

**January 1, 2025 – December 31, 2027**

**CONSOLIDATED CONTRACT**

**Between**

**STATE OF WASHINGTON  
DEPARTMENT OF HEALTH**

**And**

**Island County Public Health**

## Table of Contents

1. Purpose.....	3
2. Statements of Work .....	3
3. Exhibits.....	3
4. Definitions .....	3
5. Funding and Billing .....	4
6. Contract Management.....	5
7. Access to Records.....	5
8. All Writings Contained Herein .....	5
9. Assignment .....	5
10. Assurances .....	5
11. Confidential Information .....	6
12. Ethics and Conflict of Interest .....	6
13. Debarment Certification .....	6
14. Disputes .....	7
15. Equipment Purchases.....	7
16. Governing Law and Venue .....	7
17. Independent Capacity .....	7
18. Insurance.....	7
19. Licensing, Accreditation, and Registration.....	7
20. Maintenance of Records .....	7
21. Modifications and Waivers.....	8
22. No Third-Party Rights Created.....	8
23. Nondiscrimination .....	8
24. Order of Precedence.....	8
25. Ownership of Material/Rights in Data .....	8
26. Public Records Act .....	8
27. Publications.....	9
28. Responsibility for Actions .....	9
29. Recapture .....	9
30. Loss or Reduction of Funding .....	9
31. Severability .....	9
32. Subcontracts.....	9
33. Subrecipient .....	9
34. Survivability.....	9
35. Term.....	10
36. Termination for Convenience .....	10
37. Termination for Default.....	10
38. Termination Procedure .....	10
<b>Standard Federal Certifications and Assurances.....</b>	<b>12</b>
<b>Federal Assurances – Non-Construction Programs.....</b>	<b>17</b>

**CONSOLIDATED CONTRACT  
between  
STATE OF WASHINGTON  
DEPARTMENT OF HEALTH  
(Referred to as "DOH")  
and  
ISLAND COUNTY PUBLIC HEALTH  
(Referred to as "LHJ")  
for**

**THE DELIVERY OF PUBLIC HEALTH SERVICES  
FOR THE PERIOD OF**

**January 1, 2025 through December 31, 2027**

**1. Purpose**

This Contract is entered into in accordance with RCW 43.70.512, RCW 43.70.515, the general statutory powers of the Secretary of the Department of Health (DOH), including but not limited to RCW 43.70.020 and RCW 43.70.040, the general statutory powers of local health jurisdictions (LHJs), and RCW 70.05.060, RCW 70.05.070, RCW 70.08.020, and RCW 70.46.060, the authority for joint or cooperative action provided for under RCW 39.34, and any LHJ home rule charter authority. 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 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 and establishes the terms for reimbursement for services funded by state and federal grants.

**2. Statements of Work**

The individual program activities, requirements, and outcomes/deliverables to be achieved by the parties under this Contract shall be mutually agreed to and issued as Exhibit A, Statements of Work, subsequent to the execution of this Contract. 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.

**3. Exhibits**

This Contract shall incorporate mutually agreed to and issued amendments throughout the Contract term, as the following Exhibits:

- Exhibit A - Statements of Work
- Exhibit B – Allocations
- Exhibit C – Federal Grant Awards Index

**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:

**"Assistance Listing Number":** The unique identifying code assigned to a federal assistance program which identifies the awarding agency.

**"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.

**"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 (State), \$10,000 or more (Federal), or as otherwise stated.

“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 Program Contacts List resource, respective to each Statement 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 Exhibit A, Statements of Work, not to exceed funding amounts as detailed in Exhibit B, Allocations (as executed).

The LHJ will advise the DOH Program Contact identified for a respective 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 shall be modified by mutually agreed to amendments issued on a periodic basis.

The LHJ will submit accurate and timely billings which, for clarity and consistency, will be prepared using the A19 form provided and following the instructions located on the DOH Sharepoint page for LHJs. 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 DOH BARS Financial Report on a DOH-provided template by April 15th 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:
<b>Name:</b> Melissa Overbury-Howland	<b>Name:</b> Brenda Henrikson/Shannon May
<b>Title:</b> Contracts Manager	<b>Title:</b> Contracts Specialist
<b>Mailing Address:</b> 1 NE 7 <sup>th</sup> Street Coupeville, WA 98239	<b>Mailing Address:</b> PO Box 47905 Olympia, WA 98504-7905
<b>Physical Address:</b> Same as above	<b>Physical Address:</b> 111 Israel Rd SE Olympia, WA 98504-7905
<b>Phone:</b> 360-679-7350	<b>Phone:</b> 360-236-3933/360-236-3946
<b>Email Address:</b> <a href="mailto:m.overbury-howland@islandcountywa.gov">m.overbury-howland@islandcountywa.gov</a>	<b>Email Address:</b> <a href="mailto:brenda.henrikson@doh.wa.gov">brenda.henrikson@doh.wa.gov</a> <a href="mailto:shannon.may@doh.wa.gov">shannon.may@doh.wa.gov</a>

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 Program Contacts List resource.

#### 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, and subsequent amendments 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 (page 12)
2. Federal Assurances for Non-Construction Programs (page 17)

#### **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 and Conflict of Interest**

Both parties and their officers shall comply with all ethics laws and procurement standards applicable to their activities under this Contract, including RCW 42.23 and RCW 42.52, and 2 CFR 200.318, and as subsequently amended. The LHJ must maintain and comply with written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of subcontracts. The LHJ must comply with the following minimum requirements:

No employee, officer, or agent may participate in the selection, award, or administration of a subcontract supported by a grant award if they have a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of their immediate family, their partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the LHJ may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts and must comply with Chapter 39.26.020 RCW. However, LHJ may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the LHJ.

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 section 14. Disputes, in 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. Equipment purchased by the LHJ for use by the LHJ or its subcontractors during the term of this Contract using non-federal funds, in whole or in part, shall be the property of the LHJ unless noted otherwise in the respective Statement of Work.

**16. Governing Law and Venue**

The laws of the state of Washington govern this Contract, venue shall be proper only in Thurston County, Washington.

**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 coverages sufficient to cover obligations under 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 unless otherwise required for longer period. 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 ensure that records and documents provided by the other party are not erroneously disclosed to third parties. Both parties agree to continue protecting records in accordance with Section 11. Confidential Information, 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. However, any state or federal law, regulation, or grant funding requirement, including anything amended after the fact, that must be included in order to receive or expend the grant funding is hereby incorporated by reference, and may be documented by letter amendment from DOH to the LHJ.

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, regulations, and funding requirements.
- 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. Public Records Act**

Notwithstanding Sections 11 or 18, the parties to this contract are public bodies subject to the Public Records Act, RCW 42.56 (PRA). Under the PRA, all materials relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by a public body or its functional equivalents are considered public records. The PRA requires that public records responsive to a public records request be promptly produced unless the PRA or an "other statute" exempts such records from production. This Contract is not intended to alter any party's obligations under the PRA. The parties agree that if one party receives a public records request (receiving party) for files that may include confidential information under General Terms and Conditions Section 11 (Confidentiality/Safeguarding of Information), the receiving party will notify the other party of the request and of the

date that the records will be released to the requester unless the other party obtains a court order enjoining disclosure. If the other party fails to obtain the court order enjoining disclosure, the receiving party may release the requested information on the date specified. If the other party obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to the PRA, the receiving party shall maintain the confidentiality of the information per the court order.

**27. 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.

**28. 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.

**29. Recapture**

In the event that the LHJ fails to perform this contract in accordance with state or federal laws, and/or the provisions of this Contract, DOH reserves the right to recapture funds in an amount to compensate DOH for the noncompliance, including the amount of any grant funds administered pursuant to this contract.

**30. 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.

**31. 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.

**32. Subcontracts**

Unless specifically noted as not allowable within a Statement of Work, the LHJ may subcontract any or all 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.

**33. Subrecipient**

For those activities designated as "subrecipient" in 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 (Post Federal Award Requirements), E (Cost Principles) and F (Audit Requirements), and program specific federal regulations, and as any of these requirements may subsequently be amended. If the LHJ expends \$1,000,000 or more in federal grants or awards from all sources, it is responsible for obtaining the required single audit.

**34. 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, Recapture, Termination for Convenience, Termination for Default, and Termination Procedure.

**35. Term**

This Contract will be in effect following execution by the parties from January 1, 2025 through December 31, 2027, unless terminated earlier as provided herein.

**36. 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.

**37. 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.

**38. 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.

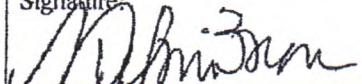
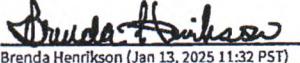
DOH shall pay to the LHJ the agreed upon price, if separately stated, for completed work and services accepted by DOH. In addition, DOH shall pay the amount determined by DOH's Contracting Officer for (a) completed work and services for which no separate price is stated, (b) partially completed work 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 LHD, or its subcontractors, and in which DOH has or may acquire an interest.

IN WITNESS WHEREOF, the parties have executed this Contract.

ISLAND COUNTY PUBLIC HEALTH	STATE OF WASHINGTON DEPARTMENT OF HEALTH
Signature: 	Signature:  Brenda Henrikson (Jan 13, 2025 11:32 PST)
Title: Chair, Island County Board of County Commissioners	Title: Contracts Specialist
Print Name: Melanie Bacon	Print Name: Brenda Henrikson
Date: 11/7/25	Date: 01/13/2025

## 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, including but not limited to Exhibit A Statements of Work designated as "subrecipient"

## 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.
- B. 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;
- C. 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
- D. 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.

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 (10) 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  
 Department of Health – Office of Financial Services  
 PO Box 47901  
 Olympia, WA 98504-7901

### 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 (non-appropriated) 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 the 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 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. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS - INSTRUCTIONS FOR CERTIFICATION**

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

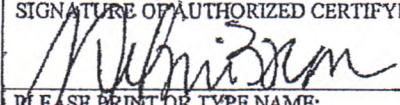
A. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective contractor shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter 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 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, it shall not knowingly enter 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 at <https://sam.gov/content/home>.
- H. Nothing contained in the foregoing shall be construed to require establishment of a system of records 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 F. of these instructions, if a participant in a covered transaction knowingly enters 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 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 A.2. 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	Board of Island Chair, County Commissioners
PLEASE PRINT OR TYPE NAME:	DATE	11/7/25
		
melanie Bacon		

## 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.**

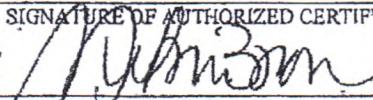
**Note:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

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 because 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 sub-agreements.
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 Clean 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 requirements in OMB Uniform Guidance at 2 CFR 200, Subpart F, and any subsequent amendment.
18. Will comply with 2 CFR 200.216, and any subsequent amendment – Prohibition on certain telecommunications and video surveillance services or equipment.
19. 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  PLEASE PRINT OR TYPE NAME: Melanie Bacon	TITLE Board of Island Chair, County Commissioners DATE 11/25
---	--

**ISLAND COUNTY PUBLIC HEALTH  
2025-2027 CONSOLIDATED CONTRACT**

CONTRACT NUMBER: CLH32052

AMENDMENT NUMBER: 1

**PURPOSE OF CHANGE:** To amend this contract between the DEPARTMENT OF HEALTH hereinafter referred to as "DOH", and ISLAND COUNTY PUBLIC HEALTH, a Local Health Jurisdiction, hereinafter referred to as "LHJ", pursuant to the Modifications/Waivers clause, and to make necessary changes within the scope of this contract and any subsequent amendments thereto.

**IT IS MUTUALLY AGREED:** That the contract is hereby amended as follows:

1. Exhibit A Statements of Work, includes the following statements of work, which are incorporated by this reference and located on the DOH Finance SharePoint site in the Upload Center at the following URL:  
<https://stateofwa.sharepoint.com/sites/doh-ofsfundingresources/siteweb/home.aspx?e1:9a94688da2d94d3ea80ac7fbc32e4d7c>
  - Adds Statements of Work for the following programs:
    - DCHS - ELC COVID-19 Response - Effective January 1, 2025
    - Foundational Public Health Services (FPHS) - Effective January 1, 2025
    - Injury & Violence Prevention-Overdose Data to Action in States - Effective January 1, 2025
    - Maternal & Child Health Block Grant – Effective January 1, 2025
    - National Estuary Program Shellfish Strategic Initiative 2.0 - Effective January 1, 2025
    - Office of Drinking Water Group A Program - Effective January 1, 2025
    - Office of Drinking Water Group B Programs - Effective January 1, 2025
    - Office of Resiliency & Health Security-PHEP - Effective January 1, 2025
    - Recreational Shellfish Activities - Effective January 1, 2025
    - WIC Nutrition Program - Effective January 1, 2025
  - Amends Statements of Work for the following programs:
  - Deletes Statements of Work for the following programs:
2. Exhibit B-1 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-0 Allocations as follows:
  - Increase of \$2,832,618 for a revised maximum consideration of \$2,832,618.
  - 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 Federal Grant Awards Index, incorporated by this reference, and located in the ConCon, Funding & BARS library at the URL provided above.

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.

This section intentionally left blank.

ISLAND COUNTY PUBLIC HEALTH  
2025-2027 CONSOLIDATED CONTRACT

CONTRACT NUMBER: CLH32052

AMENDMENT NUMBER: 1

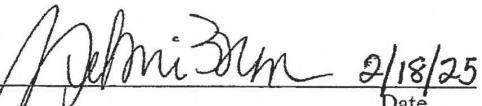
IN WITNESS WHEREOF, the undersigned has affixed his/her signature in execution thereof.

ISLAND COUNTY BOARD OF  
COUNTY COMMISSIONERS

STATE OF WASHINGTON  
DEPARTMENT OF HEALTH

Chair  
Board of County Commissioners

Melanie Bacon  
Print Name



2/18/25  
Date

Signature

Date

Island County  
Commissioner  
Title

Print Name

Title

APPROVED AS TO FORM ONLY  
Assistant Attorney General

Indirect Rate as of January 1, 2025: 22.38%

Chart of Accounts Program Title	Federal Award Identification #	Amend #	DOH Use Only						Funding Period	Chart of Accounts Total
			Assist List #*	Revenue Code**	Statement of Work Start Date	End Date	LHJ Funding Period Start Date	End Date		
FFY24 USDA BFPC Prog Mgmt	7WA700WA1	Amd 1	10,557	333.10.55	01/01/25	09/30/26	10/01/23	09/30/26	\$25,804	\$25,804
FFY25 USDA WIC Client Svcs Contracts	7WA700WA7	Amd 1	10,557	333.10.55	01/01/25	09/30/25	10/01/24	09/30/25	\$176,594	\$176,594
PS SSI2 Sub Award Management Task 3	01J89801	Amd 1	66,123	333.66.12	01/01/25	03/31/27	07/01/21	08/31/28	\$50,000	\$50,000
FFY24 PHEP BP1-CDC-LHJ Partners	NU907TU000055	Amd 1	93,069	333.93.06	01/01/25	06/30/25	07/01/24	06/30/25	\$25,708	\$25,708
FFY24 CDC PCH OD2A Prevention	NU117CE010218	Amd 1	93,136	333.93.13	01/01/25	08/31/25	09/01/24	08/31/25	\$33,440	\$33,440
FFY20 ELC EDE LHJ's CDC	NU50CK000515	Amd 1	93,323	333.93.32	01/01/25	06/30/25	01/15/21	07/31/25	\$105,000	\$105,000
FFY25 HRSA MCHBG LHJ Contracts	NGA Not Received	Amd 1	93,994	333.93.99	01/01/25	09/30/25	10/01/24	09/30/25	\$41,853	\$41,853
SFY2 GFS - Group B		Amd 1	N/A	334.04.90	01/01/25	06/30/25	07/01/23	06/30/25	\$25,877	\$25,877
SFY25 Local OPI Prev & Supp Proviso		Amd 1	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$16,042	\$16,042
Reo Shellfish/Biotoxin		Amd 1	N/A	334.04.93	01/01/25	06/30/25	07/01/23	06/30/25	\$800	\$800
SFY25 PPHS-LHJ Funds-GFS		Amd 1	N/A	336.04.25	01/01/25	06/30/25	07/01/24	06/30/25	\$2,314,000	\$2,314,000
YR 27 SRF - Local Asst (15%) SS		Amd 1	N/A	346.26.64	01/01/25	06/30/25	07/01/23	06/30/25	\$13,500	\$13,500
YR 27 SRF - Local Asst (15%) TA		Amd 1	N/A	346.26.66	01/01/25	06/30/25	07/01/23	06/30/23	\$4,000	\$4,000
<b>TOTAL</b>									<b>\$2,832,618</b>	<b>\$2,832,618</b>
<b>Total consideration:</b>				<b>\$0</b>					<b>GRAND TOTAL</b>	<b>\$2,832,618</b>
<b>GRAND TOTAL</b>				<b>\$2,832,618</b>					<b>Total Fed</b>	<b>\$458,399</b>
									<b>Total State</b>	<b>\$2,374,219</b>

\*Assistance Listing Number aka Catalog of Federal Domestic Assistance

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

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

DOH Program Name or Title: DCHS - ELC COVID-19 Response -  
 Effective January 1, 2025

Local Health Jurisdiction Name: Island County Public Health

Contract Number: CLH32052

SOW Type: Original      Revision # (for this SOW)

Period of Performance: January 1, 2025 through June 30, 2025

Funding Source	Federal Compliance (check if applicable)	Type of Payment
<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		

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

Revision Purpose: N/A

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date	End Date	Current Allocation	Allocation Change Increase (+)	Total Allocation
FFY20 ELC EDE LHJ ALLOCATION	1897140B	93.323	333.93.32	01/01/25	06/30/25	0	105,000	105,000
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						0	105,000	105,000

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
Participate in public health emergency preparedness and response activities for COVID-19. This may include surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications and/or other preparedness and response activities for COVID-19.				
Examples of key activities include: <ul style="list-style-type: none"> <li>• Incident management for the response</li> <li>• Testing</li> <li>• Case Investigation/Contact Tracing</li> <li>• Sustainable isolation and quarantine</li> <li>• Care coordination</li> <li>• Surge management</li> <li>• Data reporting</li> </ul>				

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
NOTE: The purpose of this agreement is to supplement existing funds for local health jurisdictions to carry out surveillance, epidemiology, case investigations and contact tracing, laboratory capacity, infection control, mitigation, communications, community engagement, and other public health preparedness and response activities for COVID-19.				
<b>DCHS COVID-19 Response</b>				
1	Establish a budget plan and narrative to be submitted to the Department of Health (DOH) Contract Manager. DOH will send the "Budget narrative Template", "Budget Guidance" and any other applicable documents that may be identified.	Submit the budget plan and narrative using the template provided.	Within 30 days of receiving any new award for DCHS COVID-19 Response tasks.	Reimbursement of actual costs incurred, not to exceed:  \$105,000 FFY20 ELC EDE LHJ ALLOCATION Funding (MI 1897140E) Funding end date 6/30/2025
2	<p>1) LHJ Active monitoring activities. In partnership with WA DOH and neighboring Tribes, the LHJ must ensure adequate culturally and linguistically responsive testing, investigation and contact tracing resources to limit the spread disease. LHJs must conduct the following activities in accordance with the guidance to be provided by DOH.</p> <p>a. Allocate enough funding to sustain modest local level capacity for prioritized case investigation and contact tracing for COVID-19. This includes efforts to conduct follow-up on outbreak/cluster investigations in prioritized high risk settings.</p> <p>i. Contact tracing</p> <ol style="list-style-type: none"> <li>1. Strive to maintain the capacity to conduct targeted investigations as appropriate.</li> <li>2. Have staff that reflect the demographic makeup of the jurisdiction and who can provide culturally and linguistically competent and responsive services. In addition, or alternatively, enter into an agreement(s) with Tribal, community-based and/or culturally-specific organizations to provide such services. DOH centralized investigations will count towards this minimum.</li> <li>3. Ensure all contact tracing staff are trained in accordance with DOH investigative guidelines and data entry protocols.</li> <li>4. Coordinate with Tribal partners in conducting contact tracing for Tribal members.</li> <li>5. Ensure contact tracing and case investigations activities meet DOH case and Contact Tracing Metrics. (Metrics to be determined collaboratively by DOH, LHJs and Tribes.)</li> </ol>	<p>Data collected and reported into DOH systems daily.</p> <p>Enter all contact tracing data in CREST following guidance from-DOH.</p>	<p>Enter performance metrics daily into DOH identified systems</p> <p>Quarterly performance reporting updates</p>	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>Work with DOH to develop a corrective action plan if unable to meet metrics.</p> <p>ii. Case investigation</p> <ol style="list-style-type: none"> <li>1. Strive to maintain the capacity to conduct targeted investigations as appropriate.</li> <li>2. Enter all case investigation and outbreak data in WDRS following DOH guidance.             <ol style="list-style-type: none"> <li>a) Strive to enter all case investigation and outbreak data into CREST as directed by DOH.</li> <li>b) Ensure all staff designated to utilize WDRS have access and are trained in the system.</li> <li>c) Include if new positive cases are tied to a known existing positive case or indicate community spread.</li> <li>d) Conduct targeted case investigation and monitor outbreaks.</li> <li>e) Coordinate with Tribal partners in conducting case investigations for tribal members.</li> </ol> </li> <li>3. Ensure contact tracing and case investigation activities meet DOH Case and Contact Tracing Metrics. (Metrics to be determined collaboratively by DOH, LHJs, and Tribes.) Work with DOH to develop a corrective action plan if unable to meet metrics.</li> </ol> <p>b. Testing</p> <ol style="list-style-type: none"> <li>i. Work with partners and Tribes to ensure testing is available to every person within the jurisdiction meeting current DOH criteria for testing and other local testing needs.</li> <li>ii. Work with partners and Tribes to ensure testing is provided in a culturally and linguistically responsive manner with an emphasis on making testing available to disproportionately impacted communities and as a part of the jurisdiction's contact tracing strategy.</li> <li>iii. Maintain a current list of entities providing COVID-19 testing and at what volume. Provide reports to DOH on testing locations and volume as requested.</li> </ol>	<p>Enter all case investigation data in WDRS following guidance from-DOH.</p> <p>Maintain a current list of entities providing COVID-19 testing and at what volume. Provide reports to DOH Contract manager on testing locations and volume as requested.</p>		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>c. Surveillance FTE support at a minimum of .5 FTE Epidemiologist to support daily reporting needs below.</p> <ul style="list-style-type: none"> <li>i. Ensure all COVID positive lab test results from LHJ are entered in to WDRS by 1) entering data directly in to WDRS, 2) sending test results to DOH to enter, or 3) working with DOH and entities conducting tests to implement an electronic method for test result submission.</li> <li>ii. Collaborate with Tribes to ensure Tribal entities with appropriate public health authority have read/write access to WDRS and CREST to ensure that all COVID lab results from their jurisdictions are entered in WDRS or shared with the LHJ or DOH for entry.</li> <li>d. Tribal Support. Ensure alignment of contact tracing and support for patients and family by coordinating with local tribes if a patient identified as American Indian/Alaska Native and/or a member of a WA tribe.</li> <li>e. Support Infection Prevention and control for high-risk populations <ul style="list-style-type: none"> <li>i. Migrant and seasonal farmworker support. Partner with farmers, agriculture sector and farmworker service organizations to develop and execute plans for testing, quarantine and isolation, and social service needs for migrant and seasonal farmworkers.</li> <li>ii. Congregate care facilities: In collaboration with the state licensing agency (DSHS), support infection prevention assessments, testing, Infection control and isolation and quarantine protocols in congregate care facilities.</li> <li>iii. High risk businesses or community-based operations. In collaboration with state licensing agencies and Labor and Industries, partner with food processing and manufacturing businesses to ensure adequate practices to prevent COVID-19 exposure, conduct testing and respond to outbreaks.</li> <li>iv. Healthcare: Support infection prevention and control assessments, testing, cohorting, and isolation procedures. Provide educational resources</li> </ul> </li> </ul>	<p>Ensure all COVID positive test results are entered into WDRS within 2 days of receipt</p> <p>Quarterly performance updates related to culturally and linguistic competency and responsiveness, tribal support, infection prevention and control for high-risk populations, community education and regional active monitoring activities. Performance update should include status of all projects listed.</p>		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>to a variety of healthcare setting types (e.g., nursing homes, hospitals, dental, dialysis).</p> <p>v. Non-healthcare settings that house vulnerable populations: In collaboration with state corrections agency (DOC) and other state partners, support testing, infection control, isolation and quarantine and social services and wraparound supports for individuals living or temporarily residing in congregate living settings, including detention centers, prisons, jails, transition housing, homeless shelters, and other vulnerable populations.</p> <p>vi. Schools: In collaboration with OSPI and local health jurisdictions, support infection prevention and control and outbreak response in K-12 and university school settings.</p> <p>f. Ensure adequate resources are directed towards H2A housing facilities within communities, fishing industries and long-term care facilities to prevent and control disease transmission. Funds can be used to hire support staff, provide incentives or facility-based funding for onsite infection prevention efforts, etc.</p> <p>g. Community education. Work with Tribes and partners to provide culturally and linguistically responsive community outreach and education related to COVID-19.</p> <p>h. Establish sustainable isolation and quarantine (I&amp;Q) measures in accordance with <a href="#">WAC 246-100-045</a> (Conditions and principles for isolation or quarantine).</p> <p>i. Have at least one (1) location for conducting I&amp;Q operations identified and confirmed. This location should be sufficient for supporting I&amp;Q services that are adequate for the population for your jurisdiction and have an ability to expand if needed. This can be through contract/formal agreement; alternatively, the jurisdiction may establish with an adjacent jurisdiction a formal agreement to provide the isolation and quarantine capacity adequate to the population for your jurisdiction with the ability to expand.</p>	<p>Quarterly performance updates to include name, address and capacity of identified location that can support isolation and quarantine, and confirmation of appropriate planning and coordination as required.</p>		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> <li>ii. Maintain ongoing census data for isolation and quarantine for your population.</li> <li>iii. Planning must incorporate transfer or receipt of people requiring I&amp;Q support to and from adjacent jurisdictions or state facilities in the event of localized increased need.</li> <li>iv. Planning must incorporate indicators for activating and surging to meet demand and describe the process for coordinating requests for state I&amp;Q support, either through mobile teams or the state facility.</li> </ul>	Report census numbers to include historic total by month and monthly total for current quarter to date		

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

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

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

#### Program Specific Requirements

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

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

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

#### **Monitoring Visits (frequency, type)**

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

#### **Special Billing Requirements:**

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

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

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

DOH Program Name or Title: Foundational Public Health Services (FPHS) -  
Effective January 1, 2025

Local Health Jurisdiction Name: Island County Public Health

Contract Number: CLH32052

SOW Type: Original      Revision # (for this SOW)

Period of Performance: January 1, 2025 through June 30, 2025

Funding Source	Federal Compliance (check if applicable)	Type of Payment
<input type="checkbox"/> Federal <Select One>	<input type="checkbox"/> FFATA (Transparency Act)	<input type="checkbox"/> Reimbursement
<input checked="" type="checkbox"/> State	<input type="checkbox"/> Research & Development	<input checked="" type="checkbox"/> Periodic Distribution
<input type="checkbox"/> Other		

**Statement of Work Purpose:** Per RCW 43.70.512, Foundational Public Health Services (FPHS) funds are for the governmental public health system: local health jurisdictions, Department of Health, state Board of Health, sovereign tribal nations and Indian health programs. These funds are to build the system's capacity and increase the availability of FPHS services statewide.

**NOTE:** The full State Fiscal Year (SFY) 2025 (07/01/24-06/30/25) disbursement of FPHS funds for this statement of work (01/01/25-06/30/25) was made in July/August 2024 during the 2022-2024 consolidated contract term and is being included in this statement of work for informational purposes only. There will not be a reconciliation of these funds between the 2022-2024 consolidated contract and the new 2025-2027 consolidated contract. There is no requirement to report unused funds from the 07/01/24-12/31/24 period. It is acknowledged that existing obligations for this funding continue forward and remain in effect in the new contract. These obligations include, but are not limited to, completion of the annual report due after 06/30/25 and fulfillment of all contractual terms and conditions as specified in the prior consolidated contract term that ended 12/31/24.

Revision Purpose: N/A

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change Increase (+)	Total Allocation
				Start Date	End Date			
SFY25 FPHS-LHJ FUNDS-GFS	99210850	N/A	336.04.25	01/01/25	06/30/25	0	2,314,000	2,314,000
<b>Note: Total SFY25 Allocation is for 07/01/24-06/30/25</b>						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						0	<b>2,314,000</b>	<b>2,314,000</b>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	FPHS funds to each LHJ – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$675,000

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2	Assessment Reinforcing Capacity – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$60,000
3	Assessment – CHA/CHIP – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$30,000
4	Lifecourse - NEW SFY 24 Full Lifecourse Workforce Capacity – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$384,000
5	CD - NEW SFY 24 Immunization Outreach, Education & Response – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$75,000
6	EPH - NEW SFY 24 Fully fund Environmental Public Health Policy & Leadership Capacity – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$150,000
7	FC - NEW SFY 24 Strengthening Local Finance Capacity – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$62,000
8	FC - NEW SFY 24 Public Health Communications – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$200,000
9	EPR - NEW SFY 24 Emergency Preparedness & Response – Capacity and Capability – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$202,000
10	CD – Tuberculosis Program – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$17,000
11	Assessment – Shared Regional Epidemiology – General (Assessment/Surveillance, CHA/CHIP) – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$150,000
12	EPH Core Team – Safe and Healthy Communities – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$160,000
13	EPH Core Team – Water System Capacity – See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$149,000

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

FPHS staff from DOH and the Washington State Association of Local Public Health Officials (WSALPHO) will coordinate and communicate together to build and assure common statewide approaches per FPHS Steering Committee direction and the FPHS framework intent.

- For LHJ questions about the use of funds:
  - Chris Goodwin, FPHS Policy Advisor, WSALPHO – [cgoodwin@wsac.org](mailto:cgoodwin@wsac.org), 564-200-3166
  - Brianna Stecere, FPHS Policy Advisor, WSALPHO – [bstecere@wsac.org](mailto:bstecere@wsac.org), 564-200-3171

The intent of FPHS funding is outlined in [RCW 43.70.512](#).

Foundational Public Health Services Definitions and related information can be found here: [www.doh.wa.gov/fphs](http://www.doh.wa.gov/fphs).

**Stable funding and an iterative decision-making process** – The FPHS Steering Committee's roles and responsibilities are outlined in the [FPHS Committee & Workgroup Charter](#). The Steering Committee is the decision making body for FPHS and operates under a consensus-based decision making model, outlined [here](#). The Steering Committee use an iterative approach to decision making meaning additional tasks and/or funds may be added to a local health jurisdiction's (LHJ) FPHS Statement of Work (SOW) as funding decisions are made.

**Spending of FPHS funds** – FPHS funds do not require pre-approval or pre-authorization to spend. FPHS funds are to assure FPHS services are available in each jurisdiction based on the FPHS Definitions (link) and as reflected in the SOW. Assurance includes providing FPHS as part of your jurisdiction's program operations, contracting with another governmental public health system partner to provide the service, or receiving the service through a new service delivery model such as cross-jurisdictional sharing or regional staff. FPHS funds are eligible starting at the beginning of each state fiscal year (July 1) regardless of when funds are received by the LHJ, even if the expenditure occurred before the LHJ's contract was signed.

These funds are not intended for fee-based services such as select environmental public health services. As state funding for FPHS increases, other funds sources (local revenue, grants, federal block grants) should be directed to the implementation of additional important services and local/state priorities as determined by each agency/jurisdiction.

**Annual Allocations** – The legislature appropriates FPHS funding on an annual basis and the FPHS Steering Committee allocates funds annually through the FPHS Concurrence Process for the State Fiscal Year (SFY): July - June.

The Legislature appropriates FPHS funding amounts for each fiscal year of the biennium. This means that funds must be spent within that fiscal year and cannot be carried forward. Any funds not spent by June 30<sup>th</sup> each year must be returned to the State Treasury. Funding allocations reset and begin again at the start of the next fiscal year (July 1).

This Statement of Work is for the period of July 1, 2024-December 31, 2024 and may be included in multiple Consolidated Contracts (ConCons) which are based on the calendar year and renewed every three years.

**Disbursement of FPHS funds to LHJs** – Unlike other ConCon grants, FPHS bill-back to DOH is NOT required. Half of the annual FPHS funds allocated by the Steering Committee to each LHJ are disbursed each July and January. The July payments to LHJs and access to FPHS allocation for all other parts of the governmental public health system occur upon completion of the FPHS Annual Assessment.

**Deliverables** – FPHS funds are to be used to assure FPHS services statewide. The FPHS accountability process measures how funds are spent, along with changes in system capacity through the FPHS Annual Assessment, system performance indicators, and other data. DOH, SBOH and local health jurisdictions have agreed to complete:

1. Reporting of spending and spending projections. Process timelines and reporting template are provided by the FPHS Steering Committee via FPHS Support Staff.
2. FPHS Annual Assessment is due each July to report on the previous state fiscal year. Process and reporting template are provided by the FPHS Steering Committee via FPHS Support Staff. System results are published in the annual FPHS Investment Report available at [www.doh.wa.gov/fphs](http://www.doh.wa.gov/fphs).

## BARS Expenditure Coding – provided for your reference

BARS Expenditure Codes for FPHS activities are below	
10	FPHS Epidemiology & Surveillance
11	FPHS Community Health Assessment
12	FPHS Emergency Preparedness & Response
13	FPHS Communication
14	FPHS Policy Development
15	FPHS Community Partnership Development
16	FPHS Business Competencies
17	FPHS Technology
20	FPHS CD Data & Planning
21	FPHS Promote Immunizations
23	FPHS Disease Investigation – Tuberculosis (TB)
24	FPHS Disease Investigation – Hepatitis C
25	FPHS Disease Investigation – Syphilis, Gonorrhea & HIV
26	FPHS Disease Investigation – STD (other)
27	FPHS Disease Investigation – VPD
28	FPHS Disease Investigation – Enteric
29	FPHS Disease Investigation – General CD
40	FPHS EPH Data& Planning
41	FPHS Food
42	FPHS Recreational Water
43	FPHS Drinking Water Quality
44	FPHS On-site Wastewater
45	FPHS Solid & Hazardous Waste
46	FPHS Schools
47	FPHS Temporary Worker Housing
48	FPHS Transient Accommodations
49	FPHS Smoking in Public Places
50	FPHS Other EPH Outbreak Investigations
51	FPHS Zoonotics (includes vectors)
52	FPHS Radiation
53	FPHS Land Use Planning
60	FPHS MCH Data & Planning
70	FPHS Chronic Disease, Injury & Violence Prevention Data & Planning
80	FPHS Access/Linkage with Medical, Oral and Behavioral Health Care Services Data & Planning
90	FPHS Vital Records
91	FPHS Laboratory – Centralized (PHSKC Only)
92	FPHS Laboratory

**Special References (i.e., RCWs, WACs, etc.):**

[FPHS Intent - RCW 43.70.512](#)  
[FPHS Funding – RCW 43.70.515](#)  
[FPHS Committee & Workgroup Charter](#)  
[FPHS Steering Committee Consensus Decision Making Model](#)

**Activity Special Instructions:**

**Investments to Each LHJ:**

**1. FPHS Funds to Each LHJ**

These funds are allocated to be used to provide any programs and services within all of the FPHS Definitions. Each LHJ is empowered to prioritize where and how to use these funds to maximize equitable, effective and efficient delivery of FPHS to every community in Washington.

Use BARS expenditure codes from the list above that most closely align with expenditure made.

**Targeted Investments to Each LHJ:**

**2. Assessment Reinforcing Capacity (FPHS definition G.2)**

Support LHJ assessment capacity with flexible funds to meet locally identified needs. BARS expenditure codes: 562.10 or 11

**3. Assessment – CHA/CHIP (FPHS definitions G.3)**

Support any CHA/CHIP activity or service (e.g., data analysis, focus groups, report writing, process facilitation) and may be used to contract with other agencies for staff time or services. Use BARS expenditure codes: 562.11

**4. Lifecourse - NEW SFY 24 Full Lifecourse Workforce Capacity (FPHS definitions D, E, F)**

Infrastructure and workforce investments to each LHJ to meet fundamental needs in three areas: Maternal/Child/Family Health; Access/Linkage with Medical, Oral and Behavioral Health Services; and Chronic Disease, Injury and Violence Prevention. Use BARS expenditure codes: 562.60, 562.70, and/or 562.80

**5. CD - NEW SFY 24 Immunization Outreach, Education & Response (FPHS definition C.3)**

Promote immunization education and use of the statewide immunization registry through evidence-based strategies. Funding can also be used to support vaccine-preventable disease response. BARS expenditure codes: 562.21 and/or 562.27

**6. EPH - NEW SFY 24 Fully fund Environmental Public Health Policy & Leadership Capacity (FPHS definitions B.2, A.C, J.1-3, K.1-2, L.1)**

These funds are to be used for staffing costs for environmental health responsibilities and functions (that are not directly fee-based) within leadership, policy development, foundational public health services implementation, evaluation, or administration, including (but not limited to) Environmental Health Directors. Examples of funded roles include work relating to general policy, statewide and/or system-wide, and/or cross-jurisdictional work, legislation, and rulemaking, SBOH engagement, leadership support and/or development, workforce development, leadership within health equity, climate, and environmental justice. Use BARS expenditure codes: 562.14, 562.40 – 562.53

**7. FC - NEW SFY 24 Strengthening Local Finance Capacity (FPHS definitions L.2-4, L.6, L.8)**

Capacity and infrastructure to assure fiscal management and contract and procurement policies and procedures are effectively implemented to support programs and services. Use BARS expenditure codes: 562.16

8. **FC - NEW SFY 24 Public Health Communications (FPHS definitions I.1-2)**  
Capacity to enhance the frequency, accuracy, and accessibility of public health communications to diverse populations via various media to support programs and services. Use BARS expenditure codes: 562.13
9. **EPR - NEW SFY 24 Emergency Preparedness & Response – Capacity and Capability (FPHS definitions H. 1-4)**  
Capacity and infrastructure to support and enhance the local delivery of FPHS Emergency Preparedness and Response services and activities across critical subject matter areas. Use BARS expenditure codes: 562.12

**Targeted Investments to Select LHJs – Assuring FPHS Available in Own Jurisdiction:**

10. **CD – Tuberculosis Program (FPHS definition C.4.q-v)**  
Expand capacity to conduct timely investigation for all infectious TB cases, conduct outreach and evaluation to Class B arrivers and infected contacts, provide education and resources to promote engagement with community providers, and coordinate case management for patients with LTBL. Funding allocated to LHJs with high Tuberculosis (TB) burden. Use BARS expenditure codes: 562.23.

**Targeted Investments to Select LHJs – Assuring FPHS Available for/in Multiple Jurisdictions:**

11. **Assessment – Shared Regional Epidemiology – General (Assessment/Surveillance, CHA/CHIP) (FPHS definitions G.1,2)**  
Increase assessment and epidemiology capacity via regional/shared epidemiologist model to meet locally identified needs. Use BARS expenditure codes: 562.10 or 11

**EPH -- Core Teams (Applies to all EPH Core Team FPHS Investments) (FPHS definition B.1-7)**

Each EPH Core Team investment is for LHJ staff to participate in a cross-jurisdictional topic-specific Core Team. The Core Teams are each tasked with developing one or more model program(s), intended to offer guidance for scalable environmental public health responses relating to their specific sub-topic area(s). Where it makes sense to do so, the Core Teams may also work on implementation of these model programs. The content and output of these model programs will vary depending on the needs and approaches specific to each sub-topic area.

Recipients of these Core Team FPHS funds are required to participate in the associated Core Team for each investment. Recipients may spend these funds towards staffing time necessary to participate and on FPHS-qualifying activities for the specific sub-topic area(s) attached to its associated investment. Each Core Team FPHS investment is distinctive from all other Core Team FPHS investments.

Core Teams exist outside the FPHS structure, in partnership between LHJs and WA DOH, with one co-lead from each. Model programs developed through Core Team work will be made available to all Washington public health agencies.

There are currently six EPH Core Teams. They are listed below, with their sub-topic area(s), as applicable.

- System-Wide Data Management Improvement
- Climate-Change Response
- Lead Exposure
- Water System Capacity
- Homelessness Response
- Safe & Healthy Communities

**Island is receiving funds to participate in these EPH Core Teams:**

12. **EPH Core Team – Safe & Healthy Communities**

This Core Team develops system capacity to advance EPH perspectives into planning processes such as State Environmental Policy Act (SEPA) work, Health Impact Assessments, Comprehensive Plans, and related environmental review opportunities. The Core Team will develop one or more model program(s) to provide scalable approaches to healthy community planning, which may include wastewater planning and treatment, seawater intrusion in drinking water, ventilation in public buildings, PFAS contamination, climate change challenges, and other emerging topics identified by the Core Team.

- Use BARS expenditure code: 562.40

13. **EPH Core Team – Water System Capacity**

The goal of this Core Team is to increase LHJ capacity for water resource management and planning.

- Use BARS expenditure code: 562.43 or 53.

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

DOH Program Name or Title: Injury & Violence Prevention-Overdose Data to Action in States - Effective January 1, 2025

Local Health Jurisdiction Name: Island County Public Health

Contract Number: CLH32052

SOW Type: Original      Revision # (for this SOW)

Period of Performance: January 1, 2025 through August 31, 2025

Funding Source	Federal Compliance (check if applicable)	Type of Payment
<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		

**Statement of Work Purpose:** The purpose of this statement of work (SOW) is to allocate funds to Island County Public Health to implement overdose prevention strategies under the CDC Overdose Data to Action in States (OD2A-S) Cooperative Agreement. Please see the budget tables under the activity table for a breakdown of allocated funds. Please also see the "Program Special Requirements" section at the bottom of the Statement of Work.

Revision Purpose: N/A

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date	LHJ Funding Period End Date	Current Allocation	Allocation Change Increase (+)	Total Allocation
FFY24 CDC PCH OD2A PREVENTION	77520240	93.136	333.93.13	01/01/25	08/31/25	0	33,440	33,440
SFY25 LOCAL OPI PREV & SUPP POVISO	77550855	N/A	334.04.93	01/01/25	06/30/25	0	16,042	16,042
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						0	49,482	49,482

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount						
1.	<p>OD2A-S 8.1.1</p> <p>The LHJ will initiate, expand, and support overdose prevention programs and outreach activities led by navigators with the intention of promoting access to harm reduction services.</p> <p>The LHJ will staff three syringe services program (SSP) locations and offer the following services: distributed harm reduction supplies, offer harm reduction services, offer assistance with obtaining assessments for mental health and substance use disorder (SUD) treatment, and</p>	<p>Progress report update about:</p> <ul style="list-style-type: none"> <li>Types of assistance offered to clients to obtain assessments for mental health and SUD treatment</li> <li>Types of assistance offered to clients to access detox and treatment for SUD</li> </ul> <p>Quarterly performance measure reporting on the data that is relevant to this activity. Please see the deliverables/outcomes tied to the "Evaluation Requirements" activity for a full list of performance measures.</p>	<p>Progress report updates and performance measure reporting and due to DOH on the following timeline:</p> <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <th>Reporting Period</th> <th>Report Due Date</th> </tr> <tr> <td>11/01/24-01/31/25</td> <td>02/01/25</td> </tr> <tr> <td>02/01/25-03/31/25</td> <td>04/01/25</td> </tr> </table>	Reporting Period	Report Due Date	11/01/24-01/31/25	02/01/25	02/01/25-03/31/25	04/01/25	<p>Monthly invoices for actual cost reimbursement will be submitted to DOH.</p> <p>Barring the purchase of naloxone, the LHJ may bill to either of the two MI codes listed in the funding table for time and effort spent on any activity in this statement of work.</p>
Reporting Period	Report Due Date									
11/01/24-01/31/25	02/01/25									
02/01/25-03/31/25	04/01/25									

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	offer assistance with accessing detox and/or treatment for SUD and mental health concerns.		04/01/25- 06/30/25 07/01/25- 08/31/25	07/01/25 10/31/25
2.	OD2A-S 8.2.1  The LHJ will expand overdose education and naloxone distribution, prioritizing those who are at the greatest risk of experiencing or witnessing an overdose. Presentations may be offered to Island County schools' students and staff and staff of local businesses likely to persons who are experiencing an overdose.	Progress report update on the progress and process to expand overdose education and naloxone distribution including: <ul style="list-style-type: none"><li>• Where presentations were offered</li><li>• A brief description of the content offered in the trainings at each location</li></ul> Quarterly performance measure reporting on the data that is relevant to this activity. Please see the deliverables/outcomes tied to the "Evaluation Requirements" activity for a full list of performance measures.		Total of all invoices for FFY24 CDC PCH OD2A PREVENTION will not exceed \$33,440 through August 31, 2025.
3.	OD2A-S 8.2.2  The LHJ will provide low-barrier transportation services to treatment and distribute take-home lock boxes for safe medications for opioid use disorder (MOUD) storage. The LHJ will provide transportation to detox facilities, SUD assessments, and treatment as well as to court hearings and other essential needs programs for clients. The LHJ will distribute lock boxes at shelters, community events, and to people they are connected with through referrals from community agencies.	Progress report update on the progress and process of providing low-barrier transportation services to treatment and distributing take-home lock boxes including: <ul style="list-style-type: none"><li>• The number of clients transported</li><li>• Where they were transported (MOUD, behavioral health, other [describe])</li><li>• The number of lock-boxes distributed and where</li></ul> Quarterly performance measure reporting on the data that is relevant to this activity. Please see the deliverables/outcomes tied to the "Evaluation Requirements" activity for a full list of performance measures.		Note: All final A19 invoices for the SOW period of performance are due to DOH no later than 60 days after the end of the performance period. Because progress reports are considered supporting documentation for A19 invoice submission, the final progress report of this contract budget period is due on the same date that the final A19 invoice for this budget period must be submitted.
4.	OD2A-S 8.2.3  The LHJ will improve education on and increase access to drug-checking supplies. The LHJ will provide education and drug testing supplies at three SSPs, through community outreach efforts (including homeless encampments), and through referrals received from community stakeholders.	Progress report update on the progress and process of improving education on and access to drug-checking supplies.  Quarterly performance measure reporting on the data that is relevant to this activity. Please see the deliverables/outcomes tied to the "Evaluation Requirements" activity for a full list of performance measures.		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		the "Evaluation Requirements" activity for a full list of performance measures.		
5.	OD2A-S 9.1.1  The LHJ will use navigators to facilitate linking people to care and other services.  Opioid Outreach Case Managers (navigators) will facilitate referrals and warm handoffs to community service providers for SUD assessments, detox, treatment, and harm reduction services. Both community partner referrals as well as self-referrals from those participating in SSP outreach efforts will be accepted.  Once initial referrals for services are made, Island County Human Services staff will continue to work with individuals and assist them in making ongoing appointments and participating in follow-up care and treatment. Ongoing assessments will be made throughout engagement to modify goals and ascertain the most current state of a person's needs.	Progress report update on the progress and process of facilitating referrals and warm handoffs.  Quarterly performance measure reporting on the data that is relevant to this activity. Please see the deliverables/outcomes tied to the "Evaluation Requirements" activity for a full list of performance measures.		
6.	Maintaining partnerships  The LHJ will participate in community meetings and forums to strengthen collaboration and continue to encourage referrals from partner organizations.	Progress report update on participation in community meetings and forums as well as engagement with partners.		
7.	Maintain communication with DOH  <ul style="list-style-type: none"> <li>• The LHJ will meet virtually with the DOH contract manager on a monthly or quarterly basis.</li> <li>• When requested, the LHJ will join meetings with DOH and CDC OD2A-S project officers to provide updates on the implementation of the statement of work activities.</li> <li>• The LHJ will participate in quarterly calls with DOH and other recipients of this funding to share lessons learned, successes, and challenges.</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly or quarterly meetings</li> <li>• Meetings with CDC as requested</li> <li>• Participate in quarterly calls with all grantees</li> </ul>		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
8.	<p>Evaluation requirements</p> <p>The LHJ will engage in evaluation activities in the following ways:</p> <ul style="list-style-type: none"> <li>• Collect data on CDC performance measures to support DOH evaluation plan.</li> <li>• Provide answers to contextual performance measures questions.</li> <li>• Collaborate with the DOH evaluator on a Targeted Evaluation Project (TEP) that will provide a greater understanding of navigation activities.</li> <li>• Support other evaluation tasks as requested, to meet overall CDC evaluation requirements.</li> </ul>	<p>DOH will provide a template for the collection of the following quantitative data:</p> <ul style="list-style-type: none"> <li>• Total number of harm reduction service encounters (e.g., in-person, mail, telephone, online)</li> <li>• Zip code where harm reduction services were provided (list “unknown” when location is unknown)</li> <li>• Total number of navigators located in a harm reduction setting or other setting</li> <li>• Number of referrals to harm reduction services for each race/ethnicity</li> <li>• If possible, total number of hours spent by each navigator on linkage to care or referral efforts</li> <li>• Type of organization where naloxone was distributed (SSP, faith-based organizations, schools, etc.)</li> <li>• Zip code where naloxone was distributed (list “unknown” when unknown)</li> <li>• Number of naloxone doses distributed at each type of organization</li> <li>• Number of service encounters involving drug checking</li> <li>• Zip code for drug checking encounters (list “unknown” when unknown)</li> <li>• Number of referrals to MOUD for each race/ethnicity</li> <li>• Number of referrals to behavioral health treatment only (without MOUD) for each race/ethnicity</li> <li>• Number of other referrals, if not to MOUD and behavioral health, with a description of the type of referral</li> </ul> <p>DOH will provide a template for the collection of the following qualitative data:</p> <ul style="list-style-type: none"> <li>• How has access to care or treatment has been improved, and what new/existing community assets were leveraged?</li> </ul>		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		<ul style="list-style-type: none"> <li>• What are the barriers for people accessing harm reduction services in your jurisdiction?</li> <li>• What are barriers to accessing or receiving naloxone?</li> <li>• Describe what types of navigators are included in the data reported</li> <li>• Describe methods to support navigators</li> </ul>		

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

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

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

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

**Program Specific Requirements**

**Restrictions on Funds (i.e., disallowed expenses or activities, indirect costs, etc.):** Reimbursement for the purchase of naloxone can only be billed to SFY25 LOCAL OPI PREV & SUPP POVISO. The LHJ must have received prior approval from the DOH contract manager to purchase naloxone.

