



WORK SESSION AGENDA

BOARD OF CLALLAM COUNTY COMMISSIONERS

223 East 4th Street Room 160

Port Angeles, Washington

Monday, October 11, 2021 – 8:00 a.m.

****ATTENTION****

In response to the current pandemic, to promote social distancing, and in compliance with Governor's Proclamation and the recommendation of the Clallam County Health Officer, the Board of Commissioners meetings will be virtual only. The Board of Commissioners strongly encourages public comments to be submitted in writing.

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

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

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

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

Administration – 9 a.m.

1. Calendar/Correspondence
2. Pre-application questionnaire, Letter of Submittal and Exhibit A – Certificate and Assurances Form for State of Washington Department of Commerce for less-than-lethal equipment (3b)*

Pre-application questionnaire 

3. Agreement amendment 23 with Washington State Department of Health for COVID Services, Opioid Prevention Services, Women / Infant / Children Program Services, Maternal Child Health Services, Emergency Preparedness and Onsite Services.

Agreement amendment 23 

4. Agreement with Port Angeles School District for Transition Program Training

Agreement 

5. Agreement with Quillayute Valley School District for Transition Program Training

Agreement 

6. Agreement with Sequim School District for Transition Program Training

Agreement 

7. Pre-application questionnaire with Department of Ecology for Pollution Identification and Correction Project

Pre-application questionnaire 

Public Works

8. Agreement with Washington State Department of Transportation to use their State Material Lab Engineering and/or Testing Services

Agreement 

Community Development

9. Briefing and next steps on an Ordinance amending Clallam County Code Title 33 Zoning, and adding a new section adopting standards for Recreational Vehicles, Park Models, and Camping

Briefing and next steps 

10. Agreement amendment 1 with Washington State Recreation and Conservation Office for North Olympic Lead Entity for salmon

Agreement amendment 1 

11. Discussion and next steps for public participation for the Shoreline Mater Program (SMP).

Discussion and next steps 

Board of Commissioners

12. Resolution appointing Russ Mellon to the Board of Equalization

Resolution 

13. Resolution appointing James Mraz to the Trails Advisory Committee

Resolution 

14. Pre-application questionnaire with Washington State Broadband Office for Broadband Projects

Pre-application questionnaire 

15. Discussion and Notice of hearing to be held Tuesday, November 2, 2021 at 10:30 a.m. for a new Clallam County Policy 959 — ADA Accommodation Policy.

Discussion and Notice of hearing 

Budget

16. Discussion of proposed budget reduction to be considered on October 26 (4a)*

Budget reductions 

17. Discussion of proposed supplemental appropriations to be considered on October 26 (4b)*

Supplemental appropriations

18. Discussion of proposed budget emergencies to be considered on October 26 (4c)*

Debatable Emergencies

19. Administrator and Chief Financial Officer submits recommended 2022 Budget for review

Recommended 2022 Budget

General Discussion/Items for Future Agendas

- A. Olympic National Forest update (October 18 – 10:30 a.m.)
- B. Continued Work Session – 5 Year Capital Plan discussion (October 18 at 1 p.m.)
- C. Olympic Discovery Trail discussion (October 25)
- D. Joint Meeting with the Port of Port Angeles (October 25 - Cancelled)
- E. Continued Work Session – Topic TBD (November 8 at 1 p.m.)
- F. Department of Natural Resources Meeting (November 30 at 1 p.m.)
- G. Continued Work Session – Topic TBD (December 13 at 1 p.m.)

EXECUTIVE SESSION

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

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



AGENDA ITEM SUMMARY

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

2
10/11/21
3b

Department: Sheriff's Department

WORK SESSION ☒ **Meeting Date:** October 11, 2021

REGULAR AGENDA ☒ **Meeting Date:** October 12, 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 Proposal for Equipment Grant |

Documents exempt from public disclosure attached: ☐

Executive summary:

The WA State Commerce Department has issued a Request For Proposals regarding the procurement for less-than-lethal equipment. The Sheriff's Department proposes to mitigate its curtailed access to less-than-lethal equipment by virtue of RCW 10.116.040's equipment restrictions by proposing to purchase ten (10) Conducted Energy Weapons (TASER X2's) and necessary accessories (ammunition, batteries, holsters) which will provide its patrol and correction deputies with greater ability to employ less-than-lethal force in situations where the only other available option would be lethal force. As the contracting authority, we seek Board approval to submit this grant proposal which is a no match grant of \$21, 417.82. The proposal is due to be submitted by October 15, 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?** ☐ **None**

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?) BOCC approval to submit grant proposal, signature by Board on Letter of Submittal and signature of Commissioner Ozias on Exhibit A.

County Official signature & print name: W. Benedict

Name of Employee/Stakeholder attending meeting: Chief Criminal Deputy King

Relevant Departments: Sheriff

Date submitted: October 6, 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)

Agenda Item Less than lethal Grant
Revised: 3-04-2019

Clallam County

Grant Application Information

DEPARTMENT: **Sheriff's Department**

DATE SUBMITTED TO W/S: **10/6/21**

GRANT NAME: **Less-Than-Lethal Equipment**

APPLICATION DEADLINE: **10/15/21**

ISSUING AGENCY: **WA State Dep't Commerce**

IS THIS A RENEWAL? **No**

LENGTH OF GRANT: **Single Purchase/6/30/22**

RENEWAL POSSIBLE? **No**

TOTAL AWARD: **\$21, 417.82**

ANNUAL AMOUNT: **\$21, 417.82**

MATCH REQUIRED? **NO**

MATCH AMOUNT: **N/A**

DESCRIPTION OF GRANT AND PURPOSE:

The WA State Department of Commerce has issued a Request For Proposals regarding the procurement of less-than-lethal equipment. The Clallam County Sheriff's Department proposes to mitigate its curtailed access to less-than-lethal equipment by virtue of RCW 10.116.040's equipment restrictions by proposing to purchase ten (10) Conducted Energy Weapons (TASER X2's) and necessary accessories (ammunition, batteries, holsters) which will provide its patrol and correction deputies with greater ability to employ less-than-lethal force in situations where the only other available option would be lethal force.

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

The purchase of ten (10) additional TASER X2 devices for the use of less-than-lethal means for both our patrol and correction operations will better protect the public, and address inmate and suspect resistance with a measured use of force continuum.

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

Yes, this device provides for increased officer safety and allows the Sheriff's Department to better serve our community.

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

No

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

The use of the TASER X2 devices in the field and outcomes of its deployment are documented by the Clallam County Sheriff's Department.

DOES THE GRANT ACTIVITY CREATE A NEW SERVICE OR LEVEL OF SERVICE WHICH IS EXPECTED

TO BE CONTINUED FROM LOCAL FUNDING AT THE END OF THE GRANT PERIOD? No

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

None Required.

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

No impacts on other departments.

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

No new positions will be added.

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

This is a one-time purchase of equipment. The grant requires a minimal report concerning the equipment.

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

Yes, this equipment is being sought to mitigate the life-safety risks of deputies, suspects, inmates and the public.

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

No.

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

No.

WHAT BUDGET CHANGES ARE NECESSARY? INCLUDE REVENUES AND EXPENDITURES.

No budget changes are necessary.

OTHER COMMENTS

Wf Benedict

ELECTED OFFICIAL/DEPARTMENT HEAD SIGNATURE

APPROVAL

Rich Sill, ADMINISTRATOR

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



Board of Clallam County Commissioners

223 East 4th Street, Suite 4

Port Angeles, WA 98362-3015

360.417.2233 Fax: 360.417.2493

Email: commissioners@co.clallam.wa.us

MARK OZIAS, District 1, Chair

RANDY JOHNSON, District 2

BILL PEACH, District 3

RICH SILL, County Administrator

File:RFP No. 19-31440-1

12 October 2021

LETTER OF SUBMITTAL REGARDING PROPOSAL OF CLALLAM COUNTY SHERIFF'S OFFICE

State of Washington Department of Commerce
Ms. Abigail Snyder
RFP Coordinator

Dear Ms. Snyder,

Pursuant to the State of Washington Department of Commerce ("Commerce") Request For Proposals No. 19-31440-1 (the "RFP"), the Clallam County Board of Commissioners, as the contracting authority, hereby provides this Letter of Submittal regarding the Proposal of the Clallam County Sheriff's Office to Commerce for the procurement of certain less-than-lethal equipment.

Attached to this Letter of Submittal is (1) the Information Attachment specified under 3.1 A-E of the RFP, (2) Exhibit A to the RFP entitled Certifications and Assurances, signed by Commissioner Ozias, (3) the Clallam County Sheriff's Office Technical Proposal (including Attachment 1), (4) the Clallam County Sheriff's Office Cost Proposal and (5) Exhibit B to the RFP entitled Worker's Rights Certification signed by Mr. Tom Reyes, Deputy County Administrator.

We hope you look upon this proposal favorably.

Sincerely,

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

Bill Peach

INFORMATION ATTACHMENT TO LETTER OF SUBMITTAL

- A. Legal Contracting Entity: Clallam County, Clallam County Sheriff's Office, 223 E. 4th Street, Suite 12, Port Angeles, WA 98362, 360-417- 2459, bking@clallam.wa.us
- B. Principal Officers: Clallam County Board of Commissioner and Board Chair Mark Ozias, 223 E. 4th Street Port Angeles WA 98362, 360 417-2233; Clallam County Sheriff W.L. Benedict, 223 E. 4th Street, Port Angeles WA 98362, 360 417-2464.
- C. DUNS Number: 075739235; Federal Employer Tax Identification Number: 91-6001298; Washington Uniform Business Identification Number; 054-004559; Statewide Vendor Number issued by the State of Washington Department of Revenue: SWV0000200, Suffix 15
- D. Applicant's main operational facility: 223 E. 4th Street, Port Angeles, WA 98362
- E. Former state employees who are currently employed in the Clallam County Sheriff's Office:
 - 1. Susan Bernsten, Steve Brooks, Raymond Cooper, Devin Dahl, Gary Gort, Jeremy Morgan, Nate Pence and Mark Raemer, formerly with the Washington State Department of Corrections, each of these individuals are employed as a Clallam County Corrections Deputy, responsibilities of assisting in overseeing the daily activities in the jail, maintaining the safety and security of facility, inmates, the public
 - 2. Jeff Finley, formerly with Washington State Department of Corrections, is employed as a Clallam County Corrections Sergeant, responsibilities of overseeing the daily activities in the jail, maintaining the safety and security of facility, inmates, the public
 - 3. Jason Earls, David Fletcher, formerly Washington State Department of Corrections and Torri Middlekauff, Chris Moon, Matthew Murphy, formerly Washington State Patrol, are all employed as Clallam County Patrol Deputies, responsibilities of law enforcement and investigative work to maintain law and order in the County
 - 4. John Hollis, formerly with Washington State Department of Corrections, is employed as a Clallam County Patrol Sergeant, responsibilities include overseeing Patrol Deputies
 - 5. Brian Clerici, formerly with Washington State Department of Corrections, is employed as a Clallam County Sheriff's Office Administrative Specialist II, responsibilities of administrative duties
 - 6. Jackie Koon, formerly Washington State Department of Education, is employed as Clallam County Sheriff's Office Accountant, responsibilities of accounting functions

CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of 60 days following receipt, and it may be accepted by COMMERCE without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. If there are exceptions to these assurances, I/we have described them in full detail on a separate page attached to this document.
5. I/we understand that COMMERCE will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of COMMERCE, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not be knowingly disclosed by him/her prior to opening, directly or indirectly, to any other Proposer or to any competitor.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
9. I/we grant COMMERCE the right to contact references and others who may have pertinent information regarding the ability of the Applicant and the lead staff person to perform the services contemplated by this RFP.
10. If any staff member(s) who will perform work on this contract has retired from the State of Washington under the provisions of the 2008 Early Retirement Factors legislation, his/her name(s) is noted on a separately attached page.

We (check one):

- ☐ **are** submitting proposed Contract exceptions. (See Section 2.12, Contract and General Terms and Conditions.) If Contract exceptions are being submitted, I/we have attached them to this form.
- ☒ **are not** submitting proposed Contract exceptions (*default if neither are checked*).

On behalf of the Applicant submitting this proposal, my signature below attests to the accuracy of the above statement as well as my authority to bind the submitting organization.

Signature of Proposer

Date

MARK OZIAS

Printed Name

CLALLAM County Commissioner

Title



**CLALLAM COUNTY SHERIFF'S OFFICE TECHNICAL PROPOSAL
TO COMMERCE RFP NO. 19-31440-1, LESS-THAN-LETHAL EQUIPMENT**

TECHNICAL PROPOSAL OF THE CLALLAM COUNTY SHERIFF'S OFFICE

Consistent with the requirements specified in the State of Washington Department of Commerce ("Commerce") Request For Proposals No. 19-31440-1, Less-Than-Lethal Equipment, the Clallam County Sheriff's Office, a law enforcement agency serving the citizens and community of Clallam County, submits the following technical proposal:

A. Project Approach/Methodology

As detailed below, the Clallam County Sheriff's Office proposes to mitigate its curtailed access to less-than-lethal equipment by virtue of RCW 10.116.040's equipment restrictions by proposing to purchase ten (10) Conducted Energy Weapons (TASER X2's) and necessary accessories (ammunition, batteries, holsters) which will provide its patrol and correction deputies with greater ability to employ less-than-lethal force in situations where the only other available option would be lethal force.

Like many law enforcement agencies, the Clallam County Sheriff's Office has a written "use-of-force continuum" policy that is also covered in training, where deputies learn to use suitable force levels depending on the situational circumstances. This continuum covers various levels of officer response, including verbal de-escalation, displaying a less-than-lethal device, physical restraints, deploying a less-than-lethal device, employing lethal force.

Under the provisions of RCW 10.116.040, a law enforcement agency in Washington State may no longer use or have in its possession .50 caliber or greater firearms and ammunition. Prior to enactment of RCW 10.116.040, the Clallam County Sheriff's Office deployed thirty-nine (39) shotguns that could fire bean bag projectiles, OC (Oleoresin Capsicum) pepper spray projectiles and/or tear gas. These shotguns have a caliber that precludes them from being used or possessed by our Sheriff's Office under RCW 10.116.040. During hostage, barricade or inmate aggressive incidents or other crisis situations, the loss of these shotguns have negatively impacted our ability to apply a use-of-force continuum because we no longer are able to deploy bean bag, OC or tear gas less-than-lethal force.

The Clallam County Sheriff's Office has certain TASER X2 capability, but we do not have sufficient numbers of TASERS to deploy to each of our correction deputies on deck for any given shift. That means that certain of our correction deputies have no less-than-lethal force option during inmate disturbances. In addition, it has been our experience that these TASERS can break after lengthy deployment, become inoperable and need to be replaced. We presently have four (4) inoperable TASERS that were previously deployed to our patrol deputies. The Sheriff's Command Staff have analyzed the situation and believe that access to ten (10) additional TASER X2 devices is necessary for the use of less-than-lethal means for both our patrol and correction operations so as to better protect the public, and address inmate and suspect resistance with a measured use of force continuum.

The safety profile of the TASER device has stood the test of time and research. See National Institute of Justice, *Police Use of Force, Tasers and Other Less-Lethal Weapons*, Research in Brief, Washington, D.C.: U.S. Department of Justice, May 2011, NCJ 232215 (noting study by Wake Forest University that 99.7 percent of people who were shocked by CEDs suffered no injuries or minor injuries only); Kroll, M.W. (2019) , *Benefits, Risks, and Myths of TASER Handheld Electrical Weapons*, Human Factors and Mechanical Engineering for Defense and Safety, 3:7 (“Handheld conducted electrical weapons (CEWs) have been used 3.9 million times in the field in 107 countries. Prospective studies (including over 40 k uses of force) find a 65% reduction in subject injuries versus batons, manual control, and “pepper” spray. There is a 2/3 reduction in fatal shootings when CEW usage is not overly restricted.”).

The Clallam County Sheriff’s Office is cognizant of both the benefits and risks of the TASER devices as a less-than-lethal measure and our deputies are trained by two certified in-house trainers to understand the capabilities, limitations and risks of deploying this device. The Clallam County Sheriff’s Office has issued Policy 309 to its Policy Manual which outlines in detail our guidelines for the issuance and use of TASER™ devices. (Policy 309 attached hereto as Technical Proposal Attachment 1).

Assuming Commerce awards a contract with the Clallam County Sheriff’s Office regarding this proposal, the only authority that will be required is approval “as to form” of the Contract by the Clallam County’s Prosecuting Attorney’s Office and submittal for approval of the Contract to the Clallam County Board of Commissioners (which requires a Monday Working Session and a following Tuesday Regular Board Meeting). Once the Contract is executed, we will immediately proceed with the equipment procurement process.

B. Work Plan

The Clallam County Sheriff’s Office will employ the following work plan shortly after contracting with Commerce concerning this RFP: an assigned sheriff’s deputy will place a sales order based upon a quote we have already received from our Taser vendor for the following items: ten (10) TASER X2 Smart Weapon, ten (10) TASER X2 holsters, fifteen (15) TASER power mag batteries, one hundred (100) TASER X2 Smart Cart 25 foot live ammo, and thirty (30) TASER X2 Smart Cart 15 foot live ammo.

After receiving the TASER shipment, all TASER equipment will be promptly distributed by the assigned deputy in the following manner: four (4) TASER X2s and necessary accessories will be provided to the patrol deputies that currently have inoperable equipment, the remaining six (6) TASER X2s and necessary accessories will be deployed to the correction sergeant to be used while on deck during correction deputies’ daily shifts. The remaining batteries and ammo will be properly secured by the assigned deputy for deployment at a later time.

If any deputy has not been trained on the TASER X2, that deputy will not be deployed a TASER X2 until that deputy has successfully completed department-approved training and has demonstrated satisfactory skill and proficiency in using the TASER device. The Clallam County Sheriff's Office has two certified TASER X2 instructors on its staff. One of these instructors will provide any required training. The Clallam County Sheriff's Office has Policy 309 entitled Conducted Energy Device, which governs the issuance and use of the TASER X2 device including guidelines on the following: issuance and carrying TASER devices, verbal and visual warnings, use of the device, special deployment considerations, targeting considerations, multiple applications of the device, actions following deployment, documentation of discharges, medical treatment protocols, and required training descriptions. All deputies are required to read and confirm that they will adhere to Policy 309 as well as undergo in-house training before being issued a TASER X2 device. Under Policy 309, "any personnel who have not carried the TASER device as part of their assignment for a period of six months or more shall be recertified by a department-approved TASER device instructor prior to again carrying or using the device."

The use of the TASER X2 devices in the field and outcomes of its deployment are documented by the Clallam County Sheriff's Office and will be available to Commerce at its request.

C. Project Schedule

Assuming the Contract with Commerce is fully executed by the end of November, 2021, we expect to procure the ten (10) TASER X2 devices and necessary accessories for deployment to patrol and correction deputies by mid-February, 2022. Any deputies requiring training will be notified of a training date to occur within the month of January, 2022.

D. Outcomes and Performance Measurements

The Clallam County Sheriff's Office presently monitors the use and outcomes obtained from deploying its TASER devices. See Policy 309 ("Deputies shall document all TASER device discharges in the related arrest/crime report and the Use of Force form. Notification shall also be made to a Supervisor in compliance with the Use of Force Policy. Unintentional discharges, pointing the device at a person, laser activation and arcing the device will also be documented on the report form.") Under any contract with Commerce, we assume that we will collect such data and provide that to Commerce in intervals specified under the contract. As previously discussed in the Project Approach/Methodology section, we believe that the procurement of these additional TASER devices will aid in our ability to use less-than-lethal force within a use of force continuum that may reduce fatal shootings, and reduce injuries to deputies, suspects and inmates during use of force events.

E. Risks

The Clallam County Sheriff's Office sees little to no risk in obtaining and deploying the TASER X2 devices and accessories should the grant proposal be accepted by Commerce. Unlike certain other less-than-lethal devices, there is presently no supply chain disruption in obtaining this equipment and we already have a vendor quote and certified in-house training ability as needed.

F. Deliverables

As its deliverables, the Clallam County Sheriff's Office will procure the following equipment under its contract with Commerce: ten (10) TASER X2 devices, ten (10) TASER X2 Holsters LH Black Hawk Model, fifteen (15) TASER Tact Performance Power batteries, one hundred (100) count of TASER X2 Smart Cart 25 foot live munition, and thirty (30) count of TASER X2 Smart Cart 15 foot live munition. Once procured, this equipment will be distributed by the Clallam County Sheriff's Office pursuant to the above detailed Work Plan and Project Schedule. As part of the contract terms, we anticipate that we will provide to Commerce a properly completed invoice of the equipment purchased and that we will submit data/performance/outcome reports at intervals agreed to by the parties.

G. Related Information

During the past twenty-four (24) months, the following contracts were executed between the Applicant, the Clallam County Sheriff's Office and the State of Washington:

1. Washington State Police, Contract No. 811-19-09, Livescan User Agreement, executed 11/20/19
2. Washington State Department of Commerce, Contract No. 811-19-08, STOP Grant, executed 1/1/20
3. Washington Department of Natural Resources, Contract No. 11065-19-02, Ellis Lookout Site Lease executed 1/1/20
4. Washington State Military Department, Contract No. 817-20-06, EMPG COVID-19 Supplement Agreement, executed 1/27/20
5. Washington State Patrol, Contract No. 11065-20-01, Shared Use/Maintenance of PSRN, executed 2/1/20
6. Washington State Police, Contract No. 11008-20-01, Interlocal Multijurisdictional Drug Taskforce Agreement, executed 3/3/20
7. Washington State Military Department, Contract No. 817-20-08, FY20 EMPG Grant, executed 6/1/20
8. Washington State Department of Commerce, F17-31440-203, County Contract No, 11008-20-02, Multi-Jurisdictional Gang-Drug Grant, executed 7/1/20

9. Washington State Military Department, Contract No. 11061-20-01, E911 Reimbursement Agreement, executed 7/1/20
10. Washington State Military Department, Contract No. 817-20-07, FY20 SHSP Grant, executed 9/1/20
11. Washington State Military Department, Contract No. 11068-21-02, FY20 Operation Stonegarden Grant, executed 9/1/20
12. Washington Traffic Safety Commission, Contract No. 811-20-08, Target Zero Manager Position, executed 10/1/20
13. Washington Traffic Safety Commission, Contract No. 811-20-11, HVE Region 1 Target Zero Task Force Agreement, executed 10/01/20
14. Washington State Department of Corrections, Contract No. 815-20-03, Temporary Bed Rate Increase due to COVID-19, executed 12/21/20
15. Washington State Department of Commerce, Contract No. F18-31440-003, County Contract No. 11008-21-01, Multi-Jurisdictional Drug-Gang Task Force Program

The following current staff of the Applicant, the Clallam County Sheriff's Office, were previously employed at some time during the past twenty-four (24) months as a Washington State employee:

1. Brian Clerici, Washington State Department of Corrections, previous job held was Secretary Supervisor, HCU, separation date: 3/13/20
2. Jason Earls, Washington State Department of Corrections, previous job held was deputy, separation date was 3/2/20

The Applicant has not had a contract terminated for default in the last five years.



CLALLAM COUNTY SHERIFF'S OFFICE TECHNICAL PROPOSAL
ATTACHMENT 1

Conducted Energy Device

309.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of TASER (TM) devices.

309.2 POLICY

The TASER device is intended to control a violent or potentially violent individual, while minimizing the risk of serious injury. The appropriate use of such a device should result in fewer serious injuries to deputies and suspects.

309.3 ISSUANCE AND CARRYING TASER DEVICES

Only members who have successfully completed department-approved training and have demonstrated satisfactory skill and proficiency may be issued and carry the TASER device.

TASER devices are issued for use during a member's current assignment. Those leaving a particular assignment may be required to return the device to the department's inventory.

Deputies shall only use the TASER device and cartridges that have been issued by the Department. Uniformed deputies who have been issued the TASER device shall wear the device in an approved holster on their person. Non-uniformed deputies may secure the TASER device in the driver's compartment of their vehicle.

Members carrying the TASER device should perform a spark test on the unit prior to every shift.

When carrying while in uniform, deputies shall carry the TASER device in a weak-side holster on the side opposite the duty weapon.

- (a) All TASER devices shall be clearly and distinctly marked to differentiate them from the duty weapon and any other device.
- (b) Whenever practicable, deputies should carry two or more cartridges on their person when carrying the TASER device.
- (c) Deputies shall be responsible for ensuring that their issued TASER device is properly maintained and in good working order.
- (d) Deputies should not hold both a firearm and the TASER device at the same time.

309.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the TASER device, such as "Taser, Taser, Taser", should precede its application, unless it would otherwise endanger the safety of deputies or when it is not practicable due to the circumstances. The purpose of the warning is to:

- (a) Provide the individual with a reasonable opportunity to voluntarily comply.
- (b) Provide other deputies and individuals with a warning that the TASER device may be deployed.

Clallam County Sheriff's Office

Clallam County SO Policy Manual

Conducted Energy Device

If, after a verbal warning, an individual is unwilling to voluntarily comply with a deputy's lawful orders and it appears both reasonable and feasible under the circumstances, the deputy may, but is not required to, display the electrical arc, or the laser in a further attempt to gain compliance prior to the application of the TASER device. The aiming laser should never be intentionally directed into the eyes of another as it may permanently impair his/her vision.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the deputy deploying the TASER device in the related report.

309.5 USE OF THE TASER DEVICE

The TASER device has limitations and restrictions requiring consideration before its use. The TASER device should only be used when its operator can safely approach the subject within the operational range of the device. Although the TASER device is generally effective in controlling most individuals, deputies should be aware that the device may not achieve the intended results and be prepared with other options.

309.5.1 APPLICATION OF THE TASER DEVICE

The TASER device may be used in any of the following circumstances, when the circumstances perceived by the deputy at the time indicate that such application is reasonably necessary to control a person:

- (a) The subject is violent or is physically resisting.
- (b) The subject has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm deputies, him/herself or others.

Mere flight from a pursuing deputy, without other known circumstances or factors, is not good cause for the use of the TASER device to apprehend an individual.

309.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the TASER device on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the deputy, the subject or others, and the deputy reasonably believes that the need to control the individual outweighs the risk of using the device. This includes:

- (a) Individuals who are known to be pregnant.
- (b) Elderly individuals or obvious juveniles.
- (c) Individuals with obviously low body mass.
- (d) Individuals who are handcuffed or otherwise restrained.
- (e) Individuals who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.

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- (f) Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles).

Because the application of the TASER device in the drive-stun mode (i.e., direct contact without probes) relies primarily on pain compliance, the use of the drive-stun mode generally should be limited to supplementing the probe-mode to complete the circuit, or as a distraction technique to gain separation between deputies and the subject, thereby giving deputies time and distance to consider other force options or actions.

The TASER device shall not be used to psychologically torment, elicit statements or to punish any individual.

309.5.3 TARGETING CONSIDERATIONS

Reasonable efforts should be made to target lower center mass and avoid the head, neck, chest and groin. If the dynamics of a situation or officer safety do not permit the deputy to limit the application of the TASER device probes to a precise target area, deputies should monitor the condition of the subject if one or more probes strikes the head, neck, chest or groin until the subject is examined by paramedics or other medical personnel.

309.5.4 MULTIPLE APPLICATIONS OF THE TASER DEVICE

Deputies should apply the TASER device for only one standard cycle and then evaluate the situation before applying any subsequent cycles. Multiple applications of the TASER device against a single individual are generally not recommended and should be avoided unless the deputy reasonably believes that the need to control the individual outweighs the potentially increased risk posed by multiple applications.

If the first application of the TASER device appears to be ineffective in gaining control of an individual, the deputy should consider certain factors before additional applications of the TASER device, including:

- (a) Whether the probes are making proper contact.
- (b) Whether the individual has the ability and has been given a reasonable opportunity to comply.
- (c) Whether verbal commands, other options or tactics may be more effective.

Deputies should generally not intentionally apply more than one TASER device at a time against a single subject.

309.5.5 ACTIONS FOLLOWING TASER DEPLOYMENTS

Deputies shall notify a supervisor of all TASER discharges.

Taser darts which penetrate an individual's skin in non-sensitive areas will be removed by the TASER operator at the earliest practical opportunity.

Whenever a TASER weapon is deployed on an individual and the darts have penetrated sensitive areas (e.g., groin, female breast, head, neck, face) and/or there are other injuries, Fire Department

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Aid, Medic Unit, or any qualified medical personnel shall be called to the scene to remove the probes.

Expendable TASER darts, cartridge(s), and probes should be submitted into evidence. The cartridge serial number should also be noted and documented on the property room report. If the TASER probes penetrated the skin, the evidence packaging shall be labeled a biohazard. Confetti tags (AFIDS) should be photographed.

Photographs of TASER probe penetration points and any injuries should be taken. A set of photographs will be forwarded with the case report and Use of Force Report.

All applications of a TASER will require a data-download only for the date of the incident. Data downloads shall be completed by the Department's Taser Instructor as soon as practical and the data shall be attached to the Use of Force Report.

309.5.6 DANGEROUS ANIMALS

The TASER device may be deployed against an animal as part of a plan to deal with a potentially dangerous animal, such as a dog, if the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

309.5.7 OFF-DUTY CONSIDERATIONS

Deputies are not authorized to carry department TASER devices while off-duty.

Deputies shall ensure that TASER devices are secured while in their homes, vehicles or any other area under their control, in a manner that will keep the device inaccessible to others.

309.6 DOCUMENTATION

Deputies shall document all TASER device discharges in the related arrest/crime report and the Use of Force report form. Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Unintentional discharges, pointing the device at a person, laser activation and arcing the device will also be documented on the report form.

309.6.1 REPORTS

The deputy should include the following in the arrest/crime report:

- (a) Identification of all personnel firing TASER devices
- (b) Identification of all witnesses
- (c) Medical care provided to the subject
- (d) Observations of the subject's physical and physiological actions
- (e) Any known or suspected drug use, intoxication or other medical problems

309.7 MEDICAL TREATMENT

Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnel should remove TASER device probes from a person's body if the TASER probes have penetrated a sensitive area.

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Used TASER device probes shall be treated as a sharps biohazard, similar to a used hypodermic needle and handled appropriately. Universal precautions should be taken.

All persons who have been struck by TASER device probes or who have been subjected to the electric discharge of the device shall be medically assessed prior to booking. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

- (a) The person is suspected of being under the influence of controlled substances and/or alcohol.
- (b) The person may be pregnant.
- (c) The person reasonably appears to be in need of medical attention.
- (d) The TASER device probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).
- (e) The person requests medical treatment.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications (i.e., more than 15 seconds) shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another deputy and/or medical personnel and shall be fully documented in related reports. If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

The transporting deputy shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the TASER device.

309.8 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the TASER device may be used. A supervisor should respond to all incidents where the TASER device was activated.

A supervisor should review each incident where a person has been exposed to an activation of the TASER device and ensure the device's onboard memory is downloaded through the data port by the Department's TASER instructor and saved with the related arrest/crime report.

Supervisors should ensure photographs of the probe sites are taken and witnesses interviewed.

309.9 TRAINING

Personnel who are authorized to carry the TASER device shall be permitted to do so only after successfully completing the initial department-approved training and demonstrating satisfactory skill and proficiency. Any personnel who have not carried the TASER device as a part of their assignment for a period of six months or more shall be recertified by a department-approved TASER device instructor prior to again carrying or using the device.

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Proficiency training for personnel who have been issued TASER devices should occur every year. A reassessment of a deputy's knowledge and/or practical skill may be required at any time if deemed appropriate by the Training Sergeant. All training and proficiency for TASER devices will be documented in the deputy's training file.

Command staff, supervisors, and investigators should receive TASER device training as appropriate for the investigations they conduct and review.

Deputies who do not carry TASER devices should receive training that is sufficient to familiarize them with the device and with working with deputies who use the device.

The Training Sergeant is responsible for ensuring that all members who carry TASER devices have received initial and annual proficiency training. Periodic audits should be used for verification.

Application of TASER devices during training could result in injury to personnel and should not be mandatory for certification.

The Training Sergeant should ensure that all training includes:

- (a) A review of this policy.
- (b) A review of the Use of Force Policy.
- (c) Performing weak-hand draws or cross-draws to reduce the possibility of unintentionally drawing and firing a firearm.
- (d) Target area considerations, to include techniques or options to reduce the unintentional application of probes near the head, neck, chest, and groin.
- (e) Handcuffing a subject during the application of the TASER device and transitioning to other force options.
- (f) De-escalation techniques.
- (g) Restraint techniques that do not impair respiration following the application of the TASER device.



**CLALLAM COUNTY SHERIFF'S OFFICE COST PROPOSAL
TO COMMERCE RFP NO. 19-31440-1, LESS-THAN-LETHAL EQUIPMENT**

COST PROPOSAL FOR RFP NO. 19-31440-1

The Clallam County Sheriff's Office submits the following cost proposal of \$ 21,417.82:

A. Identification of Proposed Costs

<u>Conducted Energy Weapon</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Net Price</u>	<u>Sales Tax</u>	<u>Total Price</u>
TASER X2 Smart Weapon	10	\$1,275.00	\$12,750.00	\$1,122.00	\$13,872.00
TASER X2 Holster LH Black Hawk Model	10	\$81.75	\$817.50	\$71.94	\$889.44
TASER Tact Performance Power Maga Battery	15	\$68.00	\$1,020.00	\$89.76	\$1,109.76
TASER X2 Smart Cart 25 Foot Live	100 count	\$39.70	\$3,970.00	\$349.36	\$4,319.36
TASER X2 Smart Cart 15 Foot Live [used for Training]	30 count	\$37.60	\$1,128.00	\$99.26	\$1,227.26
Deputy TASER Training Expenses [Performed in-house by certified Instructors -- No Charge to Commerce]	-----	-----	-----	-----	-----
				TOTAL COST	\$21,417.82

B. Computations

The following is provided as an additional computation of the above item costs for informational purposes:

TASER X2 Devices	Total Cost: \$13,872.00
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TASER X2 Necessary Accessories	Total Cost: \$7,545.82
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TOTAL COST: \$21,417.82

**CONTRACTOR CERTIFICATION
EXECUTIVE ORDER 18-03 – WORKERS' RIGHTS
WASHINGTON STATE GOODS & SERVICES CONTRACTS**

Pursuant to the Washington State Governor's Executive Order 18-03 (dated June 12, 2018), the Washington State Department of Commerce is seeking to contract with qualified entities and business owners who certify that their employees are not, as a condition of employment, subject to mandatory individual arbitration clauses and class or collective action waivers.

Solicitation No.: 19-31440-1

I hereby certify, on behalf of the firm identified below, as follows (check one):

☒ **NO MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES.** This firm does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

OR

☐ **MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES.** This firm requires its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

OR

☐ This firm certifies it has no employees.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the firm listed herein.

FIRM NAME: CHALLAM COUNTY
Name of Contractor/Bidder – Print full legal entity name of firm

By: Tom Reyes Tom REYES
Signature of authorized person Printed Name

Title: DEPUTY CO. ADMIN. Place: PORT ANGELES, WA
Title of person signing certificate Print city and state where signed

Date: 9/21/2021

Return Contractor Certification to Procurement Coordinator as part of your complete response.



AGENDA ITEM SUMMARY

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

3
10/11/21

Department: Health and Human Services

WORK SESSION ☒ **Meeting Date:** October 11, 2021

REGULAR AGENDA ☒ **Meeting Date:** October 19, 2021

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

Item summary:

- | | | |
|---|--|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 11301-18-CONCON, Amendment #23 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

Attached is Consolidated Contract Amendment #23 between Department of Health and Clallam County Health and Human Services, which adds supplemental funding to the HHS 2021 budget for the following:

- Covid-19 Vaccination Services, in the amount of \$5,000;
- Opioid Prevention Services, in the amount of \$87,000;
- Women, Infant and Children Program Services, in the amount of \$7,526;
- Maternal Child Health Services, in the amount of \$16,729;
- Emergency Preparedness, in the amount of \$20,000 and
- Onsite Services, in the amount of \$22,500.

The remainder of the contract amendment budget increase is already in the 2021 budget.

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

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

Approve and move to regular BOCC meeting for final signature.

County Official signature & print name:  KEVIN LoPiccolo

Name of Employee/Stakeholder attending meeting: Kevin LoPiccolo

Relevant Departments: Health and Human Services

Date submitted: October 6, 2021

* Work Session Meeting - Submit 1 single sided/not stapled copy 11301-18-CONCON, Amendment #23 Agenda Item Summary
** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies) Revised: 3-04-2019

Questions? Call Loni Gores, Clerk of the Board, ext 2256

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

CONTRACT NUMBER: CLH18239

AMENDMENT NUMBER: 23

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:
- Emergency Preparedness & Response PHEP - Effective July 1, 2021
 - Foundational Public Health Services (FPHS) - Effective July 1, 2021
 - Injury & Violence Prevention (IVP) Overdose Data to Action - Effective September 1, 2021
- ☒ Amends Statements of Work for the following programs:
- COVID-19 Coordinated Response - Effective July 1, 2020
 - Maternal & Child Health Block Grant - Effective January 1, 2018
 - OSS LMP Implementation - Effective July 1, 2019
 - WIC Nutrition Program - Effective January 1, 2018
- ☐ Deletes Statements of Work for the following programs:

2. Exhibit B-23 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-22 Allocations as follows:

- ☒ Increase of \$303,455 for a revised maximum consideration of \$7,594,903.
- ☐ 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-22 Schedule of Federal Awards, attached and incorporated by this reference, amends and replaces Exhibit C-21.

Unless designated otherwise herein, the effective date of this amendment is the date of execution.

ALL OTHER TERMS AND CONDITIONS of the original contract and any subsequent amendments remain in full force and effect.

IN WITNESS WHEREOF, the undersigned has affixed his/her signature in execution thereof.

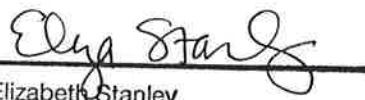
CLALLAM COUNTY BOARD OF COUNTY COMMISSIONERS

STATE OF WASHINGTON
DEPARTMENT OF HEALTH

Date

Date

Approved as to form only by:


Elizabeth Stanley
Civil Deputy Prosecuting Attorney
Clallam County

APPROVED AS TO FORM ONLY
Assistant Attorney General

2018-2021 CONSOLIDATED CONTRACT

EXHIBIT A

STATEMENTS OF WORK

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DOH Program Name or Title: OSS LMP Implementation - Effective July 1, 2019	41
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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) 4

Funding Source ☒ Federal Subrecipient ☐ State ☐ Other ☒ Federal *Contractor	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, 2020 through December 31, 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

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

Revision Purpose: The purpose of this revision is to update the MI code for FFY20 ELC EDE LHJ ALLOCATION in the Payment Information column, revise language and add new deliverable in Task 2.1.h, and revise program specific language for DCHS COVID-19 Response-Tasks 1 and 2; add \$5,000 additional funding and Task 3D Vaccine Depot for the period of 07/01/21-12/31/21 for COVID-19 Vaccine Services-Task 3; and extend the funding period for MASS VACCINATION FEMA 100% from July 20, 2021 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 Increase (+)	Total Consideration
				Start Date	End Date			
BITV-COVID ED LHJ ALLOCATION-CARES	21.019	333.21.01	1897129V	07/01/20	12/31/21	411,368	0	411,368
FEMA-75 COVID LHJ ALLOCATION	97.036	333.97.03	1897129W	07/01/20	12/30/20	0	0	0
FFY21 COVID19 VACCINE SERVICES-CARES	93.268	333.93.26	74310209	07/01/20	12/31/21	14,582	0	14,582
FFY20 ELC EDE LHJ ALLOCATION	93.323	333.93.32	1987120E	01/15/21	12/30/21	782,083	0	782,083
FFY19 ELC COVID ED LHJ ALLOCATION	93.323	333.93.32	1987129G	01/01/21	12/31/21	349,731	0	349,731
*MASS VACCINATION FEMA 100%	97.036	333.97.03	934V0200	01/21/21	12/31/21	0	0	0
COVID 19 VACCINES	93.268	333.93.26	74310229	07/01/20	12/31/21	354,803	5,000	359,803
TOTALS						1,912,567	5,000	1,917,567

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

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	- Case Investigation/Contact Tracing - Sustainable isolation and quarantine - Care coordination - Surge management - Data reporting NOTE: 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. DCHS COVID-19 Response - Tasks 1 and 2 – Unspent ELC funding can be carried forward into new contract term effective January 1, 2022.				
1	Establish a budget plan and narrative to be submitted to the Department of Health (DOH) Contract Manager. DOH will send the "Budget narrative Template", "Budget Guidance" and any other applicable documents that may be identified. DOH does recognize the public health response goes beyond December 2021 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 2021 as applicable.		Submit the budget plan and narrative using the template provided.	Within 30 days of receiving any new award for DCHS COVID-19 Response tasks.	Reimbursement of actual costs incurred, not to exceed \$1,240,866 total. \$411,368 BITV-COVID ED LHJ ALLOCATION-CARES Funding (MI 1897129V)
2	1) LHJ Active monitoring activities. In partnership with WA DOH and neighboring Tribes, the LHJ must ensure adequate culturally and linguistically responsive testing, investigation and contact tracing resources to limit the spread disease. LHJs must conduct the following activities in accordance with the guidance to be provided by DOH. a. Allocate enough funding to ensure the following Contact Tracing and Case Investigation Support: Hire a minimum of 1.0 data entry FTE to assure system requirements for task 2.1 a. i. Contact tracing 1. Strive to maintain the capacity to surge a minimum of five (5) contact tracers for every 100,000 people in the jurisdiction, as needed, based on disease rates. DOH Have staff that reflect the demographic makeup of the jurisdiction and who can provide		Data collected and reported into DOH systems daily. Enter all contact tracing data in CREST following guidance from-DOH.	Enter performance metrics daily into DOH identified systems Quarterly performance reporting updates	\$782,083 FFY20 ELC EDE LHJ ALLOCATION Funding (MI 1897120DE) Funding end date 7/31/2023 \$349,731 FFY19 ELC COVID ED LHJ ALLOCATION Funding (MI 1897129G) Funding end date 10/18/2022

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	culturally and linguistically competent and responsive services. In addition, or alternatively, enter into an agreement(s) with Tribal, community-based and/or culturally-specific organizations to provide such services. DOH centralized investigations will count towards this minimum. 2. Ensure all contact tracing staff are trained in accordance with DOH investigative guidelines and data entry protocols. 3. Coordinate with Tribal partners in conducting contact tracing for Tribal members. 4. Ensure contact tracing and case investigations activities meet DOH case and Contact Tracing Metrics. (Metrics to be determined collaboratively by DOH, LHJs and Tribes.) Work with DOH to develop a corrective action plan if unable to meet metrics. 5. 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 <i>CREST</i> as directed by DOH. b) Ensure all staff designated to utilize WDRS have access and are trained in the system.		Enter all case investigation data in WDRS-following guidance from-DOH.		

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	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) Coordinate with Tribal partners in conducting case investigations for tribal members. 3. Ensure contact tracing and case investigation activities meet DOH Case and Contact Tracing Metrics. (Metrics to be determined collaboratively by DOH, LHJs, and Tribes.) Work with DOH to develop a corrective action plan if unable to meet metrics. b. Testing i. Work with partners and Tribes to ensure testing is available to every person within the jurisdiction meeting current DOH criteria for testing and other local testing needs. ii. Work with partners and Tribes 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 FTE support at a minimum of .5 FTE Epidemiologist to support daily reporting needs below. i. Ensure all COVID positive lab test results from LHJ 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.		Maintain a current list of entities providing COVID-19 testing and at what volume. Provide reports to DOH Contract manager on testing locations and volume as requested.		

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	ii. Maintain records of all COVID negative lab test results from the LHJ and enter into WDRS when resources permit or send test results to DOH. iii. Collaborate with Tribes to ensure Tribal entities with appropriate public health authority have read/write access to WDRS and CREST to ensure that all COVID lab results from their jurisdictions are entered in WDRS or shared with the LHJ or DOH for entry. 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. 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 iii. High risk businesses or community-based operations. In collaboration with state licensing agencies and Labor and Industries, partner with food processing and manufacturing businesses to ensure adequate practices to prevent COVID-19 exposure, conduct testing and respond to outbreaks. iv. Healthcare: Support infection prevention and control assessments, testing, cohorting, and isolation procedures. Provide educational resources to a variety of healthcare setting types (e.g., nursing homes, hospitals, dental, dialysis).		Quarterly performance updates related to culturally and linguistic competency and responsiveness, tribal support, infection prevention and control for high-risk populations, community education and regional active monitoring activities. Performance update should include status of all projects listed.		

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	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. Ensure adequate resources are directed towards H2A housing facilities within communities, fishing industries and long-term care facilities to prevent and control disease transmission. Funds can be used to hire support staff, provide incentives or facility-based funding for onsite infection prevention efforts, etc. g. Community education. Work with Tribes and partners to provide culturally and linguistically community outreach and education related to COVID-19. h. Establish sustainable isolation and quarantine measures i. Have at least one (1) location identified and confirmed through contract/formal agreement that can support isolation and quarantine adequate to the population for your jurisdiction with the ability to expand; alternatively, establish with an adjacent jurisdiction a formal agreement to provide the isolation and quarantine capacity adequate to the population for your jurisdiction with the ability to expand. ii. Conduct at least one (1) exercise per year with the identified isolation and quarantine site to include a minimum of confirmation of wrap		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
	around-services (food service delivery, laundry service, water/septic, garbage, ambulance service, cleaning-sanitation), facility intake and discharge procedures, transport procedures, and staffing. Maintain ongoing census data for isolation and quarantine for your population. iii. Planning must incorporate transfer or receipt of isolation and quarantine patients to/from adjacent jurisdictions or state facilities in the event of localized increased need. iv. Planning must incorporate triggers and coordination to request state isolation and quarantine support either through mobile teams or the state facility to include site identification and access), facility intake and discharge procedures, transport procedures, and staffing. v. Planning must incorporate transfer or receipt of isolation and quarantine patients to/from adjacent jurisdictions or state facilities in the event of localized increased need. vi. Planning must incorporate triggers and coordination to request state isolation and quarantine support either through mobile teams or the state facility to include site identification and access		Report census numbers to include historic total by month and monthly total for current quarter to date		
COVID-19 Vaccine Services - Task 3 – will be extended through June 30, 2022 in new contract term effective January 1, 2022. Any unspent funds may be carried forward.					
3.A	Identify activity/activities to support COVID vaccine response in your community, using the examples below as a guideline. Example 1: Develop and implement communication strategies with health care providers, community, and/or other partners to help build vaccine confidence broadly and among groups anticipated to receive early vaccination, as well as dispel vaccine misinformation. Document and provide a plan that shows the communication strategies used with health care providers and other partners and the locally identified population anticipated to reach. Example 2: Engage in other vaccination planning activities such as partnership development, provider education,		Summary of the engagement strategies to be used with health care providers and other partners, and the locally identified population to be reached.	January 31, Annually	Reimbursement of actual costs incurred, not to exceed: \$14,582 FFY21 COVID19 VACCINE SERVICES-CARES Funding (MI 74310209) \$354,803 COVID 19 VACCINES

AMENDMENT #23

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	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				Funding (MI 74310229)
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)	June 30, Annually	
3.C	Catalog activities and conduct an evaluation of the strategies used		Final written report, showing the strategies used and the final progress of the reach (template to be provided)	December 31, Annually	
3.D	<i>Perform as a vaccine depot to provide COVID vaccine. Duties include ordering and redistributing of COVID-19 vaccine, assure storage space for minimum order sizes, initiating transfer in the Immunization Information System (IIS), coordinate with providers for physical transport of doses, and maintaining inventory of COVID vaccine by manufacturer.</i>		a) Complete a redistribution agreement. b) Report inventory reconciliation page. c) Report lost (expired, spoiled, wasted) vaccine to the IIS. d) Report transfer doses in the IIS and Vaccinetinder. e) Monitor and maintain vaccine temperature logs from digital data logger and/or the temperature monitoring system for a minimum of 3 years.	a) Complete by August 1, 2021. b) Reconcile and submit inventory once monthly in the IIS. c) Report lost vaccine within 72 hours in the IIS. d) Update within 24 hours from when transfers occur. e) Download as needed (retain temperature data on site for 3 years)	Task 3.D Vaccine Depot: \$5,000 COVID 19 VACCINES Funding (MI 74310229) 07/01/21-12/31/21
Regional Incident Management Team (IMT) Mass Vaccination Clinics – Task 4					
	*NOTE: Task 4 activities for Mass Vaccination Clinics in this statement of work are NOT CONSIDERED SUBRECIPIENT but are as a CONTRACTOR of DOH.				*Reimbursement of eligible costs.

