

**PACIFIC COUNTY PUBLIC HEALTH & HUMAN SERVICES DEPARTMENT  
2018 – 2021 CONSOLIDATED CONTRACT**

**CONTRACT NUMBER: CLH18256**

**AMENDMENT NUMBER: 16**

**PURPOSE OF CHANGE:** To amend this contract between the DEPARTMENT OF HEALTH hereinafter referred to as "DOH", and PACIFIC COUNTY PUBLIC HEALTH & HUMAN SERVICES DEPARTMENT, 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:** On February 29, 2020, Governor Jay Inslee issued Proclamation 20-05 declaring a State of Emergency due to the outbreak of COVID-19. In June 2020, DOH and LHJ agreed that to support the parties' ongoing response to the emergency, the parties would extend the end date of the Contract rather than beginning a new three-year contract. For ease of reference, the Contract as amended is attached and incorporated in this amendment showing the insertions, deletions, and revisions as follows: Section 1 Purpose and Section 2 Statements of Work. Remove reference to repealed RCW 43.70.520 and RCW 43.70.580. Section 33 Term. Extend the Contract term for a period of one year from December 31, 2020 through December 31, 2021. Heading on page one and footers are updated to reflect the extended contract term.

1. Exhibit A Statements of Work, attached and incorporated by this reference, are amended as follows:

- ☒ Adds Statements of Work for the following programs:
  - COVID-19 Emergency Language & Community Outreach Services - Effective July 1, 2020
  - Supplemental Nutrition Assistance Program-Education - Effective October 1, 2020
- ☒ Amends Statements of Work for the following programs:
  - Division of Emergency Preparedness & Response PHEP - Effective July 1, 2020
  - Maternal & Child Health Block Grant - Effective January 1, 2018
  - OICP CARES Enhanced Influenza Coverage Project - Effective July 1, 2020
  - OICP-Promotion of Immunizations to Improve Vaccination Rates - Effective July 1, 2020
- ☐ Deletes Statements of Work for the following programs:

2. Exhibit B-16 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-15 Allocations as follows:

- ☒ Increase of **\$139,993** for a revised maximum consideration of **\$2,220,954**.
- ☐ Decrease of \_\_\_\_\_ for a revised maximum consideration of \_\_\_\_\_.
- ☐ No change in the maximum consideration of \_\_\_\_\_.  
Exhibit B Allocations are attached only for informational purposes.

3. Exhibit C-16 Schedule of Federal Awards, attached and incorporated by this reference, amends and replaces Exhibit C-15.

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 upon execution of this amendment.

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

PACIFIC COUNTY PUBLIC HEALTH & HUMAN  
SERVICES DEPARTMENT

STATE OF WASHINGTON  
DEPARTMENT OF HEALTH

Katie Lindstrom  
Katie Lindstrom (Dec 2, 2020 10:35 PST)

Brenda Henrikson, Contracts Specialist  
Brenda Henrikson, Contracts Specialist (Dec 2, 2020 14:14 PST)

Date

Date

APPROVED AS TO FORM ONLY  
Assistant Attorney General

2018 - ~~2020~~ 2021

WASHINGTON STATE  
DEPARTMENT OF HEALTH  
CONSOLIDATED CONTRACT

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**CONSOLIDATED CONTRACT**  
**between**  
**STATE OF WASHINGTON**  
**DEPARTMENT OF HEALTH**  
**(Referred to as "DOH")**  
**and**  
**PACIFIC COUNTY PUBLIC HEALTH & HUMAN SERVICES DEPARTMENT**  
**(Referred to as "LHJ")**  
**for**  
  
**THE DELIVERY OF PUBLIC HEALTH SERVICES**  
**FOR THE PERIOD OF**

**January 1, 2018 through December 31, 2020 2021**

**1. Purpose**

This Contract is entered into in accordance with ~~RCW 43.70.520, RCW 43.70.580,~~ the general statutory powers of the Secretary of the Department of Health (DOH), including at RCW 43.70.040, the general statutory powers of local health jurisdictions (LHJs), including at RCW 70.05.060, RCW 70.08.020, and RCW 70.46.060, and the authority for joint or cooperative action provided for under chapter 39.34 RCW. The purpose of this Contract is to define the parties' joint and cooperative relationship. The contract and all statements of work adopted under its provisions are intended to implement applicable objectives under the Public Health Improvement Plan and to facilitate the delivery of public health services to the people in Washington State. This Contract is the result of cooperative planning efforts between the LHJ and DOH.

**2. Statements of Work**

The individual program activities, requirements, and outcomes/deliverables to be achieved by the parties under this Contract are described in Exhibit A, Statements of Work. ~~Each statement of work shall comply with the performance-based criteria under RCW 43.70.580(2)(b).~~

The LHJ shall furnish the necessary personnel, equipment, material and/or services and otherwise do all things necessary for or incidental to the performance of the work as set forth in Exhibit A, Statements of Work.

**3. Exhibits**

This Contract incorporates by reference the following Exhibits:

- Exhibit A - Statements of Work
- Exhibit B - Allocations
- Exhibit C - Schedule of Federal Awards

**4. Definitions**

As used throughout this Contract and unless amended for a particular Statement of Work, the following terms shall have the meanings set forth below:

"Budget, Accounting, and Reporting System (BARS)": The system designed by the State Auditor's office for collecting, consolidating, and reporting financial budgeting and accounting information from all local governmental units.

"Client": An agency, firm, organization, individual or other entity applying for or receiving services provided by the LHJ under this Contract.

"Catalog of Federal Domestic Assistance (CFDA)": The unique identifying code assigned to a federal assistance program which identifies the awarding agency.

"Confidential Information": Information protected from disclosure under federal or state law.

“Contract Coordinator”: Each party’s designated contact for all notices required or permitted under this Contract.

“Contracting Officer”: The DOH Contracts and Procurement Office Director and his/her delegates within that office authorized to execute this agreement on behalf of DOH.

“Contractor”: An entity that provides goods or services to DOH and others. A contractor normally operates its business in a competitive environment, provides its goods and/or services to many different purchasers during normal business hours, and is not subject to the compliance requirements of the federal program.

“Equipment”: When used in this Contract is defined as an article of non-expendable, tangible property other than land, buildings, or fixtures which is used in operations and having a useful life of more than one year and an acquisition cost of \$5,000 or more or as otherwise provided in the Exhibit A, Statements of Work.

“Federal Assistance”: Assistance provided by a federal agency in the form of grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance, or direct appropriations, but does not include direct federal cash assistance to individuals.

“Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act)”: A federal act to make information available online so the public can see how federal funds are spent.

“Fixed Assets”: Fixed assets are property and/or equipment obtained through donation, gift, purchase, capital lease, or construction with a service life of more than one year.

“Program Contact”: Each party’s designated contact for those purposes identified in the Exhibit A, Statements of Work.

“Subcontractor”: Any individual or group contracted with the LHJ to perform all or part of the services included in this Contract. This term will also apply to situations where an LHJ’s subcontractor contracts with another individual or group to perform all or part of the services included in its agreement with the LHJ.

“Subrecipient” or “Subgrantee”: A non-federal entity that receives a subaward of federal grant money or goods directly or indirectly from DOH and makes decisions regarding who can receive what federal assistance; has its performance measured against the objectives contained in the DOH agreement with the federal government; makes decisions on how to operate the program to accomplish the program goals; has the obligation to comply with federal subrecipient requirements; and/or use federal funds to carry out a program for the public purpose specified in the authorizing statute.

## 5. Funding and Billing

- A. DOH shall pay the LHJ for services as set forth in the Exhibit A, Statements of Work, not to exceed funding amounts as detailed in the Contract Allocations, Exhibit B, for those services provided herein.

The LHJ will advise the Program Contact identified in the applicable Statement of Work in writing 90 calendar days prior to the end of the funded period, or as soon as practicable thereafter, if the LHJ anticipates not using all Contract funding.

- B. If the Exhibit A, Statement of Work, is supported by federal funds that require compliance with FFATA (the Transparency Act), the corresponding checkbox on the statement of work will be checked.
- C. Total consideration for this Contract is **\$456,886**, or as amended.

The LHJ will submit accurate and timely billings which, for clarity and consistency, will be prepared using the form provided and following the instructions located on the DOH website, [www.doh.wa.gov](http://www.doh.wa.gov).

DOH will authorize payment only upon satisfactory completion and acceptance of deliverables and for allowable costs as outlined in the statement of work and/or budget.

D. The LHJ will submit a BARS A financial report by April 15 for the prior calendar year.

#### 6. Contract Management

Unless otherwise specified in the Contract, the following individuals are the contacts ("Contract Coordinators") for all notices required or permitted under this Contract:

LHJ Contract Coordinator:		DOH Contract Coordinator:	
Name: Katie Lindstrom		Name: Brenda Henrikson	
Title: Director		Title: Contracts Specialist	
Mailing Address:		Mailing Address:	
PO Box 26, South Bend WA 98586-0026		PO Box 47905, Olympia WA 98504-7905	
Physical Address:		Physical Address:	
1216 W. Robert Bush Drive, South Bend WA 98586		101 Israel Rd. SE, Tumwater WA 98501-5570	
Phone: 360-875-9343	Fax: 360-875-9323	Phone: 360-236-3933	Fax: 360-236-2401
Email Address:		Email Address:	
koien@co.pacific.wa.us		brenda.henrikson@doh.wa.gov	

A party may change its Contract Coordinator or its Program Contact by providing written notice to the other party. DOH Program Contacts can be found in the Exhibit A, Statements of Work, and on the DOH website at [www.doh.wa.gov](http://www.doh.wa.gov).

#### 7. Access to Records

To the extent authorized by applicable federal and state law, the parties shall provide access to records relevant to this Contract to each other, the Joint Legislative Audit and Review Committee, the State Auditor, and authorized federal officials, at no additional cost. Inspections shall occur at reasonable times and upon reasonable notice.

#### 8. All Writings Contained Herein

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto. The individuals signing this Contract certify by their signatures that they are authorized to sign this Contract on behalf of their respective entity.

#### 9. Assignment

Except for subcontracting as authorized in this Contract, the LHJ shall not assign or delegate, in whole or in part, this Contract or any of its rights, duties, obligations, or responsibilities, without the prior written consent of DOH's Contracting Officer, which consent shall not be unreasonably withheld.

#### 10. Assurances

The parties agree that all activity pursuant to this Contract shall be in accordance with all applicable current federal, state and local laws, rules, and regulations.

The LHJ acknowledges its agreement to comply with federal certifications and assurances by signing and returning the following:

1. Standard Federal Certifications and Assurances
2. Federal Assurances for Non-Construction Programs

**11. Confidential Information**

The parties agree to comply with all state and federal statutes and regulations relating to Confidential Information. DOH and LHJ will limit access to the Confidential Information to the fewest number of people necessary to complete the work. Everyone having access to Confidential Information covered by this Contract must agree to protect the confidentiality of the information.

Either party to this Contract may designate certain Confidential Information as "Confidential Information/Notice Requested." The designation shall be made by clearly stamping, watermarking, or otherwise marking each page of the Confidential Information. If a third party requestor seeks information that has been marked "Confidential Information/Notice Requested," notice shall be given to the marking party prior to release of the information. Such notice shall be provided to the program contact no less than five (5) business days prior to the date of disclosure, to allow the party objecting to disclosure to seek a protective order from the proper tribunal.

DOH and LHJ agree to establish, document and maintain security practices and safeguards consistent with state and federal laws, regulations, standards, and guidelines to prevent unauthorized access, use, or disclosure of Confidential Information in any form. In accordance with federal and state contracting requirements, DOH may monitor, audit, or investigate LHJ management of Confidential Information relating to this Contract. Working together, the LHJ and DOH may use any and all tools available to track Contract related Confidential Information.

If one of the parties becomes aware of an actual or suspected breach of confidentiality, that party will promptly notify the Contract Coordinator for the other party of the facts. The parties will work within their respective organizations to take any steps necessary to determine the scope of the breach and to restore reasonable security to the Confidential Information. Both parties agree to mitigate any known harmful effects of a breach in confidentiality, including notifying affected individuals to the extent required by law. The parties will also reasonably cooperate with law enforcement as appropriate.

**12. Ethics**

Both parties and their officers shall comply with all ethics laws applicable to their activities under this Contract, including Chapters 42.23 and 42.52 RCW. If a violation occurs and is not cured within a reasonable time after notice, the other party shall have the right to terminate this Contract. This section is expressly subject to the Disputes section of this Contract.

**13. Debarment Certification**

The LHJ, by signing this Contract, certifies that the LHJ is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Contract by any federal department or agency. The LHJ also agrees to include the above requirement in all subcontracts into which it enters. The LHJ will notify DOH of any such events that may occur during the term of the Contract.

**14. Disputes**

Except as otherwise provided in this contract, when a dispute arises between the parties and it cannot be resolved by direct negotiation, the parties agree to participate in good faith in non-binding mediation. The mediator shall be chosen by agreement of the parties. If the parties cannot agree on a mediator, the parties shall use a mediation service located in Washington State that selects a qualified mediator for the parties. Each party shall bear its own costs for mediation and each party shall contribute equally to the mediator's fee, if any. The parties agree that mediation shall precede any action in a judicial tribunal.

Nothing in this contract shall be construed to limit the parties' choice of a mutually acceptable alternate dispute resolution method in addition to the dispute resolution procedure outlined above.

**15. Equipment Purchases**

Equipment purchased by the LHJ for use by the LHJ or its subcontractors during the term of this Contract using federal funds, in whole or in part, shall be the property of the LHJ. The use, management and disposal of the equipment must comply with federal requirements. These requirements are found in the Office of Management and Budget's (OMB's)

Uniform Guidance, Title 2 Code of Federal Regulations Part 200 (2 CFR 200) - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, or are included in the federal funding agency's regulations.

**16. Governing Law and Venue**

The laws of the state of Washington govern this Contract. In the event of a lawsuit by the LHJ against DOH arising under this Contract, venue shall be proper only in Thurston County, Washington. In the event of a lawsuit by DOH against the LHJ arising under this Contract, venue shall be proper only in the county in which the LHJ is located or in either of the two nearest judicial districts within the meaning of RCW 36.01.050.

**17. Independent Capacity**

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

**18. Insurance**

The LHJ certifies that it is self-insured, is a member of a risk pool, or maintains insurance coverage as required by this Contract. Each party shall pay for losses for which it is found liable. The LHJ agrees to require all subcontractors to maintain insurance in types and with limits as may be determined by the LHJ and/or its risk manager, unless the LHJ and DOH agree otherwise.

**19. Licensing, Accreditation and Registration**

The LHJ shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements and standards, necessary for the performance of this Contract.

**20. Maintenance of Records**

Each party to this Contract shall maintain books, records, documents and other evidence that sufficiently and properly reflect all direct and indirect costs expended by it. All books, records, documents, and other material relevant to this Contract will be retained for six (6) years after expiration. If any litigation, claim or audit is started before the expiration of the six-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

Each party will use reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties. Both parties agree to continue protecting records until such time as the information is destroyed in accordance with applicable state and federal records retention laws.

**21. Modifications and Waivers**

This Contract, or any term or condition, may be modified only by a written amendment signed by the DOH Contracting Officer and the authorized representative for the LHJ. Either party may propose an amendment.

Failure or delay on the part of either party to exercise any right, power, privilege or remedy provided under this Contract shall not constitute a waiver. No provision of this Contract may be waived by either party except in a writing signed by the DOH Contracting Officer or the authorized representative of the LHJ.

**22. No Third-Party Rights Created**

This Contract, or any program hereunder, is entered into solely for the benefit of the two parties thereto and shall not be construed as giving rise to any right, remedy or expectancy of any kind or nature on the part of any third party.

**23. Nondiscrimination**

During the performance of this Contract, the LHJ and DOH shall comply with all federal and state nondiscrimination laws, regulations and policies. In the event of the LHJ's noncompliance or refusal to comply with any nondiscrimination law, regulation or policy, this Contract may be rescinded, canceled or terminated in whole or in part, and the LHJ may be declared



ineligible for further contracts with DOH. The LHJ shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.

**24. Order of Precedence**

In the event of an inconsistency in the terms of this Contract, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable state and federal statutes, and local laws, rules and regulations.
- Terms and conditions of this Contract.
- Statements of Work.
- Any other provisions of this Contract, including other materials incorporated by reference.

**25. Ownership of Material/Rights in Data**

Records and other documents relevant to this Contract, in any medium, furnished by one party to this Contract to the other party, will remain the property of the furnishing party, unless otherwise agreed. Data which is delivered under the Contract shall be transferred to DOH with a nonexclusive, royalty-free, perpetual, irrevocable license to publish, translate, reproduce, modify, deliver, perform, dispose of, and to authorize others to do so; provided that such license shall be limited to the extent which the LHJ has a right to grant such a license. The LHJ shall exert all reasonable effort to advise DOH, at the time of delivery of data furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. DOH shall receive prompt written notice of each notice or claim or copyright infringement received by the LHJ with respect to any data delivered under this Contract. DOH shall have the right to modify or remove any restrictive markings placed upon the data by the LHJ, provided that if DOH modifies or removes such markings without the LHJ's approval, it assumes all liability for doing so.

**26. Publications**

Any program reports, articles, and publications that result from information gathered through use of state and federal funds must acknowledge receiving support from DOH and/or the appropriate federal agencies. Correspondingly, such documents resulting from information gathered through use of local funds must acknowledge receipt of such local support.

**27. Responsibility for Actions**

Each party to this Contract shall be solely responsible for the acts and omissions of its own officers, employees, and agents in the performance of this Contract. Neither party to this Contract will be responsible for the acts and omissions of entities or individuals not party to this Contract. DOH and the LHJ shall cooperate in the defense of tort lawsuits, when possible.

