

KPHD Contract Number	Their Contract Number	Contractor and Agreement Name	Type of Agreement	Term of Agreement	Amount to District	Amount to Other Agency
2203 Amendment 8 (2291)	CLH31014 Amendment 8	WA State Dept. of Health <i>Consolidated Contract</i>	Amendment	01/01/2022- 12/31/2024	\$0	\$0
Description: The purpose of this amendment is to extend the funding period for Mass Vaccination FEMA 100% from 09/30/2022 to 10/31/2022.						
2210 Amendment 1 (2290)	N-21-068-A1	Jefferson County Public Health <i>Nurse Family Partnership</i>	Amendment	07/01/2021- 06/20/2023	\$191,868	\$0
Description: This amendment extends the agreement from June 30, 2022 to June 30, 2023 and adds and additional \$191,868 in funding for KPHD to continue its Home Visiting Services, perform assessments and referrals, and ensure compliance with NFP model requirements, and participate in local and regional early learning coalitions and other initiatives.						
2264	NA	Kitsap Strong Founder's Committee <i>Collective Impact Project</i>	Memorandum of Understanding	09/16/2022- 12/31/2025	\$0	\$0
Description: Memorandum of Understanding between the District, Kitsap Community Foundation, Suquamish Foundation, and United Way Kitsap to establish Kitsap Strong Founder's Committee Roles & Responsibilities.						
2292	NA	Hood Canal Coordinating Counsel <i>Hood Canal Regional PIC</i>	Interlocal Agreement	10/4/2022- 12/31/2022	\$6,650	\$0
Description: The District to work collaboratively with Jefferson and Mason Counties and Port Gamble S'Klallam and Skokomish Tribes to implement Phase IV of prioritized Pollution Identification and Correction (PIC) work throughout Hood Canal to help reduce bacterial and nutrient loading in order to increase harvestable shellfish acres in Puget Sound.						
NOTE: Blue shading indicates item is included for information only.						

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

CONTRACT NUMBER: CLH31014**AMENDMENT NUMBER: 8**

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/sitpages/home.aspx?e1:9a94688da2d94d3ea80ac7fbc32e4d7c>
 - ☐ Adds Statements of Work for the following programs:
 - ☒ Amends Statements of Work for the following programs:
COVID-19 Mass Vaccination-FEMA - Effective January 1, 2022
 - ☐ Deletes Statements of Work for the following programs:
2. Exhibit B-8 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-7 Allocations as follows:
 - ☐ Increase of _____ for a revised maximum consideration of _____.
 - ☐ Decrease of _____ for a revised maximum consideration of _____.
 - ☒ No change in the maximum consideration of **\$11,582,826.**
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)

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 Funding Period Start Date	LHJ Funding Period End Date	Funding Period Start Date	Funding Period End Date			
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	\$98,016
FFY22 IAR SNAP Ed Prog Mgnt-Region 5	207WAWA5Q3903	Amd 4	10.561	333.10.56	01/01/22	09/30/22	10/01/21	09/30/22	\$12,723		
FFY22 IAR SNAP Ed Prog Mgnt-Region 5	207WAWA5Q3903	Amd 1	10.561	333.10.56	01/01/22	09/30/22	10/01/21	09/30/22	\$104,497		
Hous. Opp. for Ppl w/AIDS CARES COVID-19	WA-H2001W074	Amd 4	14.241	333.14.24	01/01/22	06/30/23	01/01/22	06/30/23	\$11,418	\$11,418	\$11,418
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	\$131,218	\$211,168
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		
FFY22 Swimming Beach Act Grant IAR (ECY)	NGA Not Received	Amd 2	66.472	333.66.47	03/01/22	10/31/22	01/01/22	11/30/22	\$25,000	\$25,000	\$25,000
FFY22 PHEP BP4 LHJ Funding	NU90TP922043	Amd 7	93.069	333.93.06	07/01/22	06/30/23	07/01/22	06/30/23	\$295,345	\$295,345	\$495,235
FFY21 PHEP BP3 LHJ Funding	NU90TP922043	Amd 7	93.069	333.93.06	07/01/22	06/30/23	07/01/21	06/30/23	\$4,176	\$4,176	
FFY21 PHEP BP3 LHJ Funding	NU90TP922043	Amd 2	93.069	333.93.06	01/01/22	06/30/22	07/01/21	06/30/23	\$195,714	\$195,714	
FFY22 Overdose Data to Action Prev	NGA Not Received	Amd 7	93.136	333.93.13	09/01/22	08/31/23	09/01/22	08/31/23	\$50,000	\$50,000	\$69,907
FFY21 Overdose Data to Action Prev	NU17CE925007	Amd 3	93.136	333.93.13	01/01/22	08/31/22	09/01/21	08/31/22	\$19,907	\$19,907	
COVID19 Vaccines	NH23IP922619	Amd 7	93.268	333.93.26	01/01/22	06/30/24	07/01/20	06/30/24	\$283,424	\$283,424	\$283,424
COVID19 Vaccines R4	NH23IP922619	Amd 5	93.268	333.93.26	01/01/22	06/30/24	07/01/20	06/30/24	\$5,000	\$1,032,214	\$1,032,214
COVID19 Vaccines R4	NH23IP922619	Amd 1	93.268	333.93.26	01/01/22	06/30/24	07/01/20	06/30/24	\$1,027,214		
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		

EXHIBIT B-8
ALLOCATIONS
Contract Term: 2022-2024

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)

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #*	BARS Revenue Code**	Statement of Work LHHJ 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			
FFY20 ELC EDE LHHJ Allocation	NU50CK000515	Amd 7	93.323	333.93.32	01/01/22	12/31/22	01/15/21	07/31/24	(\$199,494)	\$2,720,344	\$2,720,344
FFY20 ELC EDE LHHJ Allocation	NU50CK000515	Amd 2	93.323	333.93.32	01/01/22	12/31/22	01/15/21	07/31/24	\$2,919,838		
FFY22 Tobacco-Vape Prev Comp 1	NU58DP006808	Amd 5	93.387	333.93.38	04/29/22	12/31/22	04/29/22	04/28/23	\$24,482	\$24,482	\$48,964
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	NGA Not Received	Amd 7	93.439	333.93.43	09/30/22	09/29/23	09/30/22	09/29/23	\$80,000	\$80,000	\$147,000
FFY21 Phys Actvty & Nutrition Prog	NU58DP006504	Amd 7	93.439	333.93.43	01/01/22	09/29/22	09/30/21	09/29/22	\$15,000	\$67,000	
FFY21 Phys Actvty & Nutrition Prog	NU58DP006504	Amd 1	93.439	333.93.43	01/01/22	09/29/22	09/30/21	09/29/22	\$52,000		
FFY23 MCHBG LHHJ Contracts	NGA Not Received	Amd 7	93.994	333.93.99	10/01/22	09/30/23	10/01/22	09/30/23	\$159,854	\$159,854	\$294,435
FFY22 MCHBG LHHJ Contracts	B04MC45251	Amd 4	93.994	333.93.99	01/01/22	09/30/22	10/01/21	09/30/22	\$14,691	\$134,581	
FFY22 MCHBG LHHJ Contracts	B04MC45251	Amd 1	93.994	333.93.99	01/01/22	09/30/22	10/01/21	09/30/22	\$119,890		
GFS-Group B (FO-SW)		Amd 1	N/A	334.04.90	01/01/22	06/30/22	07/01/21	06/30/22	\$25,877	\$25,877	\$25,877
State Drug User Health Program		Amd 7	N/A	334.04.91	07/01/22	06/30/23	07/01/21	06/30/23	(\$40,000)	\$0	\$20,000
State Drug User Health Program		Amd 5	N/A	334.04.91	07/01/22	06/30/23	07/01/21	06/30/23	\$40,000		
State Drug User Health Program		Amd 1	N/A	334.04.91	01/01/22	06/30/22	07/01/21	06/30/23	\$20,000	\$20,000	
Rec Shellfish/Biotoxin		Amd 1	N/A	334.04.93	01/01/22	06/30/23	07/01/21	06/30/23	\$20,000	\$20,000	\$20,000
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	\$37,500
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	
SFY23 Dedicated Cannabis Account		Amd 5	N/A	334.04.93	07/01/22	12/31/22	07/01/22	06/30/23	\$247,509	\$247,509	\$247,509
SFY22 Marijuana Education		Amd 2	N/A	334.04.93	01/01/22	06/30/22	07/01/21	06/30/23	\$132,277	\$132,277	\$139,848
SFY22 Marijuana Education		Amd 2	N/A	334.04.93	01/01/22	06/30/22	07/01/21	06/30/23	\$7,571	\$7,571	
SFY23 Tobacco Prevention Proviso		Amd 7	N/A	334.04.93	07/01/22	12/31/22	07/01/22	06/30/23	\$4,000	\$194,000	\$194,000
SFY23 Tobacco Prevention Proviso		Amd 5	N/A	334.04.93	07/01/22	12/31/22	07/01/22	06/30/23	\$190,000		
SFY23 Youth Tobacco Vapor Products		Amd 5	N/A	334.04.93	07/01/22	12/31/22	07/01/21	06/30/23	\$38,402	\$38,402	\$65,704
SFY22 Youth Tobacco Vapor Products		Amd 2	N/A	334.04.93	01/01/22	06/30/22	07/01/21	06/30/23	\$27,302	\$27,302	
Wastewater Management-GFS		Amd 1	N/A	334.04.93	07/01/22	06/30/23	07/01/21	06/30/23	\$30,000	\$30,000	\$30,000

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)

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #*	BARS Revenue Code**	Statement of Work LHHJ Funding Period		DOH Use Only Chart of Accounts Funding Period		Amount	Funding Period SubTotal	Chart of Accounts Total
					Start Date	End Date	Start Date	End Date			
HIV Local Proviso-RW Grant Year 2023		Amd 5	N/A	334.04.98	04/01/23	06/30/23	04/01/23	06/30/23	\$30,814	\$30,814	\$204,764
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 2	N/A	334.04.98	04/01/22	06/30/22	04/01/22	03/31/23	\$19,880	\$40,754	
HIV Local Proviso-RW Grant Year 2022		Amd 1	N/A	334.04.98	04/01/22	06/30/22	04/01/22	03/31/23	\$20,874		
HIV Local Proviso-RW Grant Year 2021		Amd 2	N/A	334.04.98	01/01/22	03/31/22	04/01/21	03/31/22	\$19,880	\$40,754	
HIV Local Proviso-RW Grant Year 2021		Amd 1	N/A	334.04.98	01/01/22	03/31/22	04/01/21	03/31/22	\$20,874		
RW FFY23 Grant Year Local (Rebate)		Amd 7	N/A	334.04.98	04/01/23	06/30/23	04/01/23	06/30/23	\$9,940	\$126,086	\$785,205
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 1	N/A	334.04.98	04/01/22	06/30/22	04/01/22	03/31/23	\$116,146	\$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	N/A	334.04.98	10/01/22	03/01/23	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-LHHJ-Proviso (YR2)		Amd 6	N/A	336.04.25	07/01/22	06/30/23	07/01/21	06/30/23	\$2,469,000	\$2,469,000	\$3,814,000
FPHS-LHHJ-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-LHHJ-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-LHHJ-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	
YR24 SRF - Local Asst (15%) (FO-SW) SS		Amd 7	N/A	346.26.64	01/01/22	12/31/22	07/01/21	06/30/23	\$1,500	\$19,000	\$19,000
YR24 SRF - Local Asst (15%) (FO-SW) SS		Amd 1	N/A	346.26.64	01/01/22	12/31/22	07/01/21	06/30/23	\$17,500		
YR24 SRF - Local Asst (15%) (FO-SW) TA		Amd 1	N/A	346.26.66	01/01/22	12/31/22	07/01/21	06/30/23	\$1,000	\$1,000	\$1,000
TOTAL									\$11,582,826	\$11,582,826	
Total consideration:	\$11,582,826									GRAND TOTAL	\$11,582,826
	\$0										
GRAND TOTAL	\$11,582,826									Total Fed	\$5,968,419
										Total State	\$5,614,407

*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: COVID-19 Mass Vaccination-FEMA -
Effective January 1, 2022

Local Health Jurisdiction Name: Kitsap Public Health District

Contract Number: CLH31014

SOW Type: Revision **Revision # (for this SOW)** 5

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

Funding Source <input checked="" type="checkbox"/> Federal Contractor <input type="checkbox"/> State <input type="checkbox"/> Other	Federal Compliance (check if applicable) <input checked="" type="checkbox"/> FFATA (Transparency Act) <input type="checkbox"/> Research & Development	Type of Payment <input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Fixed Price
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Statement of Work Purpose: The purpose of this statement of work is to establish the task activities, funding period, and billing details for cost reimbursement of FEMA-funded mass vaccination clinics in Washington state.

Revision Purpose: The purpose of this revision is to extend the funding period for Mass Vaccination FEMA 100% from 09/30/22 to 10/31/22.