**Billing Requirements:**

DOH awards funding through reimbursement-based billing. Invoices must be submitted monthly on an A19-1A invoice voucher.

**Budget Table**

For the entire LHJ OD2A-S Year 1 Budget Period (11/1/24-8/31/25)

Salaries	\$53,285
Benefits	\$20,153
<b>TOTAL</b>	<b>\$73,438</b>
<b>BUDGET</b>	

\*The LHJ must receive written approval from DOH before making any changes to the SOW activities or itemized budget.

\*If the LHJ intends to request reimbursement for indirect costs, the LHJ must have an unexpired cost-rate approval letter on file with DOH. Payment for indirect costs may be withheld until an up-to-date approval letter is received by DOH.

Breakdown of funds allotted over the entire LHJ OD2A-S Year 1 Budget Period (11/1/24-8/31/25)

**November 1, 2024-December 31, 2024 ConCon SOW (Last amendment of the 2022-2024 ConCon Term)**

Funding Source	MI Title	Allocation	Must be spent by
Federal Funds			
OD2A-S Year 1 Funds	FFY24 CDC OD DATA TO ACTION PREV	\$14,332	12/31/24 (unspent funds roll over)
State Funds			
Time Limited State Enhancement	SFY25 LOCAL OPI PREV & SUPP POVISO	\$9,625	12/31/24 (unspent funds roll over)

Unspent funds from the 9/1/24-12/31/24 ConCon SOW will be allotted to you in a later 2025 ConCon amendment.

**January 1, 2025-August 31, 2025 ConCon SOW (First amendment of the 2025-2027 ConCon Term)**

Funding Source	MI Title	Allocation	Must be spent by
Federal Funds			
OD2A-S Year 1 Funds	FFY24 CDC PCH OD2A PREVENTION	\$33,440	8/31/25
State Funds			
Time Limited State Enhancement	SFY25 LOCAL OPI PREV & SUPP POVISO	\$16,042	6/30/25

\*OTE = One-Time Enhancement Funds. LHJs that applied for and were approved to receive One-Time Enhancement funds will receive those funds if DOH's request for expanded authority is approved by the CDC.

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

DOH Program Name or Title: Maternal & Child Health Block Grant –  
Effective January 1, 2025

Local Health Jurisdiction Name: Island County Public Health

Contract Number: CLH32052

SOW Type: Original      Revision # (for this SOW)

Period of Performance: January 1, 2025 through September 30, 2025

Funding Source	Federal Compliance (check if applicable)	Type of Payment
<input checked="" type="checkbox"/> Federal Subrecipicnt		<input checked="" type="checkbox"/> Reimbursement
<input type="checkbox"/> State		<input type="checkbox"/> Fixed Price
<input type="checkbox"/> Other		

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

Revision Purpose: N/A

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date	End Date	Current Allocation	Allocation Change Increase (+)	Total Allocation
FFY25 HRSA MCHBG LHJ CONTRACTS	78101251	93.994	333.93.99	01/01/25	09/30/25	0	41,853	41,853
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						0	41,853	41,853

<b>Maternal and Child Health Block Grant (MCHBG) Administration</b>				
Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1a	Report actual expenditures for the six-month period from October 1, 2024 through March 31, 2025.	Submit actual expenditures using the MCHBG Budget Workbook to DOH Community Consultant.	May 16, 2025	Reimbursement for actual costs, not to exceed total funding consideration. Monthly Reports must only reflect activities paid for with funds provided in this statement of work for the specified funding period.
1b	Develop 2025-2026 MCHBG Budget Workbook for October 1, 2025 through September 30, 2026 using DOH-provided template.	Submit MCHBG Budget Workbook to DOH Community Consultant.	September 5, 2025	
1c	Participate in DOH-sponsored annual MCHBG meeting.	LHJ Contract Lead or designee will attend meeting.	September 30, 2025	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
				See Program Specific Requirements and Special Billing Requirements.
<b>Implementation</b>				
2a	Report 2024-25 MCHBG-funded activities and outcomes using DOH-provided reporting template. As a foundation of your MCHBG work determine how processes and programs can close gaps in health outcomes.	Submit monthly reports to DOH Community Consultant. Describe in your updates within each activity of the monthly report how you are intentionally focused on closing gaps in health outcomes.	January 15, 2025 February 15, 2025 March 15, 2025 April 15, 2025 May 15, 2025 June 15, 2025 July 15, 2025 August 15, 2025 September 15, 2025	Reimbursement for actual costs, not to exceed total funding consideration. Monthly Reports must only reflect activities paid for with funds provided in this statement of work for the specified funding period.
2b	Develop 2025-26 MCHBG reporting document for October 1, 2025 through September 30, 2026 using DOH-provided template.	Submit MCHBG reporting document to DOH Community Consultant.	Draft – August 15, 2025 Final – September 12, 2025	See Program Specific Requirements and Special Billing Requirements.
<b>Children and Youth with Special Health Care Needs (CYSHCN)</b>				
3a	Complete intake and renewal, per reporting guidance supplied by DOH, on all infants and children served by the CYSHCN Program as referenced in CYSHCN Program guidance. If no CYSHCN care coordination (enabling service) is provided in a given quarter, email the CHIF administrator at <a href="mailto:DOH-CHIF@doh.wa.gov">DOH-CHIF@doh.wa.gov</a> and indicate that zero clients were served during the quarter. No spreadsheet is necessary when zero clients are served.	Submit data to DOH per CYSHCN Program guidance.	January 15, 2025 April 15, 2025 July 15, 2025	Reimbursement for actual costs, not to exceed total funding consideration. Monthly Reports must only reflect activities paid for with funds provided in this statement of work for the specified funding period.
3b	Identify unmet needs for CYSHCN on Medicaid and refer to DOH CYSHCN Program for approval to access Diagnostic and Treatment funds as needed.	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.
3c	Review your program's entry on <a href="http://ParentHelp123.org">ParentHelp123.org</a> annually for accuracy.	Document in the Administrative box on your MCHBG report that you have updated information on your local CYSHCN program with WithinReach/Help Me Grow.	September 30, 2025	
3d	Support improvements to the local system of care (public health services and systems/policy, systems, and environment) for CYSHCN. Refer to the Focus of Work document for example activities and priority areas.	Submit updates as part of monthly reporting document.	January 15, 2025 February 15, 2025 March 15, 2025 April 15, 2025	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
			May 15, 2025 June 15, 2025 July 15, 2025 August 15, 2025 September 15, 2025	
<b>MCHBG Assessment and Evaluation</b>				
4a	As part of the ongoing 5-year MCHBG Needs Assessment, participate in activities developed and coordinated by DOH using DOH-provided reporting template.	Submit documentation as requested by DOH.	September 30, 2025	Reimbursement for actual costs, not to exceed total funding consideration. Monthly Reports must only reflect activities paid for with funds provided in this statement of work for the specified funding period.  See Program Specific Requirements and Special Billing Requirements.

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

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

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

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

**Program Specific Requirements**

**Special Requirements:**

All training costs and all travel expenses for such training (for example: per diem, hotel, registration fees) must be pre-approved, unless identified in pre-approved Budget Workbook. Submit a paragraph to your Community Consultant explaining why the training is necessary to implement a strategy in the approved work plan. Details should also include total cost of the training and a link to or brochure of the training. Retain a copy of the Community Consultant's approval in your records.

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

**Monitoring Visits (i.e., frequency, type, etc.):**

Check-ins with DOH Community Consultant as needed.

**Billing Requirements:**

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

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** National Estuary Program Shellfish Strategic Initiative 2.0 - Effective January 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health

**Contract Number:** CLH32052

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

**Period of Performance:** January 1, 2025 through March 31, 2027

<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		

**Statement of Work Purpose:** Island County has approximately 29,000 on-site sewage systems (OSS), many old or degraded, and near bodies of water that are used for recreation, fishing, shell fishing, and drinking water. Past work completed by Island County staff and partners have identified priority areas that have been frequently closed to recreational and/or commercial shellfishing due to high levels of fecal coliform and/or E. coli bacteria, but could feasibly be protected, restored, and reopened with the implementation of source control mitigation and enforcement at known and suspected pollution sites. Work funded through this program includes the development, establishment, and implementation of a new Pollution Identification and Correction (PIC) program as described in Investment Priority C. The proposed work will support collaborative efforts of Island County staff from two divisions of Public Health: Environmental Public Health (EPH) and Natural Resources (NR); as well as local Conservation Districts (Whidbey Island and Snohomish County), who will be active partners in the identification and remediation of sites where agriculture is considered the highest contributor to poor water quality outcomes.

Funding requested will enable these teams to work together in protecting public health by developing, implementing, and managing a PIC program built on previous lessons learned. Island County initiated a pilot PIC program from 2011-2015 with support from the Washington State Department of Health (DOH) using Pathogens Lead Organization funds. Through targeted efforts, surface water quality improvements sufficiently allowed for 152 acres of the Port Susan Growing Area to be classified as approved and reopened for shellfish harvesting. Island County built on this initial work with the second phase of PIC in three additional watersheds within the county - Maxwelton, Holmes Harbor, and Penn Cove; however, the effectiveness of the program was significantly reduced due to CoVID-19 restrictions. Island County has been without a PIC program since fall of 2022 due to funding constraints, and as such effectively has no ability to source, address, and/or mitigate known chronic E. coli issues in commercially and recreationally important shellfish-growing areas across Whidbey and Camano islands. The proposed work would implement a PIC approach that utilizes past, current, and ongoing monitoring data from the Island County surface water quality monitoring program to identify pollution threatening Island County's water quality and associated shellfish habitat. Currently, suspected pollution 'hotspots' are 'bracketed' and tracked up the drainage path to its suspected source. Natural Resources staff work with EPH staff as well as property owner(s) to hopefully correct the problem via voluntary compliance; however, limited capacity and non-existent PIC program funding have led to lack of ability to specifically identify point sources (e.g., dye testing, etc.), nor the ability to escalate, enforce, and/or remediate the cause.

Through past and current work, Island County knows that fecal coliform and E. coli pollution are severely degrading several shellfish harvesting areas throughout Whidbey and Camano islands; three of these areas have been identified as top priority for correction through this proposed PIC program work due to chronic shellfish harvesting closures and include Maple Grove (Camano), Holmes Harbor (Whidbey), and Maxwelton (Whidbey) beach areas. Maple Grove has replaced Penn Cove on the priority list this cycle due to both equity efforts of increasing open beaches on both islands, and recent routine testing showing exceptionally high E. coli levels at Maple Grove public boat launch, leading to citizen complaints and fears of the risk posed to human health. The goal of this funding request is to implement procedures and actions that identify and correct sources of pollution, ultimately resulting in the reopening of these shellfish beaches.

Based on the urgent need for additional monitoring and remediation of septic issues, Island County will build on its past PIC work and current/ongoing surface water quality monitoring that identifies E. coli 'hotspots' to successfully stand up a complete PIC program. This proposal will institute and test the escalation procedures necessary to collaborate with County environmental health officials on enforcement actions for non-responders. Having an established PIC program would help provide a more thorough enforcement framework for new Island County code currently under development, as well as provide funding necessary for enforcement personnel to investigate and correct violations.

**Objectives:**

Exhibit A, Statement of Work

Page 1 of 15

Contract Number CLH32052-Amendment 1

- Develop and implement a PIC program utilizing lessons learned and past reconnaissance on problem areas.
- Coordinate regulatory oversight and policy development with Environmental Health and enforcement agencies.
- Coordinate water pollution investigations.

## Key Outcomes:

- Restore and protect Island County shellfish habitat and public health by correcting known and discovered fecal pollution and E. coli sources.
- Reopen shellfish harvesting in three priority areas (Maple Grove, South Holmes Harbor, and Maxwelton).

\*\*NOTE\*\* Any dates for deliverables that precede this contract are for informational purposes only.

Revision Purpose: N/A

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date	End Date	Current Allocation	Allocation Change Increase (+)	Total Allocation
PS SSI2 SUB AWARD MANAGEMENT TASK 3	261K1213	66.321	333.66.12	01/01/25	03/31/27	0	50,000	50,000
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						0	<b>50,000</b>	<b>50,000</b>

Description (e.g. "shellfish beds reopened")	Units (e.g., acres)	Targets/Estimate ("number")
Reopen shellfish growing areas in Maple Grove – Recreational Beach (~1 acre), Maxwelton – Southwest Whidbey Island Growing Area (~3 acres), and Conditionally Approved portion of Holmes Harbor Growing Area (~6 acres)	Acres	10
Number of OSS failures identified	OSS failures	20
Percentage of OSS failures corrected or with correction plan in place	OSS corrections	100 %
Number of outreach events (including community booth events such as local fairs and festivals, and at least one targeted workshop in each of the three identified areas per year)	Events	21

Number of door hangers, flyers, and other information distributed to homeowners in vicinity of surface water sampling locations identifying high <i>E. coli</i> concentrations (reminders of septic maintenance guidelines, information on beach closures, etc.)	Individual outreach items	1,500
Number of OSS with routine maintenance tracking/enforcement in place	OSS	10
Number of rebates or financial assistance packages distributed to property owners within project focus area	Rebates	3

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
<b>TASK 1. Project Development</b>				
This task must be completed before initiating any other work under this subaward. All QAPP related work completed prior to the completion of Task 1 will be ineligible for reimbursement under this subaward.				
1.1	Quality Assurance Project Plan (QAPP) Development. Per EPA sub-award terms and conditions, for projects that involve the collection, production, evaluation, or use of environmental information, the sub-recipient must submit a Quality Assurance Project Plan (QAPP) to the Washington State Department of Ecology's NEP Quality Coordinator (NEP QC) using EPA's NEP guidance for QAPPs. Project work should not begin until the Quality Assurance Project Plan (QAPP) has Quality Assurance approval. At contract start, the subrecipient must work with the NEP QC to ensure the project meets quality assurance requirements per the contract terms and conditions. The subrecipient is also required to conduct and document an annual review of the approved QAPP with ECOLOGY for projects exceeding one year in duration. For any changes prior to the annual review the subrecipient must contact the NEP QC to confirm required documentation. Changes may include but are not limited to new sampling sites, extended timeline, updated methods, and changes to analysis. Ecology QA Coordinator contact: Ken Nelson, <a href="mailto:kne1461@ecy.wa.gov">kne1461@ecy.wa.gov</a>	Copy of signed QAPP or QAPP waiver  Annual review	Before collecting or analyzing environmental data  Annually	Reimbursement up to \$ 14,810 based on actual costs.
1.2	<b>Project Factsheet</b> Using the templates provided, the subrecipient must complete an initial one-page Project Factsheet at the outset of the contract. A final one-page Project Factsheet is due at the end of the contract. The initial factsheet will provide an overview of the project and a brief description of the	a. Initial Project Factsheet  b. Final Project Factsheet	a. Due with first quarterly report b. 2 weeks prior to contract end date	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	subrecipient's organization. The subrecipient will submit the initial factsheet with the first quarterly progress report. The subrecipient will submit the final factsheet at the end of the contract to summarize project outcomes, lessons learned, and next steps. The Shellfish SIL will make the factsheets publicly available through the website <a href="https://pugetsoundestuary.wa.gov/">https://pugetsoundestuary.wa.gov/</a> .			
<b>TASK 2. Project Management and Reporting</b>				
Task 2 describes the project administrative and reporting requirements. The subrecipient will refer to and comply with all underlying state and federal terms and conditions.				
2.1	<p><b>Progress Reporting and Invoicing</b></p> <p>REPORTING: The subrecipient will submit quarterly progress reports by the specified target completion dates. Quarterly reporting periods are:</p> <p>Quarter 1 reporting period: Jan 1 – Mar 31 (FEATS serves as Q1 report)</p> <p>Quarter 2 reporting period: Apr 1 – Jun 30</p> <p>Quarter 3 reporting period: Jul 1 – Sep 30 (FEATS serves as Q3 report)</p> <p>Quarter 4 reporting period: Oct 1 – Dec 31</p> <p>Progress reports shall include:</p> <ul style="list-style-type: none"> <li>A description of: <ul style="list-style-type: none"> <li>o Work completed for each task/subtask during the reporting period, including what deliverables were completed and submitted during the reporting period.</li> <li>o Total allowable spending by task.</li> <li>o Status for ongoing project tasks.</li> <li>o Challenges affecting task-specific or overall project completion date(s), scope of work, or costs.</li> </ul> </li> <li>Evidence of satisfactory completion of all reporting requirements.</li> </ul> <p>The subrecipient will email quarterly progress reports and deliverables to the NEP Administrative Assistant and copy their Contract Manager.</p> <p>INVOICES: The subrecipient will submit invoices with all applicable forms included following the DOH ConCon billing process. Invoices must be submitted at least every 60 days after work is completed (bi-monthly), but no more</p>	<p>Quarterly progress reporting</p> <p>Invoicing</p>	<p>Annually on January 15 Annually on July 15</p> <p>60 days after work is completed (every 2 months for ongoing work)</p>	<p>Reimbursement up to \$39,474 based on actual costs.</p>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>frequently than monthly. Invoices will be reviewed for consistency with progress.</p> <p>At the end of the contract period, the subrecipient will submit their final invoice within 60 days of contract expiration. The final invoice will be marked "Final":</p> <p>Invoices received more than 60 days after contract expiration may not be eligible for reimbursement.</p>			
2.2	<p><b>EPA FEATS Reporting</b></p> <p>The subrecipient will complete semi-annual FEATS (Financial and Ecosystem Accounting Tracking System) progress reports and a closeout FEATS report. The closeout FEATS report will be submitted within 60 days of the contract expiration date and will reflect the final project billing. The closeout FEATS report will describe task work completed throughout the project, highlight project outcomes, and summarize lessons learned. FEATS Reporting Periods: April 1 – September 30 Serves as 3rd quarter progress reporting October 1 – March 31 Serves as 1st quarter progress reporting</p>	FEATS reporting	April 1 and October 1, annually and upon contract completion	
2.3	<p><b>Data Reporting</b></p> <p>The subrecipients will report additional data requirements as determined by NEP. The subrecipient and the NEP Data and Information Coordinator, Abigail Ames <a href="mailto:abigail.ames@doh.wa.gov">abigail.ames@doh.wa.gov</a>, will determine what data variables will be reported on within 60 days of contract execution. Data reporting will be collected every six months with the FEATS reporting cycle.</p>	Data Reporting  Determination of data needs  Data management and sharing plan	Annually April 1 and October 1  Within 60 days of contract execution  Within 60 days of contract execution	
2.4	<p><b>Minority Business Enterprise/Women Business Enterprise (MBE/WBE) Reporting</b></p> <p>The subrecipients will submit MBE/WBE utilization reports each year as required by the federal terms and conditions included in this contract. Reports will be in the format located on the EPA webpage <a href="https://www.epa.gov/system/files/documents/2021-08/epa_form_5700_52a.pdf">https://www.epa.gov/system/files/documents/2021-08/epa_form_5700_52a.pdf</a> and will include all qualifying purchases OR will clarify that no qualifying purchases were made. MBE/WBE reporting periods are from October 1 to September 30 annually. Reports are due to Taylor Warren at <a href="mailto:Taylor.warren@doh.wa.gov">Taylor.warren@doh.wa.gov</a> 15 calendar days after the end</p>	MBE/WBE reporting	October 15, annually and upon contract completion	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	of each reporting period with the DOH Contract Manager carbon copied.			
2.5	<b>Water Quality eXchange (WQX) Data Reporting</b> The Water Quality Exchange (WQX) is the tool for data partners to submit monitoring data to EPA. If the subrecipient collects any physical, chemical, or environmental data (e.g., dissolved oxygen, water temperature, salinity, turbidity, pH, phosphorous, total nitrogen, E. coli or enterococci, and other biological and habitat data), then the subrecipient's QAPP will specify data to be reported through WQX. Data for a calendar year (Jan. 1 – Dec 31) must be submitted at least annually. See WQX information, including tutorials, at <a href="https://www.epa.gov/watertadata/water-quality-data-wqx">https://www.epa.gov/watertadata/water-quality-data-wqx</a> .	WQX Data reporting  Screenshots of upload or email confirmation will be added to the January quarterly report	At least annually by December 31  Reported with January reporting cycle	
2.6	<b>Subcontracts and Subawards (if applicable)</b> The subrecipient will execute one or more subcontracts (professional services agreements) for tasks:  Selection of subcontractor must comply with applicable provisions of 2 CFR Part 200 and the EPA Subaward Policy, which may be found at <a href="http://wcmis.epa.gov/grants/grants-policy-issuance-gpi-16-01-epa-subaward-policy-epa-assistance-agreement-recipients">http://wcmis.epa.gov/grants/grants-policy-issuance-gpi-16-01-epa-subaward-policy-epa-assistance-agreement-recipients</a> . A meeting(s) may be held to clarify the scope, schedule, and deliverables for the subcontract. The subrecipient and subcontractor will execute the contract and hold a kick-off meeting.	Subawards (when applicable)  Updates on subcontractor progress as delivered by subcontractor	30 days after contract execution  As applicable	
<b>Task 3. Monitoring, Dye Testing, and other Fieldwork</b> The Division of Natural Resources staff, including Surface Water Quality, Watershed Planning, and DNR Manager, will work with the Division of Environmental Health staff, including OSS, solid waste, pollution prevention, and Living Environments staff, to conduct regular surface water quality sampling in the targeted areas (Maple Grove, Maxwelton, and Holmes Harbor) to identify high <i>E.coli</i> concentrations, which would trigger the procedures identified in Task 4 as well as dye testing or other confirmation approaches, outreach with the homeowners, and shoreline/beach surveys.				
3.1	Monthly collection of ambient surface water samples to identify high fecal pollution. Approximately 12 samples will be collected across the three identified areas each month, including R-card analyses as well as laboratory confirmation samples when needed.	Freshwater sample collection results and analysis	Monthly	Reimbursement up to \$74,197 based on actual costs.
3.2	Source ID investigations of all high bacteria sites, including dye testing, bracket sampling, and other source identification approaches such as conversations with homeowners and the public, and coordination with the Island County OSS team.	Pollution source identification to specific OSS structures a) Report number of dye tests conducted in FEATS report.	Reported quarterly with progress reporting	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		b) Report number of failing on-site sewage systems identified. c) Report number of failing on-site sewage systems corrected. d) Report number of pollution sources from manure management or agricultural properties identified. e. Report number, location, and status of actions taken on identified manure management or agricultural properties identified.		
3.3	Shoreline surveys along the three targeted areas (Maple Grove, Maxwelton, Holmes Harbor) to inventory and assess bacterial loads of flowing discharges to shellfish areas.	Shoreline assessment and inventory report	Biennially, wet, and dry season	
<b>Task 4. Escalation, Adaptive Management, and Watershed Planning</b> The Division of Natural Resources staff, including Surface Water Quality, Watershed Planning, and DNR Manager, will work with the Division of Environmental-Health-staff, including OSS, solid waste, pollution prevention, and Living Environments staff to assess current and proposed State and County codes related to on-site sewage system operations and maintenance requirements, to recommend updated County codes as necessary, and to establish and document environmental monitoring and subsequent code enforcement protocols among the various relevant staff and teams.				
4.1	Review new WAC requirements for on-site sewage system codes and determine necessary improvements to Island County codes	Recommendations for updated codes Approval needed by local health board for updated local codes	Immediately upon contract approval	Reimbursement up to \$55,387 based on actual costs.
4.2	PIC Program Coordination Meetings	Meeting agenda and attendance list	Quarterly	
4.3	Establish violation enforcement, escalation, and adaptive management procedures that should be in place among the various Divisions and Departments at Island County in response to OSS failures; document these procedures including a PIC Investigation Flowchart, definitions, sampling procedures, and timelines	Established procedures document and PIC Flowchart	Upon completion of Task 4.1; no later than September 30, 2024.	
4.4	Establish/review watershed planning efforts to incorporate findings from Tasks 4.1 and 4.3	Preliminary planning documents	Upon completion of Tasks 4.1 and 4.2	
<b>TASK 5. Broader Impacts and Communication</b> The subrecipient will communicate project outcomes, lessons learned, and recommendations.				
5.1	<b>Broader Impact Options</b> Ongoing outreach programs to educate the community about issues related to septic and clean water.  All new outreach materials created with this funding will be submitted to DOH for two-week review prior to distribution.	New outreach materials  Public outreach events at libraries, fairs, etc.	Drafts due for two-week review to DOH prior to distribution	Reimbursement up to \$53,132 based on actual costs.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	All materials will have the EPA recognition statement: "This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement PC-01J89801 to the Washington State Department of Health. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does mention of trade names or commercial products constitute endorsement or recommendation for use."	Submit photos of events and updates on participation numbers as applicable	Monthly and as available  Upon event completion, as applicable	

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

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

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

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

**Program Specific Requirements**

**Special References (i.e., RCWs, WACs, etc.):**

WAC 246-272A, RCW 70.118A, Puget Sound Action Agenda

**Monitoring Visits (i.e., frequency, type, etc.):**

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

**Special Instructions:**

Progress reports are due to DOH on the following dates: April 1 and October 1, annually and upon contract completion. Reports will be uploaded to subrecipients contract folder on the subrecipients Sharepoint page: [NEP Subrecipient Resources - Home](#) (sharepoint.com) Email [jill.stewart@doh.wa.gov](mailto:jill.stewart@doh.wa.gov) to confirm delivery. Minority and Women-Owned business Reporting is due to: [taylor.warren@doh.wa.gov](mailto:taylor.warren@doh.wa.gov) on the following dates: October 1, annually and upon contract completion.

All environmental data must be entered by the LHJ into EPA's Water Quality Exchange database (WQX) at <https://www.epa.gov/waterdata/water-quality-data-wqx>. The semi-annual report format and data reporting requirements will be provided by DOH and may be modified throughout the contract period via email announcement.

**EPA Terms and Administrative Conditions**

The following provisions are the pass-thru requirements of all U.S. EPA - DOH subawards funded under cooperative agreement PC-01J89801 and will apply to all work funded under this agreement.

**Administrative Conditions****National Administrative Terms and Conditions General Terms and Conditions**

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

The subrecipient agrees to comply with the current EPA general terms and conditions available at: [EPA General Terms and Conditions effective October 1, 2023 or later](https://www.epa.gov/general-terms-and-conditions)

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

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

**Programmatic Conditions**

HABITAT, SHELLFISH, and STORMWATER Strategic Initiative Leads - (PC) Puget Sound Action Agenda: Technical Investigations and Implementation Assistance Program Programmatic Terms and Conditions: 6/2021

**A. Semi-Annual Performance Reports**

The subrecipient shall submit performance reports every six (6) months during the life of the project. Reports are due 30 calendar days after the end of each reporting period. Reports shall be submitted to the NEP Contract Manager and will be provided electronically.

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

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

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

The subrecipient will submit performance reports through EPA's Puget Sound Financial and Ecosystem Accounting Tracking System (FEATS). Reports are due 30 calendar days after the end of each reporting period. The reporting periods shall end March 31st and September 30th of each calendar year. Reports shall be submitted to the NEP contract manager on the FEATS form provided by the NEP administrative assistant and shall be uploaded to the NEP subrecipients Sharepoint page. The subrecipient agrees to submit performance reports that include brief information on each of the following areas:

1. A comparison of actual accomplishments to the outputs/outcomes established in the assistance agreement work plan for the period;
2. The reasons for slippages if established outputs/outcomes were not met;
3. Additional pertinent information, including when appropriate, analysis and information of cost overruns or high unit costs.

**B. Final Performance Report**

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

**C. Program Income**

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

**D. Information Collection Requirements**

NEP and the subrecipient agree to comply with the requirements of the Paperwork Reduction Act in completing the project. Because the scope of work includes a survey, a questionnaire or similar information-gathering activity, the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 *et seq.*), requires NEP to obtain Office of Management and Budget (OMB) clearance prior to the subrecipient's collection of information by means of identical questions posed to 10 or more persons.

The subrecipient will provide to the NEP contract manager the following information: (1) description of the information to be collected; (2) explanation of the need for the information; and (3) to whom the survey is being directed.

**E. Recognition of EPA Funding**

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

"This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement PC-01J89801 to the Washington State Department of Health. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does mention of trade names or commercial products constitute endorsement or recommendation for use."

**F. Annual Conferences**

The subrecipient may attend one or more appropriate conferences each year, which may be within the Puget Sound region. The specific conferences will be determined in consultation with the NEP contract manager. The purpose of this requirement is to provide subrecipients with opportunities to learn about and benefit from other relevant initiatives and programs that relate to the funded work; to exchange information about their funded work with organizations that may benefit from their experience; and generally to raise awareness within the Puget Sound, Salish Sea, and large aquatic ecosystem protection and restoration communities of the funded work. Example of potentially relevant conferences include, but are not limited to, the biennial Salish Sea Ecosystem Conference; local or regional meetings of Tribal, professional, scientific, or other relevant associations. Specific conferences will depend on the nature of the work proposed. Subrecipient will be allowed to use award funds to pay for travel and lodging. Subrecipient should include anticipated costs for attending conferences in their proposed budget.

**G. Peer Review**

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

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

In accordance with Agency Policy Directive Number FEM-2012-02, Policy to Assure the Competency of Organizations Generating Environmental Measurement Data under Agency-Funded Assistance Agreements, subrecipient shall maintain competency for the duration of the project period of this agreement and this will be documented during the annual reporting process. A copy of the Policy is available online at <http://www.epa.gov/fem/lab> or a copy may also be requested by contacting the NEP contract manager for this award.

**Federal Assistance Agreement Funds Up To \$200,000**

Subrecipient agrees that if the total federal funding obligated on this award exceeds \$200,000 (resulting from subsequent amendments to this agreement) and will involve the use or generation of environmental data it will (unless it has otherwise done so) demonstrate competency prior to carrying out any activities involving the generation or use of environmental data under this agreement. Federal Assistance Agreement Funds Exceed or Expect to Exceed \$200,000

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

**I. WQX Requirement**

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

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

**J. Riparian Buffers**

Riparian buffer restoration projects in agricultural areas shall be consistent with the interim riparian buffer recommendations provided to EPA and the Natural Resource Conservation Service by National Marine Fisheries Service letters of January 30, 2013 (stamp received date - February 4, 2013) and April 9, 2013 (stamp received date - April 16, 2013), or the October 28, 2013 guidance.

Grantees shall confirm in writing projects' consistency with the recommendations referenced above. When developing project proposals, grantees also should consider the extent to which proposals include appropriate riparian buffers or otherwise address pollution sources on other water courses on the properties in the project area to support water quality and salmon recovery.

Deviations can only be obtained through an exception approved by EPA. In order for EPA to evaluate a request for an exception, the grantee must submit the scientific rationale demonstrating adequacy of buffers for supporting water quality and salmon recovery. The request must summarize tribal input on the scientific rationale or other relevant issues. The scientific rationale could be developed from sources such as site-specific assessment data, salmon recovery plans, Total Maximum Daily Loads (TMDLs) and the state nonpoint plan. EPA will confer with the National Oceanic and Atmospheric Administration (NOAA) and the Washington Department of Ecology and provide the opportunity for affected tribes to consult with EPA before making a final decision on a deviation request.

NEP contact for riparian buffers: Lea Shields, [lea.shields@doh.wa.gov](mailto:lea.shields@doh.wa.gov).

**K. International Travel (Including Canada) – PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.**  
 All International Travel must be approved by the Office of International and Tribal Affairs (OITA) BEFORE travel occurs. Even a brief trip to a foreign country, for example to attend a conference, requires OITA approval. Please contact your NEP contract manager as soon as possible if travel is planned out of the country, including Canada and/or Mexico, so that they can obtain appropriate approvals from EPA Headquarters. If you have questions, please contact your NEP contract manager listed on the front page of the Award Document.

**L. Geospatial Data Standards**

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

**M. Model Programmatic Subaward Reporting Requirement (GPI-16-01)**

The subrecipient must report on its subaward monitoring activities under 2 CFR 200.331(d).

Examples of items that must be reported if the pass-through entity has the information available are: Summaries of results of reviews of financial and programmatic reports. Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance. Environmental results the subrecipient achieved. Summaries of audit findings and related pass-through entity management decisions.

Actions the pass-through entity has taken to correct deficiencies such as those specified at 2 CFR 200.331(e), 2 CFR 200.207 and the 2 CFR Part 200.338 Remedies for Noncompliance.

**N. Lobbying and Litigation — PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.**  
 All Subrecipients.

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

**O. EPA's Substantial Involvement**

EPA will be substantially involved in this project by participating in the following activities: (1) Within the first nine months of the project, EPA reserves the right to negotiate work plan and budget; (2) monitor the project management and execution throughout the assistance agreement's project and budget period; (3) provide technical assistance and

coordination as requested or needed by the subrecipient; and (4) review and approve technical deliverables, including 30-day preaward review of subaward agreements to ensure consistency with the collaborative intent of the National Estuary Program.

**P. Quality Assurance Requirements (2 CFR 1500.11)**

As of February 17, 2023 any project, including work performed by Grantees, that involves the collection, production, evaluation, or use of environmental information requires an approved QAPP prior to the start of work.

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

Instructions to Submit Quality Assurance Documents for Review

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

**Q. ULO Stretch Goal:**

Subrecipients of EPA assistance agreements that include subawards in the approved workplan should manage their programs and subaward funding in ways that reduce the length of time that federal funds obligated and committed to subaward projects are "unspent" federal funds, not yet drawn down through disbursements to subaward recipients. EPA encourages the reduction of these unliquidated obligations (ULOs) by applying the following programmatic term and condition to the FY2021 Strategic Initiative Lead cooperative agreements with subaward projects. Assistance agreement subrecipients are to apply these "stretch" goals throughout the life of the assistance agreement and to confer with your NEP Contract Manager whenever instances arise that make attainment of these stretch goals unlikely.

Stretch Goal: A stretch goal for utilization of funds for each new strategic initiative lead grant with subawards is established. All funds should be spent by 21/2 years in order for incremental funding to be considered at levels otherwise available for the fourth year of the grant.

Funds Awarded July 2021 Should all Be Drawn Down by March 2024.

Funds Awarded in FY2022 (October 1, 2021-September 30, 2022) Should all Be Drawn Down by March 2025

Funds Awarded in FY2023 (October 1, 2022-September 30, 2023) Should all Be Drawn Down by March 2026

Funds Awarded in FY2024 (October 1, 2023-September 30, 2024) Should all Be Drawn Down by March 2027

Funds Awarded in FY2025 All Should Be Drawn down by award end date + 90 days.

**R. Animal Subjects – PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.**

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

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

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

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

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

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

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

**T. Light Refreshments and/or Meals PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.  
APPLICABLE TO ALL AGREEMENTS EXCEPT STATE CONTINUING ENVIRONMENTAL PROGRAMS (AS DESCRIBED BELOW):**  
Unless the event(s) and all of its components are described in the approved workplan, the subrecipient agrees to obtain prior approval from NEP for the use of grant funds for light refreshments and/or meals served at meetings, conferences, training workshops and outreach activities (events). The subrecipient must send requests for approval to the NEP Contract Manager and include:

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

Costs for light refreshments and meals for subrecipient staff meetings and similar day-to-day activities are not allowable under EPA assistance agreements. Subrecipients may address questions about whether costs for light refreshments, and meals for events may be allowable to the subrecipient's NEP Contract Manager; however, the Agency Award Official or Grant Management Officer will make final determinations on allowability. Agency policy prohibits the use of EPA funds for receptions, banquets and similar activities that take place after normal business hours unless the subrecipient has provided a justification that has been expressly approved by EPA's Award Official or Grants Management Officer.

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

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

**FOR STATE CONTINUING ENVIRONMENTAL PROGRAM GRANT SUBRECIPIENTS EXCLUDING STATE UNIVERSITIES:**

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

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

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

1. The subrecipient agrees that when collecting and managing environmental data under this assistance agreement, it will protect the data by following all applicable State law cybersecurity requirements.
2. (1) EPA must ensure that any connections between the subrecipient's network or information system and EPA networks used by the subrecipient to transfer data under this agreement, are secure. For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition. If the subrecipient's connections as defined above do not go through the Environmental Information Exchange Network or EPA's Central Data Exchange, the recipient agrees to contact the NEP Contract Manager and work with the designated Regional/Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate. This condition does not apply to manual entry of data by the recipient into systems operated and used by EPA's regulatory programs for the submission of reporting and/or compliance data.
3. (2) The subrecipient agrees that any subawards it makes under this agreement will require the subrecipient to comply with the requirements in (b)(1) if the subrecipient's network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA's Central Data Exchange. The subrecipient will be in compliance with this condition: by including this requirement in subaward agreements; and during subrecipient monitoring deemed necessary by the subrecipient under 2 CFR 200.331(d), by inquiring whether the subrecipient has contacted the NEP Contract Manager. Nothing in this condition requires the subrecipient to contact the NEP Contract Manager on behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

DOH Program Name or Title: Office of Drinking Water Group A Program -  
Effective January 1, 2025

Local Health Jurisdiction Name: Island County Public Health

Contract Number: CLH32052

SOW Type: Original Revision # (for this SOW) 0

Period of Performance: January 1, 2025 through December 31, 2027

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

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

Revision Purpose: N/A

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date	End Date	Current Allocation	Allocation Change Increase (+)	Total Allocation
YR 27 SRF - LOCAL ASST (15%) SS	24119227	N/A	346.26.64	01/01/25	06/30/25	0	13,500	13,500
YR 27 SRF - LOCAL ASST (15%) TA	24119227	N/A	346.26.66	01/01/25	06/30/25	0	4,000	4,000
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						0	17,500	17,500

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Trained LHJ staff will conduct sanitary surveys of small community and non-community Group A water systems identified by the DOH Office of Drinking Water (ODW) Regional Office. See Special Instructions for task activity. The purpose of this statement of work is to provide funding to the LHJ for conducting sanitary surveys and providing technical assistance to small community and non-community Group A water systems.	<p>Provide Final* Sanitary Survey Reports to ODW Regional Office. Complete Sanitary Survey Reports shall include:</p> <ol style="list-style-type: none"> <li>1. Cover letter identifying significant deficiencies, significant findings, observations, recommendations, and referrals for further ODW follow-up.</li> <li>2. Completed Small Water System checklist.</li> </ol>	<p>Final Sanitary Survey Reports must be received by the ODW Regional Office within 30 calendar days of conducting the sanitary survey.</p>	<p>Upon ODW acceptance of the Final Sanitary Survey Report, the LHJ shall be paid \$250 for each sanitary survey of a non-community system with three or fewer connections. Upon ODW acceptance of the Final Sanitary Survey Report, the LHJ shall be paid \$500 for each sanitary survey of a non-community system with four or more connections and each community system.</p> <p>Payment is inclusive of all associated costs such as travel, lodging, per diem.</p>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		3. Updated Water Facilities Inventory (WFI). 4. Photos of water system with text identifying features 5. Any other supporting documents. *Final Reports reviewed and accepted by the ODW Regional Office.		Payment is authorized upon receipt and acceptance of the Final Sanitary Survey Report within the 30-day deadline. Late or incomplete reports may not be accepted for payment.
2	Trained LHJ staff will conduct Special Purpose Investigations (SPI) of small community and non-community Group A water systems identified by the ODW Regional Office. See Special Instructions for task activity.	Provide completed SPI Report and any supporting documents and photos to ODW Regional Office.	Completed SPI Reports must be received by the ODW Regional Office within 2 working days of the service request.	Upon acceptance of the completed SPI Report, the LHJ shall be paid \$800 for each SPI. Payment is inclusive of all associated costs such as travel, lodging, per diem. Payment is authorized upon receipt and acceptance of completed SPI Report within the 2-working day deadline. Late or incomplete reports may not be accepted for payment.
3	Trained LHJ staff will provide direct technical assistance (TA) to small community and non-community Group A water systems identified by the ODW Regional Office.  See Special Instructions for task activity	Provide completed TA Report and any supporting documents and photos to ODW Regional Office.	Completed TA Report must be received by the ODW Regional Office within 30 calendar days of providing technical assistance.	Upon acceptance of the completed TA Report, the LHJ shall be paid for each technical assistance activity as follows: • Up to 3 hours of work: \$250 • 3-6 hours of work: \$500 • More than 6 hours of work: \$750 Payment is inclusive of all associated costs such as consulting fee, travel, lodging, per diem. Payment is authorized upon receipt and acceptance of completed TA Report within the 30-day deadline. Late or incomplete reports may not be accepted for payment.
4	LHJ staff performing the activities under tasks 1, 2 and 3 attend periodic required survey training as directed by DOH.  See Special Instructions for task activity.	For training attended in person, prior to attending the training, submit an "Authorization for Travel (Non-Employee)" DOH Form 710-013 to the ODW Program Contact for	Annually	For training attended in person, LHJ shall be paid mileage, per diem, lodging, and registration costs as approved on the pre-authorization form in accordance with the current rates listed on the OFM Website <a href="http://www.ofm.wa.gov/resources/travel.asp">http://www.ofm.wa.gov/resources/travel.asp</a>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		approval (to ensure enough funds are available).		

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

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

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

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

**Program Specific Requirements**

**Data Sharing**

The Office of Drinking Water will share water system information and files with the local health jurisdiction to support the work identified in this statement of work. To request water system data please contact the regional office with the name of the water system, water system ID#, specific information being requested and any timeline requirements. If allowable, please give administrative staff 3 to 5 business days to provide records.

**Program Manual, Handbook, Policy References:** Field Guide (DOH Publication 331-486).

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

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

**Special Billing Requirements**

The LHJ shall submit quarterly invoices within 30 days following the end of the quarter in which work was completed, noting on the invoice the quarter and year being billed for. Payment cannot exceed a maximum accumulative fee of \$13,500 for Task 1, and \$4,000 Task 2, Task 3 and Task 4 combined during the contracting period, to be paid at the rates specified in the Payment Method/Amount section above.

When invoicing for sanitary surveys, bill to BARS Revenue Code 346.26.64.

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

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

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

**Special Instructions**

**Task 1** Trained LHJ staff will evaluate the water system for physical and operational deficiencies and prepare a Final Sanitary Survey Report which has been accepted by ODW. Detailed guidance is provided in the Field Guide for Sanitary Surveys, Special Purpose Investigations and Technical Assistance (Field Guide). The sanitary survey will include an evaluation of the following eight elements: source; treatment; distribution system; finished water storage; pumps, pump facilities and controls; monitoring, reporting and data verification; system management and operation; and certified operator compliance. If a system is more complex than anticipated or other significant issues arise, the LHJ may request ODW assistance.

- No more than 2 surveys of non-community systems with three or fewer connections be completed between January 1, 2025 and December 31, 2025.
- No more than 26 surveys of non-community systems with four or more connections and all community systems to be completed between January 1, 2025 and December 31, 2025.

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

**Task 2** Trained LHJ staff will perform Special Purpose Investigations (SPIs) as assigned by ODW. SPIs are inspections to determine the cause of positive coliform samples or the cause of other emergency conditions. SPIs may also include sanitary surveys of newly discovered Group A water systems. Additional detail about conducting SPIs is described in the Field Guide. The ODW Regional Office must authorize in advance any SPI conducted by LHJ staff.

**Task 3** Trained LHJ staff will conduct Technical Assistance as assigned by ODW. Technical Assistance includes assisting water system personnel in completing work or verifying work has been addressed as required, requested, or advised by the ODW to meet applicable drinking water regulations. Examples of technical assistance activities are described in the Field Guide. The ODW Regional Office must authorize in advance any technical assistance provided by the LHJ to a water system.

**Task 4** LHJ staff assigned to perform activities under tasks 1, 2, and 3 must be trained and approved by ODW prior to performing work. If required trainings, workshops or meetings are not available, not scheduled, or if the LHJ staff person is unable to attend these activities prior to conducting assigned tasks, the LHJ staff person may, with ODW approval, substitute other training activities to be determined by ODW. Such substitute activities may include one-on-one training with ODW staff, co-surveys with ODW staff, or other activities as arranged and pre-approved by ODW. LHJ staff may not perform the activities under tasks 1, 2, and 3 without completing the training that has been arranged and approved by ODW.

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

DOH Program Name or Title: Office of Drinking Water Group B Program –  
Effective January 1, 2025

Local Health Jurisdiction Name: Island County Public Health

Contract Number: CLH32052

SOW Type: Original      Revision # (for this SOW)

Period of Performance: January 1, 2025 through June 30, 2025

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

**Statement of Work Purpose:** The purpose of this statement of work (SOW) is to provide financial support to LHJs implementing local Group B water systems programs.

Revision Purpose: N/A

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date	LHJ Funding Period End Date	Current Allocation	Allocation Change Increase (+)	Total Allocation
SFY2 GFS – GROUP B	24110853	N/A	334.04.90	01/01/25	06/30/25	0	25,877	25,877
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						0	25,877	25,877

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Implement a MEMORANDUM of AGREEMENT Group B water system program. [Reference DOH MOA #CLH21143-1]	An executed Memorandum of Agreement (MOA) with DOH identifying responsibilities of a full Group B program through a Local Ordinance.	January 1, 2025 thru June 30, 2025	Lump sum payment (See Special Billing Requirements)

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

**Special Billing Requirements:**  
For January 1, 2025 thru June 30, 2025, LHJ shall submit one invoice no later than June 30, 2025 and payment cannot exceed a maximum cumulative fee of \$25,877.

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

DOH Program Name or Title: Office of Resiliency & Health Security-PHEP - Effective January 1, 2025

Local Health Jurisdiction Name: Island County Public Health

Contract Number: CLH32052

SOW Type: Original      Revision # (for this SOW)

Period of Performance: January 1, 2025 through June 30, 2025

Funding Source	Federal Compliance (check if applicable)	Type of Payment
<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		

**Statement of Work Purpose:** The purpose of this statement of work is to establish funding and tasks for LHJs to strengthen their capacity and capability around the Public Health Response Readiness Framework (CDC) to prepare for, respond to, and recover from public health threats and emergencies through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and implementing corrective actions as described in the Public Health Emergency Preparedness (PHEP) Cooperative Agreement. Many LHJs support a position responsible for public health emergency preparedness and response. LHJs use different titles for these positions. DOH wants to be respectful of this diversity and refers to the people who fill these important roles as Public Health Emergency Response Coordinators.

This Statement of Work includes 40% of the total allocation of these funds. Once all invoices from the July - December 2024 Statement of Work have been submitted and paid, any funds remaining from the previously awarded 60% will be added in an amendment to this January - June 2025 Statement of Work.

Guidance Documents - LHJs are strongly encouraged to use the Guidance Documents listed in the Program Specific Requirements in the bottom section of this Statement of Work.

Revision Purpose: NA

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date	End Date	Current Allocation	Allocation Change Increase (+)	Total Allocation
FFY24 PHEP BP1 - CDC - LHJ PARTNERS	31602241	93.069	333.93.06	01/01/25	06/30/25	0	25,708	25,708
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						0	<b>25,708</b>	<b>25,708</b>

Task #	Activity	Deliverables/Outcomes	Due Date	Payment Information and/or Amount
1 Contact Information Framework 2 – Enhance Partnerships	Submit names, position titles, email addresses, and phone numbers of key LHJ staff responsible for this statement of work, including management, Emergency Response Coordinator(s), and accounting and/or financial staff.	Submit any changes within 30 days of the change.  End-of-year reports on template provided by DOH. Note any changes or no changes.	Within 30 days of the change.  June 30, 2025	Reimbursement for actual costs not to exceed total funding allocation amount.

