Memorandum of Understanding
Between
Kitsap Public Health District
and
the Public Health Activities and Services Tracking (PHAST) Project
for
Advancing the Adoption and Use of a Uniform Chart of Accounts Crosswalk

1. Term of Agreement
   a. Effective date  May 1, 2019
   b. Expiration/Review date  March 14, 2020

2. Overview
The purpose of the memorandum of understanding (MOU) is to define the collaboration between the Public Health Activities and Services Tracking (PHAST) project and Kitsap Public Health District (KPHD) for the purpose of advancing the adoption and use of a Uniform Chart of Accounts (UCOA) crosswalk by local public health departments in the United States for reporting on expenditures and revenues related to public health programs and capabilities and is not intended to be a binding agreement.

PHAST is a research project funded by the Robert Wood Johnson Foundation for the purpose of facilitating evidence-based public health practice in order to promote a culture of health. The overall aim is to develop standardized data collection and reporting methods in collaboration with public health practice partners. Betty Bekemeler, Professor in the School of Nursing at the University of Washington, is the Principal Investigator for PHAST.

3. Responsibilities of the MOU Partners

To ensure development of a broadly applicable Uniform Chart of Accounts for public health financial reporting, KPHD intends to:

- Crosswalk the agency's COA to the final UCOA format, reflecting the major program categories to the extent possible. This should be completed by July 15, 2019.
- Make data available to PHAST for analysis, interpretation, and inclusion in the UCOA dashboard. This should be completed by July 15, 2019.
- Assist with data validation procedures, including answering questions from the PHAST team to clarify any data inconsistencies. This should be completed by September 15, 2019.
- Provide optional feedback on data visualizations that will be developed to display data from all participants of the UCOA project. This should be completed by November 15, 2019, if applicable.

To protect local public health budget and related data, PHAST investigators at the University of Washington intend to:
4. Signatures

By signing below, the parties acknowledge that they have read, understand, and acknowledge the conditions set forth above:

Public Health Activities and Services Tracking Project

By: [Signature]
Type/Print Representative

Title: Professor, University of Washington School of Nursing
Date: 5/13/19

Kitsap Public Health District

By: [Signature]

Title: Administrator
Date: 5/10/2019