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
*MASS VACCINATION FEMA 100%	934V0200	97.036	333.97.03	01/01/22	10/31/22	0	0	0
*MASS VACCINATION CATZ 100%	934G0200	97.036	333.97.03	07/02/22	06/30/23	0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						0	0	0

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1.	<p>*NOTE: Task activities for Mass Vaccination Clinics in this statement of work are NOT CONSIDERED SUBRECIPIENT but are as a CONTRACTOR of DOH.</p> <p>DOH reimbursement provided for local mass vaccination clinic (see definition below) planning, implementation and operations in coordination between Unified Command and the Regional Incident Management Team (IMT) to administer the vaccine efficiently, quickly, equitably, and safely in all regions of Washington State. State Supported, Regionally</p>			<p>*Reimbursement of eligible costs.</p> <p>MASS VACCINATION FEMA 100% Funding (MI 934V0200)</p> <p>(See Program Specific Requirements below)</p>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>Coordinated, Locally Implemented. The Local Health Jurisdiction submitted a Mass Vaccination plan to the Department of Health for approval.</p> <p>Definition: Mass vaccination clinics defined as those outside of the usual healthcare delivery method such as pop-up clinics, mobile clinics, non-clinical facility (fairgrounds, arenas, etc.).</p> <p>Guidance on vaccination protocols must be followed as provided by DOH and CDC. The Department of Health modeled the State of Washington State Patrol Fire Mobilization framework to quickly implement and carry out the Mass Vaccination effort as outlined by FEMA. This process specifically implements contracting with local jurisdictions once capacity is exceeded to effectively carry out the emergency mission as efficiently, equitably, and quickly as possible on a Statewide basis. Contracted partners need to be prepared to receive direction and updates at least monthly from <u>COVID-19 Vaccine Information for Healthcare Providers Washington State Department of Health</u> on operational and regulatory guidance from CDC and DOH.</p>			
1A	<p>The Department of Health contracted with regional incident management teams and/or regional incident management organizations and works in close coordination and cooperation with Local health jurisdiction (LHJ) to support the COVID-19 Mass Vaccination efforts. The LHJ meets with the contract manager at the department a minimum of once a month and has ongoing conversations around planning and scheduling of mass vaccination efforts as needed. DOH will coordinate with the LHJ and regional IMT/IMO around planning and implementation of mass vaccination clinics/sites provided within the county(s) with a regional incident management team/organization as approved by DOH.</p>	<p>Submit to DOH a mass vaccination plan including:</p> <ul style="list-style-type: none"> • type of site, • site locations, • throughput, • considerations made to ensure equity to historically marginalized populations, • and to the extent possible a regional map of sites/locations. 	<p>Within 30 days of contract amendment execution.</p>	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>Request for regional IMT should be submitted through the normal process through WebEOC.</p> <p>DOH will coordinate with the LHJ and regional IMT/IMO regarding carrying out the filed mass vaccination plan within the county.</p> <p>Regional IMT will be under the delegation authority of DOH and they are to provide support and coordination for all efforts around vaccine planning, resource support and general guidance and information sharing in order to regionally coordinate efforts. Local jurisdictions will maintain all decisional authority around vaccination planning and execution within their jurisdiction/district.</p> <p>Provide any information as requested by the regional IMT.</p>			
1B	<p>Funding for eligible Mass Vaccination activities are reimbursed on actual costs as outlined in the DOH guidance to provide the services and to carry out the mission. Funding will be dependent on full participation in the LHJ and IMT processes and all documentation will be required to be provided to fully close out funding requests by the end of the mission period of performance.</p> <p>Allowable costs include expenses such as facility rentals, staff to conduct planning, management, support and operation of the site, medical personnel for vaccinations, site security personnel, wrap around services for staff (meals, travel, lodging), equipment (which must be pre-approved by IMT/DOH if it exceeds \$5,000 each), supplies for vaccinations and site operation. LHJs should provide narratives to help assist IMT and DOH finance know what expenditures were necessary to carry out the mission.</p>	<p>Submit estimated budget for the mass vaccination plan.</p> <p>Monthly Cost Summary Spreadsheet to the IMT/IMO by the fifth of the following month.</p>	<p>Within 30 days of contract amendment execution.</p> <p>Monthly</p>	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1C	Vaccination data – will be maintained according to current state and federal requirements. Vaccine Registration Systems – If a local jurisdiction or region does not have a registration system(s) the include internet based, phone option and other methods to ensure equitable registration, the state PrepMod system and tools will be available for use.	Submission of vaccine use into WA IIS database within 24hrs of use. Jurisdiction/Regions will ensure a fair and equitable process for registration of eligible Washingtonians across all available modalities.	Daily	
1D	Regularly report on vaccinations sites and operational activities (number of vaccinations, personnel to operate the site, challenges, successes to share for learning across the public health system).	Provide monthly situation report to IMT/IMO on status of implementation of mass vaccination plan, or more frequently if that is the LHJ procedure. Sites operating for the time period, vaccines administered by site for the time period, estimated costs for the time period, any challenges/successes of note, including assistance requested.	Monthly	
2	Documentation for closeout: Provide backup documentation for the cost summary workbooks submitted for cost reimbursement. Staff time, supplies, and equipment purchases under \$5,000 (with written approval from the Department of Health FEMA team) will be allowed to provide the required documentation for project closeout with FEMA. Each employee will need to fill out a category Z workbook with their time worked on documentation daily and will be required to submit it to the DOH FEMA team monthly. Any costs incurred prior to January 21, 2021, will need to be identified and submitted on prior written approval by DOH FEMA team.	<ul style="list-style-type: none"> Payroll Policies Pull payroll documents from your system of record Time sheets Receipts/Invoices for any expenses that are not payroll related Executed Contract Documents with Sub-Contractors Equipment records of LHJ-owned equipment that are on the 2019 FEMA equipment rate list, otherwise they are supplies/commodity costs 	Monthly	<p>*Reimbursement of eligible costs.</p> <p>MASS VACCINATION CATZ 100% Funding (MI 934G0200)</p> <p>(See Program Specific Requirements below)</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)

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](https://www.usaspending.gov) by DOH as required by P.L. 109-282.

Program Specific Requirements

Program Manual, Handbook, Policy References

Emergency Response Plan (or equivalent)
 Medical Countermeasure/Mass Vaccination Plan
 Language Access Planning Tool

Billing Requirements:

Monthly invoices must be submitted timely to the regional IMT/Organization for review/approval prior to submission to DOH for reimbursement.
 Contract Master Index (MI) Code: 934V0200 General Mass Vaccination
 BARS Revenue Code: 333.97.03 Mass Vaccination Reimbursement

Special Instructions:

The LHJ is considered a CONTRACTOR of DOH not a subrecipient for this portion of the statement of work. An allocation of funds is not provided as these FEMA funds are only available as reimbursement of costs associated with implementation of the mass vaccination plan.

Detailed documentation must be maintained as directed by the regional IMT/Organization and DOH to substantiate costs associated with these activities for submission to FEMA upon request by DOH using CATZ funds for documentation from July 2, 2022 through June 30, 2023.

Eligible costs from the timeframe of January 1, 2022 through ~~September 30, 2022~~ *October 31, 2022* include facility rentals, medical and support staff for planning, management, support, and operations; as well as wrap-around services for staff (i.e., meals, travel, lodging). Regular and overtime pay associated with this project is allowable for all staff working under this project and must be billed as a direct charge; timesheets are required documentation and must be available upon request by DOH. Indirect rates are not applicable to these funds. Eligible equipment includes facility infection control measures, personal protective equipment (PPE), storage equipment, coolers, freezers, temperature monitoring devices, portable vaccine units for transportation, supplies such as emergency medical supplies (for emergency medical care needs that may arise in the administration of the vaccine), containers for medical waste, as well as proper storage as needed for canisters of liquid nitrogen or dry ice. Eligible equipment purchase costs should not exceed \$5,000 per piece. Equipment over \$5,000 a piece must be preapproved by the IMT and should be leased rather than purchased. Any diversion from the list of pre-approved expenses will require a narrative on the purchase rationale and will be subject to IMT approval prior to reimbursement. Timesheets are required documentation for all activities related to this project. Staff time-in / time-out must be recorded, as well as a brief description of their activities. A general description of activities is acceptable for those working at the vaccine site; more detailed/specific description is required for those not working at the vaccine site.

**Contract Amendment #1
Between
Kitsap Public Health District
And
Jefferson County Public Health

Nurse Family Partnership**

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

WHEREAS, the parties desire to amend this agreement

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

- 1.) This amendment shall extend the provisions of the Agreement beginning July 1, 2022 and will continue through June 30, 2023 unless terminated as provided by the Agreement
- 2.) Subcontractor's contract will be increased by \$191,868.00 in funding for services rendered during the term of July 1, 2022 through June 30, 2023 of DCYF funding. American Rescue July 1, 2022 through June 30, 2023 dollars of DCYF funding for support to families in the amount of \$35,231.50. For a total combined DCYF funding of \$227,099.50, for the period of July 1, 2022 through June 30, 2023.
- 3.) Performance pay may be awarded for meeting milestones set by DCYF. Contractor may receive performance payments upon completion of milestones and authorization from DCYF.
- 4.) Work performed between June 30, 2022 and the execution of this Agreement that is consistent with the provisions of this Agreement is hereby ratified.
- 5.) All other terms and conditions of the agreement will remain the same.

Dated this 12th **day of** September, 2022

(SIGNATURES FOLLOW ON THE NEXT PAGE)

JEFFERSON COUNTY WASHINGTON

Board of County Commissioners
Jefferson County, Washington

By:  9/12/22
Heidi Eisenhour, Chair Date


By:  9/12/22
Kate Dean, Commissioner Date

By:  9/12/22
Greg Brotherton, Commissioner Date



 9/12/22
Carolyn Gallaway Date
Clerk of the Board

Approved as to form only:

 Sept. 6, 2022 for
Philip C. Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

Kitsap Public Health District

Keith Gellner, RS Administrator
Kitsap County, WA

By: _____
Signature

Name: _____

Title: _____

Date: _____

Kitsap Strong Founder's Committee

Role & Responsibilities

Memorandum of Understanding (MOU)

This MEMORANDUM OF UNDERSTANDING ("MOU") is made by and between the SUQUAMISH FOUNDATION ("SUQFND"), an entity of the Suquamish Tribe, a federally recognized Indian Tribe possessed of the full sovereign powers of a government, the KITSAP PUBLIC HEALTH DISTRICT ("KPHD"), a health district organized pursuant to chapters 70.05 and 70.46 RCW, and KITSAP COMMUNITY FOUNDATION ("KCF") and the UNITED WAY OF KITSAP COUNTY ("UWKC"), both Washington nonprofit corporations recognized under Section 501(c)(3) of the Internal Revenue Code.

RECITALS

1. WHEREAS, the KCF, the UWKC, the SUQFND, and the KPHD (the "Parties") agreed to collaboratively work towards building a collective impact project ("CIP") that will, generally, have the goals of (A) preventing the occurrence, and mitigating the impacts, of adverse childhood experiences in Kitsap County and thereby (B) measurably alleviating intergenerational poverty in the county, thus improving the overall health and well-being of its residents; and.

2. WHEREAS, the Parties entered into an initial partnership in 2014 and committed to provide a collective one million dollars in direct and indirect support to launch the CIP, seeding the initial funding and establishing a pass-through Fund on the books of KCF which is ongoing and is known as the "Kitsap Poverty Alleviation Fund" (the "Fund"). The Fund is established to receive cash contributions to be held and distributed for charitable purposes, in particular for the purpose of assisting with the alleviation of intergenerational poverty in Kitsap County; and

3. WHEREAS, a network of community leaders from across Kitsap County was convened to collaboratively design and implement the CIP which subsequently became recognized as Kitsap Strong ("KS"); with the Common Agenda ("CA") to improve the well-being and educational attainment of Kitsap residents, through a focus on empowerment and equity, the prevention of adverse childhood experiences (ACEs), and the building of resilience;

4. WHEREAS, the Shared Outcome Measures ("SOMs") defining meaningful impact of KS were established through 2025; and,

5. WHEREAS, the Parties desire to update their initial agreement and enter into this MOU to define and set forth the terms, conditions and expectations of their continued partnership and expectations of their relational contributions to KS.

UNDERSTANDINGS

The Parties hereby agree that they share the following understandings and commit to use their best efforts to fulfill these understandings. This document sets forth the voluntary, non-legally binding intentions of the Parties with regard to its subject matter. The Parties do not intend this document to constitute a legally enforceable agreement.

If a significant disagreement between the Parties or significant inability to comply with this MOU occurs, the Parties will act in good faith and may engage in restorative mediation to resolve the disagreement or come to agreement on amendments to this MOU before abandoning the Project.

Section 1. Structure

KS was created as a doing-business-as (“DBA”) tradename of KCF (EIN 94-3205217) and is registered accordingly with the Washington Secretary of State. As a DBA, there is no legal distinction between KS and KCF. Therefore, KCF’s Board of Directors is legally responsible for the primary duties of nonprofit corporation governance for KS. However, in the carrying out of its mission, KCF’s bylaws recognize that it may do so “either directly or indirectly and either alone or in conjunction or cooperation with others, whether such others be individuals or organizations of any kind or nature.”

Given that KS was specifically formed and funded for the express purpose of creating meaningful, large-scale social impact in Kitsap County, requiring long-term, cross-sector collaboration, this MOU recognizes cascading levels of collaborative accountability for the shared success of KS. In particular, this MOU accounts for the governance oversight of KS, hereby delegated by KCF’s Board of Directors to the Parties identified as the Founders Committee (“FC”), previously recognized as the Funders Committee.

The general governance roles of the FC, include: effective strategic and organizational planning, financial oversight, sufficient resources to support the mission, outcome and impact monitoring and evaluation, fulfill legal obligations, select and evaluate the Executive Director or if none, select and evaluate Director(s), and steward KS’s public image.

Other leadership stakeholders include the Leadership Committee (“LC”) which provides programmatic oversight to all KS’s primary strategies, and guides the ongoing alignment of the action plans of all networks and workgroups in support of achieving KS’s CA as defined by the SOMs.

KS is supported by a Backbone Team (“BT”), who are employees of KCF loaned to KS for the purpose of providing support and infrastructure to all KS activities. As employees of KCF, BT continue to be subject to and benefit from all employment-related policies, practices, insurance coverages, salaries and benefits, standards of conduct, etc. of KCF. However, per the terms of this MOU, the BT Executive Director (or Director-level positions in lieu of an executive director) is supervised in their day-to-day work by UWKC and SUQFND. Additionally, when the Executive Director role is vacant, within the BT shall be a person identified to assume the responsibilities of an executive director specific to serving as a lead for the BT and as the primary liaison to the FC.

The BT is responsible for effectively coordinating KS’s participating organizations and agencies and their simultaneous strategies, which includes providing the framework for periodic and systematic

assessments of progress attained by the various networks and workgroups in order to facilitate ongoing accountability to KS's CA and SOMs through the LC and FC.

Section 2. Term

This MOU is effective upon signing and shall remain in effect through December 31, 2025, or until such time that the Parties agree in writing to terminate it prior or to extend it for a defined period of time. Within the period ending December 31, 2025, the Parties agree to make a determination to continue or sunset KS as a CIP or to launch it as an independent nonprofit corporation. The Parties agree that any party may withdraw from the MOU at any time by notifying the remaining parties in writing, and that such withdrawal will not terminate the MOU for the remaining parties.

