



WORK SESSION AGENDA

BOARD OF CLALLAM COUNTY COMMISSIONERS

223 East 4th Street Room 160

Port Angeles, Washington

Monday, April 26, 2021 – 8:00 a.m.

****ATTENTION****

In response to the current Governors order Clallam County has moved Phase 3 of the Healthy Washington Roadmap to Recovery Plan. To be in compliance with the Healthy Washington Roadmap to Recovery Plan the following general requirements for COVID safety for meetings held in the Board of Commissioners Board Room are as follows:

1. All attendees are encouraged to provide contact information on a sign in sheet which will be retained for 28 days for contact tracing purposes.
2. Public seating areas and Board member seating must be arranged to ensure physical distancing is maintained.
3. Meeting attendees must wear a proper face covering and maintain six feet of physical distance between other persons.
4. No food or drink should be consumed in the BOCC Board Room.
5. Meeting organizers shall clean or arrange to have cleaned high-touch surfaces before and after each meeting.
6. Hand sanitizing stations will be available in the BOCC Board Room.
7. Keep doors and windows open where possible to improve ventilation.
8. The Chair of the meeting shall ensure masking and social distancing practices are enforced and practices by all event attendees.

This meeting can be viewed on a live stream at this link:
<http://www.clallam.net/features/meetings.html>

If you would like to participate in the meeting via BlueJeans audio only, call 408-419-1715 and join with Meeting ID: 875 561 784

If you would like to participate in the meeting via BlueJeans video conference, visit www.bluejeans.com and join with Meeting ID: 875 561 784

Public comment and questions can be directed to the Clerk of the Board at 360-417-2256 or agores@co.clallam.wa.us.

****ATTENTION** BOCC will be switching to Zoom video conferencing system in May.**

Administration – 9 a.m.

1. Calendar/Correspondence
2. Pre-application questionnaire with Office of Crime Victim Advocacy for Victim Witness Assistance

Pre-application questionnaire 

3. Contract amendment 20 with Washington State Department of Health for COVID funding (2c)*

Contract amendment 

Public Works

4. Agreement with Clallam Conservation District for Environmental Site Assessment for Dungeness Off-channel Reservoir Project

Agreement 

5. Landowner acknowledgement form for fish passage barrier removal on Bear Creek Road and Iverson Road

Landowner acknowledgement 

6. Agreement amendment 1 with Green Solutions, LLC. for update of the Clallam County Solid Waste Management Plan

Agreement amendment 

Board of Commissioners

7. Letter of Support for Serenity House - Shelter expansion (1d)* Joint Meeting - Port of Port Angeles - 11 a.m.

Letter of Support 

Joint Meeting - Port of Port Angeles - 11 a.m.

Joint Meeting with the Port of Port Angeles to be held Monday, April 26, at 11 a.m. - Hosted by BOCC

Agenda 

Broadband 

Sector Analysis 

WA State Supreme Court 

Board of Commissioners Hearings continued - April 26 at 5 p.m. **Charter Review Recommendations Hearings**

H1. Charter Review Recommendation Hearings:

- 1) Consider increasing monitoring of the Department of Natural Resources (DNR) management of its trust lands by hiring a Forester
- 2) Consider meeting all housing needs by creating permanent housing

Charter Review Recommendations 

General Discussion/Items for Future Agendas

- A. FEMA Flood Maps workshop update (May 10 at 10:30 a.m.)
- B. Clallam County Equity Agenda and Resolutions discussion (May 10)

- C. Emergency Operation Center discussion (May TBD)
- D. Quarterly reports - NODC, CIE, SBDC and EDC (June 7 at 9 a.m.)
- E. Charter Review Recommendation follow-up meeting (June TBD)
- F. Noise Ordinance (TBD)

EXECUTIVE SESSION

The Board may recess into Executive Session to consider employment or dismissal of personnel, to review the performance of a public employee, to consult with legal counsel, to consider the position to be taken in collective bargaining, to consider acquisition or sale of real estate, or other matters per RCW 42.30.110

- Other items may be added at the discretion of the Board and additional Work Sessions may be scheduled if more time is needed to allow for adequate discussion.
- Written testimony presented by members of the public during the Board meeting is considered a public document and must be submitted to the Clerk of the Board.
- Copies of public documents from Board meetings are available by contacting the Public Records Department.



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

2
4/20/21

Department: Prosecuting Attorney's Office

WORK SESSION ☒ **Meeting Date:** April 26, 2021

REGULAR AGENDA ☐ **Meeting Date:** none needed

Required originals approved and attached? ☒

Will be provided on:

Item summary:

- | | |
|---|--|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # 117.21.001 |
| ☐ Resolution | ☐ Proclamation ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance ☒ Other: Grant Application Approval |

Documents exempt from public disclosure attached: ☐

Executive summary:

Approval requested for application to the Office of Crime Victim Advocacy for funding provided through the Victim Witness Assistance Grant Program. This grant will fund about 65% of the salary and benefits of our Victim Witness Coordinator and is an invaluable resource for our office. There are no match requirements and funds must be used to maintain and enhance the service our office provides to victims and witnesses of crimes.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐

Revenues and expenditures have already been factored into the 2021 budget, so no changes are expected.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

Approval of application request by County Administrator. Application deadline is May 10, 2021.

County Official signature & print name: Mark Nichols

A handwritten signature in blue ink that reads "Mark Nichols".

Name of Employee/Stakeholder attending meeting: Christi Wojnowski

Relevant Departments: Prosecuting Attorney's Office

Date submitted: April 21, 2021

* Work Session Meeting - Submit 1 single sided/not stapled copy

** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Clallam County

Grant Application Information

DEPARTMENT: **Prosecuting Attorney's Office** DATE SUBMITTED TO W/S: **4/26/2021**

GRANT NAME: **Victim Witness Assistance** APPLICATION DEADLINE: **5/10/2021**

ISSUING AGENCY: **Office of Crime Victim Advocacy** IS THIS A RENEWAL? **Yes**

LENGTH OF GRANT: **12 Months** RENEWAL POSSIBLE? **Yes**

TOTAL AWARD: **\$55,381.00** ANNUAL AMOUNT: **\$55,381.00**

MATCH REQUIRED? **No** MATCH AMOUNT: **0.00**

DESCRIPTION OF GRANT AND PURPOSE:

To provide assistance to victims of crime with regards to the prosecution process.

EXPLAIN HOW THIS GRANT WILL BE USED FOR THE GOOD OF CLALLAM COUNTY CITIZENS:

This grant provides funding for a liaison to be available to victims of crime, which assists in holding defendants accountable for their crimes.

DOES THE GRANT ACTIVITY FURTHER THE DEPARTMENT'S MISSION OR CORE FUNCTIONS? HAS IT BEEN A PART OF LONG TERM DEPARTMENT OR COUNTY GOALS?

Yes

DOES THE GRANT ACTIVITY INCREASE AN EXISTING SERVICE OR ADD A NEW SERVICE? TO WHAT DEGREE? IF THE GRANT WERE NOT AVAILABLE, WOULD THE SERVICE HAVE BEEN NECESSARY?

The grant will allow for continued service. If the grant were not available, the services might not be provided once current funds in account were depleted. None of these activities are currently funded with general fund dollars.

WHAT MEASUREMENTS (PERFORMANCE MEASURES) WILL BE USED TO EVALUATE THE SUCCESS OF THE ACTIVITIES PROVIDED BY THE GRANT? WILL PERFORMANCE MEASURES BE DEVELOPED?

Measurements are determined by the state and/or federal agencies that are providing the funding. There are quarterly reporting requirements that report the statistical data that is required for the funding.

DOES THE GRANT ACTIVITY CREATE A NEW SERVICE OR LEVEL OF SERVICE WHICH IS EXPECTED TO BE CONTINUED FROM LOCAL FUNDING AT THE END OF THE GRANT PERIOD?

No. The service provided through these grants funds was not available prior to the original grant that was received over 10 years ago.

IF MATCHING FUNDS ARE REQUIRED, WHERE WILL THEY COME FROM? DOES THE DEPARTMENT HAVE EXISTING RESOURCES TO COVER MATCH REQUIREMENTS? FROM WHERE?

There are no matches required of this grant.

WILL THE ACTIVITY IN THIS GRANT HAVE IMPACTS ON OTHER DEPARTMENTS? HAS THIS BEEN DISCUSSED? DO OTHER DEPARTMENTS HAVE SUFFICIENT RESOURCES TO DEAL WITH ADDITIONAL IMPACTS?

No

WILL NEW POSITIONS BE ADDED? IF SO, HOW MANY AND WHAT TYPE ARE EXPECTED? ARE ALL WAGES AND BENEFITS PAID IN THE GRANT? WHAT WILL HAPPEN TO THE POSITIONS WHEN THE GRANT PERIOD ENDS?

No. This grant is currently expected to fund about 65% of the full-time Victim Witness Coordinator position serving victims of the most serious cases in our felony division. We anticipate the continuance of this grant for future years, and will use a combination of grants and/or monies in the Local Crime Victim Comp fund to cover this position.

DOES YOUR DEPARTMENT HAVE SUFFICIENT RESOURCES TO ADMINISTER THE GRANT? PROVIDE FOR TIMELY REIMBURSEMENT AND ACTIVITY REPORTS?

Yes. Required reporting is completed by the Victim Witness Coordinator with grant oversight provided by the Manager of Administration and Support. The financial aspect of the grant including reimbursement requests and deposits, as well as application for annual funding, currently lies with the Manager of Administration and Support.

ARE THERE IMPACTS TO THE COUNTY IF THE GRANT IS NOT RECEIVED? WHAT ARE THEY?

We would not be able to provide assistance to the victims of crime. Victims would need to seek advocacy services from outside agencies and would not have the direct prosecution process support that they are currently receiving.

ARE INDIRECT COSTS ALLOWABLE ON THIS GRANT? IF SO, ARE THERE LIMITATIONS? WILL THEY BE CHARGED AND ALLOCATED AS INDIRECT?

This grant will be providing direct funding for about 65% of the salary and benefits of the Victim Witness Coordinator serving victims of our most serious cases in the felony division.

ARE THERE OTHER ACTIVITIES (GRANT OR OTHERWISE) THAT ARE BUDGETED FOR THIS YEAR THAT WILL NOT BE COMPLETED IF THIS GRANT IS APPROVED?

No

WHAT BUDGET CHANGES ARE NECESSARY? INCLUDE REVENUES AND EXPENDITURES.

None. The revenues and expenditures are already in the budget for 2021. The 2021-2022 Victim Witness Assistance Grant will be built into the 2022 county budget when that process begins.

OTHER COMMENTS

This has been an on-going grant that covers the state's fiscal year of July 1st - June 30th.


ELECTED OFFICIAL/DEPARTMENT HEAD SIGNATURE

APPROVAL

Rich Sill, ADMINISTRATOR

Submit in duplicate to the Board of Commissioners for Work Session discussion and approval by the Administrator prior to application for any grant. The approved form must be included with the grant contract when it is submitted to the Board for approval. Refer to Administrative Policies 120 and 562.

OCVA
Victim/Witness Assistance
Grant Program

RENEWAL APPLICATION FOR
SFY 2022 FUNDING

July 1, 2021 – June 30, 2022
Twelve (12) Month Funding Period

Application Due: May 10, 2021

OFFICE OF CRIME VICTIMS
ADVOCACY

Administered by the Office of Crime Victims Advocacy
Department of Commerce
1011 Plum St SE
P.O. Box 42525
Olympia, WA 98504-2525

This project is supported by Victims of Crime Act Grants awarded by the Office for Victims of Crime, U.S. Department of Justice. Points of view in this document are those of the author, and do not necessarily represent the official position or policies of the U.S. Department of Justice.



Office of Crime Victims Advocacy (OCVA)

**Stephanie Pratt, Application Coordinator
Victim Witness Assistance Program Manager**
stephanie.pratt@commerce.wa.gov

Application Due: May 10, 2021 at 5:00 p.m.

Please email your completed application to: Stephanie.pratt@commerce.wa.gov

Subject Line: Name of County: VW Assistance Application

SFY 2022 VICTIM/WITNESS ASSISTANCE GRANT PROGRAM APPLICATION

Table of Contents

Introduction	5
VOCA State Plan	5
Application Language	5
Funding Level & Distribution	6
Period of Performance	6
Eligibility	6
Eligible Applicants	6
Eligible Grant Activities	7
Non-Eligible Services And Expenses	7
Funding Requirements	8
Audit Requirements	8
Background Checks	8
Computer Networks	9
Confidentiality	9
Data Collection and Reporting Requirements	9
Insurance	10
Mandatory Reporting	10
Non-Supplantation	10
Position Descriptions for VOCA-Funded Staff and Volunteer(s)	11
Training	12
VOCA Crime Victim Compensation Requirement	12
VOCA Match Requirement	12
VOCA Prohibited Discrimination	12
VOCA Rule	13
VOCA Volunteer Requirement	13
Budget Line Items and Guidance	13
Uniform Guidance	13
Salaries	14
Benefits	14
Subcontracted Services and Consultant Fees	14
Goods and Services	14
Indirect Costs	15
Application Checklist	17

ATTACHMENTS:

- Attachment A – Applicant Information Form
- Attachment B – Budget Detail Worksheets
- Attachment C – Program Narrative
- Attachment D – Modified Total Direct Cost (MTDC) Certification

- Attachment E – Request for Volunteer Requirement Waiver

APPENDICES

- Appendix A – Victims of Crime Act (VOCA) Rule
- Appendix B – SFY 2022 Victim Witness Funding Allocation Chart

Introduction

The purpose of the Victim/Witness Assistance Grant Program is to provide information and support for victims and witnesses of crime.

The Victim/Witness Assistance Grant Program is funded by both Washington State General funds and Federal Victims of Crime Act funds (VOCA). This application details the process to procure funding from the Washington State VOCA Formula Grant and general state funds to provide Victim/Witness Assistance services for individuals who have experienced or been affected by harm (crime).

VOCA State Plan

Washington State's [VOCA State Plan](#) provides guidance on how VOCA funds are distributed.

To develop this plan, OCVA established a group to conduct a statewide planning process. The process included multiple opportunities for input from crime victims, victim service providers, law enforcement, the courts, and other interested parties. The input yielded substantial consensus on key unmet needs of victims of crime and major challenges confronting service providers.

The VOCA State Plan, first developed for 2015-2019, has been extended based on stakeholder feedback and support.

Application Language

The Office of Crime Victims Advocacy (OCVA) recognizes that individuals define their experiences differently. Many individuals do not identify as being a "victim of crime" or "survivor" and not all individuals identify actions or experiences as "crime". With this in mind, the Victims of Crime (VOC) program is working towards using "person first" language in an effort to be more inclusive of how individuals may identify their experiences.

The language, terms and words we use are very powerful and can unintentionally create barriers and infer unintended messages. In light of the importance of creating and sustaining a framework of services for individuals who are underserved or marginalized, shifting to using person-first language may assist with decreasing barriers.

The VOC program is shifting from using the term "victim-centered" to "person-centered". The VOC program is also using the term "individuals who have been hurt or harmed" to replace "victims of crime"

The application and other materials from OCVA may contain the terms “victim-centered”, “victims of crime” and “victim” or “survivor”.

For the purpose of this application, a “crime victim”, “individual who has been hurt or harmed”, “individual impacted or affected by crime” is an individual who identifies that they have suffered physical, financial, or emotional harm as a result of the commission of a crime, regardless if the event has been reported to law enforcement or when the event occurred.

Funding Level & Distribution

OCVA estimates that approximately \$2,164,173 will be available for this funding opportunity through June 30, 2022. This is a 15.37% decrease in funding compared to FY 20.

The Crime Victims Fund (CVF) is funded entirely from criminal fines arising from federal convictions, not taxpayer funds. Congress releases VOCA funding from the CVF annually, through the Appropriations process. VOCA funding has declined due to less deposits into the CVF which results in less funding available for states.

The amount of funds available per agency is listed in **Appendix B – SFY 2022 Victim Witness Funding Allocation Chart**. Funding allocations per county were determined in consultation and partnership with Washington Association of Prosecuting Attorneys (WAPA) in response to recommendations from WAPA’s membership.

Period of Performance

OCVA will fund projects resulting from this application for 12 months, July 1, 2021 through June 30, 2022.

Eligibility

Eligible Applicants

Eligible applicants must:

- Be a County prosecutor-based victim-witness assistance program that provides services to crime victims
- Demonstrate a documented history of providing effective services to crime victims
- Have financial support from other sources
- Have the organizational capacity to provide the proposed services
- Be prepared to use these funds to provide services to victims of crime in Washington State

Eligible Grant Activities

Services must be focused on providing support and information to victims, survivors and witnesses to inform them of resources, their rights and other information.

The following services, although not exhaustive, can be supported with this grant funding:

- Advocacy on behalf of victims
- Crisis intervention
- Notification of criminal justice events, case status, arrest, court proceedings, case disposition, release, etc.
- Information on Victims' rights
- Victim impact statement assistance
- Assistance with restitution (includes assistance in requesting and when collection efforts are not successful)
- Referral to community based victim assistance programs
- Information about and assistance completing the Crime Victim's Compensation (CVC) application
- Emergency financial assistance (EFA) (payment for items such as food and/or clothing, changing windows or locks, taxis, etc.)

Non-Eligible Services and Expenses

Please note: services may not be related to or for the purpose of ***assisting with the prosecution of an offender*** such as:

- issuing subpoena's,
- reimbursing per diem costs related to a victim/survivor testifying or
- taking notes in an interview to assist with information gathering for the prosecutor

The following services, activities, and costs, although not exhaustive, cannot be supported with this grant funding:

- Active investigation and prosecution of criminal activities
- Capital Expenses
- Compensation for crime victims
- Education and/or job training expenses
- Food/beverages for trainings, meetings and conferences
- Fundraising activities
- Lobbying and administrative advocacy
- Most medical costs
- VOCA funds cannot pay for nursing home care (emergency short-term nursing home shelter as described in the VOCA Final Rule is allowable), home health-care costs, in-patient treatment costs, hospital care, and other types of emergency and non-emergency

- medical and/or dental treatment
- Perpetrator/offender rehabilitation and counseling
- Prevention education activities
- Property loss that is not connected to the immediate health and safety of the client
- Research and studies, including project evaluation
- Restorative justice
- Vehicle purchases

Please review the VOCA Rule (Appendix A) for additional restrictions.

Funding Requirements

The Victim Witness Assistance Grants include federal Victims of Crime Act (VOCA) funds. OCVA encourages applicants to consider the following VOCA requirements when deciding to apply for funding:

Audit Requirements

If the Grantee is a subrecipient and expends \$750,000 or more in federal awards from any and/or all sources in any fiscal year, the Grantee shall procure and pay for a single audit or a program-specific audit for that fiscal year.

Upon completion of each audit, the Grantee shall:

1. Submit to COMMERCE the reporting package specified in OMB Super Circular 2 CFR 200.501, reports required by the program-specific audit guide (if applicable), and a copy of any management letters issued by the auditor.
2. Submit to COMMERCE follow-up and developed corrective action plans for all audit findings.

If the Grantee is a subrecipient and expends less than \$750,000 in federal awards from any and/or all sources in any fiscal year, the Grantee shall notify COMMERCE they did not meet the single audit requirement.

The Grantee shall send all single audit documentation to auditreview@commerce.wa.gov.

Background Checks

All Grantees providing direct services to victims of crime must do criminal history background checks (as stated in RCW 43.43.832, 43.43.834 and 43.20A.710) for all employees, volunteers and other persons who may have access to children, developmentally disabled persons or vulnerable adults. No one can have unsupervised access to these populations until a satisfactory background check has been completed and the documentation is in the organization files.

Computer Networks

VOCA funding cannot be used to maintain or establish a computer network unless such networks block the viewing, downloading, and exchanging of pornography. In order to be in compliance with this special condition, grantees will have two options:

1. Maintain or establish a network that blocks the viewing, downloading, and exchanging of pornography.
2. Do not use Victim Witness grant funds to maintain or establish a computer network.

Confidentiality

Eligible applicants must have the capacity to adhere to the confidentiality requirements of these funds. Grant recipients shall, to the extent permitted by law, reasonably protect the confidentiality and privacy of persons receiving services. This means they shall not disclose, reveal, or release any personally identifying information or individual information collected in connection with services without the informed, written, reasonably time-limited consent of the person about whom information is sought. In no circumstances may a victim be required to provide a consent to release personally identifying information as a condition of eligibility for services.

Confidentiality of client-counselor and victim-advocate information must be kept in accordance with state and federal law. Offices should have or should develop policies and protocols to ensure that victims and witnesses understand the role of system-based victim/witness assistance staff and units. All offices should make clear that the victim/witness assistance unit is a part of the prosecutor's office and works for that office.

It is the role of the Victim/Witness staff on this grant to:

- Clearly explain their role and the difference in confidentiality regarding systems based advocates/staff and community based advocates.
- Be aware of local community resources available including but not limited to, Crime Victim Service Centers, Sexual Assault Programs and Domestic Violence Programs who can provide support and assistance.

Data Collection and Reporting Requirements

Grantees must report service and activity data on a quarterly basis. Data reports will include non-identifying demographic information, type of service, and service hours. Grantees will collect and submit data on services provided via the Washington State InfoNet system.

OCVA program staff conduct periodic checks for compliance with these requirements during the grant period of performance. Noncompliance may result in suspension of payments to the grantee under this grant.

Insurance

The Grantee shall provide insurance coverage as set out in this section. The intent of the required insurance is to protect the state should there be any claims, suits, actions, costs, damages or expenses arising from any loss, or negligent or intentional act or omission of the Grantee or Subgrantee/subcontractor, or agents of either, while performing under the terms of this Grant.

The insurance required shall be issued by an insurance company authorized to do business within the state of Washington. Except for Professional Liability or Errors and Omissions Insurance, the insurance shall name the state of Washington, its agents, officers, and employees as additional insureds under the insurance policy. All policies shall be primary to any other valid and collectable insurance. The Grantee shall instruct the insurers to give COMMERCE thirty (30) calendar days advance notice of any insurance cancellation, non-renewal or modification.

The Grantee shall provide insurance coverage that shall be maintained in full force and effect during the term of this Grant, as follows:

Commercial General Liability Insurance Policy. Provide a Commercial General Liability Insurance Policy, including contractual liability, written on an occurrence basis, in adequate quantity to protect against legal liability arising out of Grant activity but no less than \$1,000,000 per occurrence. Additionally, the Grantee is responsible for ensuring that any Subgrantee/subcontractor provide adequate insurance coverage for the activities arising out of subgrants/subcontracts.

Automobile Liability. In the event that performance pursuant to this Grant involves the use of vehicles, owned or operated by the Grantee or its Subgrantee/subcontractor, automobile liability insurance shall be required. The minimum limit for automobile liability is \$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.

Professional Liability, Errors and Omissions Insurance. The Grantee shall maintain Professional Liability or Errors and Omissions Insurance. The Grantee shall maintain minimum limits of no less than \$1,000,000 per occurrence to cover all activities by the Grantee and licensed staff employed or under contract to the Grantee. The state of Washington, its agents, officers, and employees need *not* be named as additional insureds under this policy.

Mandatory Reporting

All successful applicants providing direct services must report suspected incidents of abuse or neglect of a child or vulnerable adult in accordance with RCW 26.44.030 and 74.34.035.

Non-Supplantation

This non-supplantation requirement applies to state and local public agencies; i.e., law

enforcement, prosecution and governmental victim services agencies.

The funds from this grant must be used to supplement existing funds for program activities. They cannot replace (supplant) non-federal funds that have been appropriated for the purpose of providing services to victims of crime. These grant funds must be used to expand or enhance a current program or service.

Violation of the non-supplantation requirement can result in a range of penalties, including suspension of future funds under this grant, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Position Descriptions for VOCA-Funded Staff and Volunteer(s)

Job descriptions will be submitted with the grant for signature as indicated with the VOCA certifications.

Grantees are required to provide position descriptions for:

- staff being paid with these VOCA funds and
- position descriptions for volunteers whose time is being used as match or to meet the volunteer requirement.

This documentation is required for each grant that includes VOCA funds. If more than one grant-funded staff has the same job position, only one position description is needed.

Please Note

Grantees are required to redact any activities that support or “appear” to support the investigation or prosecution of an offender OR make a note on the job description that such activities will not be billed to the grant.

- Position descriptions should only include eligible activities
- If language is included that may infer the support of investigations or prosecution of offenders such as “...assist with interviews” such language must be:
 - Redacted
 - Revised to demonstrate it is VOCA eligible
- If staff on the grant provide activities that do support the investigation or prosecution of offenders such as assisting with issuing subpoena’s:
 - Grantees must note on the job description that such activities will not be billed to the grant

Training

OCVA highly recommends Victim/Witness staff allocated to this grant complete initial victim services training along with on-going training to increase and enhance their knowledge regarding crime, trauma, working with underserved individuals and communities and other areas relevant to the provision of eligible services and the scope of work on the grant.

VOCA Crime Victim Compensation Requirement

Each grantee awarded funds through this application must agree to assist victims, as appropriate, in seeking crime victim compensation (CVC) benefits.

Assistance to potential recipients of crime victim compensation benefits (including potential recipients who are victims of federal crime) in applying for such benefits may include, but are not limited to:

- referring to an organization that can so assist,
- identifying crime victims and advising them of the availability of such benefits,
- assisting such potential recipients with application forms and procedures,
- obtaining necessary documentation, monitoring claim status, and
- intervening on behalf of such potential recipients with the crime victims' compensation program.

VOCA Match Requirement

Each grantee is responsible to provide a 20% match for the VOCA portion of grant funds they receive.

Each grant will include Washington State funds that may be used to satisfy the match requirement.

- Each grantee agrees that the 20% match required for the VOCA portion of grant funds will be met by the Washington State funded portion of the grant funds.
- If the Washington State portion of the grant is not sufficient to meet the VOCA match requirement, the agency agrees that local funds or in-kind donations will complete the match, or a waiver may be requested.

There is no match requirement for tribes.

VOCA Prohibited Discrimination

Grantees shall comply with guidance issued by the Office for Civil Rights within the Office of

Justice Programs. Cited laws collectively prohibit discrimination based on race, color, national origin, disability, religion, sex, gender identity, and sexual orientation in both the delivery of services and employment practices. The Age Act also prohibits discrimination on the basis of age in the delivery of services or benefits. The Equal Treatment Regulation prohibits recipients from using federal financial assistance to engage in explicitly religious activities.

Additionally, eligibility for direct services is not dependent on the victim's immigration status.

VOCA Rule

The complete Rule is available at:

<https://www.federalregister.gov/documents/2016/07/08/2016-16085/victims-of-crime-act-victim-assistance-program>

VOCA Volunteer Requirement

Federal VOCA funding requires that each grantee must utilize at least one volunteer directly supporting your direct service and/or service outreach activities in order to fulfill federal funding requirements.

If you anticipate difficulty in meeting the volunteer requirement, please complete Attachment E: Request for Volunteer Requirement Waiver.

Budget Line Items and Guidance

Uniform Guidance

The Office of Management and Budget's 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards combines previous guidance and circulars on Administrative Requirements, Cost Principles and Audit Requirements for federal awards into one streamlined government wide framework for grants management. The Uniform Guidance is effective for grants and cooperative agreements awarded on or after December 26, 2014.

The budget is divided into five line items. Below are definitions for the different line items on the Budget Detail Worksheets (Attachment B). Under each section, provide a breakdown within the line item that specifies the individual cost per item.

Using **Attachment B – Budget Detail Worksheets**, identify the expenses that you propose be charged to this grant. Your budget is for the period July 1, 2021 – June 30, 2022.

Salaries

The cost of paying staff salaries to:

- provide direct services to clients,
- supervise employees who are providing direct services, and
- provide programmatic support services, such as a bookkeeper or receptionist

List each position to be paid with these grant/contract funds by name of employee and title, if available. Show the annual salary rate and full-time equivalent (FTE) of position to be funded with this grant/contract.

The priority is for each prosecutor's office to allocate as much staff time possible to support and assist victims and witnesses.

Please remember that all staff must track the time spent on services on their timesheets. Timesheets do not need to be submitted to OCVA.

Benefits

This section is for the cost of paying payroll taxes, insurance, and other fringe benefits of staff that are listed in the Salaries line.

Costs must only be for the personnel named in the Salary line. Benefits should be based on actual known costs or an established formula. Benefits calculations should be consistent on all OCVA grants and should be allocated appropriately across programs and grants.

Subcontracted Services and Consultant Fees

The cost to pay individuals and/or agencies to provide subcontracted services. Per federal guidelines, contracted services are to be paid at a rate no more than \$81.25 per hour or \$650 per day.

Include a detailed description of the services that will be performed by subcontractors, such as therapists, trainers, and speakers. Indicate why you propose to subcontract for the service.

Goods and Services

The cost of providing services and activities. Examples of Goods and Services include supplies, utilities, rent, professional liability insurance, travel, and telephone. Emergency financial assistance for costs related to immediate health and safety is also allowable (such as emergency food, clothing, transportation, and shelter).

- Only costs related to the direct support of victim/witness assistance program can be included in your budget.
- Provide a detailed summary related to each cost on the budget worksheet.

The following costs are examples of allowable expenses:

- Emergency Financial Assistance (EFA). EFA for costs related to immediate health and safety (such as emergency food, clothing, transportation, shelter).
 - ◊ If EFA is included in the program budget, a policy on the use of EFA must be included with the application for funding.
- Office space for actual square footage or space occupied by the Victim/Witness Assistance Grant Program staff.
- Personal/professional liability insurance.
- Cost related to staff attending training.

Please note: When including Training and Travel - Itemize training and travel expenses for funded staff (e.g. mileage reimbursement, training/activity related travel, etc.). Explain in the narrative the relationship of each item to the services you are providing. Identify the training/conference, if known. **Requests for out-of-state travel must be pre-approved and will be closely scrutinized.**

Travel expenses incurred or paid shall be reimbursed at a rate not to exceed the current state rate and in accordance with the State of Washington Office of Financial Management Travel Regulations <https://ofm.wa.gov/sites/default/files/public/resources/travel/colormap.pdf> and U.S. General Services Administration (GSA) for travel outside Washington state (www.gsa.gov/perdiem)

Indirect Costs

Grantees may elect for one of the methods listed here. The method for recovering these costs should be consistent across all federal awards.

