



WORK SESSION AGENDA

BOARD OF CLALLAM COUNTY COMMISSIONERS

223 East 4th Street Room 160

Port Angeles, Washington

Monday, May 16, 2022 – 8:00 a.m.

Board of Clallam County Commissioner meetings will also be available virtually at:

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

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

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. [Resolution authorizing expenditures from the Conservation Futures Fund for approved 2022 applications](#)

[Resolution](#) 

3. [Briefing and notice of call for applications to be received no later than 3 p.m. Tuesday, June 14, 2022 for Hotel Leasing and Rapid Re-housing funding](#)

[Briefing and notice of call for applications](#) 

4. [Contract amendment with Peninsula Community Health Services to allow continued support to help assist the Health and Human Services Care Navigator with the State Opioid Response](#)

[Contract amendment](#) 

5. [Contract amendment 4 with Department of Health to add supplemental funding for WIC Farmer's Market Nutritional Program, Prevention Drug Overdose, Covid-19 Vaccine Services and Maternal Child Health Program](#)

[Contract amendment](#) 

Public Works

6. [Agreement with Washington State Department of Transportation for asphalt resurfacing of S. Airport Road between U.S. 101 and W. Edgewood Drive](#)

Agreement

7. Briefing and notice of hearing to be held Tuesday, May 31, 2022 at 10:30 a.m. to approve two local projects for Surface Transportation Block Grant program in FY2022 (5a)*

Briefing and notice of hearing

Board of Commissioners

8. North Olympic Land Trust letter of support for acquisitions 22-1524 and 22-1533 Mid Valley Farm and Dungeness Hub Nash's

Letter of support

9. Resolution to restructure the Board of Health membership positions

Resolution

10. Olympic National Forest update

Update

Budget

11. Discussion on proposed budget revisions to be considered on May 31 (4b)*

Budget revisions

12. Discussion of proposed supplemental appropriations to be considered on May 31 (4c)*

Supplemental appropriations

13. Discussion of proposed budget emergencies to be considered on May 31 (4d)*

Budget emergencies

General Discussion/Items for Future Agendas

- a. Joint Meeting with City of Port Angeles – EOC topic (May 23 at 1 p.m.)
- b. Continued Work Session – Topic TBD (June 13 at 1 p.m.)
- c. Department of Natural Resources Meeting (June 27 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
5/16/22

Department: BOCC

WORK SESSION ☒ Meeting Date: 5-16-22

REGULAR AGENDA ☒ Meeting Date: 5-24-22

Item summary:

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

Executive summary:

Pursuant to RCW 84.24.230 and Clallam County Ordinance 958 – Clallam County Code Section 5.45, Clallam County adopted and imposed a property tax levy and created a special fund known as the Conservation Futures Fund to which all such levy proceeds shall be credited. The purpose of the fund is to acquire interest or rights in real property in order to maintain, preserve, conserve and otherwise continue in existence adequate open space lands for the production of food, fiber and forest crops, and to assure the use and enjoyment of natural resources and scenic beauty for the economic and social well-being of the county and its citizens.

The Conservation Futures Program Advisory Board shall recommend to the Board of County Commissioners criteria for selection of the projects to be funded, make annual or more frequent recommendation to the Board of County Commissioners for projects to be funded as part of the conservation futures program and shall develop strategic, long-term plans for the program.

The Conservation Futures Program Advisory Board met on May 11, 2022 to review applications and make a recommendation to the Board of Commissioners

Approve and sign resolution authorizing an expenditure from the Conservation Futures Fund for the approved 2022 applications. Contract will be completed at later date.

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?** ☐

Conservation Futures Fund:

Charles Nash Huber and Patricia McManus up to \$100,000

Gloria A. Davis Family Limited Partnership up to \$400,000

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

Approve and sign resolution authorizing expenditure from the Conservation Futures Fund for the approved 2022 applications.

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

Relevant Departments: Board of Commissioners, Finance – Mark Lane, Conservation Futures Board Chair – Ricardo Fleischfresser

Date submitted: May 11, 2022

* 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 _____, 2022

AUTHORIZING EXPENDITURES FROM THE
CONSERVATION FUTURES FUND FOR APPROVED 2022 APPLICATIONS

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. Pursuant to RCW 84.24.230 and Clallam County Ordinance 958 – Clallam County Code Section 5.45, Clallam County adopted and imposed a property tax levy and created a special fund known as the Conservation Futures Fund to which all such levy proceeds shall be credited. The purpose of the fund is to acquire interest or rights in real property in order to maintain, preserve, conserve and otherwise continue in existence adequate open space lands for the production of food, fiber and forest crops, and to assure the use and enjoyment of natural resources and scenic beauty for the economic and social well-being of the county and its citizens.
2. The statute requires the establishment of a Conservation Futures Program Advisory Board.
3. The Conservation Futures Program Advisory Board shall recommend to the Board of County Commissioners criteria for selection of the projects to be funded, make annual or more frequent recommendation to the Board of County Commissioners for projects to be funded as part of the conservation futures program and shall develop strategic, long-term plans for the program.
4. The Conservation Futures Program Advisory Board received two applications from North Olympic Land Trust for Charles Nash Huber and Patricia McManus and Gloria A. Davis Family Limited Partnership.
5. The Conservation Futures Program Advisory Board met on May 11, 2022 to review applications and make a recommendation to the Board of Commissioners.

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

1. Concurs in the recommendation of the Conservation Futures Program Advisory Board.
2. Authorizes a one-time expenditure from the Conservation Futures Fund to be allocated as follows:
Charles Nash Huber and Patricia McManus up to \$100,000
Gloria A. Davis Family Limited Partnership up to \$400,000

PASSED AND ADOPTED this 24th day of May 2022

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

Bill Peach

ATTEST:

Loni Gores, CMC, Clerk of the Board

A22.33



AGENDA ITEM SUMMARY

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

3
5/16/22

Department: Health & Human Services

WORK SESSION ☒ **Meeting Date:** 5/16/2022

REGULAR AGENDA ☒ **Meeting Date:** 5/24/2022

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: Application for Rapid Re-housing Funds |

Documents exempt from public disclosure attached: ☐

Executive summary: Clallam County Health & Human Services has received funding from the Washington State Department of Commerce for Hotel Leasing and Rapid Re-housing. The funding is intended for; hotel leasing: emergency shelter - continuous-stay shelter, rent assistance, outreach associated with bringing people into housing, and associated operation and services costs.

Clallam County Health and Human Services is submitting to the BOCC an application for Hotel Leasing and Rapid Re-Housing. The total funding available is \$300,000.00. Date of release of the funding application is scheduled to be May 24, 2022. Hotel Leasing and Rapid Re-Housing applications received by Health and Human Services on or before the deadline of June 14, 2022 will be reviewed by the Behavioral Health and Homeless Program Coordinator, Deputy Director, and Director of Health and Human Services using the criteria outlined in the application. The funding period will be July 1, 2022 through June 30, 2023.

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 2022 budget.

Recommended action: Please approve

County Official signature & print name:  Jenny Oppelt

Name of Employee/Stakeholder attending meeting: Christine Dunn & Jenny Oppelt

Relevant Departments: Health & Human Services

Date submitted: 5/10/22

- * 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

REQUEST FOR PROPOSALS/APPLICATIONS

Clallam County Health & Human Services has received funding from the Washington State Department of Commerce for Hotel Leasing and Rapid Re-housing and is soliciting applications from interested parties working with the homeless population for this funding. The funding is intended for; hotel leasing: emergency shelter - continuous-stay shelter, rent assistance, outreach associated with bringing people into housing, and associated operation and services costs. The funding period will be July 1, 2022 through June 30, 2023.

Mailing address (or hand-delivery) for application is: Clallam County Health & Human Services, Attn: Behavioral Health & Homelessness Program Coordinator, 111 E. 3rd Street, 2nd Floor, Port Angeles, Washington 98362. Applications MUST be received by 3:00 p.m., Tuesday, June 14, 2022, whether by mail or by hand deliver. Submittals made in an incorrect format or late will not be considered.

An application and information packet is available on the Clallam County website at www.clallam.net or www.clallam.net/HHS or a hardcopy may be obtained Monday through Friday, 9:00 a.m. – 4:00 p.m., in the Health and Human Services Department, 111 East 3rd Street (upper floor), Port Angeles, Washington. Telephone 360.417.2582 or email cdunn@co.clallam.wa.us for packets.

Clallam County hereby notifies all that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined in Title VI of the Civil Rights Act of 1964 at 49 CFR Part 23 will be afforded full opportunity to submit applications in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

PASSED THIS _____ day of _____, 2022

ATTEST:

BOARD OF CLALLAM COUNTY COMMISSIONERS

Loni Gores, CMC, Clerk of the Board

Mark Ozias, Chair

cc: Department

Publish: 5/28/22 and 6/4/22

Bill: Health and Human Services



Hotel Leasing and Rapid Re-Housing Application Instructions & Guidelines 2022 Clallam County

APPLICATION INSTRUCTIONS – GENERAL GUIDELINES

Applications must be received at the Clallam County Health & Human Services Offices, 111 East 3rd Street, 2nd Floor, Port Angeles WA 98362 between **May 24, 2022 and June 14, 2022.**

APPLICATION DEADLINE: Monday, June 14, 2022 at 3:00 P.M.

The Clallam County Department of Health & Human Services has received funding from the Washington State Department of Commerce for Hotel Leasing and Rapid Re-Housing. The Department of Commerce (Commerce) is making available state document recording fee funds to pay for the leasing of hotel and motel rooms (whole buildings, blocks of room, or individual rooms), repair of damages beyond regular wear and tear to hotel and motel rooms, rent assistance for people experiencing homelessness (rapid re-housing), outreach associated with bringing people into housing, and associated operation and services costs. The total funding available is \$300,000.00. The anticipated contract period will be July 1, 2022 to June 30, 2023.

These funds will be administered under Consolidated Homeless Grant (CHG) Guidelines:

<https://deptofcommerce.app.box.com/s/4d1ilui45uqljmhseufez4flxqvlq6b>

Permissible Uses of Funding:

Eligible Housing Interventions

- Hotel leasing: Emergency Shelter - Continuous-stay Shelter (defined in CHG guidelines, section 3.1.1.2)
- Rent assistance for people experiencing homelessness: Rapid Re-housing (defined in CHG guidelines, section 3.2.2)
- Rent Payments and Other Housing Costs for Rapid Re-housing (defined in CHG guidelines, section 5.1)

Eligible Costs

- Operations, including services and outreach (defined in CHG guidelines, section 5.3)
- Hotel Leasing, including repair of damages beyond regular wear and tear to hotel and motel rooms (defined in Facility Support Lease Payments and Other Facility Costs as applicable in the CHG guidelines, section 5.2.1 and 5.2.2)
- Rent Payments and Other Housing Costs for Rapid Re-housing (defined in CHG guidelines, section 5.1)

Eligible Households

- Homeless housing status (defined in CHG guidelines, section 4.3.1, or SDG guidelines, section 5.3.1)
- Households entering emergency shelter are exempt from housing status requirements (defined in CHG guidelines, section 4.4)

- Income verification is not required at program entry. After the first 90 days of program participation income must be certified at or below 30 percent of area median income (defined in CHG guidelines, section 4.5 and 9.5 appendix E)

Participants receiving assistance under this funding shall be engaged in ongoing case management services.

The application for Hotel Leasing and Rapid Re-Housing can be found here: <http://www.clallam.net/HHS/> and will be accepted between May 24, 2022 and June 14, 2022.

Available Funding: \$300,000.00.

This funding is intended to be distributed to multiple proposals.

Submit the application to:

Clallam County Health & Human Services
Attn: Behavioral Health & Homelessness Program Coordinator
111 E 3rd Street, 2nd Floor
Port Angeles WA 98362

APPLICATION DEADLINE: Tuesday, June 14, 2022 at 3:00 P.M.

APPLICATIONS MUST BE RECEIVED IN THE CLALLAM COUNTY HEALTH AND HUMAN SERVICES' OFFICE NO LATER THAN 3:00 P.M. ON TUESDAY, JUNE 14, 2022, WHETHER HAND DELIVERED OR BY U.S. MAIL. NO LATE APPLICATIONS WILL BE ACCEPTED.

All applications must include:

- One (1) original
- Two (2) copies
- ATTACHMENT A – Application Summary
- ATTACHMENT B – Narrative Template
- ATTACHMENT C – Project Budget Form
- Electronic Microsoft Word version of the application must be sent to Christine Dunn at cdunn@co.clallam.wa.us

Documents delivered to other offices and received late by the Health & Human Services Office will not be considered nor will ones only received by e-mail. Submittals made in an incorrect format will not be considered.

Contract Requirement – In order to be a recipient of Hotel Leasing and Rapid Re-Housing Funds, a contract is required between Clallam County and the receiving Agency/applicant.

Reporting – All client data shall be entered into the Department of Commerce Homeless Management Information System (HMIS) under this project for each client contact according to current guidelines.

Application Evaluation Procedure and Criteria

1. **Overall impact** - (40%) Factors that will be considered when scoring impact include:
 - a. Prioritization of the most vulnerable populations.
 - b. For hotel programs: likelihood of a successful exit to a situation other than unsheltered homelessness. For rapid re-housing: likelihood of successfully obtaining permanent housing.

- c. Connection to the Clallam County Homeless Crisis Response and Housing Plan.
<http://www.clallam.net/HHS/documents/HTF5YrPlnFNL.pdf>
 - d. Addressing an unmet need in the community.
2. Past experience – (20%) Demonstrated experience operating the proposed program or substantially similar program.
 3. Overall project design – (20%) Demonstration of a thoughtful, comprehensive design that considers connection to coordinated entry, supportive services provided to clients, plan for length of stay, and having an exit strategy, as appropriate for each program.
 4. Cost effectiveness and overall budget – (20%) Demonstration of full funding for the proposed project and number of households served compared to overall budget.

Hotel Leasing and Rapid Re-Housing applications received by Health and Human Services on or before the deadline of June 14, 2022 will be reviewed by the Behavioral Health and Homeless Program Coordinator, Deputy Director, and Director of Health and Human Services. The review panel will utilize the evaluation criteria above. Staff may communicate directly with the applicant to clarify any aspects of the application. Applicants will be notified by Health and Human Services staff of the acceptance or denial of their application. Applications that are not deemed an appropriate use of funding will be denied.

**HOTEL LEASING AND RAPID RE-HOUSING
APPLICATION SUMMARY**

Organization Name: _____

Proposal Title: _____

Proposal Summary:

Requested Funds Amount: \$ _____

Matching/In-kind Funds Amount: \$ _____

Representative Contact Information:

Name, Title: _____

Mailing Address: _____

Phone(s): _____

Email: _____

This agency is: (please select one of the following)

- ☐ Non-profit organization defined by Section 501(c)(3) of the Internal Revenue Code
- ☐ For-profit entity
- ☐ Public housing authority
- ☐ Government entity

Federal Tax ID Number: _____

Signature

Print Name

Title

Date

**HOTEL LEASING AND RAPID RE-HOUSING
NARRATIVE**

1. PROJECT DESCRIPTION

Name of Project:

Amount Requested: \$

Provide a brief description of the project:

- A. Provide a brief description of how the funds will be used (hotel/motel leasing, rapid re-housing, outreach efforts, etc.):
- B. Provide a summary of the overall impact the project will have in addressing an unmet need in the community:
- C. Describe hotel/motel leasing arrangement and any other details about how the program will operate at the hotel/motel:
- D. Describe how you verify household income is at or below thirty percent of the area median income:
- E. Briefly describe your organization's experience implementing similar activities/projects.

2. IMPACT OF FUNDS

- A. Describe how project outcomes will be measured:
- B. Are you using any matching funds? If yes, what is the source:
- C. Discuss how this project will be sustained after these funds are exhausted:
- D. Describe the impact of receiving only a portion of the requested funds:

3. AGENCY CAPABILITY

- A. Describe your agency's ability (infrastructure, staff, etc.) to carry out this project:
- B. If this is a collaborative project, identify the other partners involved, their role, and your role.

4. BUDGET

Please include a budget narrative that is descriptive or helpful to explain your proposed expenditures in Attachment D.

Hotel Leasing and Rapid Re-Housing Budget
July 1, 2022 - June 30, 2023

PROJECT BUDGET FORM				
Agency Name: _____		Project Name: _____		
Enter the Associated Cost of your Project				
Acquisition	Proposed Cost	Requested Funds	Matching Funds	Comments
Describe				
Describe				
Describe				
Describe				
SUBTOTAL	\$ -	\$ -	\$ -	
Construction	Proposed Cost	Requested Funds	Matching Funds	Comments
Describe				
Describe				
Describe				
Describe				
SUBTOTAL	\$ -	\$ -	\$ -	
Renovation	Proposed Cost	Requested Funds	Matching Funds	Comments

Describe				
Describe				
Describe				
Describe				
Describe				
SUBTOTAL	\$ -	\$ -	\$ -	
Design/Architecture	Proposed Cost	Requested Funds	Matching Funds	Comments
Describe				
Describe				
Describe				
Describe				
Describe				
SUBTOTAL	\$ -	\$ -	\$ -	
Development Costs	Proposed Cost	Requested Funds	Matching Funds	Comments
Describe				
Describe				
Describe				
Describe				
Describe				
SUBTOTAL	\$ -	\$ -	\$ -	
TOTAL	\$ -	\$ -	\$ -	



AGENDA ITEM SUMMARY

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

4
5/14/22

Department: Health and Human Services

WORK SESSION ☒ **Meeting Date:** May 16, 2022

REGULAR AGENDA ☒ **Meeting Date:** May 24, 2022

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

Item summary:

- | | | |
|---|---|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 11301-21-SPOKE1 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

Client Service Contract Amendment between Peninsula Community Health Services and Clallam County Health and Human Services. This contract amendment will allow continue support to help assist HHS Care Navigator with the State Opioid Response. The contract adds funding in the amount of \$53,581.00.

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?** ☐

None.

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

Review and move to regular BOCC meeting for final approval.

County Official signature & print name:  KEVIN LoPiccolo

Name of Employee/Stakeholder attending meeting: Kevin LoPiccolo

Relevant Departments: Health and Human Services

Date submitted: May 11, 2022

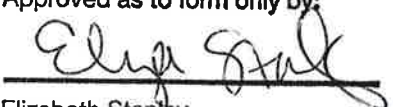
* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

11301-21-Spoke1
Revised: 3-04-2019

11301-21-SPOKE1

 Peninsula Community Health Services	CLIENT SERVICE CONTRACT AMENDMENT HUB MAT Services State Opioid Response		PCHS Contract Number: 2021-013-CCHHS
This Contract is between Peninsula Community Health Services (PCHS) and the Contractor identified below.		Program Contract Number: 35 Contract Number: 2021-013-CCHHS	
CONTRACTOR NAME Clallam County Health & Human Services		CONTRACTOR doing business as (DBA) Clallam County Health & Human Services	
CONTRACTOR ADDRESS 111 East 3 rd Street Port Angeles, WA 98362		WASHINGTON UNIFORM BUSINESS IDENTIFIER (UBI) 054004559	EMPLOYER INDEX NUMBER 91-6001298
CONTRACTOR CONTACT Kevin LoPiccolo	CONTRACTOR TELEPHONE 360-417-2523	CONTRACTOR FAX 360-452-9605	CONTRACTOR E-MAIL ADDRESS klopiccolo@co.clallam.wa.us
PCHS DEPARTMENT Finance		PCHS CONTRACT CODE 2021-013-CCHHS	PCHS REVENUE SOURCE CODE 8033
PCHS CONTACT NAME AND TITLE Joel Emery Chief Financial Officer		PCHS CONTACT ADDRESS PO Box 960 Bremerton, WA 98337	
PCHS CONTACT TELEPHONE 360-475-6710		PCHS CONTACT FAX 360-373-2096	PCHS CONTACT E-MAIL ADDRESS jemery@pchsweb.org
IS THE CONTRACTOR A SUBRECEIPIENT FOR THE PURPOSES OF THIS CONTRACT? ☒ Yes ☐ No			CFDA NUMBER(S) 93.788
CONTRACT START DATE 09/30/2021		CONTRACT END DATE 09/29/2022	CONTRACT MAXIMUM AMOUNT \$53,581.00
EXHIBITS. The following Exhibits are attached and are incorporated into this Contract by reference: ☒ Exhibits (specify): No Exhibits ☐ Exhibits (specify): Exhibit A – Data Security Requirements			
The terms and conditions of the Contract are an integration and representation of the final, entire and exclusive understanding between the parties superseding and merging all previous agreements, writings, and communications, oral or otherwise, regarding the subject matter of this Contract. The parties signing below represent that they have read and understand this Contract and have the authority to execute this Contract. This Contract shall be binding by PCHS only upon signature by PCHS.			
CONTRACTOR SIGNATURE		PRINTED NAME AND TITLE	DATE SIGNED
PCHS SIGNATURE		PRINTED NAME AND TITLE Jennifer Kreidler-Moss, CEO	DATE SIGNED

Approved as to form only by:


Elizabeth Stanley
Civil Deputy Prosecuting Attorney
Clallam County

This Contract between Peninsula Community Health Services and the Contractor is hereby amended as follows:

1. Term is amended to extend the end date from September 29, 2021 to September 29, 2022.
2. Amend the Contract by adding \$53,581.00.
3. Attachment 2, Federal Compliance, Certifications, and Assurances, is updated and incorporated herein
4. Attachment 3, Federal Funding Accountability and Transparency Act Data Collection Form (FFATA), is added and incorporated herein
5. Attachment 4, Substance Abuse and Mental Health Services Administration (SAMHSA) Award Terms, is updated and incorporated herein.
6. Attachment 5, SOR 2020 Special Terms, a new attachment, is added and incorporated herein.
7. Schedule A-1, Statement of Work, is added and incorporated herein.
8. All other terms and conditions of the Contract remain unchanged and in full force and effect.
9. Deliverables:

Deliverables Table 9/30/2021 – 9/29/2022		
	Deliverable	Due Date
1	Monthly reports to PCHS Hub & Spoke data coordinator including updates on progress and number of unique individuals served, and monthly reports to PCHS Medical Director, including compiled data of spoke referrals and services.	Due by the 10 th day of the month following the month in which the services were provided.
2	Provision of services such that the total Hub and all Spokes serve a minimum of 18 unique individuals per month (18 per month x 12 = 216 unique patients) through September 29, 2022.	Due by the last day of the service month.
3	If for any month the Hub & Spokes do not, in total, serve 18 unique individuals, the Contractor shall make every effort to, by the end of the contract period adjust for the month(s) of not achieving 18 individuals so that by the end of the grant contract the Hub & Spokes in total serve 216 unique patients.	Due by the last day of the grant contract, September 29, 2022.
4	Patient retention was maintained in treatment at ninety (90) days at a base rate of 50% or within a two percent (2%) variance from this base rate. Rate verified by RDA.	September 29, 2022

10. Amend the Contract Special Terms and Conditions:
 - a. Federal Award Identification for Subrecipients (reference 2 CFR 200.331)—WA-SOR addresses the Opiate Epidemic by increasing treatment and prevention activities

(i) Sub-recipient name (which must match the name associated with its unique entity identifier);	Clallam County Health & Human Services
(ii) Sub-recipient's unique entity identifier; (DUNS)	075739235
(iii) Federal Identification Number (FIN);	91-6001298
(iv) Federal Award Date (see §200.39 Federal award date);	08/27/2020
(v) Sub-award Period of Performance Start and End Date;	09/30/2021 to 09/29/2022
(vi) Amount of Federal Funds Obligated by this action;	\$54,021.00
(vii) Total Amount of Federal Funds Obligated to the sub-recipient;	\$99,001.82
(viii) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);	WA-SOR addresses the Opiate Epidemic by increasing treatment and prevention Activities

(ix) Federal award name and number	Washington State Opioid Response (SOR) Grant 1H79TI083286-01
(x) Name of Federal awarding agency, pass-through entity, and contact information for awarding official,	SAMHSA, PCHS, Joel Emery, CFO PO Box 960 Bremerton, WA 98337 jaemery@pchsweb.org
(xi) CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement;	93.788
(xii) Identification of whether the award is R&D; and	☐ Yes ☒ No
(xiii) Indirect cost rate for the Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs).	de minimis (10%) ☒ Yes ☐ No

ATTACHMENT 2

Federal Compliance, Certifications, and Assurances

- I. FEDERAL COMPLIANCE** - The use of federal funds requires additional compliance and control mechanisms to be in place. The following represents the majority of compliance elements that may apply to any federal funds provided under this contract.
- a. *Source of Funds SOR II:* This Contract is being funded partially or in full through Cooperative Contract number **H79T1083286**, the full and complete terms and provisions of which are hereby incorporated into this Contract. Federal funds to support this Contract are identified by the Catalog of Federal Domestic Assistance (CFDA) number **93.788**.
 - b. *Period of Availability of Funds SOR II:* Pursuant to 45 CFR 92.23, Contractor or Subrecipient may charge to the award only costs resulting from obligations of the funding period specified in **H79T1083286**.
 - c. *Single Audit Act:* This section applies to subrecipients only. Subrecipient (including private, for-profit hospitals and non-profit institutions) shall adhere to the federal Office of Management and Budget (OMB) Super Circular 2 CFR 200.501 and 45 CFR 75.501. A Subrecipient who expends \$750,000 or more in federal awards during a given fiscal year shall have a single or program-specific audit for that year in accordance with the provisions of OMB Super Circular 2 CFR 200.501 and 45 CFR 75.501.
 - d. *Modifications:* This Contract may not be modified or amended, nor may any term or provision be waived or discharged, including this particular Paragraph, except in writing, signed upon by both parties.
 - a. Examples of items requiring PCHS prior written approval include, but are not limited to, the following:
 - b. Deviations from the budget and Project plan.
 - c. Change in scope or objective of the Contract.
 - d. Change in a key person specified in the Contract.
 - e. The absence for more than one (1) months or a 25% reduction in time by the Project Manager/Director.
 - f. Need for additional funding.
 - g. Inclusion of costs that require prior approvals as outlined in the appropriate cost principles.
 - h. Any changes in budget line item(s) of greater than twenty percent (20%) of the total budget in this Contract.
 - i. No changes are to be implemented by the Sub-awardee until a written notice of approval is received from PCHS.
 - e. *Sub-Contracting:* The Contractor or Subrecipient shall not enter into a sub-contract for any of the work performed under this Contract.

- f. *Condition for Receipt of Peninsula Community Health Services:* Funds provided by PCHS to the Contractor or Subrecipient under this Contract may not be used by the Contractor or Subrecipient as a match or cost-sharing provision to secure other federal monies without prior written approval by PCHS.
- g. *Unallowable Costs:* The Contractor or Subrecipient's expenditures shall be subject to reduction for amounts included in any invoice or prior payment made which determined by PCHS not to constitute allowable costs on the basis of audits, reviews, or monitoring of this Contract.
- h. *Supplanting Compliance: SABG:* If SABG funds support this Contract, the Block Grant will not be used to supplant State funding of alcohol and other drug prevention and treatment programs. (45 CFR section 96.123(a)(10)).
- i. *Citizenship/Alien Verification/Determination:* The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 (PL 104-193) states that federal public benefits should be made available only to U.S. citizens and qualified aliens. Entities that offer a service defined as a "federal public benefit" must make a citizenship/qualified alien determination/ verification of applicants at the time of application as part of the eligibility criteria. Non-US citizens and unqualified aliens are not eligible to receive the services. PL 104-193 also includes specific reporting requirements.
- j. *Federal Compliance:* The Contractor or Subrecipient shall comply with all applicable State and Federal statutes, laws, rules, and regulations in the performance of this Contract, whether included specifically in this Contract or not.
- k. *Civil Rights and Non-Discrimination Obligations:* During the performance of this Contract, the Contractor or Subrecipient shall comply with all current and future federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (PL 88-352), Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681-1683 and 1685-1686), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101- 6107), the Drug Abuse Office and Treatment Act of 1972 (PL 92-255), the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (PL 91-616), §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290dd-3 and 290ee-3), Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), and the Americans with Disability Act (42 U.S.C., Section 12101 et seq.) <http://www.hhs.gov/ocr/civilrights>.

Peninsula Community Health Services

Finance Department
Post Office Box 960
Bremerton, Washington 98337

- II. **CIRCULARS 'COMPLIANCE MATRIX'** - The following compliance matrix identifies the OMB Circulars that contain the requirements which govern expenditure of federal funds. These requirements apply to the PCHS, as the pass-through organization of federal funds and then follow the funds to the sub-awardee Clallam County Health & Human Services. The federal Circulars which provide the applicable administrative requirements, cost principles and audit requirements are identified by sub-awardee organization type.

OMB CIRCULAR**ENTITY TYPE****ADMINISTRATIVE
REQUIREMENTS****COST
PRINCIPLES****AUDIT
REQUIREMENTS**

State, Local and Indian Tribal
Governments and Governmental
Hospitals
Non-Profit Organizations and Non-Profit Hospitals
Colleges or Universities and Affiliated Hospitals
For-Profit Organizations

OMB Super Circular 2 CFR 200.501
and 45 CFR 75.501

III. STANDARD FEDERAL CERTIFICATIONS AND ASSURANCES - Following are the Assurances, Certifications, and Special Conditions that apply to all federally funded (in whole or in part) Contracts administered by PCHS.

- a. **CERTIFICATION REGARDING DEBARMENT AND SUSPENSION** : The undersigned (authorized official signing for the contracting organization) certifies to the best of his or her knowledge and belief, that the contractor, defined as the primary participant in accordance with 45 CFR Part 76, and its principals: are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency have not within a 3-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in Section 2 of this certification; and have not within a 3-year period preceding this contract had one or more public transactions (Federal, State, or local) terminated for cause or default.

Should the Contractor or Subrecipient not be able to provide this certification, an explanation as to why should be placed after the assurances page in the contract

The contractor agrees by signing this contract that it will include, without modification, the clause above certification in all lower tier covered transactions (i.e., transactions with sub-grantees and/or contractors) and in all solicitations for lower tier covered transactions in accordance with 45 CFR Part 76.

- b. **CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**: The undersigned (authorized official signing for the contracting organization) certifies that the contractor will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76 by:
1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition; Establishing an ongoing drug-free awareness program to inform employees about
 - i. The dangers of drug abuse in the workplace;
 - ii. The contractor's policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and

- iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
2. Making it a requirement that each employee to be engaged in the performance of the contract be given a copy of the statement required by paragraph (I) above;
3. Notifying the employee in the statement required by paragraph (I), above, that, as a condition of employment under the contract, the employee will—
 - i. Abide by the terms of the statement; and
 - ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;
4. Notifying PCHS in writing within ten calendar days after receiving notice under paragraph (III)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every contract officer or other designee on whose contract activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
5. Taking one of the following actions, within thirty (30) calendar days of receiving notice under paragraph (III) (b), with respect to any employee who is so convicted—
 - i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
6. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (I) through (V).

For purposes of paragraph (V) regarding agency notification of criminal drug convictions, PCHS has designated the following central point for receipt of such notices:

Compliance Officer
PCHS
PO Box 960
Bremerton, WA 98337

- c. **CERTIFICATION REGARDING LOBBYING:** Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative Contracts from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative Contract. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative Contract must disclose lobbying undertaken with non-Federal (nonappropriated) funds. These requirements apply to grants and cooperative Contracts EXCEEDING \$100,000 in total costs (45 CFR Part 93).

The undersigned (authorized official signing for the contracting organization) certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative Contract, and the

extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative Contract.

2. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative Contract, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. (If needed, Standard Form-LLL, "Disclosure of Lobbying Activities," its instructions, and continuation sheet are included at the end of this application form.)
3. The undersigned shall require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subcontracts, and contracts under grants, loans and cooperative Contracts) and that all sub-recipients shall certify and disclose accordingly. *This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

d. **CERTIFICATION REGARDING PROGRAM FRAUD CIVIL REMEDIES ACT (PFCRA):** The undersigned (authorized official signing for the contracting organization) certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her to criminal, civil, or administrative penalties. The undersigned agrees that the contracting organization will comply with the Public Health Service terms and conditions of award if a contract is awarded.

e. **CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE:** Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residence, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed.

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing the certification, the undersigned certifies that the contracting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The contracting organization agrees that it will require that the language of this certification be included in any subcontracts which contain provisions for children's services and that all sub-recipients shall certify accordingly.

The Public Health Services strongly encourages all recipients to provide a smoke-free workplace and promote the non-use of tobacco products. This is consistent with the PHS mission to protect and advance the physical and mental health of the American people.

f. **CERTIFICATION REGARDING OTHER RESPONSIBILITY MATTERS**

1. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective contractor shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective contractor to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
2. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective contractor knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause of default.
3. The prospective contractor shall provide immediate written notice to the department or agency to whom this contract is submitted if at any time the prospective contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to whom this contract is submitted for assistance in obtaining a copy of those regulations.
5. The prospective contractor agrees by submitting this contract that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by Authority.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
7. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, PCHS may terminate this transaction for cause or default.

ATTACHMENT 3

Federal Funding Accountability and Transparency Act (FFATA)

Data Collection Form

This Contract 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 federal funds are spent.

To comply with the act and be eligible to enter into this contract, your organization must have a Data Universal Numbering System (DUNS®) number. A DUNS® number provides a method to verify data about your organization. If you do not already have one, you may receive a DUNS® number free of charge by contacting Dun and Bradstreet at www.dnb.com.

Required Information about your organization and this contract will be made available on USASpending.gov by PCHS as required by P.L. 109-282. As a tool to provide the information, PCHS encourages registration with the Central Contractor Registry (CCR) because less data entry and re-entry is required by both PCHS and your organization. You may register with CCR on-line at <https://www.uscontractorregistration.com/>.

CONTRACTOR

1. Legal Name Clallam County Health & Human Services	2. DUNS Number 075739235
3. Principle Place of Performance 111 East 3rd Street	3a. Congressional District WA 6 TH DISTRICT
3b. City Port Angeles	3c. State WA
3d. Zip 98362	3e. Country USA
4. Are you registered in CCR (https://www.uscontractorregistration.com/)? YES (skip to page 2. Sign, date and return) NO	
In the preceding fiscal year did your organization: a. Receive 80% or more of annual gross revenue from procurement federal contracts, Subcontracts, grants, loans, sub-grants, and/or cooperative agreements; and b. \$25,000,000 or more in annual gross revenues from federal procurement contracts, Subcontracts, grants, loans, subgrants, and/or cooperative agreements; and c. The public does not have access to information about the compensation of the executives through periodic reports filed with the IRS or the Security and Exchange Commission per 2 CFR Part 170.330 NO (skip the remainder of this section - Sign, date and return) YES (You must report the names and total compensation of the top 5 highly compensated officials of your organization). Name of Official and their total Compensation 1. 2. 3. Note: "Total compensation" means the cash and noncash dollar value earned by the executive during the sub-recipient's past fiscal year of the following (for more information see 17 CFR 229.402 (c) (2))	

ATTACHMENT 4

SAMHSA Award Terms

By drawing or otherwise obtaining funds as a subawardee or contractor of a non-federal entity drawing or otherwise obtaining funds from SAMHSA, a branch of the United States Department of Health and Human Services (HHS), you agree to the following pass-through terms and conditions.