**28. Loss or Reduction of Funding**

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this contract and prior to normal completion, DOH may elect to suspend or terminate the contract, in whole or in part, under the "Termination for Convenience" clause with a ten (10) business day notice to LHJ, to the extent possible, subject to renegotiation at DOH's discretion under those new funding limitations and conditions.

**29. Severability**

If any term or condition of this Contract is held invalid, such invalidity shall not affect the validity of the other terms or conditions of this Contract, provided, however, that the remaining terms and conditions can still fairly be given effect.

**30. Subcontracts**

The LHJ may subcontract any or all of the services or other obligations specified in this Contract. The LHJ will require the subcontractor to comply with all the applicable terms and conditions of this Contract, including all terms, conditions, certifications and assurances. The LHJ agrees it is responsible for assuring adequate performance on the part of the subcontractor.

The parties agree that all subcontractors must be responsible for any liabilities created by their actions or omissions. In the event DOH, LHJ, and subcontractor are found by a jury or trier of fact to be jointly and severally liable for personal injury damages arising from any act or omission, then each entity shall be responsible for its proportionate share.

### **31. Subrecipient**

For those activities designated as "subrecipient" on Exhibit A, Statements of Work, the LHJ must comply with applicable federal requirements, including but not limited to OMB's Uniform Guidance at 2 CFR 200, Subparts D (Administrative Requirements), E (Cost Principles) and F (Audit Requirements), and program specific federal regulations. If the LHJ expends \$500,000 or more in federal awards from all sources, it is responsible for obtaining appropriate audits. If the LHJ expends \$750,000 or more in federal grants or awards from all sources, it is responsible for obtaining the required single audit.

### **32. Survivability**

The terms and conditions contained in this Contract, which by their sense and context are intended to survive the expiration of the Contract, shall survive. Surviving terms include, but are not limited to: Access to Records, Confidential Information, Disputes, Responsibility for Actions, Maintenance of Records, Ownership of Material/Rights in Data, Subcontracts, Termination for Convenience, Termination for Default, and Termination Procedure.

### **33. Term**

This Contract will be in effect following execution by the parties from January 1, 2018 through December 31, ~~2020~~ 2021, unless terminated earlier as provided herein.

### **34. Termination for Convenience**

Except as otherwise provided in this Contract, either party may terminate or suspend this Contract, or any program hereunder, for convenience by providing at least thirty (30) days' advance written notice to the other party.

If DOH elects to suspend the Contract, in whole or in part, LHJ shall stop work as of the effective date of DOH's written notice of suspension. During suspension, each Party will reasonably notify the other of any conditions that may affect resumption of performance. Upon DOH's written notice to resume performance, LHJ shall resume work unless the LHJ provides notice to DOH that services cannot be resumed. If LHJ cannot resume performance, the Contract or affected Exhibit A, Statement of Work, will be deemed terminated upon the date the LHJ received notice to suspend performance.

### **35. Termination for Default**

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

(b) A disputed termination for default is expressly subject to the Disputes section of this Contract.

### **36. Termination Procedure**

Upon termination DOH may require the LHJ to deliver to DOH any non-LHJ-owned equipment, data, or other property specifically produced or acquired for the performance of such part of this Contract as has been terminated.

DOH shall pay to the LHJ the agreed upon price, if separately stated, for completed work and services accepted by DOH. In addition DOH shall pay the amount determined by DOH's Contracting Officer for (a) completed work and services for which no separate price is stated, (b) partially completed work and services, (c) other property or services which are accepted by DOH, and (d) the protection and preservation of the property. Disagreement by the LHJ with the determination of DOH's Contracting Officer that relates to the obligations or amounts due to the LHJ shall be considered a dispute within the meaning of the "Disputes" clause of this Contract.

DOH may withhold from any amounts due the LHJ for such completed work or services such sum as DOH's Contracting Officer reasonably determines to be necessary to protect DOH against potential loss or liability.

The rights and remedies of DOH provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

After receipt of a written notice of termination, the LHJ shall:

- Stop work under the Contract on the date and to the extent specified in the notice;
- Place no further orders or subcontracts for materials, services, or facilities, except as necessary to complete such portion of the work not terminated;
- Assign to DOH, to the extent reasonably directed by DOH's Contracting Officer and to the extent that the LHJ has the legal right to do so, all of the right, title, and interest of the LHJ under the orders and subcontracts in which case DOH has the right, at its reasonable discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts.
- Settle all outstanding liabilities and all claims arising out of orders or subcontracts, with the approval or ratification of DOH's Contracting Officer to the extent he/she may reasonably require, which approval or ratification shall be final for all the purposes of this clause;
- Transfer title to DOH and deliver, as reasonably directed by DOH's Contracting Officer, any property which, if the Contract had been completed, would have been required to be furnished to DOH;
- Complete performance of such part of the work not terminated by DOH's Contracting Officer; and,
- Take such action as may be necessary, or as DOH's Contracting Officer may reasonably direct, for the protection and preservation of the property related to this Contract which is in the possession of the LHJ, or its subcontractors, and in which DOH has or may acquire an interest.

**IN WITNESS WHEREOF, the parties have executed this Contract.**

PACIFIC COUNTY PUBLIC HEALTH & HUMAN  
SERVICES DEPARTMENT

STATE OF WASHINGTON  
DEPARTMENT OF HEALTH

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Print Name:  
\_\_\_\_\_

Print Name:  
\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Standard Federal Certifications and Assurances

Following are the Assurances, Certifications, and Special Conditions that apply to all federally-funded (in whole or in part) agreements administered by the Washington State Department of Health.

### CERTIFICATIONS

#### 1. 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:

- A. 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;
- B. 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 paragraph (b) of this certification; and
- C. 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 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 titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions 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.

#### 2. 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:

- A. 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;
- B. Establishing an ongoing drug-free awareness program to inform employees about:
  - 1) The Dangers of drug abuse in the workplace;
  - 2) The contractor's policy of maintaining a drug-free workplace;
  - 3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- C. 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 1) above;

- D. Notifying the employee in the statement required by paragraph 1), above, that, as a condition of employment under the contract, the employee will:
- 1) Abide by the terms of the statement; and
  - 2) 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 calendar days after such conviction;
- E. Notifying the agency in writing within ten calendar days after receiving notice under paragraph D. 2) 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;
- F. Taking one of the following actions, within 30 calendar days of receiving notice under paragraph D. 2) with respect to any employee who is so convicted:
- 1) 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
  - 2) 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;
- G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), (E), and (F).

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

Compliance and Internal Control Officer  
Office of Grants Management  
WA State Department of Health  
PO Box 47905  
Olympia, WA 98504-7905

### 3. 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 agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (nonappropriated) funds. These requirements apply to grants and cooperative agreements 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:

- A. 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 agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- B. 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 agreement, 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.)

- C. 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 agreements) and that all 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 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.

**4. 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.

**5. 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 subrecipients 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.

**6. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - INSTRUCTIONS FOR CERTIFICATION**

By signing and submitting this proposal, the prospective contractor is providing the certification set out below.

- A. 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.

- B. 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.
- C. 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.
- D. 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.
- E. 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 DOH.
- F. The prospective contractor further agrees by submitting this contract that it will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction, provided by HHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- G. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
- H. 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.
- I. 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, DOH may terminate this transaction for cause or default.

**7. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - PRIMARY COVERED TRANSACTIONS**

- A. The prospective contractor certifies to the best of its knowledge and belief, that it and its principals:
  - 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - 2) Have not within a three-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;
  - 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph 1. B. of this certification; and
  - 4) Have not within a three-year period preceding this contract had one or more public transactions (Federal, State or local) terminated for cause or default.

- B. Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this contract.

**AUTHORIZED SIGNATURE REQUIRED**

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
PLEASE PRINT OR TYPE NAME:	
ORGANIZATION NAME: (if applicable)	DATE



**Federal Assurances – Non-Construction Programs**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

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**Note:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the contractor, I certify that the contractor:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §§874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Uniform Guidance at 2 CFR 200, Subpart F.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

**AUTHORIZED SIGNATURE REQUIRED**

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
PLEASE PRINT OR TYPE NAME	
ORGANIZATION NAME (if applicable)	DATE

PACIFIC COUNTY PUBLIC HEALTH & HUMAN SERVICES DEPARTMENT  
2018-2021 CONSOLIDATED CONTRACT #CLH18256  
EXHIBIT A - STATEMENTS OF WORK  
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**Exhibit A  
Statement of Work  
Contract Term: 2018-2021**

DOH Program Name or Title: COVID-19 Emergency Language & Community Outreach Services - Effective July 1, 2020

Local Health Jurisdiction Name: Pacific County Public Health & Human Services Department  
Contract Number: CLH18256

SOW Type: Original Revision # (for this SOW)

<b>Funding Source</b>	<b>Federal Compliance (check if applicable)</b>	<b>Type of Payment</b>
<input checked="" type="checkbox"/> Federal Subrecipient	<input checked="" type="checkbox"/> FFATA (Transparency Act)	<input checked="" type="checkbox"/> Reimbursement
<input type="checkbox"/> State	<input type="checkbox"/> Research & Development	<input type="checkbox"/> Fixed Price
<input type="checkbox"/> Other		

Period of Performance: July 1, 2020 through December 30, 2020

**Statement of Work Purpose:** The LHJ will work with community organizations and partners to provide emergency language and outreach services and ensure messaging is culturally relevant and linguistically appropriate. The LHJ will focus all efforts on communities disproportionately impacted by COVID-19 and the response to the pandemic, with an intentional focus on reaching culturally and linguistically diverse communities.

The messages, materials, products, dissemination channels, and activities will be in the format that is most appropriate for the community as defined by the community. The LHJ will share back completed products with the Washington State Department of Health for sharing with other LHJs and communities across the state (as relevant).

Revision Purpose: N/A

Chart of Accounts Program Name or Title	CFDA #	BARS Revenue Code	Master Index Code	Funding Period (LHJ Use Only)		Current Consideration	Change Increase (+)	Total Consideration
				Start Date	End Date			
SS COMMUNITY OUTREACH PN	21.019	333.21.01	9811929V	07/01/20	12/30/20	0	20,000	20,000
<b>TOTALS</b>						0	20,000	20,000

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Translate existing LHJ or other public health agency COVID-19 materials, communications, and information into additional languages.	3.1, 3.2	Provide link to translated material	By December 30, 2020	Payment for all tasks will be reimbursement for actual expenses not to exceed the total funding consideration.
2	Develop in-language COVID-19 webpages	3.1, 3.2	Provide link(s) to in-language webpages	By December 30, 2020	
3	Provide interpretation services for COVID-19 community/partner meetings or events (spoken or signed language, virtual or in-person)	3.1, 3.2, 4.1, 4.2	Submit the following information: date, purpose COVID-19 community/partner meeting, and number of attendees	By December 30, 2020	
4	Organize radio interviews, ads, public service announcements (PSAs with community media and multilingual media stations about COVID-19 topics	3.1, 3.2	Final product, script, and/or link to interview	By December 30, 2020	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
5	Create community-tailored audio and video recordings of key COVID-19 information	3.1, 3.2, 4.1, 4.2	Provide a copy of or a link to the final product	By December 30, 2020	
6	Disseminate culturally and linguistically appropriate COVID-19 messages via mail, radio, TV, social media, or other channels.	3.1, 3.2	Submit a copy of the final product or provide a link	By December 30, 2020	
7	Provide Computer Assisted Real-time Transcription (CART) services for COVID-19 related community/partner meetings or events	3.1, 3.2, 4.1, 4.2	Submit the following information: date, purpose of COVID-19 community/partner meeting, and number of attendees	By December 30, 2020	

**\*For Information Only:**

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

**Program Specific Requirements/Narrative****Special Requirements****Federal Funding Accountability and Transparency Act (FFATA)**

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

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

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

**Definitions**

**Interpretation:** Immediate verbal (or signed) communication of meaning from one language (the source language) into another (the target language). Messages are conveyed orally. Interpretation services that occur over-the-phone are referred to as telephonic interpretation services.

**Translation:** The conversion of written communication from one language (source language) to another (target language) in a written form. An accurate translation is one that conveys the intent and essential meaning of the original text.

**In-language:** Refers to being provided in the language that the audience will understand. For example: Webpages that were created for Spanish speakers would be "in-language" webpages. A live interview on a radio station in Russian by a Russian speaker would be "in-language."

**Special Instructions**

The listed tasks/activities serve as a menu that the LHJ can choose from. LHJs have the ability to prioritize activities and languages based off of the needs of their communities. LHJs are asked to review the top languages groups within their jurisdiction, but have flexibility in which languages they prioritize the funding for. Source (OFM LEP Population Estimates) <https://ofm.wa.gov/washington-data-research/population-demographics/population-estimates/special-subject-estimates>.

## AMENDMENT #16

### **Other**

Subcontracting with community-based, community-rooted, and community-led organizations is encouraged. Community-rooted and community-led organizations and groups are better positioned and equipped to listen, understand, and respond to the needs of their community members in the most culturally relevant and linguistically appropriate way.

Below are some considerations for subcontractor selection:

1. Community-rooted, community-led, and community-based.
2. Are a current, trusted messenger to the community/communities they plan to serve.
3. Serve community/communities who are disproportionately impacted by COVID-19
4. Proposed activities that align with the scope of this funding opportunity and focus on outreach, and the actual approach to COVID-19 outreach is community-informed and culturally and linguistically appropriate.

### **DOH Program**

Bella Mendez, CLAS Coordinator  
WA State Department of Health,  
Center for Public Affairs  
PO Box 47890, Olympia, WA 98504-7890  
(360) 481-9165; [Bella.Mendez@doh.wa.gov](mailto:Bella.Mendez@doh.wa.gov)

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

**DOH Program Name or Title:** Division of Emergency Preparedness & Response  
PHEP - Effective July 1, 2020

**Local Health Jurisdiction Name:** Pacific County Public Health & Human  
Services Department

**Contract Number:** CLH18256

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

<b>Funding Source</b>	<b>Federal Compliance (check if applicable)</b>	<b>Type of Payment</b>
<input checked="" type="checkbox"/> Federal Subrecipient	<input checked="" type="checkbox"/> FFATA (Transparency Act)	<input checked="" type="checkbox"/> Reimbursement
<input type="checkbox"/> State	<input type="checkbox"/> Research & Development	<input type="checkbox"/> Fixed Price
<input type="checkbox"/> Other		

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

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

**Revision Purpose:** The purpose of this revision is to extend the period of performance, add the remainder of the annual allocation, add an end-of-year report, revise the budget due date, add a training and exercise task, and remove activities no longer required.

Chart of Accounts Program Name or Title	CFDA #	BARS Revenue Code	Master Index Code	Funding Period (LHJ Use Only)		Current Consideration	Change Increase (+)	Total Consideration
				Start Date	End Date			
FFY20 PHEP BP2 LHJ Funding	93.069	333.93.06	31102280	07/01/20	06/30/21	15,107	10,071	25,178
<b>TOTALS</b>						<b>15,107</b>	<b>10,071</b>	<b>25,178</b>

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Across Domains and Capabilities  Complete reporting templates as requested by DOH to comply with program and federal grant requirements, including mid-year and end-of-year reports.		Mid-year report on template provided by DOH.  <i>End-of-year report on template provided by DOH.</i>  Additional reporting may be required if federal requirements change.	December 31, 2020          <i>June 30, 2021</i>	Reimbursement for actual costs not to exceed total funding consideration amount.
2	Across Domains and Capabilities  Participate in an evaluation of LHJ response capabilities, upon request from DOH.		DOH will maintain documentation of evaluation participation.	Upon request.	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
3	<p>Across Domains and Capabilities</p> <p>Develop a budget demonstrating how the LHJ plans to spend funds during this period of performance, using a budget template provided by DOH.</p> <p>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.</p>		Budget, using template provided by DOH.	<p><i>September 1, 2020</i></p> <p><i>Upon request from DOH.</i></p>	
4	<p>Across Domains and Capabilities</p> <p>Review and provide input to DOH on public health emergency preparedness plans developed by DOH, upon request from DOH.</p>		<p>Mid-year report on template provided by DOH.</p> <p><i>End-of-year report on template provided by DOH.</i></p> <p>Input provided to DOH upon request from DOH.</p>	<p>December 31, 2020</p> <p><i>June 30, 2021</i></p>	
5	<p>Domain 1 Community Resilience</p> <p>Capability 1 Community Preparedness</p> <p>Participate in emergency preparedness events (for example, trainings, meetings, conference calls, and conferences) to advance LHJ, regional, or statewide public health preparedness.</p>		<p>Mid-year report on template provided by DOH.</p> <p><i>End-of-year report on template provided by DOH.</i></p> <p>Documentation of training available upon request.</p>	<p>December 31, 2020</p> <p><i>June 30, 2021</i></p>	
6	<p>Domain 2 Incident Management</p> <p>Capability 3 Emergency Operations Coordination - Training &amp; Exercise</p> <p>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.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>For some LHJs this training won't be available until the next Statement of Work period, January 1 – June 30, 2021. DOH will work</li> </ul>		<p>Mid-year report on template provided by DOH.</p> <p><i>End-of-year report on template provided by DOH.</i></p>	<p>December 31, 2020</p> <p><i>June 30, 2021</i></p>	



Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>with regions and LHJs to customize and schedule training(s).</p> <ul style="list-style-type: none"> <li>This is one or more specific trainings coordinated by DOH. DOH will work with LHJ to implement.</li> <li>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.</li> </ul>				
7	<p>Domain 2 Incident Management Capability 3 Emergency Operations Coordination - Training &amp; Exercise</p> <p>Gather and submit data for LHJ performance measure (PM) 2: Percent of public health and medical responders who are trained on their role during a public health response.</p> <p>Note: DOH will provide additional guidance about submitting performance measure data.</p>		LHJ performance measure data (PM 2)	October 30, 2020	
8	<p>Domain 2 Incident Management Capability 3 Emergency Operations Coordination - Training &amp; Exercise</p> <p>8.1 Review LHJ public health preparedness and response capabilities and identify gaps, priorities, and training needs.</p> <p>8.2 Provide input to Regional Emergency Response Coordinators (RERCs) for Regional Training &amp; Exercise Plan and Training &amp; Exercise Planning Workshop Guide.</p> <p>8.3 Participate in Integrated Preparedness Planning Workshop unless cancelled.</p> <p>Note: LHJ may opt to develop, update and maintain a local Training &amp; Exercise Plan. They still need to participate in regional process described above.</p>		<p>LERCs &amp; RERCs - Mid-year report on template provided by DOH.</p> <p><i>End-of-year report on template provided by DOH.</i></p> <p>8.2 Input into Regional Training &amp; Exercise Plan and Training &amp; Exercise Planning Workshop Guide provided to RERCs.</p>	<p>December 31, 2020</p> <p><i>June 30, 2021</i></p> <p>8.2 As requested by RERCs.</p> <p><i>8.3 As requested by DOH.</i></p>	

## AMENDMENT #16

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
9	<p>Domain 2 Incident Management Capability 3 Emergency Operations Coordination</p> <p>Gather and submit data for LHJ performance measure 3: Percent of Corrective Action Plan items completed by due date.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>Develop corrective action plans following the Homeland Security Exercise and Evaluation Program (HSEEP).</li> <li>DOH will provide additional guidance about submitting performance measure data.</li> </ul>		LHJ performance measure data (PM 3)	October 30, 2020	
10	<p>Domain 2 Incident Management Capability 3 Emergency Operations Coordination</p> <p>Gather and submit data for LHJ performance measure 1: Amount of time (in minutes) to mobilize a public health and medical response.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>"Mobilize a response" is defined as the first verbal briefing of the response team from the initial notification to the public health responders in the area.</li> <li>The target is to mobilize a response within 45 minutes.</li> <li>DOH will provide additional guidance about submitting performance measure data.</li> </ul>		LHJ performance measure data (PM 1)	October 30, 2020	
11	<p>Domain 2 Incident Management Capability 3 Emergency Operations Coordination</p> <p>11.1 Provide immediate notification to DOH Duty Officer at 360-888-0838 or <a href="mailto:hanalert@doh.wa.gov">hanalert@doh.wa.gov</a> for all response incidents involving use of emergency response plans and/or incident command structures.</p>		<p>Mid-year report on template provided by DOH. Indicate that this was done or that no response incident occurred.</p> <p><i>End-of-year report on template provided by DOH. Indicate that this was done or that no response incident occurred.</i></p>	<p>December 31, 2020</p> <p><i>June 30, 2021</i></p>	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	11.2 Produce and provide situation reports (sitreps) documenting LHH activity during all incidents. Sitrep may be developed by the LHH or another jurisdiction that includes input from LHH.		11.1 Notification to DOH Duty Officer within 60 minutes of activation.  11.2 Sitreps submitted to DOH Duty Officer		
12	<p>Domain 3 Information Management Capability 4 Emergency Public Information and Warning - Communication</p> <p>12.1 Participate in Monthly Public Health Communicator Call/Webinar by joining call/webinar and/or following information on Basecamp.</p> <p>12.2 Participate in <i>at least one risk</i> communication drill offered by DOH <i>between July 1, 2020 and June 30, 2021</i>. Drill will occur via webinar, phone and email. DOH will offer <i>one in July 1 – December 31, 2020 and one drill</i> between January 31 – June 30, 2021.</p> <p>12.3 Conduct a hot wash evaluating LHH participation in the drill.</p> <p>12.4 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 LHH participation in communication strategies during the incident. <i>If the real world event response is ongoing, LHH 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.</i></p> <p>Note: Participation in a real world event may meet the requirement for 12.2, 12.2 and 12.4.</p>		<p>Mid-year report on template provided by DOH.</p> <p><i>End-of-year report on template provided by DOH.</i></p> <p>12.3 and 12.4 Hotwash or After Action Review (AAR) <i>OR summary of communication activities and one sample.</i></p>	<p>December 31, 2020</p> <p><i>June 30, 2021</i></p>	

## AMENDMENT #16

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
13	<p>Domain 3 Information Management Capability 4 Emergency Public Information and Warning</p> <p>Gather and submit data for LHJ performance measure 7: Amount of time to identify and implement communication strategies during a response or exercise.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>The target is within the first six hours.</li> <li>DOH will provide additional guidance about submitting performance measure data.</li> </ul>		LHJ performance measure data (PM 7)	October 30, 2020	
14	<p>Domain 3 Information Management Capability 6 Information Sharing</p> <p>14.1 Maintain Washington Secure Electronic Communications, Urgent Response and Exchange System (WASECURES) as primary notification system.</p> <p><del>14.2 Participate in DOH led notification drills.</del></p> <p><del>14.3 Conduct at least one LHJ drill using LHJ preferred staff notification system.</del></p> <p>Notes:</p> <ul style="list-style-type: none"> <li>Registered users must log in quarterly at a minimum.</li> <li>DOH will provide technical assistance to LHJs on using WASECURES.</li> <li>LHJ may choose to use another notification system <u>in addition to</u> WASECURES to alert staff during incidents.</li> <li><del>14.3 doesn't need to be completed until June 30, 2021. LHJs may begin work in this Statement of Work period, or may opt to do all the work in the next Statement of Work period.</del></li> <li><del>DOH tracks data for LHJ Performance Measure 6: Percent of successful WASECURES</del></li> </ul>		<p>Mid-year report on template provided by DOH.</p> <p><i>End-of-year report on template provided by DOH.</i></p>	<p>December 31, 2020</p> <p><i>June 30, 2021</i></p>	

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Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<i>alerts (high or medium level) confirmed within 60 minutes of receipt by LHH staff.</i>				
15	<p>Domain 3 Information Management Capability 6 Information Sharing</p> <p>Provide Essential Elements of Information (EEIs) during incident response upon request from DOH.</p> <p>Note: DOH will request specific data elements from the LHH during an incident response, as needed to inform decision making by DOH and state leaders, as well as federal partners when requested.</p>		<p>Provide EEIs upon request.</p> <p>Note in the mid-year <i>and end-of-year</i> reports that EEIs were provided or none were requested.</p>	<p>Upon request.</p> <p>December 31, 2020</p> <p>June 30, 2021</p>	
16	<p>Domain 4 Countermeasures and Mitigation Capability 8 Medical Countermeasures Dispensing Capability 9 Medical Countermeasures Management and Distribution</p> <p>Update and maintain Medical Countermeasure (MCM) Plans for LHH and/or Region.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>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 LHH and DOH. (LHH PM 4)</li> <li>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 LHH and POD operator (nursing home, local agency, public POD, and independent pharmacy). (LHH PM 5)</li> <li>LHHs are not required to maintain a hub. LHHs may partner with other organizations to centralize distribution. If LHHs opt to maintain a hub, this should be included in the MCM plan.</li> <li>DOH will provide technical assistance to LHHs on core elements of an MCM plan.</li> </ul>		<p>Report progress and/or plans in mid-year report on template provided by DOH.</p> <p><i>End-of-year report on template provided by DOH.</i></p> <p>If there is a regional plan, provide input to the RERC upon request.</p> <p>Updated MCM plans <del>will be</del> due June 30, 2021.</p>	<p>December 31, 2020</p> <p>June 30, 2021</p>	

## AMENDMENT #16

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> <li>LHJ Performance Measure data will be due October 30, 2020. DOH will gather data for PMs 4 and 5.</li> </ul>				
17	<p>Domain 5 Surge Management Capability 10 Medical Surge</p> <p>Engagement with regional Health Care Coalition (HCC) Participate in:</p> <ul style="list-style-type: none"> <li>At least one regional HCC meeting, in person or virtually.</li> <li>The information sharing process during incidents.</li> <li>At least one planning process or exercise conducted to inform on the roles and responsibilities of public health.</li> <li>Reviewing HCC plans for alignment with local ESF8 plans.</li> </ul> <p>Note: This task doesn't need to be completed until June 30, 2021. LHJs may begin work in this Statement of Work period, or may opt to do all the work in the next Statement of Work period.</p>		<p>Mid-year report on template provided by DOH.</p> <p><i>End-of-year report on template provided by DOH.</i></p>	<p>December 31, 2020</p> <p><i>June 30, 2021</i></p>	
18	<p>Domain 5 Surge Management Capability 10 Medical Surge</p> <p>Gather and submit data for LHJ performance measure 8: Percent of Critical Healthcare Facilities whose functional status can be assessed by the local health jurisdiction in an emergency.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>"Critical Healthcare Facilities" are hospitals, skilled nursing facilities, blood centers, and dialysis centers.</li> <li>DOH will provide additional guidance about submitting performance measure data.</li> </ul>		LHJ performance measure data (PM 8)	October 30, 2020	

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**\*For Information Only:**

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

**Program Specific Requirements/Narrative**

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

Deliverables are to be submitted to the ConCon deliverables mailbox at [concondeliverables@doh.wa.gov](mailto:concondeliverables@doh.wa.gov), unless otherwise specified.

**Special Requirements**

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

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

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

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

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

Please reference the Code of Federal Regulations:

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

**DOH Program Contact**

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

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

Local Health Jurisdiction Name: Pacific County Public Health & Human  
Services Department  
Contract Number: CLH18256

SOW Type: Revision Revision # (for this SOW) 4

<b>Funding Source</b>	<b>Federal Compliance</b> (check if applicable)	<b>Type of Payment</b>
<input checked="" type="checkbox"/> Federal Subrecipient	<input checked="" type="checkbox"/> FFATA (Transparency Act)	<input checked="" type="checkbox"/> Reimbursement
<input type="checkbox"/> State	<input type="checkbox"/> Research & Development	<input type="checkbox"/> Fixed Price
<input type="checkbox"/> Other		

Period of Performance: January 1, 2018 through September 30, 2021

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

**Revision Purpose:** The purpose of this revision is to provide additional funding, add activities and deliverable due dates, and extend the period of performance and funding from September 30, 2020 to September 30, 2021 for continuation of MCHBG-related activities.

Chart of Accounts Program Name or Title	CFDA #	BARS Revenue Code	Master Index Code	Funding Period (LHJ Use Only)		Current Consideration	Change Increase (+)	Total Consideration
				Start Date	End Date			
FFY18 MCHBG LHJ CONTRACTS	93.994	333.93.99	78120281	01/01/18	09/30/18	28,226	0	28,226
FFY19 MCHBG LHJ CONTRACTS	93.994	333.93.99	78120291	10/01/18	09/30/19	37,634	0	37,634
FFY20 MCHBG LHJ CONTRACTS	93.994	333.93.99	78120292	10/01/19	09/30/20	37,634	0	37,634
FFY21 MCHBG LHJ CONTRACTS	93.994	333.93.99	78120293	10/01/20	09/30/21	0	37,634	37,634
<b>TOTALS</b>						<b>103,494</b>	<b>37,634</b>	<b>141,128</b>

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



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

## AMENDMENT #16

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1k	Report actual expenditures for October 1, 2019 through September 30, 2020		Submit actual expenditures using the MCHBG Budget Workbook to DOH contract manager	December 4, 2020	
1l	Report actual expenditures for the six month period from October 1, 2020 through March 31, 2021.		Submit actual expenditures using the MCHBG Budget Workbook to DOH contract manager.	May 21, 2021	
1m	Develop 2021-2022 MCHBG Budget Workbook for October 1, 2021 through September 30, 2022 using DOH provided template.		Submit MCHBG Budget Workbook to DOH contract manager	September 10, 2021	
MCHBG Assessment and Evaluation					
2a	Participate in project evaluation activities developed and coordinated by DOH, as requested.		Documentation using report template provided by DOH	September 30, 2018 September 30, 2019 September 30, 2020 September 30, 2021	Reimbursement for actual costs, not to exceed total funding consideration.
2b	Report program level strategy measure data (CSHCN, UDS, ACEs).		Documentation using report template provided by DOH	January 15, 2018 April 15, 2018 July 15, 2018 October 15, 2018	See Program Specific Requirements and Special Billing Requirements.
2c	Conduct a Maternal and Child Health (MCH) Needs Assessment.		Submit Needs Assessment documentation to DOH contract manager using templates provided by DOH	May 24, 2019	
2d	Explore health equity approaches to maternal and child health and develop implementation plan		Include health equity plan in 2020-2021 MCHBG Action Plan using DOH- provided template.	Draft August 16, 2020 Final September 6, 2020	
MCHBG Implementation					
3a	Develop 2018-2019 MCHBG Action Plan for October 1, 2018 through September 30, 2019 using DOH-provided template.		Submit MCHBG Action Plan to DOH contract manager	Draft August 17, 2018 Final- September 5, 2018	Reimbursement for actual costs, not to exceed total funding consideration. Action Plan and Progress Reports
3b	Report activities and outcomes of 2017-2018 MCHBG Action Plan using DOH- provided template.		Submit Action Plan monthly reports to DOH contract manager	Monthly, on or before the 15 <sup>th</sup> of the following month	

## AMENDMENT #16

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
3c	Develop 2019-2020 MCHBG Action Plan for October 1, 2019 through September 30, 2020 using DOH-provided template.		Submit MCHBG Action Plan to DOH contract manager	Draft August 17, 2019 Final- September 5, 2019	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.
3d	Report activities and outcomes of 2018-2019 MCHBG Action Plan using DOH- provided template.		Submit Action Plan monthly reports to DOH contract manager	Monthly, on or before the 15 <sup>th</sup> of the following month	
3e	Develop 2020-2021 MCHBG Action Plan for October 1, 2020 through September 30, 2021 using DOH-provided template.		Submit MCHBG Action Plan to DOH contract manager	Draft August 16, 2020 Final September 6, 2020	
3f	Report activities and outcomes of 2019-2020 MCHBG Action Plan using DOH- provided template.		Submit Action Plan monthly reports to DOH contract manager	Monthly, on or before the 15 <sup>th</sup> of the following month	
3g	Report activities and outcomes of 2020-21 MCHBG Action Plan using DOH-Provided template.		Submit Action Plan reports to DOH contract manager	October 15, 2020 January 15, 2021 April 15, 2021 July 15, 2021	
3h	Develop 2021-2022 MCHBG Action Plan for October 1, 2021 through September 30, 2022 using DOH-Provided template.		Submit MCHBG Action Plan to DOH contract manager	Draft August 20, 2021 Final September 10, 2021	
Children and Youth with Special Health Care Needs (CYSHC					
4a	Complete Child Health Intake Form (CHIF) using the CHIF Automated System on all infants and children served by the CYSHCN Program as referenced in CSHCN Program <del>Manual</del> guidance. Ensure client data is collected on all children served by CYSHCN contractors, <del>including neurodevelopmental centers</del> , regional maxillofacial coordinators, and the DOH Newborn Screening Program.		Submit CHIF data into Secure <del>File Transport (SFT)</del> - Access Washington website: <a href="https://sft.wa.gov">https://sft.wa.gov</a> <a href="https://secureaccess.wa.gov">https://secureaccess.wa.gov</a>	January 15, 2018 April 15, 2018 July 15, 2018 October 15, 2018 January 15, 2019 April 15, 2019 July 15, 2019 October 15, 2019 January 15, 2020 April 15, 2020 July 15, 2020 October 15, 2020 January 15, 2021 April 15, 2021 July 15, 2021	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.
4b	<del>Administer requested DOH Diagnostic and Treatment funds for infants and children per CYSHCN Program Manual when funds are used.</del>  Identify unmet needs for CYSHCN on Medicaid, and refer to DOH CYSHCN Program for		Submit completed Health Services Authorization forms and Central Treatment Fund requests directly to the CYSHCN Program as needed.	30 days after forms are completed.	See Program Specific Requirements and Special Billing Requirements.

## AMENDMENT #16

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<i>approval to access Diagnostic and Treatment funds to meet the need.</i>				

**\*For Information Only:**

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

**Program Specific Requirements/Narrative****Special Requirements****Federal Funding Accountability and Transparency Act (FFATA)**

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

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

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

**Program Manual, Handbook, Policy References**

Children and Youth with Special Health Care Needs Manual -

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

Health Services Authorization (HSA) Form

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

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

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

## AMENDMENT #16

3. If any charges are imposed for the provision of health services using Title V (MCH Block Grant) funds, such charges will be pursuant to a public schedule of charges; will not be imposed with respect to services provided to low income mothers or children; and will be adjusted to reflect the income, resources, and family size of the individual provided the services. [Social Security Law, Sec. 505 (1) (D)].