1) Federally Negotiated Indirect Cost Rate (NICR)

If an organization has a NICR, and they wish to recover indirect costs, this is the rate that must be used.

Applicants must attach a copy of the approval from the cognizant federal agency of the federal Negotiated Indirect Cost Rate with their application.

2) Indirect Cost Rate Proposal

A governmental department or agency who receives less than \$35 million in direct Federal funding can develop an indirect cost proposal in accordance with the requirements of 2 CFR, Part 200 and maintain the proposal and related supporting documentation for audit. Governmental entities who receive less than \$35 million in direct Federal funding are not required to submit

their proposal for Federal approval unless they are specifically requested to do so.

Applicants must attach a copy of the most recent Indirect Cost Rate Proposal with their application.

3) 10% of the Modified Total Direct Costs (MTDC)

Any non-Federal entity that has never received a negotiated indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC). If chosen, this methodology must be used consistently for all Federal awards. Costs must be consistently charged as either direct or indirect costs.

Applicants must obtain verification of the calculation by a CPA (if a nonprofit or a Tribe), or county auditor/treasurer (if a government entity). Documentation must be submitted to and approved by OCVA, see the verification form.

Modified Total Direct Cost¹ is defined as: All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and subawards and subcontracts up to the first \$25,000 of each sub-award or subcontract (regardless of the period of performance of the sub-awards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub-award and subcontract in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

Please complete and submit the Budget Detail Worksheets, **Attachment B**.

¹ Federal Management and Budget Office (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, December 26, 2014
<https://federalregister.gov/a/2013-30465>

Application Checklist

Please use this checklist to make sure you have completed the required materials to send to OCVA.

All applicable Attachments:

- | | |
|--|---|
| ☐ Attachment A: | Applicant Information Form |
| ☐ Attachment B: | Budget Detail Worksheets |
| ☐ Attachment C: | Program Narrative |
| ☐ Attachment D: | Modified Total Direct Costs Certification (if applicable) |
| ☐ Attachment E: | Request for Volunteer Requirement Waiver (if applicable) |

If you are unsure whether you need to include any of the forms listed above,
please contact the Application Coordinator, Stephanie Pratt.

Applicant Information Form

Complete All Required Fields

Agency Name:		City:	
Address:		State:	
		ZIP:	
Applicant is: ☐ Local Government ☐ Federally Recognized Tribe ☐ Non-profit Organization ☐ Tribal Organization (refer to Definition of Terms)			
Mailing address (if different than above):			
City:		State:	ZIP:
Phone:	Fax:	E-mail:	
Primary Contact Name/Title:	Program Contact Name/Title: <i>if different than primary</i>	Fiscal Contact Name/Title:	
Primary Contact's Phone:	Program Contact's Phone:	Fiscal Contact's Phone:	
Primary Contact's E-mail:	Program Contact's E-mail:	Fiscal Contact's E-mail:	
Primary Coordinator/Advocate Allocated to Grant Name/Title		Email:	
Statewide Vendor Number (SWV):		Washington State UBI number:	
Federal DUNS Number:		Registered in System for Award Management (SAM): ☐ YES ☐ NO	
Accounting Period: (Ex: Jan – Dec; Jul – Jun)		Did your agency expend \$750,000 in federal funds during your past fiscal year? ☐ YES ☐ NO	
Federally Negotiated Indirect Rate: ☐ YES ☐ NO If yes, include rate:			
For Agencies, Organizations, and Tribal Organizations Only Does the location where services are primarily provided comply with ADA requirements for accessibility? ☐ Yes ☐ No If No, how will you accommodate people with disabilities that request services?			

BUDGET DETAIL WORKSHEET

SFY 2022 VOCA & SGF

Agency Name: _____

Please complete the proposed budget worksheets.

Salaries - The intent of this grant is to support victim assistance positions in each county in Washington State. *If there is more than one staff allocated to this grant, please provide a summary of the duties of each staff in the summary below.*

Name/Position	Hours a week	Current Hourly Rate	12 month cost
(sample) Lucy Moran Victim/Witness Assistant	(sample) 40	\$ 20.00	\$20 x 40 hours x 52 weeks = \$41,600
TOTAL SALARIES			\$ -
Benefits - Benefits should be based on actual known costs or an established formula.			
Name and Position	Computation (salary charged to grant and established benefit rate or actual cost)		
(sample) Benefits for Lucy Moran Victim Advocate	(sample) \$35,000 x 25%; OR Actual Costs (FICA, Medical, Dental, etc.)		(sample) \$8,750
TOTAL BENEFITS			\$ -

Rationale/Summary:

Victim/Witness Assistance Grant

BUDGET DETAIL WORKSHEET

SFY 2022 VOCA & SGF

Agency Name: 0

Goods and Services - Goods and services must be related to the provision of services to victims served through your assistance program. These costs may include, but are not limited to, space costs, mileage, trainings, phone service, program supplies, emergency financial assistance.

Item Description (sample)	Computation (sample)	Cost (sample)
Cell phone service	\$40/month x 12 months	\$480
TOTAL GOODS AND SERVICES		\$ -

Provide details for each line item above.

NOTE: If you are allocating funds for Emergency Financial Assistance (EFA), please submit your policy regarding EFA.

[illegible]

Victim/Witness Assistance Grant
BUDGET DETAIL WORKSHEET
SFY 2022 VOCA & SGF

Agency Name: _____

Indirect - Costs incurred for common or joint objectives and therefore cannot be readily and specifically identified with a particular project or activity must be billed to an indirect method, as appropriate.

There are three Indirect options (see Budget Line Items and Guidance section for more information):

1. Federally Negotiated Indirect Cost Rate
2. Indirect Cost Rate Proposal
3. 10% of the Modified Total Direct Costs

Indirect Method <i>check which Indirect method you are using:</i>		Additional Documentation Needed
☐	Federally Negotiated Indirect Cost Rate (FNICR)	Attach a copy of the most recent approved rate from the cognizant federal agency of the Federal Negotiated Indirect Cost Rate.
☐	Indirect Cost Rate Proposal <i>For governmental departments without a FNICR only, who receive less than \$35 million in federal funds. Prepare and retain for audit an indirect cost rate proposal and related documentation to support indirect costs.</i>	Attach a copy of the most recent Indirect Cost Rate Proposal
☐	10% of the Modified Total Direct Costs	Complete the 10% MTDC Verification Form Attachment D
☐	Not requesting reimbursement of indirect costs. Only direct costs will be charged to the grant.	None

Victim/Witness Assistance Grant

BUDGET DETAIL WORKSHEET

SFY 2022 VOCA & SGF

Agency Name: 0

Budget Summary - When you have completed the budget detail worksheets, transfer the totals for each category to the spaces below.

	<u>Amount</u>
Salaries	\$ -
Benefits	\$ -
Goods & Services	\$ -
Indirect Costs	\$
Total Grant Amount Requested	\$ -

Program Narrative

This information is used to demonstrate that funded services and activities are VOCA-eligible.

Section 1:

Please **do not** include any ineligible activities such as legal representation or activities that are directed at or support prosecuting an offender (interviews); support an active investigation, and/or activities related to gathering of evidence.

- **Please indicate the services you plan to provide with this grant during the grant period July 1, 2021 through June 30, 2022: (check as many as apply):**
 - ☐ Providing information on victim's rights
 - ☐ Providing assistance in obtaining protection orders
 - ☐ Providing information about the criminal justice process and status of the criminal case
 - ☐ Accompanying to criminal court proceedings
 - ☐ Providing support during legal processes including assistance with impact statements and restitution
 - ☐ Notification of hearing and court dates
 - ☐ Providing assistance in filing claims with Crime Victims Compensation (CVC)
 - ☐ Providing referrals to resources as appropriate
- **Please briefly describe the services or activities you plan to deliver using these grant funds.**

Ineligible Activities

OCVA is required to demonstrate all services and activities grantees provide are eligible.

Due to the VOCA requirements related to ineligible activities such as supporting:

- *the prosecution of an offender,*
- *an active investigation and/or*
- *activities related to gathering of evidence*

It is important that staff receive training and information on grant requirements related to eligible and ineligible activities.

The following staff must receive information and/or training on grant requirements related to eligible and ineligible activities:

- Staff in the Prosecutor's office who work closely with staff on the grant and

Staff who are:

- Allocated to the grant
- Monitoring the grant
- Supervising staff allocated to the grant

Examples of Information and Training Include:

Staff allocated to the grant will be provided and/or required to review the following regarding eligible and ineligible activities:

- examples and information of eligible activities that support and inform victims/survivors and witnesses
- examples and information of ineligible activities that support the prosecution of the responsible party
- Fact sheets and resource sheets from OCVA on the VW Assistance grant
- OCVA Powerpoint presentation

Staff in the Prosecutor's office who work closely with staff allocated on the grant will be informed of the grant requirements related to eligible and ineligible activities. Information will be shared via:

- Email
- Fact/resource sheet that describes the difference between eligible and non-eligible activities
- Virtual or In person meeting

Ineligible Activities

Section 2:

Please describe how you will ensure that this funding will not be used to support any ineligible activities listed above. For instance, how will staff allocated to the grant know the difference between eligible and ineligible activities? How will staff in the Prosecutor's office know what they can request assistance with, related to eligible activities, from staff allocated to the grant?

10% of the Modified Total Direct Costs (MTDC) Verification Form

Any non-Federal entity that has never received a negotiated indirect cost rate may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. If chosen, this methodology must be used consistently for all Federal awards. Costs must be consistently charged as either direct or indirect costs.

Applicants utilizing the indirect rate option of 10% of the Modified Total Direct Costs must obtain verification of the calculation by a CPA (if a nonprofit or a Tribe), or county auditor/treasurer (if a government entity).

The intent of this verification is to assure that calculation of MTDC is done with the necessary accounting expertise to comply with the costs rules in 2 CFR, Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards.

Organization Name: Click or tap here to enter text.

TOTAL DIRECT COSTS AMOUNT <i>Salaries + Benefits + Contracted Services + Goods/Services</i>	Click or tap here to enter text.
- Subtract the amount of the <i>Contracted Services</i> line item that is over \$25,000	Click or tap here to enter text.
- Subtract rent costs (for the organization)	Click or tap here to enter text.
- Subtract equipment costs ¹	Click or tap here to enter text.
- Subtract any other costs as required per Uniform Guidance	Click or tap here to enter text.
Total = MTDC base amount	Click or tap here to enter text.
10% of the Base Amount = MTDC Indirect Total	Click or tap here to enter text.

¹ Equipment means tangible personal property having a useful life of more than one year and a per unit acquisition cost of \$5,000. Equipment purchases must be pre-approved by OCVA before incurring. See Uniform Guidance, 2 CFR § 200.33 - Equipment.

Modified Total Direct Cost² is defined as: *All direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and sub-awards and subcontracts up to the first \$25,000 of each sub-award or subcontract (regardless of the period of performance of the sub-awards and subcontracts under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub-award and subcontract in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.*

By signing below, you verify that this applicant has never received a Federally-approved indirect cost rate agreement or a Federally-approved cost allocation plan and that the method used to determine the modified total direct cost based meets the requirements of 2 CFR, Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards. Costs will be charged consistently between all Federal awards.

Click or tap here to enter text.

Name

Click or tap here to enter text.

Organization / Title

Signature

Click or tap here to enter text.

Date

² Federal Management and Budget Office (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, December 26, 2014 <https://federalregister.gov/a/2013-30465>

Request for Volunteer Requirement Waiver

Current VOCA federal funding requires that grant recipients must use volunteers as a condition of receiving funds unless the state administrator determines there is a compelling reason to waive this requirement. A "compelling reason" may be a statutory or contractual provision concerning liability or confidentiality of counselor/victim information, which bars using volunteers for certain positions, or the inability to recruit and maintain volunteers after a sustained and aggressive effort.

If an applicant requests a waiver of the volunteer requirement, the section below must be completed providing a compelling reason why the use of volunteers is not feasible for the agency.

I am requesting a waiver for the use of volunteers for my VOCA project/program.

☐ Yes ☐ No

If you are requesting a volunteer waiver, provide detailed explanation for your request in the following section. Waivers may only be requested in the following situations:

1. In the case of statutory or contractual provisions that prohibits the use of volunteers. (Attach a copy of the applicable statute or contract.)
2. In the case of a lack of volunteers. If you list this as a reason for the waiver request, you must document the efforts made to recruit volunteers.

Our agency is requesting a waiver for the following reason/s:



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

3
4/26/21
2c

Department: Health and Human Services

WORK SESSION ☒ **Meeting Date: April 26, 2021**

REGULAR AGENDA ☒ **Meeting Date: April 27, 2021**

Required originals approved and attached? ☒
Will be provided on:

Item summary:

- | | | |
|---|--|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 11301-18-CONCON, Amendment #20 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

Attached is Consolidated Contract Amendment #20 between Department of Health and Clallam County Health and Human Services, which adds funding to the HHS 2021 budget for the following:

- Covid-19 Coordinated Response in the amount of \$1,486,617, to supplement existing funds for LHJ to carry out case investigation and contact tracing, mitigation, community engagement, isolation and quarantine, and other public health preparedness and response activities for Covid-19 disease outbreak (as part of this amendment, FEMA reimbursement eligibility at 100% for mass vaccination clinics);
- Drinking Water Group A in the amount of \$6,600, to provide sanitary survey and technical assistance;

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☒

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

Approve and move to regular BOCC meeting for final signature.

* Work Session Meeting - Submit 1 single sided/not stapled copy 11301-18-CONCON, Amendment #20 Agenda Item Summary 4-27-21
** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies) Revised: 3-04-2019

County Official signature & print name: 

Name of Employee/Stakeholder attending meeting: Kevin LoPiccolo

Relevant Departments: Health and Human Services

Date submitted: April 21, 2021

* Work Session Meeting - Submit 1 single sided/not stapled copy 11301-18-CONCON, Amendment #20 Agenda Item Summary 4-27-21
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies) Revised: 3-04-2019

**CLALLAM COUNTY HEALTH & HUMAN SERVICES
2018 – 2021 CONSOLIDATED CONTRACT**

CONTRACT NUMBER: CLH18239

AMENDMENT NUMBER: 20

PURPOSE OF CHANGE: To amend this contract between the DEPARTMENT OF HEALTH hereinafter referred to as "DOH", and CLALLAM COUNTY HEALTH & HUMAN SERVICES, 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, attached and incorporated by this reference, are amended as follows:

☐ Adds Statements of Work for the following programs:

☒ Amends Statements of Work for the following programs:

- COVID-19 Coordinated Response - Effective July 1, 2020
- Division of Emergency Preparedness & Response COVID-19 - Effective January 20, 2020
- Office of Drinking Water Group A Program - Effective January 1, 2018

☐ Deletes Statements of Work for the following programs:

2. Exhibit B-20 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-19 Allocations as follows:

☒ Increase of \$1,493,217 for a revised maximum consideration of \$7,273,948.

☐ Decrease of _____ for a revised maximum consideration of _____.

☐ No change in the maximum consideration of _____.
Exhibit B Allocations are attached only for informational purposes.

3. Exhibit C-19 Schedule of Federal Awards, attached and incorporated by this reference, amends and replaces Exhibit C-18.

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.

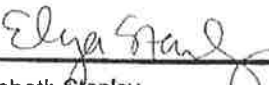
CLALLAM COUNTY BOARD OF COUNTY
COMMISSIONERS

STATE OF WASHINGTON
DEPARTMENT OF HEALTH

Date

Date

Approved as to form only by:


Elizabeth Stanley
Civil Deputy Prosecuting Attorney
Clallam County

APPROVED AS TO FORM ONLY
Assistant Attorney General

**2018-2021 CONSOLIDATED CONTRACT
EXHIBIT A
STATEMENTS OF WORK
TABLE OF CONTENTS**

DOH Program Name or Title: COVID-19 Coordinated Response - Effective July 1, 2020.....	3
DOH Program Name or Title: Division of Emergency Preparedness & Response-COVID-19 - Effective January 20, 2020	16
DOH Program Name or Title: Office of Drinking Water Group A Program - Effective January 1, 2018	26

Exhibit A
Statement of Work
Contract Term: 2018-2021

DOH Program Name or Title: COVID-19 Coordinated Response -
Effective July 1, 2020

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH18239

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

Period of Performance: July 1, 2020 through December 31, 2021

Funding Source ☒ Federal Subrecipient ☐ State ☐ Other ☒ Federal *Contractor	Federal Compliance (check if applicable) ☒ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☒ Reimbursement ☐ Fixed Price
---	--	---

Statement of Work Purpose: The purpose of this statement of work is to provide supplemental funding for the LHJ to ensure adequate culturally and linguistically responsive testing, investigation and contact tracing resources to limit the spread of COVID-19

NOTE: Pending execution of a new consolidated contract term or an extension to the 2018-2021 consolidated contracts which currently end December 31, 2021, DOH plans to continue the task activities and funding as noted in the task(s) below in a new or revised statement of work effective January 1, 2022.

Revision Purpose: The purpose of this revision is to extend the period of performance from June 30, 2021 to December 31, 2021; add funding and extend end date for Task 3 FFY21 COVID19 VACCINE SERVICES-CARES through December 31, 2021; add FFY20 ELC EDE LHJ ALLOCATION and FFY19 ELC COVID ED LHJ ALLOCATION funding and revise language for Tasks 1 and 2; add Task 4 and funding information for MASS VACCINATION FEMA 100% and add Program Specific Requirements and DOH program and fiscal contact information.

Chart of Accounts Program Name or Title	CFDA #	BARS Revenue Code	Master Index Code	Funding (LHJ Use Only) Start Date	Period Only End Date	Current Consideration	Change Increase (+)	Total Consideration
BITV-COVID ED LHJ ALLOCATION-CARES	21.019	333.21.01	1897129V	07/01/20	12/30/21	411,368	0	411,368
FEMA-75 COVID LHJ ALLOCATION	97.036	333.97.03	1897129W	07/01/20	12/30/20	0	0	0
FFY21 COVID19 VACCINE SERVICES-CARES	93.268	333.96.26	74310209	07/01/20	12/31/21	14,582	354,803	369,385
FFY20 ELC EDE LHJ ALLOCATION	93.323	333.93.32	1987120D	01/15/21	12/30/21	0	782,083	782,083
FFY19 ELC COVID ED LHJ ALLOCATION	93.323	333.93.32	1987129G	01/01/21	12/31/21	0	349,731	349,731
*MASS VACCINATION FEMA 100%	97.036	333.97.03	934V0200	01/21/21	04/20/21	0	0	0
TOTALS						425,950	1,486,617	1,912,567

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	Participate in public health emergency preparedness and response activities for COVID-19. This may include surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications and or other preparedness and response activities for COVID-19. Examples of key activities include: • Incident management for the response • Testing • Case Investigation/Contact Tracing				

AMENDMENT #20

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	- Sustainable isolation and quarantine - Care coordination - Surge management - Data reporting Previous funding provided by DOH for COVID response (federal Crisis Cooperative Agreement funding, state Disaster Recovery Account funding) must be fully utilized before these funds can be accessed. The total state funding consideration is for the period of December 31, 2020 through June 30, 2021. NOTE: The purpose of this agreement is to supplement existing funds for local health jurisdictions to carry out surveillance, epidemiology, case investigations & contact tracing, laboratory capacity, infection control, mitigation, communications, community engagement, and other public health preparedness and response activities for COVID-19.				
DCHS COVID-19 Response - Tasks 1 and 2					
1	Establish a budget plan and narrative to be submitted to the Department of Health (DOH) Contract Manager. DOH will send the “Budget narrative Template”, “Budget Guidance” and any other applicable documents that may be identified. DOH does recognize the public health response goes beyond December 2020 and authorizes local health jurisdictions the ability to maximize funding streams available to them by using short term funding first to have longer term funding available to continue to support the local health jurisdiction response activities beyond December 2020 as applicable.		Submit the budget plan and narrative using the template provided.	Within 30 days of receiving any new award for DCHS COVID-19 Response tasks.	Reimbursement of actual costs incurred, not to exceed \$1,240,866 total. \$411,368 BITV-COVID ED LHJ ALLOCATION-CARES Funding (MI 1897129V)
2	1) LHJ Active monitoring activities. In partnership with WA DOH and neighboring Tribes, the LHJ must ensure adequate culturally and linguistically responsive testing, investigation and contact tracing resources to limit the spread disease. LHJs must conduct the following activities in accordance with the guidance to be provided by DOH. a. Allocate enough funding to ensure the following Contact Tracing and Case Investigation Support: Hire a minimum of 1.0 data entry FTE to assure system requirements for task 2.1.a. i. Contact tracing 1. Strive to maintain the capacity to surge a minimum of five (5) contact tracers for every 100,000 people in the jurisdiction, as needed, based on disease rates. DOH Have		Data collected and reported into DOH systems daily. Enter all contact tracing data in CREST following guidance from-DOH.	Enter performance metrics daily into DOH identified systems Quarterly performance reporting updates	\$782,083 FFY20 ELC EDE LHJ ALLOCATION Funding (MI 1897120D) \$349,731 FFY19 ELC COVID ED LHJ ALLOCATION Funding (MI 1897129G)

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	staff that reflect the demographic makeup of the jurisdiction and who can provide culturally and linguistically competent and responsive services. In addition, or alternatively, enter into an agreement(s) with Tribal, community-based and/or culturally-specific organizations to provide such services. DOH centralized investigations will count towards this minimum. 2. Ensure all contact tracing staff are trained in accordance with DOH investigative guidelines and data entry protocols. 3. <i>Coordinate with Tribal partners in conducting contact tracing for Tribal members.</i> 4. <i>Follow up with 90% of contacts within two (2) days of positive lab reporting. This can be modified and adapted based on caseloads and current case investigation and contact tracing prioritization recommendations.</i> 5. <i>Ensure contact tracing and case investigations activities meet DOH case and Contact Tracing Metrics. (Metrics to be determined collaboratively by DOH, LIIJs and Tribes.) Work with DOH to develop a corrective action plan if unable to meet metrics. Strive to achieve DOH Case and Contact Tracing Metrics.</i> https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/data-tables/COVID19-CaseInvestigationContactTracingReport.pdf 6. Perform daily monitoring for symptoms during quarantine period of contacts ii. Case investigation 1. Strive to maintain the capacity to surge a minimum of five (5) case investigators and contact tracers for every 100,000 people in the jurisdiction, as needed, based on disease rates. DOH centralized		Enter all case investigation data in WDRS-following guidance from-DOH.		

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	investigation will count toward this minimum. 2. Enter all case investigation and outbreak data in WDRS following DOH guidance. a) Strive to enter all case investigation and outbreak data into <i>CREST</i> as directed by DOH. b) Ensure all staff designated to utilize WDRS have access and are trained in the system. c) Include if new positive cases are tied to a known existing positive case or indicate community spread. d) Conduct case investigation and monitor outbreaks. e) <i>Coordinate with Tribal partners in conducting case investigations for tribal members.</i> <i>Strive to achieve DOH Case and Contact Tracing Metrics.</i> <i>(https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/data-tables/COVID19-CaseInvestigationContactTracingReport.pdf)</i> 3. <i>Ensure contact tracing and case investigation activities meet DOH Case and Contact Tracing Metrics. (Metrics to be determined collaboratively by DOH, LHJs, and Tribes.) Work with DOH to develop a corrective action plan if unable to meet metrics.</i> b. Testing i. Work with partners <i>and Tribes</i> to ensure testing is available to every person within the jurisdiction meeting current DOH criteria for testing and other local testing needs. ii. Work with partners <i>and Tribes</i> to ensure testing is provided in a culturally and linguistically responsive manner with an emphasis on making testing available to disproportionately impacted communities and as a part of the jurisdiction's contact tracing strategy.		Maintain a current list of entities providing COVID-19 testing and at what volume. Provide reports to DOH Contract manager on testing locations and volume as requested.		

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	iii. Maintain a current list of entities providing COVID-19 testing and at what volume. Provide reports to DOH on testing locations and volume as requested. c. Surveillance <i>FTE support at a minimum of .5 FTE Epidemiologist to support daily reporting needs below.</i> i. Ensure all COVID positive lab test results <i>from LHH</i> are entered in to WDRS by 1) entering data directly in to WDRS, 2) sending test results to DOH to enter, or 3) working with DOH and entities conducting tests to implement an electronic method for test result submission. ii. Maintain records of all COVID negative lab test results <i>from the LHH</i> and enter into WDRS when resources permit or send test results to DOH. iii. <i>Collaborate with Tribes to ensure Tribal entities with appropriate public health authority have read/write access to WDRS and CREST to ensure that all COVID lab results from their jurisdictions are entered in WDRS or shared with the LHH or DOH for entry.</i> d. Tribal Support. Ensure alignment of contact tracing and support for patients and family by coordinating with local tribes if a patient identified as American Indian/Alaska Native and/or a member of a WA tribe. ~~if patient providers permission to notify tribes.~~ e. Support Infection Prevention and control for high-risk populations i. Migrant and seasonal farmworker support. Partner with farmers, agriculture sector and farmworker service organizations to develop and execute plans for testing, quarantine and isolation, and social service needs for migrant and seasonal farmworkers. ii. Congregate care facilities: In collaboration with the state licensing agency (DSHS), support infection prevention assessments, testing. Infection control and isolation and		Quarterly performance updates related to culturally and linguistic competency and responsiveness, tribal support, infection prevention and control for high-risk populations, community education and regional active monitoring activities. Performance update should include status of all projects listed.		

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	quarantine protocols in congregate care facilities. iii. High risk businesses or community-based operations. In collaboration with state licensing agencies and Labor and Industries, partner with food processing and manufacturing businesses to ensure adequate practices to prevent COVID-19 exposure, conduct testing and respond to outbreaks. iv. Healthcare: Support infection prevention and control assessments, testing, cohorting, and isolation procedures. Provide educational resources to a variety of healthcare setting types (e.g., nursing homes, hospitals, dental, dialysis). v. Non-healthcare settings that house vulnerable populations: In collaboration with state corrections agency (DOC) and other state partners, support testing, infection control, isolation and quarantine and social services and wraparound supports for individuals living or temporarily residing in congregate living settings, including detention centers, prisons, jails, transition housing, homeless shelters, and other vulnerable populations. vi. Schools: In collaboration with OSPI and local health jurisdictions, support infection prevention and control and outbreak response in K-12 and university school settings. f. <i>Ensure adequate resources are directed towards h28 housing facilities within communities, fishing industries and long-term care facilities to prevent and control disease transmission. Funds can be used to hire support staff, provide incentives or facility-based funding for onsite infection prevention efforts. etc.</i> g. Community education. Work with Tribes and partners to provide culturally and linguistically community outreach and education related to COVID-19.				

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	h. Establish sustainable isolation and quarantine measures. i. Have at least one (1) location identified and confirmed through contract/formal agreement that can support isolation and quarantine adequate to the population for your jurisdiction with the ability to expand; alternatively, establish with an adjacent jurisdiction a formal agreement to provide the isolation and quarantine capacity adequate to the population for your jurisdiction with the ability to expand. ii. Conduct at least one (1) exercise per year with the identified isolation and quarantine site to include a minimum of: confirmation of wrap around services (food service/delivery, laundry service, water/septic, garbage, ambulance service, cleaning/sanitation), facility intake and discharge procedures, transport procedures, and staffing. iii. Planning must incorporate transfer or receipt of isolation and quarantine patients to from adjacent jurisdictions or state facilities in the event of localized increased need. iv. Planning must incorporate triggers and coordination to request state isolation and quarantine support either through mobile teams or the state facility to include site identification and access), facility intake and discharge procedures, transport procedures, and staffing. v. Planning must incorporate transfer or receipt of isolation and quarantine patients to from adjacent jurisdictions or state facilities in the event of localized increased need. vi. Planning must incorporate triggers and coordination to request state isolation and quarantine support either through mobile teams or the state facility to include site identification and access		Quarterly performance updates to include name, address and capacity of identified location that can support isolation and quarantine, date of exercise to be conducted and confirmation of appropriate planning and coordination as required.		

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
COVID-19 Vaccine Services - Task 3 – will be extended through June 30, 2022 in new contract term effective January 1, 2022. Any unspent funds may be carried forward.					
3.A	Identify activity/activities to support COVID vaccine response in your community, using the examples below as a guideline. Example 1: Develop and implement communication strategies with health care providers, community, and/or other partners to help build vaccine confidence broadly and among groups anticipated to receive early vaccination, as well as dispel vaccine misinformation. Document and provide a plan that shows the communication strategies used with health care providers and other partners and the locally identified population anticipated to reach. Example 2: Engage in other vaccination planning activities such as partnership development, provider education, vaccination point of dispensing (POD) planning, tabletop exercises, engagement with communities, leaders, non-traditional provider, or vulnerable populations to develop strategies to ensure equitable access to vaccination services		Summary of the engagement strategies to be used with health care providers and other partners, and the locally identified population to be reached.	January 31, ~~2021~~ Annually	Reimbursement of actual costs incurred, not to exceed: \$14,582 \$369,385 FFY21 COVID19 VACCINE SERVICES-CARES Funding (MI 74310209)
3.B	Implement the communication strategies or other activities, working with health care providers and other partners to reach the locally identified population, support providers in vaccination plans, and support equitable access to vaccination services.		Mid-term written report describing activity/activities and progress made to-date and strategies used (template to be provided)	March 31, ~~2021~~ Annually	
3.C	Catalog activities and conduct an evaluation of the strategies used		Final written report, showing the strategies used and the final progress of the reach (template to be provided)	June 30, ~~2021~~ Annually	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
<i>Regional Incident Management Team (IMT) Mass Vaccination Clinics – Task 4</i>					
	*NOTE: Task 4 activities for Mass Vaccination Clinics in this statement of work are NOT CONSIDERED SUBRECIPIENT but are as a CONTRACTOR of DOH. DOH reimbursement provided for local mass vaccination clinic (see definition below) planning, implementation and operations in coordination between Unified Command and the Regional IMT to administer the vaccine as efficiently, quickly, equitably, and safely in all regions of Washington State. State Supported, Regionally Coordinated, Locally Implemented. 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.). Leaders Intent about this work from DOH is included as an attachment. Guidance on vaccination protocols must be followed as provided by DOH and CDC.				*Reimbursement of eligible costs. MASS VACCINATION FEMA 100% Funding (MI 934V0200) (See Program Specific Requirements for Mass Vaccination Task 4 below)
4.1	Local health jurisdiction (LHJ) will coordinate planning and implementation of mass vaccination clinics/sites provided within the county(s) with a regional incident management team/organization as approved by DOH. Request for regional IMT should be submitted through the normal process through WebEOC. Local health jurisdiction is the coordinating agency for the mass vaccination plan within the county. 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.		Submit to DOH a mass vaccination plan including: • 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.	Within 30 days of contract amendment execution.	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<i>Provide any information as requested by the regional IMT.</i>				
4.B	<i>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.</i> <i>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.</i>		<i>Submit estimated budget for the mass vaccination plan.</i> <i>Monthly Cost Summary Spreadsheet to the IMT/IMO by the fifth of the following month.</i>	<i>Within 30 days of contract amendment execution.</i> <i>Monthly</i>	
4.C	<i>Vaccination data – will be maintained according to current state and federal requirements.</i> <i>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.</i>		<i>Submission of vaccine use into WA IIS database within 24hrs of use.</i> <i>Jurisdiction/Regions will ensure a fair and equitable process for registration of eligible Washingtonians across all available modalities.</i>	<i>Daily</i>	
4.D	<i>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).</i>		<i>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</i>	<i>Monthly</i>	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
			<i>of note, including assistance requested.</i>		

***For Information Only:**

Funding is not tied to the revised Standards/Measures listed here. This information may be helpful in discussions of how program activities might contribute to meeting a Standard/Measure. More detail on these and/or other Public Health Accreditation Board (PHAB) Standards/Measures that may apply can be found at: <http://www.phaboard.org/wp-content/uploads/PHAB-Standards-and-Measures-Version-1.0.pdf>

Special Requirements**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 Data Universal Numbering System (DUNS®) number.

