0.00	96.94	USD
Supplier Invoice: SINV-2024-29844	Kitsap Public Health District	ODP Business Solutions, LLC	#380541647001	ODP Business Solutions, LLC	Net 30	SINV-2024-29844	09/12/2024		10/12/2024	0.00	0.00	92.23	USD
Supplier Invoice: SINV-2024-29848	Kitsap Public Health District	ODP Business Solutions, LLC	#384418150001	ODP Business Solutions, LLC	Net 30	SINV-2024-29848	09/12/2024		10/12/2024	0.00	0.00	43.56	USD
Supplier Invoice: SINV-2024-29850	Kitsap Public Health District	ODP Business Solutions, LLC	#384417468001	ODP Business Solutions, LLC	Net 30	SINV-2024-29850	09/12/2024		10/12/2024	0.00	0.00	35.37	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-2024-29853	Kitsap Public Health District	The People's Harm Reduction Alliance	#KPHD-2024-Q2	The People's Harm Reduction Alliance	Net 30	SINV-2024-29853	09/12/2024		10/12/2024	0.00	0.00	1,880.77	USD
Supplier Invoice: SINV-2024-29856	Kitsap Public Health District	Propio LS, LLC	#0310070824	Propio LS, LLC	Immediate	SINV-2024-29856	09/12/2024		09/12/2024	0.00	0.00	174.15	USD
Supplier Invoice: SINV-2024-29857	Kitsap Public Health District	Quest Diagnostics	#9211275654	Quest Diagnostics	Net 30	SINV-2024-29857	09/12/2024		10/12/2024	0.00	0.00	187.77	USD
Supplier Invoice: SINV-2024-29858	Kitsap Public Health District	United Business Machines of WA	#NV523273	United Business Machines of WA	Net 30	SINV-2024-29858	09/12/2024		10/12/2024	0.00	0.00	751.75	USD
Supplier Invoice: SINV-2024-29861	Kitsap Public Health District	Thinkmate	#2219191	Thinkmate	Immediate	SINV-2024-29861	09/12/2024		09/12/2024	0.00	0.00	4,896.58	USD
Supplier Invoice: SINV-2024-29881	Kitsap Public Health District	Hummingbird Insights LLC	#0169	Hummingbird Insights LLC	Net 30	SINV-2024-29881	09/12/2024		10/12/2024	0.00	0.00	275.00	USD

Remittance

Remittance

Process	Date	Remittance Events
Payment Message: ID 3034 for Kitsap Public Health District on 09/12/2024	09/12/2024	4

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	09/12/2024 09:26:59 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 3034 for Kitsap Public Health District on 09/12/2024	Successfully Completed
Payment Message: ID 3035 for Kitsap Public Health District on 09/12/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 09/12/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 09/12/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 09/12/2024	Successfully Completed
Remittance File: For Acranet Cbs Branch on 09/12/2024	Successfully Completed
Remittance File: For United Business Machines of WA on 09/12/2024	Successfully Completed
Remittance File: For The People's Harm Reduction Alliance on 09/12/2024	Successfully Completed
Remittance File: For FedEx - Remit-To: PO Box 371461 Pittsburgh on 09/12/2024	Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
09/12/2024 09:26 AM	09/12/2024 09:27 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00003980	Completed	00:00:13	Heather Hunsaker	



View Settlement Run

Settlement Run Information

Settlement Run Name STL-00004006
Settlement Run Number Kitsap Public Health District JS
Status Complete
Date 09/19/2024
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 84,574.72
Inbound Total 0.00
Expense Report Count 16
Supplier Invoice Count 23

