



WORK SESSION AGENDA

BOARD OF CLALLAM COUNTY COMMISSIONERS

223 East 4th Street Room 160

Port Angeles, Washington

Monday, March 1, 2021 – 8:00 a.m.

****ATTENTION****

In response to the current Governors order Clallam County has moved Phase 2 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.

Commissioner Conversation Meeting - 7:30 a.m.

- HB 1406 Discussion

CCM Meeting - 7:30 a.m. 

Administration – 9 a.m.

1. Calendar/Correspondence

2. Resolution closing the Parks, Fair and Facilities office petty cash fund

Resolution 

3. Resolution establishing one new recording till in the Auditor's Office

Resolution 

4. Agreement amendment 2 with Washington State Department of Social and Health Services for services for persons with developmental disabilities

Agreement amendment 2 

5. Contract amendment 19 with Washington State Department of Health for additional COVID funding

Contract amendment 19 

6. Agreement amendment A with Washington State Military Department for translator costs – COVID

Agreement amendment A 

Board of Commissioners

7. Resolution appointing Shahida Shahrir to the Clallam County Board of Health

Resolution 

General Discussion/Items for Future Agendas

A. Continued Work Session - USDA Forest Service discussion (March 8 at 1 p.m.)

B. Charter Review Commission recommendation (March 15)

C. Department of Natural Resources quarterly report (March 15 at 1 p.m.)

D. 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.



MEETING INFORMATION

CLALLAM COUNTY BOARD OF COMMISSIONERS

CCM
3/1/21
@ 730am

****ATTENTION****

In response to the current Governors order Clallam County has moved Phase 2 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:

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AGENDA ITEM SUMMARY

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

Department: BOCC

COMMISSIONERS CONVERSATION MEETING

☒ Meeting Date: 3-1-21 AT 7:30 A.M.

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary:

HB 1406 Discussion:

The BOCC discussed the concept of a land bank as one option to consider for the utilization of a new revenue fund dedicated to affordable housing. This is one option that would afford the possibility of facilitating partnerships and leveraging other resources in order to make immediate progress and build more affordable housing. The purpose of today's follow-up is to further explore the land bank concept in a conversation with partners, to make sure that the cities are aware of our planning and to invite collaboration, and to identify next steps and put them to a timeline.

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?)

Discussion

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners, Health and Human Services, Finance Department, Prosecuting Attorney's Office, City of Forks, City of Port Angeles, City of Sequim, Habitat, Peninsula Housing, OlyCap.

Relevant Departments: Board of Commissioners, Health and Human Services, Finance Department, Prosecuting Attorney's Office

Date submitted: February 10, 2021

* Work Session Meeting - Submit 1 single sided/not stapled copy HB 1406 Commissioners Conversation Discussion 3-1-21.docx
** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies) Revised: 3-04-2019



AGENDA ITEM SUMMARY

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

2
3/1/21

Department: Parks, Fair & Facilities

WORK SESSION ☒ **Meeting Date:** March 1, 2021

REGULAR AGENDA ☒ **Meeting Date:** March 9, 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 | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

This resolution closes the existing Parks, Fair & Facilities petty cash fund in the amount of \$150 that is no longer necessary.

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?** ☐

No budgetary impact.

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

Please review and sign.

County Official signature & print name: Joel Winborn

A handwritten signature in blue ink, appearing to read "Joel Winborn", written over a horizontal line.

Name of Employee/Stakeholder attending meeting: Joel Winborn

Relevant Departments: Parks, Fair & Facilities

Date submitted: February 18, 2021

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

Petty Cash Account closure Agenda Item Summary 02.17.21

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

Revised: 3-04-2019



RESOLUTION _____, 2021

CLOSING THE PARKS, FAIR & FACILITIES OFFICE PETTY CASH FUND

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. The Parks, Fair & Facilities Office has a petty cash fund in the amount of \$150.00 that is no longer necessary and requests to have this fund terminated.

NOW, THEREFORE, BE IT RESOLVED by the Board of Clallam County Commissioners, in consideration of the above findings of fact:

1. Close the Parks, Fair & Facilities Office petty cash fund with the \$150.00 balance to be returned to the Treasurer.

PASSED AND ADOPTED this _____ day of _____, 2021

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

Bill Peach

ATTEST:

Loni Gores, Clerk of the Board



AGENDA ITEM SUMMARY

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

3
3/1/21

Department: Auditor

WORK SESSION ☒ Meeting Date: 3/1/2021

REGULAR AGENDA ☒ Meeting Date: 3/9/2021

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 ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

An additional Recording Till is requested to allow a separate till for each employee who works at the Recording Counter so that tills can be kept separate at all times. This enhances security and accountability.

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?** ☐
No budgetary impact.

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

It is recommended that the BOCC pass and adopt the resolution.

County Official signature & print name: Shoona Riggs 

Name of Employee/Stakeholder attending meeting: Shoona Riggs/Karen Wahlsten

Relevant Departments: Auditor

Date submitted: 2/23/2021

* 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)



RESOLUTION _____, 2021

ESTABLISHING ONE NEW RECORDING TILL IN THE AUDITOR'S OFFICE

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. An additional Recording Till is requested to allow a separate till for each employee who works at the Recording Counter so that tills can be kept separate at all times. This enhances security and accountability.

Name	Amount \$		Custodian
Recording Till	100.00		Jennifer Norberg

This till will be held in the Auditor's Office and stored in the locked auditor's vault when not in use.

NOW, THEREFORE, BE IT RESOLVED by the Board of Clallam County Commissioners, in consideration of the above findings of fact:

1. To establish a new till for the Auditor's Recording Desk and instruct the Treasurer to issue additional funds in the amount of \$100 for the new till.

PASSED AND ADOPTED this _____ day of _____ 2021

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

ATTEST:

Loni Gores, CMC, Clerk of the Board

Bill Peach



AGENDA ITEM SUMMARY

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

4
3/1/21

Department: Health & Human Services

WORK SESSION ☒ **Meeting Date: March 1, 2021**

REGULAR AGENDA ☒ **Meeting Date: March 9, 2021**

Required originals approved and attached? ☒

Will be provided on:

Item summary:

- | | | |
|---|---|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract #11331-19-STATE, Amendment #2 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

This contract amendment is between Washington State DSHS-Developmental Disabilities Administration and Clallam County. The purpose of the program is to advance the state legislative policy to provide a coordinated and comprehensive state and local program of services for persons with developmental disabilities. Amendment period date is July 1, 2020 through June 30, 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?** ☐

2021 Budget increase is \$55,391.00.

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

Please approve and sign.

County Official signature & print name:

 KEVIN L. PICCOLLO

Name of Employee/Stakeholder attending meeting:

KEVIN L. PICCOLLO

Relevant Departments: Health and Human Services

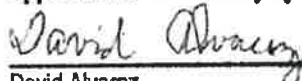
Date submitted: 2.22.2021

* Work Session Meeting - Submit 1 single sided/not stapled copy
Amendment 2

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

 Washington State Department of Social & Health Services <i>Transforming lives</i>		COUNTY PROGRAM AGREEMENT AMENDMENT DDA County Services		DSHS Agreement Number 1963-57495 Amendment No. 02
This Program Agreement Amendment is by and between the State of Washington Department of Social and Health Services (DSHS) and the County identified below.				Administration or Division Agreement Number Click here to enter text. County Agreement Number
DSHS ADMINISTRATION Developmental Disabilities Admin	DSHS DIVISION Division of Developmental Disabilities	DSHS INDEX NUMBER 1215	CCS CONTRACT CODE 1215	
DSHS CONTACT NAME AND TITLE Wendi Winchel		DSHS CONTACT ADDRESS PO BOX 45315 Olympia, WA 98504-5315		
DSHS CONTACT TELEPHONE (360) 725-4264	DSHS CONTACT FAX (360) 586-6502		DSHS CONTACT E-MAIL winchwa@dshs.wa.gov	
COUNTY NAME Clallam County Clallam County DDA County Services		COUNTY ADDRESS 111 East 3rd Street Port Angeles, WA 98362-		
COUNTY FEDERAL EMPLOYER IDENTIFICATION NUMBER		COUNTY CONTACT NAME Kelley Lawrence		
COUNTY CONTACT TELEPHONE (360) 417-2407	COUNTY CONTACT FAX Click here to enter text.		COUNTY CONTACT E-MAIL klawrence@co.clallam.wa.us	
IS THE COUNTY A SUBRECIPIENT FOR PURPOSES OF THIS PROGRAM AGREEMENT? No			CFDA NUMBERS	
AMENDMENT START DATE 07/01/2020		PROGRAM AGREEMENT END DATE 06/30/2021		
PRIOR MAXIMUM PROGRAM AGREEMENT AMOUNT \$2,919,354.00	AMOUNT OF INCREASE OR DECREASE \$55,391.00		TOTAL MAXIMUM PROGRAM AGREEMENT AMOUNT \$2,974,745.00	
REASON FOR AMENDMENT; CHANGE OR CORRECT CHOOSE ONE:				
EXHIBITS. When the box below is marked with a check (4) or an X, the following Exhibits are attached and are incorporated into this Program Agreement Amendment by reference: ☐ Exhibits (specify):				
This Program Agreement Amendment, including all Exhibits and other documents incorporated by reference, contains all of the terms and conditions agreed upon by the parties as changes to the original Program Agreement. No other understandings or representations, oral or otherwise, regarding the subject matter of this Program Agreement Amendment shall be deemed to exist or bind the parties. All other terms and conditions of the original Program Agreement remain in full force and effect. The parties signing below warrant that they have read and understand this Program Agreement Amendment, and have authority to enter into this Program Agreement Amendment.				
COUNTY SIGNATURE(S)		PRINTED NAME(S) AND TITLE(S)		DATE(S) SIGNED
DSHS SIGNATURE		PRINTED NAME AND TITLE		DATE SIGNED

Approved as to form only by:

2/18/21

 David Alvarez
 Chief Civil Deputy Prosecuting Attorney
 Clallam County

This Program Agreement between the County and the State of Washington Department of Social and Health Services (DSHS) is hereby amended as follows:

1. The Total Maximum Contract Amount is hereby increased in the amount of \$55,391.00 for a new Contract Amount of \$2,974,745.00. This amount is for services provided during the added fiscal year.
2. Section 1. **Definition Specific to Program Agreement**, Items c, (3) (c), v, w, x will be replaced with the following language:
 - c. (3) (c) Partnership Project: Collaborative partnerships with school districts, employment providers, DVR, families, employers and other community collaborators needed to provide the employment supports and services young adults with developmental disabilities require to become employed during the school year they turn twenty-one (21). Supports provided should complement and not replace what the student(s) receive through the Individualized Education Program (IEP).
 - v. "Competitive Integrated Employment" work performed by an individual on a part-time or full-time basis, within an integrated setting within the community that meets HCBS settings requirements. The individual must be compensated at minimum wage or higher, using the higher of the Federal, State, or local rate, and at a rate comparable to the wage paid to non-disabled workers performing the same tasks, including receiving the same benefits and opportunities for advancement.
 - w. "Employment Outcome Payment" a payment to Providers for transition students born between specific dates; have high acuity; are authorized for Individual employment; and student obtains a competitive integrated job within a specific timeframes. If the job is a minimum of ten hours of work per week an additional amount will be include in the payment.
 - x. "Job Foundation report" is a document derived from employment readiness activities performed by transition students that identifies actionable next step for employment.
3. Section 6. **Statement of Work**, item p. AWA Data System will include the following:
 - p. (3) Review and respond within 5 working days to the "Work List" items including Referrals and pending Authorization. The "Ticklers" Planned Rate tab are attended to within 5 working days after the Planned Rate effective start date.
4. Section 6. **Statement of Work**, will replace the following:
 - a. (4) Work with the County when referring individuals for services. Authorize new service within 5 working days. Extend existing service authorization before expiration date.
 - b. (1) Work with the DDA Region when individuals are referred for services, authorized for services, and/or for support modifications.
5. Section 8. **Billing and Payment** will include the following:
 - o. Job Foundation Administration: The County may bill for administration costs as identified in **Exhibit B**. Monthly claims for administration cost will be based on the actual expenditures multiplied by 7%. King, Snohomish and Pierce Counties will use line item 13, all other participating Counties will use line item 14 (OSPI).
6. Section 8. **Billing and Payment** items l, m, n will be replaced with the following language:
 - l. Reimbursement for the Job Foundation report: a claim of \$2,400 per student for each completed Job Foundation document that is at a satisfactory or above rating will be requested through the AWA system as other monthly cost.

- m. Job Foundation report line item 95 and 96 as identified in the ADSA Web Access (AWA) billing system. King, Snohomish and Pierce Counties will use line item 95, all other participating Counties will use line item 96 (OSPI.) A copy of the completed Job Foundation document will be sent electronically to the shared mailbox located at: DDAJobFoundationReports@dshs.wa.gov
- n. Job placement verification for transition students: The AWA data transfer Employment Output for Individual Employment will be completed and submitted with payment request to verify employer, job start date, job type, etc.

7. Exhibit B. **Program Agreement Budget** is hereby replaced with the following Budget Revision.

All other terms and conditions of this Program Agreement remain in full force and effect.

Exhibit B

Program Agreement Budget

☐ Original Budget ☒ Budget Revision

REVENUES

Fiscal Year	Fund Source	Original	1 st Revision	2 nd Revision	3 rd Revision
2020	State Funds	622,236	778,086	778,086	
	Medicaid match Funds	649,833	762,963	762,963	
	Total	\$1,312,069	\$1,541,049	\$1,541,049	
2021	State Funds		697,748	725,794	
	Medicaid match Funds		680,557	707,902	
	Total		\$1,879,305	\$1,433,696	

COUNTY FY 2021 SPENDING PLAN

	Planned Expenditures				
	OSPI or Job Foundation Funds	PASRR Funds	State Funds	Medicaid Funds	TOTAL
ADMINISTRATION (CMIS/AWA BARS 11)	0	2,352	50,207	41,081	93,640
OTHER CONSUMER SUPPORTS (CMIS/AWA Code 31, 32, 41, 92, 93, 94)	0	0	48,217	39,451	87,668
CONSUMER SUPPORT STATE-ONLY	0	0	0		0
Child Development			0		0
MEDICAID CLIENTS	0	33,600	609,394	609,394	1,252,388
ROADS to COMMUNITY LIVING	0	0	0	0	0
TOTAL	0	35,952	707,818	689,926	1,433,696

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 2-24-21

Budget Hearing/Meeting Date: 3-30-21

- ☒ **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.	11331.511	Budget Name	HHS - Developmental Disabilities
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11331.511	HHS – Developmental Disabilities	33404.68.1552	DSHS State Grant	369,219
11331.511	HHS – Developmental Disabilities	33404.68.1554	DSHS State Grant Administration	24,775
Total				393,994

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11331.511	HHS – Developmental Disabilities	56800.41.0350	Developmental Disabilities Services	369,219
11331.511	HHS – Developmental Disabilities	50800.00.0000	Ending Fund Balance	24,775
Total				393,994

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

DSHS Developmental Disabilities biennial state contract adds funding of \$55,391 for State Fiscal Year 21 which ends on June, 2021 and \$338,603 for the first half of State Fiscal Year 22 which ends December, 2021.

County Official Approval: _____

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



AGENDA ITEM SUMMARY

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

5
3/1/21

Department: Health and Human Services

WORK SESSION ☒ **Meeting Date: March 1, 2021**

REGULAR AGENDA ☒ **Meeting Date: March 9, 2021**

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

Item summary:

- | | |
|---|--|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 11301-18-CONCON, Amendment #19 |
| ☐ Resolution | ☐ Proclamation ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

Attached is Consolidated Contract Amendment #19 between Department of Health and Clallam County Health and Human Services, which adds funding to the HHS 2021 budget for the following:

- Fundamental Public Health Services in the amount of \$58,000 is to pay for salaries and benefits for the communicable disease programs and Covid-19.
- Covid-19 LHJ CARES in the amount of \$601,000, to prevent, prepare for, and respond to the Covid-19 disease outbreak;
- Covid-10 Vaccine Services (CARES) in the amount of \$14,582.
- Environmental Water Quality Services in the amount of \$126,097 (an additional allocation of \$202,718 will be for use in budget year 2022).
- ELC Covid-19 CARES in the amount of \$27,953, for contact tracing activities.
- Covid-19 Coordinated Response in the amount of \$411,368. This funding is for the LHJ to ensure adequate culturally and linguistically responsive testing, investigation and contact tracing.
- Opioid Prevention Program in the amount of \$11,822, to support establishing Linkages to Care with the unintended opioid overdose through improved opioid overdose data gathering, and by direct outreach and services.

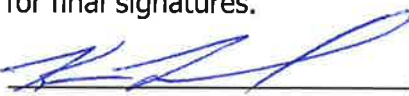
Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is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

None.

* Work Session Meeting - Submit 1 single sided/not stapled copy 11301-18-CONCON, Amendment #19 Agenda Item Summary 3-1-21
** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies) Revised: 3-04-2019

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 signatures.

County Official signature & print name:  KEVIN LoPiccolo

Name of Employee/Stakeholder attending meeting: Kevin LoPiccolo

Relevant Departments: Health and Human Services

Date submitted: February 24, 2021

* Work Session Meeting - Submit 1 single sided/not stapled copy 11301-18-CONCON, Amendment #19 Agenda Item Summary 3-1-21
** 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: 19

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:
- NEP PIC NTA 0153 Enhanced Phase 2 - Effective November 1, 2020
- ☒ 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
 - ELC COVID-19 - Effective June 1, 2020
 - Emergency Preparedness & Response COVID-19 Local CARES - Effective March 1, 2020
 - Foundational Public Health Services (FPHS) - Effective July 1, 2019
 - Injury & Violence Prevention (IVP) Overdose Data to Action - Effective September 1, 2020
 - NEP SSI FY18 NTA 2018-0152 Enhanced OSS in MRA Phase 2 - Effective May 1, 2019
 - OSS LMP Implementation - Effective July 1, 2019
 - Recreational Shellfish Activities - Effective July 1, 2019
 - WIC Nutrition Program - Effective January 1, 2018
- ☐ Deletes Statements of Work for the following programs:

2. Exhibit B-19 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-18 Allocations as follows:

- ☒ Increase of \$643,742 for a revised maximum consideration of \$5,780,731.
- ☐ 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-18 Schedule of Federal Awards, attached and incorporated by this reference, amends and replaces Exhibit C-17.

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

David Alvarez 1/29/21
David Alvarez, Chief Civil DPA

APPROVED AS TO FORM ONLY
Assistant Attorney General

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)** 1

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

Period of Performance: July 1, 2020 through June 30, 2021

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.

Revision Purpose: The purpose of this revision is to change the DOH Program Name or Title from "Disease Control & Health Statistics BITV CI/CT COVID-19 - Effective July 1, 2020" to "COVID-19 Coordinated Response - Effective July 1, 2020"; extend the period of performance from December 30, 2020 to June 30, 2021; replace FEMA-75 COVID LHJ ALLOCATION funds with BITV-COVID ED LHJ ALLOCATION-CARES funds; add and revise language for Tasks 1 and 2, and add Task 3 and funding for COVID-19 Vaccine Services.

Chart of Accounts Program Name or Title	CFDA #	BARS Revenue Code	Master Index Code	Funding (LHJ Use) 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	102,842	308,526	411,368
FEMA-75 COVID LHJ ALLOCATION	97.036	333.97.03	1897129W	07/01/20	12/30/20	308,526	-308,526	0
FFY21 COVID19 VACCINE SERVICES-CARES	93.268	333.96.26	74310209	07/01/20	06/30/21	0	14,582	14,582
TOTALS						411,368	14,582	425,950

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<i>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.</i> <i>Examples of key activities include:</i> • Incident management for the response • Testing • Case Investigation Contact Tracing • Sustainable isolation and quarantine • Care coordination • Surge management • Data reporting				

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
<i>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.</i> <i>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.</i>					
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. <i>This statement of work includes FEMA funding as part of this allocation. Documentation will be requested to support these costs to provide to FEMA for a reimbursement request. Further instructions on the necessary documents and timeline for providing these will be shared.</i> <i>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.</i> <i>Existing funds for COVID-19 public health response activities may not be displaced by these funds and reallocated for other organizational expenses. No funds from this agreement shall be used to supplant existing federal, state or local funds nor any funding allocations or commitments made before August 31, 2020.</i> 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. <i>Provide the requested documentation to support costs for FEMA reimbursement reporting.</i>	Within 30 days of receiving ~~this~~ any new award for DCHS COVID-19 Response tasks. <i>Upon request</i>	Reimbursement of actual costs incurred, not to exceed: \$411,368 BITV-COVID ED LHJ ALLOCATION-CARES Funding (MI 1897129V)

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2	1) LHJ Active monitoring activities. In partnership with WA DOH, 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. <i>a. Allocate enough funding to ensure the following ~~funding must be first targeted towards~~ Contact Tracing and Case Investigation Support:</i> <i>i. Contact tracing</i> <i>1. Strive to maintain the capacity to surge a minimum of ~~eight (8)~~ five (5) contact tracers</i> for every 100,000 people in the jurisdiction, as needed, based on disease rates. DOH centralized investigations ~~may will~~ count towards this minimum. ~~short-term and provide additional capacity beyond the eight (8) per 100,000 FTE.~~ <i>2. Have 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 community-based and culturally-specific organizations to provide such services. DOH centralized investigations may will count towards this minimum. short term and provide additional capacity beyond the eight (8) per 100,000 FTE.</i> <i>3. Ensure all contact tracing staff are trained in accordance with DOH investigative guidelines and data entry protocols.</i> <i>4. Follow up with ~~95%~~ 90% of contacts within ~~24 hours~~ 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>		Data collected and reported into DOH systems daily. Enter all contact tracing data in CREST ~~as directed by following~~ guidance from-DOH.	Enter performance metrics daily into DOH identified systems Quarterly performance reporting updates	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	~~5. Enter all contact tracing data in CREST as directed by DOH. Strive to achieve DOH Case and Contact Tracing Metrics.~~ (https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/data-tables/COVID19-CaseInvestigationContractTracingReport.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 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 ~~WDRS~~ CREST 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) Strive to achieve DOH Case and Contact Tracing Metrics. (https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/data-tables/COVID19-CaseInvestigationContractTracingReport.pdf) b. Testing i. Work with partners to ensure testing is available to every person within the jurisdiction meeting current DOH criteria for testing and other local testing needs.		Enter all case investigation data in WDRS ~~as directed by~~ following guidance from DOH. Maintain a current list of entities providing COVID-19 testing and at what volume. Provide reports to DOH Contract		

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	ii. Work with partners 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. 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. Ensure all COVID positive lab test results 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 and enter into WDRS when resources permit or send test results to DOH. 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 quarantine protocols in congregate care facilities.		manager on testing locations and volume as requested. 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.		