Information about the LHJ and this statement of work will be made available on USASpending.gov by DOH as required by P.L. 109-282.

Program Specific Requirements/Narrative**DCHS COVID-19 Response - Tasks 1 and 2**

Restrictions on Funds: Indirects are NOT allowable for CARES funding from September 2, 2020 forward – LHJ can charge administrative activities as direct costs but not incur indirects from September 2, 2020 through December 30, 2020 for activities funded with CARES funds (COVID LOCAL CARES - COVID LHJ OFM ALLOCATION-CARES, BITV-COVID ED LHJ ALLOCATION-CARES, FEMA-75 COVID LHJ ALLOCATION)

- Since the federal guidance was not updated until September 2, 2020, DOH understands that indirects could be charged from March–August 2020.

Payment: Upon approval of deliverables and receipt of an invoice voucher, DOH will reimburse for actual allowable costs incurred. Billings for services on a monthly fraction of the budget will not be accepted or approved.

Submission of Invoice Vouchers: The LHJ shall submit correct monthly A19-1A invoice vouchers for amounts billable under this statement of work to DOH by the 25th of the following month or on a frequency no less often than quarterly.

Mass Vaccination – Task 4**Program Manual, Handbook, Policy References**

Emergency Response Plan (or equivalent)

Medical Countermeasure Mass Vaccination Plan

Restrictions on Funds (what funds can be used for which activities, not direct payments, etc.):

Non-mass vaccination efforts are not allowable through this funding stream.

Duplication of billing (sending request for reimbursement) to entities outside of this agreement is prohibited.

Indirect rates are not applicable to these funds.

Special References (RCWs, WACs, etc.)

County Health Emergency Documentation if applicable

Monitoring Visits (frequency, type):

Occasional visits from DOH or IMT/IMO personnel for the purpose of monitoring and surveillance of mass vaccination activities may be expected.

Definitions

Mass vaccination clinic are those outside of the usual healthcare delivery methods such as pop-up clinics, mobile clinics, non-clinical facility clinics (i.e., fairgrounds, arenas, etc.).

Special Billing Requirements:

Monthly invoices must be submitted timely to the regional IMT/Organization for review/approval prior to submission to DOH for reimbursement.

Contract (MI) Code: 934V0200 General Mass Vaccination

BARS Revenue Code: 333.97.03 Mass Vaccination Reimbursement

Special Instructions:

The LIIJ 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.

Eligible costs from the timeframe of January 21, 2021 through April 20, 2021 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.

DOH Program Contact

~~Kasey Walker~~ Alyssa Lavin, LIIJ Contract Manager

DOH, PHOCIS

1610 NE 150th St, Shoreline, WA 98155

~~kasey.walker@doh.wa.gov~~ alyssa.lavin@doh.wa.gov / 360-236-3273

DOH BITV-COVID ED LHI Allocation-CARES Fiscal Contact (Tasks 1 and 2)

Sheri Spezze

DOH, Office of Program Financial Management

PO Box 47840, Olympia, WA 98504-7841

Ph: 360-236-4447 / Fax: 360-664-2216 / sheri.spezze@doh.wa.gov

DOH ELC Allocation Fiscal Contact (Tasks 1 and 2)

Christie Durkin

DOH, Office of Program Financial Management

PO Box 47840, Olympia, WA 98504-7841

Ph: 360-236-4235 / christie.durkin@doh.wa.gov

DOH COVID19 Vaccine Services Program Contacts (Task 3)

Tawney Harper, MPA

Deputy Director | Operations Manager

Office of Immunization and Child Profile

Department of Health

PO Box 47843, Olympia WA 98504-7843

tawney.harper@doh.wa.gov / 360-236-3525

Misty Ellis, Project Manager

CDC Public Health Advisor

Office of Immunization and Child Profile

Department of Health

PO Box 47843, Olympia WA 98504-7843

misty.ellis@doh.wa.gov / 360-236-3675

Sonja Morris, Program Manager

Enhanced Influenza and COVID-19 Response

Office of Immunization and Child Profile

Department of Health

PO Box 47843, Olympia, WA 98504-7843

sonja.morris@doh.wa.gov / 360-236-3545

DOH General Mass Vaccination Program and Fiscal Contact (Task 4)

Patrick Plumb

COVID FEMA Project Management Analyst

Washington State Department of Health

Office of Financial Services

111 Israel Road SE, Tumwater, WA 98501

patrick.plumb@doh.wa.gov / (360) 236-4291

Janice Baumgardt

Financial Operations Manager

Washington State Department of Health

Office of Financial Services

111 Israel Road SE, Tumwater, WA 98501

janice.baumgardt@doh.wa.gov / (360) 236-4505

Exhibit A
Statement of Work
Contract Term: 2018-2021

DOH Program Name or Title: Division of Emergency Preparedness & Response-
COVID-19 - Effective January 20, 2020

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH18239

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

Period of Performance: January 20, 2020 through December 31, 2021

Funding Source ☒ Federal Subrecipient ☒ State ☐ Other	Federal Compliance (check if applicable) ☒ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☒ Reimbursement ☒ One-Time Distribution
--	--	--

Statement of Work Purpose: The purpose of this statement of work is to establish funding and tasks for LHJs to prevent, prepare for, and respond to the COVID-19 disease outbreak.

Revision Purpose: The purpose of this revision is to extend the period of performance from June 30, 2021 to December 31, 2021, extend the funding period for federal COVID-19 funds, and add report deliverables and due dates. The funding period end date for the state Disaster Response funds remains June 30, 2021.

NOTE: Pending execution of a new contract or an extension to the 2018-2021 consolidated contracts which currently end December 31, 2021, program plans to extend the period of performance and funding in this statement of work through March 15, 2022. Deliverable due dates after December 31, 2021 are referenced for informational purposes only and will be updated in a new or revised statement of work effective January 1, 2022.

Chart of Accounts Program Name or Title	CFDA #	BARS Revenue Code	Master Index Code	Funding (LHJ Use Only)	Period Only	Current Consideration	Change None	Total Consideration
FFY20 CDC COVID-19 Crisis Resp LHJ-Tribe	93.354	333.93.35	31104102	01/20/20	12/31/21	130,871	0	130,871
FY20/21 COVID-19 Disaster Response	N/A	334.04.92	934A0101	01/20/20	06/30/21	119,129	0	119,129
TOTALS						250,000	0	250,000

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Federal Funds Participate in public health emergency preparedness and response activities for COVID-19. This may include surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications, and or other preparedness and response activities for COVID-19. Activities must address one or more of the following six domains:		Activity report(s) on template to be provided DOH.	June 30, 2020 December 31, 2020 ~~March 15, 2021~~ June 30, 2021 December 31, 2021 March 15, 2022 Frequency and due dates of reports may change based on	Reimbursement for actual costs not to exceed total funding consideration amount Note: Per Federal funding requirements, prior approval from DOH is required for reimbursement of expenses incurred on or

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	- Incident management for early crisis response - Jurisdictional recovery - Information management - Countermeasures and mitigation - Surge management - Biosurveillance DOH will provide additional guidance and technical assistance. Note: The total federal funding consideration is for the period of January 20, 2020 through March 15, ~~2021~~ 2022. Any unspent funds, tasks and deliverables with due dates after December 31, 2021 will be included in a new statement of work under the new consolidated contract term beginning January 1, 2022.			federal requirements. DOH will notify LHJ of any changes via email. A final activity report is required prior to DOH releasing the final amount of funding.	after January 20, 2020 through March 4, 2020. After approval is received from DOH, LHJ must submit a separate invoice for reimbursement of these expenses.
2	State Funds Participate in public health emergency preparedness and response activities for COVID-19. This may include surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications, and or other preparedness and response activities for COVID-19. Activities must address one or more of the following six domains: - Incident management for early crisis response - Jurisdictional recovery - Information management - Countermeasures and mitigation - Surge management - Biosurveillance DOH will provide additional guidance and technical assistance. Note: The total state funding consideration is for the period of January 20, 2020 through June 30, 2021.		Activity report(s) on template to be provided DOH.	July 15, 2020 October 15, 2020 January 15, 2021 April 15, 2021 June 30, 2021	LHJ has already received these funds as a one-time distribution.

***For Information Only:**

Funding is not tied to the revised Standards/Measures listed here. This information may be helpful in discussions of how program activities might contribute to meeting a Standard/Measure. More detail on these and/or other Public Health Accreditation Board (PHAB) Standards/Measures that may apply can be found at:

<http://www.phaboard.org/wp-content/uploads/PHAB-Standards-and-Measures-Version-1.0.pdf>

Program Specific Requirements/Narrative

Any subcontract/s must be approved by DOH prior to executing the contract/s.

Deliverables are to be submitted to the ConCon deliverables mailbox at concondeliverables@doh.wa.gov

Special Requirements**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 Data Universal Numbering System (DUNS®) number.

Information about the LHJ and this statement of work will be made available on USASpending.gov by DOH as required by P.L. 109-282.

Restrictions on Funds (what funds can be used for which activities, not direct payments, etc)

Please reference the Code of Federal Regulations:

https://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=58ffddb5363a27f26e9d12ccec462549&ty=HTML&h=L&mc=true&r=PART&n=pt2.1.200#se2.1.200_1439

Allowable Activities - See list of allowable activities below, Appendix 2 from COVID-19 Crisis Response Cooperative Agreement – Components A and B Supplemental Funding, Interim Guidance, March 15, 2020.

Costs that are NOT allowable

- Facility purchases – May be if prior approval received from the feds and state. Send those requests to Amy.Ferris@doh.wa.gov
- Research
- Clinical care except as provided for individuals while under state or federal quarantine and isolation orders that are not eligible for payment by another source.
- Publicity and propaganda (lobbying):
 - Other than for normal and recognized executive-legislative relationships, no funds may be used for:
 - publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body
 - the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body
 - See Additional Requirement (AR) 12 for detailed guidance on this prohibition and additional guidance on lobbying for CDC recipients: https://www.cdc.gov/grants/documents/Anti-Lobbying_Restrictions_for_CDC_Grantees_July_2012.pdf
- Funds cannot be used to supplant existing federal funds awarded by other federal sources
- Funds cannot be used to match funding on other federal awards.

DOH Program Contact

Tory Henderson, Contracts & Finance Specialist

Department of Health

P O Box 47960, Olympia, WA 98504-7960

Office: 360-236-4596 Mobile: 360-789-7262 / tory.henderson@doh.wa.gov

Exhibit A, Statements of Work
Revised as of January 15, 2021

Appendix 2. Allowable Activities

Domain	Activity Category	Allowable Activities
Incident Management for Early Crisis Response	Emergency Operations and Coordination	Examples of allowable activities: ○ Conduct jurisdictional COVID-19 risk assessment. ▪ Identify and prioritize risk-reduction strategies and risk-mitigation efforts in coordination with community partners and stakeholders. ▪ Implement public health actions designed to mitigate risks in accordance with CDC guidance. ○ Implement public health response plans based on CDC COVID-19 Preparedness and Response Planning Guidance for State, Local, Territorial, and Tribal Public Health Agencies. ○ Provide technical assistance to local and tribal health departments on development of COVID-19 response plans and respond to requests for public health assistance. ○ Activate the jurisdiction's emergency operations center (EOC) at a level appropriate to meet the needs of the response. ▪ Staff the EOC with the numbers and skills necessary to support the response, assure worker safety, and continually monitor absenteeism. ▪ Use established systems to ensure continuity of operations (COOP) and implement COOP plans as needed. ○ Establish call centers or other communication capacity for information sharing, public information, and directing residents to available resources. ○ Activate emergency hiring authorities and expedited contracting processes. ○ Assess the jurisdiction's public health and healthcare system training needs. ▪ Provide materials and facilitate training designed to improve the jurisdiction's public health and healthcare system response. Focus on infection prevention and control strategies and implementation/triggers for crisis/contingency standards of care. ▪ Implement procedures to notify relevant personnel and participate in CDC national calls and Clinician Outreach and Communication Activity (COCA) calls. ○ Ensure plans and jurisdictional response actions incorporate the latest CDC guidance and direction.

Domain	Activity Category	Allowable Activities
	Responder Safety and Health	Examples of allowable activities: ○ Assure the health and safety of the jurisdiction's workforce, including but not limited to implementation of staff resiliency programs, occupational health/safety programs, and responder mental health support. Determine gaps and implement corrective actions. ○ Implement personal protective equipment (PPE)-sparing strategies for public health/healthcare system workforce in accordance with federal guidelines. ○ Develop an occupational safety and health strike team to ensure workers are protected, implement corrective actions, and gather lessons learned. ○ Establish a team of communicators who can interpret CDC guidance and assist with implementation of worker safety and health strategies. ○ Create tools to assist and anticipate supply chain shortages, track PPE inventory. ○ Develop PPE strategies consistent with CDC guidance for hospitals, outpatient clinics, long-term care facilities, and other health facilities; work with suppliers and coalitions to develop statewide plans for caching or redistributing/sharing. This strategy should be integrated with health care coalitions' system plans for purchasing, caching, and distributing PPE and accessing the Strategic National Stockpile. ○ Purchase required PPE (if available).

Domain	Activity Category	Allowable Activities
	Identification of vulnerable populations	Examples of allowable activities: ○ Implement mitigation strategies for populations at risk for morbidity, mortality, and other adverse outcomes. ○ Update response and recovery plans to include populations at risk. ○ Enlist other governmental and nongovernmental programs that can be leveraged to provide social services and ensure that patients with COVID-19 virus (or at risk of exposure) receive proper information to connect them with available social services. ○ Leverage social services and behavioral health within the community, including the Administration for Children and Families (ACF) and Health Resources and Services Administration (HRSA). ○ Conduct rapid assessment (e.g., focus groups) of concerns and needs of the community related to COVID-19 prevention. ○ Identify gaps and implement strategies that encourage risk-reduction behaviors.
Jurisdictional Recovery	Jurisdictional Recovery	Examples of allowable activities: ○ Recovery efforts to restore to pre-event functioning. ○ Conduct a hot wash/after-action review and develop an improvement plan.

Domain	Activity Category	Allowable Activities
Information Management	Information Sharing	Examples of allowable activities: ○ Ensure information sharing among public health staff, healthcare personnel, airport entry screening personnel, emergency medical services (EMS) providers, and the public. ○ Develop, coordinate, and disseminate information, alerts, warnings, and notifications regarding risks and self-protective measures to the public, particularly with at-risk and vulnerable populations and incident management responders. ○ Develop new systems or utilize existing systems to rapidly report public health data. ○ Develop community messages that are accurate, timely, and reach at-risk populations
	Emergency Public Information and Warning and Risk Communication	Examples of allowable activities: ○ Ensure redundant platforms are in place for pushing out messages to the public and the healthcare sector regarding risks to the public, risk of transmission, and protective measures. ▪ Work with health communicators and educators on risk communications efforts designed to prevent the spread of COVID-19 virus. ○ Update scripts for jurisdictional call centers with specific COVID-19 messaging (alerts, warnings, and notifications). ○ Evaluate COVID-19 messaging and other communication materials and, based on feedback from target audiences, revise messages and materials as needed. ▪ Conduct rapid assessment (e.g., focus groups) of existing messaging and communications activities (e.g., web-based, social media) related to COVID-19 prevention. ▪ Monitor local news stories and social media postings to determine if information is accurate, identify messaging gaps, and adjust communications as needed. ○ Contract with local vendors for translation (as necessary), printing, signage, and audiovisual/public service announcement development and dissemination. ○ Identify gaps and develop culturally appropriate risk messages for at-risk populations including messages that focus on risk-reduction behaviors. ○ Develop a COVID-19-specific media relations strategy, including identification of key spokespeople and an approach for regular media outreach.

Domain	Activity Category	Allowable Activities
		- Coordinate communication messages, products, and programs with key partners and stakeholders to harmonize response messaging. - Clearly communicate steps that health care providers should take if they suspect a patient has COVID-19 virus infection (e.g., diagnostic testing, clinical guidance).
Countermeasures and Mitigation	Nonpharmaceutical Interventions	Examples of allowable activities: - Develop plans and triggers for the implementation of community interventions, including: - Activating emergency operations plans for schools, higher education, and mass gatherings; - Ensuring that community, faith-based, and business organizations are prepared to support interventions to prevent spread; and - Integrating interventions related to social services providers, criminal justice systems, homeless persons, and other vulnerable populations and at-risk populations. - Anticipate disruption caused by community spread and interventions to prevent further spread. - Planning for school dismissal including continuity of education and other school-based services (e.g., meals); - Ensuring systems are active to provide guidance on closure of businesses, government offices, and social services agencies; - Ensuring systems are in place to monitor social disruption (e.g., school closures); and - Ensuring that services (e.g., housing, transportation, food) are in place for community members impacted by social distancing interventions.
	Quarantine and Isolation Support	Examples of allowable activities: - Provide lodging and wrap-around services, including food and beverage, cleaning, waste management, maintenance, repairs at quarantine/isolation sites, and clinical care costs for individuals while under state or federal quarantine and isolation orders that are not eligible for payment by another source. - Review and update state quarantine and isolation laws, regulations, and procedures. Funds may also be used to develop training and educational materials for local health departments and judicial officials.

Domain	Activity Category	Allowable Activities
		- Identify and secure safe housing for persons subject to restricted movement and other public health orders. - Develop and implement behavioral health strategies to support affected populations.
	Distribution and Use of Medical Material	Examples of allowable activities: - Ensure jurisdictional capacity for a mass vaccination campaign once vaccine becomes available, including: - Enhancement of immunization information systems - Maintaining ability for vaccine-specific cold chain management - Coordinating mass vaccination clinics for emergency response - Assessing and tracking vaccination coverage - Rapidly identifying high-risk persons requiring vaccine - Planning to prioritize limited medical countermeasures (MCM) based on guidance from CDC and the Department of Health and Human Services (HHS) - Ensure jurisdictional capacity for distribution of MCM and supplies.
Surge Management	Surge Staffing	Examples of allowable activities: - Activate mechanisms for surging public health responder staff. - Activate volunteer organizations including but not limited to Medical Reserve Corps.
	Public Health Coordination with Healthcare Systems	Examples of allowable activities: - In partnership with health care coalitions, develop triggers for enacting crisis/contingency standards of care. - Coordinate with Hospital Preparedness Program (HPP) entities, healthcare coalitions, health care organizations, emergency management, and other relevant partners and stakeholders to assess the public health and medical surge needs of the community. - Prepare for increased demands for services, expansions of public health functions, increases in administrative management requirements, and other emergency response surge needs. - Train hospitals, long-term care facilities and other high-risk facilities on infection prevention and control. - Actively monitor healthcare system capacity and develop mitigation strategies to preserve healthcare system resources.

Domain	Activity Category	Allowable Activities
		Execute authorities for responding to healthcare system surge and implement activities to mitigate demands on the healthcare system. Plan to activate crisis/contingency standards of care.
	Infection Control	Examples of allowable activities: - Follow updated CDC guidance on infection control and prevention and PPE. - Engage with healthcare providers and healthcare coalitions to address issues related to infection prevention measures, such as: - Changes in hospital/healthcare facility visitation policies, - Social distancing, and - Infection control practices in hospitals and long-term care facilities, such as: - PPE use, - Hand hygiene, - Source control, and - Isolation of patients.
Biosurveillance	Public Health Surveillance and Real-time Reporting	Examples of allowable activities: - Conduct surveillance and case identification (including, but not limited to, public health epidemiological investigation activities such as contact follow-up). - Assess risk of travelers and other persons with potential COVID-19 exposures. - Enhance surveillance systems to provide case-based and aggregate epidemiological data. - Enhance existing syndromic surveillance for respiratory illness such as influenza-like illness (ILI) or acute respiratory illness (ARI) by expanding data, inputs, and sites. - Enhance systems to identify and monitor the outcomes of severe disease outcomes, including among vulnerable populations. - Enhance systems to track outcomes of pregnancies affected by COVID-19. - Develop models for anticipating disease progression within the community.
	Public Health Laboratory Testing, Equipment, Supplies, and Shipping	Examples of allowable activities: - Assess commercial and public health capacity for lab testing. - Develop a list of available testing sites and criteria for testing and disseminate to clinicians and the public.

Domain	Activity Category	Allowable Activities
		○ Appropriately collect and handle hospital and other clinical laboratory specimens that require testing and shipping to Laboratory Response Network (LRN) or CDC laboratories designated for testing. ○ Rapidly report test results between the laboratory, the public health department, healthcare facilities, and CDC to support public health investigations. ○ Test a sample of outpatients with ILI or ARI for COVID-19 and other respiratory viruses and complete the following: • Report weekly percent positive COVID-19 outpatient visits by age group. • Determine the rate of ILI/ARI outpatient visits and the rate of COVID-10-confirmed ILI patients. ▪ This allowable activity is similar to "Sentinel COVID-19 Surveillance, March 2020, and ILINet Enhancements in 2019." It may include, but is not limited to the following: — Conduct testing at public health laboratories — Describe modification of protocols and validation of specimen type other than NP/OP swabs, including validation of different swab types and self-swabbing for COVID-19 ○ Collaborate with Emerging Infection Program and Influenza Hospitalization Surveillance Network to modify existing FluSurv-NET program for COVID-19. ○ Enhance laboratory surge capacity plans. ○ Determine maximum lab testing capacity and establish prioritization criteria and contingency plans for testing if maximum capacity is reached. ○ Work with laboratory partners to ensure labs receive updated guidance on appropriate testing algorithms and sample types as additional information is acquired. ○ Ensure clear guidance is communicated to clinical labs and physicians on how to obtain appropriate lab testing. ○ Provide testing for impacted individuals.
	Data Management	Examples of allowable activities: ○ Ensure data management systems are in place and meet the needs of the jurisdiction. ○ Implement analysis, visualization, and reporting for surveillance and other available data to support understanding of the outbreak, transmission, and impact of interventions. ○ Ensure efficient and timely data collection.

Domain	Activity Category	Allowable Activities
		○ Ensure ability to rapidly exchange data with public health partners (including CDC) and other relevant partners. ○ Coordinate data systems for epidemiological and laboratory surveillance.

Exhibit A
Statement of Work
Contract Term: 2018-2021

DOH Program Name or Title: Office of Drinking Water Group A Program -
Effective January 1, 2018

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH18239

SOW Type: Revision **Revision # (for this SOW)** 7

Period of Performance: January 1, 2018 through December 31, 2021

Funding Source ☒ Federal Contractor ☒ State ☐ Other	Federal Compliance (check if applicable) ☐ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☐ Reimbursement ☒ Fixed Price
--	---	---

Statement of Work Purpose: The purpose of this statement of work is to provide funding to the LHJ for conducting sanitary surveys and providing technical assistance to small community and non-community Group A water systems.

Revision Purpose: The purpose of this revision is to extend the Period of Performance thru December 31, 2021, provide Sanitary Survey and Technical Assistance funding in Year 23, revise Special Billing Requirements and Special Instructions, and change DOH Fiscal Contact.

Chart of Accounts Program Name or Title	CFDA #	BARS Revenue Code	Master Index Code	Funding (LHJ Use)	Period Only)	Current Consideration	Change Increase (+)	Total Consideration
				Start Date	End Date			
Yr 20 SRF - Local Asst (15%) (FS) SS	N/A	346.26.64	24139220	01/01/18	12/31/18	0	0	0
Sanitary Survey Fees (FO-SW) SS-State	N/A	346.26.65	24232522	01/01/18	12/31/20	9,400	0	9,400
Yr 20 SRF - Local Asst (15%) (FS) TA	N/A	346.26.66	24139220	01/01/18	12/31/18	0	0	0
Yr 21 SRF - Local Asst (15%) (FS) SS	N/A	346.26.64	24139221	01/01/18	06/30/19	4,200	0	4,200
Yr 21 SRF - Local Asst (15%) (FS) TA	N/A	346.26.66	24139221	01/01/18	06/30/19	652	0	652
Yr 22 SRF - Local Asst (15%) (FO-SW) SS	N/A	346.26.64	24239222	01/01/19	12/31/20	5,200	0	5,200
Yr 22 SRF - Local Asst (15%) (FO-SW) TA	N/A	346.26.66	24239222	01/01/19	12/31/20	2,642	0	2,642
Yr 23 SRF - Local Asst (15%) (FO-SW) SS	N/A	346.26.64	24239223	01/01/21	12/31/21	0	5,600	5,600
Yr 23 SRF - Local Asst (15%) (FO-SW) TA	N/A	346.26.66	24239223	01/01/21	12/31/21	0	1,000	1,000
TOTALS						22,094	6,600	28,694

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Trained LHJ staff will conduct sanitary surveys of small community and non-community Group A water systems identified by the DOH Office of Drinking Water (ODW) Regional Office.		Provide Final* Sanitary Survey Reports to ODW Regional Office. Complete Sanitary Survey Reports shall include: 1. Cover letter identifying significant deficiencies,	Final Sanitary Survey Reports must be received by the ODW Regional Office within 30 calendar days of conducting the sanitary survey.	Upon ODW acceptance of the Final Sanitary Survey Report, the LHJ shall be paid \$400 for each sanitary survey of a non-community system with three or fewer connections.

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	See Special Instructions for task activity.		significant findings, observations, recommendations, and referrals for further ODW follow-up. 2. Completed Small Water System checklist. 3. Updated Water Facilities Inventory (WFI). 4. Photos of water system with text identifying features 5. Any other supporting documents. *Final Reports reviewed and accepted by the ODW Regional Office.		Upon ODW acceptance of the Final Sanitary Survey Report, the LHJ shall be paid \$800 for each sanitary survey of a non-community system with four or more connections and each community system. Payment is inclusive of all associated costs such as travel, lodging, per diem. Payment is authorized upon receipt and acceptance of the Final Sanitary Survey Report within the 30-day deadline. Late or incomplete reports may not be accepted for payment.
2	Trained LHJ staff will conduct Special Purpose Investigations (SPI) of small community and non-community Group A water systems identified by the ODW Regional Office. See Special Instructions for task activity.		Provide completed SPI Report and any supporting documents and photos to ODW Regional Office.	Completed SPI Reports must be received by the ODW Regional Office within 2 working days of the service request.	Upon acceptance of the completed SPI Report, the LHJ shall be paid \$800 for each SPI. Payment is inclusive of all associated costs such as travel, lodging, per diem. Payment is authorized upon receipt and acceptance of completed SPI Report within the 2 working day deadline. Late or incomplete reports may not be accepted for payment.
3	Trained LHJ staff will provide direct technical assistance (TA) to small community and non-community Group A water systems identified by the ODW Regional Office. See Special Instructions for task activity.		Provide completed TA Report and any supporting documents and photos to ODW Regional Office.	Completed TA Report must be received by the ODW Regional Office within 30 calendar days of providing technical assistance.	Upon acceptance of the completed TA Report, the LHJ shall be paid for each technical assistance activity as follows: • Up to 3 hours of work: \$250 • 3-6 hours of work: \$500 • More than 6 hours of work: \$750

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
					Payment is inclusive of all associated costs such as consulting fee, travel, lodging, per diem. Payment is authorized upon receipt and acceptance of completed TA Report within the 30-day deadline. Late or incomplete reports may not be accepted for payment.
4	LHJ staff performing the activities under tasks 1, 2 and 3 must have completed the mandatory Sanitary Survey Training. See Special Instructions for task activity.		Prior to attending the training, submit an "Authorization for Travel (Non-Employee)" DOH Form 710-013 to the ODW Program Contact below for approval (to ensure that enough funds are available).	Annually	LHJ shall be paid mileage, per diem, lodging, and registration costs as approved on the pre-authorization form in accordance with the current rates listed on the OFM Website http://www.ofm.wa.gov/resources/travel.asp

***For Information Only:**

Funding is not tied to the revised Standards/Measures listed here. This information may be helpful in discussions of how program activities might contribute to meeting a Standard/Measure. More detail on these and/or other Public Health Accreditation Board (PHAB) Standards/Measures that may apply can be found at:

<http://www.phaboard.org/wp-content/uploads/PHAB-Standards-and-Measures-Version-1.0.pdf>

Program Specific Requirements/Narrative**Special References (RCWs, WACs, etc)**

Chapter 246-290 WAC is the set of rules that regulate Group A water systems. By this statement of work, ODW contracts with the LHJ to conduct sanitary surveys (and SPIs, and provide technical assistance) for small community and non-community water systems with groundwater sources. ODW retains responsibility for conducting sanitary surveys (and SPIs, and provide technical assistance) for small community and non-community water systems with surface water sources, large water systems, and systems with complex treatment.

LHJ staff assigned to perform activities under tasks 1, 2, and 3 must be trained and approved by ODW prior to performing work. See special instructions under Task 4, below.