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	DOH reimbursement provided for local mass vaccination clinic (see definition below) planning, implementation and operations in coordination between Unified Command and the Regional IMT to administer the vaccine as efficiently, quickly, equitably, and safely in all regions of Washington State. State Supported, Regionally Coordinated, Locally Implemented. Definition: Mass vaccination clinics defined as those outside of the usual healthcare delivery method such as pop-up clinics, mobile clinics, non-clinical facility (fairgrounds, arenas, etc.). Leaders Intent about this work from DOH is included as an attachment. Guidance on vaccination protocols must be followed as provided by DOH and CDC.				MASS VACCINATION FEMA 100% Funding (MI 934V0200) (See Program Specific Requirements for Mass Vaccination Task 4 below)
4 A	Local health jurisdiction (LHJ) will coordinate planning and implementation of mass vaccination clinics/sites provided within the county(s) with a regional incident management team/organization as approved by DOH. Request for regional IMT should be submitted through the normal process through WebEOC. Local health jurisdiction is the coordinating agency for the mass vaccination plan within the county. Regional IMT will be under the delegation authority of DOH and they are to provide support and coordination for all efforts around vaccine planning, resource support and general guidance and information sharing in order to regionally coordinate efforts. Local jurisdictions will maintain all decisional authority around vaccination planning and execution within their jurisdiction/district. Provide any information as requested by the regional IMT.		Submit to DOH a mass vaccination plan including: • type of site, • site locations, • throughput, • considerations made to ensure equity to historically marginalized populations, • and to the extent possible a regional map of sites/locations.	Within 30 days of contract amendment execution.	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
4.B	Funding for eligible Mass Vaccination activities are reimbursed on actual costs as outlined in the DOH guidance to provide the services and to carry out the mission. Funding will be dependent on full participation in the LHJ and IMT processes and all documentation will be required to be provided to fully close out funding requests by the end of the mission period of performance. Allowable costs include expenses such as facility rentals, staff to conduct planning, management, support and operation of the site, medical personnel for vaccinations, site security personnel, wrap around services for staff (meals, travel, lodging), equipment (which must be pre-approved by IMT/DOH if it exceeds \$5,000 each), supplies for vaccinations and site operation. LHJs should provide narratives to help assist IMT and DOH finance know what expenditures were necessary to carry out the mission.		Submit estimated budget for the mass vaccination plan. Monthly Cost Summary Spreadsheet to the IMT/IMO by the fifth of the following month.	Within 30 days of contract amendment execution. Monthly	
4 C	Vaccination data – will be maintained according to current state and federal requirements. Vaccine Registration Systems – If a local jurisdiction or region does not have a registration system(s) the include internet based, phone option and other methods to ensure equitable registration, the state PrepMod system and tools will be available for use.		Submission of vaccine use into WA IIS database within 24hrs of use. Jurisdiction/Regions will ensure a fair and equitable process for registration of eligible Washingtonians across all available modalities.	Daily	
4 D	Regularly report on vaccinations sites and operational activities (number of vaccinations, personnel to operate the site, challenges, successes to share for learning across the public health system).		Provide monthly situation report to IMT/IMO on status of implementation of mass vaccination plan, or more frequently if that is the LHJ procedure. Sites operating for the time period, vaccines administered by site for the time period, estimated costs for the time period, any challenges/successes of note, including assistance requested.	Monthly	

***For Information Only:**

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

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

Special Requirements**Federal Funding Accountability and Transparency Act (FFATA)**

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent.

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

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

Program Specific Requirements/Narrative

DCHS COVID-19 Response - Tasks 1 and 2	BITV-COVID ED LHJ ALLOCATION-CARES
	FFY19 ELC COVID ED LHJ ALLOCATION
	FFY20 ELC EDE LHJ ALLOCATION
COVID-19 Vaccine Services - Task 3	FFY21 COVID 19 VACCINE SERVICES-CARES
	COVID 19 VACCINES
Regional Incident Management Team (IMT) Mass Vaccination Clinics – Task 4	MASS VACCINATION FEMA 100%

DCHS COVID-19 Response - Tasks 1 and 2

Restrictions on Funds: Indirects are **NOT** allowable for CARES funding from September 2, 2020 forward – LHJ can charge administrative activities as direct costs but not incur indirects from September 2, 2020 through December ~~30, 2020~~ 31, 2021 for activities funded with CARES funds (COVID LOCAL CARES - COVID LHJ OFM ALLOCATION-CARES, BITV-COVID ED LHJ ALLOCATION-CARES, FEMA-75 COVID LHJ ALLOCATION)

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

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

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

COVID-19 Vaccine Services - Task 3 – allowable activities <https://www.doh.wa.gov/Portals/1/Documents/9240/AllowableUseFedOpsFunds.pdf>

Mass Vaccination – Task 4

Program Manual, Handbook, Policy References

Emergency Response Plan (or equivalent)

Medical Countermeasure/Mass Vaccination Plan

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

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

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

Indirect rates are not applicable to these funds.

Special References (RCWs, WACs, etc.)

County Health Emergency Documentation if applicable

Monitoring Visits (frequency, type):

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

Definitions

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

Special Billing Requirements:

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

Contract (MI) Code: 934V0200 General Mass Vaccination

BARS Revenue Code: 333.97.03 Mass Vaccination Reimbursement

Special Instructions:

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

Detailed documentation must be maintained as directed by the regional IMT/Organization and DOH to substantiate costs associated with these activities for submission to FEMA upon request by DOH.

Eligible costs from the timeframe of January 21, 2021 through ~~July 20, 2024~~ December 31, 2021 include facility rentals, medical and support staff for planning, management, support, and operations; as well as wrap-around services for staff (i.e., meals, travel, lodging). Regular and overtime pay associated with this project is allowable for all staff working under this project and must be billed as a direct charge; timesheets are required documentation and must be available upon request by DOH. Indirect rates are not applicable to these funds. Eligible equipment includes facility infection control measures, personal protective equipment (PPE), storage equipment, coolers, freezers, temperature monitoring devices, portable vaccine units for transportation, supplies such as emergency medical supplies (for emergency medical care needs that may arise in the administration of the vaccine), containers for medical waste, as well as proper storage as needed for canisters of liquid nitrogen or dry ice. Eligible equipment purchase costs should not exceed \$5,000 per piece. Equipment over \$5,000 a piece must be preapproved by the IMT and should be leased rather than purchased. Any diversion from the list of pre-approved expenses will require a narrative on the purchase rationale and will be subject to IMT approval prior to reimbursement. Timesheets are required documentation for all activities related to this project. Staff time-in / time-out must be recorded, as well as a brief description of their activities. A general description of activities is acceptable for those working at the vaccine site; more detailed/specific description is required for those not working at the vaccine site.

DOH Program Contact

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DOH, PHOCIS

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

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DOH COVID19 Vaccine Services Program Contacts (Task 3)

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

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AMENDMENT #23

Exhibit A
Statement of Work
Contract Term: 2018-2021

DOH Program Name or Title: Emergency Preparedness & Response-PHEP -
Effective July 1, 2021

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: July 1, 2021 through December 31, 2021

Statement of Work Purpose: The purpose of this statement of work is to establish funding and tasks to support and sustain LHJ public health emergency preparedness as part of statewide public health emergency preparedness and response.

Revision Purpose: NA

NOTE: The current consolidated contract ends December 31, 2021. Once a new contract is in place, January 1, 2022, the program plans to submit a new statement of work through June 30, 2022. Deliverable due dates after December 31, 2021 are referenced for informational purposes only and will be updated in the January - June 2022 statement of work.

This statement of work (ending 12/31/21) includes 60% of the total allocation of these funds. The January - June 2022 statement of work will reflect the remaining 40%. Once all invoices have been submitted and balances are reconciled for this statement of work (ending 12/31/21), any remaining funds will be added to a revised January - June 2022 statement of work.

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			
FFY21 PHEP BP3 LHJ Funding	93.069	333.93.06	31102380	07/01/21	12/31/21	0	35,387	35,387
TOTALS						0	35,387	35,387

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Across Domains and Capabilities Complete reporting templates as requested by DOH to comply with program and federal grant requirements, including mid-year and end-of-year reports.		Mid-year report on template provided by DOH. End-of-year report on template provided by DOH. Additional reporting may be required if federal requirements change.	December 31, 2021 June 30, 2022	Reimbursement for actual costs not to exceed total funding consideration amount.

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2	Across Domains and Capabilities 2.1 Submit names, position titles, email addresses and phone numbers of key LHJ staff responsible for this statement of work, including management, Emergency Response Coordinator, and accounting and/or financial staff. 2.2 Submit emergency contacts to be published in the confidential Yellow Book, including but not limited to Administrator, Health Officer, and Emergency Response Coordinator. For each contact include name, role, email, daytime phone number and after hours phone number.		Submit information by August 1, 2021 and any changes within 30 days of the change. Mid-year report on template provided by DOH. Note any changes or no change. End-of-year report on template provided by DOH. Note any changes or no change.	August 1, 2021 December 31, 2021 June 30, 2022	
3	Across Domains and Capabilities Participate in a site visit with DOH staff to discuss LHJ response capabilities, upon request from DOH. Site visit may be held virtually due to pandemic restrictions.		DOH will maintain documentation of site visit participation.	Upon request from DOH.	
4	Across Domains and Capabilities Develop a budget demonstrating how the LHJ plans to spend funds during this period of performance, using a budget template provided by DOH. Note: 20% of the LHJ's annual allocation will be withheld until this requirement is met. Failure to meet this requirement may result in DOH redirecting funds from the LHJ.		Budget, using template provided by DOH.	Upon request from DOH.	
5	Across Domains and Capabilities Review and provide input to DOH on public health emergency preparedness plans developed by DOH, upon request from DOH.		Mid-year report on template provided by DOH. End-of-year report on template provided by DOH. Input provided to DOH upon request from DOH.	December 31, 2021 June 30, 2022	

Task Number	Task/Activity/Description	*May Support PIAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
6	Domain 1 Community Resilience Capability 1 Community Preparedness Participate in emergency preparedness events (for example, trainings, meetings, conference calls, and conferences) to advance LHJ, regional, or statewide public health preparedness.		Mid-year report on template provided by DOH. End-of-year report on template provided by DOH. Documentation of training available upon request.	December 31, 2021 June 30, 2022	
7	Across Domains and Capabilities DOH/EPR anticipates many changes in the next months to years as we incorporate lessons learned from the COVID-19 response. In preparation for these changes, the LHJ may use PHEP funding to participate in training and/or learning discussions in the following areas: • Adaptive Leadership • Change Management • Trauma-Informed Change Management • Outward Mindset • Growth Mindset • Racial Equity and/or Social Justice • Community Resilience • Related topics – prior approval from EPR required. Note: Prior approval from DOH/EPR is required for any out-of-state travel.		Mid-year report on template provided by DOH. Note training and briefly describe key learning and any resulting changes in practice and/or policy. End-of-year report on template provided by DOH. Note training and briefly describe key learning and any resulting changes in practice and/or policy.	December 31, 2021 June 30, 2022	
8	Domain 1 Community Resilience Capability 1 Community Preparedness Connect with new and/or existing partners in order to develop working relationships that promote capabilities, capacity and community resilience, including, but not limited to: • Local and/or Emergency Manager(s). • Local and/or regional hospitals. • Local and/or regional elected officials. • Local and/or regional organizations that work with vulnerable populations. (For RERCs, this may include some or all of		Mid-year report on template provided by DOH. Briefly describe connections, lessons learned, and any changes made. End-of-year report on template provided by DOH. Briefly describe connections, lessons learned, and any changes made.	December 31, 2021 June 30, 2022	

AMENDMENT #23

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	the primary groups identified in Activity 6 – All Hazards Plan – Vulnerable Populations.)				
9	Domain 2 Incident Management Capability 3 Emergency Operations Coordination - Training & Exercise Based on availability of training, participate in at least one Foundational Public Health Emergency Preparedness Training provided by region, DOH, DOH-contracted partner, or DOH-approved trainer in person or via webinar. Notes: - For some LHJs this training won't be available until the next Statement of Work period, January 1 – June 30, 2022. DOH will work with regions and LHJs to customize and schedule training(s). - This is one or more specific trainings coordinated by DOH. DOH will work with LHJ to implement. - Participation in an activation, exercise or real-world event may be considered additional training, but does not take the place of the requirement to participate in at least one training as described above.		Mid-year report on template provided by DOH. End-of-year report on template provided by DOH.	December 31, 2021 June 30, 2022	
10	Domain 2 Incident Management Capability 3 Emergency Operations Coordination - Training & Exercise 10.1 Review LHJ public health preparedness and response capabilities and identify gaps, priorities, and training needs. 10.2 Provide input to Regional Emergency Response Coordinators (RERCs) for Regional Integrated Preparedness Plan and Integrated Preparedness Planning Workshop Guide.		Mid-year report on template provided by DOH. End-of-year report on template provided by DOH. 10.2 Input into Regional Integrated Preparedness Plan and Integrated Preparedness Planning Workshop Guide provided to RERCs.	December 31, 2021 June 30, 2022 10.2 As requested by RERCs.	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	Notes: - Integrated Preparedness Planning Workshop is planned for January 2022. LHJs will be required to participate in next statement of work. - LHJ may opt to develop, update and maintain a local Integrated Preparedness Plan. They still need to participate in regional process described above.				
11	Domain 2 Incident Management Capability 3 Emergency Operations Coordination 11.1 Provide immediate notification to DOH Duty Officer at 360-888-0838 or hanalert@doh.wa.gov for all response incidents involving use of emergency response plans and/or incident command structures. 11.2 Produce and provide situation reports (sitreps) documenting LHJ activity during all incidents. Sitrep may be developed by the LHJ or another jurisdiction that includes input from LHJ.		Mid-year report on template provided by DOH. Indicate that this was done or that no response incident occurred. End-of-year report on template provided by DOH. Indicate that this was done or that no response incident occurred. 11.1 Notification to DOH Duty Officer within 60 minutes of activation. 11.2 Sitreps submitted to DOH Duty Officer	December 31, 2021 June 30, 2022	
12	Domain 2 Incident Management Capability 3 Emergency Operations Coordination Complete or participate in After Action Reports (AARs) after each incident or exercise. Note: An AAR may be completed part-way through an extended response, for example, COVID-19.		Mid-year report on template provided by DOH. Briefly describe key lessons learned and changes made and/or planned – or note that no AARs were completed. Submit AAR(s). End-of-year report on template provided by DOH. Briefly describe key lessons learned and changes made and/or planned – or note that no AARs were completed. Submit AAR(s).	December 31, 2021 June 30, 2022	

Task Number	Task/Activity/Description	*May Support PIAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
13	Domain 2 Incident Management Capability 3 Emergency Operations Coordination Convene a county Emergency Support Function (ESF) 8 AAR for COVID-19. Participants include, but not limited to: • Local Health Officer • Public Health Official(s) • Emergency Manager • Regional Health Care Coalition • Local and regional hospitals • Federally Qualified Health Center(s) if they are in your county • Accountable Community of Health Notes: • Follow Homeland Security Exercise and Evaluation Program (HSEEP) guidelines for process and documentation. • Include name, title, and organization of each participant in documentation (AAR). • Outreach may need to be conducted to gather input from entities not able to participate in an AAR meeting. • This may be completed part-way through the COVID-19 response • This AAR may be used to meet the requirement above as well (Task #12).		Mid-year report on template provided by DOH. Briefly describe key lessons learned and changes made and/or planned – or note that no AARs were completed. Submit AAR(s). End-of-year report on template provided by DOH. Briefly describe key lessons learned and changes made and/or planned – or note that no AARs were completed. Submit AAR(s).	December 31, 2021 June 30, 2022	
14	Domain 3 Information Management Capability 4 Emergency Public Information and Warning - Communication 14.1 Participate in Monthly Public Health Communicator Call/Webinar by joining call/webinar and/or following information on the public health communicator online collaborative workspace (e.g. Basecamp). 14.2 Participate in at least one risk communication drill offered by DOH between July 1, 2021 and June 30, 2022. Drill will occur via webinar, phone and email. DOH will offer one in July 1 –		Mid-year report on template provided by DOH. End-of-year report on template provided by DOH. 14.3 and 14.4 Hotwash or After Action Review (AAR) OR summary of communication activities and one sample.	December 31, 2021 June 30, 2022	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	December 31, 2021 and one drill between January 1 – June 30, 2022. 14.3 Conduct a hot wash evaluating LHJ participation in the drill. 14.4 Identifying and implementing communication strategies in real world incident will satisfy need to participate in drill. Conduct a hot wash or After Action Review (AAR) evaluating LHJ participation in communication strategies during the incident. If, the real-world event response is ongoing, LHJ may opt to conduct a hot wash or AAR evaluating communication strategies to date OR include a summary of communication activities in mid-year and/or end-of year reports and one sample of communication. Note: Participation in a real world event may meet the requirement for 14.2, 14.3 and 14.4.				
15	Domain 3 Information Management Capability 6 Information Sharing 15.1 Maintain Washington Secure Electronic Communications, Urgent Response and Exchange System (WASECURES) as primary notification system. 15.2 Participate in DOH-led notification drills. 15.3 Conduct at least one LHJ drill using LHJ-preferred staff notification system. Notes: - Registered users must log in quarterly at a minimum. - DOH will provide technical assistance to LHJs on using WASECURES.		Mid-year report on template provided by DOH. End-of-year report on template provided by DOH.	December 31, 2021 June 30, 2022	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	- LHJ may choose to use another notification system <u>in addition to</u> WASECURES to alert staff during incidents. 15.3 doesn't need to be completed until June 30, 2022. LHJs may begin work in this Statement of Work period or may opt to do all the work in the next Statement of Work period.				
16	Domain 3 Information Management Capability 6 Information Sharing Provide Essential Elements of Information (EELs) during incident response upon request from DOH. Note: DOH will request specific data elements from the LHJ during an incident response, as needed to inform decision making by DOH and state leaders, as well as federal partners when requested.		Provide EELs upon request. Note in the mid-year and end-of-year reports that EELs were provided or none were requested.	Upon request December 31, 2021 June 30, 2022	
17	Domain 4 Countermeasures and Mitigation Capability 8 Medical Countermeasures Dispensing Capability 9 Medical Countermeasures Management and Distribution Update and maintain Medical Countermeasure (MCM) Plans for LHJ and/or Region. Notes: - MCM plans include number of local distribution sites and number for which a detailed point-to-point distribution plan from RSS to distribution site has been jointly confirmed by LHJ and DOH. - MCM plans include number of local points of dispensing (PODs) and number for which a detailed point-to-point distribution plan from local distribution site to dispensing site has been jointly confirmed by LHJ and POD operator (nursing home, local agency, public POD, and independent pharmacy).		Report progress and/or plans in mid-year report on template provided by DOH. End-of-year report on template provided by DOH. If there is a regional plan, provide input to the RERC. Updated MCM plans will be due June 30, 2022.	December 31, 2021 June 30, 2022	

Task Number	Task/Activity/Description	* May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	- LHJs are not required to maintain a hub. LHJs may partner with other organizations to centralize distribution. If LHJs opt to maintain a hub, this should be included in the MCM plan. - DOH will provide technical assistance to LHJs on core elements of an MCM plan.				
18	Domain 5 Surge Management Capability 10 Medical Surge Engagement with regional Health Care Coalition (HCC) Participate in: - Health Care Coalition (HCC) district meetings and/or inform RERC of jurisdictional input (district meetings can be attended via webinar or in person), as requested by HCC Lead and deemed appropriate by LHI. - Information sharing process during incidents and at least one planning process or exercise conducted to inform on the roles and responsibilities of public health. - Development of Disaster Clinical Advisory Committee (DCAC) meetings as appropriate. May include identifying local clinical participants, attending meetings via webinar and reviewing planning efforts. - Reviewing HCC plans for alignment with local ESF8 plans Note: This task doesn't need to be completed until June 30, 2022. LHJs may begin work in this Statement of Work period or may opt to do all the work in the next Statement of Work period.		Mid-year report on template provided by DOH. End-of-year report on template provided by DOH.	December 31, 2021 June 30, 2022	

***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, unless otherwise specified.

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>

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, 2021

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 <Select One>	☐ FFATA (Transparency Act)	☐ Reimbursement
☒ State	☐ Research & Development	☒ Periodic Distribution
☐ Other		

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

Statement of Work Purpose: The purpose of this statement of work (SOW) is to specify how state funds for Foundational Public Health Services (FPHS) will be used for the period of performance. Per RCW 43.70.512, these funds are for the governmental public health system to deliver FPHS services statewide in the most effective, efficient and equitable manner possible with the funds available.

The FPHS Steering Committee with input from FPHS Subject Matter Expert (SME) Workgroups and the Tribal Technical Workgroup is the decision making body for FPHS funds. For the 2021 – 2023 biennium, the Steering Committee is using an iterative approach to decision making. Determining investments first for SFY22 (July 1, 2021 – June 30, 2022), then for SFY23 (July 1, 2022 – June 30, 2023). That means that additional tasks and/or funds may be added to an LHJ's FPHS SOW as these decisions are made.

These funds are to be used as directed and allocated by the FPHS Steering Committee. As the global COVID-19 pandemic and the public health response to it continues and begins to abate, these FPHS funds can be used to supplement other short-term pandemic response funding as needed during this period of performance (07/01/21-12/31/21). Responding to pandemics, epidemics and public health emergencies are foundational services of the governmental public health system.

Note: The total biennial funding allocation is for the period of July 1, 2021 through June 30, 2023. 2021-2023 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, 2021; January 1, 2022; July 1, 2022; January 1, 2023.

The disbursement of funds scheduled for January 1, 2022, July 1, 2022 and January 1, 2023 and deliverable due dates after December 31, 2021 are included in this statement of work for informational purposes only and will be carried forward into a new statement of work in the new consolidated contract term beginning January 1, 2022.

FPHS funds must be spent in the state fiscal year (SFY) in which they are disbursed: SFY22 07/01/21-06/30/22 and SFY23 07/01/22-06/30/23. Unspent funds must be returned to DOH by July 15th of each year.

2021-2023 Biennial Allocation: \$258,626

SFY22 Allocation: \$129,313

SFY23 Allocation: \$129,313

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			
FPHS-LHJ-PROVISO (YR1)-REINFORCING CAPACITY	N/A	336.04.25	99202111	07/01/21	12/31/21	0	100,000	100,000
FPHS-LHJ-PROVISO (YR1)-HEPATITIS C	N/A	336.04.25	99202111	07/01/21	12/31/21	0	29,313	29,313
TOTALS						0	129,313	129,313

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Task Number	Task/Activity/Description	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
0	FOUNDATIONAL PUBLIC HEALTH FUNDING – <u>ALL</u>	Increased delivery of FPHS services in each jurisdiction and statewide as measured via FPHS annual reporting from all agencies receiving FPHS funds, metrics and other data compiled and analyzed by DOH and Subject Matter Expert (SME) Workgroups. All of which is included as part of the annual FPHS Investment Report. FPHS annual reporting (template provided by DOH) for SFY22 (07/01/21 – 06/30/22) FPHS annual reporting (template provided by DOH) for SFY23 (07/01/22 – 06/30/23)	By 08/15/22 By 08/15/23	Funds are available beginning July 1, 2021. Half of the annual allocation will be disbursed each July upon receipt of the Annual Report for the previous year and the second half will be disbursed each January. Note: Funds must be spent in the state fiscal year (SFY) in which they are disbursed. Unspent funds must be returned to DOH by July 15th of each year.
1	FPHS – REINFORCING CAPACITY Funds to deliver FPHS in each jurisdiction. 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.			SFY22 Allocation: \$100,000 SFY23 Allocation: \$100,000 21-23 Biennial Allocation: \$200,000
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 allocation of these funds is based on burden of disease using the most current Hepatitis C data. Allocations will be revised biennially using updated data	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		SFY22 Allocation: \$79,677 SFY23 Allocation: \$79,677 21-23 Biennial Allocation: \$159,354 Recommended BARS Expenditure Code: 562.24

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) 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. Ability to access, analyze, use and interpret data.	TBD

Tasks/Activities/Description	Impact Measures
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. 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. Ability to engage and maintain ongoing relations with local and statewide media. 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.	TBD
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 RCW 43.70.512 – [RCW 43.70.512: Public health system—Foundational public health services—Intent \(wa.gov\)](#)

Link to RCW 43.70.515 – [RCW 43.70.515: Foundational public health services—Funding \(wa.gov\)](#)

FPHS Definitions

<https://wsalpho.box.com/s/qb6ss10mxbrajx0fla742lw6zcfxzohk>

All FPHS Resources

www.doh.wa.gov/fphs or [FPHS | Powered by Box](#)

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.

Public Health Budgeting, Accounting and Reporting System (BARS) Resources

www.doh.wa.gov/lhjfunding

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

DOH Program Contact

Marie Flake, Special Projects, Foundational Public Health Services

Washington State Department of Health

PO Box 47890, Olympia, WA 98504-7890

Mobile Phone 360-951-7566

Fax 360.236.4024 / marie.flake@doh.wa.gov

Exhibit A
Statement of Work
Contract Term: 2018-2021

DOH Program Name or Title: Injury & Violence Prevention Overdose Data to Action - Effective September 1, 2021

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: September 1, 2021 through December 31, 2021

Statement of Work Purpose: Clallam County Health & Human Services (CCHHS) will support strategies 5, 6 and 9. 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. CCHHS 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. Develop an overdose fatality review committee.

Note: The total funding consideration in this statement of work (SOW) is for the period of September 1, 2021 through August 31, 2022. Deliverable due dates after December 31, 2021 are for reference only. Unspent funds and deliverables due after December 31, 2021 will be carried forward to a new statement of work in the new consolidated contract term beginning January 1, 2022.

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
FFY21 OVERDOSE DATA TO ACTION PREV	93.136	333 93.13	77520271	09/01/21	12/31/21	0	87,000	87,000
TOTALS						0	87,000	87,000

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1.	Strategy 5: Integration of State and Local Prevention and Response Efforts. Develop an overdose fatality review (OFR) committee to review fatal overdoses for missed opportunities for prevention and intervention.		Progress report: Report on process and progress of OFR committee. Once established, report number of OFRs completed, findings, recommendations and next steps/use of findings. 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, 2021. December-February due March 10, 2022	Monthly invoices for actual cost reimbursement will be submitted to DOH. Total of all invoices will not exceed \$87,000 through August 31, 2022. A new consolidated

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Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2.	Strategy 6: Establishing Linkages to Care by tracking current drug use patterns and overdose history and linking overdose survivors to harm reduction and treatment services. Clallam County will collect non-HIPAA data for stimulant overdoses through ESSENCE and only follow up with an individual if the overdose is disclosed in the syringe service program (SSP) by those individuals. Clallam County will continue to investigate and track all opioid overdoses.		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, 2022. June-August final report for this funding period due September 30, 2022.	contract will begin January 1, 2022 with funds left from this contract. (See Special Billing Requirements below.)
3.	Strategy 9: Empower individuals to make safer choices. Through the syringe service program and outreach endeavors with community partners, increase awareness on safer use practices and other harm reduction methods. Clallam County will also work with a media vendor or contractor to implement a paid media plan that will reach individuals who are at risk of overdose due to polysubstance use. Clallam County will also develop education outreach materials which will be designed to promote harm reduction messaging for overdose prevention for both opioids and stimulants. Clallam County will distribute naloxone (DOH provides us with naloxone) and fentanyl test kits to people who use drugs and other community members when appropriate.		Progress report: provide media plan and data of outcomes. Provide a copy of materials developed. Report when of fentanyl test strips are distributed and number of test kits distributed, and any feedback received.		
4.	Participate in quarterly calls with DOH and other grant partners. Share lessons learned and successes. More frequent one on one calls with DOH when needed.		Collaboration with other 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.

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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.)

- 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/additional-requirements/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), 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, NU17CI925007, 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.

DOH Program Contact

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DOH Fiscal Contact

Tami Davidson
Contracts Coordinator
Tami.Davidson@doh.wa.gov

Exhibit A
Statement of Work
Contract Term: 2018-2021

DOH Program Name or Title: Maternal & Child Health Block Grant - Effective January 1, 2018

Local Health Jurisdiction Name: Challam County Health & Human Services

Contract Number: CLH18239

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

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 of this statement of work is to support local interventions that impact the target population of the Maternal and Child Health Block Grant.

Revision Purpose: The purpose of this revision is to provide additional funding, add activities and deliverable due dates, and extend the period of performance and funding from September 30, 2021 to December 31, 2021 for continuation of MCHBG-related activities.

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			
FFY18 MCHBG LHJ CONTRACTS	93.994	333.93.99	78120281	01/01/18	09/30/18	50,187	0	50,187
FFY19 MCHBG LHJ CONTRACTS	93.994	333.93.99	78120291	10/01/18	09/30/19	66,916	0	66,916
FFY20 MCHBG LHJ CONTRACTS	93.994	333.93.99	78120292	10/01/19	09/30/20	66,916	0	66,916
FFY21 MCHBG LHJ CONTRACTS	93.994	333.93.99	78120293	10/01/20	09/30/21	66,916	0	66,916
FFY22 MCHBG LHJ CONTRACTS	93.994	333.93.99	78101221	10/01/21	12/31/21	0	16,729	16,729
TOTALS						250,935	16,729	267,664

Task Number	Task/Activity/Description	*May Support PIAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
Maternal and Child Health Block Grant (MCHBG) Administration					
1a	Participate in calls, at a minimum of every quarter, with DOH contract manager. Dates and time for calls are mutually agreed upon between DOH and LHJ		Designated LHJ staff will participate in contract management calls	September 30, 2018 September 30, 2019 September 30, 2020	Reimbursement for actual costs, not to exceed total funding consideration.
1b	Report actual expenditures for October 1, 2017 through March 31, 2018		Submit actual expenditures using the MCHBG Budget Workbook to DOH contract manager	May 26, 2018	Action Plan and Progress Reports must only reflect

AMENDMENT #23

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1c	Develop 2018-2019 MCHBG Budget Workbook for October 1, 2018 through September 30, 2019 using DOH provided template.		Submit MCHBG Budget Workbook to DOH contract manager	September 5, 2018	activities paid for with funds provided in this statement of work for the specified funding period. See Program Specific Requirements and Special Billing Requirements.
1d	Report actual expenditures for October 1, 2018 through March 31, 2019		Submit actual expenditures using the MCHBG Budget Workbook to DOH contract manager.	May 24, 2019	
1e	Develop 2019-2020 MCHBG Budget Workbook for October 1, 2019 through September 30, 2020 using DOH provided template.		Submit MCHBG Budget Workbook to DOH contract manager	September 5, 2019	
1f	Report actual expenditures for October 1, 2017 through September 30, 2018		Submit actual expenditures using the MCHBG Budget Workbook to DOH contract manager.	November 30, 2018	
1g	Participate in DOH sponsored MCHBG fall regional meeting.		Designated LHJ staff will attend regional meeting.	September 30, 2020	
1h	Report actual expenditures for October 1, 2018 through September 30, 2019		Submit actual expenditures using the MCHBG Budget Workbook to DOH contract manager.	December 6, 2019	
1i	Develop 2020-2021 MCHBG Budget Workbook for October 1, 2020 through September 30, 2021 using DOH provided template.		Submit MCHBG Budget Workbook to DOH contract manager	September 6, 2020	
1j	Report actual expenditures for the six month period from October 1, 2019 through March 31, 2020		Submit actual expenditures using the MCHBG Budget Workbook to DOH contract manager.	May 22, 2020	

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Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1k	Report actual expenditures for October 1, 2019 through September 30, 2020		Submit actual expenditures using the MCHBG Budget Workbook to DOH contract manager	December 4, 2020	
1l	Report actual expenditures for the six month period from October 1, 2020 through March 31, 2021.		Submit actual expenditures using the MCHBG Budget Workbook to DOH contract manager.	May 21, 2021	
1m	Develop 2021-2022 MCHBG Budget Workbook for October 1, 2021 through September 30, 2022 using DOH provided template.		Submit MCHBG Budget Workbook to DOH contract manager	September 10, 2021	
1n	Report actual expenditures for October 1, 2020 through September 30, 2021		Submit actual expenditures using the MCHBG Budget Workbook to DOH contract manager	December 3, 2021	
1o	Participate in DOH sponsored MCHBG fall regional meeting, either virtually or in-person		Designated LHI staff will attend regional meeting.	December 31, 2021	
MCHBG Assessment and Evaluation					
2a	Participate in project evaluation activities developed and coordinated by DOH, as requested.		Documentation using report template provided by DOH	September 30, 2018 September 30, 2019 September 30, 2020 September 30, 2021	Reimbursement for actual costs, not to exceed total funding consideration.
2b	Report program level strategy measure data (CSHCN, UDS, ACEs).		Documentation using report template provided by DOH	January 15, 2018 April 15, 2018 July 15, 2018 October 15, 2018	See Program Specific Requirements and Special Billing Requirements.
2c	Conduct a Maternal and Child Health (MCH) Needs Assessment.		Submit Needs Assessment documentation to DOH contract manager using templates provided by DOH	May 24, 2019	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2d	Explore health equity approaches to maternal and child health and develop implementation plan		Include health equity plan in 2020-2021 MCHBG Action Plan using DOH- provided template.	Draft August 16, 2020 Final September 6, 2020	
MCHBG Implementation					
3a	Develop 2018-2019 MCHBG Action Plan for October 1, 2018 through September 30, 2019 using DOH-provided template.		Submit MCHBG Action Plan to DOH contract manager	Draft August 17, 2018 Final- September 5, 2018	Reimbursement for actual costs, not to exceed total funding consideration. See Program Specific Requirements and Special Billing Requirements.
3b	Report activities and outcomes of 2017-2018 MCHBG Action Plan using DOH- provided template.		Submit Action Plan monthly reports to DOH contract manager	Monthly, on or before the 15 th of the following month	
3c	Develop 2019-2020 MCHBG Action Plan for October 1, 2019 through September 30, 2020 using DOH-provided template.		Submit MCHBG Action Plan to DOH contract manager	Draft August 17, 2019 Final- September 5, 2019	
3d	Report activities and outcomes of 2018-2019 MCHBG Action Plan using DOH- provided template.		Submit Action Plan monthly reports to DOH contract manager	Monthly, on or before the 15 th of the following month	
3e	Develop 2020-2021 MCHBG Action Plan for October 1, 2020 through September 30, 2021 using DOH-provided template.		Submit MCHBG Action Plan to DOH contract manager	Draft August 16, 2020 Final September 6, 2020	
3f	Report activities and outcomes of 2019-2020 MCHBG Action Plan using DOH- provided template.		Submit Action Plan monthly reports to DOH contract manager	Monthly, on or before the 15 th of the following month	
3g	Report activities and outcomes of 2020-21 MCHBG Action Plan using DOH-Provided template.		Submit Action Plan reports to DOH contract manager	October 15, 2020 January 15, 2021 April 15, 2021 July 15, 2021 October 15, 2021	
3h	Develop 2021-2022 MCHBG Action Plan for October 1, 2021 through September 30, 2022 using DOH-Provided template.		Submit MCHBG Action Plan to DOH contract manager	Draft August 20, 2021 Final September 10, 2021	
3i	Develop 2022 MCHBG Action Plan for January 1, 2022 through September 30, 2022 using DOH-provided template.		Submit MCHBG Action Plan to DOH contract manager	Draft November 19, 2021 Final-December 20, 2021	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
Children and Youth with Special Health Care Needs (CYSHCN)					
4a	Complete Child Health Intake Form (CHIF) using the CHIF Automated System on all infants and children served by the CYSHCN Program as referenced in CSHCN Program guidance. Ensure client data is collected on all children served by CYSHCN contractors, regional maxillofacial coordinators, and the DOH Newborn Screening Program.		Submit CHIF data into Secure Access Washington website: https://secureaccess.wa.gov	January 15, 2018 April 15, 2018 July 15, 2018 October 15, 2018 January 15, 2019 April 15, 2019 July 15, 2019 October 15, 2019 January 15, 2020 April 15, 2020 July 15, 2020 October 15, 2020 January 15, 2021 April 15, 2021 July 15, 2021 <i>October 15, 2021</i>	Reimbursement for actual costs, not to exceed total funding consideration. Action Plan and Progress Reports must only reflect activities paid for with funds provided in this statement of work for the specified funding period. See Program Specific Requirements and Special Billing Requirements.
4b	Identify unmet needs for CYSHCN on Medicaid, and refer to DOH CYSHCN Program for approval to access Diagnostic and Treatment funds to meet the need.		Submit completed Health Services Authorization forms and Central Treatment Fund requests directly to the CYSHCN Program as needed.	30 days after forms are completed.	

***For Information Only:**

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

Program Specific Requirements/Narrative**Special 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

Children and Youth with Special Health Care Needs Manual -

<https://www.doh.wa.gov/ForPublicHealthandHealthcareProviders/PublicHealthSystemResourcesandServices/LocalHealthResourcesandTools/MaternalandChildHealthBlockGrant/ChildrenandYouthWithSpecialHealthCareNeeds>

Health Services Authorization (HSA) Form

<http://www.doh.wa.gov/Portals/1/Documents/Pubs/910-002-ApprovedHSA.docx>

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

1. At least 30% of federal Title V funds must be used for preventive and primary care services for children and at least 30% must be used services for children with special health care needs. [Social Security Law, Sec. 505(a)(3)].
2. Funds may not be used for:
 - a. Inpatient services, other than inpatient services for children with special health care needs or high risk pregnant women and infants, and other patient services approved by Health Resources and Services Administration (HRSA)
 - b. Cash payments to intended recipients of health services.
 - c. The purchase or improvement of land, the purchase, construction, or permanent improvement of any building or other facility, or the purchase of major medical equipment.
 - d. Meeting other federal matching funds requirements.
 - e. Providing funds for research or training to any entity other than a public or nonprofit private entity.
 - f. payment for any services furnished by a provider or entity who has been excluded under Title XVIII (Medicare), Title XIX (Medicaid), or Title XX (social services block grant). [Social Security Law, Sec 504(b)].
3. If any charges are imposed for the provision of health services using Title V (MCH Block Grant) funds, such charges will be pursuant to a public schedule of charges; will not be imposed with respect to services provided to low income mothers or children; and will be adjusted to reflect the income, resources, and family size of the individual provided the services. [Social Security Law, Sec. 505 (1) (D)].

Monitoring Visits (frequency, type)

Telephone calls with contract manager as needed.

Special Billing Requirements

Payment is contingent upon DOH receipt and approval of all deliverables and an acceptable A19-1A invoice voucher. Payment to completely expend the "Total Consideration" for a specific funding period will not be processed until all deliverables are accepted and approved by DOH. Invoices must be submitted quarterly by the 30th of each month following the quarter in which the expenditures were incurred and must be based on actual allowable program costs. Billing for services on a monthly fraction of the "Total Consideration" will not be accepted or approved.

Special Instructions

Contact DOH contract manager below for approval of expenses not reflected in approved budget workbook.

MCHBG funds may be expended on COVID-19 response activities that align with maternal and child health priorities. Examples may include:

- Providing support in educating the MCH population about COVID-19 through partnerships with other local agencies, medical providers, and health care organizations.
- Working closely with state and local emergency preparedness staff to assure that the needs of the MCH population are represented.
- Funding infrastructure that supports the response to COVID-19. For example, Public Health Nurses who are routinely supported through the Title V program may be able to be mobilized, using Title V funds or separate emergency funding, to support a call center or deliver health services.

AMENDMENT #23

- Partnering with parent networks and health care providers to provide accurate and reliable information to all families.
- Engaging community leaders, including faith-based leaders, to educate community members about strategies for preventing illness

Restrictions listed above continue to apply.

DOH Program Contact

Kara Seaman, Community Consultant
Office of Family and Community Health Improvement
Washington State Department of Health
Street Address: 310 Israel Rd SE, Tumwater, WA 98501
Mailing Address: PO Box 47848, Olympia, WA 98504
Telephone: 360-236-3963/ Fax: 360-236-3646
Email: kara.seaman@doh.wa.gov

AMENDMENT #23

Exhibit A
Statement of Work
Contract Term: 2018-2021

DOH Program Name or Title: OSS LMP Implementation - Effective July 1, 2019Local Health Jurisdiction Name: Clallam County Health & Human ServicesContract Number: CLH18239SOW Type: Revision Revision # (for this SOW) 3Period of Performance: July 1, 2019 through December 31, 2021

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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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 from June 30, 2021 to December 31, 2021 and add additional funding.

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	30,000	0	30,000
Small Onsite Management (ALEA)	N/A	334.04.93	26705100	07/01/21	12/31/21	0	22,500	22,500
TOTALS						90,000	22,500	112,500

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 June 15, 2021 December 31, 2021 Task is ongoing throughout the project period.	\$17,403 \$28,125

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Task Number	Task/Activity/Description	*May Support PIIAB 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 June 15, 2021 <i>December 31, 2021</i> Task is ongoing throughout the project period.	\$37,252 \$56,250
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, or virtual, 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 June 15, 2021 <i>December 31, 2021</i> Task is ongoing throughout the project period.	\$19,960 \$18,750

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 June 15, 2021 <i>December 31, 2021</i> Task is ongoing throughout the project period.	\$15,369 \$9,375

***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 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 ~~roger.parker@doh.wa.gov~~ ~~jeremy.simmons@doh.wa.gov~~ and ~~taylor.warren@doh.wa.gov~~. Progress Report Due Dates: January 15, 2020, June 15, 2020, December 31, 2020, and June 15, 2021 and December 31, 2021.

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

DOH Program Contacts:

Roger Parker, Wastewater Management Section, Office of Environmental Health and Safety, PO Box 47824, Olympia WA 98504-7824; 360-236-3379; ~~roger.parker@doh.wa.gov~~

~~Jeremy Simmons, Office of Environmental Health and Safety, PO Box 47824, Olympia WA 98504-7824; 360-236-3346; jeremy.simmons@doh.wa.gov~~

DOH Fiscal Contact:

Taylor Warren, Office of Financial Services, PO Box 47820, Olympia WA 98504-7820, 360-236-3348, ~~taylor.warren@doh.wa.gov~~

AMENDMENT #23

Exhibit A
Statement of Work
Contract Term: 2018-2021

DOI Program Name or Title: WIC Nutrition Program - Effective January 1, 2018Local Health Jurisdiction Name: Clallam County Health & Human ServicesContract Number: CLH18239SOW Type: Revision Revision # (for this SOW) 11

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: 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 add FFY21 USDA WIC Client Services funds and FFY21 USDA FMNP Program Management funds.

Chart of Accounts Program Name or Title	CFDA #	BARS Revenue Code	Master Index Code	Funding Period (LIJ Use Only)		Current Consideration	Change Increase (+)	Total Consideration
				Start Date	End Date			
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	2,450	0	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	243,735	0	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	76101234	10/01/21	12/31/21	60,995	0	60,995
FFY21 USDA WIC CLIENT SERVICES	10.557	333.10.55	76101219	10/01/20	09/30/21	0	6,956	6,956
FFY21 USDA FMNP PROGRAM MGMT	10.572	333.10.57	76540211	10/01/20	09/30/21	0	570	570
TOTALS						1,026,901	7,526	1,034,427

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

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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> Revised participating caseload for January 2021 through December 2021 = <u>940</u>	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 Extension year due 09/30/21	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 Extension year due 11/30/21	Payment withheld if not received by due date.
1.4	Tell participants about other health services in the agency. If needed, develop written agreements with other health care agencies and refer participants to these services.	3.1	Documentation must be available for review by WIC monitor staff.	Biennial WIC monitor	

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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 participants 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 benefits while assuring adequate 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 entire 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.	11.2	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 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	
2.2	Optional for FFY21: Work with community partners to improve practices that affect breastfeeding. Choose one or more of the following projects:	4.2	Optional status report of chosen activities in Nutrition Services Plan.	First year due 11/30/18 Second year due 11/30/19 Third year due 11/30/20	

AMENDMENT #23

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	- 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 participants access to lactation consultants - Provide staff and community partners breastfeeding training Other projects will need pre-approval from the State WIC Office.		Documentation must be available for review by WIC monitor staff.	Extension year due 11/30/21 Biennial WIC monitor	
3	Farmers Market Nutrition Program				
3.1	Distribute all Farmers Market Nutrition Program checks to eligible WIC participants 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 Weekly June-Sept. 2021 All sent by Oct. 1, 2018; Oct. 1, 2019, Oct. 1, 2020, and by Oct. 1, 2021 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)**

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

AMENDMENT #23

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 participants' needs.
- Use a Registered Dietitian (RD) or other qualified nutritionist to provide nutrition services to high risk 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.

Special References (RCWs, WACs):

None.

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, 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 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 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, 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 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 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.