Section 3. Commitments of the Parties

The Parties form the FC and serve as the governance oversight group for KS, ensuring that it conforms to its service, legal and fiscal requirements, while delivering sustainable systems change in Kitsap County as outlined per KS's CA and SOMs.

The FC is comprised of the founding organizations that provided the initial direct and indirect support to launch KS. Each party to this MOU has one vote on the FC, although multiple representatives of a Party may attend and provide input to the meetings.

The FC meets regularly to oversee the progress of KS, and consistent with foundational principles of CIPs, uses cascading levels of collaboration and decision-making among its engaged partner stakeholders to manage the initiative, including: the LC, BT, contracted consultants as relevant, and other community partner stakeholders.

The Parties commit to working collaboratively to support KS through their consistent engagement in FC meetings to create continuity for sufficient fiduciary and governance oversight of KS, holding each other accountable to the array of responsibilities in their shared primary and supportive roles, as well as their unique roles and responsibilities as a "lead" entity for a specific area of support.

The Parties agree to commit to shared leadership of the FC by serving on a rotating basis as one of its two "Co-Chairs" to support coordination, communication and administration among the KS engaged partner stakeholders. The role of Co-Chair(s) shall be determined and rotated annually.

As FC, share primary oversight, as follows:

- ❖ Exercise fiduciary oversight of KS, serving as "trustees" of KS assets and providing financial accountability and contract/grant compliance through due diligence, including:
 - Ensure the financial plan is consistent with the strategic plan;
 - Ensure adequate projected cash flow and sufficient reserves as necessary;
 - Approve the annual operating budget, including compensation for BT;
 - Ensure grant management compliance, meeting guidelines and requirements set by KS

fundress (financial management provided via KCF; program compliance provided by UWKC and SUQFND);

- Provide (at least) quarterly review of KS fundraising; and
- Provide oversight to Kitsap Strong, LLC ("KS LLC"), a wholly owned entity of KCF to capture revenue from KS consulting/training engagements outside of KS's primary program area.

- ❖ Ensure strategic direction of KS, including:
 - Ensure strategic priorities are targeted to achieving KS's CA as evidenced by discernable progress toward the stated SOMs defining meaningful social change in Kitsap County and are adequately supported via annual budget;
 - Ensure BT is sufficiently supported to facilitate participating organizations, ensuring that programs, services, grants, and contracts remain aligned with KS's CA and SOMs, including the consideration of new program ideas;
 - Ensure that KS LLC engagements do not erode the ability to meet KS priority initiatives in Kitsap County;
 - Participate regularly in LC meetings; and
 - Provide programmatic support role to LC via regular program monitoring via (at least) quarterly review of KS priority tracker dashboard.
- ❖ Lead performance measurement, monitoring and evaluation of efforts to validate long-term collective impact:
 - Provide oversight monitoring and evaluation to KS to ensure that sustained social change is supported by data-based impact, timely achievement of intermediate outcome milestones, and outcomes and indicators of defined impact.
- ❖ Provide oversight to BT, providing guidance when asked, raising concerns when relevant, participating in annual performance goal setting and assessing performance through an annual review.
- ❖ Review and provide input for significant collateral material (such as the annual Impact Report, website, etc.) representing KS to ensure that the principles of collective impact translate beyond the engaged network to broader community lay audiences; and that they reflect evidence of progressive success toward achieving the vision, strategic priorities and intermediate outcome milestones of KS.

As FC share supportive engagement, as follows:

- ❖ In this updated MOU, the Parties relinquish their historic fiscal commitment towards KS core funding for cross-sector collaborative learning and innovation, delegating to the BT primary responsibility for fundraising. However, they will proactively work with BT to support and obtain additional funding for KS from private individual donors and foundations, as well as public/private grant support;
- ❖ Represent KS in the community, supporting events and activities;
- ❖ Promote KS via individual entities proprietary means;

- ❖ Provide local and state advocacy support as relevant; and
- ❖ Support, engage and expand KS partners and community partnerships in the Kitsap region.

As individual entity, KCF in lead role as legal entity and fiscal sponsor:

KCF is a qualified charitable organization under Section 501(c)(3) of the Internal Revenue Code of 1986, is not a private foundation within the meaning of Section 509(a) of the Internal Revenue Code of 1986, and is in the practice of serving as a fiscal agent and managing grant-making funds.

- ❖ As a founder partnering entity of the CIP, provide fiduciary management for KS and KS LLC;
- ❖ Serve as fiscal agent/sponsor for KS, providing fiduciary management of all funds designated in support of KS and KS LLC. Ensure compliance with KCF policies for fiscal sponsorship; creating financial oversight and processes with integrity, include appropriate checks and balances to prevent errors, fraud and abuse. Serve as the primary signatory on all grants and contracts. Program/training related contracts over \$5,000 to be supported by a second reviewer signature of UWKC or SUQFND.
- ❖ Manage the pass-through Fund that accepts charitable financial support, grant monies and payment for services rendered by contract to KS. Fund management is considered an in-kind contribution and therefore not subject to KCF's Spending Policy, including the assessment of any fees. Further terms relating to the Fund, are articulated in a Fund Agreement executed by the Parties in 2014.
- ❖ Build a strong partnership with BT for building and monitoring the budget, ensuring that the budget and all assumptions are clearly understood by all members of the FC. Provide regular monitoring of monthly income and expenses to support bookkeeping functions performed by BT.
- ❖ Provide regular quarterly financial reports to the FC.
- ❖ Ensure compliance with any annual filing requirements and satisfy any tax obligations.
- ❖ Provide BT an employee homeport for the purpose of supporting related payroll functions.
- ❖ Support grant seeking led by KS BT via timely submittal of requested information supportive to a successful grant application.
- ❖ Grant management, meeting guidelines and requirements set by KS funders, specific to monitoring financials per the terms of the grants/contracts. Administer the community stakeholder partnership grants as authorized by the FC.

As individual entities, UWKC and the SUQFND, in lead role for direct operational support to BT, including regular supervision and annual review:

- ❖ Provide office space and overhead for BT, including office equipment, basic office services and supplies needed to support the daily operations of the CIP.
- ❖ Provide regular management for BT, including ongoing supervision, support in goal-setting, and facilitating a meaningful, timely annual assessment process. Provide updates to the FC regarding the performance of the BT, to support final reviews provided by FC.
- ❖ Oversee BT in support of grant/contract deliverables, meeting guidelines and requirements set by KS funders, specifically monitoring for program/service compliance.

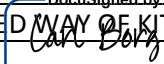

KPHD 2264

- ❖ Review and serve as a second reviewer signatory on program/training grants and contracts over \$5,000.
- ❖ Attend LC meetings in support of BT.

As individual entity, KPHD in lead role for shared measurement system:

- ❖ Provide guidance and direction on monitoring, evaluation, data collection, and analysis. Work with BT and external consultants to design and modify the monitoring and evaluation systems for KS, including the collection of data and measuring results within and across all KS “Networks” and stakeholder participants to ensure that efforts remain aligned and aimed toward impacting KS’s Shared Outcome Measures and obtainment of the Common Agenda.
- ❖ Support the selection, development and testing of tools for both quantitative and qualitative data collection. Provide input on design of data collection and analysis methods and reporting of findings.

IN WITNESS WHEREOF the parties have executed this MOU this September of 2022.

KITSAP COMMUNITY FOUNDATION	UNITED WAY OF KITSAP COUNTY
By:	By: 
Stephanie George, CAP	Carl Borg
Interim President & CEO	President & CEO
Date:	Date: 9/15/2022
SUQUAMISH FOUNDATION	KITSAP PUBLIC HEALTH DISTRICT
By:	By: 
Robin Little Wing Sigo	Keith Grellner, RS
Director	Administrator
Date:	Date: 9/16/2022



Hood Canal Coordinating Council

Jefferson, Kitsap & Mason Counties; Port Gamble S'Klallam & Skokomish Tribes
17791 Fjord Drive NE, Suite 118, Poulsbo, WA 98370

PROFESSIONAL SERVICES CONTRACT AGREEMENT BETWEEN HOOD CANAL COORDINATING COUNCIL AND KITSAP PUBLIC HEALTH DISTRICT

THIS AGREEMENT is a subaward and is between Hood Canal Coordinating Council (HCCC), located at 17791 Fjord Drive, NE, Suite 118, Poulsbo, WA 98370, and Kitsap Public Health District (Consultant), with an address of 345 6th Street, Suite 300, Bremerton, WA 98337-1866, and is made effective as of the date signed below by HCCC. HCCC and Consultant are also referred to as the “Parties” and each as a “Party.”

The Parties to this Agreement agree as follows:

- 1) **DEFINITIONS.** For purposes of this Agreement, the term:
 - a) “Hood Canal Coordinating Council” means Hood Canal Coordinating Council, also referred to as HCCC, a Washington Corporation, and its members, directors, officers, employees, and agents;
 - b) “Consultant” means the Consultant and its directors, officers, employees, agents, and subcontractors; and
 - c) “Contract Representative” means the person designated below and incorporated by reference, to serve as representative of HCCC and the Consultant for purposes of administration of this Agreement.
- 2) **SERVICES TO BE PERFORMED AND DELIVERABLES.** The Consultant agrees to provide services to HCCC, in accordance with applicable professional standards, as described in Exhibit A and the Funding Source Programmatic Conditions (if any), as described in Exhibit A. No work shall commence under this Agreement until it is fully executed by both Parties.
- 3) **COMPENSATION.**
 - a) Except as provided herein, HCCC agrees to pay Consultant on a monthly basis following receipt of an invoice documenting services rendered and costs incurred, in a manner and amount stipulated in Exhibit A.
 - b) Consultant shall submit the final invoice, or any claims for payments not already made, no later than 30 days from the expiration or termination of the agreement, or as otherwise stated in Exhibit A.
 - i) HCCC may, at its sole discretion, retain up to 10 percent of the amount otherwise due and owing under each invoice until Consultant completes all work described in

Exhibit A, or otherwise authorized by HCCC. HCCC shall notify Consultant of the amount retained and deposit the retained amount in an interest-bearing account. HCCC shall release the amount retained, together with earned interest, not later than 30 days after receipt of a final invoice and acceptance of HCCC of all work authorized.

- ii) HCCC may, at its sole discretion, retain an amount otherwise due and owing under each invoice until Consultant provides HCCC with evidence that the Consultant has paid industrial insurance premiums for its employees and/or is in compliance with state industrial insurance requirements.

c) **Allowable Costs.**

- i) **Travel Expenses.** HCCC agrees to reimburse Consultant up to the amount stipulated in Exhibit A for travel expenses (including per diem) from Consultant's home or principal place of business to meeting sites. HCCC shall reimburse Consultant for travel expenses in accordance with federal travel regulations. Payment for expenses over the category amount will not be honored without prior approval of HCCC's Contract Representative. International travel requires advance pre-approval.
- ii) **Other Expenses.** HCCC agrees to reimburse Consultant for miscellaneous expenses specified in Exhibit A, provided those costs are allowable under the Federal Cost Principles set forth in the OMB Uniform Guidance, 2 CFR Part 200. Any request over the category amount will not be honored without prior approval by HCCC's Contract Representative.

d) **Unallowable Costs.**

- i) Management fees or similar charges in excess of the direct costs are not allowable.
- ii) If Consultant expends more than the amount of its approved budget in anticipation of receiving additional funds, it does so at its own risk. HCCC is not legally obligated to reimburse Consultant for costs incurred in excess of the approved budget.

- e) **Invoice.** Consultant's invoice shall indicate dates of service, a description of work performed, and time spent on that date in providing service under this Agreement. The invoice shall include travel claims for travel expenses incurred by Consultant in connection with performance under this Agreement. The invoice shall provide a progress report describing all activities accomplished for the period being invoiced.

- i) Invoices should be sent to the Accountant at the HCCC address listed below via U.S. Postal Service or email (not both).
- ii) Invoices must be submitted by a representative of the Consultant who has the Consultant's full authority to render such reports and requests for payment and certify to the following at time of submission:
By signing this payment request, I certify to the best of my knowledge and belief that the payment request is true, complete, and accurate. The expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the

terms and conditions of the Agreement. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. 18 USC 1001 and 31 USC 3729-3730 and 3801-3812.

- 4) **TERM.** The term of this Agreement commences on the effective date, the date the agreement is signed by the HCCC Executive Director below, and continues until **December 31, 2022** as stipulated in Exhibit A, or until terminated by the Parties. In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this contract and prior to normal completion, HCCC may terminate the contract under the “Term” clause without a notice requirement.
- 5) **SUBCONTRACTING.** Consultant may not subcontract without prior written approval by the HCCC. Additionally, the Consultant is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this contract are carried forward to any subcontracts.
- 6) **TRAINING.** Consultant acknowledges that no training will be provided to Consultant under this Agreement. Consultant warrants and represents that its personnel are fully trained to perform services required under this Agreement and that additional training provided by HCCC will be unnecessary.
- 7) **BUSINESS LICENSES AND TAXES.**
 - a) Consultant shall, at its own expense, secure and maintain in full force and effect during the term of this Agreement all required licenses, permits, and similar legal authorization, and comply with all applicable Federal, State and local regulations.
 - b) Consultant shall be responsible for payment of taxes, insurance and other obligations relating to its performance of services under this Agreement. Consultant shall provide HCCC with verification of its:
 - i) Unified business identifier number from the State of Washington and that its business license is in good standing;
 - ii) Washington State Department of Revenue account and that the account is in good standing;
 - iii) Washington State Labor and Industries account and that the account is in good standing or that the Consultant is exempt from the state’s industrial insurance requirements;
 - iv) Data Universal Numbering System (DUNS) number; and
 - v) Central Contractor Registry (CCR) through SAM.gov.
 - c) All other necessary licenses and permits to perform the work specified in Exhibit B.
- 8) **INDEPENDENT CONSULTANT STATUS.**
 - a) Consultant shall act as an independent Consultant, and in no way shall be considered an employee of HCCC. Consultant is not required to report to HCCC’s offices at any specific

time, except as requested for occasional consultations. HCCC does not have the right to assign any additional projects to Consultant. Consultant shall choose the time and manner for performing each part of the services described in Exhibit A according to its own routines and schedules, independent from HCCC's normal business operations.