Special Billing Requirements

The LHJ shall submit quarterly invoices within 30 days following the end of the quarter in which work was completed, noting on the invoice the quarter and year being billed for. Payment cannot exceed a maximum accumulative fee of ~~\$18,800~~ **\$24,400** for **Task 1**, and ~~\$4,652~~ **\$3,294** **\$4,294** for **Task 2, Task 3 and Task 4 combined** during the contracting period, to be paid at the rates specified in the Payment Method/Amount section above. When invoicing for sanitary surveys, bill half to BARS Revenue Code 346.26.64 and half to BARS Revenue Code 346.26.65.

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

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

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

Special Instructions

Task 1

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

- No more than **1** surveys of non-community systems with three or fewer connections to be completed between January 1, 2018 and December 31, 2018.
- No more than **10** surveys of non-community systems with four or more connections and all community systems to be completed between January 1, 2018 and December 31, 2018.
- No more than **6** surveys of non-community systems with four or more connections and all community systems to be completed between January 1, 2019 and December 31, 2019.
- No more than **2** surveys of non-community systems with three or fewer connections to be completed between January 1, 2020 and December 31, 2020.
- No more than **6** surveys of non-community systems with four or more connections and all community systems to be completed between January 1, 2021 and December 31, 2021.
- No more than **0** surveys of non-community systems with three or fewer connections to be completed between January 1, 2020 and December 31, 2020.
- *No more than 7 surveys of non-community systems with four or more connections and all community systems to be completed between January 1, 2021 and December 31, 2021.*

The process for assignment of surveys to the LHJ, notification of the water system, and ODW follow-up with unresponsive water systems; and other roles and responsibilities of the LHJ are described in the Field Guide.

Task 2

Trained LHJ staff will perform Special Purpose Investigations (SPIs) as assigned by ODW. SPIs are inspections to determine the cause of positive coliform samples or the cause of other emergency conditions. SPIs may also include sanitary surveys of newly discovered Group A water systems. Additional detail about conducting SPIs is described in the Field Guide. The ODW Regional Office must authorize in advance any SPI conducted by LHJ staff.

Task 3

Trained LHJ staff will conduct Technical assistance as assigned by ODW. Technical Assistance includes assisting water system personnel in completing work or verifying work has been addressed as required, requested, or advised by the ODW to meet applicable drinking water regulations. Examples of technical assistance activities are described in the Field Guide. The ODW Regional Office must authorize in advance any technical assistance provided by the LHJ to a water system.

Task 4

LHJ staff assigned to perform activities under tasks 1, 2, and 3 must be trained and approved by ODW prior to performing work. LHJ staff performing the activities under tasks 1, 2 and 3 must have completed, with a passing score, the ODW Online Sanitary Survey Training and the ODW Sanitary Survey Field Training. LHJ staff performing activities under tasks 1, 2, and 3 must attend the Annual ODW Sanitary Survey Workshop, and are expected to attend the Regional ODW LHJ Drinking Water Meetings.

If required trainings, workshops or meetings are not available, not scheduled, or if the LHJ staff person is unable to attend these activities prior to conducting assigned tasks, the LHJ staff person may, with ODW approval, substitute other training activities to be determined by ODW. Such substitute activities may include one-on-one training with ODW staff, co-surveys with ODW staff, or other activities as arranged and pre-approved by ODW. LHJ staff may not perform the activities under tasks 1, 2, and 3 without completing the training that has been arranged and approved by ODW.

Program Manual, Handbook, Policy References

<http://www.doh.wa.gov/Portals/1/Documents/Pubs/331-486.pdf>

DOH Program Contact

Denise Miles
DOH Office of Drinking Water
243 Israel Rd SE
Tumwater, WA 98501
Denise.Miles@doh.wa.gov
(360) 236-3028

DOH Fiscal Contact

~~Karena McGovern~~ Marcea Kato
DOH Office of Drinking Water
243 Israel Rd SE
Tumwater, WA 98501
Marcea.Kato@doh.wa.gov
(360) 236-3094

EXHIBIT B-20
ALLOCATIONS
Contract Term 2018-2021

Contract Number: CLH18239
Date: January 15, 2021

Indirect Rate as of January 2018: 34.23%

Indirect Rate as of January 2019: 25.77%

Chart of Accounts Program Title	Federal Award Identification #	Amend #	CFDA*	BARS Revenue Code**	Statement of Work Funding Period		DOH Use Only Chart of Accounts Funding Period		Amount	Funding Period Sub Total	Chart of Accounts Total
					Start Date	End Date	Start Date	End Date			
FFY21 USDA WIC Program Mgmt CSS	217WAWA7W1003	Amd 19	10.557	333.10.55	10/01/20	09/30/21	10/01/20	09/30/21	\$2,450	\$2,450	\$425,820
FFY21 USDA WIC Program Mgmt CSS	217WAWA7W1003	Amd 15	10.557	333.10.55	10/01/20	12/31/20	10/01/20	12/31/20	(\$60,750)	\$0	
FFY21 USDA WIC Program Mgmt CSS	217WAWA7W1003	Amd 6	10.557	333.10.55	10/01/20	12/31/20	10/01/20	12/31/20	\$2,120		
FFY21 USDA WIC Program Mgmt CSS	217WAWA7W1003	N/A	10.557	333.10.55	10/01/20	12/31/20	10/01/20	12/31/20	\$58,630		
FFY20 USDA WIC Program Mgmt CSS	207WAWA7W1003	Amd 15	10.557	333.10.55	10/01/19	09/30/20	10/01/19	09/30/20	(\$243,000)	\$0	
FFY20 USDA WIC Program Mgmt CSS	207WAWA7W1003	Amd 6	10.557	333.10.55	10/01/19	09/30/20	10/01/19	09/30/20	\$8,480		
FFY20 USDA WIC Program Mgmt CSS	207WAWA7W1003	N/A	10.557	333.10.55	10/01/19	09/30/20	10/01/19	09/30/20	\$234,520		
FFY19 CSS USDA WIC Program Mgmt	187WAWA7W1003	Amd 6	10.557	333.10.55	10/01/18	09/30/19	10/01/18	09/30/19	\$2,610	\$242,380	
FFY19 CSS USDA WIC Program Mgmt	187WAWA7W1003	Amd 5	10.557	333.10.55	10/01/18	09/30/19	10/01/18	09/30/19	\$5,250		
FFY19 CSS USDA WIC Program Mgmt	187WAWA7W1003	N/A	10.557	333.10.55	10/01/18	09/30/19	10/01/18	09/30/19	\$234,520		
FFY18 CSS USDA WIC Program Mgmt	187WAWA7W1003	Amd 2	10.557	333.10.55	01/01/18	09/30/18	10/01/17	09/30/18	\$5,100	\$180,990	
FFY18 CSS USDA WIC Program Mgmt	187WAWA7W1003	N/A	10.557	333.10.55	01/01/18	09/30/18	10/01/17	09/30/18	\$175,890		
FFY22 USDA WIC Client Svs Contracts	NGA Not Received	Amd 19	10.557	333.10.55	10/01/21	12/31/21	10/01/21	12/31/21	\$60,995	\$60,995	\$592,815
FFY21 USDA WIC Client Svs Contracts	217WAWA7W1003	Amd 19	10.557	333.10.55	10/01/20	09/30/21	10/01/20	09/30/21	\$182,985	\$243,735	
FFY21 USDA WIC Client Svs Contracts	217WAWA7W1003	Amd 15, 19	10.557	333.10.55	10/01/20	09/30/21	10/01/20	09/30/21	\$60,750		
FFY20 USDA WIC Client Svs Contracts	207WAWA7W1003	Amd 18	10.557	333.10.55	10/01/19	09/30/20	10/01/19	09/30/20	\$42,435	\$288,085	
FFY20 USDA WIC Client Svs Contracts	207WAWA7W1003	Amd 15	10.557	333.10.55	10/01/19	09/30/20	10/01/19	09/30/20	\$243,000		
FFY20 USDA WIC Client Svs Contracts	207WAWA7W1003	Amd 12	10.557	333.10.55	10/01/19	09/30/20	10/01/19	09/30/20	\$2,650		
FFY20 USDA WIC Nutrition Ed	207WAWA7W1003	Amd 17	10.557	333.10.55	10/01/19	09/30/20	10/01/19	09/30/20	\$1,665	\$1,665	\$1,665
FFY20 USDA FMNP Prog Mgmt	207WAWA7Y8604	Amd 16	10.572	333.10.57	10/01/19	09/30/20	10/01/19	09/30/20	\$555	\$555	\$1,781
FFY19 CSS USDA FMNP Prog Mgmt	197WAWA7Y8604	Amd 8	10.572	333.10.57	01/01/19	09/30/19	10/01/18	09/30/19	\$615	\$615	
FFY18 CSS USDA FMNP Prog Mgmt	187WAWA7Y8604	Amd 2	10.572	333.10.57	01/01/18	09/30/18	10/01/17	09/30/18	\$611	\$611	
FFY16 Cascades USDA WIC Prog Mgmt-MIS	16157WAWA6W522	Amd 6, 8	10.578	333.10.57	10/01/18	09/30/19	03/11/16	09/30/19	\$3,510	\$3,510	\$3,510
FFY19 MIS Tech Grant	197WAWA1G5212	Amd 8	10.578	333.10.57	10/01/19	09/30/20	10/01/18	09/30/20	\$1,310	\$1,310	\$1,310
BITV-COVID Ed LHI Allocation-CARES	NGA Not Received	Amd 19	21.019	333.21.01	07/01/20	12/30/21	07/01/20	12/30/21	\$308,526	\$411,368	\$411,368
BITV-COVID Ed LHI Allocation-CARES	NGA Not Received	Amd 17, 19	21.019	333.21.01	07/01/20	12/30/21	07/01/20	12/30/21	\$102,842		
COVID LHI OFM Allocation-CARES	NGA Not Received	Amd 17, 19	21.019	333.21.01	03/01/20	06/30/21	03/01/20	06/30/21	\$1,520,200	\$1,520,200	\$1,520,200
SS Community Outreach PN	NGA Not Received	Amd 18	21.019	333.21.01	07/01/20	12/30/20	07/01/20	12/30/20	\$20,000	\$20,000	\$20,000
PS SSI 1-5 BEACH Task 4	01J18001	Amd 7	66.123	333.66.12	03/01/19	10/31/19	07/01/17	10/31/19	\$4,700	\$4,700	\$9,400
PS SSI 1-5 BEACH Task 4	01J18001	Amd 1	66.123	333.66.12	03/01/18	10/31/18	07/01/17	06/30/19	\$4,700	\$4,700	

**EXHIBIT B-20
ALLOCATIONS
Contract Term 2018-2021**

Contract Number: CLH18239
Date: January 15, 2021

Indirect Rate as of January 2018: 34.23%

Indirect Rate as of January 2019: 25.77%

Chart of Accounts Program Title	Federal Award Identification #	Amend #	CFDA *	BARS Revenue Code**	Statement of Work Funding Period		DOH Use Only Chart of Accounts Funding Period		Amount	Funding Period Sub Total	Chart of Accounts Total
					Start Date	End Date	Start Date	End Date			
PS SSI 1-5 OSS Task 4	01J18001	Amd 12, 19	66.123	333.66.12	05/01/19	12/31/21	07/01/17	06/30/23	\$240,000	\$240,000	\$393,700
PS SSI 1-5 OSS Task 4	01J18001	Amd 2	66.123	333.66.12	01/01/18	03/31/19	07/01/17	06/30/23	\$22,866	\$153,700	
PS SSI 1-5 OSS Task 4	01J18001	N/A	66.123	333.66.12	01/01/18	03/31/19	07/01/17	06/30/23	\$130,834		
PS SSI 1-5 PIC Task 4	01J18001	Amd 19	66.123	333.66.12	11/01/20	12/31/21	07/01/17	06/30/23	\$322,815	\$322,815	\$518,447
PS SSI 1-5 PIC Task 4	01J18001	Amd 2, 8, 10	66.123	333.66.12	01/01/18	11/30/19	07/01/17	06/30/23	\$8,832	\$195,632	
PS SSI 1-5 PIC Task 4	01J18001	N/A, Amd 8, 10	66.123	333.66.12	01/01/18	11/30/19	07/01/17	06/30/23	\$186,800		
PS SSI 1-5 Subaward Process Task 4	01J18001	Amd 12	66.123	333.66.12	05/01/19	12/31/20	07/01/16	08/31/23	(\$240,000)	\$0	\$0
PS SSI 1-5 Subaward Process Task 4	01J18001	Amd 9	66.123	333.66.12	05/01/19	12/31/20	07/01/16	08/31/23	\$240,000		
FFY20 Swimming Beach Act Grant IAR (ECY)	01J49701	Amd 15	66.472	333.66.47	03/01/20	10/31/20	12/15/19	06/30/20	\$8,100	\$8,100	\$18,900
FFY19 Swimming Beach Act Grant IAR (ECY)	01J49701	Amd 7	66.472	333.66.47	03/01/19	10/31/19	12/15/18	10/31/19	\$5,400	\$5,400	
FFY18 Swimming Beach Act Grant IAR (ECY)	00J75501	Amd 1	66.472	333.66.47	03/01/18	10/31/18	12/15/17	12/14/18	\$5,400	\$5,400	
FFY17 EPR PHEP BP1 LHJ Funding	NU90TP921889-01	Amd 2	93.069	333.93.06	01/01/18	06/30/18	07/01/17	07/02/18	\$20,391	\$44,198	\$44,198
FFY17 EPR PHEP BP1 LHJ Funding	NU90TP921889-01	N/A	93.069	333.93.06	01/01/18	06/30/18	07/01/17	07/02/18	\$23,807		
FFY18 EPR PHEP BP1 Supp LHJ Funding	NU90TP921889-01	Amd 5	93.069	333.93.06	07/01/18	06/30/19	07/01/18	06/30/19	\$1,062	\$58,979	\$58,979
FFY18 EPR PHEP BP1 Supp LHJ Funding	NU90TP921889-01	Amd 4	93.069	333.93.06	07/01/18	06/30/19	07/01/18	06/30/19	\$57,917		
FFY20 PHEP BP2 LHJ Funding	NU90TP922043	Amd 18	93.069	333.93.06	07/01/20	06/30/21	07/01/20	06/30/21	\$23,592	\$58,979	\$117,958
FFY20 PHEP BP2 LHJ Funding	NU90TP922043	Amd 17, 18	93.069	333.93.06	07/01/20	06/30/21	07/01/20	06/30/21	\$35,387		
FFY19 PHEP BP1 LHJ Funding	NU90TP922043	Amd 10	93.069	333.93.06	07/01/19	06/30/20	07/01/19	06/30/20	\$58,979	\$58,979	
FFY20 Overdose Data to Action Prev	NGA Not Received	Amd 19	93.136	333.93.13	09/01/20	08/31/21	09/01/20	08/31/21	\$28,415	\$116,054	\$176,914
FFY20 Overdose Data to Action Prev	NGA Not Received	Amd 17, 19	93.136	333.93.13	09/01/20	08/31/21	09/01/20	08/31/21	\$87,639		
FFY19 Overdose Data to Action Prev	NU17CE925007	Amd 11	93.136	333.93.13	09/01/19	08/31/20	09/01/19	08/31/20	\$60,860	\$60,860	
FFY18 Prescription Drug OD-Supp	NU17CE002734	Amd 4	93.136	333.93.13	09/01/18	08/31/19	09/01/18	08/31/19	\$57,707	\$57,707	\$99,107
FFY17 Prescription Drug OD-Supp	U17CE002734	N/A	93.136	333.93.13	01/01/18	08/31/18	09/01/17	08/31/18	\$41,400	\$41,400	
FFY18 Suicide Prevention Works	U79SM061734	Amd 7	93.243	333.93.24	09/30/18	09/29/19	09/30/18	09/29/19	\$20,000	\$120,000	\$220,000
FFY18 Suicide Prevention Works	U79SM061734	Amd 5	93.243	333.93.24	09/30/18	09/29/19	09/30/18	09/29/19	\$100,000		
FFY17 Suicide Prevention Works	SM061734	Amd 3	93.243	333.93.24	03/01/18	09/29/18	09/30/17	09/30/18	\$100,000	\$100,000	
FFY17 317 Ops	5NH231P000762-05-00	N/A	93.268	333.93.26	01/01/18	06/30/18	04/01/17	06/30/18	\$1,277	\$1,277	\$1,277
FFY17 AFIX	5NH231P000762-05-00	N/A	93.268	333.93.26	01/01/18	06/30/18	04/01/17	06/30/18	\$3,640	\$3,640	\$3,640

Clallam County Health & Human Services

Indirect Rate as of January 2018: 34.23%
Indirect Rate as of January 2019: 25.77%

EXHIBIT B-20
ALLOCATIONS
Contract Term 2018-2021

Contract Number: CLH18239
Date: January 15, 2021

Chart of Accounts Program Title	Federal Award Identification #	Amend #	CFDA*	BARS Revenue Code**	Statement of Work Funding Period		DOH Use Only Chart of Accounts Funding Period		Amount	Funding Period Sub Total	Chart of Accounts Total
					Start Date	End Date	Start Date	End Date			
FFY21 COVID19 Vaccine Services-CARES	NH23IP922619	Amd 20	93.268	333.93.26	07/01/20	12/31/21	07/01/20	12/31/21	\$354,803	\$369,385	\$369,385
FFY21 COVID19 Vaccine Services-CARES	NH23IP922619	Amd 19, 20	93.268	333.93.26	07/01/20	12/31/21	07/01/20	12/31/21	\$14,582		
FFY17 Increasing Immunization Rates	NH23IP000762	Amd 3, 4	93.268	333.93.26	07/01/18	06/30/19	07/01/18	06/30/19	\$5,600	\$5,600	\$5,600
FFY20 PPHF Ops	NH23IP922619	Amd 15	93.268	333.93.26	07/01/19	06/30/20	07/01/19	06/30/20	(\$500)	(\$500)	\$500
FFY20 PPHF Ops	NH23IP922619	Amd 9	93.268	333.93.26	07/01/19	06/30/20	07/01/19	06/30/20	\$500	\$500	
FFY17 PPHF Ops	NH23IP000762	Amd 4	93.268	333.93.26	07/01/18	06/30/19	04/01/18	06/30/19	\$500	\$500	
FFY21 VFC Ops	NH23IP922619	Amd 16	93.268	333.93.26	07/01/20	12/31/20	07/01/20	06/30/21	\$2,800	\$2,800	\$10,813
FFY20 VFC Ops	NH23IP922619	Amd 9	93.268	333.93.26	07/01/19	06/30/20	07/01/19	06/30/20	\$5,600	\$5,600	
FFY17 VFC Ops	5NH23IP000762-05-00	N/A	93.268	333.93.26	01/01/18	06/30/18	04/01/17	06/30/18	\$2,413	\$2,413	
FFY19 COVID CARES	NU50CK000515	Amd 16, 19	93.323	333.93.32	06/01/20	12/31/21	06/01/20	12/31/21	\$118,242	\$118,242	\$118,242
FFY19 ELC COVID Ed LHIJ Allocation	NGA Not Received	Amd 20	93.323	333.93.32	01/01/21	12/31/21	01/01/21	12/31/21	\$349,731	\$349,731	\$349,731
FFY20 ELC EDE LHIJ Allocation	NGA Not Received	Amd 20	93.323	333.93.32	01/15/21	12/31/21	01/15/21	12/31/21	\$782,083	\$782,083	\$782,083
FFY20 CDC COVID-19 Crisis Resp LHIJ-Tribe	NU90TP922069	Amd 14, 19, 20	93.354	333.93.35	01/20/20	12/31/21	01/01/20	12/31/21	\$130,871	\$130,871	\$130,871
FFY21 MCHBG LHIJ Contracts	B0440169	Amd 18	93.994	333.93.99	10/01/20	09/30/21	10/01/20	09/30/21	\$66,916	\$66,916	\$250,935
FFY20 MCHBG LHIJ Contracts	B04MC32578	Amd 10	93.994	333.93.99	10/01/19	09/30/20	10/01/19	09/30/20	\$66,916	\$66,916	
FFY19 MCHBG LHIJ Contracts	B04MC32578	Amd 4	93.994	333.93.99	10/01/18	09/30/19	10/01/18	09/30/19	\$66,916	\$66,916	
FFY18 MCHBG LHIJ Contracts	B04MC31524	N/A	93.994	333.93.99	01/01/18	09/30/18	10/01/17	09/30/18	\$50,187	\$50,187	
FEMA-75 COVID LHIJ Allocation	NGA Not Received	Amd 19	97.036	333.97.03	07/01/20	12/30/20	07/01/20	12/30/20	(\$308,526)	\$0	\$0
FEMA-75 COVID LHIJ Allocation	NGA Not Received	Amd 17	97.036	333.97.03	07/01/20	12/30/20	07/01/20	12/30/20	\$308,526		
Zoonotics-GFS		Amd 9	N/A	334.04.91	07/01/19	06/30/20	07/01/19	06/30/21	\$2,095	\$2,095	\$2,600
Zoonotics-GFS		Amd 9	N/A	334.04.91	06/01/19	06/30/19	07/01/17	06/30/19	\$505	\$505	
FY20/21 COVID-19 Disaster Response Acct		Amd 14, 19	N/A	334.04.92	01/20/20	06/30/21	01/01/20	06/30/21	\$119,129	\$119,129	\$119,129
SFY2 Lead Environments of Children		Amd 8	N/A	334.04.93	07/01/18	06/30/19	07/01/18	06/30/19	(\$1,000)	\$500	\$2,000
SFY2 Lead Environments of Children		Amd 4	N/A	334.04.93	07/01/18	06/30/19	07/01/18	06/30/19	\$1,500		
SFY1 Lead Environments of Children		Amd 1	N/A	334.04.93	01/01/18	06/30/18	07/01/17	06/30/18	\$1,500	\$1,500	
Rec Shellfish/Biotxin		Amd 19	N/A	334.04.93	07/01/19	06/30/21	07/01/19	06/30/21	\$1,500	\$6,500	\$11,750
Rec Shellfish/Biotxin		Amd 16, 19	N/A	334.04.93	07/01/19	06/30/21	07/01/19	06/30/21	\$2,000		
Rec Shellfish/Biotxin		Amd 9, 16, 19	N/A	334.04.93	07/01/19	06/30/21	07/01/19	06/30/21	\$3,000		
Rec Shellfish/Biotxin		N/A	N/A	334.04.93	01/01/18	06/30/19	07/01/17	06/30/19	\$5,250	\$5,250	

EXHIBIT B-20
ALLOCATIONS
Contract Term 2018-2021

Contract Number: CLH18239
Date: January 15, 2021

Indirect Rate as of January 2018: 34.23%

Indirect Rate as of January 2019: 25.77%

Chart of Accounts Program Title	Federal Award Identification #	Amend #	CFDA *	BARS Revenue Code**	Statement of Work Funding Period		DOH Use Only Chart of Accounts Funding Period		Amount	Funding Period Sub Total	Chart of Accounts Total
					Start Date	End Date	Start Date	End Date			
Small Onsite Management (ALEA)		Amd 9, 19	N/A	334.04.93	07/01/20	06/30/21	07/01/19	06/30/21	\$15,000	\$15,000	\$104,088
Small Onsite Management (ALEA)		Amd 9	N/A	334.04.93	07/01/19	06/30/20	07/01/19	06/30/21	\$45,000	\$45,000	
Small Onsite Management (ALEA)		Amd 9	N/A	334.04.93	01/01/18	06/30/19	07/01/17	06/30/19	\$29,088	\$44,088	
Small Onsite Management (ALEA)		N/A	N/A	334.04.93	01/01/18	06/30/19	07/01/17	06/30/19	\$15,000		
Wastewater Management-GFS		Amd 19	N/A	334.04.93	01/01/21	06/30/21	07/01/19	06/30/21	\$30,000	\$30,000	\$45,912
Wastewater Management-GFS		Amd 9	N/A	334.04.93	07/01/18	06/30/19	07/01/17	06/30/19	(\$29,088)	\$11,213	
Wastewater Management-GFS		Amd 6	N/A	334.04.93	07/01/18	06/30/19	07/01/17	06/30/19	(\$4,699)		
Wastewater Management-GFS		N/A	N/A	334.04.93	07/01/18	06/30/19	07/01/17	06/30/19	\$45,000		
Wastewater Management-GFS		Amd 6	N/A	334.04.93	01/01/18	06/30/18	07/01/17	06/30/19	\$4,699	\$4,699	
FPHS Funding for LHJs		Amd 17, 19	N/A	336.04.25	07/01/20	06/30/21	07/01/19	06/30/21	\$87,313	\$129,313	\$300,626
FPHS Funding for LHJs		Amd 10, 19	N/A	336.04.25	07/01/20	06/30/21	07/01/19	06/30/21	\$42,000		
FPHS Funding for LHJs		Amd 17	N/A	336.04.25	07/01/19	06/30/20	07/01/19	06/30/21	\$87,313	\$129,313	
FPHS Funding for LHJs		Amd 10	N/A	336.04.25	07/01/19	06/30/20	07/01/19	06/30/21	\$42,000		
FPHS Funding for LHJs Dir		Amd 3	N/A	336.04.25	07/01/18	06/30/19	07/01/17	06/30/19	\$42,000	\$42,000	
YR 20 SRF - Local Asst (15%) (FS) SS		Amd 3	N/A	346.26.64	01/01/18	12/31/18	07/01/15	12/31/18	(\$3,000)	\$0	\$0
YR 20 SRF - Local Asst (15%) (FS) SS		N/A, Amd 3	N/A	346.26.64	01/01/18	12/31/18	07/01/15	12/31/18	\$3,000		
YR 21 SRF - Local Asst (15%) (FS) SS		Amd 10	N/A	346.26.64	01/01/18	06/30/19	07/01/17	06/30/19	(\$2,800)	\$4,200	\$4,200
YR 21 SRF - Local Asst (15%) (FS) SS		Amd 6, 10	N/A	346.26.64	01/01/18	06/30/19	07/01/17	06/30/19	\$4,000		
YR 21 SRF - Local Asst (15%) (FS) SS		Amd 3, 6, 10	N/A	346.26.64	01/01/18	06/30/19	07/01/17	06/30/19	\$3,000		
YR 22 SRF - Local Asst (15%) (FO-SW) SS		Amd 15	N/A	346.26.64	01/01/19	12/31/20	01/01/19	06/30/21	(\$400)	\$5,200	\$5,200
YR 22 SRF - Local Asst (15%) (FO-SW) SS		Amd 12	N/A	346.26.64	01/01/19	12/31/20	01/01/19	06/30/21	\$2,800		
YR 22 SRF - Local Asst (15%) (FO-SW) SS		Amd 10, 12	N/A	346.26.65	01/01/19	12/31/20	01/01/19	06/30/21	\$2,800		
YR 23 SRF - Local Asst (15%) (FO-SW) SS		Amd 20	N/A	346.26.64	01/01/21	12/31/21	09/01/20	06/30/21	\$5,600	\$5,600	\$5,600
Sanitary Survey Fees (FO-SW) SS-State		Amd 15	N/A	346.26.65	01/01/18	12/31/20	07/01/17	06/30/21	(\$400)	\$9,400	\$9,400
Sanitary Survey Fees (FO-SW) SS State		Amd 12	N/A	346.26.65	01/01/18	12/31/20	07/01/17	06/30/21	\$2,800		
Sanitary Survey Fees (FO-SW) SS State		Amd 6, 12	N/A	346.26.65	01/01/18	12/31/20	07/01/17	06/30/21	\$4,000		
Sanitary Survey Fees (FO-SW) SS State		N/A, Amd 3, 6, 12	N/A	346.26.65	01/01/18	12/31/20	07/01/17	06/30/21	\$3,000		
YR 20 SRF - Local Asst (15%) (FS) TA		Amd 3	N/A	346.26.66	01/01/18	12/31/18	07/01/17	12/31/18	(\$2,000)	\$0	\$0
YR 20 SRF - Local Asst (15%) (FS) TA		N/A, Amd 3	N/A	346.26.66	01/01/18	12/31/18	07/01/17	12/31/18	\$2,000		
YR 21 SRF - Local Asst (15%) (FS) TA		Amd 10	N/A	346.26.66	01/01/18	06/30/19	07/01/17	06/30/19	(\$3,348)	\$652	\$652
YR 21 SRF - Local Asst (15%) (FS) TA		Amd 6, 10	N/A	346.26.66	01/01/18	06/30/19	07/01/17	06/30/19	\$2,000		
YR 21 SRF - Local Asst (15%) (FS) TA		Amd 3, 6, 10	N/A	346.26.66	01/01/18	06/30/19	07/01/17	06/30/19	\$2,000		

Clallam County Health & Human Services

Indirect Rate as of January 2018: 34.23%

Indirect Rate as of January 2019: 25.77%

EXHIBIT B-20
ALLOCATIONS
Contract Term 2018-2021

Contract Number: CLH18239
Date: January 15, 2021

Chart of Accounts Program Title	Federal Award Identification #	Amend #	CFDA *	BARS Revenue Code**	Statement of Work Funding Period		DOH Use Only Chart of Accounts Funding Period		Amount	Funding Period Sub Total	Chart of Accounts Total
					Start Date	End Date	Start Date	End Date			
YR 22 SRF - Local Asst (15%) (FO-SW) TA		Amd 15	N/A	346.26.66	01/01/19	12/31/20	01/01/19	06/30/21	(\$1,358)	\$2,642	\$2,642
YR 22 SRF - Local Asst (15%) (FO-SW) TA		Amd 12	N/A	346.26.66	01/01/19	12/31/20	01/01/19	06/30/21	\$2,000		
YR 22 SRF - Local Asst (15%) (FO-SW) TA		Amd 10, 12	N/A	346.26.66	01/01/19	12/31/20	01/01/19	06/30/21	\$2,000		
YR 23 SRF - Local Asst (15%) (FO-SW) TA		Amd 20	N/A	346.26.66	01/01/21	12/31/21	09/01/20	06/30/21	\$1,000	\$1,000	\$1,000
TOTAL									\$7,273,948	\$7,273,948	
Total consideration:	\$5,780,731									GRAND TOTAL	\$7,273,948
GRAND TOTAL	\$1,493,217									Total Fed	\$6,659,149
	\$7,273,948									Total State	\$614,799