Name	Language
Acceptance of the Terms of an Award	This Subaward is subject to the SAMHSA Fiscal Year 2021 – Award Standard Terms, included directly, or incorporated by reference on the Notice of Award (NoA) support the grant.
Non-Supplanting	Federal award funds must supplement, not supplant, nonfederal funds. All recipients who receive awards under programs that prohibit supplanting by law must ensure that federal funds do not supplant funds that have been budgeted for the same purpose through non-federal sources. Applicants or award recipients may be required to demonstrate and document that a reduction in non-federal resources occurred for reasons other than the receipt of expected receipt of federal funds. Block grant funds (SABG and MHBG) will not be used to supplant state funding of alcohol and other drug prevention programs. See 45 CFR § 98.123
Unallowable Costs	All costs incurred prior to the award issue date and costs not consistent with the funding opportunity, 45 CFR Part 75, and the HHS Grants Policy Statement, are not allowable under this subaward.
Marijuana Restrictions	Grant funds may not be used, directly or indirectly, to purchase, prescribe, or provide marijuana treatment using marijuana. Treatment in this context includes the treatment or opioid use disorder. Grant funds also cannot be provided to any individual who or organization that provides or permits marijuana use for the purposes of treating substance use or mental disorders. See, e.g., 45 CFR 75.300(a); 21 USC 812(c)(10) and 841. This prohibition does not apply to those providing such treatment in the context of clinical research permitted by the DEA and under an FDA-approved investigational new drug application where the article being evaluated is marijuana or a constituent thereof that is otherwise a banned controlled substances under the federal law.
Executive Pay	The Consolidated Appropriations Act, 2021 (Public Law 116-260), signed into law on December 27, 2020 restricts the amount of direct salary to Executive Level II of the Federal Executive Pay scale. Effective January 3, 2021, the salary limitation for Executive Level II is \$199,300 .
Promotional Items	SAMHSA grant funds may not be used for Promotional Items. Promotional Items include but are not limited to: Clothing and commemorative items such as pens, mugs/cups, folders/folios, lanyards, and conference bags.
Acknowledgment of Federal Funding at Conferences and Meetings	When a conference is funded by a grant or cooperative agreement, the recipient must include the following statement in all conference materials (including promotional materials, agenda, and internet sites): <i>Funding for this conference was made possible 9in part) by (insert grant or cooperative agreement award number) from SAMHSA. The views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the</i>

	<i>official policies of the Department of Health and Human Services; nor does mention of trade names, commercial practices, or organizations imply endorsements by the U.S. Government.</i>
Rights in Data and Publications	As applicable, recipients agree to the requirements for intellectual property, rights in data, access to research data, publications, and sharing research tools, and intangible property and copyrights as described in 45 CFR 75.322 and the HHS Grants Policy Statement. PCHS may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under a Federal Award. SAMHSA reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for Federal purposes, and to authorize others to do so.
Mandatory Disclosures	Consistent with 45 CFR 75.113, Subrecipients must disclose, in a timely manner, in writing to PCHS and the HHS Office of Inspector General (OIG), all information related to violations, or suspected violations, of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Disclosures must be sent in writing to PCHS and the HHS OIG at the following addresses: U.S. Department of Health and Human Services Office of Inspector General ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen Building Room 5527 Washington DC 20201 Fax: (202) 205-0604 (include "Mandatory Grant Disclosures" in subject line or email) MandatoryGranteeDisclosures@oig.hhs.gov Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 USC 3321)
Lobbying Restrictions	Per 45 CFR §75.215, Subrecipients are subject to the restrictions on lobbying as set forth in 45 CFR part 93. U.S.C. > Title 18 > Part I > Chapter 93 > Section 1913, No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to any such Member or official, at his/her request, or to Congress or such official, through the proper official channels, requests for any legislation, law, ratification, policy, or appropriations which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution or interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities. Violations of this section shall constitute as a violation of section 1352 (a) of Title 31.
Drug Free Workplace	The Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.) requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. By signing this Contract, you agree that the grantee will provide a drug-free workplace and will comply with the requirement to notify NIH if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 CFR part 182; HHS

	implementing regulations are set forth in 2 CFR part 382.400. All recipients of NIH grant funds must comply with
Trafficking Victims Protection Act of 2000 (22 USC 7104(G)), as amended, and 2 CFR Part 175	The Trafficking Victims Protection Act of 2000 authorizes termination of financial assistance provided to a private entity, without penalty to the Federal government, if the recipient or subrecipient engages in certain activities related to trafficking in persons. SAMHSA or PCHS may unilaterally terminate this award, without penalty, if a private entity recipient, or a private entity subrecipient, or their employees: a) Engage in severe forms of trafficking in persons during the period of time that the award is in effect; b) Procure a commercial sex act during the period of time that the award is in effect; or, c) Use forced labor in the performance of the award or subawards under the award. The text of the full award term is available at 2 C.F.R. § 175.15(b). See http://www.gpo.gov/fdsys/pkg/CFR-2012-title2-vol1/pdf/CFR-2012-title2-vol1-sec175-15.pdf
Confidentiality of Alcohol and Drug Abuse Patient Records	The regulations (42 CFR 2) are applicable to any information about alcohol and other drug abuse patients obtained by a "program" (42 CFR 2.11), if the program is federally assisted in any manner (42 CFR 2.12b). Accordingly, all project patient records are confidential and may be disclosed and used only in accordance with 42 CFR Part 2. The Subrecipient is responsible for assuring compliance with these regulations and principles, including responsibility for assuring the security and confidentiality of all electronically transmitted patient material.
Healthy People 2020	Healthy People 2020 is a national initiative led by HHS that set priorities for all SAMHSA programs. The initiative has two major goals: (1) increase the quality and years of a healthy life; and (2) eliminate our country's health disparities. The program consists of 28 focus areas and 467 objectives. SAMHSA has actively participated in the work groups of all the focus areas and is committed to the achievement of the Healthy People 2020 goals. Healthy People 2010 and the conceptual framework for the forthcoming Healthy People 2020 process can be found online at: http://www.healthypeople.gov/
Accessibility Provisions	Recipients of Federal financial assistance (FFA) from HHS must administer their programs in compliance with Federal civil rights law. This means that recipients of HHS funds must ensure equal access to their programs without regard to a person's race, color, national origin, disability, age, and in some circumstances, sex and religion. This includes ensuring your programs are accessible to persons with limited English proficiency. The HHS Office for Civil Rights also provides guidance on complying with civil rights laws enforced by HHS. Please see: http://www.hhs.gov/ocr/civilrights/understanding/section1557/index.html. Recipients of FFA also have specific legal obligations for serving qualified individuals with disabilities. Please see- http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html. Please contact the HHS Office for Civil Rights for more information about obligations and prohibitions under Federal civil rights laws at https://www.hhs.gov/civil-rights/index.html or call 1-800-368-1019 or TDD 1-800- 537-7697. Also note that it is an HHS Departmental goal to ensure access to quality, culturally competent care, including long-term services and supports, for vulnerable populations. For further guidance on providing culturally and linguistically appropriate services, recipients should review the National Standards for Culturally

	and Linguistically Appropriate Services in Health and Health Care at https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=1&lvlid=6 .
Legislative Mandates	Certain statutory provisions under P.L. 115-245, Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019, Division B, Title V, Title II, General Provisions limit the use of funds on SAMHSA grants, cooperative agreements, and contract awards. Such provisions are subject to change annually based on specific appropriation language that restricts the use of grant funds. The full text of P.L. 115-245 is available at https://www.congress.gov/bill/115th-congress/housebill/6157/text?Format=txt .
Ad Hoc Submissions	Throughout the project period, SAMHSA may determine that a grant requires submission of additional information beyond the standard deliverables. This information may include, but is not limited to, the following: Payroll Purchase orders Contract documentation Proof of project implementation

SOR 2020 Special Terms

If the funding for this Contract work should fall under the State Opioid Response (SOR) Award Terms outlined below the Contractor must comply with the requirements of those terms as they would apply to PCHS.

1. SOR Award Terms.

1.1 Funds may not be expended through the grant or a subaward by any agency which would deny any eligible client, patient or individual access to their program because of their use of FDA-approved medications for the treatment of substance use disorders (e.g., methadone, buprenorphine products including buprenorphine/naloxone combination formulations and buprenorphine monoproduct formulations, naltrexone products including extended-release and oral formulations or long acting products such as extended release injectable or implantable buprenorphine). Specifically, patients must be allowed to participate in methadone treatment rendered in accordance with current federal and state methadone dispensing regulations from an Opioid Treatment Program and ordered by a physician who has evaluated the client and determined that methadone is an appropriate medication treatment for the individual's opioid use disorder. Similarly, medications available by prescription or office-based implantation must be permitted if it is appropriately authorized through prescription by a licensed prescriber or provider. In all cases, MAT must be permitted to be continued for as long as the prescriber or treatment provider determines that the medication is clinically beneficial. Recipients must assure that clients will not be compelled to no longer use MAT as part of the conditions of any programming if stopping is inconsistent with a licensed prescriber's recommendation or valid prescription.

1.2 Grant funds may not be used, directly or indirectly, to purchase, prescribe, or provide marijuana or treatment using marijuana. Treatment in this context includes the treatment of opioid use disorder. Grant funds also cannot be provided to any individual who or organization that provides or permits marijuana use for the purposes of treating substance use or mental disorders. See, e.g. 45 C.F.R. §75.300(a) (requiring HHS to "ensure that Federal funding is expended ... in full accordance with U.S. statutory ... requirements."); 21 U.S.C. §§ 812(c)(10) and 841 (prohibiting the possession, manufacture, sale, purchase or distribution of marijuana). This prohibition does not apply to those providing such treatment in the context of clinical research permitted by the DEA and under and FDA-approved investigational new drug application where the article being evaluated is marijuana or a constituent thereof that is otherwise a banned controlled substance under federal law.

SCHEDULE A

Statement of Work

1. Purpose. Create a strong Treatment and Recovery Support referral network and continue access to MOUD care, by maintaining a Hub and Spoke network to treat OUD with FDA approved medication

2. Definitions Specific to Special Terms. The words and phrases listed below, as used in this Contract, shall each have the following definitions:

“ADAI” means the University of Washington’s Alcohol and Drug Abuse Institute, and its employees and authorized agents.

“Agonist” means an FDA-approved opioid agonist medication (e.g., methadone, buprenorphine products including buprenorphine/naloxone combination formulations and buprenorphine mono-product formulations) for the maintenance treatment of opioid use disorder.

“Antagonist” means the FDA-approved opioid antagonist medication (e.g., naltrexone products including extended-release and oral formulations) to prevent relapse to opioid use.

“ASAM” means the American Society of Addiction Medicine.

“CLAS” or national “Culturally and Linguistically Appropriate Services” means the standards in health and health care intended to advance health equity, improve quality, and help eliminate health disparities by establishing a blueprint for health and health care organizations.

“Contingency Management” Contingency Management (CM)” means the behavior modification method of providing reinforcement in exchange for objective evidence of a desired behavior.

“DBHR” means the HCA Division of Behavioral Health and Recovery, and its employees and authorized agents.

“DUNS” or “Data Universal Numbering System” means a unique identifier for businesses. DUNS numbers are assigned and maintained by Dun and Bradstreet (D&B) and are used for a variety of purposes, including applying for government contracting opportunities.

“EBP” or “Evidence-based Practice” means a prevention or treatment service or practice that has been validated by some form of documented research evidence and is appropriate for use with individuals with an opioid use disorder.

“EHR or “Electronic Health Records” means a certified electronic health record system that has been tested and certified by an approved Office of National Coordinator for Health Information Technology’s (ONC) certifying body and in compliance with RFA requirements.

“FDA” means the U.S. Food and Drug Administration.

“GPRA” means Government Performance Results and Modernization Act. Grantees must comply with the GPRA Modernization Act of 2010.

“HCA” means the Washington State Health Care Authority, and its employees and authorized agents.

“HCV” or “Hepatitis C Virus” means an infection caused by a virus that attacks the liver and leads to inflammation.

“Hub” means a regional center serving a defined geographical area that will support a minimum of five Spokes. Its primary focus is to induct and stabilize individuals with MOUD and to provide prospective patients with an option of administration on-site of at least one opioid agonist (Methadone, Buprenorphine) and one opioid antagonist (Naltrexone, oral and injectable) for individuals with an opioid use disorder. A Hub may be a primary healthcare provider, an office-based opioid treatment program (OBOT), an opiate treatment program (OTP), Federally Qualified Healthcare Center (FQHC), rural health clinic (RHC), Community Health Center, or a full-services behavioral health treatment provider, with existing MOUD capabilities.

“HCN” or “Hub Care Navigator” means the position responsible to provide support and work collaboratively with the Nurse Care Manager. In addition, the HCN will work closely and collaboratively with the Spoke Care Navigator at each Spoke to coordinate patient care, keep the patient engaged with services, address issues related to relapse, and communicate together on patient needs. Duties will also include conducting screenings, scheduling appointments, following up on missed appointments, medication diversion control, grant data recordkeeping and reporting, and making referrals to the appropriate Spoke. The HCN can be a licensed substance use disorder professional (SUDP), behavioral healthcare worker, social worker, primary healthcare worker, or other staff depending on the personnel needs of the Hub.

"Hub Data Collection Coordinator" (Coordinator): The Coordinator is responsible for managing all data collection activities and serves as the liaison between the H&S network, DBHR and RDA. The Coordinator must become competent in all aspects of GPRA data collection required for this project (including completion of SAMHSA GRPA training) and be available and responsive to project evaluators.

"Hub Prescriber/Administrator" means the position responsible to develop, administer, and oversee the program development and ongoing performance of the project. Hubs may use funding to provide oversight and management to an administrator if more appropriate, depending on program business orientation.

"Hub Prescriber" or "Waivered Prescriber" means a physician, physician's assistant (PA), or nurse practitioner (NP) that has obtained and maintained a current DATA 2000 Waiver to prescribe buprenorphine and other medications and address special issues of relevance to individuals such as shared-decision making and accommodating ambivalence about medications.

"HIV" or "Human Immunodeficiency Virus" means the virus that may cause AIDS.

"Induct" means the medically monitored startup of medication when a person with an opioid use disorder has abstained from using opioids for the appropriate amount of time in order to tolerate the utilization of MOUD.

"Integrated Care" means the organized delivery and/or coordination of medical, behavioral or social and recovery support services provided to individual patients in order to produce better overall health outcomes for people who may have multiple healthcare needs.

"MOUD" or "Medication for Opioid Use Disorder" means the use of FDA-approved opioid agonist medications (e.g., methadone, buprenorphine products including buprenorphine/naloxone combination formulations and buprenorphine mono-product formulations) for the maintenance treatment of opioid use disorder and the use of opioid antagonist medication (e.g., naltrexone products including extended-release and oral formulations) to prevent relapse to opioid use.

"NCM" or "Nurse Care Manager" means the nurse employed at the Hub and responsible for providing medical support to the prescribing physician or other waivered prescribers. Duties of the NCM includes, but is not limited to patient screening, MOUD education, assisting with MOUD inductions, taking vital signs, drug testing, lab work, medical assessments, charting, care planning, stabilization, maintenance, ongoing coordination of follow-up care, relapse prevention, support for patient self-management, and observation of the patient.

"OUD" means opiate use disorder.

"RDA" means the Department of Social and Health Services, Research and Data Analysis Division, to whom the Contractor will send required patient and program data.

"Report" or "Monthly Report" means and refers to a report that the Contractor will complete on a monthly basis prior to monthly reimbursement.

"Retention" means the percentage of individuals inducted at the H&S who received MOUD in each of the three consecutive months following induction (excluding the induction month). All measures are based on individuals enrolled in Medicaid in the follow-up months

"SAMHSA" means the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, and its employees and authorized agents.

"SPARS" means SAMHSA's Performance Accountability and Reporting System—SPARS is an online data entry, reporting, technical assistance request, and training system to support grantees in reporting timely and accurate data to SAMHSA. This system or an alternative system, which will be defined later, will be required for GRPA reporting.

"Spoke" means a facility that will provide opiate use disorder treatment, behavioral health treatment and/or primary healthcare services, and/or wrap around services, and referrals. Spokes may be federally qualified health centers (FQHCs), opiate treatment agencies, outpatient and residential substance use disorder treatment facilities, withdrawal management facilities, mental health clinics, and integrated behavioral health clinics.

"SCN" or "Spoke Care Navigator" can be a chemical dependency professional (CDP), behavioral healthcare worker, social worker, or a primary healthcare worker depending on the personnel needs of the Spoke site. Depending on the nature of the Spoke's business, this position will conduct screenings, assessments and evaluations, provide education, and referral for MOUD. Spokes must allow patients on MOUD to participate in all treatment and recovery support activities offered by the site.

"Standard Reporting Tool" or "RDA-SRT" means a reporting tool provided by RDA to routinely report on items required by SAMHSA that includes, but is not limited to: treatment requirements, recovery support service requirements, training requirements, and other services and outcomes to be determined.

“Stimulate Use Disorder” means a pattern of amphetamine-type substance, cocaine, or other stimulant use leading to clinically significant impairment or distress. . Practitioners use criteria from the Diagnostic and Statistical Manual of Mental Disorders 5 (DSM-5).

“SUDP” or “Substance Use Disorder Professional” means an individual certified in substance use disorder counseling by the Washington Department of Health Licensing

“SUD” means substance use disorder.

“Sustainability Plan” means a roadmap for achieving long-term stability and maintenance through documentation of strategies allowing for the program activities and partnerships to continue.

“Unique” means a unique individual who is counted once, regardless of the number of times they enter treatment within the same Hub and Spoke entity.

“Warm hand-off” means a transfer of care between two members of the health care team, where the handoff occurs in front of the patient explaining why the other team member can better address a specific issue with the patient and emphasizing the other team member’s competence.

3. Work Expectations. Contractor shall provide the services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below. Contractor shall be responsible for:

3.1. Ensuring travel per diem, computers, and office supplies are provided to staff.

3.2. Providing both agonist and antagonist MOUD medications (on-site or in relationship with a pharmacy) in order to facilitate initial induction.

3.3. Using a coordinated team and processes to provide intensive services by developing a central Hub to provide MOUD, and Spokes that provide referrals for MOUD services.

3.4. Identifying, collaborating, and subcontracting with at least five Spokes that are willing to support and embrace MOUD and are responsible for providing integrated care that includes therapy, SUD counseling, outreach, MOUD education, case management, and/or referral services.

3.5. Ensuring policies and procedures are in place to mitigate medication diversion.

3.6. Securing and maintaining release-of-information forms that meets federal confidentiality regulations and allows the release of patient identifying information between Hub and Spokes and to PCHS for the purpose of program monitoring and performance evaluation.

3.7. Ensure retention of patients are maintained in treatment at the base retention rate at ninety (90) days of 50% or within a two percent (2%) variance from this base rate. Case mix of patient demographics may be reviewed during routine contract monitoring to understand the characteristics of case mix change. If this retention rate target is not met, a correction active plan must be submitted to the contract monitor. RDA will calculate retention rates.

3.8. Among patients receiving medication for OUD, provide evidence of a screening for stimulant use disorder, and if screened positive for stimulant use disorder, or a warm hand-off referral to treatment services to address stimulant use disorder either inside or outside the network. All efforts must be documented in the patient’s record. Use of Contingency Management may be utilized from grant funds at a rate of no more than \$75 per person per year based on two hundred sixteen individuals with stimulant use disorder.

3.9. Ensure viral hepatitis and HIV are addressed with patients entering the Hub and each Spoke network either through on-site testing and treatment or by warm hand-off referral testing and treatment. All efforts must be documented in individual medical records. This information will be collected via GPRA.

3.10. Working collaboratively with ADAI Technical Assistance staff to identify training needs and participate in peer-to-peer and educational learning opportunities including the utilization of EBPs.

3.11. Ensuring the use of the behavioral health reporting system or a certified electronic health record system, and Prescription Monitoring Program, when available and appropriate.

3.12. Ensuring patient assessments are utilized for Hub and Spokes are consistent and transferable across the network.

3.13. Data Collection Requirements shall include:

3.13.1. Hub and Spoke staff will collect specified data on every individual inducted (beginning a new episode of grant-funded MOUD treatment) or who transfers for continued treatment at a hub or spoke MOUD treatment site. The data collection includes completion of a participant log and three structured interviews. These data collection activities will take place under the supervision of the grant's Project Evaluator, who will provide the Hub and Spoke all relevant data collection instruments, training, access to data entry tools, and technical assistance.

3.13.2. The Hub will designate staff (Data Coordinator) responsible for ensuring all data are collected accurately, comprehensively, and in a timely fashion. Any Hub and Spoke staff with sufficient training may contribute to data collection activities, but the Data Coordinator is responsible for oversight of all aspects of SOR-II data collection at the Hub and Spoke, including coordination between

3.13.3. Hub and Spoke must collect the following data:

1) Participant Log: All clients served by the SOR-II funded NCM or care navigators who are inducted at or transferred into a Hub and Spoke clinic must be entered onto the participant log. Upon induction onto MOUD or successful transfer (receives medication/prescription from clinic), Hub and Spoke staff will collect and enter client identifiers, demographics, and basic treatment information into the participant log provided by the Project Evaluator. The Participant Log should be updated at least weekly. Hub and Spoke clinics may provide electronic extracts if they are able to meet specifications provided by the project evaluator. Contracted targets for clients served will be measured using data entered into the Participant Log.

2) GPRA Intake Survey: this interview is required for all individuals who receive MOUD treatment at a hub or spoke clinics. The interview must be completed within four days of (a) the client's induction appointment or (b) receipt of medication for transferred clients already on MOUD. Only one GPRA intake survey (the first enrollment) is required per individual. Hub and Spoke must complete a minimum of 80 percent of eligible intake surveys.

3) The Intake Survey and the surveys listed below must be completed by Hub and Spoke staff in-person (telephone/virtual interviews are permitted if approved by the project evaluator). The survey is based on the GPRA Client Outcome Measures Tool. The project evaluator will provide a modified version of the GPRA tool for use on this project. No later than weekly, Hub staff will enter all surveys into a secure data entry portal provided by the project evaluator.

4) GPRA Six-month Follow-up Survey: the follow-up interview must be completed within one month before to two months after the six month anniversary of the GPRA Intake Survey, whether or not the patient has been discharged. If a GPRA Intake Survey was never completed for an individual, a follow-up is not required. The SOR-II grant includes funding for incentives that may be used to encourage hard-to-reach individuals to complete a follow-up survey. Follow-up surveys are not required after grant funding ends. Hub and Spokes are expected to

complete 80 percent of your follow-up surveys. See “GPRA Intake Survey” data collection and data entry.

5) GPRA Discharge Survey: the discharge survey is to be completed for all individuals who discontinue treatment at the Hub or any Spoke. In these cases an administrative discharge survey, which may be completed without the client's participation, is permitted for discharged individuals staff are unable to locate. Clients still enrolled at the close of the grant will not require a discharge survey. Discharge surveys should be completed within 15 days of discharge. See “GPRA Intake Survey” for data collection and data entry.

2021 - 2022 SPOKE Budget
09/30/2021 - 09/29/2022

[illegible]



AGENDA ITEM SUMMARY

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

5
5/14/22

Department: Health and Human Services

WORK SESSION ☒ **Meeting Date:** May 16, 2022

REGULAR AGENDA ☒ **Meeting Date:** May 24, 2022

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

Item summary:

- | | | |
|---|--|--------------------------------------|
| ☐ Call for Hearing | ☒ Contract/Agreement/MOU - Contract # 11301-22-CONCON, Amendment#4 | |
| ☐ Resolution | ☐ Proclamation | ☐ Budget Item |
| ☐ Draft Ordinance | ☐ Final Ordinance | ☐ Other |

Documents exempt from public disclosure attached: ☐

Executive summary:

Attached is Consolidated Contract Amendment #4 between Department of Health and Clallam County Health and Human Services, which adds supplemental funding to the HHS 2022 budget for the following programs:

- WIC Farmer's Market Nutritional Program, in the amount of \$572.00;
- Prevention Drug Overdose Prevention, in the amount of \$34,252;
- COVID-19 Vaccine Services, in the amount of \$78,809;
- Maternal Child Health Program, in the amount of \$6,077.

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: May 11, 2022

* 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)

11301-22-CONCON, Amendment #4
Revised: 3-04-2019

**CLALLAM COUNTY HEALTH & HUMAN SERVICES
2022-2024 CONSOLIDATED CONTRACT**

CONTRACT NUMBER: CLH31005

AMENDMENT NUMBER: 4

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, includes the following statements of work, which are incorporated by this reference and located on the DOH Finance SharePoint site in the Upload Center at the following URL:

<https://stateofwa.sharepoint.com/sites/doh-ofsfundingresources/sitepages/home.aspx?e1:9a94688da2d94d3ea80ac7fbc32e4d7c>

☐ Adds Statements of Work for the following programs:

☒ Amends Statements of Work for the following programs:

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

DCHS-ELC COVID-19 Response - Effective January 1, 2022

Emergency Preparedness, Resilience & Response-PHEP - Effective January 1, 2022

Injury & Violence Prevention Overdose Data to Action - Effective January 1, 2022

Maternal & Child Health Block Grant - Effective January 1, 2022

Office of Immunization COVID-19 Vaccine - Effective January 1, 2022

WIC Nutrition Program - Effective January 1, 2022

☐ Deletes Statements of Work for the following programs:

2. Exhibit B-4 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-3 Allocations as follows:

☒ Increase of \$241,416 for a revised maximum consideration of \$3,501,049.

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

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

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

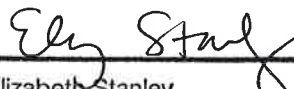
ALL OTHER TERMS AND CONDITIONS of the original contract and any subsequent amendments remain in full force and effect.

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

CLALLAM COUNTY HEALTH & HUMAN SERVICES	STATE OF WASHINGTON DEPARTMENT OF HEALTH
Signature:	Signature:
Date:	Date:

APPROVED AS TO FORM ONLY
Assistant Attorney General

Approved as to form only by:


Elizabeth Stanley
Civil Deputy Prosecuting Attorney
Clallam County

**Exhibit A
Statement of Work
Contract Term: 2022-2024**

DOH Program Name or Title: COVID-19 Mass Vaccination-FEMA -
Effective January 1, 2022

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH31005

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

Period of Performance: January 1, 2022 through July 1, 2022

Funding Source ☒ Federal Contractor ☐ 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 establish the task activities, funding period, and billing details for cost reimbursement of FEMA-funded mass vaccination clinics in Washington state.

Revision Purpose: The purpose of this revision is to revise activity language in Task 1 and 1A.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date End Date		Current Allocation	Allocation Change None	Total Allocation
*MASS VACCINATION FEMA 100%	934V0200	97.036	333.97.03	01/01/22	07/01/22	0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						0	0	0

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

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	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.). Guidance on vaccination protocols must be followed as provided by DOH and CDC. <i>The Department of Health modeled the State of Washington State Patrol Fire Mobilization framework to quickly implement and carry out the Mass Vaccination effort as outlined by FEMA. This process specifically implements contracting with local jurisdictions once capacity is exceeded to effectively carry out the emergency mission as efficiently, equitably, and quickly as possible on a Statewide basis.</i>			
1A	<i>The Department of Health contracted with regional incident management teams and/or regional incident management organizations and works in close coordination and cooperation with Local health jurisdiction (LHJ) to support the COVID-19 Mass Vaccination efforts. The LHJ meets with the contract manager at the department a minimum of once a month and has ongoing conversations around planning and scheduling of mass vaccination efforts as needed. DOH will coordinate with the LHJ and regional IMT/IMO around planning and implementation of mass vaccination clinics/sites provided within the county(s) with a regional incident management team/organization as approved by DOH.</i> Request for regional IMT should be submitted through the normal process through WebEOC. <i>DOH will coordinate with the LHJ and regional IMT/IMO regarding carrying out the is the coordinating agency for the filed mass vaccination plan within the county.</i> Regional IMT will be under the delegation authority of DOH and they are to provide support and coordination for all efforts around vaccine planning, resource support and general guidance and information sharing in order to regionally coordinate efforts. Local jurisdictions will maintain all decisional authority around vaccination planning and execution within their jurisdiction/district.	Submit to DOH a mass vaccination plan including: • type of site, • site locations, • throughput, • considerations made to ensure equity to historically marginalized populations, • and to the extent possible a regional map of sites/locations.	Within 30 days of contract amendment execution.	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	Provide any information as requested by the regional IMT.			
1B	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	
1C	Vaccination data – will be maintained according to current state and federal requirements. Vaccine Registration Systems – If a local jurisdiction or region does not have a registration system(s) the include internet based, phone option and other methods to ensure equitable registration, the state PrepMod system and tools will be available for use.	Submission of vaccine use into WA IIS database within 24hrs of use. Jurisdiction/Regions will ensure a fair and equitable process for registration of eligible Washingtonians across all available modalities.	Daily	
1D	Regularly report on vaccinations sites and operational activities (number of vaccinations, personnel to operate the site, challenges, successes to share for learning across the public health system).	Provide monthly situation report to IMT/IMO on status of implementation of mass vaccination plan, or more frequently if that is the LHJ procedure. Sites operating for the time period, vaccines administered by site for the time period, estimated costs for the time period, any challenges/successes of note, including assistance requested.	Monthly	

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Federal Funding Accountability and Transparency Act (FFATA)

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a 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

Program Manual, Handbook, Policy References

Emergency Response Plan (or equivalent)

Medical Countermeasure/Mass Vaccination Plan

Billing Requirements:

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

Contract Master Index (MI) Code: 934V0200 General Mass Vaccination

BARS Revenue Code: 333.97.03 Mass Vaccination Reimbursement

Special Instructions:

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

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

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

**Exhibit A
Statement of Work
Contract Term: 2022-2024**

DOH Program Name or Title: DCHS - ELC COVID-19 Response -
Effective January 1, 2022

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH31005

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

Funding Source ☒ Federal Subrecipient ☐ State ☐ Other	Federal Compliance (check if applicable) ☒ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☒ Reimbursement ☐ Fixed Price
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Period of Performance: January 1, 2022 through December 31, 2022

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

Revision Purpose: Update Activity Task #2 "Contact Investigation and Contact Tracing" and "Isolation and Quarantine" sections; Update allocations to actual carryforward amounts.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change Decrease (-)	Total Allocation
				Start Date	End Date			
FFY19 ELC COVID ED ALLOCATION	1897129G	93.323	333.93.32	01/01/22	10/18/22	68,654	0	68,654
FFY20 ELC EDE LHJ ALLOCATION	1897120E	93.323	333.93.32	01/01/22	12/31/22	490,750	-54,305	436,445
						0	0	0
						0	0	0
						0	0	0
TOTALS						559,404	-54,305	505,099

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	Participate in public health emergency preparedness and response activities for COVID-19. This may include surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications and or other preparedness and response activities for COVID-19. Examples of key activities include: - Incident management for the response - Testing - Case Investigation/Contact Tracing - Sustainable isolation and quarantine - Care coordination - Surge management			

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
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				
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.	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:
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 <i>conduct targeted investigations as appropriate. 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.</i> 2. Have staff that reflect the demographic makeup of the jurisdiction and who can provide culturally and linguistically competent and responsive services. In addition, or alternatively, enter into an agreement(s) with Tribal, community-based and/or culturally-specific organizations to provide such services. DOH centralized investigations will count towards this minimum. 3. Ensure all contact tracing staff are trained in accordance with DOH investigative guidelines and data entry protocols.	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	\$68,654 FFY19 ELC COVID ED LHJ ALLOCATION Funding (MI 1897129G) Funding end date 10/18/2022 \$436,445 490,750 FFY20 ELC EDE LHJ ALLOCATION Funding (MI 1897120E) Funding end date 7/31/2023

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	4. Coordinate with Tribal partners in conducting contact tracing for Tribal members. 5. 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. 6. Perform daily monitoring for symptoms during quarantine period of contacts ii. Case investigation 1. Strive to maintain the capacity to conduct targeted investigations as appropriate. 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. c) Include if new positive cases are tied to a known existing positive case or indicate community spread. d) Conduct <i>targeted</i> 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	Enter all case investigation data in WDRS following guidance from-DOH.		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	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. 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	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. Ensure all COVID positive test results are entered into WDRS within 2 days of receipt 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 #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	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). 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.			

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	g. Community education. Work with Tribes and partners to provide culturally and linguistically responsive community outreach and education related to COVID-19. h. Establish sustainable isolation and quarantine (I&Q) measures in accordance with <u>WAC 246-100-045</u> (Conditions and principles for isolation or quarantine). i. Have at least one (1) location identified and confirmed for conducting I&Q operations identified and confirmed. This location should be sufficient for supporting I&Q services that are adequate for the population for your jurisdiction and have an ability to expand if needed. This can be through contract/formal agreement that can support isolation and quarantine adequate to the population for your jurisdiction with the ability to expand; alternatively, the jurisdiction may 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. Maintain ongoing census data for isolation and quarantine for your population. iii. Planning must incorporate transfer or receipt of people requiring I&Q support isolation and quarantine patients to and from adjacent jurisdictions or state facilities in the event of localized increased need. Planning must incorporate indicators for activating and surging to meet demand and describe the process for coordinating requests for state I&Q support, either through mobile teams or the state facility. triggers and coordination to request state isolation and quarantine support either through mobile teams or the state facility to include site identification and access	Quarterly performance updates to include name, address and capacity of identified location that can support isolation and quarantine, and confirmation of appropriate planning and coordination as required. Report census numbers to include historic total by month and monthly total for current quarter to date		

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Federal Funding Accountability and Transparency Act (FFATA)

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

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

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

Program Specific Requirements

All work will be performed in accordance with the revised and approved project plans to be submitted to DOH.

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

CDC Funding Regulations and Policies

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

Monitoring Visits (frequency, type)

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

Special Billing Requirements

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

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

Other: Required activities, deliverables, and funding is for the entire project period: January 2021 through specified date above. Unspent funds and tasks not completed by December 31, 2021 were reauthorized for work in this new consolidated contract term beginning January 1, 2022. It is the LHJ's responsibility to assure that the unspent funding amount carried forward to this statement of work does not exceed the remaining available balance from the 2018-2021 contract.

**Exhibit A
Statement of Work
Contract Term: 2022-2024**

DOH Program Name or Title: Emergency Preparedness, Resilience & Response - PHEP - Effective January 1, 2022

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH31005

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

Funding Source ☒ Federal Subrecipient ☐ State ☐ Other	Federal Compliance (check if applicable) ☒ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☒ Reimbursement ☐ Fixed Price
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Period of Performance: January 1, 2022 through June 30, 2022

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, resilience and response.

Revision Purpose: The purpose of this revision is to add remaining funds from the previous PHEP statement of work ending 12/31/21.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date End Date		Current Allocation	Allocation Change Increase (+)	Total Allocation
FFY21 PHEP BP3 LHJ Funding	31102380	93.069	333.93.06	01/01/22	06/30/22	23,592	32,090	55,682
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						23,592	32,090	55,682

Task #	Activity	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.	End-of-year report on template provided by DOH. Additional reporting may be required if federal requirements change.	June 30, 2022	Reimbursement for actual costs not to exceed total funding consideration 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.	Submit any changes to contact information (submitted in 2021) within 30 days of the change.	Within 30 days of the change.	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	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.	End-of-year report on template provided by DOH. Note any changes or no change.	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.	End-of-year report on template provided by DOH. Input provided to DOH upon request from DOH.	June 30, 2022	
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.	End-of-year report on template provided by DOH. Documentation of training available upon request.	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.	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.	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 regional Emergency Manager(s). • Local and/or regional hospitals.	End-of-year report on template provided by DOH. Briefly describe connections, lessons learned, and any changes made.	June 30, 2022	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	- Local and/or regional elected officials. - Local and/or regional organizations that work with 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: - 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.	End-of-year report on template provided by DOH.	June 30, 2022	
10	Domain 2 Incident Management Capability 3 Emergency Operations Coordination - Training & Exercise Participate in Integrated Preparedness Planning Workshop (IPPW) unless cancelled. The Workshop is planned for January 2022.	Participation in IPPW unless cancelled.	As requested by DOH.	
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.	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	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.	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).	June 30, 2022	
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	End-of-year report on template provided by DOH. Briefly describe key lessons learned and changes made and/or planned. Submit AAR(s).	June 30, 2022	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	- Local and regional hospitals - Federally Qualified Health Center(s) if they are in your county - Accountable Community of Health - Emergency Medical Services Medical Program Director - County Coroner or Medical Examiner 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).			
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 – 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.	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.	June 30, 2022	
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. - LHJ may choose to use another notification system <u>in addition to</u> WASECURES to alert staff during incidents.	End-of-year report on template provided by DOH.	June 30, 2022	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
16	Domain 3 Information Management Capability 6 Information Sharing Provide Essential Elements of Information (EEIs) 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 EEIs upon request. Note in end-of-year report that EEIs were provided or none were requested.	Upon request. 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). - 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.	End-of-year report on template provided by DOH. If there is a regional plan, provide input to the RERC. Updated MCM plan	June 30, 2022	
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 LHJ. - 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.	End-of-year report on template provided by DOH.	June 30, 2022	

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Federal Funding Accountability and Transparency Act (FFATA) (Applies to federal subrecipient funding.)