Exhibit A, Statement of Work

Page 1 of 8

Contract Number CLH32052-Amendment 1

Task #	Activity	Deliverables/Outcomes	Due Date	Payment Information and/or Amount
2 <b>LHJ Performance Measures</b>  Framework 6 – Modernize data collection and systems	Submit LHJ Performance Measure Data as requested on the form provided by DOH.	LHJ Performance Measure Data on the form provided by DOH.	June 30, 2025	
3 <b>Additional Information Required by CDC</b>  Framework 4 – Improve administrative and budget preparedness systems	Submit additional information as requested by DOH to comply with federal grant requirements.  Complete reporting templates as requested by DOH to comply with program and federal grant requirements, including the mid-year and end-of-year reports.	Information requested by DOH.	As requested by DOH.	
4 <b>Risk Assessment</b>  Framework 1 – Develop threat-specific approach  Framework 3 – Expand local support  Framework 8 – Incorporate health equity practices	Complete the public health disaster risk assessment developed by the University of Washington (UW) (available early February 2025) reflecting the needs of the whole LHJ.  DOH and/or UW will provide the tool and technical assistance.	Public Health Disaster Risk Assessment	June 30, 2025	
5 <b>Planning</b>  Framework 4 – Improve administrative and budget preparedness systems  Framework 8 – Incorporate health equity practices	Complete multiyear integrated preparedness plan using lessons learned from emergency responses, with critical response and recovery partners.  Engage partners to incorporate health equity principles.  Including (but not limited to): • Administrative preparedness plans. • Recovery operations. • Incident response improvement plan data elements.	Multiyear integrated preparedness plan.	June 30, 2025	

Task #	Activity	Deliverables/Outcomes	Due Date	Payment Information and/or Amount
<b>6 Planning - IPPW</b>  Framework 2 – Enhance Partnerships  Framework 5 – Build workforce capacity  Framework 10 – Prioritize community recovery efforts	Review LHI public health preparedness and response capabilities and identify gaps, priorities, and training needs.  Participate in the DOH Integrated Preparedness Planning Workshop (IPPW). The Workshop is planned for early 2025.	End-of-year reports on template provided by DOH.  Participation in IPPW.	June 30, 2025	
<b>7 Communication &amp; Planning</b>  Framework 7 – Strengthen risk communication activities	Develop or update crisis and emergency risk communication and information dissemination plans.	End-of-year reports on template provided by DOH.	June 30, 2025	
<b>8 Training</b>  Framework 5 – Build workforce capacity	Complete training to ensure baseline competency and integration with preparedness requirements.  Participate in at least one public health emergency preparedness, response, or recovery training.  Participation in a conference related to public health emergency preparedness, response, or recovery may be used to meet this requirement.  Work with Public Health Emergency Response Coordinators to review public health preparedness and response plans and identify gaps, priorities, and training needs.  Integrate administrative and budget preparedness recommendations into training.  Recommended Training:  Public health preparedness and recovery staff,	End-of-year reports on templates provided by DOH, including title, date(s), sponsor of the training or conference, and summary of what you learned.	June 30, 2025	

Task #	Activity	Deliverables/Outcomes	Due Date	Payment Information and/or Amount
	<p>including exercise planning staff:</p> <ul style="list-style-type: none"> <li>• Incident Command System (ICS) 100: Introduction to ICS</li> <li>• ICS 700: An Introduction to the National Incident Management System (NIMS)</li> <li>• ICS 800: National Response Framework. An Introduction</li> <li>• IS-120.C: An Introduction to Exercise</li> <li>• IS-2900.A: National Disaster Recovery Framework (NDRE) Overview</li> <li>• Homeland Security Exercise and Evaluation Program</li> <li>• Preparation for Resource Providers</li> </ul> <p>Health Department supervisory positions:</p> <ul style="list-style-type: none"> <li>• ICS 200: Basic ICS for Initial Response</li> <li>• Independent Study (IS)-2200: Basic Emergency Operations Center Functions</li> </ul> <p>Staff with designated response roles:</p> <ul style="list-style-type: none"> <li>• ICS 300: Intermediate ICS for Expanding Incidents</li> <li>• Crisis and Emergency Risk Communication (CERC)</li> </ul> <p>Senior staff who support the management of large/complex responses (incidents across multiple locations or over a large area):</p> <ul style="list-style-type: none"> <li>• ICS 400: Advanced ICS</li> </ul> <p>Notes:</p> <p>Prior approval from DOH is required for any out-of-state travel paid for with PHEP funding.</p> <p>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.</p>			
9 <b>Exercising</b> Framework 2 – Enhance Partnerships	<p>Participate in at least one exercise by June 30, 2025.</p> <ul style="list-style-type: none"> <li>• Include critical response and recovery partners.</li> <li>• Engage partners to incorporate health equity principles.</li> <li>• Integrate administrative and budget preparedness recommendations.</li> </ul>	<p>End-of-year reports on template provided by DOH.</p> <p>Improvement Plans available upon request.</p>	June 30, 2025	

Task #	Activity	Deliverables/Outcomes	Due Date	Payment Information and/or Amount
Framework 3 -- Expand local support to improve jurisdictional readiness to effectively manage public health emergencies	<ul style="list-style-type: none"> <li>• Complete AAR/IP for the exercise by June 30th, 2025.</li> </ul> <p><b>Note:</b> This may include developing and conducting exercises or participating in exercises developed and conducted by another organization, such as other LHJs.</p>			
<b>10</b> <b>Communication &amp; Exercising</b>  Framework 7 -- Strengthen risk communication activities	<p>Identify and implement communication monitoring media relations, and digital communication strategies in exercises.</p> <p>Include communications and/or Public Information Officer in exercises or real world event to identify and implement communication monitoring, media relations, and digital communication. This may include one or more exercises by June 30, 2025.</p>	End-of-year reports on template provided by DOH.	June 30, 2025	
<b>11</b> <b>MCM</b>  Framework 1 -- Develop threat-specific approach  Framework 10 -- Prioritize community recovery efforts	<p>Maintain ability to procure, store, manage, and distribute medical materiel.</p> <p>Maintain ability to dispense and administer medical countermeasures (MCM).</p> <p>Attend an MCM quarterly meeting for the non-CRI LHJs.</p> <p>Continue to show capabilities by submitting updated MCM plans as needed.</p>	End-of-year reports on template provided by DOH.	June 30, 2025	
<b>12</b> <b>DOH Duty Officer</b>  Framework 7 -- Strengthen risk communications activities	<p>Provide immediate notification to DOH Duty Officer at 360-888-0838 or hanalert@doh.wa.gov for all response incidents involving use of emergency response plans and/or incident command structures.</p> <p>Produce and provide situation reports (sitreps) documenting LHJ activity during all incidents. Sitrep may be developed by the LHJ or another jurisdiction that includes input from LHJ.</p>	End-of-year reports on template provided by DOH.	June 30, 2025	

Task #	Activity	Deliverables/Outcomes	Due Date	Payment Information and/or Amount
13 WASECURES  Framework 7 – Strengthen risk communication activities	<p>Maintain Washington Secure Electronic Communications, Urgent Response and Exchange System (WASECURES) as the primary notification system.</p> <p>Participate in DOH-led notification drills. Conduct at least one LHJ drill using the LHJ-preferred staff notification system.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Registered users must log in (or respond to an alert) 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 in addition to WASECURES to alert staff during incidents.</li> </ul>	End-of-year reports on template provided by DOH.	June 30, 2025	
14 Communication & Communities of Focus  Framework 10 – Prioritize community recovery efforts	<p>Identify and implement specific crisis and emergency risk communication activities that meet the diverse needs of local community based organizations that support people who may be disproportionately impacted by the public health impacts of a disaster.</p> <p>DOH will work with LHJs to serve the needs of the socially vulnerable community members in their jurisdictions with a focus on public health equity.</p>	End-of-year reports on template provided by DOH.	June 30, 2025	
15 Healthcare Coalition (HCC) Participation  Framework 3 – Expand local support	<p>During each reporting period (Jul – Dec and Jan- Jun), participate in two or more of the following activities with the Northwest Healthcare Response Network (NWHRN) or the Healthcare Alliance (HCA):</p> <ul style="list-style-type: none"> <li>• Meetings</li> <li>• Communication</li> <li>• Planning</li> <li>• Training</li> <li>• Exercises</li> </ul>	End-of-year reports on template provided by DOH.	June 30, 2025	

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

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

Exhibit A, Statement of Work

Page 6 of 8

Contract Number CLH32052-Amendment 1

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 Unique Entity Identifier (UEI) generated by SAM.gov.

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

#### Program Specific Requirements

##### **Special Requirements:**

**Guidance Documents** - LHJs are strongly encouraged to use the following documents to inform their implementation of activities in this statement of work:

*Washington State Doctrine for Enhancing Resiliency, Health Security, Response, and Recovery.*  
DOH will provide a copy.

*Public Health Response Readiness Framework (CDC) -- 2024-2028 PHEP Program Priorities – Defines Excellence in Response Operations*  
[Implementing Public Health Response Readiness Framework | State and Local Readiness | CDC](#)

*Public Health Emergency Preparedness and Response Capabilities: National Standards for State, Local, Tribal, and Territorial Public Health*  
[Public Health Emergency Preparedness and Response Capabilities | State and Local Readiness | CDC](#)

*2024 PHEP Cooperative Agreement Guidance/Budget Period 1*  
[2024-2028 PHEP Cooperative Agreement Guidance/Budget Period 1 | State and Local Readiness | CDC](#)

##### **Follow all Federal requirements for use of Federal funds:**

Code of Federal Regulations (CFR), Title 2, Subtitle A, Chapter II, Part 200  
Uniform Administrative Requirements, Cost Principle, and Audit Requirements for Federal Awards  
[CFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

##### **The following expenses are not allowable with these funds:**

- Clothing (except for vests to be worn during exercises or responses).
- Incentives.
- Items to be given to community members (members of the public).
- Salaries at a rate more than Executive Level II (Federal Pay Scale).
- Vehicles (with preapproval, funds may be used to lease vehicles).

##### **Preapproval from DOH is required to use these funds for:**

- Contracting.
- Purchasing food or beverages (unless employees are in travel status, then reimbursement of food and beverages is allowable).
- Purchasing equipment (see definition of equipment in 2 CFR 200, link above).
- Disposition of equipment with a current value of (see 2 CFR 200, link above).
- Leasing vehicles.
- Out of state travel.

Note: Preapproval is no longer required for paying overtime.

Exhibit A, Statement of Work

Page 7 of 8

Contract Number CLH32052-Amendment 1

**BILLING:**

All expenses on invoices must be related to Statement of Work Tasks.

Submit invoices monthly on a signed A19 with backup documentation appropriate for risk level. DOH will provide A19 and risk level.

- If invoices include indirect costs, there must be a DOH approved indirect rate cost agreement.
- If there are no expenses related to this Statement of Work for a month, let the DOH Fiscal Contact know via email.
- Submit final billing within 60 days of the end of the contract period.

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

DOH Program Name or Title: Recreational Shellfish Activities - Effective January 1, 2025

Local Health Jurisdiction Name: Island County Public Health

Contract Number: CLH32052

SOW Type: Original Revision # (for this SOW)

Period of Performance: January 1, 2025 through June 30, 2025

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

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

Revision Purpose: N/A

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date	End Date	Current Allocation	Allocation Change Increase (+)	Total Allocation
REC. SHELLFISH/BIOTOXIN	26402600	N/A	334.04.93	01/01/25	06/30/25	0	800	800
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						0	800	800

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	<b>Biotoxin Monitoring</b> <ul style="list-style-type: none"> <li>Conduct emergency biotoxin sampling when needed.</li> <li>Post / remove recreational shellfish warning and / or classification signs on beaches and restock cages as needed.</li> <li>Issue biotoxin news releases during biotoxin closures in Island County.</li> <li>This task may also include recruiting, training, and coordination of volunteers, and fuel reimbursement funds for volunteer biotoxin monitoring.</li> </ul>	Submit annual report on DOH approved format of activities for the year, including the number of sites monitored and samples collected, and number and names of beaches posted with signs.	Email Report to DOH by February 18, 2025  (See Special Instructions below.)	\$600
2	<b>Outreach</b> <ul style="list-style-type: none"> <li>Staff educational booths at local events.</li> <li>Distribute safe shellfish harvesting information.</li> </ul>	Submit annual report including the number of events staffed and amount of educational materials distributed.	Email Report to DOH by February 18, 2025  (See Special Instructions below.)	\$200

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

**Program Specific Requirements**

**Program Manual, Handbook, Policy References:**  
Department of Health's Biotoxin Monitoring Plan

**Special References (i.e., RCWs, WACs, etc.):**

Chapter 246-280 WAC

<https://doh.wa.gov/community-and-environment/shellfish/recreational-shellfish>

<https://doh.wa.gov/about-us/programs-and-services/environmental-public-health/environmental-health-and-safety/about-shellfish-program/about-biotoxins-and-illness-prevention-program>

**Special Instructions:**

Report for work performed in 2024 must be submitted via email to Liz Maier ([liz.maier@doh.wa.gov](mailto:liz.maier@doh.wa.gov)) by February 18, 2025.  
The report format will be provided by DOH and may be modified throughout the period of performance via email announcement.

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

DOH Program Name or Title: WIC Nutrition Program - Effective January 1, 2025

Local Health Jurisdiction Name: Island County Public Health  
 Contract Number: CLH32052

SOW Type: Original Revision # (for this SOW) 0Period of Performance: January 1, 2025 through December 31, 2027

Funding Source	Federal Compliance (check if applicable)	Type of Payment
<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		

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

Revision Purpose: N/A

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding-Period Start Date	End Date	Current Allocation	Allocation Change Increase (+)	Total Allocation
FFY25 USDA WIC CLIENT SVS CONTRACTS	76101251	10.557	333.10.55	01/01/25	09/30/25	0	176,594	176,594
FFY24 USDA BFPC PROG MGMT	7621424A	10.557	333.10.55	01/01/25	09/30/26	0	25,804	25,804
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						0	202,398	202,398

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	<b>WIC Nutrition Program</b>			See "Billing Requirements" below.
1.1	Maintain authorized participating caseload at 100% based on quarterly average as determined from monthly caseload management reports generated at state WIC office. The Department of Health (Department) State WIC Nutrition Program has the option of reducing authorized participating caseload and corresponding funding when: <ol style="list-style-type: none"> <li>1. Unanticipated funding situations occur.</li> <li>2. Reallocations are necessary to redistribute caseload statewide.</li> <li>3. Caseload declines.</li> </ol>	Outcomes based on monthly participation data from state WIC caseload management reports.	Authorized participating caseload for October 2024 through September 2025 = 725.	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1.2	Submit the annual Nutrition Services Plan for each year of the contract.	Nutrition Services Plan	First year due 9/30/25 Second year due 9/30/26 Third year due 9/30/27	Payment withheld if not received by due date.
1.3	Submit the annual Nutrition Services Expenditure Report for each year of the contract.	Nutrition Services Expenditure Report	11/30/25 11/30/26 11/30/27	Payment withheld if not received by due date.
1.4	Tell participants about other health services in the agency. If needed, develop written agreements with other health care agencies and refer participants to these services.	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.5	Provide nutrition education services to participants and caregivers in accordance with federal and state requirements.	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.6	Issue WIC benefits while assuring adequate WIC card security and reconciliation.	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.7	Collect data, maintain records, and submit reports to effectively enforce the non-discrimination laws (Refer to Civil Rights Assurances below).	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.8a	Submit entire WIC and Breastfeeding Peer Counseling Budget Workbook for each year of the contract	Budget Workbook	First year due 9/30/25 Second year due 9/30/26 Third year due 9/30/27	
1.8b	Submit Rev-Exp Report spreadsheet from the WIC Budget Workbook monthly with A-19	Revenue and Expense Report and A-19	First year due monthly through September 30, 2025 Second year due monthly through September 30, 2026 Third year due monthly through September 30, 2027	
2	<b>Breastfeeding Promotion</b>			See "Billing Requirements" below.
2.1	Provide breastfeeding promotion activities in accordance with federal and state requirements.	Status report of chosen activities in Nutrition Services Plan.  Documentation must be available for review by WIC monitor staff.		
2.2	Work with community partners to improve practices that affect breastfeeding. Choose one or more of the following projects:	Status report of chosen activities in Nutrition Services Plan.	First year due 11/30/25 Second year due 11/30/26 Third year due 11/30/27	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> <li>▪ Provide staff, health care providers and community partners virtual breastfeeding training resources.</li> <li>▪ Work with employers who likely employ low-income people to create worksite environments that support breastfeeding.</li> <li>▪ Work with birthing hospitals to improve maternity care practices that affect WIC participant breastfeeding rates.</li> <li>▪ Provide participants access to lactation consultants. Other projects will need pre-approval from the State WIC Office</li> </ul>	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
3	<b>Breastfeeding Peer Counseling Program (BFPC)</b>			See "Billing Requirements" below.
3.1	Provide Breastfeeding Peer Counseling Program activities in accordance with federal and state requirements. The WIC Breastfeeding Peer Counseling Program is meant to enhance, not replace, WIC Breastfeeding promotion and support activities.	<p>Breastfeeding Peer Counseling Annual Report and expenditures from the previous federal fiscal year.</p> <p>Documentation must be available for review by WIC monitor staff.</p>	<p>First year due 12/31/25 Second year due 12/31/26 Third year due 12/31/27</p> <p>Biennial WIC Monitor</p>	
3.2	Track Breastfeeding Peer Counseling Program expenditures and bill separately from the WIC grant.	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
4	<b>Farmers Market Nutrition Program (FMNP)</b>			See "Billing Requirements" below.
4.1	Distribute all Farmers Market Nutrition Program benefits to eligible WIC participants between May and September 30 of current year.		<p>Weekly May-Sept. 2025 and May-Sept. 2026 and May-Sept. 2027</p> <p>All sent by Oct. 1, 2025 and by Oct. 1, 2026 and by Oct. 1, 2027</p> <p>Biennial WIC Monitor</p>	

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

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

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHI must have a Unique Entity Identifier (UEI) generated by SAM.gov.

Information about the LHI 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 Specific Requirements

##### **Program Manual, Handbook, Policy References:**

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

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

##### **Staffing Requirements:**

The local agency shall:

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

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

The local agency shall follow the instructions found in the Policy and Procedure Manual under WIC Allowable Costs and 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

##### **Special References (i.e., RCWs, WACs, etc.):**

What is the WIC program?

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

6. The WIC program may impose monetary penalties against persons who misuse WIC benefits or WIC food but who are not WIC participants.

**Monitoring Visits (i.e., frequency, type, etc.):**

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

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

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

**Assurances/Certifications:**

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

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

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

The local agency agrees to:

- a. Defend, protect and hold harmless the Department or any of its employees from any claims, suits or actions arising from the use of this Loaned Equipment.
- b. Assume responsibility for any loss or damage from abnormal wear or use, or from inappropriate storage or transportation. The Department may enforce this by:
  - 1) Requiring reimbursement from the local agency of the value of the Loaned Equipment at the time of the loss or damage.
  - 2) Requiring the local agency to replace the Loaned Equipment with equipment of the same type, manufacturer, and capabilities (as pre-approved by the Department), or
  - 3) Assertion of a lien against the Contractor's property.
- c. Notify the Department immediately of any damage to Loaned Equipment.
- d. Notify the Department prior to moving or replacing any Loaned Equipment.

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

**2. Civil Rights Assurance**

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

**3. 2CFR 200**

The local agency shall comply with all the fiscal and operations requirements prescribed by the state agency as directed by Federal WIC Regulations (7CFR part 246.6), 2CFR part 200, the debarment and suspension requirements of 2CFR part 200.213, if applicable, the lobbying restrictions of 2CFR part 200.245, and FNS guidelines and instructions and shall provide on a timely basis to the state agency all required information regarding fiscal and program information.

**Billing Requirements:**

## 1. Definitions

**Contract Period:** January 1, 2025 – December 31, 2027

**Contract Budget Periods:** The time periods for which the funding is budgeted.

- There are four federal budget periods

January 1, 2025, through September 30, 2025

October 1, 2025, through September 30, 2026

October 1, 2026, through September 30, 2027

October 1, 2027, through December 30, 2027

## 2. Billing Information:

- a. Billings are submitted on an A-19-1A invoice. These invoices are provided by the Department in the WIC Budget Workbook and include accounting codes for different budget categories.
- b. A-19s are submitted monthly and must be received by the Department within 60 days following the close of each calendar month. Additional A-19s may be submitted at any time, but must be received within 60 days of the close of the federal budget period.
- c. Funds are allocated by budget categories and by federal budget periods (refer to the budget spreadsheet).
- d. Funds are encumbered or spent only during the budget period; no carry forward from previous time periods or borrowing from future time periods is allowed.
- e. Payments are limited to the amounts allocated for the budget period for each budget category.
- f. Billings are based on actual costs for completed activities. Advance payments are not allowed. Back up documentation must be retained by the local agency and available for inspection by the Department or other appropriate authorities.
- g. Payments will be made only for WIC approved expenditures. Refer to the Washington State WIC Nutrition Program Policy and Procedure Manual Volume 2, Chapter 4 – Allowable Costs and 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- h. If billing for indirect costs, a Cost Allocation Plan or Federal Indirect Cost Agreement must be submitted prior to payment.

**Special Instructions:**

The local agency shall:

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

SPECIAL REQUIREMENTS			
Contract Budget Period	Time Period special requirement funds are available	Amount	Special Requirement Description
January 1, 2025 – September 30, 2025	January 2025 – September 2025	2,500	For general training funds. This funding is for all WIC staff to participate in WIC-related training. Added in the USDA WIC Client Services Contracts category to cover training registrations, travel expenses, staff time to participate in training (salary/benefits for part time or contractor), and other approved training expenses.

**Other:**

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

**ISLAND COUNTY PUBLIC HEALTH  
2025-2027 CONSOLIDATED CONTRACT**

**CONTRACT NUMBER: CLH32052**

**AMENDMENT NUMBER: 2**

**PURPOSE OF CHANGE:** To amend this contract between the DEPARTMENT OF HEALTH hereinafter referred to as "DOH", and ISLAND COUNTY PUBLIC HEALTH, a Local Health Jurisdiction, hereinafter referred to as "LHJ", pursuant to the Modifications/Waivers clause, and to make necessary changes within the scope of this contract and any subsequent amendments thereto.

**IT IS MUTUALLY AGREED:** That the contract is hereby amended as follows:

1. Exhibit A Statements of Work, includes the following statements of work, which are incorporated by this reference and located on the DOH Finance SharePoint site in the Upload Center at the following URL:  
<https://stateofwa.sharepoint.com/sites/doh-ofsfundingresources/sitepages/home.aspx?e1:9a94688da2d94d3ea80ac7fbc32e4d7c>
  - Adds Statements of Work for the following programs:
    - BEACH Program - Effective March 1, 2025
    - Injury & Violence Prevention-Traumatic Brain Injury Prevention - Effective March 1, 2025
  - Amends Statements of Work for the following programs:
    - Injury & Violence Prevention-Overdose Data to Action in States - Effective January 1, 2025
    - WIC Nutrition Program - Effective January 1, 2025
  - Deletes Statements of Work for the following programs:
2. Exhibit B-2 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-1 Allocations as follows:
  - Increase of \$92,073 for a revised maximum consideration of \$2,924,691.
  - 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 Federal Grant Awards Index, incorporated by this reference, and located in the ConCon, Funding & BARS library at the URL provided above.

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.

This section intentionally left blank.

**ISLAND COUNTY PUBLIC HEALTH  
2025-2027 CONSOLIDATED CONTRACT**

**CONTRACT NUMBER: CLH32052**

**AMENDMENT NUMBER: 2**

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

ISLAND COUNTY BOARD OF  
COUNTY COMMISSIONERS

STATE OF WASHINGTON  
DEPARTMENT OF HEALTH

 3/11/25  
Chair Date  
Board of County Commissioners

Melanie Bacon 3/11/25  
Print Name Title

\_\_\_\_\_  
Signature Date  
\_\_\_\_\_  
Print Name Title

APPROVED AS TO FORM ONLY  
Assistant Attorney General

Island County Public Health

Indirect Rate as of January 1, 2025: 22.38%

**EXHIBIT B-2**  
**ALLOCATIONS**  
**Contract Term: 2025-2027**

Page 3 of 24  
 Contract Number: CLH32052  
 Date: February 1, 2025

Chart of Accounts Program Title	Federal Award Identification #	Amend #	BARS Assist List #*	Revenue Code**	DOH Use Only		Amount	Funding Period SubTotal	Chart of Accounts Total
					Statement of Work	Chart of Accounts Funding Period			
FFY24 USDA BFPC Prog Mgmt	7WA700WA1	Amd 1	10,557	333.10.55	01/01/25 09/30/26	10/01/23 09/30/26	\$25,804	\$25,804	\$25,804
FFY25 USDA WIC Client Svcs Contracts	7WA700WA7	Amd 2	10,557	333.10.55	01/01/25 09/30/25	10/01/24 09/30/25	\$76,273	\$252,867	\$252,867
FFY25 USDA WIC Client Svcs Contracts	7WA700WA7	Amd 1	10,557	333.10.55	01/01/25 09/30/25	10/01/24 09/30/25	\$176,594		
PS SSI2 Sub Award Management Task 3	01J89801	Amd 1	66,123	333.66.12	01/01/25 03/31/27	07/01/21 08/31/28	\$50,000	\$50,000	\$50,000
FFY25 SWIMMING BEACH ACT IAR (ECY)	01J74301	Amd 2	66,472	333.66.47	03/01/25 10/31/25	01/01/25 11/30/25	\$10,800	\$10,800	\$10,800
FFY24 PHEP BP1-CDC-LHJ Partners	NU90TU000055	Amd 1	93,069	333.93.06	01/01/25 06/30/25	07/01/24 06/30/25	\$25,708	\$25,708	\$25,708
FFY24 CDC PCH OD2A Prevention	NU17CE010218	Amd 1	93,136	333.93.13	01/01/25 08/31/25	09/01/24 08/31/25	\$33,440	\$33,440	\$33,440
FFY20 ELC EDE LHJs CDC	NU50CK000515	Amd 1	93,323	333.93.32	01/01/25 06/30/25	01/15/21 07/31/25	\$105,000	\$105,000	\$105,000
FFY25 HRSA MCHBG LHJ Contracts	B04MCS4583	Amd 1	93,994	333.93.99	01/01/25 09/30/25	10/01/24 09/30/25	\$41,853	\$41,853	\$41,853
SFY2 GFS - Group B		Amd 1	N/A	334.04.90	01/01/25 06/30/25	07/01/23 06/30/25	\$25,877	\$25,877	\$25,877
SFY25 Local OPI Prev & Supp Proviso		Amd 1	N/A	334.04.93	01/01/25 06/30/25	07/01/24 06/30/25	\$16,042	\$16,042	\$16,042
Rec Shellfish/Biotoxin		Amd 1	N/A	334.04.93	01/01/25 06/30/25	07/01/23 06/30/25	\$800	\$800	\$800
FFY25 TBI Safe Kids IAR		Amd 2	N/A	334.04.96	03/01/25 06/30/25	07/01/24 06/30/25	\$5,000	\$5,000	\$5,000
SFY25 FPHS-LHJ Funds-GFS		Amd 1	N/A	336.04.25	01/01/25 06/30/25	07/01/24 06/30/25	\$2,314,000	\$2,314,000	\$2,314,000
YR 27 SRF - Local Asst (15%) SS		Amd 1	N/A	346,26.64	01/01/25 06/30/25	07/01/23 06/30/25	\$13,500	\$13,500	\$13,500
YR 27 SRF - Local Asst (15%) TA		Amd 1	N/A	346,26.66	01/01/25 06/30/25	07/01/23 06/30/25	\$4,000	\$4,000	\$4,000
<b>TOTAL</b>							<b>\$2,924,691</b>	<b>\$2,924,691</b>	
Total consideration:								<b>GRAND TOTAL</b>	<b>\$2,924,691</b>
<b>GRAND TOTAL</b>								Total Fed	\$545,472
								Total State	\$2,379,219

\*Assistance Listing Number fka Catalog of Federal Domestic Assistance

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

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** BEACH Program - Effective March 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health  
**Contract Number:** CLH32052

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

**Period of Performance:** March 1, 2025 through October 31, 2025

<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		

**Statement of Work Purpose:** The Beach Environmental Assessment, Communication, and Health (BEACH) Program works with LHJ to monitor water at marine swimming beaches for bacteria and provide public notification when levels are unsafe.

**Revision Purpose:** N/A

<b>DOH Chart of Accounts Master Index Title</b>	<b>Master Index Code</b>	<b>Assistance Listing Number</b>	<b>BARS Revenue Code</b>	<b>LHJ Funding Period</b>		<b>Current Allocation</b>	<b>Allocation Change Increase (+)</b>	<b>Total Allocation</b>
				<b>Start Date</b>	<b>End Date</b>			
FFY2025 SWIMMING BEACH ACT IAR (ECY)	26505925	66.472	333.66.47	03/01/25	10/31/25	0	10,800	10,800
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						0	<b>10,800</b>	<b>10,800</b>

<b>Task #</b>	<b>Activity</b>	<b>Deliverables/Outcomes</b>	<b>Due Date/Time Frame</b>	<b>Payment Information and/or Amount</b>
1	<u>BEACH Program Administration and Annual Meeting:</u> Time spent on administrative duties related to the BEACH Program and the 2025 Annual meeting.	Summarize time spent on administrative duties in annual report.	Annual meeting held in March 2025. Annual report due October 31, 2025	Reimbursement for actual costs up to \$10,800 for tasks 1-3. Subrecipient may use their discretion in prioritizing which task(s) to pay with this award.
2	<u>Bacteria Monitoring &amp; Public Notification</u> <ul style="list-style-type: none"> <li>Collect samples and field observations in accordance with BEACH Program Quality Assurance Project Plan (QAPP). Notify BEACH Program Coordinator in advance if samples cannot be collected. Coordinate deviations from the QAPP and/or schedule with the BEACH Program Coordinator.</li> </ul>	1. Enter data into Department of Ecology's BEACH Program Database. 2. Email copies of laboratory analytical reports to BEACH Program Coordinator. 3. Include a list of swimming advisories in annual report.	1. Enter data results into database by Friday each week of sample collection. 2. Email copies of reports upon receipt.	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> <li>Post and/or remove swimming advisory signs as needed. Provide public education about beach water quality. Notify BEACH Program Coordinator of swimming advisories as soon as possible.</li> </ul>		3. Annual report due October 31, 2025.	
3	<u>Illness Pollution Investigations</u> Notify BEACH Program Coordinator of any illness reports related to recreational swimming beaches. Conduct illness investigations as needed.	1. Provide notification via telephone to BEACH Program Coordinator. 2. Summarize illness investigation in annual report.	1. Within fourteen (14) business days. 2. Annual report due October 31, 2025.	

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

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

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

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

**Program Specific Requirements**

The funds for this project are being provided by an Environmental Protection Agency grant, Agreement Number CU-01J74301-4, Assistance Listing Number 66.472 – Beach Monitoring and Notification Program Implementation Grants.

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

Quality Assurance Project Plan <https://apps.ecology.wa.gov/publications/SummaryPages/1903119.html>

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** Injury & Violence Prevention-Overdose Data to Action in States - Effective January 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health

**Contract Number:** CLH32052

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

**Period of Performance:** January 1, 2025 through August 31, 2025

<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"/> Reimbursement
<input checked="" type="checkbox"/> State		<input type="checkbox"/> Fixed Price
<input type="checkbox"/> Other	<input checked="" type="checkbox"/> FFATA (Transparency Act)	<input type="checkbox"/> Research & Development

**Statement of Work Purpose:** The purpose of this statement of work (SOW) is to allocate funds to Island County Public Health to implement overdose prevention strategies under the CDC Overdose Data to Action in States (OD2A-S) Cooperative Agreement. Please see the budget tables under the activity table for a breakdown of allocated funds. Please also see the "Program Special Requirements" section at the bottom of the Statement of Work.

**Revision Purpose:** Edit task language .

<b>DOH Chart of Accounts Master Index Title</b>	<b>Master Index Code</b>	<b>Assistance Listing Number</b>	<b>BARS Revenue Code</b>	<b>LHJ Funding Period</b>	<b>Current Allocation</b>	<b>Allocation Change</b>	<b>Total Allocation</b>
FFY24 CDC PCH OD2A PREVENTION	77520240	93.136	333.93.13	01/01/25 08/31/25	33,440	0	33,440
SFY25 LOCAL OPI PREV & SUPP PROVISO	77550855	N/A	334.04.93	01/01/25 06/30/25	16,042	0	16,042
					0	0	0
					0	0	0
					0	0	0
<b>TOTALS</b>					<b>49,482</b>	<b>0</b>	<b>49,482</b>

<b>Task #</b>	<b>Activity</b>	<b>Deliverables/Outcomes</b>	<b>Due Date/Time Frame</b>	<b>Payment Information and/or Amount</b>						
1.	<p><b>OD2A-S 8.1.1</b></p> <p>The LHJ will initiate, expand, and support overdose prevention programs and outreach activities led by navigators with the intention of promoting access to harm reduction services.</p> <p>The LHJ will staff three syringe services program (SSP) locations and offer the following services: distributed harm reduction supplies, offer harm reduction services, offer assistance with obtaining assessments for mental health and substance use disorder (SUD) treatment, and</p>	<p>Progress report update about:</p> <ul style="list-style-type: none"> <li>Types of assistance offered to clients to obtain assessments for mental health and SUD treatment</li> <li>Types of assistance offered to clients to access detox and treatment for SUD</li> </ul> <p>Quarterly performance measure reporting on the data that is relevant to this activity. Please see the deliverables/outcomes tied to the "Evaluation Requirements" activity for a full list of performance measures.</p>	<p>Progress report updates and quantitative performance measure reporting and due to DOH on the following timeline:</p> <table border="1"> <tr> <th><b>Reporting Period</b></th> <th><b>Report Due Date</b></th> </tr> <tr> <td>11/01/24-01/31/25</td> <td>02/01/25</td> </tr> <tr> <td></td> <td>02/10/25</td> </tr> </table>	<b>Reporting Period</b>	<b>Report Due Date</b>	11/01/24-01/31/25	02/01/25		02/10/25	<p>Monthly invoices for actual cost reimbursement will be submitted to DOH.</p> <p>Barring the purchase of naloxone, the LHJ may bill to either of the two MI codes listed in the funding table for time and effort spent on any activity in this statement of work.</p>
<b>Reporting Period</b>	<b>Report Due Date</b>									
11/01/24-01/31/25	02/01/25									
	02/10/25									

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	offer assistance with accessing detox and/or treatment for SUD and mental health concerns.		02/01/25-03/31/25 04/01/25-04/10/25 04/01/25-06/30/25 07/01/25-08/31/25 07/01/25-07/10/25 10/31/25	Total of all invoices for FFY24 CDC PCH OD2A PREVENTION will not exceed \$33,440 through August 31, 2025.
2.	OD2A-S 8.2.1  The LHJ will expand overdose education and naloxone distribution, prioritizing those who are at the greatest risk of experiencing or witnessing an overdose. Presentations may be offered to Island County schools' students and staff and staff of local businesses likely to persons who are experiencing an overdose.	Progress report update on the progress and process to expand overdose education and naloxone distribution including: <ul style="list-style-type: none"><li>• Where presentations were offered</li><li>• A brief description of the content offered in the trainings at each location</li></ul> Quarterly performance measure reporting on the data that is relevant to this activity. Please see the deliverables/outcomes tied to the "Evaluation Requirements" activity for a full list of performance measures.	Note: All final A19 invoices for the SOW period of performance are due to DOH no later than 60 days after the end of the performance period. Because progress reports are considered supporting documentation for A19 invoice submission, the final progress report of this contract budget period is due on the same date that the final A19 invoice for this budget period must be submitted.	Total of all invoices for SFY25 LOCAL OPI PREV & SUPP POVISO will not exceed \$16,042 through June 30, 2025.
3.	OD2A-S 8.2.2  The LHJ will provide low-barrier transportation services to treatment and distribute take-home lock boxes for safe medications for opioid use disorder (MOUD) storage. The LHJ will provide transportation to detox facilities, SUD assessments, and treatment as well as to court hearings and other essential needs programs for clients. The LHJ will distribute lock boxes at shelters, community events, and to people they are connected with through referrals from community agencies.	Progress report update on the progress and process of providing low-barrier transportation services to treatment and distributing take-home lock boxes including: <ul style="list-style-type: none"><li>• The number of clients transported</li><li>• Where they were transported (MOUD, behavioral health, other [describe])</li><li>• The number of lock-boxes distributed and where</li></ul> Quarterly performance measure reporting on the data that is relevant to this activity. Please see the deliverables/outcomes tied to the "Evaluation Requirements" activity for a full list of performance measures.		
4.	OD2A-S 8.2.3  The LHJ will improve education on and increase access to drug-checking supplies. The LHJ will provide education and drug testing supplies at three SSPs, through community outreach efforts (including homeless encampments), and through referrals received from community stakeholders.	Progress report update on the progress and process of improving education on and access to drug-checking supplies.  Quarterly performance measure reporting on the data that is relevant to this activity. Please see the deliverables/outcomes tied to		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		the “Evaluation Requirements” activity for a full list of performance measures.		
5.	<p>OD2A-S 9.1.1</p> <p>The LHJ will use navigators to facilitate linking people to care and other services.</p> <p>Opioid Outreach Case Managers (navigators) will facilitate referrals and warm handoffs to community service providers for SUD assessments, detox, treatment, and harm reduction services. Both community partner referrals as well as self-referrals from those participating in SSP outreach efforts will be accepted.</p> <p>Once initial referrals for services are made, Island County Human Services staff will continue to work with individuals and assist them in making ongoing appointments and participating in follow-up care and treatment. Ongoing assessments will be made throughout engagement to modify goals and ascertain the most current state of a person’s needs.</p>	<p>Progress report update on the progress and process of facilitating referrals and warm handoffs.</p> <p>Quarterly performance measure reporting on the data that is relevant to this activity. Please see the deliverables/outcomes tied to the “Evaluation Requirements” activity for a full list of performance measures.</p>		
6.	<p>Maintaining partnerships</p> <p>The LHJ will participate in community meetings and forums to strengthen collaboration and continue to encourage referrals from partner organizations.</p>	Progress report update on participation in community meetings and forums as well as engagement with partners.		
7.	<p>Maintain communication with DOH</p> <ul style="list-style-type: none"> <li>• The LHJ will meet virtually with the DOH contract manager on a monthly or quarterly basis.</li> <li>• When requested, the LHJ will join meetings with DOH and CDC OD2A-S project officers to provide updates on the implementation of the statement of work activities.</li> <li>• The LHJ will participate in quarterly calls with DOH and other recipients of this funding to share lessons learned, successes, and challenges.</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly or quarterly meetings</li> <li>• Meetings with CDC as requested</li> <li>• Participate in quarterly calls with all grantees</li> </ul>		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
8.	<p>Evaluation requirements</p> <p>The LHJ will engage in evaluation activities in the following ways:</p> <ul style="list-style-type: none"> <li>• Collect data on CDC performance measures to support DOH evaluation plan.</li> <li>• Provide answers to contextual performance measures questions.</li> <li>• Collaborate with the DOH evaluator on a Targeted Evaluation Project (TEP) that will provide a greater understanding of navigation activities.</li> <li>• Support other evaluation tasks as requested, to meet overall CDC evaluation requirements.</li> </ul> <p><i>The LHJ will collect and submit the following quantitative data on a DOH-provided excel workbook on the quarterly timeline mentioned in the "Due Date/Time Frame" column:</i></p> <ul style="list-style-type: none"> <li>• <i>Total number of harm reduction service encounters (e.g., in-person, mail, telephone, online)</i></li> <li>• <i>Zip code where harm reduction services were provided (list "unknown" when location is unknown)</i></li> <li>• <i>Total number of navigators located in a harm reduction setting or other setting</i></li> <li>• <i>Number of referrals to harm reduction services for each race/ethnicity</i></li> <li>• <i>If possible, total number of hours spent by each navigator on linkage to care or referral efforts</i></li> <li>• <i>Type of organization where naloxone was distributed (SSP, faith-based organizations, schools, etc.)</i></li> <li>• <i>Zip code where naloxone was distributed (list "unknown" when unknown)</i></li> <li>• <i>Number of naloxone doses distributed at each type of organization</i></li> <li>• <i>Number of service encounters involving drug checking</i></li> <li>• <i>Zip code for drug checking encounters (list "unknown" when unknown)</i></li> </ul>	<p><i>Submit the quantitative data on a DOH-provided excel workbook on the quarterly timeline mentioned in the "Due Date/Time Frame" column and submit the qualitative data on a DOH-provided excel workbook once on the quarter 4 progress report template.</i></p> <p><b>DOH will provide a template for the collection of the following quantitative data:</b></p> <ul style="list-style-type: none"> <li>• Total number of harm reduction service encounters (e.g., in-person, mail, telephone, online)</li> <li>• Zip code where harm reduction services were provided (list "unknown" when location is unknown)</li> <li>• Total number of navigators located in a harm reduction setting or other setting</li> <li>• Number of referrals to harm reduction services for each race/ethnicity</li> <li>• If possible, total number of hours spent by each navigator on linkage to care or referral efforts</li> <li>• Type of organization where naloxone was distributed (SSP, faith-based organizations, schools, etc.)</li> <li>• Zip code where naloxone was distributed (list "unknown" when unknown)</li> <li>• Number of naloxone doses distributed at each type of organization</li> <li>• Number of service encounters involving drug checking</li> <li>• Zip code for drug checking encounters (list "unknown" when unknown)</li> <li>• Number of referrals to MOUD for each race/ethnicity</li> <li>• Number of referrals to behavioral health treatment only (without MOUD) for each race/ethnicity</li> </ul>		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> <li>Number of referrals to MOUD for each race/ethnicity</li> <li>Number of referrals to behavioral health treatment only (without MOUD) for each race/ethnicity</li> <li>Number of other referrals, if not to MOUD and behavioral health, with a description of the type of referral</li> </ul> <p><i>The LHJ will collect and submit the following qualitative data on a DOH-provided excel workbook once on the quarter 4 progress report template:</i></p> <p><b>Health Equity (HE)</b></p> <p><u><i>HE Impact: Impactful practices for improving access to care and treatment for PWUD who are historically underserved by overdose prevention programs</i></u></p> <ol style="list-style-type: none"> <li>1. Please provide a brief description of the implemented and/or tailored (adapted to specific cultural, linguistic, environmental, or social needs of populations) evidence-based intervention or innovative practice (including setting and whether navigators were included if applicable) and how these compare to previous efforts.</li> <li>2. Please describe how access to care or treatment has been improved, and what new/existing community assets were leveraged.</li> <li>3. Please describe how specific populations disproportionately affected by overdose and underserved with care and treatment programs are impacted by efforts (if tracked).</li> <li>4. (Optional) Please share if there were any other outcomes that were improved (provides recipients the option to expand beyond access to care and include any other outcomes, for example, retention in care, decreased opioid use).</li> <li>5. Please describe any issues or concerns that impact the quality of the data shared (e.g., data completeness, data accuracy, facilitators/barriers for collection and reporting).</li> </ol>	<ul style="list-style-type: none"> <li>Number of other referrals, if not to MOUD and behavioral health, with a description of the type of referral</li> </ul> <p>DOH will provide a template for the collection of the following qualitative data:</p> <ul style="list-style-type: none"> <li>• How has access to care or treatment has been improved, and what new/existing community assets were leveraged?</li> <li>• What are the barriers for people accessing harm reduction services in your jurisdiction?</li> <li>• What are barriers to accessing or receiving naloxone?</li> <li>• Describe what types of navigators are included in the data reported</li> <li>• Describe methods to support navigators</li> </ul>		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p><u><b>HE Activities: Number of health equity focused overdose prevention activities implemented with OD2A funding</b></u></p> <p>1. Please describe the activities in this performance measure, for whom they were intended, and how the activities were implemented and/or tailored (e.g., linguistically, culturally) for racially, ethnically, and linguistically diverse populations?</p> <p>2. Please describe any issues or concerns that impact the quality of the data shared (e.g., data completeness, data accuracy, facilitators/barriers for collection and reporting).</p> <p><b>Harm Reduction (HR)</b></p> <p><u><b>HR Encounters: Number of harm reduction service encounters at organizations funded or supported by OD2A</b></u></p> <p>1. What are the barriers for people accessing harm reduction services in your jurisdiction?</p> <p>2. What are the facilitators for people accessing harm reduction services in your jurisdiction?</p> <p>3. What types of services are included?</p> <p>4. Please estimate the proportion of harm reduction service encounters that occurred:</p> <p>— % at brick and mortar locations      — % via mobile-based outreach services      — % via mail-based delivery      — % other (please specify)</p> <p>5. Please describe any issues or concerns that impact the quality of the data shared (e.g., data completeness, data accuracy, facilitators/barriers for collection and reporting).</p> <p><u><b>HR Naloxone: Number of naloxone doses distributed by OD2A funded or supported organizations</b></u></p> <p>1. What are barriers to accessing or receiving naloxone?</p> <p>2. What are facilitators to accessing or receiving naloxone?</p>			

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>3. How did you use OD2A Funds to distribute naloxone (e.g. staffing to distribute, vending machines)?</p> <p>4. (Optional) Describe mechanisms used to distribute naloxone (e.g., mail in, handoffs).</p> <p>5. If you selected "other" type of organizations in the reporting tool, please describe.</p> <p>6. Please describe any issues or concerns that impact the quality of the data shared (e.g., data completeness, data accuracy, facilitators/barriers for collection and reporting).</p> <p><b>Linkage to Care (LTC)</b></p> <p><b>LTC Navigators: Number of navigators who link PWUD to care and harm reduction services via warm handoffs</b></p> <p>1. Please describe what types of navigators are included in the data reported (e.g., certified peer recovery specialists, peer support specialists, case managers, patient navigators, community health workers, persons with lived experience, etc.).</p> <p>2. Please describe methods to support navigators, including average hourly pay, benefits, and additional supports (e.g., trauma, wellness, emotional/psychological support, infrastructure such as a phone) to help retain them.</p> <p>3. Please describe any issues or concerns that impact the quality of the data shared (e.g., data completeness, data accuracy, facilitators/barriers for collection and reporting).</p> <p><b>LTC Referrals: Number of referrals to care and harm reduction services</b></p> <p>1. (Optional) If you have other OD2A funded or supported referrals beyond referrals to MOUD, behavioral treatment only (without MOUD), and harm reduction services, please describe the "other" types of referrals.</p> <p>2. Please describe any issues or concerns that impact the quality of the data shared (e.g., data completeness, data accuracy, facilitators/barriers for collection and reporting).</p>			

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

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

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

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

**Program Specific Requirements**

**Restrictions on Funds (i.e., disallowed expenses or activities, indirect costs, etc.):** Reimbursement for the purchase of naloxone can only be billed to SFY25 LOCAL OPI PREV & SUPP POVISO. The LHJ must have received prior approval from the DOH contract manager to purchase naloxone.

**Billing Requirements:**

DOH awards funding through reimbursement-based billing. Invoices must be submitted monthly on an A19-1A invoice voucher.

**Budget Table**

For the entire LHJ OD2A-S Year 1 Budget Period (11/1/24-8/31/25)

Salaries	\$53,285
Benefits	\$20,153
<b>TOTAL</b>	<b>\$73,438</b>
<b>BUDGET</b>	

\*The LHJ must receive written approval from DOH before making any changes to the SOW activities or itemized budget.

\*If the LHJ intends to request reimbursement for indirect costs, the LHJ must have an unexpired cost-rate approval letter on file with DOH. Payment for indirect costs may be withheld until an up-to-date approval letter is received by DOH.

**Breakdown of funds allotted over the entire LHJ OD2A-S Year 1 Budget Period (11/1/24-8/31/25)**

**November 1, 2024-December 31, 2024 ConCon SOW (Last amendment of the 2022-2024 ConCon Term)**

Funding Source	MI Title	Allocation	Must be spent by
Federal Funds			
OD2A-S Year 1 Funds	FFY24 CDC OD DATA TO ACTION PREV	\$14,332	12/31/24 (unspent funds roll over)
State Funds			
Time Limited State Enhancement			
SFY25 LOCAL OPI PREV & SUPP POVISO			
\$9,625			
12/31/24 (unspent funds roll over)			

Unspent funds from the 9/1/24-12/31/24 ConCon SOW will be allotted to you in a later 2025 ConCon amendment.

**January 1, 2025-August 31, 2025 ConCon SOW (First amendment of the 2025-2027 ConCon Term)**

Funding Source	MI Title	Allocation	Must be spent by
Federal Funds			
OD2A-S Year 1 Funds	FFY24 CDC PCH OD2A PREVENTION	\$33,440	8/31/25

State Funds			
Time Limited State Enhancement	SFY25 LOCAL OPI PREV & SUPP POVisO	\$16,042	6/30/25

~~\*OTE – One Time Enhancement Funds. LIJUs that applied for and were approved to receive One Time Enhancement funds will receive these funds if DOI's request for expanded authority is approved by the CDC.~~

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** Injury & Violence Prevention-Traumatic Brain Injury Prevention - Effective March 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health

**Contract Number:** CLH32052

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

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

**Period of Performance:** March 1, 2025 through June 30, 2025

**Statement of Work Purpose:** The purpose of this statement of work (SOW) is to plan, organize and implement community education and awareness events in local communities addressing child injury topics that includes a focus on head injury including traumatic brain injury. The purpose is to build awareness of traumatic brain injury and other unintentional injuries and provide communities with health education on prevention and provide safety equipment to community members for injury prevention. This contributes to deliverables under the interagency agreement between DSHS and DOH contract #GVS28420.

**Revision Purpose:** N/A

<b>DOH Chart of Accounts Master Index Title</b>	<b>Master Index Code</b>	<b>Assistance Listing Number</b>	<b>BARS Revenue Code</b>	<b>LHJ Funding Period Start Date</b>	<b>End Date</b>	<b>Current Allocation</b>	<b>Allocation Change Increase (+)</b>	<b>Total Allocation</b>
FFY25 TBI SAFE KIDS IAR	77510950	N/A	334.04.96	03/01/25	06/30/25	0	5,000	5,000
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						0	5,000	5,000

<b>Task #</b>	<b>Activity</b>	<b>Deliverables/Outcomes</b>	<b>Due Date/Time Frame</b>	<b>Payment Information and/or Amount</b>
1	<p>Develop a neuromuscular warm-up program for student athletes aimed at reducing sports injuries including concussion.</p> <ul style="list-style-type: none"> <li>Conduct literature review on concussion prevention and neuromuscular warm-up programs.</li> <li>Communicate with subject matter experts as-needed.</li> <li>Develop a toolkit with evidence-based guidance on concussion prevention, which will include:</li> </ul>	<ol style="list-style-type: none"> <li>Completed Toolkit that can be distributed to schools and access to post to the DOH injury prevention web page and the Washington Traumatic Brain Injury Strategic Partnership Advisory Council webpage.</li> <li>List of planned communications partners to directly distribute in the schools and community.</li> </ol>	<p>Completed toolkit provided by June 30, 2025.</p> <p>Report of partners presented to DOH contract manager by June 30, 2025.</p>	<p>Reimbursement for actual expenditures, not to exceed total funding consideration. Funding can be moved between tasks as needed to complete deliverables.</p>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> <li>○ Neuromuscular warm-up guidance that includes recommendations and exercises for strength, balance, and proper movement.</li> <li>○ Information on neurocognitive assessments (eg. symptom assessment, cognitive evaluation, formal testing of balance) and importance at baseline and to inform return-to-play decisions.</li> <li>○ General wellness promotion with adequate sleep and recovery times.</li> <li>● Form partnerships with school athletics programs and club sports coaches.</li> </ul>			
2	Community education and distribution of safety equipment (infant car seats & bicycle/skate helmets)	<ol style="list-style-type: none"> <li>1. Distribute car seats for the New Baby, New Family and Community Health Worker program with education on transportation safety. Seats will be delivered to low-income families as determined by the LHJ.</li> <li>2. Distribute helmets along with safety information on bike, skate &amp; pedestrian safety as part of the Island County Public Health Youth Activity Scholarship program.</li> <li>3. Complete Safe Kids Activity Report online within 10 business day of each activity. Secure activity report is located at: <a href="https://forms.office.com/g/UjjpQhRmGN">https://forms.office.com/g/UjjpQhRmGN</a></li> <li>4. Provide link or QR code of Safe Kids Community Activity Evaluation tool at each activity. Attendees participation is voluntary. Evaluation link: <a href="https://forms.office.com/g/gawFLY89C0">https://forms.office.com/g/gawFLY89C0</a></li> </ol> <p>All education should include an element of awareness of concussions and traumatic brain injuries and how to prevent them.</p> <p>Education should also include awareness of <a href="https://safekidswashington.org">https://safekidswashington.org</a> as a resource tool</p>	<p>Reports due 10 business days after event. Reports must be submitted to the online reporting form: <a href="https://forms.office.com/g/UjjpQhRmGN">https://forms.office.com/g/UjjpQhRmGN</a></p> <p>All activities and purchases completed by June 30, 2025.</p>	<p>Reimbursement for actual expenditures, not to exceed total funding consideration. Funding can be moved between tasks as needed to complete deliverables.</p>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		to learn more and 2-1-1 as a resource to find local resources and services.		