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	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. Vulnerable populations. Support testing, infection control, isolation and quarantine and social services and wraparound supports for homeless individuals. Individuals residing in homeless camps, for justice involved individuals and other vulnerable populations. 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. Community education. Work with partners to provide culturally and linguistically responsive community outreach and education related to COVID-19. ~~g. Regional Active Monitoring activities. In partnership with WA DOH, the LHHs must work with other LHHs in the region to collaboratively~~				

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	~~support epidemiologic and surge capacity needs. LHHs must conduct the following activities in accordance with guidance to be provided by WA DOH:~~ ~~i. Ensure regular communication among LHHs in the region~~ ~~ii. Compile and share a regional data regularly among LHHs and with WA DOH~~ ~~iii. Establish MOUs for providing epidemiologic and surge capacity needs for the region~~ ~~iv. Implement MOUs as needed.~~ g. 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		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					
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	\$14,582 FFY21 COVID19 VACCINE SERVICES-CARES Finding (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	
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	

***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.

Restrictions on Funds: Indirects are **NOT** allowable for CARES funding from September 2, 2020 forward.— LHI 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 LHI OFM ALLOCATION-CARES, BITV-COVID ED LHI ALLOCATION-CARES, FEMA-75 COVID LHI ALLOCATION)

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHI must have a Data Universal Numbering System (DUNS®) number.

Information about the LHI and this statement of work will be made available on [USASpending.gov](https://www.usaspending.gov) by DOH as required by P.L. 109-282.

Program Specific Requirements/Narrative

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 LHI 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.

DOH Program Contact

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

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DOH COVID19 Vaccine Services Program Contacts (Task 3)

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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)** 1

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

Period of Performance: January 20, 2020 through June 30, 2021

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 December 31, 2020 to June 30, 2021 and extend funding periods and add report deliverable due dates for 2021.

Chart of Accounts Program Name or Title	CFDA #	BARS Revenue Code	Master Index Code	Funding (LHJ Use) Start Date	Period (Only) End Date	Current Consideration	Change None	Total Consideration
FFY20 CDC COVID-19 Crisis Resp LHJ-Tribe	93.354	333.93.35	31104102	01/20/20	03/15/21	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: - Incident management for early crisis response - Jurisdictional recovery - Information management - Countermeasures and mitigation		Activity report(s) on template to be provided DOH.	June 30, 2020 December 31, 2020 <i>March 15, 2021</i> Frequency and due dates of reports may change based on federal requirements. DOH will notify LHJ of any changes via email. A final activity report is required prior to DOH releasing the	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 after January 20, 2020 through March 4, 2020.

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	- 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 31, 2021. <i>Any unspent funds, tasks and deliverables with due dates after December 31, 2020 will be included in a new statement of work under the new consolidated contract term beginning January 1, 2021.</i>			final amount of funding.	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. <i>If the LHJ has remaining funds, tasks and deliverables with due dates after December 31, 2020 will be included in a new statement of work under the new consolidated contract term beginning January 1, 2021. Reports will be due January 15, April 15 and June 30, 2021.</i>		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.

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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 IUNet 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: ELC COVID-19 - Effective June 1, 2020

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH18239

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

Funding Source ☒ Federal Subrecipient ☐ State ☐ Other	Federal Compliance (check if applicable) ☒ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☒ Reimbursement ☐ Fixed Price
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Period of Performance: June 1, 2020 through December 31, 2021

Statement of Work Purpose: The purpose of this statement of work is to build and strengthen epidemiology, laboratory and health information systems capacity in local health jurisdictions.

Revision Purpose: The purpose of this revision is to extend the period of performance and funding from 12/31/20 to 12/31/21, add federal funding terms, and update 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 None	Total Consideration
FFY19 COVID CARES	93.323	333.93.32	1891029A	06/01/20	12/31/21	118,242	0	118,242
TOTALS						118,242	0	118,242

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Establish a spending plan and staffing proposal to support the work of COVID-19 case investigation and contact tracing. The spending plan and staffing proposal should include proposed positions and define roles.		Submit spending plan and staffing proposal summary to the DOH Contract Manager.	August 15, 2020	\$118,242 – MI 1891029A – COVID CARES (\$118,242 for the period 06/01/20-12/31/21)
2	Hire, orient and/or train staff based on the negotiated staffing proposal. Develop a training plan in consultation with DOH that is consistent with the DOH COVID-19 guideline. Training plan will be flexible depending on staff experience and based on for onboarding into new systems.		Staff summary and training plan	September 30, 2020	
3	Conduct case investigations, contact tracing and monitoring in accordance with DOH COVID-19 Infection Reporting and Surveillance Guidelines (DOH 420-107), Appendix I: Case and Contact Investigation, pages 16-21:		Data collected and reported into DOH systems	Daily	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	https://www.doh.wa.gov/Portals/1/Documents/5100/420-107-Guideline-COVID-19.pdf				

***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](https://www.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): CDC Funding Regulations and Policies

<https://www.cdc.gov/grants/documents/General-Terms-and-Conditions-Non-Research-Awards.pdf>

Monitoring Visits (frequency, type): The DOH program contact may conduct monitoring visits during the life of this project. The type, duration, and timing of visit will be determined and scheduled in cooperation with the subawardee. The DOH Fiscal Monitoring Unit may conduct fiscal monitoring site visits during the life of this project

Program Specific Requirements/Narrative

All work will be performed in accordance with the revised and approved project plans to be submitted to DOH by ~~July 15, 2020~~.

Special Billing Requirements

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.

DOH Program Contact

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Exhibit A
Statement of Work
Contract Term: 2018-2021

DOH Program Name or Title: Emergency Preparedness & Response COVID-19 Local CARES - Effective March 1 2020

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH18239

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

Period of Performance: March 1, 2020 through July 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
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Statement of Work Purpose: The purpose of this statement of work is to provide additional funding to supplement existing funds 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 December 31, 2020 to July 31, 2021, extend the funding period to June 30, 2021, and add report deliverables and due dates.

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 None	Total Consideration
COVID LHJ OFM Allocation-CARES	21.019	333.21.01	934E0200	03/01/20	06/30/21	1,520,200	0	1,520,200
TOTALS						1,520,200	0	1,520,200

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. The CARES Act (Coronavirus Relief Fund) provides that payments from the Fund may only be used to cover costs that: Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);		Complete Federal Funding Certification (provided by DOH). Activity report(s) on template to be provided DOH.	September 30, 2020 September 30, 2020 October 31, 2020 November 30, 2020 December 31, 2020 <i>January 30, 2021</i> <i>February 28, 2021</i> <i>March 31, 2021</i> <i>April 30, 2021</i> <i>May 31, 2021</i> <i>June 30, 2021</i> Final Report:	Reimbursement for actual costs not to exceed total funding consideration amount.

	2. Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and; 3. Were incurred during the period that begins on March 1, 2020 and ends on ~~December 30, 2020~~ <i>June 30, 2021</i>. The guidance on the Department of the Treasury's interpretation of these limitations on the permissible use of Fund payments can be found at this link: https://home.treasury.gov/system/files/136/Coronavirus_Relief_Fund_Guidance_for_State_Territorial_Local_and_Tribal_Governments.pdf https://home.treasury.gov/policy-issues/cares/state-and-local-governments DOH will provide additional guidance and technical assistance. Note: ~~These funds are available through December 30, 2020. DOH will work closely with LHH on the status of spending. By December 1, 2020, if funding is projected to be unspent, then DOH will reallocate those funds based on OFMs approval for the month of December.~~ The purpose of this agreement is to supplement existing funds for local health jurisdictions to carry out surveillance, epidemiology, case investigations and contact tracing, laboratory capacity, infection control, mitigation, communications, community engagement, and other public health preparedness and response activities for COVID-19. Existing funds for COVID-19 public health response activities may not be displaced by these funds and reallocated for other organizational expenses. No funds from this agreement shall be used to supplant existing federal, state or local funds nor any funding allocations or commitments made before August 31, 2020.			~~January 30, 2021~~ <i>July 30, 2021</i> Frequency and due dates of reports may change based on 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.	
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	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.				
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***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

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 USA Spending.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 Coronavirus Relief Fund – Guidance for State, Territorial, Local, and Tribal Governments Updated September 2, 2020 and a link:*

https://home.treasury.gov/system/files/136/Coronavirus_Relief_Fund_Guidance_for_State_Territorial_Local_and_Tribal_Governments.pdf

See information about allowable activities at US Department of the Treasury – CARES Act Provides Assistance for State, Local, and Tribal Governments:

<https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

The purpose of this document is to provide guidance to recipients of the funding

DOH Program Contact

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Exhibit A
Statement of Work
Contract Term: 2018-2021

DOH Program Name or Title: Foundational Public Health Services
(FPHS) - Effective July 1, 2019

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, 2019 through June 30, 2021

Funding Source ☐ Federal <Select One> ☒ State ☐ Other	Federal Compliance (check if applicable) ☐ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☐ Reimbursement ☒ Periodic Distribution
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Statement of Work Purpose: The purpose of this statement of work is to specify how state funds for Foundational Public Health Services (FPHS) will be used for the period of July 1, 2019 through June 30, 2021.

Note: The total consideration is for the period of July 1, 2019 through June 30, 2021. 2019-2021 biennial funding allocations will be divided into four six-month lump sum amounts that will be disbursed at the beginning of each six month period as follows: July 1, 2019; January 1, 2020; July 1, 2020; January 1, 2021.

FPHS funds must be spent in the state fiscal year (SFY) in which they are disbursed: SFY20 07/01/19-06/30/20 and SFY21 07/01/20-06/30/21.

2019-2021 Biennial Allocation: \$258,626

Annual Allocation: \$129,313

Six Month Disbursement: \$64,656.50

Revision Purpose: The purpose of this revision is to extend the period of performance and funding from December 31, 2020 to June 30, 2021.

Chart of Accounts Program Name or Title	CFDA #	BARS Revenue Code	Master Index Code	Funding Period (LHJ Use Only)	Current Consideration	Change None	Total Consideration
FPHS FUNDING FOR LHJS	N/A	336.04.25	99202101	07/01/19 06/30/20	100,000	0	100,000
FPHS FUNDING FOR LHJS	N/A	336.04.25	99202101	07/01/20 06/30/21	100,000	0	100,000
FPHS - Hepatitis C	N/A	336.04.25	99202101	07/01/19 06/30/20	29,313	0	29,313
FPHS - Hepatitis C	N/A	336.04.25	99202101	07/01/20 06/30/21	29,313	0	29,313
TOTALS					258,626	0	258,626

Task Number	Task/Activity/Description	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	These funds are for delivering ANY or all of the FPHS communicable disease, environmental public health or assessment service and can also be used for any of the other FPHS capabilities that support these FPHS as defined in the most current version of FPHS Definitions.	Annual Report (template provided by DOH) for SFY20 (07/01/19 – 06/30/20)	By 09/15/20 Note: January 2021 payment is dependent on submission of this annual report.	Funds are available beginning July 1, 2019. Half of the annual allocation will be disbursed each July upon receipt of the Annual Report and the second half will be disbursed each January.

Task Number	Task/Activity/Description	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		Annual Report (template provided by DOH) for SFY21 (07/01/20 – 06/30/21)	By 08/15/21	Note: Funds must be spent in the state fiscal year (SFY) in which they are disbursed.
2	FPHS Hepatitis C – Address Hepatitis C cases in the jurisdiction per guidance developed by the statewide FPHS Communicable Disease Workgroup, including, but not limited to: shared priorities, standardized surveillance, minimum standards of practice, common metrics and staffing models. The priorities for SFY21 (July 2020 – June 2021) are: • Surveillance – entering labs into Washington Disease Reporting System (WDRS), enter acute cases into WDRS. • Investigation – focus on acute cases: people aged 35 or younger, newly diagnosed, pregnant women, people seen in the ED/inpatient, Black, Indigenous and People of Color or other historically marginalized population, and incorporate Hepatitis B work.			\$58,626 for the biennium. Annual distribution amount: \$29,313 The allocation of these funds is based on burden of disease using the most current Hepatitis C data. Allocations will be revised using updated data biennially. These FPHS funds are for long-term core FPHS investments in Hepatitis C elimination as directed by the FPHS Steering Committee. However in order to make use of the funds available this 19-21 biennium, and in each specific SFY during the COVID-19 response, flexibility is allowed and these funds can be used for other FPHS activities like responding to COVID-19.

Tasks/Activities/Description	Impact Measures
Control of Communicable Disease and Other Notifiable Conditions 1. Provide timely, statewide, locally relevant and accurate information statewide and to communities on prevention and control of communicable disease and other <u>notifiable conditions</u>. 2. Identify statewide and local community assets for the control of communicable diseases and other notifiable conditions, develop and implement a prioritized control plan addressing communicable diseases and other notifiable conditions and seek resources and advocate for high priority prevention and control policies and initiatives regarding communicable diseases and other notifiable conditions. 3. Promote immunization through evidence-based strategies and collaboration with schools, health care providers and other community partners to increase immunization rates. 4. Ensure disease surveillance, investigation and control for communicable disease and notifiable conditions in accordance with local, state and federal mandates and guidelines. 5. Ensure availability of public health laboratory services for disease investigations and response, and reference and confirmatory testing related to communicable diseases and notifiable conditions. 6. When Additional Important Services (AIS) are delivered regarding prevention and control of communicable disease and other notifiable conditions, ensure that they are well coordinated with foundational services.	Percent of toddlers and school age children that have completed the standard series of recommended vaccinations. Percent of new positive Hepatitis C lab reports that are received electronically which have a completed case report. Percent of new positive Hepatitis C case reports with completed investigations. Percent of Gonorrhea cases investigated. Percent of Gonorrhea cases investigated that are receiving dual treatment (treatment for both Gonorrhea and Chlamydia at the same time)

Tasks/Activities/Description	Impact Measures
	Percent of newly diagnosed syphilis cases that receive partner services interview.
Environmental Public Health 1. Provide timely, state and locally relevant and accurate information statewide and to communities on environmental public health issues and health impacts from common environmental or toxic exposures. 2. Identify statewide and local community environmental public health assets and partners, and develop and implement a prioritized prevention plan to protect the public's health by preventing and reducing exposures to health hazards in the environment, seek resources and advocate for high priority policy initiatives. 3. Conduct environmental public health investigations, inspections, sampling, laboratory analysis and oversight to protect food, <u>recreational water</u>, drinking water and liquid waste and solid waste systems in accordance with local, state and federal laws and regulations. 4. Identify and address priority notifiable zoonotic conditions (e.g. those transmitted by birds, insects, rodents, etc.), air-borne conditions and other public health threats related to environmental hazards. 5. Protect the population from unnecessary radiation exposure in accordance with local, state and federal laws and regulations. 6. Participate in broad land use planning and sustainable development to encourage decisions that promote positive public health outcomes 7. When Additional Important Services (AIS) are delivered regarding environmental public health, assure that they are well coordinated with foundational services.	TBD
Assessment (Surveillance and Epidemiology) 1. Ability to collect sufficient, statewide and community level data and develop and maintain electronic information systems to guide public health planning and decision making at the state, regional and local level. 2. <u>Ability to</u> access, analyze, use and interpret data. 3. <u>Ability to</u> conduct a comprehensive community or statewide health assessment and identify health priorities arising from that assessment, including analysis of health disparities and the social determinants of health.	TBD
Emergency Preparedness (All Hazards). 1. Ability to develop emergency response plans for natural and man-made public health hazards; train public health staff for emergency response roles and routinely exercise response plans. 2. Ability to lead the Emergency Support Function 8 – Public Health & Medical and/or a public health response for the county, region, jurisdiction and state. 3. Ability to activate and mobilize public health personnel and response teams; request and deploy resources; coordinate with public sector, private sector and non-profit response partners and manage public health and medical emergencies utilizing the incident command system. 4. Ability to communicate with diverse communities across different media, with emphasis on populations that are disproportionately challenged during disasters, to promote resilience in advance of disasters and protect public health during and following disasters. Communication. 1. <u>Ability to engage and maintain ongoing relations</u> with local and statewide media.	TBD

Tasks/Activities/Description	Impact Measures
2. Ability to develop and implement a communication strategy, in accordance with Public Health Accreditation Standards, to increase visibility of public health issues. This includes the ability to provide information on health risks, healthy behaviors, and disease prevention in culturally and linguistically appropriate formats for the various communities served. Policy Development and Support 1. Ability to develop basic public health policy recommendations. These policies must be evidence-based, or, if innovative/promising, must include evaluation plans. 2. Ability to work with partners and policy makers to enact policies that are evidence-based (or are innovative or promising and include evaluation plans) and that address the social determinants of health and health equity. 3. Ability to utilize cost-benefit information to develop an efficient and cost-effective action plan to respond to the priorities identified in a community and/or statewide health assessment. Community Partnership Development 1. Ability to create and maintain relationships with diverse partners, including health-related national, statewide and community-based organizations; community groups or organizations representing populations experiencing health inequity; private businesses and health care organizations; Tribal Nations, and local, state and federal government agencies and leaders. 2. Ability to select and articulate governmental public health roles in programmatic and policy activities and coordinate with these partners.	
Business Competencies – Leadership Capabilities; Accountability and Quality Assurance Capabilities; Quality Improvement Information; Technology Capabilities; Human Resources Capabilities; Fiscal Management, Contract and Procurement Capabilities; Facilities and Operations; Legal Capabilities.	TBD

Program Specific Requirements/Narrative

Special References (RCWs, WACs, etc)

Link to 2SHB 1497 – <http://lawfilesexternal.wa.gov/biennium/2019-20/Pdf/Bills/House%20Passed%20Legislature/1497-S2.PL.pdf>

FPHS Definitions

www.doh.wa.gov/fphsresources

Special Instructions

There are two different BARS Revenue Codes for “state flexible funds” to be tracked separately and reported separately on your annual BARS report. These two BARS Revenue Codes and definitions from the State Auditor’s Office (SAO’s) are listed below along with a link to the BARS Manual. 336.04.25 is the new BARS Revenue Code to use for the Foundational Public Health Services (FPHS) funds included in this statement of work.

336.04.24 – County Public Health Assistance

Use this account for the state distribution authorized by the 2013 2ESSB 5034, section 710. The local health jurisdictions are required to provide reports regarding expenditures to the legislature from this revenue source.

336.04.25 – Foundational Public Health Services

Use this account for the funding designated for the local health jurisdictions to provide a set of core services that government is responsible for in all communities in the WA state. This set of core services provides the foundation to support the work of the broader public health system and community partners. At this time the funding from this account is for delivering ANY or all of the FPHS communicable disease services (listed above) and can also be used for the FPHS capabilities that support FPHS communicable disease services as defined in the most current version of FPHS Definitions.

SAO's BARS Manual

Flexibility During COVID-19 Pandemic Response – FPHS funds are for long-term core FPHS investments as directed by the FPHS Steering Committee. However, in order to make use of the funds available for the 19-21 biennium and in each specific state fiscal year (SFY) during the COVID-19 response, flexibility is allowed and these funds can be used for other FPHS activities like responding to COVID-19.

Deliverables are to be submitted to Marie Flake at marie.flake@doh.wa.gov

DOH Program Contact

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Exhibit A
Statement of Work
Contract Term: 2018-2021

DOH Program Name or Title: Injury & Violence Prevention (IVP) Overdose Data to Action - Effective September 1, 2020

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH18239

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

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

Period of Performance: September 1, 2020 through August 31, 2021

Statement of Work Purpose: Clallam County Health & Human Services (CCHHS) will support strategy 6 - Establishing Linkages to Care and strategy 8 - Partnerships with Public Safety and First Responders. CCHHS will reduce unintentional opioid overdoses through improved opioid overdose data-gathering, and by direct outreach and service coordination for people who have a non-fatal overdose. It will partner with local first responders to develop a comprehensive and timely data-sharing process for opioid overdoses which will augment currently available emergency department data to better understand the scope and direction of the opioid epidemic. This data will be used to develop and implement strategies to strengthen local evidence-based approaches to prevention, intervention and referral to treatment.

Revision Purpose: The purpose of this revision is to add funding and extend the period of performance and funding from December 31, 2020 to August 31, 2021.

Chart of Accounts Program Name or Title	CFDA #	BARS Revenue Code	Master Index Code	Funding Period (LHJ Use Only)		Current Consideration	Change Increase (+)	Total Consideration
				Start Date	End Date			
FFY20 OVERDOSE DATA TO ACTION PREV	93.136	333.93.13	77520292	09/01/20	08/31/21	87,639	28,415	116,054
TOTALS						87,639	28,415	116,054

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
I.	Strategy 8: Continue to develop comprehensive data-sharing agreements with local first-responder agencies to include law enforcement, emergency medical services (EMS) and fire departments, to improve the completeness and timeliness of overdose surveillance.		Progress report: List data sharing agreement partnerships. Share successes and challenges of implementing the agreements and obtaining data from partners. Share policies and procedures that are being put into place. Demonstrate how work aligns with Overdose Data to Action (OD2A) logic model.	Quarterly progress reports to DOH for all tasks. Due Dates: September-November due December 10, 2020. December-February due March 10, 2021.	Monthly invoices for actual cost reimbursement will be submitted to DOH. Total of all invoices will not exceed ~~\$87,639~~ \$116,054 through August 31, 2021.

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2.	Strategy 6: Educate and link overdose survivors to harm reduction services through the syringe exchange program and naloxone distribution programs. Coordinate with first responders to share this information with overdose survivors.		Progress report: Describe program design, procedures, and policies. Describe successes, challenges, and ongoing changes to program. Demonstrate how work aligns with OD2A logic model.	March-May due June 10, 2021. June-August final report for this funding period due September 30, 2021.	(See Special Billing Requirements below.)
3.	Strategy 6: Partner with local first responders and local medication-assisted treatment (MAT) providers to coordinate rapid referral and entry into MAT for opioid overdose survivors and syringe exchange participants. Potential options for rapid referral treatment to be explored are: 1) First responder transports revived overdose victim to MAT facility. This would require voluntary approval for transport from both the victim and the first responder. 2) First responder or law enforcement provide linkage to care information to the revived overdose victim. 3) Law enforcement or first responder notifies CCHS regarding the overdose event and CCHHS provides follow up and linkage to MAT. Provide a referral at the site of an overdose after resuscitation.		Progress report: Share program evaluation plan including description of program (activities, policies, procedures, etc.), evaluation questions, indicators, data sources and collection methods, expected outcomes. Demonstrate how work aligns with OD2A logic model.		
4.	Strategy 6: Partner with local emergency departments (EDs) to include testing for fentanyl during toxicology panels for patients with opioid overdoses. Results will be used to inform patients of additional risks to health and link to CCHS to provide overdose prevention education and resources.		Report number of fentanyl tests, negatives and positives for tracking of possible fentanyl overdose outbreaks and targeted prevention efforts.		
5.	Quarterly calls with DOH and grant partners. Share lessons learned and successes. More frequent one on one calls with DOH when needed.		Collaboration with grant partners and DOH to improve statewide efforts to address the opioid/all drug epidemic.		

***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](https://www.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.)

- Subrecipients may not use funds for research.
- Subrecipients may not use funds for clinical care except as allowed by law.
- Subrecipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services.
- Generally, subrecipients may not use funds to purchase furniture or equipment.
- 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.
 - In accordance with the United States Protecting Life in Global Health Assistance policy, all non-governmental organization (NGO) applicants acknowledge that foreign NGOs that receive funds provided through this award, either as a prime recipient or subrecipient, are strictly prohibited, regardless of the source of funds, from performing abortions as a method of family planning or engaging in any activity that promotes abortion as a method of family planning, or to provide financial support to any other foreign non-governmental organization that conducts such activities. See Additional Requirement (AR) 35 for applicability (<https://www.cdc.gov/grants/additionalrequirements/ar-35.html>).
- Program funds cannot be used for purchasing naloxone, implementing or expanding drug “take back” programs or other drug disposal programs (e.g. drop boxes or disposal bags), purchasing fentanyl test strips, or directly funding or expanding direct provision of substance abuse treatment programs. Such activities are outside the scope of this Notice of Funding Opportunity (NOFO).