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

Special Requirements:

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

Submit deliverables to the Emergency Preparedness, Resilience & Response ConCon deliverables mailbox at concondeliverables@doh.wa.gov, unless otherwise specified.

Restrictions on Funds:

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

**Exhibit A
Statement of Work
Contract Term: 2022-2024**

DOH Program Name or Title: Injury & Violence Prevention Overdose Data to Action Effective January 1, 2022

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH31005

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

Funding Source ☒ Federal Subrecipient ☐ State ☐ Other	Federal Compliance (check if applicable) ☒ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☒ Reimbursement ☐ Fixed Price
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Period of Performance: January 1, 2022 through August 31, 2022

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.

Revision Purpose: The purpose of this revision is to consolidate unspent OD2A funds from 2019-2021 biennium to the 2022-2024 biennium.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date	LHJ Funding Period End Date	Current Allocation	Allocation Change Increase (+)	Total Allocation
FFY21 OVERDOSE DATA TO ACTION PREV	77520271	93.136	333.93.13	01/01/22	08/31/22	109,690	34,252	143,942
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						109,690	34,252	143,942

Task #	Activity	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 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.	Monthly invoices for actual cost reimbursement will be submitted to DOH. Total of all invoices will not exceed \$109,690 \$143,942 through August 31, 2022.

Task #	Activity	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 through Clallam County staff or subcontractors as needed. Clallam County will collect non-HIPPA data for stimulant overdoses through ESSENCE and only follow up with an individual if the overdose is disclosed in the 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.	December-February due March 10, 2022. March-May due June 10, 2022. June-August final report for this funding period due September 30, 2022.	(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 offer incentives to overdose survivors and SSP participants to help encourage engagement in the program including personal hygiene items and warm clothes and supplies. 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.		

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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

Restrictions on Funds (i.e., disallowed expenses or activities, indirect costs, etc.):

Exhibit A, Statement of Work

- Subrecipients may not use funds for research.
- Subrecipients may not use funds for clinical care except as allowed by law.
- Subrecipients may use funds only for reasonable program purposes, including personnel, travel, supplies, and services.
- Generally, subrecipients may not use funds to purchase furniture or equipment.
- No funds may be used for:
 - Publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before any legislative body.
 - In accordance with the United States Protecting Life in Global Health Assistance policy, all non-governmental organization (NGO) applicants acknowledge that foreign NGOs that receive funds provided through this award, either as a prime recipient or subrecipient, are strictly prohibited, regardless of the source of funds, from performing abortions as a method of family planning or engaging in any activity that promotes abortion as a method of family planning, or to provide financial support to any other foreign non-governmental organization that conducts such activities. See Additional Requirement (AR) 35 for applicability (<https://www.cdc.gov/grants/additionalrequirements/ar-35.html>).
 - Program funds cannot be used for purchasing naloxone, implementing or expanding drug “take back” programs or other drug disposal programs (e.g. drop boxes or disposal bags), 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 (i.e., frequency, type, etc.):

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

Billing Requirements:

Billing on an A19-1A invoice voucher must be received by DOH monthly. A new consolidated contract will begin Jan. 1, 2022 with funds left from this contract.

Special Instructions:

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

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

Other:

These funds are a continuation of contract CLH18239.

Exhibit A
Statement of Work
Contract Term: 2022-2024

DOH Program Name or Title: Maternal and Child Health Block Grant -
Effective January 1, 2022

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH31005

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

Funding Source ☒ Federal Subrecipient ☐ State ☐ Other	Federal Compliance (check if applicable) ☒ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☒ Reimbursement ☐ Fixed Price
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Period of Performance: January 1, 2022 through September 30, 2022

Statement of Work Purpose: The purpose of this statement of work (SOW) is to support local interventions that impact the target population of the Maternal and Child Health Block Grant.

Revision Purpose: The purpose of the revision is to carry over unspent funds from the Oct-Dec contract for continuation of MCHBG-related activities.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change Increase (+)	Total Allocation
FFY22 MCHBG LHJ CONTRACTS	78101221	93.994	333.93.99	01/01/22	09/30/22	50,187	6,077	56,264
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						50,187	6,077	56,264

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
Maternal and Child Health Block Grant (MCHBG) Administration				
1a	Report actual expenditures for the six-month period October 1, 2021 through March 31, 2022	Submit actual expenditures using the MCHBG Budget Workbook to DOH contract manager	May 27, 2022	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.
1b	Develop 2022-2023 MCHBG Budget Workbook for October 1, 2022 through September 30, 2023 using DOH provided template.	Submit MCHBG Budget Workbook to DOH contract manager	September 9, 2022	
Implementation				
2a	Report activities and outcomes of 2022 MCHBG Action Plan using DOH- provided template.	Submit quarterly Action Plan reports to DOH Contract manager	January 15, 2022 April 15, 2022	Reimbursement for actual costs, not to exceed total funding consideration. Action Plan and

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
			July 15, 2022	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.
2b	Develop 2022-2023 MCHBG Action Plan for October 1, 2022 through September 30, 2023 using DOH-provided template.	Submit MCHBG Action Plan to DOH contract manager	Draft August 19, 2022 Final- September 9, 2022	
Children and Youth with Special Health Care Needs (CYSHCN)				
3a	Complete Child Health Intake Form (CHIF) using the CHIF Automated System on all infants and children served by the CYSHCN Program as referenced in CYSHCN Program guidance.	Submit CHIF data into Secure Access Washington website: https://secureaccess.wa.gov	January 15, 2022 April 15, 2022 July 15, 2022	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.
3b	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.	
3c	Work with partners to share updated local CYSHCN resources with Within Reach / Help Me Grow (HMG).	Review resources for your local area on ParentHelp123.org annually for accuracy and submit any updates to Within Reach.	September 30, 2022	

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Federal Funding Accountability and Transparency Act (FFATA) (Applies to federal subrecipient funding.)

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

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:

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: Telephone calls with DOH contract manager as needed.

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.
- 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.

**Exhibit A
Statement of Work
Contract Term: 2022-2024**

DOH Program Name or Title: Office of Immunization COVID-19 Vaccine -
Effective January 1, 2022

Local Health Jurisdiction Name: Clallam County Health & Human Services

Contract Number: CLH31005

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

Period of Performance: January 1, 2022 through June 30, 2024

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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Statement of Work Purpose: The purpose of this statement of work (SOW) is to provide funding to conduct COVID-19 vaccine activities.

Revision Purpose: The purpose of this revision is to add a purpose statement for the tasks and to add carryover funds from the 2021 contract. NOTE: either allocations can be used when billing for any activity in this statement of work.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date End Date		Current Allocation	Allocation Change Increase (+)	Total Allocation
COVID19 Vaccines R4	74310230	93.268	333.93.26	01/01/22	06/30/24	359,803	0	359,803
COVID 19 Vaccines	74310229	93.268	333.93.26	01/01/22	06/30/24	0	222,730	222,730
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						359,803	222,730	582,533

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
<i>The purpose of this statement of work is to identify activities and provide funding to support COVID vaccine response outreach, education, and operations. The activities may include other vaccines recommended for the audience population, as long as COVID vaccine is the primary focus and references to other vaccines are secondary.</i>				
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.	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 for actual costs incurred, not to exceed total funding consideration amount.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	Example 2: Engage in other vaccination planning activities such as partnership development, provider education, vaccination point of dispensing (POD) planning, tabletop exercises, engagement with communities, leaders, non-traditional provider, or vulnerable populations to develop strategies to ensure equitable access to vaccination services			
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	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.
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	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.
3.D	Between January 1, 2022, and June 30, 2022, 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.	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 VaccineFinder. 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 January 31 (if not previously submitted) 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)	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.
3.E	As needed to meet community needs, expand operations to increase vaccine throughput (i.e., providing vaccinations during evenings, overnight, and on weekends). Activities may include vaccine strike teams, mobile vaccine clinics, satellite clinics, temporary, or off-site clinics to travel and provide vaccination services in non-traditional settings, or to supplement the work of local health departments in underserved communities, and may include administration costs for other vaccines co-administered at the events. These activities may be done by the local health department or in collaboration with community partners. (See Restrictions on Funds below)	Quarterly reports summarizing quantity, type, and frequency of activities	March 31, Annually June 30, Annually	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
3.F	At the LHJ discretion, provide incentives to persons receiving COVID vaccine, adhering to <i>LHJ Guidance for COVID Initiatives Application</i> requirements and allowable/unallowable use of federal funds.	a. LHJ Incentive Plan Proposal b. Quarterly report that summarizes quantity of incentives purchased and distributed	a. Prior to implementing b. March 31, Annually June 30, Annually	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Federal Funding Accountability and Transparency Act (FFATA) (Applies to federal grant awards.)

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.

**Exhibit A
Statement of Work
Contract Term: 2022-2024**

DOH Program Name or Title: WIC Nutrition Program - Effective January 1, 2022

Local Health Jurisdiction Name: Clallam County Health & Human Services
Contract Number: CLH31005

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

Period of Performance: January 1, 2022 through December 31, 2024

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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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: To add FFY22 USDA FMNP Program Management funds.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date	LHJ Funding Period End Date	Current Allocation	Allocation Change Increase (+)	Total Allocation
FFY22 USDA WIC CLIENT SVS CONTRACTS	76101234	10.557	333.10.55	01/01/22	09/30/22	183,775	0	183,775
FFY23 USDA WIC CLIENT SVS CONTRACTS	76101244	10.557	333.10.55	10/01/22	09/30/23	60,325	0	60,325
FFY22 USDA FMNP PROG MGMT	76540237	10.572	333.10.57	05/01/22	09/30/22	0	572	572
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						244,100	572	244,672

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	WIC Nutrition Program			See "Billing Requirements" below.
1.1	Maintain authorized participating caseload at 100% based on quarterly average as determined from monthly caseload management reports generated at state WIC office. The Department of Health (Department) State WIC Nutrition Program has the option of reducing authorized participating caseload and corresponding funding when: - Unanticipated funding situations occur. - Reallocations are necessary to redistribute caseload statewide. - Caseload declines.	Outcomes based on monthly participation data from state WIC caseload management reports.	Authorized participating caseload for January 2022 through December 2024 = <u>915</u>	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1.2	Submit the annual Nutrition Services Plan for each year of the contract.	Nutrition Services Plan	First year due 9/30/22 Second year due 9/30/23	Payment withheld if not received by due date.
1.3	Submit the annual Nutrition Services Expenditure Report for each year of the contract.	Nutrition Services Expenditure Report	11/30/22 11/30/23	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.	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.5	Provide nutrition education services to participants and caregivers in accordance with federal and state requirements.	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.6	Issue WIC benefits while assuring adequate WIC card security and reconciliation.	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).	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	Budget Workbook	First year due 9/30/22 Second year due 9/30/23	
1.8b	Submit Rev-Exp Report spreadsheet from the WIC Budget Workbook monthly with A-19	Revenue and Expense Report and A-19	First year due monthly through December 31, 2022 Second year due monthly through December 31, 2023	
2	Breastfeeding Promotion			See "Billing Requirements" below.
2.1	Provide breastfeeding promotion activities in accordance with federal and state requirements.	Status report of chosen activities in Nutrition Services Plan. Documentation must be available for review by WIC monitor staff.	First year due 11/30/22 Second year due 11/30/23 Biennial WIC Monitor	
2.2	Work with community partners to improve practices that affect breastfeeding. Choose one or more of the following projects: - Provide staff, health care providers and community partners virtual breastfeeding training resources. - Work with employers who likely employ low-income people to create worksite environments that support breastfeeding. - Work with birthing hospitals to improve maternity care practices that affect WIC participant breastfeeding rates.	Status report of chosen activities in Nutrition Services Plan. Documentation must be available for review by WIC monitor staff.	First year due 8/30/22 Second year due 8/30/23 Biennial WIC Monitor	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	Provide participants access to lactation consultants. Other projects will need pre-approval from the State WIC Office			
3	Farmers Market Nutrition Program (FMNP)			See "Billing Requirements" below.
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. 2022 and June-Sept. 2023 All sent by Oct. 1, 2022 and by Oct. 1, 2023 Biennial WIC Monitor	

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Federal Funding Accountability and Transparency Act (FFATA) (Applies to federal grant awards.)

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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.

Program Specific Requirements

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, and FNS 7CFR Part 246.
- Washington State WIC Nutrition Program Policy and Procedure Manual
- Office of Management and Budget, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR 200
- Farmers Market Nutrition Program Federal Regulations, USDA, FNS 7CFR Part 248
- Other directives issued during the term of the contract

Staffing Requirements:

The LHJ shall:

- Use Competent Professional Authority staff, as defined by WIC policy, to determine participant 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 and 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Special References:

What is the WIC program?

1. The WIC program in the state of Washington is administered by the Department of Health.
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 participant, 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 benefits or WIC food but who are not WIC participants.

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:

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

Assurances/Certifications:

1. Computer Equipment Loaned by the Department of Health WIC Nutrition Program

In order to perform WIC program activities, the Department requires computer equipment, such as computers, signature pads, document scanners, card readers and printers to be in local WIC clinics or to be transported to mobile clinics. This equipment ("Loaned Equipment") is owned by the Department and loaned to the local agency (Contractor). The Loaned Equipment is supported by the Department. This equipment shall be used for WIC business only or according to WIC Policy and Procedures.

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

The LHJ agrees to:

- a. Defend, protect and hold harmless the Department 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. The Department 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 the Department), or
 - 3) Assertion of a lien against the Contractor's property.
 - c. Notify the Department immediately of any damage to Loaned Equipment.
 - d. Notify the Department prior to moving or replacing any Loaned Equipment.
- The Department recommends Contractors carry insurance against possible loss or theft.

2. Civil Rights Assurance

- a. The LHJ shall perform all services and duties necessary to comply with federal law in accordance with the following Civil Rights Assurance.
- b. "The Program applicant 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 Program applicant receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.
- c. "By accepting this assurance, the Program applicant 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 Program applicant, its successors, transferees, and assignees, as long as it receives assistance or retains possession of any assistance from the Department. The person or persons whose signatures appear on the contract are authorized to sign this assurance on behalf of the Program applicant."

3. 2CFR 200

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), 2CFR part 200, the debarment and suspension requirements of 2CFR part 200.213, if applicable, the lobbying restrictions of 2CFR part 200.245, and FNS guidelines and instructions and shall provide on a timely basis to the state agency all required information regarding fiscal and program information.

Billing Requirements:

1. Definitions

Contract Period: January 1, 2022 - December 31, 2024

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

- There are four federal budget periods

January 1, 2022 through September 30, 2022;
 October 1, 2022 through September 30, 2023;
 October 1, 2023 through September 30, 2024;
 October 1, 2024 through December 31, 2024.

2. Billing Information:

- a. Billings are submitted on an A-19-1A invoice. These invoices are provided by the Department in the WIC Budget Workbook and include accounting codes for different budget categories.
- b. A-19s are submitted monthly and must be received by the Department within 60 days following the close of each calendar month. Additional A-19s may be submitted at any time, but must be received within 90 days of the close of the federal budget period.
- c. Funds are allocated by budget categories and by federal budget periods (refer to the budget spreadsheet).

- d. Funds are encumbered or spent only during the budget period; no carry forward from previous time periods or borrowing from future time periods is allowed.
- e. Payments are limited to the amounts allocated for the budget period for each budget category.
- f. Billings are based on actual costs for completed activities. Advance payments are not allowed. Back up documentation must be retained by the LHJ and available for inspection by the Department 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.
- h. If billing for indirect costs, a Cost Allocation Plan or Federal Indirect Cost Agreement must be submitted prior to payment.

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 all recipients and sub-recipients of federal funds to have a single audit performed should they spend \$750,000 or more of federal grants or awards from all sources. Contractors spending less than \$750,000 in federal grants or awards may also be subject to audit.
3. 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 are available	Amount	Special Requirement Description
January 2022 to September 2024	January 2022 to September 2022	\$2,800	Added in the USDA WIC Client Services Contracts category to cover training and travel expenses for all local WIC staff to participate in WIC-related trainings.

Other:

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

Clallam County Health & Human Services

Indirect Rate January 1, 2022 through December 31, 2022: 28.94%

EXHIBIT B-4
ALLOCATIONS
Contract Term: 2022-2024

Contract Number:
Date:

CLH31005
April 1, 2022

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #*	BARS Revenue Code**	Statement of Work LHJ 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			
FFY23 USDA WIC Client Svs Contracts	NGA Not Received	Amd 1	10.557	333.10.55	10/01/22	09/30/23	10/01/22	09/30/23	\$60,325	\$60,325	\$244,100
FFY22 USDA WIC Client Svs Contracts	202222W100347	Amd 1	10.557	333.10.55	01/01/22	09/30/22	10/01/21	09/30/22	\$183,775	\$183,775	
FFY22 USDA FMNP Prog Mgmt	NGA Not Received	Amd 4	10.572	333.10.57	05/01/22	09/30/22	10/01/21	09/30/22	\$572	\$572	\$572
PS SSI 1-5 OSS Task 4	01J18001	Amd 2	66.123	333.66.12	01/01/22	05/31/22	07/01/17	06/30/23	\$36,970	\$36,970	\$36,970
PS SSI 1-5 PIC Task 4	01J18001	Amd 2	66.123	333.66.12	01/01/22	09/30/22	07/01/17	06/30/23	\$311,808	\$311,808	\$311,808
FFY22 Swimming Beach Act Grant IAR (ECY)	NGA Not Received	Amd 2	66.472	333.66.47	03/01/22	10/31/22	01/01/22	11/30/22	\$6,500	\$6,500	\$6,500
FFY21 PHEP BP3 LHJ Funding	NU90TP922043	Amd 4	93.069	333.93.06	01/01/22	06/30/22	07/01/21	06/30/22	\$32,090	\$55,682	\$55,682
FFY21 PHEP BP3 LHJ Funding	NU90TP922043	Amd 2	93.069	333.93.06	01/01/22	06/30/22	07/01/21	06/30/22	\$23,592		
FFY21 Overdose Data to Action Prev	NU17CE925007	Amd 4	93.136	333.93.13	01/01/22	08/31/22	09/01/21	08/31/22	\$34,252	\$143,942	\$143,942
FFY21 Overdose Data to Action Prev	NU17CE925007	Amd 2	93.136	333.93.13	01/01/22	08/31/22	09/01/21	08/31/22	\$109,690		
COVID19 Vaccines	NH23IP922619	Amd 4	93.268	333.93.26	01/01/22	06/30/24	07/01/20	06/30/24	\$222,730	\$222,730	\$222,730
COVID19 Vaccines R4	NH23IP922619	Amd 1	93.268	333.93.26	01/01/22	06/30/24	07/01/20	06/30/24	\$359,803	\$359,803	\$359,803
FFY19 COVID CARES	NU50CK000515	Amd 2	93.323	333.93.32	01/01/22	04/22/22	04/23/20	07/31/24	\$9,372	\$9,372	\$9,372
FFY19 ELC COVID Ed LHJ Allocation	NU50CK000515	Amd 2	93.323	333.93.32	01/01/22	10/18/22	05/19/20	10/18/22	\$68,654	\$68,654	\$68,654
FFY20 ELC EDE Care Coordination	NGA Not Received	Amd 2	93.323	333.93.32	01/16/22	06/30/22	01/15/21	07/31/23	\$81,407	\$81,407	\$81,407
FFY20 ELC EDE LHJ Allocation	NU50CK000515	Amd 4	93.323	333.93.32	01/01/22	12/31/22	01/15/21	07/31/24	(\$54,305)	\$436,445	\$436,445
FFY20 ELC EDE LHJ Allocation	NU50CK000515	Amd 2	93.323	333.93.32	01/01/22	12/31/22	01/15/21	07/31/24	\$490,750		
FFY22 MCHBG LHJ Contracts	B0445251	Amd 4	93.994	333.93.99	01/01/22	09/30/22	10/01/21	09/30/22	\$6,077	\$56,264	\$56,264
FFY22 MCHBG LHJ Contracts	B0445251	Amd 1	93.994	333.93.99	01/01/22	09/30/22	10/01/21	09/30/22	\$50,187		
Rec Shellfish/Biotoxin		Amd 1	N/A	334.04.93	01/01/22	06/30/23	07/01/21	06/30/23	\$7,500	\$7,500	\$7,500
Small Onsite Management (ALEA)		Amd 1	N/A	334.04.93	07/01/22	06/30/23	07/01/21	06/30/23	\$15,000	\$15,000	\$37,500
Small Onsite Management (ALEA)		Amd 1	N/A	334.04.93	01/01/22	06/30/22	07/01/21	06/30/23	\$22,500	\$22,500	
Wastewater Management-GFS		Amd 1	N/A	334.04.93	07/01/22	06/30/23	07/01/21	06/30/23	\$30,000	\$30,000	\$30,000
FPHS-LHJ-Proviso (YR2)		Amd 1	N/A	336.04.25	07/01/22	06/30/23	07/01/21	06/30/23	\$690,000	\$690,000	\$1,380,000
FPHS-LHJ-Proviso (YR1)		Amd 1	N/A	336.04.25	01/01/22	06/30/22	07/01/21	06/30/23	\$690,000	\$690,000	

Clallam County Health & Human Services

Indirect Rate January 1, 2022 through December 31, 2022: 28.94%

EXHIBIT B-4
ALLOCATIONS
Contract Term: 2022-2024

Contract Number: CLH31005
Date: April 1, 2022

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #**	BARS Revenue Code**	Statement of Work		DOH Use Only		Amount	Funding Period SubTotal	Chart of Accounts Total
					LHJ	Funding Period	Chart of Accounts	Funding Period			
					Start Date	End Date	Start Date	End Date			
YR24 SRF - Local Asst (15%) (FO-SW) SS		Amd 1	N/A	346.26.64	01/01/22	12/31/22	07/01/21	06/30/23	\$5,400	\$5,400	\$5,400
Sanitary Survey Fees (FO-SW) SS-State		Amd 1	N/A	346.26.65	01/01/22	12/31/22	07/01/21	06/30/23	\$5,400	\$5,400	\$5,400
YR24 SRF - Local Asst (15%) (FO-SW) TA		Amd 1	N/A	346.26.66	01/01/22	12/31/22	07/01/21	06/30/23	\$1,000	\$1,000	\$1,000
TOTAL									\$3,501,049	\$3,501,049	
Total consideration:	\$3,259,633										
	\$241,416										
GRAND TOTAL	\$3,501,049										
										GRAND TOTAL	\$3,501,049
										Total Fed	\$2,034,249
										Total State	\$1,466,800

*Catalog of Federal Domestic Assistance

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

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 5-12-22 Budget Hearing/Meeting Date: 6-28-22

- ☒ **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	Health & Human Services
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511	HHS – Operations	33310.57.0010	WIC Farmer’s Market	572
11301.511	HHS - Operations	33393.13.6000	DOH Prescription Drug Overdose Prevention	34,252
11301.511	HHS - Operations	33393.26.8015	DOH Covid-19 Vaccine Services	78,809
11301.511	HHS - Operations	33393.99.0000	MCH Block Grant	6,077
Total				119,710

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11301.511	HHS - Operations	56210.31.0020	Operating Supplies	39,252
11301.511	HHS - Operations	56210.10.0500	Overtime	5,000
11301.511	HHS - Operations	56210.49.0065	License Renewal	19,504
11301.511	HHS – Operations	50800.00.0000	Ending Fund Balance	55,954
Total				119,710

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Department of Health Consolidated Contract Amendment #4 is adding revenue to the HHS Department for the WIC Farmer’s Market Nutritional Program, Prescription Drug Overdose Prevention, Covid-19 Vaccine Services, and the Maternal Child Health Program.

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



AGENDA ITEM SUMMARY

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

6
5/16/22

Department: **Public Works-Road Division**

WORK SESSION ☒ **Meeting Date: May 16, 2022**

REGULAR AGENDA ☒ **Meeting Date: May 24, 2022**

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 Grant Pre-application Questionnaire |
- Documents exempt from public disclosure attached: ☐

Executive summary: The Public Works-Road Department received a \$1,038,280 federal grant under the 2021 National Highway System (NHS) Asset Management program for resurfacing (asphalt overlay) S. Airport Road between US 101 and W. Edgewood Drive, including the W. Edgewood Drive intersection area. S. Airport Road is an urban arterial located within the western Port Angeles Urban Growth Area. It is approximately 0.68 miles in length with the north 0.11 miles (from Duval Place to W. Edgewood Drive) located inside the city limits. The last significant resurfacing (chip seal) of this road was done 20-years ago. Administration of the NHS funding is by the Washington State Department of Transportation (WSDOT).

The awarded federal funding is for preserving roadways that are part of the NHS. S. Airport Road is the only County-managed segment that is part of the NHS and eligible for this federal funding. This road provides a key direct connection between US 101 and the main entrance to William Fairchild International Airport and surrounding industrial lands and businesses.

The Department has obtained approval of the project into the Regional Transportation Improvement Program (RTIP) and the State Transportation Improvement Program (STIP) administered by the Peninsula Regional Transportation Organization and WSDOT, respectively. The next project step is the preliminary engineering phase. To use NHS federal funding for preliminary engineering requires the County to enter into a local agency agreement (LAA) with WSDOT. Attached is the LAA and project prospectus for Board review and approval and other project information.

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

No local match required. Federal funding is available at 100% up to the grant award of \$1,038,280.

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

Authorize the Chair of the County Commissioners to sign the attached LAA Agreement and Project Prospectus.

County Official signature & print name: Joe Dornier

Name of Employee/Stakeholder attending meeting: Steve Gray

Relevant Departments: Public Works-Road Division

Date submitted: May 11, 2022

* 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)

BOCCAgenda_LAA(5-16-22)
Revised: 3-04-2019

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



Washington State Department of Transportation

Agency Clallam County

Address

223 East Fourth Street, Suite 6
Port Angeles, WA 98362-3000

101-22-002

Local Agency Agreement

CFDA No. 20.205 - Highway Planning and Construction
(Catalog of Federal Domestic Assistance)

Project No.

Agreement No.

For WSDOT Use Only

The Local Agency having complied, or hereby agreeing to comply, with the terms and conditions set forth in (1) Title 23, U.S. Code Highways, (2) the regulations issued pursuant thereto, (3) 2 CFR Part 200, (4) 2 CFR Part 180 – certifying that the local agency is not excluded from receiving Federal funds by a Federal suspension or debarment, (5) the policies and procedures promulgated by the Washington State Department of Transportation, and (6) the federal aid project agreement entered into between the State and Federal Government, relative to the above project, the Washington State Department of Transportation will authorize the Local Agency to proceed on the project by a separate notification. Federal funds which are to be obligated for the project may not exceed the amount shown herein on line r, column 3, without written authority by the State, subject to the approval of the Federal Highway Administration. All project costs not reimbursed by the Federal Government shall be the responsibility of the Local Agency.

Project Description

Name South Airport Road Resurfacing

Length 0.682

Termini S. Airport Rd (Milepost 0.00 to 0.682) between US 101 and W. Edgewood Dr., including intersection with W. Edgewood Dr.

Description of Work

Pre-level and overlay, and grind and overlay.

Project Agreement End Date 12/31/2026

Proposed Advertisement Date

Claiming Indirect Cost Rate

☒ Yes ☐ No

Type of Work		Estimate of Funding		
		(1) Estimated Total Project Funds	(2) Estimated Agency Funds	(3) Estimated Federal Funds
PE	a. Agency	20,000.00		20,000.00
100 %	b. Other			
Federal Aid	c. Other			
Participation	d. State			
Ratio for PE	e. Total PE Cost Estimate (a+b+c+d)	20,000.00	0.00	20,000.00
Right of Way	f. Agency			
%	g. Other			
Federal Aid	h. Other			
Participation	i. State			
Ratio for RW	j. Total R/W Cost Estimate (f+g+h+i)	0.00	0.00	0.00
Construction	k. Contract			
%	l. Other			
Federal Aid	m. Other			
Participation	n. Other			
Ratio for CN	o. Agency			
	p. State			
	q. Total CN Cost Estimate (k+l+m+n+o+p)	0.00	0.00	0.00
	r. Total Project Cost Estimate (e+j+q)	20,000.00	0.00	20,000.00

Agency Official

By

**Washington State
Department of Transportation**

By Director, Local Program

Title

Date Executed

Construction Method of Financing (Check Method Selected)

State Ad and Award

Method A - Advance Payment - Agency Share of total construction cost (based on contract award)

Method B - Withhold from gas tax the Agency's share of total construction cost (line 5, column 2) in the amount of
\$ _____ at \$ _____ per month for _____ months.

Local Force or Local Ad and Award

✓ Method C - Agency cost incurred with partial reimbursement

The Local Agency further stipulates that pursuant to said Title 23, regulations and policies and procedures, and as a condition to payment of the federal funds obligated, it accepts and will comply with the applicable provisions set forth below. Adopted by official action on _____, Resolution/Ordinance No. _____.

Provisions

I. Scope of Work

The Agency shall provide all the work, labor, materials, and services necessary to perform the project which is described and set forth in detail in the "Project Description" and "Type of Work."

When the State acts for and on behalf of the Agency, the State shall be deemed an agent of the Agency and shall perform the services described and indicated in "Type of Work" on the face of this agreement, in accordance with plans and specifications as proposed by the Agency and approved by the State and the Federal Highway Administration.

When the State acts for the Agency but is not subject to the right of control by the Agency, the State shall have the right to perform the work subject to the ordinary procedures of the State and Federal Highway Administration.

II. Delegation of Authority

The State is willing to fulfill the responsibilities to the Federal Government by the administration of this project. The Agency agrees that the State shall have the full authority to carry out this administration. The State shall review, process, and approve documents required for federal aid reimbursement in accordance with federal requirements. If the State advertises and awards the contract, the State will further act for the Agency in all matters concerning the project as requested by the Agency. If the Local Agency advertises and awards the project, the State shall review the work to ensure conformity with the approved plans and specifications.

III. Project Administration

Certain types of work and services shall be provided by the State on this project as requested by the Agency and described in the Type of Work above. In addition, the State will furnish qualified personnel for the supervision and inspection of the work in progress. On Local Agency advertised and awarded projects, the supervision and inspection shall be limited to ensuring all work is in conformance with approved plans, specifications, and federal aid requirements. The salary of such engineer or other supervisor and all other salaries and costs incurred by State forces upon the project will be considered a cost thereof. All costs related to this project incurred by employees of the State in the customary manner on highway payrolls and vouchers shall be charged as costs of the project.

IV. Availability of Records

All project records in support of all costs incurred and actual expenditures kept by the Agency are to be maintained in accordance with local government accounting procedures prescribed by the Washington State Auditor's Office, the U.S. Department of Transportation, and the Washington State Department of Transportation. The records shall be open to inspection by the State and Federal Government at all reasonable times and shall be retained and made available for such inspection for a period of not less than three years from the final payment of any federal aid funds to the Agency. Copies of said records shall be furnished to the State and/or Federal Government upon request.

V. Compliance with Provisions

The Agency shall not incur any federal aid participation costs on any classification of work on this project until authorized in writing by the State for each classification. The classifications of work for projects are:

1. Preliminary engineering.
2. Right of way acquisition.
3. Project construction.

Once written authorization is given, the Agency agrees to show continuous progress through monthly billings. Failure to show continuous progress may result the Agency's project becoming inactive, as described in 23 CFR 630, and subject to de-obligation of federal aid funds and/or agreement closure.

If right of way acquisition, or actual construction of the road for which preliminary engineering is undertaken is not started by the close of the tenth fiscal year following the fiscal year in which preliminary engineering phase was authorized, the Agency will repay to the State the sum or sums of federal funds paid to the Agency under the terms of this agreement (see Section IX).

If actual construction of the road for which right of way has been purchased is not started by the close of the tenth fiscal year following the fiscal year in which the right of way phase was authorized, the Agency will repay to the State the sum or sums of federal funds paid to the Agency under the terms of this agreement (see Section IX).

The Agency agrees that all stages of construction necessary to provide the initially planned complete facility within the limits of this project will conform to at least the minimum values set by approved statewide design standards applicable to this class of highways, even though such additional work is financed without federal aid participation.

The Agency agrees that on federal aid highway construction projects, the current federal aid regulations which apply to liquidated damages relative to the basis of federal participation in the project cost shall be applicable in the event the contractor fails to complete the contract within the contract time.

VI. Payment and Partial Reimbursement

The total cost of the project, including all review and engineering costs and other expenses of the State, is to be paid by the Agency and by the Federal Government. Federal funding shall be in accordance with the Federal Transportation Act, as amended, 2 CFR Part 200. The State shall not be ultimately responsible for any of the costs of the project. The Agency shall be ultimately responsible for all costs associated with the project which are not reimbursed by the Federal Government. Nothing in this agreement shall be construed as a promise by the State as to the amount or nature of federal participation in this project.

The Agency shall bill the state for federal aid project costs incurred in conformity with applicable federal and state laws. The agency shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for federal participation unless a current indirect cost plan has been prepared in accordance with the regulations outlined in 2 CFR Part 200 - Uniform Admin Requirements, Cost Principles and Audit Requirements for Federal Awards, and retained for audit.

The State will pay for State incurred costs on the project. Following payment, the State shall bill the Federal Government for reimbursement of those costs eligible for federal participation to the extent that such costs are attributable and properly allocable to this project. The State shall bill the Agency for that portion of State costs which were not reimbursed by the Federal Government (see Section IX).

1. Project Construction Costs

Project construction financing will be accomplished by one of the three methods as indicated in this agreement.

Method A – The Agency will place with the State, within (20) days after the execution of the construction contract, an advance in the amount of the Agency's share of the total construction cost based on the contract award. The State will notify the Agency of the exact amount to be deposited with the State. The State will pay all costs incurred under the contract upon presentation of progress billings from the contractor. Following such payments, the State will submit a billing to the Federal Government for the federal aid participation share of the cost. When the project is substantially completed and final actual costs of the project can be determined, the State will present the Agency with a final billing showing the amount due the State or the amount due the Agency. This billing will be cleared by either a payment from the Agency to the State or by a refund from the State to the Agency.

Method B – The Agency's share of the total construction cost as shown on the face of this agreement shall be withheld from its monthly fuel tax allotments. The face of this agreement establishes the months in which the withholding shall take place and the exact amount to be withheld each month. The extent of withholding will be confirmed by letter from the State at the time of contract award. Upon receipt of progress billings from the contractor, the State will submit such billings to the Federal Government for payment of its participating portion of such billings.

Method C – The Agency may submit vouchers to the State in the format prescribed by the State, in duplicate, not more than once per month for those costs eligible for Federal participation to the extent that such costs are directly attributable and properly allocable to this project. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for Federal participation unless claimed under a previously approved indirect cost plan.

The State shall reimburse the Agency for the Federal share of eligible project costs up to the amount shown on the face of this agreement. At the time of audit, the Agency will provide documentation of all costs incurred on the project. The State shall bill the Agency for all costs incurred by the State relative to the project. The State shall also bill the Agency for the federal funds paid by the State to the Agency for project costs which are subsequently determined to be ineligible for federal participation (see Section IX).

VII. Audit of Federal Consultant Contracts

The Agency, if services of a consultant are required, shall be responsible for audit of the consultant's records to determine eligible federal aid costs on the project. The report of said audit shall be in the Agency's files and made available to the State and the Federal Government.