AMENDMENT #23

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.
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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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WIC Nutrition Program
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mike.schweizer@doh.wa.gov
360-236-3714

DOH Fiscal Contact

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WIC Nutrition Program
PO Box 47886, Olympia, WA 98504-7886
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360-236-3631 or 1-800-841-1410 x 3631

Clallam County Health & Human Services

EXHIBIT B-23
ALLOCATIONS
Contract Term 2018-2021

Contract Number: CLH18239
Date: July 15, 2021

Indirect Rate as of January 2018 through December 2018: 34.23%
Indirect Rate as of January 2019 through December 2020: 25.77%
Indirect Rate as of January 2021 through December 2021: 33.33%

Chart of Accounts Program Title	Federal Award Identification #	Amend #	CFDA*	BARS Revenue Code**	Statement of Work Funding Period		DOH Use Only Chart of Accounts Funding Period		Amount	Funding Period Sub Total	Chart of Accounts Total
					Start Date	End Date	Start Date	End Date			
FFY21 USDA WIC Program Mgmt CSS	217WAWA7W1003	Amd 19	10.557	333.10.55	10/01/20	09/30/21	10/01/20	09/30/21	\$2,450	\$2,450	\$425,820
FFY21 USDA WIC Program Mgmt CSS	217WAWA7W1003	Amd 15	10.557	333.10.55	10/01/20	12/31/20	10/01/20	12/31/20	(\$60,750)	\$0	
FFY21 USDA WIC Program Mgmt CSS	217WAWA7W1003	Amd 6	10.557	333.10.55	10/01/20	12/31/20	10/01/20	12/31/20	\$2,120		
FFY21 USDA WIC Program Mgmt CSS	217WAWA7W1003	N/A	10.557	333.10.55	10/01/20	12/31/20	10/01/20	12/31/20	\$58,630		
FFY20 USDA WIC Program Mgmt CSS	207WAWA7W1003	Amd 15	10.557	333.10.55	10/01/19	09/30/20	10/01/19	09/30/20	(\$243,000)	\$0	
FFY20 USDA WIC Program Mgmt CSS	207WAWA7W1003	Amd 6	10.557	333.10.55	10/01/19	09/30/20	10/01/19	09/30/20	\$8,480		
FFY20 USDA WIC Program Mgmt CSS	207WAWA7W1003	N/A	10.557	333.10.55	10/01/19	09/30/20	10/01/19	09/30/20	\$234,520		
FFY19 CSS USDA WIC Program Mgmt	187WAWA7W1003	Amd 6	10.557	333.10.55	10/01/18	09/30/19	10/01/18	09/30/19	\$2,610	\$242,380	
FFY19 CSS USDA WIC Program Mgmt	187WAWA7W1003	Amd 5	10.557	333.10.55	10/01/18	09/30/19	10/01/18	09/30/19	\$5,250		
FFY19 CSS USDA WIC Program Mgmt	187WAWA7W1003	N/A	10.557	333.10.55	10/01/18	09/30/19	10/01/18	09/30/19	\$234,520		
FFY18 CSS USDA WIC Program Mgmt	187WAWA7W1003	Amd 2	10.557	333.10.55	01/01/18	09/30/18	10/01/17	09/30/18	\$5,100	\$180,990	
FFY18 CSS USDA WIC Program Mgmt	187WAWA7W1003	N/A	10.557	333.10.55	01/01/18	09/30/18	10/01/17	09/30/18	\$175,890		
FFY21 USDA WIC Client Services	NGA Not Received	Amd 23	10.557	333.10.55	10/01/20	09/30/21	10/01/20	09/30/21	\$6,956	\$6,956	\$6,956
FFY22 USDA WIC Client Svs Contracts	NGA Not Received	Amd 19	10.557	333.10.55	10/01/21	12/31/21	10/01/21	12/31/21	\$60,995	\$60,995	\$592,815
FFY21 USDA WIC Client Svs Contracts	217WAWA7W1003	Amd 19	10.557	333.10.55	10/01/20	09/30/21	10/01/20	09/30/21	\$182,985	\$243,735	
FFY21 USDA WIC Client Svs Contracts	217WAWA7W1003	Amd 15, 19	10.557	333.10.55	10/01/20	09/30/21	10/01/20	09/30/21	\$60,750		
FFY20 USDA WIC Client Svs Contracts	207WAWA7W1003	Amd 18	10.557	333.10.55	10/01/19	09/30/20	10/01/19	09/30/20	\$42,435	\$288,085	
FFY20 USDA WIC Client Svs Contracts	207WAWA7W1003	Amd 15	10.557	333.10.55	10/01/19	09/30/20	10/01/19	09/30/20	\$243,000		
FFY20 USDA WIC Client Svs Contracts	207WAWA7W1003	Amd 12	10.557	333.10.55	10/01/19	09/30/20	10/01/19	09/30/20	\$2,650		
FFY20 USDA WIC Nutrition Ed	207WAWA7W1003	Amd 17	10.557	333.10.55	10/01/19	09/30/20	10/01/19	09/30/20	\$1,665	\$1,665	\$1,665
FFY21 USDA FMNP Prog Mgmt	NGA Not Received	Amd 23	10.572	333.10.57	10/01/20	09/30/21	10/01/20	09/30/21	\$570	\$570	\$2,351
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	
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	01/11/16	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 LHJ Allocation-CARES	NGA Not Received	Amd 19, 22	21.019	333.21.01	07/01/20	12/31/21	07/01/20	12/31/21	\$308,526	\$411,368	\$411,368
BITV-COVID Ed LHJ Allocation-CARES	NGA Not Received	Amd 17, 19, 22	21.019	333.21.01	07/01/20	12/31/21	07/01/20	12/31/21	\$102,842		
COVID LHJ OFM Allocation-CARES	NGA Not Received	Amd 17, 19, 22	21.019	333.21.01	03/01/20	12/31/21	03/01/20	12/31/21	\$1,520,200	\$1,520,200	\$1,520,200
SS Community Outreach PN	NGA Not Received	Amd 18, 21	21.019	333.21.01	07/01/20	06/30/21	07/01/20	06/30/21	\$20,000	\$20,000	\$20,000
PS SSI 1-5 BEACH Task 4	01J18001	Amd 7	66.123	333.66.12	03/01/19	10/31/19	07/01/17	10/31/19	\$4,700	\$4,700	\$9,400
PS SSI 1-5 BEACH Task 4	01J18001	Amd 1	66.123	333.66.12	03/01/18	10/31/18	07/01/17	06/30/19	\$4,700	\$4,700	

Clallam County Health & Human Services

EXHIBIT B-23
ALLOCATIONS
Contract Term 2018-2021

Contract Number: CLH18239
Date: July 15, 2021

Indirect Rate as of January 2018 through December 2018: 34.23%

Indirect Rate as of January 2019 through December 2020: 25.77%

Indirect Rate as of January 2021 through December 2021: 33.33%

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 21	66.472	333.66.47	03/01/21	10/31/21	12/15/19	10/31/21	\$6,500	\$6,500	\$25,400
FFY20 Swimming Beach Act Grant IAR (ECY)	01J49701	Amd 15	66.472	333.66.47	03/01/20	10/31/20	12/15/19	10/31/21	\$8,100	\$8,100	
FFY19 Swimming Beach Act Grant IAR (ECY)	01J49701	Amd 7	66.472	333.66.47	03/01/19	10/31/19	12/15/18	10/31/19	\$5,400	\$5,400	
FFY18 Swimming Beach Act Grant IAR (ECY)	00J75501	Amd 1	66.472	333.66.47	03/01/18	10/31/18	12/15/17	12/14/18	\$5,400	\$5,400	
FFY17 EPR PHEP BP1 LHJ Funding	NU90TP921889-01	Amd 2	93.069	333.93.06	01/01/18	06/30/18	07/01/17	07/02/18	\$20,391	\$44,198	\$44,198
FFY17 EPR PHEP BP1 LHJ Funding	NU90TP921889-01	N/A	93.069	333.93.06	01/01/18	06/30/18	07/01/17	07/02/18	\$23,807		
FFY18 EPR PHEP BP1 Supp LHJ Funding	NU90TP921889-01	Amd 5	93.069	333.93.06	07/01/18	06/30/19	07/01/18	06/30/19	\$1,062	\$58,979	\$58,979
FFY18 EPR PHEP BP1 Supp LHJ Funding	NU90TP921889-01	Amd 4	93.069	333.93.06	07/01/18	06/30/19	07/01/18	06/30/19	\$57,917		
FFY21 PHEP BP2 LHJ Funding	NU90TP922043	Amd 23	93.069	333.93.06	07/01/21	12/31/21	07/01/21	06/30/22	\$35,387	\$35,387	\$153,345
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	
FFY20 PHEP BP2 LHJ Funding	NU90TP922043	Amd 17, 18	93.069	333.93.06	07/01/20	06/30/21	07/01/20	06/30/21	\$35,387		
FFY19 PHEP BP1 LHJ Funding	NU90TP922043	Amd 10	93.069	333.93.06	07/01/19	06/30/20	07/01/19	06/30/20	\$58,979	\$58,979	
FFY21 Overdose Data to Action Prev	N/A Not Received	Amd 23	93.136	333.93.13	09/01/21	12/31/21	09/01/21	08/31/22	\$87,000	\$87,000	\$263,914
FFY20 Overdose Data to Action Prev	NU17CE925007	Amd 19	93.136	333.93.13	09/01/20	08/31/21	09/01/20	08/31/21	\$28,415	\$116,054	
FFY20 Overdose Data to Action Prev	NU17CE925007	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	5NH23IP000762-05-00	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	5NH23IP000762-05-00	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-23
ALLOCATIONS
Contract Term 2018-2021

Contract Number: CL1118239
Date: July 15, 2021

Indirect Rate as of January 2018 through December 2018: 34.23%

Indirect Rate as of January 2019 through December 2020: 25.77%

Indirect Rate as of January 2021 through December 2021: 33.33%

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	NH231P922619	Amd 22	93.268	333.93.26	07/01/20	12/31/21	07/01/20	12/31/21	(\$354,803)	\$14,582	\$14,582
FFY21 COVID19 Vaccine Services-CARES	NH231P922619	Amd 20	93.268	333.93.26	07/01/20	12/31/21	07/01/20	12/31/21	\$354,803		
FFY21 COVID19 Vaccine Services-CARES	NH231P922619	Amd 19, 20	93.268	333.93.26	07/01/20	12/31/21	07/01/20	12/31/21	\$14,582		
COVID19 Vaccines	NGA Not Received	Amd 23	93.268	333.93.26	07/01/20	12/31/21	07/01/20	12/31/21	\$5,000	\$359,803	\$359,803
COVID19 Vaccines	NGA Not Received	Amd 22	93.268	333.93.26	07/01/20	12/31/21	07/01/20	12/31/21	\$354,803		
FFY17 Increasing Immunization Rates	NH231P000762	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	NH231P922619	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	NH231P922619	Amd 9	93.268	333.93.26	07/01/19	06/30/20	07/01/19	06/30/20	\$500	\$500	
FFY17 PPHF Ops	NH231P000762	Amd 4	93.268	333.93.26	07/01/18	06/30/19	04/01/18	06/30/19	\$500	\$500	
FFY21 VFC Ops	NH231P922619	Amd 16	93.268	333.93.26	07/01/20	12/31/21	07/01/20	06/30/21	\$2,800	\$2,800	\$10,813
FFY20 VFC Ops	NH231P922619	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	5NH231P000762-05-00	N/A	93.268	333.93.26	01/01/18	06/30/18	04/01/17	06/30/18	\$2,413	\$2,413	
FFY19 COVID CARES	NU50CK000515	Amd 16, 19	93.323	333.93.32	06/01/20	12/31/21	06/01/20	12/31/21	\$118,242	\$118,242	\$118,242
FFY19 ELC COVID Ed LHJ Allocation	NU50CK000515	Amd 20	93.323	333.93.32	01/01/21	12/31/21	01/01/21	12/31/21	\$349,731	\$349,731	\$349,731
FFY20 ELC EDE LHJ Allocation	NU50CK000515	Amd 20	93.323	333.93.32	01/15/21	12/31/21	01/15/21	12/31/21	\$782,083	\$782,083	\$782,083
FFY20 Vector-borne T2&3 Epi ELC FPH	NGA Not Received	Amd 22	93.323	333.93.32	06/01/21	12/31/21	06/01/21	12/31/21	\$3,000	\$3,000	\$3,000
FFY20 CDC COVID-19 Crisis Resp LHJ-Tribe	NU90TP922069	Amd 14, 19, 20	93.354	333.93.35	01/20/20	12/31/21	01/01/20	12/31/21	\$130,871	\$130,871	\$130,871
FFY22 MCHBG LHJ Contracts	NGA Not Received	Amd 23	93.994	333.93.99	10/01/21	12/31/21	10/01/21	09/30/22	\$16,729	\$16,729	\$267,664
FFY21 MCHBG LHJ Contracts	B0440169	Amd 18	93.994	333.93.99	10/01/20	09/30/21	10/01/20	09/30/21	\$66,916	\$66,916	
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

Clallam County Health & Human Services

EXHIBIT B-23
ALLOCATIONS
Contract Term 2018-2021

Contract Number: CLH18239
Date: July 15, 2021

Indirect Rate as of January 2018 through December 2018: 34.23%

Indirect Rate as of January 2019 through December 2020: 25.77%

Indirect Rate as of January 2021 through December 2021: 33.33%

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			
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/Biototoxin		Amd 22	N/A	334.04.93	07/01/21	12/31/21	07/01/21	12/31/21	\$2,000	\$2,000	\$15,750
Rec Shellfish/Biototoxin		Amd 22	N/A	334.04.93	07/01/19	06/30/21	07/01/19	06/30/21	\$2,000	\$8,500	
Rec Shellfish/Biototoxin		Amd 19	N/A	334.04.93	07/01/19	06/30/21	07/01/19	06/30/21	\$1,500		
Rec Shellfish/Biototoxin		Amd 16, 19	N/A	334.04.93	07/01/19	06/30/21	07/01/19	06/30/21	\$2,000		
Rec Shellfish/Biototoxin		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/Biototoxin		N/A	N/A	334.04.93	01/01/18	06/30/19	07/01/17	06/30/19	\$5,250	\$5,250	
Small Onsite Management (ALEA)		Amd 23	N/A	334.04.93	07/01/21	12/31/21	07/01/21	06/30/23	\$22,500	\$22,500	\$126,588
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	
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-LIHJ-Proriso (YR1)		Amd 23	N/A	336.04.25	07/01/21	12/31/21	07/01/21	06/30/23	\$129,313	\$129,313	\$429,939
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	
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 Dr		Amd 3	N/A	336.04.25	07/01/18	06/30/19	07/01/17	06/30/19	\$42,000	\$12,000	
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 22	N/A	346.26.64	01/01/19	12/31/20	01/01/19	06/30/21	(\$329)	\$4,871	\$4,871
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)		
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		

Clallam County Health & Human Services

EXHIBIT B-23
ALLOCATIONS
Contract Term 2018-2021

Contract Number: CLH18239
Date: July 15, 2021

Indirect Rate as of January 2018 through December 2018: 34.23%

Indirect Rate as of January 2019 through December 2020: 25.77%

Indirect Rate as of January 2021 through December 2021: 33.33%

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 23 SRF - Local Asst (15%) (FO-SW) SS		Amd 22	N/A	346.26.64	01/01/21	12/31/21	09/01/20	12/31/21	\$2,329	\$7,929	\$7,929
YR 23 SRF - Local Asst (15%) (FO-SW) SS		Amd 20	N/A	346.26.64	01/01/21	12/31/21	09/01/20	12/31/21	\$5,600		
Sanitary Survey Fees (FO-SW) SS-State		Amd 22	N/A	346.26.65	01/01/18	12/31/21	07/01/17	12/31/21	\$2,000	\$11,400	\$11,400
Sanitary Survey Fees (FO-SW) SS-State		Amd 15, 22	N/A	346.26.65	01/01/18	12/31/21	07/01/17	12/31/21	(\$400)		
Sanitary Survey Fees (FO-SW) SS State		Amd 12, 22	N/A	346.26.65	01/01/18	12/31/21	07/01/17	12/31/21	\$2,800		
Sanitary Survey Fees (FO-SW) SS State		Amd 6, 12, 22	N/A	346.26.65	01/01/18	12/31/21	07/01/17	12/31/21	\$4,000		
Sanitary Survey Fees (FO-SW) SS State		N/A, Amd 3, 6, 12, 22	N/A	346.26.65	01/01/18	12/31/21	07/01/17	12/31/21	\$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		
YR 22 SRF - Local Asst (15%) (FO-SW) TA		Amd 22	N/A	346.26.66	01/01/19	12/31/20	01/01/19	06/30/21	(\$1,392)	\$1,250	\$1,250
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)		
YR 22 SRF - Local Asst (15%) (FO-SW) TA		Amd 12	N/A	346.26.66	01/01/19	12/31/20	01/01/19	06/30/21	\$2,000		
YR 22 SRF - Local Asst (15%) (FO-SW) TA		Amd 10, 12	N/A	346.26.66	01/01/19	12/31/20	01/01/19	06/30/21	\$2,000		
YR 23 SRF - Local Asst (15%) (FO-SW) TA		Amd 22	N/A	346.26.66	01/01/21	12/31/21	09/01/20	12/31/21	\$1,392	\$2,392	\$2,392
YR 23 SRF - Local Asst (15%) (FO-SW) TA		Amd 20	N/A	346.26.66	01/01/21	12/31/21	09/01/20	12/31/21	\$1,000		
TOTAL									\$7,594,903	\$7,594,903	
Total consideration:	\$7,291,448									GRAND TOTAL	\$7,594,903
	\$303,455										
GRAND TOTAL	\$7,594,903									Total Fed	\$6,820,291
										Total State	\$774,612

* Catalog of Federal Domestic Assistance

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

Exhibit C-22 Schedule of Federal Awards

AMENDMENT #23

Date: July 15, 2021

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

Chart of Account Program Title	BARS	DOH Federal Award Date	Total Amt Federal Award	Allocation Period Start Date End Date	Contract Amt	CFDA	CFDA Program Title	Federal Agency Name	Federal Award Identification Number	Federal Grant Award Name
FFY22 USDA WIC CLIENT SVS CONTRACTS	333 10 55	NGA Not Received	NGA Not Received	10/01/21 12/31/21	\$60,995	10 557	Special Supplemental Nutrition Program for Women, Infants, and Children	Department of Agriculture Food and Nutrition Service	NGA Not Received	NGA Not Received
FFY21 USDA WIC PROGRAM MGMT CSS	333 10 55	10/01/20	\$11,664,919	10/01/20 09/30/21	\$2,450	10 557	Special Supplemental Nutrition Program for Women, Infants, and Children	Department of Agriculture Food and Nutrition Service	217WAWA7W1003	WOMEN, INFANTS AND CHILDREN (2 YR)
FFY21 USDA WIC CLIENT SVS CONTRACTS	333 10 55	10/01/20	\$11,664,919	10/01/20 09/30/21	\$243,735	10 557	Special Supplemental Nutrition Program for Women, Infants, and Children	Department of Agriculture Food and Nutrition Service	217WAWA7W1003	WOMEN, INFANTS AND CHILDREN (2 YR)
FFY21 USDA WIC CLIENT SERVICES	333 10 55	NGA Not Received	NGA Not Received	10/01/20 09/30/21	\$6,956	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
FFY21 USDA FMNP PROG MGMT	333 10 57	NGA Not Received	NGA Not Received	10/01/20 09/30/21	\$570	10 572	WIC Farmers' Market Nutrition Program (FMNP)	Department of Agriculture Food and Nutrition Service	NGA Not Received	NGA Not Received
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 MGMT	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 MGMT	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 MGMT-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 06/30/21	\$20,000	21 019	Coronavirus Relief Fund	Department of the Treasury	NGA Not Received	NGA Not Received

Exhibit C-22 Schedule of Federal Awards

AMENDMENT #23

Date: July 15, 2021

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

Chart of Account Program Title	BARS	DOH Federal Award Date	Total Amt Federal Award	Allocation Period Start Date	Allocation Period End Date	Contract Amt	CFDA	CFDA Program Title	Federal Agency Name	Federal Award Identification Number	Federal Grant Award Name
COVID LHJ OFM ALLOCATION CARES	333 21 01	NGA Not Received	NGA Not Received	03/01/20	12/31/21	\$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	12/31/21	\$411,368	21 019	Coronavirus Relief Fund	Department of the Treasury	NGA Not Received	NGA Not Received
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 OSE 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	09/26/19	\$237,000	03/01/20	10/31/21	\$14,600	66 472	Beach Monitoring and Notification Program Implementation Grants	Environmental Protection Agency Office of Water	01J49701	MARINE SWIMMING BEACH MONITORING AND PUBLIC NOTIFICATION
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 Notification 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 Notification Program Implementation Grants	Environmental Protection Agency Office of Water	00J75501	MARINE SWIMMING BEACH MONITORING AND PUBLIC NOTIFICATION
FFY21 PHEP BP2 LHJ FUNDING	333 93 06	05/27/21	\$11,574,298	07/01/21	12/31/21	\$35,387	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
FFY20 PHEP BP2 LHJ FUNDING	333 93 06	05/12/20	\$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
FFY21 OVERDOSE DATA TO ACTION PREV	333 93 13	NGA Not Received	NGA Not Received	09/01/21	12/31/21	\$87,000	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
FFY20 OVERDOSE DATA TO ACTION PREV	333 93 13	11/06/20	\$4,390,240	09/01/20	08/31/21	\$116,054	93 136	Injury Prevention and Control Research and State and Community Based Programs	Department of Health and Human Services Centers for Disease Control and Prevention	NU17CE925007	WASHINGTON STATE DEPARTMENT OF HEALTH OVERDOSE DATA TO ACTION

Exhibit C-22 Schedule of Federal Awards

AMENDMENT #23

Date: July 15, 2021

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

Chart of Account Program Title	BARS	DOH Federal Award Date	Total Am 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
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
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	5M061734	SUICIDE PREVENTION WORKS
FFY21 VFC OPS	333 93 26	07/01/20	\$9,082,252	07/01/20	12/31/20	\$2,800	93 268	Immunization Cooperative Agreements	Department of Health and Human Services Centers for Disease Control and Prevention	NH23IP922619	IMMUNIZATION GRANT AND VACCINES FOR CHILDREN PROGRAM
FFY21 COVID19 VACCINE SERVICES-CARES	333 93 26	01/15/21	\$68,807,053	07/01/20	12/31/21	\$14,582	93 268	Immunization Cooperative Agreements	Department of Health and Human Services Centers for Disease Control and Prevention	NH23IP922619	IMMUNIZATION GRANT AND VACCINES FOR CHILDREN PROGRAM
FFY20 VFC OPS	333 93 26	07/01/19	\$9,234,835	07/01/19	06/30/20	\$5,600	93 268	Immunization Cooperative Agreements	Department of Health and Human Services Centers for Disease Control and Prevention	NH23IP922619	IMMUNIZATION GRANT AND VACCINES FOR CHILDREN PROGRAM
FFY17 VFC OPS	333 93 26	03/03/17	\$1,201,605	01/01/18	06/30/18	\$2,413	93 268	Immunization Cooperative Agreements	Department of Health and Human Services Centers for Disease Control and Prevention	5NH23IP000762-05-00	IMMUNIZATION GRANT AND VACCINES FOR CHILDREN'S PROGRAM
FFY17 PPHF OPS	333 93 26	05/29/18	\$3,634,512	07/01/18	05/30/19	\$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	05/29/18	\$1,722,443	07/01/18	06/30/19	\$5,600	93 268	Immunization Cooperative Agreements	Department of Health and Human Services Centers for Disease Control and Prevention	NH23IP000762	IMMUNIZATION GRANT AND VACCINES FOR CHILDREN'S PROGRAM
FFY17 AFIX	333 93 26	03/03/17	\$1,672,289	01/01/18	06/30/18	\$3,640	93 268	Immunization Cooperative Agreements	Department of Health and Human Services Centers for Disease Control and Prevention	5NH23IP000762-05-00	IMMUNIZATION GRANT AND VACCINES FOR CHILDREN'S PROGRAM
FFY17 317 OPS	333 93 26	03/03/17	\$575,969	01/01/18	06/30/18	\$1,277	93 268	Immunization Cooperative Agreements	Department of Health and Human Services Centers for Disease Control and Prevention	5NH23IP000762-05-00	IMMUNIZATION GRANT AND VACCINES FOR CHILDREN'S PROGRAM
COVID19 VACCINES	333 93 26	NGA Not Received	NGA Not Received	07/01/20	12/31/21	\$359,803	93 268	Immunization Cooperative Agreements	Department of Health and Human Services Centers for Disease Control and Prevention	NGA Not Received	NGA Not Received
FFY20 VECTOR-BORNE T2&3 EPI ELC FPH	333 93 32	NGA Not Received	NGA Not Received	05/01/21	12/31/21	\$3,000	93 323	Epidemiology and Laboratory Capacity for Infectious Diseases (ELC) Building and Strengthening Epidemiology, Laboratory and	Department of Health and Human Services Centers for Disease Control and Prevention	NGA Not Received	NGA Not Received

Exhibit C-22 Schedule of Federal Awards

AMENDMENT #23

Date: July 15, 2021

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

Chart of Account Program Title	BARS	DOH Federal Award Date	Total Amt Federal Award	Allocation Period Start Date	End Date	Contract Amt	CFDA	CFDA Program Title	Federal Agency Name	Federal Award Identification Number	Federal Grant Award Name
FFY20 ELC EDE LHJ ALLOCATION	333 93 32	01/14/21	#####	01/15/21	12/31/21	\$762,083	93.323	Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)-Building and Strengthening Epidemiology, Laboratory and	Department of Health and Human Services Centers for Disease Control and Prevention	NU50CK000515	EPIDEMIOLOGY AND LABORATORY CAPACITY FOR INFECTIOUS DISEASES (ELC)-BUILDING AND STRENGTHENING EPIDEMIOLOGY.
FFY19 ELC COVID ED LHJ ALLOCATION	333 93 32	01/01/21	#####	01/01/21	12/31/21	\$349,731	93.323	Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)-Building and Strengthening Epidemiology, Laboratory and	Department of Health and Human Services Centers for Disease Control and Prevention	NU50CK000515	EPIDEMIOLOGY & LABORATORY CAPACITY FOR INFECTIOUS DISEASES (ELC)-BUILDING & STRENGTHENING EPIDEMIOLOGY.
FFY19 COVID CARES	333 93 32	04/23/20	\$22,581,799	05/01/20	12/31/21	\$118,242	93.323	Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)-Building and Strengthening Epidemiology, Laboratory and	Department of Health and Human Services Centers for Disease Control and Prevention	NU50CK000515	EPIDEMIOLOGY & LABORATORY CAPACITY FOR INFECTIOUS DISEASES (ELC)-BUILDING & STRENGTHENING EPIDEMIOLOGY.
FFY20 CDC COVID-19 CRISIS RESP LHJ-TRIBE	333 93 35	03/16/20	\$13,230,799	01/20/20	12/31/21	\$130,871	93.354	Public Health Emergency Response: Cooperative Agreement for Emergency Response: Public Health Crisis Response	Department of Health and Human Services Centers for Disease Control and Prevention	NU90TP222069	CDC COOPERATIVE AGREEMENT FOR EMERGENCY RESPONSE: PUBLIC HEALTH CRISIS RESPONSE CDC-RFA-TP18-1802.
FFY22 MCHBG LHJ CONTRACTS	333 93 99	NGA Not Received	NGA Not Received	10/01/21	12/31/21	\$16,729	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
FFY21 MCHBG LHJ CONTRACTS	333 93 99	02/08/21	\$2,662,201	10/01/20	09/30/21	\$66,916	93.994	Maternal and Child Health Services Block Grant to the States	Department of Health and Human Services Health Resources and Services Administration	80440169	MATERNAL AND CHILD HEALTH SERVICES BLOCK GRANT
FFY20 MCHBG LHJ CONTRACTS	333 93 99	11/14/18	\$2,225,977	10/01/19	09/30/20	\$66,916	93.994	Maternal and Child Health Services Block Grant to the States	Department of Health and Human Services Health Resources and Services Administration	804MC32578	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	804MC32578	MATERNAL AND CHILD HEALTH SERVICES BLOCK GRANT
FFY18 MCHBG LHJ CONTRACTS	333 93 99	10/20/17	\$1,550,528	01/01/18	09/30/18	\$50,167	93.994	Maternal and Child Health Services Block Grant to the States	Department of Health and Human Services Health Resources and Services Administration	804MC31524	MATERNAL AND CHILD HEALTH SERVICES
TOTAL						\$6,870,291					

CLALLAM COUNTY BUDGET CHANGE FORM

COPY

Date Submitted:

Budget Hearing/Meeting Date: November 30, 2021

- ☒ **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 OPS	33310.55.0010	WIC	6,956
11301.511	HHS OPS	33310.55.0010	WIC Farmers Market	570
11301.511	HHS OPS	33393.06.0000	PHEPR LHJ Funding	15,387
11301.511	HHS OPS	33393.13.6000	DOH Prescription Drug Overdose Prevention	87,000
11301.511	HHS OPS	33393.26.8015	DOH COVID-19 Vaccine Services	5,000
11301.511	HHS OPS	33393.99.0000	MCH Block Grant	16,729
11301.511	HHS OPS	336.04.25.0000	DOH FPHS Services	64,657
Total				196,299

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511	HHS OPS	50800.00.0000	Ending Fund Balance	167,219
11301.511	HHS OPS	56210.10.0500	Overtime	5,000
11301.511	HHS OPS	56210.43.0010	Travel Business	1,000
11301.511	HHS OPS	56210.31.0020	Operating Supplies	20,000
11301.511	HHS OPS	56210.31.0010	Office Supplies	3,000
Total				196,299

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Department of Health Consolidated Contract amendment #23 is adding funding for Covid-19 Vaccination Services, Opioid Prevention Services, Women, Infant and Children program services (WIC), and Maternal Child Health services (MCH). The remainder of the contact amendment budget increase is already in the 2021 budget.

County Official Approval:

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

CLALLAM COUNTY BUDGET CHANGE FORM

COPY



Date Submitted:

Budget Hearing/Meeting Date: November 30, 2021

- ☒ **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	33393.06.0000	PHRPR LHJ Funding	20,000
00100.511	HHS Env. Health	33404.93.0040	On-site Implementation Con Con	22,500
Total				42,500

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.511	HHS Env. Health	56254.31.0010	Office Supplies	1,000
00100.511	HHS Env. Health	56254.31.0020	Operating Supplies	1,000
00100.293	General Fund Reserves	50800.00.0000	Ending Fund Balance	40,500
Total				42,500

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Department of Health Consolidated Contract #23 is adding funding for Emergency Preparedness and the Onsite services.

County Official Approval:

A handwritten signature in black ink, appearing to be "K. Smith".

(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)

4
10/11/21

Department: Health & Human Services

WORK SESSION ☒ **Meeting Date:** October 11, 2021

REGULAR AGENDA ☒ **Meeting Date:** October 19, 2021

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

Item summary:

- | | | |
|---|---|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 11331-21-PASD 2 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

The attached Interagency Agreement is between Clallam County Health and Human Services and Port Angeles School District for provision of Transition Program Training for students who experience intellectual and developmental disabilities. The Agreement is effective September 1st, 2021 to August 31st, 2022 for a maximum consideration of \$14,400.00

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?** ☐

Funds are in the HHS budget.

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 LoPICCOLLO

Name of Employee/Stakeholder attending meeting: Kelley Lawrence

Relevant Departments: HHS

Date submitted: 10/6/21

* Work Session Meeting - Submit 1 single sided/not stapled copy Agenda Item Summary - 11331-21-PASD 2 - 9.1.21 thru 8-31-22
** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies) Revised: 3-04-2019

INTERAGENCY AGREEMENT

Between

CLALLAM COUNTY

And

PORT ANGELES SCHOOL DISTRICT

This Agreement is entered into between Clallam County Department of Health and Human Services, hereinafter referred to as "**the County**" and Port Angeles School District hereinafter referred to as "**the District**" in consideration of the mutual benefits, terms, and conditions hereinafter specified.

Section 1. Purpose

Clallam County Department of Health and Human Services, through this Agreement will contract with Port Angeles School District to perform as described in **Attachment A**.

Section 2. Term

This Agreement shall commence on September 1, 2021 and will terminate on August 31, 2022.

Section 3. Scope of Work

The District agrees to participate in the services, identified on **Attachment A**.

- A. The District supports the County's Developmental Disabilities program goals and objectives.
- B. The County shall provide monthly progress reports from Vocational Provider Vendors as detailed in **Attachment A**.

Section 4. Compensation

The County shall be paid by the District for completed work under this Agreement as follows:

- A. Payment for Transition Services as outlined in **Attachment B** shall not exceed \$14,400.00 without an express written amendment signed by both parties to this agreement. In the event that expected or actual funding from any funding source is withdrawn, reduced, or limited in any way after the effective date of this agreement, this contract may be renegotiated or terminated as provided herein.
- B. County shall bill and the District will pay for Transition Services for a maximum consideration of \$14,400.00.

- C. The Vocational Provider Vendors may submit invoices to the County for Transition services completed by August 31, 2022. The County will review such invoices, and upon reasonable approval thereof, payment will be made to the vendor in the amount approved. Payment will not be unreasonably withheld and the Vendor will be given a reasonable opportunity to correct any work reasonably determined by the County to be defective. Invoices for services will be submitted on a monthly basis, due by the 10th of the month following delivery of services. No invoices received more than 60 days following the end of the month of service will be paid.
- D. The County will make final payment of any balance due the Vendor promptly upon its ascertainment and verification after the completion of the services under this Agreement and its reasonable acceptance by the County. Payment will not be unreasonably withheld and the vendor will be given a reasonable opportunity to correct any work reasonably determined by the County to be defective.
- E. The County, District and Vendor records and accounts pertaining to this agreement are to be kept available for inspection by representatives of the County and state for a period of six (6) years after final payments. Copies shall be made available upon request.
- F. Each invoice submitted by the Vendor to the County for Vendor provided services in fulfillment of this contract shall reflect the number of hours utilized in fulfilling the obligations of the Vendor under this contract and shall also include detailed expenses related to fulfillment of this contract as described in Attachment A, Section County, Item 7F.

Section 5. Compliance with Laws

The District, County and Vendor shall, in participating in the services contemplated by this agreement, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, applicable to the services to be rendered under this Agreement.

Section 6. Indemnification

Each party agrees to defend and indemnify the other party and its elected and appointed officials, officers, and employees against all claims, losses, damages, suits and expenses, including reasonable attorneys' fees and costs, to the extent they arise out of, or result from, the negligence or willful misconduct of the indemnitor or its elected or appointed officials, officers, and employees in the performance of this Agreement. The indemnitor's duty to defend and indemnify extends to claims by the elected or appointed officials, officers, employees or agents of the indemnitor or of any contractor or subcontractor of indemnitor. The indemnitor waives its immunity under Title 51 (Industrial Insurance) of the Revised Code of Washington solely for the purposes of this provision and

acknowledges that this waiver was mutually negotiated. This provision shall survive the expiration or termination of this Agreement.

Section 7. Insurance

The District shall obtain and keep in force during the terms of the Agreement, or as otherwise required.

- A. Commercial Automobile Liability Insurance providing bodily injury and property damage liability coverage for all owned and non owned vehicles assigned to or used in the performance of the work for a combined single limit of not less than \$1,000,000 each occurrence.
- B. District shall provide proof of insurance to the County, in care of, Kelley Lawrence, County Coordinator for Developmental Disabilities · 111 E 3rd Street · Port Angeles, WA 98362, prior to commencing services.
- C. The District shall participate in the Worker's Compensation and Employer's Liability Insurance Program as may be required by the State of Washington.
- D. Each party certifies that it is self-insured, is a member of a risk pool, or maintains insurance of not less than \$1,000,000.00 of combined single limit coverage. The County shall pay for losses for which it is found liable. The District shall pay for losses for which it is found liable.

Section 8. Independence

The District and the County agree that all parties are independent with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither party shall be entitled to any benefits accorded employees by virtue of the services provided under this agreement. Neither party shall be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to employee of the other party's employees.

Section 9. Reporting

The Vocational Provider Vendor will provide a report to the County for payment for services provided. This report will be submitted with the appropriate invoice.

Section 10. Termination

- A. Termination for Convenience

Either party may terminate this Agreement for convenience, including because of a change in available funding, by providing at least 30 days' advance written notice to the other party.

B. Termination for Default

In the event of a default by either party under this Agreement, the nondefaulting party may give written notice to the defaulting party that it intends to terminate this Agreement if the default is not cured within 30 days of the date of the notice or such longer period of time as may be reasonable under the circumstances. If the default is not cured within that time, the nondefaulting party may then notify the defaulting party in writing that this Agreement is terminated. In the event of such termination, the nondefaulting party shall have all rights and remedies available to it under general law.

C. General Termination Provision

Whenever this Agreement is terminated in accordance with this Section 11, the District shall be entitled to payment for training completed. An equitable adjustment in the contract price for partially completed items of training will be made, but such adjustment shall not include provision for loss of deleted or uncompleted training.

Section 11. Modification

This Agreement may be modified at any time by written agreement of all parties.

Section 12. Integrated Agreement

This Agreement together with Attachments or addenda represents the entire and integrated agreement between the County and the District and supersedes all prior negotiations, representations, or agreements written or oral, between the parties. This Agreement may be amended only by written instrument signed by both County and District.

Section 13. Notice

Whenever a notice is required or permitted to be given under this Agreement, it shall be provided as follows:

If to the County:

Clallam County Department of Health and Human Services
111 E. 3rd Street
Port Angeles, WA 98362
Attention: Kelley Lawrence, County Coordinator for Developmental Disabilities

If to the District:

Port Angeles School District
216 E 4th Street
Port Angeles, WA 98362
Attention: Pamela Sanford, Director of Special Services

Either party may change its address for notice by providing written notice to the other party.

Approved this _____ day of _____, 2021

BOARD OF COUNTY COMMISSIONERS
CLALLAM COUNTY, WASHINGTON

Mark Ozias, Chair

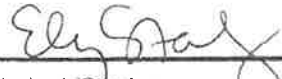
ATTEST:

Clerk of the Board

Approved this _____ day of _____, 2021

Pamela Sanford
Director of Special Services
Port Angeles School District

Approved as to form only by:



Elizabeth Stanley
Civil Deputy Prosecuting Attorney
Clallam County

ATTACHMENT "A" (SCOPE OF WORK)

The County will provide Transition planning services that focus on providing vocational training and/or supported employment opportunities to eligible District students between the ages of eighteen and twenty-one, with a specific focus on the last two years of school.

Transition Services

District

The District will be responsible for the overall coordination of activities for eligible Port Angeles School District students including Individualized Education Programs (IEP's) and Transition Services. The District will be responsible to provide:

1. A list that identifies all students who should receive transition planning services.
 - A. Student has accessed the District's on and off campus and community vocational opportunities.
 - B. Student's DDD eligibility is confirmed.
 - C. Student is between the ages of 16-21, with a priority of those students in their final two years of high school.
 - D. Student and family have completed a Person Centered Plan (PCP) and/or has a clearly articulated Post School Outcome goal as noted on IEP.
 - E. Student has applied for services with the Division of Vocational Rehabilitation (DVR).
 - F. Through the IEP* process, the student and parent are presented the Transition Services option and Written Responsibilities/Commitment to the Program. **IEP potential team members may include the student, parent, CCDD Representative, DDD Case Manager, School IEP Case Manager, DVR Counselor, Vocational Teacher(s), Transition Specialist and/or LSS Administrator.*
 - G. A Transition Service Level Request for each student for the school year from September 1st until June 30th each year. A separate request will be initiated prior to June 30th each year for all students approved for extended school year services by their IEP Team.
2. Team Meeting and notification to the student's chosen vocational provider.
 - A. IEP Case Manager will assume continued responsibility for setting up meetings. **IEP team members may include those outlined above in section 1, item f, in addition to the identified vocational provider.*
 - B. IEP Case Manager will have available all vocational materials and data (PCP, FVE, student portfolio, current IEP, current reevaluation).
 - C. Ensure that a County-supported Vendor has been selected and student/family has selected the Vocational Provider they would like to work with.
 - D. Contractual services formally begin.
 - E. IEP Case Manager will document and notify County of extended school year approvals prior to June 30th of each contract year to assure funding for services during July and August of that school year.

3. Collaborative staff that will identify each student's Transition planning services needs in writing.
 - A. Including identified activities, steps for implementation, student/staff involved and projected timelines.
 - B. Discuss and determine roles of participants.

County

The County will be responsible for the coordination of selected Vocational Services from Vendors as indicated by the Port Angeles School District for eligible students. The County will be responsible to provide:

1. A point of contact for the District.
2. Training to the District staff on Clallam County Developmental Disabilities adult services.
3. Resource materials.
4. Vendor Selection services to student and family to assist in their informed choice of a Vocational Provider. These services include:
 - Orientation to Vendor Selection services and the available array of services and providers in Clallam County who are willing to work with the Port Angeles School District.
 - Planning assistance for interview process.
 - Logistical supports for interviews.
 - De-briefing supports.
 - Written notice is provided to student/family, Port Angeles School District, Clallam County Health & Human Services and Vocational Provider regarding the selection of the Vocational Provider.
5. Benefit Analysis services when requested.
6. Match Port Angeles School District funding with Clallam County Millage Funds
7. Qualified Vocational Providers who will:
 - A. Collaborate with District staff and keep them informed of activities, progress and timelines as outlined in the IEP;
 - B. Effectively communicate with the student's family and their case manager, informing them of activities, progress and timelines as outlined in the IEP;
 - C. Develop individualized vocational services plan when needed;
 - D. Develop individualized budget to implement the vocational services plan and submit to District Administrator and County staff;
 - E. Work closely with District staff for purposes of transportation needs. Qualified Vocational Providers may only transport students in the private vehicles of staff according to their contract agreement with the County; and

F. Provide monthly written progress reports according to County format to Clallam County Health & Human Services which include:

- 1.) Direct service hours to the student.
- 2.) Hours of service on behalf of the student including but not limited to scheduling transportation, name and date employer(s) contacted (initial and follow-up) and job development.
- 3.) Student's wages earned.
- 4.) Hours worked.
- 5.) Progress on work skills and behaviors as identified and outlined on IEP.

ATTACHMENT "B"
(COMPENSATION)

1. Supplemental Billing Procedures

- A. The County shall bill the District monthly for each authorized student. Transition planning services reimbursement rates are as follows:

Vendor Selection Services

- 1.) Clallam County will provide these services at no cost to the Port Angeles School District.

Employment Services

- 1.) Standard rates:
- Maximum of 20 hours per month of support provided to individual student.
 - \$30.00 per hour of support provided to individual student; maximum of \$600.00/month per student.
- 2.) Individualized rates will be pre-authorized by the District in writing.

Benefit Analysis Services

- 1.) Standard Rate: \$35.00 per hour per student

Maximum of 2 hours. Additional hours pre-authorized by the District in writing.

- B. The County will provide student monthly written progress reports according to County specified format with each invoice.



AGENDA ITEM SUMMARY

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

5
10/11/21

Department: Health & Human Services

WORK SESSION ☒ Meeting Date: October 11, 2021

REGULAR AGENDA ☒ Meeting Date: October 19, 2021

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

Item summary:

- | | | |
|---|---|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 11331-21-QVSD | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

The attached Interagency Agreement is between Clallam County Health and Human Services and Quillayute Valley School District for provision of Transition Program Training for students who experience intellectual and developmental disabilities. The Agreement is effective September 1st, 2021 to August 31st, 2022 for a maximum consideration of \$50,400.00

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?** ☐

Funds are in the HHS budget.

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:  Karen L. Lawrence

Name of Employee/Stakeholder attending meeting: Kelley Lawrence

Relevant Departments: HHS

Date submitted: 10/6/21

* Work Session Meeting - Submit 1 single sided/not stapled copy Agenda Item Summary - 11331-21-QVSD - 9.1.21 thru 8-31-22
** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies) Revised: 3-04-2019

INTERAGENCY AGREEMENT

Between

CLALLAM COUNTY

And

QUILLAYUTE VALLEY SCHOOL DISTRICT

This Agreement is entered into between Clallam County Department of Health and Human Services, hereinafter referred to as "**the County**" and Quillayute Valley School District hereinafter referred to as "**the District**" in consideration of the mutual benefits, terms, and conditions hereinafter specified.

Section 1. Purpose

Clallam County Department of Health and Human Services, through this Agreement will contract with Quillayute Valley School District to perform as described in **Attachment A**.

Section 2. Term

This Agreement shall commence on September 1, 2021 and will terminate on August 31, 2022.

Section 3. Scope of Work

The District agrees to participate in the services, identified on **Attachment A**.

- A. The District supports the County's Developmental Disabilities program goals and objectives.
- B. The County shall provide monthly progress reports from Vocational Provider Vendors as detailed in **Attachment A**.

Section 4. Compensation

The County shall be paid by the District for completed work under this Agreement as follows:

- A. Payment for Transition Services as outlined in **Attachment B** shall not exceed \$50,400.00 without an express written amendment signed by both parties to this agreement. In the event that expected or actual funding from any funding source is withdrawn, reduced, or limited in any way after the effective date of this agreement, this contract may be renegotiated or terminated as provided herein.
- B. County shall bill and the District will pay for Transition Services for a maximum consideration of \$50,400.00.

- C. The Vocational Provider Vendors may submit invoices to the County for Transition services completed by August 31, 2022. The County will review such invoices, and upon reasonable approval thereof, payment will be made to the vendor in the amount approved. Payment will not be unreasonably withheld and the Vendor will be given a reasonable opportunity to correct any work reasonably determined by the County to be defective. Invoices for services will be submitted on a monthly basis, due by the 10th of the month following delivery of services. No invoices received more than 60 days following the end of the month of service will be paid.
- D. The County will make final payment of any balance due the Vendor promptly upon its ascertainment and verification after the completion of the services under this Agreement and its reasonable acceptance by the County. Payment will not be unreasonably withheld and the vendor will be given a reasonable opportunity to correct any work reasonably determined by the County to be defective.
- E. The County, District and Vendor records and accounts pertaining to this agreement are to be kept available for inspection by representatives of the County and state for a period of six (6) years after final payments. Copies shall be made available upon request.
- F. Each invoice submitted by the Vendor to the County for Vendor provided services in fulfillment of this contract shall reflect the number of hours utilized in fulfilling the obligations of the Vendor under this contract and shall also include detailed expenses related to fulfillment of this contract as described in Attachment A, Section County, Item 7F.

Section 5. Compliance with Laws

The District, County and Vendor shall, in participating in the services contemplated by this agreement, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, applicable to the services to be rendered under this Agreement.

Section 6. Indemnification

Each party agrees to defend and indemnify the other party and its elected and appointed officials, officers, and employees against all claims, losses, damages, suits and expenses, including reasonable attorneys' fees and costs, to the extent they arise out of, or result from, the negligence or willful misconduct of the indemnitor or its elected or appointed officials, officers, and employees in the performance of this Agreement. The indemnitor's duty to defend and indemnify extends to claims by the elected or appointed officials, officers, employees or agents of the indemnitor or of any contractor or subcontractor of indemnitor. The indemnitor waives its immunity under Title 51 (Industrial Insurance) of the Revised Code of Washington solely for the purposes of this provision and

acknowledges that this waiver was mutually negotiated. This provision shall survive the expiration or termination of this Agreement.

Section 7. Insurance

The District shall obtain and keep in force during the terms of the Agreement, or as otherwise required.

- A. Commercial Automobile Liability Insurance providing bodily injury and property damage liability coverage for all owned and non owned vehicles assigned to or used in the performance of the work for a combined single limit of not less than \$1,000,000 each occurrence.
- B. District shall provide proof of insurance to the County, in care of, Kelley Lawrence, County Coordinator for Developmental Disabilities · 111 E 3rd Street · Port Angeles, WA 98362, prior to commencing services.
- C. The District shall participate in the Worker's Compensation and Employer's Liability Insurance Program as may be required by the State of Washington.
- D. Each party certifies that it is self-insured, is a member of a risk pool, or maintains insurance of not less than \$1,000,000.00 of combined single limit coverage. The County shall pay for losses for which it is found liable. The District shall pay for losses for which it is found liable.

Section 8. Independence

The District and the County agree that all parties are independent with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither party shall be entitled to any benefits accorded employees by virtue of the services provided under this agreement. Neither party shall be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to employee of the other party's employees.

Section 9. Reporting

The Vocational Provider Vendor will provide a report to the County for payment for services provided. This report will be submitted with the appropriate invoice.

Section 10. Termination

- A. Termination for Convenience

Either party may terminate this Agreement for convenience, including because of a change in available funding, by providing at least 30 days' advance written notice to the other party.

B. Termination for Default

In the event of a default by either party under this Agreement, the nondefaulting party may give written notice to the defaulting party that it intends to terminate this Agreement if the default is not cured within 30 days of the date of the notice or such longer period of time as may be reasonable under the circumstances. If the default is not cured within that time, the nondefaulting party may then notify the defaulting party in writing that this Agreement is terminated. In the event of such termination, the nondefaulting party shall have all rights and remedies available to it under general law.

C. General Termination Provision

Whenever this Agreement is terminated in accordance with this Section 11, the District shall be entitled to payment for training completed. An equitable adjustment in the contract price for partially completed items of training will be made, but such adjustment shall not include provision for loss of deleted or uncompleted training.

Section 11. Modification

This Agreement may be modified at any time by written agreement of all parties.

Section 12. Integrated Agreement

This Agreement together with Attachments or addenda represents the entire and integrated agreement between the County and the District and supersedes all prior negotiations, representations, or agreements written or oral, between the parties. This Agreement may be amended only by written instrument signed by both County and District.

Section 13. Notice

Whenever a notice is required or permitted to be given under this Agreement, it shall be provided as follows:

If to the County:

Clallam County Department of Health and Human Services
111 E. 3rd Street
Port Angeles, WA 98362
Attention: Kelley Lawrence, County Coordinator for Developmental Disabilities

If to the District:

Quillayute Valley School District
411 S Spartan Avenue
Forks, WA 98331
Attention: Diana Reaume, Superintendent

Either party may change its address for notice by providing written notice to the other party.

Approved this _____ day of _____, 2021

BOARD OF COUNTY COMMISSIONERS
CLALLAM COUNTY, WASHINGTON

Mark Ozias, Chair

ATTEST:

Clerk of the Board

Approved this _____ day of _____, 2021

Diana Reaume
Superintendent
Quillayute Valley School District

Approved as to form only by:



Elizabeth Stanley
Civil Deputy Prosecuting Attorney
Clallam County

ATTACHMENT "A" (SCOPE OF WORK)

The County will provide Transition planning services that focus on providing vocational training and/or supported employment opportunities to eligible District students between the ages of eighteen and twenty-one, with a specific focus on the last two years of school.

Transition Services

District

The District will be responsible for the overall coordination of activities for eligible Quillayute Valley School District students including Individualized Education Programs (IEP's) and Transition Services. The District will be responsible to provide:

1. A list that identifies all students who should receive transition planning services.
 - A. Student has accessed the District's on and off campus and community vocational opportunities.
 - B. Student's DDD eligibility is confirmed.
 - C. Student is between the ages of 16-21, with a priority of those students in their final two years of high school.
 - D. Student and family have completed a Person Centered Plan (PCP) and/or has a clearly articulated Post School Outcome goal as noted on IEP.
 - E. Student has applied for services with the Division of Vocational Rehabilitation (DVR).
 - F. Through the IEP* process, the student and parent are presented the Transition Services option and Written Responsibilities/Commitment to the Program. **IEP potential team members may include the student, parent, CCDD Representative, DDD Case Manager, School IEP Case Manager, DVR Counselor, Vocational Teacher(s), Transition Specialist and/or LSS Administrator.*
 - G. A Transition Service Level Request for each student for the school year from September 1st until June 30th each year. A separate request will be initiated prior to June 30th each year for all students approved for extended school year services by their IEP Team.
2. Team Meeting and notification to the student's chosen vocational provider.
 - A. IEP Case Manager will assume continued responsibility for setting up meetings. **IEP team members may include those outlined above in section 1, item f, in addition to the identified vocational provider.*
 - B. IEP Case Manager will have available all vocational materials and data (PCP, FVE, student portfolio, current IEP, current reevaluation).
 - C. Ensure that a County-supported Vendor has been selected and student/family has selected the Vocational Provider they would like to work with.
 - D. Contractual services formally begin.
 - E. IEP Case Manager will document and notify County of extended school year approvals prior to June 30th of each contract year to assure funding for services during July and August of that school year.

3. Collaborative staff that will identify each student's Transition planning services needs in writing.
 - A. Including identified activities, steps for implementation, student/staff involved and projected timelines.
 - B. Discuss and determine roles of participants.

County

The County will be responsible for the coordination of selected Vocational Services from Vendors as indicated by the Quillayute Valley School District for eligible students. The County will be responsible to provide:

1. A point of contact for the District.
2. Training to the District staff on Clallam County Developmental Disabilities adult services.
3. Resource materials.
4. Vendor Selection services to student and family to assist in their informed choice of a Vocational Provider. These services include:
 - Orientation to Vendor Selection services and the available array of services and providers in Clallam County who are willing to work with the Quillayute Valley School District.
 - Planning assistance for interview process.
 - Logistical supports for interviews.
 - De-briefing supports.
 - Written notice is provided to student/family, Quillayute Valley School District, Clallam County Health & Human Services and Vocational Provider regarding the selection of the Vocational Provider.
5. Benefit Analysis services when requested.
6. Match Quillayute Valley School District funding with Clallam County Millage Funds
7. Qualified Vocational Providers who will:
 - A. Collaborate with District staff and keep them informed of activities, progress and timelines as outlined in the IEP;
 - B. Effectively communicate with the student's family and their case manager, informing them of activities, progress and timelines as outlined in the IEP;
 - C. Develop individualized vocational services plan when needed;
 - D. Develop individualized budget to implement the vocational services plan and submit to District Administrator and County staff;
 - E. Work closely with District staff for purposes of transportation needs. Qualified Vocational Providers may only transport students in the private vehicles of staff according to their contract agreement with the County; and

F. Provide monthly written progress reports according to County format to Clallam County Health & Human Services which include:

- 1.) Direct service hours to the student.
- 2.) Hours of service on behalf of the student including but not limited to scheduling transportation, name and date employer(s) contacted (initial and follow-up) and job development.
- 3.) Student's wages earned.
- 4.) Hours worked.
- 5.) Progress on work skills and behaviors as identified and outlined on IEP.

ATTACHMENT "B"
(COMPENSATION)

1. Supplemental Billing Procedures

- A. The County shall bill the District monthly for each authorized student. Transition planning services reimbursement rates are as follows:

Vendor Selection Services

- 1.) Clallam County will provide these services at no cost to the Quillayute Valley School District.

Employment Services

- 1.) Standard rates:

- Maximum of 20 hours per month of support provided to individual student.
- \$30.00 per hour of support provided to individual student; maximum of \$600.00/month per student.

- 2.) Individualized rates will be pre-authorized by the District in writing.

Benefit Analysis Services

- 1.) Standard Rate: \$35.00 per hour per student

Maximum of 2 hours. Additional hours pre-authorized by the District in writing.

- B. The County will provide student monthly written progress reports according to County specified format with each invoice.



AGENDA ITEM SUMMARY

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

6
10/11/21

Department: Health & Human Services

WORK SESSION ☒ Meeting Date: October 11, 2021

REGULAR AGENDA ☒ Meeting Date: October 19, 2021

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

Item summary:

- | | | |
|---|--|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 11331-21-SSD | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

The attached Interagency Agreement is between Clallam County Health and Human Services and Sequim School District for provision of Transition Program Training for students who experience intellectual and developmental disabilities. The Agreement is effective September 1st, 2021 to August 31st, 2022 for a maximum consideration of \$57,600.00

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?** ☐

Funds are in the HHS budget.