Monitoring Visits (frequency, type)

DOH program staff may conduct site visits up to twice per funding year.

Special Billing Requirements

Billing on an A19-1A invoice voucher must be received by DOH monthly.

Special Instructions

The following funding statement must be used for media (publications, presentations, manuscripts, posters, etc.) created using OD2A funding:

This publication (journal article, etc.) was supported by the Grant or Cooperative Agreement Number, NU17CE925007, funded by the Centers for Disease Control and Prevention. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the Centers for Disease Control and Prevention or the Department of Health and Human Services.

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**Exhibit A
Statement of Work
Contract Term: 2018-2021**

DOH Program Name or Title: NEP PIC NTA 0153 Enhanced Phase 2 -
Effective November 1, 2020

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH18239

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

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

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

Statement of Work Purpose: The purpose of this statement of work is to protect and recover (upgrade) harvestable shellfish beds within Dungeness Bay. Tasks include: monitor water quality, and identify and correct sources of pollution (e.g., onsite sewage systems, agriculture, pet waste) in Upper Matriotti Creek and Bell Creek, as well as previous PIC focus areas. This work also supports an OSS cost-share program as a subaward to Clallam Conservation District.

NOTE: Tasks with due dates after 12/31/21 are for informational purposes only and will be included in the next consolidated contract term beginning 01/01/22.

Revision Purpose: N/A

Chart of Accounts Program Name or Title	CFDA #	BARS Revenue Code	Master Index Code	Funding Period (LHJ Use Only)		Current Consideration	Change Increase (+)	Total Consideration
				Start Date	End Date			
PS SSI 1-5 PIC TASK 4	66.123	333.66.12	261K1208	11/01/20	12/31/21	0	322,815	322,815
TOTALS						0	322,815	322,815

GOALS & MEASURABLE OBJECTIVES

This simply summarizes key deliverables and measures called out in the tasks below. This table is a component of the FEATS report.

Description (e.g., "shellfish beds reopened")	Units (e.g. "acres")	Targets ("number")
Number of upgraded acres from Conditionally Approved to Approved in Dungeness Bay	Acres	90
Number of landowners in PIC target area educated about purpose of PIC projects to improve water quality	Landowners	100
Number of priority pollution sources identified in PIC focus area(s)	On-site septic systems (OSS), agriculture, pet waste	5
Number of OSS failures identified	OSS failures	10
Number of OSS failures corrected	OSS corrected	10
Number of OSS cost share projects completed	OSS Corrected	10
Number of hotspots identified	Hotspots found	5
Number of hotspots corrected	Hotspots fixed	5
Number of enforcement actions	Enforcement	5

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount				
1. TASK 1. PROJECT DEVELOPMENT									
This task must be completed before initiating any other work under this subaward. Work completed prior to the completion of Task 0 will be ineligible for reimbursement under this subaward.									
1.0	PROJECT SPATIAL DATA COORDINATES Provide relevant spatial data for the project in the following format: (latitude, longitude). Please use a representative sample site in the project area as applicable or the coordinates of a subrecipient’s office may also be used when a specific project site is not available. PROJECT LOCATION: <table><tr><td>18a. Latitude</td><td></td><td>18b. Longitude</td><td></td></tr></table>	18a. Latitude		18b. Longitude			Project Spatial Data and Climate Assessment	By first Quarterly Report	Reimbursement up to \$1,176 based on actual costs.
18a. Latitude		18b. Longitude							
1.2	QUALITY ASSURANCE PROJECT PLAN (QAPP) DEVELOPMENT Work related to collecting or using environmental data may not begin until a Quality Assurance Project Plan (QAPP) is completed and approved. DOH and Ecology’s NEP Quality Coordinator (NEP QC) will determine if a QAPP is required for this project. DOH will notify subrecipient in writing if a QAPP is required or is not required. If a QAPP is required, subrecipients will work with DOH and NEP QC to develop and submit a QAPP for approval. The QAPP development and approval process is a multi-step process. See EPA Federal Terms and Conditions, Programmatic Condition M. Quality Assurance Requirements (2 CFR 1500.11) in this agreement for directions.		QAPP (if required) a. QAPP addendum submitted for review and approval b. QAPP approved with fully executed signature page	a. 30 days after contract start date. b. Before collecting or analyzing environmental data.					

AMENDMENT #1

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	For more information, review the Washington State Department of Ecology’s NEP Quality Assurance web page: https://ecology.wa.gov/About-us/How-we-operate/Scientific-services/Quality-assurance/Quality-assurance-for-NEP-grantees .				
1.3	EVALUATION PLAN AND REPORTING FORM (DOH TEMPLATE): Before beginning work, subrecipient will complete the Evaluation Plan (a short one-page planning document) describing the program’s plans for evaluation, including data collection methods. Then, following project completion, they will complete the Evaluation Reporting Form (a short one-page document used to discuss the outcome results and what the results say about the impact and success of the program activities).		a. Evaluation Plan b. Evaluation Reporting	a. Draft due within 60 days of agreement start date. b. 30 days before contract end date	
TASK 2. PROJECT MANAGEMENT AND REPORTING This task describes the data collection and reporting requirements associated with this subaward. Maintenance of project records, submittal of payment vouchers, fiscal forms, and progress reports; compliance with applicable procurement, contracting and inter-local agreement requirements; application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project and submittal of required performance items. Carry out project in accordance with any completion dates outlined in the agreement. Refer to and comply with all underlying federal terms and conditions.					
2.1	PROJECT FACTSHEET Create a project factsheet (using provided template) and submit in MS Word and PDF with first quarterly report. An updated factsheet is due at the end of the contract.		Project Fact Sheet	Due with first Quarterly Report	Reimbursement up to \$8,736 based on actual costs.
2.2	MONTHLY INVOICING AND PROGRESS SUMMARY The subrecipient will submit invoices with all applicable forms included following the DOH ConCon billing process. Invoices must be submitted monthly after work is completed. Invoices will be reviewed for consistency with progress. The subrecipient will email monthly Error! Hyperlink reference not valid. and deliverables to the DOH Contract Manager. The		Invoices and Project Summaries	Monthly (FEATS will serve as quarterly project summary for Quarter 1 and Quarter 3, annually. See FEATS schedule in Task 2.3)	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	reporting periods are synced to inform the grant program's EPA reporting schedule; therefore, it is critical that the subrecipient submit according to the following schedule. Progress reports shall include, at a minimum: • A description of the work completed in the last month, including total spending by the subrecipient any partners and any completed deliverables. • The status and completion date for the project activities and near-term deliverables. • Description of any problem or circumstances affecting the completion date, scope of work, or costs. • Evidence that you have satisfactorily completed all the reporting requirements (see below).				
2.3	FEATS (TEMPLATE WILL BE PROVIDED) Complete bi-annual <i>Financial and Ecosystem Accounting Tracking System</i> (FEATS) progress reports, as well as a final FEATS report. The final FEATS report, reflecting the final project billing, will be provided during project closeout, after the end of the grant, and will describe the entire project, highlighting project outcomes and discussing lessons learned. See also EPA Terms and Conditions, Programmatic Conditions A. <i>Semi-Annual Performance Reports</i> and B. <i>Final Report</i> in this agreement.		Semi-annual FEATS reports	April 1 and October 1, annually and upon contract completion.	
2.4	PUGET SOUND PARTNERSHIP REQUIRED NTA REPORTING NTA owners are required to report to the Puget Sound Partnership (PSP) on the implementation status of their actions on a semiannual basis and the financial status of their actions on an annual basis. Consult with PSP for specific deadlines.		a. Implementation Status b. Financial Status	a. Annual, spring and fall and upon contract end. b. Annual, summer and upon contract end.	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2.5	WATER QUALITY EXCHANGE (WQX) DATA REPORTING WQX refers to an electronic database for water quality monitoring data developed by EPA. If subrecipients collect any physical, chemical or environmental data (e.g. dissolved oxygen, water temperature, salinity, turbidity, pH, phosphorous, total nitrogen, E. coli or Enterococci, and other biological and habitat data) WQX reporting will be required. Data can be submitted quarterly or annually for an entire calendar year (Jan. 1 – Dec. 31). To assist in tracking in WQX, name your project as follows: <i>NEP_2019_(insert organization name)</i>; the unique project ID needs to be 35 characters or less. Include the WQX ID in the quarterly progress reports. Error! Hyperlink reference not valid. is an entry verification sample for reference.		Proof of WQX data entry	Quarterly per Task 2.2-2.3 schedule Final WQX entry completed upon contract completion	
2.6	WOMEN/MINORITY-OWNED BUSINESS (MBE/WBE) REPORTS Subrecipients are required to submit MBE/WBE utilization reports annually. Reports will be in the following format and will include all qualifying purchases. Reporting periods are from October 1 to September 30 annually. Reports are due to DOH 15 calendar days after the end of each reporting period.		MBE/WBE Reporting (See EPA Terms and Conditions: Administrative Condition B in this document for reporting form)	October 15, annually and upon contract completion	
2.7	BROADER COMMUNICATIONS (PRESENT AT REGIONAL CONFERENCE AND SUBMIT PROJECT PHOTOS) Participate in and present project outcomes at a regional event relevant to the project topic (conference, forum, stakeholder workshop, etc.). Work with DOH to determine targeted audience and ensure purpose of communication is clear. Submit draft materials to DOH for review prior to event.		a. Present at regional conference, for example PIC or WSEHA Submit draft presentation materials to DOH for review b. Submit photos	a. Minimum two-week review b. By contract end date	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	In addition, submit high-quality project photos or video clips of the project (process, progress, etc.). Ensure anyone in the photo or video has signed a release in case photos or videos are used for future publications. NOTE: INTERNATIONAL TRAVEL REQUIRES PRE-APPROVAL.				
2.8	FINAL PROJECT REPORT (DOH TEMPLATE) A brief final report (approximately 1-2 pages) will be written by the project owners that describes the methods, results, lessons learned and recommendations for future work. The final report will evaluate the success of achieving the performance measures identified in the detailed project plan. Included with the final project report will be an updated Project Factsheet (see 2.1).		a. Draft Final Report Final Report b. Updated Fact Sheet (see Task 2.1)	a. Draft due 30 days prior to contract end date; Final due upon contract completion b. Contract end date	
TASK 3. POLLUTION IDENTIFICATION AND CORRECTION (PIC) Failing onsite septic systems (OSS) will be identified and repaired; working OSS will be monitored and maintained by providing education, technical and financial assistance, and enforcing routine inspection requirements. Agricultural (AG) problems contributing to fecal pollution will be identified and remediated. Best management practices (BMPs) and education for animal and pet waste will be implemented. Protocols for investigative actions within the PIC area including definition of a hotspot, dye testing, site inspections, and OSS enforcement can be found in the 2014 document "Pollution Identification and Correction for the Sequim Bay-Dungeness Watershed Clean Water District".					
3.1	PIC PROGRAM COORDINATION PIC advisory group meetings with project partners will be held quarterly or as needed to advance collaborative work in the PIC project area. Partners will report on their work according to a format developed by the group. The advisory group will select the next PIC focus area (Phase 2). Group will provide oversight, guidance and structure for consistent procedures for the PIC program. PIC sub-meetings specific to PIC outside of Clean Water Work Group (CWWG) as needed throughout project.		Describe progress in quarterly and FEATS reports. a. Documentation of PIC focus area (Phase 2) selected by PIC Partners and CWWG b. Meeting frequency – CWWG Quarterly Meetings (submit notes and attendance) for all CWWG meetings conducted under this contract	Per Task 2 reporting schedule a. Project area map December 1, 2020 b. Quarterly per Task 2.2-2.3 schedule as applicable	Reimbursement up to \$56,956 based on actual costs.

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	Coordinate with landowners within the project area. Hold one (1) to two (2) open house public meetings in the Project Area to inform landowners of project Determine segmented sampling locations in PIC Project Area. Review history of landowner cooperation and access points in conjunction with locations of OSS and AG to determine best sampling locations.		c. -Meeting notes and attendance for any meetings conducted under this contract d. Open House meeting agenda, attendance, and handouts provided for all Open House's conducted under this contract. e. Submit map with segmented sampling sites	c. Quarterly per Task 2.2-2.3 schedule as applicable d. Quarterly per Task 2.2-2.3 schedule as applicable e. Segmented sampling sites map December 1, 2020	
3.2	POLLUTION IDENTIFICATION AND CORRECTION This includes conducting sanitary surveys and sampling shoreline tributaries to identify sources of fecal coliform bacteria and/or E. coli bacteria. Once a source is identified, the SUBRECIPIENT will work to eliminate or mitigate the source. All pollution identification data paid for by the grant will be shared with state or federal agencies upon request. Within the PIC project area Clallam County will conduct pollution source follow-up, technical assistance, and enforcement with regulatory backstopping by Clallam County Department of Community Development, USDA, and WDFW as needed, depending on facility type.		a. Investigation Flowchart* (submit updated charts as needed and with new funds) b. Collect approximately 425 water samples c. Report the number of sites requiring resampling d. Conduct approximately 5 sanitary surveys e. Report number of failing septic systems identified f. Report number of failing septic systems corrected	a. With Draft QAPP or before sampling begins b. 10% by December 31, 2020 30% by February 28, 2022 60% by April 30, 2022 c. Quarterly per Task 2.2-2.3 schedule as applicable d. By contract end date e-f. FEATS (Task 2) in the format: • number, • type, • location, and • status of pollution sources identified	
3.3	OUTREACH AND EDUCATION The Subrecipient will develop a long-term education and outreach plan and implementation		a. Plan and implementation methodology	a. June 30, 2021	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	methodology in the Dungeness Watershed/Focus Area. This plan may incorporate Evaluation Plan and Report Form from Task 1.3. The Subrecipient will develop educational and marketing tools based on the Plan. The Subrecipient will conduct presentations to local groups and organizations, and attend fairs or events. The Subrecipient will then develop an evaluation report that assesses the success of the education and outreach effort (may incorporate Report from Task 1.3). Submit draft materials to DOH for minimum two-week review prior to distributing. Recognition of EPA Funding Per EPA Programmatic Term and Condition #5 in this award, reports, documents, signage, videos, or other media, developed as part of projects funded by this assistance agreement shall contain the following statement: “This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement PC-01J18001 to the Washington State Department of Health. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.”		b. Develop educational and marketing tools. These include brochures, postcards, direct mailings, and social media campaigns. c. Report on presentations to local groups and organizations, and attend fairs or events d. Evaluation report (include additional or amended education and marketing tools).	b. June 30, 2021 c. Per Task 2 schedule d. August 30, 2022	
3.4	STRATEGIC PLANNING/SUSTAINABLE FUNDING EFFORTS (specific efforts and related costs may vary) Strategic planning efforts will be conducted to develop and implement a plan to enhance the SUBRECIPIENT'S PIC efforts to reduce bacterial contamination in the shellfish growing areas of Clallam County. The SUBRECIPIENT will develop a strategic plan, which addresses the key elements in the Pollution Identification		a. Draft planning/funding documents b. List of planning partners c. Planning timeline d. Final plan	a. January 15, 2021 b. January 15, 2021 c. January 15, 2021 d. Completed final plan due:	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<u>and Correction (PIC) Program Guidance</u> developed by Kitsap Public Health District in partnership with the Departments of Health and Ecology, dated February 2016.			January 15, 2021 and subject to revisions through January 15, 2022	
3.5	PIC TRAINING AND WORKSHOPS Sponsor one PIC workshop and/or other trainings/events to share information and resources around the region. This may be done in coordination with other PIC Program Coordinators. Attend relevant PIC trainings/workshops.		a. Coordinate a minimum of one PIC Workshop or other training. b. Attend PIC relevant trainings/workshops.	a. September 30, 2022 b. N/A	

TASK 4. CLALLAM CONSERVATION DISTRICT ONSITE SEPTIC COST-SHARE PROGRAM IMPLEMENTATION

Clallam Conservation District (CCD) will manage funds and cost-share projects for onsite septic system (OSS) repairs. Clallam County Environmental Health will be responsible for oversight of the funds for the project and all sub-subrecipients as outlined in the *Guidelines*.

DOH will periodically assess progress of expenditures and may withdraw funds if they are not being spent in a timely manner.

The CCD OSS Cost-Share program will provide the following services:

- Conduct outreach to landowners and stakeholders regarding OSS cost-share program
- Assist applicants with application process
- Review and approve/disapprove applications
- Complete cost-share process through installation and County approval.
- Conduct administrative tasks for grant reporting, coordination, and cost share reimbursement.
- Maintain project records and submit grant reporting information.
- Collect and report necessary information for payment vouchers.
- Provide administrative assistance to participants to meet reporting requirements for cost share reimbursement.
- Submit progress reports and cost share reimbursements with the number, type, cost and location, as well as before and after photos of each OSS project completed and in progress and the total amount spent for each reporting period and a running total.

SECTION 106

Before any ground disturbing work has started the Subrecipient will work with DOH to conduct cultural resource review for funded repairs in a timely manner. The Subrecipient will submit a 05-05 Form, and will maintain an up-to-date Inadvertent Discovery Plan (IDP). (The IDP is also submitted as a deliverable.)

The Subrecipient shall comply with the additional requirements under Section 106 of the National Historic Preservation Act (NHPA, 36 CFR 800).

Subrecipient shall take reasonable action to avoid, minimize, or mitigate adverse effects to archeological and historic resources. Activities associated with archaeological and historic resources are an eligible reimbursable cost subject to approval by DOH.

Subrecipient shall:

a) Contact DOH NEP Program to discuss any Cultural Resources requirements for the project:

- For capital construction projects, if required, comply with Governor Executive Order 05-05, Archaeology and Cultural Resources.
- For projects with any federal involvement, if required, comply with the National Historic Preservation Act.
- Any cultural resources federal or state requirements must be completed prior to the start of any work on the project site.

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
b) Submit an Inadvertent Discovery Plan (IDP) to DOH prior to implementing any project that involves ground disturbing activities. DOH will provide the IDP form. DOH shall: • Keep the IDP at the project site. • Make the IDP readily available to anyone working at the project site. • Discuss the IDP with staff and contractors working at the project site. • Implement the IDP when cultural resources or human remains are found at the project site. c) If any archeological or historic resources are found while conducting work under this Agreement: • Immediately stop work and notify the DOH NEP Program, the Department of Archaeology and Historic Preservation at (360) 586-3064, any affected Tribe, and the local government. d) If any human remains are found while conducting work under this Agreement: • Immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/Coroner's Office, and then the DOH NEP Program. e) Comply with RCW 27.53, RCW 27.44.055, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting cultural resources and human remains.					
4.1	OSS Cost-Share Program: a. Upon receiving a referral from Clallam County Environmental Health, Clallam Conservation District (CCD) will vet and assist applicants and submit a list of proposed OSS Cost-Share projects for DOH review. DOH will review the projects and locations for eligibility. b. CCD will administer funds for up to 75% of the system repair or replacement and 100% of the design costs of approved cost-share OSS system replacements. c. Report on the number, type and location of OSS systems installed and/or in progress and the total spent for each reporting period and the total to date spent. Submit before and after photos of each installation. The final report will provide a summary of completed OSS Cost-Share projects.		a. Submit CCEH referral and proposed OSS Cost-Share project to DOH prior to CCD Board approval. b. Documentation, including photos, for 10 cost-share projects c. Describe progress in quarterly and FEATS reports.	a. Ongoing b. September 20, 2022 c. Per Task 1 schedule	Reimbursement up to \$244,100 based on actual costs.

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
TASK 5. INDIRECT COSTS Indirect costs calculated at 33.81% of salaries.					
5.1	Indirect costs calculated at 33.81% of salaries.		Invoiced on a continuing basis.	Ongoing	Reimbursement up to \$11,847 based on actual costs.

***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

BUDGET	
Category	Amount
Personnel/Salaries	\$35,040
Fringe Benefits	\$14,016
Travel	\$0
Equipment (federal definition – anything over \$5,000)	\$0
Supplies	\$0
<u>Contracts</u>	
Lincoln Street Shipping: shipping nutrient samples at \$420	\$4,970
UW Marine Lab: nutrient analysis at \$4,550	
Other	
• CCEH Water Lab: \$12,750 for 425 samples	
• Clallam Conservation District subaward for OSS	
Cost-Share program: \$244,100	
• Room Rental: \$92	
	\$256,942
Total Direct Charges	\$310,968
Indirect Charges (federally approved rate) 33.81% **verify approved rate at INSERT GRANTS UNIT LINK**	\$11,847
TOTAL – Not to Exceed \$322,815	\$322,815

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 Manual, Handbook, Policy References

Clallam County On-Site Septic System Management Plan, June 12, 2007

Pollution Identification and Correction for the Sequim Bay-Dungeness Watershed Clean Water District, December 2014

Staffing Requirements

This project will utilize existing staff including the Environmental Health Water Quality Specialist, onsite grant Environmental Health Specialist, Database Administrator, and Health and Human Services Accounting Office working on the PIC Program.

Special References (RCWs, WACs, etc)

WAC 246-272A, RCW 70.118A, Puget Sound Action Agenda, Interim PIC Program Protocols

Federal funds from the Environmental Protection Agency (EPA) National Estuary Program (NEP) Account must be used to implement elements and activities of the local on-site sewage management plans that do not conflict with and are consistent with the goals, strategies, objectives, and actions of the Puget Sound Action Agenda.

Monitoring Visits (frequency, type)

The DOH program contact may conduct at least one monitoring visit during the life of this project. The type, duration, and timing of visit will be determined and scheduled in cooperation with the subawardee. The DOH Fiscal Monitoring Unit may at least one fiscal monitoring visit during the life of this project.

Special Instructions

Progress reports are due to DOH via email to nichole.simmons@doh.wa.gov and megan.schell@doh.wa.gov on the following dates: April 1, 2018, October 1 2018, and upon project completion. Minority and Women-Owned business Reporting is due to kristy.warner@doh.wa.gov and cc: nichole.simmons@doh.wa.gov and megan.schell@doh.wa.gov on the following dates: October 15 annually, and upon project completion.

All environmental data must be entered by the LHJ into EPA's Storage and Retrieval data system (STORET) at <http://www.epa.gov/STORET>. The semi-annual report format and data reporting requirements will be provided by DOH and may be modified throughout the contract period via email announcement.

Program Specific Requirements/Narrative

The following provisions are the pass-thru requirements of all U.S. EPA - DOH subawards funded under cooperative agreement PC01J18001-0.

Administrative Conditions**1. General Terms and Conditions**

The General Terms and Conditions of this agreement are updated in accordance with the link below. However, these updated conditions apply solely to the funds added with this statement of work and any previously awarded funds not yet disbursed by the subrecipient as of the award date of this amendment. The General Terms and Conditions cited in the original award or prior funded amendments remain in effect for funds disbursed by the subrecipient prior to the award date of this amendment.

The subrecipient agrees to comply with the current EPA general terms and conditions available at: https://www.epa.gov/sites/production/files/2019-09/documents/fy_2020_epa_general_terms_and_conditions_effective_october_1_2019.pdf

These terms and conditions are binding for disbursements and are in addition to or modify the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award.

The EPA repository for the general terms and conditions by year can be found at <http://www.epa.gov/grants/grant-terms-and-conditions>.