An audit shall be conducted by the WSDOT Internal Audit Office in accordance with generally accepted governmental auditing standards as issued by the United States General Accounting Office by the Comptroller General of the United States; WSDOT Manual M 27-50, Consultant Authorization, Selection, and Agreement Administration; memoranda of understanding between WSDOT and FHWA; and 2 CFR Part 200.501 - Audit Requirements.

If upon audit it is found that overpayment or participation of federal money in ineligible items of cost has occurred, the Agency shall reimburse the State for the amount of such overpayment or excess participation (see Section IX).

VIII. Single Audit Act

The Agency, as a subrecipient of federal funds, shall adhere to the federal regulations outlined in 2 CFR Part 200.501 as well as all applicable federal and state statutes and regulations. A subrecipient who expends \$750,000 or more in federal awards from all sources during a given fiscal year shall have a single or program-specific audit performed for that year in accordance with the provisions of 2 CFR Part 200.501. Upon conclusion of the audit, the Agency shall be responsible for ensuring that a copy of the report is transmitted promptly to the State.

IX. Payment of Billing

The Agency agrees that if payment or arrangement for payment of any of the State's billing relative to the project (e.g., State force work, project cancellation, overpayment, cost ineligible for federal participation, etc.) is not made to the State within 45 days after the Agency has been billed, the State shall effect reimbursement of the total sum due from the regular monthly fuel tax allotments to the Agency from the Motor Vehicle Fund. No additional Federal project funding will be approved until full payment is received unless otherwise directed by the Director, Local Programs.

Project Agreement End Date - This date is based on your projects Period of Performance (2 CFR Part 200.309).

Any costs incurred after the Project Agreement End Date are NOT eligible for federal reimbursement. All eligible costs incurred prior to the Project Agreement End Date must be submitted for reimbursement within 60 days after the Project Agreement End Date or they become ineligible for federal reimbursement.

X. Traffic Control, Signing, Marking, and Roadway Maintenance

The Agency will not permit any changes to be made in the provisions for parking regulations and traffic control on this project without prior approval of the State and Federal Highway Administration. The Agency will not install or permit to be installed any signs, signals, or markings not in conformance with the standards approved by the Federal Highway Administration and MUTCD. The Agency will, at its own expense, maintain the improvement covered by this agreement.

XI. Indemnity

The Agency shall hold the Federal Government and the State harmless from and shall process and defend at its own expense all claims, demands, or suits, whether at law or equity brought against the Agency, State, or Federal Government, arising from the Agency's execution, performance, or failure to perform any of the provisions of this agreement, or of any other agreement or contract connected with this agreement, or arising by reason of the participation of the State or Federal Government in the project, PROVIDED, nothing herein shall require the Agency to reimburse the State or the Federal Government for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Federal Government or the State.

XII. Nondiscrimination Provision

No liability shall attach to the State or Federal Government except as expressly provided herein.

The Agency shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any USDOT-assisted contract and/or agreement or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Agency shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of USDOT-assisted contracts and agreements. The WSDOT's DBE program, as required by 49 CFR Part 26 and as approved by USDOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Agency of its failure to carry out its approved program, the Department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S. C. 3801 et seq.).

The Agency hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the rules and regulations of the Secretary of Labor in 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee or understanding pursuant to any federal program involving such grant, contract, loan, insurance, or guarantee, the required contract provisions for Federal-Aid Contracts (FHWA 1273), located in Chapter 44 of the Local Agency Guidelines.

The Agency further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the applicant so participating is a State or Local Government, the above equal opportunity clause is not applicable to any agency, instrumentality, or subdivision of such government which does not participate in work on or under the contract.

The Agency also agrees:

- (1) To assist and cooperate actively with the State in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and rules, regulations, and relevant orders of the Secretary of Labor.
- (2) To furnish the State such information as it may require for the supervision of such compliance and that it will otherwise assist the State in the discharge of its primary responsibility for securing compliance.
- (3) To refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, government contracts and federally assisted construction contracts pursuant to the Executive Order.
- (4) To carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the State, Federal Highway Administration, or the Secretary of Labor pursuant to Part II, subpart D of the Executive Order.

In addition, the Agency agrees that if it fails or refuses to comply with these undertakings, the State may take any or all of the following actions:

- (a) Cancel, terminate, or suspend this agreement in whole or in part;
- (b) Refrain from extending any further assistance to the Agency under the program with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the Agency; and
- (c) Refer the case to the Department of Justice for appropriate legal proceedings.

XIII. Liquidated Damages

The Agency hereby agrees that the liquidated damages provisions of 23 CFR Part 635, Subpart 127, as supplemented, relative to the amount of Federal participation in the project cost, shall be applicable in the event the contractor fails to complete the contract within the contract time. Failure to include liquidated damages provision will not relieve the Agency from reduction of federal participation in accordance with this paragraph:-

XIV. Termination for Public Convenience

The Secretary of the Washington State Department of Transportation may terminate the contract in whole, or from time to time in part, whenever:

- (1) The requisite federal funding becomes unavailable through failure of appropriation or otherwise.
- (2) The contractor is prevented from proceeding with the work as a direct result of an Executive Order of the President with respect to the prosecution of war or in the interest of national defense, or an Executive Order of the President or Governor of the State with respect to the preservation of energy resources.
- (3) The contractor is prevented from proceeding with the work by reason of a preliminary, special, or permanent restraining order of a court of competent jurisdiction where the issuance of such order is primarily caused by the acts or omissions of persons or agencies other than the contractor.
- (4) The Secretary is notified by the Federal Highway Administration that the project is inactive.
- (5) The Secretary determines that such termination is in the best interests of the State.

XV. Venue for Claims and/or Causes of Action

For the convenience of the parties to this contract, it is agreed that any claims and/or causes of action which the Local Agency has against the State of Washington, growing out of this contract or the project with which it is concerned, shall be brought only in the Superior Court for Thurston County.

XVI. Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying

The approving authority certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, and contracts and subcontracts under grants, subgrants, loans, and cooperative agreements) which exceed \$100,000, and that all such subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification as a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

XVII. Assurances

Local agencies receiving Federal funding from the USDOT or its operating administrations (i.e., Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration) are required to submit a written policy statement, signed by the Agency Executive and addressed to the State, documenting that all programs, activities, and services will be conducted in compliance with Section 504 and the Americans with Disabilities Act (ADA).

Additional Provisions



Local Agency Federal Aid Project Prospectus

Prefix	Route	()	Date	May 11, 2022
Federal Aid Project Number			DUNS Number	075739235
Local Agency Project Number		(WSDOT Use Only)	Federal Employer Tax ID Number	91-60001298
Agency Clallam County	CA Agency ☒ Yes ☐ No	Federal Program Title ☒ 20.205 ☐ Other		
Project Title South Airport Road Resurfacing		Start Latitude N 48° 6'16.31"	Start Longitude W 48° 6'47.85"	
		End Latitude N 123°29'11.63	End Longitude W 123°29'20.02"	
Project Termini From-To US 101 W. Edgewood Drive		Nearest City Name Port Angeles		Project Zip Code (+4) 98363-8461
Begin Mile Post 0.00	End Mile Post 0.682	Length of Project 0.682	Award Type ☒ Local ☐ Local Forces ☐ State ☐ Railroad	
Route ID 93230	Begin Mile Point 0.00	End Mile Point 0.682	City Number 0990	County Number 05
				County Name Clallam
WSDOT Region Olympic Region	Legislative District(s) 24	Congressional District(s) 6		Urban Area Number 14

Phase	Total Estimated Cost (Nearest Hundred Dollar)	Local Agency Funding (Nearest Hundred Dollar)	Federal Funds (Nearest Hundred Dollar)	Phase Start Date	
				Month	Year
P.E.	\$20,000		\$20,000	06	2022
R/W					
Const.	\$1,018,280		\$1,018,280	05	2023
Total	\$1,038,280		\$1,038,280		

Description of Existing Facility (Existing Design and Present Condition)

Roadway Width Varies 28 to 42 feet	Number of Lanes 2
---------------------------------------	----------------------

The road is a urban minor arterial. The existing over 20-year, BST surface is showing deterioration with the most significant distress in the S. Airport Way and W. Edgewood Drive intersection area.

Description of Proposed Work

Description of Proposed Work (Attach additional sheet(s) if necessary)

Pre-level and overlay, and grind and overlay.

Local Agency Contact Person Steve Gray	Title Transportation Program Manager	Phone 360-417-2290
Mailing Address 223 E. Fourth Street	City Port Angeles	State WA
		Zip Code 98362-3000
Project Prospectus	By <i>Joe Domini</i> Approving Authority	
	Title <i>interim County Engineer</i>	Date <i>5/11/22</i>

Agency Clallam County	Project Title South Airport Road Resurfacing	Date May 11, 2022
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Type of Proposed Work			
Project Type (Check all that Apply)		Roadway Width 28 to 42 feet	Number of Lanes 2
☐ New Construction ☐ Reconstruction ☐ Railroad ☐ Bridge	☐ Path / Trail ☐ Pedestrian / Facilities ☐ Parking	☐ 3-R ☒ 2-R ☐ Other	

Geometric Design Data		
Description	Through Route	Crossroad
Federal Functional Classification	☒ Urban ☐ Rural ☐ NHS ☐ Principal Arterial ☒ Minor Arterial ☐ Collector ☐ Major Collector ☐ Minor Collector ☐ Local Access	☒ Urban ☐ Rural ☐ NHS ☐ Principal Arterial ☒ Minor Arterial ☐ Collector ☐ Major Collector ☐ Minor Collector ☐ Local Access
Terrain	☒ Flat ☐ Roll ☐ Mountain	☒ Flat ☐ Roll ☐ Mountain
Posted Speed	35 mph (Airport Road)	35 mph (W. Edgewood Drive)
Design Speed	40 mph	35 mph
Existing ADT	1,680	3,368
Design Year ADT	2,500	5,000
Design Year	2043	2043
Design Hourly Volume (DHV)	N/A (2R project)	N/A (2R project)

Performance of Work		
Preliminary Engineering Will Be Performed By Clallam County	Others	Agency
	%	100 %
Construction Will Be Performed By Contract (Contractor to be determined later)	Contract	Agency
	100 %	%

Environmental Classification
☐ Class I - Environmental Impact Statement (EIS) ☐ Project Involves NEPA/SEPA Section 404 Interagency Agreement ☐ Class III - Environmental Assessment (EA) ☐ Project Involves NEPA/SEPA Section 404 Interagency Agreements ☒ Class II - Categorically Excluded (CE) ☒ Projects Requiring Documentation (Documented CE)

Agency Clallam County	Project Title South Airport Road Resurfacing	Date May 11, 2022
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Right of Way

☒ No Right of Way Needed * All construction required by the contract can be accomplished within the existing right of way.	☐ Right of Way Needed ☐ No Relocation	☐ Relocation Required
---	--	--

Utilities

☒ No utility work required ☐ All utility work will be completed prior to the start of the construction contract ☐ All utility work will be completed in coordination with the construction contract

Railroad

☒ No railroad work required ☐ All railroad work will be completed prior to the start of the construction contract ☐ All the railroad work will be completed in coordination with the construction contract
--

Description of Utility Relocation or Adjustments and Existing Major Structures Involved in the Project

FAA Involvement

Is any airport located within 3.2 kilometers (2 miles) of the proposed project? ☒ Yes ☐ No

Remarks

S. Airport Road provides access to William R. Fairchild International Airport from US 101.

This project has been reviewed by the legislative body of the administration agency or agencies, or it's designee, and is not inconsistent with the agency's comprehensive plan for community development.

Agency

Date

By

Mayor/Chairperson



Transportation Building
310 Maple Park Avenue S.E.
P.O. Box 47300
Olympia, WA 98504-7300
360-705-7000
TTY: 1-800-833-6388
www.wsdot.wa.gov

June 30, 2021

Mr. Ross Tyler, PE
Public Works Director
Clallam County
223 East Fourth Street, Suite 6
Port Angeles, Washington 98362

**S. Airport Road
2021 NHS Asset Management Award
Federal Funding**

Dear Mr. Tyler:

WSDOT is pleased to advise you that the above-mentioned project was selected to receive funding through the National Highway System (NHS) Asset Management program. The federal funding is limited as shown below:

Title: S. Airport Road **\$1,038,280**

Scope: Pre-level and overlay, and grind and overlay.

Note: No local match required.

In order to meet federal and state requirements, the following are required:

- Project expenditures incurred before receiving notice from Local Programs of federal fund authorization are not eligible for reimbursement.
- Please refer to the Local Programs webpage for detailed authorization information including: (<http://www.wsdot.wa.gov/localprograms/>)
 - ✓ Local Agency Guidelines (LAG) manual for detailed requirements;
 - ✓ Transportation Improvement Program (TIP) and Statewide Transportation Improvement Program (STIP) amendments, as applicable;
 - ✓ Funding and billing forms;
 - ✓ Quarterly Project Report required to be completed by the end of March, June, September, and December each year. To access the database, you will need an account name and password. Your account name is **Clallam Co.** and your password is **ClCo673**. The password is case sensitive.
- Construction is required to be authorized by August 31, 2023, or the funds lapse.

As a reminder, Local Programs encourages all agencies to submit monthly progress billings to ensure timely reimbursement of eligible expenditures.

For assistance please contact Bryan Dias, your Region Local Programs Engineer, at 360.357.2631.

Sincerely,

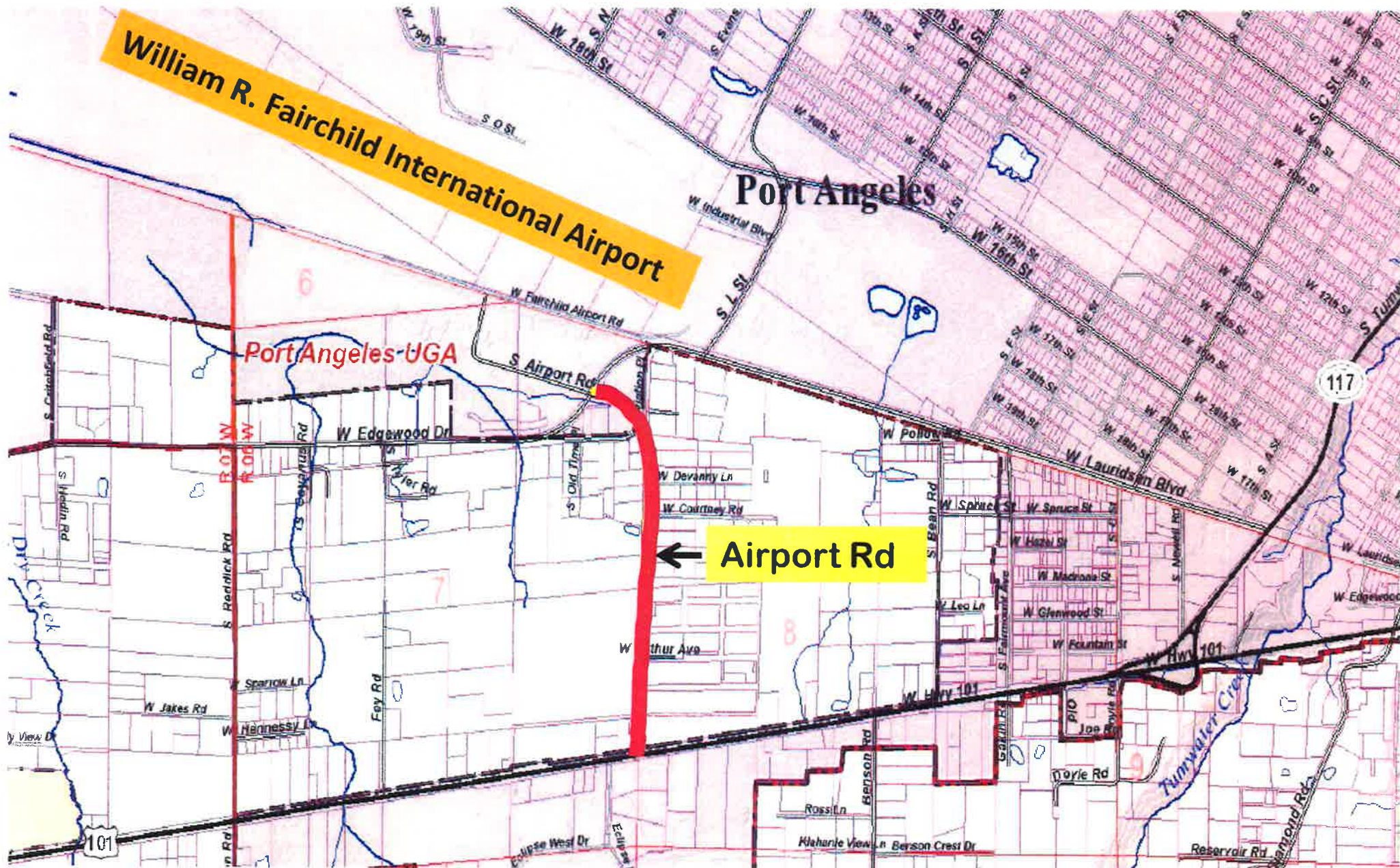
Stephanie Tax

Stephanie Tax
Interim Director
Local Programs

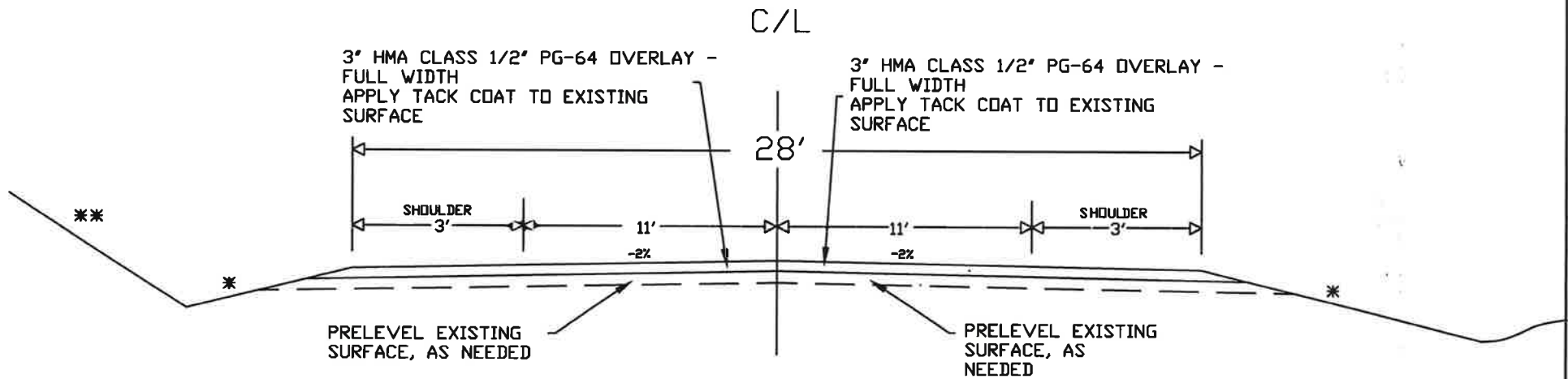
SJT:sas

cc: Bryan Dias, Olympic Region Local Programs Engineer, MS 47440

Airport Road



TYPICAL SECTION CLALLAM COUNTY



- * EXISTING SLOPE
- ** TYPICALLY 1:1 OR FLATTER

CLALLAM COUNTY

AIRPORT ROAD #93230
MP 0.00 TO 0.57

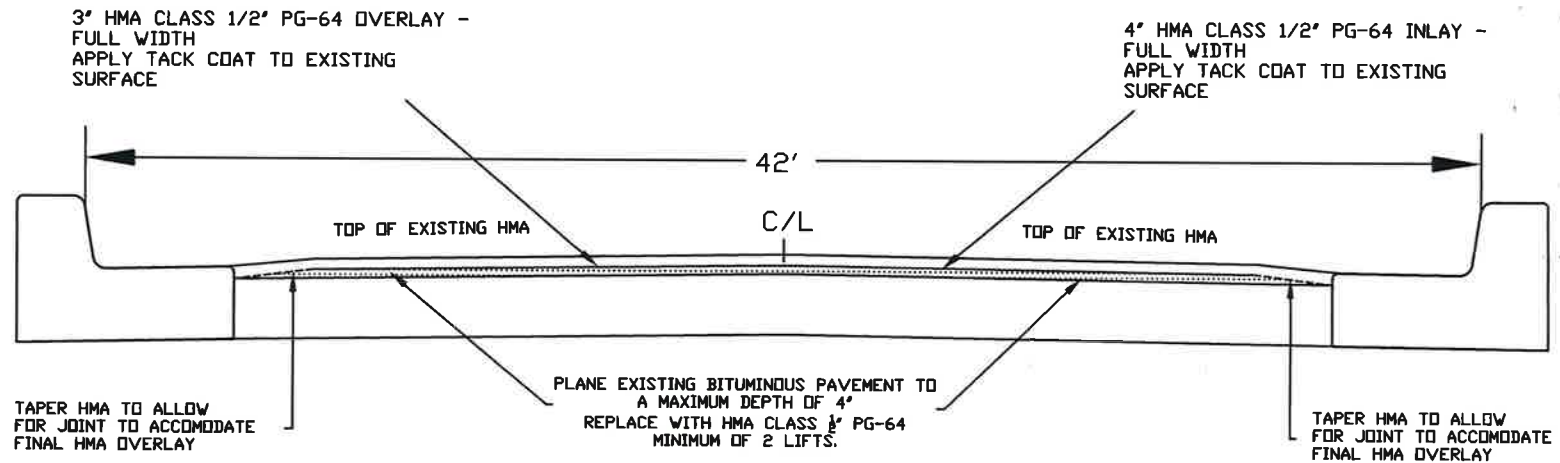
CLALLAM COUNTY SEGMENT

NO SCALE

STANDARD CROSS SECTION

42' HOT MIX ASPHALT

TYPICAL SECTION CURB AREA
CITY OF PORT ANGELES



CLALLAM COUNTY

AIRPORT ROAD #93230
MP 0.57 TO 0.68

CITY OF PORT ANGELES SEGMENT

NO SCALE

CITY OF



PORT ANGELES

WASHINGTON, U.S.A.

Public Works & Utilities Department

February 3, 2021

NHS Asset Management Grant Committee,

I am writing to express the City of Port Angeles support and concurrence of Clallam County's Airport Road NHS Asset Management Grant application. Airport Road is vital for regional freight movement between Highway 101 and both William Fairchild International Airport and the Port Angeles Regional Transfer Station.

A 0.11-mile section of Airport Road is within Port Angeles City limits, and we are supportive of the inclusion of this segment in the Clallam County application. Airport Road within City limits has a PCI of 37 and ranks high among City road assets requiring restoration efforts.

The City manages 310 lane miles and utilizes an asset management program to prioritize limited transportation funds to maximize the life expectancy of City roadways. Thank you for your consideration of funding for this important regional project.

Sincerely,

Thomas A. Hunter

Thomas A. Hunter (Feb 3, 2021 18:09 PST)

Thomas A. Hunter
Director of Public Works and Utilities

Phone: 360-417-4800 / **Fax:** 360-417-4542

Website: www.cityofpa.us / **Email:** publicworks@cityofpa.us

321 East Fifth Street Port Angeles, WA 98362-0217



AGENDA ITEM SUMMARY

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

7
5/16/22
5a

Department: Public Works/Roads Department

WORK SESSION ☒ **Meeting Date: May 16, 2022**

REGULAR AGENDA ☒ **Meeting Date: May 17, 2022**

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: Clallam County is the lead agency to select eligible local projects for funding from the County's regional allocation of the federal Surface Transportation Block Grant (STBG) program. The Washington State Department of Transportation (WSDOT) administers the STBG program. STBG funds allocated by WSDOT for the County to select and program local projects is currently estimated at approximately \$1,158,000 annually over the next-four years.

The STBG Program provides for federal funding to preserve and improve the conditions and performance on eligible federal aid highways; bridge and tunnel projects on any public road; pedestrian, bicycle and recreational trails; transit capital projects; ferry boats and terminal facilities; and other eligible activities under 23 U.S.C 133. STBG funding can pay for 86.5% of an eligible project phase costs.

The County Public Works Department administers the application process with final project review and selection by the Board of Clallam County Commissioners. Clallam County selects projects for programming our regional allocation of STBG funding, but does not distribute or administer STBG federal funding for selected projects. That is done thru WSDOT thru agreements with the local agency whose project is selected for STBG funding.

The Public Works/Road Department issued a call for project applications for Federal Fiscal Year (FFY) 2022 Surface Transportation Block Grant (STBG) Program federal funding on April 13, 2022 to local transportation agencies. The following two projects were received by the May 6 deadline:

- City of Sequim: N. Sequim Ave Arterial Overlay Project, Between Washington St. to Daytona Ave. *STBG Funding Request: \$776,311 (for construction)*
- Jamestown S'Klallam Tribe: Construction of 3,700 feet segment of the Olympic Discovery Trail between W. Michigan Road/Piece Rd. to Old Blyn Highway. *STBG Funding Request: \$400,000 (for construction)*

* 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)

County Resolution 36, 2021 shows the current local selected projects programmed for STBG funding. Related to Resolution 36, the City of Sequim submitted a letter dated April 29, 2022 that the \$550,000 of STBG funds programmed for the US 101 East Sequim Corridor Improvement Project are no longer needed due to the state appropriation of \$30.5 million dollars under the "Move Ahead Washington" transportation package adopted earlier this year for this project. Removal of this project from local STBG funds will allow for the \$550,000 to be re-programmed towards other projects.

Attached are the City of Sequim and Jamestown S'Klallam Tribe applications. Also, attached is the Resolution 36 (2021), the City of Sequim letter related to US 101 East Sequim Corridor Improvement Project, and the recent STBG call for projects and related background information.

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 the attached applications and approve a call for a May 31, 2022 public hearing to consider approval of the two local projects for STBG funding in FFY 2022. Approval of the projects will need to be by Resolution. Both projects are eligible for STBG funding, and are recommended for funding consideration by the Department.

County Official signature & print name: _____

 Steve Gray

Name of Employee/Stakeholder attending meeting: Steve Gray

Relevant Departments: Public Works/Roads

Date submitted: May 11, 2022

* 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

Allocation of Regional Surface Transportation Block Grant (STBG) Program Federal Funding

NOTICE: The Clallam County Board of Commissioners will conduct a public hearing on Tuesday, May 31, 2022 at 10:30 a.m., or as soon thereafter as possible in the Commissioners' Meeting Room of the Clallam County Courthouse, 223 East 4th Street, Room 160, Port Angeles, Washington. The public hearing is to consider approval of two submitted local transportation improvement projects for regional allocation of Federal Fiscal Year (FFY) 2022 Surface Transportation Block Grant (STBG) Program federal funding. The projects are being proposed by transportation agencies in Clallam County. The applications received are available on the Public Works-Roads Division web page at www.clallam.net/Roads or a free copy can be mailed to you upon request.

Public comments are encouraged. Submit written comments to the address below before the hearing or present comments in person at the public hearing.

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

PROPONENT: Clallam County Board of Commissioners
223 East 4th Street, Suite 4
Port Angeles, WA 98362-3015
Telephone: 360.417.2233

FORMAL IDENTIFICATION: Resolution on Allocation of Regional STBG Program Federal Funding.

SUMMARY OF PROPOSED PROJECTS FOR STBG FEDERAL FUNDING ALLOCATIONS

<u>Agency</u>	<u>Project</u>	<u>FFY</u>	<u>Allocation</u>	<u>Phase</u>
City of Sequim	N. Sequim Ave. Arterial Overlay Project, between Washington St to Daytona Ave.	2022	\$776,311	Construction
Jamestown S' Klallam Tribe	Construction of an approximately 3,700 foot segment of the Olympic Discovery Trail between W. Michigan Rd/Piece Rd. to Old Blyn Highway	2022	\$400,000	Construction

Publish: May 21 & 28, 2022
Bill: Clallam County Public Works

Loni Gores, CMC, Clerk of the Board

Clallam County FFY 2022 Surface Transportation Block Grant (STBG) Funding Application

Instructions

Please complete application in the space provided. Attachments are optional, but if added please do not exceed five (8.5 x 11 size only) pages (not counting vicinity map and any letter of support). Attachments should be limited to provide supplemental information (e.g., photos, maps, illustrations, cross-sections). If you have any questions, contact Steve Gray, Clallam County Transportation Program Manager, at 360-417-2290.

A. GENERAL INFORMATION

Project Title: N. Sequim Ave. Arterial Overlay, Washington St. to Daytona Ave.

Agency/Sponsor: City of Sequim

Contact Person/Title: Don Ctibor, City Engineer & Deputy Public Works Director

Telephone: 360-582-2474 Email: dctibor@sequimwa.gov

B. PROJECT TYPE (Mark all Categories that Apply)

Many types of projects are eligible for STBG funding. Roadway construction must be functionally classified as collector or above, unless the project meets the exceptions under 23 U.S.C. 133. For more information, refer to application packet.

B.1: Indicate below the project type(s) you are seeking STBG funding for:

This is a highway pavement preservation construction project, according to 23 U.S.C. 133.

N. Sequim Ave. is the highest volume north-south arterial through Sequim, providing connection from Highway 101 through the downtown core, serving the greater Clallam County region as it becomes Sequim-Dungeness Way.

B.2. Functional Class (Road Projects Only): ___Urban Minor Arterial___

C. PROJECT DESCRIPTION

Briefly describe the proposed project, the need, and anticipated benefits. Describe project location and attach a vicinity map (8.5" x 11"), if applicable.

Location: N. Sequim Avenue from the intersection of Washington St. to a point approximately 530 LF north of Hendrickson Road. (see attached vicinity map)

This pavement preservation project will overlay the pavement on the section of N. Sequim Ave., Sequim's main north-south arterial through the city. The current pavement condition index value is 57 for a significant segment of the proposed project length. (PCI curves are attached).

The project is a downtown main street providing local connection to public facilities, commercial businesses, and residential areas, serving as a part of the main north-south route for through traffic between Highway 101, Old Olympic and the greater Clallam County region as it becomes Sequim-Dungeness Way. It also serves as a segment of the Olympic Discovery Trail (ODT).

Project benefits center on the value of extending the pavement life for this vital corridor before high-cost, full-depth reconstruction is required. It is beneficial to conduct the work in 2022 to avoid added cost as well as the economic impacts associated with the extended time traffic would be disrupted for full-depth reconstruction.

The current pavement condition is appropriate for an overlay treatment and the chosen segment has a minimal number of obstructions and impediments or code deficiencies to be corrected prior to overlay. New pavement markings will be installed, clarifying traffic flow options and improving safety. Smoother pavement conditions improve safety for traffic, including ODT bicyclists.

This part of N. Sequim Ave. warrants immediate attention because of
(1) high volume use: the project site is the main route in/out of the city from/to the north and is used by the greater North Olympic Peninsula area for access to the Sequim School District's multi-school, field and administrative campus; commercial areas and residential developments adjacent N. Sequim Ave. as well as a key portion of the numerous regional and local transit routes to the Sequim Transit Center.

(2) heavy use: This is the major local delivery route servicing the school district campus, downtown and other commercial zones, residential areas, farms and construction areas in the city as well as the greater Clallam County region as it becomes Sequim-Dungeness Way.

D. SUMMARY FINANCIAL INFORMATION

Total Estimated Project Cost: \$897,469.00

Federal Fiscal Year (FFY) 2022 STBG Request:* \$776,310.69

***Note:** Requires project/project phase obligation by September 30, 2022.

Will this project likely require seeking STBG funding beyond FFY 2022? Yes or No

If yes, what is the total anticipated STBG funding request? _____

E. DETAILED FINANCIAL INFORMATION

Project Cost by Phase: Complete the section for your project type. Specify costs only for the project phase(s) applicable to this proposal. Do not include costs for prior or subsequent phases of work.

Project Type	STBG Funding Request	Total Costs
Infrastructure Projects		
Preliminary Engineering/Design		
Right-of-Way		
Construction	\$776,310.69	\$897,469.00
Non-Infrastructure Projects		
Program/Services		
Planning/Study		
Vehicles		
Other: _____		
TOTALS	\$776,310.69	\$897,469.00

STBG Funding Request and Other Project Revenue:

Funding Source	Amount
Federal STBG Funding Request	\$776,310.69
Local Funding	\$121,158.32
State Funding	\$0
Other Funding	\$0
Total Project Revenue	\$897,469.00

Toll Credits: Is this project requesting use of toll credits to serve as the match?* Yes or No

*See WSDOT Policy for Allocation and Use of Toll Credits.

Matching Funds: The federal participation rate for STBG funding is 86.5%. Applications not requesting use of toll credits must provide the 13.5% non-federal share. If applicable, list the source, status, and amount of all matching funds.

Source of Funds	Current Status (secured or reasonably expected)	Amount
Construction: Local (REET)	Secured	\$121,158.32

F. PROJECT ELEMENTS

The information requested in this section is based upon the state transportation system policy goals under RCW 47.04.280 and addressed in the *Washington Transportation Plan – 2040 and Beyond* and *Peninsula Regional Transportation Plan 2040*. These goals are **NOT** in any order of priority, and not every project is expected to align with each policy goal area.

F.1 Economic Vitality

Goal: Promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy? If applicable, briefly describe how the proposal supports this goal.

This proposal aligns with Economic Vitality goals by:

- Supporting existing commercial activity served directly by this section of N Sequim Ave.
 - Sequim School District’s multi-school campus (three schools serving K-12), Administrative & Food Service offices and sports facilities
 - Downtown core retail area & adjacent community businesses & services
 - Public facilities including the Sequim Civic Center and library
- Enhancing the movement of people and goods from the broader region accessing this retail and housing corridor
- Supporting development of remaining vacant residential and commercial lots in the vicinity

F.2 Preservation and Maintenance

Goal: Maintain, preserve, and extend the life and utility of prior investments in transportation systems and services. If applicable, briefly describe existing conditions and the type of preservation and maintenance efforts the proposal will perform.

This proposal aligns with Preservation and Maintenance goals by:

- Extending the service life of N. Sequim Ave., subject to high wear-and-tear:
 - High loading from freight vehicles
 - High volume since it serves a regional population
- Maximizing prior investments in this section of pavement by doing an overlay before full-depth reconstruction is needed
- Adhering to our CIP
- Making ongoing maintenance more efficient
- Aligning with other projects on this corridor including a funded overlay in '23 for an adjacent segment of N. Sequim and a roundabout safety and traffic flow intersection improvement along this route as it becomes Sequim-Dungeness Way.

F.3 Safety

Goal: Provide for and improve the safety and security of transportation customers and the transportation system. If applicable, briefly describe the factors that contribute to the safety risks and how the proposal will mitigate (e.g., countermeasures) the safety issues.

This proposal aligns with Safety goals by:

- Updating street markings which will also improve visibility
 - Crosswalks
 - Lane lines
 - Center turn lane
 - Transit stops
- Eliminating rough surfaces and large cracks for vehicle and bicycle traffic. A section of this project serves as a segment of the ODT.

F.4 Mobility & Multimodal Transportation System

Goal: Improve the predictable movement of goods and people, including congestion relief and improved freight mobility. Goal: Move toward an integrated multimodal transportation system that increases travel options, reducing the need to drive alone and vehicle miles reduced. If applicable, briefly describe how the proposal meets these goals.

Through pavement preservation we ensure the continued operation of N. Sequim Ave. into the future, which functions to achieve Mobility & Multimodal goals. This timely project:

- Supports access by the regional population as well as freight to/from the commercial hub surrounding this project
- Supports public transit riders through preservation and maintenance of regional and local bus routes
- Enhances safety by updating street markings
 - Highly visible markings will enhance safety
 - Improved safety will encourage active transportation including ped/bike
- Enhances safety for ODT bicycle users by eliminating rough surfaces, encouraging use of this regional multimodal trail for commuting and recreation
- Complements existing pedestrian facilities on both the west and east sides of N. Sequim Ave., which are in good condition
- Complements 2023 overlay of N. Sequim Ave. that will occur between the northern end point of this project to city limits for improved throughway between Highway 101 to Sequim-Dungeness Way

F.5 Environment & Health

Goal 1: Enhance quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment. If applicable, briefly describe how the proposal meets this goal.