### Monitoring Visits (frequency, type)

Telephone calls with contract manager ~~at least one every quarter, and annual site visit, as needed.~~

### Special Billing Requirements

Payment is contingent upon DOH receipt and approval of all deliverables and an acceptable A19-1A invoice voucher. Payment to completely expend the "Total Consideration" for a specific funding period will not be processed until all deliverables are accepted and approved by DOH. Invoices must be submitted ~~monthly~~ quarterly by the 30th of each month following the ~~month~~ 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.*

### DOH Program Contact

Kara Seaman, Community Consultant  
Office of Family and Community Health Improvement  
Washington State Department of Health  
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Mailing Address: PO Box 47848, Olympia, WA 98504  
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Email: [kara.seaman@doh.wa.gov](mailto:kara.seaman@doh.wa.gov)

## AMENDMENT #16

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

DOH Program Name or Title: OICP CARES Enhanced Influenza Coverage Project -  
Effective July 1, 2020

Local Health Jurisdiction Name: Pacific County Public Health & Human  
Services Department  
**Contract Number: CLH18256**

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

<b>Funding Source</b> <input checked="" type="checkbox"/> Federal Subrecipient <input type="checkbox"/> State <input type="checkbox"/> Other	<b>Federal Compliance (check if applicable)</b> <input checked="" type="checkbox"/> FFATA (Transparency Act) <input type="checkbox"/> Research & Development	<b>Type of Payment</b> <input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Fixed Price
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Period of Performance: July 1, 2020 through June 30, 2021

**Statement of Work Purpose:** The purpose of this statement of work is to contract with local health to conduct activities to improve influenza immunization coverage rates.

**Revision Purpose:** The purpose of this revision is to extend the period of performance and funding from 12/31/20 to 06/30/21 and add funds.

Chart of Accounts Program Name or Title	CFDA #	BARS Revenue Code	Master Index Code	Funding Period (LHJ Use Only)		Current Consideration	Change Increase (+)	Total Consideration
FFY21 Enhanced Influenza Coverage CARES	93.268	333.93.26	74310219	07/01/20	06/30/21	2,800	2,800	5,600
<b>TOTALS</b>						<b>2,800</b>	<b>2,800</b>	<b>5,600</b>

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Develop a proposal to work with partners on activities that implement evidence-based strategies to increase influenza immunization coverage rates for adult population, increase immunization and promotion activities targeted at populations at higher risk for COVID-19 and those that support them, uninsured and underinsured populations, and improve collaboration with community partners. The proposal must include a line-item, object-based budget and must meet the goals and objectives outlined in the <i>Local Health Jurisdiction Enhanced Influenza Coverage Funding Opportunity Guidelines</i> .		Written proposal, to include a line-item, object-based budget (template will be provided) and a report that shows starting immunization rates for the target population	July 28, 2020	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.  *See Restrictions on Funds below.
2	Upon approval of proposal, implement the plan to increase immunization coverage rates with the target population identified.		Written report describing the progress made on reaching milestones for activities identified in the plan (template will be provided)	December 31, 2020	

## AMENDMENT #16

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
3	Conduct an evaluation of the interventions implemented		Final written report, including a report showing ending influenza immunization rates for the target population (template will be provided)	March 31, 2021	

**\*For Information Only:**

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

**Program Specific Requirements/Narrative**

Tasks in this statement of work may not be subcontracted without prior written approval from DOH OICP.

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

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

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

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

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

Allowable Uses of Federal Operations Funds document (dated 12/20/2017) is posted on the DOH Consolidated Contract website at this [link](#). These federal funds may not be used for expenses related to travel or attendance at any non-DOH sponsored conference, training, or event without prior written approval from the DOH Office of Immunization and Child Profile.

**DOH Program Contacts**

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

DOH Program Name or Title: OICP-Promotion of Immunizations to Improve  
Vaccination Rates - Effective July 1, 2020

Local Health Jurisdiction Name: Pacific County Public Health & Human  
Services Department  
Contract Number: CLH18256

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

<b>Funding Source</b>	<b>Federal Compliance (check if applicable)</b>	<b>Type of Payment</b>
<input checked="" type="checkbox"/> Federal Subrecipient	<input checked="" type="checkbox"/> FFATA (Transparency Act)	<input checked="" type="checkbox"/> Reimbursement
<input type="checkbox"/> State	<input type="checkbox"/> Research & Development	<input type="checkbox"/> Fixed Price
<input type="checkbox"/> Other		

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

**Statement of Work Purpose:** The purpose of this statement of work is to contract with local health to conduct activities to improve immunization coverage rates.

**Revision Purpose:** The purpose of this revision is to extend the period of performance and funding from 12/31/20 to 06/30/21, add funds, and modify the statement of work.

Chart of Accounts Program Name or Title	CFDA #	BARS Revenue Code	Master Index Code	Funding Period (LHJ Use Only)		Current Consideration	Change Increase (+)	Total Consideration
FFY21 VFC Ops	93.268	333.93.26	74310202	Start Date	End Date	2,800	2,800	5,600
<b>TOTALS</b>						<b>2,800</b>	<b>2,800</b>	<b>5,600</b>

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Develop a proposal to improve immunization coverage rates for a target population by increasing promotion activities and collaborating with community partners. The proposal must meet guidelines outlined in the <u>Local Health Jurisdiction Funding Opportunity, Promotion of Immunizations to Increase Vaccination Rates</u> announcement.		Written proposal and a report that shows starting immunization rates for the target population	August 1, 2020	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.  *See Restrictions on Funds below.
2	Upon approval of proposal, implement the plan to increase immunization coverage rates with the target population identified.		Written report describing the progress made on reaching milestones for activities identified in the plan (template will be provided)	November 30, 2020  <i>March 31, 2021</i>	
3	<i>Perform data collection necessary to enable a comparison of immunization rates from the start of the project.</i>		<i>Final written report, including a report showing ending immunization rates for the target population (template will be provided)</i>	<i>June 15, 2021</i>	



**\*For Information Only:**

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

**Program Specific Requirements/Narrative**

Tasks in this statement of work may not be subcontracted without prior written approval from DOH OICP.

**Special Requirements**

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

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

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

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

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

Allowable Uses of Federal Operations Funds document (dated 12/20/2017) is posted on the DOH Consolidated Contract website at this [link](#). These federal funds may not be used for expenses related to travel or attendance at any non-DOH sponsored conference, training, or event without prior written approval from the DOH Office of Immunization and Child Profile.

**DOH Program Contacts**

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**DOH Program Contact**

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

DOH Program Name or Title: Supplemental Nutrition Assistance Program-  
Education - Effective October 1, 2020

Local Health Jurisdiction Name: Pacific County Public Health & Human  
Services Department  
 Contract Number: CLH18256

SOW Type: Original Revision # (for this SOW)

<b>Funding Source</b> <input checked="" type="checkbox"/> Federal Subrecipient <input type="checkbox"/> State <input type="checkbox"/> Other	<b>Federal Compliance (check if applicable)</b> <input checked="" type="checkbox"/> FFATA (Transparency Act) <input type="checkbox"/> Research & Development	<b>Type of Payment</b> <input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Fixed Price
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Period of Performance: October 1, 2020 through September 30, 2021

**Statement of Work Purpose:** The purpose of this statement of work is to provide Supplemental Nutrition Assistance Program-Education (SNAP-Ed) to improve the likelihood that persons eligible for SNAP (Basic Food, Food Stamps) will make healthy food choices within a limited budget and choose active lifestyles consistent with the current USDA dietary guidelines.

**Revision Purpose:** N/A

Chart of Accounts Program Name or Title	CFDA #	BARS Revenue Code	Master Index Code	Funding Period (LHJ Use Only)		Current Consideration	Change Increase (+)	Total Consideration
				Start Date	End Date			
FFY21 IAR SNAP ED PROG MGNT-REGION 5	10.561	330.10.56	76701915	10/01/20	09/30/21	0	66,688	66,688
TOTALS						0	66,688	66,688

Task Number	Task/Activity/Description	Deliverables/Outcomes	Measure (where applicable)	FFY21 Due Date/Time Frame	Payment Information and/or Amount
1.0	<b>Project Planning, Implementation, and Performance</b>  For SNAP-Ed, the Subrecipient will develop, implement, and evaluate a SNAP-Ed project included in the Washington SNAP-Ed State Plan approved by Department of Social and Health Services (DSHS) and United States Department of Agriculture (USDA); and, as described in the Subrecipient's project work plan approved by Department of Health (DOH).	<ul style="list-style-type: none"> <li>Project provides 100% of SNAP-Ed activities at eligible sites and/or with eligible audiences.</li> <li>On-time delivery, implementation, and evaluation of Project activities as scheduled in approved state plan and project work plan.</li> <li>Satisfactory progress towards State SNAP-Ed project goal(s) selected by Subrecipient is demonstrated and reported.</li> <li>Satisfactory progress towards project objective(s) and additional project goal(s)</li> </ul>	Sites and audiences included in Project by Subrecipient documented as approved eligible sites or audiences.  Documented complete reporting by Subrecipient of the delivery, implementation, and evaluation of approved Project activities in the required PEARS online reporting modules, where relevant to Project (Program Activities, PSE	<b>For the Period:</b> 10/01/20 to 09/30/21  <b>Due:</b> per the approved work plan and per the required due dates during the federal fiscal year, and no later than 09/30/21.	Reimbursement upon on-time receipt and approval of acceptable deliverables/outcomes for the funding period will not exceed <b>\$66,688. Pacific County Public Health &amp; Human Services Department</b> will be paid the allowable costs incurred based on their approved budget and program allowability. See special billing requirements section.

Task Number	Task/Activity/Description	Deliverables/Outcomes	Measure (where applicable)	FFY21 Due Date/Time Frame	Payment Information and/or Amount
		<p>determined by Subrecipient is demonstrated and reported.</p> <ul style="list-style-type: none"> <li>Project maintains cost-effectiveness per current approved cost-effective measure provided by DOH or DSHS.</li> </ul>	<p>Site Activities, Indirect Activities, Coalitions, Partnerships, and Success Stories).</p> <p>Documented complete reviews of Subrecipient Project activities through required reporting and project and fiscal monitoring reviews and reports.</p> <p>Cost per reach reported by Subrecipient in approved form/system provided by DOH.</p>		<p><b>**NOTE:</b> The DOH SNAP-Ed program will deny payment for any costs not submitted by the required due dates without prior DOH approval in writing.</p>
1.1	<p><b>Project Progress: Monitoring and Compliance</b></p> <p>For SNAP-Ed, the Subrecipient will demonstrate satisfactory progress of the approved Project as documented in DOH SNAP-Ed progress reports, progress reviews, and project and fiscal monitoring reports.</p> <p>Monitoring of Subrecipient Project progress includes but is not limited to the following activities:</p> <ol style="list-style-type: none"> <li>one-on-one progress reviews with DOH,</li> <li>progress reports submitted to DOH,</li> <li>project monitoring completed with DOH or DSHS or USDA, and</li> <li>project monitoring site visits completed by SNAP-Ed statewide initiative teams.</li> </ol>	<ol style="list-style-type: none"> <li>On-time delivery of proposed list of Project site(s) or audience(s) to DOH.</li> <li>All sites and/or audiences are determined to be eligible per current SNAP-Ed eligibility guidance before programming begins with site(s) or audience(s).</li> <li>Demographic data of class participants collected and reported for all direct education strategies.</li> <li>On-time reporting of actual participant reach to DOH in approved method/form.</li> <li>Intervention strategies implemented as planned, or using approved alternate strategies.</li> <li>Approved evaluation plans and methods implemented for the project (e.g. pre and post surveys for direct education; PSE assessments).</li> </ol>	<p><b>Progress reviews –</b> documentation of one-on-one meeting(s) with DOH SNAP-Ed staff person(s) and Subrecipient completed in person, web conference, phone, or via email as needed. Documentation of progress review notes.</p> <p><b>Project monitoring –</b> documentation of one-on-one meeting(s) with DOH SNAP-Ed staff person(s), Subrecipient, other SNAP-Ed funded staff, and community partners and/or participants completed in person, web conference, phone, or via email as needed. Completion of on-site program observations where applicable. Completion of project</p>	<p><u>For the Period:</u> 10/01/20 to 09/30/21</p> <p><b>Due: Progress reviews.</b> Occur at minimum quarterly within the fiscal year, and no later than 30 business days after the end of the federal fiscal quarter, except for the last quarter which must be completed by 09/30/21. Progress reviews can be scheduled more frequently if deemed necessary by DOH, or if agreed upon by both parties. Federal quarters listed below: Q1: Oct 1 – Dec 31 Q2: Jan 1 – Mar 31 Q3: Apr 1 – June 30 Q4: July 1 – Sep 30</p> <p><b>Due: Project monitoring.</b> Occurs at minimum once</p>	<p>See payment information as referenced in task number 1.0.</p>

Task Number	Task/Activity/Description	Deliverables/Outcomes	Measure (where applicable)	FFY21 Due Date/Time Frame	Payment Information and/or Amount
	<p>Satisfactory progress of the Subrecipient's Project includes progress shown in the following areas and documented in reporting and/or monitoring completed:</p> <ol style="list-style-type: none"> <li>1. Progress demonstrated in achieving goal(s) outlined in the project.</li> <li>2. Progress demonstrated in achieving objective(s) outlined in the project's interventions.</li> <li>3. Progress demonstrated in creating a sustainable project.</li> <li>4. Progress demonstrated in engaging or involving the community in project planning, implementation, and/or evaluation.</li> <li>5. Progress demonstrated in working with DSHS community services offices (CSOs).</li> <li>6. Progress demonstrated in promoting available Federal, state, or local fruit and vegetable incentive programs to SNAP clients.</li> <li>7. Progress demonstrated in using strategies that are evidence-based and delivered with fidelity, where applicable.</li> <li>8. Compliance with current SNAP-Ed financial and cost policy guidance and 2 CFR 200 federal Uniform Administrative Requirements (OMB guidance).</li> </ol>	<ol style="list-style-type: none"> <li>7. Evaluation results used to report progress and outcomes of project, and to adapt the project as needed.</li> <li>8. Evidence of positive change or improvement in SNAP-Ed eligible site(s) or audience(s) based on project activities is demonstrated and reported.</li> <li>9. If positive change or improvement in SNAP-Ed eligible site(s) or audience(s) not apparent, project must demonstrate acceptable implementation of approved interventions and strategies and use results of process evaluation to improve project plan so that positive change in SNAP-Ed eligible site(s) or audience(s) can occur.</li> <li>10. Strategy for working with one or more CSOs implemented and demonstrated to increase knowledge, awareness, or participation in SNAP-Ed eligible audience.</li> <li>11. Strategy for promoting available Federal, state, or local fruit and vegetable incentive program(s) implemented and demonstrated to increase knowledge, awareness, or participation of program(s) in SNAP-Ed eligible audience.</li> <li>12. <b>Direct education strategies only:</b> Statewide SNAP-Ed Curriculum team or DOH monitoring reviews show education delivered with fidelity, with no major</li> </ol>	<p>monitoring report forms, with monitoring results documented and provided to Subrecipient.</p> <p><b>Fiscal monitoring</b> – documentation of completed fiscal reviews scheduled by SNAP-Ed fiscal analyst or DOH fiscal monitoring unit, with corresponding reports where applicable. Fiscal monitoring completed in person, web conference, phone, or via email as needed.</p>	<p>within the fiscal year. If project monitoring documents major deficiencies or corrective action, the Subrecipient will be monitored again within the fiscal year. Project monitoring can be scheduled more frequently if deemed necessary by DOH, or if agreed upon by both parties.</p> <p><b>Due: Fiscal monitoring.</b> Each Subrecipient receives one (1) annual fiscal monitoring visit every other year, unless Subrecipient monitoring results in corrective action or finding, in which case Subrecipient will be monitored again the following year. Fiscal monitoring can be scheduled more frequently if deemed necessary by DOH, or if agreed upon by both parties.</p>	

Task Number	Task/Activity/Description	Deliverables/Outcomes	Measure (where applicable)	FFY21 Due Date/Time Frame	Payment Information and/or Amount
		deficiencies. If major deficiencies documented, corrected properly within timeline required. 13. Compliance maintained with current SNAP-Ed financial and cost policy guidance, 2 CFR 200 federal Uniform Administrative Requirements (OMB guidance), and related DOH SNAP-Ed fiscal policy and procedures.			
1.2	<p><b>Project Planning, Implementation: Conditions</b></p> <p>If this task is included in Statement of Work, the Subrecipient is required to complete additional training, technical assistance and project revisions before implementation of approved project activities with the SNAP-Ed eligible audience can begin.</p> <p><b>Please note:</b> SNAP-Ed activities with the eligible audience will not begin until the revised SNAP-Ed project plan is completed and approved by DOH SNAP-Ed.</p>	<p>1. Project coordinator to attend at least one (1) group or one-on-one meeting with DOH SNAP-Ed regional program consultant and/or program manager to learn more about the SNAP-Ed program. Demonstrate satisfactory understanding of the SNAP-Ed program and requirements.</p> <p>2. On-time completion of the <u>Systems Approaches for Healthy Communities</u> online training by Project coordinator and all SNAP-Ed funded staff. Demonstrate satisfactory understanding of the information and concepts included in the training.</p> <p>3. Project coordinator to attend at least one (1) group or one-on-one meeting with DOH SNAP-Ed regional program consultant and/or program manager to create or review a systems map of communities to be reached by SNAP-Ed project. Demonstrate satisfactory understanding of applying systems approaches</p>	<p>Documentation showing required person(s) and date(s) of attendance and completion for all required meetings and trainings.</p> <p>Documentation of satisfactory understanding gained from required meetings and trainings.</p> <p>Documentation of satisfactory application of applicable knowledge and skills, as measured and documented by DOH SNAP-Ed regional program consultant and/or program manager.</p> <p>Documentation showing completion of allowable revisions to project plan and approval by DOH, DSHS, or USDA as needed.</p>	<p><u>For the Period:</u> 10/01/20 to 09/30/21</p> <p>To complete in FFY2021 Quarter 1 (Oct 1 -- Dec 30) and before planned activities begin with SNAP-Ed audience.</p>	<p>See payment information as referenced in task number 1.0</p> <p>Additional reimbursement during fiscal year beyond time frame is contingent on satisfactory completion of acceptable deliverables/outcomes outlined in task number 1.2.</p>