*Catalog of Federal Domestic Assistance

**Federal revenue codes begin with "333". State revenue codes begin with "334".

Exhibit C-19 Schedule of Federal Awards

AMENDMENT #20

Date: January 15, 2021

CLALLAM COUNTY-HEALTH & HUMAN-SWV0000200-00
 CONTRACT CLH18239-Clallam County Health & Human Services
 CONTRACT PERIOD: 01/01/2018-12/31/2021

Chart of Account Program Title	BARS	DOH Federal Award Date	Total Amt Federal Award	Allocation Period Start Date	End Date	Contract Amt	CFDA	CFDA Program Title	Federal Agency Name	Federal Award Identification Number	Federal Grant Award Name
FFY22 USDA WIC CLIENT SVS CONTRACTS	333.10.55	NGA Not Received	NGA Not Received	10/01/21	12/31/21	\$60,995	10.557	Special Supplemental Nutrition Program for Women, Infants, and Children	Department of Agriculture Food and Nutrition Service	NGA Not Received	NGA Not Received
FFY21 USDA WIC PROGRAM MGMT CSS	333.10.55	10/01/20	\$11,664,919	10/01/20	09/30/21	\$2,450	10.557	Special Supplemental Nutrition Program for Women, Infants, and Children	Department of Agriculture Food and Nutrition Service	217WAWA7W1003	WOMEN, INFANTS AND CHILDREN (2 YR)
FFY21 USDA WIC CLIENT SVS CONTRACTS	333.10.55	10/01/20	\$11,664,919	10/01/20	09/30/21	\$243,735	10.557	Special Supplemental Nutrition Program for Women, Infants, and Children	Department of Agriculture Food and Nutrition Service	217WAWA7W1003	WOMEN, INFANTS AND CHILDREN (2 YR)
FFY20 USDA WIC NUTRITION ED	333.10.55	10/01/19	\$6,161,312	10/01/19	09/30/20	\$1,665	10.557	Special Supplemental Nutrition Program for Women, Infants, and Children	Department of Agriculture Food and Nutrition Service	207WAWA7W1003	WOMEN, INFANTS AND CHILDREN
FFY20 USDA WIC CLIENT SVS CONTRACTS	333.10.55	10/01/19	\$6,161,312	10/01/19	09/30/20	\$288,085	10.557	Special Supplemental Nutrition Program for Women, Infants, and Children	Department of Agriculture Food and Nutrition Service	207WAWA7W1003	WOMEN, INFANTS AND CHILDREN
FFY19 CSS USDA WIC PROGRAM MGMT	333.10.55	10/01/17	\$40,101,357	10/01/18	09/30/19	\$242,380	10.557	Special Supplemental Nutrition Program for Women, Infants, and Children	Department of Agriculture Food and Nutrition Service	187WAWA7W1003	WOMEN, INFANTS AND CHILDREN
FFY18 CSS USDA WIC PROGRAM MGMT	333.10.55	10/02/17	\$27,576,710	01/01/18	09/30/18	\$180,990	10.557	Special Supplemental Nutrition Program for Women, Infants, and Children	Department of Agriculture Food and Nutrition Service	187WAWA7W1003	USDA-WIC ADMIN
FFY20 USDA FMNP PROG MGMT	333.10.57	10/01/19	\$129,791	10/01/19	09/30/20	\$555	10.572	WIC Farmers' Market Nutrition Program (FMNP)	Department of Agriculture-Food and Nutrition Service	207WAWA7Y8604	COMMODITY ASSISTANCE PROGRAM
FFY19 CSS USDA FMNP PROG MGNT	333.10.57	10/01/18	\$130,973	01/01/19	09/30/19	\$615	10.572	WIC Farmers' Market Nutrition Program (FMNP)	Department of Agriculture-Food and Nutrition Service	197WAWA7Y8604	COMMODITY ASSISTANCE PROGRAM
FFY18 CSS USDA FMNP PROG MGNT	333.10.57	10/01/17	\$85,117	01/01/18	09/30/18	\$611	10.572	WIC Farmers' Market Nutrition Program (FMNP)	Department of Agriculture Food and Nutrition Service	187WAWA7Y8604	COMMODITY ASSISTANCE PROGRAM
FFY19 MIS TECH GRANT	333.10.57	01/28/19	\$2,209,026	10/01/19	09/30/20	\$1,310	10.578	WIC Grants to States (WGS)	Department of Agriculture Food and Nutrition Service	197WAWA1G5212	WIC CONTINGECY
FFY16 CASCADES USDA WIC PROG MGNT-MIS	333.10.57	03/11/16	\$2,224,476	10/01/18	09/30/19	\$3,510	10.578	WIC Grants to States (WGS)	Department of Agriculture Food and Nutrition Service	16157WAWA6W522	WOMEN, INFANTS AND CHILDREN WIC SAM PROJECTS
SS COMMUNITY OUTREACH PN	333.21.01	NGA Not Received	NGA Not Received	07/01/20	12/30/20	\$20,000	21.019	Coronavirus Relief Fund	Department of the Treasury	NGA Not Received	NGA Not Received
COVID LHJ OFM ALLOCATION-CARES	333.21.01	NGA Not Received	NGA Not Received	03/01/20	06/30/21	\$1,520,200	21.019	Coronavirus Relief Fund	Department of the Treasury	NGA Not Received	NGA Not Received
BITV-COVID ED LHJ ALLOCATION-CARES	333.21.01	NGA Not Received	NGA Not Received	07/01/20	12/30/21	\$411,368	21.019	Coronavirus Relief Fund	Department of the Treasury	NGA Not Received	NGA Not Received

Exhibit C-19 Schedule of Federal Awards

AMENDMENT #20

Date: January 15, 2021

CLALLAM COUNTY-HEALTH & HUMAN-SWV0000200-00
 CONTRACT CLH18239-Clallam County Health & Human Services
 CONTRACT PERIOD: 01/01/2018-12/31/2021

Chart of Account Program Title	BARS	DOH Federal Award Date	Total Amt Federal Award	Allocation Period Start Date	End Date	Contract Amt	CFDA	CFDA Program Title	Federal Agency Name	Federal Award Identification Number	Federal Grant Award Name
PS SSI 1-5 PIC TASK 4	333.66.12	08/02/16	\$5,000,000	01/01/18	12/31/21	\$518,447	66.123	Puget Sound Action Agenda: Technical Investigations and Implementation Assistance Program	Environmental Protection Agency Region 10	01J18001	PUGET SOUND SHELLFISH STRATEGIC INITIATIVE LEAD
PS SSI 1-5 OSS TASK 4	333.66.12	08/02/16	\$5,000,000	01/01/18	12/31/21	\$393,700	66.123	Puget Sound Action Agenda: Technical Investigations and Implementation Assistance Program	Environmental Protection Agency Region 10	01J18001	PUGET SOUND SHELLFISH STRATEGIC INITIATIVE LEAD
PS SSI 1-5 BEACH TASK 4	333.66.12	08/02/16	\$9,200,000	03/01/18	10/31/19	\$9,400	66.123	Puget Sound Action Agenda: Technical Investigations and Implementation Assistance Program	Environmental Protection Agency Region 10	01J18001	PUGET SOUND SHELLFISH STRATEGIC INITIATIVE LEAD
FFY20 SWIMMING BEACH ACT GRANT IAR (ECY)	333.66.47	NGA Not Received	NGA Not Received	03/01/20	10/31/20	\$8,100	66.472	Beach Monitoring and Notificaiton Program Implementation Grants	Environmental Protection Agency Office of Water	NGA Not Received	NGA Not Received
FFY19 SWIMMING BEACH ACT GRANT IAR (ECY)	333.66.47	12/01/18	\$91,991	03/01/19	10/31/19	\$5,400	66.472	Beach Monitoring and Notificaiton Program Implementation Grants	Environmental Protection Agency Office of Water	01J49701	MARINE SWIMMING BEACH MONITORING AND PUBLIC NOTIFICATION
FFY18 SWIMMING BEACH ACT GRANT IAR (ECY)	333.66.47	12/15/17	\$91,990	03/01/18	10/31/18	\$5,400	66.472	Beach Monitoring and Notificaiton Program Implementation Grants	Environmental Protection Agency Office of Water	00J75501	MARINE SWIMMING BEACH MONITORING AND PUBLIC NOTIFICATION
FFY20 PHEP BP2 LHJ FUNDING	333.93.06	06/12/20	\$11,365,797	07/01/20	06/30/21	\$58,979	93.069	Public Health Emergency Preparedness	Department of Health and Human Services Centers for Disease Control and Prevention	NU90TP922043	PUBLIC HEALTH EMERGENCY PREPAREDNESS (PHEP) COOPERATIVE AGREEMENT
FFY19 PHEP BP1 LHJ FUNDING	333.93.06	06/29/19	\$11,307,904	07/01/19	06/30/20	\$58,979	93.069	Public Health Emergency Preparedness	Department of Health and Human Services Centers for Disease Control and Prevention	NU90TP922043	PUBLIC HEALTH EMERGENCY PREPAREDNESS (PHEP) COOPERATIVE AGREEMENT
FFY18 EPR PHEP BP1 SUPP LHJ FUNDING	333.93.06	08/01/18	\$11,062,782	07/01/18	06/30/19	\$58,979	93.069	Public Health Emergency Preparedness	Department of Health and Human Services Centers for Disease Control and Prevention	NU90TP921889-01	HOSPITAL PREPAREDNESS PROGRAM AND PUBLIC HEALTH EMERGENCY PREPAREDNESS COOPERATIVE AGREEMENT
FFY17 EPR PHEP BP1 LHJ FUNDING	333.93.06	07/18/17	\$11,062,782	01/01/18	06/30/18	\$44,198	93.069	Public Health Emergency Preparedness	Department of Health and Human Services Centers for Disease Control and Prevention	NU90TP921889-01	HPP AND PHEP COOPERATIVE AGREEMENT
FFY20 OVERDOSE DATA TO ACTION PREV	333.93.13	11/06/20	\$4,390,240	09/01/20	08/31/21	\$116,054	93.136	Injury Prevention and Control Research and State and Community Based Programs	Department of Health and Human Services Centers for Disease Control and Prevention	NU17CE925007	WASHINGTON STATE DEPARTMENT OF HEATHL OVERDOSE DATA TO ACTION
FFY19 OVERDOSE DATA TO ACTION PREV	333.93.13	08/12/19	\$4,390,240	09/01/19	08/31/20	\$60,860	93.136	Injury Prevention and Control Research and State and Community Based Programs	Department of Health and Human Services-Centers for Disease Control and Prevention-National Center for Injury Prevention and	NU17CE925007	WASHINGTON STATE DEPARTMENT OF HEATHL OVERDOSE DATA TO ACTION
FFY18 PRESCRIPTION DRUG OD-SUPP	333.93.13	05/31/17	\$6,223,623	09/01/18	08/31/19	\$57,707	93.136	Injury Prevention and Control Research and State and Community Based Programs	Department of Health and Human Services Centers for Disease Control and Prevention	NU17CE002734	PRESCRIPTION DRUG OVERDOSE FOR STATES
FFY17 PRESCRIPTION DRUG OD-SUPP	333.93.13	03/16/16	\$4,031,632	01/01/18	08/31/18	\$41,400	93.136	Injury Prevention and Control Research and State and Community Based Programs	Department of Health and Human Services Centers for Disease Control and Prevention	U17CE002734	PRESCRIPTION DRUG OVERDOSE FOR STATES
FFY18 SUICIDE PREVENTION WORKS	333.93.24	09/30/14	\$3,679,752	09/30/18	09/29/19	\$120,000	93.243	Substance Abuse and Mental Health Services_Projects of Regional and National Significance	Department of Health and Human Services Substance Abuse and Mental Health Services Administration	U79SM061734	SUICIDE PREVENTION WORKS

Exhibit C-19 Schedule of Federal Awards

AMENDMENT #20

Date: January 15, 2021

CLALLAM COUNTY-HEALTH & HUMAN-SWW0000200-00
 CONTRACT CLH18239-Clallam County Health & Human Services
 CONTRACT PERIOD: 01/01/2018-12/31/2021

Chart of Account Program Title	BARS	DOH Federal Award Date	Total Amt Federal Award	Allocation Period Start Date	End Date	Contract Amt	CFDA	CFDA Program Title	Federal Agency Name	Federal Award Identification Number	Federal Grant Award Name
FFY17 SUICIDE PREVENTION WORKS	333.93.24	09/30/14	\$2,943,772	03/01/18	09/29/18	\$100,000	93.243	Substance Abuse and Mental Health Services _Projects of Regional and National Significance	Department of Health and Human Services Substance Abuse and Mental Health Services Administration	SM061734	SUICIDE PREVENTION WORKS
FFY21 VFC OPS	333.93.26	07/01/20	\$9,082,252	07/01/20	12/31/20	\$2,800	93.268	Immunization Cooperative Agreements	Department of Health and Human Services Centers for Disease Control and Prevention	NH23IP922619	IMMUNIZATION GRANT AND VACCINES FOR CHILDREN PROGRAM
FFY21 COVID19 VACCINE SERVICES-CARES	333.93.26	01/15/21	\$68,807,053	07/01/20	12/31/21	\$369,385	93.268	Immunization Cooperative Agreements	Department of Health and Human Services Centers for Disease Control and Prevention	NH23IP922619	IMMUNIZATION GRANT AND VACCINES FOR CHILDREN PROGRAM
FFY20 VFC OPS	333.93.26	07/01/19	\$9,234,835	07/01/19	06/30/20	\$5,600	93.268	Immunization Cooperative Agreements	Department of Health and Human Services Centers for Disease Control and Prevention	NH23IP922619	IMMUNIZATION GRANT AND VACCINES FOR CHILDREN PROGRAM
FFY17 VFC OPS	333.93.26	03/03/17	\$1,201,605	01/01/18	06/30/18	\$2,413	93.268	Immunization Cooperative Agreements	Department of Health and Human Services Centers for Disease Control and Prevention	5NH23IP000762-05-00	IMMUNIZATION GRANT AND VACCINES FOR CHILDREN'S PROGRAM
FFY17 PPHF OPS	333.93.26	06/29/18	\$3,634,512	07/01/18	06/30/19	\$500	93.268	Immunization Cooperative Agreements	Department of Health and Human Services Centers for Disease Control and Prevention	NH23IP000762	IMMUNIZATION GRANT AND VACCINES FOR CHILDREN'S PROGRAM
FFY17 INCREASING IMMUNIZATION RATES	333.93.26	06/29/18	\$1,722,443	07/01/18	06/30/19	\$5,600	93.268	Immunization Cooperative Agreements	Department of Health and Human Services Centers for Disease Control and Prevention	NH23IP000762	IMMUNIZATION GRANT AND VACCINES FOR CHILDREN'S PROGRAM
FFY17 AFIX	333.93.26	03/03/17	\$1,672,289	01/01/18	06/30/18	\$3,640	93.268	Immunization Cooperative Agreements	Department of Health and Human Services Centers for Disease Control and Prevention	5NH23IP000762-05-00	IMMUNIZATION GRANT AND VACCINES FOR CHILDREN'S PROGRAM
FFY17 317 OPS	333.93.26	03/03/17	\$575,969	01/01/18	06/30/18	\$1,277	93.268	Immunization Cooperative Agreements	Department of Health and Human Services Centers for Disease Control and Prevention	5NH23IP000762-05-00	IMMUNIZATION GRANT AND VACCINES FOR CHILDREN'S PROGRAM
FFY20 ELC EDE LHJ ALLOCATION	333.93.32	NGA Not Received	NGA Not Received	01/15/21	12/31/21	\$782,083	93.323	Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)-Building and Strengthening Epidemiology, Laboratory and	Department of Health and Human Services Centers for Disease Control and Prevention	NGA Not Received	NGA Not Received
FFY19 ELC COVID ED LHJ ALLOCATION	333.93.32	NGA Not Received	NGA Not Received	01/01/21	12/31/21	\$349,731	93.323	Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)-Building and Strengthening Epidemiology, Laboratory and	Department of Health and Human Services Centers for Disease Control and Prevention	NGA Not Received	NGA Not Received
FFY19 COVID CARES	333.93.32	04/23/20	\$22,581,799	06/01/20	12/31/21	\$118,242	93.323	Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)-Building and Strengthening Epidemiology, Laboratory and	Department of Health and Human Services Centers for Disease Control and Prevention	NU50CK000515	EPIDEMIOLOGY & LABORATORY CAPACITY FOR INFECTIOUS DISEASES (ELC)-BUILDING & STRENGTHENING EPIDEMIOLOGY
FFY20 CDC COVID-19 CRISIS RESP LHJ-TRIBE	333.93.35	03/16/20	\$13,230,799	01/20/20	12/31/21	\$130,871	93.354	Public Health Emergency Response: Cooperative Agreement for Emergency Response: Public Health Crisis Response	Department of Health and Human Services Centers for Disease Control and Prevention	NU90TP922069	CDC COOPERATIVE AGREEMENT FOR EMERGENCY RESPONSE PUBLIC HEALTH CRISIS RESPONSE CDC-RFA-TP18-1802
FFY21 MCHBG LHJ CONTRACTS	333.93.99	02/08/21	\$2,662,201	10/01/20	09/30/21	\$66,916	93.994	Maternal and Child Health Services Block Grant to the States	Department of Health and Human Services Health Resources and Services Administration	B0440169	MATERNAL AND CHILD HEALTH SERVICES BLOCK GRANT
FFY20 MCHBG LHJ CONTRACTS	333.93.99	11/14/18	\$2,225,977	10/01/19	09/30/20	\$66,916	93.994	Maternal and Child Health Services Block Grant to the States	Department of Health and Human Services Health Resources and Services Administration	B04MC32578	MATERNAL AND CHILD HEALTH SERVICES BLOCK GRANT

Exhibit C-19 Schedule of Federal Awards

AMENDMENT #20

Date: January 15, 2021

CLALLAM COUNTY-HEALTH & HUMAN-SWV0000200-00
 CONTRACT CLH18239-Clallam County Health & Human Services
 CONTRACT PERIOD: 01/01/2018-12/31/2021

Chart of Account Program Title	BARS	DOH Federal Award Date	Total Amt Federal Award	Allocation Period		Contract Amt	CFDA	CFDA Program Title	Federal Agency Name	Federal Award Identification Number	Federal Grant Award Name
FFY19 MCHBG LHJ CONTRACTS	333.93.99	11/14/18	\$2,225,977	10/01/18	09/30/19	\$56,916	93.994	Maternal and Child Health Services Block Grant to the States	Department of Health and Human Services Health Resources and Services Administration	B04MC32578	MATERNAL AND CHILD HEALTH SERVICES BLOCK GRANT
FFY18 MCHBG LHJ CONTRACTS	333.93.99	10/20/17	\$1,650,528	01/01/18	09/30/18	\$50,187	93.994	Maternal and Child Health Services Block Grant to the States	Department of Health and Human Services Health Resources and Services Administration	B04MC31524	MATERNAL AND CHILD HEALTH SERVICES
TOTAL						\$6,659,149					

CLALLAM COUNTY BUDGET CHANGE FORM

COPY

Date Submitted: 4/21/21

Budget Hearing/Meeting Date: 5/25/21

- ☒ **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- ☐ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- ☐ **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- ☐ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- ☐ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.511	Budget Name	HHS Environmental Health
--------------------------	-----------	-------------	--------------------------

REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.511	HHS Env. Health	34626.64.0000	Group A Water SS – Part 1	2,800
00100.511	HHS Env. Health	34626.65.0000	Group A Water SS – Part 2	2,800
00100.511	HHS Env. Health	34626.66.0000	Group A Water TA	1,000
Total				6,600

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511	HHS Env. Health	56252.31.0010	Office Supplies	500
11301.511	HHS Env. Health	56252.31.0075	Laboratory Supplies	1,500
00100.293	General Fund Reserves	50800.00.0000	Ending Fund Balance	4,600
Total				6,600

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Department of Health Consolidated Contract Amendment #20 adds \$6,600 for water system technical assistance and sanitary surveys.

County Official Approval:

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

CLALLAM COUNTY BUDGET CHANGE FORM

COPY



Date Submitted: 4/21/21

Budget Hearing/Meeting Date: 5/25/21

- ☒ **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- ☐ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- ☐ **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- ☐ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- ☐ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.513	Budget Name	HHS Administration
--------------------------	-----------	-------------	--------------------

REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.513	HHS Admin	33393.26.8015	DOH Covid19 Vaccine Services	40,000
00100.513	HHS Admin	(new number)	ELC Covid ED LHJ	10,000
00100.513	HHS Admin	(new number)	ELC Covid EDE LHJ	10,000
Total				60,000

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.513	HHS Admin	56210.10.0500	Overtime	10,000
00100.293	General Fund Reserves	50800.00.0000	Ending Fund Balance	50,000
Total				60,000

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Department of Health Consolidated Contract amendment #20 is adding funding to provide covid-19 services.

County Official Approval: _____

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

CLALLAM COUNTY BUDGET CHANGE FORM

COPY



Date Submitted: 4/21/21

Budget Hearing/Meeting Date: 5/25/21

- ☒ **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- ☐ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- ☐ **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- ☐ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- ☐ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	11301.511	Budget Name	HHS Operations
--------------------------	-----------	-------------	----------------

REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511	HHS OPS	33393.26.8015	DOH Covid19 Vaccine Services	254,803
11301.511	HHS OPS		ELC Covid ED LHJ	249,731
11301.511	HHS OPS		ELC Covid EDE LHJ	862,083
Total				1,366,617

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511	HHS OPS	50800.00.0000	Ending Fund Balance	300,000
11301.511	HHS OPS	56210.1.0500	Overtime	10,000
11301.511	HHS OPS	56230.41.0020	Professional Services	897,317
11301.511	HHS OPS	56230.41.4410	Advertising	35,000
11301.511	HHS OPS	56230.45.0010	Building Office Rental	60,000
11301.511	HHS OPS	56230.47.0090	Utilities	15,000
11301.511	HHS OPS	56230.42.0010	Telephone	300
11301.511	HHS OPS		IT Capital	5,000
11301.511	HHS OPS		Capital	4,000
11301.511	HHS OPS	56230.31.0020	Operating Supplies	15,000
11301.511	HHS OPS	56230.31.0010	Office Supplies	20,000
11301.511	HHS OPS	56230.49.0065	License Renewal	5,000
Total				1,366,617

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Department of Health Consolidated Contract amendment #20 is adding funding to provide covid-19 services.

County Official Approval: _____

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

CLALLAM COUNTY BUDGET CHANGE FORM

COPY



Date Submitted: 4/21/21 Budget Hearing/Meeting Date: 5/25/21

- ☒ **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- ☐ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- ☐ **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- ☐ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- ☐ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.511	Budget Name	HHS Environmental Health
--------------------------	-----------	-------------	--------------------------

REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.511	HHS Env. Health	33393.26.8015	DOH Covid19 Vaccine Services	40,000
00100.511	HHS Env. Health	(new number)	ELC Covid ED LHJ	10,000
00100.511	HHS Env. Health	(new number)	ELC Covid EDE LHJ	10,000
Total				60,000

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.511	HHS Env. Health	56252.10.0500	Overtime	2,000
00100.511	HHS Env. Health	56256.10.0500	Overtime	3,000
00100.511	HHS Env. Health	56254.10.0500	Overtime	3,000
00100.511	HHS Env. Health	56260.10.0500	Overtime	2,000
00100.293	General Fund Reserves	50800.00.0000	Ending Fund Balance	50,000
Total				60,000

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Department of Health Consolidated Contract amendment #20 is adding funding to provide covid-19 services.

County Official Approval: 
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)



4
4/26/21

AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: Public Works

WORK SESSION ☒ Meeting Date: 4-26-21

REGULAR AGENDA ☒ Meeting Date: 5-4-21

Required originals approved and attached? ☒

Will be provided on:

Item summary:

☐ Call for Hearing

☒ Contract/Agreement/MOU - Contract # 304-21-004 Interlocal Agreement

☐ Resolution

☐ Proclamation

☐ Budget Item

☐ Draft Ordinance

☐ Final Ordinance

☐ Other

Documents exempt from public disclosure attached: ☐

Executive summary:

This is an interlocal agreement between Clallam County and the Clallam Conservation District. The Conservation District received some funding from the Irrigation Efficiencies program, which they will pass through to the County to assist us to pay for an engineering firm to conduct the Phase 2 Environmental Site Assessment and estimate the cost of remediation of the Old Sequim Dump at DNR's River Road property. The engineering results will aid the County in negotiations with DNR for acquiring their property for the Dungeness Off-channel Reservoir project. This interlocal agreement was presented to the Clallam Conservation District Board on 4-13-21 and they have approved it for signature once the BOCC signs it. This interlocal agreement has a short time period since all work must be completed and invoices sent to the Conservation District by June 20, 2021.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐

This will provide up to \$70,000 of revenue to pay for the Phase 2 ESA and cost estimate for remediation for the Dungeness Off-channel Reservoir project. The budget change form has been completed.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

Please sign the interlocal agreement. It has been reviewed to form by the Deputy Prosecuting Attorney.

County Official signature & print name: _____

R. Taylor

Name of Employee/Stakeholder attending meeting: Carol L. Creasey

Relevant Departments: Public Works and Parks, Fairs, & Facilities

Date submitted: 4-21-21

* Work Session Meeting - Submit 1 single sided/not stapled copy

CCD-BOCC Agenda Item Summary (4-14-21).docx

** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Revised: 3-04-2019

APR 21 2021



CLALLAM COUNTY BUDGET CHANGE FORM

4/21/2021

Date Submitted: 04.16.21

Budget Hearing/Meeting Date: 05.25.21 ✓

- ☒ **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- ☐ **Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- ☐ **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- ☐ **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- ☐ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx. 30401.331 ✓ **Budget Name** Community Development – Dungeness Reservoir ✓

REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30401.331 ✓	DCD – Dng Res ✓	34529.00.0020 ✓	Environmental Services	\$70,000
Total				\$70,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30401.331 ✓	DCD – Dng Res ✓	55310.41.0020 ✓	Professional Services	\$70,000
Total				\$70,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION: **FUNDING**

Clallam Conservation District grant for consulting on the Dungeness Reservoir Project.

County Official Approval:

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

R. Taylor

[Signature]

46

**INTERLOCAL AGREEMENT
Between
Clallam County and Clallam Conservation District**

THIS AGREEMENT, pursuant to the Interlocal Cooperation Act as amended and codified in Chapter 39.34 of the Revised Code of Washington which provides for interlocal cooperation between governmental entities, is made and entered into by CLALLAM CONSERVATION DISTRICT, hereinafter referred to as the "DISTRICT", and by CLALLAM COUNTY, hereinafter referred to as the "COUNTY".

THE PURPOSE OF THIS AGREEMENT is to specify the Phase II-Environmental Site Assessment products and services to be provided by the COUNTY and the compensation and services to be provided by the DISTRICT for those services and products for the Dungeness Reservoir project off of River Road near Sequim, WA. This Agreement mutually benefits the DISTRICT and the COUNTY, whereas the COUNTY has experience with Environmental Site Assessments and site remediation, and the DISTRICT has secured grant funds for development of a Phase II Environmental Site Assessment and associated remediation costs to assist with acquisition of land owned by Washington Department of Natural Resources, therefore the benefits of development and management of the Phase II Environmental Site Assessment and estimate of remediation costs may be realized in a more efficient and effective manner.

THEREFORE, IT IS MUTUALLY AGREED THAT:

The COUNTY AGREES TO:

1. Hire a consultant firm to conduct a Phase II Environmental Site Assessment and estimate the cost of remediation based on the results from the Phase II assessment.
2. Provide management, assistance, expertise, and staff to the hired consultant firm to accomplish their work and review products and services generated and performed by the consultant firm.
3. Submit monthly invoices to the DISTRICT for reimbursement of work performed under this agreement. All invoices will be submitted by June 20, 2021.
4. Provide one hardcopy and an electronic copy of the Phase II Environmental Site Assessment and associated remediation cost estimate to the DISTRICT.

The DISTRICT AGREES TO:

1. Reimburse the COUNTY up to but not exceeding \$70,000 for the Phase II Environmental Site Assessment and associated engineering remediation cost estimate for the Dungeness Off-channel Reservoir project.
2. Pay the COUNTY within 30 days of receipt of invoices from the COUNTY meeting the requirements of this agreement.

TERM OF AGREEMENT – This agreement shall be effective from and after April 13 2021, through June 30, 2021, unless terminated earlier pursuant to the provisions of this Agreement.

TERMINATION – This agreement may be terminated under the following conditions, provided, the COUNTY will receive payment, as outlined in this Agreement, for all work completed in a satisfactory manner, through the date of termination:

- a) By the DISTRICT, if it determines, in its sole judgment that the COUNTY is failing to perform its duties as required under this agreement;
- b) By the DISTRICT, if it is no longer the recipient of grant funding for this project; and
- c) By the COUNTY, if the DISTRICT fails to meet its obligations under this Agreement in a timely manner.

AMENDMENTS – This agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by the parties signatory to this agreement.

INDEPENDENT CAPACITY – The employees or agents of each party who are engaged in the performance of this agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

INDEMNIFICATION – To the fullest extent permitted by law, the COUNTY and the DISTRICT shall indemnify, defend, and hold harmless each other, their boards, agents and employees from and against all claims for injuries or death arising out of or resulting from the performance of this agreement.

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

IN WITNESS WHEREOF, the parties have executed the agreement.

CLALLAM CONSERVATION DISTRICT

228 W. first St., Suite H
Port Angeles, WA 98362
360-775-3747; Fax 360-775-3749

Signature

Date

Matthew V. Heins, Chair of the Clallam
Conservation District Board of Supervisors

CLALLAM COUNTY

223 East Fourth Street, Suite 4
Port Angeles, WA 98362-3015
360-417-2233; Fax 360-417-2493

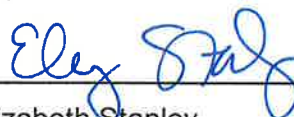
Signature

Date

Mark Ozias, Chair of the Board of Clallam
County Commissioners

Alanna Gores
Clerk of the Board

Approved as to form:

 4/16/2021

Elizabeth Stanley
Deputy Prosecuting Attorney

5
4/26/21



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: Public Works

WORK SESSION ☒ **Meeting Date: 4/26/2021**

REGULAR AGENDA ☒ **Meeting Date: 5/04/2021**

Required originals approved and attached? ☒
Will be provided on:

Item summary:

- | | | |
|---|--|--|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Landowner Acknowledgment for Grant Application |

Documents exempt from public disclosure attached: ☐

Executive summary:

This item is in support of a grant application for designs to remove fish passage barriers on Bear Creek Road and Iverson Road. Anton Creek and Swanson Creek are both tributaries to the Sol Duc River.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
None

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

Please review, approve, and authorize the Chair to sign this document.