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	09/19/2024	16	2,537.60	USD	Payment Message: ID 3055 for Kitsap Public Health District on 09/19/2024	Successfully Completed
Supplier Payment(Check) for Kitsap County Claims Fund Warrant Account	Supplier Payment	Kitsap County Claims Fund Warrant Account	Check	09/19/2024	18	66,055.74	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 09/19/2024	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	09/19/2024	3	15,981.38	USD	Payment Message: ID 3056 for Kitsap Public Health District on 09/19/2024	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-0010101	Kitsap Public Health District	Katharine Alexander (435070)	Employee	EXP-0010101	09/19/2024		37.52 USD	
Expense Report: EXP-0010103	Kitsap Public Health District	Christine Bronder (434436)	Employee	EXP-0010103	09/19/2024		234.50 USD	
Expense Report: EXP-0010104	Kitsap Public Health District	Callie Burton (434296)	Employee	EXP-0010104	09/19/2024		63.65 USD	
Expense Report: EXP-0010105	Kitsap Public Health District	Rebekah Karis Crail (435213)	Employee	EXP-0010105	09/19/2024		79.06 USD	
Expense Report: EXP-0010106	Kitsap Public Health District	Yolanda Fong (356683)	Employee	EXP-0010106	09/19/2024		16.75 USD	
Expense Report: EXP-0010107	Kitsap Public Health District	Jakob Hughes (434256)	Employee	EXP-0010107	09/19/2024		394.56 USD	
Expense Report: EXP-0010108	Kitsap Public Health District	Melina Knoop (16125)	Employee	EXP-0010108	09/19/2024		79.73 USD	
Expense Report: EXP-0010109	Kitsap Public Health District	Ross Lytle (285038)	Employee	EXP-0010109	09/19/2024		142.71 USD	
Expense Report: EXP-0010110	Kitsap Public Health District	Anne Moen (279971)	Employee	EXP-0010110	09/19/2024		60.10 USD	
Expense Report: EXP-0010111	Kitsap Public Health District	Alexandra Moore (434254)	Employee	EXP-0010111	09/19/2024		116.00 USD	
Expense Report: EXP-0010112	Kitsap Public Health District	Melissa O'Brien (433907)	Employee	EXP-0010112	09/19/2024		240.80 USD	
Expense Report: EXP-0010113	Kitsap Public Health District	Gabriel Outlaw-Spencer (434984)	Employee	EXP-0010113	09/19/2024		192.03 USD	
Expense Report: EXP-0010114	Kitsap Public Health District	Kayla Petersen (434695)	Employee	EXP-0010114	09/19/2024		52.60 USD	
Expense Report: EXP-0010115	Kitsap Public Health District	Antonio Romaele (435094)	Employee	EXP-0010115	09/19/2024		202.88 USD	
Expense Report: EXP-0010116	Kitsap Public Health District	Nolan Simmons (434365)	Employee	EXP-0010116	09/19/2024		78.66 USD	
Expense Report: EXP-0010117	Kitsap Public Health District	Susan Van Ort (392243)	Employee	EXP-0010117	09/19/2024		546.05 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-2024-30771	Kitsap Public Health District	Griffin Glen Apartments LLC	OCTOBER 2024 RENT	Griffin Glen Apartments LLC	Immediate	SINV-2024-30771	09/19/2024		09/19/2024	0.00	0.00	1,471.00 USD	USD
Supplier Invoice: SINV-2024-30772	Kitsap Public Health District	Kania, Sharon Faye	OCTOBER 2024 RENT	Kania, Sharon Faye	Net 30	SINV-2024-30772	09/19/2024		10/19/2024	0.00	0.00	635.00 USD	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-2024-30774	Kitsap Public Health District	Daniel R. Niblock	OCTOBER 2024 RENT	Daniel R. Niblock	Immediate	SINV-2024-30774	09/19/2024		09/19/2024	0.00	0.00	1,080.00	USD
Supplier Invoice: SINV-2024-30775	Kitsap Public Health District	NSE Kitsap Fee Owner, LLC	OCTOBER 2024 RENT	NSE Kitsap Fee Owner, LLC	Immediate	SINV-2024-30775	09/19/2024		09/19/2024	0.00	0.00	660.00	USD
Supplier Invoice: SINV-2024-30777	Kitsap Public Health District	Post Cottage Bay, LP	OCTOBER 2024 RENT	Post Cottage Bay, LP	Immediate	SINV-2024-30777	09/19/2024		09/19/2024	0.00	0.00	1,221.00	USD
Supplier Invoice: SINV-2024-30778	Kitsap Public Health District	Paul Simmons	OCTOBER 2024 RENT	Paul Simmons	Immediate	SINV-2024-30778	09/19/2024		09/19/2024	0.00	0.00	950.00	USD
Supplier Invoice: SINV-2024-30779	Kitsap Public Health District	The Sinclair II, LLC of Washington	SEP MOVE/OCT RENT	The Sinclair II, LLC of Washington	Immediate	SINV-2024-30779	09/19/2024		09/19/2024	0.00	0.00	1,504.00	USD
Supplier Invoice: SINV-2024-30781	Kitsap Public Health District	Washington Home Solutions	OCTOBER RENT	Washington Home Solutions	Immediate	SINV-2024-30781	09/19/2024		09/19/2024	0.00	0.00	721.00	USD
Supplier Invoice: SINV-2024-30837	Kitsap Public Health District	Bremerton Government Center Association	#1213	Bremerton Government Center Association	Net 30	SINV-2024-30837	09/19/2024		10/19/2024	0.00	0.00	35,720.61	USD
Supplier Invoice: SINV-2024-30839	Kitsap Public Health District	City of Bremerton	#BKAT000860	City of Bremerton - Remit-To: Finance Dept BKAT	Net 30	SINV-2024-30839	09/19/2024		10/19/2024	0.00	0.00	510.27	USD
Supplier Invoice: SINV-2024-30841	Kitsap Public Health District	City of Bremerton	#BKAT000852	City of Bremerton - Remit-To: Finance Dept BKAT	Net 30	SINV-2024-30841	09/19/2024		10/19/2024	0.00	0.00	510.27	USD
Supplier Invoice: SINV-2024-30843	Kitsap Public Health District	Comcast	CCAST 1975 9.9.24	Comcast - Remit-To: PO Box 60533	Net 30	SINV-2024-30843	09/19/2024		10/19/2024	0.00	0.00	449.80	USD
Supplier Invoice: SINV-2024-30845	Kitsap Public Health District	Comcast	#217019412	Comcast - Remit-To: PO Box 37601	Net 30	SINV-2024-30845	09/19/2024		10/19/2024	0.00	0.00	600.24	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-2024-30847	Kitsap Public Health District	Compensation Connections LLC	#3432	Compensation Connections LLC	Immediate	SINV-2024-30847	09/19/2024		09/19/2024	0.00	0.00	12,480.00	USD
Supplier Invoice: SINV-2024-30852	Kitsap Public Health District	Keep the Change, Julene T Weaver	#101	Keep the Change, Julene T Weaver	Immediate	SINV-2024-30852	09/19/2024		09/19/2024	0.00	0.00	300.00	USD
Supplier Invoice: SINV-2024-30854	Kitsap Public Health District	Lingo	#0-34113584	Lingo - Remit-To: PO Box 660344	Net 30	SINV-2024-30854	09/19/2024		10/19/2024	0.00	0.00	14.11	USD
Supplier Invoice: SINV-2024-30858	Kitsap Public Health District	Spectra Laboratories - Kitsap, LLC	#24-07127	Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma	Net 30	SINV-2024-30858	09/19/2024		10/19/2024	0.00	0.00	1,716.00	USD
Supplier Invoice: SINV-2024-30859	Kitsap Public Health District	Spectra Laboratories - Kitsap, LLC	AUGUST 2024 - PIC	Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma	Net 30	SINV-2024-30859	09/19/2024		10/19/2024	0.00	0.00	10,319.20	USD
Supplier Invoice: SINV-2024-30860	Kitsap Public Health District	Taylor Water Technologies, LLC	#527966	Taylor Water Technologies, LLC	Net 30	SINV-2024-30860	09/19/2024		10/19/2024	0.00	0.00	85.68	USD
Supplier Invoice: SINV-2024-30862	Kitsap Public Health District	Toyota Financial Services	9.10.24 LEASE INV	Toyota Financial Services	Net 30	SINV-2024-30862	09/19/2024		10/19/2024	0.00	0.00	460.71	USD
Supplier Invoice: SINV-2024-30878	Kitsap Public Health District	Wex Bank	#99574177	Wex Bank	Net 30	SINV-2024-30878	09/19/2024		10/19/2024	0.00	0.00	922.52	USD
Supplier Invoice: SINV-2024-30883	Kitsap Public Health District	WA State Assoc of Local Public Health Officials	#MACSA-2021-11	WA State Assoc of Local Public Health Officials	Net 30	SINV-2024-30883	09/19/2024		10/19/2024	0.00	0.00	3,311.18	USD
Supplier Invoice: SINV-2024-30934	Kitsap Public Health District	Verizon Wireless	#9973627802	Verizon Wireless - Remit-To: Treasurer - PO Box 660108	Net 30	SINV-2024-30934	09/19/2024		10/19/2024	0.00	0.00	6,394.53	USD