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

**Program Specific Requirements**

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

All activities are to be reported using the online reporting tool: <https://forms.office.com/g/UjipQhRmGN>

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

All supplies, sub-contracts and other expenditures must be for goods or services that relate to the awareness or prevention of traumatic brain injury, including concussion, as a component of the activity or event. Other health and prevention topics can be included along with the TBI education.

**Monitoring Visits (i.e., frequency, type, etc.):**

Monthly virtual visits with DOH contact manager to review challenges, concerns, upcoming events/activities, and budget.

**Billing Requirements:**

Submit A19's monthly where there are expenditures. Follow agency protocol for Consolidated Contracts billing with DOH.

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** WIC Nutrition Program - Effective January 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health  
**Contract Number:** CLH32052

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

**Period of Performance:** January 1, 2025 through December 31, 2027

<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		

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

**Revision Purpose:** To add funding to FFY25 USDA WIC CLIENT SVS Contracts (\$76,273)and increase caseload

<b>DOH Chart of Accounts Master Index Title</b>	<b>Master Index Code</b>	<b>Assistance Listing Number</b>	<b>BARS Revenue Code</b>	<b>LHJ Funding Period</b>	<b>Current Allocation</b>	<b>Allocation Change Increase (+)</b>	<b>Total Allocation</b>
FFY25 USDA WIC CLIENT SVS CONTRACTS	76101251	10.557	333.10.55	01/01/25 09/30/25	176,594	76,273	252,867
FFY24 USDA BFPC PROG MGMT	7621424A	10.557	333.10.55	01/01/25 09/30/26	25,804	0	25,804
					0	0	0
					0	0	0
					0	0	0
					0	0	0
<b>TOTALS</b>					<b>202,398</b>	<b>76,273</b>	<b>278,671</b>

<b>Task #</b>	<b>Activity</b>	<b>Deliverables/Outcomes</b>	<b>Due Date/Time Frame</b>	<b>Payment Information and/or Amount</b>
1	<b>WIC Nutrition Program</b>			See "Billing Requirements" below.
1.1	Maintain authorized participating caseload at 100% based on quarterly average as determined from monthly caseload management reports generated at state WIC office. The Department of Health (Department) State WIC Nutrition Program has the option of reducing authorized participating caseload and corresponding funding when: <ol style="list-style-type: none"> <li>1. Unanticipated funding situations occur.</li> <li>2. Reallocations are necessary to redistribute caseload statewide.</li> <li>3. Caseload declines.</li> </ol>	Outcomes based on monthly participation data from state WIC caseload management reports.	Authorized participating caseload for October 2024 through September 2025 = 725.  <i>Authorized participating caseload for March 2025 through September 2025 = 785.</i>	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1.2	Submit the annual Nutrition Services Plan for each year of the contract.	Nutrition Services Plan	First year due 9/30/25 Second year due 9/30/26 Third year due 9/30/27	Payment withheld if not received by due date.
1.3	Submit the annual Nutrition Services Expenditure Report for each year of the contract.	Nutrition Services Expenditure Report	11/30/25 11/30/26 11/30/27	Payment withheld if not received by due date.
1.4	Tell participants about other health services in the agency. If needed, develop written agreements with other health care agencies and refer participants to these services.	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.5	Provide nutrition education services to participants and caregivers in accordance with federal and state requirements.	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.6	Issue WIC benefits while assuring adequate WIC card security and reconciliation.	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.7	Collect data, maintain records, and submit reports to effectively enforce the non-discrimination laws (Refer to Civil Rights Assurances below).	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.8a	Submit entire WIC and Breastfeeding Peer Counseling Budget Workbook for each year of the contract	Budget Workbook	First year due 9/30/25 Second year due 9/30/26 Third year due 9/30/27	
1.8b	Submit Rev-Exp Report spreadsheet from the WIC Budget Workbook monthly with A-19	Revenue and Expense Report and A-19	First year due monthly through September 30, 2025 Second year due monthly through September 30, 2026 Third year due monthly through September 30, 2027	
2	<b>Breastfeeding Promotion</b>			See "Billing Requirements" below.
2.1	Provide breastfeeding promotion activities in accordance with federal and state requirements.	Status report of chosen activities in Nutrition Services Plan.  Documentation must be available for review by WIC monitor staff.		
2.2	Work with community partners to improve practices that affect breastfeeding. Choose one or more of the following projects:	Status report of chosen activities in Nutrition Services Plan.	First year due 11/30/25 Second year due 11/30/26 Third year due 11/30/27	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> <li>▪ Provide staff, health care providers and community partners virtual breastfeeding training resources.</li> <li>▪ Work with employers who likely employ low-income people to create worksite environments that support breastfeeding.</li> <li>▪ Work with birthing hospitals to improve maternity care practices that affect WIC participant breastfeeding rates.</li> <li>▪ Provide participants access to lactation consultants.</li> </ul> <p>Other projects will need pre-approval from the State WIC Office</p>	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
3	<b>Breastfeeding Peer Counseling Program (BFPC)</b>			See "Billing Requirements" below.
3.1	Provide Breastfeeding Peer Counseling Program activities in accordance with federal and state requirements. The WIC Breastfeeding Peer Counseling Program is meant to enhance, not replace, WIC Breastfeeding promotion and support activities.	<p>Breastfeeding Peer Counseling Annual Report and expenditures from the previous federal fiscal year.</p> <p>Documentation must be available for review by WIC monitor staff.</p>	First year due 12/31/25 Second year due 12/31/26 Third year due 12/31/27	
3.2	Track Breastfeeding Peer Counseling Program expenditures and bill separately from the WIC grant.	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
4	<b>Farmers Market Nutrition Program (FMNP)</b>			See "Billing Requirements" below.
4.1	Distribute all Farmers Market Nutrition Program benefits to eligible WIC participants between May and September 30 of current year.		<p>Weekly May-Sept. 2025  and May-Sept. 2026  and May-Sept. 2027</p> <p>All sent by Oct. 1, 2025  and by Oct. 1, 2026  and by Oct. 1, 2027</p>	Biennial WIC Monitor

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

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

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

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 Specific Requirements**

##### **Program Manual, Handbook, Policy References:**

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

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

##### **Staffing Requirements:**

The local agency shall:

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

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

The local agency shall follow the instructions found in the Policy and Procedure Manual under WIC Allowable Costs and 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

##### **Special References (i.e., RCWs, WACs, etc.):**

What is the WIC program?

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

6. The WIC program may impose monetary penalties against persons who misuse WIC benefits or WIC food but who are not WIC participants.

**Monitoring Visits (i.e., frequency, type, etc.):**

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

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

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

**Assurances/Certifications:**

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

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

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

The local agency agrees to:

- a. Defend, protect and hold harmless the Department or any of its employees from any claims, suits or actions arising from the use of this Loaned Equipment.
- b. Assume responsibility for any loss or damage from abnormal wear or use, or from inappropriate storage or transportation. The Department may enforce this by:
  - 1) Requiring reimbursement from the local agency of the value of the Loaned Equipment at the time of the loss or damage.
  - 2) Requiring the local agency to replace the Loaned Equipment with equipment of the same type, manufacturer, and capabilities (as pre-approved by the Department), or
  - 3) Assertion of a lien against the Contractor's property.
- c. Notify the Department immediately of any damage to Loaned Equipment.
- d. Notify the Department prior to moving or replacing any Loaned Equipment.

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

**2. Civil Rights Assurance**

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

**3. 2CFR 200**

The local agency shall comply with all the fiscal and operations requirements prescribed by the state agency as directed by Federal WIC Regulations (7CFR part 246.6), 2CFR part 200, the debarment and suspension requirements of 2CFR part 200.213, if applicable, the lobbying restrictions of 2CFR part 200.245, and FNS guidelines and instructions and shall provide on a timely basis to the state agency all required information regarding fiscal and program information.

**Billing Requirements:**

1. Definitions

**Contract Period:** January 1, 2025 – December 31, 2027

**Contract Budget Periods:** The time periods for which the funding is budgeted.

- There are four federal budget periods

January 1, 2025, through September 30, 2025

October 1, 2025, through September 30, 2026

October 1, 2026, through September 30, 2027

October 1, 2027, through December 30, 2027

2. Billing Information:

- Billings are submitted on an A-19-1A invoice. These invoices are provided by the Department in the WIC Budget Workbook and include accounting codes for different budget categories.
- A-19s are submitted monthly and must be received by the Department within 60 days following the close of each calendar month. Additional A-19s may be submitted at any time, but must be received within 60 days of the close of the federal budget period.
- Funds are allocated by budget categories and by federal budget periods (refer to the budget spreadsheet).
- Funds are encumbered or spent only during the budget period; no carry forward from previous time periods or borrowing from future time periods is allowed.
- Payments are limited to the amounts allocated for the budget period for each budget category.
- Billings are based on actual costs for completed activities. Advance payments are not allowed. Back up documentation must be retained by the local agency and available for inspection by the Department or other appropriate authorities.
- Payments will be made only for WIC approved expenditures. Refer to the Washington State WIC Nutrition Program Policy and Procedure Manual Volume 2, Chapter 4 – Allowable Costs and 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- If billing for indirect costs, a Cost Allocation Plan or Federal Indirect Cost Agreement must be submitted prior to payment.

**Special Instructions:**

The local agency shall:

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

SPECIAL REQUIREMENTS			
Contract Budget Period	Time Period special requirement funds are available	Amount	Special Requirement Description
January 1, 2025 – September 30, 2025	January 2025 – September 2025	2,500	For general training funds. This funding is for all WIC staff to participate in WIC-related training. Added in the USDA WIC Client Services Contracts category to cover training registrations, travel expenses, staff time to participate in training (salary/benefits for part time or contractor), and other approved training expenses.

**Other:**

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

**ISLAND COUNTY PUBLIC HEALTH  
2025-2027 CONSOLIDATED CONTRACT**

**CONTRACT NUMBER: CLH32052**

**AMENDMENT NUMBER: 3**

**PURPOSE OF CHANGE:** To amend this contract between the DEPARTMENT OF HEALTH hereinafter referred to as "DOH", and ISLAND COUNTY PUBLIC HEALTH, a Local Health Jurisdiction, hereinafter referred to as "LHJ", pursuant to the Modifications/Waivers clause, and to make necessary changes within the scope of this contract and any subsequent amendments thereto.

**IT IS MUTUALLY AGREED:** That the contract is hereby amended as follows:

1. Exhibit A Statements of Work, includes the following statements of work, which are incorporated by this reference and located on the DOH Finance SharePoint site in the Upload Center at the following URL:  
<https://stateofwa.sharepoint.com/sites/doh-ofsfundingresources/siteweb/home.aspx?e1:9a94688da2d94d3ea80ac7fbc32e4d7c>
  - Adds Statements of Work for the following programs:  
Executive Office of Resiliency & Health Security-WFD LHJ - Effective January 1, 2025  
Office of People Services-HR-Public Health Infrastructure Grant - Effective January 1, 2025  
OSS LMP Implementation - Effective January 1, 2025  
OSS LMP Implementation-Proviso - Effective January 1, 2025
  - Amends Statements of Work for the following programs:  
Office of Resiliency & Health Security-PHEP - Effective January 1, 2025
  - Deletes Statements of Work for the following programs:
2. Exhibit B-3 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-2 Allocations as follows:
  - Increase of \$428,554 for a revised maximum consideration of \$3,353,245.
  - 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 Federal Grant Awards Index, incorporated by this reference, and located in the ConCon, Funding & BARS library at the URL provided above.

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.

This section intentionally left blank.

**ISLAND COUNTY PUBLIC HEALTH  
2025-2027 CONSOLIDATED CONTRACT**

**CONTRACT NUMBER: CLH32052**

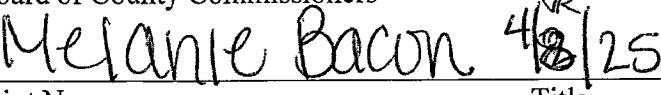
**AMENDMENT NUMBER: 3**

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

ISLAND COUNTY BOARD OF  
COUNTY COMMISSIONERS

STATE OF WASHINGTON  
DEPARTMENT OF HEALTH

 4/8/25  
Chair Date  
Board of County Commissioners

 4/8/25  
Print Name Title

\_\_\_\_\_  
Signature Date  
\_\_\_\_\_  
Print Name Title

APPROVED AS TO FORM ONLY  
Assistant Attorney General

Island County Public Health

Indirect Rate January 1, 2025 through December 31, 2025: MTDC De Minimus

**EXHIBIT B-3**  
**ALLOCATIONS**  
**Contract Term: 2025-2027**

Page 3 of 25  
 Contract Number: CLH32052  
 Date: March 1, 2025

Chart of Accounts Program Title	Federal Award Identification #	Amend #	DOH Use Only								Funding Period SubTotal	Chart of Accounts Total
			Assist List #*	BARS Revenue Code**	Statement of Work LHJ Funding Period	Start Date	End Date	Start Date	End Date	Amount		
FFY24 USDA BFPC Prog Mgmt	7WA700WA1	Amd 1	10.557	333.10.55	01/01/25 09/30/26	10/01/23	09/30/26			\$25,804	\$25,804	\$25,804
FFY25 USDA WIC Client Svcs Contracts	7WA700WA7	Amd 2	10.557	333.10.55	01/01/25 09/30/25	10/01/24	09/30/25			\$76,273	\$252,867	\$252,867
FFY25 USDA WIC Client Svcs Contracts	7WA700WA7	Amd 1	10.557	333.10.55	01/01/25 09/30/25	10/01/24	09/30/25			\$176,594		
PS SSI2 Sub Award Management Task 3	01J89801	Amd 1	66.123	333.66.12	01/01/25 03/31/27	07/01/21	08/31/28			\$50,000	\$50,000	\$50,000
FFY25 SWIMMING BEACH ACT IAR (ECY)	01J74301	Amd 2	66.472	333.66.47	03/01/25 10/31/25	01/01/25	11/30/25			\$10,800	\$10,800	\$10,800
FFY24 PHEP BP1-CDC-LHJ Partners	NU90TU000055	Amd 3	93.069	333.93.06	01/01/25 06/30/25	07/01/24	06/30/25			\$7,441	\$33,149	\$33,149
FFY24 PHEP BP1-CDC-LHJ Partners	NU90TU000055	Amd 1	93.069	333.93.06	01/01/25 06/30/25	07/01/24	06/30/25			\$25,708		
FFY24 CDC PCH OD2A Prevention	NUI7CE010218	Amd 1	93.136	333.93.13	01/01/25 08/31/25	09/01/24	08/31/25			\$33,440	\$33,440	\$33,440
FFY20 ELC EDE LHJs CDC	NU50CK000515	Amd 1	93.323	333.93.32	01/01/25 06/30/25	01/15/21	07/31/25			\$105,000	\$105,000	\$105,000
FFY21 CDC COVID-19 PHWFD-LHJ	NU90TP922181	Amd 3	93.354	333.93.35	01/01/25 06/30/25	07/01/23	06/30/25			\$104,135	\$104,135	\$104,135
FFY22 PH Infrastructure Comp A1-LHJ	NE110E000053	Amd 3	93.967	333.93.96	01/01/25 11/30/27	12/01/22	11/30/27			\$155,156	\$155,156	\$155,156
FFY25 HRSA MCHBG LHJ Contracts	B04MC54583	Amd 1	93.994	333.93.99	01/01/25 09/30/25	10/01/24	09/30/25			\$41,853	\$41,853	\$41,853
SFY2 GFS - Group B		Amd 1	N/A	334.04.90	01/01/25 06/30/25	07/01/23	06/30/25			\$25,877	\$25,877	\$25,877
SFY25 Local OPI Prev & Supp Proviso		Amd 1	N/A	334.04.93	01/01/25 06/30/25	07/01/24	06/30/25			\$16,042	\$16,042	\$16,042
Rec Shellfish/Biotoxin		Amd 1	N/A	334.04.93	01/01/25 06/30/25	07/01/23	06/30/25			\$800	\$800	\$800
SFY25 Island Co Treatment Proviso		Amd 3	N/A	334.04.93	01/01/25 06/30/25	07/01/24	06/30/25			\$134,148	\$134,148	\$134,148
SFY25 Wastewater Management-GFS		Amd 3	N/A	334.04.93	01/01/25 06/30/25	07/01/24	06/30/25			\$27,674	\$27,674	\$27,674
FFY25 TBI Safe Kids IAR		Amd 2	N/A	334.04.96	03/01/25 06/30/25	07/01/24	06/30/25			\$5,000	\$5,000	\$5,000
SFY25 FPHS-LHJ Funds-GFS		Amd 1	N/A	336.04.25	01/01/25 06/30/25	07/01/24	06/30/25			\$2,314,000	\$2,314,000	\$2,314,000
YR 27 SRF - Local Asst (15%) SS		Amd 1	N/A	346.26.64	01/01/25 06/30/25	07/01/23	06/30/25			\$13,500	\$13,500	\$13,500
YR 27 SRF - Local Asst (15%) TA		Amd 1	N/A	346.26.66	01/01/25 06/30/25	07/01/23	06/30/25			\$4,000	\$4,000	\$4,000

Island County Public Health

EXHIBIT B-3  
ALLOCATIONS  
Contract Term: 2025-2027

Page 4 of 25  
Contract Number: CLH32052  
Date: March 1, 2025

Indirect Rate January 1, 2025 through December 31, 2025: MTDC De Minimus

Chart of Accounts Program Title	Federal Award Identification #	Amend #	List #*	Code**	DOH Use Only				Funding Period	Chart of Accounts
					Assist	BARS Revenue	Statement of Work LHJ Funding Period	Chart of Accounts Funding Period		
<b>TOTAL</b>									<b>\$3,353,245</b>	<b>\$3,353,245</b>
Total consideration:	\$2,924,691								<b>GRAND TOTAL</b>	<b>\$3,353,245</b>
	\$428,554									
<b>GRAND TOTAL</b>	<b>\$3,353,245</b>								<b>Total Fed</b>	<b>\$812,204</b>
									<b>Total State</b>	<b>\$2,541,041</b>

\*Assistance Listing Number fka Catalog of Federal Domestic Assistance

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

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** Executive Office of Resiliency & Health Security - WFD LHJ - Effective January 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health

**Contract Number:** CLH32052

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

**Period of Performance:** January 1, 2025 through June 30, 2025

<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		

**Statement of Work Purpose:** The purpose of this statement of work is to provide funding to establish, expand, train, and sustain the LHJ public health workforce to support jurisdictional COVID-19 prevention, preparedness, response, and recovery initiatives, in accordance with the CDC Crisis Response Cooperative Agreement: COVID-19 Public Health Workforce Development (WFD).

Note: Program does not expect to be able to extend funding beyond June 30, 2025.

**Revision Purpose:** NA

<b>DOH Chart of Accounts Master Index Title</b>	<b>Master Index Code</b>	<b>Assistance Listing Number</b>	<b>BARS Revenue Code</b>	<b>LHJ Funding Period Start Date</b>	<b>End Date</b>	<b>Current Allocation</b>	<b>Allocation Change Increase (+)</b>	<b>Total Allocation</b>
FFY21 CDC COVID-19 PHWFD-LHJ	3192621G	93.354	333.93.35	01/01/25	06/30/25	0	104,135	104,135
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						0	104,135	104,135

<b>Task #</b>	<b>Activity</b>	<b>Deliverables/Outcomes</b>	<b>Due Date/Time Frame</b>	<b>Payment Information and/or Amount</b>
1	Submit names, position titles, email addresses and phone numbers of key LHJ staff responsible for this statement of work, including management, program staff, and accounting and/or financial staff.	Submit information by April 15, 2025, and any changes within 30 days of the change.	April 15, 2025 Within 30 days of the change.	Reimbursement for actual costs not to exceed total funding allocation amount.
2	Develop a plan to use these funds for one or more of the allowable costs listed below.  Submit plan to the DOH Program Contact for review and prior approval as soon as possible. We want to be sure your	Implementation Plan	April 15, 2025, unless previously submitted.  Submit updates as changes occur.	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	planned activities are allowable, and we will be able to reimburse you for the expenses.			
3	<p>Funding is intended to establish, expand, train, and sustain public health staff to support LHJ COVID-19 prevention, preparedness, response, and recovery initiatives.</p> <p>Funding can be used for permanent full-time and part-time staff, temporary or term-limited staff, fellows, interns, contractors, and contracted employees.</p> <p>Allowable costs include:</p> <ul style="list-style-type: none"> <li>Costs including, wages and benefits, related to recruiting, hiring, and training of new or existing public health staff.</li> <li>Purchase of supplies and equipment to support the expanded and/or current workforce and any training related to the use of supplies and equipment.</li> <li>Training and education (and related travel) for new and existing staff on topics such as incident management training, health equity issues, working with underserved populations, cultural competency, disease investigations, informatics or data management, or other needs identified by the LHJ.</li> <li>Costs of contractors and contracted staff.</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>Preapproval from DOH is required to contract with these funds.</li> <li>Preapproval is required for the purchase of equipment. (Equipment is a tangible item with an original per-unit cost of \$5,000 or more.)</li> </ul>	<p>Implementation Plan</p> <p>Data via survey link provided by DOH.</p>	<p>Submit initial plan by April 15, 2025, unless previously submitted.</p> <p>Submit updates as changes occur.</p> <p>June 30, 2025</p>	
4	<p>Data collection, as applicable, based on activities LHJ has completed during the reporting period.</p> <p>Data collection includes:</p> <ul style="list-style-type: none"> <li>Total new hires</li> <li>Describe challenges or experiences that have impacted progress toward achieving set hiring goals.</li> <li>Describe promising practices or activities that should be considered for sustained funding.</li> </ul>	Data via survey link provided by DOH.	June 30, 2025	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> <li>• Explain your approach and mitigation plans to address challenges in meeting these hiring goals.</li> <li>• Health Equity – Identify metrics to address Diversity, Equity, and Inclusion (DEI) in hiring.</li> <li>• Administrative Support Staff – New Hires</li> <li>• Professional or Clinical Staff – New Hires</li> <li>• Disease Investigation Staff – New Hires</li> <li>• Program Management Staff – New Hires</li> <li>• Existing Staff budget for this funding.</li> </ul>			

Note: Reporting period is January 1 – June 30, 2025.

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

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

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

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

**Program Specific Requirements**

**Follow all Federal requirements for use of Federal funds:**

Code of Federal Regulations (CFR), Title 2, Subtitle A, Chapter II, Part 200

Uniform Administrative Requirements, Cost Principle, and Audit Requirements for Federal Awards

[eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

**The following expenses are not allowable with these funds:**

- Clothing (except for vests to be worn during exercises or responses).
- Food or beverages.
- Incentives.
- Items to be given to community members (members of the public).
- Salaries at a rate more than Executive Level II (Federal Pay Scale).
- Vehicles (with preapproval, funds may be used to lease vehicles).

**Preapproval from DOH is required to use these funds for:**

- Contracting.
- Purchasing equipment. (Equipment is a tangible item with an original per-unit cost of \$5,000 or more.)
- Disposition of equipment with a current value of \$5,000 or more.

(Equipment is a tangible item with an original per-unit cost of \$5,000 or more.)

- Leasing vehicles.
- Out of state travel.

See also DOH *A19 Documentation Matrix* for additional expenses that may require preapproval.

#### **BILLING**

**All expenses on invoices must be related to statement of work tasks.**

**Submit invoices monthly** on a signed A19 with backup documentation appropriate for risk level. DOH will provide A19 and risk level.

- If your invoice includes indirect costs, you must have an indirect rate cost agreement approved by DOH.
- If you have no expenses related to this contract for a month, let your DOH Primary Point of Contact know via email.
- Submit final billing within 60 days of the end of the contract period.

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** Office of People Services-HR-Public Health Infrastructure Grant - Effective January 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health

**Contract Number:** CLH32052

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

**Period of Performance:** January 1, 2025 through November 30, 2027

<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		

**Statement of Work Purpose:** The purpose of this statement of work (SOW) is to provide funding to establish, expand, train, and sustain the LHJ public health workforce in accordance with the Centers for Disease Control and Prevention (CDC) Public Health Infrastructure Grant (PHIG).

**Revision Purpose:** N/A

<b>DOH Chart of Accounts Master Index Title</b>	<b>Master Index Code</b>	<b>Assistance Listing Number</b>	<b>BARS Revenue Code</b>	<b>LHJ Funding Period Start Date</b>	<b>End Date</b>	<b>Current Allocation</b>	<b>Allocation Change Increase (+)</b>	<b>Total Allocation</b>
FFY22 PH INFRASTRUCTURE COMP A1-LHJ	92321223	93.967	333,93.96	01/01/25	11/30/27	0	155,156	155,156
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						0	<b>155,156</b>	<b>155,156</b>

<b>Task #</b>	<b>Activity</b>	<b>Deliverables/Outcomes</b>	<b>Due Date/Time Frame</b>	<b>Payment Information and/or Amount</b>
1	<b>Develop a contact list of staff responsible for the statement of work (SOW).</b>	Submit to DOH Program Contact names, position titles, email addresses and phone numbers of key LHJ staff responsible for this statement of work, including management, program staff, and accounting and/or financial staff.	Submit by email to DOH Program Contact any staff change(s) within 30 days	Reimbursement for actual costs not to exceed total funding allocation amount.
2	<b>Develop an implementation plan to use these funds for one or more of the allowable costs listed below.</b>  Funding is intended to establish, expand, train, and sustain public health staff to support LHJ prevention, preparedness, response, and recovery initiatives. These include the following short-term outcomes: increased retention of existing public health staff, and improved workforce systems	Submit implementation plan to the DOH Program Contact for review and prior approval as soon as possible. We want to be sure your planned activities are allowable, and we will be able to reimburse you for the expenses.	Implementation plans must be submitted by email to DOH Program Contact before using funds and any changes within 30 days	Invoice Vouchers must be billed monthly and received by DOH within 45 days of the close of the month in which services were provided.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>and processes. Washington will also move toward the following intermediate outcome measures as part of this Workforce initiative: increased size [and capabilities] of the public health workforce, increased job satisfaction, stronger public health foundational capabilities, and increased reach of public health services. Ultimately, these workforce investments will support accelerated prevention, preparedness, and response to emerging threats, and improved other public health outcomes.</p> <p>Funding can be used for permanent full-time and part-time staff, temporary or term-limited staff, fellows, interns, contractors, and contracted employees.</p> <p>Allowable costs include:</p> <ul style="list-style-type: none"> <li>Costs, including wages and benefits, related to recruiting, hiring, and training of new or existing public health staff.</li> <li>Purchase of supplies and equipment to support the expanded and/or current workforce and any training related to the use of supplies and equipment.</li> <li>Training and education (and related travel) for new and existing staff on topics such as incident management training, working with underserved populations, cultural competency, disease investigations, informatics or data management, or other needs identified by the LHJ.</li> <li>Costs of allowed contractors and contracted staff.</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>Preapproval from DOH is required to contract with these funds.</li> <li>Preapproval is required for the purchase of equipment. (Equipment is a tangible item with an original per-unit cost of \$10,000 or more.)</li> </ul>			
3	<p><b>Data collection, as applicable, is based on:</b></p> <ul style="list-style-type: none"> <li>Hiring and Retention goals for the Public Health Infrastructure Grant (PHIG) period.</li> <li>Hiring and retention activities the LHJ has at the end of the reporting period.</li> </ul>	<p>Data on form provided by DOH</p> <p>Data collection includes:</p> <ul style="list-style-type: none"> <li>Number of funded positions filled by job classification and program area since the inception of the grant (December 1, 2022), as of the end of the reporting period.</li> </ul>	<p>Reporting periods are:</p> <ul style="list-style-type: none"> <li>December 1, 2024–May 31, 2025</li> <li>June 1, 2025–November 30, 2025</li> <li>December 1, 2025–May 31, 2026</li> </ul>	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		<ul style="list-style-type: none"> <li>○ Including positions filled with current employees, new hires, and PHIG funded positions vacated during the reporting period.</li> <li>● Data Quality and Context <ul style="list-style-type: none"> <li>○ Are the data provided questionable or low/poor quality?</li> <li>○ Does the data provided adhere to the definitions established by CDC in the performance measure guidance?</li> <li>○ Describe any data limitations, including reasons unable to report, and steps taken to obtain data and/or improve data quality in the future. If you reported on these data using a definition that was different than provided in CDC's guidance, please describe.</li> <li>○ Provide any additional context or information related to this measure.</li> </ul> </li> </ul> <p>Note: 6-month Reporting periods see Due Date/Time Frame</p>	<ul style="list-style-type: none"> <li>● June 1, 2026– November 30, 2026</li> <li>● December 1, 2026– May 31, 2027</li> <li>● June 1, 2027– November 30, 2027</li> </ul> <p>Report due dates are a month and 10 days after the end of the reporting period:</p> <ul style="list-style-type: none"> <li>● July 10, 2025</li> <li>● January 10, 2026</li> <li>● July 10, 2026</li> <li>● January 10, 2027</li> <li>● July 10, 2027</li> <li>● January 10, 2028</li> </ul>	

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

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

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

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

**Program Specific Requirements**

Follow all Federal requirements for use of Federal funds: Code of Federal Regulations (CFR), Title 2, Subtitle A, Chapter II, Part 200 Uniform Administrative Requirements, Cost Principle, and Audit Requirements for Federal Awards [eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#).

**The following expenses are not allowable with these funds:**

- Clothing (except for vests to be worn during exercises or response)

- Equipment not primarily used by or for public health employees.
- Food or beverages (unless employee is in travel status)
- Incentives (except for retention incentives)
- Items to be given to community members (members of the public)
- Salaries at a rate more than Executive Level II (Federal Pay Scale)
- Vehicles (with preapproval, funds may be used to lease vehicles)

**Preapproval from DOH is required to use these funds for:**

- Contracting.
- Purchasing equipment. (Equipment is a tangible item with an original per-unit cost of \$10,000 or more.)
- Disposition of equipment with a current value of \$10,000 or more. (Equipment is a tangible item with an original per-unit cost of \$5,000 or more.)
- Leasing vehicles.
- Out-of-state travel.

Note: See also DOH A19 Documentation Matrix for additional expenses that may require preapproval.

**Billing Requirements:**

All expenses on invoices must be related to statement of work tasks.

Submit invoices monthly on a signed A19 with backup documentation appropriate for risk level. DOH will provide A19 and risk level.

- If your invoice includes indirect costs, you must have an indirect rate cost agreement approved by DOH.
- If you have no expenses related to this statement of work for a month, let your DOH Primary Point of Contact know via email.
- Submit final billing within 45 days of the end of the period of performance for this statement of work.

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** Office of Resiliency & Health Security-PHEP - Effective January 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health

**Contract Number:** CLH32052

**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 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, 2025 through June 30, 2025

**Statement of Work Purpose:** The purpose of this statement of work is to establish funding and tasks for LHJs to strengthen their capacity and capability around the Public Health Response Readiness Framework (CDC) to prepare for, respond to, and recover from public health threats and emergencies through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and implementing corrective actions as described in the Public Health Emergency Preparedness (PHEP) Cooperative Agreement. Many LHJs support a position responsible for public health emergency preparedness and response. LHJs use different titles for these positions. DOH wants to be respectful of this diversity and refers to the people who fill these important roles as Public Health Emergency Response Coordinators.

This Statement of Work includes 40% of the total allocation of these funds. Once all invoices from the July - December 2024 Statement of Work have been submitted and paid, any funds remaining from the previously awarded 60% will be added in an amendment to this January - June 2025 Statement of Work.

**Guidance Documents - LHJs** are strongly encouraged to use the Guidance Documents listed in the Program Specific Requirements in the bottom section of this Statement of Work.

**Revision Purpose:** The purpose of this revision is to add funds. These are remaining funds from the July - December 2024 statement of work. There is no change to the activities.

<b>DOH Chart of Accounts Master Index Title</b>	<b>Master Index Code</b>	<b>Assistance Listing Number</b>	<b>BARS Revenue Code</b>	<b>LHJ Funding Period Start Date</b>	<b>End Date</b>	<b>Current Allocation</b>	<b>Allocation Change Increase (+)</b>	<b>Total Allocation</b>
FFY24 PHEP BP1 - CDC - LHJ PARTNERS	31602241	93.069	333.93.06	01/01/25	06/30/25	25,708	7,441	33,149
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						25,708	7,441	33,149

<b>Task #</b>	<b>Activity</b>	<b>Deliverables/Outcomes</b>	<b>Due Date</b>	<b>Payment Information and/or Amount</b>
<b>1 Contact Information</b>	Submit names, position titles, email addresses, and phone numbers of key LHJ staff responsible for this statement of work, including management, Emergency Response Coordinator(s), and accounting and/or financial staff.	Submit any changes within 30 days of the change.	Within 30 days of the change.	Reimbursement for actual costs not to exceed total funding allocation amount.
Framework 2 – Enhance Partnerships		End-of-year reports on template provided by DOH. Note any changes or no changes.	June 30, 2025	

Task #	Activity	Deliverables/Outcomes	Due Date	Payment Information and/or Amount
<b>2</b> <b>LHJ Performance Measures</b>  Framework 6 – Modernize data collection and systems	Submit LHJ Performance Measure Data as requested on the form provided by DOH.	LHJ Performance Measure Data on the form provided by DOH.	June 30, 2025	
<b>3</b> <b>Additional Information Required by CDC</b>  Framework 4 – Improve administrative and budget preparedness systems	Submit additional information as requested by DOH to comply with federal grant requirements.  Complete reporting templates as requested by DOH to comply with program and federal grant requirements, including the mid-year and end-of-year reports.	Information requested by DOH.	As requested by DOH.	
<b>4</b> <b>Risk Assessment</b>  Framework 1 – Develop threat-specific approach  Framework 3 – Expand local support  Framework 8 – Incorporate health equity practices	Complete the public health disaster risk assessment developed by the University of Washington (UW) (available early February 2025) reflecting the needs of the whole LHJ.  DOH and/or UW will provide the tool and technical assistance.	Public Health Disaster Risk Assessment	June 30, 2025	
<b>5</b> <b>Planning</b>  Framework 4 – Improve administrative and budget preparedness systems  Framework 8 – Incorporate health equity practices	Complete multiyear integrated preparedness plan using lessons learned from emergency responses, with critical response and recovery partners.  Engage partners to incorporate health equity principles. Including (but not limited to): • Administrative preparedness plans. • Recovery operations. • Incident response improvement plan data elements.	Multiyear integrated preparedness plan.	June 30, 2025	

Task #	Activity	Deliverables/Outcomes	Due Date	Payment Information and/or Amount
<b>6 Planning - IPPW</b> Framework 2 – Enhance Partnerships Framework 5 – Build workforce capacity Framework 10 – Prioritize community recovery efforts	Review LHJ public health preparedness and response capabilities and identify gaps, priorities, and training needs. Participate in the DOH Integrated Preparedness Planning Workshop (IPPW). The Workshop is planned for early 2025.	End-of-year reports on template provided by DOH. Participation in IPPW.	June 30, 2025	
<b>7 Communication &amp; Planning</b> Framework 7 – Strengthen risk communication activities	Develop or update crisis and emergency risk communication and information dissemination plans.	End-of-year reports on template provided by DOH.	June 30, 2025	
<b>8 Training</b> Framework 5 – Build workforce capacity	Complete training to ensure baseline competency and integration with preparedness requirements. Participate in at least one public health emergency preparedness, response, or recovery training. Participation in a conference related to public health emergency preparedness, response, or recovery may be used to meet this requirement. Work with Public Health Emergency Response Coordinators to review public health preparedness and response plans and identify gaps, priorities, and training needs. Integrate administrative and budget preparedness recommendations into training. Recommended Training: Public health preparedness and recovery staff.	End-of-year reports on templates provided by DOH, including title, date(s), sponsor of the training or conference, and summary of what you learned.	June 30, 2025	

Task #	Activity	Deliverables/Outcomes	Due Date	Payment Information and/or Amount
	<p>including exercise planning staff:</p> <ul style="list-style-type: none"> <li>• Incident Command System (ICS) 100: Introduction to ICS</li> <li>• ICS 700: An Introduction to the National Incident Management System (NIMS)</li> <li>• ICS 800: National Response Framework. An Introduction</li> <li>• IS-120.C: An Introduction to Exercise</li> <li>• IS-2900.A: National Disaster Recovery Framework (NDRE) Overview</li> <li>• Homeland Security Exercise and Evaluation Program</li> <li>• Preparation for Resource Providers</li> </ul> <p>Health Department supervisory positions:</p> <ul style="list-style-type: none"> <li>• ICS 200: Basic ICS for Initial Response</li> <li>• Independent Study (IS)-2200: Basic Emergency Operations Center Functions</li> </ul> <p>Staff with designated response roles:</p> <ul style="list-style-type: none"> <li>• ICS 300: Intermediate ICS for Expanding Incidents</li> <li>• Crisis and Emergency Risk Communication (CERC)</li> </ul> <p>Senior staff who support the management of large/complex responses (incidents across multiple locations or over a large area):</p> <ul style="list-style-type: none"> <li>• ICS 400: Advanced ICS</li> </ul> <p>Notes:</p> <p>Prior approval from DOH is required for any out-of-state travel paid for with PHEP funding.</p> <p>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.</p>			
9 <b>Exercising</b>  Framework 2 – Enhance Partnerships	<p>Participate in at least one exercise by June 30, 2025.</p> <ul style="list-style-type: none"> <li>• Include critical response and recovery partners.</li> <li>• Engage partners to incorporate health equity principles.</li> <li>• Integrate administrative and budget preparedness recommendations.</li> </ul>	<p>End-of-year reports on template provided by DOH.</p> <p>Improvement Plans available upon request.</p>	June 30, 2025	

Task #	Activity	Deliverables/Outcomes	Due Date	Payment Information and/or Amount
Framework 3 – Expand local support to improve jurisdictional readiness to effectively manage public health emergencies	<ul style="list-style-type: none"> <li>• Complete AAR/IP for the exercise by June 30th, 2025.</li> </ul> <p><b>Note:</b> This may include developing and conducting exercises or participating in exercises developed and conducted by another organization, such as other LHJs.</p>			
<b>10</b> <b>Communication &amp; Exercising</b>	Identify and implement communication monitoring media relations, and digital communication strategies in exercises.	End-of-year reports on template provided by DOH.	June 30, 2025	
Framework 7 – Strengthen risk communication activities	Include communications and/or Public Information Officer in exercises or real world event to identify and implement communication monitoring, media relations, and digital communication. This may include one or more exercises by June 30, 2025.			
<b>11</b> <b>MCM</b>	Maintain ability to procure, store, manage, and distribute medical materiel.	End-of-year reports on template provided by DOH.	June 30, 2025	
Framework 1 – Develop threat-specific approach	Maintain ability to dispense and administer medical countermeasures (MCM).			
Framework 10 – Prioritize community recovery efforts	Attend an MCM quarterly meeting for the non-CRI LHJs.  Continue to show capabilities by submitting updated MCM plans as needed.			
<b>12</b> <b>DOH Duty Officer</b>	<p>Provide immediate notification to DOH Duty Officer at 360-888-0838 or <a href="mailto:hanaalert@doh.wa.gov">hanaalert@doh.wa.gov</a> for all response incidents involving use of emergency response plans and/or incident command structures.</p> <p>Produce and provide situation reports (sitreps) documenting LHJ activity during all incidents. Sitrep may be developed by the LHJ or another jurisdiction that includes input from LHJ.</p>	End-of-year reports on template provided by DOH.	June 30, 2025	

Task #	Activity	Deliverables/Outcomes	Due Date	Payment Information and/or Amount
<b>13</b> <b>WASECURES</b>  Framework 7 – Strengthen risk communication activities	Maintain Washington Secure Electronic Communications, Urgent Response and Exchange System (WASECURES) as the primary notification system.  Participate in DOH-led notification drills. Conduct at least one LHJ drill using the LHJ-preferred staff notification system.  Notes: • Registered users must log in (or respond to an alert) quarterly at a minimum. • DOH will provide technical assistance to LHJs on using WASECURES. • LHJ may choose to use another notification system in addition to WASECURES to alert staff during incidents.	End-of-year reports on template provided by DOH.	June 30, 2025	
<b>14</b> <b>Communication &amp; Communities of Focus</b>  Framework 10 – Prioritize community recovery efforts	Identify and implement specific crisis and emergency risk communication activities that meet the diverse needs of local community based organizations that support people who may be disproportionately impacted by the public health impacts of a disaster.  DOH will work with LHJs to serve the needs of the socially vulnerable community members in their jurisdictions with a focus on public health equity.	End-of-year reports on template provided by DOH.	June 30, 2025	
<b>15</b> <b>Healthcare Coalition (HCC) Participation</b>  Framework 3 – Expand local support	During each reporting period (Jul – Dec and Jan- Jun), participate in two or more of the following activities with the Northwest Healthcare Response Network (NWHRN) or the Healthcare Alliance (HCA): • Meetings • Communication • Planning • Training • Exercises	End-of-year reports on template provided by DOH.	June 30, 2025	

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

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

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

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

**Program Specific Requirements**

**Special Requirements:**

**Guidance Documents** - LHJs are strongly encouraged to use the following documents to inform their implementation of activities in this statement of work:

*Washington State Doctrine for Enhancing Resiliency, Health Security, Response, and Recovery.*  
DOH will provide a copy.

*Public Health Response Readiness Framework (CDC) -- 2024-2028 PHEP Program Priorities – Defines Excellence in Response Operations*  
[Implementing Public Health Response Readiness Framework | State and Local Readiness | CDC](#)

*Public Health Emergency Preparedness and Response Capabilities: National Standards for State, Local, Tribal, and Territorial Public Health*  
[Public Health Emergency Preparedness and Response Capabilities | State and Local Readiness | CDC](#)

*2024 PHEP Cooperative Agreement Guidance/Budget Period 1*

[2024-2028 PHEP Cooperative Agreement Guidance/Budget Period 1 | State and Local Readiness | CDC](#)

**Follow all Federal requirements for use of Federal funds:**

Code of Federal Regulations (CFR), Title 2, Subtitle A, Chapter II, Part 200

Uniform Administrative Requirements, Cost Principle, and Audit Requirements for Federal Awards

[CFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

**The following expenses are not allowable with these funds:**

- Clothing (except for vests to be worn during exercises or responses).
- Incentives.
- Items to be given to community members (members of the public).
- Salaries at a rate more than Executive Level II (Federal Pay Scale).
- Vehicles (with preapproval, funds may be used to lease vehicles).

**Preapproval from DOH is required to use these funds for:**

- Contracting.
- Purchasing food or beverages (unless employees are in travel status, then reimbursement of food and beverages is allowable).
- Purchasing equipment (see definition of equipment in 2 CFR 200, link above).
- Disposition of equipment with a current value of (see 2 CFR 200, link above).
- Leasing vehicles.
- Out of state travel.

Note: Preapproval is no longer required for paying overtime.

See also DOH *A19 Documentation Matrix* for additional expenses that may require preapproval.

**BILLING:**

**All expenses on invoices must be related to Statement of Work Tasks.**

**Submit invoices monthly** on a signed A19 with backup documentation appropriate for risk level. DOH will provide A19 and risk level.

- If invoices include indirect costs, there must be a DOH approved indirect rate cost agreement.
- If there are no expenses related to this Statement of Work for a month, let the DOH Fiscal Contact know via email.
- Submit final billing within 60 days of the end of the contract period.

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** OSS LMP Implementation - Effective January 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health

**Contract Number:** CLH32052

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

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

**Period of Performance:** January 1, 2025 through June 30, 2025

**Statement of Work Purpose:** The purpose of this statement of work is to fund implementation of the on-site sewage system (OSS) local management plan (LMP). This funding is what remains of the 2023-2025 biennium and of SFY25 funding allocations.

**Revision Purpose:** N/A

<b>DOH Chart of Accounts Master Index Title</b>	<b>Master Index Code</b>	<b>Assistance Listing Number</b>	<b>BARS Revenue Code</b>	<b>LHJ Funding Period</b>	<b>Current Allocation</b>	<b>Allocation Change Increase (+)</b>	<b>Total Allocation</b>
SFY25 WASTEWATER MANAGEMENT-GFS	26701150	N/A	334.04.93	01/01/25 06/30/25	0	27,674	27,674
					0	0	0
					0	0	0
					0	0	0
					0	0	0
					0	0	0
<b>TOTALS</b>					0	27,674	27,674

**GOALS & MEASURABLE OBJECTIVES**

This table summarizes starting and target metrics achieved by implementing the tasks below. This data is reported on an ongoing basis in the semiannual progress reports.

<b>Description (e.g., "OSS compliance")</b>	<b>Units (e.g. "systems")</b>	<b>Starting Amount</b>	<b>Targets</b>
OSS compliant with inspections in Marine Recovery Areas (MRAs) and/or Sensitive Areas (SA)	Number of OSS	185	500
OSS compliant with inspections countywide	Number of OSS	3500	5000
OSS failures identified/corrected in MRA/SA	Number of OSS failures identified and repaired/replaced	2/5	5/10
OSS failures identified/corrected countywide	Number of OSS failure identified and repaired/replaced	54/97	50/100
OSS Inspection Incentives/Rebates issued in MRA/SA	Number of OSS Incentives/Rebates issued	0/0	50/30

Task #	Task/Activity/Description	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
<b>Task 1. Grant Administration</b> This task is to fund the required financial and reporting activities necessary to meet state DOH and Auditor requirements including administration of LHJ local management plan and OSS LMP grant program.				
1.1	<b>Bi-monthly Invoicing and Progress Reports</b> DOH Consolidated Contracts (ConCon) requires billing within 60 days of completing work. LHJ will submit invoices through the ConCon process and will send progress reports and deliverables to the LMP Contract Manager. Invoices must be submitted at least bi-monthly (per ConCon requirements) but no more frequently than monthly. Invoices will be reviewed for consistency with progress. The LMP Contract Manager may require monthly invoices.	Bimonthly/Monthly invoices	Bimonthly/monthly for duration of contract period	Reimbursement up to \$x based on actual costs.
1.2	<b>Semi-Annual Progress Reports</b> Reporting periods are semiannually from January 1 – June 30 and July 1 – December 31. Progress reports include data described in the outcome column.	Data about the following: <ul style="list-style-type: none"> <li>Qualitative:               <ul style="list-style-type: none"> <li>Summary of work</li> <li>Barriers to LMP Implementation</li> </ul> </li> <li>Quantitative:               <ul style="list-style-type: none"> <li>OSS inventory metrics</li> <li>Enforcement actions</li> <li>Outreach and Education efforts</li> </ul> </li> </ul>	Due July 15 and December 31 for the duration of the contract period	
<b>Task 2. Local Management Plan Implementation</b> This task includes all work done to implement the county's LMP excluding grant management tasks and inspection rebates/incentives.				
2.1	<b>Database Maintenance and Quality Assurance/Quality Control</b> Database maintenance and QA/QC is ongoing to ensure accurate tracking methods for all OSS in the county. Specific tasks include: <ul style="list-style-type: none"> <li>Import and maintain records from OnlineRME and SmartGOV data management systems</li> <li>Monitor data input and output for accuracy</li> </ul>	<ul style="list-style-type: none"> <li>Supports quality of all reporting associated with this SOW</li> </ul>		Reimbursement up to \$x based on actual costs.
2.2	<b>Operations and Maintenance Program Administration</b> <ul style="list-style-type: none"> <li>Mail inspection reminders to homeowners as needed.</li> <li>Inspection Compliance tracking/mapping</li> <li>Failure and repair tracking/mapping</li> <li>Compliance enforcement</li> <li>Complaint response</li> <li>O&amp;M data reports about inventory and deficiencies</li> <li>Collaborate with Surface Water Quality team to notify homeowners in identified risk areas of inspection requirements</li> </ul>	a. Enforcement Protocol b. Data on the following: <ul style="list-style-type: none"> <li>Number of OSS with current inspections</li> <li>Number of OSS failures and calculated risk using DOH-provided risk assessment.</li> <li>Number of repairs</li> </ul>	a. September 1, 2023 b. Report in semi-annual progress report in Subtask 1.2.	