2. **Extension of Project/Budget Period Expiration Date**

EPA has not exercised the waiver option to allow automatic one-time extensions for non-research grants under 2 CFR 200.308 (d)(2). Therefore, if a no-cost time extension is necessary to extend the period of availability of funds the subrecipient must submit a written request to the DOH Contract Manager prior to the budget/project period expiration dates. **The written request must include:** a justification describing the need for additional time, an estimated date of completion, and a revised schedule for project completion including updated milestone target dates for the approved workplan activities. In addition, if there are overdue reports required by the general, administrative, and/or programmatic terms and conditions of this assistance agreement, the subrecipient must ensure that they are submitted along with or prior to submitting the no-cost time extension request.

3. **Disadvantaged Business Enterprise (DBEs)**

UTILIZATION OF SMALL, MINORITY AND WOMEN'S BUSINESS ENTERPRISES

GENERAL COMPLIANCE, 40 CFR, Part 33

The subrecipient agrees to comply with the requirements of EPA's Disadvantaged Business Enterprise (DBE) Program for procurement activities under assistance agreements, contained in 40 CFR, Part 33 except as described below based upon the associated class deviation.

EPA MBE/WBE CERTIFICATION, 40 CFR, Part 33, Subpart B

A class exception to the following provisions of Subpart B of 40 CFR Part 33 has been issued suspending the EPA MBE/WBE certification program: §33.204(a)(3) providing that an entity may apply to EPA MBE or WBE certification after unsuccessfully attempting to obtain certification as otherwise described in §33.204; and §33.205 through and including §33.211. The class exception was authorized pursuant to the authority in 2 CFR 1500.3(b).

SIX GOOD FAITH EFFORTS, 40 CFR, Part 33, Subpart C

Pursuant to 40 CFR, Section 33.301, the subrecipient agrees to make the following good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, and to require that subrecipients, loan recipients, and prime contractors also comply.

Records documenting compliance with the six good faith efforts shall be retained:

- (a) Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
- (b) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
- (c) Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and Local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.
- (d) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
- (e) Use the services and assistance of the SBA and the Minority Business Development Agency of the Department of Commerce.
- (f) If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (a) through (e) of this section.

CONTRACT ADMINISTRATION PROVISIONS, 40 CFR, Section 33.302

The subrecipient agrees to comply with the contract administration provisions of 40 CFR, Section 33.302 (a)-(d) and (i).

BIDDERS LIST, 40 CFR, Section 33.501(b) and (c)

Subrecipients of a Continuing Environmental Program Grant or other annual reporting grant, agree to create and maintain a bidders list. Subrecipients of an EPA financial assistance agreement to capitalize a revolving loan fund also agree to require entities receiving identified loans to create and maintain a bidders list if the recipient of the loan is subject to, or chooses to follow, competitive bidding requirements. Please see 40 CFR, Section 33.501 (b) and (c) for specific requirements and exemptions.

FAIR SHARE OBJECTIVES, 40 CFR, Part 33, Subpart D

A class exception to the entire Subpart D of 40 CFR Part 33 has been authorized pursuant to the authority in 2 CFR 1500.3(b). Notwithstanding Subpart D of 40 CFR Part 33, subrecipients are not required to negotiate or apply fair share objectives in procurements under assistance agreements.

MBE/WBE REPORTING- SPECIFIC CHANGES PURSUANT TO CLASS DEVIATION, 40 CFR, Part 33, Subpart E

When required, the subrecipient agrees to complete and submit a "MBE/WBE Utilization Under Federal Grants and Cooperative Agreements" report (EPA Form 5700-52A) on an annual basis. The current EPA Form 5700-52A can be found at the EPA Grantee Forms Page at:

<https://www.epa.gov/grants/epa-grantee-forms>.

Annual reports are due by October 1st of each year. Final reports are due by October 15th or 90 days after the end of the project period, whichever comes first.

This provision represents an approved deviation from the MBE/WBE reporting requirements as described in 40 CFR, Part 33, Section 33.502.

4. Contingent Funding

EPA is funding this agreement incrementally. There is no guarantee of funding beyond the first year. The **Total Approved Assistance Amount** identified on Line 12 of the budget table of this award is contingent upon the availability of appropriated funds, EPA funding priorities, and satisfactory progress in carrying out the activities described in the scope of work. If EPA informs the recipient that the amount on Line 12 will be reduced, the recipient agrees to provide an updated workplan.

5. Indirect Costs for States and Tribal (also listed in General Terms and Conditions)

The cost principles of 2 CFR 200 Subpart E are applicable, as appropriate, to this award.

In addition to the General Terms and Conditions "Indirect Cost Rate Agreements", if the subrecipient does not have a previously established indirect cost rate, it agrees to prepare and submit its indirect cost rate proposal in accordance with 2 CFR 200 Appendix VII.

For State Agencies

The subrecipient must send its proposal to its cognizant federal agency within six (6) months after the close of the governmental unit's fiscal year. If EPA is the cognizant federal agency, the state subrecipient must send its indirect cost rate proposal within six (6) months after the close of the governmental unit's fiscal year to:

Regular Mail

Financial Analysis and Rate Negotiation Service Center Office of Acquisition Management
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW, MC 3802R Washington, DC 20460

Mail Courier (e.g. FedEx, UPS, etc.)

Financial Analysis and Rate Negotiation Service Center Office of Acquisition Management
US Environmental Protection Agency
1300 Pennsylvania Avenue, NW, 6th floor Bid and Proposal Room Number 61107 Washington, DC 20004

For Indian Tribe

If the subrecipient does not have a previously established indirect cost rate, the subrecipient must submit their indirect cost rate proposals to:

National Business Center Indirect Cost Services
U.S. Department of the Interior 2180 Harvard Street, Suite 430 Sacramento, CA 95815-3317

The subrecipient agrees to comply with the audit requirements in accordance with 2 CFR 200 Subpart F.

6. Consultant Cap (also listed in General Terms and Conditions)

EPA participation in the salary rate (excluding overhead) paid to individual consultants retained by subrecipients or by a subrecipient's contractors or subcontractors is limited to the maximum daily rate for a Level IV of the Executive Schedule, available at:

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>

This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. This rate does not include transportation and subsistence costs for travel performed (the subrecipient will pay these in accordance with their normal travel reimbursement practices). The annual salary is divided by 2087 hours to determine the maximum hourly rate, which is then multiplied by 8 to determine the maximum daily rate.

Programmatic Conditions

Program Programmatic Terms and Conditions: 3/2020

1. Semi-Annual Performance Reports

The subrecipient shall submit performance reports for EPA's Puget Sound Financial and Ecosystem Accounting Tracking System (FEATS) every six (6) months during the life of the project. Reports are due the first calendar days after the end of each reporting period. The reporting periods shall end March 31st and September 30th of each calendar year. Reports shall be submitted to the DOH Contract Manager electronically on the FEATS form provided by the Contract Manager.

In accordance with 2 CFR 200.328, as appropriate, the subrecipient agrees to submit performance reports that include brief information on each of the following areas:

- (a) A comparison of actual accomplishments to the outputs/outcomes established in the assistance agreement work plan for the period;
- (b) The reasons why established goals were not met, if appropriate;
- (c) Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

In addition to the semi-annual performance reports, the subrecipient shall immediately notify the DOH Contract Manager of developments that have a significant impact on the award-supported activities. As appropriate, the subrecipient agrees to inform the DOH Contract Manager as soon as problems, delays or adverse conditions become known which will materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

2. Final Performance Report

The subrecipient shall submit a final performance report through FEATS, which is due 90 calendar days after the expiration or termination of the award. The report shall be submitted to the DOH Contract Manager and must be provided electronically. The report shall generally contain the same information as in the periodic reports, but should cover the entire project period. After completion of the project, the DOH Contract Manager may waive the requirement for a final performance report if the DOH Contract Manager deems such a report is inappropriate or unnecessary.

3. Program Income - Addition

If program income is generated, the subrecipient is required to account for program income related to this project. Program income earned during the project period shall be retained by the subrecipient and shall be added to funds committed to the project by DOH and the subrecipient, and shall be used to further eligible project objectives.

4. Recognition of EPA Funding

Reports, documents, signage, videos, or other media, developed as part of projects funded by this assistance agreement shall contain the following statement:

“This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement PC-01J18001 to the Washington State Department of Health. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.”

5. Peer Review

The results of this project may affect management decisions relating to Puget Sound. Prior to finalizing any significant technical products the Principal Investigator (PI) of this project must solicit advice, review and feedback from a technical review or advisory group consisting of relevant subject matter specialists. A record of comments and a brief description of how respective comments are addressed by the PI will be provided to the Project Monitor prior to releasing any final reports or products resulting from the funded study.

6. Competency of Organizations Generating and/or Using Environmental Measurement Data

In accordance with Agency Policy Directive Number FEM-2012-02, Policy to Assure the Competency of Organizations Generating Environmental Measurement Data under Agency-Funded Assistance Agreements, subrecipient shall maintain competency for the duration of the project period of this agreement and this will be documented during the annual reporting process. A copy of the Policy is available online at http://www.epa.gov/fem/lab_comp.htm.

Federal Assistance Agreement Funds Exceed or Expect to Exceed \$200,000

Subrecipient agrees, by entering into this agreement, that it has demonstrated competency prior to award, or alternatively, where a pre-award demonstration of competency is not practicable. Subrecipient agrees to submit documentation and demonstrate competency prior to carrying out any activities under the award involving the generation or use of environmental data.

R10 Quality Assurance Team Contact: Donald M. Brown at (206) 553-0717 or email: brown.donaldM@epa.gov.

7. WQX Requirement (Updated STORET Condition – Water Quality Exchange Replaces STORET) – 3/2020

Subrecipients are required to institute standardized reporting requirements into their work plans and include such costs in their budgets. All water quality data generated in accordance with an EPA approved Quality Assurance Project Plan (QAPP) as a result of this assistance agreement, either directly or by subaward, will be required to be transmitted into the Water Quality Portal (WQP) using either WQX or WQX web.

Water quality data appropriate for the Water Quality Portal (WQP) include physical, chemical, and biological sample results for water, sediment and fish tissue. The data include toxicity data, microbiological data, and the metrics and indices generated from biological and habitat data. The Water Quality Exchange (WQX) is the water data schema associated with the EPA, State and Tribal Exchange Network. Using the WQX schema partners map their database structure to the Water Quality Portal structure. WQX web is a web-based tool to convert data into the WQX format for smaller data generators that are not direct partners on the Exchange Network. More information about WQX, WQX web, and the Water Quality Portal, including tutorials, can be found at:

<https://www.epa.gov/waterdata/water-quality-data-wqx>.

If activities submitted as match for this federal assistance agreement involve the generation of water quality data, the resulting information must be publicly accessible (in the Water Quality Portal or some other database). Subrecipients are encouraged to develop a cross walk between any non-WQX database utilized for the storage of water quality data associated with match activities and EPA's Water Quality Exchange (WQX).

8. Riparian Buffers

Riparian buffer restoration projects in agricultural areas shall be consistent with the interim riparian buffer recommendations provided to EPA and the Natural Resource Conservation Service by National Marine Fisheries Service letters of January 30, 2013 (stamp received date - February 4, 2013) and April 9, 2013 (stamp received date – April 16, 2013), or the October 28, 2013 guidance. Grantees shall confirm in writing projects' consistency with the recommendations referenced above. When developing project proposals, grantees also should consider the extent to which proposals include appropriate riparian buffers or otherwise address pollution sources on other water courses on the properties in the project area to support water quality and salmon recovery. Deviations can only be obtained through an exception approved by EPA. In order for EPA to evaluate a request for an exception, the grantee must submit the scientific rationale demonstrating adequacy of buffers for supporting water quality and salmon recovery. The request must summarize tribal input on the scientific rationale or other relevant issues.

The scientific rationale could be developed from sources such as site-specific assessment data, salmon recovery plans, Total Maximum Daily Loads (TMDLs) and the state nonpoint plan. EPA will confer with the National Oceanic and Atmospheric Administration (NOAA) and the Washington Department of Ecology and provide the opportunity for affected tribes to consult with EPA before making a final decision on a deviation request.

9. International Travel (Including Canada) – PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

All International Travel must be approved by the Office of International and Tribal Affairs (OITA) BEFORE travel occurs. Even a brief trip to a foreign country, for example to attend a conference, requires OITA approval. Please contact your DOH Contract Manager as soon as possible if travel is planned out of the country, including Canada and/or Mexico, so that they can obtain appropriate approvals from EPA Headquarters. If you have questions, please contact your DOH Contract Manager listed on the approval page of the Award Document.

10. Geospatial Data Standards

All geospatial data created must be consistent with Federal Geographic Data Committee (FGDC) endorsed standards. Information on these standards may be found at www.fgdc.gov

11. Lobbying and Litigation — PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

All Subrecipients.

- i. The chief executive officer of this subrecipient agency shall ensure that no grant funds awarded under this assistance agreement are used to engage in lobbying of the Federal Government or in litigation against the U.S. unless authorized under existing law. The subrecipient shall abide by the Cost Principles available at 2 CFR 200 which generally prohibits the use of federal grant funds for litigation against the U.S. or for lobbying or other political activities.
- ii. The subrecipient agrees to comply with Title 40 CFR Part 34, New Restrictions on Lobbying. The subrecipient shall include the language of this provision in award documents for all subawards exceeding \$100,000, and require that subrecipients submit certification and disclosure forms accordingly.
- iii. In accordance with the Byrd Anti-Lobbying Amendment, any subrecipient who makes a prohibited expenditure under Title 40 CFR Part 34 or fails to file the required certification or lobbying forms shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure.
- iv. Contracts awarded by a subrecipient shall contain, when applicable, the anti-lobbying provision as stipulated in the Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
- v. Pursuant to Section 18 of the Lobbying Disclosure Act, the subrecipient affirms that it is not a nonprofit organization described in Section 501(c)(4) of the Internal Revenue Code of 1986; or that it is a nonprofit organization described in Section 501(c)(4) of the Code but does not and will not engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act. Nonprofit organizations exempt from taxation under section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities are ineligible for EPA subawards.

12. Quality Assurance Requirements (2 CFR 1500.11)

Acceptable Quality Assurance documentation (QAPP) must be submitted to the DOH Contract Manager and NEP Quality Coordinator (NEP QC) within 30 days of the acceptance of this agreement or another date as negotiated with the DOH Contract Manager. No work involving direct measurements or data generation, environmental modeling, compilation of data from literature or electronic media, and data supporting the design, construction, and operation of environmental technology shall be initiated under this project until the DOH Contract Manager, in concert with the NEP Quality Coordinator, has approved the quality assurance document. Additional information on these requirements can be found at the EPA Office of Grants and Debarment website: <http://www.epa.gov/ogd/grants/assurance.htm>.

Instructions to Submit Quality Assurance Documents for Review

DOH and the NEP QC will determine if a QAPP is required for this project. If a QAPP is required, subrecipients will work with DOH and NEP QC to develop and submit a QAPP for approval. The QAPP development and approval process is a multi-step process. More information about QAPPs can be found at <https://ecology.wa.gov/About-us/How-we-operate/Scientific-services/Quality-assurance/Quality-assurance-for-NEP-grantees>.

13. ULO Stretch Goal:

Subrecipients should manage their programs and subaward funding in ways that reduce the length of time that federal funds obligated and committed to subaward projects are "unspent" federal funds, not yet drawn down through disbursements to subaward subrecipients.

Assistance agreement subrecipients are to apply these "stretch" goals throughout the life of the assistance agreement and to confer with your DOH Contract Manager whenever instances arise that make attainment of these stretch goals unlikely.

Stretch Goal: All funds should be spent by 2 ½ years of award start date.

Funds Awarded in FY2020 All Should Be Drawn down September 30, 2022.

14. Animal Subjects — PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

Subrecipient agrees to comply with the Animal Welfare Act of 1966 (P.L. 89-544), as amended, 7 USC 2131-2156. Subrecipient also agrees to abide by the "U.S. Government Principles for the Utilization and Care of Vertebrate Animals used in Testing, Research, and Training." (Federal Register 50(97): 20864-20865. May 20, 1985). The nine principles can be viewed at:

<http://www.nal.usda.gov/awic/pubs/IACUC/vert.htm>. For additional information about the Principles, the subrecipient should consult the Guide for Care and Use of Laboratory Animals, prepared by the Institute of Laboratory Animal Resources, National Research Council and can be accessed at: <http://www.nap.edu/readingroom/books/labrats/>.

15. Copyrighted Material and Data – PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

In accordance with 2 CFR 200.315, EPA has the right to reproduce, publish, use and authorize others to reproduce, publish and use copyrighted works or other data developed under this assistance agreement for Federal purposes.

Examples of a Federal purpose include but are not limited to: (1) Use by EPA and other Federal employees for official Government purposes; (2) Use by Federal contractors performing specific tasks for the Government; (3) Publication in EPA documents provided the document does not disclose trade secrets (e.g. software codes) and the work is properly attributed to the subrecipient through citation or otherwise; (4) Reproduction of documents for inclusion in Federal depositories; (5) Use by State, tribal and local governments that carry out delegated Federal environmental programs as "co-regulators" or act as official partners with EPA to carry out a national environmental program within their jurisdiction and; (6) Limited use by other grantees to carry out Federal grants provided the use is consistent with the terms of EPA's authorization to the other grantee to use the copyrighted works or other data.

Under Item 6, the grantee acknowledges that EPA may authorize another grantee(s) to use the copyrighted works or other data developed under this grant as a result of:

- The selection of another grantee by EPA to perform a project that will involve the use of the copyrighted works or other data or;
- termination or expiration of this agreement.

In addition, EPA may authorize another grantee to use copyrighted works or other data developed with Agency funds provided under this grant to perform another grant when such use promotes efficient and effective use of Federal grant funds.

16. Light Refreshments and/or Meals PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

APPLICABLE TO ALL AGREEMENTS EXCEPT STATE CONTINUING ENVIRONMENTAL PROGRAMS (AS DESCRIBED BELOW):

Unless the event(s) and all of its components are described in the approved contract and budget, the subrecipient agrees to obtain prior approval from DOH for the use of grant funds for light refreshments and/or meals served at meetings, conferences, training workshops and outreach activities (events). The subrecipient must send requests for approval to the DOH Contract Manager and include:

- (1) An estimated budget and description for the light refreshments, meals, and/or beverages to be served at the event(s);
- (2) A description of the purpose, agenda, location, length and timing for the event; and,
- (3) An estimated number of participants in the event and a description of their roles.

Costs for light refreshments and meals for subrecipient staff meetings and similar day-to-day activities are not allowable under EPA assistance agreements.

Subrecipients may address questions about whether costs for light refreshments, and meals for events may be allowable to the subrecipient's DOH Contract Manager; however, the EPA Agency Award Official or EPA Grant Management Officer will make final determinations on allowability. Agency policy prohibits the use of EPA funds for receptions, banquets and similar activities that take place after normal business hours unless the subrecipient has provided a justification that has been expressly approved by EPA's Award Official or Grants Management Officer.

EPA funding for meals, light refreshments, and space rental may not be used for any portion of an event where alcohol is served, purchased, or otherwise available as part of the event or meeting, even if EPA funds are not used to purchase the alcohol.

Note: U.S. General Services Administration regulations define light refreshments for morning, afternoon or evening breaks to include, but not be limited to, coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, or muffins. (41 CFR 301-74.7)

FOR STATE CONTINUING ENVIRONMENTAL PROGRAM GRANT SUBRECIPIENTS EXCLUDING STATE UNIVERSITIES:

If the state maintains systems capable of complying with federal grant regulations at 2 CFR 200.432 and 200.438, EPA has waived the prior approval requirements for the use of EPA funds for light refreshments and/or meals served at meetings, conferences, and training, as described above. The state may follow its own procedures without requesting prior approval from EPA. However, notwithstanding state policies, EPA funds may not be used for (1) evening receptions, or (2) other evening events (with the exception of working meetings). Examples of working meetings include those evening events in which small groups discuss technical subjects on the basis of a structured agenda or there are presentations being conducted by experts. EPA funds for meals, light refreshments, and space rental may not be used for any portion of an event (including evening working meetings) where alcohol is served, purchased, or otherwise available as part of the event or meeting, even if EPA funds are not used to purchase the alcohol.

By accepting this award, the state is certifying that it has systems in place (including internal controls) to comply with the requirements described above.

17. State Grant Cybersecurity - PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.

The subrecipient agrees that when collecting and managing environmental data under this assistance agreement, it will protect the data by following all applicable State law cybersecurity requirements.

- (1) EPA must ensure that any connections between the subrecipient's network or information system and EPA networks used by the subrecipient to transfer data under this agreement, are secure.

For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition.

If the subrecipient's connections as defined above do not go through the Environmental Information Exchange Network or EPA's Central Data Exchange, the recipient agrees to contact the EPA Project Officer (PO) and work with the designated Regional/Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate. This condition does not apply to manual entry of data by the recipient into systems operated and used by EPA's regulatory programs for the submission of reporting and/or compliance data.

- (2) The subrecipient agrees that any subawards it makes under this agreement will require the subrecipient to comply with the requirements in (b)(1) if the subrecipient's network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA's Central Data Exchange. The subrecipient will be in compliance with this condition: by including this requirement in subaward agreements; and during subrecipient monitoring deemed necessary by the subrecipient under 2 CFR 200.331(d), by inquiring whether the subrecipient has contacted the EPA Project Officer. Nothing in this condition requires the subrecipient to contact the EPA Project Officer on behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

DOH Program Contact

Contract Manager and Fiscal Lead: Nichole Simmons, Office of Environmental Health and Safety, PO Box 47824, Olympia, WA 98504-7824; 360.236.3208; nichole.simmons@doh.wa.gov

Grant Coordinator: Megan Schell, Office of Environmental Health and Safety, PO Box 47824, Olympia WA 98504-7824; 360.236.3307; megan.schell@doh.wa.gov

Exhibit A
Statement of Work
Contract Term: 2018-2021

DOH Program Name or Title: NEP SSI FY18 NTA 2018-0152 Enhanced OSS in MRA Phase 2 - Effective May 1, 2019

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH18239

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

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

Period of Performance: May 1, 2019 through December 31, 2021

Statement of Work Purpose: The purpose of this statement of work is to characterize tasks, activities, and deliverables to be completed as part of Clallam County Environmental Health's Onsite Sewage System (OSS) Program in the Clallam County Marine Recovery Area (MRA) during the period of performance under this statement of work.

Clallam County's Enhanced OSS Program in the Marine Recovery Area aims to upgrade 650 acres shellfish growing area by inventorying all OSS, fixing known OSS failures, and preventing OSS failures through homeowner care and regular maintenance.

Primary program components include: 1) provide database maintenance and improvements to track and store both OSS design and inspection records, 2) create automated processes to streamline program management functions where possible, 3) improve database reporting capabilities, 4) educate OSS owners regarding inspection requirements and benefits in the Clallam Marine Recovery Area, 5) provide enforcement support to back up both inspection compliance efforts as well as non-conforming system/failure repair correction, 6) explore sustainable funding options, and 7) incentivize compliance with inspection requirements through rebates or grants.

Revision Purpose: The purpose of this revision is to adjust task budgets based on current spending and projections, and to extend the period of performance and funding period from December 31, 2020 to December 31, 2021.