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 LaPacola

Name of Employee/Stakeholder attending meeting: Kelley Lawrence

Relevant Departments: HHS

Date submitted: 10/6/21

* 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)

Agenda Item Summary - 11331-21-SSD - 9.1.21 thru 8-31-22
Revised: 3-04-2019

INTERAGENCY AGREEMENT

Between

CLALLAM COUNTY

And

SEQUIM SCHOOL DISTRICT

This Agreement is entered into between Clallam County Department of Health and Human Services, hereinafter referred to as "**the County**" and Sequim School District hereinafter referred to as "**the District**" in consideration of the mutual benefits, terms, and conditions hereinafter specified.

Section 1. Purpose

Clallam County Department of Health and Human Services, through this Agreement will contract with Sequim School District to perform as described in **Attachment A**.

Section 2. Term

This Agreement shall commence on September 1, 2021 and will terminate on August 31, 2022.

Section 3. Scope of Work

The District agrees to participate in the services, identified on **Attachment A**.

- A. The District supports the County's Developmental Disabilities program goals and objectives.
- B. The County shall provide monthly progress reports from Vocational Provider Vendors as detailed in **Attachment A**.

Section 4. Compensation

The County shall be paid by the District for completed work under this Agreement as follows:

- A. Payment for Transition Services as outlined in **Attachment B** shall not exceed \$57,600.00 without an express written amendment signed by both parties to this agreement. In the event that expected or actual funding from any funding source is withdrawn, reduced, or limited in any way after the effective date of this agreement, this contract may be renegotiated or terminated as provided herein.
- B. County shall bill and the District will pay for Transition Services for a maximum consideration of \$57,600.00.

- C. The Vocational Provider Vendors may submit invoices to the County for Transition services completed by August 31, 2022. The County will review such invoices, and upon reasonable approval thereof, payment will be made to the vendor in the amount approved. Payment will not be unreasonably withheld and the Vendor will be given a reasonable opportunity to correct any work reasonably determined by the County to be defective. Invoices for services will be submitted on a monthly basis, due by the 10th of the month following delivery of services. No invoices received more than 60 days following the end of the month of service will be paid.
- D. The County will make final payment of any balance due the Vendor promptly upon its ascertainment and verification after the completion of the services under this Agreement and its reasonable acceptance by the County. Payment will not be unreasonably withheld and the vendor will be given a reasonable opportunity to correct any work reasonably determined by the County to be defective.
- E. The County, District and Vendor records and accounts pertaining to this agreement are to be kept available for inspection by representatives of the County and state for a period of six (6) years after final payments. Copies shall be made available upon request.
- F. Each invoice submitted by the Vendor to the County for Vendor provided services in fulfillment of this contract shall reflect the number of hours utilized in fulfilling the obligations of the Vendor under this contract and shall also include detailed expenses related to fulfillment of this contract as described in Attachment A, Section County, Item 7F.

Section 5. Compliance with Laws

The District, County and Vendor shall, in participating in the services contemplated by this agreement, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, applicable to the services to be rendered under this Agreement.

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Each party agrees to defend and indemnify the other party and its elected and appointed officials, officers, and employees against all claims, losses, damages, suits and expenses, including reasonable attorneys' fees and costs, to the extent they arise out of, or result from, the negligence or willful misconduct of the indemnitor or its elected or appointed officials, officers, and employees in the performance of this Agreement. The indemnitor's duty to defend and indemnify extends to claims by the elected or appointed officials, officers, employees or agents of the indemnitor or of any contractor or subcontractor of indemnitor. The indemnitor waives its immunity under Title 51 (Industrial Insurance) of the Revised Code of Washington solely for the purposes of this provision and

acknowledges that this waiver was mutually negotiated. This provision shall survive the expiration or termination of this Agreement.

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The District shall obtain and keep in force during the terms of the Agreement, or as otherwise required.

- A. Commercial Automobile Liability Insurance providing bodily injury and property damage liability coverage for all owned and non owned vehicles assigned to or used in the performance of the work for a combined single limit of not less than \$1,000,000 each occurrence.
- B. District shall provide proof of insurance to the County, in care of, Kelley Lawrence, County Coordinator for Developmental Disabilities · 111 E 3rd Street · Port Angeles, WA 98362, prior to commencing services.
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C. General Termination Provision

Whenever this Agreement is terminated in accordance with this Section 11, the District shall be entitled to payment for training completed. An equitable adjustment in the contract price for partially completed items of training will be made, but such adjustment shall not include provision for loss of deleted or uncompleted training.

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This Agreement may be modified at any time by written agreement of all parties.

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This Agreement together with Attachments or addenda represents the entire and integrated agreement between the County and the District and supersedes all prior negotiations, representations, or agreements written or oral, between the parties. This Agreement may be amended only by written instrument signed by both County and District.

Section 13. Notice

Whenever a notice is required or permitted to be given under this Agreement, it shall be provided as follows:

If to the County:

Clallam County Department of Health and Human Services
111 E. 3rd Street
Port Angeles, WA 98362
Attention: Kelley Lawrence, County Coordinator for Developmental Disabilities

If to the District:

Sequim School District
503 N Sequim Avenue
Sequim, WA 98382
Attention: Dr. Jayne Pryne, Interim Superintendent

Either party may change its address for notice by providing written notice to the other party.

Approved this _____ day of _____, 2021

BOARD OF COUNTY COMMISSIONERS
CLALLAM COUNTY, WASHINGTON

Mark Ozias, Chair

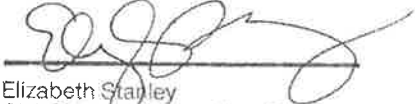
ATTEST:

Clerk of the Board

Approved this _____ day of _____, 2021

Dr. Jayne Pryne
Interim Superintendent
Sequim School District

Approved as to form only by:



Elizabeth Stanley
Civil Deputy Prosecuting Attorney
Clallam County

ATTACHMENT "A" (SCOPE OF WORK)

The County will provide Transition planning services that focus on providing vocational training and/or supported employment opportunities to eligible District students between the ages of eighteen and twenty-one, with a specific focus on the last two years of school.

Transition Services

District

The District will be responsible for the overall coordination of activities for eligible Sequim School District students including Individualized Education Programs (IEP's) and Transition Services. The District will be responsible to provide:

1. A list that identifies all students who should receive transition planning services.
 - A. Student has accessed the District's on and off campus and community vocational opportunities.
 - B. Student's DDD eligibility is confirmed.
 - C. Student is between the ages of 16-21, with a priority of those students in their final two years of high school.
 - D. Student and family have completed a Person Centered Plan (PCP) and/or has a clearly articulated Post School Outcome goal as noted on IEP.
 - E. Student has applied for services with the Division of Vocational Rehabilitation (DVR).
 - F. Through the IEP* process, the student and parent are presented the Transition Services option and Written Responsibilities/Commitment to the Program. **IEP potential team members may include the student, parent, CCDD Representative, DDD Case Manager, School IEP Case Manager, DVR Counselor, Vocational Teacher(s), Transition Specialist and/or LSS Administrator.*
 - G. A Transition Service Level Request for each student for the school year from September 1st until June 30th each year. A separate request will be initiated prior to June 30th each year for all students approved for extended school year services by their IEP Team.
2. Team Meeting and notification to the student's chosen vocational provider.
 - A. IEP Case Manager will assume continued responsibility for setting up meetings. **IEP team members may include those outlined above in section 1, item f, in addition to the identified vocational provider.*
 - B. IEP Case Manager will have available all vocational materials and data (PCP, FVE, student portfolio, current IEP, current reevaluation).
 - C. Ensure that a County-supported Vendor has been selected and student/family has selected the Vocational Provider they would like to work with.
 - D. Contractual services formally begin.
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 - A. Including identified activities, steps for implementation, student/staff involved and projected timelines.
 - B. Discuss and determine roles of participants.

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1. A point of contact for the District.
2. Training to the District staff on Clallam County Developmental Disabilities adult services.
3. Resource materials.
4. Vendor Selection services to student and family to assist in their informed choice of a Vocational Provider. These services include:
 - Orientation to Vendor Selection services and the available array of services and providers in Clallam County who are willing to work with the Sequim School District.
 - Planning assistance for interview process.
 - Logistical supports for interviews.
 - De-briefing supports.
 - Written notice is provided to student/family, Sequim School District, Clallam County Health & Human Services and Vocational Provider regarding the selection of the Vocational Provider.
5. Benefit Analysis services when requested.
6. Match Sequim School District funding with Clallam County Millage Funds
7. Qualified Vocational Providers who will:
 - A. Collaborate with District staff and keep them informed of activities, progress and timelines as outlined in the IEP;
 - B. Effectively communicate with the student's family and their case manager, informing them of activities, progress and timelines as outlined in the IEP;
 - C. Develop individualized vocational services plan when needed;
 - D. Develop individualized budget to implement the vocational services plan and submit to District Administrator and County staff;
 - E. Work closely with District staff for purposes of transportation needs. Qualified Vocational Providers may only transport students in the private vehicles of staff according to their contract agreement with the County; and

F. Provide monthly written progress reports according to County format to Clallam County Health & Human Services which include:

- 1.) Direct service hours to the student.
- 2.) Hours of service on behalf of the student including but not limited to scheduling transportation, name and date employer(s) contacted (initial and follow-up) and job development.
- 3.) Student's wages earned.
- 4.) Hours worked.
- 5.) Progress on work skills and behaviors as identified and outlined on IEP.

ATTACHMENT "B"
(COMPENSATION)

1. Supplemental Billing Procedures

- A. The County shall bill the District monthly for each authorized student. Transition planning services reimbursement rates are as follows:

Vendor Selection Services

- 1.) Clallam County will provide these services at no cost to the Sequim School District.

Employment Services

- 1.) Standard rates:

- Maximum of 20 hours per month of support provided to individual student.
- \$30.00 per hour of support provided to individual student; maximum of \$600.00/month per student.

- 2.) Individualized rates will be pre-authorized by the District in writing.

Benefit Analysis Services

- 1.) Standard Rate: \$35.00 per hour per student

Maximum of 2 hours. Additional hours pre-authorized by the District in writing.

- B. The County will provide student monthly written progress reports according to County specified format with each invoice.



AGENDA ITEM SUMMARY

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

7
10/11/21

Department: Health and Human Services - EH

WORK SESSION ☒ **Meeting Date:** 10/11/2021

REGULAR AGENDA ☐ **Meeting Date:**

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:

Environmental Health is applying for grant funding for its Pollution Identification and Correction (PIC) project. This funding is for the Department of Ecology's FY23 funding cycle.

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?** ☐

If awarded, this contract will begin in 2023.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Approve request to apply for the funding.

County Official signature & print name:  Kevin L. Puccio

Name of Employee/Stakeholder attending meeting: Jennifer Garcelon

Relevant Departments: HHS

Date submitted: 10/6/2021

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

Clallam County

Grant Application Information

DEPARTMENT: **HHS-EH**

DATE SUBMITTED TO W/S: **10/11/2021**

GRANT NAME: **Combined Water Quality Fund**

APPLICATION DEADLINE: **10/12/2021**

ISSUING AGENCY: **Department of Ecology**

IS THIS A RENEWAL? **No**

LENGTH OF GRANT: **2 years**

RENEWAL POSSIBLE? **Yes**

TOTAL AWARD: **\$240,000**

ANNUAL AMOUNT: **\$120,000**

MATCH REQUIRED? **Yes**

MATCH AMOUNT: **25%**

DESCRIPTION OF GRANT AND PURPOSE: The Washington State Department of Ecology Combined Water Quality Fund is the annual single-application process to apply for funding from multiple sources all at once, for eligible projects that benefit water quality. Funding sources include Clean Water Act Section 319 federal grants and the state Centennial Clean Water Program grants.

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

Clallam County Pollution Identification and Correction (PIC) decreases bacteria entering marine waters from upland sources by investigating and correcting non-point pollution sources. Improved water quality should decrease adverse human health impacts and increase commercial and recreational shellfish harvest opportunities. Specifically, this project helps reopen "downgraded" shellfish growing area in Dungeness Bay.

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

Yes, it is part of HHS's Mission, "Clallam County Department of Health & Human Services is dedicated to promoting and protecting the health, safety, and quality of life for all people in Clallam County." Also, the PIC Plan lists Clallam County Environmental Health as the lead entity in implementing the plan (<http://www.clallam.net/HHS/documents/PlanPIC.pdf>).

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

A Centennial Clean Water Grant through Ecology currently funds the PIC program. The contract ends Nov. 30, 2022. The contracts for this funding begin as early as mid-2022. EH will also be applying for NEP funds, which do not require a match, but this funding is not guaranteed. This Ecology grant is a backup plan if we are not awarded NEP funds.

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

The PIC Plan outlines the activities and performance measurements. These include trends sampling of water bodies and retaining records of site visits, letters sent, education events, and enforcement actions.

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

The PIC Plan identifies different funding options for an ongoing program. These options include grant funds and onsite septic operating permit fees.

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

Yes, the Department has existing resources to cover the match based on dedicated staff's salary and benefits. In-kind services can be used as match.

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

The program depends on a partnership with DCD's Streamkeepers program to conduct the Baseline Trends Monitoring Program.

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

New positions are not expected at this time.

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

Yes.

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

We may not be able to continue activities in the PIC Plan.

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

Yes, indirect costs are allowable. Centennial allows for a maximum indirect rate of 30% on salary and benefits.

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

This is for funding beginning mid-2022.

WHAT BUDGET CHANGES ARE NECESSARY? INCLUDE REVENUES AND EXPENDITURES.

None.

ELECTED OFFICIAL/DEPARTMENT HEAD SIGNATURE

Rich Sill, ADMINISTRATOR

APPROVAL

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



AGENDA ITEM SUMMARY

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

8
10/11/21

Department: Public Works/Road

WORK SESSION ☒ **Meeting Date:** 10/11/2021

REGULAR AGENDA ☒ **Meeting Date:** 10/19/2021

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

Item summary:

- | | | |
|---|---|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract #101-21-016 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |
- Documents exempt from public disclosure attached: ☐

Executive summary:

This item is a Reimbursable Agreement with WSDOT to use their State Materials Lab Engineering and/or Testing 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?** ☐

Costs involved are charged separately to each individual project, thus are budgeted.

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

That the Board authorizes the Chair to sign this agreement.

County Official signature & print name: Mary Peterson, Mary Peterson for Ross Tyler

Name of Employee/Stakeholder attending meeting: Ross Tyler

Relevant Departments: Public Works/Road Dept.

Date submitted: 9/29/2021

* 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)

101-21-016

Reimbursable Agreement for State Materials Lab Engineering and/or Testing Services	Entity Name Clallam County Public Works	Agreement number GCB 3564
	Entity Billing Address 223 E 4TH ST STE 6 PORT ANGELES, WA 98362	
	Contact Name Jason O'Dell	Contact Phone and Email 360-417-2434 jodell@co.clallam.wa.us
	Federal Tax ID# 916001298 B	Agreement Title Mats Lab Services
Description of Work Upon request by Clallam County Public Works, WSDOT will provide materials fabrication, testing and inspection; asphalt mix design and verification; preparation of "Record of Materials" documents; test drilling; and other engineering/geologic/testing services.		

This AGREEMENT is made and entered into by and between the Washington State Department of Transportation, hereinafter "WSDOT," and the above-named entity, hereinafter the "ENTITY."

Where-as, WSDOT provides engineering and/or testing services to ensure that materials proposed to be used within WSDOT highway right of way comply with applicable WSDOT standards, or to determine whether existing state highway infrastructure can withstand impacts from proposed actions (may not apply to Local Agencies), and

Whereas, the ENTITY has requested WSDOT perform certain materials engineering and/or testing services as described above in the Description of Work above or as attached as Exhibit A (hereinafter "Work"), and

Whereas, WSDOT has the necessary personnel and equipment available and is willing to perform the Work, subject to the terms and conditions herein.

NOW, THEREFORE, pursuant to RCW 47.01.260 and/or Chapter 39.34 RCW, the above recitals that are incorporated herein as if set forth below, and in consideration of the terms, conditions, provisions, and Exhibits which are attached hereto and by this reference made a part of this Agreement, IT IS HEREBY AGREED AS FOLLOWS:

1. SCOPE OF WORK

1.1 The term "Work," as used herein, includes any and all work by WSDOT in its performance of the engineering and/or testing services specified in the "Description of Work," above or as in Exhibit A hereto attached. Subject to the terms and conditions herein, WSDOT agrees to perform the Work using WSDOT labor, equipment, and materials.

2. TERM OF AGREEMENT

2.1 Check one of the following as applicable to this Agreement:

- ☐ The term of this Agreement, is project specific and shall begin upon the date of execution by both Parties and shall remain in effect until WSDOT has completed the Work detailed above or in Exhibit A; OR should the ENTITY terminate this Agreement pursuant to Section 4, this Agreement shall terminate when the ENTITY has made full payment for all WSDOT-incurred costs up to the date of termination. The estimated end date shall be: xxxxxxxx.
- ☒ The term of this Agreement shall begin upon the date of execution by both Parties and shall remain in effect for ten (10) years, subject to renewal by the Parties. This Agreement may be terminated pursuant to Section 4. In the event of termination, this Agreement shall terminate when the ENTITY has made full payment for all WSDOT-incurred costs up to the date of termination. Exhibit A does not apply to this selection and further references within this agreement are not applicable.

3. PAYMENT

3.1 A cost estimate for the Work is detailed in Exhibit B. WSDOT will invoice the ENTITY monthly for the actual direct and related indirect costs incurred by WSDOT in the performance of the Work completed during the previous month. These cost include but may not be limited to, labor, material, travel, and equipment.

3.2 The ENTITY agrees to reimburse the WSDOT for the actual direct and related indirect costs for the Work within thirty (30) calendar days of receipt of a WSDOT invoice. The ENTITY agrees further that if payment is not made to the WSDOT as herein agreed, WSDOT may charge late fees, interest or refer the debt to a collection agency, all in accordance with Washington State Law.

3.3 The Parties agree that any estimated costs for the Work may be exceeded by up to twenty five percent (25%) before an amendment to this Agreement is required. Once the costs reach the estimate in Exhibit B plus the 25% overrun allowance, WSDOT shall stop all Work until an amendment has been executed increasing the maximum dollar amount payable under this Agreement, or a decision is reached to terminate this Agreement.

4. TERMINATION

4.1 Either Party may terminate this Agreement upon thirty (30) calendar days written notice to the other Party. If this Agreement is terminated by either Party prior to completion of the Work specified herein, the ENTITY agrees to and shall reimburse WSDOT for all actual direct and related indirect expenses and costs incurred up to the date of termination associated with the Work.

5. MODIFICATIONS

5.1 This Agreement may be amended by the mutual agreement of the Parties. Such amendments or modification shall not be binding unless they are in writing and signed by persons authorized to bind each Party.

6.RECORDS

6.1 All records for performance of the Work, including labor, material, travel, and equipment records in

support of all WSDOT costs shall be maintained by WSDOT for a period of six (6) years from the date of termination of this Agreement. The ENTITY shall have full access to and right to examine said records during normal business hours and as often as it deems necessary, and should the ENTITY require copies of any records, it agrees to pay the costs thereof. The Parties agree that the work performed herein is subject to audit by either or both Parties and/or their designated representatives and/or state and federal government

7. DISPUTES AND VENUE

7.1 The Parties shall work collaboratively to resolve disputes and issues arising out of, or related to, this Agreement. Disagreements shall be resolved promptly and at the lowest level of hierarchy. To this end, following the dispute resolution process shown below shall be a prerequisite to the filing of litigation concerning any dispute between the Parties:

A. The representatives for each Party shall use their best efforts to resolve disputes and issues arising out of or related to this Agreement. The representatives shall communicate regularly to discuss the status of the tasks to be performed hereunder and to resolve any disputes or issues related to the successful performance of this Agreement. The representatives shall cooperate in providing staff support to facilitate the performance of this Agreement and the resolution of any disputes or issues arising during the term of this Agreement.

B. A Party's representative shall notify the other Party in writing of any dispute or issue that the representative believes may require formal resolution according to Section 7.1D. The representatives shall meet within five (5) working days of receiving the written notice and attempt to resolve the dispute.

C. In the event the representatives cannot resolve the dispute or issue, the ENTITY, and WSDOT's Region Administrator, or their respective designees, shall meet and engage in good faith negotiations to resolve the dispute.

D. In the event the ENTITY and WSDOT's Headquarters Administrator, or their respective designees, cannot resolve the dispute or issue, the ENTITY and WSDOT shall each appoint a member to a Dispute Board. These two members shall then select a third member not affiliated with either Party. The three-member board shall conduct a dispute resolution hearing that shall be informal and unrecorded. All expenses for the third member of the Dispute Board shall be shared equally by both Parties; however, each Party shall be responsible for its own costs and fees.

8. VENUE AND ATTORNEY FEES

8.1 In the event that either Party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, the Parties hereto agree that any such action or proceedings shall be brought in a court of competent jurisdiction situated in Thurston County, Washington. Each Party further agrees that it shall be solely responsible for the payment of its attorney fees and costs.

9. INDEMNIFICATION

9.1 The Parties shall protect, defend, indemnify, and hold harmless each other and their employees and/or authorized agents, while acting within the scope of their employment as such, from any and all costs, claims, judgments, and/or awards of damages (both to persons and/or property), arising out of, or in any way resulting from, each Party's obligations to be performed pursuant to the provisions of this

Agreement. The Parties shall not be required to indemnify, defend, or hold harmless the other Party if the claim, suit, or action for injuries, death, or damages (both to persons and/or property) is caused by the negligence of the other Party; provided that, if such claims, suits, or actions result from the concurrent negligence of (a) the WSDOT, its employees and/or authorized agents and (b) the ENTITY, its employees or authorized agents, or involves those actions covered by RCW 4.24.115, the indemnity provisions provided herein shall be valid and enforceable only to the extent of the negligence of each Party, its employees and/or authorized agents. The Parties agree that their obligations under this section extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of their officers, officials, employees or agents. For this purpose only, **the Parties, by mutual negotiation, hereby waive**, with respect to each other only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW.

9.2 The terms of this Section shall survive termination of this Agreement.

10. LEGAL RELATIONS

10.1 WSDOT's relation to the ENTITY shall be at all times as an independent contractor. Further, WSDOT shall perform the Work as provided under this Agreement solely for the benefit of the ENTITY and not for any third party.

11. SEVERABILITY

11.1 If any terms or provisions of this Agreement are determined to be invalid, such invalid term or provision shall not affect or impair the remainder of the Agreement, but such remainder shall remain in full force and effect to the same extent as though the invalid term or provisions were not contained in the Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the Party's date last signed below.

ENTITY	Washington State Department of Transportation
By:	By:
Printed: <i>Mark Ozias, Chair</i>	Printed:
Title: <i>Board of Clallam County Commissioners</i>	Title:
Date: <i>10/19/2021</i>	Date:
	Approved As To Form on behalf of WSDOT
	<i>/s/ Guy Bowman</i>
	Date: July 8, 2021



AGENDA ITEM SUMMARY

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

9
10/11/21

Department: DCD

WORK SESSION ☒ Meeting Date: 10-11-2021

REGULAR AGENDA ☒ Meeting Date: 10-19-2021

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:

The Board of Commissioners held a public hearing regarding a draft ordinance titled "Recreational Vehicles, Park Models, and Camping". Following public input and consideration of the Board, several changes were requested by the Board. DCD staff has updated the definition of primitive campground to include 4 sites per 5 acres with a maximum of 20 sites, added tents as a temporary living situation during construction, increased camping to 90 days, clarified that dumping of the RV holding tanks directly into an approved dump station is an approved disposal option, and added solar to the electrical options. In consideration of the issue of owners renting a vacant property to RV vacationers staff has changed the language and added a standard that states "An RV placed on vacant land shall not be used for transient (less than 30 days) accommodations." Board must decide if changes proposed necessitate a second public hearing that will be advertised in accordance to County regulations.

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?)

Discuss changes following public input and next steps for adoption of the RV, Park Model, and Camping Ordinance.

County Official signature & print name:

Mary Ellen Winborn
Mary Ellen Winborn

Name of Employee/Stakeholder attending meeting: Donella Clark, Principal Planner

Relevant Departments: DCD

Date submitted: 10-6-2021

* 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)

PUBLIC HEARING

Proposed Ordinance titled "Recreational Vehicles, Park Models, and Camping"

NOTICE IS HEREBY GIVEN that the Clallam County Board of Commissioners will conduct a public hearing on Tuesday, November 2, 2021 at 10:30 a.m., or as soon thereafter as possible. In response to the current pandemic, to promote social distancing, the Board of Commissioner's meeting will be virtual only. To attend the virtual hearing you may appear by Zoom by going to <https://zoom.us/join> or by calling 253-215-8782 and then enter Meeting ID: 875 561 7844 Passcode: 12345. The purpose of the public hearing is to receive public testimony on proposed changes to the Clallam County Zoning code, amending and adding definitions to accompany a new section that would provide standards for the placement and use of Recreational Vehicles, Park Models, and the use of property for Camping.

SUMMARY OF PROPOSAL: Clallam County is proposing an ordinance in order to clarify the requirements for recreational uses, which includes recreational vehicles, park models, and camping to occur throughout the unincorporated portions of the County. The recreational ordinance is intended to address the issue of ensuring that recreational vehicles and park models will adequately address waste water, solid waste, and adequate utilities and to ensure that recreational uses comply with zoning, shoreline, and critical areas requirements, consolidating the requirements already in place in Clallam County Codes.

HOW TO COMMENT: All persons wishing to comment are welcome to either submit their written comments before the hearing is commenced or present written and/or oral comments in person during the public hearing. Written comments can be submitted in writing to agores@co.clallam.wa.us.

DOCUMENTS AND INFORMATION: Copy of the Ordinance is available for review at the Clallam County Department of Community Development located in the Clallam County Courthouse at 223 E. 4th Street, Port Angeles, WA or http://www.clallam.net/bocc/public_meetings.html.

In compliance with the Americans with Disabilities Act (ADA), appropriate aids and/or reasonable accommodations will be made available upon request. Requests must be received by the Commissioner's office (Phone: 360-417-2233; see address above) at least 7 days prior to the hearing. The facility is considered "barrier free" and accessible to those with physical disabilities.

Publish: October 24 and 31

Bill: Dept. of Community Development

Loni Gores, Clerk of the Board

Ordinance _____

An ordinance amending Clallam County Code Title 33 Zoning, and adding a new section adopting standards for Recreational Vehicles, Park Models, and Camping

BE IT ORDAINED BY THE BOARD OF CLALLAM COUNTY COMMISSIONERS:

Chapter 33.03, Section 33.03.010, Definitions is amended to read as follows:

For the purpose of this title, certain terms or words herein shall be interpreted as specifically defined in this chapter. All other words in this title shall carry the meanings as specified in the latest edition of Webster's New Collegiate Dictionary. Words or phrases not listed here have neither been amended or repealed by the ordinance codified in this section and remain as currently enacted.

(1) "Accessory apartment" means an accessory housing unit located above the first floor of a multistoried commercial or limited industrial use building.

(2) "Accessory dwelling unit" or "ADU" means a separate dwelling unit within a single-family dwelling or a separate structure associated with a single-family dwelling which is incidental and subordinate to the primary residential use of the property. Accessory dwelling units are further defined as follows:

(a) Detached. Those accessory dwelling units that are lawfully constructed within existing outbuildings, or stand alone, where the ADU does not share a common wall with the primary residential dwelling unit. ADUs that are connected to a primary residential structure only by a covered breezeway or similar appurtenant structure shall be considered detached.

(b) Attached. Those accessory dwelling units that share a common wall or floor/ceiling with the primary dwelling unit and do not meet the definition of detached accessory dwelling unit.

(3) "Accessory housing" means an accessory single-family housing unit, the residential use of which remains a clearly incidental and subordinate use to a legally constructed primary single-family dwelling, commercial, or industrial use. "Accessory housing" includes accessory dwelling units, accessory apartments, caretaker apartments, and temporary medical hardship dwellings.

(4) "Accessory use or improvement" means a use or improvement which is necessary for the full use and enjoyment of the main use of the property, is typically associated with the main use, and is subordinate to or incidental to the main use of a parcel and which includes the utilities necessary to serve the accessory use. Accessory uses and improvements are allowed in all zoning districts.

(5) "Administrator" means the Director of the Department of Community Development of Clallam County or his/her designee.

(6) "Affected party" means those parties with standing to bring action on appeals of decisions rendered pursuant to this title and is limited to the following parties:

- (a) The applicant or owner of property on which the development is proposed;
- (b) Any person entitled to notice of the application pursuant to CCC [33.37.010](#); or
- (c) Any person who deems themselves aggrieved by a decision and who will suffer direct and substantial impacts from the proposal.

(7) "Agriculture" means improvements and activities associated with the raising and harvesting of crops and livestock. "Agriculture" includes ancillary activities, including equipment storage and repair, seasonal employee housing, and temporary on-site retail stands for the sale of agricultural goods.

(8) “Airport, general aviation” means an area of land or water that is used or intended to be used for the landing and taking off of aircraft. General aviation airports are designated by the Federal Aviation Administration (FAA) and may include ancillary structures and facilities that support the public and/or commercial use of the airport, including boarding terminals, air traffic control towers, cargo decks, baggage and ticketing terminals, parking areas, fueling facilities, aircraft storage (hangars), and aircraft servicing and repair facilities.

(9) “Airport, private use” means an area of land or water that is used or intended to be used for the landing and taking off of aircraft. Private use airports are not designated by the Federal Aviation Administration (FAA) as general aviation airports and may include ancillary structures and facilities that support the private, noncommercial recreational use of the airport, including air traffic control towers, parking areas, fueling facilities, aircraft storage (hangars), and aircraft servicing and repair facilities.

(10) “Allowed use” means a use or structure which is allowed outright by this chapter in one or more zones without issuance of a conditional use permit but remains subject to all other development regulations applicable to the proposal.

(11) “Antenna” means any system of wires, poles, rods, reflecting discs, or similar devices used for the transmission or reception of electromagnetic waves external to or attached to the exterior of any building.

(12) “Asphalt plant” means a permanent (longer than three months) installation of an asphalt plant; provided, that the facility complies with all applicable water quality, air quality, and other environmental regulations.

(13) “Bed and breakfast inns” means a single-family dwelling on property occupied by the owner or manager which is constructed or converted partially or entirely into an overnight, short-term boarding house which does not detract from the residential appearance of the structure, and has five or fewer rooms for overnight accommodations.

(14) “Business park” means a commercial or industrial development supporting low-intensity activities compatible with adjoining residential land uses when properly landscaped.

(15) “Campground” means land developed to provide designated areas for tents and shall include facilities constructed for the comfort or convenience of the campers, including but not limited to restrooms, showers, and garbage service, and is considered an outdoor-oriented recreation facility.

(16) “Caretaker apartment” means an accessory housing unit that is permitted in association with a commercial or industrial use where no residential dwelling exists, and the expressed purpose of the accessory housing unit is to provide housing for an on-site security or operations personnel.

(17) “Cemetery” means land used or intended to be used for the burial of the dead and dedicated for cemetery purposes, including columbariums and mausoleums.

(18) “Child daycare center” means a person or agency that regularly provides care for a group of children for periods of less than 24 hours (RCW [74.15.020](#)).

(19) “Church” means a building or buildings intended for religious worship including ancillary activity and improvements such as religious education, assembly rooms, kitchen, reading room, recreation hall and may include a residence for church staff. This definition does not include schools devoted primarily to nonreligious education.

(20) “Commercial greenhouse or nursery” means a structure (greenhouse) or land (nursery) devoted to the cultivation and wholesale or retail of plants.

(21) “Commercial horse facility” means a facility greater than 2,000 square feet for the commercial boarding, care, training or riding of horses.

(22) “Commercial storage” means a structure, or part thereof, or area used principally for the storage of goods and merchandise.

(23) “Commercial use” means any premises devoted primarily to the wholesaling or retailing of a product or service for the purpose of generating an income.

(24) “Commercial use, neighborhood” means commercial uses whose primary function is to serve a limited geographic market area intending to enhance a neighborhood or limited residential market.

(25) “Commission” means the Clallam County Planning Commission appointed by the Board of Commissioners.

(26) “Communication relay facilities” means telephone, telegraph, television, radio, cables, microwave stations, retransmission improvements, substations and any other communication conveyance. This definition includes commercial broadcast stations, accessory control buildings, and security fencing.

(27) “Comprehensive Plan” means the Clallam County Comprehensive Plan, CCC Title [31](#).

(28) “Conditional use” means an activity or structure which is permitted in a zoning district through a special permitting process with public input and a determination that the proposed use is consistent with applicable land use regulations and the character of the neighborhood.

(29) “Corner lot” means a lot abutting on and at the intersection of two or more streets.

(30) “County” means Clallam County.

(31) “Density” means the number of dwelling units per gross acre of land, which includes road rights-of-way to the centerline of fronting streets, tidelands, and dedicated open space areas.

(32) “Development right” is defined as the difference between the existing use of a parcel and its potential use as permitted by existing law, i.e., a development right is equal to the unused development potential of a parcel of land. In simplest form, a single development right usually represents the potential to build one dwelling unit.

(33) “Development standards” means a set of requirements establishing parameters to be followed in site and/or building design and development.

(34) “Duplex” means two dwelling units having a common roof.

(35) “Dwelling unit” means any building or any portion thereof which is intended or designed to be used, rented, leased, let or hired out to be occupied for living purposes having independent living facilities for one family including permanent provisions for living, sleeping, eating, cooking, sanitation and including accessory structures and improvements.

(36) “Easement” means a grant of one or more property rights by the property owner to and/or for a specific or general use by a person or public.

(37) “Family daycare provider” means a child daycare provider who regularly provides child daycare for not more than 12 children in the provider’s home in the family living quarters for periods of less than 24 hours (RCW [74.15.020](#)).

(38) “Financial institution” means a building, property or activity, the principal use or purpose of which is the provision of financial services, including but not limited to: banks, facilities for automated teller machines (ATMs), credit unions, savings and loan institutions, stock brokerages and mortgage companies.

(39) “Gas station” means a principal building site and structures for the sale and dispensing of motor fuels or other petroleum products and the sale of convenience retail.

(40) "Grocery store" means a structure devoted primarily to the sale of staple foodstuffs and household commodities.

(41) "Gross floor area," for structures used for commercial or industrial purposes, shall include the sum of the horizontal areas of one or more floors of a building measured from the exterior face of exterior walls or from the centerline of a wall separating two commercial uses but not including interior parking spaces, storage spaces, loading spaces and basements which are not used for human habitation or service to the public. For structures used for residential purposes, "gross floor area" shall include the sum of the horizontal areas of one or more floors of a building measured from the exterior face of exterior walls but not including garages or exterior storage spaces.

(42) "Group home" means a facility licensed by the State which is located in a single building utilized for the full-time shelter and care of a group of unrelated people. A group home is considered to be a multiple-family dwelling when it is occupied by 17 or more clients. A group home is considered to be a home enterprise when occupied by 16 or fewer clients and when consistent with the standards for a home enterprise.

(43) "Hazardous waste" means:

(a) Any discarded, useless, unwanted, or abandoned nonradioactive substances, including but not limited to certain pesticides or any residues or containers of such substances which are disposed of in such quantities or concentration as to pose a substantial present or potential hazard to human health, wildlife, or the environment because such wastes or constituents or combinations of such wastes have short-lived toxic properties which may cause death, injury, or illness or have nutrogenic, teratogenic or carcinogenic properties; or are corrosive, explosive, flammable, or may generate pressure through decomposition or other means.

(b) Any waste described in subsection (42)(a) of this section which will persist in a hazardous form for several years or more at a disposal site and which in its persistent form presents a significant hazard and may be concentrated by living organisms through a food chain or may affect the genetic makeup of man or wildlife and is highly toxic to man or wildlife; or if disposed of at a disposal site in such quantities as would present an extreme hazard to man or the environment.

(46) "Hazardous waste treatment and storage facility" means a site or facility used to store or treat hazardous waste as defined in subsection (42) of this section.

(45) "Home-based industry" means a revenue generating enterprise which is located on a residential parcel and which generates or involves outdoor activity and/or outdoor storage of equipment or supplies.

(46) "Home enterprise" means a revenue generating enterprise which is conducted entirely within a dwelling and/or inside other legally existing buildings on a residential property and is subordinate to and incidental to the residential use of the dwelling.

(47) "Indoor shooting range" means a facility, commercial, public or private, which provides for recreational shooting and hunter education within a fully enclosed and soundproof structure which is clearly subordinate to the residential use, if applicable, of the property.

(48) "Industrial use" means any premises devoted primarily to the manufacturing of finished or semi-finished products, and the processing of materials. This definition includes accessory facilities such as but not limited to storage facilities, transfer facilities, warehousing, heavy vehicular storage and repair, log storage milling and sorting.

(49) "Kennel" means an establishment which is designed to accommodate the temporary boarding of six or more household pets owned by persons other than the owner of the premises.

(50) "Land use" means an activity on land serving man in some manner.

(51) "Limited industrial use" means those industrial uses which generate minimal amounts of noise, odor, glare, traffic, and other nuisance characteristics.

(52) "Lodges" means any structure accommodating an organization which is operated not-for-profit where entrance to the premises is contingent upon the payment of a monthly or yearly fee.

(53) "Long-term commercial significance" includes (or signals) the growing capacity, productivity, and soil composition of the land for long-term commercial production, in consideration with the land's proximity to population areas, and the possibility of more intense uses of land. Long-term commercial significance means the land is capable of producing the specified natural resources at commercially sustainable levels for at least the 20-year planning period, if adequately conserved. Designated mineral resource lands of long-term commercial significance may have alternative post-mining land uses, as provided by the Surface Mining Reclamation Act, Comprehensive Plan and development regulations, or other laws.

(54) "Lot coverage" means the total ground coverage of all buildings or structures on a site measured from the outside of external or supporting walls, but not to include: at-grade, off-street parking lots; deck areas; terraces; swimming pools; pool deck areas; walkways and roadways; and driveways.

(55) "Lot depth" means the horizontal length of a straight line drawn from the midpoint of the front property line of the lot to the midpoint of the rear property line.

(56) "Lot line, front" means the boundary of a lot which is common to a public or private road or access easement. Where the lot abuts two or more roads the lot owner may designate one of the lot lines common to one of the roads as the front lot line at the time the lot is developed.

(57) "Lot line, rear" means the property line of a lot that is most opposite or most distant from the designated front lot line and that does not intersect any front lot line. In the case of a triangular lot, it means a line 10 feet in length within the lot parallel to and at the maximum distance from the front lot line. In the event that the front property is a curved line, then the rear property line shall be assumed to be a line parallel to a line tangent to the front property line at its midpoint. In the case of waterfront property, the rear lot line is that which adjoins the ordinary high water line, unless otherwise designated by the Zoning Administrator.

(58) "Lot line, side" means any lot line that is not a front or rear lot line, or any lot line that intersects a front lot line.

(59) "Lot, parcel, tract" means an ownership of land in which the boundary is defined by a deed recorded in the County Auditor's office and assigned a tax parcel number by the County Assessor; or a lot which has been defined by a survey recorded pursuant to Washington State surveying or platting laws and is assigned a tax parcel number by the County Assessor; or parcels recognized by resolution of the Board of County Commissioners adopted prior to the effective date of this title.

(60) "Lot width" means the horizontal distance between side lot lines measured at right angles to the lot depth line at a point midway between the front and rear property line. If the side property lines are not parallel, the width of the lot shall be the length of a line at right angles to the depth line of the lot at a distance midway from the front and rear lines required for the district in which the lot is located.

(61) “Marijuana processor” means a person licensed by the State Liquor and Cannabis Board to process marijuana into marijuana concentrates, usable marijuana and marijuana-infused products, and package them for sale in retail outlets and at wholesale to marijuana retailers.

(62) “Marijuana producer” means a person licensed by the State Liquor and Cannabis Board to produce and sell marijuana at wholesale to processors and other producers.

(63) “Marijuana retail” means a person licensed by the State Liquor and Cannabis Board to sell marijuana concentrates, usable marijuana, and marijuana-infused products in a retail outlet.

(64) “Master planned resort” means a self-contained and fully integrated planned unit development, in a setting of significant natural amenities, with primary focus on destination resort facilities consisting of short-term visitor accommodations associated with a range of developed on-site indoor or outdoor recreation facilities.

(65) “Medical hardship” means a physical or mental incapacitation requiring daily care by an on-site caregiver and is attested to, in writing, by a licensed practicing physician in the State of Washington.

(66) “Medical hardship dwelling” means a mobile home or manufactured home, as defined by WAC [296-150M-0020](#), allowed to provide temporary housing in cases of documented medical hardship.

(67) “Medical service facility” means a licensed medical physician’s clinic or outpatient care clinic where overnight accommodations are not provided.

(68) “Mineral extraction” means activities involved in the extraction and processing of minerals from the earth for industrial, commercial, or construction uses, excluding water. For the purpose of this chapter, removal of solid materials from the earth is not deemed mineral extraction until the activity collectively results in more than three acres of land being disturbed or that results in pit walls more than 30 feet high and steeper than one horizontal to one vertical. This definition does not include disturbances greater than three acres of land during any time period if the cumulative area that has not been rehabilitated according to the State’s reclamation requirements outlined in Chapter [78.44](#) RCW is less than three acres. Farming, road construction, mineral exploration testing and site preparation for construction shall not be deemed mineral extraction activities.

(69) “Mineral Resource Land Overlay District” or “MRLOD” means an overlay designation given to the location of a surface mine or proposed surface mine. A surface mine located upon land having the MRLOD designation may operate there without first obtaining a conditional use permit, if one would otherwise be required in the absence of MRLOD designation. Such a surface mine is and remains subject to the regulations listed in Chapter [33.62](#) CCC and all other applicable development regulations.

(70) “Minimum lot size” means the smallest parcel size upon which a dwelling may be placed or constructed; provided, that roads and open spaces which are dedicated to the public and tidelands shall be excluded when calculating lot size; provided, that lots in the Rural (R1) zoning district may include roads dedicated to the public as part of a land division in the minimum lot size calculation.

(71) “Mini-storage/self-storage” means any real property designed and used for the purpose of renting or leasing individual storage space to occupants for the purpose of storing and removing personal property. A self-service storage facility is not a public warehouse.

(72) “Mixed-use” means development that combines two or more different land uses on the same lot or contiguous lots in the same zone, such as retail uses and residential uses.

(73) “Mobile home park” means a lot or parcel of land occupied by two or more mobile homes on a rent or lease basis, and approved by Clallam County pursuant to County regulations.

(74) “Motel/hotel” means a structure which provides overnight, short-term boarding to transient guests and not defined as a bed and breakfast inn facility.

(75) “Multiple-family dwelling” means a building containing three or more dwelling units.

(76) “Nonconforming use or structure” means a lawful structure or use existing at the time this title or any amendment thereto becomes effective, which does not conform to the requirements of the zone in which it is located.

(77) “Off-street parking” means any space specifically allocated to the parking of motor vehicles that is not located within a public right-of-way, travel lane, service drive, or any easement for public use.

(78) “Outdoor-oriented recreation facilities” means buildings, land alterations, or other facilities which are intended to provide for recreational activity including, but not limited to, campgrounds, boat launching facilities, golf courses and ball fields.

(79) “Outdoor shooting range” means a facility, commercial, public or private, and use, part of which occurs outdoors, which is established for the purpose of recreational shooting and hunter education/training. An “outdoor shooting range” includes the discharge of firearms for any lawful purposes. Accessory uses which directly relate to the use of the site as an outdoor shooting range such as campgrounds and indoor retailing of shooting supplies are included.

(80) “Parking space” means an area set aside for the parking of one motor vehicle.

(81) “Park Model or Recreational Park Trailer” means a type of recreational vehicle as defined in the American national standards institute A119.5 standard for park trailers as defined by RCW 43.22.335.

(82) “Performance standards” means criteria that are established and must be met before a particular use will be permitted. These measures are designed to guide development of property and include, but are not limited to, open space requirements, water and wastewater requirements, buffer zones, screening, size and height limits for buildings, noise, vibration, glare, heat, air or water contaminants, and traffic.

(83) “Permitted use” means an activity or structure which is either allowed in a zone pursuant to this chapter without conditions or formal action by the County, or is identified as a conditional use.

(84) “Person” means a man, woman, firm, association, partnership, political subdivision, government agency, corporation or any other human entity whatsoever.

(85) “Preferred use” means the use that is the most appropriate lawful use for a particular parcel because that use best furthers the public policy behind the zoning or overlay designation applicable to that particular parcel.

(86) “Primary dwelling unit” means a structure consistent with the definition of “single-family dwelling,” as set forth in this section; provided, that this definition applies to those single-family residential structures on parcels where an accessory dwelling unit, consistent with the standards of Chapter [33.50](#) CCC, is also present.

(87) “Primitive campground” means a campground of no more than 4 spaces [per five acres with a maximum of 20 sites](#) for day use and overnight accommodations by tenters only (no recreational vehicles or tent-trailers) and shall include placement of a chemical toilet and garbage service. A primitive campground is also an outdoor-oriented recreation use, unless specified in each zoning district.

(88) "Professional office" means a structure accommodating the following professional offices: medical, dental, chiropractic, accounting, consulting, cosmetologist, real estate offices or such other offices of persons required to be licensed by the State of Washington following completion of required training.

(89) "Public building" means a building or improvement which is used or owned by a governmental agency.

(90) "Public improvement" means a facility which is used or owned by a governmental agency.

(91) "Race track" means an area devoted to the racing of motor and nonmotorized vehicles or animals, and all improvements normally associated with racing such as off-street parking, patron seating, concessions, and a fixed race track.

(92) "Restaurant" means a business in which food is prepared and sold for consumption.

(93) "Research facility" means an improvement devoted to or supporting research activities and having minimal nuisance characteristics related to odor, noise, glare and radiation. "Research" is an activity devoted to the obtaining of knowledge and does not include any product retailing or wholesaling activity. Testing for surface and subsurface minerals is not a research activity.

(94) "Retail use" means a land use devoted primarily to the wholesale and retail sale of a product or service to the general public.

(95) "Recreational Vehicle (RV)" means a vehicular-type unit primarily designed for recreational camping or travel use that has its own motive power or is mounted on or towed by another vehicle. The units include travel trailers, fifth-wheel trailers, folding camping trailers, truck campers, and motor homes as defined by RCW 43.22.335.

(96) "RV park" means two or more occupied RVs on a property for day use and overnight accommodations by motor homes, travel trailers, truck campers, camping trailers, and park models. (97) "Satellite dish antenna" means a round, parabolic antenna intended to receive signals from orbiting satellites and other sources. Noncommercial dish antennas are defined as being less than four meters in diameter. Commercial dish antennas are typically those larger than four meters and typically used by broadcasting stations.

(98) "School" means a building where instruction is given to persons to enhance their knowledge or skills. Buildings where instruction is given primarily on religious matters are not deemed to be schools.

(99) "Setback" means the minimum distance allowed by this chapter between a lot line or the centerline of a street right-of-way and the foundation of any building on the lot; provided, however, that eaves, decks, porches, bay windows, chimneys or other architectural elements may project no more than two feet in any required yard except in instances where such projection would be over or on an easement, which is not allowed; and, provided further, that structures and improvements associated with utilities or roads dependent on location on or near road right-of-way shall be allowed without meeting the setback standards of the Zoning Code.

(100) "Shooting range" means a facility established for the purpose of recreational shooting, including, but not limited to, target and skeet shooting.

(101) "Should," when used in a statement, indicates a preference, recommendation or exhortation rather than a mandate or requirement and is a synonym for "may."

(102) "Single-family dwelling" means a dwelling unit detached from any other dwelling unit and intended for occupation by one family and including accessory improvements and uses.

This definition includes manufactured homes such as mobile homes, modular homes and other homes manufactured in components or as one complete dwelling unit.

(103) “Storage facility” means a building or fenced open yard used solely for the storage of goods and materials; provided, that automobile wrecking or salvage facilities are excluded from this definition.

(104) “Street” means any vehicular right-of-way which:

- (a) Is an existing State, County or municipal roadway; or
- (b) Is a publicly owned easement; or
- (c) Is shown upon a plat or short plat or survey approved pursuant to County regulations; or
- (d) Is approved by other governmental action. The street shall include all land within the boundaries of the street right-of-way which is improved.

(105) “Street classifications” means those functional classifications given to streets by the Clallam County Board of Commissioners under the provisions of RCW [36.86.070](#).

(106) “Street right-of-way” means a strip of land acquired by reservation, dedication, forced dedication, prescription or condemnation, and intended to be occupied by a street, as specified by recorded easements, recorded ownership instruments, or dedications accepted by the Board of County Commissioners for public transportation purposes.

(107) “Tavern” means any establishment with special space and accommodation for sale by the glass and for consumption on the premises of beer and/or wine.

(108) “Timber harvesting” means improvements and activities associated with the growing and harvesting of trees. Such activity includes land preparation for tree planting, road construction, tree thinning, brush control, log storage and sorting yards, tree nursery facilities, research activity related to timber growing, improvements required for environmental impact mitigation, temporary chipping and barking activity utilizing portable equipment, storage of materials, vehicles and equipment supporting timber growing, harvesting and transportation activities, staging areas and facilities, timber trans-shipment facilities, log scaling facilities, the extraction of gravel and rock necessary to support timber management activity and all other silviculture and associated practices which are recognized by and consistent with the regulations of the Washington State Forest Practices Act of 1974.

(109) “Timber labor camp” means facilities which are designed to accommodate persons who are employed in timber management activities. Such facilities provide overnight sleeping, waste disposal and one cooking facility to serve the entire facility.

(110) “Tourist shop” means a facility devoted primarily to the sale of a product or service to the traveling public, including antique or curio shops, crafts, and memorabilia.

(111) “Transfer of development rights” or “TDR” means an innovative voluntary program in which unused transferable development rights (TDRs) credited by the County to one parcel can be sold and transferred without buying and selling the land. These transferable development rights may be utilized in an urban growth area to increase allowable densities.

(112) “Unclassified use” means an activity or land use not defined by this title and not listed as an allowed use, a conditional use, or a prohibited use in this title.