Task #	Task/Activity/Description	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2.3	<b>Education and Outreach</b> Education and outreach are conducted for OSS owners, realtors, builders and consultants. Specific tasks include: <ul style="list-style-type: none"> <li>• EHD led realtor classes</li> <li>• Builders' discussion forum with EHD</li> <li>• Outreach and flyers to support consultants &amp; owners</li> </ul>	Report attendance	With semi-annual reporting	
2.4	<b>Professional Development and Coordination</b> <ul style="list-style-type: none"> <li>• The LHJ will participate in LMP and West Side Coordinators Meetings and will network between counties.</li> <li>• The LHJ will support professional development through:               <ul style="list-style-type: none"> <li>◦ Attending DOH OSS Program trainings</li> <li>◦ Washington On-Site Sewage Association (WOSSA) Septicon for up to six (6) staff</li> <li>◦ ORENCO in person week for one (1) staff – if offered</li> </ul> </li> </ul>	a. Attendance and contribution at four (4) meetings per year  b. Conference and Training participation as available	a-b. Report attendance semi-annually, as scheduled in Task 1.2	
<b>Task 3. Homeowner Inspection Rebates/Incentives Program</b> Provide low-income rebates to homeowners. Provide inspection compliance incentives to homeowners in priority areas.				
3.1	<b>Low-Income Homeowner Inspection Rebates</b> The County will provide rebates of up to \$350 for low-income homeowners, with priority given to homeowners residing in the Sensitive Areas designated in the current LMP.	a. Provide draft and final process/policy documents to DOH  b. Up to <b>30 rebates</b> for contract period	a. Prior to issuing any rebates  b. By grant closeout	Reimbursement up to \$x based on actual costs.
3.2	<b>Homeowner Inspection Incentives</b> Promote inspection compliance with \$150 incentive to homeowners in priority areas.	a. Provide draft and final process/policy documents to DOH  b. Up to <b>50 incentives</b> for contract period.	a. Prior to issuing any incentives  b. By grant closeout	
<b>Task 4. Indirects</b> Indirects rates can only be charged to this work if the County has a current approved rate on file with DOH.				
4.1	Annual rate may change during contract period.	Submit current approved indirect rate to DOH Grants Management Office for approval.	Before indirects can be approved for reimbursement	Reimbursement up to \$x based on actual costs.

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

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** OSS LMP Implementation-Proviso -  
Effective January 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health

**Contract Number:** CLH32052

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

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

**Period of Performance:** January 1, 2025 through June 30, 2025

**Statement of Work Purpose:** The purpose of this statement of work (SOW) is for Island County Public Health (ICPH) to use state proviso funds to contract for a study of cost-effective wastewater treatment solutions as an alternative to single-family onsite septic systems (OSS) and sewer that meet the goals the Washington State Growth Management Act. ICPH will contract with a qualified vendor to research and review current data and policy, analyze existing approaches, coordinate with stakeholders, conduct public outreach, and compile a comprehensive report to inform decision-making for affordable housing development opportunities in unincorporated Island County that are protective of public and environmental health. The study will (a) identify current issues with single-family OSS (b) examine barriers to developing affordable housing as it relates to wastewater treatment; and (c) include an opportunity for review and consultation by the Washington State Department of Health (DOH). This SOW is a continuation of the 2023-2025 biennium funding allocation for SFY25 remaining funds.

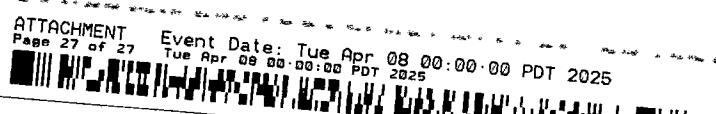
**Revision Purpose:** N/A

<b>DOH Chart of Accounts Master Index Title</b>	<b>Master Index Code</b>	<b>Assistance Listing Number</b>	<b>BARS Revenue Code</b>	<b>LHJ Funding Period</b>		<b>Current Allocation</b>	<b>Allocation Change Increase (+)</b>	<b>Total Allocation</b>
SFY25 ISLAND CO TREATMENT PROVISO	26711850	N/A	334.04.93	01/01/25	06/30/25	0	134,148	134,148
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						0	134,148	134,148

<b>Task #</b>	<b>Activity</b>	<b>Deliverables/Outcomes</b>	<b>Due Date/Time Frame</b>	<b>Payment Information and/or Amount</b>
<b>Task 1. Grant Administration</b>				
This task is to fund the required financial and reporting activities necessary to meet state DOH and Auditor requirements including administration of LHJ local management plan (LMP) and OSS LMP grant program.				
1.1	<b>Bi-monthly Invoicing</b> DOH Consolidated Contracts (ConCon) requires billing within 60 days of completing work. Local or County Health subrecipients will submit invoices through the ConCon process and will send progress reports and deliverables to the	Bimonthly/Monthly invoices	Bimonthly/monthly for duration of contract period	Reimbursement up to \$0 based on actual costs.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	Wastewater Management Section (WWMS) contract manager. Invoices must be submitted at least bi-monthly (per ConCon requirements) but no more frequently than monthly. Invoices will be reviewed for consistency with progress. The WWMS contract manager may require monthly invoices.			
1.2	<b>Semi-Annual Progress Reports</b> Reporting periods are semiannually from January 1 – June 30 and July 1 – December 31. Progress reports include data described in the outcome column.	Data about the following: <ul style="list-style-type: none"> <li>Summary of work completed in the reporting period</li> <li>Spending in the reporting period and remaining balance.</li> </ul>	Due July 15 for the duration of the contract period	
<b>Task 2. Vendor Solicitation and Contracting</b> Complete the competitive bid process to secure a vendor to complete the study.				
2.1	Develop solicitation approach, including developing a request for proposal (RFP). The contractor must be selected through a competitive solicitation process that meets federal, state, and county purchasing requirements. DOH must receive final RFP draft prior to posting.	a. Request for proposal  b. Qualifying firm(s) selection criteria	a. complete	Reimbursement up to \$0 based on actual costs.
2.2	Complete contract negotiations with vendor.	Executed contract	a. complete	
<b>Task 3. Project Study</b> Island County Public Health staff will work with the vendor to complete the study. The study will (a) identify any regulatory barriers to the use of alternative technology-based solutions; (b) include an opportunity for review and consultation by the Department of Health (DOH); and (c) include any recommendations from the DOH in the final report.				
3.1	Lead ICPH staff will manage the work and deliverables of the subcontractor to ensure project alignment and timely results throughout funding period to ensure the vendor sufficiently provides the following: <ul style="list-style-type: none"> <li>Regular invoicing and reporting</li> <li>Research and data files; outreach materials and results</li> <li>Draft and final reports aligning with goals in RFP.</li> </ul>	a. Comprehensive report of the study with background, results, and conclusions, including recommendations.  b. Data and outreach materials used to compile report	a. Draft summary report March 30, 2025  Final report June 30, 2025  b. June 30, 2025	Reimbursement up to \$x based on actual costs.
<b>Task 4. Indirect Costs</b> Indirect charges based on DOH-approved indirect rate and cost allocation plan.				
4.1	Annual indirect rate may change during contract period.	Submit current approved indirect rate to DOH Grants Management Office for approval.	Before indirects can be approved for reimbursement	Reimbursement up to \$x based on actual costs.

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



**ISLAND COUNTY PUBLIC HEALTH  
2025-2027 CONSOLIDATED CONTRACT**

**CONTRACT NUMBER: CLH32052**

**AMENDMENT NUMBER: 4**

**PURPOSE OF CHANGE:** To amend this contract between the DEPARTMENT OF HEALTH hereinafter referred to as "DOH", and ISLAND COUNTY PUBLIC HEALTH, a Local Health Jurisdiction, hereinafter referred to as "LHJ", pursuant to the Modifications/Waivers clause, and to make necessary changes within the scope of this contract and any subsequent amendments thereto.

**IT IS MUTUALLY AGREED:** That the contract is hereby amended as follows:

1. Exhibit A Statements of Work, includes the following statements of work, which are incorporated by this reference and located on the DOH Finance SharePoint site in the Upload Center at the following URL:  
<https://stateofwa.sharepoint.com/sites/doh-ofsfundingresources/siteweb/home.aspx?e1:9a94688da2d94d3ea80ac7fbc32e4d7c>
  - Adds Statements of Work for the following programs:
    - Office of Immunization COVID-19 Vaccine - Effective January 1, 2025
    - Zoonotic Disease Program-Active Tick Surveillance - Effective February 1, 2025
  - Amends Statements of Work for the following programs:
    - Injury & Violence Prevention-Overdose Data to Action in States - Effective January 1, 2025
    - Maternal & Child Health Block Grant – Effective January 1, 2025
    - National Estuary Program Shellfish Strategic Initiative 2.0 - Effective January 1, 2025
    - Office of Drinking Water Group A Program - Effective January 1, 2025
    - Office of People Services-HR-Public Health Infrastructure Grant - Effective January 1, 2025
    - OSS LMP Implementation - Effective January 1, 2025
    - OSS LMP Implementation Proviso - Effective January 1, 2025
    - WIC Nutrition Program - Effective January 1, 2025
  - Deletes Statements of Work for the following programs:
2. Exhibit B-4 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-3 Allocations as follows:
  - Increase of \$245,993 for a revised maximum consideration of \$3,599,238.
  - 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 Federal Grant Awards Index, incorporated by this reference, and located in the ConCon, Funding & BARS library at the URL provided above.

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.

This section intentionally left blank.

ISLAND COUNTY PUBLIC HEALTH  
2025-2027 CONSOLIDATED CONTRACT

CONTRACT NUMBER: CLH32052

AMENDMENT NUMBER: 4

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

ISLAND COUNTY BOARD OF  
COUNTY COMMISSIONERS

STATE OF WASHINGTON  
DEPARTMENT OF HEALTH



Chair

Board of County Commissioners

5/27/25

Date

Signature

Date

MELANIE BACON CHAIR, ISLAND COUNTY  
Print Name COMMISSIONERS Title

Print Name

Title

APPROVED AS TO FORM ONLY  
Assistant Attorney General

Island County Public Health

**EXHIBIT B-4**  
**ALLOCATIONS**  
**Contract Term: 2025-2027**

Page 3 of 57  
 Contract Number: CLH32052  
 Date: April 1, 2025

Indirect Rate January 1, 2025 through December 31, 2025: MTDC De Minimus

Chart of Accounts Program Title	Federal Award Identification #	Amend #	BARS Revenue	DOH Use Only				Funding Period SubTotal	Chart of Accounts Total
				LHJ Funding Period	Start Date	End Date	Chart of Accounts Funding Period		
FFY25 USDA BFPC Prog Mgmt	NGA Not Received	Amd 4	10.557 333.10.55	01/01/25	09/30/26	10/01/24	09/30/26	\$25,804	\$25,804
FFY24 USDA BFPC Prog Mgmt	7WA700WA1	Amd 4	10.557 333.10.55	01/01/25	09/30/26	10/01/23	09/30/26	(\$25,804)	\$0
FFY24 USDA BFPC Prog Mgmt	7WA700WA1	Amd 1	10.557 333.10.55	01/01/25	09/30/26	10/01/23	09/30/26	\$25,804	
FFY25 USDA WIC Client Svcs Contracts	7WA700WA7	Amd 4	10.557 333.10.55	01/01/25	09/30/25	10/01/24	09/30/25	\$3,975	\$256,842
FFY25 USDA WIC Client Svcs Contracts	7WA700WA7	Amd 2	10.557 333.10.55	01/01/25	09/30/25	10/01/24	09/30/25	\$76,273	
FFY25 USDA WIC Client Svcs Contracts	7WA700WA7	Amd 1	10.557 333.10.55	01/01/25	09/30/25	10/01/24	09/30/25	\$176,594	
FFY25 USDA FMNP Mgmt	7WA810WA7	Amd 4	10.572 333.10.57	01/01/25	09/30/25	10/01/24	09/30/25	\$704	\$704
PS SS12 Sub Award Management Task 3	01J89801	Amd 4	66.123 333.66.12	01/01/25	03/31/27	07/01/21	08/31/28	\$164,430	\$214,430
PS SS12 Sub Award Management Task 3	01J89801	Amd 1	66.123 333.66.12	01/01/25	03/31/27	07/01/21	08/31/28	\$50,000	
FFY25 SWIMMING BEACH ACT IAR (ECY)	01J74301	Amd 2	66.472 333.66.47	03/01/25	10/31/25	01/01/25	11/30/25	\$10,800	\$10,800
FFY24 PHEP BPI-CDC-LHJ Partners	NU90TU000055	Amd 3	93.069 333.93.06	01/01/25	06/30/25	07/01/24	06/30/25	\$7,441	\$33,149
FFY24 PHEP BPI-CDC-LHJ Partners	NU90TU000055	Amd 1	93.069 333.93.06	01/01/25	06/30/25	07/01/24	06/30/25	\$25,708	
FFY24 CDC PCH OD2A Prevention	NU17CE010218	Amd 4	93.136 333.93.13	01/01/25	08/31/25	09/01/24	08/31/25	\$14,332	\$47,772
FFY24 CDC PCH OD2A Prevention	NU17CE010218	Amd 1	93.136 333.93.13	01/01/25	08/31/25	09/01/24	08/31/25	\$33,440	
COVID 19 Vaccines R4	NH23IP922619	Amd 4	93.268 333.93.26	01/01/25	06/30/25	07/01/20	06/30/25	\$46,367	\$46,367
FFY24 ELC Core Vector Borne CDC	NU51CK000364	Amd 4	93.323 333.93.32	02/01/25	07/31/25	08/01/24	07/31/25	\$4,000	\$4,000
FFY20 ELC EDE LHJs CDC	NU50CK000515	Amd 1	93.323 333.93.32	01/01/25	06/30/25	01/15/21	07/31/25	\$105,000	\$105,000
FFY21 CDC COVID-19 PHWFD-LHJ	NU90TP922181	Amd 3	93.354 333.93.35	01/01/25	06/30/25	07/01/23	06/30/25	\$104,135	\$104,135
FFY22 PH Infrastructure Comp A1-LHJ	NE11OE000053	Amd 3	93.967 333.93.96	01/01/25	11/30/27	12/01/22	11/30/27	\$155,156	\$155,156
FFY25 HRSA MCHBG LHJ Contracts	B04MC54583	Amd 4	93.994 333.93.99	01/01/25	09/30/25	10/01/24	09/30/25	\$2,560	\$44,413
FFY25 HRSA MCHBG LHJ Contracts	B04MC54583	Amd 1	93.994 333.93.99	01/01/25	09/30/25	10/01/24	09/30/25	\$41,853	
SFY2 GFS - Group B		Amd 1	N/A 334.04.90	01/01/25	06/30/25	07/01/23	06/30/25	\$25,877	\$25,877
SFY25 Local OPI Prev & Supp Proviso		Amd 4	N/A 334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$9,625	\$25,667
SFY25 Local OPI Prev & Supp Proviso		Amd 1	N/A 334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$16,042	
Rec Shellfish/Biotoxin		Amd 1	N/A 334.04.93	01/01/25	06/30/25	07/01/23	06/30/25	\$800	\$800

Island County Public Health

EXHIBIT B-4  
ALLOCATIONS  
Contract Term: 2025-2027

Page 4 of 57  
Contract Number: CLH32052  
Date: April 1, 2025

Indirect Rate January 1, 2025 through December 31, 2025: MTDC De Minimus

Chart of Accounts Program Title	Federal Award Identification #	Amend #	BARS Assist List #* Revenue Code**	DOH Use Only						Funding Period SubTotal	Chart of Accounts Total
				Statement of Work LHJ Funding Period	Start Date	End Date	Start Date	End Date	Amount		
SFY25 Island Co Treatment Proviso		Amd 3	N/A 334 04 93	01/01/25 06/30/25	07/01/24	06/30/25			\$134,148	\$134,148	\$134,148
SFY25 Wastewater Management-GFS		Amd 3	N/A 334 04 93	01/01/25 06/30/25	07/01/24	06/30/25			\$27,674	\$27,674	\$27,674
FFY25 TBI Safe Kids IAR		Amd 2	N/A 334 04 96	03/01/25 06/30/25	07/01/24	06/30/25			\$5,000	\$5,000	\$5,000
SFY25 FPHS-LHJ Funds-GFS		Amd 1	N/A 336 04 25	01/01/25 06/30/25	07/01/24	06/30/25			\$2,314,000	\$2,314,000	\$2,314,000
YR 28 SRF - Local Asst (15%) SS		Amd 4	N/A 346.26.64	01/01/25 12/31/27	07/01/24	06/30/29			\$13,500	\$13,500	\$13,500
YR 27 SRF - Local Asst (15%) SS		Amd 4	N/A 346.26.64	01/01/25 06/30/25	07/01/23	06/30/25			(\$13,500)	\$0	
YR 27 SRF - Local Asst (15%) SS		Amd 1	N/A 346.26.64	01/01/25 06/30/25	07/01/23	06/30/25			\$13,500		
YR 28 SRF - Local Asst (15%) TA		Amd 4	N/A 346.26.66	01/01/25 12/31/27	07/01/24	06/30/29			\$4,000	\$4,000	\$4,000
YR 27 SRF - Local Asst (15%) TA		Amd 4	N/A 346.26.66	01/01/25 06/30/25	07/01/23	06/30/25			(\$4,000)	\$0	
YR 27 SRF - Local Asst (15%) TA		Amd 1	N/A 346.26.66	01/01/25 06/30/25	07/01/23	06/30/25			\$4,000		
<b>TOTAL</b>									<b>\$3,599,238</b>	<b>\$3,599,238</b>	
Total consideration:				<b>\$3,553,245</b>						<b>GRAND TOTAL</b>	<b>\$3,599,238</b>
				<b>\$245,993</b>							
<b>GRAND TOTAL</b>				<b>\$3,599,238</b>						<b>Total Fed</b>	<b>\$1,048,572</b>
										<b>Total State</b>	<b>\$2,550,666</b>

\*Assistance Listing Number fka Catalog of Federal Domestic Assistance

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

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** Injury & Violence Prevention-Overdose Data to Action in States - Effective January 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health

**Contract Number:** CLH32052

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

**Period of Performance:** January 1, 2025 through August 31, 2025

<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		

**Statement of Work Purpose:** The purpose of this statement of work (SOW) is to allocate funds to Island County Public Health to implement overdose prevention strategies under the CDC Overdose Data to Action in States (OD2A-S) Cooperative Agreement. Please see the budget tables under the activity table for a breakdown of allocated funds. Please also see the "Program Special Requirements" section at the bottom of the Statement of Work.

**Revision Purpose:** Add unspent funds from 2022-2024 ConCon cycle and remove outdated budget tables.

<b>DOH Chart of Accounts Master Index Title</b>	<b>Master Index Code</b>	<b>Assistance Listing Number</b>	<b>BARS Revenue Code</b>	<b>LHJ Funding Period Start Date</b>	<b>End Date</b>	<b>Current Allocation</b>	<b>Allocation Change Increase (+)</b>	<b>Total Allocation</b>
FFY24 CDC PCH OD2A PREVENTION	77520240	93.136	333.93.13	01/01/25	08/31/25	33,440	14,332	47,772
SFY25 LOCAL OPI PREV & SUPP POVISO	77550855	N/A	334.04.93	01/01/25	06/30/25	16,042	9,625	25,667
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						<b>49,482</b>	<b>23,957</b>	<b>73,439</b>

<b>Task #</b>	<b>Activity</b>	<b>Deliverables/Outcomes</b>	<b>Due Date/Time Frame</b>	<b>Payment Information and/or Amount</b>				
1.	OD2A-S 8.1.1  The LHJ will initiate, expand, and support overdose prevention programs and outreach activities led by navigators with the intention of promoting access to harm reduction services.  The LHJ will staff three syringe services program (SSP) locations and offer the following services: distributed harm reduction supplies, offer harm reduction services, offer assistance with obtaining assessments for mental health and substance use disorder (SUD) treatment, and	<p>Progress report update about:</p> <ul style="list-style-type: none"> <li>Types of assistance offered to clients to obtain assessments for mental health and SUD treatment</li> <li>Types of assistance offered to clients to access detox and treatment for SUD</li> </ul> <p>Quarterly performance measure reporting on the data that is relevant to this activity. Please see the deliverables/outcomes tied to the "Evaluation Requirements" activity for a full list of performance measures.</p>	<p>Progress report updates and quantitative performance measure reporting and due to DOH on the following timeline:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <th><b>Reporting Period</b></th> <th><b>Report Due Date</b></th> </tr> <tr> <td>11/01/24-01/31/25</td> <td>02/10/25</td> </tr> </table>	<b>Reporting Period</b>	<b>Report Due Date</b>	11/01/24-01/31/25	02/10/25	<p>Monthly invoices for actual cost reimbursement will be submitted to DOH.</p> <p>Barring the purchase of naloxone, the LHJ may bill to either of the two MI codes listed in the funding table for time and effort spent on any activity in this statement of work.</p>
<b>Reporting Period</b>	<b>Report Due Date</b>							
11/01/24-01/31/25	02/10/25							

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame		Payment Information and/or Amount
	offer assistance with accessing detox and/or treatment for SUD and mental health concerns.		02/01/25-03/31/25	04/10/25	Total of all invoices for FFY24 CDC PCH OD2A PREVENTION will not exceed \$47,772 \$33,440 through August 31, 2025.
2.	OD2A-S 8.2.1  The LHJ will expand overdose education and naloxone distribution, prioritizing those who are at the greatest risk of experiencing or witnessing an overdose. Presentations may be offered to Island County schools' students and staff and staff of local businesses likely to persons who are experiencing an overdose.	Progress report update on the progress and process to expand overdose education and naloxone distribution including: <ul style="list-style-type: none"><li>• Where presentations were offered</li><li>• A brief description of the content offered in the trainings at each location</li></ul> Quarterly performance measure reporting on the data that is relevant to this activity. Please see the deliverables/outcomes tied to the "Evaluation Requirements" activity for a full list of performance measures.	04/01/25-06/30/25	07/10/25	Note: All final A19 invoices for the SOW period of performance are due to DOH no later than 60 days after the end of the performance period. Because progress reports are considered supporting documentation for A19 invoice submission, the final progress report of this contract budget period is due on the same date that the final A19 invoice for this budget period must be submitted.
3.	OD2A-S 8.2.2  The LHJ will provide low-barrier transportation services to treatment and distribute take-home lock boxes for safe medications for opioid use disorder (MOUD) storage. The LHJ will provide transportation to detox facilities, SUD assessments, and treatment as well as to court hearings and other essential needs programs for clients. The LHJ will distribute lock boxes at shelters, community events, and to people they are connected with through referrals from community agencies.	Progress report update on the progress and process of providing low-barrier transportation services to treatment and distributing take-home lock boxes including: <ul style="list-style-type: none"><li>• The number of clients transported</li><li>• Where they were transported (MOUD, behavioral health, other [describe])</li><li>• The number of lock-boxes distributed and where</li></ul> Quarterly performance measure reporting on the data that is relevant to this activity. Please see the deliverables/outcomes tied to the "Evaluation Requirements" activity for a full list of performance measures.	07/01/25-08/31/25	10/31/25	
4.	OD2A-S 8.2.3  The LHJ will improve education on and increase access to drug-checking supplies. The LHJ will provide education and drug testing supplies at three SSPs, through community outreach efforts (including homeless encampments), and through referrals received from community stakeholders.	Progress report update on the progress and process of improving education on and access to drug-checking supplies.  Quarterly performance measure reporting on the data that is relevant to this activity. Please see the deliverables/outcomes tied to			

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		the "Evaluation Requirements" activity for a full list of performance measures.		
5.	<p>OD2A-S 9.1.1</p> <p>The LHJ will use navigators to facilitate linking people to care and other services.</p> <p>Opioid Outreach Case Managers (navigators) will facilitate referrals and warm handoffs to community service providers for SUD assessments, detox, treatment, and harm reduction services. Both community partner referrals as well as self-referrals from those participating in SSP outreach efforts will be accepted.</p> <p>Once initial referrals for services are made, Island County Human Services staff will continue to work with individuals and assist them in making ongoing appointments and participating in follow-up care and treatment. Ongoing assessments will be made throughout engagement to modify goals and ascertain the most current state of a person's needs.</p>	<p>Progress report update on the progress and process of facilitating referrals and warm handoffs.</p> <p>Quarterly performance measure reporting on the data that is relevant to this activity. Please see the deliverables/outcomes tied to the "Evaluation Requirements" activity for a full list of performance measures.</p>		
6.	<p>Maintaining partnerships</p> <p>The LIJ will participate in community meetings and forums to strengthen collaboration and continue to encourage referrals from partner organizations.</p>	Progress report update on participation in community meetings and forums as well as engagement with partners.		
7.	<p>Maintain communication with DOH</p> <ul style="list-style-type: none"> <li>• The LHJ will meet virtually with the DOH contract manager on a monthly or quarterly basis.</li> <li>• When requested, the LHJ will join meetings with DOH and CDC OD2A-S project officers to provide updates on the implementation of the statement of work activities.</li> <li>• The LHJ will participate in quarterly calls with DOH and other recipients of this funding to share lessons learned, successes, and challenges.</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly or quarterly meetings</li> <li>• Meetings with CDC as requested</li> <li>• Participate in quarterly calls with all grantees</li> </ul>		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
8.	<p>Evaluation requirements</p> <p>The LHJ will engage in evaluation activities in the following ways:</p> <ul style="list-style-type: none"> <li>• Collect data on CDC performance measures to support DOH evaluation plan.</li> <li>• Provide answers to contextual performance measures questions.</li> <li>• Collaborate with the DOH evaluator on a Targeted Evaluation Project (TEP) that will provide a greater understanding of navigation activities.</li> <li>• Support other evaluation tasks as requested, to meet overall CDC evaluation requirements.</li> </ul> <p>The LHJ will collect and submit the following quantitative data on a DOH-provided excel workbook on the quarterly timeline mentioned in the "Due Date/Time Frame" column:</p> <ul style="list-style-type: none"> <li>• Total number of harm reduction service encounters (e.g., in-person, mail, telephone, online)</li> <li>• Zip code where harm reduction services were provided (list "unknown" when location is unknown)</li> <li>• Total number of navigators located in a harm reduction setting or other setting</li> <li>• Number of referrals to harm reduction services for each race ethnicity</li> <li>• If possible, total number of hours spent by each navigator on linkage to care or referral efforts</li> <li>• Type of organization where naloxone was distributed (SSP, faith-based organizations, schools, etc.)</li> <li>• Zip code where naloxone was distributed (list "unknown" when unknown)</li> <li>• Number of naloxone doses distributed at each type of organization</li> <li>• Number of service encounters involving drug checking</li> <li>• Zip code for drug checking encounters (list "unknown" when unknown)</li> </ul>	Submit the quantitative data on a DOH-provided excel workbook on the quarterly timeline mentioned in the "Due Date/Time Frame" column and submit the qualitative data on a DOH-provided excel workbook <u>once</u> on the quarter 4 progress report template.		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> <li>Number of referrals to MOUD for each race/ethnicity</li> <li>Number of referrals to behavioral health treatment only (without MOUD) for each race/ethnicity</li> <li>Number of other referrals, if not to MOUD and behavioral health, with a description of the type of referral</li> </ul> <p>The LHJ will collect and submit the following qualitative data on a DOH-provided excel workbook <u>once</u> on the quarter 4 progress report template:</p> <p><b>Health Equity (HE)</b></p> <p><u><a href="#">HE_Impact: Impactful practices for improving access to care and treatment for PWUD who are historically underserved by overdose prevention programs</a></u></p> <ol style="list-style-type: none"> <li>1. Please provide a brief description of the implemented and/or tailored (adapted to specific cultural, linguistic, environmental, or social needs of populations) evidence-based intervention or innovative practice (including setting and whether navigators were included if applicable) and how these compare to previous efforts.</li> <li>2. Please describe how access to care or treatment has been improved, and what new/existing community assets were leveraged.</li> <li>3. Please describe how specific populations disproportionately affected by overdose and underserved with care and treatment programs are impacted by efforts (if tracked).</li> <li>4. (Optional) Please share if there were any other outcomes that were improved (provides recipients the option to expand beyond access to care and include any other outcomes, for example, retention in care, decreased opioid use).</li> <li>5. Please describe any issues or concerns that impact the quality of the data shared (e.g., data completeness, data accuracy, facilitators/barriers for collection and reporting).</li> </ol>			

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p><u>HE_Activities: Number of health equity focused overdose prevention activities implemented with OD2A funding</u></p> <p>1. Please describe the activities in this performance measure, for whom they were intended, and how the activities were implemented and/or tailored (e.g., linguistically, culturally) for racially, ethnically, and linguistically diverse populations?</p> <p>2. Please describe any issues or concerns that impact the quality of the data shared (e.g., data completeness, data accuracy, facilitators/barriers for collection and reporting).</p> <p><b>Harm Reduction (HR)</b></p> <p><u>HR_Encounters: Number of harm reduction service encounters at organizations funded or supported by OD2A</u></p> <p>1. What are the barriers for people accessing harm reduction services in your jurisdiction?</p> <p>2. What are the facilitators for people accessing harm reduction services in your jurisdiction?</p> <p>3. What types of services are included?</p> <p>4. Please estimate the proportion of harm reduction service encounters that occurred:</p> <p>___ % at brick and mortar locations      ___ % via mobile-based outreach services      ___ % via mail-based delivery      ___ % other (please specify)</p> <p>5. Please describe any issues or concerns that impact the quality of the data shared (e.g., data completeness, data accuracy, facilitators/barriers for collection and reporting).</p> <p><u>HR_Naloxone: Number of naloxone doses distributed by OD2A funded or supported organizations</u></p> <p>1. What are barriers to accessing or receiving naloxone?</p> <p>2. What are facilitators to accessing or receiving naloxone?</p>			

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>3. How did you use OD2A Funds to distribute naloxone (e.g. staffing to distribute, vending machines)?</p> <p>4. (Optional) Describe mechanisms used to distribute naloxone (e.g., mail in, handoffs).</p> <p>5. If you selected "other" type of organizations in the reporting tool, please describe.</p> <p>6. Please describe any issues or concerns that impact the quality of the data shared (e.g., data completeness, data accuracy, facilitators/barriers for collection and reporting).</p> <p><b>Linkage to Care (LTC)</b></p> <p><u>LTC_Navigators: Number of navigators who link PWUD to care and harm reduction services via warm handoffs</u></p> <p>1. Please describe what types of navigators are included in the data reported (e.g., certified peer recovery specialists, peer support specialists, case managers, patient navigators, community health workers, persons with lived experience, etc.).</p> <p>2. Please describe methods to support navigators, including average hourly pay, benefits, and additional supports (e.g., trauma, wellness, emotional/psychological support, infrastructure such as a phone) to help retain them.</p> <p>3. Please describe any issues or concerns that impact the quality of the data shared (e.g., data completeness, data accuracy, facilitators/barriers for collection and reporting).</p> <p><u>LTC_Referrals: Number of referrals to care and harm reduction services</u></p> <p>1. (Optional) If you have other OD2A funded or supported referrals beyond referrals to MOUD, behavioral treatment only (without MOUD), and harm reduction services, please describe the "other" types of referrals.</p> <ul style="list-style-type: none"> <li>• 2. Please describe any issues or concerns that impact the quality of the data shared (e.g., data completeness, data accuracy,</li> </ul>			

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	facilitators/barriers for collection and reporting).			

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

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

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

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

**Program Specific Requirements**

**Restrictions on Funds (i.e., disallowed expenses or activities, indirect costs, etc.):** Reimbursement for the purchase of naloxone can only be billed to SFY25 LOCAL OPI PREV & SUPP POVISO. The LHJ must have received prior approval from the DOH contract manager to purchase naloxone.

**Billing Requirements:**

DOH awards funding through reimbursement-based billing. Invoices must be submitted monthly on an A19-1A invoice voucher.

**Budget Table**

For the entire LHJ OD2A-S Year I Budget Period (11/1/24-8/31/25)

Salaries	\$53,285
Benefits	\$20,153
<b>TOTAL BUDGET</b>	<b>\$73,438</b>

\*The LHJ must receive written approval from DOH before making any changes to the SOW activities or itemized budget.

\*If the LHJ intends to request reimbursement for indirect costs, the LHJ must have an unexpired cost-rate approval letter on file with DOH. Payment for indirect costs may be withheld until an up-to-date approval letter is received by DOH.

**Breakdown of funds allotted over the entire LHJ OD2A-S Year I Budget Period (11/1/24-8/31/25)**

**November 1, 2024-December 31, 2024 ConCon SOW (Last amendment of the 2022-2024 ConCon Term)**

Funding Source	MI Title	Allocation	Must be spent by
Federal Funds			
OD2A-S Year I Funds	FFY24 CDC OD DATA TO ACTION PREV	\$14,332	12/31/24 (unspent funds roll over)
State Funds			
Time Limited State Enhancement	SFY25 LOCAL OPI PREV & SUPP POVISO	\$9,625	12/31/24 (unspent funds roll over)

Unspent funds from the 9/1/24-12/31/24 ConCon SOW will be allotted to you in a later 2025 ConCon amendment.

**January 1, 2025-August 31, 2025 ConCon SOW (First amendment of the 2025-2027 ConCon Term)**

Funding Source	MI Title	Allocation	Must be spent by
Federal Funds			
OD2A S Year 1 Funds	FFY24 CDC PCH OD2A PREVENTION	\$33,440	8/31/25
State Funds			
Time Limited State Enhancement	SFY25 LOCAL OPI-PREV & SUPP POVISO	\$16,042	6/30/25

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** Maternal & Child Health Block Grant – Effective January 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health

**Contract Number:** CLH32052

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

**Period of Performance:** January 1, 2025 through September 30, 2025

<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		

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

**Revision Purpose:** To add unspent funds from the October through December 2024 Maternal & Child Health Block Grant SOW in the 2022-24 ConCon.

<b>DOH Chart of Accounts Master Index Title</b>	<b>Master Index Code</b>	<b>Assistance Listing Number</b>	<b>BARS Revenue Code</b>	<b>LHJ Funding Period Start Date</b>	<b>End Date</b>	<b>Current Allocation</b>	<b>Allocation Change Increase (+)</b>	<b>Total Allocation</b>
FFY25 HRSA MCHBG LHJ CONTRACTS	78101251	93.994	333.93.99	01/01/25	09/30/25	41,853	2,560	44,413
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						41,853	2,560	44,413

<b>Maternal and Child Health Block Grant (MCHBG) Administration</b>				
<b>Task #</b>	<b>Activity</b>	<b>Deliverables/Outcomes</b>	<b>Due Date/Time Frame</b>	<b>Payment Information and/or Amount</b>
1a	Report actual expenditures for the six-month period from October 1, 2024 through March 31, 2025.	Submit actual expenditures using the MCHBG Budget Workbook to DOH Community Consultant.	May 16, 2025	Reimbursement for actual costs, not to exceed total funding consideration. Monthly Reports must only reflect activities paid for with funds provided in this statement of work for the specified funding period.
1b	Develop 2025-2026 MCHBG Budget Workbook for October 1, 2025 through September 30, 2026 using DOH-provided template.	Submit MCHBG Budget Workbook to DOH Community Consultant.	September 5, 2025	
1c	Participate in DOH-sponsored annual MCHBG meeting.	LHJ Contract Lead or designee will attend meeting.	September 30, 2025	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
				See Program Specific Requirements and Special Billing Requirements.
<b>Implementation</b>				
2a	Report 2024-25 MCHBG-funded activities and outcomes using DOH-provided reporting template. As a foundation of your MCHBG work determine how processes and programs can close gaps in health outcomes.	Submit monthly reports to DOH Community Consultant. Describe in your updates within each activity of the monthly report how you are intentionally focused on closing gaps in health outcomes.	January 15, 2025 February 15, 2025 March 15, 2025 April 15, 2025 May 15, 2025 June 15, 2025 July 15, 2025 August 15, 2025 September 15, 2025	Reimbursement for actual costs, not to exceed total funding consideration. Monthly Reports must only reflect activities paid for with funds provided in this statement of work for the specified funding period.
2b	Develop 2025-26 MCHBG reporting document for October 1, 2025 through September 30, 2026 using DOH-provided template.	Submit MCHBG reporting document to DOH Community Consultant.	Draft – August 15, 2025 Final – September 12, 2025	See Program Specific Requirements and Special Billing Requirements.
<b>Children and Youth with Special Health Care Needs (CYSHCN)</b>				
3a	Complete intake and renewal, per reporting guidance supplied by DOH, on all infants and children served by the CYSHCN Program as referenced in CYSHCN Program guidance. If no CYSHCN care coordination (enabling service) is provided in a given quarter, email the CHIF administrator at <a href="mailto:DOH-CHIF@doh.wa.gov">DOH-CHIF@doh.wa.gov</a> and indicate that zero clients were served during the quarter. No spreadsheet is necessary when zero clients are served.	Submit data to DOH per CYSHCN Program guidance.	January 15, 2025 April 15, 2025 July 15, 2025	Reimbursement for actual costs, not to exceed total funding consideration. Monthly Reports must only reflect activities paid for with funds provided in this statement of work for the specified funding period.
3b	Identify unmet needs for CYSHCN on Medicaid and refer to DOH CYSHCN Program for approval to access Diagnostic and Treatment funds as needed.	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.
3c	Review your program's entry on <a href="http://ParentHelp123.org">ParentHelp123.org</a> annually for accuracy.	Document in the Administrative box on your MCHBG report that you have updated information on your local CYSHCN program with WithinReach/Help Me Grow.	September 30, 2025	
3d	Support improvements to the local system of care (public health services and systems/policy, systems, and environment) for CYSHCN. Refer to the Focus of Work document for example activities and priority areas.	Submit updates as part of monthly reporting document.	January 15, 2025 February 15, 2025 March 15, 2025 April 15, 2025	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
			May 15, 2025 June 15, 2025 July 15, 2025 August 15, 2025 September 15, 2025	

#### **MCHBG Assessment and Evaluation**

4a	As part of the ongoing 5-year MCHBG Needs Assessment, participate in activities developed and coordinated by DOH using DOH-provided reporting template.	Submit documentation as requested by DOH.	September 30, 2025	Reimbursement for actual costs, not to exceed total funding consideration. Monthly Reports must only reflect activities paid for with funds provided in this statement of work for the specified funding period.  See Program Specific Requirements and Special Billing Requirements.
----	---	---	--------------------	---

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

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

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

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

#### **Program Specific Requirements**

##### **Special Requirements:**

All training costs and all travel expenses for such training (for example: per diem, hotel, registration fees) must be pre-approved, unless identified in pre-approved Budget Workbook. Submit a paragraph to your Community Consultant explaining why the training is **necessary** to implement a strategy in the approved work plan. Details should also include total cost of the training and a link to or brochure of the training. Retain a copy of the Community Consultant's approval in your records.

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

CYSHCN Information and Resources:

[Children and Youth with Special Health Care Needs Website\(wa.gov\)](http://Children and Youth with Special Health Care Needs Website(wa.gov))

[Health Services Authorization \(HSA\) Form](#)

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

**Monitoring Visits (i.e., frequency, type, etc.):**

Check-ins with DOH Community Consultant as needed.

**Billing Requirements:**

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

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** National Estuary Program Shellfish Strategic Initiative 2.0 - Effective January 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health

**Contract Number:** CLH32052

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

**Period of Performance:** January 1, 2025 through March 31, 2027

<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		

**Statement of Work Purpose:** Island County has approximately 29,000 on-site sewage systems (OSS), many old or degraded, and near bodies of water that are used for recreation, fishing, shell fishing, and drinking water. Past work completed by Island County staff and partners have identified priority areas that have been frequently closed to recreational and/or commercial shellfishing due to high levels of fecal coliform and/or E. coli bacteria, but could feasibly be protected, restored, and reopened with the implementation of source control mitigation and enforcement at known and suspected pollution sites. Work funded through this program includes the development, establishment, and implementation of a new Pollution Identification and Correction (PIC) program as described in Investment Priority C. The proposed work will support collaborative efforts of Island County staff from two divisions of Public Health: Environmental Public Health (EPH) and Natural Resources (NR), as well as local Conservation Districts (Whidbey Island and Snohomish County), who will be active partners in the identification and remediation of sites where agriculture is considered the highest contributor to poor water quality outcomes.

Funding requested will enable these teams to work together in protecting public health by developing, implementing, and managing a PIC program built on previous lessons learned. Island County initiated a pilot PIC program from 2011-2015 with support from the Washington State Department of Health (DOH) using Pathogens Lead Organization funds. Through targeted efforts, surface water quality improvements sufficiently allowed for 152 acres of the Port Susan Growing Area to be classified as approved and reopened for shellfish harvesting. Island County built on this initial work with the second phase of PIC in three additional watersheds within the county - Maxwelton, Holmes Harbor, and Penn Cove; however, the effectiveness of the program was significantly reduced due to CoViD-19 restrictions. Island County has been without a PIC program since fall of 2022 due to funding constraints, and as such effectively has no ability to source, address, and/or mitigate known chronic E. coli issues in commercially and recreationally important shellfish-growing areas across Whidbey and Camano islands. The proposed work would implement a PIC approach that utilizes past, current, and ongoing monitoring data from the Island County surface water quality monitoring program to identify pollution threatening Island County's water quality and associated shellfish habitat. Currently, suspected pollution 'hotspots' are 'bracketed' and tracked up the drainage path to its suspected source. Natural Resources staff work with EPH staff as well as property owner(s) to hopefully correct the problem via voluntary compliance; however, limited capacity and non-existent PIC program funding have led to lack of ability to specifically identify point sources (e.g., dye testing, etc.), nor the ability to escalate, enforce, and/or remediate the cause.

Through past and current work, Island County knows that fecal coliform and E. coli pollution are severely degrading several shellfish harvesting areas throughout Whidbey and Camano islands; three of these areas have been identified as top priority for correction through this proposed PIC program work due to chronic shellfish harvesting closures and include Maple Grove (Camano), Holmes Harbor (Whidbey), and Maxwelton (Whidbey) beach areas. Maple Grove has replaced Penn Cove on the priority list this cycle due to both equity efforts of increasing open beaches on both islands, and recent routine testing showing exceptionally high E. coli levels at Maple Grove public boat launch, leading to citizen complaints and fears of the risk posed to human health. The goal of this funding request is to implement procedures and actions that identify and correct sources of pollution, ultimately resulting in the reopening of these shellfish beaches.

Based on the urgent need for additional monitoring and remediation of septic issues, Island County will build on its past PIC work and current/ongoing surface water quality monitoring that identifies E. coli 'hotspots' to successfully stand up a complete PIC program. This proposal will institute and test the escalation procedures necessary to collaborate with County environmental health officials on enforcement actions for non-responders. Having an established PIC program would help provide a more thorough enforcement framework for new Island County code currently under development, as well as provide funding necessary for enforcement personnel to investigate and correct violations.

Objectives:

- Develop and implement a PIC program utilizing lessons learned and past reconnaissance on problem areas.
- Coordinate regulatory oversight and policy development with Environmental Health and enforcement agencies.
- Coordinate water pollution investigations.

**Key Outcomes:**

- Restore and protect Island County shellfish habitat and public health by correcting known and discovered fecal pollution and E. coli sources.
- Reopen shellfish harvesting in three priority areas (Maple Grove, South Holmes Harbor, and Maxwelton).

\*\*NOTE\*\* Any dates for deliverables that precede this contract are for informational purposes only.

**Revision Purpose:** Revision is to add remaining funds from the 2022-24 concon contract in the amount of \$164,430.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date	End Date	Current Allocation	Allocation Change Increase (+)	Total Allocation
PS SSI2 SUB AWARD MANAGEMENT TASK 3	261K1213	66.321	333.66.12	01/01/25	03/31/27	50,000	164,430	214,430
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						<b>50,000</b>	<b>164,430</b>	<b>214,430</b>

Description (e.g. "shellfish beds reopened")	Units (e.g., acres)	Targets/Estimate ("number")
Reopen shellfish growing areas in Maple Grove – Recreational Beach (~1 acre), Maxwelton – Southwest Whidbey Island Growing Area (~3 acres), and Conditionally Approved portion of Holmes Harbor Growing Area (~6 acres)	Acres	10
Number of OSS failures identified	OSS failures	20
Percentage of OSS failures corrected or with correction plan in place	OSS corrections	100 %
Number of outreach events (including community booth events such as local fairs and festivals, and at least one targeted workshop in each of the three identified areas per year)	Events	21

Number of door hangers, flyers, and other information distributed to homeowners in vicinity of surface water sampling locations identifying high <i>E. coli</i> concentrations (reminders of septic maintenance guidelines, information on beach closures, etc.)	Individual outreach items	1,500
Number of OSS with routine maintenance tracking/enforcement in place	OSS	10
Number of rebates or financial assistance packages distributed to property owners within project focus area	Rebates	3

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
<b>TASK 1. Project Development</b>				
This task must be completed before initiating any other work under this subaward. All QAPP related work completed prior to the completion of Task 1 will be ineligible for reimbursement under this subaward.				
1.1	Quality Assurance Project Plan (QAPP) Development. Per EPA sub-award terms and conditions, for projects that involve the collection, production, evaluation, or use of environmental information, the sub-recipient must submit a Quality Assurance Project Plan (QAPP) to the Washington State Department of Ecology's NEP Quality Coordinator (NEP QC) using EPA's NEP guidance for QAPPs. Project work should not begin until the Quality Assurance Project Plan (QAPP) has Quality Assurance approval. At contract start, the subrecipient must work with the NEP QC to ensure the project meets quality assurance requirements per the contract terms and conditions. The subrecipient is also required to conduct and document an annual review of the approved QAPP with ECOLOGY for projects exceeding one year in duration. For any changes prior to the annual review the subrecipient must contact the NEP QC to confirm required documentation. Changes may include but are not limited to new sampling sites, extended timeline, updated methods, and changes to analysis. Ecology QA Coordinator contact: Ken Nelson, <a href="mailto:knel461@ecy.wa.gov">knel461@ecy.wa.gov</a>	Copy of signed QAPP or QAPP waiver  Annual review	Before collecting or analyzing environmental data  Annually	Reimbursement up to \$14,810 \$4,290 based on actual costs.
1.2	<b>Project Factsheet</b> Using the templates provided, the subrecipient must complete an initial one-page Project Factsheet at the outset of the contract. A final one-page Project Factsheet is due at the end of the contract. The initial factsheet will provide an overview of the project and a brief description of the	a. Initial Project Factsheet  b. Final Project Factsheet	a. Due with first quarterly report b. 2 weeks prior to contract end date	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	subrecipient's organization. The subrecipient will submit the initial factsheet with the first quarterly progress report. The subrecipient will submit the final factsheet at the end of the contract to summarize project outcomes, lessons learned, and next steps. The Shellfish SIL will make the factsheets publicly available through the website <a href="https://pugetsoundestuary.wa.gov/">https://pugetsoundestuary.wa.gov/</a> .			
<b>TASK 2. Project Management and Reporting</b>				
Task 2 describes the project administrative and reporting requirements. The subrecipient will refer to and comply with all underlying state and federal terms and conditions.				
2.1	<p><b>Progress Reporting and Invoicing</b></p> <p>REPORTING: The subrecipient will submit quarterly progress reports by the specified target completion dates. Quarterly reporting periods are:</p> <p>Quarter 1 reporting period: Jan 1 – Mar 31 (FEATS serves as Q1 report)</p> <p>Quarter 2 reporting period: Apr 1 – Jun 30</p> <p>Quarter 3 reporting period: Jul 1 – Sep 30 (FEATS serves as Q3 report)</p> <p>Quarter 4 reporting period: Oct 1 – Dec 31</p> <p>Progress reports shall include:</p> <ul style="list-style-type: none"> <li>· A description of:</li> <li>o Work completed for each task/subtask during the reporting period, including what deliverables were completed and submitted during the reporting period.</li> <li>o Total allowable spending by task.</li> <li>o Status for ongoing project tasks.</li> <li>o Challenges affecting task-specific or overall project completion date(s), scope of work, or costs.</li> <li>· Evidence of satisfactory completion of all reporting requirements.</li> </ul> <p>The subrecipient will email quarterly progress reports and deliverables to the NEP Administrative Assistant and copy their Contract Manager.</p> <p>INVOICES: The subrecipient will submit invoices with all applicable forms included following the DOH ConCon billing process. Invoices must be submitted at least every 60 days after work is completed (bi-monthly), but no more</p>	<p>Quarterly progress reporting</p> <p>Invoicing</p>	<p>Annually on January 15 Annually on July 15</p> <p>60 days after work is completed (every 2 months for ongoing work)</p>	<p>Reimbursement up to \$39,474 \$34,775 based on actual costs.</p>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>frequently than monthly. Invoices will be reviewed for consistency with progress.</p> <p>At the end of the contract period, the subrecipient will submit their final invoice within 60 days of contract expiration. The final invoice will be marked "Final".</p> <p>Invoices received more than 60 days after contract expiration may not be eligible for reimbursement.</p>			
2.2	<p><b>EPA FEATS Reporting</b></p> <p>The subrecipient will complete semi-annual FEATS (Financial and Ecosystem Accounting Tracking System) progress reports and a closeout FEATS report. The closeout FEATS report will be submitted within 60 days of the contract expiration date and will reflect the final project billing. The closeout FEATS report will describe task work completed throughout the project, highlight project outcomes, and summarize lessons learned. FEATS Reporting Periods: April 1 – September 30 Serves as 3rd quarter progress reporting October 1 – March 31 Serves as 1st quarter progress reporting</p>	FEATS reporting	April 1 and October 1, annually and upon contract completion	
2.3	<p><b>Data Reporting</b></p> <p>The subrecipients will report additional data requirements as determined by NEP. The subrecipient and the NEP Data and Information Coordinator, Abigail Ames <a href="mailto:abigail.ames@doh.wa.gov">abigail.ames@doh.wa.gov</a>, will determine what data variables will be reported on within 60 days of contract execution. Data reporting will be collected every six months with the FEATS reporting cycle.</p>	Data Reporting  Determination of data needs  Data management and sharing plan	Annually April 1 and October 1 Within 60 days of contract execution Within 60 days of contract execution	
2.4	<p><b>Minority Business Enterprise/Women Business Enterprise (MBE/WBE) Reporting</b></p> <p>The subrecipients will submit MBE/WBE utilization reports each year as required by the federal terms and conditions included in this contract. Reports will be in the format located on the EPA webpage <a href="https://www.epa.gov/system/files/documents/2021-08/epa_form_5700_52a.pdf">https://www.epa.gov/system/files/documents/2021-08/epa_form_5700_52a.pdf</a> and will include all qualifying purchases OR will clarify that no qualifying purchases were made. MBE/WBE reporting periods are from October 1 to September 30 annually. Reports are due to Taylor Warren at <a href="mailto:Taylor.warren@doh.wa.gov">Taylor.warren@doh.wa.gov</a> 15 calendar days after the end</p>	MBE/WBE reporting	October 15, annually and upon contract completion	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	of each reporting period with the DOH Contract Manager carbon copied.			
2.5	<b>Water Quality eXchange (WQX) Data Reporting</b> The Water Quality Exchange (WQX) is the tool for data partners to submit monitoring data to EPA. If the subrecipient collects any physical, chemical, or environmental data (e.g., dissolved oxygen, water temperature, salinity, turbidity, pH, phosphorous, total nitrogen, E. coli or enterococci, and other biological and habitat data), then the subrecipient's QAPP will specify data to be reported through WQX. Data for a calendar year (Jan. 1 – Dec 31) must be submitted at least annually. See WQX information, including tutorials, at <a href="https://www.epa.gov/waterdata/water-quality-data-wqx">https://www.epa.gov/waterdata/water-quality-data-wqx</a> .	WQX Data reporting  Screenshots of upload or email confirmation will be added to the January quarterly report	At least annually by December 31  Reported with January reporting cycle	
2.6	<b>Subcontracts and Subawards (if applicable)</b> The subrecipient will execute one or more subcontracts (professional services agreements) for tasks:  Selection of subcontractor must comply with applicable provisions of 2 CFR Part 200 and the EPA Subaward Policy, which may be found at <a href="http://wcmis.epa.gov/grants/grants-policy-issuance-gpi-16-01-epa-subaward-policy-epa-assistance-agreement-recipients">http://wcmis.epa.gov/grants/grants-policy-issuance-gpi-16-01-epa-subaward-policy-epa-assistance-agreement-recipients</a> . A meeting(s) may be held to clarify the scope, schedule, and deliverables for the subcontract. The subrecipient and subcontractor will execute the contract and hold a kick-off meeting.	Subawards (when applicable)  Updates on subcontractor progress as delivered by subcontractor	30 days after contract execution  As applicable	
<b>Task 3. Monitoring, Dye Testing, and other Fieldwork</b> The Division of Natural Resources staff, including Surface Water Quality, Watershed Planning, and DNR Manager, will work with the Division of Environmental Health staff, including OSS, solid waste, pollution prevention, and Living Environments staff, to conduct regular surface water quality sampling in the targeted areas (Maple Grove, Maxwellton, and Holmes Harbor) to identify high <i>E. coli</i> concentrations, which would trigger the procedures identified in Task 4 as well as dye testing or other confirmation approaches, outreach with the homeowners, and shoreline/beach surveys.				
3.1	Monthly collection of ambient surface water samples to identify high fecal pollution. Approximately 12 samples will be collected across the three identified areas each month, including R-card analyses as well as laboratory confirmation samples when needed.	Freshwater sample collection results and analysis	Monthly	Reimbursement up to <b>\$74,197</b> \$70,271 based on actual costs.
3.2	Source ID investigations of all high bacteria sites, including dye testing, bracket sampling, and other source identification approaches such as conversations with homeowners and the public, and coordination with the Island County OSS team.	Pollution source identification to specific OSS structures a) Report number of dye tests conducted in FEATS report.	Reported quarterly with progress reporting	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		b) Report number of failing on-site sewage systems identified. c) Report number of failing on-site sewage systems corrected. d) Report number of pollution sources from manure management or agricultural properties identified. e. Report number, location, and status of actions taken on identified manure management or agricultural properties identified.		
3.3	Shoreline surveys along the three targeted areas (Maple Grove, Maxwelton, Holmes Harbor) to inventory and assess bacterial loads of flowing discharges to shellfish areas.	Shoreline assessment and inventory report	Biennially, wet, and dry season	
<b>Task 4. Escalation, Adaptive Management, and Watershed Planning</b> The Division of Natural Resources staff, including Surface Water Quality, Watershed Planning, and DNR Manager, will work with the Division of Environmental Health staff, including OSS, solid waste, pollution prevention, and Living Environments staff to assess current and proposed State and County codes related to on-site sewage system operations and maintenance requirements, to recommend updated County codes as necessary, and to establish and document environmental monitoring and subsequent code enforcement protocols among the various relevant staff and teams.				
4.1	Review new WAC requirements for on-site sewage system codes and determine necessary improvements to Island County codes	Recommendations for updated codes  Approval needed by local health board for updated local codes	Immediately upon contract approval	Reimbursement up to \$55,387 \$53,834 based on actual costs.
4.2	PIC Program Coordination Meetings	Meeting agenda and attendance list	Quarterly	
4.3	Establish violation enforcement, escalation, and adaptive management procedures that should be in place among the various Divisions and Departments at Island County in response to OSS failures; document these procedures including a PIC Investigation Flowchart, definitions, sampling procedures, and timelines	Established procedures document and PIC Flowchart	Upon completion of Task 4.1; no later than September 30, 2024.	
4.4	Establish/review watershed planning efforts to incorporate findings from Tasks 4.1 and 4.3	Preliminary planning documents	Upon completion of Tasks 4.1 and 4.2	
<b>TASK 5. Broader Impacts and Communication</b> The subrecipient will communicate project outcomes, lessons learned, and recommendations.				
5.1	<b>Broader Impact Options</b> Ongoing outreach programs to educate the community about issues related to septic and clean water.  All new outreach materials created with this funding will be submitted to DOH for two-week review prior to distribution.	New outreach materials  Public outreach events at libraries, fairs, etc.	Drafts due for two-week review to DOH prior to distribution	Reimbursement up to \$53,132 \$51,260 based on actual costs.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	All materials will have the EPA recognition statement: "This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement PC-01J89801 to the Washington State Department of Health. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does mention of trade names or commercial products constitute endorsement or recommendation for use."	Submit photos of events and updates on participation numbers as applicable	Monthly and as available  Upon event completion, as applicable	

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

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

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

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

**Program Specific Requirements**

**Special References (i.e., RCWs, WACs, etc.):**

WAC 246-272A, RCW 70.118A, Puget Sound Action Agenda

**Monitoring Visits (i.e., frequency, type, etc.):**

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

**Special Instructions:**

Progress reports are due to DOH on the following dates: April 1 and October 1, annually and upon contract completion. Reports will be uploaded to subrecipients contract folder on the subrecipients Sharepoint page: [NEP Subrecipient Resources - Home](#) (sharepoint.com) Email [jill.stewart@doh.wa.gov](mailto:jill.stewart@doh.wa.gov) to confirm delivery. Minority and Women-Owned business Reporting is due to: [taylor.warren@doh.wa.gov](mailto:taylor.warren@doh.wa.gov) on the following dates: October 1, annually and upon contract completion.