- b) Consultant acknowledges that Consultant will not qualify for benefits which may be available if classified as an employee. In the event that the Internal Revenue Service (IRS) successfully asserts that Consultant is not or was not an independent Consultant for any period during the term of this Agreement and reclassifies Consultant as an employee, Consultant agrees to complete, sign and deliver IRS Form 4669 (Employee Wage Statement) to HCCC for any tax period affected. HCCC shall then file the Form 4669 with the IRS (along with IRS Form 4670 "Request for Relief From Payment of Income Tax Withholding") to offset against HCCC's withholding obligation.
 - c) Consultant acknowledges that it will be liable to HCCC for any industrial insurance premiums or any other premiums or fees that HCCC is required to pay on its behalf under RCW 51.12.070, or any other applicable statute, regulation or ordinance, to the State of Washington or local jurisdiction.
- 9) **NON-EXCLUSIVE CONTRACT.** This Agreement is non-exclusive. Consultant reserves the right to perform services for others during the term of the Agreement.
- 10) **MATERIALS AND EQUIPMENT.** Consultant shall provide all materials and equipment necessary to perform its obligations under this Agreement: Provided, however, that Consultant may use office equipment located in the offices of HCCC, as available, and provided however, that if "Other Expenses" have been awarded as part of this agreement, HCCC may purchase said supplies and services on behalf of the Consultant as part of this Agreement. Materials and equipment includes but is not limited to, appropriate safety plans and providing personal protective equipment to employees to address continued performance under the contract where such continued performance can be done in compliance with Federal, State or County Emergency Orders despite the presence of such causes. Any materials and equipment will be indicated in Exhibit A - Scope of Services.
- 11) **INDEMNIFICATION.**
- a) To the fullest extent permitted by law, Consultant hereby indemnifies and holds HCCC harmless from any and all loss, damage, suits, liability, claims, demands or costs, whatsoever, whether arising at law or in equity, or sounding in tort, contract or other causes of action arising from any claim or liability resulting from Consultant's performance of services described in Exhibit A under this Agreement, except to the extent caused by the negligence of HCCC.
 - b) Consultant hereby indemnifies and holds HCCC harmless from any additional taxes, interest and penalties due from Consultant or HCCC resulting from reclassification in the event the IRS or any state or local taxing authority successfully asserts that Consultant is not or was not an independent Consultant for any period during the term of this Agreement and reclassifies Consultant as an employee.

- 12) **INSURANCE.** Consultant shall provide HCCC with a certificate of insurance for each insurance provision required in this section. The certificate of insurance shall be effective during the duration of this agreement. HCCC may require that the certificate of insurance name HCCC as an additional insured party. Consultant shall also require all of its subcontractors to maintain the same type and level of insurance as required in this section and provide certificates of insurance to HCCC as required in this section. Consultant shall, at its own expense, acquire and maintain the following insurance throughout the term of the Agreement:
- a) Commercial Automobile Liability Insurance covering all owned, non-owned and hired automobiles, trucks and trailers. Such insured shall provide the Standard Comprehensive Automobile Liability policy in limits not less than \$1,000,000 Combined Single Limit;
 - b) Commercial General Liability Coverage Insurance, with not less than the following limits: \$1,000,000 for each occurrence limit, \$1,000,000 for personal injury limit, \$2,000,000 general aggregate limit;
 - c) Professional Liability Insurance in an amount not less than \$1,000,000 per claim and in the aggregate; and
 - d) Workers' Compensation and Employer Defense Insurance as required by statute and employer liability coverage, with not less than the following limits: \$1,000,000 each accident for bodily injury by accident, \$1,000,000 each employee for bodily injury by disease and \$1,000,000 policy limit for bodily injury by disease.
 - e) Notwithstanding the forgoing, Contractor maintains a system for self-insurance that meets the requirements of this section 12.
- 13) **CONFIDENTIALITY.** Information produced or made available to the Consultant shall not be disclosed to others or used for any other purpose, except as required under this contract or by law, without prior written approval by HCCC.
- 14) **OWNERSHIP OF PRODUCTS PRODUCED UNDER THIS CONTRACT.** All data and products developed under this contract, excluding copyrighted material used with permission, or other public data that cannot be copyrighted, shall become the sole property of HCCC and its assigns. Permission for its subsequent use must be obtained from HCCC prior to that use. Any alteration of the data by HCCC for purposes other than those intended by this Agreement shall be at HCCC's sole risk and without legal liability upon the Consultant.
- 15) **PUBLICITY AND ACKNOWLEDGEMENT OF SUPPORT.**
- a) Consultant gives HCCC the right and authority to publicize HCCC's financial support for this Agreement and the Project in press releases, publications and other public communications. Consultant agrees to: (i) give appropriate credit to HCCC and any Funding Sources identified in this Agreement for their financial support in any and all press releases, publications, annual reports, signage, video credits, dedications, and other public communications regarding this Agreement or any of the project deliverables associated with this Agreement, subject to any terms and conditions below;

and (ii) include the disclaimer provided for in (b). Consultant must obtain prior HCCC approval for the use relating to this Agreement of the HCCC logo or the logo of any Funding Source.

- b) **Disclaimers.** Payments made under this Agreement do not by direct reference or implication convey HCCC's endorsement nor the endorsement by any other entity that provides funds through this Agreement, including the U.S. Government, as applicable, for the Project. All information submitted for publication or other public releases of information regarding this Agreement shall carry the following disclaimer:

- i) For Projects funded in whole or part with Federal funds: "The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government or the Hood Canal Coordinating Council and its funding sources. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government, or the Hood Canal Coordinating Council or its funding sources."
- ii) For Projects not funded with Federal funds: "The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions of the Hood Canal Coordinating Council or its funding sources. Mention of trade names or commercial products does not constitute their endorsement by the Hood Canal Coordinating Council or its funding sources."

- 16) **INSPECTION AND RETENTION OF RECORDS.** The Consultant shall make all applicable financial records, supporting documents, and all other pertinent records related to this Project available to HCCC, the State of Washington, the U.S. Government, or any of their duly authorized representatives for inspection. Records shall be retained until the Term date of this Agreement and then submitted to the Project Manager for retention until required by law.

- 17) **NONDISCRIMINATION.** By signing this Agreement, the Consultant certifies that it is an Equal Opportunity Employer and in compliance with all state and federal nondiscrimination requirements. The Consultant agrees to continue to be in compliance with all state and federal nondiscrimination requirements. Consultant agrees to comply fully with applicable civil rights statutes and regulations, including Title IV of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the American Disabilities Act.

- 18) **COMPLIANCE WITH COPELAND "ANTI-KICKBACK" ACT.** Consultant is prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled and remain in compliance with 18 U.S.C. 874 and 40 U.S.C. 276c.

- 19) **PREVAILING WAGE.** The Consultant agrees to pay the prevailing rate of wage to all workers, laborers, or mechanics employed in the performance of any part of this contract when required by state law to do so, and to comply with provisions of the Davis-Bacon Act (40 USC 3141–3148), Contract Work Hours and Safety Standards Act (40 USC 3701–3708),

other federal laws and Chapter 39.12 RCW, as amended, and the rules and regulations of the Department of Labor and Industries.

- 20) **APPLICABLE LAW.** This Agreement shall be construed and enforced under the laws of the State of Washington, irrespective of the fact that any one of the Parties is now or may become a resident of another state. Venue for any action under this Agreement shall lie in Kitsap County, Washington.
- 21) **MODIFICATION.** This Agreement may not be waived, discharged or modified in any manner other than by written agreement of the Parties.
- 22) **SEVERABILITY.** No provision of this Agreement is severable from any and all other provisions of this Agreement. Should any provision or provisions of this Agreement be unenforceable for any reason, the party finding itself unable to enforce said provision(s) may, at its sole discretion, declare this entire Agreement to be null and void.
- 23) **FORCE MAJEURE.** Each Party shall be excused from liability for the failure or delay in performance of any obligation under this Agreement if the failure to perform the contract arises from causes beyond the control and without the fault or negligence of the Party. Examples of such causes include (1) acts of God or of the public enemy, (2) acts of the Government in either its sovereign or contractual capacity, (3) fires, (4) floods, (5) epidemics, (6) quarantine restrictions, (7) strikes, (8) freight embargoes, and (9) unusually severe weather. In each instance the failure to perform must be beyond the control and without the fault or negligence of the Contractor. Such excuse from liability shall be effective only to the extent and duration of the event(s) causing the failure or delay in performance and provided that the Party has not caused such event(s) to occur and continues to use diligent, good faith efforts to avoid the effects of such event and to perform the obligation. Notice of a Party's failure or delay in performance due to force majeure must be given to the unaffected Party promptly thereafter but no later than five (5) days after its occurrence which notice shall describe the force majeure event and the actions taken to minimize the impact thereof. All delivery dates under this Agreement that have been affected by force majeure shall be tolled for the duration of such force majeure. In no event shall any Party be required to prevent or settle any labor disturbance or dispute. Notwithstanding the foregoing, should the event(s) of force majeure suffered by a Party extend beyond a six-month period, the other Party may then terminate this Agreement by written notice to the non-performing Party, with the consequences of such termination as if this Agreement had expired (and was not terminated) in accordance with other provisions herein.
- 24) **TERMINATION.** Either party may terminate this Agreement with 30 days written notification to the other party. If this Agreement is so terminated, the Parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination. If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the

opportunity to correct the violation or failure within 15 working days. If the failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other. HCCC shall have the right to terminate this Agreement in whole or in part at any time, if the Funding Source issues an early termination under the funding agreement(s) covering all or part of the Project at issue hereunder.

- 25) **WAIVER.** If either party fails to exercise its rights under this Agreement, it shall not be precluded from subsequent exercise of its rights. A failure to exercise rights shall not constitute a waiver of any other rights under this Agreement, unless stated in a letter signed by authorized representative of the party and attached to the original agreement.
- 26) **COSTS AND ATTORNEYS FEES.** If either party brings any action against the other for relief, declaratory or otherwise, arising out of this Agreement, the prevailing party shall recover against the other party all costs and reasonable attorneys' fees, including costs and reasonable attorneys' fees incurred to enforce any judgment rendered pursuant to this Agreement.
- 27) **CERTIFICATIONS AND ASSURANCES RELATING TO FEDERAL FUNDS (if applicable).** If the Funding Source, including any secondary funding source, is paid with federal funds, the Consultant must comply with the following.
 - a) **Uniform Guidance.** Consultant must comply with the Uniform Guidance (2 CFR Part 200) to the extent applicable to Consultant as a non-Federal entity receiving a federal award. With respect to cost principles: Non-Profit Organizations, Institution of Higher Education, State, Local or Tribal Government, must comply with the Cost Principles of the Uniform Guidance, 2 CFR Part 200; and Commercial (for-profit) organizations must comply with Title 48 Chapter 1 Subchapter E Part 31. No funds provided pursuant to this Agreement may be used to support any activities not authorized under this Agreement or allowable under the Federal Cost Principles set forth in the OMB Uniform Guidance.
 - b) **Audit Requirements.** Consultant may be required to comply with the Federal Audit Requirements found in 2 CFR 200.500 (formerly OMB Circular A-133).
 - c) **Lobbying and Litigation (2 CFR 200.450).**
 - i) No funds under the Agreement may be used to engage in lobbying of the Federal Government or in litigation against the U.S. unless authorized under existing law.
 - ii) **New Restrictions on Lobbying.** In any subcontract over \$100,000, Consultant shall require that subcontractors submit certification and disclosure forms in accordance with the Byrd Anti-Lobbying Amendment, 31 USC 1352. Any consultant who makes a prohibited expenditure or fails to file the required certification or lobbying forms shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure.
 - d) **Debarment and Suspensions.** Unless Consultant has submitted a written justification fourteen (14) days prior to execution of this Contract, stating the reason that this term does not apply, which has been expressly accepted and approved by HCCC prior to

execution, by signing this Agreement, Consultant warrants and represents its initial and continued compliance that it is not listed on the General Services Administration's, government-wide System for Award Management Exclusions (SAM Exclusions), in accordance with the OMB guidelines at 2 C.F.R Part 180 that implement E.O.s 12549 (3 C.F.R., 1986 Comp., p. 189) and 12689 (3 C.F.R., 1989 Comp., p. 235), "Debarment and Suspension." The Consultant further provides that it shall not enter into any subaward, contract or other Contract using funds provided by HCCC with any party listed on the SAM Exclusions in accordance with Executive Orders 12549 and 12689. The SAM Exclusions can be found at SAM.gov.

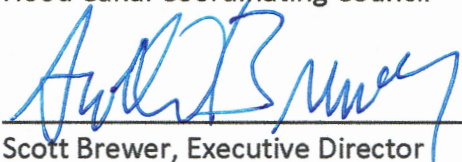
- e) **Drug-Free Workplace Certification.** Consultant shall make an ongoing, good faith effort to maintain a drug-free workplace pursuant to the specific requirements set forth in CFR Part 1536 Subpart B. Consultant shall identify all known workplaces under this Agreement, and keep this information on file during the performance of the Agreement. Consultants who are individuals must comply with the drug-free provisions set forth in 2 CFR Part 1536 Subpart C. The consequences for violating this condition are detailed under 2 CFR Part 1536 Subpart E.
- f) **Trafficking in Persons.** You as the sub-recipient, your employees, sub-awardees under this award, and sub-awardees' employees may not engage in severe forms of trafficking in persons during the period of time that the award is in effect; procure a commercial sex act during the period of time that the award is in effect; or use forced labor in the performance of the award or sub-awards under this Award and must inform HCCC immediately of any information you receive for any source alleging a violation of this prohibition during the term of the agreement.
- g) **Reducing Text Messaging while Driving, Executive Order 13513.** Consultant is encouraged to adopt and enforce policies that ban text messaging while driving, including conducting initiatives of the type described in section 3(a) of the order.
- h) **Disadvantaged Business Enterprise.** Consultant agrees to good faith efforts whenever procuring construction, equipment, services and supplies in compliance with the requirements of EPA's Program of Utilization of Small, Minority and Women's Business Enterprise (MBE/WBE). 40 CFR 33. Consultant must receive permission from HCCC to sub-contract with another entity.
- i) **Additional Responsibility Matters.** By signing this Agreement, Consultant warrants and represents that it is not subject to the below circumstance.
 - i) Was convicted (or had an officer or agent of such corporation acting on behalf of the corporation convicted) of a felony criminal violation under any Federal or State law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government.