(113) “Urban growth area” means those areas designated by Clallam County pursuant to the policies in the County-wide Planning Policy and the Comprehensive Plan.

(114) “Urban level of facilities and services” means those services defined as “urban governmental services” with levels of service as defined within the capital facilities element of the Clallam County Comprehensive Plan.

(115) “Utility” means a fixed, conveyance type improvement serving two or more ownerships. Said improvement conveys power, gas, water, sewage, surface drainage, or communication signals. This definition does not include intercounty or interstate transmission facilities.

(116) “Vacation rental” means a legally constructed dwelling intended for occupancy of the entire dwelling (not rental of individual rooms) by any person/group other than the primary owner for periods of 30 days or less and is an allowed use in all zoning districts that allow single-family residences. Uninhabitable structures like garages, barns, or sheds shall not be used as vacation rentals. “Vacation rental” does not include a bed and breakfast permitted and operated in accordance with this code.

(117) “Variance” means an exception from the minimum standards of this chapter allowed by the provisions of Chapter [33.30](#) CCC.

(118) “Vehicular repair” means a structure or land use devoted to the repair of motor vehicles and not otherwise defined as a home-based industry.

(119) “Veterinary clinic” means any building or portion thereof designed or used for the medical care or treatment of cats, dogs, or other animals.

(120) “Wholesale commercial use” means establishments or places of business primarily engaged in selling merchandise or services to retailers, industrial customers, institutional agencies, professional business users or to other wholesalers.

(121) “Wood manufacturing” means any wood manufacturing premises devoted primarily to the manufacturing of semi-finished products, finished products and the processing of materials. This definition includes accessory facilities such as but not limited to storage facilities, transfer facilities, warehousing, heavy vehicular storage and repair, log storage, milling and sorting.

(122) “Wood manufacturing (small-scale)” means any wood manufacturing activity meeting the following criteria: cabinet shops and other wood finishing facilities; all activity takes place indoors; and the structure is less than 5,000 square feet.

(123) “Wrecking yard” or “junk yard” means an open area where scrap materials or motor vehicles are bought, sold, exchanged, recycled, stored, disassembled or handled, but which cannot be used again for the purpose for which it was originally intended.

(124) “Zone” means a mapped area to which a uniform set of regulations applies. The Clallam County Official Zoning Map describes the extent and boundaries for the zones described within this title.

(125) “Zoning” means the process by which a county or municipality legally controls the use of property and physical configuration of development upon tracts of land within its jurisdiction.

Chapter 33.48, Recreational Vehicles, Park Models, and Camping, is created to read as follows:

Section 33.48.010, Purpose is created to read as follows:

The purpose of this chapter is to protect public health, safety, and welfare of Clallam County citizens and the environment by providing standards for recreational vehicles and camping on private property.

Section 33.48.020, Requirements for Recreational Vehicle Use is created to read as follows:

(1) One RV may be placed and occupied on a legal lot and shall meet the standards of this code. ~~If an RV is placed on vacant land only the land owner shall occupy the RV.~~ Upon request by DCD (i.e. complaint received), the applicant shall provide evidence of compliance with these standards.

(2) An RV placed on vacant land shall not be used for transient (less than 30 days) accommodations.

~~(32)~~ Duration of stay within an approved/legal RV park or mobile home park will be determined by the manager/owner.

~~(43)~~ Within frequently flooded areas, the maximum number of days a park model or RV can be occupied is 180 days and it must be ready for highway use (per FEMA regulations).

~~(54)~~ For parcels over 2.4 acres in size, events with multiple RV's (family reunion, hunting camp, etc.) are allowed for a maximum of 56 days per year, no longer than 14 consecutive days. If multiple RV's are on the property in excess of 56 days per year ~~or~~ more than 14 consecutive days ~~it~~ shall be identified as an RV park.

~~(65)~~ Proof of legal black and gray water disposal shall be provided for use of an RV on property and may include connection to sewer or approved septic, or dumping of the RV holding tanks directly into an approved dump station. Permanent connection to an approved septic or sewer connection by Clallam County Environmental Health or Public Works is required for an RV to be occupied more than 180 days per calendar and/or where water is installed and used at the property. Sani-cans are only approved for dry camping and shall be screened from public view.

~~(76)~~ Solid waste (as defined by Chapter 41.11, but not limited to, garbage, rubbish, ashes, industrial wastes, swill, sewage sludge, demolition and construction wastes, abandoned vehicles or parts) must be properly disposed from the property as outlined in Solid Waste Regulations (Chapter 41.11). In the event of solid waste investigation (i.e. burning of trash, the accumulation of junk vehicles, or more than 12 cubic feet of solid waste as outlined in Section 41.11.070 CCC, etc), documentation of the disposal of solid waste in an approved facility will be required to be provided to Clallam County DCD and/or Environmental Health.

~~(87)~~ No more than two unoccupied recreational vehicles of any kind may be stored on a property, and only one unoccupied RV may be stored on parcels under five acres.

~~(98)~~ RVs shall not be parked on a public roadway, right-of-way, or easement.

~~(109)~~ RVs shall be licensed and operable, and shall not include any fixtures or attachments such as decks, porches, attached skirting, etc. that would prevent the movement of the vehicle.

~~(110)~~ All personal property not considered solid waste shall be screened from adjacent properties and roadways through use of existing/proposed structures, fencing, berms, landscaping, etc.

(124) Permanent or solar electrical service should be provided ~~whenever feasible or if intended to be used more than 180 days in a calendar year, which is intended~~ to reduce noise, fumes, fire hazard, and potential spills of fuel from the use of generators if intended to be used more than 14 days. Use of generators ~~shall~~ould include noise reducing measures (low noise ratings, mufflers, insulation, location, etc) to comply with the Washington State Department of Ecology Maximum Environmental Noise Levels codified at WAC 173-60, which includes stricter standards at night time (10 p.m. to 7 a.m.).

(132) Improvements to a site shall not disturb the native vegetation within a critical area, shoreline, or their buffers without compliance with Shoreline and Critical Area regulations. On pre-existing sites (developed prior to adoption of applicable regulations), placement on the developed area is allowed.

(143) Placement shall comply with the zoning, shoreline, and critical areas codes to the maximum extent possible.

(154) No more than one RV may be connected to a hook-up (electric and/or water) without being considered an RV park except as per 4 above, and renting of space(s) constitutes an RV park, which requires compliance with the underlying zoning.

(165) If conditionally allowed, RV parks with 4 or less spaces will not require approval of a binding site plan.

(176) The Administrator may permit one temporary RV for a caretaker for commercial/industrial development, or documented medical hardship for a caretaker or immediate family member. The temporary RV will require submittal of a request to be renewed every three years upon proof of continuing need, and shall not be allowed if a primary and accessory dwelling unit are already located on the parcel.

Section 33.48.030, Requirements for Park Models is created to read as follows:

(1) Only one Park Model may be placed and occupied on a legal lot and shall meet the above standards. Upon request by DCD (i.e. complaint received), the applicant shall provide evidence of compliance with these standards.

(2) Park models shall be secured with a system that meets the requirements per the manufacturer's installation instructions or, by engineered design, and shall be installed to prevent overturning and roof uplift.

(3) Park models placed on property with a single family residence will disqualify the property for an accessory dwelling unit.

(4) Park models may have skirting and detached decks (not structurally connected) if located outside of a floodplain.

Section 33.48.040, Temporary Living Quarters during Construction is created to read as follows:

During construction of a single family residence, the land owner may place an RV or tent for temporary living quarters. Upon completion of the single family residence or expiration of the building permit the RV or tent shall no longer be used as living quarters.

Section 33.48.050, Tents and Yurts is created to read as follows:

A property owner may camp without improvements using tents or unpermitted yurts on their property for no more than ~~9030~~ days. Dry camping may not be used as a permanent living arrangement. Construction of yurts for permanent living requires approval of a building permit.

If the land owner intends to create improvements to the property, or camp more than 30 days, or provide camp sites to the public, the owner shall comply with underlying zoning standards. If allowed outright, the applicant shall provide a site plan showing compliance with all zoning setbacks and critical area/shoreline buffers, provide a source of approved septic disposal, and if potable water is intended to be provided, an approved water system shall be noted. Platforms or stands that are 30 inches or greater in height, which are constructed for the placement of tents, require issuance of a building permit. Any other structures must comply with Building Department standards.

Section 33.48.060, Violation-Penalty is created to read as follows:

Failure to comply with the provisions of this chapter shall be a violation. Violations of this code will be subject to civil penalties listed in Chapter 20 for non-commercial violations.

ADOPTED this _____ day of _____ 2021

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

ATTEST:

Randy Johnson

Loni Gores, Clerk of the Board

Bill Peach



AGENDA ITEM SUMMARY

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

10
10/11/21

Department: Community Development

WORK SESSION X Meeting Date: Mon. Oct. 11, 2021

REGULAR AGENDA X Meeting Date: Tues. Oct. 19, 2021

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

Item summary:

- | | | |
|---|--|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract #332.21.05 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

This is an amendment to our existing contract between WA's Recreation & Conservation Organization (RCO) and Clallam County for biennium funding of the North Olympic Lead Entity for Salmon. The amendment adds in \$293,478 in Puget Sound Acquisition & Restoration Funding.

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?** ☐

Our department has already planned for this funding within their budget.

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

We respectfully request that Board of Commissioners sign this contract accepting these funds.

County Official signature & print name: Lori Kennedy for Mary Ellen Winsom

Name of Employee/Stakeholder attending meeting: Cheryl Baumann, LE Coordinator

Relevant Departments: DCD

Date submitted: Oct. 6, 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)

Amendment to Grant Agreement

332.21.05

Project Sponsor: Clallam County
Project Title: North Olympic Peninsula LE BN 21-23

Project Number: 21-1212P
Amendment Number: 1

Amendment Type:

Cost Change

Amendment Description:

Adding \$49,701 from PSAR 19-21

Project Funding:

The total cost of the project for the purpose of this Agreement changes as follows :

	Old Amount		New Amount	
	Amount	%	Amount	%
RCO - ADMIN-SALMON OP	\$2,000.00	0.82%	\$2,000.00	0.68%
RCO - PSAR-LEAD ENT	\$161,777.00	66.36%	\$211,478.00	72.06%
RCO - SALMON-LE ST	\$80,000.00	32.82%	\$80,000.00	27.26%
Project Sponsor	\$0.00	0.00%	\$0.00	0.00%
Total Project Cost	\$243,777.00	100%	\$293,478.00	100%
Admin Limit	\$0.00	0.00%	\$0.00	0.00%
A&E Limit	\$0.00	0.00%	\$0.00	0.00%

Agreement Terms

In all other respects the Agreement, to which this is an Amendment, and attachments thereto, shall remain in full force and effect. In witness whereof the parties hereto have executed this Amendment.

State Of Washington
Recreation and Conservation Office

Clallam County

BY: _____
Megan Duffy

TITLE: Director**DATE:** _____

Pre-approved as to form:

BY: _____ /S/
Assistant Attorney General

AGENCY: _____**BY:** _____**TITLE:** _____**DATE:** _____



AGENDA ITEM SUMMARY

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

11
10/11/21

Department: DCD

WORK SESSION ☒ Meeting Date: October 11, 2021

REGULAR AGENDA ☐ Meeting Date:

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 Shoreline Periodic Review |

Documents exempt from public disclosure attached: ☐

Executive summary:

The state Shoreline Management Act requires that counties, cities, and towns periodically review their comprehensively-updated Shoreline Master Program (SMP) every eight years and Clallam County was due to conduct a periodic review in June 2020. The purpose of the periodic review is the assure that the SMP complied with applicable law and guidelines in effect, to assure consistency with the local government's comprehensive plan and development regulations of RCW 36.70A, and provide a method for the SMP into compliance with requirements of the Shoreline Act.

The County's Comprehensive Update was just recently adopted, having gone into effect September 1, 2021. During the update the County's SMP was reviewed for compliance with State laws, requiring such changes as the addition of a section for the Ocean Resources Management Act. The County must engage the Public and Stakeholders through a Public Participation Plan (provided) which outlines the proposed timeline for the Periodic Review and opportunities for the public to comment.

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?)
No action at this time, just a discussion of public participation plan and timeline.

County Official signature & print name: Mary Ellen Winborn

Name of Employee/Stakeholder attending meeting: Donella Clark, Principal Planner

Relevant Departments: DCD

Date submitted:

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

Agenda Item Summary
Revised: 3-04-2019

Clallam County Shoreline Master Program: Periodic Review Public Participation Plan

Introduction

Clallam County is undertaking a periodic review of its Shoreline Master Program (SMP), as required by the Washington State Shoreline Management Act (SMA), RCW 90.58.080(4). The SMA requires each SMP be reviewed, and revised if needed, on an eight-year schedule established by the Legislature to ensure the SMP stays current with changes in laws and rules, remains consistent with other plans and regulations, and is responsive to changed circumstances, new information and improved data. Clallam County just recently passed their Shoreline Master Program comprehensive update on July 20, 2021, a years-long effort during which a considerable amount of public participation was accomplished. This Public Participation Plan describes the steps that Clallam County will take to provide opportunities for public engagement and public comment for this periodic review, as well as contact information and web addresses.

Public Participation Goals

- Provide interested parties with timely information, an understanding of the process, and multiple opportunities to review and comment on proposed amendments to the SMP.
- Encourage interested parties to informally review and comment on proposed changes to the SMP throughout the process and provide those comments to decision makers.
- Consult and consider recommendations from neighboring jurisdictions, federal and state agencies, and Native American tribes.

List of Stakeholders

Clallam County will engage with the following stakeholders:

State Government

- Dept. of Archaeology & Historic Preservation
- Dept. of Ecology
- Dept. Fish and Wildlife
- Dept. Natural Resources
- Puget Sound Partnership

Tribal Government

- Makah Tribe
- Quileute Tribe
- Lower Elwha S'Klallam Tribe
- Jamestown S'Klallam Tribe

Other Government

- City of Forks
- City of Port Angeles
- City of Sequim
- Port of Port Angeles
- United States Coast Guard

Community

- Residents of Clallam County
- Shoreline property owners

Public Participation Opportunities and Timeline

Clallam County is committed to providing multiple opportunities for public participation throughout the periodic review process. The County is opting to use the joint review process allowed under WAC 173-26-104. Interested parties are encouraged to provide comments to Clallam County and all comments received will be forwarded to the Board of County Commissioners and the Department of Ecology. Clallam County will use a variety of communication tools to inform the public and encourage their participation, including the following:

Email List

An extensive email list was created during Clallam County's Comprehensive Update. Notice of the Periodic Review and proposed timeline will be sent to this email list.

Website

Information on the periodic review will be posted at <https://www.clallam.net/LandUse/smp.html>. A link is provided on the website to comment on the Shoreline Master Program Periodic Review.

Planning Commission

The Planning Commission will be the initial forum for the detailed review, consideration of a finding of adequacy or proposed amendments, and recommendations to the Board of County Commissioners. Interested parties are encouraged to attend and provide comments during the Planning Commission meeting, joint comment period, and joint public hearing. Official notices will be published as per County policy.

Board of County Commissioners

The Board of County Commissioners will review the recommendations of the Planning Commission and hold their own public hearing before taking final action on the Periodic Review. Official notices will be published as per County policy.

News Media

The Peninsula Daily News will be kept up-to-date on the Periodic Review process and receive copies of all official notices.

Timeline

The following is the general timeline for the Periodic Review process. Details of meetings and dates will be posted on the County's Shoreline website.

Early October	Draft public participation plan introduced to BOCC
October 20, 2021	Draft checklist and finding of adequacy/amendments introduced to Planning Commission
November 17, 2021	Planning Commission Public Hearing
December 2, 2021	Planning Commission consideration of public comments and recommendation to BOCC
December 2021	BOCC work session and call for hearing
December 2021	BOCC hearing and adoption of finding of adequacy
Late December or Early January	Final Submittal to Ecology
January-March	DOE review and Final approval

Public Comment Period and Hearings

The Planning Commission and Board of County Commissioners will each hold at least one public hearing to solicit input on the Periodic Review.

Public notice of all hearings will state the comment period and hearing date time and location. Notices will be public per official policy and comply with all other legal requirements such as the Americans with Disabilities Act.

SHORELINE MASTER PROGRAM PERIODIC REVIEW

Periodic Review Checklist

This document is intended for use by counties, cities and towns subject to the Shoreline Management Act (SMA) to conduct the “periodic review” of their Shoreline Master Programs (SMPs). This review is intended to keep SMPs current with amendments to state laws or rules, changes to local plans and regulations, and changes to address local circumstances, new information or improved data. The review is required under the SMA at [RCW 90.58.080\(4\)](#). Ecology’s rule outlining procedures for conducting these reviews is at [WAC 173-26-090](#).

This checklist summarizes amendments to state law, rules and applicable updated guidance adopted between 2007 and 2019 that may trigger the need for local SMP amendments during periodic reviews.

[How to use this checklist](#)

See the associated *Periodic Review Checklist Guidance* for a description of each item, relevant links, review considerations, and example language.

At the **beginning of the periodic review**, use the review column to document review considerations and determine if local amendments are needed to maintain compliance. See WAC 173-26-090(3)(b)(i).

Ecology recommends reviewing all items on the checklist. Some items on the checklist prior to the local SMP adoption may be relevant.

At the end of your review process, use the checklist as a final summary identifying your final action, indicating where the SMP addresses applicable amended laws, or indicate where no action is needed. See WAC 173-26-090(3)(d)(ii)(D), and WAC 173-26-110(9)(b).

Local governments should coordinate with their assigned [Ecology regional planner](#) for more information on how to use this checklist and conduct the periodic review.

Prepared By		Jurisdiction	Date
ESA and County Staff		Clallam County	September 13, 2021
Row	Summary of change	Review	Action
2021			
a.	The Legislature amended floating on-water residences provisions	SMP 3.8.2(6) prohibits overwater or floating residences.	No action needed.
b.	The Legislature clarified the permit exemption for fish passage projects	SMP 3.11.2(5c) specifies fish passage identified in Fish Passage designs.	No action needed.
2019			
a.	OFM adjusted the cost threshold for building freshwater docks	SMP 4.2.5 addresses docks accessory to residential development but does not specify the cost threshold; SMP 10.2.5 (1 & 2) cite directly to the exemptions of RCW 90.58.030(3.e) and WAC 173-27-040 where the freshwater dock threshold is established	No action needed.
b.	The Legislature removed the requirement for a shoreline permit for disposal of dredged materials at Dredged Material Management Program sites <i>(applies to 9 jurisdictions)</i>	SMP 4.3.3 (2) requires dredge disposal activities to comply with the DMMP;	No action needed.
c.	The Legislature added restoring native kelp, eelgrass beds and native oysters as fish habitat enhancement projects.	SMP 10.2.5 (1 & 2) cite directly to the exemptions of RCW 90.58.030(3.e) and WAC 173-27-040 where fish habitat enhancement projects cite to RCW 77.55.181 that lists kelp, eelgrass & native oyster restoration.	No action needed.
2017			
a.	OFM adjusted the cost threshold for substantial development to \$7,047.	SMP 10.2.5 (1 & 2) cite directly to the exemptions of RCW 90.58.030(3.e) and WAC 173-27-040 where the total cost/fair market value dollar threshold is established; SMP 11.S.327 definition for ‘substantial development’	No action needed.

		cites to the “inflation-adjusted value threshold set by the Washington State Office of Financial Management” and RCW 90.58.030(3)(e) where the cost threshold is established.	
b.	Ecology permit rules clarified the definition of “development” does not include dismantling or removing structures.	SMP 11.D.89 definition for ‘development’ includes the clarification;	No action needed.
c.	Ecology adopted rules clarifying exceptions to local review under the SMA.	SMP 1.7(2) Exceptions to Applicability address these exceptions per WAC 173-27-044 and -045	No action needed.
d.	Ecology amended rules clarifying permit filing procedures consistent with a 2011 statute.	SMP 10.3.5 (1) requires permit filing per direct citation to WAC 173-27-130.	No action needed
e.	Ecology amended forestry use regulations to clarify that forest practices that only involves timber cutting are not SMA “developments” and do not require SDPs.	SMP 3.4.2(3) specifies that other timber harvest activities that qualify as ‘development’ require an SDP or CUP as indicated by Use Table 2-2; SMP 11.F.135 definition for ‘forest practice’ does not include the clarification.	No action needed
f.	Ecology clarified the SMA does not apply to lands under exclusive federal jurisdiction	SMP 1.8(1.b) excludes the in-water and upland areas of Olympic National Park from SMP jurisdiction; 2.3(3.b) Aquatic SED and 2.4(5) Natural SED management policies repeat that such areas are not subject to the SMP with citation to RCW 37.08.210 that establishes exclusive federal jurisdiction for the Park.	No action needed.
g.	Ecology clarified “default” provisions for nonconforming uses and development.	SMP 5.1 establishes provisions for existing uses and developments , structures and vegetation.	No action needed.
h.	Ecology adopted rule amendments to clarify the scope and process for conducting periodic reviews.	SMP 1.10(3) specifies the periodic review requirement with citation to RCW 90.59.080, WAC 173-26 and -27.	No action needed.

i.	Ecology adopted a new rule creating an optional SMP amendment process that allows for a shared local/state public comment period.	<u>SMP 10.6 addresses SMP amendments but does not specify the optional joint review process.</u>	<u>No action needed;</u> <u>The optional joint review process of WAC 173-26-104 may be utilized even if not included in the SMP.</u>
j.	Submittal to Ecology of proposed SMP amendments.	<u>SMP 10.6 addresses SMP amendments but does not specify Ecology submittal details.</u>	<u>No action needed;</u> <u>The submittal requirements of WAC 173-26-110 apply regardless of SMP inclusion.</u>

2016

a.	The Legislature created a new shoreline permit exemption for retrofitting existing structure to comply with the Americans with Disabilities Act .	<u>SMP 10.2.5 (1 & 2) cite directly to the exemptions of RCW 90.58.030(3.e) and WAC 173-27-040 where the ADA retrofitting item is established.</u>	<u>No action needed.</u>
b.	Ecology updated wetlands critical areas guidance including implementation guidance for the 2014 wetlands rating system.	<u>SMP 7.4(4) requires use of the 2014 Wetland Rating System; SMP 7.5(2) allows reduction of Table 7-4 wetland buffers with use of Table 7-5 minimization methods and a wildlife corridor; SMP 7.5(7) requires mitigation for buffer averaging, SMP 8.3 establishes general mitigation requirements; and SMP 8.5 specifies wetland mitigation requirements.</u>	<u>No action needed.</u>

2015

a.	The Legislature adopted a 90-day target for local review of Washington State Department of Transportation (WSDOT) projects.	<u>SMP 3.11 addresses Transportation use & development; and SMP 10.2 establishes permit review provisions; Neither section specifies the 90-day review target for WSDOT projects.</u>	<u>No action needed;</u> <u>The special permit review procedures of WAC 173-27-125 (per RCW 47.01.485) still apply regardless of SMP inclusion.</u>
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2014

a.	The Legislature created a new definition and policy for floating on-water residences legally established before 7/1/2014.	<u>SMP 3.8.2(6) prohibits in-water, overwater or floating residences & ADUs; Residential Use Table 2-1 prohibits 'floating homes' in all SEDs; and SMP 11.F.127 definition of</u>	<u>No action needed.</u>
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		<u>'floating house/home' includes citation to RCW 90.58.270 where floating on-water residences and floating homes are defined by statute.</u>	
2012			
a.	The Legislature amended the SMA to clarify SMP appeal procedures .	<u>SMP 10.6 addresses SMP amendments with mention of appeals to the WWGMHB and citation to RCW 90.58.190 where SMP appeal procedures are established.</u>	<u>No action needed.</u>
2011			
a.	Ecology adopted a rule requiring that wetlands be delineated in accordance with the approved federal wetland delineation manual .	<u>SMP 7.4(3) requires delineations per citation to WAC 173-22-035 where the use of the 'approved federal wetland delineation manual and applicable regional supplements' is established.</u>	<u>No action needed.</u>
b.	Ecology adopted rules for new commercial geoduck aquaculture .	<u>SMP 3.2.3 establishes regulations specific to commercial geoduck aquaculture.</u>	<u>No action needed.</u>
c.	The Legislature created a new definition and policy for floating homes permitted or legally established prior to January 1, 2011.	<u>SMP 3.8.2(6) prohibits in-water, overwater or floating residences & ADUs; Residential Use Table 2-1 prohibits 'floating homes' in all SEDs; and SMP 11.F.127 definition of 'floating house/home' includes citation to RCW 90.58.270 where floating on-water residences and floating homes are defined by statute.</u>	<u>No action needed.</u>
d.	The Legislature authorizing a new option to classify existing structures as conforming .	<u>SMP 5.1.0(2) establishes that single-family residences and appurtenant structures are considered conforming; SMP 11.C.70 definition for 'conforming' also includes citation to RCW 90.58.620 where this allowance is established.</u>	<u>No action needed.</u>

2010

a. The Legislature adopted Growth Management Act – Shoreline Management Act clarifications.	<u>SMP 7 Note to Users specifies the ‘no net loss’ standard for shoreline critical areas; SMP 7.1 establishes that critical areas located in shoreline jurisdiction are regulated by the SMP not by CCC27.12 (CAO); SMP 10.6 addresses SMP amendments but does not specify the 14-day effective date per WAC 173-26-120(3.d.i).</u>	<u>No action needed; SMP amendments become effective 14-days after the date of Ecology’s written notice of final action regardless of SMP inclusion.</u>
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2009

a. The Legislature created new “relief” procedures for instances in which a shoreline restoration project within a UGA creates a shift in Ordinary High Water Mark.	<u>SMP does not include the optional process of RCW 90.58.580.</u>	<u>No action needed; The OHWM relief allowance for restoration in UGAs can still be implemented per statute regardless of SMP inclusion.</u>
b. Ecology adopted a rule for certifying wetland mitigation banks.	<u>SMP 8.3(4) allows for use of approved mitigation banks.</u>	<u>No action needed.</u>
c. The Legislature added moratoria authority and procedures to the SMA.	<u>SMP does not include moratoria authority per RCW 90.58.590.</u>	<u>No action needed; The County may rely on the authority established by statute to adopt moratoria regardless of SMP inclusion.</u>

2007

a. The Legislature clarified options for defining “floodway” as either the area that has been established in FEMA maps, or the floodway criteria set in the SMA.	<u>SMP 11.F.132 definition for ‘floodway’ relies on effective FEMA FIRMs.</u>	<u>No action needed.</u>
b. Ecology amended rules to clarify that comprehensively updated SMPs shall include a list and map of streams and lakes that are in shoreline jurisdiction.	<u>SMP includes Exhibit A Shoreline Environment Designation Maps and Exhibit B List of SMP Waterbodies.</u>	<u>No action needed.</u>
c. Ecology’s rule listing statutory exemptions from the requirement for an SDP was amended to include fish habitat enhancement projects that conform to the provisions of	<u>SMP 10.2.5 (1 & 2) cite directly to the exemptions of RCW 90.58.030(3.e) and WAC 173-27-040 where fish habitat enhancement projects cite to RCW 77.55.181 that lists kelp,</u>	<u>No action needed.</u>

RCW 77.55.181.

eelgrass & native oyster
restoration.

Additional changes

SMP Section	Summary of change	Discussion
SMP 2.5 Resource Conservancy - 2. Purpose	2. Purpose: The purpose of the Resource Conservancy designation is to maintain resource lands in a predominantly forested condition for sustained timber production, habitat conservation, and/or <u>low-intensity</u> outdoor recreational use. <u>while protecting existing ecological functions and processes.</u>	During periodic review the Commissioners accepted this change required by Ecology, but it was not updated in the text of the ordinance.
SMP 8.2 Mitigation & NNL - Policy 3	j. Area of und developed floodplains/channel migration zone.	During periodic review the Commissioners accepted this change required by Ecology, but it was not updated in the text of the ordinance.
SMP 11 Definitions – A	25. Aquatic Habitat Conservation Areas means the subset of fish and wildlife habitat conservation areas listed in WAC 395 <u>365</u> -190-130(21) that occur in the water.	Scrivner error
SMP 8 Mitigation & NNL; and SMP 10 Administrative Procedures	8.2 Policies: 4. The County should use <u>a the</u> checklist <u>application form in Exhibit B</u> to track new development proposals against the list of indicators in Section 8.2.3. Changes in indicators should be tracked and monitored at the shoreline reach and watershed scales. 10.2.5 Exemptions from SSDP: 9. All statements of exemption shall be in writing <u>on forms attached to this Program (Exhibit B).</u> As appropriate...	Checklist was removed during the Comprehensive Update, but language was not removed. Department of Ecology had recommended we fix during the Comprehensive Update, but it was overlooked.
Table of Contents	Add ORMA chapters	Section was added during Comprehensive review regarding the Ocean Resources Management Act, but was not added to the Table of Contents. Needs to be added for reference.
3.13.2 General Ocean Management Policies	Item ‘s’ formatted to next row	Scrivner error

SMP Section	Summary of change	Discussion
6.3.6 Lake Sutherland Buffer	Duplicative numbering a.ii and aiii	Scrivner error
6.3.6 Lake Sutherland Buffer	Typo at item b. should read maximize, not maximum	Scrivner error
11.N	Typo at New Ocean uses, should read See	Scrivner error
11.S	Typo at Single-family, should read including	Scrivner error



AGENDA ITEM SUMMARY

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

12
10/11/21

Department: BOCC

WORK SESSION ☒ Meeting Date: 10-11-21

REGULAR AGENDA ☒ Meeting Date: 10-19-21

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 Board of Equalization for an Alternate Board Member due to a resignation. A notice of vacancy was issued to the press in August 2021 to solicit applications. Two applications were received for the open position.

The Board of Commissioners reviewed the applications and interviewed the applicants. The Board of Commissioners support the appointment of Russ Mellon to the Board of Equalization Alternate 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 Russ Mellon to the Board of Equalization.

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

Name of Employee/Stakeholder attending meeting: BOCC/Chelsea Lierly

Relevant Departments: BOCC/BOE

Date submitted: 10-06-21

* 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 Russ Mellon 10-19-21
Revised: 3-04-2019



RESOLUTION _____, 2021

APPOINTING AN ALTERNATE MEMBER TO THE BOARD OF EQUALIZATION

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. A vacancy exists on the Board of Equalization for an Alternate Board Member due to a resignation.
2. A notice of vacancy was issued to the press in August 2021 to solicit applications. Two applications were received for the open position.
3. The Board of Commissioners reviewed the applications and interviewed the applicants.
4. The Board of Commissioners support the appointment of Russ Mellon to the Board of Equalization Alternate position.

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

1. **Russ Mellon** is appointed to the Alternate position for a term expiring May 1, 2025.

PASSED AND ADOPTED this nineteenth day of October 2021

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

ATTEST:

Loni Gores, Clerk of the Board

Bill Peach

c: File A22.158
Appointee(s)
Board of Equalization



AGENDA ITEM SUMMARY

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

13
10/11/21

Department: BOCC

WORK SESSION ☒ Meeting Date: 10-11-21

REGULAR AGENDA ☒ Meeting Date: 10-19-21

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 Trails Advisory Committee due to a resignation. A press release was issued during the month of August 2021 soliciting applications from interested citizens. One application was received.

Ross Tyler, County Engineer endorses the appointment of James Mraz to the Trails Advisory Committee.

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 James Mraz to the Trails Advisory Committee.

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

Name of Employee/Stakeholder attending meeting: Ross Tyler/Steve Gray

Relevant Departments: Public Works/BOCC

Date submitted: 10-06-21

* 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)



RESOLUTION _____, 2021

APPOINTING A MEMBER TO THE TRAILS ADVISORY COMMITTEE

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. A vacancy exists on the Trails Advisory Committee due to a resignation.
2. A press release was issued during the month of August 2021 soliciting applications from interested citizens. One application was received.
4. Ross Tyler, County Engineer endorses the appointment of James Mraz to the Trails Advisory Committee.

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

1. **James Mraz** is appointed to serve as the Peninsula Trails Coalition representative for a term expiring December 31, 2023.

PASSED AND ADOPTED the nineteenth day of October 2021

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

Bill Peach

ATTEST:

Loni Gores, CMC, Clerk of the Board

c: Appointee(s)
File: A22.178
Public Works



AGENDA ITEM SUMMARY

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

14
10/11/21

Department: BOCC

WORK SESSION ☒ **Meeting Date:** 10/11/2021

REGULAR AGENDA ☒ **Meeting Date:**

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

Item summary:

- | | | |
|---|---|---|
| ☐ Call for Hearing | ☐ Contract/Agreement/MOU | |
| ☐ Resolution | ☐ Proclamation | ☒ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☒ Other: Grant Pre-application Questionnaire |

Documents exempt from public disclosure attached: ☐

Executive Summary:

We are seeking approval to submit a pre-application for a Washington State Broadband Office Infrastructure Acceleration Grant for funding a Broadband project within an underserved area of Clallam County. The WSBO maximum grant award is \$25 million.

This grant opportunity was published on October 4th, with a submission due date for the pre-application of 10/18/2021. Because of the short turnaround time, we have not had the opportunity to meet with our broadband working group partners to identify a most likely successful project. This information will be provided to the BOCC members at a future work session. To delay until this information was available would have prevented us from submitting an application. Submitting pre-application does not bind Clallam County to accept an award.

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?** ☐

If this grant is awarded and a contract approved by the BOCC, a budget change form will be submitted to appropriately modify the budget for the American Rescue Plan Act Special Revenue Fund and the affected county department's revenue and expenditures.

There is a required minimum cash match of 10% of the total project cost that may be waivable upon demonstration of financial need.

* 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)

Agenda Item Summary --Broadband Grant Questionnaire
Revised: 3-04-2019

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

We are recommending the BOCC provide authorization to submit a pre-application to remain eligible to complete the formal application and potentially receive a grant award.

County Official signature & print name:  Chelsea Lierly

Name of Employee/Stakeholder attending meeting: Chelsea Lierly

Relevant Departments: Public Works

Date submitted: October 6th, 2021

Clallam County

Grant Application Information

DEPARTMENT: **BOCC**

DATE SUBMITTED TO W/S: **10/06/2021**

GRANT NAME: **Infrastructure Acceleration Grant Application**

ISSUING AGENCY: **Washington State Broadband Office**

APPLICATION DEADLINE: **10/18/2021**

IS THIS A RENEWAL? **No**

LENGTH OF GRANT: **3 years**

RENEWAL POSSIBLE? **No**

TOTAL AWARD: **Up to 25 Million Dollars**

ANNUAL AMOUNT : **N/A**

MATCH REQUIRED? **Yes**

MATCH AMOUNT: **10% possibly waivable**

DESCRIPTION OF GRANT AND PURPOSE:

The Washington State Broadband Office will award approximately \$266 million in broadband infrastructure grants in at least two funding rounds planned for October 2021 and April 2022. The current funding round will have approximately \$135 million in federal funds available with the remainder available in April 2022.

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

Within the Clallam County project target area, the improvements will deliver transmission speeds of 100 megabits per second (Mbps) download and 100 megabits per second upload and will be deployed in unserved areas, defined as areas lacking access to reliable (wireline connection) service.

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

Clallam County Government has committed to expand broadband services within the county to serve our businesses and residents. We have partnered and formed a working group with each city, Tribal Governments, the Port, the local PUD, schools and several consultants to identify projects and funding sources. This group works to leverage the limited resources to benefit the greatest amount of Clallam County residents and businesses.

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

This grant will greatly enhance existing internet accessibility in some areas, and provide Broadband where no service currently exists in other areas.

If this grant were not available, the county will lack the financial resources to improve this service to our residents.

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

At a minimum, delivers transmission speeds of 100 megabits per second (Mbps) download and 100 megabits per second upload (100/100 Mbps). (Meets or exceeds future State and Federal goals).

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

Yes, however the local funding will be offset by added revenue created by this project from leasing access of fiber to Internet Service Providers.

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

If matching funds are required, the suggested source would be from the Clallam County ARPA funds. Broadband expansion is an authorized use of ARPA Funds.

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

The project oversight would be under the oversight of Public Works and all work would be performed by a contractor.

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

There are no anticipated additional staff requirements.

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

The administration of this grant will be under existing staff in the BOCC office (BOCC Analyst).

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

Improvement of the Broadband network in Clallam County will not be improved until another funding opportunity exists.

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

Indirect costs are allowable. The Federally negotiated rate is acceptable. They will be charged and allocated as indirect costs.

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

No

WHAT BUDGET CHANGES ARE NECESSARY? INCLUDE REVENUES AND EXPENDITURES.

If this grant is awarded and a contract approved by the BOCC, a budget change form will be submitted to appropriately modify the budget for the American Rescue Plan Act Special Revenue Fund and the affected county department's revenue and expenditures.

OTHER COMMENTS

This grant opportunity was published on October 4th, with a submission due date for the pre-application of 10/18/2021.

Because of the short turnaround time, we have not had the opportunity to meet with our broadband working group partners to identify a most likely successful project. This information will be provided to the BOCC members at a future work session.

ELECTED OFFICIAL/DEPARTMENT HEAD SIGNATURE

Rich Sill, ADMINISTRATOR

APPROVAL

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

Washington State Broadband Office
Notice of Funding Opportunity
Infrastructure Acceleration Grants - Round One
October 4, 2021

Background

The Washington State Broadband Office (WSBO) will award approximately \$266 million in broadband infrastructure grants in at least two funding rounds planned for October 2021 and April 2022. Each funding round will have approximately \$131-135 million in funding available to award.

Fund Source

Funds to implement the American Rescue Plan Act (ARPA) were appropriated to the WSBO in the 2021-23 Washington State Capital Budget. The funding sources are the Coronavirus State and Local Fiscal Recovery Funds (CSLFRF) and the Coronavirus Capital Projects (CCP) Fund. Funding Round One will award funds from the CSLFRF. Funding Round Two will likely include funds from both CSLFRF and the CCP fund. Contracts for grants awarded from these fund sources will include related provisions to comply with federal rules, including Title 2, Subtitle A, Chapter II, Part 200 of the Code of Federal Regulations (CFR).

1. Funding Details:

- The WSBO maximum grant award is \$25 million. Grant awards may range from \$1 million to \$25 million. Applicants may be offered a grant award that is less than the requested amount.
- The required minimum secured cash match is 10% of the total project cost, however this requirement may be waived in cases where the applicant can demonstrate financial need. Projects with secured match exceeding the 10% minimum will be given additional priority in the selection process. In kind is acceptable for match beyond the 10% required.

2. Eligible Applicants

- Entities eligible to apply for funds are units of local government (including public ports and public utility districts), federally recognized Tribes, nonprofit organizations, nonprofit cooperative organizations, and multiparty entities. A multiparty entity must include at least one public partner.
- An applicant that is a multiparty entity must provide the WSBO with a copy of the operating agreement between the parties as part of the application. The operating agreement must address the requirement for at least 25 years of site control and broadband service.

Local Coordination

Applicants must coordinate with the county or counties in which the project area is located. If the project area is on federally recognized Tribal lands, applicants must coordinate with the Tribe. A letter of support from the County and/or affected Tribe is required. **Counties and Tribes are strongly encouraged to act as lead applicants for regional projects on behalf of a consortium of eligible entities.**

If there is a Broadband Action Team (BAT) in the project area, a letter of support from the BAT is required. Applicants must seek public input from the affected communities on the project plans and the affordability of resulting broadband service. The BAT support letter may satisfy this public input requirement. Visit www.broadband.wa.gov for a list of BATs and contact information.

3. Eligible Projects – Minimum Requirements

Broadband infrastructure projects designed to deliver broadband service, as part of a contiguous network, that:

- At **minimum**, delivers transmission speeds of 100 megabits per second download and 100 megabits per second upload (**100/100**) unless impracticable due to geography, topography, or financial cost in which case speeds of 100/20 are acceptable if scalable to 100/100.
- Is deployed in unserved areas, defined as areas lacking access to reliable (wireline connection) service at speeds of at least 25/3.
 - The application must include evidence of consultation with [incumbent service providers](#) in the area and the incumbent's position on the project (support, neutral, opposed). Consultation will be considered completed if the applicant can demonstrate a good-faith effort to consult with the incumbent (at least two attempts) and the incumbent has not responded within 30 days of the inquiry.

Site Control

- The project site must be under the applicant's control for at least 25 years, either through ownership or a long-term lease.
- The infrastructure funded by the grant must be used to provide broadband connectivity for at least 25 years.

Internet Service Provider:

- Applications must demonstrate commitment by at least one internet service provider (ISP) to provide broadband service using the infrastructure funded. A signed contingency agreement from an ISP is required.

Pricing Structure

- The anticipated pricing structure for the broadband service must be included as part of the application. Affordable pricing is a priority, as is an income-based service plan for all customers.

4. Project Prioritization (in order of priority)

A. Project Readiness

Costs reimbursed by SBO grant funds must be incurred by December 31, 2024. Therefore, project readiness is of the highest priority. Examples of readiness include:

- Funds necessary to complete the project are secured.
- Required permits are obtained or will be within 6 months of award.
- Tribal or Bureau of Indian Affairs consultation has been initiated if required.
- Network design is complete and provided with the application.
- Engineering will be complete within 6 months of award.
- Materials and supplies necessary to construct the project are in hand or readily available.

B. Service to Underserved Areas

Percentage of households, anchor institutions, and businesses in the project area that currently lack access to service at reliable speeds of 100/20 as identified by WSBO mapping tools.

C. Regional Proposals

Projects that involve a consortium of partners representing a regional approach, with the County or a Tribe as the lead, will receive priority consideration.

D. Last Mile Connections

Projects consisting of at least 75% last mile connections will be prioritized. Last mile connection is defined as the delivery the final connection from a broadband service provider's network to the end-use customer's on-premises telecommunications equipment.

E. Affordability and Equity

- Affordable pricing tiers for customers in the proposed service area and the provision of at least one income based plan are considered as competitive criteria.

- Low-cost plan options must be offered at speeds that are sufficient for a household with multiple users to simultaneously telework and participate in remote learning.
 - Participation in the Emergency Broadband Benefit or successor program is strongly encouraged.
- Projects incorporating digital equity into the project design and plan will receive additional priority. The SBO working definition of digital equity means the project incorporates factors supporting access, affordability, and supporting digital literacy skills.

F. Speeds and Technology

Service speeds of at least 150 mbps symmetrical are encouraged. The WSBO prioritizes projects deploying fiber infrastructure, but will allow other technologies to be funded if fiber is impracticable due to geography, topography, or financial cost. A description of the terrain or other factors prohibitive to fiber will be required in the application.

G. Cost per Pass

The WSBO will consider cost per pass by dividing the grant amount requested by the combined number of households, businesses, and anchor institutions served by the project. Projects with costs of less than \$10,000 per pass will be prioritized.

H. Match

Projects committing 20% of the project cost or more in cash match will be prioritized. Match contributions by private partners are highly encouraged.

5. Restrictions:

- No more than **one application per lead entity** will be considered per funding round.
- Funds **may not** be used for projects where a provider currently provides, or has begun construction to provide, reliable wireline service to end users in the proposed project areas at speeds equal to or greater than 150/150 mbps by 2028.

Please avoid requesting funds for projects in areas in which there are existing agreements to build reliable wireline service with minimum speeds of 100/20 by December 2024.

6. Network Access Policy

The SBO recognizes that ISPs incur costs for buildout and maintenance of broadband networks that can be significant in deeply rural areas. Therefore, the SBO is not strictly requiring networks built with SBO grant funds to be immediately open access in order to give providers the opportunity to recover some of the build out cost before opening the network to other providers.

ISPs partnering with SBO grantees may retain exclusive rights to the network constructed with grant funds upon contract execution for a maximum of three years after WSBO funded project construction is completed. After three years the network must be open access for the remainder of the useful life of the project constructed. Open access means access to broadband services and infrastructure on transparent terms that are offered at fair market price and do not discriminate among users of the network.

7. Application Process and Timeline

The grant application is a two part process. First, applicants will complete an abbreviated eligibility and readiness survey as a pre-application. The WSBO staff will review completed readiness surveys and invite eligible projects to complete the second, more detailed, part of the application.

Step	Application opens	Pre-Application – Eligibility and Readiness Survey due	WSBO review of Readiness Surveys and issuance of invitations to applicants eligible to complete full application	Full Application due	WSBO select projects
Date	Open 10/4/21	Due 10/18/21	Decisions and Invitations from WSBO by 11/8/21	Due 11/29/21	By or before 12/31/21

To apply, visit www.broadband.wa.gov.

8. Eligible and Ineligible Costs

The WSBO capital appropriation is available through June 30, 2023. The WSBO will request a re-appropriation for the 2023-2025 biennium from the state Legislature for any projects under contract in June 2023. The Treasury requires projects funded with the CSLFRF to incur costs by December 31, 2024 and allows the project performance period to extend to December 31, 2026.

Eligible	Ineligible
Pre-Construction Activities (up to 5% of grant award), including: • Design, architectural, and engineering work; • Building permits/fees; • Archaeological/historical review; • Tribal consultation. Costs of labor and materials for repair, rehabilitation, and construction; Demolition/site preparation; Information technology infrastructure and material; Construction management (from external sources only)*; Capitalized equipment;** Real property when purchased specifically for the project, and associated costs.*** The purchase of equipment, materials, and real property must be consistent with 2CFR Part 200. * Construction management and observation is on-site management and/or supervision of the work site and workers thereon. This is an eligible project cost. Construction management does not include work typically performed by offsite consultants or consultant organizations, grant writers, project managers, or employees of the grantee, unless the employee is hired solely and specifically to perform on-site construction management as defined above. ** Equipment is considered an eligible project cost as long as the average useful life of the item is 13 years or more. *** Costs directly associated with property acquisition include appraisal fees, title opinions, surveying fees, real estate fees, title transfer taxes, easements of record, and legal expenses.	Our grants are intended to fund broadband infrastructure construction. The following costs are not eligible for reimbursement and cannot be used to match state funds: Internal administrative activities; Project management (from any sources); Fundraising activities; Feasibility studies; Computers or office equipment; Rolling stock (such as vehicles); Lease payments for rental of equipment or facilities; Mortgages and property leases (including long-term); Moving of equipment, furniture, etc., between facilities; and Regular maintenance costs.

9. Pre-Contract Requirements

Grantees must complete pre-contract requirements before beginning construction and within 6 months of the grant award notification. Extensions may be approved, on a case-by-case basis, by the WSBO Director. Pre-contract requirements include completion of activities such as project engineering, securing required permits, and completing Tribal consultation and cultural resource review pursuant to Governor's Executive Order 21-02.

10. Reporting Requirements

Quarterly project reports are required after contract execution through the end of the project performance period (anticipated to be December 31, 2026). The WSBO reserves the option to modify reporting criteria in future. At a minimum, grant recipients will be required to report on:

- Location (geospatial location data)
- Speeds/pricing tiers to be offered, including the speed/pricing of its affordability offering
- Technology to be deployed
- Miles of fiber
- Cost per mile
- Cost per passing
- Number of households (broken out by households on Tribal lands and those not on Tribal lands) projected to have increased access to broadband meeting the minimum speed standards in areas that previously lacked access to service of at least 25 Mbps download and 3 Mbps upload
 - Number of households with access to minimum speed standard of reliable 100 Mbps symmetrical upload and download
 - Number of households with access to minimum speed standard of reliable 100 Mbps download and 20 Mbps upload
- Number of institutions and businesses (broken out by institutions on Tribal lands and those not on Tribal lands) projected to have increased access to broadband meeting the minimum speed standards in areas that previously lacked access to service of at least 25 Mbps download and 3 Mbps upload, in each of the following categories: business, small business, elementary school, secondary school, higher education institution, library, healthcare facility, and public safety organizations. Grant recipients must:
 - Specify the number of each type of institution with access to the minimum speed standard of reliable 100 Mbps symmetrical upload and download; and
 - Specify the number of each type of institution with access to the minimum speed standard of reliable 100 Mbps download and 20 Mbps upload.

11. Federal requirements (2 CFR Part 200)

Funds are subject to provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (2 CFR Part 200).

12. Contact Information

Tammy Mastro
Broadband Office Contracts Specialist
360-791-2805
wsbo@commerce.wa.gov

Visit www.broadband.wa.gov to apply.



AGENDA ITEM SUMMARY

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

15
10/11/21

Department: BOCC

WORK SESSION ☒ Meeting Date: 10-11-21

REGULAR AGENDA ☒ Meeting Date: 10-19-21

Required originals approved and attached? ☐

Will be provided on:

Item summary:

- | | |
|--|---|
| ☒ Hearing Notice | ☐ Contract/Agreement/MOU - Contract # |
| ☐ Resolution - Policy | ☐ Proclamation ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance ☒ Other – New Policy |

Executive summary:

ADA Accommodation Policy:

The Board of Clallam County Commissioners has determined the need to adopt an ADA Accommodation Policy to ensure that persons with disabilities have equal and meaningful access to County Services and public facilities.

The purpose of this policy is to create a uniform process by which persons with disabilities can obtain reasonable accommodations in order to access or participate in County services, programs and facilities. Specifically, this policy outlines how Clallam County will carry out this purpose and sets forth a process by which requests for accommodation will be handled.

Review and request a call for hearing for a new Policy – ADA Accommodation Policy 959.

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

None.

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

Review and request a call for hearing for a new Policy – ADA Accommodation Policy 959.

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners, Human Resources, Prosecuting Attorney's Office

Relevant Departments: Board of Commissioners, Human Resources, Prosecuting Attorney's Office

Date submitted: 10-6-21

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

ADA Americans with disabilities act 10-11-21.docx

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

Revised: 3-04-2019

PUBLIC HEARING

Adding Clallam County Policy 959 – ADA Accommodation Policy

NOTICE: The Clallam County Board of Commissioners will conduct a public hearing on Tuesday, November 2, 2021 at 10:30 a.m., or as soon thereafter. The public hearing is to consider the Policy listed above. The proposed Policy is available on the County website www.clallam.net

****ATTENTION****

In response to the current pandemic, to promote social distancing, and in compliance with Governor's Proclamation and the recommendation of the Clallam County Health Officer, the Board of Commissioners meetings will be virtual only. The Board of Commissioners strongly encourages public comments to be submitted in writing.