Chart of Accounts Program Name or Title	CFDA #	BARS Revenue Code	Master Index Code	Funding Period (LHJ Use Only)		Current Consideration	Change None	Total Consideration
				Start Date	End Date			
PS SSI 1-5 OSS TASK 4	66.123	333.66.12	261K1209	05/01/19	12/31/21	240,000	0	240,000
TOTALS						240,000	0	240,000

GOALS & MEASURABLE OBJECTIVES

This simply summarizes key metrics and measures called out in the tasks below. This table is a component of the FEATS report.

Description (e.g., "shellfish beds reopened")	Units (e.g. "acres")	Targets ("number")
Number of Shellfish Growing Area Upgraded	Acres	650
Hire full time Environmental Health Specialist	Staff	1
Database Maintenance and Updates	Database	1
OSS Web Map	Map	1
Number of Septic Inspection Reports Entered in Database	Reports/Year	2,000
Septic Inspection Enforcement Workflow	Workflow	1
Direct Mailings to MRA for OSS requiring inspections	Letters/Year	5,000-8,000
Outreach Events	Events/Year	2
In-Person Do-it-Yourself Septic Inspection Training Classes	Classes/Year	3
Number of Inspection Enforcement Cases	Cases/Year	50
Number of Unknown OSS Documented	OSS/Year	10
Number of Unknown OSS Ruled Out	OSS/Year	10
Number of OSS failures found	OSS failures	TBD
Number of OSS failures repaired	OSS repairs	100%
Number of Incentives or Rebates Processed	Incentives or Rebates	40

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount				
Task 1. Project Development This task must be completed before initiating any other work under this subaward. Work completed prior to the completion of Task 1 will be ineligible for reimbursement under this subaward.									
1.1	Project Spatial Data Coordinates Provide relevant spatial data for their project in the following format: (latitude, longitude). Please use a representative sample site in the project area as applicable or the coordinates of a subrecipient's office may also be used when a specific project site is not available.		Project Spatial Data Coordinates PROJECT LOCATION: <table><tr><td>Latitude</td><td>48.117271</td><td>Longitude</td><td>-123.434215</td></tr></table>	Latitude	48.117271	Longitude	-123.434215	July 15, 2019	Reimbursement up to \$420 based on actual costs.
Latitude	48.117271	Longitude	-123.434215						
1.2	Quality Assurance Project Plan (QAPP) Development Subrecipient will submit a Quality Assurance Project Plan Waiver form		QAPP or QAPP waiver	Draft due within 30 days of agreement start date					

AMENDMENT #19

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	after reviewing the Washington State Department of Ecology's National Estuary Program (NEP) Quality Assurance web page: https://ecology.wa.gov/About-us/How-we-operate/Scientific-services/Quality-assurance/Quality-assurance-for-NEP-grantees . If a QAPP is required, subrecipients will work with Ecology's NEP Quality Coordinator (NEP QC) to develop and approve the QAPP.		Work related to collecting or using environmental data may not begin until the QAPP waiver and QAPP are completed and approved.		
1.3	Evaluation Plan (DOH template): Complete short one-page planning document describing LHJ's plans for evaluation including data collection methods. Following project, use to discuss what the outcome results tell about the impact and success of LHJ's program activities.		Evaluation Plan	Draft due within sixty (60) days of agreement start date. Final Evaluation Report due at contract completion	
Task 2. Project Management and Reporting This task describes the data collection and reporting requirements associated with this subaward. Maintenance of project records, submittal of payment vouchers, fiscal forms, and progress reports; compliance with applicable procurement, contracting and inter-local agreement requirements; application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project and submittal of required performance items. Carry out project in accordance with any completion dates outlined in the agreement.					
2.1	Project Fact Sheet Create a project fact sheet (using provided template) and submit it in MS Word with the first quarterly progress report.		Project Fact Sheet	July 15, 2019	Reimbursement up to ~~\$11,700~~ \$13,450 based on actual costs.
2.2	Bi-monthly Invoicing and Progress Reports (DOH Template) NEP requires quarterly reporting, and DOH Consolidated Contracts (ConCon) require billing within 60 days of completing work. Local or County Health subrecipients will submit invoices through the ConCon process, and will send progress reports and deliverables to the NEP Contract Manager. Invoices must be submitted at least bi-monthly (per ConCon		Invoice and Progress Reports FEATS will serve as project summary for performance periods that fall on or near FEATS due dates. See FEATS schedule in Task 2.3. First Quarter Period: January 1 – March 31 *FEATS will serve as project summary Second Quarter Period: April 1 – June 30	Due annually: January 15 April 1 (FEATS) July 15 October 1 (FEATS) (Additionally as required by ConCon process)	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	requirements) but no more frequently than monthly. Invoices will be reviewed for consistency with progress. The NEP reporting periods are at quarterly and synced to inform the grant program's Environmental Protection Agency (EPA) reporting schedule; therefore, it is critical that the subrecipient submit according to the outlined schedule. Progress reports shall include, at a minimum: • A description of the work completed in the last quarter, including total spending by the subrecipient and any partners and any completed deliverables. • The status and completion date for the project activities and near-term deliverables. • Description of any problem or circumstances affecting the completion date, scope of work, or costs. • Evidence that LHJ has satisfactorily completed all the reporting requirements.		Third Quarter Period: July 1 – September 30 *FEATS will serve as project summary. Fourth Quarter Period: October 1 – December 31		
2.3	Financial and Ecosystem Accounting Tracking System (FEATS) (Template will be provided) Complete bi-annual FEATS progress reports, as well as a final FEATS report. The final FEATS report, reflecting the final project billing, will be provided during project closeout, after the end of the grant, and will describe the entire project, highlighting project outcomes and discussing lessons learned.		Semi-annual FEATS reports	Annually: April 1 October 1 And summary report upon project completion.	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2.4	Puget Sound Partnership Required Near-Term Action (NTA) Reporting NTA owners are required to report on the following: • Implementation status of their actions on a semiannual basis • Financial status of their actions on an annual basis		a. Implementation Status b. Financial Status	a. Annually, spring and fall and upon contract/NTA completion b. Annually, summer and upon contract/NTA completion	
2.5	STORage and RETrieval and Water Quality eXchange (STORET) Data Reporting STORET refers to an electronic data system for water quality monitoring data developed by EPA. If subrecipients collect any physical, chemical or environmental data (e.g. dissolved oxygen, water temperature, salinity, turbidity, pH, phosphorous, total nitrogen, E. coli or Enterococci, and other biological and habitat data) STORET reporting will be required. LHJ can report to Ecology's EIM (Environmental Information Management System) but are still responsible ultimately to ensure the data is uploaded to STORET. Data for an entire calendar year (January 1-December 31) should be submitted annually. To assist in tracking in STORET, name your project as follows: NEP_2018 (insert organization name); the unique project ID needs to be 35 characters or less. Include the STORET ID in the quarterly progress reports. Here is an entry verification sample for reference.		STORET (if required)	Per FEATS schedule Task 2.3	
2.6	Women/Minority-Owned Business (MBE/WBE) Reports MBE/WBE reporting is required annually. This federal reporting is		MBE/WBE Reporting	October 15, annually and upon contract completion	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	required for assistance agreements where there are funds budgeted for procuring construction, equipment, services and supplies, including funds budgeted for direct procurement by the recipient or procurement under subawards or loans in the "Other" category that exceed the threshold amount of \$150,000, including amendments and/or modifications. Please send to Kristy Warner kristy.warner@doh.wa.gov and the DOH Contract Manager listed below.				
2.7	Broader Communications (Present at Regional Conference and Submit Project Photos) Participate in and present project outcomes at a regional event relevant to the project topic (conference, forum, stakeholder workshop, etc.). Work with DOH to determine targeted audience and ensure purpose of communication is clear. Submit draft materials to DOH for review prior to event. In addition, submit high-quality project photos or video clips of the project (process, progress, etc.). Ensure anyone in the photo or video has signed a release in case photos or videos are used for future publications. <u>NOTE: INTERNATIONAL TRAVEL REQUIRES PRE-APPROVAL</u>		a. Submit draft presentation materials to DOH b. Present at a regional conference	a. Minimum one week review b. ~~May 31, 2021~~ December 31, 2021	
2.8	Final Project Report A final report will be written by the project owners that describes the methods, results, lessons learned and recommendations for future work. The final report will evaluate the success of achieving the performance measures identified in the detailed project plan. Included with the final project report		a. Draft Final Report b. Final Report and Updated Fact Sheet	a. ~~April 30, 2021~~ November 30, 2021 b. Upon contract completion	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	will be an updated Project Factsheet (see 2.1).				
Task 3 Enhance and Expand Onsite Sewage System Program in Clallam County's Marine Recovery Area (MRA) This task aims to improve rates of septic inspection compliance, document "unknown" septic systems, and fix failing septic systems in Clallam County's MRA by using a spectrum of behavior-changing practices ranging from education and outreach to enforcement. Fewer failing septic systems in the MRA should lead to improvements in water quality and upgrades in adjacent shellfish growing acreage.					
3.1	Hire/Train Staff Hire at least one Environmental Health Specialist to increase CCEH capacity to perform activities necessary for the completion of this project—especially Tasks 3.3-3.6. Attend trainings, conferences, or OSS workgroups to stay current on developments in OSS management in Washington State (international travel not anticipated).		a) Hire one (1) Environmental Health Specialist. b) Attend Environmental Health staff trainings. Two (2) staff members attend two (2) trainings or conferences each year, such as WOSA or Onsite Workgroup).	a) December 31, 2019 b) First training/event 2019; all trainings held by March 2021	Reimbursement up to ~~\$188,580~~ \$185,570 based on actual costs.
3.2	Database Maintenance Maintain database of septic records including permits, sanitary surveys, and inspection reports. Ensure accuracy of records regardless of source (electronic, paper, homeowner DIY inspection). Request assistance from IT to fix any database inadequacies and recommend improvements to streamline workflow. Link online OSS status maps to database. Online maps update regularly with timely information so that property owners/public can easily access OSS records and system status reports. Enter at least 2,000 system status reports into database. Reports arrive from various sources including homeowner DIY portal, paper copies, and electronic transmissions from service providers. These reports are		a) Perform maintenance as needed monthly/quarterly to keep septic records database functioning. b) Link OSS web maps to database. c) Enter at least 2,000 septic inspection reports into database annually. d) Submit final septic inspection enforcement workflow documentation to DOH. Build workflow into database (if possible). e) Build other improvements or workflows into database. Include status of IT availability, etc. in progress and FEATS reports.	a-c) Report with FEATS d) December 31, 2020 e) ~~March 31, 2021~~ December 31, 2021	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	made available through County website and online maps. Develop septic inspection enforcement workflow modeled after failure follow-up workflow. Build workflow into database (depends upon IT availability). If IT assistance is not available program staff will create model workflow using spreadsheets. Spreadsheets will be prepared for inclusion into database at a later time. Build other improvements or workflows into database as identified. For example, create queries/reports to assist in FEATS reporting or to generate statistics as requested by County leadership, State partners, or other agencies. (Also, likely depends upon IT availability). Without IT assistance EH staff will attempt to make improvements alone, or will develop ways to extract needed information from records.				
3.3	Education Outreach Make sure onsite sewage system requirements in Clallam County's MRA are well-known by homeowners. Distribute message of inspection requirements and available resources through a combination of media. Train homeowners to perform do-it-yourself inspections. Coordinate with stakeholders and stay current on latest OSS developments in Washington State. Make website improvements such as editing language or reorganizing resources to make		a) Complete Website improvements b) Monthly Facebook posts c) Monthly radio advertisements (20 spots/month). d) Annual newspaper advertisements (3 special section inserts/year; total up to 6). e) Send direct mailings of 5,000-8,000 letters or postcards (1/year; 3 total).	a-b) Report # and type in Progress and FEATS reports (Tasks 2.2 and 2.3) c-d) Begin May 2019 e) First mailing by June 2020, Second mailing by March 2021, <i>Third mailing September 2021</i>	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	navigation more user-friendly for the public. - Promote message of septic inspection requirements and resources available to assist with compliance through media such as newspaper ads, radio ads, social media postings, and direct mailings. - Engage public at outreach events such as "River Fest," Home Show, Fair, or Building Expo. - Train homeowners to perform do-it-yourself septic inspections. This will be accomplished both through continuously-offered online training and in-person classes. - Update incentive/grant protocol and communicate to homeowners through available means. - Inform homeowners of Septic Smart Week each September - Other program coordination efforts as needed (may include department strategic planning, educating elected or appointed officials, engaging industry professionals other stakeholders, or updating incentive/grant processing protocol to further Clallam County's goal of better OSS management in the MRA).		f) Host OSS outreach events (2 events/year; 4 total). g) Do-it-yourself septic (DIY) trainings: - online platform (offered continuously) or - in-person classes (≥ 3 classes/year; 6 total) h) Submit process policy for each incentive offered tasks 4.1 -4.3 i) Advertise incentives/grants using outreach methods described in Task 3.3 j) Hang banners promoting Septic Smart Week each September. k) Report on other related program coordination efforts (as needed).	f) First event in 2019, complete by ~~March~~ December 2021 g) First class held in 2019 All classes held by ~~March~~ December 2021 h) Protocol due December 31, 2019 i) Communicate by March 1, 2020 j) September 2019, 2020, 2021 k) ~~March 31, 2021~~ December 31, 2021	
3.4	Septic Inspection Compliance Normalize the expectation of regular septic inspections in Clallam County's MRA. Increase the percentage of		Report #, type and status of inspections, including enforcement cases and % complete. Target septic inspections in MRA (≥ 50 cases/year).	Report in FEATS and quarterly reports	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	systems with current inspection verifying adequate treatment of wastewater. Use enforcement protocol/compliance timelines to compel septic inspections as required by State law and County code. Septic inspections in MRA are required by enforcement protocol/compliance timelines developed in conjunction with Prosecuting Attorney Office. Prioritization is based on multiple factors, including: history of pollution problems, “unknown” or undocumented system status, proximity to sensitive areas, complaints, referrals from Code Enforcement, referrals from other programs such as pollution identification and correction (PIC) or history of non-compliance in areas served by sewer				
3.5	Locate Undocumented OSS Pursue records of remaining “unknown” OSS in Clallam County’s MRA (systems missing permits, installed without permits, before permits were required, or other). Improve documentation of these systems through activities such as staff site visits, receipt of historical documents, “locate record drawings,” or other means. Or, rule out properties categorized as “unknown” with no OSS and/or no need for OSS. Document 10% or 22 of the 220 remaining “unknown” septic systems in MRA. It is assumed that each one of these systems will require significant staff time to compel a professional		a) Document approximately 22 of the 220 remaining “unknown” septic systems in MRA. b) Report number of OSS documented or ruled out each year. (>10/year; 20 total)	a) ~~May 2021~~ December 2021 b) Report in FEATS and quarterly reports	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	inspection and record drawing as the owners of these remaining “unknowns” have not responded to previous education/outreach efforts, incentives, or direct correspondence. Alternately, existence or need for OSS ruled out (for example no wastewater generated/living space not present on site). This may be accomplished by a site visit, receipt of documentation such as decommission invoice, or other sufficient means). Push to document or rule out OSS comes from combination of education/outreach, incentives, and enforcement (Tasks 3.3, 3.4, and 4).				
3.6	Failure-Tracking/Follow-Up Pursue repair of failing septic systems in MRA to ensure timely fixes and avert public health threats and pollution of ground or surface waters. Clallam County Environmental Health will follow up on all complaints of failing septic systems in the MRA from all sources including verbal and written reports from the public, referrals from other County departments such as Code Enforcement, and inspection reports. Report number of complaints of failing septic systems in MRA, identified through investigations (received from various sources such as public, Code Enforcement, other department/agency). Report number of failing/deficient systems in MRA, identified through		Summary report of all OSS failure tracking follow-up, including: • Number of OSS failing in MRA • Number of failures corrected in MRA • Number of OSS failures referred • Number and status of enforcement actions in MRA	Report in FEATS and quarterly reports	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	inspection reports (or other means of confirmation), tracked and repairs required (quantity depends upon rates of identification). Report number of homeowners of failing septic systems referred to appropriate outside resources such as low interest "Clean Water Loans" or cost-share programs (quantity depends upon rates of identification). All tools ranging from enforcement timelines and Voluntary Compliance Agreements to Prosecuting Attorney Office referral and civil complaint filings will be used to compel homeowners to repair failing septic systems (quantity depends upon rates of identification).				
3.7	Sustainable Funding Seek sustainable funding from Clallam County Board of Health. If sustainable funding is achieved, take steps to prepare for transition to funding source. Communicate the need/requests to the Board of Health (BOH) regularly to find sustainable funding (repeat as necessary; first BOH meeting already scheduled for May 21, 2019). Engage other stakeholders regarding possible transition to sustainable funding (including public at large informed through outreach effort under Task 3.3). Logistics of sustainable funding transition coordinated with relevant departments, responsible officials		a) Communicate the need/requests to the Board of Health regularly to find sustainable funding (repeat as necessary). b) Engage other stakeholders regarding possible transition to sustainable funding (including public at large informed through outreach effort under Task 3.3). c) Coordinate with relevant departments, responsible officials (such as Prosecuting Attorney Office and Treasurer to set up means of collection of stable funding). d) Inform residents of transition to sustainable funding (if approved).	a) May 2019 b) Begin 2019 c) Contingent upon sustainable funding d) ~~May 31, 2021~~ December 31, 2021	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	(such as Prosecuting Attorney Office and Treasurer). This may include review of code updates, sharing of data such as parcel records between departments, and combining of information systems/software.				
Task 4 Inspection/Locate/Decommission Incentives or Grants Offer septic inspection rebates or grants using updated incentive/grant protocol (see Task 3.3 – 3.4) to incentivize homeowner compliance with state law and County code regarding septic system operation and maintenance. Offer rebates for location and documentation of “unknown” septic systems. Offer rebates for decommission of “nuisance” septic systems. Allocate incentives following Clallam County Environmental Health (CCEH) prioritization protocol. CCEH will provide a copy of the Incentive/Grant process/policy. Professional septic inspections are understood to cost approximately \$150, a full inspection including “locate” and record drawing may cost \$350, and decommission of a “nuisance” septic system (pump, crush, fill) can cost \$600-\$1,000.					
4.1	Inspection Incentives/Grants Offer approximately thirty (30) incentives or grants of \$150 (total cost) for complete, professional evaluation of septic systems due for inspection within Clallam County’s MRA.		Thirty (30) inspection incentives or grants processed (Actual number may vary and will be balanced between need/demand for inspections, locates, and decommissions).	~~May 31, 2021~~ December 31, 2021	Reimbursement up to \$10,000 based on actual costs.
4.2	Locate/As-Built Incentives/Grants Offer approximately eight (8), \$150-350 (total costs) incentives or grants for complete evaluation of undocumented septic systems (such as those installed without permits or those installed before permits were required) in the MRA, where a valid “locate record drawing” of the system is generated.		Eight (8) locate incentives or grants processed. (Actual number may vary and will be balanced between need/demand for inspections, locates, and decommissions).	~~May 31, 2021~~ December 31, 2021	
4.3	Decommission Incentives/Grants Offer approximately two (2), \$600 - \$1,000 (total costs) abatement incentives or grants for decommission of “nuisance” septic systems (for example, bootlegged systems or cesspools) in the MRA. Abatement means to fully decommission (i.e. pump, crush, and fill) a nuisance septic tank so that it can no longer receive waste or pose an environmental or public health threat).		Two (2) decommission incentives or grants processed. (Actual number may vary and will be balanced between need/demand for inspections, locates, and decommissions).	~~May 31, 2021~~ December 31, 2021	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
Task 5 Indirect Costs Indirect costs calculated at 25.77% of salaries.					
5.1	Indirect costs Calculated at 25.77% of salaries.		Invoiced on a continuing basis.	Ongoing	Reimbursement up to ~~\$29,300~~ \$30,560 based on actual costs.

BUDGET	
Category	Amount
Personnel/Salaries	~~\$113,700~~ \$105,430
Fringe Benefits	~~\$45,180~~ \$42,172
Travel	~~\$5,000~~ \$2,100
Equipment (federal definition – anything over \$5,000)	\$0
Supplies	~~\$545~~ \$1,058
Contracts Radio Advertising - \$12,750 – education/outreach Newspaper Ads - \$7,500 – education/outreach Mailing Service - \$9,000 – education/outreach Printing - \$750 – education/outreach	~~\$22,700~~ \$30,000
Other Room Rental - \$450 – DIY classes Event Booths - \$1,200 – education/outreach (e.g. Home Show, Building Expo, River Fest) Postage - \$15,000 – education/outreach Banner Space - \$1,200 – education/outreach Incentives - \$10,000 – inspection compliance incentive Registration - \$830	~~\$23,275~~ \$28,680
Total Direct Charges	~~\$210,700~~ \$209,440
Indirect Charges (federally approved rate) 25.77% (60% of contract time) and 33.81% (40% of contract time)	~~\$29,300~~ \$30,560
TOTAL – Not to Exceed	\$240,000

***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 Manual, Handbook, Policy References

Clallam County On-Site Septic System Management Plan, last updated June 12, 2007.

Special References (RCWs, WACs, etc)

WAC 246-272A, RCW 70.118A, Puget Sound Action Agenda, Interim PIC Program Protocols

Federal funds from the Environmental Protection Agency (EPA) National Estuary Program (NEP) Geographic Funds Account must be used to implement elements and activities of the local on-site sewage management plans that do not conflict with and are consistent with the goals, strategies, objectives, and actions of the Puget Sound Action Agenda.

Monitoring Visits (frequency, type)

The DOH program contact may conduct at least one monitoring visit during the life of this project. The type, duration, and timing of visit will be determined and scheduled in cooperation with the subrecipient. The DOH Fiscal Monitoring Unit may conduct at least one fiscal monitoring visit during the life of this project.

Program Specific Requirements/Narrative

The following provisions are the pass-thru requirements of all U.S. EPA - DOH subawards funded under cooperative agreement PC01J18001-4.

EPA FEDERAL TERMS AND CONDITIONS**Administrative Conditions****1. General Terms and Conditions – Updated October 2, 2017**

The subrecipient agrees to comply with the current EPA general terms and conditions available at:

<https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-october-2-2017-or-later>. These terms and conditions are in addition to the assurances and certifications made as part of the award and terms, conditions or restrictions cited throughout the award.

The EPA repository for the general terms and conditions by year can be found at <http://www.epa.gov/grants/grant-terms-and-conditions>.

2. General Terms and Conditions - Consultant Cap - Additional Information

In addition to the General Terms and Conditions #6 "Consultant Cap", as of January 1, 2018, the limit is \$629.42 per day \$78.68 per hour.

NOTE: For future years' limits, the subrecipient may find the annual salary for Level IV of the Executive Schedule on the following Internet site:

<https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2018/executive-senior-level><http://www.opm.gov/oca>. Select "Salary and Wages", and select "Rates of Pay for the Executive Schedule". The annual salary is divided by 2087 hours to determine the maximum hourly rate, which is then multiplied by 8 to determine the maximum daily rate.

3. General Terms and Conditions – Cybersecurity

The subrecipient agrees to comply with the current EPA general terms and conditions "Cybersecurity".

The terms and conditions can be found on the EPA Grants Terms and Conditions Website.

For STATES: http://www2.epa.gov/sites/production/files/2015-07/documents/state_grant_cyber_security_condition.pdf.