- j) **Certification and Representation.** Consultant must submit those certifications and representations required by Federal statutes, or regulations to HCCC on an annual basis. Submission may be required more frequently if the Consultant entity fails to meet a requirement of a Federal award.

28) **COUNTERPARTS AND ELECTRONIC SIGNATURES.** This Agreement may be executed in counterparts, after execution by all Parties hereto, shall together constitute the Agreement. The parties acknowledge that a signature in electronic form has the same legal effect and validity as a handwritten signature.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement effective as of the day and year below.

Hood Canal Coordinating Council



Scott Brewer, Executive Director

For Kitsap Public Health District

Print Name: _____

Title: _____

This Agreement is made effective as of the _____ day of _____, 2022.

EXHIBIT A

Independent Consultant Scope of Services

Hood Canal Regional Pollution Identification and Correction Program – Phase 4

CONSULTANT: KITSAP PUBLIC HEALTH DISTRICT

Description of Services

Kitsap Public Health District (KPHD) will provide services to support the implementation of the Hood Canal Regional Pollution Identification and Correction (HCRPIC) Program’s Phase 4, as described below.

This Agreement may require modification based on circumstances beyond the control of HCCC and KPHD. PIC projects rely on field work (parcel surveys and investigations) to identify On-Site Sewage Systems (OSS) failures. The field work portion of this project is subject to the uncertainty of potential COVID-19 constraints. HCCC will monitor the safety restrictions and orders for implications on this Scope of Work and may need to amend or terminate this contract as directed by the Governor and State Department of Health.

During the course of this project, coordinators will work closely with field partners and follow Washington state guidance to determine how and when PIC field work can be safely conducted. The Parties recognize that field work timelines will need to be extremely flexible due to potential public safety limitations and available staff resources.

The following project information is excerpted from HCCC’s base agreement scope of work with WA State Department of Health:

Contract number: CBO24134

Subrecipient Organization: Hood Canal Coordinating Council

Subrecipient Contact: Haley Harguth, Watershed Program Manager,
hharguth@hccc.wa.gov, 360.328.4625; Scott Brewer, Executive Director,
sbrewer@hccc.wa.gov, 360.531.0575

DUNS #: 620533930

CPAR Info (Statewide Vendor #, UBI, Federal Tax ID, etc.): 0011386-00, 602-080-310, 91-2085994

DOH Contract Manager: Megan Schell megan.schell@doh.wa.gov 360.236.3307

Federally Approved Indirect Rate: 10% (de minimis)

Period of Performance: DOE - Dec 31, 2022.

NOTE: EPA stretch goals are to spend awarded funds within 2 years

Project Description: This project funds pollution identification and correction activities to protect and improve Hood Canal water quality to safeguard public and ecosystem health and keep shellfish growing areas and recreational beaches open by preventing bacterial pollution flowing into surface waters. The Hood Canal Regional Pollution

Identification and Correction Program brings together local health jurisdictions and tribal partners across the Hood Canal region to coordinate water quality protection actions. This unique regional structure enables cross-jurisdictional sharing of resources and expertise to solve water quality challenges threatening Hood Canal's community and ecosystem health.

Not to exceed: **\$6,650.00**

Near Term Action ID: 2018-0639

OVERVIEW

The Hood Canal Regional Pollution Identification and Correction Program (HCRPIC) core partners will work collaboratively to implement prioritized Pollution Identification and Correction (PIC) work throughout Hood Canal to help reduce bacterial pollution and increase harvestable shellfish acres. HCRPIC core members include Jefferson, Kitsap, and Mason Counties, the Port Gamble S'Klallam and Skokomish Tribes; other partners include the county conservation districts, Hood Canal Salmon Enhancement Group, and WSU Extension.

There are eighteen shellfish growing areas in the Hood Canal Action Area. As of 2019, the Hood Canal Action Area had 29,766 acres of approved growing areas, 1,515 acres with conditional approval, and about 3,144 acres of prohibited or restricted growing area. Washington State Department of Health (DOH) has identified several emergency closure zones, threatened areas, and areas of concern based on marine water quality data. There are close to 30,000 onsite sewage systems (OSS) in the project area, many in close proximity to waterbodies and approximately one third of the systems are over 30 years old. PIC programs have been essential to maintain and improve water quality and will continue to be vital for the health of Hood Canal and its communities.

The project will primarily address fecal pollution and associated pathogens. As fecal pollution sources are corrected, less nutrients and organic materials, associated with human and animal waste, will enter Hood Canal. That will result in less oxygen demand to break down algae blooms resulting from excess nutrients and the organic materials in waste. Hood Canal Regional PIC Program implementation will identify and correct pathogen sources. The resulting water quality improvements will help achieve the Puget Sound Partnership's Vital Sign recovery target to increase harvestable shellfish acreage.

Phase 1 of the HCRPIC program developed a coordinated PIC monitoring plan with the goal to upgrade shellfish harvest areas and prevent future downgrades in Hood Canal priority areas. In the Phase 2 and 3 implementation phases, priority shoreline areas were determined by HCRPIC members using current water quality monitoring information to identify the most important shoreline areas to survey. The prioritization of shoreline areas will be updated annually as new data emerges. Phase 3 ended in August 2019, collectively resulting in 66 shoreline miles monitored, 380 site inspections completed, 55 OSS failures identified, with 28 OSS repairs completed and the rest in progress. The incomplete OSS repairs will continue to be tracked in Phase 4. Phase 4

builds off of previous implementation phases but with a reduced scope of work due to funding limitations. HCRPIC Program - Phase 4 components include: shoreline surveys in priority Hood Canal shoreline areas, pollution hotspot investigation and correction, updated GIS mapping of OSS in Hood Canal, outreach and education to Hood Canal OSS property owners and decision makers, OSS maintenance rebates, ambient stream water quality monitoring, and regional inter-jurisdictional coordination.

The Phase 4 work plan will be developed in consultation with DOH and will include:

- Remaining Phase 3 priority hotspots and work areas including Hoodsport, Union, Big Bend, Alderbrook, and Annas Bay, and
- Other areas with urgent public health or emerging water quality concerns.

GOALS & MEASURABLE OBJECTIVES

Description (e.g., “shellfish beds reopened”)	Units (e.g. “acres”)	Targets (“number”)
Upgrade 50 acres from prohibited to approved in Hoodsport area of Hood Canal 6	Acres	50
Reopen all closed parcels due to elevated bacteria in drainages or due to failing onsite septic systems	Parcels	20
Number of hotspots identified in Mason County	Hotspots	Unknown (will be reported quarterly)
Number of site inspections completed in Mason County	Site Inspections	75
Number of OSS failures identified in Mason County	OSS Failures	5
Number of OSS failures corrected in Mason County	OSS Corrections	5
Area of shoreline surveys conducted in priority areas	Miles	3
Number of ambient freshwater samples collected	Samples	100

KPHD’S HCRPIC PHASE 4 TASKS

The following are the tasks, deliverables, and deadlines associated with this subaward. Task numbering aligns with the task numbers in HCCC’s base grant with DOH.

TASK 1. PROJECT DEVELOPMENT

1.2 QUALITY ASSURANCE PROJECT PLAN (QAPP) DEVELOPMENT

Sub-recipient will review the Washington State Department of Ecology’s NEP Quality Assurance

web page: <https://ecology.wa.gov/About-us/How-we-operate/Scientific-services/Quality-assurance/Quality-assurance-for-NEP-grantees>. Following the review, sub-recipient will work with Ecology's NEP Quality Coordinator to determine whether we can refer to the approved HCRPIC Phase 3 QAPP from our prior and similar PIC implementation work. If a QAPP is required, sub-recipients will work with Ecology's NEP Quality Coordinator -NEP QC to develop and approve the QAPP.

Work related to collecting or using environmental data may not begin until the QAPP waiver and QAPP are completed and approved.

DELIVERABLES

Task	Deliverable Description	Due Date
1.2	QAPP Waiver Determination Form (required) and QAPP (if required)	Draft due within 30 days of agreement start date

TASK 2. PROJECT MANAGEMENT AND REPORTING

2.5 WATER QUALITY EXCHANGE (WQX) DATA REPORTING

WQX refers to an electronic data system for water quality monitoring data developed by EPA. If sub-recipients collect any physical, chemical or environmental data (e.g. dissolved oxygen, water temperature, salinity, turbidity, pH, phosphorous, total nitrogen, E. coli or Enterococci, and other biological and habitat data) WQX reporting will be required. Data for an entire calendar year (Jan. 1 – Dec. 31) should be submitted annually. To assist in tracking in WQX, name your project as follows: NEP_2018_*(insert organization name)*; the unique project ID needs to be 35 characters or less. Include the WQX ID in the quarterly progress reports. Refer to entry verification samples as needed.

WQX reporting completed by: Annually by January 30

Final WQX entry completed by: Upon contract completion

DELIVERABLES

Task	Deliverable Description	Due Date
2.5	WQX Reporting (if required)	Annually by Jan 30, and upon project completion

TASK 3. HOOD CANAL REGIONAL POLLUTION IDENTIFICATION AND CORRECTION PROGRAM PHASE 4 IMPLEMENTATION

3.1 HCRPIC PROGRAM COORDINATION:

Support HCRPIC Program coordination, providing technical expertise and advice as needed.

This task includes: collaboration with program partners to reinforce shared protocols and clarify

work flows, prepare the Phase 4 Workplan and track progress, preparation of invoices and progress reports for project coordinators, coordination of County staff working toward Phase 4 objectives, coordination with landowners within the project area, upkeep and quality assurance of program data, data reporting, and contributions to program deliverables, including quarterly and final reports, sustainable funding efforts, and outreach materials.

Project Coordination: Coordinate implementation of HCRPIC in your jurisdiction following HCRPIC protocols described in the HCRPIC Guidance Document and the project QAPP. Monitor spending and progress toward deliverables.

Submit monthly invoices and progress reports (using HCRPIC Program templates) **by the 15th of the following month**. Communicate any concerns to HCRPIC Coordinator that progress is not on track.

Invoices will be reimbursed upon satisfactory progress and reporting on the deliverables within each payment period.

- Send invoices via e-mail to HCCC accountant, Terry Fischer (tfischer@hccc.wa.gov)
- Send progress reports via email to Heidi Huber (hhuber@hccc.wa.gov)

HCRPIC Ph. 4 Workplan: HCRPIC partners will work collaboratively to develop the HCRPIC Phase 4 Workplan, which will establish priority areas for shoreline and ambient freshwater stream monitoring and property surveys, targeting areas of known pollution hotspots, or facing shellfish growing area downgrades. The Phase 4 Workplan will be informed by data from the HCRPIC Program Phase 3 results and GIS analysis, current water quality information gathered from county health jurisdictions and tribes, and monitoring data and recommendations from Washington State Department of Health technical staff. It will outline tasks to build upon supporting work conducted in Phase 3. The Phase 4 Workplan will outline any changes to HCRPIC Program procedures for data collection, PIC hotspot investigations, and reporting, including the enforcement process and timeline, and protocol for communication of public health risks. *Field work activities cannot begin until the HCRPIC Phase 4 Workplan is completed and the QAPP is approved.*

Data Collection & Reporting: Submit field work data to project coordinators every quarter using the HCRPIC cumulative data report template. Data reported to the HCRPIC Program should include all PIC field work performed in Hood Canal funded by the HCRPIC Program grant, as well as other funding sources, in order to provide a comprehensive report of all Hood Canal PIC efforts across jurisdictions. Data is expected to be thoroughly reviewed by the submitter for quality assurance and quality control and entered into Kitsap Health's cloud-based water quality database, prior to it being submitted. Final Cumulative Data Reports will be submitted to project coordinators after field work is completed to prepare for analysis, mapping, and EPA WQX data entry. All data collected that is paid by this grant must be shared with state and federal agencies upon request.

HCRPIC Guidance Group Meetings: HCRPIC partners will share information and ideas, make

collaborative decisions, and help guide HCRPIC Program's direction. The Guidance Group provides oversight, guidance, shared learning, and structure for consistent procedures across the PIC program. Guidance Group meetings with project partners will be held quarterly or as needed to advance collaborative work in the PIC project area. At Guidance Group meetings, partners will:

- Report on Ph 4 Workplan implementation, including current progress updates including: progress on priority hotspot and water quality investigations, surveys completed, FC sources identified, progress of FC source correction, success stories, lessons learned, requests for advice and assistance, next steps, upcoming events, etc.
- Present hotspots for consideration of elimination following hotspot closure protocol described in HCRPIC Guidance Document. This information will be included in the HCRPIC Ph. 4 final report.
- Provide updates on sustainable funding efforts.

Strategic Planning/Sustainable Funding: Strategic planning efforts will be conducted to develop and implement a plan to enhance the HCRPIC Program's efforts to reduce bacterial contamination in the shellfish growing areas of Jefferson, Kitsap, and Mason Counties. HCRPIC partners will work with program coordinators to develop a strategic plan, which addresses the key elements in the Pollution Identification and Correction Program Draft Protocols Recommendations provided by the Departments of Health and Ecology. The Guidance Group will determine objectives and scope of activities, which may include hiring an outreach consultant to support the development of a sustainable funding outreach campaign, outreach products, and presentations to decision-makers on water quality protection, program successes and sustainable funding. HCRPIC partners will provide updates of sustainable funding efforts at Guidance Group meetings.

Training/Workshops: Assist project coordinators in preparing and leading HCRPIC Field Training Workshop. The HCRPIC members will participate in a field training and data reporting workshop addressing HCRPIC protocols and procedures. The workshop will be held in the first quarter after contract agreements are in place. Local Health Jurisdiction Project coordinator and at least one field staff participating in HCRPIC Program field activities must attend the training.