This proposal aligns with Environment & Health goals by:

- Avoiding full-depth reconstruction for the 2,400-foot length of roadway means savings in capital construction *as well as ongoing operations & maintenance* in several areas
 - Materials
 - Emissions / air quality
 - Waste (avoiding throwing away most or all asphalt or aggregate)
 - Energy
 - Cost (both labor and expenses)
- Maintaining the ODT bicycle route for regional enjoyment of pedal powered transportation
- Maintaining key portions of regional public transit routes

F.6 Stewardship

Goal: Continuously improve the quality, effectiveness, and efficiency of the transportation system. If applicable, briefly describe how the proposal meets this goal such as incorporating multiple modes, providing system efficiency benefits (e.g., travel time, emission, congestion, or operational/maintenance costs reductions), or other expected improvements.

This proposal aligns with Stewardship goals by:

- Addressing/reducing the increasing maintenance needs of a deteriorating surface
- Conserving maintenance dollars
- Conserving resources by taking care of what we've got rather than allowing it to deteriorate
- Avoiding travel delays and increased air pollution that can result from slower traffic navigating rough, degraded roadways
- Preservation of the key north-south arterial corridor for multi-modal benefits

G. Project Readiness and Delivery Information:

Is this project adopted in your local Transportation Improvement Program?	x	Yes		No
Is this project in the 2022-2027 Regional Transportation Improvement Program?		Yes	x	No
Is this project already in the 2022-2025 Statewide Transportation Improvement Plan (STIP)?*		Yes	x	No

***Note:** Projects need to be in the STIP prior to project obligation.

Below briefly describe the readiness of your project to proceed (or the steps that will be taken) to obligate your project in FFY 2022—see application packet for information on project obligation.

1. Submit request for amendment of the STIP to include the project – May 2022
2. In-house design* – May-June 2022
3. Submit to PRPTO Executive Board for RTIP inclusion—June 2022
4. Submit funding package to WSDOT – by August 1, 2022

*Each year the City delivers a pavement preservation program and is well-versed with the process, including contracting and public notification aspects. Also, the design effort will be straightforward.

H. Certification Acceptance (CA)

Projects are to be administered by a state approved Certification Acceptance (CA) agency—see Washington State Department of Transportation (WSDOT) Local Agency Guidelines Manual. If an agency does not have CA status, the following two options are available for administration of STBG federal funded projects: (1) Non-CA agency enters into agreement with a CA agency to administer all aspects of the project (requires approval of the WSDOT Region Local Programs Engineer); or (2) the WSDOT Region Local Programs Engineer acts as the CA Agency (requires approved plan between Region Local Program Engineer and the agency).

Applicant is a CA
Agency:

☐

Yes

☒

No

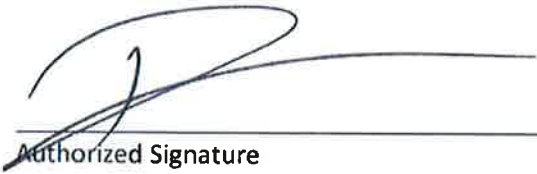
I. Application Acknowledgment and Authorization

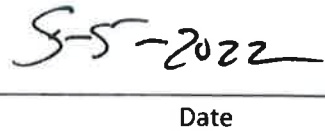
The project as described is financially feasible and the costs reflect current planning level estimates of what is needed to accomplish the work described. If awarded STBG funds, the match revenue and project obligation year described reflects a realistic commitment and schedule. Our agency/organization is aware that failure to meet the obligation deadline may result in funds being reallocated to a different project, possibly resulting in delays or loss of funding to this project.

Agencies/organizations that use federal funds must comply with administrative and project compliance requirements over which the Lead Agency (Clallam County) has no control. The costs and schedule for this proposal were developed with this awareness of federal requirements. The Lead Agency is not responsible for cost overruns or delays that may be attributed to the use of federal funds.

Our agency/organization further acknowledges that if our project is selected for STGB funding we are responsible for:

- Abiding by all current state and federal policies and procedures for project phase obligation, transfer of funds and federal project implementation over which the Lead Agency (Clallam County) has no control.
- Providing the required matching funds.
- Meeting project phase obligation timing commitments.
- Providing for all ineligible project costs or cost overruns.


Authorized Signature


Date


Print Name, Title

APPLICATION DEADLINE: MAY 6, 2022

**Email completed application packets to Steve Gray, Clallam County
Transportation Program Manager, at: sgray@co.clallam.wa.us**

CITY OF SEQUIM

CLALLAM COUNTY

WASHINGTON

N SEQUIM AVENUE PAVEMENT REHABILITATION

CITY PROJECT NO. STR-064RR



DATE: APRIL 2022	SCALE: NOTED	DRAWN: KJC	CHECKED:	APPROVED:
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NO.	REVISION	DATE	APPROVED

CITY OF SEQUIM
CLALLAM COUNTY WASHINGTON
N SEQUIM AVENUE PAVEMENT REHABILITATION

SHEET:	OF:
JOB NO.:	
DWG:	



VICINITY MAP
NOT TO SCALE



LOCATION MAP
NOT TO SCALE



DATE: APRIL 2022	SCALE: NOTED	KG
DRAWN: ---	CHECKED: ---	APPROVED: ---

NO.	REVISION	DATE

CITY OF SEQUIM
CLALLAM COUNTY WASHINGTON
N SEQUIM AVENUE PAVEMENT REHABILITATION

SHEET: OF:
JOB NO.:
DWG. NO.:

N Sequim Avenue Pavement Rehabilitation

No.	Item	Quantity		Unit Price	Amount
1	Mobilization	1	LS	\$50,000.00	\$50,000.00
2	Milling/Planing	16,250	SY	\$6.00	\$97,500.00
3	HMA CL. 1/2" PG 58H-22	1,380	TON	\$190.00	\$262,200.00
4	Sawcutting	360	LF	\$3.00	\$1,080.00
5	Protect Monument	3	EA	\$400.00	\$1,200.00
6	Adjust Manhole	6	EA	\$1,500.00	\$9,000.00
7	Adjust Valve Box	21	EA	\$600.00	\$12,600.00
8	Flaggers	500	HR	\$75.00	\$37,500.00
9	Traffic Control Supervisor	1	LS	\$10,000.00	\$10,000.00
10	Other Traffic Control Labor	50	HR	\$75.00	\$3,750.00
11	Project Temporary Traffic Control	1	LS	\$10,000.00	\$10,000.00
12	Minor Changes	1	CALC	\$15,000.00	\$15,000.00
13	SPCC Plan	1	LS	\$1,500.00	\$1,500.00
14	Inlet protection	27	EA	\$61.00	\$1,647.00
15	Paint Line	8,650	LF	\$2.00	\$17,300.00
16	Plastic Stop Line	12	LF	\$40.00	\$480.00
17	Plastic Crosswalk Line	3,560	SF	\$20.00	\$71,200.00
18	Plastic Traffic Arrow	34	EA	\$500.00	\$17,000.00
19	Plastic Bicycle Lane Symbol	11	EA	\$650.00	\$7,150.00
20	Temporary Pavement Markings	8,650	LF	\$0.50	\$4,325.00
20	Root Pruning	1	LS	\$15,000.00	\$15,000.00
Subtotal					\$645,432.00
Project Contingency (10%)					\$64,543.20
Total Construction + Contingency					\$709,975.20
***Agency PM & Construction Administration (25%)					\$177,493.80
State PM and Administration					\$10,000.00
Total Project Cost					\$897,469.00
Total Project Cost (rounded)					\$897,469.00

***Agency CM and administration costs are based on a percentage of historical construction costs used to complete similar CM efforts

FHWA (86.5%)	\$776,310.69
Local (13.5%)	\$121,158.32



City of Sequim
152 W. Cedar St.
615 N. 5th Ave.
Sequim, WA 98382
(360) 683-4908

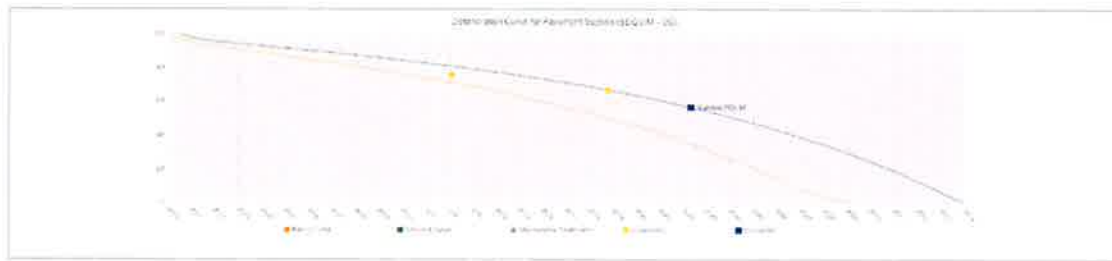
Section Summary

Printed: 4/29/2022

Street ID: SEQUIM	Begin Location: FIR ST
Section ID: 060	End Location: #760 SEQUIM AVE
Street Name: N SEQUIM AVE	No. Lanes: 3
Functional Class: Collector	Length (ft): 1,867
Surface Type: AC	Width (ft): 41
General Code:	Area (sq ft): 76,547
Area ID:	Slab Length: 0.00
Funding Source:	Slab Width: 0.00
Parking Lot Type:	# of Slabs: 0
Comments:	



Constructed: 07/01/2000



Other History

Transact Date	Transact Type	Attribute	Value
3/15/2012 11:50:17 AM	Attribute change	User 1	Water
3/15/2012 11:50:17 AM	Attribute change	User 2	Sewer

Inspection History

Inspection Date: 02/01/2012		Section PCI: 76		
Inspection #	Length	Area	No Distresses	Special
1	50.00	2050.00	☐	☐
2	50.00	2050.00	☐	☐
3	50.00	2050.00	☐	☐
4	50.00	2050.00	☐	☐

Inspection Date: 10/01/2018		Section PCI: 67		
Inspection #	Length	Area	No Distresses	Special
1	50.00	2050.00	☐	☐

Criteria: Section = N SEQUIM AVE - SEQUIM

1

MTC StreetSaver

Inspection Date: 10/01/2018		Section PCI: 67		
Inspection #	Length	Area	No Distresses	Special
2	50.00	2050.00	☐	☐
3	50.00	2050.00	☐	☐
4	50.00	2050.00	☐	☐



City of Sequim
152 W. Cedar St.
615 N. 5th Ave.
Sequim, WA 98382
(360) 683-4908

Section Summary

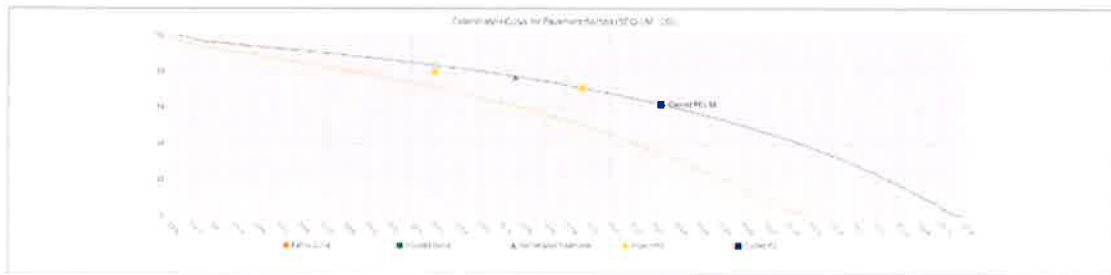
Printed: 4/29/2022

Street ID: SEQUIM
Section ID: 050
Street Name: N SEQUIM AVE
Functional Class: Collector
Surface Type: AC
General Code:
Area ID:
Funding Source:
Parking Lot Type:
Comments:

Begin Location: WASHINGTON ST
End Location: FIR ST
No. Lanes: 2
Length (ft): 1,292
Width (ft): 41
Area (sq ft): 52,972
Slab Length: 0.00
Slab Width: 0.00
of Slabs: 0



Constructed: 07/01/2000



Other History

Transact Date	Transact Type	Attribute	Value
3/15/2012 11:49:40 AM	Attribute change	User 1	Water
3/15/2012 2:55:20 PM	Attribute change	User 2	0

Inspection History

Inspection Date: 02/01/2012 **Section PCI:** 80

Inspection #	Length	Area	No Distresses	Special
1	50.00	2050.00	☐	☐
2	50.00	2050.00	☐	☐
3	50.00	2050.00	☐	☐

Inspection Date: 10/01/2018 **Section PCI:** 71

Inspection #	Length	Area	No Distresses	Special
1	50.00	2050.00	☐	☐
2	50.00	2050.00	☐	☐

Criteria: Section = N SEQUIM AVE - SEQUIM

1

MTC StreetSaver

Inspection Date: 10/01/2018 **Section PCI:** 71

Inspection #	Length	Area	No Distresses	Special
3	50.00	2050.00	☐	☐

Maintenance Rehabilitation History

Maint. Date	Treatment	Sq. Ft.	Thickness	PCI after M&R	Cost Maint.
09/01/2015	DEEP PATCH	782	3	77	\$0

Clallam County FFY 2022 Surface Transportation Block Grant (STBG) Funding Application

Instructions

Please complete application in the space provided. Attachments are optional, but if added please do not exceed five (8.5 x 11 size only) pages (not counting vicinity map and any letter of support). Attachments should be limited to provide supplemental information (e.g., photos, maps, illustrations, cross-sections). If you have any questions, contact Steve Gray, Clallam County Transportation Program Manager, at 360-417-2290.

A. GENERAL INFORMATION

Project Title: Olympic Discovery Trail Michigan School Road Segment
Agency/Sponsor: Jamestown S'Klallam Tribe
Contact Person/Title: Wendy Clark-Getzin, Tribal Transportation Program Manager
Telephone: 360-681-5622 Email: wclark@jamestowntribe.org

B. PROJECT TYPE (Mark all Categories that Apply)

Many types of projects are eligible for STBG funding. Roadway construction must be functionally classified as collector or above unless the project meets the exceptions under 23 U.S.C. 133. For more information, refer to application packet.

B.1: Indicate below the project type(s) you are seeking STBG funding for:

Construction of a pedestrian bike facility per 23 USC §133 (b)(7 and 24) Wetland monitoring per USACE requirements, 23 USC §133 (b)(3)

B.2. Functional Class (Road Projects Only): N/A

C. PROJECT DESCRIPTION

Briefly describe the proposed project, the need, and anticipated benefits. Describe project location and attach a vicinity map (8.5" x 11"), if applicable.

See attached:

VICINITY MAP – ODT_Michigan_to_OBH

Proposed Project Description

The Jamestown S’Klallam Tribe proposes to improve over 3,700 feet of Olympic Discovery Trail (ODT) in Clallam County, Washington from Michigan School Road to Old Blyn Highway. This segment of the ODT is a part of an overall 130-mile non-motorized, multi-use trail (bicycle, pedestrian, equestrian) system that spans from Port Townsend, Washington, to the Pacific Ocean. Approximately 78 miles of the 130 miles have been completed. Portions of the trail that have not been developed require users to ride on the narrow shoulder of the state highway. Completed trail sections consist of a separated shared-use path that offers all ages and types of riders an opportunity to use the trail system in a safe and low conflict experience.

As detailed in the Vicinity Map, the proposed project is to build a 3,700 ft section of the ODT along an existing old railroad ROW, which is owned by the Jamestown S’Klallam Tribe. All of the trails will be on tribal land, except for the final ~100 ft, which will cross an intersection owned by Clallam County Roads. The proposed project will connect to the existing Olympic Discovery Trail using Washington State Department of Transportation (WSDOT) trail standard specifications. Olympic Discovery Trail systems must have a 10-ft wide paved surface to provide for two way-traffic from both bikes and pedestrians and a 4-ft gravel path for equestrian riders. To construct this segment of the trail, work will include clearing and grubbing to expose the existing railroad berm of the portion of the ODT connection. The trail profile will require a balance of cuts and fills to maintain the required grades. The trail will require cuts as much as 2 feet in depth to 2 feet in height of fill. Once the trail subgrade is built, crushed surfacing will be placed and compacted for the surfacing and paved with asphalt.

Need & Purpose

This project is needed because non-motorized users are required to navigate on a 2-ft unprotected shoulder of US 101 between Michigan School Road and Old Blyn Highway making it unsafe for recreational users and motor vehicles. The purpose of this project is to provide recreational users of all ages and abilities a safe place to travel separated from the state highway.

Beneficiaries

Trail improvements that are proposed will enhance the accessibility and safety of a segment of the Olympic Discovery Trail system. The project segment is currently unpaved and does not meet shared use path designation standards. Trail riders who cannot travel on the unpaved surface are currently forced to use the narrow shoulders of the parallel US 101 Highway.

The Olympic Discovery Trail is a tourist attraction, drawing visitors both nationwide and internationally. Communities and businesses along the length of the Olympic Discovery Trail not only benefit from the use of the trail but also provide increased tourism and regional interest.

D. SUMMARY FINANCIAL INFORMATION

Total Estimated Project Cost: \$ 969,773

Federal Fiscal Year (FFY) 2022 STBG Request:* \$ 400,000

***Note:** Requires project/project phase obligation by September 30, 2022. **CAN DO with Transfer**

Will this project likely require seeking STBG funding beyond FFY 2022? Yes or **No**

E. DETAILED FINANCIAL INFORMATION

Project Cost by Phase: Complete the section for your project type. Specify costs only for the project phase(s) applicable to this proposal. Do not include costs for prior or subsequent phases of work.

Project Type	STBG Funding Request	Total Costs
Infrastructure Projects		
Preliminary Engineering/Design	\$0	\$105,550
Right-of-Way	\$0	\$0
Construction	\$400,000	\$799,223
Non-Infrastructure Projects		
Program/Services		
Planning/Study		
Vehicles		
Other: Wetland Monitoring per USACE requirements	\$0	\$65,000
TOTALS	\$400,000	\$969,773

STBG Funding Request and Other Project Revenue:

Funding Source	Amount
Federal STBG Funding Request	\$400,000
Local Funding: General	\$65,000
State Funding	\$0
Other Funding: TTP	\$504,773
Total Project Revenue	\$969,773

Toll Credits: Is this project requesting use of toll credits to serve as the match?* Yes or No

*See WSDOT Policy for Allocation and Use of Toll Credits.

Matching Funds: The federal participation rate for STBG funding is 86.5%. Applications not requesting use of toll credits must provide the 13.5% non-federal share. If applicable, list the source, status, and amount of all matching funds.

Source of Funds	Current Status	Amount
ALL ELIGIBLE MATCHING FUNDS	(secured or reasonably expected)	
Tribal General Funds	Reasonably Expected	\$65,000
TAP – 2016, transferred by RSA	Secured	\$182,308
TTP Allocation	Secured	\$322,465

F. PROJECT ELEMENTS

The information requested in this section is based upon the state transportation system policy goals under RCW 47.04.280 and addressed in the *Washington Transportation Plan – 2040 and Beyond* and *Peninsula Regional Transportation Plan 2040*. These goals are **NOT** in any order of priority, and not every project is expected to align with each policy goal area.

F.1 Economic Vitality

Goal: Promote and develop transportation systems that stimulate, support, and enhance the movement of people and goods to ensure a prosperous economy? If applicable, briefly describe how the proposal supports this goal.

This Project is in strong alignment with the North Olympic Peninsula 2021-2025 CEDS, which emphasizes the development of recreation tourism and non-motorized transportation infrastructure and, specifically, completion of the Olympic Discovery Trail:

- Goal 1, A Diversified, Resilient Economy, sub-goal Tourism, strategy 4: *Invest in recreation tourism infrastructure.*
- Goal 3, Strengthened and Sustainable Infrastructure, sub-goal Transportation, strategy 4: *Increase the use of non-motorized transportation through development of more walkable and bikeable communities (including completion of the Olympic Discovery Trail).*
- Goal 4, Protected and Enhanced Natural and Cultural Assets, sub-goal Natural Environment - Recreation, strategy 5: *Complete the Olympic Discovery Trail.*

The Project is an extension of the other Tribal Lands ODT investment for recreation and non-motorized access to the Jamestown S'Klallam reservation and trust properties with recreational, cultural and natural resources in nearby Sequim Bay basin.

According to the RCO Economic Analysis of Outdoor Recreation in Washington State, for every \$1 million spent on outdoor recreation, 10 jobs are supported. Since 2015, the outdoor recreation industry has shown growth and places on par with Washington's aerospace industry. Practically speaking, Jamestown S'Klallam Tribe receives announcements from the local trails advocacy group about commercial user groups scheduling summer tours. The Tour sponsor complains about the unfinished ODT on the Miller Peninsula. They worry about detouring to US101 and making difficult highway crossings. The commercial activity brings an entourage of jobs for hotels, campgrounds, entertainment, restaurants/bars, and other creature comforts required for a vacation tour. As of March 2022, seven hundred tour group riders are scheduled to ride this summer. When the ODT Trail is complete in 2024, this ridership number for outdoor recreation will accelerate. The capacity of tour groups underestimate the demand. Registration websites close due to the influx of registrants. In 2019, outdoor recreation expenditures were upwards of \$6,000 per county resident. The Project intends to increase this per capita metric.

F.2 Preservation and Maintenance

Goal: Maintain, preserve, and extend the life and utility of prior investments in transportation systems and services. If applicable, briefly describe existing conditions and the type of preservation and maintenance efforts the proposal will perform.

This Project has been designed with long-term maintenance and preservation in consideration. The alignment is the original railroad grade, however many areas are impacted by drainage and wetlands. The plans prepare for excavation and stabilization of the trail. The 10-foot wide trail surface will be paved. A narrow area near Old Blyn Hwy road vacation will be converted to a small parking lot with preservation and low maintenance considerations.

F.3 Safety

Goal: Provide for and improve the safety and security of transportation customers and the transportation system. If applicable, briefly describe the factors that contribute to the safety risks and how the proposal will mitigate (e.g., countermeasures) the safety issues.

This project separates the trail alignment from the local road and state highway. The former railroad grade alignment is not close to vehicles and will keep the trail user safe. The trail design standards follow AASHTO best practices for bicycle facilities. The trail surface will be ADA compliant.

F.4 Mobility & Multimodal Transportation System

Goal: Improve the predictable movement of goods and people, including congestion relief and improved freight mobility. Goal: Move toward an integrated multimodal transportation system that increases travel options, reducing the need to drive alone and vehicle miles reduced. If applicable, briefly describe how the proposal meets these goals.

The Trail alignment is currently used by locals for recreation and commuting. The pathway is useable for experienced riders, walkers and equestrians. Locals use the trail for commuting to Blyn basin and Pacific Northwest National Laboratory. The 7 Cedars Resort rents E-bikes to guests and visitors. The Hotel shuttle can be requested for one-way travel or drop-off. Clallam Transit (CTS) and Jefferson Transit (JTA) have bus stops along the ODT on tribal lands. The major rest stop in Blyn is the best place to see three routes converge in a transfer point with bike racks on all buses. The Tribe continues to look for way to work with the transit agencies to improve bus access to East Clallam County. Route 50 Sequim to Blyn Campuses will expand with a grant from Tribal Transit. This will create more accessibility within the system and provide more opportunities to access the ODT by riding a bus one-way and riding a bike the opposite way.

F.5 Environment & Health

Goal 1: Enhance quality of life through transportation investments that promote energy conservation, enhance healthy communities, and protect the environment. If applicable, briefly describe how the proposal meets this goal.

Health

The trail project closes a gap in the ODT system in East Clallam County. There is an opportunity to park and ride from the County line to the Blyn Campus. Shorter rides can be accommodated from Old Blyn Highway. The trail ride hardness factor is for the general population from age 8 to 80. The topography is level to accommodate ADA compliant shared path.

Environmental

A regulated wetland has received permits from the EPA/USACE. The wetland will be mitigated at the Knapp Road JST location previously used for the ODT expansion. Wetland monitoring is required on an annual basis during the establishment period, 5 to 10 years. No stream crossings are necessary. No cultural resources (Section 106) have been identified.

F.6 Stewardship

Goal: Continuously improve the quality, effectiveness, and efficiency of the transportation system. If applicable, briefly describe how the proposal meets this goal such as incorporating multiple modes, providing system efficiency benefits (e.g., travel time, emission, congestion, or operational/maintenance costs reductions), or other expected improvements.

Olympic Discovery Trail- Michigan School Road to Old Blyn Highway Project consists of constructing an approx. 3,700-ft shared use paved trail of 10-foot wide surface. This multi-use trail will span along a former railroad grade just north of US101. Parts of the segment were formally the Old Blyn Highway, decommissioned with the building of US101. Construction work includes erosion control, clearing and grubbing, earthwork, culvert installations, crushed rock surfacing, signing, restoration and mitigation plantings, pavement markings, and hot mix asphalt trail surfacing, bollards and other miscellaneous work for preparing the site for safe travel. Saving former ROW and preserving the pre-existing railroad grade is the best stewardship method to keep costs efficient. No relocation or demolition of structures will be necessary. The corridor is monitored for noxious weeds. Several non-profit groups will remove Scot's Broom and other problem vegetation. Peninsula Trails Coalition hotline assists the Tribe in stewardship for illegal dumping, obstacles and trees falling along the shared pathway.

G. Project Readiness and Delivery Information:

Is this project adopted in your local Transportation Improvement Program?	X	Yes	No
Is this project in the 2022-2027 Regional Transportation Improvement Program?	X	Yes	No
Is this project already in the 2022-2025 Statewide Transportation Improvement Plan (STIP)?* Was in the STIP 21-24. Currently in the Washington State Tribal TIP, (Office of Federal Lands Highway)	X	Yes	X No

***Note:** Projects need to be in the STIP prior to project obligation.

Below briefly describe the readiness of your project to proceed (or the steps that will be taken) to obligate your project in FFY 2022—see application packet for information on project obligation.

The Project has asked to be restored to the current WA-STIP to be prepared for transfer of funds from STBG-Flex to FHWA Tribal Transportation Program (TTP).

The Project is completely permitted with USACE and the County.

The Project has PSE bid package and contract manual.

All lands are held in Trust.

No demolition of structures required. No known geological conditions.

Matching funds are secured. TTP funds are eligible match.

Contractor available to perform work when weather is suitable.

H. Certification Acceptance (CA)

Projects are to be administered by a state approved Certification Acceptance (CA) agency—see Washington State Department of Transportation (WSDOT) Local Agency Guidelines Manual. If an agency does not have CA status, the following two options are available for administration of STBG federal funded projects: (1) Non-CA agency enters into agreement with a CA agency to administer all aspects of the project (requires approval of the WSDOT Region Local Programs Engineer); or (2) the WSDOT Region Local Programs Engineer acts as the CA Agency (requires approved plan between Region Local Program Engineer and the agency).

Applicant is a CA Agency:

☐

Yes

☒

No

If No, please indicate who will act as the project CA Agency:

Funds will be transferred to FHWA TTP for self governance

I. Application Acknowledgment and Authorization

The project as described is financially feasible and the costs reflect current planning level estimates of what is needed to accomplish the work described. If awarded STBG funds, the match revenue and project obligation year described reflects a realistic commitment and schedule. Our agency/organization is aware that failure to meet the obligation deadline may result in funds being reallocated to a different project, possibly resulting in delays or loss of funding to this project.

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Our agency/organization further acknowledges that if our project is selected for STGB funding we are responsible for:

- Abiding by all current state and federal policies and procedures for project phase obligation, transfer of funds and federal project implementation over which the Lead Agency (Clallam County) has no control.
- Providing the required matching funds.
- Meeting project phase obligation timing commitments.
- Providing for all ineligible project costs or cost overruns.

Jessica Payne, COO 5-5-22
Authorized Signature Date

Jessica Payne, Chief Operating Officer
Print Name, Title

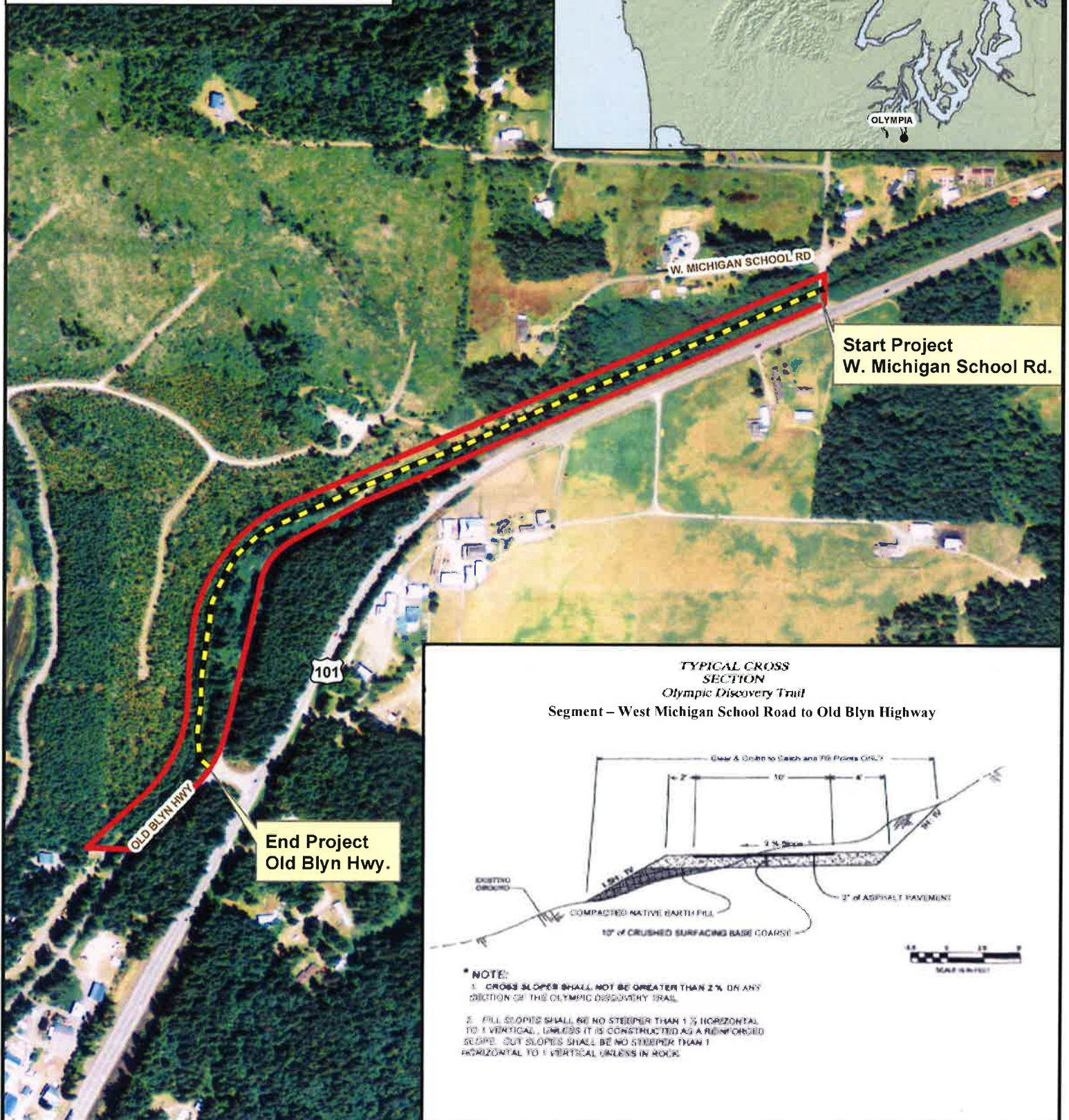
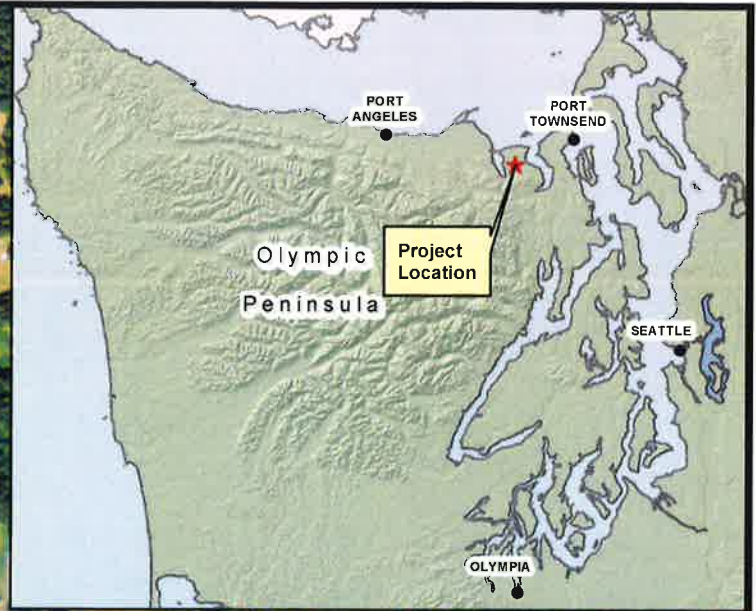
APPLICATION DEADLINE: MAY 6, 2022

*Email completed application packets to Steve Gray, Clallam County Transportation Program
Manager, at: sgray@co.clallam.wa.us*

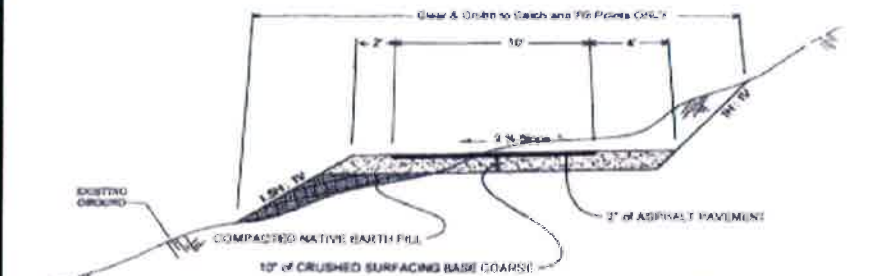
West Michigan School Road to Old Blyn Highway Olympic Discovery Trail

 Proposed Olympic Discovery Trail
 Jamestown S'Klallam property

 Feet
 0 250 500 1,000



TYPICAL CROSS SECTION
 Olympic Discovery Trail
 Segment – West Michigan School Road to Old Blyn Highway



*** NOTE:**

1. CROSS SLOPES SHALL NOT BE GREATER THAN 2% ON ANY SECTION OF THE OLYMPIC DISCOVERY TRAIL.
2. FILL SLOPES SHALL BE NO STEEPER THAN 1 1/2 HORIZONTAL TO 1 VERTICAL, UNLESS IT IS CONSTRUCTED AS A REINFORCED SLOPE. CUT SLOPES SHALL BE NO STEEPER THAN 1 HORIZONTAL TO 1 VERTICAL UNLESS IN ROCK.

 SCALE IS 1/4"=1'-0"
 0 5 10



March 29, 2022

Maiea Sellers, Acting Regional Director
U.S. Economic Development Administration
915 Second Avenue
Jackson Federal Building, Room 1890
Seattle, WA 98174

Dear Director Sellers,

The Peninsula Regional Transportation Planning Organization (PRTPO) is pleased to submit this letter in support of the Jamestown S'Klallam Tribe's **Olympic Discovery Trail Michigan School Road to Old Blyn Highway Project**. The Tribe is a long-time partner in coordinated efforts to build out the trail. An award of \$323,000 from the EDA will enable the Tribe to complete nearly three-quarters of a mile of the ODT, as this renowned trail facility is known across the region.

The ODT extends over 135 miles, from Port Townsend to La Push. About 90 miles of dedicated trail facility has been constructed to date; US 101 and other existing roadways provide interim continuity where there are gaps. The ODT connects rural and tribal communities and provides access to the wealth of outdoor recreation opportunities the region is known for. It offers a safe and scenic alternative to US 101 for walk and bike travel. Completion of the trail is a priority for PRTPO members. The ODT is a major attraction in a region with a strong tourism economy. The trail attracts visitors from the Seattle metro area and other locales, and is an important influence on this region's small rural economies.