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

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

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

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

The public hearing is to consider the Policy listed above. The proposed Policy is available on the County website www.clallam.net

In compliance with the Americans with Disabilities Act, reasonable accommodations are available upon request.

PROPONENT: Clallam County Board of Commissioners
223 East 4th Street, Suite 4, Port Angeles, WA 98362-3015
Telephone: 360.417.2233

FORMAL IDENTIFICATION: Policy 959 – ADA Accommodation Policy

- Section .1 – Application
- Section .2 – Purpose
- Section .3 – Responsibilities
- Section .4 – Definitions
 - 4.1 Accommodation
 - 4.2 Applicant
 - 4.3 Person with a disability
- Section .5 – Procedural Requirements
 - 5.1 Notification
 - 5.2 Assessment
 - 5.3 Accommodation or Denial
 - 5.4 Complaint Procedure
 - 5.5 Appeal Procedure
 - 5.6 Record Keeping

SECTION-BY-SECTION SUMMARY OF PROPOSED CHANGES:

Full copy of the draft policy can be found at this link on the Clallam County Website:

<http://www.clallam.net/bocc/drafts.html>

Publish: October 22, 2021
Bill: Board of Commissioners

Loni Gores, CMC, Clerk of the Board

ADA ACCOMMODATION POLICY Policy 959

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ADA Accommodation Policy

Access to governmental services for all persons is a fundamental right. It is the policy of Clallam County to ensure that persons with disabilities have equal and meaningful access to County services and public facilities.

.1 APPLICATION:

This policy shall apply to all employees of Clallam County and members of the public who seek accommodations due to a disability or disabilities as defined under the Americans with Disabilities Act and its amendments. All County offices and departments subject to the rulemaking authority of the Board of County Commissioners will be required to follow the procedural requirements set forth in this policy, when receiving or addressing requests made to Clallam County for accommodation of persons with a disability. If a County office or department has developed their own policy for accommodations of persons with a disability they are not required to follow the procedural requirements set forth in this policy.

.2 PURPOSE

The purpose of this policy is to create a uniform process by which persons with disabilities can obtain reasonable accommodations in order to access or participate in County services, programs and facilities. Specifically, this policy outlines how Clallam County will carry out this purpose and sets forth a process by which requests for accommodation will be handled.

.3 RESPONSIBILITIES

This policy will define who is eligible to apply for an accommodation and will set forth a process for applicants to present accommodation requests.

Clallam County must assess whether or not to provide a requested accommodation under the definitions and rules contained in the Americans with Disabilities Act.

Clallam County will provide a reasonable accommodation unless the applicant has failed to meet the substantive requirements of this policy, or the requested accommodation would create an undue burden; fundamentally alter the nature of the County service, program or activity; or the accommodation would create a direct threat to the safety or well-being of the applicant or others.

.4 DEFINITIONS

4.1 Accommodation

Means measures to make each County service, program or activity, when viewed in its entirety, readily accessible to and usable by an individual who is a person with a disability, and may include, but is not limited to:

- A) Making reasonable modifications in policies, practices and procedures.
- B) Furnishing, at no charge, auxiliary aids and services, including but not limited to equipment, devices, materials in alternative formats, certified or qualified interpreters or readers.

4.2 Applicant

Means any person with a disability who has a specific interest in, desires access to, or is participating in any County service or program.

4.3 Person with a disability

Means a person covered by the Americans with Disabilities Act of 1990 (& 42 U.S.C. 12101 et seq.), the Washington Law against Discrimination (RCW 49.60 et seq.), or other similar local, state or federal laws which govern Clallam County. This term includes but is not limited to an individual who has a physical or mental impairment that limits one or more major life activities, has a documented history of such impairment or is regarded as having such impairment.

.5 PROCEDURAL REQUIREMENTS

5.1 Notification

All requests for accommodation shall be made using the approved "**Clallam County Request for Accommodation**" form available on www.clallam.net

- A) If a request for reasonable accommodation is made directly by an applicant to an employee of Clallam County, the employee shall be responsible for ensuring that the Request for Reasonable Accommodation form is completed, either by having the applicant, or a person on their behalf, complete the form, or by the employee taking the information orally, completing the form and forwarding the request to the Clallam County ADA Coordinator.
- B) If a non-County agency or body (e.g. other state or local governmental agency, advocacy group, etc.) makes a request for reasonable

accommodation on behalf of a disabled individual to Clallam County, then that agency or body is responsible for completing and forwarding the Request for Reasonable Accommodation form to Clallam County's ADA Coordinator.

- C) The Request for Reasonable Accommodation form shall include a description of the accommodation sought, along with a statement of the impairment necessitating the accommodation.
- D) Clallam County may require the applicant to provide additional information about the qualifying impairment to help assess the appropriate accommodation. Medical and other health information shall be submitted under a cover sheet designated "Confidential Medical and Health Information". Such information is confidential and shall only be used by the person(s) responsible for evaluating and arranging for the accommodation, or as required by law.
- E) An application for accommodation should be made as far in advance as practical of the event/date for which the accommodation is sought, but not less than five (5) business days prior to the event/service date, except in the case of an emergency.

5.2 Assessment

- A) In determining whether to grant an accommodation, Clallam County will:
 - i) Consider the provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) and its amendments, and the Washington Law Against Discrimination (RCW 49.60), and other similar local, state and federal laws which govern Clallam County.
 - ii) Give primary consideration to the accommodation requested by the applicant.
 - iii) Make the decision on an individual and case specific basis with due regard to the nature of the applicant's disability and feasibility of the requested accommodation.
- B) If an application for accommodation is presented to Clallam County five (5) or more business days prior to the event/service date for which the accommodation is sought, an accommodation shall be provided unless:
 - i) The requested accommodation is not available, and no alternative accommodation would enable the applicant to participate in the event or service requested.

- C) If an application for accommodation is presented to Clallam County fewer than five (5) business days prior to the scheduled date of the event or service for which the accommodation is requested, and if the applicant would otherwise be entitled to an accommodation, it shall be provided unless:
 - i) It is impossible for the County to provide a reasonable accommodation on the date specified due to insufficient advance notice.
- D) An application for accommodation may be denied if Clallam County finds one or more of the following:
 - i) The applicant has failed to satisfy the substantive requirements of this policy.
 - ii) The requested accommodation would create an undue financial or administrative burden.
 - iii) The requested accommodation would fundamentally alter the nature of the County service, program or activity.
 - iv) The requested accommodation would create a direct threat to the safety or well-being of the applicant or others.

5.3 Accommodation or Denial

- A) Clallam County will render a decision in writing regarding the requested accommodation. This written decision shall be prepared by the County ADA Coordinator within 3 business days of receipt of the "Request for Reasonable Accommodation Form".
- B) If the request is granted the ADA Coordinator, or his/her designee, shall notify the applicant that the request has been approved and describe the reasonable accommodation that will be made. The ADA Coordinator, or his/her designee, shall also notify any other County employee(s) responsible for implementing the accommodation regarding the nature of the accommodation to be provided.
- C) If Clallam County denies an accommodation, the written decision shall be provided to the applicant, including the reasons for denial.

5.4 Complaint Procedure

- A) A complaint should be in writing and contain information about the alleged discrimination such as name, address, email, phone number of complainant and location, date and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be available for persons with disabilities upon request.
- B) A complaint should be submitted by the grievant and/or his/her designee to the office of the ADA Coordinator as soon as possible but no later than 60 business days after the alleged violation.
- C) Within 30 business days after receipt of the complaint, the ADA Coordinator or their designee will meet with the complainant to discuss the complaint and the possible resolutions. Within fifteen (15) business days of the meeting, the ADA Coordinator or their designee will respond in writing, and where appropriate, in a format accessible to the complainant. The response will explain the position of Clallam County and offer options for substantive resolution of the complaint.

5.5 Appeal Procedure

- A) If the response by the ADA Coordinator or their designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within fifteen (15) business days after receipt of the response to the County Administrator or their designee.
- B) The appeal shall be in writing.
- C) The County Administrator shall confirm in writing to the complainant the date of receipt of the appeal or confirm via an alternative means if requested.
- D) After receiving the appeal, the County Administrator will review it and respond in writing or a format accessible to the complainant as a final resolution of the complaint within twenty (20) business days.
- E) The appeal to the County Administrator shall be the final administrative appeal process provided by the County.

5.6 Record Keeping

The ADA Coordinator shall be responsible for maintaining copies of all Requests for Reasonable Accommodations made to Clallam County and copies of all written decisions. All employees of Clallam County are responsible for forwarding copies of the Request for Reasonable Accommodation Forms to the ADA Coordinator within one business day of receipt.

DRAFT



AGENDA ITEM SUMMARY

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

16
10/11/21
4a

Department: BOCC

WORK SESSION ☒ Meeting Date: 10/11/21

REGULAR AGENDA ☒ Meeting Date: 10/12/21

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 - Notice |

Documents exempt from public disclosure attached: ☐

Executive summary:

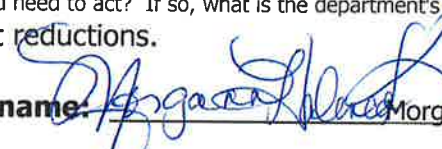
Board of Clallam County Commissioners will consider adopting by Resolution the attached budget reduction on October 26, 2021

Budget reductions – a reduction in revenues and/or expenditures.

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?** ☐

Department of Community Development – Environmental Quality – (\$40,000)

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Approve the attached notice – Budget reductions.

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

Date submitted: October 5, 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)



NOTICE OF BUDGET REDUCTION

Notice is hereby given Clallam County will adopt by Resolution of the Board the budget reduction shown below on October 26, 2021 at 10 a.m. in the Commissioners' Meeting Room (160), Clallam County Courthouse.

Department of Community Development – Environmental Quality – Budget reduction due to funds from USFWS grant for McDonald Creek Barrier Removal will be used in the fall of 2022/(\$40,000)

A copy of the budget change form may be reviewed at the office of the Board of County Commissioners from 8 a.m. to 4:30 p.m., Monday through Friday.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Date: October 12, 2021

Mark Ozias, Chair

Publish: October 17 and 24, 2021

Bill: Commissioners' Office

c: Budget Director
Department(s)
Treasurer

CLALLAM COUNTY BUDGET CHANGE FORM

RECEIVED
CLALLAM CO. FINANCE

SEP 21 2021



Date Submitted: 9-20-21 ✓

Budget Hearing/Meeting Date: 10-26-21 ✓

- ___ **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
- X ✓ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.332 ✓	Budget Name	DCD Env. Quality ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.332 ✓	DCD Env. Quality ✓	33115.60.8010 ✓	USFWS McDonald Cr. Fish Barrier Removal	40,000
Total				40,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.332 ✓	DCD Env. Quality ✓	55491.31.0020 ✓	Operating Supplies	2,000
00100.332 ✓	DCD Env. Quality ✓	55491.41.0020 ✓	Professional Services	36,500
00100.332 ✓	DCD Env. Quality ✓	55491.45.0015 ✓	Vehicle Rental/Lease	700
00100.332 ✓	DCD Env. Quality ✓	55491.45.0020 ✓	Equipment/Site Rental	800
Total				40,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Funds from USFWS grant #F18AC00619 for the McDonald Creek Barrier Removal will be used in the fall of 2022.

County Official Approval:

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

[Signature]

[Signature]

129



AGENDA ITEM SUMMARY

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

17
10/11/21
4b

Department: BOCC

WORK SESSION ☒ **Meeting Date:** 10/11/21

REGULAR AGENDA ☒ **Meeting Date:** 10/12/21

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 - Notice |

Documents exempt from public disclosure attached: ☐

Executive summary:

Board of Clallam County Commissioner will consider adopting by Resolution the attached supplemental appropriations on October 26, 2021

Supplemental appropriations – increased expenditures due to unanticipated federal, state, and local funds.

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?** ☐

Sheriff – Operations - \$17,029

Sheriff – Operations - \$39,478

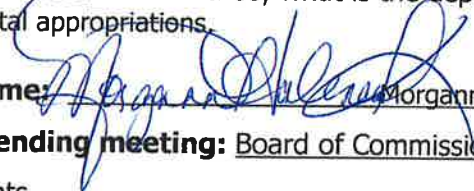
Health and Human Services – Operations - \$27,381

Clerk - \$28,820

Clerk - \$75,000

Juvenile Services - \$51,252

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Approve the attached notice of supplemental appropriations.

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

Date submitted: October 5, 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)



NOTICE OF SUPPLEMENTAL APPROPRIATIONS BUDGET MEETING

Notice is hereby given Clallam County will adopt by Resolution of the Board, the supplemental budget appropriations in the following funds pursuant to RCW 36.40.100, at 10 a.m. on October 26, 2021 in the Commissioners' Meeting Room (160) of the Clallam County Courthouse.

Sheriff – Operations

- Receipt of State funding from FY2021-2022 Registered Sex Offender Address and Residency Verification Program that will be spent in FY2021. The remainder will be received and spent in FY2022/\$17,029
- Reimbursement from FY19 Operation Stonegarden Grants for patrol overtime and patrol mileage for June-September 2021/\$39,478

Health and Human Services – Operations - Adds funding from contract with Kitsap County to provide tobacco and marijuana prevention services/\$27,381

Clerk

- Adds funding for costs related to the implementation of an eFile Portal for Superior Court filings with the Clerk to be reimbursed by Administrative Office of the Courts CARES Act funds/\$28,820
- Adds funding for reimbursement of Criminal Legal Financial Obligations as a result of the Supreme Court State v Blake decision/\$75,000

Juvenile Services – Adds funding from Community Prevention Wellness Initiative (CWPI) for direct and environmental substance use disorder prevention services for youth/\$51,252

Copies of the budget change forms may be viewed at the office of the Board of Clallam County Commissioners from 8 a.m. to 4:30 p.m., Monday through Friday.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Date: 12 October 2021

Mark Ožias, Chair

Publish: October 17 and 24

Bill: Commissioners

c: Budget Director
Treasurer
Department(s)



Budget Hearing/Meeting Date: 10/26/21

- X **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 revisions within departments
- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.811 ✓	Budget Name	Sheriff - Operations
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BUDGET NUMBER XXXXX.XXX.	DEPT NAME	BARS NUMBER XXXXX.XX.XXXX	ACCOUNT DESCRIPTION	AMOUNT
00100.811 ✓	Sheriff - Ops	34210.00.0000 ✓	Law Enforcement Services	39,478
				39,478

BUDGET NUMBER XXXXXX.XXX.	DEPT NAME	BARS NUMBER XXXXXX.XX.XXXX	ACCOUNT DESCRIPTION	AMOUNT
00100.811 ✓	Sheriff - Ops	52122.10.0500 ✓	Overtime	38,070
		52122.45.0015 ✓	Vehicle Rental/Lease	1,408
				39,478

REASON FOR BUDGET ACTION:

Reimbursement from FY19 Operation Stonegarden Grants for patrol overtime and patrol mileage related to grant activities for the months of June-Sept 2021.

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

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SEP 08 2021



CLALLAM COUNTY BUDGET CHANGE FORM

Date Submitted: 9/8/21 Budget Hearing/Meeting Date: 10/26/21

- ☒ **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 ✓	33393.75.0000 ✓	DOH Tobacco Federal	6,259
11301.511 ✓	HHS Operations ✓	33404.93.0070 ✓	DOH Marijuana Prevention	21,122
Total				27,381 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511 ✓	HHS Operations ✓	56210.31.0020 ✓	Operating Supplies	2,222
11301.511 ✓	HHS Operations ✓	56210.43.0010 ✓	Travel Business	939
11301.511 ✓	HHS Operations ✓	50800.00.0000 ✓	Ending Fund Balance	24,220
Total				27,381 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Funding is being received from Kitsap County to provide tobacco and marijuana prevention activities. These are state and federal funding allocations that are being passed down from the Department of Health, through Kitsap County.

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

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CLALLAM COUNTY BUDGET CHANGE FORM

SEP 14 2021



Date Submitted: 09/20/2021

Budget Hearing/Meeting Date: 10/26/2021

- ☒ **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.	00100.891 ✓	Budget Name	Clerk ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.891 ✓	Clerk ✓	33321.01.9030 ✓	AOC CARES Technology	28,820
Total				28,820 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.891 ✓	Clerk ✓	51230.48.0050 ✓	Computer Systems Maintenance	28,820
Total				28,820 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

These unbudgeted funds are requested for an additional OnBase software license, maintenance, professional services and user fees to implement an E-filing Module for Superior Court filings with the Clerk. The Clerk has been granted pre-approval for CARES reimbursement funds through AOC under reference no. CARES341.

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

126

SEP 22 2021



CLALLAM COUNTY BUDGET CHANGE FORM

Date Submitted: 9/22/21 ✓

Budget Hearing/Meeting Date: 10/26/21 ✓

- ☒ **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.	00100.891. ✓	Budget Name	Clerk ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.891 ✓	Clerk ✓	33401.20.0075 ✓	AOC Blake Reimbursements	75,000
Total				75,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.891 ✓	Clerk ✓	51230.49.0190 ✓	Blake LFO Settlements	75,000
Total				75,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Budget change is needed to allow for reimbursement of Criminal Legal Financial Obligations as a result of the Supreme Court State v Blake Decision.

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

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OCT 01 2021



CLALLAM COUNTY BUDGET CHANGE FORM

Date Submitted: 10/01/2021 ✓ Budget Hearing/Meeting Date: 10/26/2021 ✓

- ☒ **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.	00100.851 ✓	Budget Name	Juvenile Services
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.851 ✓	Juvenile Services	34630.00.0055	HCA CPWI	51,252
Total				51,252 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance	5,768
00100.851 ✓	Juvenile Services ✓	52760.10.0010 ✓	Regular Time	20,116
00100.851 ✓	Juvenile Services ✓	52760.20.0020 ✓	Benefits	10,140
00100.851 ✓	Juvenile Services ✓	52760.31.0020 ✓	Operating Supplies	9,189
00100.851 ✓	Juvenile Services ✓	52760.31.0030 33	Furnishings	358
00100.851 ✓	Juvenile Services ✓	52760.31.0210 ✓	Software License	4,734
00100.851 ✓	Juvenile Services ✓	52760.35.0010 ✓	Small Tools and Minor Equipment	947
Total				51,252 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Community Prevention Wellness Initiative(CPWI) grant funds will be used to increase the capacity to implement direct and environmental substance use disorder prevention services based on youth substance use in the community to prevent and reduce abuse of alcohol, tobacco, marijuana, opioids, and other drugs.

County Official Approval: _____

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

[Signature]

[Signature]

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AGENDA ITEM SUMMARY

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

18
10/11/21
4c

Department: BOCC

WORK SESSION ☒ Meeting Date: 10/11/21

REGULAR AGENDA ☒ Meeting Date: 10/12/21

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 - Notice |

Documents exempt from public disclosure attached: ☐

Executive summary:

Board of Clallam County Commissioner will consider adopting by Resolution the attached debatable emergencies on October 26, 2021

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.

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?** ☐

Non Departmental - Hotel/Motel Tax - \$50,000
General Fund Reserves - \$50,000
Sheriff – Operation Stonegarden - \$50,000
Parks & Facilities - \$11,229
Parks & Facilities - \$18,300
Prosecuting Attorney – Coroner - \$40,000
Treasurer - \$18,000
Public Works – Roads - \$34,500
Public Works – Clallam Bay-Seki Sewer - \$24,000
Public Works – Solid Waste - \$14,000

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Approve the attached notice of debatable emergencies.

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

Date submitted: October 5, 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)

Budget Debatables 10-12-21
Revised: 3-04-2019



BUDGET RESOLUTION _____, 2021

CALL FOR HEARING FOR DEBATABLE EMERGENCIES IN THE FUNDS LISTED BELOW

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. Pursuant to RCW 36.40.140, the following facts constitute a public emergency that could not reasonably have been foreseen at the time of making the budget:

Non Departmental – Hotel/Motel Tax – Additional funding for the Olympic Peninsula Visitor Bureau per resolution 74, 2021 to be used toward their 2021 fall marketing campaign/\$50,000

General Fund Reserves – Transfer of funding from General Fund Reserves to Sheriff – Operation Stonegarden to provide working capital to allow for timely payment to vendors (1 of 2)/\$50,000

Sheriff – Operation Stonegarden – Transfer of funding from General Fund Reserves to Sheriff – Operation Stonegarden to provide working capital to allow for timely payment to vendors (2 of 2)/\$50,000
Parks and Facilities

- Additional funding for expenses related to COVID-19 for goods and services expenditures incurred in September, 2021 expected to be reimbursed through FEMA/\$11,229
- Additional funding for emergency infrastructure repairs to Salt Creek Recreation Area Park Manger Residence/\$18,300

Prosecuting Attorney – Coroner – Additional funds due to cost increases for expenses related to services provided by contract funeral homes, pathologists and other partner agencies/\$40,000

Treasurer – Additional funding for salary and benefits of new position of Fiscal Specialist II for October through December/\$18,000

Public Works – Roads – Additional funding to pay for four employees' departure vacation and sick pay-outs/\$34,500

Public Works – Clallam Bay-Seki Sewer – Additional funding for overtime of Senior Wastewater Treatment Operator for June 2 through August 16, 2021/\$24,000

Public Works – Solid Waste – Additional funding for equipment rent and risk insurance payments not budgeted for 2021/\$14,000

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

1. A public hearing on the debatable emergencies listed above will be held October 26, 2021 at 10:30 a.m. in Room 160 of the Clallam County Courthouse.
2. A copy of the budget change forms may be viewed at the office of the Board of Clallam County Commissioners from 8 a.m. to 4:30 p.m., Monday through Friday.

PASSED AND ADOPTED this 12th day of October 2021

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

Bill Peach

ATTEST:

Loni Gores, CMC, Clerk of the Board

Publish: October 17, 2021
Bill: Commissioners

c: Budget Director
Treasurer
Department(s)

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 9/22/2021 ✓

Budget Hearing/Meeting Date: 10/26/2021 ✓

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- X **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.	19925.291 ✓	Budget Name	NonDept – Hotel/Motel Tax ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19925.291 ✓	NonDept – Hotel/Motel Tax ✓	50800.00.0000 ✓	Ending Fund Balance	50,000
Total				50,000 ✓

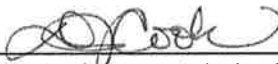
EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
19925.291 ✓	NonDept – Hotel/Motel Tax ✓	55730.41.0121 ✓	Olympic Peninsula Visitor Bureau	50,000
Total				50,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Additional funding for the Olympic Peninsula Visitor Bureau per Resolution 74, 2021 in the amount of \$50,000 to be used toward their 2021 fall marketing campaign.

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



CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 9/21/2021

Budget Hearing/Meeting Date: 10/26/2021

- ☐ **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.	00100.293	Budget Name	General Fund Reserves
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293	General Fund Reserves	50800.00.0000	Ending Fund Balance	50,000
Total				50,000

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293	General Fund Reserves	59773.00.0010	Transfer to Operation Stonegarden	50,000
Total				50,000

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Transfer of funding from General Fund Reserves to Sheriff – Operation Stonegarden in order to give this fund some working capital. This funding source is set up as reimbursement only with expenses processed before reimbursement can be made. Reimbursement must be received before paying vendors. This creates quite a delay in getting vendors paid. This working capital allows for payment to vendors timely while awaiting the reimbursement of expenses. (1 of 2)

County Official Approval: _____

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

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CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 9/21/2021

Budget Hearing/Meeting Date: 10/26/2021

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- X **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.	11068.811	Budget Name	Sheriff - Operation Stonegarden
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11068.811	Sheriff - Operation Stonegarden	39773.00.0010	Transfer from General Fund Reserves	50,000
Total				50,000

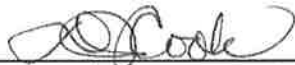
EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11068.811	Sheriff - Operation Stonegarden	50800.00.0000	Ending Fund Balance	50,000
Total				50,000

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Transfer of funding from General Fund Reserves to Sheriff – Operation Stonegarden in order to give this fund some working capital. This funding source is set up as reimbursement only with expenses processed before reimbursement can be made. Reimbursement must be received before paying vendors. This creates quite a delay in getting vendors paid. This working capital allows for payment to vendors timely while awaiting the reimbursement of expenses. (2 of 2)

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



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SEP 21 2021



CLALLAM COUNTY BUDGET CHANGE FORM

Date Submitted: September 20, 2021 Budget Hearing/Meeting Date: October 26, 2021 ✓

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- X ✓ **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.	00100.911. ✓	Budget Name	Parks & Facilities ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance	\$ 11,229
Total				\$ 11,229 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.911. ✓	Parks & Facilities ✓	57680.31.0035 ✓	Cleaning and Sanitation Supplies	\$ 2,562
00100.911. ✓	Parks & Facilities ✓	57680.31.0045 ✓	Building Supplies and Materials	\$ 60
00100.911. ✓	Parks & Facilities ✓	57680.41.1030 ✓	Personnel Services	\$ 8,607
Total				\$ 11,229 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

To pay for additional expenses related to the Covid 19 virus event in Clallam County that were paid from the Parks and Facilities budget in 2021. This is to cover the goods and services expenditures incurred in September 2021, and are expected to be reimbursed through FEMA reimbursements.

County Official Approval: _____

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

[Handwritten signatures]

128

OCT 01 2021

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: October 1, 2021 ✓

Budget Hearing/Meeting Date: October 26, 2021 ✓

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- X ✓ **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.	00100.911. ✓	Budget Name	Parks and Facilities ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance	\$18,300
Total				\$18,300 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.911. ✓	Parks and Facilities ✓	57680.48.0020 ✓	Outside Repair and Maintenance	\$18,300
Total				\$18,300 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Emergency infrastructure repairs to Salt Creek Recreation Area Park Manager Residence as a result of water leaks, HVAC system failure and resulting rodent mitigation.

County Official Approval: 10/1/2021
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

[Signature]

137

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 09/15/2021 ✓

Budget Hearing/Meeting Date: 10/26/2021 ✓

- ☐ **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 revisions within departments
☐ **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.843 ✓	Budget Name	Prosecuting Attorney - Coroner ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserve ✓	50800.00.0000 ✓	Ending Fund Balance	\$40,000.
Total				\$40,000. ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.843 ✓	Prosecuting Attorney - Coroner ✓	56320.41.0030 ✓	Coroner Services	\$40,000.
Total				\$40,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

The additional funds requested under the Coroner Services line within the coroner budget will cover expenses related to services provided by our contract funeral homes, pathologists, and other partner agencies. This year has seen a cost increase related to coroner cases, an increase in cases that require autopsies outside of the county, and additional expenses related to the pandemic. Our county is required to pay for these services per RCW 68.50.104 (1): "The cost of autopsy shall be borne by the county in which the autopsy is performed..."

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

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OCT 04 2021



CLALLAM COUNTY BUDGET CHANGE FORM

Date Submitted: 10/4/2021 ✓

Budget Hearing/Meeting Date: Oct 26, 2021 ✓

- **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.	00100.231 ✓	Budget Name	Treasurer ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserves ✓	50800.00.000 ✓	Ending Fund Balance	\$18,000
Total				\$18,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.231	Treasurer	51422.10.0010 ✓	Regular Time	\$11,830
00100.231	Treasurer	51422.20.0020 ✓	Benefits	\$6,170
Total				\$18,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

BOCC has approved the Treasurer's request to hire Fiscal Specialist II, approved during BOCC Work Session on 9/27/21. Additional funding is needed to cover the position from October – December (remaining fiscal year)

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

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OCT 01 2021



CLALLAM COUNTY BUDGET CHANGE FORM

Date Submitted: 10.01.21 ✓

Budget Hearing/Meeting Date: 10.26.21 ✓

— **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.	10101.611 ✓	Budget Name	Public Works – Roads ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
10101.611 ✓	PW – Roads ✓	50800.00.0000	Ending Fund Balance	\$34,500
Total				\$34,500 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
10101.611 ✓	PW – Roads ✓	54490.10.0010 ✓	Regular Time	\$34,500
Total				\$34,500 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

4 employees' departure vacation and sick pay-outs.

County Official Approval: _____

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

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OCT 01 2021



CLALLAM COUNTY BUDGET CHANGE FORM

Date Submitted: 10/1/2021 09/30/21

Budget Hearing/Meeting Date: 10/26/21

- ☐ **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.	41401.611 ✓	Budget Name	Public Works – Clallam Bay-Sekiu Sewer ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
41401.611 ✓	PW – Clallam Bay-Sekiu Sewer ✓	50800.00.0000 ✓	Ending Fund Balance	\$24,000
Total				\$36,000

24,000

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
41401.611 ✓	PW – Clallam Bay-Sekiu Sewer ✓	53580.10.0050 0500	Overtime	\$24,000
Total				\$36,000

24,000

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

The unexpected departure of the junior Wastewater Treatment operator created an unexpected overtime issue with the Senior Wastewater Treatment Operator from June 2, 2021 until a replacement was hired on August 16, 2021.

County Official Approval:

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

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OCT 01 2021



CLALLAM COUNTY BUDGET CHANGE FORM

Date Submitted: ~~09/24/21~~ 10/11/2021

Budget Hearing/Meeting Date: 10/26/21 ✓

- **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.	40201.611 ✓	Budget Name	Public Works – Solid Waste ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
40201.611 ✓	PW – Solid Waste ✓	50800.00.0000 ✓	Ending Fund Balance	\$14,000
Total				\$14,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
40201.611 ✓	PW – Solid Waste ✓	53710.41.7777 ✓	PW – Other services and charges	\$14,000
Total				\$14,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Equipment rent and risk insurance payments that were not budgeted for 2021.

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

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AGENDA ITEM SUMMARY

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

19
10/11/21

Department: Finance

WORK SESSION ☒ **Meeting Date:** **10/11/2021**

REGULAR AGENDA ☐ **Meeting Date:**

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 Monthly Review |

Documents exempt from public disclosure attached: ☐

EXECUTIVE SUMMARY:

As required by the Clallam County Charter, attached for review and discussion is the 2022 Recommended Budget for Clallam County. The submission of this Recommended budget is the first step in the budget adoption process, with the following key dates to follow:

- Monday, October 11th—CFO and the Administrator submit the Recommended Budget to the BOCC;
- October 13th-29th—BOCC, Administrator, CFO and Budget Director to meet with each department;
- Tuesday, October 26th— 11:45am Sequim Public Meeting to Present 2022 Recommended Budget—Sequim Chamber of Commerce;
- Monday, November 15th—CFO and the Administrator to submit the Proposed Final Budget to the BOCC;
- Tuesday, November 30th—Public Hearing at 10:30am to Certify County Property Tax Levy for 2022;
- Monday, December 6th—Small Action Item at end of BOCC Work Session for Certification of Property Tax Levy of Junior Taxing Districts;
- Tuesday, December 7th—Public Hearings at 10:30am and 6pm in the Board Room to adopt final budget by resolution.
- Tuesday, December 14th—Possible extension of hearing for the Board to adopt the final budget by resolution (if needed)

The following materials have been provided to accompany this summary:

- 2022 Recommended Budget Summary—All Funds;

* Work Session Meeting - Submit 1 single sided/not stapled copy Agenda Item Summary Recommend Budget 2022 10112021.docx
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies) Revised: 3-04-2019

- General Fund 4 Year Comparison of 2022 Recommended Budget to Projected/Actual Results for 2021-2019;
- General Fund 4 Year Comparison of 2022 Recommended Budget to Adopted Budgets for 2021-2019;
- General Fund Breakdown Analysis of the Change in Operating Surplus/Deficit between the 2022 Recommended Budget Deficit and 2021 Forecasted Surplus;
- General Fund Bridge Analysis Summarizing the Changes Made between the 2022 Preliminary Budget and the Recommended Budget;
- 2022 Recommended Budget General Fund Revenue, Expenditure and Staffing Charts by Type and by Program;
- 2022 Budget Salary Worksheet Breakdown by Department/Fund; and
- 2022 Department Requests Over Base Recommended Budget, as marked to show which items we recommend for approval and which items are recommended for deferral;
- 2022 Budgeted Transfers between Funds; and
- 2022 Draft Capital Outlay Budget (which is NOT currently included in the Recommended Budget but is being provided in advance of the 5 Year Capital Plan discussion to be held on October 18th).

As noted in prior budget discussions, all departments have budgeted that all positions are assumed filled for the entire year in accordance with how policy currently requires us to budget, which has not historically mirrored the County's actual payroll spending trends where the County has underspent its personnel budgets in the General Fund between \$1.6 million and \$1.9 million each year due to open positions, turnover and retirements (further discussion below). This initial budget also reflects Recommended estimates for 2022 revenue which are partly dependent on the current revenue forecast assumptions for 2021, as well as many additional variables (any resurgent economic disruptions due to the COVID emergency, GDP growth and inflationary growth expectations based on most recent state economic forecasts, local economic conditions, continuance of supply of chain disruptions, changes in long term and short term interest rates, and other revenue guidance available thru MRSC and other sources, etc). Sales tax assumptions used in the 2022 Recommended budget have been tempered considerably from the 16%+ growth forecasted in 2021, but at a 5% assumed growth appear achievable given the current economic outlook, inflationary expectations, and are consistent with projected 2022 retail sales and state GDP growth projected for the state in their last economic forecast report. However, as our sales tax forecast for the remainder of 2021 may prove to be overly conservative, the sales tax revenue budget for 2022 will likely need to be revisited multiple times during the 2022 budget process.

Several changes have been made to the 2022 Preliminary Budget in arriving at the 2022 Recommended Budget. While outlined in more detail in the attached schedule called "Bridge Analysis Between Preliminary Budget & Recommended Budget", these changes at a high level include:

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- **REVENUE CHANGES**—increased \$1,762k, mostly due to an additional \$1,386k of PILT revenue the County expects to receive from additional PILT funding provided under the American Rescue Plan Act (“ARPA”), as well as several opportunities identified during budget meetings held with certain groups to increase preliminary 2022 budget revenue estimates based on trend/pacing in 2021 and prior years.
- **EXPENDITURE CHANGES**—increased \$1,938k, primarily driven by the inclusion of approximately \$1,146k of Department Requests as outlined in the attached schedule “2022 Department Requests Over Base Recommended Budget”. Other significant expenditures changes included fully incorporating the effect of Sheriff Deputy, Sergeants, Command Staff, and Corrections Officer pay changes and pay schedule restructuring resulting from the collective bargaining agreements entered into in 2021 and salary-study related increases implemented in 2021 (\$341k), increases in the General Fund’s share of risk management insurance pool coverages (\$109k) based on guidance received from the risk pool, the addition of a \$150k Blake Decision LFO refund placeholder in the Clerk’s budget; and inclusion of the ongoing SAAS (“software as a service”) license costs of the new DCD Tyler Permit Plan system (\$111k).

There are certain costs not yet fully incorporated into this Recommended budget pending further discussion with the departments and/or the BOCC or further analysis, including:

- **Capital outlays**—while a preliminary draft capital outlay plan 2022 has been included with the 2022 Recommended Budget materials, it has not been fully integrated into the Recommended Budget pending the outcome of discussions of the County’s update 5 Year Capital Plan covering 2022-2026 in a continued work session scheduled for 1PM on Monday, October 18th;
- **True-Up of Indirect Charges by General Fund to Other Funds**—the current budget does not reflect the final true up of indirect charges to be allocated by the General Fund to other funds. The impact of this true-up is not expected to be material to the 2022 General Fund budget.
- Other initiatives or changes in support funding the BOCC would like to incorporate into the budget.

GENERAL FUND BUDGET OVERVIEW

At a high level, the 2022 Recommended Budget projects a beginning General Fund Balance of approximately \$15.953 million, Revenues totaling \$45.495 million, Expenditures (including Transfers Out to the Lower Dungeness and Dungeness Off-Channel Reservoir Capital Projects, HHS, Flood Control and other funds) of \$47.529 million, resulting in a budgeted use Reserves of (\$2.034) million, and leaving an ending General Fund Balance of \$13.919 million, representing an ending reserve level of 29% of total operating expenditures. Below are the revenue and expenditure highlights behind these results:

REVENUE BUDGET HIGHLIGHTS

In this Recommended roll up of the 2022 budget, General Fund Revenues (excluding COVID-related reimbursements) are projected to total \$45,495k, representing a \$1,279k or 2.9% increase over 2021 projected revenue expected, and a \$4,372k or 10.6% increase over the 2021 originally adopted

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budget. When you further exclude Transfers In revenue (which consist mainly of cash flow neutral transfers from the Lower Dungeness and Dungeness Off-Channel Reservoir projects), General Fund Revenues are projected to increase \$1,579k or 3.8% from 2021 projected revenues.

In projecting revenues for 2022, while there are certain revenue streams that were significantly impacted by the COVID public health emergency in 2021 that are expected to partially or fully recover fully in 2022 (the most notable being revenues generated by the assumed resumption of the County Fair in 2022), certain of our revenue streams tied to retail sales activity are assumed to return to a more moderate level of growth (5%) as compared to the 16%+ growth projected currently in 2021 when we experienced a significant economic rebound as the COVID pandemic's effect on the economy began to subside.

While we see this economic recovery continuing into 2022, we do not believe it will be at the levels witnessed in 2021. Other revenue streams, particularly interest income, licensing and permits, and fines & penalties, are expected to decline in 2022 due to the impact of COVID on the interest rate environment that is expected to continue through 2022, a slowdown in building permit revenues from the 30%+ growth levels seen in 2021, and recent changes in RCW that will impact the County's ability to assess certain penalties and fines.

TAX REVENUES

Tax revenues are projected to increase \$961k or 4.23%. Property taxes are projected to increase \$310k or 2.75% as we assumed the County takes its allowed for 1% annual levy growth limit, as adjusted for new construction assumed captured, as allowed for under statute. Sales-driven taxes (local retail, juvenile correction sales and use taxes and local criminal/public safety taxes) are projected to increase a combined \$498k or 5%, which again reflects our assumption that sales taxes grow at a more moderate rate as compared to the 20-30% growth seen in 2021. Timber excise tax is also projected to increase \$91k or 32% from 2021 projections based on a true-up adjustment assessed the County by the Department of Revenue in 2021 due to an error discovered in prior years' timber excise tax remittances.

LICENSES & PERMITS

Licenses & Permits are currently projected to decrease \$120k or -10.2% from 2021 projections mainly due to an assumed decline in building permit revenues from the 30%+ growth since in 2021 that was being driven by high demand for permits prior to new building code requirements taking effect in mid-2021 as well as the robust building activity occurring in 2021.

INTERGOVERNMENTAL REVENUES

Intergovernmental grant revenues are projected to decrease \$446k mainly due to a \$299k one-time state appropriate grant received in 2021 in support of law enforcement costs, and decreased grant revenues budgeted for HHS Environmental Quality, Juvenile Services, Superior Court and decreases in other areas, as offset by \$1,388k growth in Intergovernmental tax revenues from PILT, which is mainly due to additional PILT the County expects to receive from additional funding made available under ARPA, along with 3.3% growth assumed from non-ARPA funded PILT, PUD Privilege Tax, Criminal Justice, Marijuana and Liquor related excise taxes.

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CHARGES FOR GOODS & SERVICES

Charges for Goods & Services are projected to increase \$746k or 9.8% in 2022 driven mainly due to recovery of certain COVID-impacted revenue streams, including the resumption of the County Fair (+\$205k), the commencement of a Mental Health Court within District Court 1 which will be funded through Hargrove funds paid to the General Fund by the HHS Chemical Dependency/Mental Health fund (+\$200k), and partial improvement in Sheriff Jail revenues derived from the provision of excess jail bed space to the State Department of Corrections which are expected to continue to be negatively impacted during 2021 and 2022 due to COVID jail capacity restrictions and DOC operational challenges (\$100k improvement over 2021 expected). We also expect continued growth in title-related filing and DOL licensing revenues in 2022.

FINES & PENALTIES

Fines & Penalties are budgeted to decrease -\$134k or -13.8% over 2021, mainly due to a reduction in property tax penalties and certain indigent fines due to recent changes in RCW that restrict the County's ability to assess such fines in 2022.

MISCELLANEOUS REVENUE

Miscellaneous Revenue, consisting mainly of interest income and parks camping fees, is projected to decrease \$145k or -7.1%, driven mainly by a \$365k drop in budgeted interest income driven by the collapse of 2-year CD and the LGIP investment pool interest rates in 2020 and continuing into 2021 due to the aggressive economic stimulus measures taken by the Federal Reserve at the onset of the COVID emergency in 2021, coupled with the remainder of the County's 2-year CD investment portfolio maturing in 2021 and 2022 and being reinvested at substantially lower interest rates. Interest rates are assumed to not begin to meaningfully recover until 2023. Partially offsetting this continued decline in interest income are higher expected revenues earned from sales of unclaimed property, modest campground revenue growth, and approximately \$91k in higher revenue from the resumption of the County Fair in 2022.

OTHER FINANCING SOURCES (TIMBER SALES)

Other Financing Sources, consisting mainly of timber revenues to the General Fund, are budgeted to increase \$220k or 42% based on an August Recommended DNR timber harvest sales projection received for 2022, with the year-over-year increase being driven by the rise in timber prices for timber sales auctions that occurred in 2021 that will be harvested in 2022-2023, as well as spill over 2021 budgeted timber revenues to 2022 due to DNR delays in harvesting certain areas in 2021 due to road building and weather-related delays.

TRANSFERS IN

Transfers In to the General Fund are projected to total \$1.84 million in 2022, consisting of \$1.5 million from the Lower Dungeness Floodplain Restoration project and \$300k related to the Dungeness Off-Channel Reservoir project. This represents a decrease of -\$300k over 2021, relating specifically to the Transfer In budgeted in 2021 related to the General Fund's provision of \$300k in bridge funding to HHS in support of the Serenity House bathroom remodel project required for Serenity House to open its expanded shelter space for which Serenity House may or may not receive grant

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funding to fund. These Transfers In are fully offset by corresponding changes in Transfers Out relating to the Lower Dungeness, Off-Channel Reservoir, and Serenity House HHS project, making these cash flow neutral events for the General Fund.

INTERGOVERNMENTAL—COVID REIMBURSEMENTS

Consisting of our centrally administered COVID-related reimbursement grants including FEMA and CARES, this revenue category is budgeted to total \$100k in 2022, consisting of spill-over of 2021 anticipated reimbursements of FEMA COVID-related expenditures. This represents a decrease of \$875k from 2021 when the bulk of FEMA reimbursements for 2020 and 2021 are projected to be received, as well as \$529k related to the AOC CARES-funded JAVs courtroom technology project received in 2021.

EXPENDITURE BUDGET HIGHLIGHTS

Turning to expenditures for the General Fund, our Recommended expenditure budget, excluding COVID-related costs) currently stands at \$47,529k, an increase of \$5,614k or 13.4% from our 2021 projected expenditures, and an increase of \$2,879k or 6.4% over the adopted 2021 budget.

SALARIES, WAGES & BENEFITS

The largest driver of the increase over 2021 projected expenditures is in Payroll and Benefits costs. Representing approximately 72% of our total expenditure budget, Payroll and Benefits are up \$3,000k or 14.04% and \$1,176k or 13.42%, respectively, to the 2021 forecast. These increases are mainly due to the fact that the budget assumes all budgeted staff positions are filled for the entire year as required under current policy, which clearly was not the case in 2021 where due to retirements, voluntary terminations, delays in filling positions during the year, and the partial hiring freeze put in place beginning in March 2020 that continued through the first of quarter of 2021, the County had more open positions during 2021. This resulted in a projected budget underspend in payroll and benefits in 2021 of approximately \$1.95 million. Based on 3-year and 5-year historical average payroll/benefits budget underspend of \$1.88 million and \$1.67 million, respectively, we anticipate a similar level of personnel budget underspend, while not reflected in the current 2022 Recommended budget due to policy, is nevertheless achievable in 2022. If you adjust our 2022 personnel cost budget for this average \$1.67 million average budget underspend, our combined personnel costs in reality are expected to increase \$2.506 million or 8.3% in 2022 as compared to 2021.

This 8.3% increase in overall payroll/benefits costs is largely being driven by the full year impact of collective bargaining-related COLAs of 1% implemented in July 2021 and 2.5% in January 2022, the addition of accreditation pay and implementation of a 9-step restructured pay scale affecting our law enforcement deputies, sergeants and correction officer collective bargaining units, a \$50-per-month increase in County-paid health premium increases for most collective bargaining units, and the addition of longevity-based medical premium pay beginning in January 2022 as provided for in the collective bargaining agreements renewed in July 2021. Position step increases, promotions, salary-study-based adjustments for certain positions, the approval of new positions in 2021 (including the Mental Health Court Coordinator, Treasurer Fiscal Specialist II, and other positions), and the filling of positions held open during 2021 (including the HHS Deputy Director position) also contributed to the increase. Finally, the payroll cost increase in 2022 also reflects new FTEs requested by the following

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departments in the 2022 Department Requests Over Base Budget, including Auditor (+1.63 FTEs), BOCC Non Departmental (+1 FTE), Prosecuting Attorney Coroner (+1.5 FTEs), and WSU (+.5 FTE). These increases were partially offset by an approximate \$500k annualized decrease in DRS pension benefit costs paid by the County as a result of substantial decreases in employer-paid contribution rates assessed to the County by DRS beginning in July 2021 for multiple pension plans based on stronger than expected pension plan performance.

Overall, we have budgeted 9.7 more FTEs in 2022 as compared to the 2021 budget, with additions in Auditor (+1.63 FTE), BOCC Operations (+.7 FTE), BOCC—NonDepartmental (Finance) (+1.0 FTE), DCD Environmental Quality (+.25 FTE), DCD Permit Center (+1.0 FTE), DCD Long Range Planning (+.37 FTE), HHS Admin (+1.4 FTE), Sheriff Operations (+1.54 FTE), Prosecuting Attorney-Coroner (+1.5 FTE), District Court 1 (+1.0 FTE), and WSU Extension (+0.5 FTE) as offset by reductions in HHS Environmental Health (-.4 FTE), and DCD Admin (-.86 FTE). It is important to note that the Recommended budget does not factor in health insurance benefit rate increases, which will not be known until October and will be reflected in the Draft Budget.

SUPPLIES

Supplies are projected to increase \$343k or 29.5% compared to 2021 non-COVID projected supplies costs, and increase \$263k or 21.1% compared to the 2021 adopted budget. This increase is mainly due to the new Tyler Permit Plan system annual SAAS license entered into in 2021 (\$111k), IT-recommended SRF requests recommended for approval across multiple departments as outlined in the "2022 Department Requests Over Base Recommended Budget" (\$122k), additional supply costs in support of new FTEs added to the budget, and due to the 2021 projected underspend to budget.

SERVICES

Services in 2022 are projected to increase \$1,564k or 25.19% over 2021 projected non-COVID services, and increase \$1,248k or 19.1% compared to the 2021 original budget. These increases are mainly due to the following:

- Ending of the ER&R holiday for vehicle replacements implemented in 2021 as a precautionary cost savings measure (driving approx. \$244k of the increase mainly in Sheriff Ops and Parks/Facilities);
- Creation and operation of a Mental Health Court in District Court 1 (\$86k);
- Estimated Blake Decision LFO Refunds placeholder added (\$150k);
- Resumption of Assessor PACs software maintenance costs being funded by the General Fund rather than the Treasurer REET Technology fund (\$67k);
- A \$57k increase in DCD—Environmental Quality Salmon Recovery services;
- Higher IT infrastructure-related network monitoring services costs (\$34k) resulting from the County's IT infrastructure refresh project of 2020/2021;
- Additional Services recommended for funding as outlined in the "2022 Department Requests Over Base Recommended Budget", including:
 - Assessor (\$83k—primarily for the Eagleview High Resolution Oblique Imagery service);
 - IT (\$220k—consisting of \$186k for MS Office365 and \$34k for additional costs of maintaining high speed voice/data communications needed to support remote working/Zoom);

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- HR (\$27k—for expanding NEOGOV usage for onboarding/orientation, higher subscription costs, and increased online job posting advertising);
 - Prosecuting Attorney (\$81k—mainly relating to higher coroner services costs, certifications, and restoration of in-person training budget);
 - Superior Court (\$51k relating to securing additional conflict attorney, guardian ad litem services needed);
 - District Court 1—additional funding for conflict attorney for criminal cases (\$12k);
 - Park & Facilities—increase in building repair and maintenance budget to reflect higher costs being experienced as facilities age (\$17k); and
 - WSU—increase in contract salary of 4H Agent and WSU MOA increase (\$4k)
- These increases are partially offset by 2021 projected budget underspend in Services in multiple other areas, the most notable being lower Superior Court and Prosecuting Attorney expert witness, indigent defense and other services incurred in 2021 relating to the multi-homicide cases of late 2018/early 2019 that were slated to be tried in 2021, with all but one case pleading out resulting in substantial savings to the 2021 services budget.

TRANSFERS OUT

Transfers Out are budgeted to total \$2.685 million, a \$398k or -13% decrease from 2021. This decrease is mainly due to a \$146k decrease in Transfers to HHS Operations due to the General Fund's provision of \$300k of bridge funding to HHS in support of the Serenity House bathroom remodel project required for Serenity House to open its expanded shelter space and to facilitate the County's shutdown of isolation shelter operated since April 2020, as offset by a \$154k increase in Transfer funding needed to cover 2 of the 4 new positions being added at HHS that are not grant funded. Also driving the decrease is a lack of Parks/Facilities and IT Capital Projects transfers being reflected in the 2022 Recommended Budget pending completion of the 5 Year Capital Plan update which will be incorporated in the Draft Budget, the initial funding of the Bullman Beach fund in 2021 (\$75k), and a \$61k decrease in Transfers to Flood Control. Partially offsetting these decreases is a \$17k increase in Transfer to the Local Crime Victim Comp fund relating to staff and other costs budgeted in support of the Dungeness Off-Channel Reservoir.