Remittance
Remittance



View Settlement Run

Process	Date	Remittance Events
Payment Message: ID 3056 for Kitsap Public Health District on 09/19/2024	09/19/2024	3

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	09/19/2024 08:16:20 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 3055 for Kitsap Public Health District on 09/19/2024	Successfully Completed
Payment Message: ID 3056 for Kitsap Public Health District on 09/19/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 09/19/2024	Successfully Completed
Remittance File: For Kania, Sharon Faye on 09/19/2024	Successfully Completed
Remittance File: For Spectra Laboratories - Kitsap, LLC - Remit-To: 2221 Ross Way Tacoma on 09/19/2024	Successfully Completed
Remittance File: For WA State Assoc of Local Public Health Officials on 09/19/2024	Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
09/19/2024 08:16 AM	09/19/2024 08:16 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00004006	Completed	00:00:09	Junille Schmeling	



View Settlement Run

Settlement Run Information

Settlement Run Name STL-00004032
 Kitsap Public Health District HH
 Number STL-00004032
 Status Complete
 Date 09/26/2024
 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 218,752.96
 Inbound Total 0.00
 Expense Report Count 11
 Miscellaneous Payment Request Count 2
 Supplier Invoice Count 27

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	09/26/2024	1	213.06	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 09/26/2024	Successfully Completed
Expense Payment(Direct Deposit) for Treasurer's Main account	Expense Payment	Treasurer's Main account	Direct Deposit	09/26/2024	10	1,096.02	USD	Payment Message: ID 3076 for Kitsap Public Health District on 09/26/2024	Successfully Completed
Miscellaneous Payment(Check) for Kitsap County Claims Fund Warrant Account	Miscellaneous Payment	Kitsap County Claims Fund Warrant Account	Check	09/26/2024	2	850.00	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 09/26/2024	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	09/26/2024	20	204,918.70	USD	Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 09/26/2024	Successfully Completed
Supplier Payment(EFT) for Treasurer's Main account	Supplier Payment	Treasurer's Main account	EFT	09/26/2024	4	11,675.18	USD	Payment Message: ID: 3075 for Kitsap Public Health District on 09/26/2024	Successfully Completed

Expense Reports

Expense Report	Company	Pay To	Type	Document Number	Expense Report Date	Memo	Reimbursable Amount	Currency
Expense Report: EXP-0010189	Kitsap Public Health District	Leslie Baniagan (215189)	Employee	EXP-0010189	09/26/2024		98.62	USD
Expense Report: EXP-0010190	Kitsap Public Health District	Callie Burton (434296)	Employee	EXP-0010190	09/26/2024		99.83	USD
Expense Report: EXP-0010191	Kitsap Public Health District	Molly Fuchs (435045)	Employee	EXP-0010191	09/26/2024		12.19	USD
Expense Report: EXP-0010193	Kitsap Public Health District	Paul Giuntoli (337331)	Employee	EXP-0010193	09/26/2024		213.06	USD
Expense Report: EXP-0010195	Kitsap Public Health District	Yaneisy Griego (410072)	Employee	EXP-0010195	09/26/2024		21.77	USD
Expense Report: EXP-0010196	Kitsap Public Health District	Joaquin Hubert (435172)	Employee	EXP-0010196	09/26/2024		402.74	USD
Expense Report: EXP-0010197	Kitsap Public Health District	Kimberly Jones (358933)	Employee	EXP-0010197	09/26/2024		49.81	USD
Expense Report: EXP-0010198	Kitsap Public Health District	Anna Renteria (435276)	Employee	EXP-0010198	09/26/2024		240.67	USD
Expense Report: EXP-0010199	Kitsap Public Health District	Nolan Simmons (434365)	Employee	EXP-0010199	09/26/2024		75.25	USD
Expense Report: EXP-0010200	Kitsap Public Health District	Orpa Taveras (435217)	Employee	EXP-0010200	09/26/2024		47.77	USD
Expense Report: EXP-0010201	Kitsap Public Health District	Jacob Wimpenny (434923)	Employee	EXP-0010201	09/26/2024		47.37	USD