Project partners may participate in DOH-sponsored PIC workshops and other trainings/events (subject to grant coordinator approval), as funds allow. Maximum of two events per sub-recipient, or two people may attend a single event.

3.3 ONSITE SEPTIC SYSTEM MAINTENANCE REBATES

Homeowner rebates for onsite septic system maintenance will be provided to priority parcels by local health jurisdictions. These rebates were very successful in Phases 2 and 3 to incentivize homeowners to properly operate and maintain their septic systems. In Phase 4, HCRPIC partners will offer rebate vouchers up to \$500 per OSS, to reimburse costs for OSS inspections and pumping, and small tank repairs.

Rebate notices will be distributed to residences using a consistent format across jurisdictions. The criteria for rebate recipients will be determined by the Guidance Group and approved by

DOH. In past phases, criteria were set to include homeowners who had not previously received a voucher, located in priority areas, or had missing or overdue maintenance records.

Local Health Jurisdictions will track and analyze data summarizing rebate recipients and services reimbursed to evaluate the effectiveness of the rebate program as a behavior change tool and inform future phases.

DELIVERABLES

Task	Deliverable Description	Due Date
3.1	Program Coordination Describe coordination activities in monthly progress reports. Report on workplan implementation progress at quarterly Guidance Group meetings.	Ongoing, Monthly At quarterly Guidance Group meetings
3.3	OSS Maintenance Rebates Report number of rebates processed in monthly progress reports and in final reporting with specific selection criteria and outcomes (length of time since last inspection, tanks more than ½ full of solids, and any deficiencies identified and/or corrected	Ongoing, complete by Dec 31, 2022

PROJECT BUDGET

HCRPIC Program Ph. 4 Budget – KPHD		
Task 1: Project Development		
Personnel		
Senior Environmental Health Specialist (Task 1.2 QAPP addendum)	7.5 hours @ \$63.18 per hour	\$473.85
Personnel Subtotal		\$473.85
Indirect Costs	39.47%	\$187.03
Task 1 Subtotal		\$660.88
Task 2: Project Management & Reporting		
Personnel		
Environmental Health Specialist (Task 2.5 WQX)	13 hours @ \$50 per hour	\$650
Personnel Subtotal		\$650
Indirect Costs	39.47%	\$256.55
Task 2 Subtotal		\$906.55

Task 3: HCRPIC Program Implementation		
Personnel		
Senior Environmental Health Specialist (Task 3.1 PIC Coordination)	46 hours @ \$63.18 per hour	\$2,906.28
Personnel Subtotal		\$2,906.28
Other Costs		
OSS O&M Rebates		\$970.68
Other Costs Subtotal		\$970.68
Indirect Costs (Task 3.1)	39.47%	\$1,147.11
Task 3 Subtotal		\$5,024.07
Subtotals		
Personnel Total		\$4,030.13
Other Costs Total	OSS Rebate Vouchers	\$970.68
Travel Total	(Describe if any)	
Indirect Costs	39.47%	\$ 1,590.69
Grand Total		\$6,591.50

Compensation: The Consultant shall be compensated under this agreement in an amount not to exceed: **\$6,650.00**. Hourly composite rates and indirect rates will be billed based on actual rates at the time of service. If hourly composite rates and indirect rates differ from those listed in this contract, then the consultant will send an email with their invoice to the HCCC Accountant documenting these changes. The consultant will ensure that any rate changes do not result in an increase that exceeds the total budget. Submit monthly invoices to the Accountant by the 15th of the following month. Expenses are payable with prior authorization from HCCC project manager, and contingent upon satisfactory progress reporting toward completion of project deliverables. Consultant shall submit the final invoice, or any claims for payments not already made, no later than 30 days from the expiration or termination of the agreement.

Progress Reporting: Consultant will submit progress reports each month by the 15th of the following month to accompany invoices. A progress report template will be provided. Submit progress reports to the project manager.

Travel: If claiming mileage Consultant will submit a mileage Report for reimbursement with invoice. Mileage and travel costs will be reimbursed at current federal rates or allowances.

Contract Duration Date: The effective date is the date the contract is signed by all parties and ends **Dec 31, 2022**.

Consultant Checklist: Consultant will complete and provide requested information on Exhibit B.

Contract Representatives:

Scott Brewer, Executive Director
Hood Canal Coordinating Council
17791 Fjord Drive, NE Suite 118
Poulsbo, WA 98370-8430
sbrewer@hccc.wa.gov
(360) 531-0575

Heidi Huber, Programs Development Specialist
Hood Canal Coordinating Council
17791 Fjord Drive, NE Suite 118
Poulsbo, WA 98370-8430
hhuber@hccc.wa.gov
(360) 620-3615

Haley Harguth, Watershed Program Manager
Hood Canal Coordinating Council
17791 Fjord Drive, NE Suite 118
Poulsbo, WA 98370-8430
hharguth@hccc.wa.gov
(360) 328-4625

Accountant:
Terry Fischer
Hood Canal Coordinating Council
17791 Fjord Drive, NE Suite 118
Poulsbo, WA 98370-8430
tfischer@hccc.wa.gov
(360) 536-1338

Consultant Representative(s):

Keith Grellner, Administrator
Kitsap Public Health District
345 6th Street, Suite 300
keith.grellner@kitsappublichealth.org
(360) 728-2284

Project Manager:
Grant Holdcroft, Water Pollution Identification and Correction Manager
Kitsap Public Health District
345 6th Street, Suite 300

grant.holdcroft@kitsappublichealth.org
(360) 728-2228

Leslie Banigan, Senior Environmental Health Specialist
Kitsap Public Health District
345 6th Street, Suite 300
leslie.banigan@kitsappublichealth.org
(360) 728-2243

EXHIBIT B
PROFESSIONAL SERVICES CONTRACT
CONSULTANT CHECKLIST

Consultant is a Subrecipient or a Contractor (Consultant): According to GSA-CX-1.8: Subrecipient and Contractor Determination guidelines, HCCC has determined that you are a Contractor, aka Consultant.

UBI No. 601 139 034

Federal Tax ID No. 42-1689063

Provide Data Universal Numbering Systems (DUNS) Number: 169167202

Consultant Type: Local government

FEDERAL/STATE PASS-THROUGH INFORMATION

Refer also to information in Exhibit A.

Project Name: Hood Canal Shellfish Strategic Initiative, Hood Canal Regional Pollution and Identification Correction Program Phase 4

Funding Sources: Environmental Protection Agency (passed through) Washington State Department of Health

CFDA Program Title: Puget Sound Action Agenda: Technical Investigations and Implementation Assistance Program

Funding Source Award Date: Refer to Amendment dated August 17, 2022

Funding Source Number (Federal Award Identification No): PC-01J18001-4

Catalog of Federal Domestic Assistance No. (CFDA): 66.123

Note: This award is not for R&D (research and development).

Complete Cyber Certification (if contract involves Collecting and Managing Data in federal system). N/A

Consultant is hereby provided with Exhibit A-1 WA DOH Agreement CBO24134 subrecipient Statement of Work [Programmatic Conditions](#) as applicable.

In accordance with 40 CFR 33.106 and its Appendix A, the contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor administration shall carry out application requirements of 40 CFR part 33 in the award of contract awarded under EPA financial assistance agreements. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies.

If grant is over \$100,000 complete/sign restrictions on Lobbying Certification 40 CFR Part 34 (and disclosure if applicable): [Sign and return Certification linked here](#)

Certifications

Consultant DBE Program Reporting (indicate as appropriate):

Owned and Managed as Disadvantaged Business:

- ☐ Women Owned Business Enterprise
- ☐ Minority Owner Business Enterprise
- ☐ Veteran Owned Business Enterprise
- ☐ Community Based Organization

If certified by Washington State's Office of Minority and Women Owned Business Enterprise (OMWBE) www.omwbe.wa.gov or Department of Veterans Affairs (DVA), enter the certification number: County

Provide proof of WA Dept. of Revenue Account in Good Standing.

Provide proof of WA Labor & Industries Account in Good Standing (and not debarred) or Exemption (if no employees): (320,175-00)

Insurance (*as applicable*): Renew during term of contract

- Commercial Auto Liability (if claiming mileage included in Exhibit A tasks, use HCCC Report)
- Commercial General Liability (naming HCCC as additional insured)
- Professional Liability Insurance
- Workers' Compensation and Employer Defense Insurance

Notice: The Hood Canal Coordinating Council as an equal opportunity employer will not discriminate on the basis of race, creed, color, national origin, ancestry, sex, marital status, gender, sexual orientation, age, maternity, and childbirth, honorably discharged veteran or military status, disability, genetics, HIV and/or Hepatitis C status, use of a trained guide dog or service animal by a person with a disability, or other protected class under federal, state or local law. Persons requiring reasonable accommodation or requiring any information in an alternative format may contact 360-394-0046. Inquiries about the HCCC's compliance may be directed to Scott Brewer, Executive Director.

New or Renewed Contracts for the Period of 07/01/2022 through 07/31/2022

KPHD Contract ID	KPHD Program	Contract Type	Contract Length	KPHB Approved	Contract Amount	Signed Date	Start Date	End Date	Client Contract ID
Active (4 contracts)									
City of Poulsbo									
ID: 2275	PIC, John Kiess	Contract for Services	Closed	07/05/22	\$125,000.00	07/18/22	07/01/22	06/30/27	2022-019
Description: The District to provide water quality testing for potential storm water illicit discharges and connections (screening); investigation of (confirmed) illicit storm water discharges and connections; correction of illicit discharges and connections through a combination of education and enforcement of EH regulations; and other work related to the City of Poulsbo's compliance with their Municipal Storm Water Permit.									
.....									
Kitsap Community Resources									
ID: 2276	Assessment and Epidemiology, Kari Hunter	Contract for Services	Closed		\$26,400.00	07/22/22	06/01/22	02/28/23	
Description: KPHD to provide data collection and analysis services for the 2022 KCR Community Survey and Focus Groups for the 2022 KCR Community Needs Assessment to be utilized by the following organizations in a cooperative manner: Kitsap Community Resources (KCR), Kitsap Public Health District (KPHD), and community partners of either KCR or KPHD.									
.....									
Kitsap County Division of Aging and Long-Term Care									
ID: 2251	Chronic Disease Prevention, Dana Bierman	Interlocal/Interagency	Closed	07/05/22	\$10,000.00	07/22/22	03/01/22	12/31/22	KC-244-22
Description: KPHD will provide technical assistance to Kitsap Aging to improve the Area Plan community survey used to engage community members to share their ideas about strengths, needs, and gaps of social services throughout Kitsap County that serve older adults, younger adults with disabilities, and their caregivers.									
.....									
Peninsula Community Health Services									
ID: 2278	Community Health, Yolanda Fong	Amendment	Closed	07/05/22		07/18/22	01/21/21	09/30/22	
Description: This Agreement provides a means for Subcontractor, who is conducting mass vaccination clinics to support Kitsap Public Health District's COVID-19 Mass Vaccination Plan, to receive federal reimbursement for allowable expenses.									
.....									

Kitsap Public Health Board Meeting**Date: October 04, 2022****CONSENT AGENDA ITEM: Warrant and Electronic Fund Transfer (EFT) Registers****Approvals:**

	Signature	Date
Administrator	<i>Keith Grallner</i>	9/27/2022
Finance Manager	<i>Melissa Laird</i>	9/27/2022

Recommended Motion: Approval**Items:**

Type	Warrant/EFT Date	Total Amount
Accounts Payable	08/01-08/31/2022	\$ 282,547.58
Accounts Payable Total		\$ 282,547.58
Payroll Benefits	8/25/2022	177,358.75
Payroll	8/31/2022	533,296.83
Payroll PERS Payment	8/11/2022	131,059.12
Payroll Taxes	8/31/2022	205,804.85
Payroll Total		\$ 1,047,519.55
	Grand Total	\$ 1,330,067.13

Kitsap Public Health Board Action:

- ☐ Approve
☐ Deny
☐ Table / Continue

	Signature	Date
Kitsap Public Health Board Chair		

Kitsap Public Health District

From Date 8/1/2022
To Date 8/31/2022

Source	Date	Supplier	Memo	Amount
Supplier Invoice	8/1/2022	Acranet Cbs Branch	Invoice # 21009	80.81
Expense Report	8/1/2022	Alena Schroeder	SUPPLIES 071522	17.42
Expense Report	8/1/2022	Alena Schroeder	Misc CE for Phlebotomy Cert.	225.00
Expense Report	8/1/2022	Barbara Steusloff	Mileage 0607-070122	36.38
Expense Report	8/1/2022	Barbara Steusloff	Mileage 0607-070122	68.27
Expense Report	8/1/2022	Barbara Steusloff	Mileage 0607-070122	100.00
Expense Report	8/1/2022	Barbara Steusloff	Mileage 0607-070122	214.28
Supplier Invoice	8/1/2022	Blue Sky Printing	Invoice 9403-10026	311.34
Expense Report	8/1/2022	Brandon Kindschy	MILEAGE 0608-6092022	19.31
Supplier Invoice	8/1/2022	Bremerton Government Center Association	082022HD	32,201.54
Supplier Invoice	8/1/2022	Champ Software, Inc.	Invoice # 5780	1,100.00
Supplier Invoice	8/1/2022	Champ Software, Inc.	Invoice # 5780	15,473.28
Supplier Invoice	8/1/2022	Citiesdigital	Invoice # 54856	949.14
Supplier Invoice	8/1/2022	City of Bremerton	INV # BKAT000692	443.08
Supplier Invoice	8/1/2022	Collins Computing Inc	Invoice# 064989	168.75
Supplier Invoice	8/1/2022	Collins Computing Inc	065098	3,900.00
Supplier Invoice	8/1/2022	Comcast	Invoice # 151995917	504.65
Supplier Invoice	8/1/2022	Comcast	8498 36 02 1644737- 8498 36 02 1685177	672.32
Expense Report	8/1/2022	Dayna Katula	MILEAGE 070822, MISC EXP	13.13
Expense Report	8/1/2022	Dayna Katula	MILEAGE 070822, MISC EXP	14.99
Supplier Invoice	8/1/2022	Dell Marketing L.P.	Invoice # 10597345142	7,906.44
Supplier Invoice	8/1/2022	Dell Marketing L.P.	Invoice # 10597345142	3,115.40
Supplier Invoice	8/1/2022	DocuSign, Inc	INVOICE# 34993332	2,620.80
Supplier Invoice	8/1/2022	DocuSign, Inc	INVOICE# 34993332	393.12
Supplier Invoice	8/1/2022	FedEx	Invoice # 7-827-92909	20.28
Supplier Invoice	8/1/2022	FedEx	Invoice# 7-834-90321	29.05
Supplier Invoice	8/1/2022	Granicus	Invoice # 154661	14,106.98
Expense Report	8/1/2022	Hannah Vinyard	MILEAGE 0714-072122	118.19
Expense Report	8/1/2022	Harrison Forte	MILEAGE 0628-070122	162.92
Expense Report	8/1/2022	Harrison Forte	MILEAGE 0628-070122	174.06
Expense Report	8/1/2022	Harrison Forte	MILEAGE 0628-070122	241.24
Expense Report	8/1/2022	Harrison Forte	MILEAGE 0511-062322	490.76
Supplier Invoice	8/1/2022	Henry Schein, Inc.	Invoice 22673075	96.06
Supplier Invoice	8/1/2022	Iron Mountain	INVOICE # 202576682	177.47
Expense Report	8/1/2022	Janet Wyatt	Mileage 0706-072722	75.50
Expense Report	8/1/2022	Kelsey Stedman	Mileage 0617-062922, Misc expenses	47.91
Expense Report	8/1/2022	Kelsey Stedman	Mileage 0617-062922, Misc expenses	710.00
Expense Report	8/1/2022	Kimberly Jones	MILEAGE 0701-0072022	198.75
Supplier Invoice	8/1/2022	Kitsap County	May-June 2022	4,904.83
Supplier Invoice	8/1/2022	Kitsap County	August 2022 Invoice	2,978.95
Supplier Invoice	8/1/2022	Kitsap Sun	Invoice # 0004784907-Acct# 288809	103.60
Supplier Invoice	8/1/2022	Laboratory Corporation of America	INVOICE # 73803155	416.25
Expense Report	8/1/2022	Laura Ciulla	Mileage 0608-063022	78.39
Expense Report	8/1/2022	Leslie Banigan	Mileage 0621-063022	84.01
Expense Report	8/1/2022	Lisa Warren	Mileage 0707-072122	88.88
Supplier Invoice	8/1/2022	Loomis	INV# 13063118	582.00
Expense Report	8/1/2022	Nolan Simmons	MILEAGE 0718-071922	70.88
Supplier Invoice	8/1/2022	ODP Business Solutions, LLC	Invoice # 250601997001	38.27
Supplier Invoice	8/1/2022	ODP Business Solutions, LLC	Invoice # 250601997001	38.28
Supplier Invoice	8/1/2022	OLSOS Scrip	Invoice # 37639042	3,000.00
Supplier Invoice	8/1/2022	Ozark Underground Laboratory	Invoice# 200729WA40/053122WA37	150.00
Expense Report	8/1/2022	Paul Giuntoli	MILEAGE 0714-071822	76.25
Supplier Invoice	8/1/2022	Quadient Finance Usa Inc	JULY POSTAGE REFILL	2,500.00
Expense Report	8/1/2022	Sarah Kinnear	Mileage 0513-061522	10.65
Supplier Invoice	8/1/2022	Sensoscientific Inc	Invoice # 0138160-IN	709.26
Supplier Invoice	8/1/2022	Smarsh Inc	Invoice # 00715579	630.00
Supplier Invoice	8/1/2022	Smarsh Inc	Invoice # 00715579	14,517.96
Supplier Invoice	8/1/2022	Spectra Laboratories - Kitsap, LLC	INVOICE # C22-03267	2,669.20
Supplier Invoice	8/1/2022	Spectra Laboratories - Kitsap, LLC	JUN-JULY 2022	18,466.80
Supplier Invoice	8/1/2022	Staples	Invoice# 3513183751	120.92
Supplier Invoice	8/1/2022	Staples	Inv# 3512678740	691.18
Supplier Invoice	8/1/2022	Staples	Invoice # 3513416186	1,090.76
Supplier Invoice	8/1/2022	Stericycle Inc	Invoice # 8002049435	581.49
Supplier Invoice	8/1/2022	Stericycle Inc	Invoice # 3006119489-Acct# 6029865	671.73
Supplier Invoice	8/1/2022	Structured	Invoice # 0223665-IN	4,816.41
Supplier Invoice	8/1/2022	Taylor Technologies, Inc.	INVOICE 463091-460771	414.52
Supplier Invoice	8/1/2022	The People'S Harm Reduction Alliance	June 2022	4,328.23
Expense Report	8/1/2022	Tobbi Stewart	MILEAGE/TRAVEL EXP 0601-070122	278.46
Expense Report	8/1/2022	Tobbi Stewart	MILEAGE/TRAVEL EXP 0601-070122	204.38
Expense Report	8/1/2022	Tobbi Stewart	MILEAGE/TRAVEL EXP 0601-070122	277.84
Supplier Invoice	8/1/2022	United Business Machines Of Wa	INVOICE# 477615	949.65
Supplier Invoice	8/1/2022	United Business Machines Of Wa	Invoice # 477900	629.81

Source	Date	Supplier	Memo	Amount
Supplier Invoice	8/1/2022	US Bank National Association	(July 2022) Acct# 4246-0445-5568-8591	6,500.32
Supplier Invoice	8/1/2022	US Bank National Association	(July 2022) Acct# 4246-0445-5568-8591	114.09
Supplier Invoice	8/1/2022	US Bank National Association	Acct# 4246-0445-5568-8591 (July 2022)	7,955.94
Expense Report	8/1/2022	Victoria Lehto	MILEAGE 0601-062422	156.43
Supplier Invoice	8/1/2022	Washington Poison Center	Invoice # S100	208.34
Expense Report	8/1/2022	Yolanda Fong	MILEAGE 072222	71.25
Ad Hoc Bank Transaction	8/2/2022	Bank of America	Withdrawal - Credit Card - PH - R00209699 - 2022-08-02	57.75
Supplier Invoice	8/2/2022	Microsoft Corporation	Invoice # E0600JO7JS,E0600JNTU7	4,106.43
Supplier Invoice	8/2/2022	ODP Business Solutions, LLC	Inv# 257792140001	514.20
Supplier Invoice	8/2/2022	Staples	Invoice # 3514467409	1,385.98
Ad Hoc Bank Transaction	8/3/2022	Bank of America	Withdrawal - Credit Card - PH - R00209741 - 2022-08-03	6,361.88
Supplier Invoice	8/3/2022	Masters, Spencer R.	SEPT 2022	839.00
Supplier Invoice	8/3/2022	Olympic NW Property Management	SEPT 2022	672.00
Supplier Invoice	8/3/2022	Silverdale Home Associates	SEPT 2022	1,066.00
Miscellaneous Payment	8/4/2022	AGROVISTA PROPERTIES, LLC	MISC EXPENSE	1,100.00
Expense Report	8/4/2022	Anne Burns	Mileage 0705-072922	49.50
Expense Report	8/4/2022	Brian Burchett	Mileage 0705-072922	258.88
Expense Report	8/4/2022	Crystal Nuno	Mileage 0701-072822, Supplies	631.25
Expense Report	8/4/2022	Crystal Nuno	Mileage 0701-072822, Supplies	41.12
Expense Report	8/4/2022	Mindy Tonti	Mileage 0701-072522	123.94
Expense Report	8/4/2022	Richard Bazzell	Mileage 0601-062922, RS Renewal	351.00
Expense Report	8/4/2022	Richard Bazzell	Mileage 0601-062922, RS Renewal	50.00
Expense Report	8/4/2022	Sam Ader	Mileage 0705-072922	196.25
Supplier Invoice	8/4/2022	Telelanguage Inc	Invoice # TL142406	14.85
Supplier Invoice	8/4/2022	Telelanguage Inc	Invoice # TL142406	216.15
Supplier Invoice	8/4/2022	Telelanguage Inc	Invoice # TL142406	310.20
Supplier Invoice	8/4/2022	Telelanguage Inc	Invoice # TL142406	29.70
Expense Report	8/4/2022	Victoria Lehto	Mileage 0711-072922	158.06
Ad Hoc Bank Transaction	8/5/2022	Bank of America	Withdrawal - Credit Card - PH - R00209823 - 2022-08-05	1,605.69
Supplier Invoice	8/6/2022	Wex Bank	Invoice # 82902210	778.06
Supplier Invoice	8/8/2022	Anish Adhikari	Invoice 1	2,700.00
Supplier Invoice	8/8/2022	Peninsula Community Health Services	PAY PERIOD 13 - COVID	24,510.73
Supplier Invoice	8/8/2022	Toyota Financial Services	Acct# 03-0322-CU922 (Aug 2022)	460.71
Supplier Invoice	8/9/2022	Comcast	8498 36 002 0701975 (AUG 22)	117.03
Supplier Invoice	8/9/2022	Comcast	8498 36 002 0701975 (AUG 22)	117.03
Supplier Invoice	8/10/2022	Verizon Wireless	Inv# 9913267395-Aug 2022	5,424.94
Supplier Invoice	8/10/2022	Washington State Auditor's Office	Invoice # L149798	12,016.35
Supplier Invoice	8/10/2022	Washington State Public Health Assoc	Invoice 4844	100.00
Expense Report	8/11/2022	Ashley Duren	Mileage 072922	72.00
Ad Hoc Bank Transaction	8/11/2022	Bank of America	Withdrawal - Credit Card - PH - R00209958 - 2022-08-08	25.00
Expense Report	8/11/2022	Christine Bronder	MILEAGE Mileage 0701-071922	203.13
Supplier Invoice	8/11/2022	Eliza Brame Spessard	SEPT 2022	300.00
Supplier Invoice	8/11/2022	Kania, Sharon Faye	SEPT 2022 HOUSING	458.00
Expense Report	8/11/2022	Kevin Nguyen	MILEAGE 080822	11.44
Supplier Invoice	8/11/2022	Kitsap County	2ND QTR 2022	14,155.00
Supplier Invoice	8/11/2022	Lingo	Invoice # 32735062	24.04
Supplier Invoice	8/11/2022	Peninsula Community Health Services	CDC PASSTHRU-IMMUNIZATIONS	10,000.00
Supplier Invoice	8/11/2022	Softwareone Inc.	INV# US-PSI-1203158	2,604.94
Expense Report	8/11/2022	Tameka Phelps	Mileage 0705-072922	195.25
Supplier Invoice	8/11/2022	Taylor Technologies, Inc.	Invoice # 460771	191.30
Supplier Invoice	8/12/2022	K2 Scientific LLC	PO# 20608	2,715.57
Supplier Invoice	8/13/2022	Canon Financial Services, Inc.	Invoice # 29035719	1,043.07
Supplier Invoice	8/15/2022	Collins Computing Inc	Invoice # 065207	112.50
Supplier Invoice	8/16/2022	Xiologix, Llc	INVOICE # 9570	4,321.18
Expense Report	8/17/2022	Alexandra Moore	MILEAGE 0707-080922	335.00
Expense Report	8/17/2022	Anna Gonzalez	MILEAGE 0717-080822	35.56
Expense Report	8/17/2022	Anne Burns	MILEAGE 0802--080622, SUPPLIES	88.06
Expense Report	8/17/2022	Anne Burns	MILEAGE 0802--080622, SUPPLIES	90.23
Expense Report	8/17/2022	Barbara Steusloff	MILEAGE 0801-081120	89.31
Supplier Invoice	8/17/2022	Blue Sky Printing	Invoice# 10278	50.22
Expense Report	8/17/2022	Christopher Winters	MILEAGE 0714-072722	100.88
Expense Report	8/17/2022	George Fine	MILEAGE 0624-063022	17.55
Expense Report	8/17/2022	Hannah Vinyard	MILEAGE 0729-081222	170.13
Expense Report	8/17/2022	Kaela Moontree	MILEAGE 713-072422	53.25
Expense Report	8/17/2022	Keith Grellner	MILEAGE 0803-080522	168.13
Expense Report	8/17/2022	Laura Westervelt	MILEAGE 0720-07222, TRAINING	143.75
Expense Report	8/17/2022	Laura Westervelt	MILEAGE 0720-07222, TRAINING	105.98
Expense Report	8/17/2022	Layken Winchester	MILEAGE 0714-080822	61.44
Expense Report	8/17/2022	Megan Moore	TRAVEL 0701-072222	809.50
Expense Report	8/17/2022	Melissa O'Brien	MILEAGE 0711-072622	100.19
Expense Report	8/17/2022	Michelle McMillan	MILEAGE 072222	22.31
Expense Report	8/17/2022	Nolan Simmons	MILEAGE 0720-080822	220.88
Expense Report	8/17/2022	Paul Giuntoli	MILEAGE 0719-080622	228.13
Supplier Invoice	8/17/2022	Quadient Leasing USA, Inc	INVOICE # N9543910	1,437.42
Expense Report	8/17/2022	Richard Bazzell	MILEAGE 0705-072522	180.63
Expense Report	8/17/2022	Rosalie Howarth	MILEAGE 0718-08422	155.25