For TRIBES: https://www.epa.gov/sites/production/files/2015-07/documents/tribal_grant_cyber_security_condition.pdf

For Other Recipients: https://www.epa.gov/sites/production/files/2015-07/documents/cyber_security_grant_condition_for_other_recipients.pdf

4. General Terms and Conditions - Indirect Costs for States and Tribal

The cost principles of 2 CFR 200 Subpart E are applicable, as appropriate, to this subaward.

In addition to the General Terms and Conditions "Indirect Cost Rate Agreements", if the subrecipient does not have a previously established indirect cost rate, it agrees to prepare and submit its indirect cost rate proposal in accordance with 2 CFR 200 Appendix VII.

For State Agencies

The subrecipient must send its proposal to its cognizant federal agency within six (6) months after the close of the governmental unit's fiscal year. If EPA is the cognizant federal agency, the state subrecipient must send its indirect cost rate proposal within six (6) months after the close of the governmental unit's fiscal year to:

Regular Mail

Financial Analysis and Rate Negotiation Service Center Office of Acquisition Management
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW, MC 3802R
Washington, DC 20460

Mail Courier (e.g. FedEx, UPS, etc.)

Financial Analysis and Rate Negotiation Service Center Office of Acquisition Management
US Environmental Protection Agency
1300 Pennsylvania Avenue, NW, 6th floor
Bid and Proposal Room Number 61107
Washington, DC 20004

For Indian Tribe

If the subrecipient does not have a previously established indirect cost rate, the subrecipient must submit their indirect cost rate proposals to:

National Business Center
Indirect Cost Services
U.S. Department of the Interior
2180 Harvard Street, Suite 430
Sacramento, CA 95815-3317

The subrecipient agrees to comply with the audit requirements in accordance with 2 CFR 200 Subpart F.

5. Utilization of Small, Minority and Women's Business Enterprises (MBE/WBE)

Subrecipients are held to the same requirements as the recipient = (Department of Health) of the EPA Grant and must accept the MBE/WBE fair share objectives/goals negotiated with EPA by the Washington Office of Minority and Women's Business Enterprises as follows:

MBE: PURCHASED GOODS 8%, PURCHASED SERVICES 10%, PROFESSIONAL SERVICES 10%

WBE: PURCHASED GOODS 4%, PURCHASED SERVICES 4%, PROFESSIONAL SERVICES 4%

By accepting this financial assistance the subrecipient is accepting the fair share objectives/goals stated above and attests to the fact that it is purchasing the same or similar construction, supplies, services and equipment, in the same or similar relevant geographic buying market as, Washington Office of Minority and Women's Business Enterprises.

Subrecipients are required to submit MBE/WBE utilization reports to annually. Reports will be in the following format and will include all qualifying purchases. Reporting periods are from October 1 to September 30. Reports are due to DOH October 15, annually.

1. Procurement Made By (check box)			2. Business Enterprise (check box)		3. \$Value of Procurement	4. Date of Purchase (MM/DD/YY)	5. Type of Product or Services* (Enter Code)	6. Name/Address/Phone Number of MBE/WBE Contractor or Vendor
Recipient	Subrecipient	Prime	Minority	Women				

*Type of product or service codes: 1=Construction, 2=Supplies; 3=Services; 4=Equipment

General Compliance, 40 CFR, Part 33

The subrecipient agrees to comply with the requirements of EPA's Disadvantaged Business Enterprise (DBE) Program for procurement activities under assistance agreements, contained in 40 CFR, Part 33.

MBE/WBE Reporting, 40 CFR, Part 33, Subpart E

MBE/WBE reporting is required in annual reports. Reporting is required for assistance agreements where there are funds budgeted for procuring construction, equipment, services and supplies, including funds budgeted for direct procurement by the subrecipient or procurement under subawards or loans in the "Other" category, including amendments and/or modifications.

This provision represents an approved deviation from the MBE/WBE reporting requirements as described in 40 CFR, Part 33, Section 33.502; however, the other requirements outlined in 40 CFR Part 33 remain in effect, including the Good Faith Effort requirements as described in 40 CFR Part 33 Subpart C, and Fair Share Objectives negotiation as described in 40 CFR Part 33 Subpart D and explained below.

Six Good Faith Efforts, 40 CFR, Part 33, Subpart C

Pursuant to 40 CFR, Section 33.301, the subrecipient agrees to make the following good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, and to require that subrecipients, loan recipients, and prime contractors also comply. Records documenting compliance with the six good faith efforts shall be retained:

- Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government subrecipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
- Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
- Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and local Government subrecipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.
- Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
- Use the services and assistance of the SBA and the Minority Business Development Agency of the Department of Commerce.
- If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (a) through (e) of this section.

Native American Provisions, 40 CFR, Section 33.304

The subrecipient agrees to comply with the contract administration provisions of 40 CFR, Section 33.304. Any subrecipient, whether or not Native American, of an EPA financial assistance agreement for the benefit of Native Americans, is required to solicit and recruit Indian organizations and Indian-owned economic enterprises and give them preference in the award process prior to undertaking the six good faith efforts. If the efforts to solicit and recruit Indian organizations and Indian-owned economic enterprises is not successful, then the subrecipient must follow the six good faith efforts.

Contract Administration Provisions, 40 CFR, Section 33.302

The subrecipient agrees to comply with the contract administration provisions of 40 CFR, Section 33.302.

Bidders List, 40 CFR, Section 33.501(b) and (c)

Subrecipients of a Continuing Environmental Program Grant or other annual reporting grant, agree to create and maintain a bidders list. Subrecipients of an EPA financial assistance agreement to capitalize a revolving loan fund also agree to require entities receiving identified loans to create and maintain a bidders list if the subrecipient of the loan is subject to, or chooses to follow, competitive bidding requirements. Please see 40 CFR, Section 33.501 (b) and (c) for specific requirements and exemptions.

Programmatic Conditions

Puget Sound Action Agenda: Technical Investigations and Implementation Assistance Program Programmatic Terms and Conditions:

1. Semi-Annual Performance Reports

The subrecipient will submit performance reports through EPA's Puget Sound Financial and Ecosystem Accounting Tracking System (FEATS) every six (6) months during the life of the project. Reports are due 30 calendar days after the end of each reporting period. The reporting periods shall end March 31st and September 30th of each calendar year. Reports will be submitted to the DOH Contract Manager on the FEATS form provided by the Contract Manager and shall be submitted electronically.

In accordance with 2 CFR 200.328, as appropriate, the subrecipient agrees to submit performance (FEATS) reports that include brief information on each of the following areas:

- (d) A comparison of actual accomplishments to the outputs/outcomes established in the assistance agreement work plan for the period;
- (e) The reasons why established goals were not met, if appropriate;
- (f) Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

In addition to the semi-annual performance reports, the subrecipient shall immediately notify the DOH Contract Manager of developments that have a significant impact on the award-supported activities. As appropriate, the subrecipient agrees to inform the DOH Contract Manager as soon as problems, delays or adverse conditions become known which will materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

2. Final Performance Report

The subrecipient shall submit a final performance report through FEATS, which is due 90 calendar days after the expiration or termination of the award. The report shall be submitted to the DOH Contract Manager and must be provided electronically. The report shall generally contain the same information as in the periodic reports, but should cover the entire project period. After completion of the project, the DOH Contract Manager may waive the requirement for a final performance report if the DOH Contract Manager deems such a report is inappropriate or unnecessary.

3. Program Income - Addition

If program income is generated, the subrecipient is required to account for program income related to this project. Program income earned during the project period shall be retained by the subrecipient and shall be added to funds committed to the project by DOH and the subrecipient, and shall be used to further eligible project objectives.

4. Recognition of EPA Funding

Reports, documents, signage, videos, or other media, developed as part of projects funded by this assistance agreement shall contain the following statement:

"This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement PC-01J18001 to the Washington State Department of Health. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does mention of trade names or commercial products constitute endorsement or recommendation for use."

5. Peer Review

The results of this project may affect management decisions relating to Puget Sound. Prior to finalizing any significant technical products the Principal Investigator (PI) of this project must solicit advice, review and feedback from a technical review or advisory group consisting of relevant subject matter specialists. A record of comments and a brief description of how respective comments are addressed by the PI will be provided to the Project Monitor prior to releasing any final reports or products resulting from the funded study.

6. Competency of Organizations Generating and/or Using Environmental Measurement Data

In accordance with Agency Policy Directive Number FEM-2012-02, Policy to Assure the Competency of Organizations Generating Environmental Measurement Data under Agency-Funded Assistance Agreements, subrecipient shall maintain competency for the duration of the project period of this agreement and this will be documented during the annual reporting process. A copy of the Policy is available online at http://www.epa.gov/fem/lab_comp.htm.

Subrecipient agrees, by entering into this agreement, that it has demonstrated competency prior to award, or alternatively, where a pre-award demonstration of competency is not practicable. Subrecipient agrees to submit documentation and demonstrate competency prior to carrying out any activities under the award involving the generation or use of environmental data.

7. STORET Requirement

Subrecipients are required to institute standardized reporting requirements into their work plans and include such costs in their budgets. All water quality data generated in accordance with an EPA approved Quality Assurance Project Plan as a result of this assistance agreement, either directly or by subaward, will be required to be transmitted into the Agency's Storage and Retrieval (STORET) data warehouse using either WQX or WQX web. Water quality data appropriate for STORET include physical, chemical, and biological sample results for water, sediment and fish tissue. The data include toxicity data, microbiological data, and the metrics and indices generated from biological and habitat data. The Water Quality Exchange (WQX) is the water data schema associated with the EPA, State and Tribal Exchange Network. Using the WQX schema partners map their database structure to the WQX/STORET structure. WQX web is a web based tool to convert data into the STORET format for smaller data generators that are not direct partners on the Exchange Network. More information about WQX, WQX web, and the STORET warehouse, including tutorials, can be found at <http://www.epa.gov/storet/wqx/>

If activities submitted as match for this federal assistance agreement involve the generation of water quality data, the resulting information must be publicly accessible (in STORET or some other database). Subrecipients are encouraged to develop a cross walk between any non-STORET database utilized for the storage of water quality data associated with match activities and EPA's Water Quality Exchange (WQX).

8. Riparian Buffers

Riparian buffer restoration projects in agricultural areas shall be consistent with the interim riparian buffer recommendations provided to EPA and the Natural Resource Conservation Service by National Marine Fisheries Service letters of January 30, 2013 (stamp received date - February 4, 2013) and April 9, 2013 (stamp received date - April 16, 2013), or the October 28, 2013 guidance. Grantees shall confirm in writing projects' consistency with the recommendations referenced above. When developing project proposals, grantees also should consider the extent to which proposals include appropriate riparian buffers or otherwise address pollution sources on other water courses on the properties in the project area to support water quality and salmon recovery. Deviations can only be obtained through an exception approved by EPA. In order for EPA to evaluate a request for an exception, the grantee must submit the scientific rationale demonstrating adequacy of buffers for supporting water quality and salmon recovery. The request must summarize tribal input on the scientific rationale or other relevant issues. The scientific rationale could be developed from sources such as site-specific assessment data, salmon recovery plans, Total Maximum Daily Loads (TMDLs) and the state nonpoint plan. EPA will confer with the National Oceanic and Atmospheric Administration (NOAA) and the Washington Department of Ecology and provide the opportunity for affected tribes to consult with EPA before making a final decision on a deviation request.

9. International Travel (Including Canada)

All International Travel must be approved by the Office of International and Tribal Affairs (OITA) **BEFORE** travel occurs. Even a brief trip to a foreign country, for example to attend a conference, requires OITA approval. Please contact your DOH Contract Manager as soon as possible if travel is planned out of the country, including Canada and/or Mexico, so that they can obtain appropriate approvals from EPA Headquarters. If you have questions, please contact your DOH Contract Manager.

10. Geospatial Data Standards

All geospatial data created must be consistent with Federal Geographic Data Committee (FGDC) endorsed standards. Information on these standards may be found at www.fgdc.gov

11. Lobbying and Litigation

All Subrecipients:

- i. The chief executive officer of this subrecipient agency shall ensure that no grant funds awarded under this assistance agreement are used to engage in lobbying of the Federal Government or in litigation against the U.S. unless authorized under existing law. The subrecipient shall abide by the Cost Principles available at 2 CFR 200 which generally prohibits the use of federal grant funds for litigation against the U.S. or for lobbying or other political activities.
- ii. The subrecipient agrees to comply with Title 40 CFR Part 34, New Restrictions on Lobbying. The subrecipient shall include the language of this provision in award documents for all subawards exceeding \$100,000, and require that subrecipients submit certification and disclosure forms accordingly.
- iii. In accordance with the Byrd Anti-Lobbying Amendment, any subrecipient who makes a prohibited expenditure under Title 40 CFR Part 34 or fails to file the required certification or lobbying forms shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure.
- iv. Contracts awarded by a subrecipient shall contain, when applicable, the anti-lobbying provision as stipulated in the Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
- v. Pursuant to Section 18 of the Lobbying Disclosure Act, the subrecipient affirms that it is not a nonprofit organization described in Section 501(c)(4) of the Internal Revenue Code of 1986; or that it is a nonprofit organization described in Section 501(c)(4) of the Code but does not and will not engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act. Nonprofit organizations exempt from taxation under section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities are ineligible for EPA subawards.

12. Quality Assurance Requirements (2 CFR 1500.11)

Acceptable Quality Assurance documentation must be submitted to the DOH Contract Manager within 30 days of the acceptance of this agreement or another date as negotiated with the DOH Contract Manager. No work involving direct measurements or data generation, environmental modeling, compilation of data from literature or electronic media, and data supporting the design, construction, and operation of environmental technology shall be initiated under this project until the DOH Contract Manager, in concert with the Ecology Quality Assurance Manager, has approved the quality assurance document. Additional information on these requirements can be found at the EPA Office of Grants and Debarment website: <http://www.epa.gov/ogd/grants/assurance.htm>.

Instructions to Submit Quality Assurance Documents for Review:

Subrecipients shall refer to Washington State Department of Ecology's NEP Quality Assurance website at: <https://ecology.wa.gov/About-us/How-we-operate/Scientific-services/Quality-assurance/Quality-assurance-for-NEP-grantees> for guidance and templates. First, submit a waiver form to the NEP Quality Coordinator at Ecology (cc: to DOH Contract Manager) as soon as a final agreement or contract statement of work is in place, whether or not you expect a quality assurance project plan (QAPP) will be required. If a QAPP is required, the subrecipients will work with Ecology's NEP Quality Coordinator to develop and approve the QAPP.

13. ULO Stretch Goal

Subrecipients should manage their programs and subaward funding in ways that reduce the length of time that federal funds obligated and committed to subaward projects are "unspent" federal funds, not yet drawn down through disbursements to subaward recipients. EPA encourages the reduction of these unliquidated obligations (ULOs) by applying the following programmatic term and condition.

Subrecipients are to apply these "stretch" goals throughout the life of the agreement and to confer with your DOH Contract Manager whenever instances arise that make attainment of these stretch goals unlikely.

Stretch Goal: All funds should be spent in 2 years.

Funds Awarded in FY2018 (October 1, 2017-September 30, 2018) Should all Be Drawn Down by May 2021 or sooner.

14. Animal Subjects

Subrecipient agrees to comply with the Animal Welfare Act of 1966 (P.L. 89-544), as amended, 7 USC 2131-2156. Subrecipient also agrees to abide by the "U.S. Government Principles for the Utilization and Care of Vertebrate Animals used in Testing, Research, and Training."

(Federal Register 50(97): 20864-20865. May 20, 1985). The nine principles can be viewed at:

<http://www.nal.usda.gov/awic/pubs/IACUC/vert.htm>. For additional information about the Principles, the subrecipient should consult the Guide for Care and Use of Laboratory Animals, prepared by the Institute of Laboratory Animal Resources, National Research Council and can be accessed at: <http://www.nap.edu/readingroom/books/labrats/>.

15. Copyrighted Material and Data

In accordance with 2 CFR 200.315, EPA has the right to reproduce, publish, use and authorize others to reproduce, publish and use copyrighted works or other data developed under this assistance agreement for Federal purposes.

Examples of a Federal purpose include but are not limited to: (1) Use by EPA and other Federal employees for official Government purposes; (2) Use by Federal contractors performing specific tasks for the Government; (3) Publication in EPA documents provided the document does not disclose trade secrets (e.g. software codes) and the work is properly attributed to the subrecipient through citation or otherwise; (4) Reproduction of documents for inclusion in Federal depositories; (5) Use by State, tribal and local governments that carry out delegated Federal environmental programs as "co-regulators" or act as official partners with EPA to carry out a national environmental program within their jurisdiction and; (6) Limited use by other grantees to carry out Federal grants provided the use is consistent with the terms of EPA's authorization to the other grantee to use the copyrighted works or other data.

Under Item 6, the grantee acknowledges that EPA may authorize another grantee(s) to use the copyrighted works or other data developed under this grant as a result of:

- The selection of another grantee by EPA to perform a project that will involve the use of the copyrighted works or other data or;
- Termination or expiration of this agreement.

In addition, EPA may authorize another grantee to use copyrighted works or other data developed with Agency funds provided under this grant to perform another grant when such use promotes efficient and effective use of Federal grant funds.

DOH Program Contact

Contract Manager and Fiscal Lead: Nichole Simmons, Office of Environmental Health and Safety, PO Box 47824, Olympia, WA 98504-7824; 360.236.3208; nichole.simmons@doh.wa.gov

Grant Coordinator: Megan Schell, Office of Environmental Health and Safety, PO Box 47824, Olympia WA 98504-7824; 360.236.3307; megan.schell@doh.wa.gov

**Exhibit A
Statement of Work
Contract Term: 2018-2021**

DOH Program Name or Title: OSS LMP Implementation - Effective July 1, 2019

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH18239

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

Funding Source ☐ Federal <Select One> ☒ State ☐ Other	Federal Compliance (check if applicable) ☐ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☒ Reimbursement ☐ Fixed Price
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Period of Performance: July 1, 2019 through June 30, 2021

Statement of Work Purpose: The purpose of this statement of work is to fund implementation of the on-site sewage system (OSS) local management plan (LMP).

Revision Purpose: The purpose of this revision is to extend the period of performance and funding period for the Small Onsite Management (ALEA) funds from December 31, 2020 to June 30, 2021 and add a Wastewater Management GFS funding account.

Chart of Accounts Program Name or Title	CFDA #	BARS Revenue Code	Master Index Code	Funding Period (LHJ Use Only)		Current Consideration	Change Increase (+)	Total Consideration
				Start Date	End Date			
Small Onsite Management (ALEA)	N/A	334.04.93	26705100	07/01/19	06/30/20	45,000	0	45,000
Small Onsite Management (ALEA)	N/A	334.04.93	26705100	07/01/20	06/30/21	15,000	0	15,000
Wastewater Management (GFS)	N/A	334.04.93	26701100	01/01/21	06/30/21	0	30,000	30,000
TOTALS						60,000	30,000	90,000

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Administration This task is to fund the required financial and reporting activities necessary to meet state DOH and Auditor requirements including administration of LHJ OSS loan program. Also included are activities such as attending necessary meetings (including travel costs) and training that is germane to the overall project, and supplies and services needed to complete tasks. Clallam County Environmental Health Department (EHD) staff will also participate in meetings and conferences on regional projects including Puget Sound On-site Sewage Funding Programs and Best Management Project.		- Meet reporting requirements. - Attend DOH sponsored meetings. - Attend any necessary training. - Attend meetings and conferences on regional projects as needed.	Report Due Date: January 15, 2020 June 15, 2020 December 31, 2020 <i>June 15, 2021</i> Task is ongoing throughout the project period.	~~\$15,000~~ \$22,500

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2	Data Management & QA/QC Clallam County EHD is in the process of developing & maintaining quality assurance / quality control (QA/QC) on operation and maintenance (O&M) tracking methods for all septic systems in the OSS database developed in previous biennium funding rounds. Tasks include - Updating address and parcel records for related O&M cases as needed and investigating previous on-site sewage system (OSS) designation; - Performing outlier analysis of existing data sets and correcting systemic errors as needed; - Continuing to track and report on failing systems; - Updating our database by entering inspection reports, existing hard copy permits and as-built drawings; - Tracking and mapping progress in identifying unknown OSS and performing necessary database updates; and, - Continue to scan additional records as located or submitted.		- QA/QC of database to address information for tracking permits. - Continue to make database updates and reporting function improvements. - Enter OSS inspection and other related records in the database (i.e. keep database current). - Prepare and manipulate data for mapping and reporting purposes. - Produce GIS maps of OSS in the marine recovery areas (MRA). - Maintain OSS records available online.	Report Due Date: January 15, 2020 June 15, 2020 December 31, 2020 <i>June 15, 2021</i> Task is ongoing throughout the project period.	~~\$30,000~~ \$45,000
3	OSS Owner Outreach & Education LHJ will offer Septics 101 and Septics 201 clinics to homeowners, and perform other educational activities as needed, such as staffing booths at local festivals and presenting to local groups. Classroom instruction is needed to supplement online trainings to serve all populations. Septics 101 is focused on homeowner education and provides information about septic system maintenance and the importance of having systems inspected regularly. Septics 201 provides homeowners an overview of the What, Why, & How of safely inspecting their septic system. If Septics 201 is completed appropriately, it can provide the OSS owner with certification to perform their own septic inspections under certain eligibility conditions. DVD and CD copies of Septics 101 and 201 will be generated and made available to Clallam County libraries and at the EHD counter for loan to OSS		- Hold up to three (3) Septic in-person, <i>or virtual</i>, clinics for general public. Whether Septics 101 or Septics 201 is presented will depend on public requests. - Copy Septics 101 and 201 videos to CD and DVDs for loan at Clallam County libraries and the EH counter. - Other educational activities as needed such as participating at festivals and presenting septic information to local community groups or school events.	Report Due Date: January 15, 2020 June 15, 2020 December 31, 2020 <i>June 15, 2021</i> Task is ongoing throughout the project period.	~~\$10,000~~ \$15,000

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	owners who are not computer savvy or do not have a high speed internet connection.				
4	Incentives This task is to provide incentives to homeowners for having septic system inspections performed; unknown septic systems located and diagrams of the system developed; septic tank pumping, if appropriate; and OSS upgraded to make systems easily accessible for future inspections. OSS upgrades could include installing risers on the OSS access points, observation ports, or other improvements.		- Subsidize the cost of OSS inspections, locates, pumping, and/or upgrades to facilitate future inspections, while funding lasts. - Anticipate providing at least thirty (30) incentives.	Report Due Date: January 15, 2020 June 15, 2020 December 31, 2020 <i>June 15, 2021</i> Task is ongoing throughout the project period.	~~\$5,000~~ \$7,500

***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

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

These funds can NOT be used for local match to federal grants.

Special References (RCWs, WACs, etc)

WAC 246-272A and RCW ~~70.118.170~~ 70A.110

State funds from the Aquatic Lands Enhancement Account must be used to implement elements and activities of the local on-site sewage management plans that do not conflict with and are consistent with the goals, strategies, objectives, and actions of the Puget Sound Action Agenda.

Definitions

Failure: A condition of an on-site sewage system or component that threatens the public health by inadequately treating sewage or by creating a potential for direct or indirect contact between sewage and the public. Examples of failure include: (a) Sewage on the surface of the ground; (b) Sewage backing up into a structure caused by slow soil absorption of septic tank effluent; (c) Sewage leaking from a sewage tank or collection system; (d) Cesspools or seepage pits where evidence of ground water or surface water quality degradation exists; (e) Inadequately treated effluent contaminating ground water or surface water; or (f) Noncompliance with standards stipulated on the permit.