In its capacity as the Regional Transportation Planning Organization for the four-county Peninsula region, PRTPO regularly directs its Transportation Alternatives discretionary funding to ODT projects, most recently in 2020 when it funded engineering and design work for the Tribe. The EDA has an opportunity to support a truly construction-ready project with demonstrated appeal. The Tribe has secured all necessary permits, and contract plans, specifications, and estimates are complete. Construction of this segment can be completed quickly, expanding public access and providing greater non-motorized route continuity for residents and visitors alike.

This project is fully consistent with the PRTPO 2040 Regional Transportation Plan and addresses a gap identified in the 2019 Regional Non-Motorized Connectivity Study. Completing this segment of the regionally significant Olympic Discovery Trail will have far-reaching benefit in the Jamestown S'Klallam community and beyond.

On behalf of PRTPO and communities throughout the Peninsula region, I urge your support for this important project.

Sincerely,

A handwritten signature in black ink, appearing to read "Bek Ashby". The signature is fluid and cursive.

Bek Ashby
Chair, Peninsula Regional Transportation Planning Organization

Cc: Honorable Ron Allen, Jamestown S'Klallam Tribe
Representative Derek Kilmer, US House of Representatives
Senator Patty Murray, US Senate
Senator Maria Cantwell, US Senate
Laura Ives, EDA Representative

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Clea Rome

WSU Clallam County Extension

MEMBERS

10,000 Years Institute

1st Security Bank

Center for Inclusive
Entrepreneurship

City of Forks

City of Sequim

Clallam EDC

Clallam PUD

Clallam Transit

Dungeness Valley Creamery

EDC Team Jefferson

Field Arts & Events Hall

Jamestown S'Klallam Tribe

Jefferson Community Foundation

Jefferson County Chamber
of Commerce

Jefferson Land Trust

Jefferson PUD

Lumber Traders

North Olympic Land Trust

Pacific Northwest National
Laboratory

Port Angeles Business Association

Port of Port Angeles

Port Townsend Foundry

Sequim-Dungeness Valley
Chamber of Commerce

The Food Co-op of Port Townsend

WSU Jefferson County Extension



PO Box 2526, Port Angeles, WA 98362 • www.noprcd.org • 360-477-1593

March 31, 2022

Maiea Sellers, Acting Regional Director
915 Second Avenue
Jackson Federal Building, Room 1890
Seattle, WA 98174

Dear Ms. Sellers:

As the regional Economic Development District for Jefferson and Clallam counties in Washington, the North Olympic Peninsula Resource Conservation & Development Council (NODC) is pleased to support the Jamestown S'Klallam Tribe's request for funding of their Olympic Discovery Trail Michigan School Road to Old Blyn Highway Project from the 2021 EDA ARPA Indigenous Communities grant program.

The 10-foot wide, 3,700 lineal feet paved trail will be constructed on the original Chicago, Milwaukee, St. Paul & Pacific Railroad grade. New construction will fill a physical gap in the highly acclaimed recreational trail on tribal trust lands. The project site runs parallel and separated from US 101, an undivided regional rural corridor with heavy truck traffic. The trail termini connect trail users to existing Pierce Road - county line ODT segment and to Old Blyn Highway where the Tribe is actively pursuing the completion of the last 0.64-mile ODT gap on tribal lands. All permits are issued, and contract plans are complete making this a truly shovel ready project.

This project is in strong alignment with the North Olympic Peninsula 2021-2025 CEDS, which emphasizes the development of recreation tourism and non-motorized transportation infrastructure and, specifically, completion of the Olympic Discovery Trail:

- Goal 1, A Diversified, Resilient Economy, sub-goal Tourism, strategy 4: Invest in recreation tourism infrastructure.
- Goal 3, Strengthened and Sustainable Infrastructure, sub-goal Transportation, strategy 4: Increase the use of non-motorized transportation through development of more walkable and bikeable communities (including completion of the Olympic Discovery Trail).
- Goal 4, Protected and Enhanced Natural and Cultural Assets, sub-goal Natural Environment - Recreation, strategy 5: Complete the Olympic Discovery Trail.

On behalf of NODC, I strongly encourage EDA to fund this important project.

Sincerely,

Karen Affeld
Executive Director

The NODC prohibits discrimination in its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status

Maiea Sellers, Acting Regional Director
Economic Development Administration
915 Second Avenue
Jackson Federal Building, Room 1890
Seattle, WA 98174

March 31, 2022

Re: Jamestown S’Klallam Tribe’s Olympic Discovery Trail Michigan School Road to Old Blyn Highway Project

Dear Ms. Sellers,

Rails-to-Trails Conservancy strongly supports the application from the Jamestown S’Klallam Tribe for EDA-ARPA Indigenous Communities funding for the Olympic Discovery Trail Michigan School Road to Old Blyn Highway Project.

This project will fill a key gap in the Olympic Discovery Trail on tribal trust lands. The project will also be a segment of the Great American Rail-Trail, a cross-country multi-use trail that extends between Washington state and Washington, D.C. The Olympic Discovery Trail is a proud host trail of the Great American Rail-Trail, and the Jamestown S’Klallam Tribe have been important leaders in developing their sections of the trail across the Olympic Peninsula and across the country.

The Great American Rail-Trail will extend 3,700 miles when it is completed. It is already over 53% complete with more than 2,000 miles completed on the ground with more off-road, separated trail miles being completed every year. Sections like the Michigan School Road to Old Blyn Highway Project are important in closing key gaps and making the trail across the country a reality.

We hope the EDA funds this request to support the Jamestown S’Klallam Tribe in their mission to provide trail access to tribal members and visitors alike.

Sincerely,

Kevin Belanger, AICP
Great American Rail-Trail Project Manager



RESOLUTION 36, 2021

H1
4/13/21

ALLOCATION OF REGIONAL SURFACE TRANSPORTATION BLOCK GRANT (STBG)
PROGRAM FEDERAL FUNDING

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. The Surface Transportation Block Grant (STBG) Program is a federal-aid transportation program that may be used for a wide range of projects such as construction and repair of eligible federal aid roads (e.g., collectors and arterials); bridge and tunnel projects on any public roads; transit capital projects; pedestrian, bicycle and recreational trail projects; ferry boats and terminal facilities; and other eligible transportation improvement projects under 23 U.S.C. 133.
2. The federal participation rate for STBG funding on projects is 86.5%.
3. The STBG federal-aid transportation funding is administered by the Washington State Department of Transportation (WSDOT).
4. Clallam County is the lead agency responsible to conduct a process to select and prioritize eligible local transportation projects for the programming of available STBG funding allocated to the County by the state.
5. To secure and receive STBG funding, the local agency/sponsor of any projects selected by the County for programming must enter into an agreement with WSDOT to "obligate" the federal funding. Obligation is the federal government's commitment to reimburse the federal share of eligible project costs.
6. Clallam County's total STBG funding allocation available to program in Federal Fiscal Year (FFY) 2021 is \$2,228,656. For FFY 2022 – 2024, the estimated STBG available allocation is \$1,052,594 annually.
7. The County previously approved regional STBG funding allocations for local transportation improvement projects totaling \$1,080,000 that have been programmed for FFY 2021, but where the funding has not yet been obligated (i.e., secured under agreement with WSDOT).
8. The Clallam County Public Works – Road Department issued a call for projects on January 25, 2021, to local transportation agencies for STBG project funding requests for FFY 2021 and FFY 2022, and received five applications by the March 5, 2021 deadline totaling \$1,590,983 for FFY 2021 funding and \$1,211,760 for FFY 2022 funding as summarized below:

STBG FFY 2021 Applications

- \$57,803 City of Forks Bogachiel Way Overlay Project [Preliminary Engineering Phase]
- \$633,180 City of Sequim W. Washington St. Arterial Overlay (River Rd. to 9th Avenue) [Construction Phase]
- \$350,000 Clallam County Sequim-Dungeness Way and Woodcock Road Roundabout [Construction Phase]
- \$550,000 City of Port Angeles Race Street Complete Street – Phase 1 [Preliminary Engineering and Construction Phases]

STBG FFY 2022 Applications

- \$386,760 City of Forks Bogachiel Way Overlay Project [Construction Phase]
 - \$825,000 Clallam County Olympic Discovery Trail—Forks Calawah River Park to Sitkum-Sol Duc Road Project [Construction Phase].
9. The County previously approved a \$550,000 STBG allocation for the US 101 East Sequim Corridor Improvement Project that is currently programmed for FFY 2021, but not yet obligated (Resolution

44, 2020). At this time, it is unknown whether engineering design will commence this year, or when the regional STBG allocation will be needed, for this state project.

10. The County previously approved a \$500,000 STBG allocation for the Port Angeles Race Street Complete Street Project-Phase I that is currently programmed for FFY 2021, but not yet obligated (Resolution 64, 2020). The City is expected to obligate this funding and commence construction this year. The City is requesting an additional \$550,000 to complete Phase 1 construction based on revised engineering cost estimates.
11. The City of Forks project application requesting \$444,563 for the Bogachiel Overlay Project is an update of the City's \$169,000 STBG funding request for engineering and construction previously approved by the County (Resolution 36, 2017) based on revised engineering estimates.
12. All five applications are for local projects eligible for STBG funding, and are for projects supported by the local agency's adopted Six-Year Transportation Improvement Program (TIP).
13. The Board held a public hearing on April 13, 2021 on the allocation of STBG funding related to the transportation improvement projects described above.

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

1. The Board of Clallam County Commissioners approves the following projects and agencies receive the below regional allocation of Surface Transportation Block Grant (STBG) Program federal-aid funding for Federal Fiscal Year (FFY) 2021 – 2023 as summarized below:

<u>Agency</u>	<u>Project</u>	<u>FFY</u>	<u>Allocation</u>	<u>Phase</u>
Forks	Bogachiel Way Overlay	2021	\$57,803	Preliminary Engineering
Sequim	W. Washington St. Arterial Overlay	2021	\$633,180	Construction
Port Angeles	Race Street Complete Street-Phase 1	2021	\$32,000 ¹	Preliminary Engineering
Port Angeles	Race Street Complete Street-Phase 1	2021	\$518,000 ¹	Construction
Clallam County	Sequim-Dungeness Way and Woodcock Road Roundabout	2021	\$350,000	Construction
Forks	Bogachiel Way Overlay	2022	\$386,760	Construction
Clallam County	Olympic Discovery Trail—Forks Calawah River Park to Sitkum-Sol Duc Rd.	2022	\$825,000	Construction
Sequim	US 101 East Sequim Corridor Improvement Project (Simdars Rd. Interchange to Palo Alto Rd.)	2023	\$550,000 ²	Preliminary Engineering

¹Port Angeles total FFY 2021 STBG allocation for this project is \$1,050,000 due to a prior allocation of \$500,000 under Resolution 64, 2020.

²Sequim received County approval of this \$550,000 STBG allocation under Resolution 44, 2020. Due to uncertainty of project start by the state, planned project programming is moved to FFY 2023.

PASSED AND ADOPTED this 13 day of April 2021

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

ATTEST:

Loni Gores, Clerk of the Board





152 W. Cedar Street, Sequim, WA 98382
PH (360) 683-4139 FAX (360) 681-3448

April 29, 2022

Steve Gray, Transportation Program Manager
321 E. 4th St., Ste. 6
Port Angeles, WA 98362

RE: Notification that US 101 East Sequim Corridor Improvement Project receives legislative appropriation for full WSDOT led project for Surface Transportation Block Grant management

Steve:

The City of Sequim (City) wants to ensure that Clallam County is aware of a legislative appropriation of approximately \$30.5 million dollars to the Washington State Department of Transportation (WSDOT) in FY2022 Supplemental Budget funding for the US 101 East Sequim Corridor Improvement Project, including completion of the Simdars Rd. Interchange, a Frontage Rd. from Simdars to Happy Valley and realignment with Palo Alto Rd. This news is important for Clallam County's management of the Surface Transportation Block Grant (STBG) program.

In 2020, the City received allocation under CR Resolution 44, 2020 of \$550,000 in STBG support to match the City's and state legislative appropriation at that time. However, the full support received by the state legislature in 2022 allows for this STBG allocation to be reconsidered under the Clallam County's Obligation Authority (OA).

We are excited that the legislature and WSDOT has provided full support for this important project and appreciate the ongoing commitment of local agencies like Clallam County to ensure this regional project is completed.

Please accept this letter as notification for Clallam County's ongoing management of STBG funds.

Respectfully,

Don Ctibor
City of Sequim Engineer & Deputy Public Works Director



Clallam County Public Works/Road Department

223 E. Fourth St., Suite 6

Port Angeles, WA 98362-3000

360-417-2290 Fax: 360-417-2513 E-mail: sgray@co.clallam.wa.us

April 12, 2022

RE: 2022 Surface Transportation Block Grant (STBG) Program Applications—First Call for Projects

Clallam County is the lead agency to select and award eligible local projects for funding from the County's regional allocation of the federal Surface Transportation Block Grant (STBG) Program under the Fixing America's Surface Transportation (FAST) Act. Information on the federal FAST Act is available from the Federal Highway Administration (FHWA) at:

<https://www.fhwa.dot.gov/fastact/>

The Clallam County region currently is allocated by the Washington State Department of Transportation (WSDOT) an estimated annual appropriation of \$1,158,000 of STBG funding that is available to program for eligible local projects. The Clallam County Public Works Department facilitates an application process for STBG funds. Final project review and selection is by the Board of County Commissioners (BOCC) following a public hearing.

Eligible Entities: Local entities with the responsibility for the oversight of transportation and recreational trails facilities, programs and services provided within Clallam County including: the cities of Sequim, Port Angeles, and Forks; Clallam County government; Port of Port Angeles, Clallam Transit, and Tribal governments.

Eligible Projects: Many types of projects are eligible including, but not limited to: projects that preserve and improve the conditions and performance on federal aid highways; bridge and tunnel projects on any public road; pedestrian, bicycle and recreational trails; transit capital projects; ferry boats and terminal facilities; and other eligible activities under 23 U.S.C 133.

How to Apply: Complete the Clallam County FFY 2022 STBG Application.

Federal STBG Funding: The federal participation rate for STBG federal funding share is 86.5%.

Obligation of Funding: Projects must be ready to proceed in Federal Fiscal Year (FFY) 2022. Ready to proceed means that you can obligate (i.e., obtain WSDOT and FHWA authorization) STBG funds by **September 30, 2022**.

IMPORTANT: If your project will not be ready, or you likely cannot complete the steps required to obligate STBG federal funding by September 30, 2022, please wait to submit your project proposal(s) for the a Second Call for Project Applications for FFY 2023-2026 that will be issued by Clallam County in September 2022.

Application Deadline: May 6, 2022

Where to Send Applications:

Email Application to: Steve Gray, Clallam County Transportation Program Manager, at:
sgray@co.clallam.wa.us

Mail or Hand Deliver to:
Clallam County Public Works/Road Department
223 East Fourth Street, Suite 6
Port Angeles, WA 98362-3000

IMPORTANT: Application delivery by email is preferred. If you mail or hand deliver your application, it must be received by the Clallam County Public Works Department prior to 4:30 pm (close of business) on May 6, 2022.

Application Review Schedule: The Board of County Commissioners (BOCC) will hold a work session and public hearing on applications received per the following tentative work session and public hearing schedule:

- BOCC Work Session: Monday, May 16, 2022 at 9:00 a.m. (or shortly thereafter)
- BOCC Public Hearing: Tuesday, May 31 or June 7, 2022 at 10:30 a.m. (or shortly thereafter)

Applicants will be notified of any changes to the above schedule. It is anticipated that the BOCC will select projects for STBG funding allocations either on the day of the hearing or in early-June.

More about STBG and Federal Funding: Refer to the below materials that are part of the application packet for more information on STBG and federal funding:

- STBG Federal Funding Considerations (Use of toll credits for match, project obligation/authorization, state transportation improvement programs, certification acceptance agency requirements, and other requirements for use of federal funds.)
- 2016 FHWA Implementation Guidance Memorandum (contains more information on eligibility requirements)
- WSDOT policy for allocation and use of toll credits (December 30, 2021)

Please contact me if you have any questions.

Sincerely,

Steve Gray
Transportation Program Manager
360-775-1340
Email: sgray@co.clallm.wa.us

STBG Federal Funding Considerations

Federal Share/Matching Funds/Use of Toll Credits

The federal participation rate for STBG funding is 86.5%.

The Washington State Department of Transportation (WSDOT) allows local agencies to use “toll credits” for most federally funded projects (including STBG projects) to serve as the match for the federal funds on a project. Toll credits are not money and do not bring any funds to a project. They are a matching tool available to any state that generates revenues from tolling facilities to allow for 100% federal funding if the project/project phase is fully funded with Federal Highway Administration (FHWA) funds. If a project includes state grants or other local funds, it does not qualify for toll credits because the non-federal match is presumably not a barrier to using federal funds. For more information on use of toll credits and related requirements, refer to the WSDOT Policy for Allocation and use of Toll Credits (dated December 30, 2021) included with the application materials and contact WSDOT-Local Programs with any questions.

The downside of use of toll credits is that it will impact the County’s total regional STBG funding allocation available for local projects. This means available STBG funding resources for local projects will not go as far at 100% funding levels as when a local match is provided. The County lead agency will accept applications for STBG funding that propose using toll credits to receive 100% federal funding.

Project Authorization/Obligation

Clallam County only selects projects for programming our regional allocation of STBG funding. The County does not distribute or administer federal funding for selected projects. That is done by WSDOT-Local Programs.

If your project is selected, you ***must*** obligate STBG federal funds for your project/project phase. Obligation is the federal government’s commitment to reimburse the federal share of eligible project costs. To “obligate” a project for STBG funding requires entering into a local agency agreement (LAA) with WSDOT-Local Programs. Consult the WSDOT Local Agency Guidelines (LAG) Manual for more information on required information and forms that must be submitted to enter into a LAA with WSDOT-Local Programs.

IMPORTANT: For this current 2022 call for projects, the project should be ready to proceed in Federal Fiscal Year (FFY) 2022. Ready to proceed means that you can obligate STBG funds in Federal Fiscal Year (FFY) 2022. The FFY is between October 1 and September 30.

If your project will not be ready, or you likely cannot complete all the required steps to obligate STBG federal funding by September 2022, it is recommended to submit your project proposal(s) during the a Second 2022 Call for Project Applications for FFY 2023-2026 STBG funding that will be issued by Clallam County in September 2022.

If your project is selected, you will need to submit your project LAA package to WSDOT for project authorization/obligation as soon as possible. It is highly recommended to submit by August 1 to allow time for WSDOT review and to correct omissions/errors before FHWA’s September FFY closing date. Failure to meet the FFY 2022 obligation deadline may result in a loss or change in timing to the availability of STBG funding for your project.

Once your project is obligated WSDOT-Local Programs and FHWA expect regular progress to avoid risk of loss of funding. Progress is tracked by required project reporting and billings.

Inclusion in Local, Regional and State Transportation Improvement Programs

Prior to project authorization/obligation, the project will need to be included in the 2022-2027 State Transportation Improvement Program (STIP). The project will also need to be in the Regional Transportation Improvement Program (RTIP) and your locally adopted transportation improvement program.

State Transportation Improvement Program (STIP)

Projects receiving federal funding must be in (or added to) the STIP. If your project is not already in the 2022-2025 STIP, you will need to do a STIP amendment. STIP amendment due dates are the third Friday of every month. Information on the STIP and STIP amendment process can be found at: <https://wsdot.wa.gov/business-wsdot/support-local-programs/delivering-your-project>

If you have questions on how to enter information into web-based, STIP or on the STIP amendment process contact Nancy Huntley, WSDOT Statewide Programming Engineer, at 360-705-7337 or at nancy.huntley@wsdot.wa.gov

Regional Transportation Improvement Program (RTIP)

For a project to be part of the STIP, it must also be in (or added to) the RTIP approved by the Peninsula Regional Transportation Planning Organization (PRTPO).

IMPORTANT: *If your project is not in the 2022-2027 RTIP, you will need approval of an amendment from the PRTPO Executive Board. To start this process: (1) enter your project into the STIP and submit for processing as soon as possible; (2) inform the PRTPO Coordinator your project is pending STIP and PRTPO approval; and (3) coordinate with the PRTPO Coordinator on getting your project scheduled before the PRTPO Executive Board.*

The PRTPO Executive Board meets quarterly. This means for the FFY 2022 STBG funding round you will need to get on either their June 17 or August 19 meeting agendas. It is highly recommended that you target the June 17 PRTPO Executive Board meeting date. Request for RTIP amendments should be submitted to the PRTPO Coordinator as soon as possible, but a minimum of 14 calendar days before the PRTPO Executive Board meeting.

For more information and to coordinate RTIP amendments contact one of the PRTPO Coordinator's below:

Thera Black
PRTPO Coordinator
(360) 878-0353
TheraB@PeninsulaRTPO.org

Edward Coviello
PRTPO Coordinator — Lead Planning Agency
(360) 824-4919 | Fax (360) 377-7086
EdwardC@kitsaptransit.com

Certification Acceptance

Projects using STBG federal funding must be administered by a state approved Certification Acceptance (CA) agency. If an agency does not have CA status, the following two options are available for administration of STBG federal funded projects: (1) Non-CA agency enters into agreement with a CA agency to administer all aspects of the project (requires approval of the WSDOT Region Local Programs Engineer); or (2) the WSDOT Region Local Programs Engineer acts as the CA Agency (requires approved plan between Region Local Program Engineer and the agency). For more information, refer to Chapter 13 of the WSDOT LAG Manual and also the information on the WSDOT web page at: <https://wsdot.wa.gov/business-wsdot/support-local-programs/delivering-your-project/certification-acceptance>

Requirements for Use of Federal Funding

Agencies that use federal funds must comply with all state and federal administrative and project compliance requirements over which Clallam County has no control over. Consult the WSDOT LAG Manual for more information. The LAG Manual provides policies and standards for local agencies to follow when using Federal Highway Administration (FHWA) funds for transportation projects and can be downloaded at: <https://wsdot.wa.gov/business-wsdot/support-local-programs/delivering-your-project>



AGENDA ITEM SUMMARY

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

8
5/16/22

Department: BOCC

WORK SESSION ☒ **Meeting Date: 5/16/2022**

REGULAR AGENDA ☒ **Meeting Date: 5/24/2022**

Item Summary:*

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

Documents exempt from public disclosure attached: ☐

Executive Summary:

The Board of Clallam County Commissioners wish to share our support of North Olympic Land Trust acquisitions 22-1524 and 22-1533 to acquire properties Mid Valley Farm and Dungeness Hub Nash's, WA, Clallam County.

Request the Board of Commissioners to approve a letter of support to the Washington State Recreation and Conservation Office.

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?)

Request the Board of Commissioners to approve a letter of support to the Washington State Recreation and Conservation Office.

County Official signature & print name: Loni Gores Loni Gores

Name of stakeholder attending meeting: Board of Commissioners, Michele Canale – North Olympic Land Trust

Date Submitted: June 14, 2022

* Submit original and 5 copies

** Submit 3 originals and 5 copies



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

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

Jim Jones, Jr. County Administrator

May 24, 2022

Washington State Recreation and Conservation Office
PO Box 40917
Olympia, WA 98504-0917

RE: Grant Funding for RCO projects #22-1524 and 22-1533

Dear Washington State Recreation and Conservation Office:

The Board of Clallam County Commissioners wish to share our support of North Olympic Land Trust acquisitions 22-1524 and 22-1533 to acquire properties Mid Valley Farm and Dungeness Hub Nash's, WA, Clallam County.

Conserving the 56-acre Mid Valley Farm on the edge of rapidly development Sequim, in integral to the operations of one of only two remaining dairies in the area, Maple View Dairy.

Conservation of the 10-acre Dungeness Hub will ensure that its more than 7.5 acres of prime farm soils and vital packing shed and cold storage will remain available for productions and distribution. The property is at the capstone of over 600 acres of conserved land for farming, water flow, and river restoration in Dungeness.

Thank you for considering the property acquisition grant.

Sincerely,

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

Bill Peach

NORTH OLYMPIC Land Trust



Farms • Fish • Forests

602 E. Front St.
P.O. Box 2945 (mailing)
Port Angeles, WA 98362
Phone: (360) 417-1815
NorthOlympicLandTrust.org
info@northolympiclandtrust.org

Board of Directors

Karen Westwood
President

Wendy Clark-Getzin
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Gary Colley, *emeritus*

John Willits, *emeritus/in*
memoriam

North Olympic Land Trust
is accountable:



Sound Finances
Sound Governance
Responsible Governance
Lasting Stewardship

April 13, 2022

Alanna Gores
Clerk of the Board Commissioners Office
Board of County Commissioners
223 E 4th St #4
Port Angeles, WA 98362

Subject: Notice of Purchase of Conservation Easements in
Clallam County, RCO Grant Application #22-1524 Acq, Mid
Valley Farm & #22-1533 Acq, The Dungeness Hub-Nash's
Organic Produce

Honorable Commissioners:

I am writing to inform you that the North Olympic Land Trust is
applying for two farmland preservation grants that are being
submitted to the Washington Wildlife and Recreation Program
(WWRP) administered by the Recreation and Conservation
Office (RCO) in 2022.

Conserving the 56-acre Mid Valley Farm on the edge of rapidly
developing Sequim, is integral to the operations of one of only
two remaining dairies in the area, Maple View Dairy.

Conservation of the 10-acre Dungeness Hub will ensure that its
more than 7.5 acres of prime farm soils and vital packing shed
and cold storage will remain available for production and
distribution. The property is at the capstone of over 600 acres of
conserved land for farming, waterfowl, and river restoration in
Dungeness.

We also applied for Conservation Futures funding on March
14th, 2022. When matched with funding secured by the
Jamestown S'Klallam Tribe through the State's Floodplains by
Design program and planned community fundraising, WWRP
funding would ensure the support necessary to protect these
farms.

State law, RCW 79A.15.110, requires that we notify the local
legislative body of our intent to apply for a state grant to acquire
real property from the WWRP, administered by the Recreation
and Conservation Office (RCO). This letter is your notification.
The law states that the local legislative authority may, at its
discretion, submit a letter to the RCO identifying its position
with regard to the acquisition project. Any letters received will
be made available to the governor and the state legislature when
the prioritized project list is submitted as part of the RCO's
capital budget request.

The law also states that we must "confer" with local officials on this acquisition. And to meet grant program deadlines, we must complete this prior to July 13, 2022. Please let me know who the appropriate contact(s) is/are so we may open a dialogue. I would also be happy to give a presentation to the Board of County Commissioners on these projects, if you would like.

Enclosed is the application, location map, and parcel map of the proposed project.

Please feel free to contact me to let me know if you have any questions or to request additional information about these acquisition proposals. I can be reached at 360-417-1815 x5 or michele@northolympiclandtrust.org.

Sincerely,



Michele Canale
Land Protection Specialist
360-417-1815 x5

Enclosures

For reference:

RCW 79A.15.110

Review of proposed project application.

State or local agencies or nonprofit nature conservancies shall review the proposed project application and confer with the county or city with jurisdiction over the project area prior to applying for funds for the acquisition of property under this chapter. The appropriate county or city legislative authority may, at its discretion, submit a letter to the board identifying the authority's position with regard to the acquisition project. The board shall make the letters received under this section available to the governor and the legislature when the prioritized project list is submitted under this chapter.

RCW 79A.15.010

"Confer" means a dialogue between project sponsors and local county and city officials with the purpose of early review of potential projects. The dialogue may include any matter relevant to a particular project, which may include but need not be limited to: Project purpose and scope; project elements; estimated project cost; costs and benefits to the community; plans for project management and maintenance; and public access.

PROJECT: 22-1524 ACQ, MID VALLEY FARM

Sponsor: North Olympic Land Trust Program: WWRP - Farmland Preservation Status: Preapplication

Parties to the Agreement

PRIMARY SPONSOR

North Olympic Land Trust
Address P.O. Box 2945
City Port Angeles **State** WA **Zip** 98362
Org Type Non-Gov-Nonprofit
Vendor # SWV0047632-00
UBI 601280483

Date Org created

Org Notes

[link to Organization profile](#)

☐ Org data updated

QUESTIONS - PRIMARY SPONSOR

#1: Is your organization registered as a non-profit with the Washington Secretary of State?
Yes

#1a: Please confirm the Unified Business Identifier (UBI) shown above is correct or provide if blank.

The UBI is correct.

#2: How long has your organization been involved in salmon and habitat conservation?

Since 1990, the Land Trust has been dedicated to the conservation of open spaces, local food, local resources, healthy watersheds and recreational opportunities. Over the past 32 years, the Land Trust has permanently protected more than 3,700 acres of land for farms, fish and forests, including over 670 acres on 20 local farms.

SECONDARY SPONSORS

No records to display

Project Application Report - 22-1524

Project Contacts

Contact Name Primary Org	Project Role	Work Phone	Work Email
Beth Auerbach Rec. and Conserv. Office	Project Manager	(360) 280-6103	Beth.Auerbach@rco.wa.gov
Michele Canale North Olympic Land Trust	Project Contact	(360) 417-1815 Ext 5	michele@northolympiclandtrust.org
Michael Auger North Olympic Land Trust	Alt Project Contact	(360) 417-1815 Ext 7	michael@northolympiclandtrust.org
Tom Sanford North Olympic Land Trust	Alt Project Contact	(360) 417-1815 Ext 6	tom@nolt.org

Worksites & Properties

Worksite Name

#1 Mid Valley Farm

Acquisition	Property Name
✓	Mid Valley Farm

Worksite Map & Description

Worksite #1: Mid Valley Farm

WORKSITE ADDRESS

Street Address 834 Evans Rd

City, State, Zip Sequim WA 98382

Worksite Details

Worksite #1: Mid Valley Farm

SITE ACCESS DIRECTIONS

The residence is 834 Evans Rd, but you can also park past the residence, by the blacksmith shop.

Questions

#1: Give street address for this worksite if available.

834 Evans Rd, Sequim, WA 98382

Project Application Report - 22-1524

Project Location

RELATED PROJECTS

Projects in PRISM

PRISM

Number	Project Name	Current Status	Relationship Type	Notes
No related project selected				

Related Project Notes

There are no related projects.

Property Details

Property: Mid Valley Farm (Worksite #1: Mid Valley Farm)

✓ Acquisition Planned Acquisition Date 01/30/2025

LANDOWNER

Name Gloria A. Davis Family Limited Partnershi
Address 834 Evans Rd
City Sequim
State WA Zip 98382
Type Private

OWNERSHIP

Instrument Type Easement - Permanent
Purchase Type Less than fee ownership
Term Length Perpetuity
Yrs
Expiration Date
Note

Questions

#1: Will this acquisition project cause the displacement of individuals, families, businesses, or farms? If yes, explain:

No

#2: Will clean-up of hazardous materials be required? (See RCO Manual 3, Acquiring Land).

No

#3: What is the current use and zoning for the property?

The farm is currently leased to Troy and Ben Smith, who have farmed the property for a number of years.

The property includes the landowners' residence, and supporting infrastructure. All are included in the proposed 1.9-acre building envelope.

The property is zoned Rural Neighborhood Conservation, which allows subdivision to 5-acre lots. Our analysis of County codes suggests that the current four lots could be configured to add 9-11 dwelling units to the property.

#4: Has the applicant requested and/or received a "waiver of retroactivity" from the RCO for the property in question? If yes, what was the sellers name, the approval date, and waiver number?

#5: Are there, or will there be, encumbrances that limit the proposed uses for the site (e.g., additional easements, covenants, lease back, life estate, sharecropping agreement, or other)? If yes, explain:
No

#6: Does the applicant hold an option or purchase and sale agreement for the property? If yes, what date will it expire?
No

Project Application Report - 22-1524

#7: What agricultural activity (ies) currently occurs on the land? Will it continue?

The farm is currently leased to Troy and Ben Smith. They operate one of two remaining dairy farms in Clallam County, Maple View Dairy. This land is critical to their dairy, enabling them to grow enough feed for their dairy cattle. The Smiths crop rotation includes vegetable seed, hay, corn, and sometimes barley.

The Davis family plans to continue leasing to the Smiths at least for the short term. The Smiths have an active lease, through December 31, 2025.

Project Proposal

Project Description

Conservation of the 56-acre Mid Valley Farm on the edge of rapidly developing Sequim through the purchase of a conservation easement. The farm is 100% prime farmland soils. The easement will prohibit subdivision, maintaining the property as a 56 acre farm, and extinguish 9-11 development rights. Though it is currently 4 legal parcels, it could not be further subdivided and could never be sold separately. This farm is currently integral to the operations of one of only two remaining dairies in the area, Maple View Dairy. This farm also has significance because it provides scenic open space along Evans Road, which many people drive or bike. Many birders enjoy watching large numbers of Trumpeter Swans that regularly use the property along with small populations of Tundra Swans.

Project Questions

#1: Does this application contain state, federal or other grants as part of the "sponsor match"? If "yes," name the grant(s) and date grant will be available.

Yes

We have requested \$400,000 from Clallam County Conservation Futures. When matched with funding secured by the Jamestown S'Klallam Tribe through the State's Floodplains by Design program and planned community fundraising, WWRP's allocation would ensure the support necessary to protect these farmlands.

#2: List the date the project was submitted for review to the county or city with jurisdiction over the project area? If submitted, explain which county or city official(s) reviewed the proposal, method of review, which jurisdiction, etc.:

Acquisition Metrics

Project Application Report - 22-1524

Property: Mid Valley Farm (Worksite #1: Mid Valley Farm)

REAL PROPERTY ACQUISITION

Farmland easement

Total cost for Farmland easement

\$800,000

Note: \$715K (65% of FMV) rounded to \$800K - i.e. the highest level we think the appraisal could show of easement value. FMV was estimated to be \$825,000-\$915,000 on 11/30/2020.

Acres by Acreage Type (Farmland)

	Acres
Lake	0
Riparian	0
Tidelands	0
Uplands	56.00
Wetlands	0
Total	56.00

Acres farmed

	Acres
Available for farming	45.0
Not available for farming	11.0
Total	56.0

Note: Of the ~11 acres, ~8.5 acres is forestland, and 1.9 acres is the building envelope.

Number of development rights acquired

11

Note: It's zoned NC, which allows one dwelling unit per 5 acres. They have 3 legal parcels. One is 29.67 acres, and could have 5 (maybe 6) dwelling units, another is 10.35 acres and could have 2 dwelling units, and the third parcel is 14.86 acres and could have 2 (maybe 3) dwelling units. There are currently no residential structures on the property, just supporting agricultural infrastructure. So, there are 9-11 development rights that could be purchased.

Number of development rights retained

1

Note: For the existing residence.

Number of building envelopes within the easement area

1

Structures that lie within the building envelopes

Residence
Shed
Shop
Other

Note: A residence, a workshop/blacksmith shop, lean-to, long hanger, machine shed, shop, and a storage shed. All are contained in the 1.9 acre building envelope.

Percent of impervious surface

0.08

Note: Currently, we estimate impervious surface to be ~0.079%, 2,928 square feet.

The landowners would like to reserve up to 4% impervious, which is ~ 97,574 sf (or 2.24 acres) based on the Property's overall size of approximately 56 acres.

Select the water rights associated with this property

Adjudicated

Note: The landowners have about 300 shares in the Sequim Prairie Tri Irrigation Company, who have adjudicated water rights.

There is also a well for the landowner's home on the 1-acre parcel, for domestic use. This is "permit-exempt and thus not associated with a water right from Ecology... Since the house was beneficially using the well prior to the Dungeness Rule in 2013, the well would have been grandfathered in by Ecology and exempt

Project Application Report - 22-1524

from mitigation under the new rule, which requires owners to mitigate for new permit exempt wells" (WWT info).