Miscellaneous Payment Requests

Miscellaneous Payment Request	Company	Payee	Document Number	Payment Type	Request Category	Document Date	Payment Amount	Currency
MPR-18340	Kitsap Public Health District	HOUSING KITSAP (Inactive)	MFR-18340	Check	POS Customer Refund	09/26/2024	500.00	USD
MPR-18341	Kitsap Public Health District	LANCE WOODBURY (Inactive)	MFR-18341	Check	One-Time Payment	09/26/2024	350.00	USD

Supplier Invoices



View Settlement Run

Supplier Invoice	Company	Supplier	Supplier's Invoice Number	Payee	Payment Terms	Document Number	Invoice Date	Discount Date	Due Date	Discount Taken	Withheld Tax Amount	Amount to Pay	Currency
Supplier Invoice: SINV-2024-31775	Kitsap Public Health District	American Family Life Assurance Company	SEP 2024 BENEFITS	American Family Life Assurance Company	Net 30	SINV-2024-31775	09/26/2024		10/26/2024	0.00	0.00	2,150.64	USD
Supplier Invoice: SINV-2024-31776	Kitsap Public Health District	Health Equity	SEP 2024 BENEFITS	Health Equity	Net 30	SINV-2024-31776	09/26/2024		10/26/2024	0.00	0.00	1,765.00	USD
Supplier Invoice: SINV-2024-31777	Kitsap Public Health District	Hra Veba Trust	SEP 2024 BENEFITS	Hra Veba Trust	Net 30	SINV-2024-31777	09/26/2024		10/26/2024	0.00	0.00	10,458.91	USD
Supplier Invoice: SINV-2024-31778	Kitsap Public Health District	Nationwide Retirement Solutions	SEP 2024 BENEFITS	Nationwide Retirement Solutions	Net 30	SINV-2024-31778	09/26/2024		10/26/2024	0.00	0.00	6,738.00	USD
Supplier Invoice: SINV-2024-31779	Kitsap Public Health District	A.W. Rehn & Associates, Inc	SEP 2024 PARKING	A.W. Rehn & Associates, Inc	Immediate	SINV-2024-31779	09/26/2024		09/26/2024	0.00	0.00	525.25	USD
Supplier Invoice: SINV-2024-31780	Kitsap Public Health District	A.W. Rehn & Associates, Inc	SEP 2024 DCFSA	A.W. Rehn & Associates, Inc	Immediate	SINV-2024-31780	09/26/2024		09/26/2024	0.00	0.00	2,296.67	USD
Supplier Invoice: SINV-2024-31782	Kitsap Public Health District	Prof & Technical Eng XPH	SEP 2024 BENEFITS UNION	Prof & Technical Eng XPH - Remit-To: Local Union 17	Net 30	SINV-2024-31782	09/26/2024		10/26/2024	0.00	0.00	3,938.50	USD
Supplier Invoice: SINV-2024-31783	Kitsap Public Health District	Prof & Technical Eng XPH	SEP 2024 BENEFITS PAC	Prof & Technical Eng XPH - Remit-To: Local Union/PAC	Net 30	SINV-2024-31783	09/26/2024		10/26/2024	0.00	0.00	49.00	USD
Supplier Invoice: SINV-2024-31784	Kitsap Public Health District	Voya Institutional Trust Company	SEP 2024 BENEFITS	Voya Institutional Trust Company - Remit-To: Voya Institutional Trust Co (Public Health Payroll)	Net 30	SINV-2024-31784	09/26/2024		10/26/2024	0.00	0.00	575.00	USD
Supplier Invoice: SINV-2024-31785	Kitsap Public Health District	Wash State Dept Of Retirement	SEP 2024 BENEFITS	Wash State Dept Of Retirement	Net 30	SINV-2024-31785	09/26/2024		10/26/2024	0.00	0.00	12,730.98	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-2024-31787	Kitsap Public Health District	Wa Health Care Authority - Uniform	SEP 2024 BENEFITS	Wa Health Care Authority - Uniform	Net 30	SINV-2024-31787	09/26/2024		10/26/2024	0.00	0.00	133,836.11	USD
Supplier Invoice: SINV-2024-31788	Kitsap Public Health District	Vimly Benefit Solutions Inc	SEP 2024 BENEFITS	Vimly Benefit Solutions Inc	Net 30	SINV-2024-31788	09/26/2024		10/26/2024	0.00	0.00	6,334.77	USD
Supplier Invoice: SINV-2024-31789	Kitsap Public Health District	Whit-Delta Dental Of Washington	SEP 2024 BENEFITS	Whit-Delta Dental Of Washington	Net 30	SINV-2024-31789	09/26/2024		10/26/2024	0.00	0.00	11,837.13	USD
Supplier Invoice: SINV-2024-31794	Kitsap Public Health District	Canon Financial Services, Inc.	#35177186	Canon Financial Services, Inc.	Net 30	SINV-2024-31794	09/26/2024		10/26/2024	0.00	0.00	1,474.04	USD
Supplier Invoice: SINV-2024-31796	Kitsap Public Health District	CashStar, Inc.	#CBD6K8PXXJ	CashStar, Inc.	Immediate	SINV-2024-31796	09/26/2024		09/26/2024	0.00	0.00	1,140.48	USD
Supplier Invoice: SINV-2024-31797	Kitsap Public Health District	Dell Marketing L.P.	#10772159926	Dell Marketing L.P.	Net 30	SINV-2024-31797	09/26/2024		10/26/2024	0.00	0.00	1,041.40	USD
Supplier Invoice: SINV-2024-31798	Kitsap Public Health District	Gordon Sound	#2121 REM. BALANCE	Gordon Sound	Net 30	SINV-2024-31798	09/26/2024		10/26/2024	0.00	0.00	955.50	USD
Supplier Invoice: SINV-2024-31799	Kitsap Public Health District	Kitsap Sun	24/25 SUBSCRIPTION	Kitsap Sun - Remit-To: PO Box 742699	Net 30	SINV-2024-31799	09/26/2024		10/26/2024	0.00	0.00	1,616.98	USD
Supplier Invoice: SINV-2024-31800	Kitsap Public Health District	ODP Business Solutions, LLC	#382544853001	ODP Business Solutions, LLC	Net 30	SINV-2024-31800	09/26/2024		10/26/2024	0.00	0.00	525.78	USD
Supplier Invoice: SINV-2024-31806	Kitsap Public Health District	Staples	#6011293770	Staples - Remit-To: Staples	Net 30	SINV-2024-31806	09/26/2024		10/26/2024	0.00	0.00	108.62	USD
Supplier Invoice: SINV-2024-31810	Kitsap Public Health District	Staples	#6011647540	Staples - Remit-To: Staples	Net 30	SINV-2024-31810	09/26/2024		10/26/2024	0.00	0.00	184.30	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-2024-31811	Kitsap Public Health District	Staples	#6011827759	Staples - Remit-To: Staples	Net 30	SINV-2024-31811	09/26/2024		10/26/2024	0.00	0.00	110.18	USD
Supplier Invoice: SINV-2024-31813	Kitsap Public Health District	Washington State Auditor's Office	#L163321	Washington State Auditor's Office	Net 30	SINV-2024-31813	09/26/2024		10/26/2024	0.00	0.00	8,137.35	USD
Supplier Invoice: SINV-2024-31814	Kitsap Public Health District	Stericycle Inc	#8008232191	Stericycle Inc - Remit-To: Stericycle Inc	Net 30	SINV-2024-31814	09/26/2024		10/26/2024	0.00	0.00	371.69	USD
Supplier Invoice: SINV-2024-31815	Kitsap Public Health District	Stericycle Inc	#8008236509	Stericycle Inc - Remit-To: Stericycle Inc	Net 30	SINV-2024-31815	09/26/2024		10/26/2024	0.00	0.00	553.80	USD
Supplier Invoice: SINV-2024-31817	Kitsap Public Health District	United Business Machines of WA	#INV523898	United Business Machines of WA	Net 30	SINV-2024-31817	09/26/2024		10/26/2024	0.00	0.00	1,138.30	USD
Supplier Invoice: SINV-2024-31818	Kitsap Public Health District	VectorUSA	#101804	VectorUSA	Immediate	SINV-2024-31818	09/26/2024		09/26/2024	0.00	0.00	5,999.50	USD