The form was reviewed by the legal department on April 9, 2021.

County Official signature & print name: _____

Name of Employee/Stakeholder attending meeting: RT JD

Relevant Departments: _____

Date submitted:

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Landowner Acknowledgement Form

Landowner Information

Name of Landowner: Clallam County

Landowner Contact Information:

☐ Mr. ☒ Ms. Title: Environmental Coordinator

First Name: Deborah Last Name: Kucipeck

Contact Mailing Address: 223 E. 4th Street, Suite 6, Port Angeles, WA 98362

Contact E-Mail Address: dkucipeck@co.clallam.wa.us

Property Address or Location: **Bear Creek Road and Iverson Road, Clallam County**

1. Clallam County is the legal owner of property described in this grant application.
2. I am aware that the project is being proposed on my property.
3. If the grant is successfully awarded, I will be contacted and asked to engage in negotiations.
4. My signature does not represent authorization of project implementation.

Landowner Signature (Mark Ozias, Clallam County Chair of
the Board of Commissioners)

Date

Project Sponsor Information

Project Name: **Anton and Swanson Creek Fish Passage Project**

Project Applicant Contact Information:

☒ Mr. ☐ Ms. Title: Project Manager – Trout Unlimited

First Name: Luke Last Name: Kelly

Mailing Address: 10318 35h Lane SE, Olympia, WA 98513

E-Mail Address: lkelly@tu.org



6
4/26/21

AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: Public Works

WORK SESSION ☒ **Meeting Date: 04/26/2021**

REGULAR AGENDA ☒ **Meeting Date: 05/04/2021**

Required originals approved and attached? ☒
Will be provided on:

Item summary:

- | | | |
|---|--|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 402-19-001-A | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

Contract# 402-19-001 was signed in 2019 to retain Green Solutions, LLC to update the Clallam County Solid Waste Management Plan. Tasks 1-4 have been completed and the Preliminary Draft has been submitted and agency and public review has been received. Revisions and additions to the Preliminary Draft to create the Final Draft have been identified. However, the budget limit of \$49,980 of the contract has been reached. Amendment 402-19-001-1A increases the scope of work to include some additional tasks, and increases the contract amount by \$4,500 to allow for full completion of the Final Draft.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐

Additional expenditures will be reimbursable up to 75% by a Department of Ecology grant that is already included in the 2021 Solid Waste Budget; the remaining 25% has been approved as additional reimbursement through the Solid Waste Enterprise Fund managed by the City of Port Angeles.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

Please sign the agreement amendment to allow for the completion of the Final Draft of the Clallam County Solid Waste Management Plan.

County Official signature & print name: R. Tyler Ross Tyler

Name of Employee/Stakeholder attending meeting: Meggan Uecker

Relevant Departments: N/A

Date submitted: 4/21/2021

* Work Session Meeting - Submit 1 single sided/not stapled copy

** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

AIS_2021_SWMPContractAmendment

Revised: 3-04-2019



PERSONAL SERVICES AGREEMENT AMENDMENT 1

THIS AMENDMENT is entered into between CLALLAM COUNTY, a political subdivision of the State of Washington, (hereinafter called "County" or "Clallam County") and

Name: Green Solutions, LLC
Address: PO Box 680
South Prairie, WA 98385
Phone N^o: 360-897-9533

(hereinafter called "Contractor") and changes the following attachments to the agreement entered into on month, day, year.

This Amendment is comprised of:

- ☒ Attachment A – Scope of Work
☐ Attachment B – Compensation

copies of which are attached hereto and incorporated herein by this reference as if fully set forth.

The term of this Amendment shall commence on the 11th day of May 2021 and shall, unless terminated as provided elsewhere in the Agreement, end on the 30th day of June 2021.

IN WITNESS WHEREOF, the parties have executed this Agreement on this _____ day of _____ 20_____.

CONTRACTOR

CLALLAM COUNTY BOARD OF COMMISSIONERS

Print name: Richard J Hlavka

Mark Ozias, Chair

Title: Consultant

Date: _____ 20____

Originals: BOCC
Vendor
Initiating Department

THIS CONTRACT HAS BEEN APPROVED AS TO
FORM BY THE CLALLAM COUNTY PROSECUTING
ATTORNEY

SCOPE OF WORK

Complete Task 5: Prepare Contamination Reduction Outreach Plan (CROP) for Inclusion in Final Draft

Complete Task 6: Prepare Final Draft

Task 7: Include additional section on wasted tires in Chapter 9, Miscellaneous Wastes.

Task 8: Include additional appendices with City of Port Angeles' Capital Facilities Plan and other required documentation and revise SWMP as needed to reflect these additions.

COMPENSATION

1. ☐ a. FIXED FEE FOR SERVICE: For services rendered, the County shall pay to the Contractor a fixed fee of _____ DOLLARS (\$) for the completed work set forth in Attachment A. Payments for completed tasks shall be made no more frequently than ☐ monthly; ☐ quarterly; ☐ semi-annually; ☐ annually; ☐ at completion of project; ☐ other (specify) _____.

Each request for payment shall be supported by an invoice specifying the tasks completed up to the request for payment and the payment amount requested. In no event shall payment be sought in an amount which represents a percentage of the fee greater than the percentage of completed tasks.

OR

☒ **b. HOURLY RATES:** For services rendered, the County shall compensate the Contractor at the following hourly rates:

<i>Name/Position</i>	<i>Hourly Rate</i>
Rick Hlavka, owner	\$100/hr
Sharon Conroy, owner	\$100/hr

Payments for completed tasks shall be made no more frequently than ☒ monthly; ☐ quarterly; ☐ semi-annually; ☐ annually; ☐ at completion of project; ☐ other (specify) _____.

Each request for payment shall be supported by an invoice specifying: the name/position of the Contractor's employee if two or more are identified above; number of hours worked; completed tasks for which compensation is sought; estimated percentage of task completion; payment amount requested; other (specify) _____.

In no event shall Contractor be compensated in excess of Forty-five hundred DOLLARS (\$4500) for the completed work set forth in Attachment "A."

2. AND

☒ **a.** The compensation set forth herein includes, without limitation: labor, materials, equipment, travel, telephone, computer, copiers and the like.

OR

☐ **b.** The County shall reimburse the Contractor for actual expenses incurred for travel, telephone, copiers and computer. Reimbursement for airfare, mileage, meals, and/or accommodations shall be at the same rate as that applicable to county employees traveling on county business.

OR

☐ **c.** Other (specify): _____



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

7
4/26/21

1d

Department: BOCC

WORK SESSION ☒ **Meeting Date: 4-26-21**

REGULAR AGENDA ☒ **Meeting Date: 4-27-21**

Item summary:

- | | | |
|---|--|---|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other – Letter of support |

Executive summary:

In 2020, Serenity House transitioned from a night-by-night facility to a 24x7 enhanced congregate shelter. This transition occurred in response to our county request that they, as an authority on sheltering the homeless in our community, provide a shelter-in-place option to protect the homeless from COVID.

In 2020, Clallam County and the City of Port Angeles were awarded CARES funding through Commerce to expand shelter in our community, and jointly sub-awarded these funds to Serenity House towards the expansion of their shelter. During the process of permitting the expansion, the city planning department determined that Serenity House must add additional bathrooms, planters, safety bollards, and signage. The additional added expense is projected to exceed our original award for the project by \$396,394. Serenity House cannot occupy the beds without these required changes, and the funds for construction in our original grant have a deadline in which they must be spent, or we will be forced to return the funding. We have already worked with the grantor to extend the deadline in the face of the challenges presented by the permitting process.

Review and approve the letter of support to Housing Trust Fund Application Team.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
None.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Review and approve the letter of support to Housing Trust Fund Application Team.

County Official signature & print name: Loni Gores Loni Gores, Clerk

Name of Employee/Stakeholder attending meeting: Board of Commissioners, Serenity House

Relevant Departments: Board of Commissioners

Date submitted: April 20, 2021

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)



Board of Clallam County Commissioners

223 East 4th Street, Suite 4
Port Angeles, WA 98362-3015
360.417.2233 Fax: 360.417.2493
Email: commissioners@co.clallam.wa.us

MARK OZIAS, District 1, Chair
RANDY JOHNSON, District 2
BILL PEACH, District 3

RICH SILL, County Administrator

April 27, 2021

Washington State Department of Commerce
Housing Trust Fund
1011 Plum St SE
PO Box 42525
Olympia WA 98504-2525

Dear Housing Trust Fund Applications Team,

The Clallam County Board of Commissioners is writing today to express full support of the Serenity House of Clallam County's shelter expansion grant application.

In 2020, Serenity House transitioned from a night-by-night facility to a 24x7 enhanced congregate shelter. This transition occurred in response to our county request that they, as an authority on sheltering the homeless in our community, provide a shelter-in-place option to protect the homeless from COVID.

Shelter is the first access point for clients who are chronically homeless and the most vulnerable who are just in the beginning stages of seeking housing, employment, and treatment for drug, alcohol, and mental health issues. Through the new model, Serenity House provides three meals per day, laundry and shower facilities, wraparound case management, weekly scheduled visits from partners to provide medical and mental health support, and much more. The shelter also provides a clean and sober dormitory onsite and access to Coordinated Entry which provides housing and employment search assistance, benefits assistance, and referral to partner agencies. These services have greatly benefitted our community and have reduced the need for homeless individuals to travel to multiple locations to receive the critical stabilizing services that they need.

In response to the change in service model, Serenity House has experienced a significant increase in site usage of 47% year over year. The shelter is currently serving an average of 50 clients per night. This is their slow time of year due to clients staying outdoors in the summertime, but attendance is expected to rise once cold weather turns again. Last winter, they recorded an average of 63 clients per night, at a current maximum occupancy of 70 beds. As a secondary response to COVID, our county opened a temporary social distancing center that serves an additional 35 clients per night. This facility was rented from the Port of Port Angeles and will eventually need to be returned to the Port's jurisdiction. Once that center is closed, Serenity House is expected to exceed capacity and will be forced to turn clients away at the door.

In 2020, Clallam County and the City of Port Angeles were awarded CARES funding through Commerce to expand shelter in our community, and jointly sub-awarded these funds to Serenity House towards the

expansion of their shelter. During the process of permitting the expansion, the city planning department determined that Serenity House must add additional bathrooms, planters, safety bollards, and signage. The additional added expense is projected to exceed our original award for the project by \$396,394. Serenity House cannot occupy the beds without these required changes, and the funds for construction in our original grant have a deadline in which they must be spent, or we will be forced to return the funding. We have already worked with the grantor to extend the deadline in the face of the challenges presented by the permitting process.

Please consider funding Serenity House's expansion proposal. The changes that this agency has made to benefit the homeless members of our community have greatly improved client retention and stability and the rate of exits to positive housing solutions. We look forward to seeing these continued benefits in the future.

Don't hesitate to call Board Chair Mark Ozias at 360-461-2613 should you have any questions or require additional information."

Sincerely,

Clallam County Board of Commissioners

Mark Ozias, Chair

Randy Johnson

Bill Peach

Cc: Serenity House of Clallam County



Joint Port
+ BOCC
4/26/21 @
11am-2pm

**JOINT MEETING AGENDA
BOARD OF COMMISSIONERS AND PORT OF PORT ANGELES**

**April 26, 2021 – 11 a.m.
Commissioners' Meeting Room
223 East 4th Street, Room 160, Port Angeles**

****ATTENTION****

In response to the current Governors order Clallam County has moved Phase 3 of the Healthy Washington Roadmap to Recovery Plan. To be in compliance with the Healthy Washington Roadmap to Recovery Plan the following general requirements for COVID safety for meetings held in the Board of Commissioners Board Room are as follows:

1. All attendees are encouraged to provide contact information on a sign in sheet which will be retained for 28 days for contact tracing purposes.
2. Public seating areas and Board member seating must be arranged to ensure physical distancing is maintained.
3. Meeting attendees must wear a proper face covering and maintain six feet of physical distance between other persons.
4. No food or drink should be consumed in the BOCC Board Room.
5. Meeting organizers shall clean or arrange to have cleaned high-touch surfaces before and after each meeting.
6. Hand sanitizing stations will be available in the BOCC Board Room.
7. Keep doors and windows open where possible to improve ventilation.
8. The Chair of the meeting shall ensure masking and social distancing practices are enforced and practices by all event attendees.

This meeting can be viewed on a live stream at this link: <http://www.clallam.net/features/meetings.html>

If you would like to participate in the meeting via zoom audio only, call 253-215-8782 and use meeting ID: 875 561 7844 and passcode: 12345

If you would like to participate in the meeting via zoom video conference, visit <https://zoom.us/j/8755617844> . Meeting ID: 875 561 7844 and passcode: 12345

Public comment and questions can be directed to the Clerk of the Board at 360-417-2256 or agores@co.clallam.wa.us.

- I. CALL TO ORDER / PLEDGE OF ALLEGIANCE/ROLL CALL**
- II. PUBLIC COMMENT SESSION (Total session up to 20 minutes)**
- III. TOPICS**
 - A. Broadband discussion – CBG Communications, Inc. **(1 hour)**
 - B. Using sector analysis to match industries with communities – Don Albrecht, Western Rural Development Center **(30 minutes)**
 - C. Northwest appeal to the WA State Supreme Court discussion - Commissioner Peach **(30 minutes)**

IV. PUBLIC COMMENT SESSION (Total session up to 20 minutes)

V. NEXT JOINT MEETINGS

- June 7, 2021 at 9 a.m. – Quarterly reports at the BOCC Work Session
- October 25, 2021 at 11a.m. – Joint Meeting at the Port of Port Angeles

VI. ADJOURN

Item A

Broadband

SOME GOING FORWARD BROADBAND DEVELOPMENT ORGANIZATION STRUCTURE OPTIONS

The following are important options to consider when developing an Interlocal Agreement/Authority as a formalized Clallam County Broadband Development Coordination Organization to expand and enhance broadband infrastructure and services in Clallam County and take advantage of both near and long-term funding opportunities:

MOST BASIC/MOST AGILE/QUICKEST TO IMPLEMENT INITIAL STRUCTURE

- Initially, the most feasible, agile, quickest to formally implement, structure may be to develop a Broadband Office within the County's local government.

The County could act as the supervisory, administrative and fiscal agent for the Office, including in-kind provision of office space, equipment, peripherals, etc. and can hire and supervise an initial staff person (see the companion Job Description for a Broadband Development Coordinator).

- The existing members of the Broadband Team could supply funding to help support the salary and benefits for the position, with funding being provided in relation to current budget size (i.e., the County, the PUD and the Port of Port Angeles providing the lion's share of the funding and all other Broadband Team members contributing a share proportional to their budget size. This ensures investment by and representation of all the various constituencies that the County's Broadband Office would represent).
- The Broadband Development Coordinator's work would be directly supervised by the County Department that the coordinator is seated in, but the Team itself would prioritize projects and activities, based on immediate and near-term funding opportunities, followed by longer term funding opportunities (in other words, the available funding would help set the priorities).
- The Broadband Team could also create an Executive Board, comprised of representatives of the three county-wide organizations and largest funders (the County, the Port, and the PUD) along with the NODC representing both county and regional interests, and an annual rotating member from the rest of the Clallam County Broadband Team.
- Funding commitments would need to be established for a period of at least two years in order to ensure that the Office and the Coordinator are given time to leverage all available opportunities. The County, the Executive Board and the

Clallam County Broadband Team can work together over that period to determine whether new funding arrangements are needed from Year Three on.

The Office and the Executive Board with input from the rest of the Team should establish benchmarks for success to be evaluated at the end of two years, which would help determine how to best to move forward thereafter.

COUNTY-WIDE ORGANIZATION; LESS AGILE BUT WITH MORE DIRECTLY INVOLVED AND COMMITTED RESOURCES FOR BROADBAND DEVELOPMENT

- While the County could continue to house the Broadband Development Coordinator, the Broadband Office could be a creature of a three to five-member Broadband Board established through an Interlocal Agreement that would fully leverage the resources of the largest members with the broadest influence discussed above, but now, instead of being the Team's Executive Board, the group would be reconstituted as its own Interlocal Board, Consortium or small Authority. This could also be an intermediate step between a County Broadband Office and a large multimember Broadband Authority.
- The three to five-member Broadband Board would have a rotating Chair, and would continue to coordinate with the full Broadband Team on initiatives, projects and funding.
- However, the ultimate responsibility for the Broadband Office would now fall on the 3-to-5-member Board, and all members would share risks related to the operation of the Broadband Office and leverage their respective resources (i.e., the PUD for infrastructure, funding, existing relationships with providers and the public part of public/private partnerships; the Port for organizational management, funding and connections with groups like Petrichor Broadband; the County for Coordinator supervision, funding, rights-of-way access and leveraging regulatory agreements with providers; etc.). However, all would also have direct input in what, how, and when projects move forward.
- Knowing the entities involved in the 3-to-5-member Board would have been actively involved in the development of the initial Broadband Office, this is a natural progression to have more diverse involvement in the governance and supervision of the activities of the Broadband Office. The Board Chair would be the ultimate point person to whom the Broadband Development Coordinator would take their direction concerning activities and initiatives.

- The Interlocal Agreement would now specify the Board as the fiscal agent, which would solidify the commitment of the 3-to-5 partners, and lessen the risk that, in the initial iteration, is more specifically on the County.
- The 3-to-5-member Board would continue to coordinate frequently with existing and additional members of the Broadband Team. For a 5-member Board, the NODC would be the 4th member and the fifth member would specifically represent all the other members of the Broadband Team in all Board decisions.

FULL DIVERSE, MULTIMEMBER, BROADBAND AUTHORITY

- Whether continuing to be developed as an Interlocal Agreement between the parties, or now established as a full Public Development Authority, a large, multi-member, diverse Clallam County Broadband Development Authority could be the ultimate iteration of the diverse agencies in the County working together to expand and enhance Broadband within the County.
- Because each member of the large Broadband Development Authority would have an equal seat at the table, this would ensure that the interests of all members are pursued with an equivalent focus.
- Full Authority members would also need to have long-term financial commitments to the Authority, again consistent with their budget size.
- Such an Authority would still need an Executive Board, and be headed by a Chair, which would ultimately determine the specific activities and initiatives of the Authority. The Executive Board membership would rotate among the members, but should always have at least one member from the 3 large countywide organizations (Port, County or PUD).
- While a large multimember authority and the diversity that it brings to the table, provides many avenues for seeking funding and advancing and enhancing the Broadband climate in all areas of the County, it would be the least agile of the structures.
 - Therefore, it is likely that it would best be developed down the road, perhaps at the 2-year mark where initial benchmarks that were established are being evaluated and the direction of the Broadband Office is being charted for ensuing years.

JOB DESCRIPTION

POSITION: Broadband Development Coordinator

POSITION SUMMARY:

Under the supervision of the Clallam County Office of [TBD], and in coordination with the Clallam County Broadband Team (Team), this position has two core responsibilities in support of expansion and enhancement of broadband infrastructure and services in Clallam County:

1. Coordinate with Public and Private Stakeholders throughout the County on strategies, initiatives, activities and actions to enhance and expand broadband deployment to meet Washington State's overarching broadband development goals; and
2. Identify and pursue all available funding opportunities at the local, state and federal levels, as well as through private foundation and equity financing, to support necessary broadband development initiatives, working with both public and private stakeholders in the County to obtain necessary funding.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

On an ongoing basis, essential duties and responsibilities may include, but are not limited to the following:

1. BROADBAND DEVELOPMENT COORDINATION

- a. Support Local and Regional Stakeholders by providing coordination of, and consultation on, specific strategies and actions for reaching broadband development goals.
- b. Interface with public and private stakeholders to identify synergies for expanded broadband deployment.
- c. Interface with local, state, and federal legislative and executive branches concerning opportunities to support broadband deployment initiatives in Clallam County.
- d. Serve as the primary contact for those seeking information about expanding their operations or entering the broadband marketplace in Clallam County.
- e. Research and maintain a database on important broadband developments and initiatives that could positively impact broadband deployment in

- Clallam County, and serve as a clearinghouse for public and private stakeholders to both obtain and disseminate such information.
- f. Work with the Washington State Broadband Office to identify and pursue all opportunities related to funding, technological innovation, legislative and regulatory initiatives, and education and outreach programs to leverage those for improving broadband deployment in Clallam County. Work with the State Broadband Office to monitor transportation projects and jointly plan with State Department of Transportation for fiber and assistance with negotiating reasonable fees for right-of-way work. Work with the State Broadband Office and FCC to correct bad data (such as served and unserved data) that may be limiting eligibility for funding opportunities in Clallam County.
 - g. Meet with the Clallam County Broadband Team on a regular basis to continue to build commonality of purpose, identify and prioritize the needs of the Team members and provide regular updates on advancing broadband deployment in the County.
 - h. Assess changes in current laws and regulations that serve as impediments to broadband growth and adoption and make recommendations for changes to overcome impediments.
 - i. Assist the County and the members of the Broadband Team in spreading awareness of the benefits of broadband in order to continue to increase broadband adoption in the County.
 - j. Research, evaluate and work with providers to pilot or trial new technologies to address both short-term and long-term broadband needs.
 - k. Work with regional stakeholders on initiatives that advance the broadband climate in Clallam County.
 - l. Coordinate with public and private partners to identify and resolve conflicts or other issues that arise between partners working on broadband deployment initiatives.
 - m. Review best practices, new deployment opportunities, trends and occurrences related to broadband deployment that can be leveraged for advancing the broadband climate in Clallam County.
 - n. Continue to build relationships and coordinate with members of the Broadband Team, broadband providers, the business and economic development community and the public to further public-private synergies in order to most efficiently and effectively advance broadband availability and adoption in the County.

2. GRANT WRITING AND FUNDING ACQUISITION

- a. Work with public and private partners to solicit and write proposals and associated reports to obtain local, state and federal funding as well as secure, as needed, loans, private foundation and equity funding and matching funding for public and private providers.
- b. Persuasively communicate critical needs, all necessary supporting information and the benefits that will be achieved, to potential funders in a competitive funding environment.
- c. Establish and maintain professional contacts and relationships with local, state and federal funders.
- d. Work with public and private stakeholders to conduct necessary research and assemble all necessary information needed for successful grant applications.
- e. Maintain a tracking system for identified funding opportunities, and their requirements, deadlines and ensuing reporting requirements.
- f. Track the results of all applications, and determine the key characteristics of grant applications that lead to successful funding awards and improvements needed related to unsuccessful applications.
- g. Maintain accurate and updated electronic files of grant awards, reporting requirements, and new opportunities, including copies of all correspondence, proposals, reports, spreadsheets, and meeting notes related to application development and funding implementation.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Must have high level writing and research skills, and outstanding written and verbal communication skills, including proofreading.
2. Knowledge of the laws, ordinances, standards and regulations pertaining to the essential duties and responsibilities of the position
3. Strong coordination and interpersonal skills, creativity and critical thinking
4. Ability to maintain cooperative and effective relationships with a wide variety of local public and private stakeholder personnel, as well as state and federal legislative, regulatory, departmental and funder personnel
5. Must have high level technical knowledge concerning current and future trends related to broadband systems, infrastructure and services.

6. Must have the ability to work in collaboration with broadband team members and others from a wide variety of backgrounds and cultures
7. Must be able to work in a home office, standard office, and “on the road” environment. Travel will be expected throughout the County and to State offices
8. Must exhibit a hands-on, detail-oriented, management/leadership approach.
9. Prior educational and employment experience that demonstrates the qualifications detailed above.

FORM OF JOINT OPERATING ENTITY: SELECTIVE COMPARISON OF FOUR ALTERNATIVES

NOTE:

The following chart reviews by subject matter whether one alternative or another appears to have an advantage or disadvantage in addressing formation and operational issues. In addition to those matters specifically required when forming an ILA, the topics below are matters typically raised in joint ventures. Depending on the direction selected, additional due diligence and research may be required.

Topic	By ILA	Limited Liability Company (RCW 25.15)	Non-Profit Corporation (RCW 24.06)	Public Development Authority (RCW 35.21.730). No current statutory authority for Ports or PUDs to create a PDA.
1. Ability to Form Under ILA	Permitted pursuant to RCW 39.34.010 (Interlocal Agreements). "Any two or more public agencies may enter into agreements with one another for joint or cooperative action..." "Public agency" means any agency, political subdivision, or unit of local government of this state including, but not limited to, municipal corporations, quasi municipal corporations, special purpose districts, and local service districts; any agency of the state government; any agency of the United States; any Indian tribe recognized as such by the federal government; and any political subdivision of another state.	Permitted.	Permitted.	Public Development Authorities (PDAs) are public corporations created by a city or county to perform a particular public purpose or public function specified in the ordinance or resolution creating the PDA and its charter. RCW 35.21.730. PDAs may be created for a general purpose or for a specific project or undertaking as defined in the PDA's charter. Under the PDA model, the entities would each approve creation of the PDA empowered to be the manager and operator of the broadband mission There is no current statutory authority for PUD or Port to create a PDA; (with exception that Ports are authorized to participate in new market tax credits), Would require legislative action to amend. However, while a Port can't create a PDA, a Port likely <u>may</u> be a <u>member</u> of the PDA that is created by a county or city given that the wording of RCW

Topic	By ILA	Limited Liability Company (RCW 25.15)	Non-Profit Corporation (RCW 24.06)	Public Development Authority (RCW 35.21.730). No current statutory authority for Ports or PUDs to create a PDA.
				39.34.010 (Interlocal Agreements) is quite broad: "Any two or more public agencies may enter into agreements with one another for joint or cooperative action".
2. Formation/ Documentation	Wide flexibility to create new framework to cover the elements of the relationship, so long as ILA statutory elements are met. • The Agreement may establish a separate legal entity or a Joint Board to carry out the intended purpose • The Agreement must be approved by Resolutions adopted by the legislative body of each public entity • The Agreement must set forth: • The precise organization, composition and nature of any separate legal or administrative entity created thereby together with the powers delegated thereto • Duration, • Its purpose or purposes; • How the joint or cooperative undertaking is to be financed, and how its budget is established and maintained; • How the Agreement is to be terminated, in part or	Slight advantage over other statutes (can use existing frameworks and customize; very flexible structure with use of operating agreement).	No advantage over other statutes (can use existing frameworks and customize; certain matters are prescribed in RCW 24.06 are slightly less flexible than LLC).	A PDA is formed by the creating entity(s) adoption of an ordinance or resolution approving the PDA's Charter. A PDA's Charter is the defining document, and will include the PDA's name, scope of the project or purpose, the term of the PDA, and board characteristics.

Topic	By ILA	Limited Liability Company (RCW 25.15)	Non-Profit Corporation (RCW 24.06)	Public Development Authority (RCW 35.21.730). No current statutory authority for Ports or PUDs to create a PDA.
	completely • How to dispose of property upon such partial or complete termination; and • Any other necessary and proper matters. • Financing of joint projects by agreement shall be as provided by law.			
3. Liability of Participants	Low risk of treatment as general partnership (<i>RCW 25.05.055</i>). Low risk of liability of members of unincorporated associations. <i>Karl Rove & Co. v. Thornburgh</i>; (out of state case) Risk is liability not limited to contributions, so would be to address contractually at formation. Wide flexibility to allocate responsibility and contribution among the parties. Low risk of parties' exposure to third parties-possibly as general partners or as members of an unincorporated association can be covered by third party liability in contracts with provisions in contracts and for torts with insurance. Financing of joint projects by agreement shall be as provided by law, meaning: The funds of such joint operation shall be	Advantage to RCW 25.15 due to clear no liability of members beyond capital commitments. See State of Developed Law See <i>RCW 25.15.040, 25.15.060</i> Wide flexibility to make allocations among members.	Advantage similar to RCW 25.15 clear no liability of members beyond contributions. See <i>RCW 24.06.085</i> for limitation of liability of members. Less flexibility for allocations, but likely can have contractual allocations.	The PDA Charter will define the level and process for oversight by the creating entities and per state law, limit the liability of the creating entities. Likely liability limited to commitments. Liabilities incurred by the PDA must be satisfied exclusively by the PDA's assets, except as otherwise agreed by contract. See <i>RCW 35.21.730</i>. Assuming new legislation likely similar to other statutory entities.