All environmental data must be entered by the LHJ into EPA's Water Quality Exchange database (WQX) at <https://www.epa.gov/waterdata/water-quality-data-wqx>. The semi-annual report format and data reporting requirements will be provided by DOH and may be modified throughout the contract period via email announcement.

#### **EPA Terms and Administrative Conditions**

The following provisions are the pass-thru requirements of all U.S. EPA - DOH subawards funded under cooperative agreement PC-01J89801 and will apply to all work funded under this agreement.

#### **Administrative Conditions**

##### **National Administrative Terms and Conditions General Terms and Conditions**

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

The subrecipient agrees to comply with the current EPA general terms and conditions available at: [EPA General Terms and Conditions effective October 1, 2023 or later](https://www.epa.gov/general-terms-and-conditions)

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

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

#### **Programmatic Conditions**

HABITAT, SHELLFISH, and STORMWATER Strategic Initiative Leads - (PC) Puget Sound Action Agenda: Technical Investigations and Implementation Assistance Program  
Programmatic Terms and Conditions: 6/2021

##### **A. Semi-Annual Performance Reports**

The subrecipient shall submit performance reports every six (6) months during the life of the project. Reports are due 30 calendar days after the end of each reporting period. Reports shall be submitted to the NEP Contract Manager and will be provided electronically.

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

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

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

The subrecipient will submit performance reports through EPA's Puget Sound Financial and Ecosystem Accounting Tracking System (FEATS). Reports are due 30 calendar days after the end of each reporting period. The reporting periods shall end March 31st and September 30th of each calendar year. Reports shall be submitted to the NEP contract manager on the FEATS form provided by the NEP administrative assistant and shall be uploaded to the NEP subrecipients Sharepoint page. The subrecipient agrees to submit performance reports that include brief information on each of the following areas:

1. A comparison of actual accomplishments to the outputs/outcomes established in the assistance agreement work plan for the period;

2. The reasons for slippages if established outputs/outcomes were not met;
3. Additional pertinent information, including when appropriate, analysis and information of cost overruns or high unit costs.

**B. Final Performance Report**

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

**C. Program Income**

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

**D. Information Collection Requirements**

NEP and the subrecipient agree to comply with the requirements of the Paperwork Reduction Act in completing the project. Because the scope of work includes a survey, a questionnaire or similar information-gathering activity, the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 *et seq.*), requires NEP to obtain Office of Management and Budget (OMB) clearance prior to the subrecipient's collection of information by means of identical questions posed to 10 or more persons.

The subrecipient will provide to the NEP contract manager the following information: (1) description of the information to be collected; (2) explanation of the need for the information; and (3) to whom the survey is being directed.

**E. Recognition of EPA Funding**

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

"This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement PC-01J89801 to the Washington State Department of Health. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does mention of trade names or commercial products constitute endorsement or recommendation for use."

**F. Annual Conferences**

The subrecipient may attend one or more appropriate conferences each year, which may be within the Puget Sound region. The specific conferences will be determined in consultation with the NEP contract manager. The purpose of this requirement is to provide subrecipients with opportunities to learn about and benefit from other relevant initiatives and programs that relate to the funded work; to exchange information about their funded work with organizations that may benefit from their experience; and generally to raise awareness within the Puget Sound, Salish Sea, and large aquatic ecosystem protection and restoration communities of the funded work. Example of potentially relevant conferences include, but are not limited to, the biennial Salish Sea Ecosystem Conference; local or regional meetings of Tribal, professional, scientific, or other relevant associations. Specific conferences will depend on the nature of the work proposed. Subrecipient will be allowed to use award funds to pay for travel and lodging. Subrecipient should include anticipated costs for attending conferences in their proposed budget.

**G. Peer Review**

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

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

In accordance with Agency Policy Directive Number FEM-2012-02, Policy to Assure the Competency of Organizations Generating Environmental Measurement Data under Agency-Funded Assistance Agreements, subrecipient shall maintain competency for the duration of the project period of this agreement and this will be documented during the annual reporting process. A copy of the Policy is available online at <http://www.epa.gov/fem/lab> or a copy may also be requested by contacting the NEP contract manager for this award.

**Federal Assistance Agreement Funds Up To \$200.000**

Subrecipient agrees that if the total federal funding obligated on this award exceeds \$200,000 (resulting from subsequent amendments to this agreement) and will involve the use or generation of environmental data it will (unless it has otherwise done so) demonstrate competency prior to carrying out any activities involving the generation or use of environmental data under this agreement. Federal Assistance Agreement Funds Exceed or Expect to Exceed \$200,000

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

**I. WQX Requirement**

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

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

**J. Riparian Buffers**

Riparian buffer restoration projects in agricultural areas shall be consistent with the interim riparian buffer recommendations provided to EPA and the Natural Resource Conservation Service by National Marine Fisheries Service letters of January 30, 2013 (stamp received date - February 4, 2013) and April 9, 2013 (stamp received date - April 16, 2013), or the October 28, 2013 guidance.

Grantees shall confirm in writing projects' consistency with the recommendations referenced above. When developing project proposals, grantees also should consider the extent to which proposals include appropriate riparian buffers or otherwise address pollution sources on other water courses on the properties in the project area to support water quality and salmon recovery.

Deviations can only be obtained through an exception approved by EPA. In order for EPA to evaluate a request for an exception, the grantee must submit the scientific rationale demonstrating adequacy of buffers for supporting water quality and salmon recovery. The request must summarize tribal input on the scientific rationale or other relevant issues. The scientific rationale could be developed from sources such as site-specific assessment data, salmon recovery plans, Total Maximum Daily Loads (TMDLs) and the state nonpoint plan. EPA will confer with the National Oceanic and Atmospheric Administration (NOAA) and the Washington Department of Ecology and provide the opportunity for affected tribes to consult with EPA before making a final decision on a deviation request.

NEP contact for riparian buffers: Lea Shields, [lea.shields@doh.wa.gov](mailto:lea.shields@doh.wa.gov).

**K. International Travel (Including Canada) – PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.**  
All International Travel must be approved by the Office of International and Tribal Affairs (OITA) BEFORE travel occurs. Even a brief trip to a foreign country, for example to attend a conference, requires OITA approval. Please contact your NEP contract manager as soon as possible if travel is planned out of the country, including Canada and/or Mexico, so that they can obtain appropriate approvals from EPA Headquarters. If you have questions, please contact your NEP contract manager listed on the front page of the Award Document.

**L. Geospatial Data Standards**

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

**M. Model Programmatic Subaward Reporting Requirement (GPI-16-01)**

The subrecipient must report on its subaward monitoring activities under 2 CFR 200.331(d).

Examples of items that must be reported if the pass-through entity has the information available are: Summaries of results of reviews of financial and programmatic reports. Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance. Environmental results the subrecipient achieved. Summaries of audit findings and related pass-through entity management decisions.

Actions the pass-through entity has taken to correct deficiencies such as those specified at 2 CFR 200.331(e), 2 CFR 200.207 and the 2 CFR Part 200.338 Remedies for Noncompliance.

**N. Lobbying and Litigation – PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.**  
**All Subrecipients.**

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

#### **O. EPA's Substantial Involvement**

EPA will be substantially involved in this project by participating in the following activities: (1) Within the first nine months of the project, EPA reserves the right to negotiate work plan and budget; (2) monitor the project management and execution throughout the assistance agreement's project and budget period; (3) provide technical assistance and coordination as requested or needed by the subrecipient; and (4) review and approve technical deliverables, including 30-day preaward review of subaward agreements to ensure consistency with the collaborative intent of the National Estuary Program.

#### **P. Quality Assurance Requirements (2 CFR 1500.11)**

As of February 17, 2023 any project, including work performed by Grantees, that involves the collection, production, evaluation, or use of environmental information requires an approved QAPP prior to the start of work.

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

Instructions to Submit Quality Assurance Documents for Review

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

#### **Q. ULO Stretch Goal:**

Subrecipients of EPA assistance agreements that include subawards in the approved workplan should manage their programs and subaward funding in ways that reduce the length of time that federal funds obligated and committed to subaward projects are "unspent" federal funds, not yet drawn down through disbursements to subaward recipients. EPA encourages the reduction of these unliquidated obligations (ULOs) by applying the following programmatic term and condition to the FY2021 Strategic Initiative cooperative agreements with subaward projects. Assistance agreement subrecipients are to apply these "stretch" goals throughout the life of the assistance agreement and to confer with your NEP Contract Manager whenever instances arise that make attainment of these stretch goals unlikely.

Stretch Goal: A stretch goal for utilization of funds for each new strategic initiative lead grant with subawards is established. All funds should be spent by 21/2 years in order for incremental funding to be considered at levels otherwise available for the fourth year of the grant.

Funds Awarded July 2021 Should all Be Drawn Down by March 2024.

Funds Awarded in FY2022 (October 1, 2021-September 30, 2022) Should all Be Drawn Down by March 2025

Funds Awarded in FY2023 (October 1, 2022-September 30, 2023) Should all Be Drawn Down by March 2026

Funds Awarded in FY2024 (October 1, 2023-September 30, 2024) Should all Be Drawn Down by March 2027

Funds Awarded in FY2025 All Should Be Drawn down by award end date + 90 days.

#### **R. Animal Subjects – PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.**

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

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

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

Examples of a Federal purpose include but are not limited to: (1) Use by EPA and other Federal employees for official Government purposes; (2) Use by Federal contractors performing specific tasks for the Government; (3) Publication in EPA documents provided the document does not disclose trade secrets (e.g. software codes) and the work is

properly attributed to the subrecipient through citation or otherwise; (4) Reproduction of documents for inclusion in Federal depositories; (5) Use by State, tribal and local governments that carry out delegated Federal environmental programs as "co-regulators" or act as official partners with EPA to carry out a national environmental program within their jurisdiction and; (6) Limited use by other grantees to carry out Federal grants provided the use is consistent with the terms of EPA's authorization to the other grantee to use the copyrighted works or other data.

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

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

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

**T. Light Refreshments and/or Meals PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.  
APPLICABLE TO ALL AGREEMENTS EXCEPT STATE CONTINUING ENVIRONMENTAL PROGRAMS (AS DESCRIBED BELOW):**

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

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

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

Subrecipients may address questions about whether costs for light refreshments, and meals for events may be allowable to the subrecipient's NEP Contract Manager, however, the Agency Award Official or Grant Management Officer will make final determinations on allowability.

Agency policy prohibits the use of EPA funds for receptions, banquets and similar activities that take place after normal business hours unless the subrecipient has provided a justification that has been expressly approved by EPA's Award Official or Grants Management Officer.

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

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

**FOR STATE CONTINUING ENVIRONMENTAL PROGRAM GRANT SUBRECIPIENTS EXCLUDING STATE UNIVERSITIES:**

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

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

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

1. The subrecipient agrees that when collecting and managing environmental data under this assistance agreement, it will protect the data by following all applicable State law cybersecurity requirements.
2. (1) EPA must ensure that any connections between the subrecipient's network or information system and EPA networks used by the subrecipient to transfer data under this agreement, are secure. For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition. If the subrecipient's connections as defined above do not go through the Environmental Information Exchange Network or EPA's Central Data Exchange, the recipient agrees to contact the NEP Contract Manager and work with the designated Regional/Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate. This condition does not apply to manual entry of data by the recipient into systems operated and used by EPA's regulatory programs for the submission of reporting and/or compliance data.
3. (2) The subrecipient agrees that any subawards it makes under this agreement will require the subrecipient to comply with the requirements in (b)(1) if the subrecipient's network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA's Central Data Exchange. The subrecipient will be in compliance with this condition: by including this requirement in subaward agreements; and during subrecipient monitoring deemed necessary by the subrecipient under 2 CFR 200.331(d), by inquiring whether the subrecipient has contacted the NEP Contract Manager. Nothing in this condition requires the subrecipient to contact the NEP Contract Manager on behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** Office of Drinking Water Group A Program -  
Effective January 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health  
**Contract Number:** CLH32052

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

<b>Funding Source</b>	<b>Federal Compliance</b> (check if applicable)	<b>Type of Payment</b>
<input checked="" type="checkbox"/> Federal Contractor		<input type="checkbox"/> Reimbursement
<input type="checkbox"/> State		<input checked="" type="checkbox"/> Fixed Price
<input type="checkbox"/> Other		

**Period of Performance:** January 1, 2025 through December 31, 2027

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

**Revision Purpose:** To move funding from YR 27 SRF-Local Asst (15%) SS and TA to YR 28 SRF-Local Asst (15%) SS and TA.

<b>DOH Chart of Accounts Master Index Title</b>	<b>Master Index Code</b>	<b>Assistance Listing Number</b>	<b>BARS Revenue Code</b>	<b>LHJ Funding Period</b>	<b>Current Allocation</b>	<b>Allocation Change</b>	<b>Total Allocation</b>
YR 27 SRF - LOCAL ASST (15%) SS	24119227	N/A	346.26.64	01/01/25 06/30/25	13,500	-13,500	0
YR 27 SRF - LOCAL ASST (15%) TA	24119227	N/A	346.26.66	01/01/25 06/30/25	4,000	-4,000	0
YR 28 SRF - LOCAL ASST (15%) SS	24119228	N/A	346.26.64	01/01/25 12/31/27	0	13,500	13,500
YR 28 SRF - LOCAL ASST (15%) TA	24119228	N/A	346.26.66	01/01/25 12/31/27	0	4,000	4,000
					0	0	0
					0	0	0
<b>TOTALS</b>					<b>17,500</b>	<b>0</b>	<b>17,500</b>

<b>Task #</b>	<b>Activity</b>	<b>Deliverables/Outcomes</b>	<b>Due Date/Time Frame</b>	<b>Payment Information and/or Amount</b>
1	Trained LHJ staff will conduct sanitary surveys of small community and non-community Group A water systems identified by the DOH Office of Drinking Water (ODW) Regional Office. See Special Instructions for task activity. The purpose of this statement of work is to provide funding to the LHJ for conducting sanitary surveys and providing technical assistance to small community and non-community Group A water systems.	<p>Provide Final* Sanitary Survey Reports to ODW Regional Office. Complete Sanitary Survey Reports shall include:</p> <ol style="list-style-type: none"> <li>1. Cover letter identifying significant deficiencies, significant findings, observations, recommendations, and referrals for further ODW follow-up.</li> <li>2. Completed Small Water System checklist.</li> </ol>	<p>Final Sanitary Survey Reports must be received by the ODW Regional Office within <b>30 calendar days</b> of conducting the sanitary survey.</p>	<p>Upon ODW acceptance of the Final Sanitary Survey Report, the LHJ shall be paid \$250 for each sanitary survey of a non-community system with three or fewer connections. Upon ODW acceptance of the Final Sanitary Survey Report, the LHJ shall be paid \$500 for each sanitary survey of a non-community system with four or more connections and each community system.</p> <p>Payment is inclusive of all associated costs such as travel, lodging, per diem.</p>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		<p>3. Updated Water Facilities Inventory (WFI).</p> <p>4. Photos of water system with text identifying features</p> <p>5. Any other supporting documents.</p> <p>*Final Reports reviewed and accepted by the ODW Regional Office.</p>		<p>Payment is authorized upon receipt and acceptance of the Final Sanitary Survey Report within the <b>30-day deadline</b>.</p> <p>Late or incomplete reports may not be accepted for payment.</p>
2	Trained LHJ staff will conduct Special Purpose Investigations (SPI) of small community and non-community Group A water systems identified by the ODW Regional Office. See Special Instructions for task activity.	Provide completed SPI Report and any supporting documents and photos to ODW Regional Office.	Completed SPI Reports must be received by the ODW Regional Office within <b>2 working days</b> of the service request.	<p>Upon acceptance of the completed SPI Report, the LHJ shall be paid \$800 for each SPI.</p> <p>Payment is inclusive of all associated costs such as travel, lodging, per diem.</p> <p>Payment is authorized upon receipt and acceptance of completed SPI Report within the 2-working day deadline.</p> <p>Late or incomplete reports may not be accepted for payment.</p>
3	Trained LHJ staff will provide direct technical assistance (TA) to small community and non-community Group A water systems identified by the ODW Regional Office.  See Special Instructions for task activity	Provide completed TA Report and any supporting documents and photos to ODW Regional Office.	Completed TA Report must be received by the ODW Regional Office within <b>30 calendar days</b> of providing technical assistance.	<p>Upon acceptance of the completed TA Report, the LHJ shall be paid for each technical assistance activity as follows:</p> <ul style="list-style-type: none"> <li>• Up to 3 hours of work: <b>\$250</b></li> <li>• 3 6 hours of work: <b>\$500</b></li> <li>• More than 6 hours of work: <b>\$750</b></li> </ul> <p>Payment is inclusive of all associated costs such as consulting fee, travel, lodging, per diem.</p> <p>Payment is authorized upon receipt and acceptance of completed TA Report within the <b>30-day deadline</b>.</p> <p>Late or incomplete reports may not be accepted for payment.</p>
4	LHJ staff performing the activities under tasks 1, 2 and 3 attend periodic required survey training as directed by DOH.  See Special Instructions for task activity.	For training attended in person, prior to attending the training, submit an "Authorization for Travel (Non-Employee)" DOH Form 710-013 to the ODW Program Contact for	Annually	For training attended in person, LHJ shall be paid mileage, per diem, lodging, and registration costs as approved on the pre-authorization form in accordance with the current rates listed on the OFM Website <a href="http://www.ofm.wa.gov/resources/travel.asp">http://www.ofm.wa.gov/resources/travel.asp</a>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		approval (to ensure enough funds are available).		

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

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

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

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

**Program Specific Requirements**

**Data Sharing**

The Office of Drinking Water will share water system information and files with the local health jurisdiction to support the work identified in this statement of work. To request water system data please contact the regional office with the name of the water system, water system ID#, specific information being requested and any timeline requirements. If allowable, please give administrative staff 3 to 5 business days to provide records.

**Program Manual, Handbook, Policy References:** Field Guide (DOH Publication 331-486).

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

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

**Special Billing Requirements**

The LHJ shall submit quarterly invoices within 30 days following the end of the quarter in which work was completed, noting on the invoice the quarter and year being billed for. Payment cannot exceed a maximum accumulative fee of \$13,500 for Task 1, and \$4,000 Task 2, Task 3 and Task 4 combined during the contracting period, to be paid at the rates specified in the Payment Method/Amount section above.

When invoicing for sanitary surveys, bill to BARS Revenue Code 346.26.64.

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

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

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

**Special Instructions**

**Task 1** Trained LHJ staff will evaluate the water system for physical and operational deficiencies and prepare a Final Sanitary Survey Report which has been accepted by ODW. Detailed guidance is provided in the Field Guide for Sanitary Surveys, Special Purpose Investigations and Technical Assistance (Field Guide). The sanitary survey will include an evaluation of the following eight elements: source; treatment; distribution system; finished water storage; pumps, pump facilities and controls; monitoring, reporting and data verification; system management and operation; and certified operator compliance. If a system is more complex than anticipated or other significant issues arise, the LHJ may request ODW assistance.

- No more than 2 surveys of non-community systems with three or fewer connections be completed between January 1, 2025 and December 31, 2025.
- No more than 26 surveys of non-community systems with four or more connections and all community systems to be completed between January 1, 2025 and December 31, 2025.

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

**Task 2** Trained LHJ staff will perform Special Purpose Investigations (SPIs) as assigned by ODW. SPIs are inspections to determine the cause of positive coliform samples or the cause of other emergency conditions. SPIs may also include sanitary surveys of newly discovered Group A water systems. Additional detail about conducting SPIs is described in the Field Guide. The ODW Regional Office must authorize in advance any SPI conducted by LHJ staff.

**Task 3** Trained LHJ staff will conduct Technical Assistance as assigned by ODW. Technical Assistance includes assisting water system personnel in completing work or verifying work has been addressed as required, requested, or advised by the ODW to meet applicable drinking water regulations. Examples of technical assistance activities are described in the Field Guide. The ODW Regional Office must authorize in advance any technical assistance provided by the LHJ to a water system.

**Task 4** LHJ staff assigned to perform activities under tasks 1, 2, and 3 must be trained and approved by ODW prior to performing work. If required trainings, workshops or meetings are not available, not scheduled, or if the LHJ staff person is unable to attend these activities prior to conducting assigned tasks, the LHJ staff person may, with ODW approval, substitute other training activities to be determined by ODW. Such substitute activities may include one-on-one training with ODW staff, co-surveys with ODW staff, or other activities as arranged and pre-approved by ODW. LHJ staff may not perform the activities under tasks 1, 2, and 3 without completing the training that has been arranged and approved by ODW.

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** Office of Immunization COVID-19 Vaccine - Effective January 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health

**Contract Number:** CLH32052

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

<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"/> Reimbursement
<input type="checkbox"/> State		<input type="checkbox"/> Fixed Price
<input type="checkbox"/> Other		

**Period of Performance:** January 1, 2025 through June 30, 2025

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

**Revision Purpose:** N/A

<b>DOH Chart of Accounts Master Index Title</b>	<b>Master Index Code</b>	<b>Assistance Listing Number</b>	<b>BARS Revenue Code</b>	<b>LHJ Funding Period Start Date</b>	<b>End Date</b>	<b>Current Allocation</b>	<b>Allocation Change Increase (+)</b>	<b>Total Allocation</b>
COVID19 VACCINES R4	74310259	93.268	333.93.26	01/01/25	06/30/25	0	46,367	46,367
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						<b>0</b>	<b>46,367</b>	<b>46,367</b>

<b>Task #</b>	<b>Activity</b>	<b>Deliverables/Outcomes</b>	<b>Due Date/Time Frame</b>	<b>Payment Information and/or Amount</b>
The purpose of this statement of work is to identify activities and provide funding to support COVID vaccine response outreach, education, and operations. The activities may include other vaccines recommended for the audience population, as long as COVID vaccine is the primary focus and references to other vaccines are secondary.				
1.	Implement the communication strategies or other activities, working with health care providers and other partners to reach the locally identified population, support providers in vaccination plans, and support equitable access to vaccination services.	Written report describing activity/activities and progress made to-date and strategies used (template to be provided)  Forecast of expected spend down of remaining funds through remainder of contract (June 2025)	April 30, 2025	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.
2.	Catalog activities and conduct an evaluation of the strategies used	Written report, showing the strategies used and the final progress of the reach (template to be provided)	June 30, 2025	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
3.	As needed to meet community needs, expand operations to increase vaccine throughput (i.e., providing vaccinations during evenings, overnight, and on weekends) or adjust vaccine delivery approaches to optimize access. Activities may include vaccine strike teams, mobile vaccine clinics, satellite clinics, temporary, or off-site clinics to travel and provide vaccination services in non-traditional settings, or to supplement the work of local health departments in underserved communities and may include administration costs for other vaccines co-administered at the events. These activities may be done by the local health department or in collaboration with community partners (see Restriction on Funds below).	Reports summarizing quantity, type, and frequency of activities	June 30, 2025	

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

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

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

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

**Program Specific Requirements**

**Invoicing:**

Invoices must be submitted monthly to include the previous month's reimbursements/costs to the DOH using a Contract A19-1A invoice form and required back-up documentation. Final invoices are due within 45 days of the end of the contract.

**Unallowable Costs:**

There are limitations from the funding source on allowable costs for this contract. If the contractor is unsure if a cost is allowable, they should contact the contract manager for approval of the cost prior to making the purchase or charge.

- Advertising costs (e.g., conventions, displays, exhibits, meetings, memorabilia, gifts, souvenirs)
- Alcoholic beverages
- Building, purchases, construction, capital improvements
- Clinical care (non-immunization services)
- Entertainment costs
- Fundraising Cost
- Goods and services for personal use
- Honoraria

- Independent Research
- Land acquisition
- Legislative/lobbying activities
- Interest on loans for the acquisition and/or modernization of an existing building
- Payment of a bad debt, collection of improper payments
- Promotional and/or incentive materials (e.g. plaques, clothing, and commemorative items such as pens, mugs/cups, folders/folios, lanyards, magnets, conference bags)
- Purchase of food/meals (unless part of required travel per diem costs)
- Vehicle Purchase
- Vaccine Purchase

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** Office of People Services-HR-Public Health Infrastructure Grant - Effective January 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health

**Contract Number:** CLH32052

**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:** January 1, 2025 through November 30, 2027

**Statement of Work Purpose:** The purpose of this statement of work (SOW) is to provide funding to establish, expand, train, and sustain the LHJ public health workforce in accordance with the Centers for Disease Control and Prevention (CDC) Public Health Infrastructure Grant (PHIG).

**Revision Purpose:** Update Program Specific requirements, task 2 implementation plan deliverables/outcomes and due date/time frame.

<b>DOH Chart of Accounts Master Index Title</b>	<b>Master Index Code</b>	<b>Assistance Listing Number</b>	<b>BARS Revenue Code</b>	<b>LHJ Funding Period Start Date</b>	<b>End Date</b>	<b>Current Allocation</b>	<b>Allocation Change</b>	<b>Total Allocation</b>
FFY22 PH INFRASTRUCTURE COMP A1-LHJ	92321223	93.967	333.93.96	01/01/25	11/30/27	155,156	0	155,156
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						<b>155,156</b>	<b>0</b>	<b>155,156</b>

<b>Task #</b>	<b>Activity</b>	<b>Deliverables/Outcomes</b>	<b>Due Date/Time Frame</b>	<b>Payment Information and/or Amount</b>
1	Develop a contact list of staff responsible for the statement of work (SOW).	Submit to DOH Program Contact names, position titles, email addresses and phone numbers of key LHJ staff responsible for this statement of work, including management, program staff, and accounting and/or financial staff.	Submit by email to DOH Program Contact any staff change(s) within 30 days	Reimbursement for actual costs not to exceed total funding allocation amount.
2	Develop an implementation plan to use these funds for one or more of the allowable costs listed below.  Funding is intended to establish, expand, train, and sustain public health staff to support LHJ prevention, preparedness, response, and recovery initiatives. These include the following short-term outcomes: increased retention of existing public health staff, and improved workforce systems	Submit <i>initial</i> implementation plan to the DOH Program Contact for review and prior approval as soon as possible. We want to be sure your planned activities are allowable, and we will be able to reimburse you for the expenses.	Implementation plans must be submitted by email to DOH Program Contact before using funds, and any changes within 30 days	Invoice Vouchers must be billed monthly and received by DOH within 45 days of the close of the month in which services were provided.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>and processes. Washington will also move toward the following intermediate outcome measures as part of this Workforce initiative: increased size [and capabilities] of the public health workforce, increased job satisfaction, stronger public health foundational capabilities, and increased reach of public health services. Ultimately, these workforce investments will support accelerated prevention, preparedness, and response to emerging threats, and improved other public health outcomes.</p> <p>Funding can be used for permanent full-time and part-time staff, temporary or term-limited staff, fellows, interns, contractors, and contracted employees.</p> <p>Allowable costs include:</p> <ul style="list-style-type: none"> <li>• Costs, including wages and benefits, related to recruiting, hiring, and training of new or existing public health staff.</li> <li>• Purchase of supplies and equipment to support the expanded and/or current workforce and any training related to the use of supplies and equipment.</li> <li>• Training and education (and related travel) for new and existing staff on topics such as incident management training, working with underserved populations, cultural competency, disease investigations, informatics or data management, or other needs identified by the LHJ.</li> <li>• Costs of allowed contractors and contracted staff.</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Preapproval from DOH is required to contract with these funds.</li> <li>• Preapproval is required for the purchase of equipment. (Equipment is a tangible item with an original per-unit cost of \$10,000 \$5,000 or more.)</li> </ul>	<p><i>Revisions to the implementation plans are not required to be submitted to DOH for preapproval. Submit updated implementation plans at the end of the grant year with an overview of those changes.</i></p>	<p><i>Revised implementation plans are due a month and 10 days after the end of the grant year November 30th:</i></p> <ul style="list-style-type: none"> <li>• January 10, 2026</li> <li>• January 10, 2027</li> <li>• January 10, 2028</li> </ul>	
3	<p><b>Data collection, as applicable, is based on:</b></p> <ul style="list-style-type: none"> <li>• Hiring and Retention goals for the Public Health Infrastructure Grant (PHIG) period.</li> <li>• Hiring and retention activities the LHJ has at the end of the reporting period.</li> </ul>	<p>Data on form provided by DOH</p> <p>Data collection includes:</p> <ul style="list-style-type: none"> <li>• Number of funded positions filled by job classification and program area since the inception of the grant (December 1, 2022, as of the end of the reporting period.</li> </ul>	<p>Reporting periods are:</p> <ul style="list-style-type: none"> <li>• December 1, 2024– May 31, 2025</li> <li>• June 1, 2025– November 30, 2025</li> <li>• December 1, 2025– May 31, 2026</li> </ul>	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		<ul style="list-style-type: none"> <li>○ Including positions filled with current employees, new hires, and PHIG funded positions vacated during the reporting period.</li> <li>● Data Quality and Context <ul style="list-style-type: none"> <li>○ Are the data provided questionable or low/poor quality?</li> <li>○ Does the data provided adhere to the definitions established by CDC in the performance measure guidance?</li> <li>○ Describe any data limitations, including reasons unable to report, and steps taken to obtain data and/or improve data quality in the future. If you reported on these data using a definition that was different than provided in CDC's guidance, please describe.</li> <li>○ Provide any additional context or information related to this measure.</li> </ul> </li> </ul> <p>Note: 6-month Reporting periods see Due Date/Time Frame</p>	<ul style="list-style-type: none"> <li>● June 1, 2026– November 30, 2026</li> <li>● December 1, 2026– May 31, 2027</li> <li>● June 1, 2027– November 30, 2027</li> </ul> <p>Report due dates are a month and 10 days after the end of the reporting period:</p> <ul style="list-style-type: none"> <li>● July 10, 2025</li> <li>● January 10, 2026</li> <li>● July 10, 2026</li> <li>● January 10, 2027</li> <li>● July 10, 2027</li> <li>● January 10, 2028</li> </ul>	

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

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

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

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

**Program Specific Requirements**

Follow all Federal requirements for use of Federal funds: Code of Federal Regulations (CFR), Title 2, Subtitle A, Chapter II, Part 200 Uniform Administrative Requirements, Cost Principle, and Audit Requirements for Federal Awards [eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#).

**The following expenses are not allowable with these funds:**

- Clothing (except for vests to be worn during exercises or response)

- Equipment not primarily used by or for public health employees.
- Food or beverages (unless employee is in travel status)
- Incentives (except for retention incentives)
- Items to be given to community members (members of the public)
- Salaries at a rate more than Executive Level II (Federal Pay Scale)
- Vehicles (with preapproval, funds may be used to lease vehicles)
- *Capital expenses*

**Preapproval from DOH is required to use these funds for:**

- Contracting.
- Purchasing equipment. (Equipment is a tangible item with an original per-unit cost of \$10,000 \$5,000 or more.)
- Disposition of equipment with a current value of \$10,000 \$5,000 or more. (Equipment is a tangible item with an original per-unit cost of \$5,000 or more.)
- Leasing vehicles.
- Out-of-state travel.

Note: See also DOH A19 Documentation Matrix for additional expenses that may require preapproval.

**Billing Requirements:**

All expenses on invoices must be related to statement of work tasks.

Submit invoices monthly on a signed A19 with backup documentation appropriate for risk level. DOH will provide A19 and risk level.

- If your invoice includes indirect costs, you must have an indirect rate cost agreement approved by DOH.
- If you have no expenses related to this statement of work for a month, let your DOH Primary Point of Contact know via email.
- Submit final billing within 45 days of the end of the period of performance for this statement of work.

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

DOH Program Name or Title: OSS LMP Implementation - Effective January 1, 2025Local Health Jurisdiction Name: Island County Public HealthContract Number: CLH32052SOW Type: Revision      Revision # (for this SOW) 1

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

Period of Performance: January 1, 2025 through June 30, 2025

**Statement of Work Purpose:** The purpose of this statement of work is to fund implementation of the on-site sewage system (OSS) local management plan (LMP). This funding is what remains of the 2023-2025 biennium and of SFY25 funding allocations.

**Revision Purpose:** Adding funding amount for each task.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date	End Date	Current Allocation	Allocation Change	Total Allocation
SFY25 WASTEWATER MANAGEMENT-GFS	26701150	N/A	334.04.93	01/01/25	06/30/25	27,674	0	27,674
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						<b>27,674</b>	<b>0</b>	<b>27,674</b>

**GOALS & MEASURABLE OBJECTIVES**

This table summarizes starting and target metrics achieved by implementing the tasks below. This data is reported on an ongoing basis in the semiannual progress reports.

Description (e.g., "OSS compliance")	Units (e.g. "systems")	Starting Amount	Targets
OSS compliant with inspections in Marine Recovery Areas (MRAs) and/or Sensitive Areas (SA)	Number of OSS	185	500
OSS compliant with inspections countywide	Number of OSS	3500	5000
OSS failures identified/corrected in MRA/SA	Number of OSS failures identified and repaired/replaced	2/5	5/10
OSS failures identified/corrected countywide	Number of OSS failure identified and repaired/replaced	54/97	50/100
OSS Inspection Incentives/Rebates issued in MRA/SA	Number of OSS Incentives/Rebates issued	0/0	50/30

Task #	Task/Activity/Description	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
<b>Task 1. Grant Administration</b> This task is to fund the required financial and reporting activities necessary to meet state DOH and Auditor requirements including administration of LHJ local management plan and OSS LMP grant program.				
1.1	<b>Bi-monthly Invoicing and Progress Reports</b> DOH Consolidated Contracts (ConCon) requires billing within 60 days of completing work. LHJ will submit invoices through the ConCon process and will send progress reports and deliverables to the LMP Contract Manager. Invoices must be submitted at least bi-monthly (per ConCon requirements) but no more frequently than monthly. Invoices will be reviewed for consistency with progress. The LMP Contract Manager may require monthly invoices.	Bimonthly/Monthly invoices	Bimonthly/monthly for duration of contract period	Reimbursement up to \$* \$3,399 based on actual costs.
1.2	<b>Semi-Annual Progress Reports</b> Reporting periods are semiannually from January 1 – June 30 and July 1 – December 31. Progress reports include data described in the outcome column.	Data about the following: <ul style="list-style-type: none"> <li>Qualitative:               <ul style="list-style-type: none"> <li>Summary of work</li> <li>BARRIERS TO LMP IMPLEMENTATION</li> </ul> </li> <li>Quantitative:               <ul style="list-style-type: none"> <li>OSS inventory metrics</li> <li>Enforcement actions</li> <li>Outreach and Education efforts</li> </ul> </li> </ul>	Due July 15 and December 31 for the duration of the contract period	
<b>Task 2. Local Management Plan Implementation</b> This task includes all work done to implement the county's LMP excluding grant management tasks and inspection rebates/incentives.				
2.1	<b>Database Maintenance and Quality Assurance/Quality Control</b> Database maintenance and QA/QC is ongoing to ensure accurate tracking methods for all OSS in the county. Specific tasks include: <ul style="list-style-type: none"> <li>Import and maintain records from OnlineRME and SmartGOV data management systems</li> <li>Monitor data input and output for accuracy</li> </ul>	<ul style="list-style-type: none"> <li>Supports quality of all reporting associated with this SOW</li> </ul>		Reimbursement up to \$* \$12,000 based on actual costs.
2.2	<b>Operations and Maintenance Program Administration</b> <ul style="list-style-type: none"> <li>Mail inspection reminders to homeowners as needed.</li> <li>Inspection Compliance tracking/mapping</li> <li>Failure and repair tracking/mapping</li> <li>Compliance enforcement</li> <li>Complaint response</li> <li>O&amp;M data reports about inventory and deficiencies</li> <li>Collaborate with Surface Water Quality team to notify homeowners in identified risk areas of inspection requirements</li> </ul>	a. Enforcement Protocol b. Data on the following: <ul style="list-style-type: none"> <li>Number of OSS with current inspections</li> <li>Number of OSS failures and calculated risk using DOH-provided risk assessment.</li> <li>Number of repairs</li> </ul>	a. September 1, 2023 b. Report in semi-annual progress report in Subtask 1.2.	

Task #	Task/Activity/Description	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2.3	<b>Education and Outreach</b> Education and outreach are conducted for OSS owners, realtors, builders and consultants. Specific tasks include: <ul style="list-style-type: none"> <li>• EHD led realtor classes</li> <li>• Builders' discussion forum with EHD</li> <li>• Outreach and flyers to support consultants &amp; owners</li> </ul>	Report attendance	With semi-annual reporting	
2.4	<b>Professional Development and Coordination</b> <ul style="list-style-type: none"> <li>• The LHJ will participate in LMP and West Side Coordinators Meetings and will network between counties.</li> <li>• The LHJ will support professional development through:               <ul style="list-style-type: none"> <li>◦ Attending DOH OSS Program trainings</li> <li>◦ Washington On-Site Sewage Association (WOSSA) Septicon for up to six (6) staff</li> <li>◦ ORENCO in person week for one (1) staff – if offered</li> </ul> </li> </ul>	a. Attendance and contribution at four (4) meetings per year b. Conference and Training participation as available	a-b. Report attendance semi-annually, as scheduled in Task 1.2	
<b>Task 3. Homeowner Inspection Rebates/Incentives Program</b> Provide low-income rebates to homeowners. Provide inspection compliance incentives to homeowners in priority areas.				
3.1	<b>Low-Income Homeowner Inspection Rebates</b> The County will provide rebates of up to \$350 for low-income homeowners, with priority given to homeowners residing in the Sensitive Areas designated in the current LMP.	a. Provide draft and final process/policy documents to DOH b. Up to <b>30 rebates</b> for contract period	a. Prior to issuing any rebates b. By grant closeout	Reimbursement up to <b>\$8,124</b> based on actual costs.
3.2	<b>Homeowner Inspection Incentives</b> Promote inspection compliance with \$150 incentive to homeowners in priority areas.	a. Provide draft and final process/policy documents to DOH b. Up to <b>50 incentives</b> for contract period.	a. Prior to issuing any incentives b. By grant closeout	
<b>Task 4. Indirects</b> Indirects rates can only be charged to this work if the County has a current approved rate on file with DOH.				
4.1	Annual rate may change during contract period.	Submit current approved indirect rate to DOH Grants Management Office for approval.	Before indirects can be approved for reimbursement	Reimbursement up to <b>\$4,151</b> based on actual costs.

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

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** OSS LMP Implementation-Proviso -  
Effective January 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health

**Contract Number:** CLH32052

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

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

**Period of Performance:** January 1, 2025 through June 30, 2025

**Statement of Work Purpose:** The purpose of this statement of work (SOW) is for Island County Public Health (ICPH) to use state proviso funds to contract for a study of cost-effective wastewater treatment solutions as an alternative to single-family onsite septic systems (OSS) and sewer that meet the goals the Washington State Growth Management Act. ICPH will contract with a qualified vendor to research and review current data and policy, analyze existing approaches, coordinate with stakeholders, conduct public outreach, and compile a comprehensive report to inform decision-making for affordable housing development opportunities in unincorporated Island County that are protective of public and environmental health. The study will (a) identify current issues with single-family OSS (b) examine barriers to developing affordable housing as it relates to wastewater treatment; and (c) include an opportunity for review and consultation by the Washington State Department of Health (DOH). This SOW is a continuation of the 2023-2025 biennium funding allocation for SFY25 remaining funds.

**Revision Purpose:** Add task-level budgets.

<b>DOH Chart of Accounts Master Index Title</b>	<b>Master Index Code</b>	<b>Assistance Listing Number</b>	<b>BARS Revenue Code</b>	<b>LHJ Funding Period</b>	<b>Current Allocation</b>	<b>Allocation Change Increase (+)</b>	<b>Total Allocation</b>
SFY25 ISLAND CO TREATMENT PROVISO	26711850	N/A	334.04.93	01/01/25 / 06/30/25	134,148	0	134,148
					0	0	0
					0	0	0
					0	0	0
					0	0	0
<b>TOTALS</b>					<b>134,148</b>	<b>0</b>	<b>134,148</b>

<b>Task #</b>	<b>Activity</b>	<b>Deliverables/Outcomes</b>	<b>Due Date/Time Frame</b>	<b>Payment Information and/or Amount</b>
<b>Task 1. Grant Administration</b> This task is to fund the required financial and reporting activities necessary to meet state DOH and Auditor requirements including administration of LHJ local management plan (LMP) and OSS LMP grant program.				
1.1	<b>Bi-monthly Invoicing</b> DOH Consolidated Contracts (ConCon) requires billing within 60 days of completing work. Local or County Health subrecipients will submit invoices through the ConCon process and will send progress reports and deliverables to the	Bimonthly/Monthly invoices	Bimonthly/monthly for duration of contract period	Reimbursement up to \$0 based on actual costs.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	Wastewater Management Section (WWMS) contract manager. Invoices must be submitted at least bi-monthly (per ConCon requirements) but no more frequently than monthly. Invoices will be reviewed for consistency with progress. The WWMS contract manager may require monthly invoices.			
1.2	<b>Semi-Annual Progress Reports</b> Reporting periods are semiannually from January 1 – June 30 and July 1 – December 31. Progress reports include data described in the outcome column.	Data about the following: <ul style="list-style-type: none"> <li>Summary of work completed in the reporting period</li> <li>Spending in the reporting period and remaining balance.</li> </ul>	Due July 15 for the duration of the contract period	
<b>Task 2. Vendor Solicitation and Contracting</b> Complete the competitive bid process to secure a vendor to complete the study.				
2.1	Develop solicitation approach, including developing a request for proposal (RFP). The contractor must be selected through a competitive solicitation process that meets federal, state, and county purchasing requirements. DOH must receive final RFP draft prior to posting.	a. Request for proposal  b. Qualifying firm(s) selection criteria	a. complete	Reimbursement up to \$0 based on actual costs.
2.2	Complete contract negotiations with vendor.	Executed contract	a. complete	
<b>Task 3. Project Study</b> Island County Public Health staff will work with the vendor to complete the study. The study will (a) identify any regulatory barriers to the use of alternative technology-based solutions; (b) include an opportunity for review and consultation by the Department of Health (DOH); and (c) include any recommendations from the DOH in the final report.				
3.1	Lead ICPH staff will manage the work and deliverables of the subcontractor to ensure project alignment and timely results throughout funding period to ensure the vendor sufficiently provides the following: <ul style="list-style-type: none"> <li>Regular invoicing and reporting</li> <li>Research and data files; outreach materials and results</li> <li>Draft and final reports aligning with goals in RFP.</li> </ul>	a. Comprehensive report of the study with background, results, and conclusions, including recommendations.  b. Data and outreach materials used to compile report	a. Draft summary report March 30, 2025  Final report June 30, 2025  b. June 30, 2025	Reimbursement up to \$130,289 based on actual costs.
<b>Task 4. Indirect Costs</b> Indirect charges based on DOH-approved indirect rate and cost allocation plan.				
4.1	Annual indirect rate may change during contract period.	Submit current approved indirect rate to DOH Grants Management Office for approval.	Before indirects can be approved for reimbursement	Reimbursement up to \$3,859 based on actual costs.