Remittance Remittance

Process	Date	Remittance Events
Payment Message: ID 3075 for Kitsap Public Health District on 09/26/2024	09/26/2024	4

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	09/26/2024 08:20:53 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 3076 for Kitsap Public Health District on 09/26/2024	Successfully Completed
Payment Message: ID 3075 for Kitsap Public Health District on 09/26/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Expense Payment (Check) on 09/26/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Miscellaneous Payment (Check) on 09/26/2024	Successfully Completed
Print Checks: Kitsap County Claims Fund Warrant Account for Supplier Payment (Check) on 09/26/2024	Successfully Completed
Remittance File: For United Business Machines of WA on 09/26/2024	Successfully Completed
Remittance File: For Stericycle Inc - Remit-To: Stericycle Inc on 09/26/2024	Successfully Completed
Remittance File: For Washington State Auditor's Office on 09/26/2024	Successfully Completed
Remittance File: For Canon Financial Services, Inc. on 09/26/2024	Successfully Completed

Background Processes

Created Date and Time	Started Date and Time	Process Type	Process	Request	Status	Total Processing Time	Submitted by	Errors & Warnings
09/26/2024 08:20 AM	09/26/2024 08:20 AM	Job	Settlement Run Complete	Settlement Run Complete for STL-00004032	Completed	00:00:15	Heather Hunsaker	