Topic	By ILA	Limited Liability Company (RCW 25.15)	Non-Profit Corporation (RCW 24.06)	Public Development Authority (RCW 35.21.730). No current statutory authority for Ports or PUDs to create a PDA.
	deposited in the public treasury of the entity which has the largest population or of any other public treasury agreed upon by the parties; and funds shall be subject to the audit and fiscal controls as the public treasury where the funds are so deposited: RCW 43.09.285			
4. Governance and Management of Venture (Flexibility, Fiduciary Duties, etc.)	Flexibility in entity creation - ILA may establish a separate legal entity or a Joint Board to carry out the intended purpose. This flexibility allows the forming entities to create a governing Board (executive board) with representatives from some or all of the forming entities. And or the ILA can carve out hierarchical decision making, where some decisions are made by the member entities and others by the Board. The ILA can specify the duties of a governing board, including management and oversight of a Manager for the ILA's mission. Through approval of the ILA, each member's legislative board can delegate authority to the exec board or member representative to act on behalf	Similar challenge with all alternatives to create governance/management structure that fits the "business deal". Some advantage to RCW 25.15 for combination of existing structure and flexibility: • can designate manager- or member-managed (RCW 25.15.150) • can create officer positions as desired have freedom to contract subject to certain mandatory provisions of the ILA (e.g. specify or limit fiduciary duties of members and officers).	Similar challenge with all alternatives to create governance/management structure that fits the "business deal". Some disadvantage, has statutory structure but not flexibility of 25.15 or contract approach: • Managed by board of at least 3 directors (RCW 24.06.125); actions require at least a majority thereof (RCW 24.06.140) RCW 24.06.155 calls for President, one or more VPs, Secretary, and Treasurer (with some overlap permitted).	In general, PDAs are created to (1) administer and execute federal grants or programs; (2) receive and administer private funds, goods or services for any lawful purpose; and (3) to perform any lawful public purpose or public function. RCW 35.21.730(5). PDAs may be created to undertake a specific project or activity requiring focused attention. PDAs tend to be more entrepreneurial than their sponsoring entity or entities. Per chapter 35.21 RCW, PDAs may: • Perform any lawful public purpose or public function • Own and sell real and personal property; • Contract with a city, town or county to conduct community

Topic	By ILA	Limited Liability Company (RCW 25.15)	Non-Profit Corporation (RCW 24.06)	Public Development Authority (RCW 35.21.730). No current statutory authority for Ports or PUDs to create a PDA.
	of that entity, to allow for efficient decision making. State law requires that the ILA at formation must set forth: • The precise organization, composition and nature of any separate legal or administrative entity created thereby together with the powers delegated thereto • Its purpose or purposes. Wide flexibility to allocate responsibility and contribution among the parties. Low risk of parties' exposure to third parties-possibly as general partners or as members of an unincorporated association can be covered by third party liability in contracts with provisions in contracts and for torts with insurance. Contract approach has wide flexibility for structure to be created and built into the contract (e.g., the need to address governance, authority and fiduciary duties of those who act on behalf of the Team as an association, etc.). Low risk of possible general partnership risk and unincorporated association issues (e.g. agency law - each			renewal activities; •Contract with individuals, associations, corporations, the State of Washington and the United States; •Sue and be sued; Loan and borrow funds and issue bonds and other instruments evidencing indebtedness; •Transfer funds, real or personal property, property interests or services; •Engage in anything a natural person may do; •Enter into contracts, and •Perform all types of community services. PDAs do not have the hosting powers unique to Ports, so Port could exercise that function on behalf of the PDA. PDAs also do not have the power of eminent domain or the authority to levy taxes. RCW 35.21.745. PDAs do not have taxing authority, and so can pledge only project, grant or other revenues to repay bonds. In order to access financial markets at attractive rates, if needed or sought, any PDA

Topic	By ILA	Limited Liability Company (RCW 25.15)	Non-Profit Corporation (RCW 24.06)	Public Development Authority (RCW 35.21.730). No current statutory authority for Ports or PUDs to create a PDA.
	entity as principal and agent as to other). More research needed on the effect of RCW 53.08.370 - <i>Telecommunications facilities — Construct, purchase, acquire, etc. — Purposes — Limitations — Eminent domain</i>, which allows a rural port district in existence on June 8, 2000, to construct, purchase, acquire, develop, finance, lease, license, handle, provide, add to, <u>contract for</u>, interconnect, alter, improve, repair, operate, and maintain any telecommunications facilities within or without the district's limits for purposes, including for the district's own use; and for the provision of wholesale telecommunications services within the district's limits, subject to certain restrictions.¹			project revenue bonds may be backed by other public entity guarantees or contingent loan agreement. A PDA is also subject to constitutional constraints imposed on local governments, primarily limiting the use of public funds. Article VIII, Sections 5, 7 of the Washington Constitution prohibit the lending of public credit or gift of public funds to private entities, with limited exceptions Also, Article VII, Section 1 and Article VIII, Section 6, require that public debt be incurred and taxes levied exclusively for public purposes. Some disadvantage with lack of existing statutory structure but there is flexibility which would

¹ RCW 53.08.370:

- Nothing in this subsection shall be construed to authorize rural port districts to provide telecommunications services to end users.
 - A rural port district shall ensure that rates, terms, and conditions for such services are not unduly or unreasonably discriminatory or preferential.
 - Rates, terms, and conditions are discriminatory or preferential when a rural port district offering such rates, terms, and conditions to an entity for wholesale telecommunications services does not offer substantially similar rates, terms, and conditions to all other entities seeking substantially similar services.
 - When a rural port district establishes a separate utility function for the provision of wholesale telecommunications services, it shall account for any and all revenues and expenditures related to its wholesale telecommunications facilities and services separately from revenues and expenditures related to its internal telecommunications operations.
 - Any revenues received from the provision of wholesale telecommunications services must be dedicated to the utility function that includes the provision of wholesale telecommunications services for costs incurred to build and maintain the telecommunications facilities until such time as any bonds or other financing instruments executed after June 8, 2000 and used to finance the telecommunications facilities are discharged or retired.
- stucture comparison-210420. _joint_operatingwith ila. comparison_of_4_alt_chart

Topic	By ILA	Limited Liability Company (RCW 25.15)	Non-Profit Corporation (RCW 24.06)	Public Development Authority (RCW 35.21.730). No current statutory authority for Ports or PUDs to create a PDA.
				require structure to be created and built into the charter (e.g., the need to address governance, authority, fiduciary duties, etc. for those acting on behalf of the PDA). Requires legislative action.
5. Employment and Benefit Issues	An independent entity or a joint board could employ personnel or could “second” an employee from an existing entity’s personal. Secondment is essentially an agreement that loans out an employee of an entity to the ILA-created board or separate entity. The secondment agreement can specify how the loaned employee is managed, reviewed, paid, etc. and	No advantage over other statutes (same concerns apply): • Some complication with applicable employer-entity secondment. • Entity would likely qualify for employees to continue with PERS. • Need to address §457 plans and health plans.	No advantage over other statutes (same concerns apply): • Some complication with applicable employer-entity secondment. • Entity would likely qualify for employees to continue with PERS. • Need to address §457 plans and health plans.	No advantage over other statutes (same concerns apply): • Some complication with applicable employer-entity secondment. • Entity would likely qualify for employees to continue with PERS. • Need to address §457 plans and health plans.

- When a rural port district establishes a separate utility function for the provision of wholesale telecommunications services, all telecommunications services rendered by the separate function to the district for the district's internal telecommunications needs shall be charged at its true and full value.
- A rural port district may not charge its non-telecommunications operations rates that are preferential or discriminatory compared to those it charges entities purchasing wholesale telecommunications services.
- A rural port district shall not exercise powers of eminent domain to acquire telecommunications facilities or contractual rights held by any other person or entity to telecommunications facilities.
- Except as otherwise specifically provided, a rural port district may exercise any of the powers granted to it under this title and other applicable laws in carrying out the powers authorized under this section.
- A person or entity that has requested wholesale telecommunications services from a rural port district may petition the commission under the procedures set forth in RCW 80.04.110 (1) through (3) if it believes the district's rates, terms, and conditions are unduly or unreasonably discriminatory or preferential.
- The person or entity shall provide the district notice of its intent to petition the commission and an opportunity to review within thirty days the rates, terms, and conditions as applied to it prior to submitting its petition.
- In determining whether a district is providing discriminatory or preferential rates, terms, and conditions, the commission may consider such matters as service quality, technical feasibility of connection points on the district's telecommunications facilities, time of response to service requests, system capacity, and other matters reasonably related to the provision of wholesale telecommunications services.

Topic	By ILA	Limited Liability Company (RCW 25.15)	Non-Profit Corporation (RCW 24.06)	Public Development Authority (RCW 35.21.730). No current statutory authority for Ports or PUDs to create a PDA.
	addresses allocations amongst the members therefor and would determine proper employer for CEO/Manager role, authority to direct employees and duties of employees. A Secondment benefit is that employment salary and benefits issues are addressed by continuing employment with an existing public entity, leaving only allocation and accounting matters to be addressed. • A separate entity would likely qualify for employees to continue with PERS. • Need to address §457 plans and health plans.			
6. Exit Considerations	State law requires an ILA must address at formation: • Duration, • How the Agreement is to be terminated, in part or completely and • How to dispose of property upon such partial or complete termination; and • Any other necessary and proper matters. Wide flexibility to address issues in structure to be created and built into the contract. Low risk of possible general partnership law applications.	Some advantage to RCW 25.15 for combination of existing structure and flexibility: can provide for this in advance in the operating agreement under specified circumstances (RCW 25.15.270).	Some disadvantage for lack of flexibility and required steps; e.g. requires board resolution (RCW 24.06.260).	Some disadvantage for lack of detailed statutory structure (there is flexibility but would require structure to be created and built into the charter).

Topic	By ILA	Limited Liability Company (RCW 25.15)	Non-Profit Corporation (RCW 24.06)	Public Development Authority (RCW 35.21.730). No current statutory authority for Ports or PUDs to create a PDA.
7. Audits and Reporting Requirements	Whether the ILA creates an independent entity or a joint board, each must comply with audit and accounting requirements of RCW 43.09.	No advantage over RCW 24.06 (Interlocal Act requirements to be adhered to). Likely subject to State Auditor <i>RCW 43.09</i> .	No advantage over RCW 25.15 (Interlocal Act requirements to be adhered to). Likely subject to State Auditor <i>RCW 43.09</i> . Possible jurisdiction of State Attorney General.	PDAs must comply with audit and accounting requirements of <i>RCW 43.09</i> .
8. Applicability of Open Public Meetings Act	Applicable.	Applicable. Likely no advantage over other statutory entities assuming "Public Agency" under <i>RCW 42.30.020</i> , if so, executive session rules would apply.	Applicable. Likely no advantage over other statutory entities assuming "Public Agency" under <i>RCW 42.30.020</i> , if so, executive session rules would apply.	Applicable. "Public Agency" under <i>RCW 42.30.020</i> .
9. Applicability of Public Records Act	Act is applicable to entity, whether the ILA creates an independent entity or a joint board	Definition issue as Act applies to "state agencies" and "local agencies". The Act is likely applicable. Entity would meet four-part functional equivalent test in AGO 1991, No. 5. Entity would need to adopt and publish its procedures and address how it maintains its records separate from the members.	Definition issue as Act applies to "state agencies" and "local agencies". The Act is likely applicable. Entity would meet four-part functional equivalent test in AGO 1991, No. 5. Entity would need to adopt and publish its procedures and address how it maintains its records separate from the members.	Applicable to PDAs. PDA would have to adopt and publish its procedures and address how it maintains its records separate from the members.

Item B

Sector Analysis

ASAP COMMUNITY SNAPSHOT

Wayne County, Utah



The economy of Wayne County, Utah, was traditionally based on irrigated agriculture. Through the middle decades of the 20th century, mechanization of agriculture resulted in progressively fewer

and larger farms, and the result was a steadily declining population.

In 1940, the county's population was 2,394 and by 1970, only 30 years later, it had declined by nearly 40% to 1,483.

Wayne County is home to Capitol Reef National Park and other high-quality natural amenities. These assets have sparked tourism and amenity-related growth. Consequently, the population today is 2,690.

However, despite this growth, the county is confronted with economic problems typical of small rural communities throughout the West – loss of primary employers, an aging population, a shrinking tax base, and few economic options and opportunities for its youth. Tourism has produced many jobs but they are typically seasonal and low paying.

In an effort to address these problems, the county initiated the Area Sector Analysis Process (ASAP). Based on ASAP model results, the community's steering committee members selected three target industries to focus its economic development efforts. These are:

1. Internet-Based Industries
2. Tourism and Outdoor Recreation
3. Niche Agriculture

The Western Rural Development Center's Area Sector Analysis Process was designed by researchers and Extension Specialists from throughout the West to use in collaboration with rural community leaders to promote economic development.

ASAP FACILITATORS

The Area Sector Analysis Process is facilitated in your community by an experienced ASAP Facilitator. Current facilitators include:

Don Albrecht, Western Rural Development Center
Marion Bentley, Utah State University Extension
Ashley Bickel, University of Arizona Extension
Buddy Borden, Nevada Cooperative Extension
Malieka Bordigioni, University of Nevada-Reno
Dari Duval, University of Arizona Extension
Tom Harris, University of Nevada-Reno
Paul Jakus, Utah State University
Paul Lewin, University of Idaho Extension

ASAP CONTACT INFORMATION

Western Rural Development Center
Utah State University
4880 Old Main Hill
Logan UT 84322-4880

PHONE: (435) 797-9731
EMAIL: wrdc@usu.edu
WEB: wrdc.usu.edu

The Western Rural Development Center's Area Sector Analysis Process was designed by Extension and Research Specialists from throughout the West to use in collaboration with rural community leaders in targeted, sustainable economic development. It is supported in part by the National Institute of Food and Agriculture, U.S. Department of Agriculture, under award numbers 2018-51150-28699 and 2019-51150-29875.

wrdc.usu.edu/asap



AREA SECTOR ANALYSIS PROCESS

Helping communities identify targeted,
sustainable economic development



WHAT IS ASAP?

The Western Rural Development Center's Area Sector Analysis Process (ASAP) **is a tool to help communities achieve targeted, sustainable economic development.**

The process is based on the understanding that sustainable community development strategies should reflect the preferences of community residents and also the extent to which community assets can meet the operational needs of businesses that allow them to be successful.

HOW DOES ASAP WORK?

1 *Goals and Assets*

Through a series of committee meetings and community surveys, ASAP matches a community's economic development goals and assets with the production requirements of businesses and the benefits/costs to the community.

2 *Framework*

While most economic development programs fail to recognize the interdependence between industry demands and the preferences and assets of the community to develop a holistic, sustainable community economic development strategy, ASAP has been developed to bridge this gap by providing a framework to aid communities in prioritizing their development goals and identifying the assets they have to help them achieve these goals.

3 *Matching Model*

ASAP uses a matching model that determines the extent to which industry sectors are desirable to community residents and the extent to which community assets are compatible with industry needs.

WHAT ARE THE BENEFITS FOR MY COMMUNITY?

Significant community development benefits of ASAP may include:

- Community involvement in the creation or updating of economic development goals and assets
- Credible and transparent documentation of industry targets and their alignment with strategic planning efforts
- Adaptability of ASAP results to existing community economic development planning
- Application of results to existing community businesses, potential entrepreneurial development, as well as recruitment targets

ASAP COMMUNITIES

ASAP has already been successfully delivered in multiple communities across the West in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, New Mexico, Nevada, and Utah.



HOW TO BECOME AN ASAP COMMUNITY?

Once your community's leadership expresses interest in learning more about ASAP, simply contact the Western Rural Development Center via email or telephone to schedule an initial discussion.

Email: wrdc@usu.edu

Telephone: (435)797-9731





Helping communities identify targeted, sustainable economic development.

AN OVERVIEW OF ASAP

Presented by Don E. Albrecht

Director, Western Rural Development Center

ASAP is a regional collaborative project of the Western Rural Development Center. wrdc.usu.edu



ASAP is a regional collaborative effort between these institutions and the Western Rural Development Center:



University of Nevada
Cooperative Extension



University of Nevada, Reno
Center for Economic Development



University
of Idaho



THE UNIVERSITY OF ARIZONA
COLLEGE OF AGRICULTURE & LIFE SCIENCES
Cooperative Extension



Cooperative Extension Service
College of Tropical Agriculture and Human Resources
University of Hawai'i at Mānoa



WHERE HAS ASAP BEEN IMPLEMENTED?

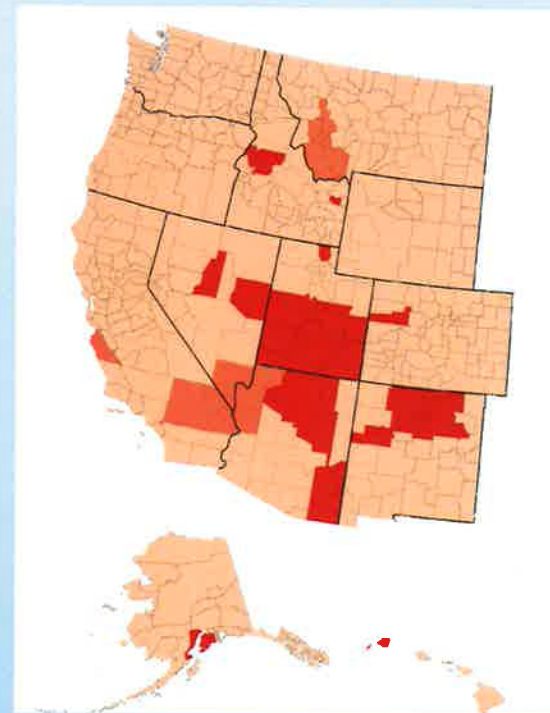
Pilot Sites

STATE	COUNTIES
Arizona	Mohave
California	San Bernardino, Monterey
Montana	Silver Bow, Deer Lodge, Powell, Beaverhead, Madison, Granite
Nevada	Clark

Sites Adopted Since 2011

STATE	COUNTIES/BOROUGHES
Alaska	Kenai Peninsula
Arizona	Coconino, Graham, Greenlee, Navajo, Cochise
Colorado	Garfield
Hawaii	Kauai
Idaho	Adams, Valley, Madison
New Mexico	Cibola, Colfax, Los Alamos, Mora, Rio Arriba, Sandoval, San Miguel, Santa Fe, Taos
Nevada	Lander, White Pine
Utah	Beaver, Cache, Carbon, Emery, Garfield, Grand, Iron, Juab, Kane, Millard, Piute, San Juan, Sanpete, Sevier, Washington, Wayne

*Kandihoya County, MN not shown



Legend

- Western Region
- Pilot Sites
- Sites Adopted Since 2011



ASAP IS AN AWARD WINNER

2017 NADO INNOVATION AWARD

WHO:

Utah's Six County Association of Governments/Economic Development District based in central Utah

WHAT:

2017 Innovation Award from the National Association of Development Organizations (NADO) for the Six County Area Sector Analysis Process

ABOUT:

Western Rural Development Center and Utah State University Extension partnered with Six County Association of Governments to deliver the WRDC's Area Sector Analysis Process (ASAP) to the six counties comprising this association: Juab, Millard, Piute, Sanpete, Sevier, and Wayne

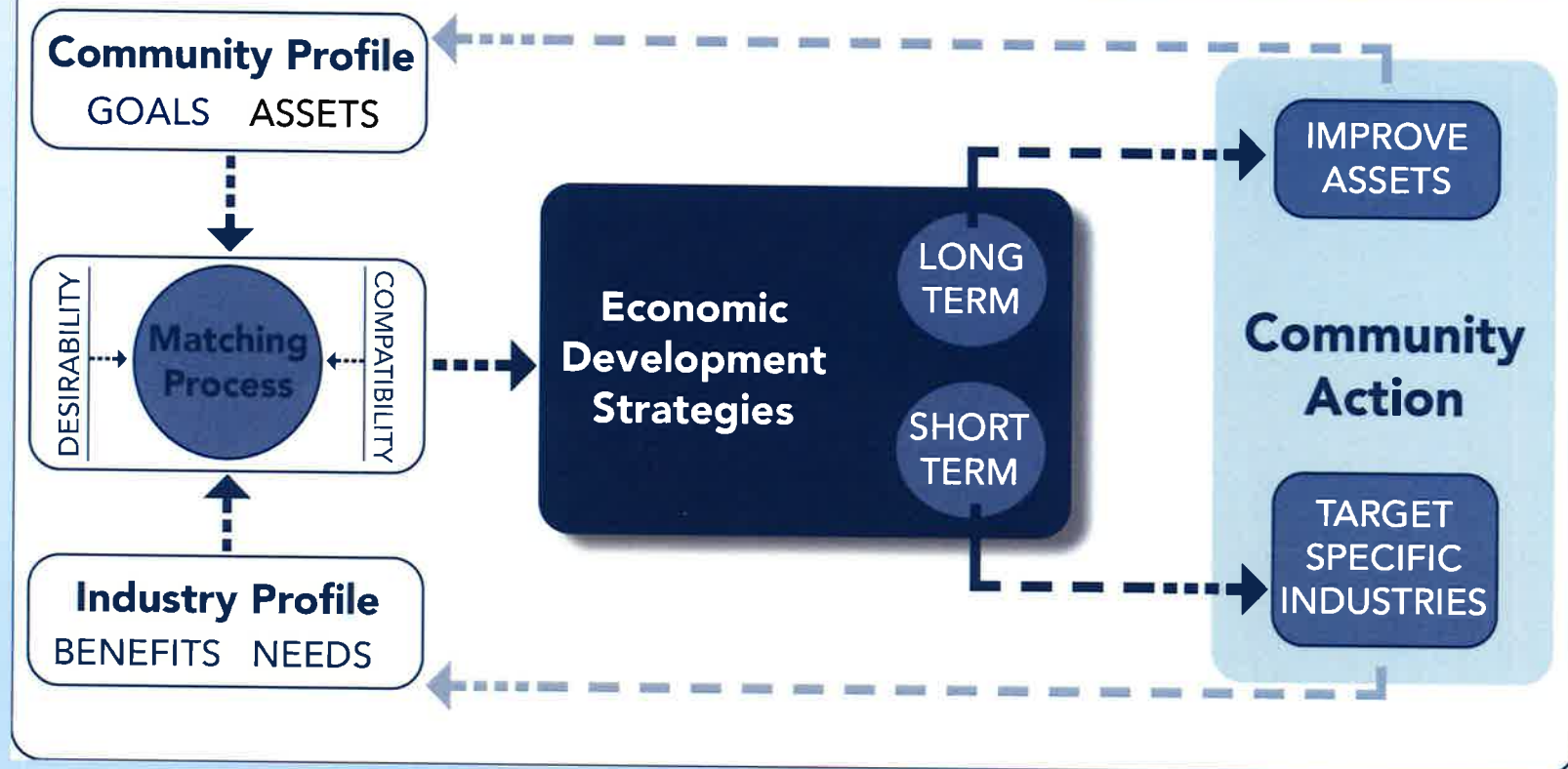


PARTNERS:

- University of Nevada Cooperative Extension
- University of Nevada Center for Economic Development
- Utah Governor's Office of Economic Development - Business Expansion and Retention Program
- Economic Development Corporation of Utah
- Economic Development Administration
- Juab, Millard, Piute, Sanpete, Sevier, and Wayne Counties
- Six County Association of Governments/Economic Development District



ASAP MODEL





ASAP ECONOMIC MODEL

The Area Sector Analysis Process

- Is a tool used to help achieve sustainable community economic development
- Evaluates and reports community goals, preferences and assets
- Evaluates and reports industry preferences and community fit
- Assists in determining long and short term economic development strategies





ASAP STEERING COMMITTEE RESPONSIBILITIES

Local Project Coordinator and Steering Committee who:

- Coordinate with ASAP Regional Team
- Provide outreach to community members
- Participate and engage in workshops and assignments
- Assist in assembling project goals/assets/strategies
- Assist in analysis and interpretation of ASAP output
- Assist in developing economic development strategic plan

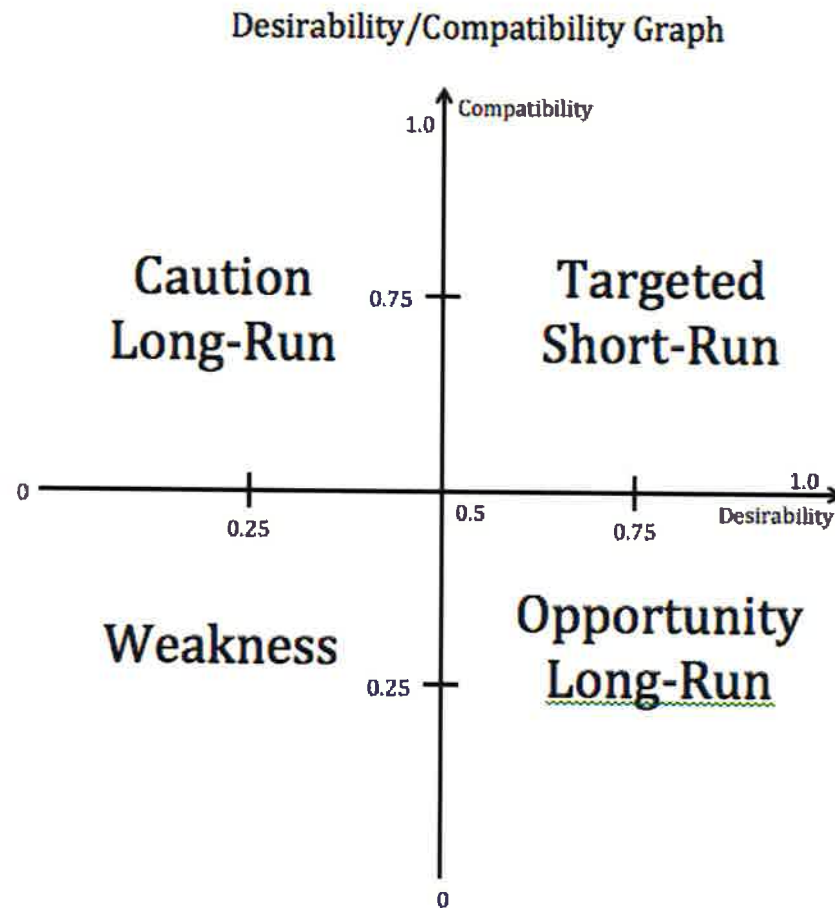


DESIRABILITY/COMPATIBILITY INDEX

- Incorporates business demands and community preferences
- Desirability gauges the strength of match between Community Goals and Business Benefits
- Compatibility gauges the strength of match between Business Demands and Community Assets

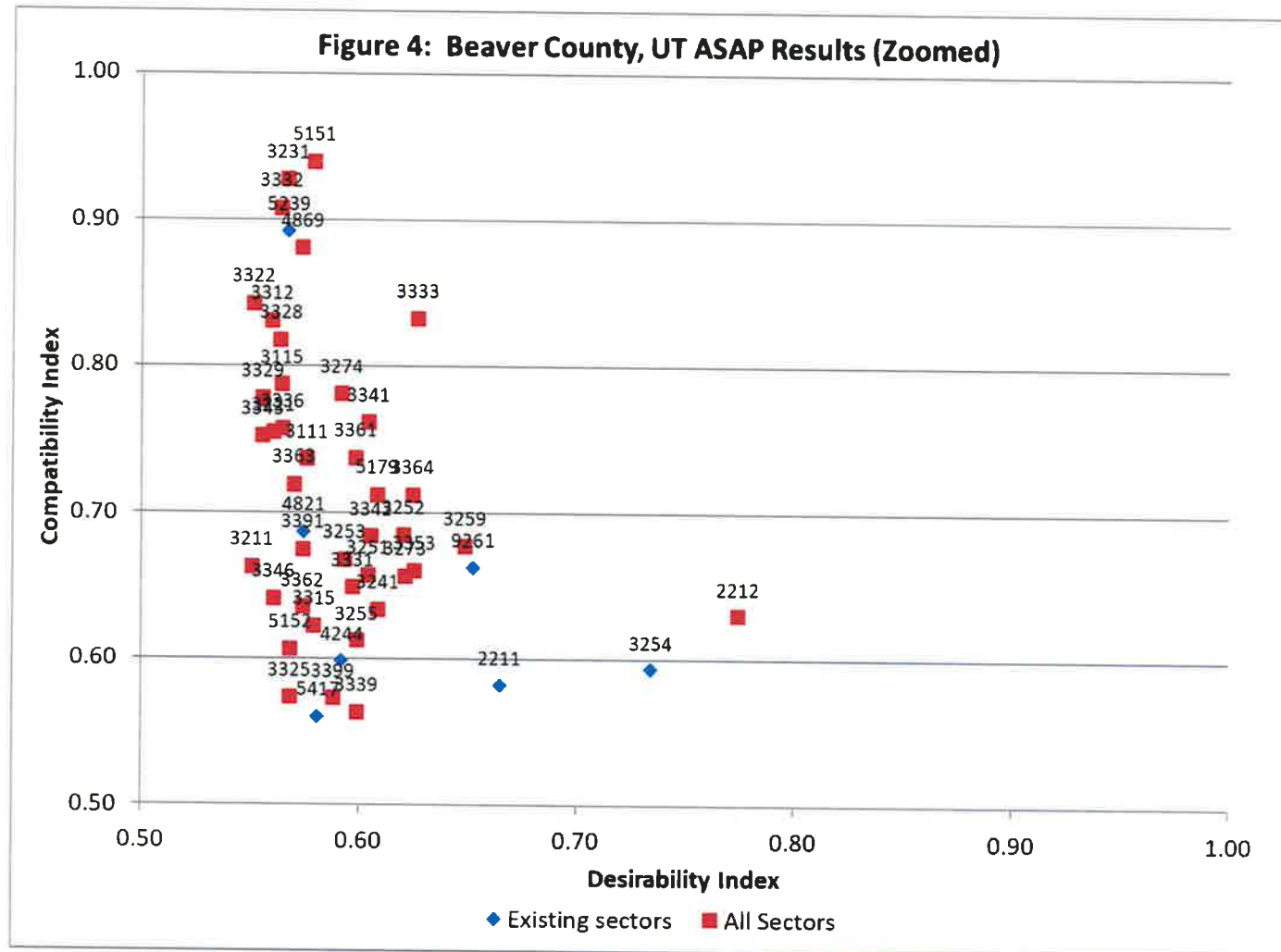


DESIRABILITY/COMPATIBILITY INDEX



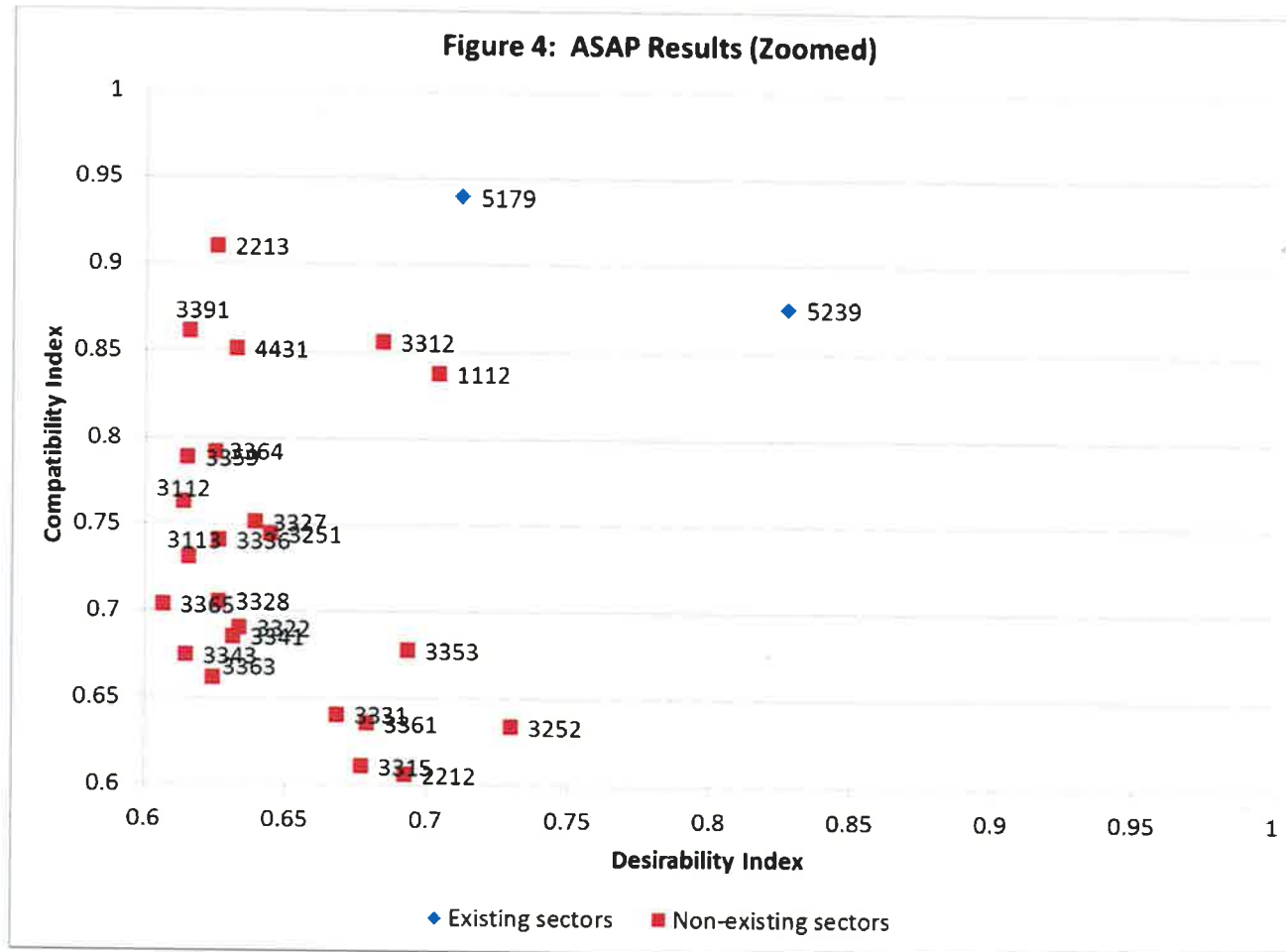


BEAVER COUNTY, UT – HIGH INDEX NAICS COMPATIBILITY > .55 AND DESIRABILITY > .55





DESIRABILITY/COMPATIBILITY OUTPUT





DESIRABILITY ANALYSIS BY NAICS

	Top 10 DI										Bottom 10 DI									
4-digit NAICS Code	1	3	3	3	3	3	4	5	5	5	3	3	3	3	3	3	6	3	3	3
	1	2	2	2	3	3	8	1	1	2	3	3	3	3	3	3	2	1	1	3
	1	5	5	5	4	4	5	5	7	3	4	5	6	6	6	9	4	1	1	1
	2	2	4	6	2	4	9	2	9	9	3	9	3	4	5	1	1	2	3	4
Desirability Index																				
Compatibility Index																				
Desirability Indicator																				
G1.I1 - Every new job generates additional jobs in the community																				
G1.I2 - New businesses return profits to the community																				
G1.I3 - New businesses hire locally																				
G1.I4 - New businesses buy locally																				
G1.I5 - New businesses increase the average local wage																				
G2.I1 - New businesses do not pollute the water																				
G2.I2 - New businesses do not release toxic chemicals in the air																				
G2.I3 - New businesses are in compliance with hazardous waste management																				
G2.I4 - New businesses do not emit greenhouse gas																				
G2.I5 - New businesses do not develop undeveloped land																				
G3.I1 - New businesses increase the local tax base																				
G3.I2 - New jobs are full-time																				
G3.I3 - New jobs offer benefits (health and/or retirement)																				
G3.I4 - New jobs provide training programs																				
G3.I5 - New businesses support community activities																				