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

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

DOH Program Name or Title: WIC Nutrition Program - Effective January 1, 2025Local Health Jurisdiction Name: Island County Public Health  
Contract Number: CLH32052SOW Type: Revision      Revision # (for this SOW) 2Period of Performance: January 1, 2025 through December 31, 2027

Funding Source	Federal Compliance (check if applicable)	Type of Payment
<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		

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

**Revision Purpose:** To add funding to FFY25 USDA WIC CLIENT SVS Contracts (\$3,975), shift funding (\$25,804) from FFY24 USDA BFPC PROG MGMT to FFY25 USDA BFPC PROG MGMT, update MI Code for BFPC, add task deliverable and update language for FMNP and add funding in FFY25 USDA FMNP MGMT (\$704), and increase caseload

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date	End Date	Current Allocation	Allocation Change Increase (+)	Total Allocation
FFY25 USDA WIC CLIENT SVS CONTRACTS	76101251	10.557	333.10.55	01/01/25	09/30/25	252,867	3,975	256,842
FFY24 USDA BFPC PROG MGMT	7621424A	10.557	333.10.55	01/01/25	09/30/26	25,804	-25,804	0
FFY25 USDA BFPC PROG MGMT	76214250	10.557	333.10.55	01/01/25	09/30/26	0	25,804	25,804
FFY25 USDA FMNP MGMT	76540251	10.572	333.10.57	01/01/25	09/30/25	0	704	704
						0	0	0
						0	0	0
<b>TOTALS</b>						<b>278,671</b>	<b>4,679</b>	<b>283,350</b>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	<b>WIC Nutrition Program</b>			See "Billing Requirements" below.
1.1	Maintain authorized participating caseload at 100% based on quarterly average as determined from monthly caseload management reports generated at state WIC office. The Department of Health (Department) State WIC Nutrition Program has the option of reducing authorized participating caseload and corresponding funding when: <ol style="list-style-type: none"> <li>1. Unanticipated funding situations occur.</li> <li>2. Reallocations are necessary to redistribute caseload statewide.</li> </ol>	Outcomes based on monthly participation data from state WIC caseload management reports.	Authorized participating caseload for October 2024 through September 2025 = 725.  Authorized participating caseload for March 2025 through September 2025 = 785.	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	3. Caseload declines.		<i>Authorized participating caseload for March 2025 through September 2025 = 805.</i>	
1.2	Submit the annual Nutrition Services Plan for each year of the contract.	Nutrition Services Plan	First year due 9/30/25 Second year due 9/30/26 Third year due 9/30/27	Payment withheld if not received by due date.
1.3	Submit the annual Nutrition Services Expenditure Report for each year of the contract.	Nutrition Services Expenditure Report	11/30/25 11/30/26 11/30/27	Payment withheld if not received by due date.
1.4	Tell participants about other health services in the agency. If needed, develop written agreements with other health care agencies and refer participants to these services.	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.5	Provide nutrition education services to participants and caregivers in accordance with federal and state requirements.	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.6	Issue WIC benefits while assuring adequate WIC card security and reconciliation.	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.7	Collect data, maintain records, and submit reports to effectively enforce the non-discrimination laws (Refer to Civil Rights Assurances below).	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.8a	Submit entire WIC and Breastfeeding Peer Counseling Budget Workbook for each year of the contract	Budget Workbook	First year due 9/30/25 Second year due 9/30/26 Third year due 9/30/27	
1.8b	Submit Rev-Exp Report spreadsheet from the WIC Budget Workbook monthly with A-19	Revenue and Expense Report and A-19	First year due monthly through September 30, 2025 Second year due monthly through September 30, 2026 Third year due monthly through September 30, 2027	
2	<b>Breastfeeding Promotion</b>			See "Billing Requirements" below.
2.1	Provide breastfeeding promotion activities in accordance with federal and state requirements.	Status report of chosen activities in Nutrition Services Plan.		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		Documentation must be available for review by WIC monitor staff.		
2.2	Work with community partners to improve practices that affect breastfeeding. Choose one or more of the following projects: <ul style="list-style-type: none"> <li>▪ Provide staff, health care providers and community partners virtual breastfeeding training resources.</li> <li>▪ Work with employers who likely employ low-income people to create worksite environments that support breastfeeding.</li> <li>▪ Work with birthing hospitals to improve maternity care practices that affect WIC participant breastfeeding rates.</li> <li>▪ Provide participants access to lactation consultants.</li> </ul> Other projects will need pre-approval from the State WIC Office	Status report of chosen activities in Nutrition Services Plan.  Documentation must be available for review by WIC monitor staff.	First year due 11/30/25 Second year due 11/30/26 Third year due 11/30/27  Biennial WIC Monitor	
3	<b>Breastfeeding Peer Counseling Program (BFPC)</b>			See "Billing Requirements" below.
3.1	Provide Breastfeeding Peer Counseling Program activities in accordance with federal and state requirements. The WIC Breastfeeding Peer Counseling Program is meant to enhance, not replace, WIC Breastfeeding promotion and support activities.	Breastfeeding Peer Counseling Annual Report and expenditures from the previous federal fiscal year.  Documentation must be available for review by WIC monitor staff.	First year due 12/31/25 Second year due 12/31/26 Third year due 12/31/27  Biennial WIC Monitor	
3.2	Track Breastfeeding Peer Counseling Program expenditures and bill separately from the WIC grant.	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
4	<b>Farmers Market Nutrition Program (FMNP)</b>			See "Billing Requirements" below.
4.1	Distribute all Farmers Market Nutrition Program benefits to eligible WIC participants between <del>May and September</del> <del>June and September</del> 30 of current year.	<i>Send completed readable copy of FMNP check registers to State WIC office on a weekly basis following FMNP procedures.</i>  <i>Documentation must be available for review by WIC monitor staff.</i>	Weekly May Sept. 2025 and May Sept. 2026 and May Sept. 2027 June-Sept. 2025 and June-Sept. 2026  All sent by Oct. 1, 2025 and by Oct. 1, 2026 and by Oct. 1, 2027  Biennial WIC Monitor	

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

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

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

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

**Program Specific Requirements**

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

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

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

**Staffing Requirements:**

The local agency shall:

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

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

The local agency shall follow the instructions found in the Policy and Procedure Manual under WIC Allowable Costs and 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

**Special References (i.e., RCWs, WACs, etc.):**

What is the WIC program?

1. The WIC program in the state of Washington is administered by the Department of Health.
2. The WIC program is a federally funded program established in 1972 by an amendment to the Child Nutrition Act of 1966. The purpose of the program is to provide nutrition and health assessment; nutrition education; nutritious food; breastfeeding counseling; and referral services to pregnant, breastfeeding, and postpartum women, infants, and young children in specific risk categories.
3. Federal regulations governing the WIC program (7 CFR Part 246) require implementation of standards and procedures to guide the state's administration of the WIC program. These regulations define the rights, responsibilities, and legal procedures of WIC employees, participants, persons acting on behalf of a participant, and retailers. They are designed to promote:
  - a. High quality nutrition services;

- b. Consistent application of policies and procedures for eligibility determination;
- c. Consistent application of policies and procedures for food benefit issuance and delivery; and
- d. WIC program compliance.

4. The WIC program implements policies and procedures stated in program manuals, handbooks, contracts, forms, and other program documents approved by the USDA Food and Nutrition Service.
5. The WIC program may impose sanctions against WIC participants for not following WIC program rules stated on the WIC rights and responsibilities.

6. The WIC program may impose monetary penalties against persons who misuse WIC benefits or WIC food but who are not WIC participants.

**Monitoring Visits (i.e., frequency, type, etc.):**

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

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

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

**Assurances/Certifications:**

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

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

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

The local agency agrees to:

- a. Defend, protect and hold harmless the Department or any of its employees from any claims, suits or actions arising from the use of this Loaned Equipment.
- b. Assume responsibility for any loss or damage from abnormal wear or use, or from inappropriate storage or transportation. The Department may enforce this by:
  - 1) Requiring reimbursement from the local agency of the value of the Loaned Equipment at the time of the loss or damage.
  - 2) Requiring the local agency to replace the Loaned Equipment with equipment of the same type, manufacturer, and capabilities (as pre-approved by the Department), or
  - 3) Assertion of a lien against the Contractor's property.
- c. Notify the Department immediately of any damage to Loaned Equipment.
- d. Notify the Department prior to moving or replacing any Loaned Equipment.

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

**2. Civil Rights Assurance**

- a. The local agency shall perform all services and duties necessary to comply with federal law in accordance with the following Civil Rights Assurance.
- b. "The Program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the ground of race, color, national origin, sex, age or handicap, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.

c. "By accepting this assurance, the Program applicant agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the nondiscrimination laws and permit authorized USDA personnel during normal working hours to review such records, books and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, Food and Nutrition Service, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Program applicant, its successors, transferees, and assignees, as long as it receives assistance or retains possession of any assistance from the Department. The person or persons whose signatures appear on the contract are authorized to sign this assurance on behalf of the Program applicant."

### 3. 2CFR 200

The local agency shall comply with all the fiscal and operations requirements prescribed by the state agency as directed by Federal WIC Regulations (7CFR part 246.6), 2CFR part 200, the debarment and suspension requirements of 2CFR part 200.213, if applicable, the lobbying restrictions of 2CFR part 200.245, and FNS guidelines and instructions and shall provide on a timely basis to the state agency all required information regarding fiscal and program information.

#### Billing Requirements:

##### 1. Definitions

**Contract Period:** January 1, 2025 – December 31, 2027

**Contract Budget Periods:** The time periods for which the funding is budgeted.

- There are four federal budget periods

January 1, 2025, through September 30, 2025  
 October 1, 2025, through September 30, 2026  
 October 1, 2026, through September 30, 2027  
 October 1, 2027, through December 30, 2027

##### 2. Billing Information:

- a. Billings are submitted on an A-19-1A invoice. These invoices are provided by the Department in the WIC Budget Workbook and include accounting codes for different budget categories.
- b. A-19s are submitted monthly and must be received by the Department within 60 days following the close of each calendar month. Additional A-19s may be submitted at any time, but must be received within 60 days of the close of the federal budget period.
- c. Funds are allocated by budget categories and by federal budget periods (refer to the budget spreadsheet).
- d. Funds are encumbered or spent only during the budget period; no carry forward from previous time periods or borrowing from future time periods is allowed.
- e. Payments are limited to the amounts allocated for the budget period for each budget category.
- f. Billings are based on actual costs for completed activities. Advance payments are not allowed. Back up documentation must be retained by the local agency and available for inspection by the Department or other appropriate authorities.
- g. Payments will be made only for WIC approved expenditures. Refer to the Washington State WIC Nutrition Program Policy and Procedure Manual Volume 2, Chapter 4 – Allowable Costs and 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- h. If billing for indirect costs, a Cost Allocation Plan or Federal Indirect Cost Agreement must be submitted prior to payment.

#### Special Instructions:

The local agency shall:

1. Maintain complete, accurate, and current accounting of all local, state, and federal program funds received and expended.
2. Provide, as necessary, a single audit in accordance with the provisions of 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. This circular requires all recipients and sub-recipients of federal funds to have a single audit performed should they spend \$750,000 or more of federal grants or awards from all sources. Contractors spending less than \$750,000 in federal grants or awards may also be subject to audit.

3. Use Breastfeeding Peer Counseling (BFPC) Program funds only to support the peer counseling program. Once the program is established and peer counselors are trained, the majority of the salary costs must be paid to peer counselors to provide direct services to WIC participants. For a list of allowable costs see Volume 2, Chapter 4 – Allowable Costs. The priority use of BFPC funds is to hire and train peer counselors to provide breastfeeding peer counseling services to WIC participants.

SPECIAL REQUIREMENTS			
Contract Budget Period	Time Period special requirement funds are available	Amount	Special Requirement Description
January 1, 2025 – September 30, 2025	January 2025 – September 2025	2,500	For general training funds. This funding is for all WIC staff to participate in WIC-related training. Added in the USDA WIC Client Services Contracts category to cover training registrations, travel expenses, staff time to participate in training (salary/benefits for part time or contractor), and other approved training expenses.

**Other:**

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

**Exhibit B**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** Zoonotic Disease Program-Active Tick Surveillance - Effective February 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health

**Contract Number:** CLH32052

**SOW Type:** Original      **Revision # (for this SOW)** 0

**Period of Performance:** February 1, 2025 through July 31, 2025

<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		

**Statement of Work Purpose:** The purpose of this statement of work is for Island County Public Health to conduct bi-weekly tick surveillance by performing drag sampling in Island County during tick season, March through June. Dragging will occur at two separate sites in Island County that are selected in coordination with DOH. This activity generates data to determine presence and monitor changes in the distribution and abundance of ticks in the area. The detection of tick-borne pathogens in tick populations serves as an early warning of disease risk in a local area. It alerts the local health department to strengthen educational outreach to minimize the health impact of tick-borne disease on communities. In addition, data generated by surveillance advances our understanding of the emergence and spread of vector ticks and associated tick-borne pathogens in Washington.

**Revision Purpose:** N/A

<b>DOH Chart of Accounts Master Index Title</b>	<b>Master Index Code</b>	<b>Assistance Listing Number</b>	<b>BARS Revenue Code</b>	<b>LHJ Funding Period Start Date</b>	<b>End Date</b>	<b>Current Allocation</b>	<b>Allocation Change Increase (+)</b>	<b>Total Allocation</b>
FFY24 ELC CORE VECTOR BORNE CDC	1882124A	93.323	333.93.32	02/01/25	07/31/25	0	4,000	4,000
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						0	4,000	4,000

<b>Task #</b>	<b>Activity</b>	<b>Deliverables/Outcomes</b>	<b>Due Date/Time Frame</b>	<b>Payment Information and/or Amount</b>
1	<p>Conduct bi-weekly tick dragging at two (2) site locations in Island County.</p> <ul style="list-style-type: none"> <li>• Set up drag, perform drag, and collect ticks into vial</li> <li>• Record field data online on DOH-provided reporting forms, including zero catch information.</li> </ul> <p>At the end of the season, collect and package all vials of ticks collected throughout the season.</p>	<p>Collect ticks into vials at each (drag) sampling event and enter corresponding field and vial data online into REDCap reporting forms provided by DOH. If no ticks are collected during a sampling event, the field data from sampling attempts should also be entered online into the REDCap reporting form.</p> <p>All collected ticks shipped to DOH for speciation.</p>	<p>Bi-weekly during tick season, March through June</p> <p>Ship all vials once or twice as needed before the end of July.</p>	<p>Reimbursement up to \$4,000 (including staff time, supply and shipping costs, and transportation related to tick surveillance activities).</p> <p>See below <b>Restrictions on Funds</b>.</p>

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

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

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

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

**Program Specific Requirements**

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

CDC Funding Regulations and Policies: <https://www.cdc.gov/grants/federal-regulations-policies/index.html>

**Restrictions on Funds (i.e., disallowed expenses or activities, indirect costs, etc.):** The current project period is February 1, 2025 to July 31, 2025. Work outside this date range will be provided to DOH at no cost.

**Billing Requirements:** Final invoices must be submitted within 45 days of the end of the LHJ Funding Period. The LHJ should bill invoices monthly or at least quarterly. Failure to meet these requirements may result in invoices not being paid.

**ISLAND COUNTY PUBLIC HEALTH  
2025-2027 CONSOLIDATED CONTRACT**

**CONTRACT NUMBER: CLH32052**

**AMENDMENT NUMBER: 5**

**PURPOSE OF CHANGE:** To amend this contract between the DEPARTMENT OF HEALTH hereinafter referred to as "DOH", and ISLAND COUNTY PUBLIC HEALTH, a Local Health Jurisdiction, hereinafter referred to as "LHJ", pursuant to the Modifications/Waivers clause, and to make necessary changes within the scope of this contract and any subsequent amendments thereto.

**IT IS MUTUALLY AGREED:** That the contract is hereby amended as follows:

1. Exhibit A Statements of Work, includes the following statements of work, which are incorporated by this reference and located on the DOH Finance SharePoint site in the Upload Center at the following URL:  
<https://stateofwa.sharepoint.com/sites/doh-ofsfundingresources/siteweb/home.aspx?e1:9a94688da2d94d3ea80ac7fbc32e4d7c>
  - Adds Statements of Work for the following programs:
  - Amends Statements of Work for the following programs:
    - National Estuary Program Shellfish Strategic Initiative 2.0 - Effective January 1, 2025
    - OSS LMP Implementation - Effective January 1, 2025
    - Recreational Shellfish Activities - Effective January 1, 2025
  - Deletes Statements of Work for the following programs:
2. Exhibit B-5 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-4 Allocations as follows:
  - Increase of \$8,600 for a revised maximum consideration of \$3,607,838.
  - 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 Federal Grant Awards Index, incorporated by this reference, and located in the ConCon, Funding & BARS library at the URL provided above.

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.

This section intentionally left blank.

**ISLAND COUNTY PUBLIC HEALTH  
2025-2027 CONSOLIDATED CONTRACT**

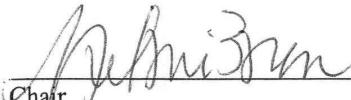
**CONTRACT NUMBER: CLH32052**

**AMENDMENT NUMBER: 5**

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

ISLAND COUNTY BOARD OF  
COUNTY COMMISSIONERS

STATE OF WASHINGTON  
DEPARTMENT OF HEALTH

 7/8/2025  
Chair Date  
Board of County Commissioners

 7/8/2025  
Print Name Title

Signature Date  
Print Name Title

APPROVED AS TO FORM ONLY  
Assistant Attorney General

Indirect Rate January 1, 2025 through December 31, 2025: MTDC De Minimus

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #*	DOH Use Only						Funding Period SubTotal	Chart of Accounts Total
				BARS Revenue Code**	Statement of Work LHJ Funding Period	Start Date	End Date	Funding Period Start Date	End Date		
FFY25 USDA BFPC Prog Mgmt	7WA700WA1	Amd 4	10.557	333.10.55	01/01/25	09/30/26	10/01/24	09/30/26	\$25,804	\$25,804	\$25,804
FFY24 USDA BFPC Prog Mgmt	7WA700WA1	Amd 4	10.557	333.10.55	01/01/25	09/30/26	10/01/23	09/30/26	(\$25,804)	\$0	
FFY24 USDA BFPC Prog Mgmt	7WA700WA1	Amd 1	10.557	333.10.55	01/01/25	09/30/26	10/01/23	09/30/26	\$25,804		
FFY25 USDA WIC Client Svcs Contracts	7WA700WA7	Amd 4	10.557	333.10.55	01/01/25	09/30/25	10/01/24	09/30/25	\$3,975	\$256,842	\$256,842
FFY25 USDA WIC Client Svcs Contracts	7WA700WA7	Amd 2	10.557	333.10.55	01/01/25	09/30/25	10/01/24	09/30/25	\$76,273		
FFY25 USDA WIC Client Svcs Contracts	7WA700WA7	Amd 1	10.557	333.10.55	01/01/25	09/30/25	10/01/24	09/30/25	\$176,594		
FFY25 USDA FMNP Mgmt	7WA810WA7	Amd 4	10.572	333.10.57	01/01/25	09/30/25	10/01/24	09/30/25	\$704	\$704	\$704
PS SSI2 Sub Award Management Task 3	01J89801	Amd 5	66.123	333.66.12	01/01/25	03/31/27	07/01/21	08/31/28	\$300	\$214,730	\$214,730
PS SSI2 Sub Award Management Task 3	01J89801	Amd 4	66.123	333.66.12	01/01/25	03/31/27	07/01/21	08/31/28	\$164,430		
PS SSI2 Sub Award Management Task 3	01J89801	Amd 1	66.123	333.66.12	01/01/25	03/31/27	07/01/21	08/31/28	\$50,000		
FFY25 SWIMMING BEACH ACT IAR (ECY)	01J74301	Amd 2	66.472	333.66.47	03/01/25	10/31/25	01/01/25	11/30/25	\$10,800	\$10,800	\$10,800
FFY24 PHEP BP1-CDC-LHJ Partners	NU90TU000055	Amd 3	93.069	333.93.06	01/01/25	06/30/25	07/01/24	06/30/25	\$7,441	\$33,149	\$33,149
FFY24 PHEP BP1-CDC-LHJ Partners	NU90TU000055	Amd 1	93.069	333.93.06	01/01/25	06/30/25	07/01/24	06/30/25	\$25,708		
FFY24 CDC PCH OD2A Prevention	NU17CE010218	Amd 4	93.136	333.93.13	01/01/25	08/31/25	09/01/24	08/31/25	\$14,332	\$47,772	\$47,772
FFY24 CDC PCH OD2A Prevention	NU17CE010218	Amd 1	93.136	333.93.13	01/01/25	08/31/25	09/01/24	08/31/25	\$33,440		
COVID 19 Vaccines R4	NH23IP922619	Amd 4	93.268	333.93.26	01/01/25	06/30/25	07/01/20	06/30/25	\$46,367	\$46,367	\$46,367
FFY24 ELC Core Vector Borne CDC	NU51CK000364	Amd 4	93.323	333.93.32	02/01/25	07/31/25	08/01/24	07/31/25	\$4,000	\$4,000	\$4,000
FFY20 ELC EDE LHJs CDC	NU50CK000515	Amd 1	93.323	333.93.32	01/01/25	06/30/25	01/15/21	07/31/25	\$105,000	\$105,000	\$105,000
FFY21 CDC COVID-19 PHWFD-LHJ	NU90TP922181	Amd 3	93.354	333.93.35	01/01/25	06/30/25	07/01/23	06/30/25	\$104,135	\$104,135	\$104,135
FFY22 PH Infrastructure Comp A1-LHJ	NE11OE000053	Amd 3	93.967	333.93.96	01/01/25	11/30/27	12/01/22	11/30/27	\$155,156	\$155,156	\$155,156
FFY25 HRSA MCHBG LHJ Contracts	B04MC54583	Amd 4	93.994	333.93.99	01/01/25	09/30/25	10/01/24	09/30/25	\$2,560	\$44,413	\$44,413
FFY25 HRSA MCHBG LHJ Contracts	B04MC54583	Amd 1	93.994	333.93.99	01/01/25	09/30/25	10/01/24	09/30/25	\$41,853		
SFY2 GFS - Group B		Amd 1	N/A	334.04.90	01/01/25	06/30/25	07/01/23	06/30/25	\$25,877	\$25,877	\$25,877
SFY25 Local OPI Prev & Supp Proviso		Amd 4	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$9,625	\$25,667	\$25,667
SFY25 Local OPI Prev & Supp Proviso		Amd 1	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$16,042		
Rec Shellfish/Biotoxin		Amd 5	N/A	334.04.93	01/01/25	06/30/25	07/01/23	06/30/25	\$800	\$1,600	\$1,600
Rec Shellfish/Biotoxin		Amd 1	N/A	334.04.93	01/01/25	06/30/25	07/01/23	06/30/25	\$800		

Indirect Rate January 1, 2025 through December 31, 2025: MTDC De Minimus

Chart of Accounts Program Title	Federal Award Identification #	Amend #	List #*	DOH Use Only						Funding Period SubTotal	Chart of Accounts Total
				BARS Assist Revenue Code**	Statement of Work LHJ Funding Period	Chart of Accounts Funding Period	Start Date	End Date	Start Date	End Date	
SFY25 Island Co Treatment Proviso		Amd 3	N/A	334.04.93	01/01/25 06/30/25 07/01/24 06/30/25				\$134,148	\$134,148	\$134,148
SFY25 Wastewater Management-GFS		Amd 5	N/A	334.04.93	01/01/25 06/30/25 07/01/24 06/30/25				\$7,500	\$35,174	\$35,174
SFY25 Wastewater Management-GFS		Amd 3	N/A	334.04.93	01/01/25 06/30/25 07/01/24 06/30/25				\$27,674		
FFY25 TBI Safe Kids IAR		Amd 2	N/A	334.04.96	03/01/25 06/30/25 07/01/24 06/30/25				\$5,000	\$5,000	\$5,000
SFY25 FPHS-LHJ Funds-GFS		Amd 1	N/A	336.04.25	01/01/25 06/30/25 07/01/24 06/30/25				\$2,314,000	\$2,314,000	\$2,314,000
YR 28 SRF - Local Asst (15%) SS		Amd 4	N/A	346.26.64	01/01/25 12/31/27 07/01/24 06/30/29				\$13,500	\$13,500	\$13,500
YR 27 SRF - Local Asst (15%) SS		Amd 4	N/A	346.26.64	01/01/25 06/30/25 07/01/23 06/30/25				(\$13,500)	\$0	
YR 27 SRF - Local Asst (15%) SS		Amd 1	N/A	346.26.64	01/01/25 06/30/25 07/01/23 06/30/25				\$13,500		
YR 28 SRF - Local Asst (15%) TA		Amd 4	N/A	346.26.66	01/01/25 12/31/27 07/01/24 06/30/29				\$4,000	\$4,000	\$4,000
YR 27 SRF - Local Asst (15%) TA		Amd 4	N/A	346.26.66	01/01/25 06/30/25 07/01/23 06/30/25				(\$4,000)	\$0	
YR 27 SRF - Local Asst (15%) TA		Amd 1	N/A	346.26.66	01/01/25 06/30/25 07/01/23 06/30/25				\$4,000		
<b>TOTAL</b>									<b>\$3,607,838</b>	<b>\$3,607,838</b>	
<b>Total consideration:</b>				<b>\$3,599,238</b>						<b>GRAND TOTAL</b>	<b>\$3,607,838</b>
				<b>\$8,600</b>							
<b>GRAND TOTAL</b>				<b>\$3,607,838</b>						<b>Total Fed</b>	<b>\$1,048,872</b>
										<b>Total State</b>	<b>\$2,558,966</b>

\*Assistance Listing Number fka Catalog of Federal Domestic Assistance

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

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** National Estuary Program Shellfish Strategic Initiative 2.0 - Effective January 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health

**Contract Number:** CLH32052

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

**Period of Performance:** January 1, 2025 through March 31, 2027

<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		

**Statement of Work Purpose:** Island County has approximately 29,000 on-site sewage systems (OSS), many old or degraded, and near bodies of water that are used for recreation, fishing, shell fishing, and drinking water. Past work completed by Island County staff and partners have identified priority areas that have been frequently closed to recreational and/or commercial shellfishing due to high levels of fecal coliform and/or E. coli bacteria, but could feasibly be protected, restored, and reopened with the implementation of source control mitigation and enforcement at known and suspected pollution sites. Work funded through this program includes the development, establishment, and implementation of a new Pollution Identification and Correction (PIC) program as described in Investment Priority C. The proposed work will support collaborative efforts of Island County staff from two divisions of Public Health: Environmental Public Health (EPH) and Natural Resources (NRR), as well as local Conservation Districts (Whidbey Island and Snohomish County), who will be active partners in the identification and remediation of sites where agriculture is considered the highest contributor to poor water quality outcomes.

Funding requested will enable these teams to work together in protecting public health by developing, implementing, and managing a PIC program built on previous lessons learned. Island County initiated a pilot PIC program from 2011-2015 with support from the Washington State Department of Health (DOH) using Pathogens Lead Organization funds. Through targeted efforts, surface water quality improvements sufficiently allowed for 152 acres of the Port Susan Growing Area to be classified as approved and reopened for shellfish harvesting. Island County built on this initial work with the second phase of PIC in three additional watersheds within the county - Maxwelton, Holmes Harbor, and Penn Cove; however, the effectiveness of the program was significantly reduced due to CoViD-19 restrictions. Island County has been without a PIC program since fall of 2022 due to funding constraints, and as such effectively has no ability to source, address, and/or mitigate known chronic E. coli issues in commercially and recreationally important shellfish-growing areas across Whidbey and Camano islands. The proposed work would implement a PIC approach that utilizes past, current, and ongoing monitoring data from the Island County surface water quality monitoring program to identify pollution threatening Island County's water quality and associated shellfish habitat. Currently, suspected pollution 'hotspots' are 'bracketed' and tracked up the drainage path to its suspected source. Natural Resources staff work with EPH staff as well as property owner(s) to hopefully correct the problem via voluntary compliance; however, limited capacity and non-existent PIC program funding have led to lack of ability to specifically identify point sources (e.g., dye testing, etc.), nor the ability to escalate, enforce, and/or remediate the cause.

Through past and current work, Island County knows that fecal coliform and E. coli pollution are severely degrading several shellfish harvesting areas throughout Whidbey and Camano islands; three of these areas have been identified as top priority for correction through this proposed PIC program work due to chronic shellfish harvesting closures and include Maple Grove (Camano), Holmes Harbor (Whidbey), and Maxwelton (Whidbey) beach areas. Maple Grove has replaced Penn Cove on the priority list this cycle due to both equity efforts of increasing open beaches on both islands, and recent routine testing showing exceptionally high E. coli levels at Maple Grove public boat launch, leading to citizen complaints and fears of the risk posed to human health. The goal of this funding request is to implement procedures and actions that identify and correct sources of pollution, ultimately resulting in the reopening of these shellfish beaches.

Based on the urgent need for additional monitoring and remediation of septic issues. Island County will build on its past PIC work and current/ongoing surface water quality monitoring that identifies E. coli 'hotspots' to successfully stand up a complete PIC program. This proposal will institute and test the escalation procedures necessary to collaborate with County environmental health officials on enforcement actions for non-responders. Having an established PIC program would help provide a more thorough enforcement framework for new Island County code currently under development, as well as provide funding necessary for enforcement personnel to investigate and correct violations.

## Objectives:

- Develop and implement a PIC program utilizing lessons learned and past reconnaissance on problem areas.
- Coordinate regulatory oversight and policy development with Environmental Health and enforcement agencies.
- Coordinate water pollution investigations.

## Key Outcomes:

- Restore and protect Island County shellfish habitat and public health by correcting known and discovered fecal pollution and E. coli sources.
- Reopen shellfish harvesting in three priority areas (Maple Grove, South Holmes Harbor, and Maxwelton).

\*\*NOTE\*\* Any dates for deliverables that precede this contract are for informational purposes only.

**Revision Purpose:** Increase budget to \$300 due to a previous error, change point of contact email address under Special Instructions, and add EPA Terms and Administrative Conditions inadvertently left out of Original SOW.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date	End Date	Current Allocation	Allocation Change Increase (+)	Total Allocation
PS SSI2 SUB AWARD MANAGEMENT TASK 3	261K1213	66.321	333.66.12	01/01/25	03/31/27	214,430	300	214,730
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						<b>214,430</b>	<b>300</b>	<b>214,730</b>

Description (e.g. "shellfish beds reopened")	Units (e.g., acres)	Targets/Estimate ("number")
Reopen shellfish growing areas in Maple Grove – Recreational Beach (~1 acre), Maxwelton – Southwest Whidbey Island Growing Area (~3 acres), and Conditionally Approved portion of Holmes Harbor Growing Area (~6 acres)	Acres	10
Number of OSS failures identified	OSS failures	20
Percentage of OSS failures corrected or with correction plan in place	OSS corrections	100 %
Number of outreach events (including community booth events such as local fairs and festivals, and at least one targeted workshop in each of the three identified areas per year)	Events	21

Number of door hangers, flyers, and other information distributed to homeowners in vicinity of surface water sampling locations identifying high <i>E. coli</i> concentrations (reminders of septic maintenance guidelines, information on beach closures, etc.)	Individual outreach items	1,500
Number of OSS with routine maintenance tracking/enforcement in place	OSS	10
Number of rebates or financial assistance packages distributed to property owners within project focus area	Rebates	3

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
<b>TASK 1. Project Development</b>				
This task must be completed before initiating any other work under this subaward. All QAPP related work completed prior to the completion of Task 1 will be ineligible for reimbursement under this subaward.				
1.1	Quality Assurance Project Plan (QAPP) Development. Per EPA sub-award terms and conditions, for projects that involve the collection, production, evaluation, or use of environmental information, the sub-recipient must submit a Quality Assurance Project Plan (QAPP) to the Washington State Department of Ecology's NEP Quality Coordinator (NEP QC) using EPA's NEP guidance for QAPPs. Project work should not begin until the Quality Assurance Project Plan (QAPP) has Quality Assurance approval. At contract start, the subrecipient must work with the NEP QC to ensure the project meets quality assurance requirements per the contract terms and conditions. The subrecipient is also required to conduct and document an annual review of the approved QAPP with ECOLOGY for projects exceeding one year in duration. For any changes prior to the annual review the subrecipient must contact the NEP QC to confirm required documentation. Changes may include but are not limited to new sampling sites, extended timeline, updated methods, and changes to analysis. Ecology QA Coordinator contact: Ken Nelson, <a href="mailto:kne1461@ecy.wa.gov">kne1461@ecy.wa.gov</a>	Copy of signed QAPP or QAPP waiver  Annual review	Before collecting or analyzing environmental data  Annually	Reimbursement up to \$ 4,290 based on actual costs.
1.2	<b>Project Factsheet</b> Using the templates provided, the subrecipient must complete an initial one-page Project Factsheet at the outset of the contract. A final one-page Project Factsheet is due at the end of the contract. The initial factsheet will provide an overview of the project and a brief description of the	a. Initial Project Factsheet  b. Final Project Factsheet	a. Due with first quarterly report b. 2 weeks prior to contract end date	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	subrecipient's organization. The subrecipient will submit the initial factsheet with the first quarterly progress report. The subrecipient will submit the final factsheet at the end of the contract to summarize project outcomes, lessons learned, and next steps. The Shellfish SIL will make the factsheets publicly available through the website <a href="https://pugetsoundestuary.wa.gov/">https://pugetsoundestuary.wa.gov/</a> .			
<b>TASK 2. Project Management and Reporting</b>				
Task 2 describes the project administrative and reporting requirements. The subrecipient will refer to and comply with all underlying state and federal terms and conditions.				
2.1	<p><b>Progress Reporting and Invoicing</b></p> <p>REPORTING: The subrecipient will submit quarterly progress reports by the specified target completion dates. Quarterly reporting periods are:</p> <p>Quarter 1 reporting period: Jan 1 – Mar 31 (FEATS serves as Q1 report)</p> <p>Quarter 2 reporting period: Apr 1 – Jun 30</p> <p>Quarter 3 reporting period: Jul 1 – Sep 30 (FEATS serves as Q3 report)</p> <p>Quarter 4 reporting period: Oct 1 – Dec 31</p> <p>Progress reports shall include:</p> <ul style="list-style-type: none"> <li>· A description of:</li> <li>o Work completed for each task/subtask during the reporting period, including what deliverables were completed and submitted during the reporting period.</li> <li>o Total allowable spending by task.</li> <li>o Status for ongoing project tasks.</li> <li>o Challenges affecting task-specific or overall project completion date(s), scope of work, or costs.</li> <li>· Evidence of satisfactory completion of all reporting requirements.</li> </ul> <p>The subrecipient will email quarterly progress reports and deliverables to the NEP Administrative Assistant and copy their Contract Manager.</p> <p>INVOICES: The subrecipient will submit invoices with all applicable forms included following the DOH ConCon billing process. Invoices must be submitted at least every 60 days after work is completed (bi-monthly), but no more</p>	<p>Quarterly progress reporting</p> <p>Invoicing</p>	<p>Annually on January 15 Annually on July 15</p> <p>60 days after work is completed (every 2 months for ongoing work)</p>	<p>Reimbursement up to \$34,775 based on actual costs.</p>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>frequently than monthly. Invoices will be reviewed for consistency with progress.</p> <p>At the end of the contract period, the subrecipient will submit their final invoice within 60 days of contract expiration. The final invoice will be marked "Final".</p> <p>Invoices received more than 60 days after contract expiration may not be eligible for reimbursement.</p>			
2.2	<p><b>EPA FEATS Reporting</b></p> <p>The subrecipient will complete semi-annual FEATS (Financial and Ecosystem Accounting Tracking System) progress reports and a closeout FEATS report. The closeout FEATS report will be submitted within 60 days of the contract expiration date and will reflect the final project billing. The closeout FEATS report will describe task work completed throughout the project, highlight project outcomes, and summarize lessons learned. FEATS Reporting Periods: April 1 – September 30 Serves as 3rd quarter progress reporting October 1 – March 31 Serves as 1st quarter progress reporting</p>	FEATS reporting	April 1 and October 1, annually and upon contract completion	
2.3	<p><b>Data Reporting</b></p> <p>The subrecipients will report additional data requirements as determined by NEP. The subrecipient and the NEP Data and Information Coordinator, Abigail Ames <a href="mailto:abigail.ames@doh.wa.gov">abigail.ames@doh.wa.gov</a>, will determine what data variables will be reported on within 60 days of contract execution. Data reporting will be collected every six months with the FEATS reporting cycle.</p>	Data Reporting  Determination of data needs  Data management and sharing plan	Annually April 1 and October 1 Within 60 days of contract execution Within 60 days of contract execution	
2.4	<p><b>Minority Business Enterprise/Women Business Enterprise (MBE/WBE) Reporting</b></p> <p>The subrecipients will submit MBE/WBE utilization reports each year as required by the federal terms and conditions included in this contract. Reports will be in the format located on the EPA webpage <a href="https://www.epa.gov/system/files/documents/2021-08/epa_form_5700_52a.pdf">https://www.epa.gov/system/files/documents/2021-08/epa_form_5700_52a.pdf</a> and will include all qualifying purchases OR will clarify that no qualifying purchases were made. MBE/WBE reporting periods are from October 1 to September 30 annually. Reports are due to Taylor Warren at <a href="mailto:Taylor.warren@doh.wa.gov">Taylor.warren@doh.wa.gov</a> 15 calendar days after the end</p>	MBE/WBE reporting	October 15, annually and upon contract completion	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	of each reporting period with the DOH Contract Manager carbon copied.			
2.5	<b>Water Quality eXchange (WQX) Data Reporting</b> The Water Quality Exchange (WQX) is the tool for data partners to submit monitoring data to EPA. If the subrecipient collects any physical, chemical, or environmental data (e.g., dissolved oxygen, water temperature, salinity, turbidity, pH, phosphorous, total nitrogen, E. coli or enterococci, and other biological and habitat data), then the subrecipient's QAPP will specify data to be reported through WQX. Data for a calendar year (Jan. 1 – Dec 31) must be submitted at least annually. See WQX information, including tutorials, at <a href="https://www.epa.gov/waterdata/water-quality-data-wqx">https://www.epa.gov/waterdata/water-quality-data-wqx</a> .	WQX Data reporting  Screenshots of upload or email confirmation will be added to the January quarterly report	At least annually by December 31  Reported with January reporting cycle	
2.6	<b>Subcontracts and Subawards (if applicable)</b> The subrecipient will execute one or more subcontracts (professional services agreements) for tasks:  Selection of subcontractor must comply with applicable provisions of 2 CFR Part 200 and the EPA Subaward Policy, which may be found at <a href="http://wcms.epa.gov/grants/grants-policy-issuance-gpi-16-01-epa-subaward-policy-epa-assistance-agreement-recipients">http://wcms.epa.gov/grants/grants-policy-issuance-gpi-16-01-epa-subaward-policy-epa-assistance-agreement-recipients</a> . A meeting(s) may be held to clarify the scope, schedule, and deliverables for the subcontract. The subrecipient and subcontractor will execute the contract and hold a kick-off meeting.	Subawards (when applicable)  Updates on subcontractor progress as delivered by subcontractor	30 days after contract execution  As applicable	
<b>Task 3. Monitoring, Dye Testing, and other Fieldwork</b> The Division of Natural Resources staff, including Surface Water Quality, Watershed Planning, and DNR Manager, will work with the Division of Environmental Health staff, including OSS, solid waste, pollution prevention, and Living Environments staff, to conduct regular surface water quality sampling in the targeted areas (Maple Grove, Maxwellton, and Holmes Harbor) to identify high <i>E.coli</i> concentrations, which would trigger the procedures identified in Task 4 as well as dye testing or other confirmation approaches, outreach with the homeowners, and shoreline/beach surveys.				
3.1	Monthly collection of ambient surface water samples to identify high fecal pollution. Approximately 12 samples will be collected across the three identified areas each month, including R-card analyses as well as laboratory confirmation samples when needed.	Freshwater sample collection results and analysis	Monthly	Reimbursement up to \$70,271 based on actual costs.
3.2	Source ID investigations of all high bacteria sites, including dye testing, bracket sampling, and other source identification approaches such as conversations with homeowners and the public, and coordination with the Island County OSS team.	Pollution source identification to specific OSS structures  a) Report number of dye tests conducted in FEATS report.	Reported quarterly with progress reporting	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		b) Report number of failing on-site sewage systems identified. c) Report number of failing on-site sewage systems corrected. d) Report number of pollution sources from manure management or agricultural properties identified. e. Report number, location, and status of actions taken on identified manure management or agricultural properties identified.		
3.3	Shoreline surveys along the three targeted areas (Maple Grove, Maxwellton, Holmes Harbor) to inventory and assess bacterial loads of flowing discharges to shellfish areas.	Shoreline assessment and inventory report	Biennially, wet, and dry season	
<b>Task 4. Escalation, Adaptive Management, and Watershed Planning</b>				
The Division of Natural Resources staff, including Surface Water Quality, Watershed Planning, and DNR Manager, will work with the Division of Environmental Health staff, including OSS, solid waste, pollution prevention, and Living Environments staff to assess current and proposed State and County codes related to on-site sewage system operations and maintenance requirements, to recommend updated County codes as necessary, and to establish and document environmental monitoring and subsequent code enforcement protocols among the various relevant staff and teams.				
4.1	Review new WAC requirements for on-site sewage system codes and determine necessary improvements to Island County codes	Recommendations for updated codes  Approval needed by local health board for updated local codes	Immediately upon contract approval	Reimbursement up to \$53,834 based on actual costs.
4.2	PIC Program Coordination Meetings	Meeting agenda and attendance list	Quarterly	
4.3	Establish violation enforcement, escalation, and adaptive management procedures that should be in place among the various Divisions and Departments at Island County in response to OSS failures; document these procedures including a PIC Investigation Flowchart, definitions, sampling procedures, and timelines	Established procedures document and PIC Flowchart	Upon completion of Task 4.1; no later than September 30, 2024.	
4.4	Establish/revise watershed planning efforts to incorporate findings from Tasks 4.1 and 4.3	Preliminary planning documents	Upon completion of Tasks 4.1 and 4.2	
<b>TASK 5. Broader Impacts and Communication</b>				
The subrecipient will communicate project outcomes, lessons learned, and recommendations.				
5.1	<b>Broader Impact Options</b> Ongoing outreach programs to educate the community about issues related to septic and clean water.  All new outreach materials created with this funding will be submitted to DOH for two-week review prior to distribution.	New outreach materials  Public outreach events at libraries, fairs, etc.	Drafts due for two-week review to DOH prior to distribution	Reimbursement up to \$53,132 \$51,560 based on actual costs.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	All materials will have the EPA recognition statement: "This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement PC-01J89801 to the Washington State Department of Health. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does mention of trade names or commercial products constitute endorsement or recommendation for use."	Submit photos of events and updates on participation numbers as applicable	Monthly and as available  Upon event completion, as applicable	

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

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

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

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

**Program Specific Requirements**

**Special References (i.e., RCWs, WACs, etc.):**

WAC 246-272A, RCW 70.118A, Puget Sound Action Agenda

**Monitoring Visits (i.e., frequency, type, etc.):**

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

**Special Instructions:**

Progress reports are due to DOH on the following dates: April 1 and October 1, annually and upon contract completion. Reports will be uploaded to subrecipients contract folder on the subrecipients Sharepoint page: [NEP Subrecipient Resources - Home](#) (sharepoint.com) Email [jill.stewart@doh.wa.gov](mailto:jill.stewart@doh.wa.gov) [kathy.greer@doh.wa.gov](mailto:kathy.greer@doh.wa.gov) to confirm delivery.

Minority and Women-Owned business Reporting is due to: [taylor.warren@doh.wa.gov](mailto:taylor.warren@doh.wa.gov) on the following dates: October 1, annually and upon contract completion.

All environmental data must be entered by the LHJ into EPA's Water Quality Exchange database (WQX) at <https://www.epa.gov/waterdata/water-quality-data-wqx>. The semi-annual report format and data reporting requirements will be provided by DOH and may be modified throughout the contract period via email announcement.

**EPA Terms and Administrative Conditions**

The following provisions are the pass-thru requirements of all U.S. EPA - DOH subawards funded under cooperative agreement PC-01J89801 and will apply to all work funded under this agreement.

**Administrative Conditions*****National Administrative Terms and Conditions General Terms and Conditions***

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

The subrecipient agrees to comply with the current EPA general terms and conditions available at: [EPA General Terms and Conditions effective October 1, 2023 or later](#)

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

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

**Programmatic Conditions**

HABITAT, SHELLFISH, and STORMWATER Strategic Initiative Leads - (PC) Puget Sound Action Agenda: Technical Investigations and Implementation Assistance Program Programmatic Terms and Conditions: 6/2021

***A. Semi-Annual Performance Reports***

The subrecipient shall submit performance reports every six (6) months during the life of the project. Reports are due 30 calendar days after the end of each reporting period. Reports shall be submitted to the NEP Contract Manager and will be provided electronically.

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

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

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

The subrecipient will submit performance reports through EPA's Puget Sound Financial and Ecosystem Accounting Tracking System (FEATS). Reports are due 30 calendar days after the end of each reporting period. The reporting periods shall end March 31st and September 30th of each calendar year. Reports shall be submitted to the NEP contract manager on the FEATS form provided by the NEP administrative assistant and shall be uploaded to the NEP subrecipients Sharepoint page. The subrecipient agrees to submit performance reports that include brief information on each of the following areas:

1. A comparison of actual accomplishments to the outputs/outcomes established in the assistance agreement work plan for the period;
2. The reasons for slippages if established outputs/outcomes were not met;

3. Additional pertinent information, including when appropriate, analysis and information of cost overruns or high unit costs.

**B. Final Performance Report**

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

**C. Program Income**

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

**D. Information Collection Requirements**

NEP and the subrecipient agree to comply with the requirements of the Paperwork Reduction Act in completing the project. Because the scope of work includes a survey, a questionnaire or similar information-gathering activity, the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et seq.), requires NEP to obtain Office of Management and Budget (OMB) clearance prior to the subrecipient's collection of information by means of identical questions posed to 10 or more persons.

The subrecipient will provide to the NEP contract manager the following information: (1) description of the information to be collected; (2) explanation of the need for the information; and (3) to whom the survey is being directed.

**E. Recognition of EPA Funding**

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

*"This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement PC-01J89801 to the Washington State Department of Health. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does mention of trade names or commercial products constitute endorsement or recommendation for use."*

**F. Annual Conferences**

The subrecipient may attend one or more appropriate conferences each year, which may be within the Puget Sound region. The specific conferences will be determined in consultation with the NEP contract manager. The purpose of this requirement is to provide subrecipients with opportunities to learn about and benefit from other relevant initiatives and programs that relate to the funded work; to exchange information about their funded work with organizations that may benefit from their experience; and generally to raise awareness within the Puget Sound, Salish Sea, and large aquatic ecosystem protection and restoration communities of the funded work. Example of potentially relevant conferences include, but are not limited to, the biennial Salish Sea Ecosystem Conference; local or regional meetings of Tribal, professional, scientific, or other relevant associations. Specific conferences will depend on the nature of the work proposed. Subrecipient will be allowed to use award funds to pay for travel and lodging, subrecipient should include anticipated costs for attending conferences in their proposed budget.

**G. Peer Review**

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

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

In accordance with Agency Policy Directive Number FEM-2012-02, Policy to Assure the Competency of Organizations Generating Environmental Measurement Data under Agency-Funded Assistance Agreements, subrecipient shall maintain competency for the duration of the project period of this agreement and this will be documented during the

annual reporting process. A copy of the Policy is available online at <http://www.epa.gov/fem/lab> or a copy may also be requested by contacting the NEP contract manager for this award.

Federal Assistance Agreement Funds Up To \$200,000

Subrecipient agrees that if the total federal funding obligated on this award exceeds \$200,000 (resulting from subsequent amendments to this agreement) and will involve the use or generation of environmental data it will (unless it has otherwise done so) demonstrate competency prior to carrying out any activities involving the generation or use of environmental data under this agreement. **Federal Assistance Agreement Funds Exceed or Expect to Exceed \$200,000**

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

**I. WQX Requirement**

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

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

**J. Riparian Buffers**

Riparian buffer restoration projects in agricultural areas shall be consistent with the interim riparian buffer recommendations provided to EPA and the Natural Resource Conservation Service by National Marine Fisheries Service letters of January 30, 2013 (stamp received date - February 4, 2013) and April 9, 2013 (stamp received date - April 16, 2013), or the October 28, 2013 guidance.

Grantees shall confirm in writing projects' consistency with the recommendations referenced above. When developing project proposals, grantees also should consider the extent to which proposals include appropriate riparian buffers or otherwise address pollution sources on other water courses on the properties in the project area to support water quality and salmon recovery.

Deviations can only be obtained through an exception approved by EPA. In order for EPA to evaluate a request for an exception, the grantee must submit the scientific rationale demonstrating adequacy of buffers for supporting water quality and salmon recovery. The request must summarize tribal input on the scientific rationale or other relevant issues. The scientific rationale could be developed from sources such as site-specific assessment data, salmon recovery plans, Total Maximum Daily Loads (TMDLs) and the state nonpoint plan. EPA will confer with the National Oceanic and Atmospheric Administration (NOAA) and the Washington Department of Ecology and provide the opportunity for affected tribes to consult with EPA before making a final decision on a deviation request.

NEP contact for riparian buffers: Lea Shields, [lea.shields@doh.wa.gov](mailto:lea.shields@doh.wa.gov).

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

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

**L. Geospatial Data Standards**

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

**M. Model Programmatic Subaward Reporting Requirement (GPI-16-01)**

The subrecipient must report on its subaward monitoring activities under 2 CFR 200.331(d).

Examples of items that must be reported if the pass-through entity has the information available are: Summaries of results of reviews of financial and programmatic reports. Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance. Environmental results the subrecipient achieved. Summaries of audit findings and related pass-through entity management decisions.

Actions the pass-through entity has taken to correct deficiencies such as those specified at 2 CFR 200.331(e), 2 CFR 200.207 and the 2 CFR Part 200.338 Remedies for Noncompliance.

**N. Lobbying and Litigation — PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.**  
All Subrecipients.

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

**O. EPA's Substantial Involvement**

EPA will be substantially involved in this project by participating in the following activities: (1) Within the first nine months of the project, EPA reserves the right to negotiate work plan and budget; (2) monitor the project management and execution throughout the assistance agreement's project and budget period; (3) provide technical assistance and coordination as requested or needed by the subrecipient; and (4) review and approve technical deliverables, including 30-day preaward review of subaward agreements to ensure consistency with the collaborative intent of the National Estuary Program.