TREAS RPT - Detail Cash Report - Cash

Treasurer's Detail Report
 For 2024 - Sep

Fund: FD00969 Kitsap Public Health General

Ledger Account	Revenue/Spend Category	Journal	Posting Date	Debit	Credit	Balance
5700:Debt Service Principal	5780 - Intergovernmental Loans	JE-00064085 - Kitsap Public Health District - 09/03/2024 - 2024 Mortgage Payment - September	9/3/2024	0.00	16,667.00	-16,667.00
5800:Debt Service Interest	5830 - Interest on Long-Term External Debt	JE-00064085 - Kitsap Public Health District - 09/03/2024 - 2024 Mortgage Payment - September	9/3/2024	0.00	8,346.00	-8,346.00

-25,013.00

TREAS RPT - Detail Cash Report - Cash

Treasurer's Detail Report
 For 2024 - Sep

Fund: FD00969 Kitsap Public Health General

Ledger Account	Revenue/Spend Category	Journal	Posting Date	Debit	Credit	Balance
5400:Other Services and Charges	5493 - Financial Service Fees	Operational Journal: Kitsap Public Health District - 09/03/2024	9/3/2024	0.00	5,268.41	-5,268.41
5400:Other Services and Charges	5493 - Financial Service Fees	Operational Journal: Kitsap Public Health District - 09/03/2024	9/3/2024	0.00	62.50	-62.50
5400:Other Services and Charges	5493 - Financial Service Fees	JE-00064175 - Kitsap Public Health District - 09/04/2024 - Returned Item - PH - R00231691 - 2024-09-04	9/4/2024	0.00	5.00	-5.00
5400:Other Services and Charges	5493 - Financial Service Fees	Operational Journal: Kitsap Public Health District - 09/05/2024	9/5/2024	0.00	1,558.92	-1,558.92
5400:Other Services and Charges	5493 - Financial Service Fees	JE-00065656 - Kitsap Public Health District - 09/30/2024 - Returned Item - PH - R00232473 - 2024-09-30	9/30/2024	0.00	5.00	-5.00
5400:Other Services and Charges	5493 - Financial Service Fees	JE-00065659 - Kitsap Public Health District - 09/30/2024 - Returned Item - PH - R00232474 - 2024-09-30	9/30/2024	0.00	5.00	-5.00
						-6,904.83

TREAS RPT - Detail Cash Report - Cash

Treasurer's Detail Report
For 2024 - Sep

Fund: FD00969 Kitsap Public Health General

Ledger Account	Revenue/Spend Category	Journal	Posting Date	Debit	Credit	Balance
3800:Other Increases in Fund Resources	3860 - Agency Deposits	JE-00065263 - Kitsap Public Health District - 09/20/2024 - Public Health monthly vital stats transfer	9/20/2024	0.00	28,483.00	-28,483.00