Task Number	Task/Activity/Description	Deliverables/Outcomes	Measure (where applicable)	FFY21 Due Date/Time Frame	Payment Information and/or Amount
		<p>concepts to SNAP-Ed project and planning.</p> <p>4. On-time completion of amendments to SNAP-Ed project, including allowable changes to goal(s), intervention(s) and included strategies and audiences, and objective(s).</p> <p>Satisfactory progress for the first quarter of any fiscal year that includes Conditions is satisfactory completion of acceptable deliverables/outcomes outlined in task number 1.2 within time frame provided.</p>			
2.0	<p><b>Evaluation Data and Reports</b></p> <p>For SNAP-Ed, the Subrecipient will report progress of the approved project and work plan, including ongoing evaluation of the project and outcomes, using an approved form/system on a regular basis that will at a minimum include:</p> <ol style="list-style-type: none"> <li>1. Progress reports</li> <li>2. Reporting in PEARS online reporting system of all SNAP-Ed activities</li> </ol> <p>SNAP-Ed activities implemented and evaluation of the project and outcomes are reported in an online program evaluation and reporting system (PEARS) through the following required modules as appropriate for the approved project: Program Activity (direct education), Indirect Activity (health promotion, indirect education channels), PSE Site</p>	<p>On-time and correct submission of reporting, data, and materials for all SNAP-Ed funded activities implemented, including:</p> <ol style="list-style-type: none"> <li>1. Progress for all intervention strategies reported for approved project plan.</li> <li>2. All evaluation results reported for approved project plan (formative, process, outcome, qualitative, PSE).</li> <li>3. All qualitative evaluation results (success stories, pictures, etc.) reported for approved project plan describing progress or success of project activities, or positive change or improvement in SNAP-Ed eligible site(s) or audience(s).</li> <li>4. Required release form(s) for all photos submitted.</li> <li>5. <b>Direct education strategies only:</b> All required information for scheduled direct education</li> </ol>	<p>Documentation showing completion of progress report and submission to DOH on or before the required due dates, or by approved extension date.</p> <p>Completion of required evaluation data in progress reports and PEARS electronically, or using approved reporting method/form, on or before the required due dates, or by approved extension date.</p> <p><b>Direct education strategies only:</b></p> <ol style="list-style-type: none"> <li>1. Submission of required SNAP-Ed participant surveys to DOH using approved submission method, on or before the</li> </ol>	<p><b>For the Period:</b> 10/01/20 to 09/30/21</p> <p><b>Progress Reports:</b> Due at minimum quarterly, and no later than 10 calendar days after the end of the quarter, except for the last month of the FFY which is due by 09/15/21. If the 10<sup>th</sup> calendar day falls on a weekend day, the report is due the next business day.</p> <ul style="list-style-type: none"> <li>• 1st Progress report due 01/11/21</li> <li>• 2nd Progress report due 04/12/21</li> <li>• 3rd Progress report due 07/12/21</li> <li>• Final Progress report due 09/15/21, or follow close-out procedures.</li> </ul> <p><b>PEARS:</b> Project evaluation and reporting required</p>	See payment information as referenced in task number 1.0

Task Number	Task/Activity/Description	Deliverables/Outcomes	Measure (where applicable)	FFY21 Due Date/Time Frame	Payment Information and/or Amount
	<p>Activities, Partnerships, Coalitions, Success Stories, and Social Marketing.</p> <p>The following evaluation activities and information are required based on the Subrecipient's approved project and work plan.</p> <ul style="list-style-type: none"> <li>• Formative evaluation</li> <li>• Process evaluation</li> <li>• Outcome evaluation</li> <li>• Qualitative evaluation</li> <li>• Evaluation of PSE strategies</li> </ul> <p><b>Please Note:</b> the deliverables may change based on state SNAP-Ed Evaluation guidance, DSHS, or USDA requirements.</p> <p><b>Please Note:</b> Topics included in Progress Report subject to change based on Department of Health (DOH), Department of Social and Health Services (DSHS), Washington SNAP-Ed (WA SNAP-Ed), or United States Department of Agriculture (USDA) Food and Nutrition Services (USDA) requirements.</p>	<p>lessons submitted to Statewide SNAP-Ed Curriculum team, using approved form/system, by dates required.</p> <p>On-time and correct submission of required evaluation data for direct education strategies into PEARS electronically, or using approved reporting method, according to time frame provided, including:</p> <p>6. <b>Direct education strategies only:</b> Pre-test surveys for each project class series received by DOH, or data entered into PEARS by Subrecipient, no later than two weeks after completion of the pre-test survey.</p> <p>7. <b>Direct education strategies only:</b> Post-test surveys for each project class series received by DOH, or data entered into PEARS by Subrecipient, no later than two weeks after completion of the post-test survey.</p> <p>8. <b>Direct education strategies only:</b> Demographic cards for each class series received by DOH, or data entered into PEARS by Subrecipient, no later than two weeks after collection of the demographic cards.</p>	<p>required due dates for submission, or by approved extension date.</p> <p>2. When survey data is entered by the Subrecipient, completion of required evaluation data into PEARS electronically, or using approved reporting method, on or before the required due dates for data entry, or by approved extension date.</p>	<p>between 10/01/20 to 09/15/21.</p> <ul style="list-style-type: none"> <li>• <b>Direct education strategies only:</b> PEARS Program Activities module updated with completed activities no later than two (2) weeks after services are provided.</li> <li>• <b>Due:</b> PEARS Indirect Activities, PSE Site Activities, Partnerships, Coalitions, Success Stories, and Social Marketing modules completed no later than the last business day of the month following when the activity took place, except for the last month of the FFY which is due by 09/15/21.</li> <li>• Activities completed in Oct 2020 due in PEARS by 11/30/20</li> <li>• Nov 2019 by 12/31/20</li> <li>• Dec 2019 by 01/29/21</li> <li>• Jan 2020 by 02/26/21</li> <li>• Feb 2020 by 03/31/21</li> <li>• Mar 2020 by 04/30/21</li> <li>• Apr 2020 by 05/31/21</li> <li>• May 2020 by 06/30/21</li> <li>• Jun 2020 by 07/30/21</li> <li>• Jul 2020 by 08/31/21</li> <li>• Aug 2020 by 09/15/21</li> <li>• Final data entry for all activities not already reported, due by</li> </ul>	

Task Number	Task/Activity/Description	Deliverables/Outcomes	Measure (where applicable)	FFY21 Due Date/Time Frame	Payment Information and/or Amount
				09/15/21, or follow close-out schedule.  SNAP-Ed Direct education conducted between 10/01/20 and 09/15/21. <ul style="list-style-type: none"> <li>• <b>Direct education strategies only:</b> Completed Pre- and post-test surveys received by DOH, or data entered into PEARS database by Subrecipient, no later than two weeks after completion of the survey. All completed pre- and post-test surveys must be received, or data entered by Subrecipient, no later than COB 09/15/21, or follow close-out schedule.</li> </ul>	
3.0	<b>Civil Rights Training</b>  All SNAP-Ed funded staff must complete training each fiscal year in civil rights.  *See special requirements section- Civil Rights  Documentation must include: <ul style="list-style-type: none"> <li>• Training and source</li> <li>• Who attended</li> <li>• Date completed</li> </ul>	On-time completion of an approved Civil Rights training for all SNAP-Ed funded staff.	Submission of documentation showing completed Civil Rights training for all SNAP-Ed funded staff on or before the required due date.	<u>For the Period:</u> 10/01/20 to 09/30/21  <b>Due:</b> 12/31/20 for all SNAP-Ed funded staff. New hires to complete within 30 days of hire.	See payment information as referenced in task number 1.0
3.1	<b>Other Required Training and Meetings</b>	On-time completion of all required trainings by required SNAP-Ed staff.	Documentation showing required person(s) and date(s) of attendance for all	<u>For the Period:</u> 10/01/20 to 09/30/21	See payment information as



Task Number	Task/Activity/Description	Deliverables/Outcomes	Measure (where applicable)	FFY21 Due Date/Time Frame	Payment Information and/or Amount
	<p>The following trainings or meetings are required for all Subrecipients when provided by DOH or WA SNAP-Ed for the staff listed. Unless more staff attendance is required, minimum of one (1) staff person required to attend to satisfy requirements. Multiple staff may attend if costs for attendance are included in Subrecipient's annual budget.</p> <ul style="list-style-type: none"> <li>• <b>Fiscal training</b> – fiscal agent or project coordinator, whoever is most responsible for creating and monitoring budget, procurements, invoices, budget decisions, or budget amendments for the SNAP-Ed program.</li> <li>• <b>Food handler training</b> – all staff who will handle, prepare, cook, assemble, and/or serve food or drink to participants or the public.</li> <li>• <b>Training on data collection and reporting</b> – project coordinator or any staff person responsible for collecting, reporting, or entering SNAP-Ed related data.</li> <li>• <b>Regional meeting(s), when provided</b> – project coordinator or any qualified designated staff person.</li> <li>• <b>Annual State SNAP-Ed forum, when provided</b> – project coordinator or any qualified designated staff person.</li> </ul>	<p>Attendance of required or appropriate staff person(s) at all required meetings.</p> <p>Demonstration of satisfactory understanding of the information and concepts included in required trainings.</p> <p><b>SNAP-Ed Curriculum:</b> On-time completion of required training for specific curriculum to be used in direct education strategy by project coordinator or qualified designated staff person responsible for delivering SNAP-Ed curricula to SNAP-Ed eligible audience.</p> <p><b>Food handler training:</b> Completion of a Washington State authorized food handler or food worker training by all staff who will handle and serve food to the public.</p> <p><b>Coordinator meetings:</b> Attendance of project coordinator or qualified, designated staff person to at least 75% of all coordinator meetings provided.</p> <p><b>Regional meetings:</b> Attendance of project coordinator or qualified, designated staff person to at least 50% of all regional meetings provided.</p> <p><b>State Forum:</b> Attendance of project coordinator or qualified, designated staff person to all state forums provided.</p>	<p>web-based and in-person required meetings.</p> <p>Documentation showing required person(s); date(s) of attendance; and, completion of training for all web-based and in-person required trainings.</p> <p>Documentation of satisfactory understanding gained from required trainings, and application of applicable knowledge and skills in progress reviews and/or monitoring reports.</p>	<p><b>Fiscal:</b> Annually, and no later than March 31, 2021.</p> <p><b>SNAP-Ed Curriculum:</b> New direct education staff trained within 30 days for specific curriculum to be used in direct education strategy, or before providing SNAP-Ed direct education activities to SNAP-Ed audience. Project coordinator or qualified designated staff person to complete additional SNAP-Ed Curriculum training when new information is provided for specific curriculum to be used in direct education strategy.</p> <p><b>Data collection and reporting:</b> Annually, or more often as needed. If approved data collection system changes, every SNAP-Ed funded staff member entering data will be required to complete training on any new expectations or system changes on the day of, or within 30 days of when the training is provided.</p> <p><b>Annual Forum:</b> Annually, when provided, and no later than 09/30/21.</p> <p><b>Coordinator meetings:</b> Completed on dates</p>	referenced in task number 1.0.

Task Number	Task/Activity/Description	Deliverables/Outcomes	Measure (where applicable)	FFY21 Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> <li>• <b>SNAP-Ed Curriculum training (either in person or online)</b> (only required for direct education strategies) – project coordinator <u>or</u> qualified designated staff person responsible for delivering SNAP-Ed curricula to SNAP-Ed eligible audience.</li> <li>• <b>SNAP-Ed Systems Approaches for Healthy Communities training (online, when provided)</b> - project coordinator <u>and</u> all staff involved in planning, implementing, and evaluating SNAP-Ed project activities.</li> <li>• <b>SNAP-Ed Systems Approaches for Healthy Communities training (in person, when provided)</b> - project coordinator <u>or</u> qualified designated staff person.</li> <li>• <b>Project coordinator meetings (conference calls or in person)</b> – project coordinator <u>or</u> qualified designated staff person.</li> </ul>	<p><b>SNAP-Ed Systems Approaches for Healthy Communities:</b> Demonstrate satisfactory understanding of the information and concepts included in the training. Satisfactory application of knowledge and skill learned from training to SNAP-Ed project, as needed.</p> <p>If required meeting or training is <u>not provided</u>, Subrecipient is not required to make up requirements for attendance and will be in compliance. Attendance at required meetings and completion of required trainings required only when provided.</p>		<p>scheduled by DOH, when provided.</p> <p><b>Regional meetings:</b> Completed on dates scheduled by DOH, when provided.</p> <p><b>SNAP-Ed systems approaches training online:</b> At least once within the three year period of performance, and no later than the end of the first fiscal year within the three year period of performance.</p> <ul style="list-style-type: none"> <li>• <b>Due:</b> On or before 09/30/21</li> </ul> <p><b>SNAP-Ed systems approaches training in person:</b> Once annually, when provided, on dates scheduled by WA SNAP-Ed.</p>	
4.0	<p><b>SNAP-Ed Inventory</b></p> <p>SNAP-Ed Subrecipients are required by regulation to keep an up-to-date inventory list that includes all non-capital equipment, approved capital equipment, purchased curriculum, and other SNAP-Ed purchased items that are not disposable. This list should include items purchased in prior fiscal years still in use and in possession of the Subrecipient. This list should be updated per the due dates required.</p>	<p>On-time updates to SNAP-Ed inventory list.</p> <ol style="list-style-type: none"> <li>1. Inventory list updated per due dates required.</li> <li>2. Inventory list contains complete list of all items purchased with SNAP-Ed funds in current fiscal year and previous fiscal years still in use and in possession of the Subrecipient.</li> </ol>	Completed documentation showing updated SNAP-Ed inventory using approved form/system provided.	<p><u>For the Period:</u> 10/01/20 to 09/30/21</p> <p><b>Due:</b> Inventory list is required to be updated no later than 30 days after the end of each quarter. Final inventory list updated by 09/15/20.</p> <p>At the time of a fiscal or project monitoring review, or when requested, an up-to-</p>	See payment information as referenced in task number 1.0.

## AMENDMENT #16

Task Number	Task/Activity/Description	Deliverables/Outcomes	Measure (where applicable)	FFY21 Due Date/Time Frame	Payment Information and/or Amount
	Agencies are required to follow the DOH SNAP-Ed Inventory policy and procedure.  *See special requirements section - Monitoring			date inventory list must be made available.	
5.0	<b>SNAP-Ed A19 Invoices</b>  Subrecipients must use the A19 invoice form specific to the DOH SNAP-Ed program. This document will be sent to all Subrecipients prior to October 31 <sup>st</sup> of the current fiscal year.	On-time delivery of correct completion of SNAP-Ed A19 invoices, using the current form for the fiscal year.  On-time delivery of detailed ledger supporting the costs to be reviewed by SNAP-Ed program via the most current submission procedure before approval of payment.  Complete documentation of all actual costs incurred shall be accompanied by the Subrecipient's financial system report. If Subrecipient does not have a financial reporting system, the Subrecipient must check with the DOH SNAP-Ed program for further guidance.	SNAP-Ed invoices (A19) with all documented costs and any required accompanying materials received at DOH by due dates required, or by approved extension date.	<u>For the Period:</u> 10/01/20 to 09/30/21  <b>Due:</b> Monthly - Submit invoices to DOH no later than 30 calendar days after the end of the preceding month. (E.g. October A19 invoice submitted no later than November 30) <ul style="list-style-type: none"> <li>o Oct. Invoice due: 11/30/20</li> <li>o November: 12/30/20</li> <li>o December: 01/30/21</li> <li>o January: 02/28/21</li> <li>o February: 03/30/21</li> <li>o March: 04/30/21</li> <li>o April: 05/30/21</li> <li>o May: 06/30/21</li> <li>o June: 07/30/21</li> <li>o July: 08/30/21</li> <li>o August: 09/30/21</li> </ul> <b>Final invoice is due</b> October 30th, 2021, or follow close-out schedule.  <b>Or</b>  <b>*If pre-approved in writing by DOH,</b> agencies can submit invoices every two months. Upon approval, a list of submission dates will be provided.	See payment information as referenced in task number 1.0.

**\*For Information Only:**

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

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

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

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

Information about the Subrecipient and this statement of work will be made available on <https://www.usaspending.gov> by DOH as required by P.L. 109-282.

**\*Program Specific Requirements/Narrative****Contract Noncompliance and Corrective Action (see CFR § 200.338 Remedies for noncompliance)**

The Subrecipient must meet the required set of acceptable deliverables/outcomes and adhere to contractual obligations. The contract's acceptable deliverables/outcomes along with specified due dates will be determined by the DOH SNAP-Ed program and provided to the Subrecipient in writing. Based on contract performance (as documented in progress reviews, progress reports, project monitoring reports, and fiscal monitoring reports) and after implementation of other specific conditions as appropriate listed in CFR § 200.207 - Specific conditions (see <https://www.govregs.com/regulations/2/200.207>), DOH reserves the right to withhold up to 10% of funds from the next applicable payment to the Subrecipient for deliverables/outcomes that are documented as consistently incomplete; continually late (without approved extension by DOH in writing); found to be unacceptable or unsatisfactory according to the standards of acceptable deliverables/outcomes outlined in the Statement of Work; or, not carried out sufficiently or consistently and documented as such. After DOH SNAP-Ed provides documentation of the issue(s) and outlines the appropriate corrective action in writing, and with approval from the DOH SNAP-Ed program manager, the first withholding of funds up to 10% would occur one time and allow 60 days for the appropriate corrective action to be completed by the Subrecipient. If satisfactory corrective action is completed within 60 days, the funds withheld will be released to the Subrecipient. If satisfactory corrective action does not take place within 60 days, up to 5% of funds will be withheld from each subsequent monthly payment until the appropriate corrective action is completed. If satisfactory corrective action is completed after the 60-day window, the initial 10% of funds withheld will not be provided as reimbursement to the Subrecipient as penalty. The subsequent monthly withholdings (of up to 5% per month) will be reimbursed to the Subrecipient upon satisfactory completion of the corrective action. The Subrecipient may request reconsideration by submitting a letter to Washington Department of Health SNAP-Education, PO Box 47886, Olympia, WA 98504-7886, or in writing via email to [snap-ed@doh.wa.gov](mailto:snap-ed@doh.wa.gov).