Maintenance and Monitoring: The actions necessary to keep the on-site sewage system components functioning as designed. Periodic or continuous checking of an on-site sewage system, which is performed by observations and measurements, to determine if the system is functioning as intended and if system maintenance is needed. Monitoring also includes maintaining accurate records that document monitoring activities.

Special Billing Requirements

Billing Information

1. Billings are submitted on an A19-1A form, which is provided by DOH.
2. A19-1A forms may be submitted monthly and must be submitted bi-monthly at minimum.

Special Instructions

Semiannual progress reports, including marine recovery area (MRA) mapping data, are due to DOH via email to ~~heidi.kuykendall@doh.wa.gov and randal.freeby@doh.wa.gov~~ jeremy.simmons@doh.wa.gov and taylor.warren@doh.wa.gov. Progress Report Due Dates: January 15, 2020, June 15, 2020, ~~and~~ December 31, 2020, ~~and~~ June 15, 2021.

The report format will be provided by DOH and may be modified throughout the contract period via email announcement.

DOH Program Contact: ~~Heidi Kuykendall~~ Jeremy Simmons, Office of Environmental Health and Safety, PO Box 47824, Olympia WA 98504-7824; 360-236-~~3396~~ 3346;
~~heidi.kuykendall@doh.wa.gov~~ jeremy.simmons@doh.wa.gov

DOH Fiscal Contact: ~~Kristy Warner~~ Taylor Warren, ~~Environmental Public Health~~ Office of Financial Services, PO Box 47820, Olympia WA 98504-7820, 360-236-~~3742~~ 3348,
~~kristy.warner@doh.wa.gov~~ taylor.warren@doh.wa.gov

Exhibit A
Statement of Work
Contract Term: 2018-2021

DOH Program Name or Title: Recreational Shellfish Activities -
Effective July 1, 2019

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH18239

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

Funding Source ☐ Federal <Select One> ☒ State ☐ Other	Federal Compliance (check if applicable) ☐ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☒ Reimbursement ☐ Fixed Price
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Period of Performance: July 1, 2019 through June 30, 2021

Statement of Work Purpose: The purpose of this statement of work is to provide funds for shellfish harvesting safety.

Revision Purpose: The purpose of this revision is to extend the period of performance and funding from December 31, 2020 through June 30, 2021, add funds, and update DOH fiscal contact information.

Chart of Accounts Program Name or Title	CFDA #	BARS Revenue Code	Master Index Code	Funding Period (LHJ Use Only) Start Date End Date	Current Consideration	Change Increase (+)	Total Consideration
Rec. Shellfish/Biotxin	N/A	334.04.93	26402600	07/01/19 06/30/21	5,000	1,500	6,500
TOTALS					5,000	1,500	6,500

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Biotoxin Monitoring - Collect samples on schedule according to Department of Health (DOH) Biotoxin Monitoring Plan, coordinate deviations from the schedule with DOH, notify DOH in advance if samples cannot be collected. - Post / remove recreational shellfish warning and / or classification signs on beaches and restock cages as needed. - This may also include recruiting, training, and coordination of volunteers, and fuel reimbursement funds for volunteer biotoxin monitoring.		Submit report on DOH approved format of activities for the year, including the number and names of beaches posted for classification.	Email Report to DOH by: December 31, 2020 (See Special Instructions below.)	~~\$4,550~~ \$5,900
2	Outreach - Staff educational booths at local events. - Distribute safe shellfish harvesting information.		Submit report including the number of events staffed, and amount of educational materials distributed.	Email Report to DOH by: December 31, 2020	~~\$450~~ \$600

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
				(See Special Instructions below.)	

***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**Program Manual, Handbook, Policy References**

Department of Health's Biotoxin Monitoring Plan

Special References (RCWs, WACs, etc)

Chapter 246-280 WAC

<http://www.doh.wa.gov/CommunityandEnvironment/Shellfish/RecreationalShellfish>

<http://www.doh.wa.gov/AboutUs/ProgramsandServices/EnvironmentalPublicHealth/EnvironmentalHealthandSafety/ShellfishProgram/Biotoxins>

Special Instructions

Report for work done the previous year must be submitted via email to Liz Maier by December 31, 2020.

The report format will be provided by DOH and may be modified throughout the period of performance via email announcement.

DOH Program Contacts:

Liz Maier, Office of Environmental Health and Safety, PO Box 47824, Olympia WA 98504-7824; 360.236.3308; liz.maier@doh.wa.gov

Kristy Warner, Office of Environmental Health and Safety, PO Box 47824, Olympia WA 98504-7824; 360.701.7537; kristy.warner@doh.wa.gov

DOH Fiscal Contact: ~~Pamela Ranes, Office of Financial Management; PO Box 47850, Olympia, WA 98504-7850; 360.236.4528; pamela.ranes@doh.wa.gov~~

~~Taylor Warren, Office of Financial Management; PO Box 47850, Olympia, WA 98504-7850; 360.236.3348; taylor.warren@doh.wa.gov~~

Exhibit A
Statement of Work
Contract Term: 2018-2021

DOH Program Name or Title: WIC Nutrition Program - Effective January 1, 2018

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH18239

SOW Type: Revision **Revision # (for this SOW)** 10

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

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

Statement of Work Purpose: The purpose is to provide Women, Infants, and Children (WIC) Nutrition Program services by following WIC federal regulations, WIC state office policies and procedures, WIC directives, and other rules. Refer to the Program Specific Requirements section of this document.

Revision Purpose: The purpose of this revision is to extend the period of performance from December 31, 2020 to December 31, 2021, add FFY21 Client SVS Contracts funds and FFY21 USDA WIC Program Management CSS funds and extend the funding periods from 12/31/20 to 09/30/21, add FFY22 USDA WIC Client SVS Contracts funds, add and revise task and Special Requirements language, and add deliverable due dates.

Chart of Accounts Program Name or Title	CFDA #	BARS Revenue Code	Master Index Code	Funding (LHJ Use Only)	Period Only	Current Consideration	Change Increase (+)	Total Consideration
FFY18 CSS USDA WIC PROGRAM MGNT	10.557	333.10.55	76211280	01/01/18	09/30/18	180,990	0	180,990
FFY19 CSS USDA WIC PROGRAM MGNT	10.557	333.10.55	76211290	10/01/18	09/30/19	242,380	0	242,380
FFY20 CSS USDA WIC PROGRAM MGNT	10.557	333.10.55	76101202	10/01/19	09/30/20	0	0	0
FFY21 CSS USDA WIC PROGRAM MGNT	10.557	333.10.55	76101212	10/01/20	09/30/21	0	2,450	2,450
FFY18 CSS USDA FMNP PROGRAM MGNT	10.572	333.10.57	76211284	01/01/18	09/30/18	611	0	611
FFY16 CASCADES WIC PROGRAM MGNT-MIS	10.578	333.10.57	76411261	10/01/18	09/30/19	3,510	0	3,510
FFY19 CSS USDA FMNP PROGRAM MGNT	10.572	333.10.57	76211294	01/01/19	09/30/19	615	0	615
FFY19 MIS TECH GRANT	10.578	333.10.57	76411291	10/01/19	09/30/20	1,310	0	1,310
FFY20 USDA WIC CLIENT SVS CONTRACTS	10.557	333.10.55	76101204	10/01/19	09/30/20	288,085	0	288,085
FFY21 USDA WIC CLIENT SVS CONTRACTS	10.557	333.10.55	76101214	10/01/20	09/30/21	60,750	182,985	243,735
FFY20 USDA FMNP PROGRAM MGMT	10.572	333.10.57	76540201	10/01/19	09/30/20	555	0	555
FFY20 USDA WIC NUTRITION ED	10.557	333.10.55	76101206	10/01/19	09/30/20	1,665	0	1,665
FFY22 USDA WIC CLIENT SVS CONTRACTS	10.557	333.10.55	TBD	10/01/21	12/31/21	0	60,995	60,995
TOTALS						780,471	246,430	1,026,901

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	WIC Nutrition Program				See "Special Billing Requirements" below.

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1.1	Maintain authorized participating caseload at 100% based on quarterly average as determined from monthly caseload management reports generated at the state WIC office. The Department of Health (DOH) State WIC Nutrition Program has the option of reducing authorized participating caseload and corresponding funding when: 1. Unanticipated funding situations occur. 2. Reallocations are necessary to redistribute caseload statewide. Authorized participating caseload for January 2018 through December 2020 = <u>1,120</u> Authorized participating caseload for January 2019 through December 2020 = <u>1,040</u> <i>Revised participating caseload for January 2021 through December 2021 = <u>940</u></i>	7.2	Outcomes based on monthly participation data from state WIC caseload management reports.		
1.2	Submit the annual Nutrition Services Plan for each year of the Contract.	9.2	Nutrition Services Plan	First year due 11/30/18 Second year due 11/30/19 Third year due 11/30/20 <i>Extension year due 09/30/21</i>	Payment withheld if not received by due date.
1.3	Submit the annual Nutrition Services Expenditure Report for each year of the Contract.	11.2	Nutrition Services Expenditure Report	First year due 11/30/18 Second year due 11/30/19 Third year due 11/30/20 <i>Extension year due 11/30/21</i>	Payment withheld if not received by due date.
1.4	Tell ~~clients~~ participants about other health services in the agency. If needed, develop written agreements with other health care agencies and refer ~~clients~~ participants to these services.	3.1	Documentation must be available for review by WIC monitor staff.	Biennial WIC monitor	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1.5	Provide nutrition education services to <i>clients participants</i> and caregivers in accordance with federal and state requirements.	3.1	Documentation must be available for review by WIC monitor staff.	Biennial WIC monitor	
1.6	Issue WIC ~~checks~~ <i>benefits</i> while assuring adequate ~~check card~~ security and reconciliation.	11.2	Documentation must be available for review by WIC monitor staff.	Biennial WIC monitor	
1.7	Collect data, maintain records, and submit reports to effectively enforce the non-discrimination laws (Refer to Civil Rights Assurances below).	7.1	Documentation must be available for review by WIC monitor staff.	Biennial WIC monitor	
1.8a	Submit <i>entire</i> WIC and Breastfeeding Peer Counseling Budget Workbook for each year of the contract.	11.2	Budget Workbook	First year due 10/31/18 Second year due 09/30/19 Third year due 09/30/20 Extension year due 09/30/21	
1.8b	Submit Rev-Exp Report spreadsheet from the WIC Budget Workbook monthly-with A19 ~~invoice and submit entire revised WIC Budget Workbook for each year of the contract.~~	11.2	~~Rev-Exp Report and Revised Budget Workbook.~~ Revenue and Expense Report and A19 Invoice Voucher	Mid-year revision due 04/30/19 Mid-year revision due 04/30/20 Extension year due monthly through 12/31/21	
2	Breastfeeding Promotion				See "Special Billing Requirements" below
2.1	Provide breastfeeding promotion ~~and support~~ activities in accordance with federal and state requirements	3.1	Status report of chosen activities in Nutrition Services Plan. Documentation must be available for review by WIC monitor staff.	First year due 11/30/18 Second year due 11/30/19 Third year due 11/30/20 Extension year due 11/30/21 Biennial WIC monitor	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2.2	<i>Optional for FFY21:</i> Work with community partners to improve practices that affect breastfeeding. Choose one or more of the following projects: - Change worksite policies of employers who likely employ low income women - Provide breastfeeding education to health care providers who serve low income pregnant and breastfeeding women - Work with birthing hospitals to improve maternity care practices that affect WIC client breastfeeding rates - Provide ~~clients~~ <i>participants</i> access to lactation consultants - Provide staff and community partners breastfeeding training Other projects will need pre-approval from the State WIC Office.	4.2	<i>Optional</i> status report of chosen activities in Nutrition Services Plan. Documentation must be available for review by WIC monitor staff.	First year due 11/30/18 Second year due 11/30/19 Third year due 11/30/20 <i>Extension year due 11/30/21</i> Biennial WIC monitor	
3	Farmers Market Nutrition Program				
3.1	Distribute all Farmers Market Nutrition Program checks to eligible WIC ~~clients~~ <i>participants</i> between June and September 30 of current year.		Send completed readable copy of FMNP check registers to State WIC office on a weekly basis following FMNP procedures. Documentation must be available for review by WIC monitor staff.	Weekly June-Sept. 2018 Weekly June-Sept. 2019 Weekly June-Sept. 2020 <i>Weekly June-Sept. 2021</i> All ~~registers~~ sent by Oct. 1, 2018; Oct. 1, 2019, ~~and by~~ Oct. 1, 2020, <i>and by Oct. 1, 2021</i> Biennial WIC Monitor	

***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**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 Manual, Handbook, Policy References:

The LHJ shall be responsible for providing services according to rules, regulations and other information contained in the following:

- WIC Federal Regulations, USDA, FNS 7CFR Part 246, 3016, 3017 and 3018
- Washington State WIC Nutrition Program Policy and Procedure Manual
- Farmers Market Nutrition Program Federal Regulations, USDA, FNS 7CFR Part 248
- Other directives issued during the term of the Contract

Staffing Requirements:

The LHJ must:

- Use Competent Professional Authority staff, as defined by WIC policy, to determine client eligibility, prescribe an appropriate food package and offer nutrition education based on the ~~clients'~~ *participants'* needs.
- Use a Registered Dietitian (RD) or other qualified nutritionist to provide nutrition services to high risk ~~clients~~ *participants*, to include development of a high risk care plan. The RD is also responsible for quality assurance of WIC nutrition services. See WIC Policy for qualifications for a Registered Dietitian and other qualified nutritionist.
- Assign a qualified person to be the Breastfeeding Coordinator to organize and direct local agency efforts to meet federal and state policies regarding breastfeeding promotion and support. The Breastfeeding Coordinator must be an International Board Certified Lactation Consultant or attend an intensive lactation management course, or other state approved training.

Restrictions on Funds:

The LHJ shall follow the instructions found in the Policy and Procedure Manual under WIC Allowable Costs.

Monitoring Visits:

Program and fiscal monitoring are done on a Biennial (every two years) basis, and are conducted onsite.

The LHJ must maintain on file and have available for review, audit and evaluation:

- 1) All criteria used for certification, including information on income, nutrition risk eligibility and referrals
- 2) Program requirements
- 3) Nutrition education
- 4) All financial records

Definitions:

What is the WIC program?

- (1) The WIC program in the state of Washington is administered by DOH.
- (2) The WIC program is a federally funded program established in 1972 by an amendment to the Child Nutrition Act of 1966. The purpose of the program is to provide nutrition and health assessment; nutrition education; nutritious food; breastfeeding counseling; and referral services to pregnant, breastfeeding, and postpartum women, infants, and young children in specific risk categories.
- (3) Federal regulations governing the WIC program (7 CFR Part 246) require implementation of standards and procedures to guide the state's administration of the WIC program. These regulations define the rights, responsibilities, and legal procedures of WIC employees, *clients participants*, persons acting on behalf of a client, and retailers. They are designed to promote:
 - (a) High quality nutrition services;
 - (b) Consistent application of policies and procedures for eligibility determination;
 - (c) Consistent application of policies and procedures for food benefit issuance and delivery; and
 - (d) WIC program compliance.
- (4) The WIC program implements policies and procedures stated in program manuals, handbooks, contracts, forms, and other program documents approved by the USDA Food and Nutrition Service.
- (5) The WIC program may impose sanctions against WIC *clients participants* for not following WIC program rules stated on the WIC rights and responsibilities.
- (6) The WIC program may impose monetary penalties against persons who misuse WIC checks or WIC food but who are not WIC *clients participants*.

Assurances/Certifications:**1. Computer Equipment Loaned by the DOH WIC Nutrition Program**

In order to perform WIC program activities, DOH requires computers and printers to be in local WIC clinics or to be transported to mobile clinics. This equipment ("Loaned Equipment") is owned by DOH and loaned to the local agency (LHJ). The Loaned Equipment is supported by DOH. This equipment shall be used for WIC business only or according to WIC Policy and Procedures.

An inventory of Loaned Equipment is kept by DOH. Each time Loaned Equipment is changed, the parties shall complete the Equipment Transfer Form and DOH updates the inventory. A copy of the Transfer Form will be provided to the LHJ. Copies of the updated inventory list may be requested at any time.

The LHJ agrees to:

- a. Defend, protect and hold harmless DOH or any of its employees from any claims, suits or actions arising from the use of this Loaned Equipment.
- b. Assume responsibility for any loss or damage from abnormal wear or use, or from inappropriate storage or transportation.

DOH may enforce this by:

- 1) Requiring reimbursement from the LHJ of the value of the Loaned Equipment at the time of the loss or damage.
- 2) Requiring the LHJ to replace the Loaned Equipment with equipment of the same type, manufacturer, and capabilities (as pre-approved by DOH), or
- 3) Assertion of a lien against the LHJ's property.
- c. Notify DOH immediately of any damage to Loaned Equipment.
- d. Notify DOH prior to moving or replacing any Loaned Equipment.

The Department recommends LHJs carry insurance against possible loss or theft.

2. Civil Rights Assurance

The LHJ shall perform all services and duties necessary to comply with federal law in accordance with the following Civil Rights Assurance:

- a. "The LHJ hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the ground of race, color, national origin, sex, age or handicap, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the LHJ receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this Contract.
- b. "By accepting this assurance, the LHJ agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the nondiscrimination laws and permit authorized USDA personnel during normal working hours to review such records, books and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, Food and Nutrition Service, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the LHJ, its successors, transferees, and assignees, as long as it receives assistance or retains possession of any assistance from DOH. The person or persons whose signatures appear on the contract are authorized to sign this assurance on behalf of the LHJ."

3. 7CFR Parts 3016, 3017, 3018

The LHJ shall comply with all the fiscal and operations requirements prescribed by the state agency as directed by Federal WIC Regulations (7CFR part 246.6), 7CFR part 3016, the debarment and suspension requirements of 7CFR part 3017, if applicable, the lobbying restrictions of 7CFR part 3018, and FNS guidelines and instructions and shall provide on a timely basis to the state agency all required information regarding fiscal and program information.

Special Billing Requirements:**1. Definitions**

Contract Period: January 1, 2018-December 31, ~~2020~~ 2021

Contract Budget Period: The time period for which the funding is budgeted.

- There are four federal budget periods (Adding two more for the one-year FFY21 extension)

January 1, 2018 through September 30, 2018;
 October 1, 2018 through September 30, 2019;
 October 1, 2019 through September 30, 2020;
 October 1, 2020 through December 31, 2020;
January 1, 2021 through September 30, 2021;
October 1, 2021 through December 31, 2021.

2. Billing Information

- a. Billings are submitted on an A19-1A form, which is coded and provided by DOH prior to each federal fiscal budget period. Submit summary level financial data to support each individual program billing.
- b. A19-1A forms are submitted monthly following the close of each calendar month or upon completion of services, before the end of the federal contract budget period.
- c. Funds are allocated by budget categories (refer to Chart of Accounts Program names) and by state and federal budget periods (refer to the allocation sheet).
- d. Expenses are incurred only during the budget period; no carry forward from previous time periods, or borrowing from future time periods is allowed. Advance payments are not allowed.
- e. Payments for a budget period are limited to the amounts allocated for the budget period for each budget category.
- f. Billings are based on actual costs, with back up documentation retained by the LHJ and available for inspection by DOH or other appropriate authorities.

- g. Payments will be made only for WIC approved expenditures. Refer to the Washington State WIC Nutrition Program Policy and Procedure Manual Volume 2, Chapter 4 – Allowable Costs and 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Special Instructions:

The LHJ shall:

- 1) Maintain complete, accurate, and current accounting of all local, state, and federal program funds received and expended.
- 2) Provide, as necessary, a single audit in accordance with the provisions of 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. This circular requires the LHJ to have a single audit performed should LHJ spend \$750,000 or more of federal grants or awards from all sources. The LHJ is a subrecipient of federal funds.
- 3) Staff must use Breastfeeding Peer Counseling (BFPC) Program funds only to support the peer counseling program. Once the program is established and peer counselors are trained, the majority of the salary costs must be paid to peer counselors to provide direct services to WIC *clients participants*. For a list of allowable costs see Volume 2, Chapter 4 – Allowable Costs. The priority use of BFPC funds is to hire and train peer counselors to provide breastfeeding peer counseling services to WIC *clients participants*.

Special Requirements:

Contract Funding Period	Time Period Special Requirement Funds Available	Amount	Description of Special Requirement
January 2018- September 2018	January 2018- September 2018	\$5,100	Added in the USDA/WIC Program Management “Other” category to fund training and travel expenses for WIC staff to attend WIC-related trainings. This doesn’t include out of state trainings.
October 2018 - September 2019	October 2018- September 2019	\$5,250	Added in the USDA/WIC Program Management “Other” category to fund training and travel expenses for WIC staff to attend WIC-related trainings. This doesn’t include out of state trainings.
October 2018 - September 2019	October 2018 - September 2019	\$3,510	Added in the FFY16 Cascades USDA WIC Program Management-MIS category to fund training and travel expenses for WIC staff to attend Cascades trainings.
October 2019 - September 2020	October 2019 – September 2020	\$1,310	Added in the MIS tech grant category to fund training and travel expenses for WIC staff to attend Cascades trainings.
October 2019 - September 2020	January 2020 - September 2020	\$2,650	Added in the USDA WIC Client Services Contracts category to fund training and travel expenses for all WIC staff to participate in WIC-related trainings. With this amendment, these training funds may be used to purchase items to support COVID-19 Remote Access needs. All COVID-19 Remote Access purchases must be approved by the Local Program Operations supervisor or designee prior to purchase.
October 2019 - September 2020	January 2020 - September 2020	\$1,665	Added in the USDA WIC Nutrition Education category to fund WIC staff to attend the fall 2020 NWA Nutrition Education and Breastfeeding Conference or another state approved training.
January 2021 - September 2021	January 2021 - September 2021	\$2,450	Added in the USDA WIC Program Management CSS category to fund training and travel expenses for all WIC staff to participate in WIC-related trainings.

Other

Any program requirements that are not followed may be subject to corrective action, and may result in monetary fines, repayment of funds, or withholding of Contract payment.