-28,483.00

Name	Hours	Gross Pay	Employer Paid Taxes	Employer Paid Benefits	Net Pay
Ader (413193) Sam	173.33	\$6,539.00			\$4,457.74
Alexander (435070) Katharine	169.33	\$6,443.76			\$4,352.80
Anderson (419470) Amy	173.33	\$6,964.00			\$4,497.02
Anderson-Hobbs (435083) Nathan	173.33	\$5,246.00			\$3,958.49
Armstrong (434291) Jami	173.33	\$6,402.00			\$4,490.86
Atisme-Bevins (433909) Kandice	173.33	\$8,747.00			\$5,476.18
Baker (435044) Katie	173.33	\$5,508.00			\$4,148.41
Banigan (215189) Leslie	173.33	\$7,614.00			\$5,463.99
Baum (434397) Rudy	173.33	\$6,282.00			\$4,630.24
Bazzell (328436) Richard	173.33	\$8,014.00			\$5,644.66
Bell (419805) Gus	173.33	\$7,733.00			\$5,154.08
Berger (407902) Angeline	173.33	\$6,282.00			\$4,463.98
Bierman (404611) Dana	173.33	\$9,643.00			\$6,779.44
Borja (426250) Windie	173.33	\$6,716.00			\$4,682.68
Boysen-Knapp (2058) Karen	173.33	\$7,636.00			\$5,276.53
Breitmayer (435259) Jennifer	121.33	\$5,413.28			\$4,156.01
Bronder (434436) Christine	173.33	\$5,649.00			\$4,303.67
Brown (271677) Steven	173.33	\$9,643.00			\$5,748.09
Burchett (409212) Brian	173.33	\$6,228.00			\$4,512.43
Burke (434463) Lenore	173.33	\$4,814.00			\$3,481.38
Burton (434296) Callie	173.33	\$4,880.00			\$3,586.11
Byrd (434085) Stephanie	152.00	\$4,011.28			\$3,317.10
Cadorna (434932) Jessi	173.33	\$3,978.00			\$2,812.20
Calderon (434768) Brenda	136.00	\$3,371.44			\$2,605.11
Camarena (434536) Daniel	166.70	\$5,816.68			\$3,986.77
Chandler (435269) Rebecca	212.58	\$9,483.94			\$6,324.20
Chang (411387) Margo	173.33	\$5,427.00			\$3,915.92
Chen (434841) Jessica	173.33	\$6,926.00			\$4,892.77
Clark (435043) Cheryl	173.83	\$6,858.91			\$4,947.67
Collins (434101) Lori	173.33	\$7,351.00			\$5,089.12
Currie (400651) Krista	173.33	\$5,077.00			\$3,800.89
Davis (433997) Elizabeth	173.33	\$9,184.00			\$6,386.46
Degracia (435196) Allison	173.33	\$5,783.00			\$4,269.23
Deseamus (434593) Dara	165.33	\$4,665.60			\$3,537.65
Dowless (340919) Kelly	173.33	\$8,018.00			\$5,466.49
Duren (430735) Ashley	173.33	\$6,602.00			\$4,858.39
Evans (4565) Eric	173.33	\$11,163.00			\$5,980.84
Fergus (434648) Maria	173.33	\$5,116.00			\$3,737.60
Fine (421693) George	86.67	\$2,287.00			\$1,774.53
Fisk (321284) April	173.33	\$8,840.00			\$5,006.75
Fong (356883) Yolanda	173.33	\$13,303.00			\$8,657.01
Fuchs (435045) Molly	173.33	\$4,605.00			\$3,369.64
Fucini (434997) Heather	173.33	\$6,228.00			\$4,999.64
Giuntoli (337331) Paul	173.33	\$7,614.00			\$4,712.59
Gress (421427) Nicole	173.33	\$5,308.00			\$3,908.97
Griego (410072) Yaneisy	173.33	\$6,053.00			\$4,582.47
Guidry (355732) Jessica	173.33	\$10,125.00			\$7,223.52
Hammond (434978) Gabriel	173.33	\$6,596.00			\$4,503.30
Hampton (434838) Adrienne	168.00	\$7,771.43			\$5,485.95
Hansen (435085) Isabella	173.33	\$4,666.00			\$3,376.35
Harmon (434977) William	173.33	\$8,270.00			\$6,406.80
Hartman (434642) Melissa	173.33	\$6,072.00			\$4,578.83
Holt (2726) Karen	173.33	\$10,631.00			\$6,955.39
Howard (434057) Anne	138.67	\$4,687.00			\$3,083.04
Hubert (435172) Joaquin	175.33	\$5,494.48			\$4,587.58
Hughes (434256) Jakob	173.33	\$6,228.00			\$4,574.16
Hunter (409213) Kari	173.33	\$9,643.00			\$6,232.39
Inga Dominguez (434769) Cristian	173.33	\$4,878.00			\$3,670.16
Inouye (434255) Wendy	173.33	\$8,840.00			\$6,068.52
Jenkins (434053) Andrea	173.33	\$4,814.00			\$3,632.90
Jones (358933) Kimberly	173.33	\$9,643.00			\$6,578.76
Jury (434709) Thomas	173.33	\$5,649.00			\$4,317.46
Karis Crail (435213) Rebekah	133.33	\$3,768.60			\$2,794.66
Katula (393427) Dayna	173.33	\$9,184.00			\$5,670.03
Kench (245476) Donald	173.33	\$4,481.00			\$2,635.11
Kiess (250913) John	173.33	\$11,721.00			\$8,724.82
Kimes (433908) Alexandra	173.33	\$8,120.00			\$5,678.78