COMPATIBILITY ANALYSIS BY NAICS

	TOP 10 CI										BOTTOM 10 CI									
4-digit NAICS Code	2	2	2	5	5	5	3	4	5	3	3	3	3	4	4	4	4	4	5	7
	1	2	3	1	1	4	1	4	6	1	2	3	3	2	5	8	8	9	1	2
	3	1	8	7	7	1	2	4	1	5	5	1	7	4	4	5	8	3	5	2
	1	3	1	1	9	1	1	1	9	9	6	3	1	4	1	9	5	1	2	3
Desirability Index																				
Compatibility Index																				
Space requirement																				
Land																				
Manufacturing space																				
Warehouse space																				
Office space																				
Retail space																				
Asset requirement																				
Availability of job training programs																				
Availability of financing																				
Low crime rate																				
Affordable housing																				
Clean air & water																				
Quality of natural ecosystem*																				
Outdoor recreational opportunities*																				
Social/cultural opportunities*																				
Shopping opportunities*																				
Quality of K-12 schooling*																				
Access to university/college																				
Quality of health care*																				
Quality of public safety services*																				



ASAP TEAM CONTACT INFORMATION

Don Albrecht

Western Rural Development Center
Utah State University
don.albrecht@usu.edu
435-797-2798

Riana Gayle

Western Rural Development Center
Utah State University
riana.gayle@usu.edu
435-797-0321

Marion Bentley

Western Rural Development Center
Utah State University
marion.Bentley@usu.edu

Tom Harris

University of Nevada, Reno
Nevada Cooperative Extension
University Center for Economic Development
harris@unr.edu
775-784-1681

Malieka Landis

University of Nevada, Reno
Nevada Cooperative Extension
University Center for Economic Development
malieka@unr.edu
775-784-1913

Michael Patrick

New Mexico State University Extension
jmpat@nmsu.edu

ASAP is a regional collaborative project of the Western Rural Development Center. wrdc.usu.edu

Item C

WA State Supreme Court

WSAC Amicus Curiae Brief Request Form

1) Case history and current status

Conservation Northwest, et al. v Commissioner Franz, et al.
Washington Supreme Court Cause No. 99183-9

2) Briefing schedule, if available; otherwise probable filing deadlines

With oral argument scheduled for the fall of 2021, the amicus deadline will be the summer of 2021.

3) Give a concise and brief statement of the issue or issues on which amicus argument is desired

Conservation Northwest (“CNW”) is seeking a decision from the State Supreme Court that would require Washington’s federally granted lands to be managed for the public as a whole, rather than for the designated beneficiaries, i.e., common schools, universities and other state institutions identified in Washington’s Enabling Act.

Also threatened by this lawsuit is RCW 79.22.010 and .040, which create the so-called “county trust lands.” Revenue derived from the “county trust lands” is distributed to the various counties, who, in turn, distribute it to junior taxing districts per RCW 79.64.110.

4) Give a brief statement as to whether and how the decision will broadly affect Washington counties

A decision favoring CNW’s position would have a great impact on the revenue counties receive and rely upon each year when preparing and enacting their budgets.

5) State in particular how the results sought would be of benefit to the counties

A decision rejecting the allegations of CNW would affirm the longstanding principles of the Enabling Act of 1889 and continue the practice of funding universities and junior taxing districts, for example, from revenues obtained through timber harvesting on trust lands.

6) Explain how a WSAC brief would add a new or different perspective to the issue or issues

The Court needs to hear from a representative county regarding how the local governments have relied on this revenue stream for a century and how accepting the theory of CNW would overturn established case law and be contrary to public policy established by Congress that schools should be funded, in part, through revenue obtained from what were once federally-owned lands.

7) ***Give a brief summary of particular cases of interest, of which the applicant is aware, with citations***

The seminal trust case is County of Skamania v. State, 102 Wn.2d 127 (1984) and almost 20 subsequent cases conclude the Enabling Act and State Constitution created a trust for the designated beneficiaries.

8) ***Is there any county that is a party on the other side of the case and/or that would oppose or would be expected to oppose WSAC's participation as amicus? If yes, please list, and state the known or anticipated bases for opposition***

No opposition is expected from any County, in fact five counties have signed on as intervenors.

Note: failure to fully answer question 9 (and all applicable parts thereof) shall preclude WSAC's consideration of this request.

9) ***What resources will you make available or are you aware of to assist in the preparation of the amicus brief?***

Clallam County PAO will be short staffed after April 1 due to retirement of the Chief Civil DPA and thus unable to write the brief. However, the Clallam PAO is willing to have an attorney recommended by WSAC file the amicus on behalf of Clallam County based on the elected Clallam PA appointing the attorney as a Special DPA.

10) ***Name of requester, representing Clallam County***

Mark Ozias, Chair of the Clallam County Board of County Commissioners


Mark Ozias

Date

Washington Supreme Court, Cause No. 99183-9
Conservation Northwest et al. v. Commissioner Franz, et al.
“Trust Mandate” Litigation – Case Overview

A coalition of conservation organizations and individuals, led by Conservation Northwest, filed litigation challenging the Board of Natural Resources’ Resolutions 1559 and 1560, the December 2019 decisions adopting the long-term conservation strategy for the marbled murrelet (amending the State Upland’s 1997 Habitat Conservation Plan and Endangered Species Act Incidental Take Permit), and setting the 2015-2024 sustainable harvest calculation. The primary focus of this litigation is a challenge to the State’s “trust mandate” for management of its federally granted lands. The Washington Supreme Court granted direct review of the trial court’s decision to dismiss the challenge, and oral argument on the case will likely be in the fall of 2021.

Conservation Northwest is seeking a decision from the Washington Supreme Court that would require Washington’s federally granted lands to be managed for the public as a whole, rather than for the designated beneficiaries, including common schools, universities, and other state institutions identified in Washington’s Enabling Act.

Background on Washington’s Trust Mandate

Enabling Act

When Washington joined the Union, it received 3 million acres of land from the federal government. These “federally granted lands” were identified in the 1889 Omnibus Enabling Act, and were granted to support the common schools and six specific institutions.

The grant was consistent with the federal government’s long-standing practice of deeding lands to the newly-formed states to support schools. Beginning with Ohio in 1803, the federal government granted new states one section of land in each township, and over time, the grants became larger, identified more beneficiaries, and were more restrictive.

Washington’s Enabling Act is shared with three other states: Montana, North Dakota, and South Dakota. All three states’ supreme courts have concluded that the Enabling Act created a trust, and that the federally granted lands are managed by the states in trust on behalf of the common schools and institutions identified in the Enabling Act. Other western states and the United States Supreme Court have reached the same conclusion in challenges to the use of federally granted lands in other states.

Washington’s Constitution

Article XVI of Washington’s Constitution addresses the “school and granted lands” from the Enabling Act. It states that the granted lands are “held in trust”, and places limits on the sale of the lands and investment of the proceeds. In doing so, the constitution describes the lands as “granted to the state for educational purposes.”

Washington Statutes

Washington’s Legislature has also specified that the granted lands are held in trust, using the term “trust” as early as 1927. RCW 79.02.010(15)(a)-(g).

In addition, the Legislature created a second type of trust land, the “statutory trust lands” or “county trust lands,” in the 1920s. RCW 79.22.010, 79.22.040. These are state forestlands deeded by counties to the state following tax foreclosures. The statutes specify that these lands are held in trust, and that the revenue from these lands is distributed to the counties, who distribute it to taxing districts. RCW 79.64.110.

Washington Case Law

Since 1893, Washington’s Supreme Court has consistently concluded that the federally granted lands are held in trust for the designated beneficiaries.

The seminal trust case in Washington is *County of Skamania v. State*, 102 Wn.2d 127 (1984). Washington’s Supreme Court held that legislation which benefited timber sale purchasers at the expense of the trust beneficiaries was a breach of trust, and reaffirmed that the lands are held in trust for the designated beneficiaries. Subsequent decisions have not modified that holding.

What are Conservation Northwest’s Arguments?

Conservation Northwest’s brief to the Supreme Court relies on four arguments to challenge the trust mandate:

- The “all the people” language in the Constitution means that the federally granted lands are held in trust for all citizens of the state, not the designated beneficiaries.
- The Enabling Act did not create a trust, because the term “trust” is not used in the Enabling Act.
- *Skamania* was not controlling law, and interpretation of Article XVI of the Washington Constitution is a question of first impression.
- As a matter of public policy, managing the lands for conservation and recreation is preferable to managing the lands to generate revenue for the beneficiaries.

What is the State’s Position?

A large body of case law has concluded, for over 120 years, that the Enabling Act, Constitution, and statutes created a trust for the designated beneficiaries for the federally granted lands, and the Legislature created a trust for the counties by statute.

Those cases mean that the obligations of a trustee apply to the DNR and BNR when they make management decisions that affect the trust lands, including the fiduciary duty of “undivided loyalty.”

Because there has been no modification to those governing laws, the State must continue to manage the lands in the best interests of the beneficiaries, and has limited discretion to manage the lands for other objectives. While multiple uses are permitted for the trust lands, if those uses impact revenue to the beneficiaries, the trusts must be compensated.

The State's responses to Conservation Northwest's arguments are:

- Washington's Constitution unequivocally created a trust, and the beneficiaries are the common schools and institutions identified in the Enabling Act.
- Washington courts and the courts of its sister states have analyzed the Enabling Act and concluded a trust was created, even though the word "trust" was not used.
- The question is not an issue of first impression because in addition to *Skamania*, 19 other Washington Supreme Court decisions conclude the Enabling Act and Constitution created a trust for the designated beneficiaries.
- To change the beneficiaries or the objectives of the federally granted lands requires a change to the Enabling Act, an act of Congress, an amendment to the Constitution, and a vote of the people, as well as changes to the statutes that govern those lands.

In fiscal year 2019, the state trust lands generated \$183 million for the beneficiaries; \$93.9 million from the statutory (county) lands, and \$90.8 million from the federally granted lands.

Case Status

Conservation Northwest filed its litigation in January 2020, and its claims were dismissed by Thurston County Superior Court in October 2020.

A coalition of trust beneficiaries and advocacy groups intervened, and are parties to the litigation. The intervenors include five counties, seven taxing districts, AFRC, and the City of Forks.

The case could potentially be heard by the Supreme Court in June, but will more likely be heard during the fall calendar (September-November). There is a high likelihood that other states and interest groups will file *amicus* briefs with the court.

Contact Information

DNR:

- Angus Brodie, Deputy Supervisor for State Uplands: (360) 485-2266, angus.brodie@dnr.wa.gov
- Andy Hayes, Division Manager, Forest Resources Division: (360) 890-6043, andrew.hayes@dnr.wa.gov
- Kristen Ohlson-Kiehn, Assistant Division Manager, Projects and Planning Section, Forest Resources Division: (360) 701-9059, kristen.ohlson-kiehn@dnr.wa.gov

Attorney General's Office:

- Martha Wehling, Assistant Attorney General: (360) 742-2091, martha.wehling@atg.wa.gov
- Paddy O'Brien, Senior Assistant Attorney General: (360) 586-3288, patricia.obrien@atg.wa.gov

Washington State
Association of Counties
COMPREHENSIVE POLICY MANUAL

Part 8 – Boards & Commissions

WSAC members are encouraged to self-nominate themselves to serve as WSAC's representative on one or more of the many statewide boards, commissions, committees, task forces, and work groups for which positions are available through statute or by request of the authorizing body.

The nomination process is:

- Seat openings will be announced in the Association's newsletter and/or via email to the entire membership.
- Members apply through the Association's online statement of interest form.
- The deadline for open positions will be 10 days prior to the next regularly scheduled Board of Directors meeting or, for Tier 2 positions as described below, as requested by the authorizing body.

The selection process is decided by the type of position listed below:

Tier 1: Appointment or Nomination by full WSAC Board of Directors

- Nominations for all Gubernatorial Appointments (except for those created under statute with extreme deadlines)
- Agency, Committee and Task Force appointments and nominations whose deadlines fall within regularly scheduled WSAC Board meeting windows

Tier 2: Appointment or Nomination by WSAC Executive Committee

- Nominations for only those Gubernatorial Appointments with extreme deadlines recently created by statute
- Agency, Committee and Task Force appointments and nominations when notification of the seat and the ensuing deadline both occur between WSAC Board meetings

Every attempt will be made to bring as many decisions to the full WSAC Board as possible.

Part 9 – Amicus Brief Policy and Process

General

It is the intent of the WSAC Board of Directors to assure a systematic process to determine WSAC's *amicus curiae* participation in appellate judicial matters. WSAC shall follow the following process to make such determination. It is recognized that in some instances, WSAC has a significant interest in shaping the issues and arguments presented to the court. Recognizing that counties authorities and powers are defined by the state constitution, statutes, and regulations, WSAC should use the *amicus curiae* process to present its unique point of view;

1. The request to participate in an amicus brief must come from an elected county executive or from the majority of a county legislative authority;



COMPREHENSIVE POLICY MANUAL

2. Requests must be accompanied by a completed WSAC Amicus Curiae Brief Request Form, which is available on the WSAC website;
3. WSAC generally limits its involvement to Supreme Court cases. WSAC reserves the option to begin its involvement at the Court of Appeals, but will generally limit those instances to cases that relate to county structure or organic powers;
4. WSAC will generally limits its involvement to land-use cases, cases that have substantial fiscal impacts, and those that relate to county structure or organic powers;
5. WSAC will utilize a committee comprised of policy, political, and legal expertise, to review cases and provide recommendations prior to committing to an amicus brief;
6. Authorization to participate in an amicus brief rests with the WSAC Board of Directors. However, when timing does not permit engagement of the full Board of Directors, the Executive Committee of the Board of Directors may authorize participating in an amicus brief;
7. WSAC does not provide direct financial support for court cases. Rather, WSAC involvement depends upon on the availability of resources, including in-house general counsel, Washington Association of Prosecuting Attorneys, elected prosecuting attorneys or appointed deputy prosecuting attorneys from individual county office(s), or special deputies, appointed by a prosecuting attorneys from an individual county.

 Washington State
Association of Counties
COMPREHENSIVE POLICY MANUAL

WSAC Amicus Curiae Brief Request Form

- 1) Case name and court of appeals/supreme court number
- 2) Case history and current status
- 3) Briefing schedule, if available; otherwise probable filing deadlines
- 4) Give a concise and brief statement of the issue or issues on which amicus argument is desired
- 5) Give a brief statement as to whether and how the decision will broadly affect Washington counties
- 6) State in particular how the results sought would be of benefit to the counties
- 7) Explain how a WSAC brief would add a new or different perspective to the issue or issues
- 8) Give a brief summary of particular cases of interest, of which the applicant is aware, with citations
- 9) Is there any county that is a party on the other side of the case and/or that would oppose or would be expected to oppose WSAC's participation as amicus? If yes, please list, and state the known or anticipated bases for opposition

Note: failure to fully answer question 9 (and all applicable parts thereof) shall preclude WSAC's consideration of this request.

- 10) What resources will you make available or are you aware of to assist in the preparation of the amicus brief?
- 11) Name of requester, representing



MEETING INFORMATION

CLALLAM COUNTY BOARD OF COMMISSIONERS

41
4/26/21
5pm

****ATTENTION****

In response to the current Governors order Clallam County has moved Phase 3 of the Healthy Washington Roadmap to Recovery Plan. To be in compliance with the Healthy Washington Roadmap to Recovery Plan the following general requirements for COVID safety for meetings held in the Board of Commissioners Board Room are as follows:

1. All attendees are encouraged to provide contact information on a sign in sheet which will be retained for 28 days for contact tracing purposes.
2. Public seating areas and Board member seating must be arranged to ensure physical distancing is maintained.
3. Meeting attendees must wear a proper face covering and maintain six feet of physical distance between other persons.
4. No food or drink should be consumed in the BOCC Board Room.
5. Meeting organizers shall clean or arrange to have cleaned high-touch surfaces before and after each meeting.
6. Hand sanitizing stations will be available in the BOCC Board Room.
7. Keep doors and windows open where possible to improve ventilation.
8. The Chair of the meeting shall ensure masking and social distancing practices are enforced and practices by all event attendees.

This meeting can be viewed on a live stream at this link: <http://www.clallam.net/features/meetings.html>

If you would like to participate in the meeting via BlueJeans audio only, call 408-419-1715 and join with Meeting ID: 875 561 784

If you would like to participate in the meeting via BlueJeans video conference, visit www.bluejeans.com and join with Meeting ID: 875 561 784

Public comment and questions can be directed to the Clerk of the Board at 360-417-2256 or agores@co.clallam.wa.us.



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: BOCC

WORK SESSION ☐ Meeting Date:

REGULAR AGENDA ☒ Meeting Date: 4-26-21 at 5 p.m.

Item summary:

- | | | |
|---|--|--|
| ☒ Hearing | ☐ Contract/Agreement/MOU - Contract # | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other - Charter Review Recommendations |

Executive summary:

The Board of Commissioners will be holding a continued public hearing regarding the following Charter Review Recommendations on Monday, April 26 at 5 p.m.

- 1) Recommendation increasing monitoring of the Department of Natural Resources (DNR) management of its trust lands by hiring a Forester.
- 2) Recommendation to meet all housing needs by creating permanent housing

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** ☐
None.

Recommended action:

(Does the Board need to act? If so, what is the department's recommendation?)

The Board of Commissioners will be holding a continued public hearing regarding the following Charter Review Recommendations on Monday, April 26 at 5 p.m.

- 1) Recommendation increasing monitoring of the Department of Natural Resources (DNR) management of its trust lands by hiring a Forester.
- 2) Recommendation to meet all housing needs by creating permanent housing

County Official signature & print name: Loni Gores Loni Gores, Clerk

Name of Employee/Stakeholder attending meeting: Board of Commissioners and Sue Erzen – Chair of the 2020 Charter Review Commission

Relevant Departments: Board of Commissioners

Date submitted: February 19, 2021

* Work Session Meeting - Submit 1 single sided/not stapled copy

Charter Review recommendations 4-26-21.docx

** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Revised: 3-04-2019



Charter Review Commission

223 East 4th Street, Suite 4
Port Angeles, WA 98362-3015
Phone: 360.417.2256 Fax: 360.417.2493
Clerk Email: agores@co.clallam.wa.us

Date: September 28, 2020
From: Clallam County Charter Review Commission
To: Clallam County Board of County Commissioners
Re: Charter Review Commission recommendation to increasing monitoring of the Department of Natural Resources (DNR) management of its trust lands by hiring a forester.

Request from Clallam County Charter Review Commission to Clallam County Commissioners to increase their monitoring of the DNR's management of its trust lands by hiring a forester.

The Department of Natural Resources (DNR) manages approximately 92,000 acres of Clallam County Trust Lands for commercial forestry with a mandate to return revenue to the county and junior taxing districts. Hiring a forester would provide County oversight and involvement in the DNR activities associated with the County's state managed trust lands.

Therefore, the Charter Review Commission recommends that Clallam County increase their monitoring of the DNR's management of its trust lands by hiring a forester.

Sue Erzen
Chair - Charter Review Commission
Commission

Joe Murray
Commissioner - Charter Review
Sponsor of Forester Amendment



Charter Review Commission

223 East 4th Street, Suite 4
Port Angeles, WA 98362-3015
Phone: 360.417.2256 Fax: 360.417.2493
Clerk Email: agores@co.clallam.wa.us

Date: September 16, 2020

From: Clallam County Charter Review Recommendation

To: Clallam County Board of County Commissioners

**Subject: CLALLAM COUNTY CHARTER REVIEW COMMISSION
RECOMMENDATION TO MEET ALL HOUSING NEEDS BY CREATING
PERMANENT HOUSING**

Whereas: The Universal Declaration of human rights, adopted by the United Nations in 1948 Article 25 states: 'Everyone has the right to a standard of living adequate for the health and well-being of self and of family, including food, clothing, housing and medical care and necessary social services.' One in 588 Americans is homeless. Washington State is one of the ten states with the highest homelessness rate. Seven percent of homeless people are veterans, but seven percent also are unaccompanied youth under 25 years of age (HUD, 2018), and

Whereas: Homelessness in Clallam County is 0.38% of the population (approximately 285 individuals) and include families with children, as well as individuals across all age, health, income levels, racial and ethnic groups, and

Whereas: nearly all homeless people living locally have roots in Clallam County, and

Whereas: The Clallam County Housing Crisis Response Plan 2020-2024 (CCHCR) states the "the major causal factors for homelessness in Clallam are related to safe housing availability: "...low vacancy rates, high rental rates, available affordable housing stock" and also "assumes...no additional shelter or housing capacity" will be available, and

Whereas: Homeless citizens' high rates of physical, psychological, emotional and behavioral problems result in higher usage of expensive public services (crime and law enforcement services, emergency medical and behavioral health services, food banks, etc.). The annual average cost to local government to meet these needs is estimated between \$30,000 and \$50,000 per person (Interagency Council on Homelessness), and

Whereas: Permanent housing and wrap-around services not only reduces the need for community services but allows homeless citizens and families to be able to become more stable, more reliably employable and more productive members of society.

Housed children are more able to learn academically, socially and emotionally. And housed families are usually less isolated, and

Whereas: Experiencing homelessness is a high-scoring Adverse Childhood Experience (current ACES national studies, acknowledged by the American Pediatric Academy as the most significant modern childhood health findings) for young children--effecting basic learning, neurological development, nutrition and school attendance. Additionally, the social sciences now, after 50 years of wide acceptance of a hierarchical "needs theory," now recognize that human needs are fluid rather than hierarchical. This fluidity of basic needs increases the recidivism of those experiencing homelessness who may be in shelters, couch surfing and street life cyclically. Reliable basic permanent housing is proven to be the best solution to break this chain, and

Whereas: The CCCHCR plan was approved by the BOCC November 18, 2019 and is due for updating. Since then, several communities across the country have successfully significantly reduced their rate of homelessness and its concurrent problems, and

Whereas: Acceptance by the BOCC to the plan's statement that there will be *no additional housing capacity in the next four years* does not move the community toward working actively to permanently shelter citizens experiencing homelessness, and

Whereas: Clallam County Ordinance 829 amending Section .280, Section .510, and Section .520 of Clallam County Code Chapter 31.02, Countywide Comprehensive Plan, as relates to housing was adopted in 2007 and needs to be updated. Nevertheless, it is as relevant today as it was when adopted. It provides the road map for BOCC to directly again address housing inequities in this county, and

Whereas: Section 3.31.02.520, of the above ordinance states affordable housing goals.

(1) Clallam County's affordable housing efforts should be directed at preserving and creating housing that is affordable to those with Very Low, Low, and Moderate income...

(2) Based on extensive local need for affordable housing as well as its unique local circumstances, the County shall encourage retention and creation of affordable housing, as defined in subsection (1) above, and

(3) Clallam County should consider the following strategies to encourage the retention and creation of affordable housing which:

Coordinates the reforms, supports with renewed participation in the Clallam County Affordable Housing Task Force (CCAHTF) to be comprised of representatives from local governments, the local agencies that work on homelessness and affordable housing issues, previously homeless individuals, financial institutions (lenders), major employers, developers, contractors, real estate professionals, chambers of commerce and economic development leaders. Their collective focused goal would be to move Clallam County forward to creatively build economic stability and decent housing options that move people in need toward self-sufficiency.

CCAHTF will be established and convened by the BOCC, with a county commissioner chairing the task force, giving pronounced emphasis to the importance of working to seriously solve local affordable permanent housing needs, and

Whereas: Monies flowing into the County resulting from HB1406 are designated for Affordable Housing, and

Whereas: Efforts to reduce community homelessness in other places vary but the element they commonly share is "leadership by elected community officials."

Therefore, be it recommended:

The Clallam County Board of Commissioners immediately take active leadership to reclaim and renew their primary leadership role in engaging a group of public and private organizations and businesses to creatively increase affordable housing availability, apply forward thinking ideas proven to be successful in communities that have reduced the experience of homelessness effectively, and report progress back to the community every six months.

Sue Erzen

Chair, Clallam County CRC

Candace Pratt

Chair CRC Committee on Homelessness

Clallam County Charter Review Commissioner

PUBLIC HEARING

Charter Review Commission Recommendations
Increasing monitoring of the Department of Natural Resources (DNR)
management of its trust lands by hiring a forester
And
Meet all housing needs by creating permanent housing

NOTICE: The Clallam County Board of Commissioners will conduct public hearings on Tuesday, April 13, 2021 at 10:30 a.m., Monday, April 19, 2021 at 1 p.m. and Monday, April 26, 2021 at 5 p.m., or as soon thereafter as possible in the Commissioners' Meeting Room of the Clallam County Courthouse, 223 East 4th Street, Room 160, Port Angeles, Washington. The public hearing is to take public comment on the Charter Review Commission recommendations listed above. All recommendations are available on the County website <http://www.clallam.net/bocc/homerulecharter.html>

Public comments are encouraged. Submit written comments to the proponent below before the hearings or present comments at the public hearing.

****ATTENTION****

In response to the current pandemic, to promote social distancing, and in compliance with Governor's Proclamation which prohibits in-person attendance at meetings, the Board of Commissioners strongly encourages the public to take advantage of remote options for attending open public meetings. The Board of Commissioners also strongly encourages public comments to be submitted in writing if possible.

If you would like to participate in the meeting by phone call 408-419-1715 and use Meeting ID: 875 561 784

If you would like to participate via video conference, visit www.bluejeans.com and join the Regular Meeting with Meeting ID: 875 561 784.

No in-person attendance will be allowed until Governor's Proclamation is lifted.

In compliance with the Americans with Disabilities Act, reasonable accommodations are available upon request. The facility is considered "barrier free" and accessible to those with physical disabilities.

PROPONENT: Clallam County Board of Commissioners
Loni Gores – Clerk of the Board
223 East 4th Street, Suite 4
Port Angeles, WA 98362-3015
Telephone: 360.417.2256
agores@co.clallam.wa.us

FORMAL IDENTIFICATION: Charter Review Commission Recommendations:
Increasing monitoring of the Department of Natural Resources (DNR) management of its trust lands by hiring a forester
And
Meet all housing needs by creating permanent housing

SUMMARY OF RECOMMENDATIONS:

- Request the Clallam County Commissioners to increase their monitoring of the DNR's management of its trust lands by hiring a forester.

-Meet all housing needs by creating permanent housing - The Clallam County Board of Commissioners immediately take active leadership to reclaim and renew their primary leadership role in engaging a group of public and private organizations and businesses to creatively increase affordable housing availability, apply forward thinking ideas proven to be successful in communities that have reduced the experience of homelessness effectively, and report progress back to the community every six months.

Publish: March 28 and April 9 (PDN)
March 31 (Sequim Gazette)
April 1 (Forks Forum)
Bill: Board of Commissioners

Loni Gores, CMC, Clerk of the Board