All invoices must be approved by DOH prior to payment; approval will not be unreasonably withheld. DOH will authorize payment only upon satisfactory and on-time completion of acceptance deliverables/outcomes and for allowable costs as outlined in the SNAP-Ed federal guidance, statement of work, state plan, and/or budget. DOH will return all incorrect or incomplete invoices and will not pay for services that occur outside the period of performance or that are deemed unallowable costs.

**Additional Details Regarding Deliverables**

Required deliverables for SNAP-Ed reporting will depend on approved SNAP-Ed plan activities for each Subrecipient, e.g. if direct education is not an approved plan activity for a Subrecipient, submission of pre/post surveys is not a required deliverable for that Subrecipient. To attend required trainings during fiscal year, the Subrecipient must use the travel funds within their current allotted budget to send the minimum number of one (1) staff person to the required training. The Subrecipient may request additional travel funds from DOH for required training(s) if necessary and if funds are available.

**Monitoring Expectations**

The Subrecipient's premises and records will be made available upon request to DOH, DSHS, and USDA staff for the purposes of observing project activities and reviewing for project and fiscal compliance. All non-capital equipment, capital equipment, reusable educational materials and supplies, and any non-disposable items purchased using SNAP-Ed funds should be tracked in an inventory list and available for review upon request. Based on fiscal and project monitoring results or findings, additional monitoring during the

## AMENDMENT #16

fiscal year may be required at the discretion of the DOH SNAP-Ed program, DOH fiscal analyst, or DOH fiscal monitoring unit. Completed project and fiscal monitoring reports with suggestions, observations, comments, feedback, findings, and/or corrective action will be kept on file at DOH and shared with Subrecipients regularly and by request.

### **Staff Requirements**

Upon request by DOH, the Subrecipient must demonstrate that SNAP-Ed staff meet requirements appropriate to their positions including but not limited to: background checks, food handlers' permits, qualifications, and training required by DOH.

### **Project Coordinator requirements**

The Subrecipient must maintain a SNAP-Ed project coordinator. The project coordinator is the main contact between Department of Health SNAP-Ed team and the Subrecipient. DOH SNAP-Ed expectations for the project coordinator responsibilities include:

- Ensure all contract deliverables are met.
- Coordinate the planning, implementation, evaluation, and reporting of all parts of the approved project plan.
- Comply with and remain knowledgeable about all WA SNAP-Ed and DOH SNAP-Ed policies and procedures.
- Comply with and remain knowledgeable about the National SNAP-Ed Guidance.
- Ensure staff and any sub-Subrecipients funded through this contract stay informed of current and new SNAP-Ed policies, and are held accountable to policies when needed.
- Ensure staff and any sub-Subrecipients meet requirements appropriate to their positions, including but not limited to: background checks, food handlers' permits, and trainings required by WA SNAP-Ed and DOH.
- Attend, or designate and send qualified staff member as proxy to, required DOH and State SNAP-Ed meetings and trainings.
- Monitor or maintain knowledge of project budget status, including estimated spend out and total dollars spent to date.
- Submit plan and budget amendments for approval as outlined in the current year's policy and procedures.
- Coordinate the on-time completion of all data entry and reporting.
- Ensure photo and media release forms are obtained for persons featured in SNAP-Ed programming photographs or videos.

### **Communication Requirements**

The Subrecipient must maintain communication with DOH SNAP-Ed. Communication required between DOH SNAP-Ed and the Subrecipient will not be unreasonable or excessive. DOH SNAP-Ed expectations for communication include:

- Submit updates to DOH following any change in contact information for the project coordinator, fiscal agent, contract signatory, or any SNAP-Ed funded staff within 10 business days of the change.
- Be available for regular and intermittent meetings, both in person and phone, with DOH SNAP-Ed as agreed upon or as needed.
- Respond to all DOH and SNAP-Ed Statewide initiative requests within the timeline requested.
- Maintain or obtain an internet connection for communication with DOH, for access to DOH SharePoint webpages, to view updates and messages from Washington SNAP-Ed through the WA SNAP-Ed Providers website, and for reliable reporting of SNAP-Ed activities. If reliable internet connection cannot be secured, the Subrecipient and DOH SNAP-Ed will agree on a plan for necessary communication, data entry, and reporting.
- Obtain a Secure Access Washington (SAW) account to access DOH SNAP-Ed SharePoint webpages.

### **SNAP-Ed Assurances:**

The following assurances must be followed (see program Guidance <https://snaped.fns.usda.gov/program-administration/guidance-and-templates>)

- The Subrecipient is fiscally responsible for activities funded with Supplemental Nutrition Assistance Program Education funds and is liable for repayment of unallowable costs.
- Programming is provided to approved SNAP-Ed eligible audiences.

## AMENDMENT #16

- Only expanded or additional coverage of those activities funded under the Expanded Food and Nutrition Education Program (EFNEP) may be claimed under the SNAP-Ed grant. Approved activities are those designed to expand the State's current EFNEP coverage in order to serve additional SNAP-Ed targeted individuals. In no case may activities funded under the EFNEP grant be included in the budget for SNAP-Ed.
- Contracts are procured through competitive bid procedures governed by State procurement regulations.
- Program activities are conducted in compliance with all applicable Federal laws, rules, and regulations including Civil Rights and OMB regulations governing cost issues.
- Program activities do not supplant existing nutrition education and obesity prevention programs, and where operating in conjunction with existing programs, enhance as well as supplement them. This applies to all activities and costs under the Federal budget.
- Program activities are reasonable and necessary to accomplish SNAP-Ed objectives and goals.
- All materials developed with SNAP-Ed funds include the appropriate USDA non-discrimination statement and credit SNAP as a funding source in standard font that is easily readable.

### **SNAP-Ed Statewide Initiatives**

Subrecipients are expected to communicate with, respond to, and comply with requests, guidance, requirements, and/or on-site visits from all contracted SNAP-Ed statewide initiative entities.

Any SNAP-Ed curriculum modifications should be developed and executed based on the most current Guidance for Curriculum Modification, found under "[Guidance and Process](#)" on WA SNAP-Ed Providers website. Subrecipients must consult DOH SNAP-Ed as directed.

After notification to the DOH SNAP-Ed implementing agency, the Subrecipient may adjust or deny requests, requirements, and/or site visits from any contracted SNAP-Ed statewide initiative entities if said request, requirement, and/or site visit is deemed unreasonable, burdensome, unnecessarily costly, or inequitable after appropriate consideration and deliberation between the Subrecipient, DOH SNAP-Ed, and the contracted SNAP-Ed statewide initiative entity/entities; and, when necessary, DSHS. After appropriate consideration and deliberation, the resulting decision about whether or not the Subrecipient must comply or can adjust or deny a specific will be provided in writing to the Subrecipient from DOH SNAP-Ed and/or DSHS.

### **Health and Safety**

Subrecipients are not required to work under conditions that could endanger their health, safety, or well-being. Additionally, Subrecipients should ensure they are not putting any SNAP-Ed audience or community members in situations that could endanger their health, safety, or well-being. Participation in SNAP-Ed by the SNAP-Ed audience is voluntary. If an activity is deemed unsafe, Subrecipients must adapt activities as needed to allowable and safe alternatives. For a given situation, all Subrecipients and SNAP-Ed activities should follow current health and safety laws, regulation and guidance from the designated authorities in the applicable city/town, county, state, and/or the related federal authority, e.g. CDC, USDA. If Subrecipient is unable to adapt activities as needed to safe, allowable alternatives within their allocation, funding for the current fiscal year may change after sufficient and acceptable technical assistance between Subrecipient and DOH SNAP-Ed and after prior written notification to the Subrecipient. Any change in annual funding due to inability to adapt project activities as needed to safe, allowable alternatives will not be a permanent change in annual funding, unless accompanied by actions outlined under the 'Contract Noncompliance and Corrective Action' section.

### **Audits**

The Subrecipient must make State financial and program audits or reviews conducted by other entities available to the DOH, DSHS, USDA, or its designee.

### **Indirect Rate/Allocation Plan**

All indirect rate/allocation plans must be submitted and preapproved by the DOH grants office and the DOH SNAP-Ed program. The Subrecipient is responsible for ensuring that indirect costs included in the Subrecipient's SNAP-Ed plan and budget are supported by an indirect rate and/or cost allocation plan approved by the appropriate agency. The Subrecipient cannot bill indirect costs that are determined to be unacceptable and will be disallowed.

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**Annual Civil Rights Training Requirement** (see USDA Instruction Number 113-1 Chapter XI) <http://www.fns.usda.gov/sites/default/files/113-1.pdf> "Training is required so that people involved in all levels of administration of programs that receive Federal financial assistance understand civil rights related laws, regulations, procedures, and directives. Local agencies are responsible for training their sub recipients, including 'frontline staff' 'Frontline staff' who interact with program applicants or participants, and those persons who supervise 'frontline staff' must be provided civil rights training an annual basis."

### **Records Maintenance - Record Retention and Management - State Agency and All Subrecipients 7CFR 272.2**

DOH SNAP-Ed regulations require that all records related to the SNAP-Ed program be retained for six (6) years from fiscal closure. This requirement applies to fiscal documentation and procurement records, contract related documents and emails, progress reports, monitoring reports, and SNAP-Ed client information (pre/post surveys, demographic cards, etc.). Supporting documentation may be kept at the Subrecipient level, but shall be available for review within six years from the date of the last quarterly claim submittal. Any costs that cannot be substantiated by source documents will be disallowed as charges to SNAP-Ed.

### **Travel**

The Subrecipient is expected to comply with the Office of Financial Management's Travel Management Requirement and Restrictions as found in policy 10.10 (<http://www.ofin.wa.gov/policy/10.htm>), with the travel requirements found in the current year's SNAP-Ed federal guidance, and with any travel related DOH SNAP-Ed policy and procedures. If the Subrecipient organization's travel related policy and procedures are in conflict with any of the aforementioned travel related federal or state policies and procedures, the Subrecipient organization will follow the stricter of the travel related policy and procedures unless otherwise approved and allowable by DOH or higher authority.

### **Amendments**

Subrecipients should check the current year's federal SNAP-Ed guidance, the current year's DOH SNAP-Ed budget amendment guidance, and/or with a DOH SNAP-Ed program consultant to know what changes they can make on their own and what changes require an amendment and pre-approval in writing. Notify DOH staff prior to implementing amendments that significantly change the scope or direction of the approved project plan, including creating new or completely ending interventions, or adding different recruitment or delivery sites for reaching SNAP eligible population. Following the current year's guidance when required, subrecipients must submit a written plan amendment or written budget amendment request to DOH, and receive written approval from DOH, prior to making any changes within their project or budget and prior to making any purchases included within the amendment. Any requests needing USDA approval must be submitted to DOH no later than April 1st of each fiscal year, or no later than date specified by USDA, DSHS, or DOH. Following the current year's guidance when required, if Subrecipients submit plan or budget no cost amendments that do not require DSHS or USDA approval, DOH can review those and make approvals on a case by case basis during the federal fiscal year following the current year's guidance when required. All cost amendments that do not require DSHS or USDA approval should be submitted to DOH no later than July 16<sup>th</sup> of each fiscal year.

### **Overtime**

Staff overtime is not billable in the DOH SNAP-Ed program unless it has been reviewed by the DOH SNAP-Ed program in advance and approved in writing.

### **Special Funding Requirements**

Payment for deliverables as specified herein is dependent on receipt of funding from the USDA funding sources. In the event funding is not received, DOH is under no obligation to make payments for the deliverables as specified. If funding is reduced or limited in any way after the effective date of this contract and prior to normal completion, DOH may terminate task(s), remove funds, or reallocate funds at DOH's discretion under new funding limitations and conditions. DOH will make payments only upon the receipt of the funding. DOH will notify the Subrecipient within 10 working days upon notice by the funding source of funding availability.

### **Special Billing Requirements**

1. All invoices, billing, and reimbursements must be in compliance with all applicable Federal laws, rules, regulations including the current year SNAP-Ed Guidance and OMB circulars governing cost issues.
2. Total costs billed will not exceed the USDA-approved budget amount listed in the box below.
  - Bills must be for only SNAP-Ed specific activities, using a DOH A19-1A Invoice voucher.
  - A SNAP-Ed specific A19-1A must be submitted to the subrecipient's designated DOH SNAP-Ed staff member within 30 days of the last day of the month for which the work is being billed, OR

# AMENDMENT #16

- An Subrecipient may request pre-approval to bill every 2 months instead, in which case, that Subrecipient is required to adhere to the billing due dates provided by DOH.
- 3. The SNAP-Ed program will deny payment for any costs not submitted by the due date without prior approval. If for ANY reason a Subrecipient is unable to submit the SNAP-Ed A-19-1A on the due date, the Subrecipient is required to submit a request for an exception to the DOH no later than 7 days prior to due date to the DOH SNAP-Ed program. The SNAP-Ed program reserves the right and responsibility to either approve or deny the request for an exception and will reply to the request.
- 4. Supporting documentation for each month must be submitted with each SNAP-Ed A19-1A.
  - At the very least this means a copy of a Subrecipient's financial expanded/detailed general ledger level report.
  - Additionally, all receipts, timecards and other supporting documentation, as noted by USDA, must be available upon request.
- 5. If a Subrecipient meets one of the criteria below, they will need to submit all SNAP-Ed backup documentation with each bill and this requirement will continue until further notice by DOH.
  - All new SNAP-Ed Subrecipients within their 1<sup>st</sup> fiscal year.
  - Subrecipients with current fiscal findings.
  - Subrecipients who have not submitted adequate or accurate backup documentation within the last year.
  - Subrecipients who receive a rating of "High" from the DOH Federal Subrecipient Risk Assessment Tool.

BUDGET	
Source	Amount
USDA	\$66,688

## **DOH Program Contact**

Lindsey Surrell, SNAP-Ed Contract Manager  
 Department of Health  
 PO Box 47886, Olympia, WA 98504-7886  
[Lindsey.Surrell@doh.wa.gov](mailto:Lindsey.Surrell@doh.wa.gov) / 360-236-3708

## **DOH Fiscal Contact**

Kim Henderson, Fiscal Analyst  
 Department of Health  
 PO Box 47886, Olympia, WA 98504-7886  
[Kim.Henderson@doh.wa.gov](mailto:Kim.Henderson@doh.wa.gov) / 360-236-3491