Source	Date	Supplier	Memo	Amount
Expense Report	8/17/2022	Ross Lytle	MILEAGE 0701-080922	180.00
Expense Report	8/17/2022	Rudy Baum	MILEAGE 0705-07292022	242.88
Expense Report	8/17/2022	Susan Van Ort	MILEAGE 0704-072022	236.25
Expense Report	8/17/2022	Talia Humphrey	MILEAGE 070722	17.56
Expense Report	8/17/2022	Yaneisy Griego	MILEAGE 0707-72822	48.13
Expense Report	8/17/2022	Yaneisy Griego	MILEAGE 0707-72822	2.98
Supplier Invoice	8/19/2022	FedEx	Invoice # 7-857-22452	30.83
Supplier Invoice	8/19/2022	Siena Holdings Llc	Sept 2022	733.00
Supplier Invoice	8/22/2022	Griffin Glen Apartments LLC	Sept 2022	1,282.00
Ad Hoc Bank Transaction	8/24/2022	Bank of America	Withdrawal - Credit Card - PH - R00210314 - 2022-08-10	375.00
Expense Report	8/24/2022	Brandon Kindschy	Mileage 0715-072722	41.56
Expense Report	8/24/2022	Deborah Rassa	Supplies 0613-063022	40.60
Expense Report	8/24/2022	George Fine	Mileage 0701-081222	44.00
Expense Report	8/24/2022	Lisa Warren	Mileage 0721-081722	80.75
Expense Report	8/24/2022	Nancy Acosta	RN Renewal, Supplies	122.50
Expense Report	8/24/2022	Nancy Acosta	RN Renewal, Supplies	281.89
Expense Report	8/24/2022	Paul Giuntoli	Mileage 0808-081522	95.00
Expense Report	8/24/2022	Rosalie Howarth	Mileage 0805-081622	68.19
Ad Hoc Bank Transaction	8/25/2022	Bank of America	Withdrawal - Credit Card - PH - R00210353 - 2022-08-22	25.00
Ad Hoc Bank Transaction	8/25/2022	Bank of America	Withdrawal - Credit Card - PH - R00210354 - 2022-08-24	29.50
Expense Report	8/26/2022	Laura Westervelt	Mileage 0701-071922	268.13
Expense Report	8/26/2022	Linda Pandino	KPHD Logowear	46.52
Expense Report	8/26/2022	Nolan Simmons	Miscellaneous	419.58
Supplier Invoice	8/29/2022	American Public Health Association	Member # 10681049	1,000.00
				<u>282,547.58</u>

KITSAP PUBLIC HEALTH DISTRICT

345 6th Street, Suite 300

Bremerton, WA 98337

Date: 8/22/2022

To: Beverly Abney / Accounts Payable

From: Denise Turner / Payroll

Re: PAYROLL BENEFITS WARRANT REQUEST - AUGUST 2022 (GL DATE 8/25/22)

Code	Amount	Vendor #	Vendor/Plan Name	Address
5249	\$ 2,517.07	5628	AFLAC	1932 Wynnton Rd
5249.02	\$ 4,668.91	189181	Employment Security Dept. (PFML)	PO Box 34467
5249	\$ 303.33	383135	Health Equity (HSA)	15 West Scenic Pt Dr
5249	\$ 9,383.64	331850	HRA VEBA Trust	PO Box 807
5249	\$ 5,595.00	257740	NACO/Nationwide (Def Comp)	PO Box 183154-3154
5249	\$ 511.00	394347	Peak1 Admin (Parking)	608 Northwest Blvd #200
5249	\$ 3,535.95	6811	Prof & Tech Engineers Local 17 (Union)	2900 Eastlake Ave E #300
5249	\$ -	6811	Prof & Tech Engineers Local 17 (Union/PAC)	2900 Eastlake Ave E #300
5249	\$ 275.00	418816	VOYA (Def Comp)	PO Box 3015
5249.04	\$ 4,781.96	6779	WA ST Dept. of Labor & Industries	PO Box 34022
5249	\$ 14,189.44	25268	WA ST Dept. of Retirement (Def Comp)	PO Box 9018
5249	\$ 115,345.08	376565	WA Health Care Authority (Medical)	PO Box 84265
5249	\$ 5,526.55	394075	WCIF/WA Counties Ins Fund (Life)	PO Box 6
5249	\$ 10,725.82	368370	WHIT/Western Health Ins Trust (Dental)	PO Box 6
	\$ 177,358.75		GRAND TOTAL	

Kitsap Public Health District - Monthly (Regular) (Pay Group Detail)
08/01/2022 - 08/31/2022 (Monthly) (Period)

Name	Hours	Gross Pay	Employer Paid Taxes	Employer Paid Benefits	Net Pay
Abazi (427227) Ornela	157.33	4,924.20			3,744.22
Abney (4563) Beverly	173.33	5,355.00			3,616.64
Acosta (278956) Nancy	173.33	9,221.00			5,652.71
Ader (413193) Sam	173.33	5,674.00			3,834.02
Ahlin (434420) Zachary	(97.33)	(2,621.56)			(2,010.14)
Ahlin (434420) Zachary	97.33	2,621.56			2,010.14
Ahlin (434420) Zachary	97.33	2,621.56			2,010.14
Anderson (419470) Amy	173.33	6,661.00			4,325.62
Archer (434384) James	173.33	4,006.00			3,051.46
Arias (433900) Jordan	173.33	5,451.00			3,973.48
Armstrong (434291) Jami	173.33	5,555.00			3,950.39
Atisme-Bevins (433909)	173.33	7,226.00			5,257.35
Banigan (215189) Leslie	173.33	7,284.00			5,237.26
Baum (434397) Rudy	173.33	5,147.00			3,817.53
Bazzell (328436) Richard	173.33	7,284.00			5,102.63
Bell (419805) Gus	173.33	7,395.00			5,052.61
Berger (407902) Angeline	173.33	5,191.00			3,690.09
Bierman (404611) Dana	156.00	7,528.00			5,668.61
Borja (426250) Windie	173.33	5,571.00			4,135.66
Boysen-Knapp (2058)	156.00	6,175.00			4,066.23
Bronder (434436) Christine	165.33	4,453.48			3,403.47
Brown (271677) Steven	173.33	9,721.00			5,545.73
Burchett (409212) Brian	173.33	5,147.00			3,786.13
Burke (434463) Lenore	173.33	3,996.00			2,885.42
Burns (434416) Anne	173.33	7,043.00			5,037.18
Byrd (434085) Stephanie	173.33	3,996.00			3,245.78
Camarena (434136)	173.33	7,617.00			5,605.94
Camarena (434536) Daniel	173.33	5,248.00			3,351.78
Chang (411387) Margo	173.33	4,452.00			3,192.83
Ciulla (400655) Laura	86.67	3,779.00			2,111.91
Collins (434101) Lori		-			-
Crow (433648) Kayla	173.33	4,669.00			3,503.63
Davis (433997) Elizabeth	173.33	7,966.00			5,554.32
Dowless (340919) Kelly	173.33	7,306.00			5,287.21
Duren (430735) Ashley	173.33	5,290.00			3,961.56
Ebbay (434566) Xinia	80.00	2,948.80			2,357.49
Evans (4565) Eric	173.33	10,674.00			2,787.71
Fine (421693) George	86.67	2,187.00			1,699.57
Fisk (321284) April	173.33	8,055.00			4,951.43
Fong (356883) Yolanda	173.33	11,358.00			7,592.04
Ford (434296) Callie	173.33	3,625.00			2,774.19
Forte (434150) Harrison	173.33	5,404.00			3,687.59
Giuntoli (337331) Paul	173.33	7,284.00			4,443.85
Gonzalez (401905) Anna	94.54	4,154.37			2,818.48
Grellner (1264) Keith	173.33	13,351.00			9,498.19
Gress (421427) Nicole	173.33	4,604.00			3,501.85
Griego (410072) Yaneisy	173.33	5,338.00			4,122.28
Guerrero (434054) Jill	52.80	1,752.96			1,086.77
Guidry (355732) Jessica	173.33	9,221.00			6,546.79
Guzman (356336) Damarys	173.33	4,954.00			3,519.21
Hadly (434294) Gabrielle	173.33	8,782.00			6,042.39
Henley (434028) Sarah	173.33	6,010.00			4,520.84
Holdcroft (270783) Jodie	173.33	7,784.00			4,586.44
Holdcroft (4579) Grant	173.33	9,221.00			5,501.67
Holt (2726) Karen	173.33	9,682.00			6,310.51
Howard Lindquist (434057)	138.66	4,340.00			3,468.70
Howarth (434500) Rosalie	177.08	5,008.05			3,967.54
Hughes (434256) Jakob	173.33	5,147.00			3,827.58
Humphrey (434383) Talia	173.33	5,018.00			3,876.83
Hunter (409213) Kari	173.33	8,782.00			5,699.89
Inouye (434255) Wendy	173.33	8,055.00			5,532.93
Jenkins (434053) Andrea	133.33	3,074.00			2,383.36
Johanson (400651) Krista	173.33	4,857.00			3,662.09
Jones (358933) Kimberly	173.33	9,521.00			6,424.70
Katula (393427) Dayna	173.33	7,966.00			4,705.98
Kench (245476) Donald	173.33	4,285.00			2,700.17

Name	Hours	Gross Pay	Employer Paid Taxes	Employer Paid Benefits	Net Pay
Kiess (250913) John	173.33	11,208.00			8,094.92
Kindschy (421430) Brandon	173.33	5,958.00			4,259.89
Kinnear (434099) Sarah	173.33	5,480.00			4,060.51
Knoop (16125) Melina	173.33	7,284.00			4,982.27
Kruse (243184) Charles	173.33	7,385.00			4,837.17
Kushner (327580) Siri	173.33	10,674.00			6,802.52
Laird (416539) Melissa	173.33	10,166.00			6,408.07
Lehto (434317) Victoria	173.33	4,669.00			3,599.64
Lytle (285038) Ross	173.33	7,284.00			4,891.82
Madden (434318) Shannon	173.33	3,996.00			2,935.39
Mazur (388104) Karina	173.33	8,108.00			5,302.13
McMillan (434052) Michelle	173.33	5,191.00			3,760.54
Moen (279971) Anne	173.83	6,689.82			4,604.37
Moontree (406607) Kaela	173.33	5,425.00			3,893.87
Moore (421227) Megan	156.00	5,995.00			4,155.10
Moore (433995) Michael	12.67	385.17			354.01
Moore (434254) Alexandra	173.33	4,669.00			3,545.75
Morris (312378) Dawn	173.33	6,554.00			4,601.27
Morris (434567) Amanda	213.33	4,918.00			3,859.31
Morrow (433895) Nathan	173.33	16,464.00			9,951.74
Nguyen (295033) Loan	173.33	5,100.00			3,696.64
Nguyen (434026) Kevin	173.33	4,464.00			3,071.75
Noble (3128) Gregoria	173.33	5,404.00			3,533.81
North (22459) Edwin	173.33	10,166.00			384.66
Nuno (405301) Crystal	173.33	6,897.00			3,727.17
O'Brien (433907) Melissa	173.33	4,447.00			3,451.30
Onarheim (426938) Carin	173.33	5,071.00			3,679.99
Pandino (419118) Linda	173.33	4,857.00			3,673.20
Perales (434396) Sydney	173.33	5,018.00			3,900.24
Perry (306605) Rachel	173.33	4,806.00			3,496.11
Phelps (434295) Tameka	173.33	5,795.00			4,333.53
Plemmons (433994)	57.50	3,076.25			2,249.54
Power (434293) Allison	173.33	6,958.00			4,944.23
Preston (434195) Anne-	173.33	6,311.00			4,671.01
Quist-Therson (419860) Nii	173.33	8,142.00			5,907.07
Rassa (433650) Deborah	173.33	5,018.00			3,561.38
Rhea (324654) Susan	173.33	4,406.00			3,347.94
Ridge (267073) Betti	173.33	7,446.00			4,884.41
Rork (404613) Ian	173.33	6,158.00			4,536.79
Schroeder (434395) Alena	173.33	4,464.00			3,411.20
Shuhler (425553) Yana	173.33	3,996.00			2,887.04
Simmons (434365) Nolan	173.33	4,669.00			3,595.94
Smith (361388) Terri	173.33	8,142.00			5,688.94
Sooter (427776) Thaddeus	173.33	8,055.00			5,761.39
Stedman (347366) Kelsey	173.33	9,421.00			6,230.38
Steusloff (429204) Barbara	173.33	4,669.00			3,543.76
Stewart (423168) Tobbi	173.33	5,958.00			4,357.12
Tiemeyer (433908)	173.33	7,193.00			5,008.48
Tjemsland (433192)	173.33	6,627.00			4,638.32
Tonti (434149) Mindy	173.33	4,251.00			3,396.25
Tran (434316) Meghan	173.33	4,464.00			3,595.78
Turner (1682) Denise	173.33	5,355.00			3,346.17
Van Ort (392243) Susan	173.33	7,284.00			4,969.01
Vinyard (434364) Hannah	166.46	4,270.72			3,269.19
Wagner (426251) Mary	121.34	2,797.00			2,021.29
Warren (434273) Lisa	173.33	7,043.00			5,743.65
Wellborn (14545) Brian	134.00	3,312.88			2,099.32
Wendt (397255) Jan	173.33	7,395.00			5,514.19
Westervelt (434382) Laura	173.33	5,674.00			4,125.71
Whitford (434292) Tiffany	173.33	3,996.00			2,941.42
Wickhamshire (434070)	86.67	1,984.00			1,594.54
Winchester (431493)	173.33	4,902.00			3,402.16
Winters (426939)	173.33	5,425.00			4,024.82
Wyatt (434415) Janet	173.33	7,395.00			4,921.10
	20,903.19	778,182.26	62,589.56	204,920.29	533,296.83



Kitsap County Treasurer's Office

Cash Transmittal

Withdrawal Receipt #R00209963

Approved: 8/11/2022

GL Date: 8/11/2022

Total Amount: \$131,059.12

Request Details

Request ID	209922
Type	Withdrawal
Owner	Beverly Abney
Organization	Kitsap Public Health District
Approved By	Debbie Waterbury
Comments	

ACH/EFT Transaction

Purpose	Date	Reference	Payee	Description	Amount	Memo
ACH/EFT	08/11/2022	95969	Wa State Dept of Retirement Systems	July 2022 - PERS	\$131,059.12	PERS Payment

Line Items

Line	Amount	Memo	Program	Account
1	\$131,059.12	PERS	95969 - Kitsap Public Health District	2315:Employee Benefits Payable

Name	Deduction	Deduction Code	Lookup	Group	Plan	Amount
		W_FW Total				88,958.57
		W_MED Total			Federal Total	88,958.57
		W_MEDER Total				11,073.64
						11,073.64
		W_OAS Total			Medicare Total	22,147.28
		W_OASER Total				47,349.50
						47,349.50
					SS Total	94,699.00
					Grand Total	205,804.85