DOH Program Contact

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**EXHIBIT B-19
ALLOCATIONS
Contract Term 2018-2021**

Contract Number: CLH18239
Date: November 16, 2020

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	NGA Not Received	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	NGA Not Received	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	NGA Not Received	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	NGA Not Received	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	NGA Not Received	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	NGA Not Received	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 LHIJ 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 LHIJ 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 LHIJ 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 I-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 I-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-19
ALLOCATIONS
Contract Term 2018-2021**

Contract Number: CLH18239
Date: November 16, 2020

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 BPI 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 BPI 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 BPI 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 BPI 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 BPI 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

EXHIBIT B-19
ALLOCATIONS
Contract Term 2018-2021

Contract Number: CLH18239
Date: November 16, 2020

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 COVID19 Vaccine Services-CARES	NGA Not Received	Amd 19	93.268	333.93.26	07/01/20	06/30/21	07/01/20	06/30/21	\$14,582	\$14,582	\$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
FFY20 CDC COVID-19 Crisis Resp LHJ-Tribe	NU90TP922069	Amd 14, 19	93.354	333.93.35	01/20/20	03/15/21	01/01/20	03/15/21	\$130,871	\$130,871	\$130,871
FFY21 MCHBG LHJ Contracts	NGA Not Received	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 LHJ 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 LHJ 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 LHJ 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 LHJ 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 LHJ 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/Biotoxin		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/Biotoxin		Amd 16, 19	N/A	334.04.93	07/01/19	06/30/21	07/01/19	06/30/21	\$2,000		
Rec Shellfish/Biotoxin		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/Biotoxin		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-19
ALLOCATIONS
Contract Term 2018-2021**

Contract Number: CLH18239
Date: November 16, 2020

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		
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		

**EXHIBIT B-19
ALLOCATIONS
Contract Term 2018-2021**

Contract Number: CLH18239
Date: November 16, 2020

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			
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		
TOTAL									\$5,780,731	\$5,780,731	
Total consideration:	\$5,136,989									GRAND TOTAL	\$5,780,731
GRAND TOTAL	\$5,780,731									Total Fed	\$5,172,532
										Total State	\$608,199

*Catalog of Federal Domestic Assistance

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

Exhibit C-18 Schedule of Federal Awards

AMENDMENT #19

Date: November 16, 2020

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	NGA Not Received	NGA Not Received	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	NGA Not Received	NGA Not Received
FFY21 USDA WIC CLIENT SVS CONTRACTS	333.10.55	NGA Not Received	NGA Not Received	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	NGA Not Received	NGA Not Received
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	\$86,117	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-18 Schedule of Federal Awards

AMENDMENT #19

Date: November 16, 2020

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	NGA Not Received	NGA Not Received	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	NGA Not Received	NGA Not Received
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 HEALTH 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-18 Schedule of Federal Awards

AMENDMENT #19

Date: November 16, 2020

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
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	NGA Not Received	NGA Not Received	07/01/20	06/30/21	\$14,582	93.268	Immunization Cooperative Agreements	Department of Health and Human Services Centers for Disease Control and Prevention	NGA Not Received	NGA Not Received
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	05/30/18	\$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
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	03/15/21	\$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-TP-18-1802
FFY21 MCHBG LHJ CONTRACTS	333.93.99	NGA Not Received	NGA Not Received	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	NGA Not Received	NGA Not Received
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
FFY19 MCHBG LHJ CONTRACTS	333.93.99	11/14/18	\$2,225,977	10/01/18	09/30/19	\$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
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

Exhibit C-18 Schedule of Federal Awards

AMENDMENT #19

Date: November 16, 2020

CLALLAM COUNTY-HEALTH & HUMAN-SVV0000200-00
CONTRACT CLH18239-Clallam County Health & Human Services
CONTRACT PERIOD: 01/01/2018-12/31/2021

Chart of Account Program Title	BARS	DOH	Total Amt	Allocation Period		Contract Amt	CFDA	CFDA Program Title	Federal Agency Name	Federal Award	Federal Grant Award Name
		Federal Award Date	Federal Award	Start Date	End Date					Identification Number	
TOTAL						\$5,172,532					

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 2-24-21 Budget Hearing/Meeting Date: 3-30-21

- ☒ **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
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.513	HHS Administration	33604.25.0000	DOH FPHS Services	58,000
Total				58,000

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.513	HHS Administration	56210.10.0010	Regular Time	34,120
00100.513	HHS Administration	56210.20.0020	Benefits	23,880
Total				58,000

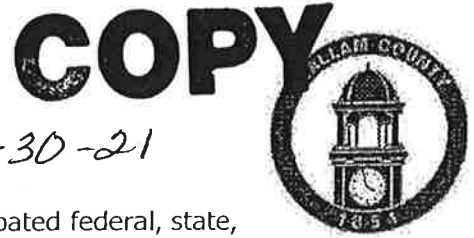
Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Department of Health Consolidated Contract #19 adds funding for providing fundamental public health services. The increase of \$58,000 is to pay for salaries and benefits for the communicable disease programs and covid-19.

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

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 2-24-21

Budget Hearing/Meeting Date: 3-30-21

- ☒ **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
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.511	HHS Env Health	33366.12.3080	EPA NEPPIC Near Term Action	126,097
Total				126,097

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.511	HHS Env Health	56260.41.0020	Professional Services	122,700
00100.511	HHS Env Health	56260.42.0020	Postage	60
00100.511	HHS Env Health	56260.31.0010	Office Supplies	649
00100.293	General Fund Reserves	50800.00.0000	Ending Fund Balance	2,688
Total				126,097

Revenue/Source and Expenditure totals must agree.

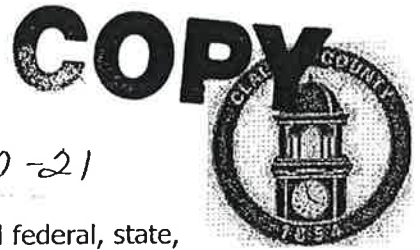
REASON FOR BUDGET ACTION:

Department of Health Consolidated Contract #19 adds funding for environmental water quality services in the onsite program. \$126,097 is for use in budget year 2021 and the additional contract allocation of \$202,718 will be for use in budget year 2022.

County Official Approval: 

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

CLAY COUNTY BUDGET CHANGE FORM



Date Submitted: 2-19-21 Budget Hearing/Meeting Date: 3-30-21

- ☒ **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
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511	HHS Operations	33393.13.6000	DOH Prescription Drug Overdose Prevention	11,822
Total				11,822

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511	HHS Operations	56210.31.0010	Office Supplies	100
11301.511	HHS Operations	56210.43.0010	Travel Business	1,000
11301.511	HHS Operations	56210.41.0020	Professional Services	3,000
11301.511	HHS Operations	50800.00.0000	Ending Fund Balance	7,722
Total				11,822

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Department of Health Consolidated Contract #19 adds funding for the Opioid Prevention Program. \$11,822 is being added to the 2021 budget. The remainder of the funding is already reflected in the 2021 budget.

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

JALLAM COUNTY BUDGET CHANGE FORM

COPY



Date Submitted: 2-19-21 Budget Hearing/Meeting Date: 3-30-21

- ☒ **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
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511	HHS Operations	33321.01.9000	BITI CI/CT COVID-19 LHJ Allocation - CARES	102,842
11301.511	HHS Operations	33397.03.6020	FEMA-75 COVID LHJ Allocation	308,526
Total				411,368

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511	HHS Operations	56210.41.0020	Professional Services	205,684
11301.511	HHS Operations	50800.00.0000	Ending Fund Balance	205,684
Total				411,368

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Department of Health Consolidated Contract #19 extends the end date for the county to expend funding to provide culturally and linguistically responsive testing, investigations, and contract tracking for Covid-19 activities from 12/2020 to 12/2021. The unspent balance of \$411,368 is being carried forward from 2020 into the 2021 budget.

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

CLALLAM COUNTY BUDGET CHANGE FORM

Date Submitted: 2-24-21

Budget Hearing/Meeting Date: 3-30-21



- ☒ **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
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511	HHS Operations	33321.01.9010	DOH COVID-19 LHJ Local CARES	601,269
Total				601,269

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511	HHS Operations	56230.31.0020	Operating Supplies	2,500
11301.511	HHS Operations	56230.31.0065	Food	35,000
11301.511	HHS Operations	56230.35.5500	IT Equipment	20,000
11301.511	HHS Operations	56230.41.0020	Professional Services	68,769
11301.511	HHS Operations	56230.47.0090	Utilities	10,000
11301.511	HHS Operations	56230.41.4410	Advertising	15,000
11301.511	HHS Operations	50800.00.0000	Ending Fund Balance	450,000
Total				601,269

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Department of Health Consolidated Contract #19 extends the end date for the county to expend the Covid-19 LHJ CARES allocation to June, 2021. The unspent balance of \$601,269 is being added to the 2021 budget.

County Official Approval: _____

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

ALLAM COUNTY BUDGET CHANGE FORM

COPY



Date Submitted: 2-19-21

Budget Hearing/Meeting Date: 3-30-21

- ☒ **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
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511	HHS Operations	33393.26.8015	DOH Covid-19 Vaccine Services	14,582
Total				14,582

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511	HHS Operations	56210.10.0500	Overtime	5,000
11301.511	HHS Operations	50800.00.0000	Ending Fund Balance	9,582
Total				14,582

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Department of Health Consolidated Contract # 19 adds funding to provide COVID-19 vaccine services through June, 2021.

County Official Approval: _____

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

COPY



CLALLAM COUNTY BUDGET CHANGE FORM

Date Submitted: 2-19-21 Budget Hearing/Meeting Date: 3-30-21

- ☒ **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.
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- ☐ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx	11301.511	Budget Name	HHS Operations
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511	HHS Operations	33393.32.3000	DOH ELC COVID-19	27,953
Total				27,953

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511	HHS Operations	50800.00.0000	Ending Fund Balance	25,953
Total				27,953

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Department of Health Consolidated Contract #19 extends the end date for the county to expend the LHJ ELC CARES allocation that was awarded in 2020 from December, 2020 to June, 2021 for COVID-19 contact tracing activities. The unspent balance of \$27,954 is being carried forward from 2020 into the 2021 budget.

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



AGENDA ITEM SUMMARY

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

6
3/1/21

Department: Sheriff

WORK SESSION ☒ **Meeting Date:** 03/01/21

REGULAR AGENDA ☒ **Meeting Date:** 03/09/21

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

Item summary:

- | | |
|---|---|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 817-20-06 |
| ☐ Resolution | ☐ Proclamation ☒ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

Amendment A to the Washington State Military Department EMPG COVID-19 Supplemental Funding Grant #E20-239 for reimbursement of translator service costs associated with the COVID-19 event.

Budgetary impact: If a budget action is required, has it been submitted and a copy attached? ☒

A budget change form is submitted to increase the Professional Services allocation within the 00100.817 Emergency Management budget.

Recommended action:

Recommend approval and signature by the Board.

County Official signature & print name: W.L. Benedict W.L. Benedict, Sheriff

Name of Employee/Stakeholder attending meeting: Alice Hoffman and Beth Waknitz

Relevant Departments: Sheriff's Office

Date submitted: 02/23/21

* 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)

**Washington State Military Department
AMENDMENT**

1. Subrecipient Name and Address: Clallam County of Sheriff's Office, Emergency Management Unit 223 E. 4th St, Suite 12 Port Angeles, WA 98362-3000		2. Grant Agreement Number: E20-239	3. Amendment Number: A <i>Covsdy # 817-20-06</i>
4. Subrecipient Contact, phone/email: Elizabeth Waknitz, 360-417-2393 ewaknitz@co.clallam.wa.us		5. Department Contact, phone/email: Gary Stumph, 253-512-7483 gary.stumph@mil.wa.gov	
6. EIN: 91-6001298	7. Assistance Listings # (formerly CFDA) & Title: 97.042 (20EMPG-S)	8. Federal Funding Identification #: EMS-2020-EP-00009-S01	
9. Funding Authority: Washington State Military Department (the "DEPARTMENT") and the US Department of Homeland Security (DHS)			
10. Description/Justification of Amendment: During the FY20 EMPG COVID Supplemental (20EMPG-S) allocation process, several emergency management organizations did not accept the 20EMPG-S funds. Per WAC 118-090-040(3), the Emergency Management Advisory Group recommended reallocation of the funds based on the normal EMPG allocation methodology. The Subrecipient has been allocated an additional \$3,426, which is added to the Budget (Attachment E). The Work Plan (Attachment C) is updated to include a new activity within Program Area #3 for supporting community vaccination events. The Timeline (Attachment D) is not affected. Changes are noted in strikethrough and grey highlight.			
11. AMENDMENT TERMS AND CONDITIONS: 1. The Grant Agreement End Date of December 31, 2021 remains unchanged. 2. Change the Grant Agreement Amount from \$14,280 to \$17,706, an increase of \$3,426, as described on Page 2 of this Amendment. 3. Replace the Original Work Plan, Attachment C, with the attached Revised Work Plan, Attachment C, as described on Page 2 of this Amendment 4. Replace the Original Budget, Attachment E, with the attached Revised Budget, Attachment E, as described on Page 2 of this Amendment.			
This Amendment is incorporated in and made a part of the Grant Agreement. Except as amended herein, all other terms and conditions of the Grant Agreement remain in full force and effect. Any reference in the original Grant Agreement or an Amendment to the "Grant Agreement" shall mean "Grant Agreement as amended". The Department and Subrecipient acknowledge and accept the terms of this Amendment as identified above, effective on the final date of execution below. By signing this Amendment, the signatories warrant they have the authority to execute this Amendment.			
IN WITNESS WHEREOF, the parties have executed this Amendment:			
FOR THE DEPARTMENT:		FOR THE SUBRECIPIENT:	
Signature Regan Anne Hesse, Chief Financial Officer Washington State Military Department	Date	Signature Mark Ozias, Clallam County Board of Commissioners	Date
BOILERPLATE APPROVED AS TO FORM: Brian E. Buchholz 7/30/2018 Assistant Attorney General		APPROVED AS TO FORM (if applicable): <i>Elizabeth Stanley</i> 2/17/2021 Applicant's Legal Review Date	

Washington State Military Department Amendments to Agreement E20-239

- 1. The Grant Agreement End Date of December 31, 2021 remains unchanged.**
 - a. Agreement Face Sheet, Box 6.
- 2. Change the Grant Agreement Amount from \$14,280 to \$17,706, an increase of \$3,426.**
 - a. Agreement Face Sheet, Box 2 – ~~\$14,280~~ **\$17,706**.
 - b. Original Budget, Attachment E; with Revised Budget, Attachment E.
- 3. Replace the Grant Agreement Work Plan, Attachment C.**
 - a. Replace Original Work Plan, Attachment C; with Revised Work Plan, Attachment C.
- 4. Replace the Original Budget, Attachment E.**
 - a. Replace Original Budget, Attachment E, with attached Revised Budget, Attachment E.
 - b. Change the Total Match Amount ~~\$14,280~~ **\$17,706**

REVISED WORK PLAN

FY 2020 Emergency Management Performance Grant - Supplemental

Emergency Management Organization:	Clallam County Sheriff's Office
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The purpose of EMPG-S funds is to assist state, local, and tribal emergency management activities supporting the prevention of, preparation for, and response to the ongoing Coronavirus Disease 2019 (COVID-19) public health emergency. Funding will be used to support planning and operational readiness for COVID-19 preparedness and response, development of tools and strategies for prevention, preparedness, and response, and ongoing communication and coordination among federal, State, local, tribal, and territorial partners throughout the response. EMPG-S grant funds are intended to support the National Preparedness Goal and fund activities and projects that build and sustain the capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats and hazards that pose the greatest risk to the security of the Nation.

Program Area #1 Title**Operational Coordination**

	WORK PLANNED	RESULT OF THE WORK
1	Integrate Emergency Management and Public Health operations with the creation of a Unified Command in charge of the County's response to this emergency. The County Public Health Officer and Director of Emergency Management will collaborate to develop plans, needs, and courses of action for the county, as well as guidance for the varied entities within it. They will also develop protocols and priorities used in the EOC.	Achieve a more complete plan and response for all aspects of this emergency, taking into account the medical, logistical, and operational concerns and strategies.
2	Coordinate the distinct operational areas within Clallam County, as well as the municipalities and tribes within it. Building upon existing emergency management preparations, procedures and personnel will be refined for the localized operational areas. A community network of supplies, personnel, and information will be established to connect supply with demand.	A timely response to circumstances as they arise, despite disparate geographic locations and governing agencies.

Program Area #2 Title**Mitigation**

	WORK PLANNED	RESULT OF THE WORK
1	Assist local entities with planning and procurement of protective equipment necessary for public and personal safety, using the state's tiering structure as guidance to prioritize resources.	Minimize the spread of Covid-19 from sources of infection, leading to a stable workforce of essential workers.
2	Enhance availability of disinfection and hygiene stations. Portable Handwashing Stations would be purchased and deployed in areas lacking inherent capabilities, or that require additional availability due to increased demand.	Reduce the probability of infection from the virus on public surfaces, leading to minimal spreading of the virus.

Program Area #3 Title**Community Outreach and Resilience**

	WORK PLANNED	RESULT OF THE WORK
1	Public information dissemination and updates, including public update briefings; a call-in information line (after hours) or messaging center (during EOC operating hours); printed, internet, and radio community outreach messages.	An updated public is less afraid and more prepared to follow necessary steps needed to minimize this emergency. Directing people to sources of information they need for their particular problem will expedite the managing of their medical, business, and fiscal needs, minimizing health and economic impacts in our area.
2	Coordinate solutions for vulnerable populations, including assistance for the immunocompromised who don't want to leave home, additional hygiene solutions for existing homeless shelters, an additional homeless shelter to accommodate social distancing space and quarantine zones, and bilingual outreach and assistance for the Spanish speaking section of the population.	Immunocompromised individuals have the ability to obtain supplies without jeopardizing their health. The homeless population has shelter space with appropriate social distancing and hygiene capacity, as well as space for separation from symptomatic individuals. An exclusively Spanish speaking section of the population has information and assistance available to them.
3	Support community vaccination events to distribute COVID-19 vaccines according to state and local guidelines on eligibility. Well organized, promoted, and accessible events will expedite the distribution of vaccines while minimizing stress for the public, volunteers, and organizing agencies.	Vaccines will not only offer the vaccinated population individual security, but will provide "herd immunity" to benefit the entire population once distribution benchmarks have been hit.

REVISED BUDGET

FY 2020 Emergency Management Performance Grant COVID-19 Supplemental

20EMPG-S AWARD	\$	14,280.00
Modification	\$	3,426.00
20EMPG-S Amended Award	\$	17,706.00

SOLUTION AREA	BUDGET CATEGORY	EMPG-S AMOUNT	MODIFICATION	AMENDED EMPG-S AMOUNT	MATCH AMOUNT
PLANNING	Salaries & Benefits	\$ -	\$ -	\$ -	\$ 17,706
	Overtime/Backfill	\$ -	\$ -	\$ -	\$ -
	Consultants/Contractors	\$ -	\$ -	\$ -	\$ -
	Goods & Services	\$ -	\$ -	\$ -	\$ -
	Travel/Per Diem	\$ -	\$ -	\$ -	\$ -
	Subtotal	\$ -	\$ -	\$ -	\$ 17,706
ORGANIZATION	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
	Overtime/Backfill	\$ -	\$ -	\$ -	\$ -
	Consultants/Contractors	\$ -	\$ 5,000	\$ 5,000	\$ -
	Goods & Services	\$ 14,280	\$ (1,574)	\$ 12,706	\$ -
	Travel/Per Diem	\$ -	\$ -	\$ -	\$ -
	Subtotal	\$ 14,280	\$ 3,426	\$ 17,706	\$ -
TRAINING	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
	Overtime/Backfill	\$ -	\$ -	\$ -	\$ -
	Consultants/Contractors	\$ -	\$ -	\$ -	\$ -
	Goods & Services	\$ -	\$ -	\$ -	\$ -
	Travel/Per Diem	\$ -	\$ -	\$ -	\$ -
	Subtotal	\$ -	\$ -	\$ -	\$ -
EQUIP	Equipment	\$ -	\$ -	\$ -	\$ -
	Subtotal	\$ -	\$ -	\$ -	\$ -
M&A	Salaries & Benefits	\$ -	\$ -	\$ -	\$ -
	Overtime/Backfill	\$ -	\$ -	\$ -	\$ -
	Consultants/Contractors	\$ -	\$ -	\$ -	\$ -
	Goods & Services	\$ -	\$ -	\$ -	\$ -
	Travel/Per Diem	\$ -	\$ -	\$ -	\$ -
	Subtotal	\$ -	\$ -	\$ -	\$ -
	Indirect	\$ -	\$ -	\$ -	\$ -
	Indirect Cost Rate on file	0.0%			
TOTAL Grant Agreement AMOUNT:		\$ 14,280	\$ 3,426	\$ 17,706	\$ 17,706

- The Subrecipient will provide a match of at least ~~\$14,280~~ \$17,706, 50% of the total project cost (local budget plus EMPG-S award), of non-federal origin.
- Cumulative transfers between budget categories in excess of 10% of the grant agreement amount will not be reimbursed without prior written authorization from the Department.

Funding Source: U.S. Department of Homeland Security - PI# 703PS – EMPG-S

Budget Hearing/Meeting Date: 03/30/2021

- | | | | |
|---------------------------------|-----------|--------------------|------------------------------|
| Budget Number xxxxx.xxx. | 00100.817 | Budget Name | Sheriff – Emergency Services |
|---------------------------------|-----------|--------------------|------------------------------|

BUDGET NUMBER XXXXX.XXX.	DEPT NAME	BARS NUMBER XXXXX.XX.XXXX	ACCOUNT DESCRIPTION	AMOUNT
00100.817	Sheriff – Emergency Services	33397.04.2040	Homeland Security COVID19 Emergency Mgmt	\$ 3,426
				\$ 3,426

BUDGET NUMBER XXXXX.XXX.	DEPT NAME	BARS NUMBER XXXXX.XX.XXXX	ACCOUNT DESCRIPTION	AMOUNT
00100.817	Sheriff – Emergency Services	52510.410020	Professional Services	\$ 3,426
				\$ 3,426

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



7
3/1/21

AGENDA ITEM SUMMARY

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

Department: BOCC

WORK SESSION ☒ **Meeting Date: 03-01-21**

REGULAR AGENDA ☒ **Meeting Date: 03-09-21**

Item summary:

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

Documents exempt from public disclosure attached: ☐

Executive summary:

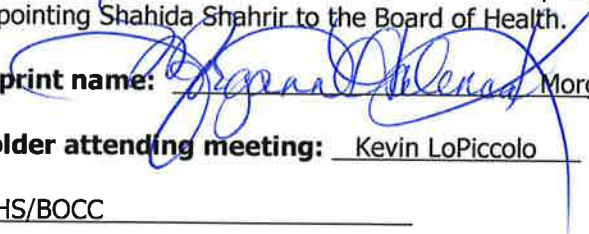
A vacancy exists on the Clallam County Board of Health due to the expiration of a term. A press release was issued during the month of November 2020 soliciting applications from interested citizens. Three applications were received.

Department of Health and Human Services and membership endorse the appointment of Shahida Shahrir to the At-large representative position.

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?)
Approve and sign resolution appointing Shahida Shahrir to the Board of Health.

County Official signature & print name:  Morgann Halencak, Deputy Clerk

Name of Employee/Stakeholder attending meeting: Kevin LoPiccolo

Relevant Departments: HHS/BOCC

Date submitted: 02/19/21

* 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)

Appointing Shahida Shahrir 03-09-21
Revised: 3-04-2019



RESOLUTION _____, 2021

APPOINTING A MEMBER TO THE
CLALLAM COUNTY BOARD OF HEALTH

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. A vacancy exists on the Clallam County Board of Health due to the expiration of a term.
2. A press release was issued during the month of November 2020 soliciting applications from interested citizens. Three applications were received.
3. Department of Health and Human Services and membership endorse the appointment of Shahida Shahrir to the At-large representative position.

NOW, THEREFORE, BE IT RESOLVED by the Clallam County Board of Commissioners, in consideration of the above findings of fact:

1. **Shahida Shahrir** is appointed as the At-large representative for a term ending December 31, 2023.

PASSED AND ADOPTED this ninth day of March 2021

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

ATTEST:

Loni Gores, CMC, Clerk of the Board

Bill Peach

C: A22.176
Appointee
HHS