## Pacific County Public Health &amp; Human Services Department

**EXHIBIT B-16**  
**ALLOCATIONS**  
**Contract Term: 2018-2021**

**Contract Number:** CLH18256  
**Date:** September 15, 2020

Indirect Rate as of January 2018: 12.52%

Indirect Rate as of January 2019: 12.34%

Indirect Rate as of January 2020: 12.34%

Chart of Accounts Program Title	Federal Award Identification #	Amend #	CFDA*	BARS Revenue Code**	Statement of Work Funding Period		DOH Use Only Chart of Accounts Funding Period		Amount	Funding Period Sub Total	Chart of Accounts Total
					Start Date	End Date	Start Date	End Date			
FFY20 USDA BFPC Prog Mgmt	207WAWA1W5003	Amd 11	10.557	333.10.55	10/01/19	09/30/20	10/01/19	09/30/20	\$10,955	\$10,955	\$10,955
FFY19 CSS USDA BF Peer Counseling	197WAWA1W5003	Amd 14	10.557	333.10.55	10/01/19	12/31/20	10/01/18	09/30/20	\$3,652	\$7,304	\$32,866
FFY19 CSS USDA BF Peer Counseling	197WAWA1W5003	Amd 9, 14	10.557	333.10.55	10/01/19	12/31/20	10/01/18	09/30/20	\$3,652		
FFY19 CSS USDA BF Peer Counseling	197WAWA1W5003	Amd 6	10.557	333.10.55	10/01/18	09/30/19	10/01/18	09/30/19	\$10,955	\$10,955	
FFY18 CSS USDA BF Peer Counseling	187WAWA1W5003	Amd 4	10.557	333.10.55	01/01/18	09/30/19	10/01/17	09/30/19	\$3,652	\$14,607	
FFY18 CSS USDA BF Peer Counseling	187WAWA1W5003	N/A, Amd 4	10.557	333.10.55	01/01/18	09/30/19	10/01/17	09/30/19	\$10,955		
FFY21 USDA WIC Program Mgmt CSS	NGA Not Received	Amd 13	10.557	333.10.55	10/01/20	12/31/20	10/01/20	12/31/20	(\$24,250)	\$0	\$195,221
FFY21 USDA WIC Program Mgmt CSS	NGA Not Received	Amd 6	10.557	333.10.55	10/01/20	12/31/20	10/01/20	12/31/20	(\$1,060)		
FFY21 USDA WIC Program Mgmt CSS	NGA Not Received	N/A	10.557	333.10.55	10/01/20	12/31/20	10/01/20	12/31/20	\$25,310		
FFY20 USDA WIC Program Mgmt CSS	207WAWA7W1003	Amd 13	10.557	333.10.55	10/01/19	09/30/20	10/01/19	09/30/20	(\$97,000)	\$0	
FFY20 USDA WIC Program Mgmt CSS	207WAWA7W1003	Amd 6	10.557	333.10.55	10/01/19	09/30/20	10/01/19	09/30/20	(\$4,240)		
FFY20 USDA WIC Program Mgmt CSS	207WAWA7W1003	N/A	10.557	333.10.55	10/01/19	09/30/20	10/01/19	09/30/20	\$101,240		
FFY19 CSS USDA WIC Program Mgmt	187WAWA7W1003	Amd 8	10.557	333.10.55	10/01/18	09/30/19	10/01/18	09/30/19	\$8,131	\$110,991	
FFY19 CSS USDA WIC Program Mgmt	187WAWA7W1003	Amd 6	10.557	333.10.55	10/01/18	09/30/19	10/01/18	09/30/19	(\$6,930)		
FFY19 CSS USDA WIC Program Mgmt	187WAWA7W1003	Amd 5	10.557	333.10.55	10/01/18	09/30/19	10/01/18	09/30/19	\$8,550		
FFY19 CSS USDA WIC Program Mgmt	187WAWA7W1003	N/A	10.557	333.10.55	10/01/18	09/30/19	10/01/18	09/30/19	\$101,240		
FFY18 CSS USDA WIC Program Mgmt	187WAWA7W1003	Amd 2	10.557	333.10.55	01/01/18	09/30/18	10/01/17	09/30/18	\$8,300	\$84,230	
FFY18 CSS USDA WIC Program Mgmt	187WAWA7W1003	N/A	10.557	333.10.55	01/01/18	09/30/18	10/01/17	09/30/18	\$75,930		
FFY21 USDA WIC Client Svs Contracts	NGA Not Received	Amd 13	10.557	333.10.55	10/01/20	12/31/20	10/01/20	12/31/20	\$24,250	\$24,250	\$125,525
FFY20 USDA WIC Client Svs Contracts	207WAWA7W1003	Amd 13	10.557	333.10.55	10/01/19	09/30/20	10/01/19	09/30/20	\$97,000	\$101,275	
FFY20 USDA WIC Client Svs Contracts	207WAWA7W1003	Amd 11	10.557	333.10.55	10/01/19	09/30/20	10/01/19	09/30/20	\$4,275		
FFY20 USDA WIC Nutrition Ed	207WAWA7W1003	Amd 15	10.557	333.10.55	10/01/19	09/30/20	10/01/19	09/30/20	\$2,035	\$2,035	\$2,035
FFY20 USDA FMNP Prog Mgmt	207WAWA7Y8604	Amd 14	10.572	333.10.57	10/01/19	09/30/20	10/01/19	09/30/20	\$335	\$335	\$335
FFY21 CSS IAR SNAP Ed Prog Mgmt-Region 5	NGA Not Received	Amd 16	10.561	333.10.56	10/01/20	09/30/21	10/01/20	09/30/21	\$66,688	\$66,688	\$149,163
FFY20 CSS IAR SNAP Ed Prog Mgmt-Region 5	207WAWA5Q3903	Amd 14	10.561	333.10.56	10/01/19	09/30/20	10/01/19	09/30/20	\$2,571	\$82,475	
FFY20 CSS IAR SNAP Ed Prog Mgmt-Region 5	207WAWA5Q3903	Amd 10	10.561	333.10.56	10/01/19	09/30/20	10/01/19	09/30/20	\$79,904		
FFY19 CSS IAR SNAP Ed Program Mgmt	197WAWA5Q3903	Amd 9	10.561	333.10.56	10/01/18	09/30/19	10/01/18	09/30/19	\$2,525	\$69,112	\$145,015
FFY19 CSS IAR SNAP Ed Program Mgmt	197WAWA5Q3903	Amd 4	10.561	333.10.56	10/01/18	09/30/19	10/01/18	09/30/19	\$66,587		
FFY18 CSS IAR SNAP Ed Program Mgmt CF	187WAWA5Q3903	Amd 4	10.561	333.10.56	10/01/18	09/30/19	10/01/18	09/30/19	\$13,317	\$13,317	
FFY18 CSS IAR SNAP ED Program Mgmt	187WAWA5Q3903	Amd 2	10.561	333.10.56	01/01/18	09/30/18	10/01/17	09/30/18	\$22,634	\$54,596	
FFY18 CSS IAR SNAP ED Program Mgmt	187WAWA5Q3903	N/A	10.561	333.10.56	01/01/18	09/30/18	10/01/17	09/30/18	\$31,962		
FFY17 CSS IAR SNAP ED Program Mgmt CF	1717WAWA5Q390	N/A	10.561	333.10.56	01/01/18	09/30/18	10/01/17	09/30/18	\$7,990	\$7,990	

## Pacific County Public Health &amp; Human Services Department

**EXHIBIT B-16**  
**ALLOCATIONS**  
**Contract Term: 2018-2021**

**Contract Number:** CLH18256  
**Date:** September 15, 2020

Indirect Rate as of January 2018: 12.52%

Indirect Rate as of January 2019: 12.34%

Indirect Rate as of January 2020: 12.34%

Chart of Accounts Program Title	Federal Award Identification #	Amend #	CFDA*	BARS Revenue Code**	Statement of Work Funding Period		DOH Use Only Chart of Accounts Funding Period		Amount	Funding Period Sub Total	Chart of Accounts Total
					Start Date	End Date	Start Date	End Date			
FFY16 Cascades USDA WIC Prog Mgmt-MIS	I6157WAWA6W522	Amd 6, 8	10.578	333.10.57	10/01/18	09/30/19	03/11/16	09/30/19	\$2,950	\$2,950	\$2,950
BITV-COVID Ed LHJ Allocation-CARES	NGA Not Received	Amd 15	21.019	333.21.01	07/01/20	12/30/20	07/01/20	12/30/20	\$29,279	\$29,279	\$29,279
COVID LHJ OFM Allocation-CARES	NGA Not Received	Amd 15	21.019	333.21.01	03/01/20	12/30/20	03/01/20	12/30/20	\$432,800	\$432,800	\$432,800
SS Community Outreach PN	NGA Not Received	Amd 16	21.019	333.21.01	07/01/20	12/30/20	07/01/20	12/30/20	\$20,000	\$20,000	\$20,000
FFY17 EPR PHEP BP1 LHJ Funding	NU90TP921889-01	Amd 2	93.069	333.93.06	01/01/18	06/30/18	07/01/17	07/02/18	\$8,247	\$18,410	\$18,410
FFY17 EPR PHEP BP1 LHJ Funding	NU90TP921889-01	N/A	93.069	333.93.06	01/01/18	06/30/18	07/01/17	07/02/18	\$10,163		
FFY18 EPR PHEP BP1 Supp LHJ Funding	NU90TP921889-01	Amd 5	93.069	333.93.06	07/01/18	06/30/19	07/01/18	06/30/19	\$453	\$25,178	\$25,178
FFY18 EPR PHEP BP1 Supp LHJ Funding	NU90TP921889-01	Amd 4	93.069	333.93.06	07/01/18	06/30/19	07/01/18	06/30/19	\$24,725		
FFY20 PHEP BP2 LHJ Funding	NU90TP922043	Amd 16	93.069	333.93.06	07/01/20	06/30/21	07/01/20	06/30/21	\$10,071	\$25,178	\$50,356
FFY20 PHEP BP2 LHJ Funding	NU90TP922043	Amd 15, 16	93.069	333.93.06	07/01/20	06/30/21	07/01/20	06/30/21	\$15,107		
FFY19 PHEP BP1 LHJ Funding	NU90TP922043	Amd 10	93.069	333.93.06	07/01/19	06/30/20	07/01/19	06/30/20	\$25,178	\$25,178	
FFY19 Family Planning Title X	FPHPA006462	Amd 8, 11	93.217	333.93.21	04/01/19	06/30/19	04/01/19	03/31/20	\$6,009	\$6,009	\$11,316
FFY18 Family Planning Title X	FPHPA006359	Amd 4	93.217	333.93.21	09/01/18	03/31/19	09/01/18	08/31/19	\$5,307	\$5,307	
FFY18 Suicide Prevention Works	U79SM061734	Amd 7	93.243	333.93.24	09/30/18	09/29/19	09/30/18	09/29/19	\$37,700	\$167,700	\$224,200
FFY18 Suicide Prevention Works	U79SM061734	Amd 5	93.243	333.93.24	09/30/18	09/29/19	09/30/18	09/29/19	\$130,000		
FFY17 Suicide Prevention Works	SM061734	NA	93.243	333.93.24	01/01/18	09/29/18	09/30/17	09/29/18	\$56,500	\$56,500	
FFY17 317 Ops	5NH23IP000762-05-00	N/A	93.268	333.93.26	01/01/18	06/30/18	04/01/17	06/30/18	\$805	\$805	\$805
FFY17 AFIX	5NH23IP000762-05-00	N/A	93.268	333.93.26	01/01/18	06/30/18	04/01/17	06/30/18	\$2,980	\$2,980	\$2,980
FFY21 Enhanced Influenza Coverage CARES	NH23IP922619	Amd 16	93.268	333.93.26	07/01/20	06/30/21	06/05/20	06/30/21	\$2,800	\$5,600	\$5,600
FFY21 Enhanced Influenza Coverage CARES	NH23IP922619	Amd 15, 16	93.268	333.93.26	07/01/20	06/30/21	06/05/20	06/30/21	\$2,800		
FFY17 Increasing Immunization Rates	NH23IP000762	Amd 3, 4	93.268	333.93.26	07/01/18	06/30/19	07/01/18	06/30/19	\$5,600	\$5,600	\$5,600
FFY20 PPHF Ops	NH23IP922619	Amd 9	93.268	333.93.26	07/01/19	06/30/20	07/01/19	06/30/20	\$500	\$500	\$1,000
FFY17 PPHF Ops	NH23IP000762	Amd 3, 4	93.268	333.93.26	07/01/18	06/30/19	07/01/18	06/30/19	\$500	\$500	

## Pacific County Public Health &amp; Human Services Department

**EXHIBIT B-16**  
**ALLOCATIONS**  
 Contract Term: 2018-2021

Contract Number: CLH18256  
 Date: September 15, 2020

Indirect Rate as of January 2018: 12.52%

Indirect Rate as of January 2019: 12.34%

Indirect Rate as of January 2020: 12.34%

Chart of Accounts Program Title	Federal Award Identification #	Amend #	CFDA*	BARS Revenue Code**	Statement of Work Funding Period		DOH Use Only Chart of Accounts Funding Period		Amount	Funding Period Sub Total	Chart of Accounts Total
					Start Date	End Date	Start Date	End Date			
FFY21 VFC Ops	NGA Not Received	Amd 16	93.268	333.93.26	07/01/20	06/30/21	07/01/20	06/30/21	\$2,800	\$5,600	\$12,685
FFY21 VFC Ops	NH23IP922619	Amd 14, 16	93.268	333.93.26	07/01/20	06/30/21	07/01/20	06/30/21	\$2,800		
FFY20 VFC Ops	NH23IP922619	Amd 9	93.268	333.93.26	07/01/19	06/30/20	07/01/19	06/30/20	\$5,600	\$5,600	
FFY17 VFC Ops	5NH23IP000762-05-00	N/A	93.268	333.93.26	01/01/18	06/30/18	04/01/17	06/30/18	\$1,485	\$1,485	
FFY19 COVID CARES	NU50CK000515	Amd 14	93.323	333.93.32	06/01/20	12/31/20	06/01/20	06/30/21	\$30,194	\$30,194	\$30,194
FFY20 CDC COVID-19 Crisis Resp LHJ-Tribe	NU90TP922069	Amd 12	93.354	333.93.35	01/20/20	12/31/20	01/01/20	06/30/21	\$78,522	\$78,522	\$78,522
FFY21 MCHBG LHJ Contracts	NGA Not Received	Amd 16	93.994	333.93.99	10/01/20	09/30/21	10/01/20	09/30/21	\$37,634	\$37,634	\$141,128
FFY20 MCHBG LHJ Contracts	B04MC32578	Amd 10	93.994	333.93.99	10/01/19	09/30/20	10/01/19	09/30/20	\$37,634	\$37,634	
FFY19 MCHBG LHJ Contracts	B04MC32578	Amd 4	93.994	333.93.99	10/01/18	09/30/19	10/01/18	09/30/19	\$37,634	\$37,634	
FFY18 MCHBG LHJ Contracts	B04MC31524	N/A	93.994	333.93.99	01/01/18	09/30/18	10/01/17	09/30/18	\$28,226	\$28,226	
FEMA-75 COVID LHJ Allocation	NGA Not Received	Amd 15	97.036	333.97.03	07/01/20	12/30/20	07/01/20	12/30/20	\$87,837	\$87,837	\$87,837
SFY21 Family Planning Cost Share		Amd 15	N/A	334.04.91	07/01/20	12/31/20	07/01/19	06/30/21	\$8,179	\$8,179	\$56,521
SFY20 Family Planning Cost Share		Amd 15	N/A	334.04.91	12/01/19	06/30/20	07/01/19	06/30/21	(\$8,179)	\$9,543	
SFY20 Family Planning Cost Share		Amd 11, 15	N/A	334.04.91	12/01/19	06/30/20	07/01/19	06/30/21	\$17,722		
SFY20 Family Planning Cost Share		Amd 14	N/A	334.04.91	12/01/19	06/30/20	07/01/19	06/30/21	\$12,429	\$12,429	
SFY20 Family Planning Cost Share		Amd 8, 9, 11	N/A	334.04.91	07/01/19	11/30/19	07/01/19	08/31/19	\$8,231	\$10,950	
SFY20 Family Planning Cost Share		Amd 4, 9, 11	N/A	334.04.91	07/01/19	11/30/19	07/01/19	08/31/19	\$2,719		
SFY19 Family Planning Cost Share		Amd 7	N/A	334.04.91	09/01/18	03/31/19	07/01/18	06/30/19	\$1,507	\$1,507	
SFY19 Family Planning Cost Share		Amd 8	N/A	334.04.91	09/01/18	06/30/19	07/01/18	06/30/19	\$316	\$13,913	
SFY19 Family Planning Cost Share		Amd 4	N/A	334.04.91	09/01/18	06/30/19	07/01/18	06/30/19	\$13,597		
FY20/21 COVID-19 Disaster Response Acct		Amd 12	N/A	334.04.92	01/20/20	12/31/20	01/01/20	06/30/21	\$71,478	\$71,478	\$71,478
SFY2 Lead Environments of Children		Amd 4	N/A	334.04.93	07/01/18	06/30/19	07/01/18	06/30/19	\$1,500	\$1,500	\$4,500
SFY1 Lead Environments of Children		Amd 1	N/A	334.04.93	01/01/18	06/30/18	07/01/17	06/30/18	\$3,000	\$3,000	
Rec Shellfish/Biotoxin		Amd 14	N/A	334.04.93	07/01/19	12/31/20	07/01/19	06/30/21	\$800	\$2,400	\$4,500
Rec Shellfish/Biotoxin		Amd 9, 14	N/A	334.04.93	07/01/19	12/31/20	07/01/19	06/30/21	\$1,600		
Rec Shellfish/Biotoxin		N/A	N/A	334.04.93	01/01/18	06/30/19	07/01/17	06/30/19	\$2,100	\$2,100	

## Pacific County Public Health &amp; Human Services Department

**EXHIBIT B-16**  
**ALLOCATIONS**  
 Contract Term: 2018-2021

Contract Number: CLH18256  
 Date: September 15, 2020

Indirect Rate as of January 2018: 12.52%

Indirect Rate as of January 2019: 12.34%

Indirect Rate as of January 2020: 12.34%

Chart of Accounts Program Title	Federal Award Identification #	Amend #	CFDA*	BARS Revenue Code**	Statement of Work Funding Period		DOH Use Only Chart of Accounts Funding Period		Amount	Funding Period Sub Total	Chart of Accounts Total
					Start Date	End Date	Start Date	End Date			
FPHS Funding for LHJs		Amd 15	N/A	336.04.25	07/01/20	12/31/20	07/01/19	06/30/21	\$58,000	\$100,000	\$242,000
FPHS Funding for LHJs		Amd 10	N/A	336.04.25	07/01/20	12/31/20	07/01/19	06/30/21	\$42,000		
FPHS Funding for LHJs		Amd 15	N/A	336.04.25	07/01/19	06/30/20	07/01/19	06/30/21	\$58,000	\$100,000	
FPHS Funding for LHJs		Amd 10	N/A	336.04.25	07/01/19	06/30/20	07/01/19	06/30/21	\$42,000		
FPHS Funding for LHJs Dir		Amd 3	N/A	336.04.25	07/01/18	06/30/19	07/01/17	06/30/19	\$42,000	\$42,000	
<b>TOTAL</b>									<b>\$2,220,954</b>	<b>\$2,220,954</b>	
<b>Total consideration:</b>	<b>\$2,080,961</b>									<b>GRAND TOTAL</b>	<b>\$2,220,954</b>
	<b>\$139,993</b>										
<b>GRAND TOTAL</b>	<b>\$2,220,954</b>									<b>Total Fed</b>	<b>\$1,841,955</b>
										<b>Total State</b>	<b>\$378,999</b>

\*Catalog of Federal Domestic Assistance

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

# Exhibit C-16 Schedule of Federal Awards

AMENDMENT #16

Date: September 15, 2020

PACIFIC COUNTY HEALTH DEPT - SWV0007195-11  
 CONTRACT CLH18266 - Pacific County Public Health & Human Services Department  
 CONTRACT PERIOD: 01/01/2018-12/31/2021