INCIDENTALS

Appraisal

Total cost for appraisal

\$15,000

Appraisal Review

Total cost for appraisal review

\$7,000

Closing, Recording, Taxes, Title

Total cost for Closing, Recording, Taxes, Title

\$17,790

Note: Based on \$800,000 for the easement, costs are estimated to be:
\$737.50*2 for escrow fee
\$64.90*2 for tax on escrow fee
\$2,215 for title insurance
\$194.92 for tax on title insurance
\$13,345 for excise tax
\$430 for recording

17,789.72

Cultural resources (Acq)

Total cost for Cultural resources(Acq)

\$25,000

Restoration or development plans (yes/no)

No

Environmental Audits

Total cost for environmental audits

\$5,000

Signs (Acq)

Total cost for Signs(Acq)

\$125

Number of permanent signs that identify site and funding partners

1

Stewardship plan

Total cost for Stewardship plan

\$10,000

Note: This is the max allowed per manual 10f.

Acres included in the stewardship plan

56.00

Survey (Acq)

Total cost for Survey(Acq)

\$25,000

ADMINISTRATIVE COSTS (ACQ)

Administrative costs (Acq)

Total cost for Administrative costs (Acq)

\$45,245

Note: This is the max 5%.

Project Application Report - 22-1524

Overall Project Metrics

COMPLETION DATE

Projected date of completion

01/30/2025

Note: We will likely close well before this, but this would be closer to when the grant would expire, if awarded in mid-2023.

PROJECT ACQUISITION

Acquisition Primary Purpose

Farmland Preservation

ACQUISITION COST ESTIMATES

Property: Mid Valley Farm (Worksite #1: Mid Valley Farm)

Work Type	Estimated Cost	Property Value Determination:
Appraisal	\$15,000	Letter of Opinion
Appraisal Review	\$7,000	
Closing, Recording, Taxes, Title	\$17,790	
Cultural resources (Acq)	\$25,000	
Environmental Audits	\$5,000	
Farmland easement	\$800,000	
Signs (Acq)	\$125	
Stewardship plan	\$10,000	
Survey (Acq)	\$25,000	
Subtotal:	\$904,915	
Administration:	\$45,245	
Total Estimate For Property:	\$950,160	

Summary

Total Estimated Costs	\$904,915
Without Admin:	
Total Estimated Admin:	\$45,245
Total Estimated Acquisition Costs:	\$950,160

Cost Summary

	Estimated Cost	Project %	Admin/AA&E %
<u>Acquisition Costs</u>			
Land/Incidentals	\$904,915		
Admin	\$45,245		5.00 %
SUBTOTAL	\$950,160	100.00 %	
Total Cost Estimate	\$950,160	100.00 %	

Funding Request and Match

FUNDING PROGRAM

WWRP - Farmland Preservation	\$475,079	49.999895 %
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SPONSOR MATCH

Other Monetary Funding	Grant - Conservation Futures
Amount	

\$400,000.00

Note: We applied March 14, 2022. Funding has not been approved yet.

Funding Organization

Clallam County

Project Application Report - 22-1524

Grant Program

Conservation Futures

Other Monetary Funding

Grant - State

Amount

\$75,081.00

Funding Organization

Department of Ecology (ECY)

Grant Program

Floodplains by Design

Match Total: \$475,08150.000105

Total Funding Request (Funding + Match): \$950,160100.000000

Cultural Resources

Worksite #1: Mid Valley Farm

#1: Describe existing worksite site conditions. The answer to this question will be used in cultural resource consultation so please provide detailed information.

The property includes the landowners' residence, and supporting agricultural infrastructure. All are included in the proposed 1.9-acre building envelope. All impervious surface, including current and future improvements, are limited to the building envelope.

That building envelope is drawn above as the APE.

There are agricultural access roads outside of the building envelope, and trails in the woods but they are minor. Farming activities will occur in the agricultural area, outside of the building envelope, but other than planting and harvesting, no ground disturbing activities are planned. Those current and future activities are listed below.

The farm is currently leased to Troy and Ben Smith, who have farmed the property for a number of years. In 2021, the entire property was planted with corn for feed for their nearby dairy. The Smiths crop rotation includes vegetable seed, hay, corn, and sometimes barley.

The Smiths have a plan to pasture heifers in the eastern portion of Mid Valley Farm. This area of the farm drains well. They will move their heifers here for pasture and conduct rotational grazing. There are currently no livestock on the property.

Project Permits

Permits and Reviews

None - No permits Required

Issuing Organization

Applied Date

Received
Date

Expiration
Date

Permit #

Project Application Report - 22-1524

Attachments

Required Attachments

4 out of 5
done

- Landowner acknowledgement form ✓
- Local Jurisdiction Review for Acquisition Projects
- Map: Parcel map ✓
- Photo ✓
- Property Designation ✓

PHOTOS (JPG, GIF)

Photos (JPG, GIF)



506103 # 506105 # 506106

PROJECT DOCUMENTS AND PHOTOS

Project Documents and Photos

File Type	Attach Date	Attachment Type	Title	Person	File Name, Number Associations	Shared
	03/30/2022	Map: Parcel map	Parcel Map.jpg	MicheleC	Parcel Map.jpg, 506106	✓
	03/30/2022	Photo	IMG_6728.JPG	MicheleC	IMG_6728.jpg, 506105	✓
	03/30/2022	Property Designation	Letter from County re ag designation.pdf	MicheleC	Letter from County re ag designation.pdf, 506104	✓
	03/30/2022	Landowner acknowledgement form	signed landowner acknowledgement form.jpg	MicheleC	signed landowner acknowledgement form.jpg, 506103	

RCO Staff Scores

Criteria	Score	Score Range	Basis	Applicant Challenge	RCO Response
Easement Duration	0	-10.0 to 0.0	Mid Valley Farm (Permanent)		
Match	0	0.0 to 2.0	Above minimum match percent 0.0000%		

Application Status

Application Due Date: 05/03/2022

Status Name	Status Date	Submitted By	Submission Notes
Preapplication	03/23/2022		

I certify that to the best of my knowledge, the information in this application is true and correct. Further, all application requirements due on the application due date have been fully completed to the best of my ability. I understand that if this application is found to be incomplete, it will be rejected by RCO. I understand that I may be required to submit additional documents before evaluation or approval of this project and I agree to provide them.

Date of last change: 04/13/2022

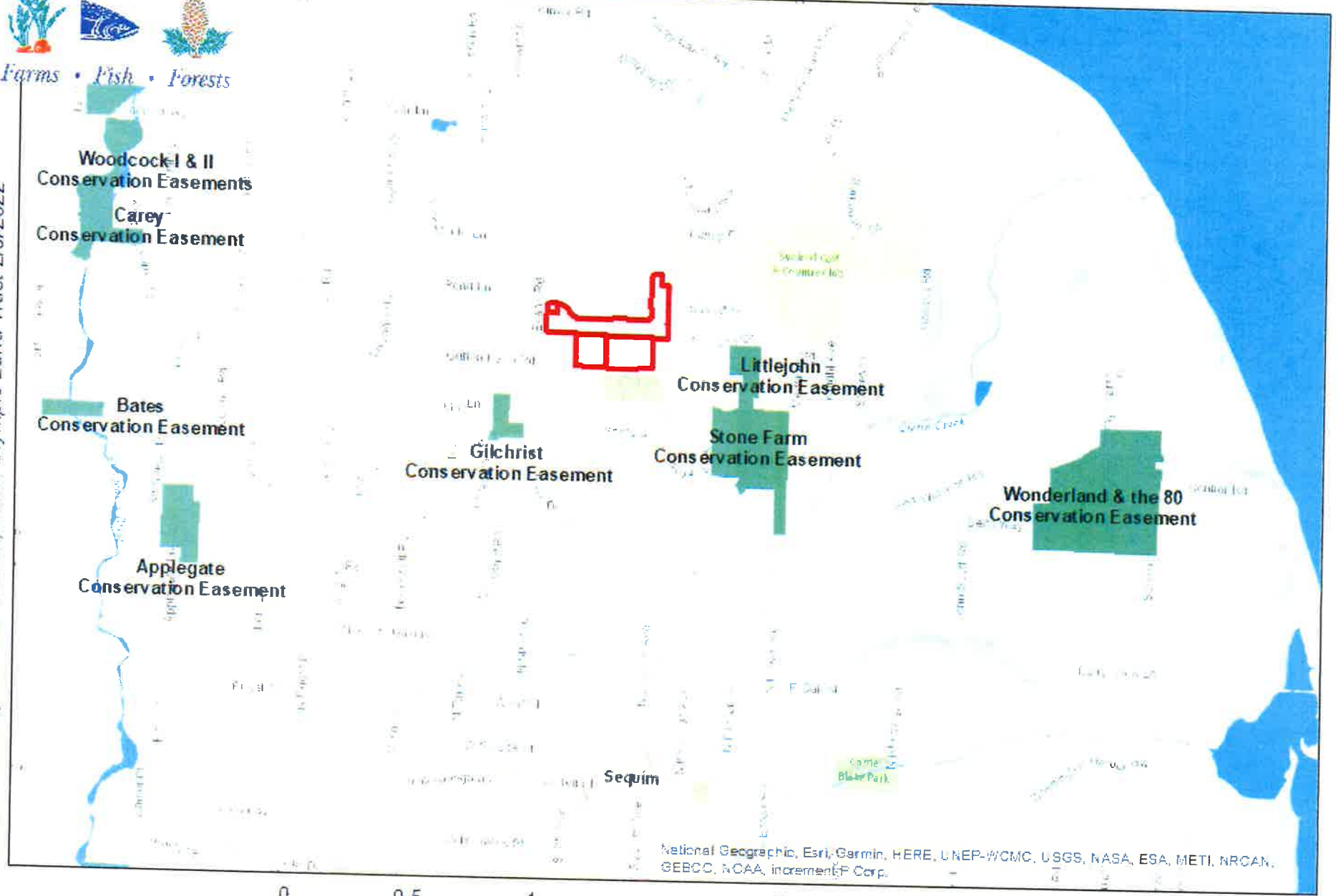
NORTH OLYMPIC Land Trust



Farms • Fish • Forests

Mid Valley Farm Sequim, Washington

Map created by Michele Canale, North Olympic Land Trust 2/9/2022



Legend

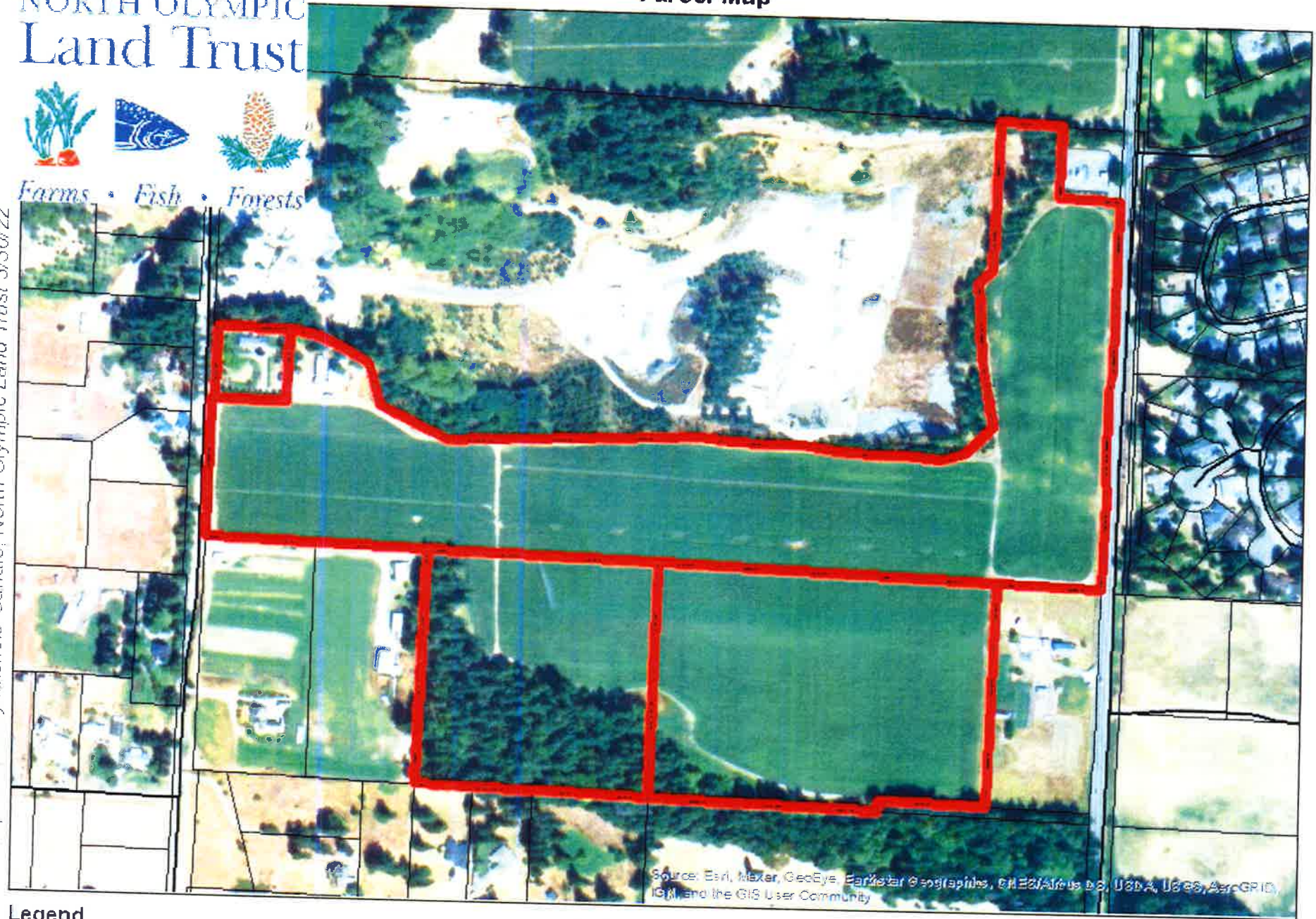
- Mid Valley Farm (since 1946)
- Conserved land

22-1524 Acq Mid Valley Farm
Parcel Map

NORTH OLYMPIC
Land Trust



Map created by Michele Canale, North Olympic Land Trust 3/30/22



Legend

-  22-1524 Acq. Mid Valley Farm
-  Roads
-  Parcels (Callam Co data)

0 0.04 0.08 0.16 0.24 0.32 Miles



PROJECT: 22-1533 ACQ, THE DUNGENESS HUB – NASH'S ORGANIC PRODUCE
Sponsor: North Olympic Land Trust Program: WWRP - Farmland Preservation Status: Preapplication

Parties to the Agreement

PRIMARY SPONSOR

North Olympic Land Trust
Address P.O. Box 2945
City Port Angeles **State** WA **Zip** 98362
Org Type Non-Gov-Nonprofit
Vendor # SWV0047632-00
UBI 601280483

Date Org created

Org Notes

[link to Organization profile](#)

☐ Org data updated

QUESTIONS - PRIMARY SPONSOR

#1: Is your organization registered as a non-profit with the Washington Secretary of State?
Yes

#1a: Please confirm the Unified Business Identifier (UBI) shown above is correct or provide if blank.
The UBI is correct.

#2: How long has your organization been involved in salmon and habitat conservation?

Since 1990, the Land Trust has been dedicated to the conservation of open spaces, local food, local resources, healthy watersheds and recreational opportunities. Over the past 32 years, the Land Trust has permanently protected more than 3,700 acres of land for farms, fish and forests, including over 670 acres on 20 local farms.

SECONDARY SPONSORS

No records to display

Project Application Report - 22-1533

Project Contacts

Contact Name Primary Org	Project Role	Work Phone	Work Email
Beth Auerbach Rec. and Conserv. Office	Project Manager	(360) 280-6103	Beth.Auerbach@rco.wa.gov
Michele Canale North Olympic Land Trust	Project Contact	(360) 417-1815 Ext 5	michele@northolympiclandtrust.org
Michael Auger North Olympic Land Trust	Alt Project Contact	(360) 417-1815 Ext 7	michael@northolympiclandtrust.org
Tom Sanford North Olympic Land Trust	Alt Project Contact	(360) 417-1815 Ext 6	tom@nolt.org

Worksites & Properties

Worksite Name

#1 The Dungeness Hub

Acquisition Property Name

✓ Nash's Organic Produce

Worksite Map & Description

Worksite #1: The Dungeness Hub

WORKSITE ADDRESS

Street Address 1865 E Anderson Rd

City, State, Zip Sequim WA 98382

Worksite Details

Worksite #1: The Dungeness Hub

SITE ACCESS DIRECTIONS

No special access instructions are needed.

Questions

#1: Give street address for this worksite if available.

1865 E Anderson Rd, Sequim, WA 98382

Project Application Report - 22-1533

Project Location

RELATED PROJECTS

Projects in PRISM

PRISM Number	Project Name	Current Status	Relationship Type	Notes
No related project selected				

Related Project Notes

There are no related projects.

Property Details

Property: Nash's Organic Produce (Worksite #1: The Dungeness Hub)

✓ Acquisition Planned Acquisition Date 01/30/2025

LANDOWNER

Name Nash Huber and Patty McManus
Address 230 Simpson Road
City Sequim
State WA Zip 98382
Type Private

OWNERSHIP

Instrument Type Easement - Permanent
Purchase Type Less than fee ownership
Term Length Perpetuity
Yrs
Expiration Date
Note

Questions

#1: Will this acquisition project cause the displacement of individuals, families, businesses, or farms? If yes, explain:

No

#2: Will clean-up of hazardous materials be required? (See RCO Manual 3, Acquiring Land).

No

#3: What is the current use and zoning for the property?

The landowners, Nash's Organic Produce, grow numerous organic vegetable, grain and seed. There is also an orchard. Additionally, there are 100 laying hens on the property.

About 2 acres of the property is improved for farming purposes, including a packing shed, high tunnels, green houses, and shipping containers. All are included in the proposed building envelope.

The property is zoned Rural Low (R5), which allows subdivision to 4.8-acre lots. This property could be subdivided into 2 lots.

#4: Has the applicant requested and/or received a "waiver of retroactivity" from the RCO for the property in question? If yes, what was the sellers name, the approval date, and waiver number?

#5: Are there, or will there be, encumbrances that limit the proposed uses for the site (e.g., additional easements, covenants, lease back, life estate, sharecropping agreement, or other)? If yes, explain:
No

#6: Does the applicant hold an option or purchase and sale agreement for the property? If yes, what date will it expire?
No

Project Application Report - 22-1533

#7: What agricultural activity (ies) currently occurs on the land? Will it continue?

Nash's Organic Produce grows numerous organic vegetable, grain and seed, and in the winter, plants a cover crop (a rye/vetch mix). There is also an orchard, with apple, pear and plum trees. In the two greenhouses, they grow a variety of vegetables, most recently tomatoes and squashes. There are also four high tunnels, where green peppers, summer squashes, basil and other vegetables are currently grown. Vegetables are grown in a rotation. Additionally, there are 100 laying hens on the property.

Project Proposal

Project Description

Conservation of the 9.79 acre Dungeness Hub, owned by Nash's Organic produce, through the purchase of a conservation easement. The easement will prohibit subdivision, maintaining the property as a 9.79 acre farm, and extinguish 2 development rights. It's north of Sequim, in the middle of existing farmland in the Dungeness area, much of which has been conserved. This area has long been considered the agricultural heart of Clallam County. This property is key to the future of farming in Clallam County as it contains components vital to any viable agricultural business, including a metal packing shed (office space, large walk-in cooler, wash line and storage areas), two greenhouses, four high tunnels, an orchard (apples, pears, plums), and six shipping containers for storage and/or chicken housing. The farm is also proximate to local markets and roadways and contains important, prime agricultural soils.

Project Questions

#1: Does this application contain state, federal or other grants as part of the "sponsor match"? If "yes," name the grant(s) and date grant will be available.

Yes

We have requested \$100,000 from Clallam County Conservation Futures. When matched with funding secured by the Jamestown S'Klallam Tribe through the State's Floodplains by Design program and planned community fundraising, WWRP's allocation would ensure the support necessary to protect these farmlands.

#2: List the date the project was submitted for review to the county or city with jurisdiction over the project area? If submitted, explain which county or city official(s) reviewed the proposal, method of review, which jurisdiction, etc.:

Acquisition Metrics

Project Application Report - 22-1533

Property: Nash's Organic Produce (Worksite #1: The Dungeness Hub)

REAL PROPERTY ACQUISITION

Farmland easement

Total cost for Farmland easement

\$200,000

Note: 65% of FMV estimate of \$300K, rounded to \$200K.

Acres by Acreage Type (Farmland)

Uplands	Acres
	9.79
Total	9.79

Acres farmed

Available for farming	Acres
	9.8
Total	9.8

Note: There is about 2 acres with improvements, but they support agriculture, so I include that 2 acres in the farmable area.

– 3,392 sq ft. packing shed enables this land to be a hub of operations for local agriculture. It includes a large cooler, office space, wash line and storage. Currently, a community farm stand is being run out of it.
 – Four high tunnels, where green peppers, summer squashes, basil and other vegetables are currently grown.
 – Two 100 feet long x 60 feet wide greenhouses. In the two greenhouses, they grow a variety of vegetables, most recently tomatoes and squashes.
 – Six shipping containers for storage and/or chicken housing

Number of development rights acquired

Number of development rights retained

Number of building envelopes within the easement area

Structures that lie within the building envelopes

2

0

1

Shed

Other

Note: – 3,392 sq ft. packing shed enables this land to be a hub of operations for local agriculture. It includes a large cooler, office space, wash line and storage. Currently, a community farm stand is being run out of it.
 – Four high tunnels, where green peppers, summer squashes, basil and other vegetables are currently grown.
 – Two 100 feet long x 60 feet wide greenhouses. In the two greenhouses, they grow a variety of vegetables, most recently tomatoes and squashes.
 – Six shipping containers for storage and/or chicken housing

Percent of impervious surface

2.67

Note: Currently, there is 2.67% impervious, including hard pack (parking lot and roads), and the 3,392 sq ft packing shed.

Select the water rights associated with this property

Well

Note: There is more than enough water for a viable farming operation. There are two wells on the property which provide irrigation water to the property, along with the Dungeness River and Meadowbrook Creek. Both wells are 130 feet deep. One well is located to the west of the packing shed and one on the eastern portion of the property near Meadowbrook Creek, which was installed about seven years ago for Nash's Organic Produce's Farm Store. The well by the packing shed delivers water at 200 gallons per minute, 24 hours a day, and is used for irrigation and the wash line. The well on the east side near Meadowbrook Creek is leased out to the

Project Application Report - 22-1533

Meadowbrook Creek is leased out to the store and Nash Huber doesn't currently use it but has legal access to that water right as well.

INCIDENTALS

Appraisal

Total cost for appraisal

\$15,000

Appraisal Review

Total cost for appraisal review

\$7,000

Closing, Recording, Taxes, Title

Total cost for Closing, Recording, Taxes, Title

\$5,360

Note: Based on an easement value of \$200,000, closing will cost \$5,360 total, including:
Escrow Fee \$875
Tax on Escrow Fee \$77
Title Insurance \$913
Tax on Title Insurance \$80.34
Excise Tax \$3,205
Recording \$210

Cultural resources (Acq)

Total cost for Cultural resources(Acq)

\$25,000

Restoration or development plans (yes/no)

No

Environmental Audits

Total cost for environmental audits

\$5,000

Signs (Acq)

Total cost for Signs(Acq)

\$125

Number of permanent signs that identify site and funding partners

1

Stewardship plan

Total cost for Stewardship plan

\$10,000

Note: This is the max allowed per manual 10f.

Acres included in the stewardship plan

9.79

Survey (Acq)

Total cost for Survey(Acq)

\$40,000

Note: High estimate, but possible because it appears to never have been surveyed.

ADMINISTRATIVE COSTS (ACQ)

Administrative costs (Acq)

Total cost for Administrative costs (Acq)

\$15,373

Note: Max 5%

Project Application Report - 22-1533

Overall Project Metrics

COMPLETION DATE

Projected date of completion

1/30/2025

Note: We will likely close well before this, but this would be closer to when the grant would expire, if awarded in mid-2023.

PROJECT ACQUISITION

Acquisition Primary Purpose

Farmland Preservation

ACQUISITION COST ESTIMATES

Property: Nash's Organic Produce (Worksite #1: The Dungeness Hub)

Work Type	Estimated Cost	Property Value Determination:
Appraisal	\$15,000	Letter of Opinion
Appraisal Review	\$7,000	
Closing, Recording, Taxes, Title	\$5,360	
Cultural resources (Acq)	\$25,000	
Environmental Audits	\$5,000	
Farmland easement	\$200,000	
Signs (Acq)	\$125	
Stewardship plan	\$10,000	
Survey (Acq)	\$40,000	
Subtotal:	\$307,485	
Administration:	\$15,373	
Total Estimate For Property:	\$322,858	

Summary

Total Estimated Costs	\$307,485
Without Admin:	
Total Estimated Admin:	\$15,373
Total Estimated Acquisition Costs:	\$322,858

Cost Summary

	Estimated Cost	Project %	Admin/AA&E %
Acquisition Costs			
Land/Incidentals	\$307,485		
Admin	\$15,373		5.00 %
SUBTOTAL	\$322,858	100.00 %	
Total Cost Estimate	\$322,858	100.00 %	

Funding Request and Match

FUNDING PROGRAM

WWRP - Farmland Preservation	\$161,427	49.999381 %
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SPONSOR MATCH

Other Monetary Funding	Grant - Conservation Futures
Amount	

\$100,000.00

Note: We applied March 14, 2022. Funding has not been approved yet.

Funding Organization

Clallam County

Project Application Report - 22-1533

Grant Program

Conservation Futures

Other Monetary Funding

Grant - State

Amount

\$61,431.00

Funding Organization

Department of Ecology (ECY)

Grant Program

Floodplains by Design

Match Total: \$161,43150.000619

Total Funding Request (Funding + Match): \$322,858100.000000

Cultural Resources

Worksite #1: The Dungeness Hub

#1: Describe existing worksite site conditions. The answer to this question will be used in cultural resource consultation so please provide detailed information.

About 2 acres of the property is improved for farming purposes. The 3,392 sq ft. packing shed enables this land to be a hub of operations for local agriculture. It includes a large cooler, office space, wash line and storage. Currently, a community farm stand is being run out of it.

There are also four high tunnels, two 100 feet long x 60 feet wide greenhouses and six shipping containers for storage and/or chicken housing.

All are included in the proposed 2-acre building envelope, which shows as the APE above.

The landowner, Nash's Organic Produce grows numerous organic vegetable, grain and seed, and in the winter, plants a cover crop (a rye/vetch mix). There is also an orchard, with apple, pear and plum trees. In the two greenhouses, they grow a variety of vegetables, most recently tomatoes and squashes. In the four high tunnels, green peppers, summer squashes, basil and other vegetables are currently grown. Vegetables are grown in a rotation. Additionally, there are currently 100 laying hens on the property which produce local eggs for our community.

Nash's Organic Produce is certified organic.

Project Permits

Permits and Reviews

None - No permits Required

Issuing Organization

Applied Date

Received Date

Expiration Date

Permit #

Project Application Report - 22-1533

Attachments

Required Attachments

3 out of 5
done

Landowner acknowledgement form

Local Jurisdiction Review for Acquisition
Projects

Map: Parcel map

Photo

Property Designation

✓

✓

✓

PHOTOS (JPG, GIF)

Photos (JPG, GIF)



#507153



#507752

PROJECT DOCUMENTS AND PHOTOS

Project Documents and Photos

File Type	Attach Date	Attachment Type	Title	Person	File Name, Number Associations	Shared
	04/12/2022	Photo	Improvements in the building envelope	MicheleC	20220204_110749.jpg, 507752	✓
	04/07/2022	Property Designation	Letter from County re ag eligibility.pdf	MicheleC	SIGNED LETTER from County re ag eligibility.pdf, 507154	✓
	04/07/2022	Map: Parcel map	Parcel Map Dungeness Hub.jpg	MicheleC	Parcel Map Dungeness Hub.jpg, 507153	✓

RCO Staff Scores

Criteria	Score	Score Range	Basis	Applicant Challenge	RCO Response
Easement Duration	0	-10.0 to 0.0	Nash's Organic Produce (Permanent)		
Match	0	0.0 to 2.0	Above minimum match percent 0.0000%		

Application Status

Application Due Date: 05/03/2022

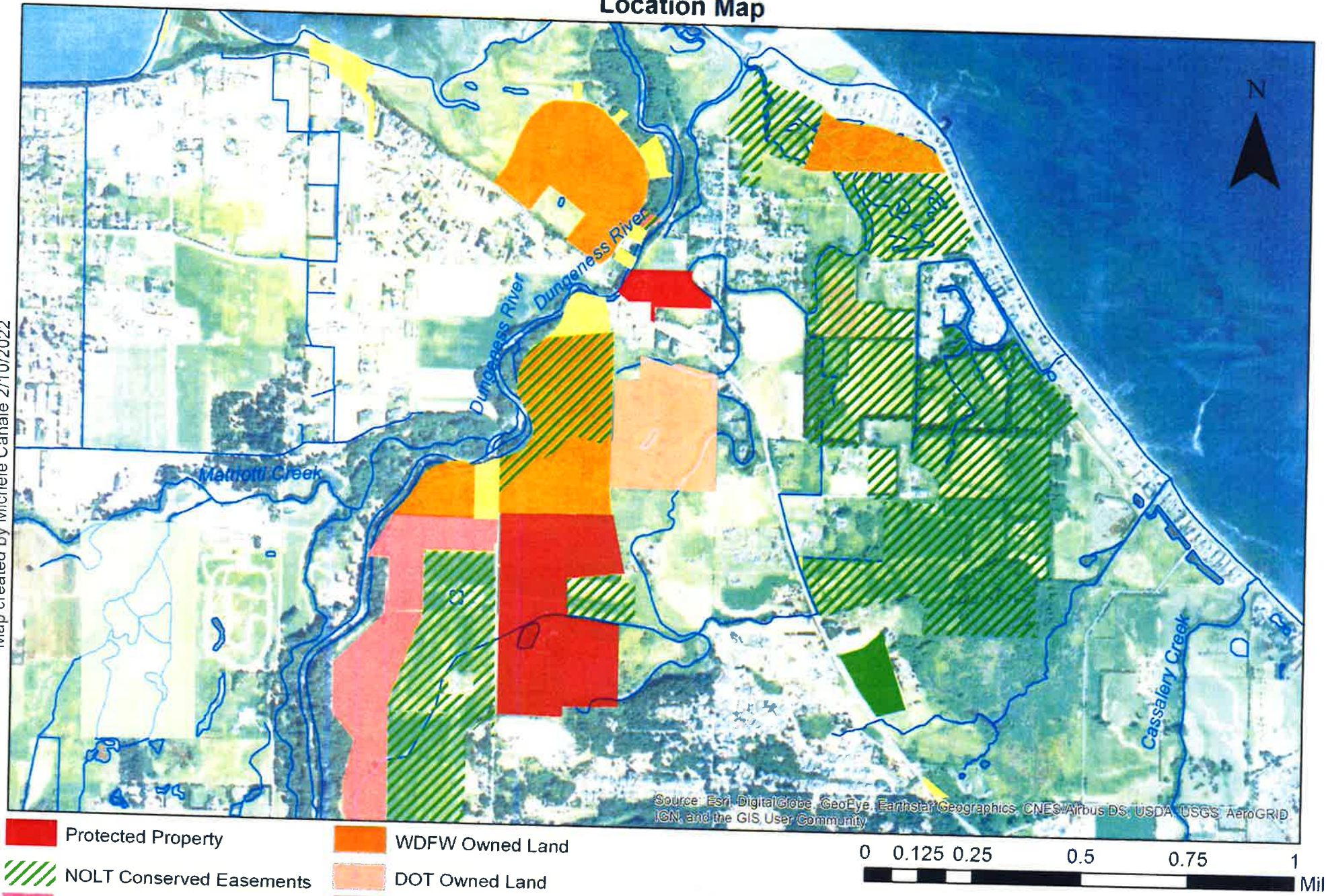
Status Name	Status Date	Submitted By	Submission Notes
Preapplication	03/25/2022		

I certify that to the best of my knowledge, the information in this application is true and correct. Further, all application requirements due on the application due date have been fully completed to the best of my ability. I understand that if this application is found to be incomplete, it will be rejected by RCO. I understand that I may be required to submit additional documents before evaluation or approval of this project and I agree to provide them.

Date of last change: 04/13/2022

Dungeness Hub - Nash's Organic Produce Location Map

Map created by Michele Canale 2/10/2022

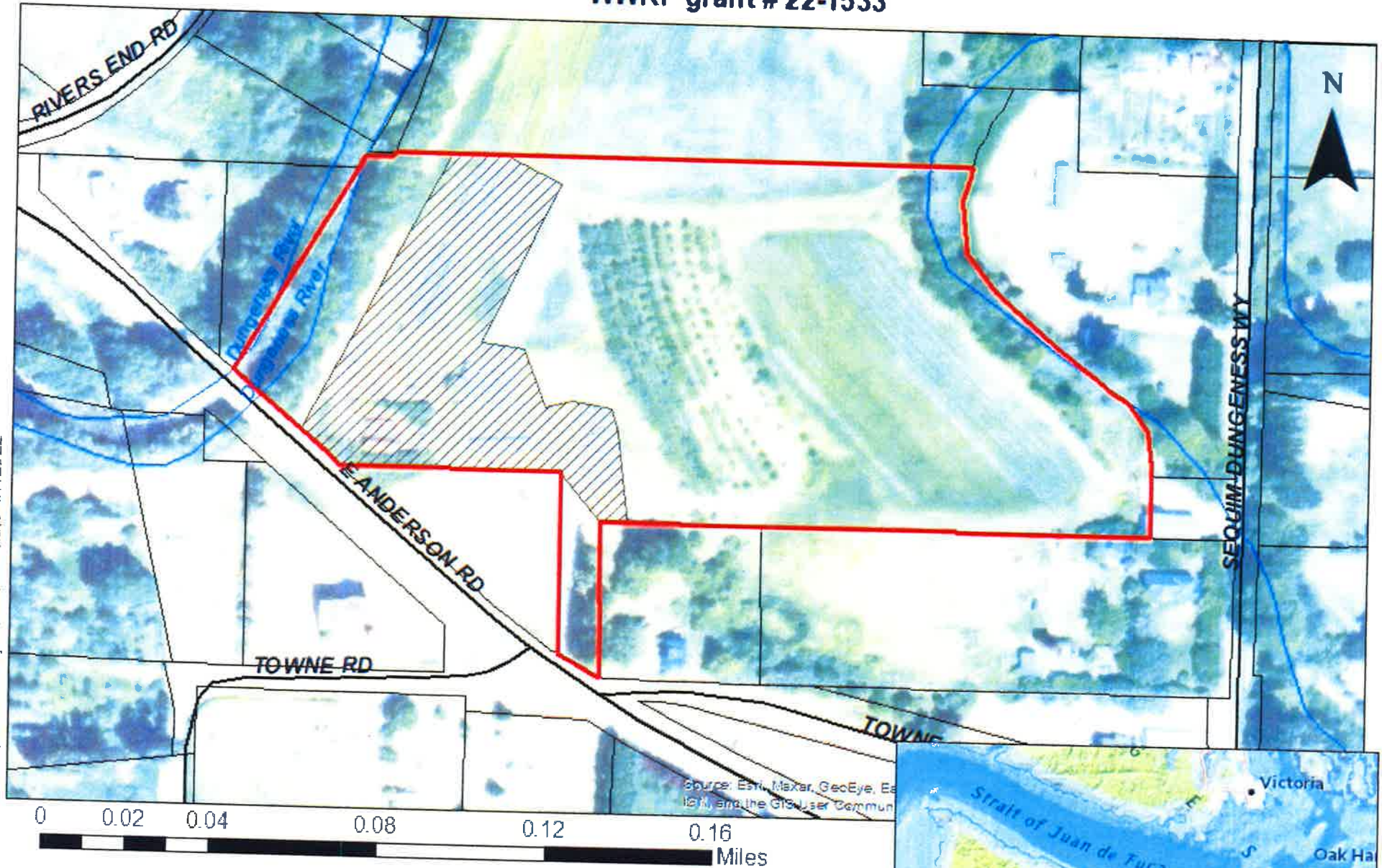


- | | |
|---|---|
| Protected Property | WDFW Owned Land |
| NOLT Conserved Easements | DOT Owned Land |
| Jamestown S'Klallam Tribe | Washington Farmland Trust Owned Land - Delta Farm |
| Clallam County Owned Land | NOLT Owned Land |

Northern Conservation Farm (Ducks Unlimited)

The Dungeness Hub - Nash's Organic Produce WWRP grant # 22-1533

Map created by Michele Canale 4/7/2022



Legend

- | | | | |
|---|--|---|-------------------------|
|  | Dungeness Hub - Nash's Organic Produce |  | Clallam parcels (2019) |
|  | Potential Building Envelope (~2 acres) |  | STR_CO (Clallam County) |
| | |  | Roads |





NORTH OLYMPIC
Land Trust



Farms • Fish • Forests

Notice of grant applications

Mid Valley Farm and Dungeness Hub

Notice of grant application

State law, RCW 79A.15.110, requires that we notify the local legislative body of our intent to apply for a state grant to acquire real property from the WWRP, administered by the Recreation and Conservation Office (RCO).