Transfers Out from the General Fund included in the 2022 Recommended budget include the following:

● Lower Dungeness Floodplain	\$1,500,000
● Dungeness Off-Channel Reservoir	300,000
● HHS Operations	768,915
● PW--Flood Control	46,351
● Local Crime Victim Comp	17,000
● Employee Healthcare	19,000
● Law Library	23,964
● PW--Solid Waste	4,000
● HHS Chemical Dependency/Mental Health	5,887

TOTAL TRANSFERS OUT—2022 **\$2,685,117**

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CONCLUSION/TAKE-AWAYS

Based on this Recommended revenue and expenditure budget, the budget reflects utilizing (\$2,034k) of General Fund reserves to fully fund the 2022 budget. However, as discussed previously and as outlined in the attached "Breakdown of Recommended Budget Deficit", based on historical average underspend to our personnel and benefits budgets of \$1.7 million, it is likely the Recommended budget deficit for 2022 is closer to (\$319k), as compared to 2021's projected surplus of \$1,326k (excluding COVID-related revenues/expenditures).

As will be discussed next, once estimated General Fund capital outlays of \$285k, related grants of \$20k, and transfers to the Parks/Facilities and IT Capital Project funds of \$1,018 are factored into the 2022 budget, the General Fund is projected to generate an operating deficit of (\$1,602k), which would leave an ending fund balance of \$14,351k for 2022, or a reserve of 31% of expenditures.

OTHER AREAS FOR FURTHER DISCUSSION

- **CAPITAL REQUESTS**—consistent with the draft 5 Year Capital Plan and 2022 Proposed Capital Budget that will be presented to the BOCC at a continued work session scheduled for October 18, 2021, we are proposing a total \$16,027,330 of capital outlays for the 2022 budget, and deferring \$1,940,000 of requests identified in the 2022 capital plan. The recommended capital outlays are proposed to be funded through the following sources (source: "Proposed Capital Requests to Include in 2022 Budget" attachment):
 - Parks & Facilities Capital Projects Fund--\$2,385,000 (consisting of the first half of the EOC construction phase (\$2.1 million), of which \$1.176 million is funded through a Dept of Commerce Grant approved as part of the 2021-23 biennium that must be accepted by 6/30/2023 to guarantee the funds are available; also included are \$115k for PFF Unanticipated Projects, \$70k to fund a Building Facility Security and Safety Study, and \$100k for the painting of Camp David Jr); the capital outlays from this fund will require a Transfer from the General Fund of \$777k.
 - IT Capital Projects Fund--\$468,030 (mainly relating to fund the redesign and replacement of the County website--\$100k, upgrading the County's tape backup system to a VEEM-Network Data Back Up system which will reduce the County's disaster recovery time from 45-60 days to a few days--\$125k, implementation costs of the County's transition to MS Office 365--\$30k, and funding for recurring replacement cycle for PCs/laptops and UPS battery backup); the capital outlays from this fund will require a Transfer from the General Fund of \$239k.
 - REET 1--\$2,163,000 (consisting of \$1,728,000 of capital outlays, with major items including the continued replacement of the Courthouse VAV HVAC air system boxes (\$800k), a Fairgrounds Site and Security Lighting and Power Project (\$100k, which would be 50% grant funded); rebuilding of the Courthouse HVAC SF-1 system (\$100k), replacement of the PLC door controls at the Juvie facility to address a safety issue (\$200k), and to replace and expand the Courthouse Access Control Card Readers, Recording and Camera systems to enhance facility monitoring, security and address safety concerns. Also to be funded through REET are \$435k of transfers to the Carlsborg Deep

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Water Well (\$185k) and Carlsborg Sewer fund (\$250k) to fund completion of the Gupster Road sewer extension project approved in the 2021 budget);

- REET 2--\$2,331,319 (consisting of \$1,465k of capital outlays (including \$1,100k to Roads to fund 2022 road projects which includes an additional \$400k ask in 2022 to help fund the rebuild of Towne Road on the new Lower Dungeness Levy, installation of 3 electric car charging stations at the Courthouse (\$100k, of which \$68k is grant funded), and \$225k of carryover Courthouse irrigation/planter/sidewalk replacements), plus \$866k of transfers to the Clallam Bay Sekiu Sewer fund (\$718k) to fund a 5 year project to replace each of the systems five pump stations (\$470k), replace the drive bearings for the systems' remaining four biological contactors (\$80k), as well as subsidize this fund to fully cover its operating costs (\$168k));
- General Fund--\$285,400 (consisting primarily \$224k of Sheriff Operations/Jail/Emergency Services items (\$150k of which is for vehicle equipment for the scheduled replacement of 5 patrol vehicles, with remainder for ballistic vests replacements, patrol rifle upgrades, and server/software needs), Auditor (\$27k), and Prosecuting Attorney (\$35k). As noted earlier, Transfers from General Fund will be needed for the Parks & Facilities Capital fund (\$777k) and IT Capital Projects fund (\$239k) to fully fund the 2022 capital projects in these funds (these transfers of \$1,016k will be included in the 2020 Proposed Budget);
- Other Funds Capital Outlays
 - OPSCAN--\$175k
 - Operation Stonegarden--\$33k
 - Carlsborg Sewer--\$613k (including \$250k for the previously approved Gupster project (REET funded), and \$240k for the Savannah/Village Lane extension (proposed to use Opportunity Funds)
 - Clallam Bay Sekiu--\$2,150k (includes \$1.6 million DOE grant funded collection system rebuild project, \$470k to replace one of five pump stations (REET 2 transfer funded), and \$80k to replace all bearings on remaining four biological contactors (REET 2 transfer funded);
 - ER&R--\$2,205k, consisting of vehicle and equipment replacements for Roads of \$1.655 million and \$420k for General Fund;
 - ARPA--\$250k for Bipolar Ionization Air Purification System for County facilities to reduce airborne illness risks (BOCC approved usage of ARPA funds); and
 - Dungeness Off Channel Reservoir--\$3.7 million of next phase of Dungeness Off Channel Reservoir Project (100% grant funded through grants rec'd to date).

In summarizing the total recommended capital spend by the key strategic initiative or summary categories we grouped our 2022-2026 capital plans according to, the 2022 Administrator recommended budget proposes the following spending by key initiative/grouping:

- **EOC Relocation**--\$2,100,000
- **Courthouse/Juvenile Services Building Security**--\$370,000
- **Courthouse Facility Aging Infrastructure Initiatives**--\$840,000 (consisting of \$800k for VAV Air System Box replacements);
- **Disaster Recovery/Business Continuity**--\$137,000
- **IT Infrastructure Initiatives**, including:

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- **Applications**--\$149,000
- **Sewer System Repair/Replacement Initiatives**--\$2,150,000 (relating to Clallam Bay/Sekiu collection overflow project which will be 100% funded through Ecology grant/loan (\$1.6 million), pump station replacement (\$470k), and biological contactor bearing replacement (\$80k))
- **Deep Water Well/Water Mitigation**--\$3,950,000 (\$250k Carlsborg Water Mitigation, \$3.7 million Dungeness Off Channel Reservoir (100% grant funded)
- **Other Non-Recurring Capital Outlay**—\$618,000 (fairgrounds security lighting project (\$100k), courthouse HVAC re-build (\$100k), Juvie replacement of PLC Door Controls (\$200k), Electric Car Charging Stations (\$100k, 68% grant funded)
- **Mandatory/Recurring/Regular Replacement**--\$809,430
- **Previously Approved Carry Over Capital Outlays**—\$841,000
- **Road Projects Supported Thru REET**—\$1,100,000
- **Non-Recurring Capital Fully Funded through Grants/Dedicated Funds (No General Fund/REET Funding Needed)**—\$508,300
- **ER&R Funded Capital Outlays**--\$2,204,600
- **ARPA Funded Capital Outlays**--\$250,000 (building HVAC air purification system).

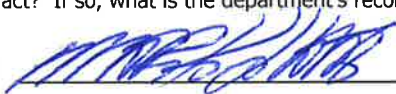
▪ **TOTAL**--\$16,027,330

- **DEPARTMENT REQUESTS FOR 2022**—as outlined in the attached "2022 Department Requests Over the Base Budget—Administrator Recommended Budget", a total of \$1,325,216 of the \$1,649,373 of additional General Fund spending requests are included in the Recommended Budget, with the remaining \$324,157 recommended for deferral. Of the Other Non-General Fund requests of \$595,370, we have recommended approval of \$474,670.

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

This is the Recommended rolled up budget for 2022. No budgetary impact until the final adopted budget is approved in December 2021.

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

County Official signature & print name:  Mark Lane_____

Name of Employee/Stakeholder attending meeting: _____ Mark Lane_____

Relevant Departments: _____

Date submitted:

October 6, 2021

Exhibit A		CLALLAM COUNTY 2022 Administrator Recommended Budget						
NUMBER FUND & DEPT		Y P E	FUND/ACCOUNT NAME	BEGINNING FUND BALANCE	REVENUES	EXPENDITURES	ENDING FUND BALANCE	TOTAL
GENERAL FUND								
00100.	211	G	Assessor	0	5,280	1,979,730	0	-1,974,450
00100.	221	G	Auditor	0	1,222,550	1,620,289	0	-397,739
00100.	231	G	Treasurer	0	28,571,822	707,704	0	27,864,118
00100.	241	G	Board of County Commissioners - Operations	0	110	863,549	0	-863,439
00100.	242	G	BOCC - Boundary Review Board	0	150	1,780	0	-1,630
00100.	243	O	BOCC - Port Crescent Cemetery	0	500	3,000	0	-2,500
00100.	244	G	BOCC - Board of Equalization	0	0	83,052	0	-83,052
00100.	291	G	NonDepartmental	0	109,010	2,730,233	0	-2,621,223
00100.	293	~	General Fund Reserves/Indirects	0	1,800,000	972,271	0	827,729
00100.	331	D	Comm Dev - Administration	0	6,000	536,374	0	-530,374
00100.	332	D	Comm Dev - Environmental Quality	0	366,831	406,035	0	-39,204
00100.	333	D	Comm Dev - Permit Center	0	1,250,000	1,266,698	0	-16,698
00100.	334	D	Comm Dev - Long Range Planning	0	240,330	623,307	0	-382,977
00100.	361	D	Hearing Examiner	0	0	42,500	0	-42,500
00100.	411	I	Information Technology	0	60,000	2,306,599	0	-2,246,599
00100.	421	I	Geographic Information System	0	0	202,922	0	-202,922
00100.	461	I	Human Resources	0	10,801	654,069	0	-643,268
00100.	511	H	HHS - Environmental Health	0	935,767	1,235,298	0	-299,531
00100.	513	H	HHS - Administration	0	126,300	783,031	0	-656,731
00100.	811	L	Sheriff - Operations	0	1,109,013	7,697,935	0	-6,588,922
00100.	813	L	Sheriff - Animal Control	0	500	214,498	0	-213,998
00100.	814	L	Sheriff - Search and Rescue	0	1,500	20,865	0	-19,365
00100.	815	L	Sheriff - Jail	0	1,863,319	4,449,893	0	-2,586,574
00100.	816	L	Sheriff - Jail Medical	0	360,836	777,072	0	-416,236
00100.	817	L	Sheriff - Emergency Services	0	135,119	290,291	0	-155,172
00100.	831	L	NonDepartmental - Indigent Defense	0	272,033	1,589,391	0	-1,317,358
00100.	841	L	Prosecuting Attorney - Operations	0	247,235	3,071,532	0	-2,824,297
00100.	842	L	Prosecuting Attorney - Child Support	0	260,000	306,580	0	-46,580
00100.	843	L	Prosecuting Attorney - Coroner	0	40,001	332,939	0	-292,938
00100.	851	L	Juvenile Services	0	2,922,189	3,622,126	0	-699,937
00100.	861	L	Superior Court	0	356,393	1,747,829	0	-1,391,436
00100.	871	L	District Court I	0	1,027,200	1,280,568	0	-253,368
00100.	881	L	District Court II	0	136,661	414,489	0	-277,828
00100.	891	L	Clerk	0	466,594	1,141,142	0	-674,548
00100.	911	O	Parks and Facilities	0	960,510	2,654,714	0	-1,694,204
00100.	912	O	Parks and Facilities - Fair	0	412,015	481,243	0	-69,228
00100.	931	O	WSU Extension	0	218,300	417,502	0	-199,202
TOTAL GENERAL FUND				15,953,000	45,494,869	47,529,050	13,918,819	-2,034,181
OTHER FUNDS								
10101.	611	P	PW - Roads	5,934,618	15,648,158	16,630,870	4,951,906	0
10135	611	P	PW - Flood Control	52,553	204,401	203,982	52,972	0
11002.	811	L	Sheriff - Honor Guard Donation	4,388	500	3,912	976	0
11003	811	L	Sheriff - Boating Safety	26,821	38,620	61,913	3,528	0
11004	811	L	Sheriff - VRF Boating Program	98,074	25,210	31,543	91,741	0
11008	811	L	Sheriff - OPNET Drug	57,939	143,424	131,691	69,672	0
11061	811	L	Sheriff - Nine-One-One Enhanced	96,857	752,380	751,380	97,857	0
11065	811	L	Sheriff - OPSCAN Operations	582,902	398,232	259,733	721,401	0
11068	811	L	Sheriff - Operation Stonegarden	52,719	559,833	518,805	93,747	0
11070	811	L	Sheriff - 24/7 Sobriety Program	59,530	41,000	55,213	45,317	0
11080	811	L	Sheriff - Inmate Commissary and Welfaare	128,132	47,500	64,320	111,312	0
11301.	511	H	Health and Human Services - Operations	144,678	2,036,528	1,982,906	198,300	0
11322	511	O	HHS - Homeless Task Force	460,534	820,000	688,864	591,670	0
11323	511	H	HHS - Chemical Dependency/Mental Health	2,189,439	1,845,890	2,268,642	1,766,687	0
11324	511	O	HHS - Affordable Housing	229,665	135,000	85,000	279,665	0
11331	511	H	HHS - Developmental Disabilities	818,157	1,635,819	1,921,632	532,344	0
11401.	821	L	Law Library	15,858	57,964	45,319	28,503	0
11701.	841	L	Pros Attny - Local Crime Victim Comp	26,667	178,647	186,287	19,027	0
11901.	841	L	Pros Attny - Racketeering	1,857	3	0	1,860	0
12201.	231	G	Treasurer - Operation and Maintenance	94,284	84,110	126,117	52,277	0
12231	231	G	Treasurer - REET Electronic Technology	65,548	26,300	4,382	87,466	0
12241	231	G	Treasurer - Land Assessment	10,692	14,438	15,750	9,380	0
12401	221	G	Auditor - Document Preservation	564,332	130,000	137,977	556,355	0
12905	861	L	Superior Crt - Dispute Resolution	130	15,135	15,135	130	0
12911	861	L	Superior Crt - Courthouse Facilitator	973	8,520	8,520	973	0
13001.	381	D	Noxious Weed Control	287,190	185,925	295,143	177,972	0
13051	381	D	Noxious Weed - LMD#2 Lake Sutherland	42,774	18,834	26,380	35,228	0
19910	291	O	Non Dept - Conservation Futures	564,650	304,600	0	869,250	0
19913	291	L	Non Dept - Trial Court Improvements	57,038	38,000	40,000	55,038	0
19914	291	O	Non Dept - Veterans' Relief	123,666	243,384	284,478	82,572	0
19915	291	O	Non Dept - Federal Forest Replacement	74,947	10,000	30,000	54,947	0
19925	291	O	Non Dept - Hotel/Motel Tax	580,999	1,420,000	1,000,000	1,000,999	0
19941	291	O	Non Dept - Opportunity Fund	4,823,230	1,763,000	583,949	6,002,281	0
19951	291	O	Non Dept -Affordable Housing Sales Tax	266,410	149,854	0	416,264	0
19961	291	L	Non Dept - American Rescue Plan Act	1,500,000	7,501,875	9,001,875	0	0
19991	291	L	Non Dept - Emergency Communication Tax	2,005,662	1,835,000	1,866,600	1,974,062	0
TOTAL SPECIAL REVENUE FUNDS				22,043,913	38,318,084	39,328,318	21,033,679	0
27401.	611	P	PW - RID #149 Osborn Road	496	2,004	2,500	0	0
29500.	231	P	Treasurer - LID 3rd Street Sewer Line Extension	8,948	2,530	3,000	8,478	0
TOTAL DEBT SERVICE FUNDS				9,444	4,534	5,500	8,478	0
30101.	911	P	Parks and Facilities - Real Estate Excise Tax Projects	1,519,000	1,490,000	101,000	2,908,000	0
30201.	911	P	Parks and Facilities - Real Estate Excise Tax Projects 2	1,079,282	1,490,000	991,000	1,578,282	0
30301.	331	D	Comm Dev - Lwr Dungeness Floodplain	476,492	9,022,732	9,054,971	444,253	0
30401.	331	D	Comm Dev -Dungeness Reservoir	33,174	4,000,000	4,000,000	33,174	0
30501.	911	P	Parks and Facilities - Capital Projects	454,016	0	330,425	123,591	0
30701.	411	I	Information Tech - Capital Projects	258,606	0	115,000	153,606	-10,000
30901.	331	D	Comm Dev - Carlsborg Water Mitigation	64,592	0	64,592	0	0
TOTAL CAPITAL PROJECT FUNDS				3,885,162	16,002,732	14,656,988	5,240,906	-10,000
40201.	611	P	PW - Solid Waste	12,377	100,016	102,020	10,373	0
41401.	611	P	PW - Clallam Bay-Sekiu Sewer	200,000	2,038,522	2,034,783	203,739	0
41501.	611	P	PW - Clallam Bay-Sekiu Sewer Cap Replace	298,000	3,552	0	301,552	0
42401.	611	P	PW - Carlsborg Sewer	105,114	161,321	209,741	56,694	0
42501.	611	P	PW - Carlsborg Sewer Capital Repair/Replacement	219,150	16,000	0	235,150	0
43401	611	P	PW - Bullman Beach Water System	103,184	47,000	33,000	117,184	0
TOTAL ENTERPRISE FUNDS				937,825	2,366,411	2,379,544	924,692	0
50301.	611	I	PW - Equipment Rental and Revolving	2,879,550	3,429,025	2,426,570	3,882,005	0
50401.	461	I	HR - Risk Management	1,198,231	2,491,851	2,491,251	1,198,831	0
50501.	461	I	HR - Workers' Compensation Claims	360,570	355,979	567,854	148,695	0
50601.	461	I	HR - Employee Health Care Benefit	28,557	23,450	25,000	27,007	0
50701.	461	I	HR - Unemployment	210,274	24,008	32,023	202,259	0
TOTAL INTERNAL SERVICE FUNDS				4,677,182	6,324,313	5,542,698	5,458,797	0
TOTAL OTHER FUNDS				31,553,526	63,016,074	61,913,048	32,666,552	-10,000
TOTAL BUDGET				47,506,526	108,510,943	109,442,098	46,585,371	-10,000
III								

CLALLAM COUNTY
GENERAL FUND 2022 ADMINISTRATOR/CFO RECOMMENDED BUDGET--4 YEAR COMPARISON TO ACTUALS/FORECAST
\$ IN 000s

	4 YEAR COMPARISON					\$ INCREASE (DECREASE) FROM PRIOR YEAR				% INCREASE (DECREASE) FROM PRIOR YEAR				AS A % OF TOTAL REVENUE			
	2022	2021	2020	2019	2018	2022	2021	2020	2019	2022	2021	2020	2019	2022	2021	2020	2019
	Recommended Budget Budget	Projected	Actuals	Actuals	Actuals	Recommended Budget Budget	Projected	Actuals	Actuals	Recommended Budget Budget	Projected	Actuals	Actuals	Recommended Budget Budget	Projected	Actuals	Actuals
PROJECTED NET OPERATING SURPLUS (DEFICIT)- -ADJUSTED FOR HISTORIC PAYROLL UNDERSPEND, PRELIMINARY CAPITAL OUTLAYS & CAPITAL FUND TRANSFERS	-1,602	1,429	-718	1,757	1,842	-3,031	2,147	-2,475	-86	-212.11%	-298.90%	-140.90%	-4.66%	-3.52%	3.23%	-1.61%	4.31%
BUDGETED ENDING FUND BALANCE	13,919	15,953	14,524	15,243	13,486					-12.75%	9.84%	-4.71%	13.03%	30.59%	36.08%	32.55%	37.44%
As a % of Total Expenditures	29%	37%	32%	39%	36%												
PROJECTED ENDING FUND BALANCE	14,351	15,953	14,524	15,243	13,486					-10.04%	9.84%	-4.71%	13.03%	31.54%	36.08%	32.55%	37.44%
As a % of Total Expenditures	31%	37%	32%	39%	36%												
GENERAL FUND REVENUE DETAIL																	
TAX SUMMARY:																	
Real and Personal Property Taxes	11,561	11,251	10,992	10,840	10,456	310	259	152	384	2.75%	2.36%	1.41%	3.67%	25.41%	25.45%	24.64%	26.63%
Juvenile Correction Sales and Use Tax	1,832	1,745	1,507	1,445	848	87	238	63	596	4.98%	15.78%	4.33%	70.32%	4.03%	3.95%	3.38%	3.55%
Timber Excise Tax	375	284	212	450	383	91	73	-238	67	31.85%	34.39%	-52.97%	17.63%	0.82%	0.64%	0.47%	1.11%
Local Retail Sales and Use Tax	8,635	8,224	7,097	6,678	6,300	411	1,127	419	378	5.00%	15.88%	6.28%	6.00%	18.98%	18.60%	15.91%	16.40%
Leasehold Excise Tax	52	47	70	70	70	5	-22	0	0	10.76%	-31.89%	-0.67%	0.13%	0.12%	0.11%	0.16%	0.17%
Local Criminal Justice/Public Safety	1,238	1,180	1,021	983	931	58	159	38	52	4.95%	15.54%	3.83%	5.63%	2.72%	2.67%	2.29%	2.42%
TOTAL TAX REVENUE	23,693	22,732	20,899	20,466	18,988	961	1,833	433	1,478	4.23%	8.77%	2.12%	7.79%	52.08%	51.41%	46.84%	50.27%
OTHER GENERAL FUND REVENUES:																	
Licenses & Permits	1,055	1,175	1,004	1,019	1,056	-120	171	-15	-37	-10.18%	17.05%	-1.46%	-3.53%	2.32%	2.66%	2.25%	2.50%
Intergovernmental Revenues--Grants	2,411	2,857	2,841	2,395	3,450	-446	16	446	-1,055	-15.61%	0.57%	18.60%	-30.57%	5.30%	6.46%	6.37%	5.88%
Intergovernmental Revenues--PILT, PUD Privilege Tax, Criminal Justice, Marijuana/ Liquor Excise, Autopsy, Other	4,522	3,134	2,859	2,894	3,207	1,388	274	-35	-313	44.30%	9.60%	-1.19%	-9.76%	9.94%	7.09%	6.41%	7.11%
Charges for Goods & Services	8,332	7,586	7,479	9,525	8,918	746	107	-2,047	607	9.83%	1.44%	-21.49%	6.81%	18.31%	17.16%	16.76%	23.40%
Fines & Penalties	833	967	879	956	1,045	-134	88	-77	-89	-13.82%	10.02%	-8.09%	-8.52%	1.83%	2.19%	1.97%	2.35%
Misc Revenue (Interest Inc, Camping Fees, etc)	1,889	2,034	2,235	2,562	2,203	-145	-201	-327	359	-7.11%	-9.00%	-12.75%	16.28%	4.15%	4.60%	5.01%	6.29%
Nonrevenues (Sale/Use Tax, Lodging Tax--Parks & Facil)	78	96	50	98	67	-18	46	-48	31	-18.73%	93.87%	-49.30%	46.39%	0.17%	0.22%	0.11%	0.24%
Timber Sales	740	520	694	665	326	220	-174	28	339	42.33%	-25.02%	4.27%	104.04%	1.63%	1.18%	1.55%	1.63%
Transfers In	1,840	2,140	561	132	45	-300	1,579	429	87	-14.02%	281.46%	324.94%	193.37%	4.04%	4.84%	1.26%	0.32%
TOTAL OTHER REVENUE, EXCLUDING COVID REIMBURSEMENTS	21,701	20,509	18,601	20,246	20,317	1,192	1,908	-1,645	-71	5.81%	10.26%	-8.13%	-0.35%	47.70%	46.38%	41.69%	49.73%
Intergovernmental--COVID Reimbursements	100	975	5,118	0	0	-875	-4,143	5,118	0	-89.74%	-80.95%	-	-	0.22%	2.21%	11.47%	0.00%
TOTAL REVENUE--GENERAL FUND	45,495	44,216	44,618	40,712	39,305	1,279	-402	3,906	1,407	2.89%	-0.90%	9.59%	3.58%	100.00%	100.00%	100.00%	100.00%

Four Year Comparison of Major Budget Items - Administrator Recommended

Budget Years	2022	2021	2020	2019
Taxes				
Real and Personal Property Taxes	11,561,000	11,251,500	11,000,000	11,000,000
Juvenile Correction Sales and Use Tax	1,832,000	1,470,000	1,460,000	1,400,000
Timber Excise Tax	375,000	360,000	450,000	270,000
Local Retail Sales and Use Tax	8,635,000	6,738,000	6,750,000	6,050,000
Leasehold Excise Tax	52,450	74,350	73,350	73,350
Local Criminal Justice/Public Safety	<u>1,238,000</u>	<u>990,000</u>	<u>990,000</u>	<u>949,000</u>
Total Taxes	23,693,450	20,883,850	20,723,350	19,742,350
% increase year over year	13.453%	0.774%	4.969%	7.247%

General Fund Major Sources of Budgeted Revenue				
Grants	2,411,094	2,728,087	2,262,282	2,198,044
Sale of County Timber	740,100	625,100	600,100	600,100
Taxes	23,693,450	20,883,850	20,723,350	19,742,350
Licenses and Permits	1,055,400	1,050,173	1,150,092	1,127,092
Intergovernmental	4,622,200	3,129,600	3,024,070	3,174,513
Charges for Goods and Services	8,331,876	7,845,437	9,695,209	9,081,694
Fines and Forfeits	833,378	908,285	968,942	953,950
Other	<u>1,967,371</u>	<u>2,112,275</u>	<u>2,648,852</u>	<u>2,468,536</u>
Total	43,654,869	39,282,807	41,072,897	39,346,279
Transfers	<u>1,840,000</u>	<u>1,840,000</u>	<u>1,790,000</u>	<u>2,120,000</u>
Total Budgeted Revenue	45,494,869	41,122,807	42,862,897	41,466,279
Plus General Fund Reserves	<u>15,953,000</u>	<u>13,880,000</u>	<u>14,352,000</u>	<u>12,600,000</u>
Total Funds Available	61,447,869	55,002,807	57,214,897	54,066,279
% increase year over year	11.718%	-3.866%	5.824%	7.846%

General Fund Budgeted Expenditures				
Salaries	24,361,588	22,537,254	21,820,814	20,744,952
Benefits	9,940,026	9,543,856	9,086,752	8,808,628
Supplies	1,505,740	1,242,488	1,369,708	1,265,824
Services	9,036,579	7,763,740	9,886,119	8,629,377
Intergovernmental	0	0	0	547,368
Capital	0	<u>184,425</u>	<u>279,830</u>	<u>444,900</u>
Subtotal	44,843,933	41,271,763	42,443,223	40,441,049
Transfers Used	2,685,117	3,377,857	3,491,200	2,106,200
Interfund Payments Used	0	0	0	0
Total Budgeted Expenditures	47,529,050	44,649,620	45,934,423	42,547,249
% increase year over year	6.449%	-2.797%	7.961%	6.604%

General Fund Budgeted Expenditures by Program				
General Government	7,986,337	7,190,582	7,076,124	6,603,406
Law and Justice	26,957,150	25,343,359	24,951,422	24,030,736
Public Works	0	0	0	0
Internal Services	3,163,590	2,738,288	2,586,847	2,579,536
Public Health	2,018,329	1,870,422	1,820,417	1,666,308
Land Use and Development	2,874,914	2,502,693	2,636,980	2,481,879
Other Services	<u>3,556,459</u>	<u>3,342,397</u>	<u>3,371,433</u>	<u>3,079,184</u>
Subtotal	46,556,779	42,987,741	42,443,223	40,441,049
Plus Transfers	2,685,117	3,377,857	<u>3,491,200</u>	<u>2,106,200</u>
Minus Indirect Costs Reimbursement	<u>-1,712,846</u>	<u>-1,715,978</u>		
Total	47,529,050	44,649,620	45,934,423	42,547,249
% increase year over year	6.449%	-2.797%	7.961%	6.604%

General Fund Staffing by Program				
General Government	49.54	46.21	44.90	43.65
Law and Justice	192.45	188.91	189.59	188.19
Public Works	0.00	0.00	0.00	0.00
Internal Services	16.90	16.83	17.08	17.08
Public Health	18.58	17.58	17.58	16.10
Land Use and Development	23.54	22.78	23.16	22.72
Other Services	25.08	24.58	25.08	22.58
Total	326.09	316.89	317.39	310.32
% increase year over year	2.903%	-0.158%	2.278%	1.813%

CLALLAM COUNTY

GENERAL FUND RECOMMENDED 2022 BUDGET

BREAKDOWN OF RECOMMENDED 2022 BUDGET DEFICIT VS 2021 PROJECTED SURPLUS

\$ IN 000s

		NOTES
TOTAL RECOMMENDED GENERAL FUND OPERATING SURPLUS/(DEFICIT)--2022 BUDGET	-2,034	
TOTAL FORECASTED GENERAL FUND OPERATING SURPLUS/(DEFICIT)--2021 PROJECTED	1,429	
NET CHANGE IN GENERAL FUND OPERATING SURPLUS/(DEFICIT)--2022 BUDGET VS 2021 PROJECTED	-3,463	
MAJOR COMPONENTS OF CHANGE IN OPERATING SURPLUS/(DEFICIT) FROM 2021 TO 2022:		
INCREASE IN TAX REVENUE (SALES & USE, JUVENILE SERVICES, ETC)	961	Assumes Sales tax annual increase of +5% due to an assumed return to a more typical year-over-year growth rate after 2021 which saw high levels of stimulus and economic recovery driving sales tax growth of +17%. Property Taxes projected to grow 2.75% based on 1% levy growth allowed plus new construction, and increase in Timber Excise Tax of \$91k due to impact of DOR multi-year correction assessed in 2021.
DECREASE IN LICENSING & PERMITS REVENUE	-120	Mainly due to extraordinarily strong building permit revenue performance to budget in 2021 driven by building code changes taking effect in mid 2021 and robust building activity.
INCREASE IN INTERGOVERNMENTAL REVENUE	942	Mainly due to \$1,386k increase in ARPA-related PILT revenue the County expects to receive, as partially offset by \$446k decrease in grants, driven by a one-time \$299k state appropriation rec'd in 2021 for law enforcement related costs, and decreased grant revenues budgeted for HHS Environmental Quality, Juvenile Services, Superior Court, and other areas, as offset by a 3.3% increase in PILT, Criminal Justice and other intergovernmental excise taxes and \$150k in AOC Blake Reimbursement grant revenue.
INCREASE IN GOODS & SERVICES REVENUE	746	Mainly due to full or partial recovery of certain COVID impacted revenue streams, including the resumption of the County Fair (\$205k), Sheriff Jail (DOC \$100k), the commencement of a Mental Health Court within District Court 1 which will be funded through Hargrove funds transferred from the HHS Chemical Dependency/Mental Health fund (\$200k), and continued growth in DOL licensing, filing fees and excise admin fees.
DECREASE IN FINES & PENALTIES	-134	Decrease due to lower penalties relating to property taxes and indigent fines assessed due to recent RCW changes.
DECREASE IN MISC REVENUE	-145	Decrease mainly due to a \$365k drop in interest income due to significant drop in interest rates during the COVID pandemic and assumption that such depressed rates will continue through 2022, as offset by growth of campground revenue and resumption of county fair revenue following 2021's COVID-related closures.
INCREASE IN TIMBER REVENUE	220	Increase based on current DNR forecast, with increase reflecting rise in timber prices for timber sales auctions in 2021 that will be harvested in 2022-2023, and delays in harvesting certain areas in 2021 due to road building and weather-related delays.
DECREASE IN TRANSFERS IN	-300	Primarily due to decrease in Transfer In from HHS relating to the Serenity House building expansion/bathroom construction project under which the General Fund would recover funds transferred for this project in the event SH is awarded grant funds.
INCREASE IN PAYROLL	-3,000	Increase due to base budget assuming all positions staffed per current policy (vs savings from position darktime and hiring freeze during most of 2020)--see below for estimated dark-time projected underspend. When adjusted to reflect \$1.1-\$1.2 million of historic darktime budget underspend, payroll is projected to increase approximately \$1.8 million, or 8.4%, from 2021 to 2022 which reflects increases due to 1% COLAs in July 2021, 2.5% COLAs beginning in Jan 2022 for the various bargaining units, the addition of accreditation pay and pay scale restructuring for patrol/corrections following completion of new collective bargaining agreements, promotions/salary adjustments, and step increases, as partially offset by savings due to turnover that occurred in 2021. Increase also reflects additional FTEs approved in 2021 including the DC1 Mental Health Court Coordinator, Treasurer Fiscal Specialist II, and others, as well as new FTEs requested by the following departments in the 2022 Department Requests Over Base Budget: Auditor (1.63 FTEs), BOCC Non Departmental (1 FTE), Prosecuting Attorney Coroner (1.5 FTEs), and WSU (.5 FTE).
INCREASE IN BENEFITS	-1,176	Increase due to base budget assuming all positions staffed--see below; also due to \$50 per month County-paid health premium increases and longevity-based medical premium pay beginning in Jan 2022 under new collective bargaining agreements completed in July 2021, as partially offset by a substantial decrease in DRS Pension contributions required to be paid by the County in 2022 due to better than expected DRS pension plan performance. Also due to additional FTEs approved in 2021 including the DC1 Mental Health Court Coordinator, Treasurer Fiscal Specialist II, and others, as well as new FTEs requested by the following departments in the 2022 Department Requests Over Base Budget: Auditor (1.63 FTEs), BOCC Non Departmental (1 FTE), Prosecuting Attorney Coroner (1.5 FTEs), and WSU (.5 FTE).
DECREASE IN TRANSFERS OUT	398	Primarily due to \$370k decrease in HHS Transfers relating to HHS' support of Serenity House building expansion in 2021.

CLALLAM COUNTY
GENERAL FUND RECOMMENDED 2022 BUDGET
BREAKDOWN OF RECOMMENDED 2022 BUDGET DEFICIT VS 2021 PROJECTED SURPLUS
\$ IN 000s

		NOTES
INCREASE IN SERVICES	-1,564	Increase driven by ending of the ER&R holiday for vehicle replacements instituted in 2021 (\$200k in Sheriff's and \$44k in Parks Facilities), the creation and operation of a Mental Health Court in District Court 1 (\$86k), the resumption of Assessor PACs software costs being paid by the General Fund in 2022 (\$67k), the addition of a \$150k placeholder relating to Blake Decision LFO refunds, a \$57k increase in DCD-- Environmental Quality Salmon Recovery services, and higher IT infrastructure-related network monitoring services costs (\$34k), as well as projected underspend to budget within Services in 2021. Increase also reflects approx. \$495k of recommended 2022 Department Requests, including <u>Assessor</u> (+\$83k --primarily for Eagleview High Resolution Oblique Imagery); <u>IT</u> (\$220k, consisting of \$186k for MS Office365 and \$34k for high speed voice/data communications and professional services); <u>HR</u> (\$27k); <u>Prosecuting Attorney</u> (\$81k--mainly relating to higher coroner services costs and training); <u>Superior Court</u> (\$51k relating to conflict attorney, guardian ad litem services costs), and other increases
REMAINING PROJECTED OPERATING DEFICIT--EXCLUDING CAPITAL TRANSFERS/PROPOSED DEPT REQUESTS	-293	Mainly due to increase in Supplies (\$343k), due to new Tyler Permit Planning system SAAS license (\$111k), \$122k of IT-recommended SRF requests proposed for approval as outlined in the "2022 Department Requests Over Base Recommended Budget".
TOTAL CHANGE IN GENERAL FUND OPERATING DEFICIT--PRELIMINARY 2022 BUDGET VS 2021 PROJECTED	-3,463	
PROJECTED GENERAL FUND OPERATING DEFICIT--ADJUSTED FOR AVG COMP UNDERSPEND		
TOTAL PRELIMINARY GENERAL FUND OPERATING SURPLUS/(DEFICIT)--2022 BUDGET	-2,034	
LESS: HISTORICAL AVERAGE BUDGET UNDERSPEND--SALARY AND BENEFITS	1,715	Historically, the general fund has underspent its salary/benefits budgets on average by \$1.88 million over the last 3 years, and by \$1.67 million over the last 5 years. Many factors contribute to this, with the most significant being that per County policy, each department has to be budgeted assuming it is fully staffed the entire year. In reality, for many departments, this has rarely been the case. Open positions (or "dark time") that occur due to retirements, voluntary terminations/turnover and delays in filling positions create cost savings to budget, as does refilling positions open due to retirement at often lower salary rates than budgeted. While current policy does not allow for budgeting for "dark time" and there is no assurance similar savings will occur at the same level of employment trends/economic conditions change, it is nonetheless an important component in understanding how our actual spending in this area compares to our budget.
PROJECTED GENERAL FUND OPERATING DEFICIT--ADJUSTED FOR AVG COMP UNDERSPEND	-319	
PLUS: GENERAL FUND CAPITAL OUTLAYS--BASED ON PRELIMINARY 5 YEAR PLAN (TO BE DISCUSSED)	-265	While Capital Requests for 2022 will be discussed as part of the County's 5 Year Capital Plan in the coming weeks, preliminary General Fund capital requests are estimated at \$285k, consisting of Sheriff Patrol Vehicle Equipment relating to fleet replacements (\$150k), Other Sheriff law enforcement equipment, computer server, Cellebrite Mobile forensics software & equipment and patrol rifle (totaling \$53k), Sheriff Jail ballistic vest replacements (\$6k), Sheriff Emergency Services ARES and C-Trac equipment (\$15k), PA Operations furniture replacement (\$14k), Auditor ballot drop boxes (\$18k), and copier replacements for Auditor, PA Child Support, PA Coroner (\$28.5k), net of grant funding available for \$19.6k.
PLUS: GENERAL FUND TRANSFERS TO CAPITAL PROJECT FUNDS TO FUND 2022 PRELIMINARY CAPITAL OUTLAYS	-1018	Based on Preliminary Updated 5 Year Capital Plan to be discussed, and includes: \$777 transfer to the Parks & Facilities Capital Projects Fund to fund first half of EOC Relocation new building (\$2.1 million, less \$1,176k of state grant funding received), Unanticipated PFF Projects (\$115k), Camp David JR Lodge Painting (\$100k), and a Facility Building Security & Safety Assessment Study (\$70k); \$239k transfer to the IT Capital Projects Fund to the MS Office 365 implementation (\$30k), County website development and replacement (\$100k), PC Replacement (\$85k), VEEM Network Data Back-Up (\$125k), Copier replacements (\$47k), Microsoft Operating System licensing costs (\$50k), and an interim software solution to replace the AS400 Computech investment system (\$19k).
PROJECTED 2022 GENERAL FUND OPERATING DEFICIT--INCLUDING CAPITAL CONTRIBUTIONS	-1,602	
PROJECTED 2022 GENERAL FUND BALANCE--BASED ON PRELIMINARY BUDGET AS ADJUSTED		
PROJECTED FUND BALANCE--BEGINNING	15,953	
PROJECTED 2021 GENERAL FUND OPERATING DEFICIT	-1,602	
PROJECTED FUND BALANCE--ENDING	14,351	

CLALLAM COUNTY
GENERAL FUND RECOMMENDED 2022 BUDGET
BRIDGE ANALYSIS BETWEEN PRELIMINARY BUDGET & RECOMMENDED BUDGET
\$ IN 000s

OPERATING DEFICIT--2022 PRELIMINARY BUDGET -1,858 COMMENTS

NET REVENUE CHANGES:

Licenses & Permits	55	DCD Building Permits budget increased +\$55k based on pacing/trends.
Intergovernmental Revenues	1,535	Primarily due to additional \$1,386k of PILT added to reflect estimated additional ARPA funding for PILT and addition of \$150k of AOC Blake Reimbursement grant revenues to the budget of the Clerk for estimated reimbursement of Blake LFOs incurred.
Charges for Goods & Services	56	Mainly due to increases in Treasurer Excise Admin Fees (+\$50k), increases in various Auditor legal filing and DOL licensing fee revenues based on trend (+\$235k), and DCD Permit Center commercial and residential plan checks increased +\$85k based on pacings, as offset by a reduction in Auditor Voter Registration Fees (-\$14k), and a -\$300k decrease in Sheriff Jail Dept of Corrections fees to reflect the ongoing impact of COVID on this revenue stream.
Fines & Penalties	0	
Misc Revenue (Interest Inc, Camping Fees, etc)	116	Due to additional Parks/Facilities campground fee revenue (+\$70k) to reflect pacing/trend, and increases in interest on delinquent taxes (+\$35k), and interest income (+\$11k) in Treasurer's department.

TOTAL NET REVENUE CHANGES 1,762

NET EXPENDITURE CHANGES:

Payroll	728	(see detail breakdown below)
Benefits	233	(see detail breakdown below)
Supplies	270	(see detail breakdown below)
Services	703	(see detail breakdown below)
Intergovernmental	0	(see detail breakdown below)
Capital	0	(see detail breakdown below)
Transfers Out	4	(see detail breakdown below)
Payment to Risk Management/Workers Comp Funds	0	(see detail breakdown below)

TOTAL NET EXPENDITURE CHANGES 1,938

NET CHANGE BETWEEN REVENUE & EXPENDITURES -177

OPERATING DEFICIT--2022 RECOMMENDED BUDGET -2,034

BREAKDOWN OF NET EXPENDITURE CHANGES ABOVE:

Department Requests Recommended to be Approved (see attached "2022 Department Requests Over Base Budget--Administrator Recommended Budget" for further details):

Assessor	83	Primarily due to addition of the Eagleview Pictometry High Resolution Imagery service; additional funding for county owned/issued cell phones for staff.
Auditor	128	Due to addition of Agent/Sub-Agent Liason staff position (1 FTE) and PT Staff Support Specialist (.63 FTE), additional Elections Extra Help (\$6k)

CLALLAM COUNTY
GENERAL FUND RECOMMENDED 2022 BUDGET
BRIDGE ANALYSIS BETWEEN PRELIMINARY BUDGET & RECOMMENDED BUDGET
\$ IN 000s

		COMMENTS
NonDepartmental (Finance)	145	Addition of Deputy CFO position (1 FTE) to provided needed support/bandwidth for Finance and Grant Administration functions.
DCD--Environmental Quality	19	Consists of upgrading and replacing end of life stream monitoring equipment utilized by Streamkeepers
Information Technology	220	Reflects transition to MS Office365 (\$186k), high speed voice/data communications needed to support expanded telework demands/Zoom utilization (\$26k) and additional professional services (\$6k).
Human Resources	47	Additional extra help to provide back up of Payroll/Benefits Administrator (\$20k), onboarding videos/tutorials (\$10k), online job advertising (\$12.5k) and subscriptions
HHS--Environmental Health	8	IT SRF 5 Surface Pro 7 to support food program and septic remote work.
Sheriff--Operations	55	IT recommended replacement of 10 MDTs in patrol vehicles that increasingly failing.
Sheriff--Emergency Services	14	Replacement of 7 EOC laptops that are 7 1/2 years old and cannot be upgraded to a supported version of Windows.
Prosecuting Attorney--Operations	31	Restoration of in-person training budget (\$23k), Smart TV conference room upgrade (\$6k) and additional off-site storage unit for securing case files.
Prosecuting Attorney--Coroner	185	Addition of 1 FTE Deputy Coroner/Death Investigator, a .5 FTE PT Deputy Coroner/Death Investigator, death investigator certification costs, and an increase in Coroner Services (\$53k) to reflect higher costs being incurred for body removal, storage, transport and autopsies.
Juvenile Services	7	IT Recommended replacement of existing facility AV TV carts with Smart TVs to better support Zoom usage for intake activities and virtual classroom activities.
Superior Court	129	Requests for increases in Adult Felony conflict attorney (\$36k), Civil Contempt (\$5k), Guardian at Litem (\$10k), Pro Tem Court Commissioners salaries (\$44k), Bailiffs (\$10k), 8 Signature Pads for eFiling (\$17k), and 5 digital information display monitors (\$7k).
District Court 1	14	To fund increase in conflict attorney pay to secure 2 conflict attorneys needed, and 5 scanners for eFiling.
District Court 2	5	Replacement of court copier and small printer.
Parks & Facilities	25	Includes \$17k for additional costs being incurred for building repair & maintenance & \$7k for repair & maintenance supplies, cell phone stipends for parks managers and rangers.
WSU	31	Reflects hiring .5 FTE Animal Agriculture Staff position to support 4H rebuilding and animal ag science, increase in salary for 4-H Agent, and slight increase in WSU MOA.