Name	Hours	Gross Pay	Employer Paid Taxes	Employer Paid Benefits	Net Pay
Kindschy (421430) Brandon	173.33	\$6,866.00			\$4,822.02
Kinnear (434099) Sarah	173.33	\$6,316.00			\$4,849.72
Knoop (16125) Melina	173.33	\$7,614.00			\$5,023.53
Kruse (243184) Charles	173.33	\$7,719.00			\$5,205.76
Kushner (327580) Siri	173.33	\$12,121.00			\$7,467.52
Laird (416539) Melissa	173.33	\$10,631.00			\$6,848.75
Lawver (434888) Albert	173.33	\$6,228.00			\$4,649.48
Levine (435209) Naomi	173.33	\$6,015.00			\$4,602.59
Lytle (285038) Ross	173.33	\$7,614.00			\$5,178.50
Madden (434318) Shannon	173.33	\$4,814.00			\$3,520.65
May (434674) Martha	173.33	\$4,694.00			\$3,257.81
Mazur (388104) Karina		\$0.00			\$0.00
McClung (435242) Carol	173.33	\$8,419.00			\$5,568.00
McMillan (434052) Michelle	173.33	\$6,282.00			\$4,516.22
Miller (435008) Christopher	173.33	\$8,510.00			\$5,621.38
Moen (279971) Anne	173.33	\$7,614.00			\$5,129.37
Moontree-Stewart (406607) Kaela	162.83	\$5,704.18			\$4,689.95
Moore (434254) Alexandra	173.33	\$5,931.00			\$4,389.80
Morris (312378) Dawn	173.33	\$7,555.00			\$5,305.26
Morris (434567) Amanda	173.33	\$4,814.00			\$3,573.48
Morrow (433895) Nathan	173.33	\$17,214.00			\$8,848.03
Neff Warner (435082) Leah	32.00	\$1,217.92			\$557.88
Nguyen (295033) Loan	173.33	\$6,098.00			\$4,402.89
Nielsen (434638) Brian	77.04	\$3,045.39			\$2,735.09
Noriega (435095) Yolanda	80.00	\$1,891.20			\$1,564.52
North (22459) Edwin	173.33	\$11,231.00			\$626.76
O'Brien (433907) Melissa	173.33	\$5,649.00			\$4,425.84
Onarheim (426938) Carin	173.33	\$5,983.00			\$4,508.84
Outlaw-Spencer (434984) Gabreiel	170.58	\$5,975.67			\$4,516.81
Pandino (419118) Linda	173.33	\$5,077.00			\$3,838.88
Perry (306605) Rachel	173.33	\$4,605.00			\$3,336.71
Petersen (434695) Kayla	173.33	\$4,648.00			\$3,374.24
Pittsinger (435173) Lynn	107.83	\$7,291.23			\$4,961.37
Renteria (435276) Anna	173.33	\$4,547.00			\$3,621.48
Romaelle (435094) Antonio	173.33	\$5,649.00			\$4,239.12
Rork (404613) Ian	173.33	\$7,251.00			\$5,262.25
Sample (434976) Brittany	173.33	\$5,729.00			\$4,296.85
Sauna (435096) Khushnum	173.33	\$5,508.00			\$4,087.02
Shelby (434658) Emmy	126.35	\$5,724.85			\$3,759.93
Sherman (434949) Linnea	173.33	\$4,814.00			\$3,465.40
Shoriz (434893) Justin	173.33	\$5,264.00			\$4,024.98
Shuhler (425553) Yana	173.33	\$4,775.00			\$3,183.54
Sidell (435084) Nathan	173.33	\$4,996.00			\$3,009.21
Simmons (434365) Nolan	173.33	\$5,649.00			\$4,274.90
Smith (361388) Terri	173.33	\$8,510.00			\$5,952.35
Snow (435021) Kelly	171.33	\$5,488.68			\$4,157.61
Sooter (427776) Thaddeus	173.33	\$9,643.00			\$6,894.99
Stedman (347366) Kelsey	173.33	\$9,643.00			\$6,226.09
Stewart (423168) Tobbi	173.33	\$6,228.00			\$4,367.65
Taveras (435217) Orpa	173.33	\$5,000.00			\$3,742.28
Turner (1682) Denise	173.33	\$5,598.00			\$3,458.40
Van Ort (392243) Susan	173.33	\$7,614.00			\$5,255.62
Villahermosa II (435216) Aldrin	173.33	\$5,456.00			\$3,929.07
Wagner (426251) Mary	121.34	\$3,224.00			\$2,317.78
Warren (434273) Lisa	173.33	\$8,330.00			\$5,501.94
Wellborn (14545) Brian	173.33	\$4,481.00			\$2,960.73
Wendt (397255) Jan	173.33	\$7,733.00			\$5,719.76
Westervelt (434382) Laura	173.33	\$6,539.00			\$4,443.73
Whares (434641) Erica	173.33	\$6,926.00			\$5,429.23
Whitford (434292) Tiffany	173.33	\$4,574.00			\$3,371.61
Wickhamshire (Terminated) (434070) Mark	26.12	\$689.31			\$604.70
Wimpenny (434923) Jacob	173.33	\$7,209.00			\$5,184.59
Winchester (431493) Layken	173.33	\$5,649.00			\$4,122.71
Wyatt (434415) Janet	210.83	\$6,060.12			\$3,791.79
	21,658.33	856,639.95	70,045.32	224,229.71	591,558.27

TREAS RPT - Detail Cash Report - Cash

Treasurer's Detail Report
 For 2024 - Sep

Fund: FD00969 Kitsap Public Health General

Ledger Account	Revenue/Spend Category	Journal	Posting Date	Debit	Credit	Balance
2315:Employee Benefits Payable		Operational Journal: Kitsap Public Health District - 09/16/2024	9/16/2024	0.00	133,217.72	-133,217.72
2317:Payroll Tax Payable		Operational Journal: Kitsap Public Health District - 09/30/2024	9/30/2024	0.00	216,539.23	-216,539.23

-349,756.95

Certificate Of Completion

Envelope Id: F04388007CB44387A045FA81E45C8B2D	Status: Completed
Subject: Complete with DocuSign: 11.05.2024 BOH Consent Agenda Packet.pdf	
Source Envelope:	
Document Pages: 29	Signatures: 2
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Carol McClung
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	345 6th Street, Suite 300
	Bremerton, WA 98337
	Carol.mcclung@kitsappublichealth.org
	IP Address: 174.165.175.117

Record Tracking

Status: Original	Holder: Carol McClung	Location: DocuSign
10/23/2024 1:36:47 PM	Carol.mcclung@kitsappublichealth.org	

Signer Events

Melissa Laird
 melissa.laird@kitsappublichealth.org
 Finance Manager
 Kitsap Public Health District
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 DB9C788F36B1487...
 Signature Adoption: Pre-selected Style
 Using IP Address: 146.218.141.198

Timestamp

Sent: 10/23/2024 1:41:30 PM
 Viewed: 10/23/2024 1:43:08 PM
 Signed: 10/23/2024 1:43:36 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Yolanda Fong
 yolanda.fong@kitsappublichealth.org
 Administrator
 kitsap Public health District
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 04B011B7E67B465...
 Signature Adoption: Pre-selected Style
 Using IP Address: 146.218.141.163

Sent: 10/23/2024 1:41:30 PM
 Resent: 10/28/2024 12:14:53 PM
 Viewed: 10/28/2024 12:34:12 PM
 Signed: 10/28/2024 12:43:53 PM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/23/2024 1:41:30 PM
Certified Delivered	Security Checked	10/28/2024 12:34:12 PM
Signing Complete	Security Checked	10/28/2024 12:43:53 PM

Envelope Summary Events	Status	Timestamps
Completed	Security Checked	10/28/2024 12:43:53 PM
Payment Events	Status	Timestamps