The law also states that we must “confer” with local officials on this acquisition.

NORTH OLYMPIC
Land Trust



Farms • Fish • Forests

Grants

- Mid Valley Farm – 56 acres
- Dungeness Hub – 10 acres



NORTH OLYMPIC
Land Trust

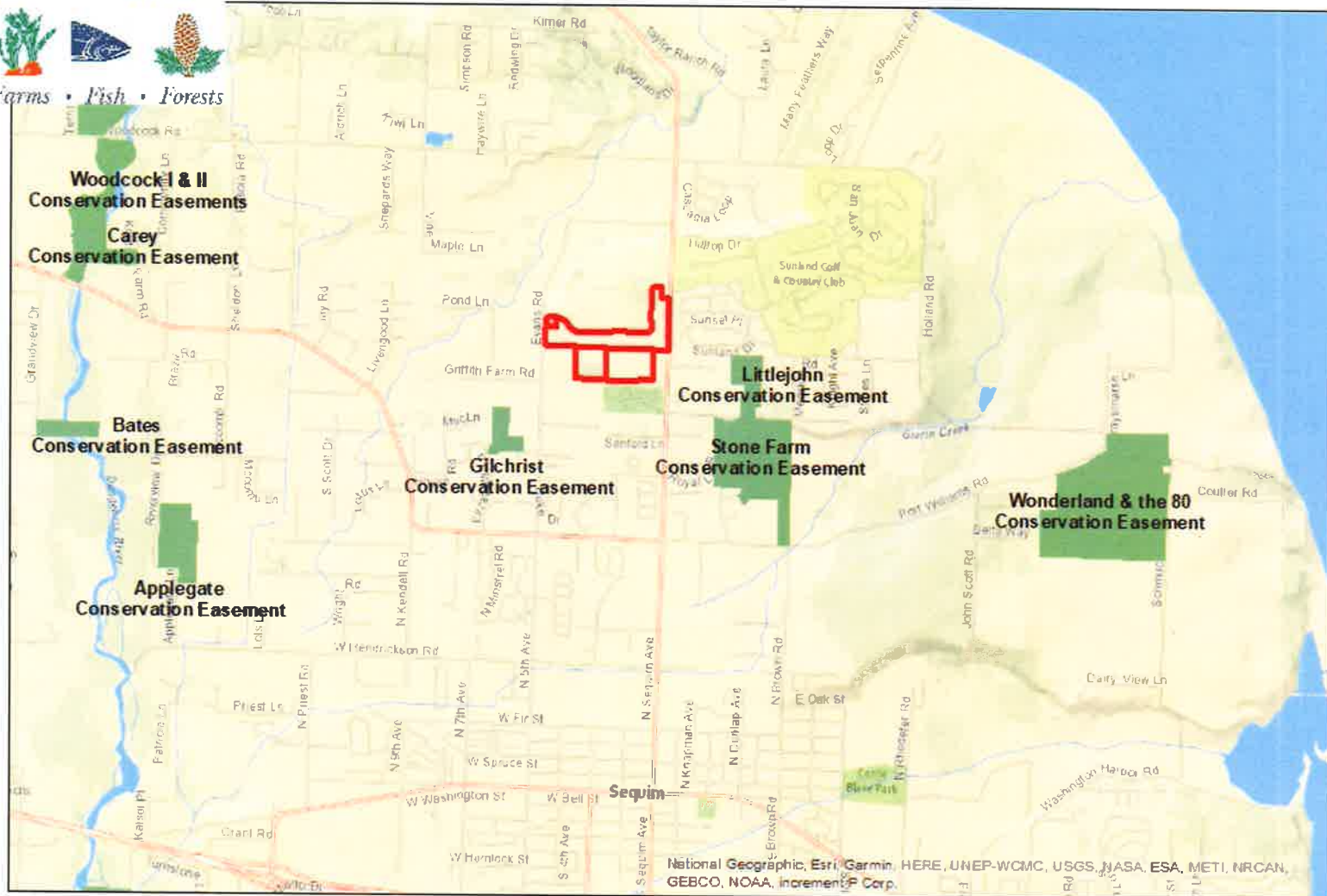


Farms • Fish • Forests



**Mid Valley Farm
Sequim, Washington**

Map created by Michele Canale, North Olympic Land Trust 2/9/2022



Legend

- Mid Valley Farm (since 1946)
- Conserved land

56 acres
100% prime farmland soils



22-1524 Acq Mid Valley Farm Parcel Map

NORTH OLYMPIC
Land Trust



Farms • Fish • Forests

Map created by Michele Canale, North Olympic Land Trust 3/30/22



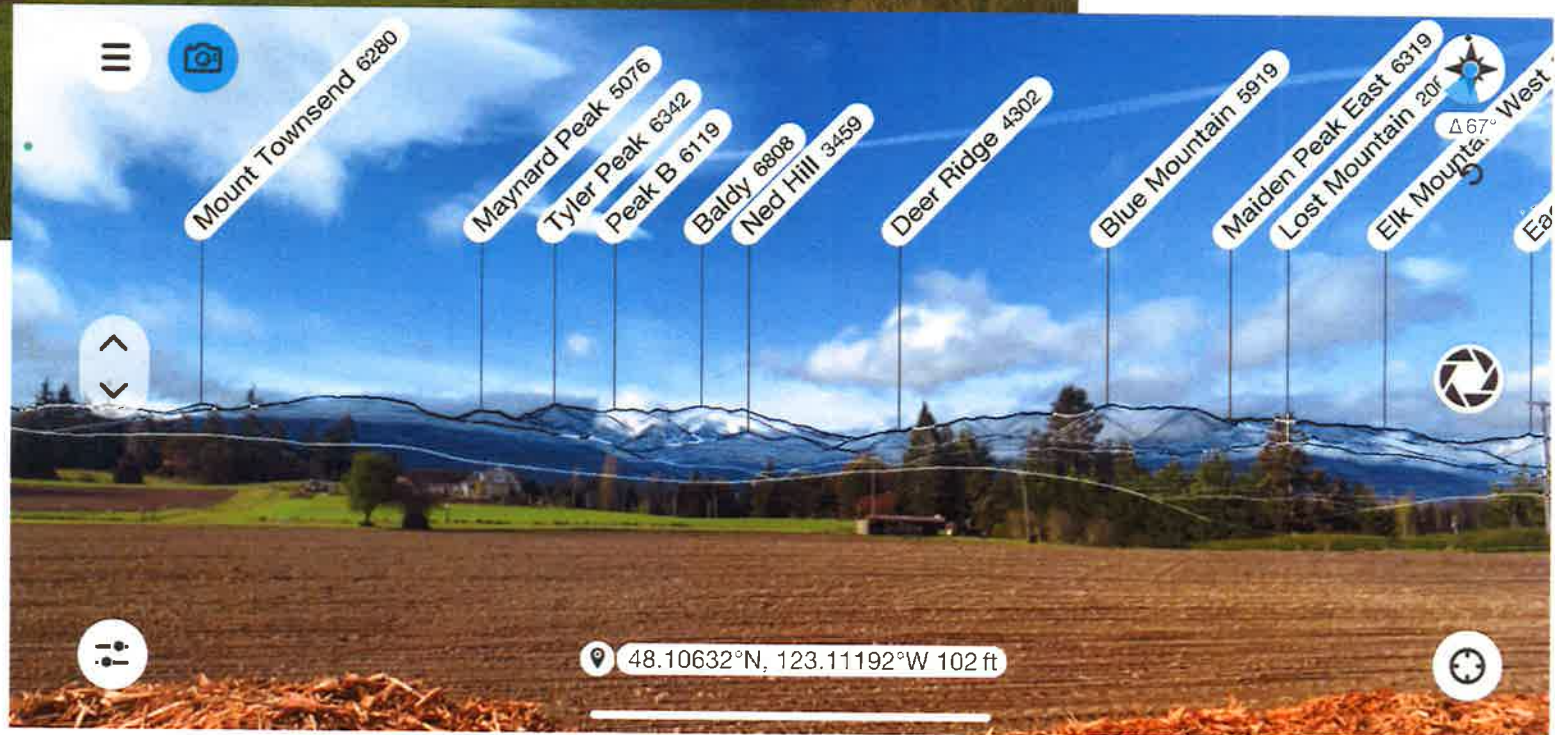
Legend

- 22-1524 Acq. Mid Valley Farm
- Roads
- Parcels (Callam Co data)

0 0.04 0.08 0.16 0.24 0.32 Miles







NORTH OLYMPIC
Land Trust





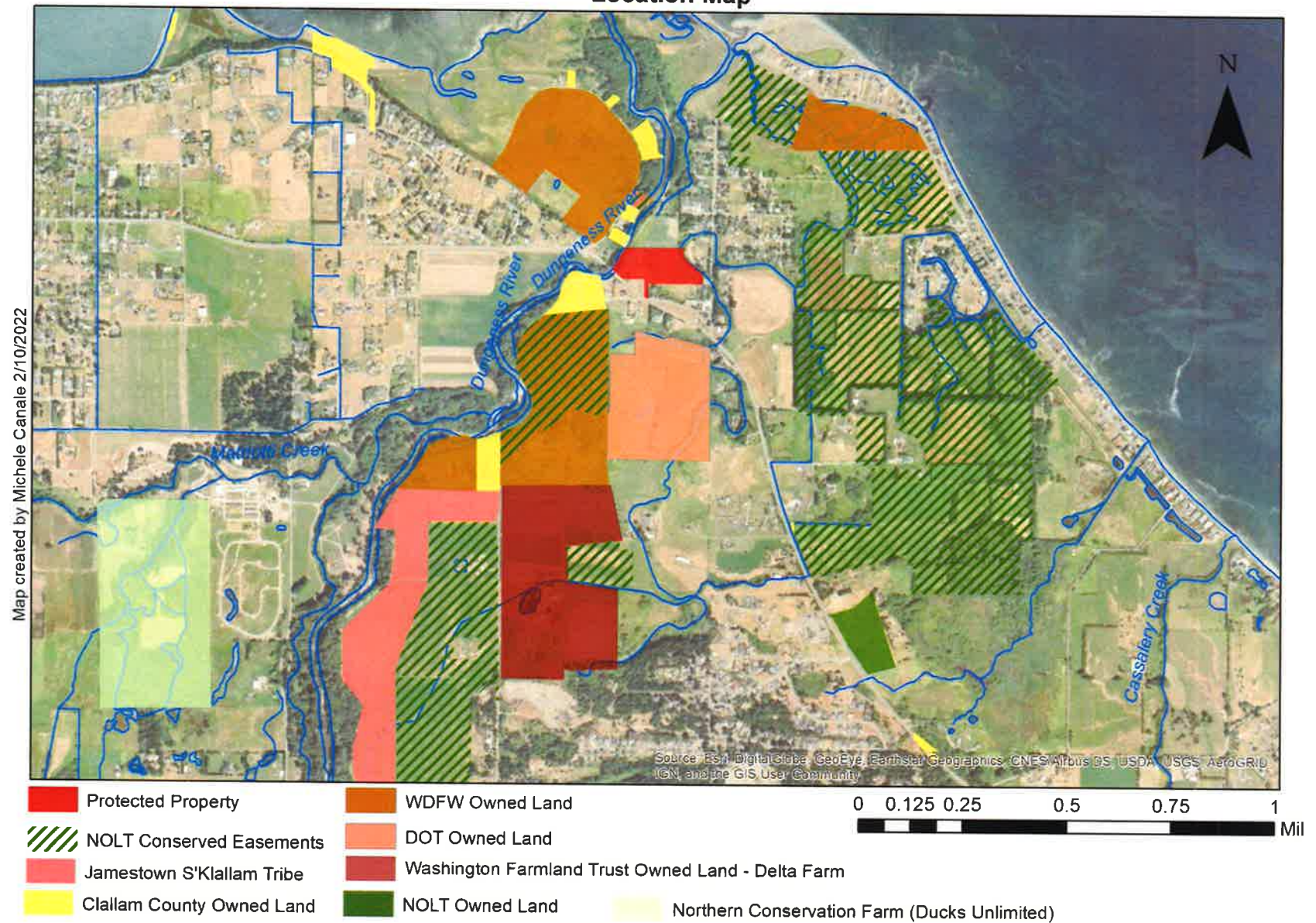
NORTH OLYMPIC
Land Trust



Farms • Fish • Forests



Dungeness Hub - Nash's Organic Produce Location Map



10 acres

100% prime farmland soils



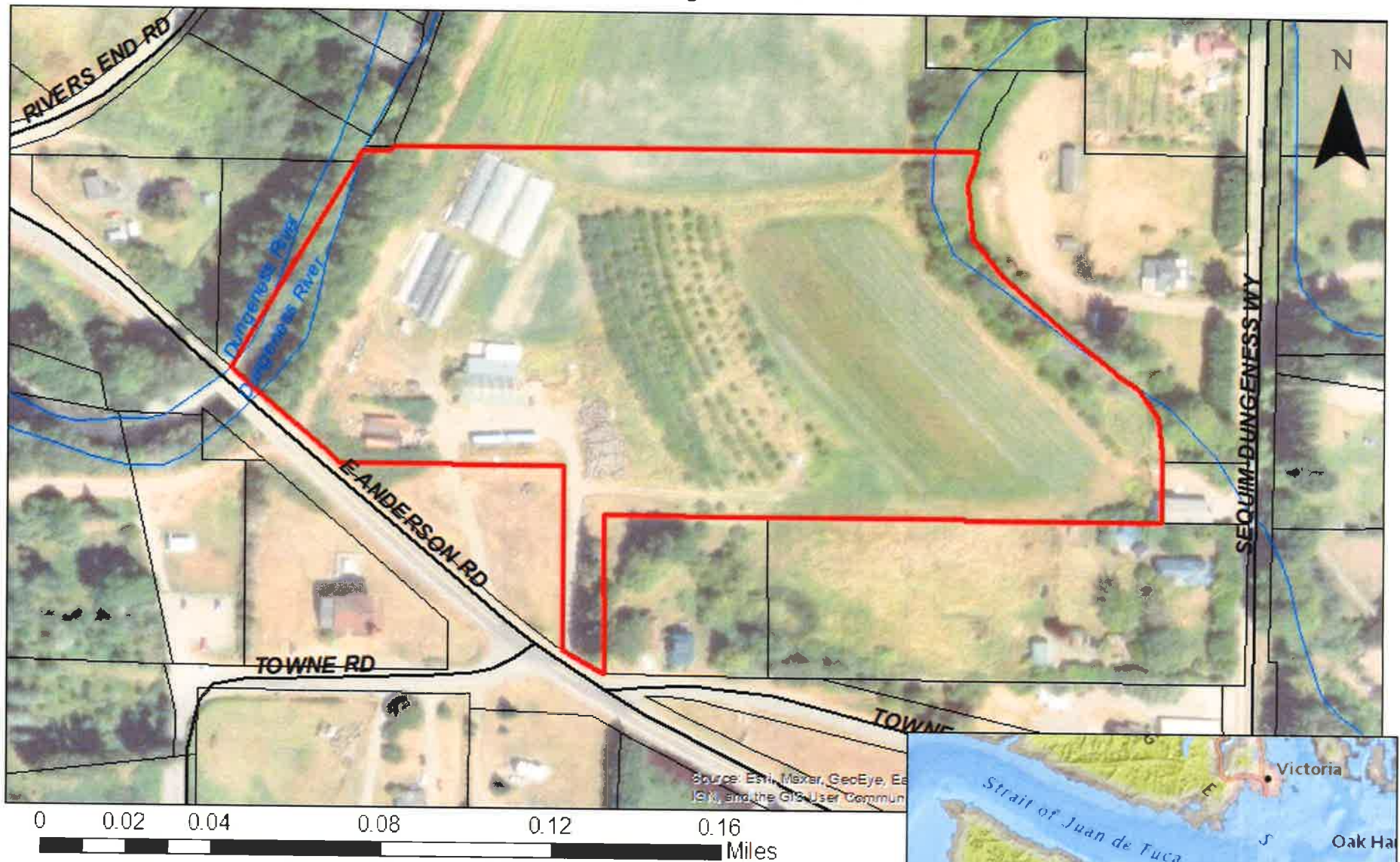
NORTH OLYMPIC
Land Trust



Farms • Fish • Forests

The Dungeness Hub - Nash's Organic Produce WWRP grant # 22-1533

Map created by Michele Canale 5/4/2022



Legend

- Dungeness Hub - Nash's Organic Produce
- Clallam parcels (2019)
- STR_CO (Clallam County)
- Roads





NORTH OLYMPIC
Land Trust



Farms • Fish • Forests





NORTH OLYMPIC
Land Trust



Farms • Fish • Forests

Questions?



AGENDA ITEM SUMMARY

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

9
5/16/22

Department: HHS/BOCC

WORK SESSION ☒ **Meeting Date: 5-16-22**

REGULAR AGENDA ☒ **Meeting Date: 5-24-22**

Item summary:

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

Executive summary:

Ordinance 984 was adopted on May 3, 2022 restructuring the Board of Health Membership. The Board of Health membership consists of the three (3) elected members of the Clallam County Board of Commissioners, one (1) elected city council member, one (1) public health, health care facilities, and providers, one (1) consumer of public health, one (1) tribal representative selected by the American Indian Health Commission, and one (1) community stakeholder, as described in RCW 70.05.035.

Request approval of a Resolution to restructure the Board of Health Membership.

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?)

Request approval of a Resolution to restructure the Board of Health Membership.

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners, Kevin LoPiccolo – Health and Human Services

Relevant Departments: Board of Commissioners and Health and Human Services

Date submitted: 5-9-22

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

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

Board of Health restructure membership 5-24-22

Revised: 3-04-2019



RESOLUTION _____, 2022

MEMBER POSITION CHANGES TO THE
CLALLAM COUNTY BOARD OF HEALTH

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. Ordinance 984 was adopted on May 3, 2022 restructuring the Board of Health Membership.
2. The Board of Health membership consists of the three (3) elected members of the Clallam County Board of Commissioners, one (1) elected city council member, one (1) public health, health care facilities, and providers, one (1) consumer of public health, one (1) tribal representative selected by the American Indian Health Commission, and one (1) community stakeholder, as described in RCW 70.05.035.
3. Clallam County Policy 952, Board and Committees, established three-year terms when none are specified by ordinance or resolution and the staggering of terms.

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

1. **Membership positions are established as follows:**

One Elected City Council Member – Navarra Carr – term expires December 31, 2022
One Public Health, Health Care Facilities and Providers – Shahida Shahrir – term expires December 31, 2024
One Consumer of Public Health – Vacant – term expires December 31, 2023
One Community Stakeholder – Gerald B. Stephanz, Jr, MD – term expires December 31, 2022
One Tribal Representative – Vacant – term expires December 31, 2024
Commissioner District I – Mark Ozias – standing term
Commissioner District II – Randy Johnson – standing term
Commissioner District III – Bill Peach – standing term

PASSED AND ADOPTED this _____ day of May, 2022

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Bill Peach

Randy Johnson

ATTEST:

Loni Gores, Clerk of the Board



AGENDA ITEM SUMMARY

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

10
5/16/22

Department: BOCC

WORK SESSION ☒ Meeting Date: 5-16-22

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 - update |

Documents exempt from public disclosure attached: ☐

Executive summary:

Olympic National Forest Update:

The Olympic National Forest is a vital resource and asset for residents of, and visitors to, Clallam County - both as a source of outdoor recreation, and as a source of revenue including serving as a substantial component of the county's annual PILT (Payment In Lieu of Taxes) revenue.

To better foster communication, the Board of Commissioners has invited ONF managers for updates, information-sharing and conversation.

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?)

To better foster communication, the Board of Commissioners has invited ONF managers for updates, information-sharing and conversation.

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners and Olympic National Forest

Relevant Departments: Board of Commissioners

Date submitted: May 3, 2022

- * 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)

Olympic National Forest update 5-16-22
Revised: 3-04-2019



AGENDA ITEM SUMMARY

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

11
5/16/22
4b

Department: BOCC

WORK SESSION ☒ Meeting Date: 05/16/22

REGULAR AGENDA ☒ Meeting Date: 05/17/22

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 |

Executive summary:

Board of Clallam County Commissioner will consider adopting by Resolution the attached budget revisions on May 31, 2022.

Budget revisions – Transfer 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.

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 – Emergency Services – Reallocation of funding to help cover the purchase cost of two license plate reader units/\$9,853

Parks & Facilities – REET – Reallocation of funds to help cover the additional expense of the Access Control System Project/\$227,000

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Approve the attached notice – Budget revisions.

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

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

Date submitted: May, 2022

* 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 REVISION MEETING

Notice is hereby given Clallam County will adopt by Resolution of the Board the budget revision shown below on May 31, 2022 at 10 a.m. in the Commissioners' Meeting Room (160), Clallam County Courthouse.

Sheriff – Emergency Services – Reallocation of funding to help cover the purchase cost of two license plate reader units/\$9,853

Parks & Facilities – REET – Reallocation of funds to help cover the additional expense of the Access Control System Project/\$227,000

A copy of the budget change forms 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: May 17, 2022

Mark Ozias, Chair

Publish: May 21

Bill: Commissioners' Office

c: Budget Director
Department(s)
Treasurer

APR 06 2022



CLALLAM COUNTY BUDGET CHANGE FORM

Date Submitted: 04/06/2022 ✓

Budget Hearing/Meeting Date: 05/31/2022 ✓

- ☐ **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.	00100.817 ✓	Budget Name	Sheriff –Emergency Services ✓
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REVENUE/SOURCE

BUDGET NUMBER	DEPT NAME	BARS NUMBER	ACCOUNT DESCRIPTION	AMOUNT
00100.817 ✓	Sheriff – Emergency Services ✓	52510.31.0020 ✓	Operating Supplies	8,853 ✓
00100.817 ✓	Sheriff – Emergency Services ✓	52510.43.0020 ✓	Travel – Training	1,000 ✓
				9,853 ✓

EXPENDITURES

BUDGET NUMBER	DEPT NAME	BARS NUMBER	ACCOUNT DESCRIPTION	AMOUNT
00100.817 ✓	Sheriff – Emergency Services ✓	59425.64.0010 ✓	Machinery and Equipment	9,853 ✓
				9,853 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Using the grant contract E22-111 (SHSP FY21) in connection with grant contract #E21-056 (SHSP FY20) which is already allocated in the Emergency Services budget, we request to move a portion of the #E21-056 funding to help cover the cost of the purchase of two license plate reader units. The purchase of law enforcement equipment is allowed under both grant contracts.

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

[Signature]

42

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 5/02/2022 ✓

Budget Hearing/Meeting Date: 5/31/2022 ✓

- ☐ **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.	30101.911 ✓	Budget Name	Parks & Facilities - REET ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30101.911 ✓	Parks & Facilities - REET ✓	59419.62.1325 ✓	Replace Courthouse VAV Air System Boxes	47,000
30101.911 ✓	Parks & Facilities - REET ✓	59419.63.2035 ✓	Jail Control Board	180,000
Total				227,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30101.911 ✓	Parks & Facilities - REET ✓	59419.63.2125 ✓	Courthouse Access Control Systems	227,000
Total				227,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Due to bids for the Courthouse Access Control System and Security Camera Project being higher than expected, this Budget Revision is needed to reallocate funds from the Jail Control Board Project & VAV Air System Project, which are coming in under budget, to cover the additional expense of the Access Control System Project.

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

[Handwritten signatures]

49



AGENDA ITEM SUMMARY

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

12
5/16/22
4C

Department: BOCC

WORK SESSION ☒ Meeting Date: 5/16/22

REGULAR AGENDA ☒ Meeting Date: 5/17/22

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 |

Executive summary:

Board of Clallam County Commissioner will consider adopting by Resolution the attached supplemental appropriations on May 31, 2022
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 – Emergency Services – Partial funding to purchase two license plate reader units, funding for Clallam Grant Coordinator salary and benefits and County indirect rate based on Grant Coordinator salary amount/\$13,823

Parks & Facilities – REET – Additional funding to supplement larger project to upgrade the Courthouse Access Control Card Readers, Recording and Camera Systems/\$35,007

Sheriff – Operations – Remainder of the COVID Emergency Supplemental Funding Grant that was not spent in FY2020 or FY2021/\$13,520

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: Loni Gores Loni Gores, Clerk

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

* 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 May 31, 2022 in the Commissioners' Meeting Room (160) of the Clallam County Courthouse.

Sheriff – Emergency Services – Partial funding to purchase two license plate reader units, funding for Clallam Grant Coordinator salary and benefits and County indirect rate based on Grant Coordinator salary amount/\$13,823

Parks & Facilities – REET – Additional funding to supplement larger project to upgrade the Courthouse Access Control Card Readers, Recording and Camera Systems/\$35,007

Sheriff – Operations – Remainder of the COVID Emergency Supplemental Funding Grant that was not spent in FY2020 or FY2021/\$13,520

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: May 17, 2022

Mark Ozias, Chair

Publish: May 21
Bill: Commissioners

c: Budget Director
Treasurer
Department(s)

APR 06 2022

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 04/06/2022 ✓

Budget Hearing/Meeting Date: 05/31/2022 ✓

- ☒ **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.	00100.817 ✓	Budget Name	Sheriff –Emergency Services ✓
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REVENUE/SOURCE

BUDGET NUMBER	DEPT NAME	BARS NUMBER	ACCOUNT DESCRIPTION	AMOUNT
00100.817 ✓	Sheriff – Emergency Services ✓	33397.06.7001 ✓	Region 2 Homeland Security Grant	13,823
				13,823 ✓

EXPENDITURES

BUDGET NUMBER	DEPT NAME	BARS NUMBER	ACCOUNT DESCRIPTION	AMOUNT
00100.817 ✓	Sheriff – Emergency Services ✓	52510.41.5130 ✓	Sheriff	1,630
00100.817 ✓	Sheriff – Emergency Services ✓	59425.64.0010 ✓	Machinery and Equipment	11,650
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance	543
				13,823 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Receipt of amount to be spent in calendar year 2022 from #E22-111 (SHSP FY21) State Homeland Security Program grant contract from Washington State Military Department to (partially) fund the purchase of two license plate reader units, and to fund Clallam grant coordinator salary and benefits for time spent on SHSP grant management, and to fund County indirect rate based on grant coordinator salary amount.

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

Handwritten signature of W. S. Bonedat.

41

APR 13 2022



CLALLAM COUNTY BUDGET CHANGE FORM

4/13/2022

Date Submitted: 4/08/2022

Budget Hearing/Meeting Date: 5/31/2022

- 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 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.	30101.911 ✓	Budget Name	Parks & Facilities - REET ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30101.911 ✓	Parks & Facilities - REET ✓	33401.20.0085 ✓	AOC Court Security Equipment Grant	35,007
Total				35,007 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30101.911 ✓	Parks & Facilities - REET ✓	59419.63.2125 ✓	Courthouse Access Control Systems	35,007
Total				35,007 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Additional funds from the Administrative Office for the Courts for the Court Security Equipment Grant. This additional funding will supplement the larger project to upgrade the Courthouse Access Control Card Readers, Recording and Camera Systems.

County Official Approval:

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

47

CLALLAM COUNTY BUDGET CHANGE FORM

RECEIVED
CLALLAM CO. FINANCE

APR 28 2022



Date Submitted: 04/25/22

Budget Hearing/Meeting Date: 05/31/22 ✓

- ☒ **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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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.811 ✓	Sheriff - Operations ✓	33116.03.4000 ✓	COVID Emergency Supplemental Funding Grant	13,520
				13,520 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.811 ✓	Sheriff - Operations ✓	52123.10.0010 ✓	Regular Time	150
00100.811 ✓	Sheriff - Operations ✓	52122.35.0010 ✓	Small Tools and Minor Equipment	5,000
00100.811 ✓	Sheriff - Operations ✓	52122.31.0020 ✓	Operating Supplies	5,000
00100.811 ✓	Sheriff - Operations ✓	52122.48.0040 ✓	Equipment Repair and Maintenance	3,320
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance	50
				13,520 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Receipt of Department of Justice Bureau of Justice Assistance FY20 Coronavirus Emergency Supplemental Funding Program Grant #2020-VD-BX-1581 awarded in FY2020 for reimbursement of equipment and personal protective equipment costs associated with law enforcement response to the COVID19 and other coronavirus events. \$13,520 is the remainder of the funding that was not spent in FY2020 or FY2021.

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

48



AGENDA ITEM SUMMARY

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

13
5/16/22
4d

Department: BOCC

WORK SESSION ☒ Meeting Date: 5/16/22

REGULAR AGENDA ☒ Meeting Date: 5/17/22

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 |

Executive summary:

Board of Clallam County Commissioner will consider adopting by Resolution the attached debatable emergencies on May 31, 2022

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?** ☐

Parks & Facilities - Additional funding for expenses related to COVID-19 for goods and services expenditures incurred in March, 2022 expected to be reimbursed through FEMA/\$17,121

Human Resources – Workers compensation Claims – Additional funding for insurance premium increase of 28%/\$60,000

Human Resources – Additional funding for the Administrative Specialist position that was approved in the BOCC work session on April 11, 2022/\$70,000

General Fund Reserves – Additional funding to address shortfall of revenue for Local Crime Victim Compensation, maintain current staffing levels and meet policy requirements for ending fund balances (1 of 2)/\$60,000

Prosecuting Attorney – Local Crime Victim Compensation – Additional funding to address shortfall of revenue for Local Crime Victim Compensation, maintain current staffing levels and meet policy requirements for ending fund balances (2 of 2)/\$60,000

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: Loni Gores Loni Gores

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

- * 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 5-17-22
Revised: 3-04-2019



BUDGET RESOLUTION _____, 2022

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:

Parks & Facilities - Additional funding for expenses related to COVID-19 for goods and services expenditures/\$17,121

Human Resources – Workers compensation Claims – Additional funding for insurance premium increase of 28%/\$60,000

Human Resources – Additional funding for the Administrative Specialist position that was approved in the BOCC work session on April 11, 2022/\$70,000

General Fund Reserves – Additional funding to address shortfall of revenue for Local Crime Victim Compensation, maintain current staffing levels and meet policy requirements for ending fund balances (1 of 2)/\$60,000

Prosecuting Attorney – Local Crime Victim Compensation – Additional funding to address shortfall of revenue for Local Crime Victim Compensation, maintain current staffing levels and meet policy requirements for ending fund balances (2 of 2)/\$60,000

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 May 31, 2022 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 17th day of May 2022

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias, Chair

Randy Johnson

Bill Peach

ATTEST:

Loni Gores, CMC, Clerk of the Board

Publish: May 21, 2022

Bill: Commissioners

c: Budget Director
Treasurer
Department(s)

APR 04 2022

5/31/2022



CLALLAM COUNTY BUDGET CHANGE FORM

Date Submitted: March 31, 2022

Budget Hearing/Meeting Date: April 26, 2022

- ☐ **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	\$ 17,121
Total				\$ 17,121 ✓

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	\$ 363
00100.911. ✓	Parks & Facilities ✓	57680.41.1030 ✓	Personnel Services	\$ 16,758
Total				\$ 17,121 ✓

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 2022. This is to cover the goods and services expenditures incurred in March 2022, and are expected to be reimbursed through FEMA reimbursements.

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

03/31/2022

[Signature]

40

MAY 04 2022

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 5/4/2022 ✓

Budget Hearing/Meeting Date: 5/31/2022 ✓

- ☐ **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.	50501.461 ✓	Budget Name	HR-Workers Compensation Claims ✓
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
50501.461 ✓	HR-Workers Compensation Claims ✓	50800.00.0000 ✓	Ending Fund Balance	\$60,000
Total				\$60,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
50501.461 ✓	HR-Workers Compensation Claims ✓	51768.46.0055 ✓	Excess Insurance Premium/Surety	\$60,000
Total				\$60,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

There was an unanticipated premium increase of 28% that was not allocated in the current budget.

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

CLALLAM COUNTY BUDGET CHANGE FORM

RECEIVED
CLALLAM CO. FINANCE

MAY 04 2022



Date Submitted: 5/4/2022 ✓

Budget Hearing/Meeting Date: 5/31/2022 ✓

- ☐ **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.	00100.461 ✓	Budget Name	Human Resources ✓
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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	\$70,000
Total				\$70,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.461 ✓	Human Resources ✓	51810.10.0010 ✓	Regular Time	\$45,000
00100.461 ✓	Human Resources ✓	51810.20.0020 ✓	Benefits	\$25,000
Total				\$70,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

A full-time benefitted Administrative Specialist position was approved in the BOCC WorkSession on April 11, 2022. This request is to fund the position within the Human Resources budget.

County Official Approval: _____

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

A handwritten signature in black ink, appearing to be "D. S. O.", written over a horizontal line.

A handwritten signature in black ink, appearing to be "M. J. O.", written over a horizontal line.

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 5/09/2022 ✓

Budget Hearing/Meeting Date: 5/31/2022 ✓

- **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.
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- **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	60,000
Total				60,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund ✓ Reserves	59712.00.0030 ✓	Transfer to Local Crime Victim Comp	60,000
Total				60,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

There is a significant decrease in Victim Penalty Assessment revenue forecasted for the Pros Attny – Local Crime Victim Comp fund this year due to lingering impacts of the pandemic, the State vs Blake ruling and other related complications that are negatively affecting this key revenue stream. Additional funding from the General Fund Reserves is needed to address the shortfall, to maintain current staffing levels and to meet policy requirements for ending fund balances. (1 of 2)

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

[Handwritten signatures]

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 5/09/2022 ✓

Budget Hearing/Meeting Date: 5/31/2022 ✓

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

Budget Number xxxxx.xxx.	11701.841	Budget Name	Pros Attny – Local Crime Victim Compensation
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REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11701.841 ✓	Pros Attny – Local Crime Victim Compensation ✓	39712.00.0030 ✓	Transfer from General Fund Reserves	60,000
Total				60,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11701.841 ✓	Pros Attny – Local Crime Victim Compensation ✓	50800.00.0000 ✓	Ending Fund Balance	60,000
Total				60,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

There is a significant decrease in Victim Penalty Assessment revenue forecasted for the Pros Attny – Local Crime Victim Comp fund this year due to lingering impacts of the pandemic, the State vs Blake ruling and other related complications that are negatively affecting this key revenue stream. Additional funding from the General Fund Reserves is needed to address the shortfall, to maintain current staffing levels and to meet policy requirements for ending fund balances. (2 of 2)

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

[Signature]