Total Department Requests Recommended for Approval 1,146

Capital Requests (see attached detail)--General Fund

0

While Capital Requests for 2022 will be discussed as part of the County's 5 Year Capital Plan in the coming weeks, preliminary General Fund capital requests are estimated at \$285k, consisting of Sheriff Patrol Vehicle Equipment relating to fleet replacements (\$150k), Other Sheriff law enforcement equipment, computer server, Cellebrite Mobile forensics software & equipment and patrol rifle (totaling \$53k), Sheriff Jail ballistic vest replacements (\$6k), Sheriff Emergency Services ARES and C-Trac equipment (\$15k), PA Operations furniture replacement (\$14k), Auditor ballot drop boxes (\$18k), and copier replacements for Auditor, PA Child Support, PA Coroner (\$28.5k)

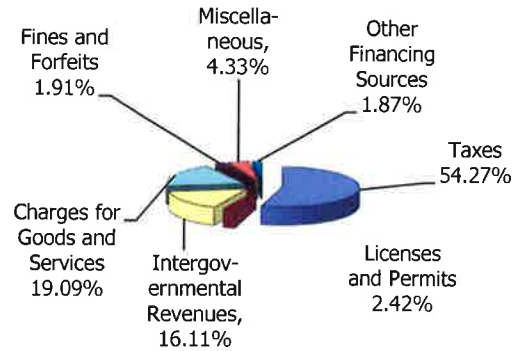
CLALLAM COUNTY
GENERAL FUND RECOMMENDED 2022 BUDGET
BRIDGE ANALYSIS BETWEEN PRELIMINARY BUDGET & RECOMMENDED BUDGET
\$ IN 000s

		COMMENTS
Transfers from General Fund:		
Transfer from General Fund to Law Library	4	Increase in transfer to match amount of indirects charged to Law Library
Transfer from General Fund to Clallam Bay Sekiu Sewer	-113	Transfer funding needed by CB/SK Sewer to come from REET 2 Fund, not General Fund
Transfers from General Fund to HHS Operations	212	Additional transfer to HHS Ops needed to cover the costs of adding 4 FTE positions (1FTE Public Health Nurse II and 1 FTE Public Health/Social Worker position (2 FTE COVID-19 Contract Tracer/Infection Control Specialist positions will be covered by grant in 2022)
Transfer from General Fund to PW-Flood Control	-100	Reduction reflects availability of grant revenue to help fund personnel costs.
Other Additional Costs:		
Clerk--Blake Costs	160	Principally due to addition of \$150k Blake LFO Refund costs placeholder relating to Blake Decision affected vacating and resentencings.
BOCC Non Departmental	136	Reflects increase in Payment to Risk Management for GF's share of risk pool insurance costs to reflect rate increases in general liability, property and cyber insurance rec'd (\$109k), addition of \$20k placeholder for General Fund new hire relocation expenses, and increase in SAO audit fees (\$2.5k)
DCD--Permit Center	111	Due to new Tyler Permit Plan software approved in 2021.
Sheriff Operations--Salaries & Benefits	187	Increase relates to adjusting deputy and sergeants' salaries & wages to reflect new pay scales reflected in collective bargaining agreements, accreditation pay, and longevity-based medical premium, as well as reflect pay increases in command staff personnel processed in 2021.
Sheriff Jail--CO Salaries & Benefits	154	Increase relates to adjusting corrections officers' salaries & wages to reflect new pay scales reflected in collective bargaining agreements, accreditation pay, and longevity-based medical premium.
Other Cost Increases/ (Decreases)	41	
TOTAL NET EXPENDITURE CHANGE FROM PRELIM BUDGET TO RECOMMENDED BUDGET	1,938	

2022 Budgeted Revenue Charts

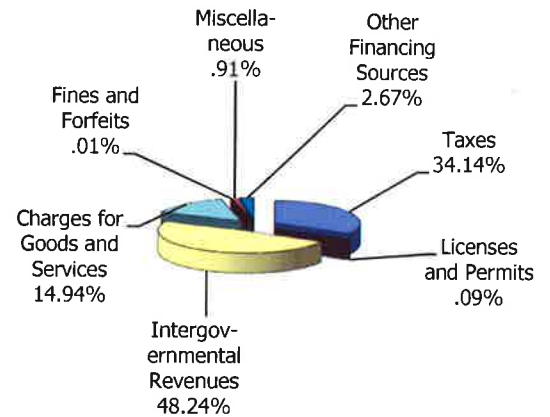
General Fund Budgeted Revenue

Taxes	23,693,450
Licenses and Permits	1,055,400
Intergovernmental Revenues	7,033,294
Charges for Goods and Services	8,331,876
Fines and Forfeits	833,378
Miscellaneous	1,889,356
Other Financing Sources	818,115
Subtotal	43,654,869
Plus Transfers	1,840,000
Total Revenue	45,494,869
Reserves Available	15,953,000
Total Funds Available	61,447,869



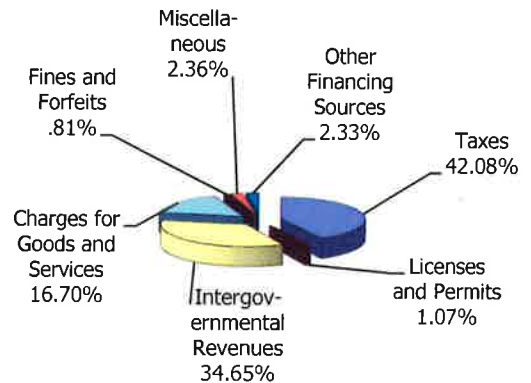
Other Fund Budgeted Revenue

Taxes	19,720,002
Licenses and Permits	53,620
Intergovernmental Revenues	28,712,007
Charges for Goods and Services	8,893,427
Fines and Forfeits	3,600
Miscellaneous	541,191
Other Financing Sources	1,586,660
Subtotal	59,510,507
Plus Transfers	3,505,567
Total Revenue	63,016,074
Reserves Available	31,553,526
Total Funds Available	94,569,600



Total General and Other Fund Budgeted Revenue

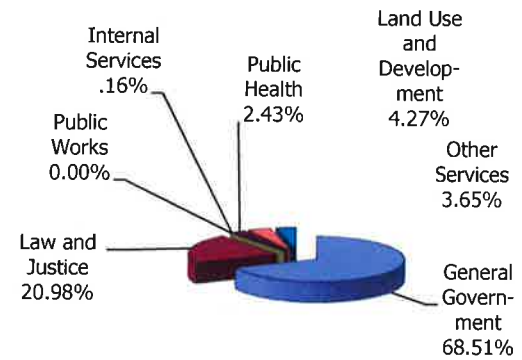
Taxes	43,413,452
Licenses and Permits	1,109,020
Intergovernmental Revenues	35,745,301
Charges for Goods and Services	17,225,303
Fines and Forfeits	836,978
Miscellaneous	2,430,547
Other Financing Sources	2,404,775
Subtotal	103,165,376
Plus Transfers	5,345,567
Total Revenue	108,510,943
Reserves Available	47,506,526
Total Funds Available	156,017,469



2022 Budgeted Revenue by Program

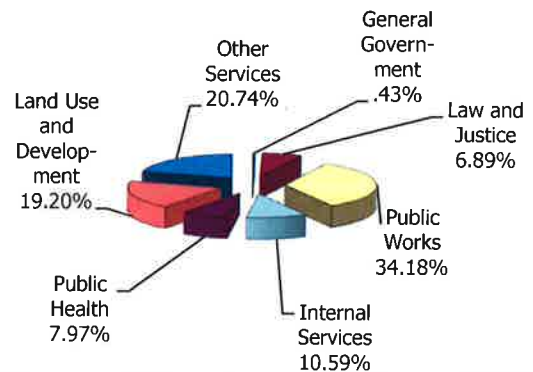
General Fund Budgeted Revenue by Program

General Government	29,908,922
Law and Justice	9,158,593
Public Works	0
Internal Services	70,801
Public Health	1,062,067
Land Use and Development	1,863,161
Other Services	1,591,325
Subtotal on Chart	43,654,869
Plus Transfers	1,840,000
Total	45,494,869



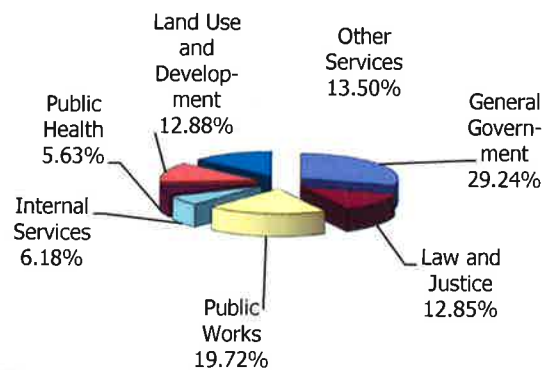
Other Funds Budgeted Revenue by Program

General Government	254,848
Law and Justice	4,099,004
Public Works	20,340,153
Internal Services	6,300,863
Public Health	4,743,435
Land Use and Development	11,427,491
Other Services	12,344,713
Subtotal on Chart	59,510,507
Plus Transfers	3,505,567
Total	63,016,074



Total General and Other Fund Budgeted Revenue by Program

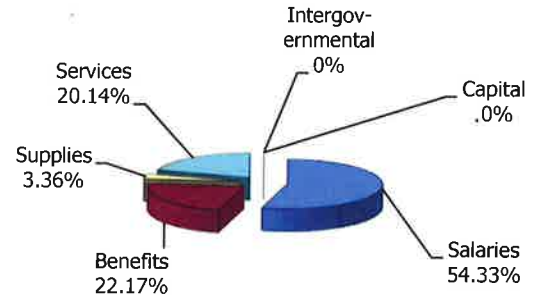
General Government	30,163,770
Law and Justice	13,257,597
Public Works	20,340,153
Internal Services	6,371,664
Public Health	5,805,502
Land Use and Development	13,290,652
Other Services	13,936,038
Subtotal on Chart	103,165,376
Plus Transfers	5,345,567
Total Revenue	108,510,943



2022 Budgeted Expenditure Charts

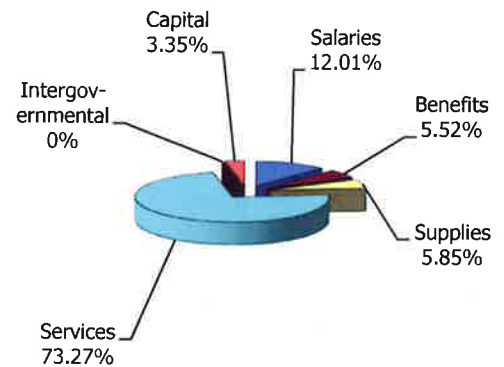
General Fund Budgeted Expenditures

Salaries	24,361,588
Benefits	9,940,026
Supplies	1,505,740
Services	9,036,579
Intergovernmental	0
Capital	0
Subtotal	44,843,933
Transfers Used	2,685,117
Interfund Payments Used	0
Total Budgeted Expenditures	47,529,050



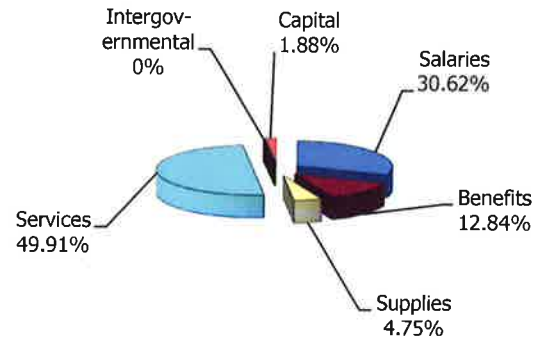
Other Fund Budgeted Expenditures

Salaries	6,861,400
Benefits	3,148,069
Supplies	3,341,338
Services	41,854,125
Intergovernmental	0
Capital	1,915,970
Subtotal	57,120,902
Transfers Used	2,660,450
Interfund Payments Used	2,131,696
Total Budgeted Expenditures	61,913,048



Total General and Other Fund Budgeted Expenditures

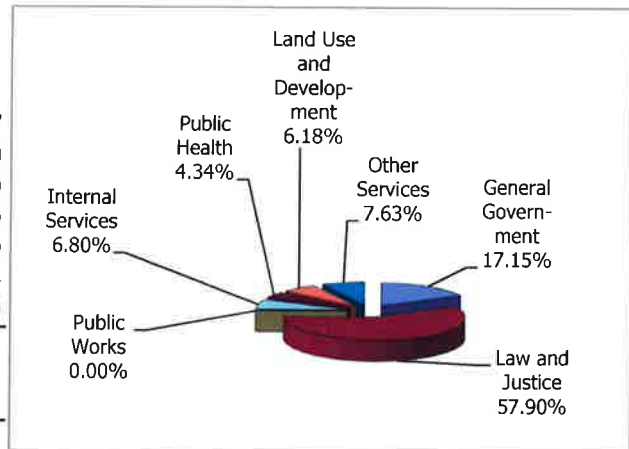
Salaries	31,222,988
Benefits	13,088,095
Supplies	4,847,078
Services	50,890,704
Intergovernmental	0
Capital	1,915,970
Subtotal	101,964,835
Transfers Used	5,345,567
Interfund Payments Used	2,131,696
Total Budgeted Expenditures	109,442,098



2022 Budgeted Expenditures by Program

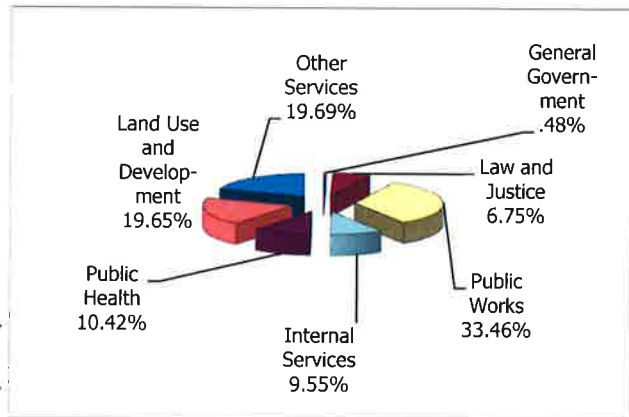
General Fund Budgeted Expenditures by Program

General Government	7,986,337
Law and Justice	26,957,150
Public Works	0
Internal Services	3,163,590
Public Health	2,018,329
Land Use and Development	2,874,914
Other Services	3,556,459
Subtotal on Chart	46,556,779
Plus Transfers	2,685,117
Minus Indirect Costs Reimb.	-1,712,846
Total	47,529,050



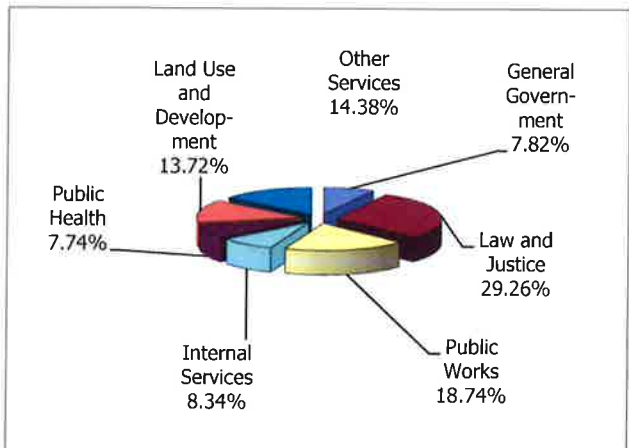
Other Funds Budgeted Expenditures by Program

General Government	284,226
Law and Justice	4,000,371
Public Works	19,823,426
Internal Services	5,656,143
Public Health	6,173,180
Land Use and Development	11,641,086
Other Services	11,674,166
Subtotal on Chart	59,252,598
Plus Transfers	2,660,450
Total	61,913,048



Total General Fund and Other Funds Budgeted Expenditures by Program

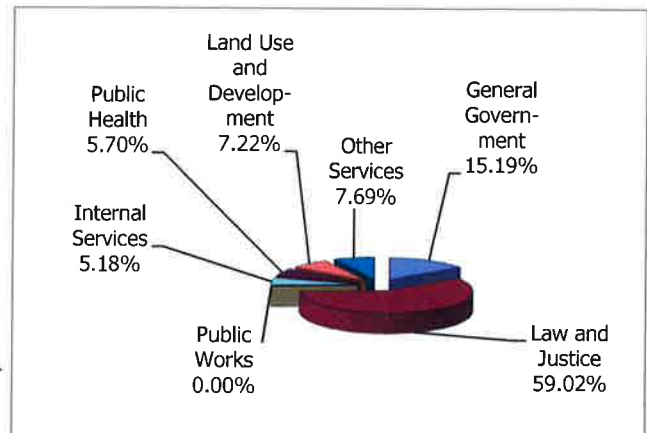
General Government	8,270,563
Law and Justice	30,957,521
Public Works	19,823,426
Internal Services	8,819,733
Public Health	8,191,509
Land Use and Development	14,516,000
Other Services	15,230,625
Subtotal on Chart	105,809,377
Plus Transfers	5,345,567
Minus Indirect Costs Reimb.	-1,712,846
Total	109,442,098



2022 Staffing (Full Time Equivalents) by Program

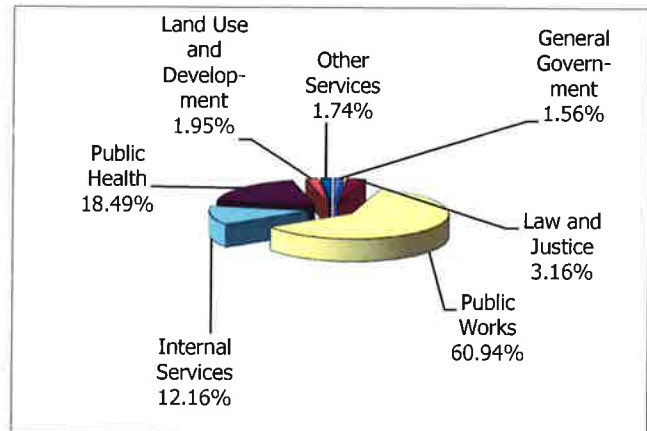
General Fund Staffing by Program

General Government	49.54
Law and Justice	192.45
Public Works	0.00
Internal Services	16.90
Public Health	18.58
Land Use and Development	23.54
Other Services	25.08
Total	326.09



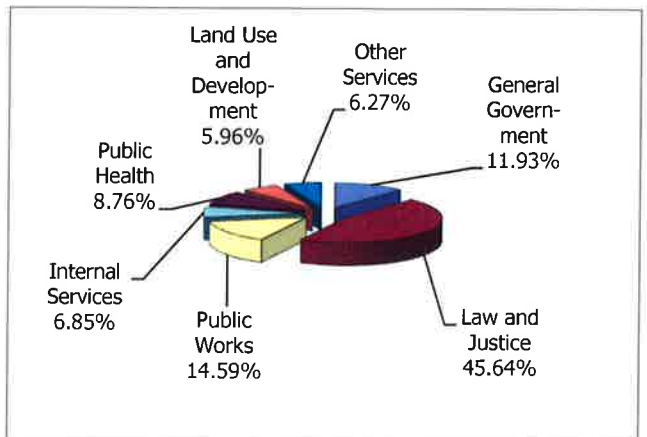
Other Funds Staffing by Program

General Government	1.60
Law and Justice	3.24
Public Works	62.55
Internal Services	12.48
Public Health	18.98
Land Use and Development	2.00
Other Services	1.80
Total	102.65



Total General Fund and Other Funds Staffing by Program

General Government	51.14
Law and Justice	195.69
Public Works	62.55
Internal Services	29.38
Public Health	37.56
Land Use and Development	25.54
Other Services	26.88
Total	428.74



Full Time Equivalents are based on a 40 hour work week.

2022 BUDGET SALARY WORKSHEET BREAKDOWN: Administrator Recommended

NUMBER FUND AND DEPT	T Y P E	FUND/ACCOUNT NAME	BUDGETED SALARY	FICA / MEDICARE 0.0765	RETIREMENT	401A MATCH / CONTRIBUTION	EMPLOYEE MEDICAL INSURANCE	UNEMPLOYMENT .1%	INDUSTRIAL INSURANCE	PENSION TRUST	COMPENSATION	EMPLOYEES
GENERAL FUND												
00100. 211	G	Assessor	1,210,818	92,629	122,671	23,937	284,160	2,206	13,619		1,750,040	18.50
00100. 221	G	Auditor	921,465	70,491	91,571	17,837	230,295	1,582	4,749		1,337,990	15.13
00100. 231	G	Treasurer	400,375	30,630	40,108	7,827	81,768	593	1,533		562,834	5.40
00100. 241	G	BOCC - Operations	613,383	46,924	61,162	14,589	95,958	595	1,818		834,429	6.48
00100. 242	G	BOCC - Boundary Review Board	1,500	115	0	0	0	0	15		1,630	0.00
00100. 244	G	BOCC - Board of Equalization	52,050	3,982	3,695	721	14,640	72	315		75,475	0.53
00100. 291	G	NonDepartmental	394,183	30,156	39,425	9,181	55,218	779	1,162		530,104	3.50
00100. 331	D	Comm Dev - Administration	314,117	24,473	31,680	6,171	74,460	418	3,155		454,474	4.60
00100. 332	D	Comm Dev - Environmental Quality	181,459	13,882	13,815	2,677	30,240	360	2,465		244,898	2.00
00100. 333	D	Comm Dev - Permit Center	776,504	59,403	79,593	15,501	180,660	1,551	8,323		1,121,535	11.94
00100. 334	D	Comm Dev - Long Range Planning	325,298	24,887	33,344	6,499	74,220	650	3,554		468,452	5.00
00100. 411	I	Information Technology	948,230	72,540	96,726	19,894	182,016	1,866	3,381		1,324,653	12.00
00100. 421	I	Geographic Information System	139,954	10,706	14,345	3,537	29,040	280	560		198,422	2.00
00100. 461	I	Human Resources	297,239	22,739	28,158	7,618	43,904	589	812		401,059	2.90
00100. 511	H	HHS - Environmental Health	740,039	56,613	75,853	14,803	179,880	1,480	10,096		1,078,764	12.28
00100. 512	H	HHS - Administration	546,527	41,810	55,540	12,029	105,636	1,084	1,764		764,390	6.30
00100. 811	L	Sheriff - Operations	4,499,703	344,228	283,251	100,744	880,641	8,287	59,939		6,176,793	50.79
00100. 813	L	Sheriff - Animal Control	57,854	4,426	5,931	1,097	16,140	110	1,330		86,888	1.00
00100. 815	L	Sheriff - Jail	2,713,778	207,609	279,587	51,844	636,452	5,641	68,390		3,963,301	39.00
00100. 816	L	Sheriff - Jail Medical	220,663	16,880	15,190	2,897	30,711	436	1,859		288,636	2.25
00100. 817	L	Sheriff - Emergency Services	109,676	8,390	11,241	2,133	29,040	213	640		161,333	2.00
00100. 841	L	Prosecuting Attorney - Operations	2,128,583	162,836	212,490	41,460	365,550	3,889	6,822		2,921,630	24.10
00100. 843	L	Prosecuting Attorney - Child Support	185,657	14,202	19,030	3,713	43,350	371	787		267,110	2.53
00100. 842	L	Prosecuting Attorney - Coroner	72,460	5,543	5,992	1,169	14,520	145	360		100,189	1.00
00100. 851	L	Juvenile Services	2,247,048	171,904	222,763	43,268	521,736	4,362	28,296		3,239,377	36.53
00100. 861	L	Superior Court	957,306	44,332	57,525	9,774	88,680	1,166	4,066		1,162,849	8.75
00100. 871	L	District Court I	802,716	53,459	75,810	14,708	146,640	1,215	3,220		1,097,768	10.00
00100. 881	L	District Court II	263,024	20,121	24,113	4,699	43,800	287	975		357,019	3.00
00100. 891	L	Clerk	629,077	48,124	64,063	13,491	168,876	1,251	3,220		928,102	11.50
00100. 911	O	Parks and Facilities	1,118,157	85,538	105,865	20,884	272,746	2,197	29,314	16,640	1,651,341	20.54
00100. 912	O	Fair	172,816	13,220	12,376	2,282	33,450	332	4,422	2,080	240,978	2.54
00100. 931	O	WSU Extension	119,929	9,175	7,488	1,461	21,780	240	1,278		161,351	2.00
TOTAL GENERAL FUNDS			24,161,588	1,811,967	2,190,401	478,445	4,976,207	44,247	272,239	18,720	33,953,814	326.09
10101. 611	P	PW - Public Works	3,767,689	288,225	384,941	74,842	897,396	7,511	73,651	68,904	5,563,159	57.35
10135. 611	P	PW - Flood Control	99,175	7,587	10,165	1,984	15,720	198	1,048		135,877	1.05
11002. 811	L	Sheriff - Honor Guard Donation	2,800	214	148	0	0	0	0	0	3,162	0.00
11003. 811	L	Sheriff - Boating Safety	37,500	2,869	1,988	0	0	0	0	0	42,357	0.00
11003. 811	L	Sheriff - VRF Boating Program	15,000	1,148	795	0	0	0	0	0	16,943	0.00
11008. 811	L	Sheriff - OPNET Drug	65,571	5,016	6,399	1,249	15,300	131	294		93,960	1.05
11301. 511	H	HHS - Homeless Task Force	940,406	71,942	96,395	18,132	251,220	1,883	9,780		1,389,758	16.28
11322. 511	H	HHS - Chemical Dependency/Mental Health	22,177	1,697	2,273	444	7,260	44	98		33,993	0.35
11323. 511	H	HHS - Developmental Disabilities	82,105	6,281	8,416	1,643	21,780	164	1,096		121,485	1.35
11331. 511	H	HHS - Law Library	68,569	5,245	7,008	1,367	14,520	137	285		97,131	1.00
11401. 821	L	Law Library	7,540	577	0	0	0	15	52		8,184	0.19
11701. 841	L	Pros Attny - Local Crime Victim Comp	121,789	9,317	12,483	2,436	29,040	244	560		175,869	2.00
12201. 231	G	Treasurer - Operation and Maintenance	29,507	2,257	3,024	590	8,712	59	168		44,317	0.60
12401. 221	G	Auditor - Document Preservation	63,717	4,875	6,531	974	14,715	98	280		91,190	1.00
13001. 381	D	Noxious Weed Control	166,860	12,764	12,062	2,353	30,660	333	1,996		227,028	2.00
19914. 291	O	NonDept - Veterans Relief	101,841	7,791	10,439	2,037	29,040	203	504		151,855	1.80
30301. 331	D	Comm Dev - Lwr Dungeness Floodplain	0	0	0	0	0	0	0	0	0	0.00
30401. 331	D	Comm Dev - Dungeness Reservoir	0	0	0	0	0	0	0	0	0	0.00
40201. 611	P	PW - Solid Waste	36,589	2,799	3,701	723	14,520	72	449		58,853	0.45
41401. 611	P	PW - Clallam Bay Sekiu Sewer	229,001	17,518	23,410	4,397	29,040	458	4,062		307,886	3.10
42401. 611	P	PW - Carlsborg Sewer	49,097	3,756	5,033	972	0	99	599		59,556	0.60
50301. 611	I	PW - ER&R	536,399	41,035	54,907	10,496	118,140	1,072	8,376	10,440	780,865	8.45
50401. 461	I	HR - Risk Management	380,000	29,070	30,646	7,504	50,001	752	1,031		499,004	3.68
50501. 461	I	HR - Worker's Compensation	38,068	2,912	3,902	1,292	5,689	76	98		52,037	0.35
TOTAL OTHER FUNDS			6,861,400	524,895	684,666	133,435	1,552,753	13,549	104,427	79,344	9,954,469	102.65
TOTAL 2020 BUDGET			31,022,988	2,336,862	2,875,067	611,880	6,528,960	57,796	376,666	98,064	43,908,283	428.74

This does not include the Non Dept 200,000 leaving service salary and 50,000 benefits; or the HR payments to claimants of 97,800 (benefits); or the Employee Health Care Benefits of 25,000 (benefits); or Unemployment Comp. of 30,000.

2022 Department Requests Over Base Budget - Administrator Recommended

GENERAL FUNDS							Funding Source			Comments
Department	Requested Item or Program Change	Request	One Time	Ongoing	Admin Recommended	Admin Deferred	General Fund Reserve	Other Fund Reserves	Grant/New Funding	
Assessor .00100.211	Eagleview High Resolution Oblique Imagery	76,000		76,000	76,000		76,000			High-resolution oblique imagery for the whole county. Changing law allows oblique imagery to be used if properties are dangerous or locked up for our physical inspections, this imagery is 3D and a very close visual of the property. CFO Comments --this service will enable to assessor team to be more efficient and targeted in their physical inspection planning process by enabling them to leverage this service's "change finder" capabilities of identifying changes made to properties between inspections as well as improve access to non-accessible properties and reduce safety issues when visiting such properties. These benefits will allow for better new construction capture, enabling more property tax revenue to be collected. Tool also will likely have value for other taxing districts in the County (fire districts, policing departments), providing for potential
	County owned cell phones	6,960		6,960	6,960		6,960			County owned cell phones for staff working in the field and off site.
	SRF: (7) iPad Pro & Peripherals	12,600	12,600			12,600	12,600			Ipads currently in use are scheduled for replacement per IT. CFO Comments --as current Ipads are still functioning properly per Assessor's office, suggest deferring replacement to next year.
Auditor .00100.221	Elections Extra Help	6,000		6,000	6,000		6,000			Increased cost and responsibility of Extra Help staff. CFO Comments --additional staff time of traveling to remote location ballot boxes added have led to increased costs being incurred.
	Dept. of Licensing Extra Help	4,000		4,000		4,000	4,000			Increased cost to manage heavy workload with large volume of registrations: in the office consistent long lines down the hallway, as well as, received by mail, internet and drop box. CFO Comments --based on PT staff support position proposed, this need can be met by new position.
	Agent/Sub-Agent Liaison - new staff position, 1 FTE	80,000		80,000	80,000		80,000			DOL now requires the Auditor to monitor & audit vehicle licensing subagents. CFO Comments --new audit and oversight requirements of DOL licensing subagents was previously performed by the WA State Department of Licensing, but as part of an unfunded mandate this role was pushed down to counties in 2020 new DOL contracts. As Auditor does not have the staff to performed these daily/weekly subagent monitoring and annual full audit duties, agree that additional FTE is needed to support this new requirement
	Staff Support Specialist - new staff position, .63 FTE	42,000		42,000	42,000		42,000			To help with increased workload across all Auditor divisions. CFO Comments --with higher transaction volumes across all Auditor divisions, inefficiencies created by new licensing system that takes staff longer to process, the capacity to process passports and marriage licenses, sort mail and other admin functions has been hindered, resulting in a \$30k-\$40k drop in passport revenues as a result due to those moving to a one-day per week appointment only basis. As position will be self funded through the impact it will have on processing passports at pre-COVID levels again, recommend this position be approved.
BOCC--Non Departmental .00100.291	Deputy CFO (1 FTE)	145,000		145,000	145,000		145,000			New Deputy CFO position to provide additional bandwidth to the Finance function to handle the increasing internal and external demands being placed on the department and to provide back-up of CFO role. Position will also provide oversight/support of BOCC grant administration, and assist/support the CFO on special projects, financial analysis, annual report preparation, and new financial systems implementation
DCD -Environmental Quality .00100.332	Streamkeepers: Stream Temperature & Oxygen Loggers	4,170	4,170		4,170		4,170			Equipment to evaluate stream water quality for fish habitat. CFO Comments --per DCD, this equipment would enable more frequent monitoring of stream temperature & oxygen levels (every 30 minutes over 24 hour periods). increasing Streamkeepers capabilities.
	Streamkeepers: Water Velocity Meters & Sensors	13,337	13,337		13,337		13,337			Replace old velocity meters with better technology. CFO Comments --per DCD, this equipment has reached its end of life (20 year old equipment) that require more frequent maintenance and are not as accurate or reliable as newer technology currently available.
	Streamkeepers: SigmaPlot Graphing & Statistical Software	870	870		870		870			To produce professional level statistical analysis & graphs of water quality data.
	Streamkeepers: Vehicle Rental/ Lease	900		900	900		900			Streamkeepers coordinator vehicle use for supervising volunteers & testing in the field.
Information Technology .00100.411	Professional Services cost increase	8,220		8,220	8,220		8,220			Increased volume of external expertise: consulting, programming, electrical, web design, etc.
	High Speed Voice/Data Communications cost increase	25,500		25,500	25,500		25,500			Increased interconnectivity for: remote workforce, county departments, other agencies & the public. CFO Comment --request appears reasonable based on increase in Zoom and internet connectivity bandwidth needs to support remote workforce experienced in 2020/2021.
	Registration for training	3,000		3,000		3,000	3,000			Staff training in new and evolving technologies, as well as, security challenges. CFO Comment --given uncertainty as to how much training in person will take place in 2022, believe there should be sufficient flex in budget to cover without increasing this funding at this time.

	MS Office365	186,000	70,000	116,000	186,000		186,000		Move to MS Office365 required as part of remote-workforce productivity & connectivity business tools, including MS Office, Outlook, Teams (Zoom alternative), etc. Net recurring costs for MS Office365 after Year 1, net of estimated annual savings of approximately \$100k (as costs from Zoom, Box, Sophos email gateway will be able to be reduced after Year 1 per our discussion) will be \$116k. CFO Comments --moving to this subscription-based model should produce better remote work force and collaboration capabilities, which once fully deployed should enable the elimination of other services after year 1 as mentioned, and also helps move the County further toward a more-technologically updated environment. Also would include Sharepoint, which could serve as a low cost, highly functional replacement for County's current intranet that needs to be replaced.
Human Resources .00100.461	Extra Help	20,000		20,000	20,000		20,000		Provides back-up to the Payroll/Benefits Administrator. CFO Comments --as position this extra help would support is currently a "single-point-of-failure" critical risk to the County, recommend this funding be approved.
	Onboarding Videos/Tutorials	10,000		10,000	10,000		10,000		To utilize the NeoGov onboarding/orientation feature.
	Subscriptions	4,600		4,600	4,600		4,600		Administrator/HR Director cost of affiliated subscriptions.
	Advertising	12,500		12,500	12,500		12,500		Using more advertising solutions to obtain the best pool of applicants for vacant positions.
HHS - Environmental Health .00100.511	SRF: (5) Surface Pro 7	8,200	8,200		8,200		8,200		2 for Food Program, 3 for Septic remote.
Sheriff - Operations .00100.811	SRF: (10) MDTs - Replace/Upgrade	55,000	55,000		55,000		55,000		To replace current Durabooks which are 5-6 years old that IT is spending increasing amount of time repairing as failure rates increase. Swap out to G-Tacs which have proven much more reliable and durable.
Sheriff - Emergency Services .00100.817	SRF: (8) Replacement Laptops & Mice	13,500	13,500		13,500		13,500		Scheduled replacements of EOC laptops. CFO Comments --laptops being replaced are 7 1/2 years old and can only be run on Windows 7, a no longer supported version. Given security risk this creates and age of laptops, it appears reasonable to replace.
Prosecuting Attorney .00100.841	Additional Storage Unit	2,000		2,000	2,000		2,000		The PAO has run out of storage space for case files that are required by law to be retained.
	Training for Professional Development	23,000		23,000	23,000		23,000		Training for professional development and required CLE credits required for bar license. CFO Comments --this budget was reduced in 2021 due to suspension of in-person training events during COVID--this increase would restore the budget to pre-COVID funding levels.
	SRF: Smart TV & Speakers (conference room upgrade)	6,100	6,100		6,100		6,100		CFO Comments --per discussions with PA and IT, this equipment is essentially non-functional and needs to be replaced to meet needs for conducting Zoom meetings, interviews with witnesses, etc.
Prosecuting Attorney - Coroner .00100.843	Death Investigator Certification	3,000		3,000	3,000		3,000		Legislation at the state level will soon require Certified Death Investigators. CFO/Administrator Comments --additional certification funding to support training of designated cities' policing personnel assigned to death investigation/deputy coroner functions.
	Coroner Services cost increase	53,300		53,300	53,300		53,300		Deaths in the county increase and cost associated with body removal, storage & autopsy increase. CFO Comments --amount of request coincides with pacing trend noted during 2021 reflecting the increasing cost of services being incurred (including body transportation costs) due to increased demand for off-Peninsula coroner services.
	Deputy Coroner/Death Investigator - new staff position, 1 FTE	93,500	11,000	82,500	93,500		93,500		Recent legislation at the state level will soon necessitate Coroner's Office staff to respond to death scenes.
	Deputy Coroner/Death Investigator - new staff position, .5 FTE	35,150	4,650	30,500	35,150		35,150		In order to respond, the Coroner's Office will need to have at least one dedicated full time staff member, plus two-three part time staff. These funds will cover costs for salary, benefits, workstation, laptop, cell phone and accessories. CFO/Administrator Comments --County currently uses law enforcement as deputy death investigators. Through these hirings, the County would essentially be assuming duties from other law enforcement agencies and assuming the related costs with no path for being compensated.
	Deputy Coroner/Death Investigator - new staff position, .5 FTE	32,150	1,650	30,500		32,150	32,150		Recommend hiring 1.5 FTEs to initially stand up this function, with expectation that the County PA would continue to use trained deputy coroner/deputy investigators of Cities' policing departments as well.
	Deputy Coroner/Death Investigator - new staff position, .5 FTE	32,150	1,650	30,500		32,150	32,150		
Juvenile Services .00100.851	SRF: (5) Smart TVs and Installation	6,500	6,500		6,500		6,500		IT Recommended replacement of existing TVs located in Lobby, dining rooms, conference rooms and class rooms to replace rolling cart television utilized in order to enable better Zoom functionality for intake activities, and address juvenile behavior incentive needs of the facility.
Superior Court .00100.861	Adult Felony cost increase	36,000		36,000	36,000		36,000		Increased cost for adult felony indigent defense. CFO Comments --SC is requesting additional funding for adding an additional conflict attorney for representation of criminal cases to re-distribute case loads currently be shared currently across 3 conflict attorney contracted, and as a result the amount paid per case would be increased to a level that translates into an hourly rate that is more competitive with attorney rates. Based on past 3 year spending levels, ongoing request for higher adult felony costs is supported.
	Civil Contempt cost increase	5,000		5,000	5,000		5,000		Increased cost for civil contempt indigent defense which would allow for an hourly rate of pay increase for civil conflict attorneys from \$65 per hour to \$100 per hour which is needed given market rates in private practice are \$300 per hour.

OTHER FUNDS

OTHER FUNDS					Funding Source					Comments
Department	Requested Item or Program Change	Request	One Time	Ongoing	BOCC Recommended	BOCC Deferred	General Fund Reserve	Other Fund Reserves	New/Grant Funding	
HHS - Operations	Public Health Nurse II - new position - 1 FTE	91,752		91,752	91,752		91,752			This position would allow flexibility to meet our baseline services & respond to communicable disease reporting & response. CFO Comments --would also expand case management and community nursing capabilities, similar to a community paramedic model, which would potentially help reduce 911 calls for issues better handled under this support model.
11301.511	COVID-19 Contract Tracer Position #1 - 1 FTE	79,526		79,526	79,526				79,526	This Public Health Support/Infection Control Specialist position to provide needed assistance to the public health infection control team as contract tracer/case Manager for COVID-19. CFO Comments --positions will be funded in 2022 from existing DOH grant funding that has been extended to 2022.
	COVID-19 Contract Tracer Position #2 - 1 FTE	79,526		79,526	79,526				79,526	This Public Health Information/Infection Control Specialist position to provide needed assistance to the public health infection control team as contract tracer/case Manager for COVID-19. CFO Comments --positions will be funded in 2022 from existing DOH grant funding that has been extended to 2022.
	Public Health/Social Worker - new position - 1 FTE	87,217		87,217	87,217		87,217			Management to support all programs: syringe support services, children/youth health care, community health nurse and paramedic support.
HHS - Chemical Dep/Mental Health	Suicide Prevention Coordinator - new position - 1 FTE	87,217		87,217	87,217			87,217		This position would coordinate suicide prevention efforts & focus on planning & policy decision to support suicide prevention.
11323.511										
HHS - Affordable Housing	Contract Services	20,000		20,000		20,000		20,000		To have an emergency use allocation available. CFO Comments --as contract services has been underspent to budget by \$40-\$45k the past several years, it appears there is already sufficient un-utilized funding to cover emergency use request.
11324.511										
Law Library	Books	8,000		8,000		8,000		8,000		Funding for books, legal reference materials
11401.821										
Pros Att - Local Crime Victim Comp	Victim Witness Coordinator (new staff position)	89,500	5,000	84,500		89,500		89,500		Needed to provide state mandated support to victims of misdemeanor/felony crimes. CFO/Administrator Comments --currently 2 positions are dedicated to this function (1 FTE was added in 2020), with an additional temporary help being utilized to cover case load of one coordinator currently dedicated to Bauer case. Caseloads have increased coinciding with the increase in number of coordinators. Pending provision of metrics supporting contention that current case load being managed per coordinator (currently approximately 400 per coordinator per year) is outside benchmarks set by other counties for victim witness coordinators, recommend deferring request at this time.
11701.841										
Noxious Weed Control	Noxious Weed Coordinator Succession Planning	45,172	45,172		45,172			45,172		Funding for new staff member to cross-train with the coordinator prior to her retirement.
13001.381	SRF: (2) iPad w/5G LTE	3,200	3,200			3,200		3,200		IT Scheduled replacement. CFO Comments --as coordinator indicates current Ipads are still functioning properly, recommend deferring replacement another year.
	SRF: Arc GIS Basic License	1,500	1,500		1,500			1,500		
Nox Weed-LMD#2 Lake Sutherland	Professional Services Increase	2,760		2,760	2,760			2,760		To secure weed control services from someone with detailed knowledge of the lake.
13051.381										
HR - Risk Management	Polygraph Exams	3,280		3,280	3,280			3,280		Increased number of safety sensitive positions where polygraph exams are required.
50401.461	Psychological Exams	5,720		5,720	5,720			5,720		Increased number of safety sensitive positions where psychological exams are required.
TOTALS		595,370	54,872	540,498	474,670	120,700	178,969	257,349	159,052	

Total Other Fund Requests:	Request		Request		Funding Source		
	One Time	Ongoing	BOCC Recommended	BOCC Deferred	General Fund	Other Fund Reserves	New/Grant Funding
	54,872	540,498	474,670	120,700	178,969	257,349	159,052
	595,370		595,370			595,370	
2,244,743	299,699	1,945,044	1,799,886	444,857	1,828,342	257,349	159,052

Transfers for the 2022 Clallam County Budget

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Debit

Credit

1	19913.291.	Trial Court Improvements	59723.00.0010	Transfer to Jail	40,000	
	00100.815.	Jail	39723.00.0010	Transfer from Trial Court Improvements		40,000
2	00100.293.	General Fund Reserves	59768.00.0000	Transfer to PW - Flood Control	46,351	
	10135.611	PW - Flood Control	39768.00.0000	Transfer from General Fund Reserves		46,351
3	00100.293	General Fund Reserves	59766.00.1000	Transfer to HHS - Chemical Dep/Mental Health	5,887	
	11323.511	HHS - Chemical Dep/Mental Health	39766.00.1000	Transfer from General Fund Reserves		5,887
4	00100.293.	General Fund Reserves	59717.00.0000	Transfer to Employee Health Care	19,000	
	50601.461	Employee Health Care Benefit	39717.00.0000	Transfer from General Fund Reserves		19,000
5	29500.231.	LID 3rd Street Sewer Line	59752.00.0000	Transfer to Opportunity Fund	3,000	
	19941.291.	Opportunity Fund	39752.00.0000	Transfer from LID 3rd Street Sewer Line		3,000
6	10101.611	Public Works - Roads	59717.00.0010	Transfer to Employee Health Care Benefit	2,000	
	10135.611.	Public Works - Flood Control	59717.00.0010	Transfer to Employee Health Care Benefit	5	
	40201.611.	Public Works - Solid Waste	59717.00.0010	Transfer to Employee Health Care Benefit	50	
	41401.611.	Public Works - Clallam Bay Sekiu Sewer	59717.00.0010	Transfer to Employee Health Care Benefit	340	
	42401.611.	Public Works - Carlsborg Sewer	59717.00.0010	Transfer to Employee Health Care Benefit	500	
	50301.611.	Public Works - Equipment Rental Revolving	59717.00.0010	Transfer to Employee Health Care Benefit	1,555	
	50601.461.	Employee Health Care Benefit	39717.00.0010	Transfer from Public Works		4,450
7	00100.293	General Fund Reserves	59714.00.0070	Transfer to Lwr Dungeness Floodplain	1,500,000	
	30301.331	Lwr Dungeness Floodplain	39714.00.0070	Transfer from General Fund Reserves		1,500,000
8	30301.331	Lwr Dungeness Floodplain	59714.00.0080	Transfer to General Fund Reserves	1,500,000	
	00100.293	General Fund Reserves	39714.00.0080	Transfer from Lwr Dungeness Floodplain		1,500,000
9	00100.293.	General Fund Reserves	59762.00.0000	Transfer to Health and Human Services	768,915	
	11301.511	Health and Human Services	39762.00.0000	Transfer from General Fund Reserves		768,915
10	00100.293	General Fund Reserves	59714.00.0090	Transfer to Dungeness Reservoir	300,000	
	30401.331	Dungeness Reservoir	39714.00.0090	Transfer from General Fund Reserves		300,000
11	30401.331	Dungeness Reservoir	59714.00.0100	Transfer to General Fund Reserves	300,000	
	00100.293	General Fund Reserves	39714.00.0100	Transfer from Dungeness Reservoir		300,000
12	30201.911.	Real Estate Excise Tax 2	59742.00.0000	Transfer to Roads	700,000	
	10101.611.	Roads	39742.00.0000	Transfer from Real Estate Excise Tax 2		700,000
13	00100.293.	General Fund Reserves	59735.00.0060	Transfer to Solid Waste	4,000	
	40201.611	Solid Waste	39735.00.0060	Transfer from General Fund Reserves		4,000
14	30201.911	Real Estate Excise Tax 2	59735.00.0000	Transfer to Clallam Bay Sekiu Sewer	113,000	
	41401.611.	Clallam Bay Sekiu Sewer	39735.00.0000	Transfer from Real Estate Excise Tax 2		113,000
15	30201.911	General Fund Reserves	59718.00.0100	Transfer to Law Library	23,964	
	11401.821	Law Library	39718.00.0100	Transfer from General Fund Reserves		23,964
16	00100.293	General Fund Reserves	59712.00.0030	Transfer to Local Crime Victim Comp	17,000	
	11701.841	Local Crime Victim Comp	39712.00.0030	Transfer from General Fund Reserves		17,000

5,345,567 5,345,567

CLALLAM COUNTY
2022 PROPOSED FINAL CAPITAL OUTLAY BUDGET--BY FUND
PROPOSED CAPITAL REQUESTS TO INCLUDE 2022 BUDGET

Include in 2022 Budget?		Y		(Multiple Items)											

CLALLAM COUNTY
2022 PROPOSED FINAL CAPITAL OUTLAY BUDGET--BY FUND
PROPOSED CAPITAL REQUESTS TO INCLUDE 2022 BUDGET

Include In 2022 Budget? 2022		Y (Multiple Items)																
			GENERAL FUND	OPSCAN	OPERATION STONEGARDEN	AUDITOR-- DOCUMENT PRESERVATION	REET 1	REET 2	PARKS/ FACILITIES-- CAPITAL PROJECTS	IT CAPITAL PROJECTS	CARLSBORG WATER MITIGATION	PW--CLALLAM BAY/SEKIU SEWER	PW-- CARLSBORG SEWER	ER&R	ARPA	DUNGENESS OFF CHANNEL RESERVOIR		
1	Camp David Jr. Lodge Painting								\$ 100,000								\$ 100,000	
	Capital Outlay- New EOC building Placeholder								\$ 2,100,000								\$ 2,100,000	
	Unanticipated Projects PFF								\$ 115,000								\$ 115,000	
	Facility Building Security & Safety Assessment Study								\$ 70,000								\$ 70,000	
30701.411--Information Tech - Capital Projects																		
1	Microsoft Operating System & Office licenses for End-Users									\$ 50,000							\$ 50,000	
	MICROSOFT OFFICE 365 - Cloud-based Business Productivity and Connectivity Software Licensing									\$ 30,000							\$ 30,000	
	County Website Development, Replacement, and On-going Updates									\$ 100,000							\$ 100,000	
2	CompuTech replacementPLACEHOLDER FOR TREASURER									\$ 19,000							\$ 19,000	
	PC Replacement Cycle - laptops, desktops, tablets, zero clients, monitors, etc.									\$ 85,000							\$ 85,000	
	UPS - DR site (uninterrupt. pwr supply)									\$ 12,000							\$ 12,000	
	VEEM - Network Data Back-up equipment (replace/expand)									\$ 125,000							\$ 125,000	
3	Copiers (other department copiers not separately scheduled elsewhere)									\$ 47,030							\$ 47,030	
30901.331--Comm Dev - Carlsborg Water Mitigation																		
1	Carlsorg Deep Water Well										\$ 250,000						\$ 250,000	
41401.611--PW - Clallam Bay-Sekiu Sewer																		
1	Collection System Repair & Replacement Project											\$ 1,600,000					\$ 1,600,000	
	Replace Driveshaft Bearings for Four Rotating Biological Contactors											\$ 80,000					\$ 80,000	
2	Sewer Pump Station Repair & Replacement Project											\$ 470,000					\$ 470,000	
42401.611--PW - Carlsborg Sewer																		
1	Annual Pipe Charge												\$ 43,000				\$ 43,000	
	Capital Cost Share to City of Sequim												\$ 80,000				\$ 80,000	
3	Gupster Road Pressure Sewer Line Extension (Alternative A) REET Funded												\$ 250,000				\$ 250,000	
	Village Lane Sewer Line Extensions. Alternative B Possible ARPA funded + Opportunity funds in lieu of Alternative A												\$ 240,000				\$ 240,000	
50301.611--PW - ER&R																		
2	Capital Outlay-General Site Maintenance													\$ 100,000			\$ 100,000	
	Capital Outlay-Schedule C Projected Equipment Replacement-ER&R FUNDED													\$ 30,000			\$ 30,000	
	Capital Outlay-Schedule C Projected Equipment Replacement--GENERAL FUND FUNDED													\$ 419,600			\$ 419,600	
	Capital Outlay-Schedule C Projected Equipment Replacement--ROADS FUNDED													\$ 1,655,000			\$ 1,655,000	
19961.291--NonDept - American Rescue Plan Act																		
1	Blpolar Ionlization Air Purification System														\$ 250,000		\$ 250,000	
30401.331--Public Works -Dungeness Off Channel Reservoir																		
1	Dungeness Off-Channel Reservoir																\$ 3,700,000	\$ 3,700,000
Grand Total			\$ 285,400	\$ 175,000	\$ 33,300	\$ 320,000	\$ 1,728,000	\$ 1,465,000	\$ 2,385,000	\$ 468,030	\$ 250,000	\$ 2,150,000	\$ 613,000	\$ 2,204,600	\$ 250,000	\$ 3,700,000	\$ 16,027,330	

CAPITAL FUNDING SOURCES/(USES)

BEGINNING FUND BALANCE	\$582,902	\$ 52,719	\$ 564,332	\$ 1,519,529	\$ 1,427,282	\$ 431,535	\$ 258,606	\$ 64,592	\$ 200,000	\$ 105,114	\$ 2,879,550	\$ 1,500,000	\$ 33,174
INFLOW FUNDING	\$398,232	\$ 559,833	\$ 130,000	\$ 1,490,000	\$ 1,490,000	\$ -	\$ -	\$ -	\$ 1,925,522	\$ 161,321	\$ 3,429,025	\$ 7,501,875	\$ 3,700,000
EXPENDITURES (BEFORE CAPITAL)	#####	\$ (518,805)	\$ (137,977)	\$ -	\$ -	\$ -	\$ (30,000)	\$ -	\$ (434,783)	\$ (209,741)	\$ (2,426,570)	\$ (8,751,875)	\$ -
CAPITAL OUTLAYS (PER ABOVE)	#####	\$ (33,300)	\$ (320,000)	\$ (1,728,000)	\$ (1,465,000)	\$ (2,385,000)	\$ (468,030)	\$ (250,000)	\$ (2,150,000)	\$ (613,000)	\$ (2,204,600)	\$ (250,000)	\$ (3,700,000)
ENDING FUND BALANCE, BEFORE ADDITIONAL FUNDING	\$546,401	\$ 60,447	\$ 236,355	\$ 1,281,529	\$ 1,452,282	\$ (1,953,465)	\$ (239,424)	\$ (185,408)	\$ (459,261)	\$ (556,306)	\$ 1,677,405	\$ -	\$ 33,174
TRANSFERS BETWEEN FUNDS	\$ (19,600)			\$ (435,408)	\$ (866,319)	\$ -	\$ -	\$ 185,408	\$ 717,739	\$ 250,000			
OTHER GRANTS/LOAN FUNDING				\$ 50,000	\$ 68,000	\$ 1,176,000							
ADDITIONAL REET FUNDING REQUIRED										\$ 148,580			
OPPORTUNITY FUND FUNDING REQUIRED										\$ 240,000			
GENERAL FUND FUNDING REQUIRED	\$ 265,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 777,465	\$ 239,424	\$ -	\$ -	\$ -	\$ -	\$ 1,282,689
ENDING FUND BALANCE--ADJUSTED	\$546,401	\$ 60,447	\$ 236,355	\$ 896,121	\$ 653,963	\$ -	\$ -	\$ -	\$ 258,478	\$ 82,274	\$ 1,677,405	\$ -	\$ 33,174

PROPOSED CAPITAL REQUESTS TO INCLUDE 2022 BUDGET

Y
(Multiple Items)

	GENERAL FUND	OPSCAN	OPERATION STONEGARDEN	AUDITOR-- DOCUMENT PRESERVATION	REET 1	REET 2	PARKS/ FACILITIES-- CAPITAL PROJECTS	IT CAPITAL PROJECTS	CARLSBORG WATER MITIGATION	PW--CLALLAM BAY/SEKIU SEWER	PW-- CARLSBORG SEWER	ER&R	ARPA	DUNGENESS OFF CHANNEL RESERVOIR
MINIMUM FUND BALANCE REQUIRED BY POLICY (10% OF TOTAL EXPENDITURES FOR THOSE FUNDS WITH PAYROLL)										\$ 258,478	\$ 82,274			