Chart of Accounts Program Title	BARS	DOH Federal Award Date	Total Amt Federal Award	Allocation Period Start Date	Allocation Period End Date	Contract Amt	CFDA	CFDA Program Title	Federal Agency Name	Federal Award Identification Number	Federal Grant Award Name
FFY21 USDA WIC CLIENT SVS CONTRACTS	333.10.55	NGA Not Received	NGA Not Received	10/01/20	12/31/20	\$24,250	10.557	Special Supplemental Nutrition Program for Women, Infants, and Children	Department of Agriculture Food and Nutrition Service	NGA Not Received	NGA Not Received
FFY20 USDA WIC NUTRITION ED	333.10.55	10/01/19	\$6,181,312	10/01/19	09/30/20	\$2,035	10.557	Special Supplemental Nutrition Program for Women, Infants, and Children	Department of Agriculture Food and Nutrition Service	207WAWA7W1003	WOMEN, INFANTS AND CHILDREN
FFY20 USDA WIC CLIENT SVS CONTRACTS	333.10.55	10/01/19	\$6,181,312	10/01/19	09/30/20	\$101,275	10.557	Special Supplemental Nutrition Program for Women, Infants, and Children	Department of Agriculture Food and Nutrition Service	207WAWA7W1003	WOMEN, INFANTS AND CHILDREN
FFY20 USDA BFPC PROG MGMT	333.10.55	02/18/20	\$1,861,572	10/01/19	09/30/20	\$10,955	10.557	Special Supplemental Nutrition Program for Women, Infants, and Children	Department of Agriculture Food and Nutrition Service	207WAWA1W5003	WIC BREASTFEEDING PEER COUNSELING
FFY19 CSS USDA WIC PROGRAM MGMT	333.10.55	10/01/17	\$40,101,357	10/01/18	09/30/19	\$110,991	10.557	Special Supplemental Nutrition Program for Women, Infants, and Children	Department of Agriculture Food and Nutrition Service	187WAWA7W1003	WOMEN, INFANTS AND CHILDREN
FFY19 CSS USDA BF PEER COUNSELING	333.10.55	03/28/19	\$1,288,951	10/01/18	12/31/20	\$18,259	10.557	Special Supplemental Nutrition Program for Women, Infants, and Children	Department of Agriculture Food and Nutrition Service	187WAWA1W5003	WIC BREASTFEEDING PEER COUNSELING
FFY18 CSS USDA WIC PROGRAM MGMT	333.10.55	10/02/17	\$27,576,710	01/01/18	09/30/18	\$84,230	10.557	Special Supplemental Nutrition Program for Women, Infants, and Children	Department of Agriculture Food and Nutrition Service	187WAWA7W1003	USDA-WIC ADMIN
FFY18 CSS USDA BF PEER COUNSELING	333.10.55	10/01/17	\$1,318,273	01/01/18	09/30/19	\$14,807	10.557	Special Supplemental Nutrition Program for Women, Infants, and Children	Department of Agriculture Food and Nutrition Service	187WAWA1W5003	WOMEN, INFANTS AND CHILDREN
FFY21 IAR SNAP ED PROG MGMT-REGION 5	333.10.58	NGA Not Received	NGA Not Received	10/01/20	09/30/21	\$68,888	10.581	State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	Department of Agriculture Food and Nutrition Service	NGA Not Received	NGA Not Received
FFY20 CSS IAR SNAP ED PROG MGMT-REGION 5	333.10.58	09/30/19	\$5,300,000	10/01/19	09/30/20	\$82,475	10.581	State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	Department of Agriculture Food and Nutrition Service	207WAWA5Q3903	2019 SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION (SNAP-ED)
FFY19 CSS IAR SNAP-ED PROG MGMT	333.10.58	09/28/17	\$5,300,000	10/01/18	09/30/19	\$69,112	10.581	State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	Department of Agriculture Food and Nutrition Service	187WAWA5Q3903	2018 SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION (SNAP-ED)
FFY18 CSS IAR SNAP-ED PROGRAM MGMT CF	333.10.58	09/28/17	\$5,300,000	10/01/18	09/30/19	\$13,317	10.581	State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	Department of Agriculture Food and Nutrition Service	187WAWA5Q3903	2018 SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION (SNAP-ED)
FFY18 CSS IAR SNAP-ED PROGRAM MGMT	333.10.58	09/28/17	\$5,300,000	01/01/18	09/30/18	\$54,596	10.581	State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	Department of Agriculture Food and Nutrition Service	187WAWA5Q3903	2018 SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION (SNAP-ED)
FFY17 CSS IAR SNAP-ED PROGRAM MGMT CF	333.10.58	09/10/16	\$5,739,856	01/01/18	09/30/18	\$7,990	10.581	State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	Department of Agriculture Food and Nutrition Service	1717WAWA5Q390	2018 SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM EDUCATION (SNAP-ED)
FFY20 USDA FMNP PROG MGMT	333.10.57	10/01/19	\$129,761	10/01/19	09/30/20	\$335	10.572	WIC Farmers' Market Nutrition Program (FMNP)	Department of Agriculture-Food and Nutrition Service	207WAWA7Y8804	COMMODITY ASSISTANCE PROGRAM
FFY18 CASCADES USDA WIC PROG MGMT-MIS SG	333.10.57	03/11/16	\$2,224,476	10/01/18	09/30/19	\$2,950	10.578	WIC Grants to States (WGS)	Department of Agriculture Food and Nutrition Service	16157WAWA6W522	WOMEN, INFANTS AND CHILDREN WIC SAM PROJECTS

# Exhibit C-16 Schedule of Federal Awards

AMENDMENT #16

Date: September 15, 2020

PACIFIC COUNTY HEALTH DEPT - SWV0007195-11  
 CONTRACT CLH18256 - Pacific County Public Health & Human Services Department  
 CONTRACT PERIOD: 01/01/2018-12/31/2021

Chart of Accounts Program Title	BARS	DOH Federal Award Date	Total Amt Federal Award	Allocation Period Start Date	Allocation Period End Date	Contract Amt	CFDA	CFDA Program Title	Federal Agency Name	Federal Award Identification Number	Federal Grant Award Name
SS COMMUNITY OUTREACH PN	333.21.01	NGA Not Received	NGA Not Received	07/01/20	12/30/20	\$20,000	21.019	Coronavirus Relief Fund	Department of the Treasury	NGA Not Received	NGA Not Received
COVID LHJ OFM ALLOCATION-CARES	333.21.01	NGA Not Received	NGA Not Received	03/01/20	12/30/20	\$432,800	21.019	Coronavirus Relief Fund	Department of the Treasury	NGA Not Received	NGA Not Received
BITY-COVID ED LHJ ALLOCATION-CARES	333.21.01	NGA Not Received	NGA Not Received	07/01/20	12/30/20	\$29,279	21.019	Coronavirus Relief Fund	Department of the Treasury	NGA Not Received	NGA Not Received
FFY20 PHEP BP2 LHJ FUNDING	333.93.08	08/12/20	\$11,365,797	07/01/20	06/30/21	\$25,178	93.069	Public Health Emergency Preparedness	Department of Health and Human Services Centers for Disease Control and Prevention	NU90TP922043	PUBLIC HEALTH EMERGENCY PREPAREDNESS (PHEP) COOPERATIVE AGREEMENT
FFY19 PHEP BP1 LHJ FUNDING	333.93.08	08/29/19	\$11,307,904	07/01/19	06/30/20	\$25,178	93.069	Public Health Emergency Preparedness	Department of Health and Human Services Centers for Disease Control and Prevention	NU90TP922043	PUBLIC HEALTH EMERGENCY PREPAREDNESS (PHEP) COOPERATIVE AGREEMENT
FFY18 EPR PHEP BP1 SUPP LHJ FUNDING	333.93.08	08/01/18	\$11,062,782	07/01/18	06/30/19	\$25,178	93.069	Public Health Emergency Preparedness	Department of Health and Human Services Centers for Disease Control and Prevention	NU90TP921889-01	HOSPITAL PREPAREDNESS PROGRAM AND PUBLIC HEALTH EMERGENCY PREPAREDNESS COOPERATIVE AGREEMENT
FFY17 EPR PHEP BP1 LHJ FUNDING	333.93.08	07/18/17	\$11,062,782	01/01/18	09/30/18	\$18,410	93.069	Public Health Emergency Preparedness	Department of Health and Human Services Centers for Disease Control and Prevention	NU90TP921889-01	HPP AND PHEP COOPERATIVE AGREEMENT
FFY19 FAMILY PLANNING TITLE X	333.93.21	03/26/19	\$4,100,000	04/01/19	03/31/20	\$9,009	93.217	Family Planning Services	Department of Health and Human Services Office of Population Affairs	FHPA008462	TITLE X FAMILY PLANNING SERVICES
FFY18 FAMILY PLANNING TITLE X	333.93.21	08/12/18	\$2,783,000	09/01/18	03/31/19	\$5,307	93.217	Family Planning Services	Department of Health and Human Services Office of Population Affairs	FHPA008359	TITLE X FAMILY PLANNING SERVICES
FFY18 SUICIDE PREVENTION WORKS	333.93.24	09/30/14	\$3,679,752	09/30/18	09/29/19	\$167,700	93.243	Substance Abuse and Mental Health Services Projects of Regional and National Significance	Department of Health and Human Services Substance Abuse and Mental Health Services Administration	U78SM061734	SUICIDE PREVENTION WORKS
FFY17 SUICIDE PREVENTION WORKS	333.93.24	09/30/14	\$2,943,772	01/01/18	09/29/18	\$58,500	93.243	Substance Abuse and Mental Health Services Projects of Regional and National Significance	Department of Health and Human Services Substance Abuse and Mental Health Services Administration	SM061734	SUICIDE PREVENTION WORKS
FFY21 VFC OPS	333.93.28	07/01/20	\$9,082,252	07/01/20	06/30/21	\$5,600	93.288	Immunization Cooperative Agreements	Department of Health and Human Services Centers for Disease Control and Prevention	NH23IP922619	IMMUNIZATION GRANT AND VACCINES FOR CHILDREN PROGRAM
FFY21 ENHANCED INFLUENZA COVERAGE CARES	333.93.28	08/13/20	\$12,548,955	07/01/20	06/30/21	\$5,600	93.288	Immunization Cooperative Agreements	Department of Health and Human Services Centers for Disease Control and Prevention	NH23IP922619	IMMUNIZATION GRANT AND VACCINES FOR CHILDREN PROGRAM
FFY20 VFC OPS	333.93.28	07/01/19	\$9,234,835	07/01/19	06/30/20	\$5,600	93.288	Immunization Cooperative Agreements	Department of Health and Human Services Centers for Disease Control and Prevention	NH23IP922619	IMMUNIZATION GRANT AND VACCINES FOR CHILDREN PROGRAM
FFY20 PPHF OPS	333.93.28	07/01/19	\$9,234,835	07/01/19	06/30/20	\$500	93.288	Immunization Cooperative Agreements	Department of Health and Human Services Centers for Disease Control and Prevention	NH23IP922619	IMMUNIZATION GRANT AND VACCINES FOR CHILDREN PROGRAM
FFY17 VFC OPS	333.93.28	03/03/17	\$1,201,605	01/01/18	06/30/18	\$1,485	93.288	Immunization Cooperative Agreements	Department of Health and Human Services Centers for Disease Control and Prevention	5NH23IP000762-05-00	IMMUNIZATION GRANT AND VACCINES FOR CHILDREN'S PROGRAM

# Exhibit C-16 Schedule of Federal Awards

AMENDMENT #16

Date: September 15, 2020

PACIFIC COUNTY HEALTH DEPT - SWV0007195-11  
 CONTRACT CLH18258 - Pacific County Public Health & Human Services Department  
 CONTRACT PERIOD: 01/01/2018-12/31/2021

Chart of Accounts Program Title	BARS	DOH Federal Award Date	Total Amt Federal Award	Allocation Period Start Date	Allocation Period End Date	Contract Amt	CFDA	CFDA Program Title	Federal Agency Name	Federal Award Identification Number	Federal Grant Award Name
FFY17 PPHF OPS	333.93.28	06/29/18	\$3,634,512	07/01/18	06/30/19	\$500	93.268	Immunization Cooperative Agreements	Department of Health and Human Services Centers for Disease Control and Prevention	NH23IP000762	IMMUNIZATION GRANT AND VACCINES FOR CHILDREN'S PROGRAM
FFY17 INCREASING IMMUNIZATION RATES	333.93.28	06/29/18	\$1,722,443	07/01/18	06/30/19	\$5,800	93.268	Immunization Cooperative Agreements	Department of Health and Human Services Centers for Disease Control and Prevention	NH23IP000762	IMMUNIZATION GRANT AND VACCINES FOR CHILDREN'S PROGRAM
FFY17 AFIX	333.93.28	03/03/17	\$1,872,289	01/01/18	06/30/18	\$2,980	93.268	Immunization Cooperative Agreements	Department of Health and Human Services Centers for Disease Control and Prevention	5NH23IP000762-05-00	IMMUNIZATION GRANT AND VACCINES FOR CHILDREN'S PROGRAM
FFY17 317 OPS	333.93.28	03/03/17	\$575,069	01/01/18	06/30/18	\$805	93.268	Immunization Cooperative Agreements	Department of Health and Human Services Centers for Disease Control and Prevention	5NH23IP000762-05-00	IMMUNIZATION GRANT AND VACCINES FOR CHILDREN'S PROGRAM
FFY19 COVID CARES	333.93.32	04/23/20	\$22,581,799	06/01/20	12/31/20	\$30,194	93.323	Epidemiology and Laboratory Capacity for Infectious Diseases (ELC)-Building and Strengthening Epidemiology, Laboratory and	Department of Health and Human Services Centers for Disease Control and Prevention	NU50CK000515	EPIDEMIOLOGY & LABORATORY CAPACITY FOR INFECTIOUS DISEASES (ELC)-BUILDING & STRENGTHENING EPIDEMIOLOGY,
FFY20 CDC COVID-19 CRISIS RESP LHJ-TRIBE	333.93.35	03/16/20	\$13,230,799	01/20/20	12/31/20	\$78,522	93.354	Public Health Emergency Response: Cooperative Agreement for Emergency Response: Public Health Crisis	Department of Health and Human Services Centers for Disease Control and Prevention	NU00TP022069	CDC COOPERATIVE AGREEMENT FOR EMERGENCY RESPONSE: PUBLIC HEALTH CRISIS RESPONSE CDC-RFA-TP18-1802
FFY21 MCHBG LHJ CONTRACTS	333.93.99	NGA Not Received	NGA Not Received	10/01/20	09/30/21	\$37,634	93.994	Maternal and Child Health Services Block Grant to the States	Department of Health and Human Services Health Resources and Services Administration	NGA Not Received	NGA Not Received
FFY20 MCHBG LHJ CONTRACTS	333.93.99	11/14/18	\$2,225,977	10/01/19	09/30/20	\$37,634	93.994	Maternal and Child Health Services Block Grant to the States	Department of Health and Human Services Health Resources and Services Administration	B04MC32578	MATERNAL AND CHILD HEALTH SERVICES BLOCK GRANT
FFY19 MCHBG LHJ CONTRACTS	333.93.99	11/14/18	\$2,225,977	10/01/18	09/30/19	\$37,634	93.994	Maternal and Child Health Services Block Grant to the States	Department of Health and Human Services Health Resources and Services Administration	B04MC32578	MATERNAL AND CHILD HEALTH SERVICES BLOCK GRANT
FFY18 MCHBG LHJ CONTRACTS	333.93.99	10/20/17	\$1,850,528	01/01/18	09/30/18	\$28,226	93.994	Maternal and Child Health Services Block Grant to the States	Department of Health and Human Services Health Resources and Services Administration	B04MC31524	MATERNAL AND CHILD HEALTH SERVICES
FEMA-75 COVID LHJ ALLOCATION	333.97.03	NGA Not Received	NGA Not Received	07/01/20	12/30/20	\$87,837	97.036	Disaster Grants-Public Assistance (Presidentially Declared Disasters)	Department of Homeland Security	NGA Not Received	NGA Not Received
TOTAL						\$1,841,955					

**CONTRACT/AGREEMENT/GRANT**Per Contract/Agreement/Grant Review Policy [Resolution No. 2019-044]Name of Contractor CLH18256 amendment #16

Name of Contract/Agreement/Grant/Amendment #: \_\_\_\_\_

**ATTACHED REQUIRED DOCUMENTS**

- ☐ Federal Suspension and Debarment Certification [Attachment A of Resolution No. 2019-044]
- ☐ Certificate of Insurance

**EXPENDITURE REQUEST**Per Procurement/Purchasing Policy & Procedures [Resolution No. 2019-042]

	AMOUNT	FUND NO.	BUDGETED
Materials, Supplies, Equipment and Services	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Telecommunications & Data Processing	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Architecture, Engineering, Landscape Architecture, or Surveying Services	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Personal Services	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purchases Services	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Public Works Project	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sole Source Purchase [Resolution required]	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
"Piggybacking" Purchase	\$ _____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

If expenditure is not budgeted, will a supplement be required ☐ Yes ☒ No**ATTACHED REQUIRED DOCUMENTS** [check all that apply]

- ☐ Bids & Bid Tabulation ☐ Sole Source Resolution ☐ W-9 ☐ Certificate of Insurance
- ☐ Federal Suspension and Debarment Certification [Attachment A of Resolution No. 2019-044]
- ☐ Piggybacking documentation [Resolution No. 2019-042]
- ☐ Inventory Acquisition Form

**NEW EMPLOYEES / TRANSFERS**

- ☐ New Employee/Change in Status Form

Documents to be submitted to Risk Management for new employees

- ☐ Background Check Authorization Form [Resolution No. 2017-058]
- ☐ Copy of driver's license and insurance card

**ADDITIONAL INFORMATION**