**P. Quality Assurance Requirements (2 CFR 1500.11)**

As of February 17, 2023 any project, including work performed by Grantees, that involves the collection, production, evaluation, or use of environmental information requires an approved QAPP prior to the start of work.

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

*Instructions to Submit Quality Assurance Documents for Review*

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

**Q. ULO Stretch Goal:**

Subrecipients of EPA assistance agreements that include subawards in the approved workplan should manage their programs and subaward funding in ways that reduce the length of time that federal funds obligated and committed to subaward projects are "unspent" federal funds, not yet drawn down through disbursements to subaward recipients. EPA encourages the reduction of these unliquidated obligations (ULOs) by applying the following programmatic term and condition to the FY2021 Strategic Initiative Lead cooperative agreements with subaward projects. Assistance agreement subrecipients are to apply these "stretch" goals throughout the life of the assistance agreement and to confer with your NEP Contract Manager whenever instances arise that make attainment of these stretch goals unlikely.

*Stretch Goal: A stretch goal for utilization of funds for each new strategic initiative lead grant with subawards is established. All funds should be spent by 21/2 years in order for incremental funding to be considered at levels otherwise available for the fourth year of the grant.*

*Funds Awarded July 2021 Should all Be Drawn Down by March 2024.*

*Funds Awarded in FY2022 (October 1, 2021-September 30, 2022) Should all Be Drawn Down by March 2025*

*Funds Awarded in FY2023 (October 1, 2022-September 30, 2023) Should all Be Drawn Down by March 2026*

*Funds Awarded in FY2024 (October 1, 2023-September 30, 2024) Should all Be Drawn Down by March 2027*

*Funds Awarded in FY2025 All Should Be Drawn down by award end date + 90 days.*

**R. Animal Subjects – PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION.**

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

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

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

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

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

1. *the selection of another grantee by EPA to perform a project that will involve the use of the copyrighted works or other data or;*

2. termination or expiration of this agreement.

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

**T. Light Refreshments and/or Meals PUGET SOUND PROGRAM WANTS TO HIGHLIGHT THIS DUPLICATE GENERAL TERM AND CONDITION  
APPLICABLE TO ALL AGREEMENTS EXCEPT STATE CONTINUING ENVIRONMENTAL PROGRAMS (AS DESCRIBED BELOW):**

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

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

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

Subrecipients may address questions about whether costs for light refreshments, and meals for events may be allowable to the subrecipient's NEP Contract Manager; however, the Agency Award Official or Grant Management Officer will make final determinations on allowability.

Agency policy prohibits the use of EPA funds for receptions, banquets and similar activities that take place after normal business hours unless the subrecipient has provided a justification that has been expressly approved by EPA's Award Official or Grants Management Officer.

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

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

**FOR STATE CONTINUING ENVIRONMENTAL PROGRAM GRANT SUBRECIPIENTS EXCLUDING STATE UNIVERSITIES:**

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

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

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

1. The subrecipient agrees that when collecting and managing environmental data under this assistance agreement, it will protect the data by following all applicable State law cybersecurity requirements.
2. (1) EPA must ensure that any connections between the subrecipient's network or information system and EPA networks used by the subrecipient to transfer data under this agreement, are secure. For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition. If the subrecipient's connections as defined above do not go through the Environmental Information Exchange Network or EPA's Central Data Exchange, the recipient

agrees to contact the NEP Contract Manager and work with the designated Regional/Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate. This condition does not apply to manual entry of data by the recipient into systems operated and used by EPA's regulatory programs for the submission of reporting and/or compliance data.

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

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

DOH Program Name or Title: OSS LMP Implementation - Effective January 1, 2025

Local Health Jurisdiction Name: Island County Public Health  
 Contract Number: CLH32052

SOW Type: Revision      Revision # (for this SOW) 2Period of Performance: January 1, 2025 through June 30, 2025

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

**Statement of Work Purpose:** The purpose of this statement of work is to fund implementation of the on-site sewage system (OSS) local management plan (LMP). This funding is what remains of the 2023-2025 biennium and of SFY25 funding allocations.

Revision Purpose: Add \$7,500 to task 3.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date	End Date	Current Allocation	Allocation Change Increase (+)	Total Allocation
SFY25 WASTEWATER MANAGEMENT-GFS	26701150	N/A	334.04.93	01/01/25	06/30/25	27,674	7,500	35,174
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						<b>27,674</b>	<b>7,500</b>	<b>35,174</b>

**GOALS & MEASURABLE OBJECTIVES**

This table summarizes starting and target metrics achieved by implementing the tasks below. This data is reported on an ongoing basis in the semiannual progress reports.

Description (e.g., "OSS compliance")	Units (e.g. "systems")	Starting Amount	Targets
OSS compliant with inspections in Marine Recovery Areas (MRAs) and/or Sensitive Areas (SA) -	Number of OSS	185	500
OSS compliant with inspections countywide	Number of OSS	3500	5000
OSS failures identified/corrected in MRA/SA	Number of OSS failures identified and repaired/replaced	2/5	5/10
OSS failures identified/corrected countywide	Number of OSS failure identified and repaired/replaced	54/97	50/100
OSS Inspection Incentives/Rebates issued in MRA/SA	Number of OSS Incentives/Rebates issued	0/0	50/30

Task #	Task/Activity/Description	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
<b>Task 1. Grant Administration</b> This task is to fund the required financial and reporting activities necessary to meet state DOH and Auditor requirements including administration of LHJ local management plan and OSS LMP grant program.				
1.1	<b>Bi-monthly Invoicing and Progress Reports</b> DOH Consolidated Contracts (ConCon) requires billing within 60 days of completing work. LHJ will submit invoices through the ConCon process and will send progress reports and deliverables to the LMP Contract Manager. Invoices must be submitted at least bi-monthly (per ConCon requirements) but no more frequently than monthly. Invoices will be reviewed for consistency with progress. The LMP Contract Manager may require monthly invoices.	Bimonthly/Monthly invoices	Bimonthly/monthly for duration of contract period	Reimbursement up to \$3,399 based on actual costs.
1.2	<b>Semi-Annual Progress Reports</b> Reporting periods are semiannually from January 1 – June 30 and July 1 – December 31. Progress reports include data described in the outcome column.	Data about the following: <ul style="list-style-type: none"> <li>Qualitative:               <ul style="list-style-type: none"> <li>Summary of work</li> <li>Barriers to LMP Implementation</li> </ul> </li> <li>Quantitative:               <ul style="list-style-type: none"> <li>OSS inventory metrics</li> <li>Enforcement actions</li> <li>Outreach and Education efforts</li> </ul> </li> </ul>	Due July 15 and December 31 for the duration of the contract period	
<b>Task 2. Local Management Plan Implementation</b> This task includes all work done to implement the county's LMP excluding grant management tasks and inspection rebates/incentives.				
2.1	<b>Database Maintenance and Quality Assurance/Quality Control</b> Database maintenance and QA/QC is ongoing to ensure accurate tracking methods for all OSS in the county. Specific tasks include: <ul style="list-style-type: none"> <li>Import and maintain records from OnlineRME and SmartGOV data management systems</li> <li>Monitor data input and output for accuracy</li> </ul>	<ul style="list-style-type: none"> <li>Supports quality of all reporting associated with this SOW</li> </ul>		Reimbursement up to \$12,000 based on actual costs.
2.2	<b>Operations and Maintenance Program Administration</b> <ul style="list-style-type: none"> <li>Mail inspection reminders to homeowners as needed.</li> <li>Inspection Compliance tracking/mapping</li> <li>Failure and repair tracking/mapping</li> <li>Compliance enforcement</li> <li>Complaint response</li> <li>O&amp;M data reports about inventory and deficiencies</li> <li>Collaborate with Surface Water Quality team to notify homeowners in identified risk areas of inspection requirements</li> </ul>	a. Enforcement Protocol b. Data on the following: <ul style="list-style-type: none"> <li>Number of OSS with current inspections</li> <li>Number of OSS failures and calculated risk using DOH-provided risk assessment.</li> <li>Number of repairs</li> </ul>	a. September 1, 2023 b. Report in semi-annual progress report in Subtask 1.2.	

Task #	Task/Activity/Description	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2.3	<b>Education and Outreach</b> Education and outreach are conducted for OSS owners, realtors, builders and consultants. Specific tasks include: <ul style="list-style-type: none"> <li>• EHD led realtor classes</li> <li>• Builders' discussion forum with EHD</li> <li>• Outreach and flyers to support consultants &amp; owners</li> </ul>	Report attendance	With semi-annual reporting	
2.4	<b>Professional Development and Coordination</b> <ul style="list-style-type: none"> <li>• The LHJ will participate in LMP and West Side Coordinators Meetings and will network between counties.</li> <li>• The LHJ will support professional development through:               <ul style="list-style-type: none"> <li>◦ Attending DOH OSS Program trainings</li> <li>◦ Washington On-Site Sewage Association (WOSSA) Septicon for up to six (6) staff</li> <li>◦ ORENCO in person week for one (1) staff – if offered</li> </ul> </li> </ul>	a. Attendance and contribution at four (4) meetings per year  b. Conference and Training participation as available	a-b. Report attendance semi-annually, as scheduled in Task 1.2	
<b>Task 3. Homeowner Inspection Rebates/Incentives Program</b> Provide low-income rebates to homeowners. Provide inspection compliance incentives to homeowners in priority areas.				
3.1	<b>Low-Income Homeowner Inspection Rebates</b> The County will provide rebates of up to \$350 for low-income homeowners, with priority given to homeowners residing in the Sensitive Areas designated in the current LMP.	a. Provide draft and final process/policy documents to DOH  b. Up to <b>30 rebates</b> for contract period	a. Prior to issuing any rebates  b. By grant closeout	Reimbursement up to <b>\$8,124 15,624</b> based on actual costs.
3.2	<b>Homeowner Inspection Incentives</b> Promote inspection compliance with \$150 incentive to homeowners in priority areas.	a. Provide draft and final process/policy documents to DOH  b. Up to <b>50 incentives</b> for contract period.	a. Prior to issuing any incentives  b. By grant closeout	
<b>Task 4. Indirects</b> Indirects rates can only be charged to this work if the County has a current approved rate on file with DOH.				
4.1	Annual rate may change during contract period.	Submit current approved indirect rate to DOH Grants Management Office for approval.	Before indirects can be approved for reimbursement	Reimbursement up to \$4,151 based on actual costs.

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

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** Recreational Shellfish Activities -  
Effective January 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health

**Contract Number:** CLH32052

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

**Period of Performance:** January 1, 2025 through June 30, 2025

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

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

**Revision Purpose:** The purpose of this revision is to add funds for Task 1. Biotoxin Monitoring activities.

<b>DOH Chart of Accounts Master Index Title</b>	<b>Master Index Code</b>	<b>Assistance Listing Number</b>	<b>BARS Revenue Code</b>	<b>LHJ Funding Period Start Date</b>	<b>LHJ Funding Period End Date</b>	<b>Current Allocation</b>	<b>Allocation Change Increase (+)</b>	<b>Total Allocation</b>
REC. SHELLFISH/BIOTOXIN	26402600	N/A	334.04.93	01/01/25	06/30/25	800	800	1,600
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						<b>800</b>	<b>800</b>	<b>1,600</b>

<b>Task #</b>	<b>Activity</b>	<b>Deliverables/Outcomes</b>	<b>Due Date/Time Frame</b>	<b>Payment Information and/or Amount</b>
1	<b>Biotoxin Monitoring</b> <ul style="list-style-type: none"> <li>Conduct emergency biotoxin sampling when needed.</li> <li>Post / remove recreational shellfish warning and / or classification signs on beaches and restock cages as needed.</li> <li>Issue biotoxin news releases during biotoxin closures in Island County.</li> <li>This task may also include recruiting, training, and coordination of volunteers, and fuel reimbursement funds for volunteer biotoxin monitoring.</li> </ul>	Submit annual report on DOH approved format of activities for the year, including the number of sites monitored and samples collected, and number and names of beaches posted with signs.	Email Report to DOH by February 18, 2025  (See Special Instructions below.)	\$600-\$1,400
2	<b>Outreach</b> <ul style="list-style-type: none"> <li>Staff educational booths at local events.</li> <li>Distribute safe shellfish harvesting information.</li> </ul>	Submit annual report including the number of events staffed and amount of educational materials distributed.	Email Report to DOH by February 18, 2025  (See Special Instructions below.)	\$200

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

**Program Specific Requirements**

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

Department of Health's Biotoxin Monitoring Plan

**Special References (i.e., RCWs, WACs, etc.):**

Chapter 246-280 WAC

<https://doh.wa.gov/community-and-environment/shellfish/recreational-shellfish>

<https://doh.wa.gov/about-us/programs-and-services/environmental-public-health/environmental-health-and-safety/about-shellfish-program/about-biotoxins-and-illness-prevention-program>

**Special Instructions:**

Report for work performed in 2024 must be submitted via email to Liz Maier ([liz.maier@doh.wa.gov](mailto:liz.maier@doh.wa.gov)) by February 18, 2025.

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

ISLAND COUNTY PUBLIC HEALTH  
2025-2027 CONSOLIDATED CONTRACT

CONTRACT NUMBER: CLH32052

AMENDMENT NUMBER: 6

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

ISLAND COUNTY BOARD OF  
COUNTY COMMISSIONERS

STATE OF WASHINGTON  
DEPARTMENT OF HEALTH

 8/10/25

Chair Date

Board of County Commissioners



Print Name Title

Signature Date

Print Name Title

APPROVED AS TO FORM ONLY  
Assistant Attorney General

**EXHIBIT B-6**  
**ALLOCATIONS**  
**Contract Term: 2025-2027**

Page 3 of 18

Contract Number:

CLH32052

Date:

July 1, 2025

Chart of Accounts Program Title	Federal Award Identification #	Amend #	DOH Use Only				Funding Period SubTotal	Chart of Accounts Total		
			Assist List #*	Revenue Code**	LHJ Funding Period Start Date	End Date				
FFY25 USDA BFPC Prog Mgmt	7WA700WA1	Amd 4	10.557	333.10.55	01/01/25	09/30/26	10/01/24	09/30/26	\$25,804	\$25,804
FFY24 USDA BFPC Prog Mgmt	7WA700WA1	Amd 4	10.557	333.10.55	01/01/25	09/30/26	10/01/23	09/30/26	(\$25,804)	\$0
FFY24 USDA BFPC Prog Mgmt	7WA700WA1	Amd 1	10.557	333.10.55	01/01/25	09/30/26	10/01/23	09/30/26	\$25,804	
FFY25 USDA WIC Client Svcs Contracts	7WA700WA7	Amd 4	10.557	333.10.55	01/01/25	09/30/25	10/01/24	09/30/25	\$3,975	\$256,842
FFY25 USDA WIC Client Svcs Contracts	7WA700WA7	Amd 2	10.557	333.10.55	01/01/25	09/30/25	10/01/24	09/30/25	\$76,273	
FFY25 USDA WIC Client Svcs Contracts	7WA700WA7	Amd 1	10.557	333.10.55	01/01/25	09/30/25	10/01/24	09/30/25	\$176,594	
FFY25 USDA FMNP Mgmt	7WA810WA7	Amd 4	10.572	333.10.57	01/01/25	09/30/25	10/01/24	09/30/25	\$704	\$704
PS SSI12 Sub Award Management Task 3	01J89801	Amd 5	66.123	333.66.12	01/01/25	03/31/27	07/01/21	08/31/28	\$300	\$214,730
PS SSI12 Sub Award Management Task 3	01J89801	Amd 4	66.123	333.66.12	01/01/25	03/31/27	07/01/21	08/31/28	\$164,430	
PS SSI12 Sub Award Management Task 3	01J89801	Amd 1	66.123	333.66.12	01/01/25	03/31/27	07/01/21	08/31/28	\$50,000	
FFY25 SWIMMING BEACH ACT IAR (ECY)	01J74301	Amd 2	66.472	333.66.47	03/01/25	10/31/25	01/01/25	11/30/25	\$10,800	\$10,800
FFY24 PHEP BP1-CDC-LHJ Partners	NU90TU000055	Amd 3	93.069	333.93.06	01/01/25	06/30/25	07/01/24	06/30/25	\$7,441	\$33,149
FFY24 PHEP BP1-CDC-LHJ Partners	NU90TU000055	Amd 1	93.069	333.93.06	01/01/25	06/30/25	07/01/24	06/30/25	\$25,708	
FFY24 CDC PCH OD2A Prevention	NU17CE010218	Amd 4	93.136	333.93.13	01/01/25	08/31/25	09/01/24	08/31/25	\$14,332	\$47,772
FFY24 CDC PCH OD2A Prevention	NU17CE010218	Amd 1	93.136	333.93.13	01/01/25	08/31/25	09/01/24	08/31/25	\$33,440	
COVID 19 Vaccines R4	NH23IP922619	Amd 4	93.268	333.93.26	01/01/25	06/30/25	07/01/20	06/30/25	\$46,367	\$46,367
FFY24 ELC Core Vector Borne CDC	NU51CK000364	Amd 4	93.323	333.93.32	02/01/25	07/31/25	08/01/24	07/31/25	\$4,000	\$4,000
FFY20 ELC EDE LHJs CDC	NU50CK000515	Amd 1	93.323	333.93.32	01/01/25	06/30/25	01/15/21	07/31/25	\$105,000	\$105,000
FFY21 CDC COVID-19 PHWFD-LHJ	NU90TP922181	Amd 3	93.354	333.93.35	01/01/25	06/30/25	07/01/23	06/30/25	\$104,135	\$104,135
FFY22 PH Infrastructure Comp A1-LHJ	NE11OE000053	Amd 3	93.967	333.93.96	01/01/25	11/30/27	12/01/22	11/30/27	\$155,156	\$155,156
FFY25 HRSA MCHBG LHJ Contracts	B04MC54583	Amd 4	93.994	333.93.99	01/01/25	09/30/25	10/01/24	09/30/25	\$2,560	\$44,413
FFY25 HRSA MCHBG LHJ Contracts	B04MC54583	Amd 1	93.994	333.93.99	01/01/25	09/30/25	10/01/24	09/30/25	\$41,853	
<b>SFY1 GFS - Group B Proviso</b>		Amd 6	N/A	334.04.90	07/01/25	06/30/26	07/01/25	06/30/26	\$20,259	\$20,259
<b>SFY2 GFS - Group B</b>		Amd 1	N/A	334.04.90	01/01/25	06/30/25	07/01/23	06/30/25	\$25,877	\$25,877
SFY25 Local OPI Prev & Supp Proviso		Amd 4	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$9,625	\$25,667
SFY25 Local OPI Prev & Supp Proviso		Amd 1	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$16,042	

**EXHIBIT B-6**  
**ALLOCATIONS**

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #*	BARS Revenue Code**	DOH Use Only				Funding Period SubTotal	Chart of Accounts Total
					LHJ Funding Period	Statement of Work	Chart of Accounts	Funding Period		
					Start Date	End Date	Start Date	End Date	Amount	
Rec Shellfish/Biotoxin		Amd 6	N/A	334.04.93	07/01/25	06/30/26	07/01/25	06/30/26	\$1,800	\$1,800
Rec Shellfish/Biotoxin		Amd 5	N/A	334.04.93	01/01/25	06/30/25	07/01/23	06/30/25	\$800	\$1,600
Rec Shellfish/Biotoxin		Amd 1	N/A	334.04.93	01/01/25	06/30/25	07/01/23	06/30/25	\$800	
SFY25 Island Co Treatment Proviso		Amd 6	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	(\$63,000)	\$71,148
SFY25 Island Co Treatment Proviso		Amd 3	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$134,148	
SFY25 Wastewater Management-GFS		Amd 6	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$63,000	\$98,174
SFY25 Wastewater Management-GFS		Amd 5	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$7,500	
SFY25 Wastewater Management-GFS		Amd 3	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$27,674	
SFY26 OHSC Safe Kids DSHS IAR		Amd 6	N/A	334.04.96	07/01/25	06/30/26	07/01/25	06/30/26	\$8,000	\$8,000
FFY25 TBI Safe Kids IAR		Amd 2	N/A	334.04.96	03/01/25	06/30/25	07/01/24	06/30/25	\$5,000	\$5,000
SFY25 FPHS-LHJ Funds-GFS		Amd 1	N/A	336.04.25	01/01/25	06/30/25	07/01/24	06/30/25	\$2,314,000	\$2,314,000
YR1 Stimulus - Local Asst (10% of 15%) SS		Amd 6	N/A	346.26.64	01/01/25	12/31/27	07/01/23	06/30/28	\$20,000	\$20,000
YR 28 SRF - Local Asst (15%) SS		Amd 6	N/A	346.26.64	01/01/25	12/31/27	07/01/24	06/30/29	(\$13,500)	\$0
YR 28 SRF - Local Asst (15%) SS		Amd 4	N/A	346.26.64	01/01/25	12/31/27	07/01/24	06/30/29	\$13,500	
YR 27 SRF - Local Asst (15%) SS		Amd 4	N/A	346.26.64	01/01/25	06/30/25	07/01/23	06/30/25	(\$13,500)	\$0
YR 27 SRF - Local Asst (15%) SS		Amd 1	N/A	346.26.64	01/01/25	06/30/25	07/01/23	06/30/25	\$13,500	
YR1 Stimulus - Local Asst (10% of 15%) TA		Amd 6	N/A	346.26.66	01/01/25	12/31/27	07/01/23	06/30/28	\$4,000	\$4,000
YR 28 SRF - Local Asst (15%) TA		Amd 6	N/A	346.26.66	01/01/25	12/31/27	07/01/24	06/30/29	(\$4,000)	\$0
YR 28 SRF - Local Asst (15%) TA		Amd 4	N/A	346.26.66	01/01/25	12/31/27	07/01/24	06/30/29	\$4,000	
YR 27 SRF - Local Asst (15%) TA		Amd 4	N/A	346.26.66	01/01/25	06/30/25	07/01/23	06/30/25	(\$4,000)	\$0
YR 27 SRF - Local Asst (15%) TA		Amd 1	N/A	346.26.66	01/01/25	06/30/25	07/01/23	06/30/25	\$4,000	
<b>TOTAL</b>									<b>\$3,644,397</b>	<b>\$3,644,397</b>
Total consideration:									<b>GRAND TOTAL</b>	<b>\$3,644,397</b>
<b>GRAND TOTAL</b>									<b>Total Fed</b>	<b>\$1,048,872</b>
									<b>Total State</b>	<b>\$2,595,525</b>

\*Assistance Listing Number fka Catalog of Federal Domestic Assistance

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

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** Injury & Violence Prevention-Traumatic Brain Injury Prevention - Effective March 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health

**Contract Number:** CLH32052

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

**Period of Performance:** March 1, 2025 through June 30, 2026

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

**Statement of Work Purpose:** The purpose of this statement of work (SOW) is to plan, organize and implement community education and awareness events in local communities addressing child injury topics that includes a focus on head injury including traumatic brain injury. The purpose is to build awareness of traumatic brain injury and other unintentional injuries and provide communities with health education on prevention and provide safety equipment to community members for injury prevention. This contributes to deliverables under the interagency agreement between DSHS and DOH contract #GVS28420.

**Revision Purpose:** Extends period of performance from June 30, 2025 to June 30, 2026 and adds funding for state fiscal year 2026 to continue work on Task 2, adds language and contact information on task 1 and moves neuromuscular warm up program to the second phase with proposed modifications in Task 3.

<b>DOH Chart of Accounts Master Index Title</b>	<b>Master Index Code</b>	<b>Assistance Listing Number</b>	<b>BARS Revenue Code</b>	<b>LHJ Funding Period</b>	<b>Current Allocation</b>	<b>Allocation Change Increase (+)</b>	<b>Total Allocation</b>
FFY25 TBI SAFE KIDS IAR	77510950	N/A	334.04.96	03/01/25 06/30/25	5,000	0	5,000
SFY26 OHSC TBI SAFE KIDS DSHS IAR	77510960	N/A	334.04.96	07/01/25 06/30/26	0	8,000	8,000
					0	0	0
					0	0	0
					0	0	0
<b>TOTALS</b>					<b>5,000</b>	<b>8,000</b>	<b>13,000</b>

<b>Task #</b>	<b>Activity</b>	<b>Deliverables/Outcomes</b>	<b>Due Date/Time Frame</b>	<b>Payment Information and/or Amount</b>
1	<p>Develop a neuromuscular warm-up program for student athletes aimed at reducing sports injuries including concussion.</p> <ul style="list-style-type: none"> <li>• Conduct literature review on concussion prevention and neuromuscular warm-up programs.</li> <li>• Communicate with subject matter experts as needed.</li> </ul>	<p>1. Completed <i>literature/research review to determine feasibility of creating a Toolkit</i> that can be distributed to schools and access to post to the DOH injury prevention web page and the Washington Traumatic Brain Injury Strategic Partnership Advisory Council webpage. <i>Email final report to safekidswashington@doh.wa.gov</i></p>	<p>Completed <i>toolkit literature review document with recommendations for future directions</i> provided by June 30, 2025.</p> <p>Report of partners presented to DOH contract manager at <i>safekidswashington@doh.wa.gov</i> by June 30, 2025.</p>	<p>Reimbursement for actual expenditures, not to exceed total funding consideration. Funding can be moved between tasks as needed to complete deliverables.</p>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> <li>• Develop a toolkit with evidence-based guidance on concussion prevention, which will include: <ul style="list-style-type: none"> <li>◦ Neuromuscular warm-up guidance that includes recommendations and exercises for strength, balance, and proper movement.</li> <li>◦ Information on neurocognitive assessments (eg. symptom assessment, cognitive evaluation, formal testing of balance) and importance at baseline and to inform return-to-play decisions.</li> <li>◦ General wellness promotion with adequate sleep and recovery times.</li> </ul> </li> <li>• Form partnerships with school athletics programs and club sports coaches.</li> </ul>	<p>2. List of planned communications partners to directly distribute in the schools and community.</p>		
2	Community education and distribution of safety equipment (infant car seats & bicycle/skate helmets)	<ol style="list-style-type: none"> <li>1. Distribute car seats for the New Baby, New Family and Community Health Worker program with education on transportation safety. Seats will be delivered to low-income families as determined by the LHJ.</li> <li>2. Distribute helmets along with safety information on bike, skate &amp; pedestrian safety as part of the Island County Public Health Youth Activity Scholarship program.</li> <li>3. Complete Safe Kids Activity Report online within 10 business day of each activity. Secure activity report is located at:  <a href="https://forms.office.com/g/UjjpQhRmGN">https://forms.office.com/g/UjjpQhRmGN</a> </li> <li>4. Provide link or QR code of Safe Kids Community Activity Evaluation tool at each activity. Attendees participation is voluntary. Evaluation link:  <a href="https://forms.office.com/g/gawFLY89C0">https://forms.office.com/g/gawFLY89C0</a> </li> </ol>	<p>Reports due 10 business days after event. Reports must be submitted to the online reporting form:  <a href="https://forms.office.com/g/UjjpQhRmGN">https://forms.office.com/g/UjjpQhRmGN</a></p> <p>All activities and purchases completed by June 30, 20252026.</p>	<p>Reimbursement for actual expenditures, not to exceed total funding consideration. Funding can be moved between tasks as needed to complete deliverables.</p>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		<p>All education should include an element of awareness of concussions and traumatic brain injuries and how to prevent them.</p> <p>Education should also include awareness of <a href="https://safekidswashington.org">https://safekidswashington.org</a> as a resource tool to learn more and 2-1-1 as a resource to find local resources and services.</p>		
3	<p><i>Develop a communications plan and toolkit with evidence-based guidance on concussion prevention, which will include:</i></p> <ul style="list-style-type: none"> <li>○ <i>Neuromuscular warm-up guidance that includes recommendations and exercises for strength, balance, and proper movement.</i></li> <li>○ <i>Information on neurocognitive assessments (eg. symptom assessment, cognitive evaluation, formal testing of balance) and importance at baseline and to inform return-to-play decisions.</i></li> <li>○ <i>General wellness promotion with adequate sleep and recovery times.</i></li> <li>○ <i>General concussion awareness, recognition, and early intervention information.</i></li> </ul>	<p><i>Complete Safe Kids Activity Report online. Secure activity report is located at: <a href="https://forms.office.com/g/UjjpQhRmGN">https://forms.office.com/g/UjjpQhRmGN</a>. Links to websites or pdfs of resources can be included in the free text notes section of the report.</i></p>	<p><i>All activities must be completed by June 30, 2026.</i></p> <p><i>All reporting must be completed by July 15, 2026.</i></p>	<p><i>Reimbursement for actual expenditures, not to exceed total funding consideration. Funding can be moved between tasks as needed to complete deliverables.</i></p>

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

#### Program Specific Requirements

##### **Program Manual, Handbook, Policy References:**

All activities are to be reported using the online reporting tool: <https://forms.office.com/g/UjjpQhRmGN>

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

All supplies, sub-contracts and other expenditures must be for goods or services that relate to the awareness or prevention of traumatic brain injury, including concussion, as a component of the activity or event. Other health and prevention topics can be included along with the TBI education.

##### **Monitoring Visits (i.e., frequency, type, etc.):**

Monthly virtual visits with DOH contact manager to review challenges, concerns, upcoming events/activities, and budget.

**Billing Requirements:**

Submit A19's monthly where there are expenditures. Follow agency protocol for Consolidated Contracts billing with DOH.

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

DOH Program Name or Title: Office of Drinking Water Group A Program - Effective January 1, 2025

Local Health Jurisdiction Name: Island County Public Health

Contract Number: CLH32052

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

Period of Performance: January 1, 2025 through December 31, 2027

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

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

**Revision Purpose:** Add funding for 13 surveys of 3 or more systems and move funding from YR 28 SRF- LOCAL ASST (15%) to YR1 STIMULUS - LOCAL ASST (10% OF 15%) TA for SS and TA.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date	LHJ Funding Period End Date	Current Allocation	Allocation Change Increase (+)	Total Allocation
YR 27 SRF - LOCAL ASST (15%) SS	24119227	N/A	346.26.64	01/01/25	06/30/25	0	0	0
YR 27 SRF - LOCAL ASST (15%) TA	24119227	N/A	346.26.66	01/01/25	06/30/25	0	0	0
YR 28 SRF - LOCAL ASST (15%) SS	24119228	N/A	346.26.64	01/01/25	12/31/27	13,500	-13,500	0
YR1 STIMULUS - LOCAL ASST (10% OF 15%) SS	24144240	N/A	346.26.64	01/01/25	12/31/27	0	20,000	20,000
YR 28 SRF - LOCAL ASST (15%) TA	24119228	N/A	346.26.66	01/01/25	12/31/27	4,000	-4,000	0
YR1 STIMULUS - LOCAL ASST (10% OF 15%) TA	24144240	N/A	346.26.66	01/01/25	12/31/27	0	4,000	4,000
						0	0	0
						0	0	0
<b>TOTALS</b>						<b>17,500</b>	<b>6,500</b>	<b>24,000</b>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	Trained LHJ staff will conduct sanitary surveys of small community and non-community Group A water systems identified by the DOH Office of Drinking Water (ODW) Regional Office. See Special Instructions for task activity. The purpose of this statement of work is to provide funding to the LHJ for conducting sanitary surveys and providing technical assistance to small community and non-community Group A water systems.	<p>Provide Final* Sanitary Survey Reports to ODW Regional Office. Complete Sanitary Survey Reports shall include:</p> <p>1. Cover letter identifying significant deficiencies, significant findings, observations, recommendations, and referrals for further ODW follow-up.</p>	<p>Final Sanitary Survey Reports must be received by the ODW Regional Office within 30 calendar days of conducting the sanitary survey.</p>	<p>Upon ODW acceptance of the Final Sanitary Survey Report, the LHJ shall be paid \$250 for each sanitary survey of a non-community system with three or fewer connections. Upon ODW acceptance of the Final Sanitary Survey Report, the LHJ shall be paid \$500 for each sanitary survey of a non-community system with four or more connections and each community system.</p> <p>Payment is inclusive of all associated costs such as travel, lodging, per diem.</p>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		<p>2. Completed Small Water System checklist.</p> <p>3. Updated Water Facilities Inventory (WFI).</p> <p>4. Photos of water system with text identifying features</p> <p>5. Any other supporting documents.</p> <p>*Final Reports reviewed and accepted by the ODW Regional Office.</p>		<p>Payment is authorized upon receipt and acceptance of the Final Sanitary Survey Report within the <b>30-day deadline</b>.</p> <p>Late or incomplete reports may not be accepted for payment.</p>
2	Trained LHJ staff will conduct Special Purpose Investigations (SPI) of small community and non-community Group A water systems identified by the ODW Regional Office. See Special Instructions for task activity.	Provide completed SPI Report and any supporting documents and photos to ODW Regional Office.	Completed SPI Reports must be received by the ODW Regional Office within <b>2 working days</b> of the service request.	<p>Upon acceptance of the completed SPI Report, the LHJ shall be paid \$800 for each SPI.</p> <p>Payment is inclusive of all associated costs such as travel, lodging, per diem.</p> <p>Payment is authorized upon receipt and acceptance of completed SPI Report within the 2-working day deadline.</p> <p>Late or incomplete reports may not be accepted for payment.</p>
3	<p>Trained LHJ staff will provide direct technical assistance (TA) to small community and non-community Group A water systems identified by the ODW Regional Office.</p> <p>See Special Instructions for task activity</p>	Provide completed TA Report and any supporting documents and photos to ODW Regional Office.	Completed TA Report must be received by the ODW Regional Office within <b>30 calendar days</b> of providing technical assistance.	<p>Upon acceptance of the completed TA Report, the LHJ shall be paid for each technical assistance activity as follows:</p> <ul style="list-style-type: none"> <li>• Up to 3 hours of work: \$250</li> <li>• 3-6 hours of work: \$500</li> <li>• More than 6 hours of work: \$750</li> </ul> <p>Payment is inclusive of all associated costs such as consulting fee, travel, lodging, per diem.</p> <p>Payment is authorized upon receipt and acceptance of completed TA Report within the <b>30-day deadline</b>.</p> <p>Late or incomplete reports may not be accepted for payment.</p>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
4	LHJ staff performing the activities under tasks 1, 2 and 3 attend periodic required survey training as directed by DOH. See Special Instructions for task activity.	For training attended in person, prior to attending the training, submit an “Authorization for Travel (Non-Employee)” DOH Form 710-013 to the ODW Program Contact for approval (to ensure enough funds are available).	Annually	For training attended in person, LHJ shall be paid mileage, per diem, lodging, and registration costs as approved on the pre-authorization form in accordance with the current rates listed on the OFM Website <a href="http://www.ofm.wa.gov/resources/travel.asp">http://www.ofm.wa.gov/resources/travel.asp</a>

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

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

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

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

**Program Specific Requirements**

**Data Sharing**

The Office of Drinking Water will share water system information and files with the local health jurisdiction to support the work identified in this statement of work. To request water system data please contact the regional office with the name of the water system, water system ID#, specific information being requested and any timeline requirements. If allowable, please give administrative staff 3 to 5 business days to provide records.

**Program Manual, Handbook, Policy References: Field Guide (DOH Publication 331-486).**

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

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

**Special Billing Requirements**

The LHJ shall submit quarterly invoices within 30 days following the end of the quarter in which work was completed, noting on the invoice the quarter and year being billed for. Payment cannot exceed a maximum accumulative fee of \$13,500 **\$20,000** for Task 1, and \$4,000 Task 2, Task 3 and Task 4 combined during the contracting period, to be paid at the rates specified in the Payment Method/Amount section above.

When invoicing for sanitary surveys, bill to BARS Revenue Code 346.26.64.

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

Exhibit A, Statement of Work

Page 3 of 4

Contract Number CLH32052-Amendment 6

When invoicing for **Task 2-3**, submit the list of WS Name, ID #, TA Date and description of TA work performed, and Amount Billed. When invoicing for **Task 4**, submit receipts and the signed pre-authorization form for non-employee travel to the ODW Program Contact below and a signed A19-1A Invoice Voucher to DOH Grants Management, billing to BARS Revenue Code 346.26.66 under Technical Assistance (TA).

#### Special Instructions

**Task 1** Trained LHI staff will evaluate the water system for physical and operational deficiencies and prepare a Final Sanitary Survey Report which has been accepted by ODW. Detailed guidance is provided in the Field Guide for Sanitary Surveys, Special Purpose Investigations and Technical Assistance (Field Guide). The sanitary survey will include an evaluation of the following eight elements: source; treatment; distribution system; finished water storage; pumps, pump facilities and controls; monitoring, reporting and data verification; system management and operation; and certified operator compliance. If a system is more complex than anticipated or other significant issues arise, the LHI may request ODW assistance.

- No more than 2 surveys of non-community systems with three or fewer connections be completed between January 1, 2025 and December 31, 2025.
- No more than ~~26~~ 39 surveys of non-community systems with four or more connections and all community systems to be completed between January 1, 2025 and December 31, 2025.

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

**Task 2** Trained LHI staff will perform Special Purpose Investigations (SPIs) as assigned by ODW. SPIs are inspections to determine the cause of positive coliform samples or the cause of other emergency conditions. SPIs may also include sanitary surveys of newly discovered Group A water systems. Additional detail about conducting SPIs is described in the Field Guide. The ODW Regional Office must authorize in advance any SPI conducted by LHI staff.

**Task 3** Trained LHI staff will conduct Technical Assistance as assigned by ODW. Technical Assistance includes assisting water system personnel in completing work or verifying work has been addressed as required, requested, or advised by the ODW to meet applicable drinking water regulations. Examples of technical assistance activities are described in the Field Guide. The ODW Regional Office must authorize in advance any technical assistance provided by the LHI to a water system.

**Task 4** LHI staff assigned to perform activities under tasks 1, 2, and 3 must be trained and approved by ODW prior to performing work. If required trainings, workshops or meetings are not available, not scheduled, or if the LHI staff person is unable to attend these activities prior to conducting assigned tasks, the LHI staff person may, with ODW approval, substitute other training activities to be determined by ODW. Such substitute activities may include one-on-one training with ODW staff, co-surveys with ODW staff, or other activities as arranged and pre-approved by ODW. LHI staff may not perform the activities under tasks 1, 2, and 3 without completing the training that has been arranged and approved by ODW.

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

DOH Program Name or Title: Office of Drinking Water Group B Program – Effective July 1, 2025

Local Health Jurisdiction Name: Island County Public Health

Contract Number: CLH32052

SOW Type: Original Revision # (for this SOW) 0

Period of Performance: July 1, 2025 through June 30, 2026

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

**Statement of Work Purpose:** The purpose of this statement of work (SOW) is to provide financial support to LHJs implementing local Group B water systems programs.

**Revision Purpose:** N/A

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period		Current Allocation	Allocation Change Increase (+)	Total Allocation
				Start Date	End Date			
SFY1 GFS – GROUP B PROVISO	24110863	N/A	334.04.90	07/01/25	06/30/26	0	20,259	20,259
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						<b>0</b>	<b>20,259</b>	<b>20,259</b>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	<p>Implement a Group B water system program through a Local Ordinance that is at least as stringent as the Group B Rule.</p> <p>LHJ shall carry out its responsibility to administer and enforce its Local Ordinance, or its successor.</p> <p>Within 30 days of approving the design submittal for a new or expanding Group B water system, LHJ shall transmit the following data to DOH:</p> <ul style="list-style-type: none"> <li>a. Completed water facility inventory (WFI) form.</li> <li>b. Satisfactory coliform bacteria analysis lab report(s), satisfactory inorganic chemical</li> </ul>	<p>An executed Memorandum of Agreement (MOA) with DOH identifying responsibilities of a full Group B program through a Local Ordinance.</p> <p>The LHJ will provide a performance certification on a form provided by the department that states that the LHJ has implemented a Group B water system program as described in the Program Specific Requirements.</p>	July 1, 2025, through June 30, 2026	Lump sum payment (See Special Billing Requirements)

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>analysis lab, and any other water quality information as may have been required for approval of the source(s).</p> <p>LHJ shall inform DOH at least 30 days prior to taking action to amend or repeal the Local Ordinance, or its successor.</p>			

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

**Program Specific Requirements**

DOH acknowledges that LHJ has adopted ("Local Ordinance"), an ordinance regulating Group B public water systems as defined in Chapter 246-291 WAC ("Group B Rule").

These program specific requirements supersede and replace all prior agreements between DOH and LHJ regarding the regulation of Group B public water systems.

**Special References:**

**DOH Support**

DOH shall not administer or enforce the Group B rule within LHJ's jurisdiction while the Local Ordinance, or its successor, remains effective. However, nothing limits DOH's authority under RCW 43.70.130 to enforce public health law if LHJ has failed to act or is unable for reasons beyond its control to act.

DOH shall inform LHJ at least 30 days prior to taking action to amend or repeal the Group B Rule.

**Additional Data Sharing**

Both parties shall transmit to the other copies of any written policies and correspondence relevant to the regulation of Group B public water systems. DOH and the LHJ will work together to ensure that there is effective communication when dealing with drinking water emergencies, security incidents, and health risk situations related to water systems in the LHJ's jurisdiction.

**Survivability**

The program specific requirements are intended to survive the expiration of the Contract.

**Special Billing Requirements:**

For July 1, 2025, through June 30, 2026, LHJ shall submit one invoice no later than June 30, 2026, and payment cannot exceed a maximum cumulative fee of \$20,259. Invoice must have performance certification attached.

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** OSS LMP Implementation-Proviso -  
Effective January 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health

**Contract Number:** CLH32052

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

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

**Period of Performance:** January 1, 2025 through June 30, 2025

**Statement of Work Purpose:** The purpose of this statement of work (SOW) is for Island County Public Health (ICPH) to use state proviso funds to contract for a study of cost-effective wastewater treatment solutions as an alternative to single-family onsite septic systems (OSS) and sewer that meet the goals the Washington State Growth Management Act. ICPH will contract with a qualified vendor to research and review current data and policy, analyze existing approaches, coordinate with stakeholders, conduct public outreach, and compile a comprehensive report to inform decision-making for affordable housing development opportunities in unincorporated Island County that are protective of public and environmental health. The study will (a) identify current issues with single-family OSS (b) examine barriers to developing affordable housing as it relates to wastewater treatment; and (c) include an opportunity for review and consultation by the Washington State Department of Health (DOH). This SOW is a continuation of the 2023-2025 biennium funding allocation for SFY25 remaining funds.

**Revision Purpose:** Move funding from SFY25 ISLAND CO TREATMENT PROVISO to SFY25 WASTEWATER MANAGEMENT-GFS due to proviso allotment reduction.

<b>DOH Chart of Accounts Master Index Title</b>	<b>Master Index Code</b>	<b>Assistance Listing Number</b>	<b>BARS Revenue Code</b>	<b>LHJ Funding Period</b>	<b>Current Allocation</b>	<b>Allocation Change</b>	<b>Total Allocation</b>
SFY25 ISLAND CO TREATMENT PROVISO	26711850	N/A	334.04.93	01/01/25 06/30/25	134,148	-63,000	71,148
SFY25 WASTEWATER MANAGEMENT GFS	26701150	N/A	334.04.93	01/01/25 06/30/25	0	63,000	63,000
					0	0	0
					0	0	0
					0	0	0
					0	0	0
<b>TOTALS</b>					<b>134,148</b>	<b>0</b>	<b>134,148</b>

<b>Task #</b>	<b>Activity</b>	<b>Deliverables/Outcomes</b>	<b>Due Date/Time Frame</b>	<b>Payment Information and/or Amount</b>
<b>Task 1. Grant Administration</b>				
This task is to fund the required financial and reporting activities necessary to meet state DOH and Auditor requirements including administration of LHJ local management plan (LMP) and OSS LMP grant program.				
1.1	<b>Bi-monthly Invoicing</b> DOH Consolidated Contracts (ConCon) requires billing within 60 days of completing work. Local or County Health subrecipients will submit invoices through the ConCon process and will send progress reports and deliverables to the	Bimonthly/Monthly invoices	Bimonthly/monthly for duration of contract period	Reimbursement up to \$0 based on actual costs.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	Wastewater Management Section (WWMS) contract manager. Invoices must be submitted at least bi-monthly (per ConCon requirements) but no more frequently than monthly. Invoices will be reviewed for consistency with progress. The WWMS contract manager may require monthly invoices.			
1.2	<b>Semi-Annual Progress Reports</b> Reporting periods are semiannually from January 1 – June 30 and July 1 – December 31. Progress reports include data described in the outcome column.	Data about the following: <ul style="list-style-type: none"> <li>Summary of work completed in the reporting period</li> <li>Spending in the reporting period and remaining balance.</li> </ul>	Due July 15 for the duration of the contract period	
<b>Task 2. Vendor Solicitation and Contracting</b> Complete the competitive bid process to secure a vendor to complete the study.				
2.1	Develop solicitation approach, including developing a request for proposal (RFP). The contractor must be selected through a competitive solicitation process that meets federal, state, and county purchasing requirements. DOH must receive final RFP draft prior to posting.	a. Request for proposal b. Qualifying firm(s) selection criteria	a. complete  a. complete	Reimbursement up to \$0 based on actual costs.
2.2	Complete contract negotiations with vendor.	Executed contract		
<b>Task 3. Project Study</b> Island County Public Health staff will work with the vendor to complete the study. The study will (a) identify any regulatory barriers to the use of alternative technology-based solutions; (b) include an opportunity for review and consultation by the Department of Health (DOH); and (c) include any recommendations from the DOH in the final report.				
3.1	Lead ICPH staff will manage the work and deliverables of the subcontractor to ensure project alignment and timely results throughout funding period to ensure the vendor sufficiently provides the following: <ul style="list-style-type: none"> <li>Regular invoicing and reporting</li> <li>Research and data files; outreach materials and results</li> <li>Draft and final reports aligning with goals in RFP.</li> </ul>	a. Comprehensive report of the study with background, results, and conclusions, including recommendations.  b. Data and outreach materials used to compile report	a. Draft summary report March 30, 2025  Final report June 30, 2025  b. June 30, 2025	Reimbursement up to \$130,289 based on actual costs.
<b>Task 4. Indirect Costs</b> Indirect charges based on DOH-approved indirect rate and cost allocation plan.				
4.1	Annual indirect rate may change during contract period.	Submit current approved indirect rate to DOH Grants Management Office for approval.	Before indirects can be approved for reimbursement	Reimbursement up to \$3,859 based on actual costs.

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

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** Recreational Shellfish Activities -  
Effective July 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health

**Contract Number:** CLH32052

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

**Period of Performance:** July 1, 2025 through June 30, 2026

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

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

**Revision Purpose:** N/A

<b>DOH Chart of Accounts Master Index Title</b>	<b>Master Index Code</b>	<b>Assistance Listing Number</b>	<b>BARS Revenue Code</b>	<b>LHJ Funding Period</b>		<b>Current Allocation</b>	<b>Allocation Change Increase (+)</b>	<b>Total Allocation</b>
				<b>Start Date</b>	<b>End Date</b>			
REC SHELLFISH/BIOTOXIN	26402600	N/A	334.04.93	07/01/25	06/30/26	0	1,800	1,800
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						0	<b>1,800</b>	<b>1,800</b>

<b>Task #</b>	<b>Activity</b>	<b>Deliverables/Outcomes</b>	<b>Due Date/Time Frame</b>	<b>Payment Information and/or Amount</b>
1	<b>Biotoxin Monitoring</b> <ul style="list-style-type: none"> <li>• Conduct emergency biotoxin sampling when needed.</li> <li>• Post / remove recreational shellfish warning and / or classification signs on beaches and restock cages as needed.</li> <li>• Issue biotoxin news releases during biotoxin closures in Island County.</li> <li>• This task may also include recruiting, training, and coordination of volunteers, and fuel reimbursement funds for volunteer biotoxin monitoring.</li> </ul>	Submit annual report on DOH approved format of activities for the year, including the number of sites monitored and samples collected, and number and names of beaches posted with signs.	Email Report to DOH by February 15, 2026  (See Special Instructions below.)	\$1,400
2	<b>Outreach</b> <ul style="list-style-type: none"> <li>• Staff educational booths at local events.</li> <li>• Distribute safe shellfish harvesting information.</li> </ul>	Submit annual report including the number of events staffed and amount of educational materials distributed.	Email Report to DOH by February 15, 2026	\$400

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
			(See Special Instructions below.)	

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

**Program Specific Requirements**

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

Department of Health's Biotoxin Monitoring Plan

**Special References (i.e., RCWs, WACs, etc.):**

Chapter 246-280 WAC

<https://doh.wa.gov/community-and-environment/shellfish/recreational-shellfish>

<https://doh.wa.gov/about-us/programs-and-services/environmental-public-health/environmental-health-and-safety/about-shellfish-program/about-biotoxins-and-illness-prevention-program>

**Special Instructions:**

Report for work performed in 2025 must be submitted via email to Liz Maier ([liz.maier@doh.wa.gov](mailto:liz.maier@doh.wa.gov)) by February 15, 2026.

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

**ISLAND COUNTY PUBLIC HEALTH  
2025-2027 CONSOLIDATED CONTRACT**

**CONTRACT NUMBER: CLH32052**

**AMENDMENT NUMBER: 7**

**PURPOSE OF CHANGE:** To amend this contract between the DEPARTMENT OF HEALTH hereinafter referred to as "DOH", and ISLAND COUNTY PUBLIC HEALTH, a Local Health Jurisdiction, hereinafter referred to as "LHJ", pursuant to the Modifications/Waivers clause, and to make necessary changes within the scope of this contract and any subsequent amendments thereto.

**IT IS MUTUALLY AGREED:** That the contract is hereby amended as follows:

1. Exhibit A Statements of Work, includes the following statements of work, which are incorporated by this reference and located on the DOH Finance SharePoint site in the Upload Center at the following URL:  
<https://stateofwa.sharepoint.com/sites/doh-ofsfundingresources/siteweb/home.aspx?e1:9a94688da2d94d3ea80ac7fbc32e4d7c>
  - Adds Statements of Work for the following programs:
    - Foundational Public Health Services - Effective July 1, 2025
    - Office of Resiliency & Health Security-PHEP - Effective July 1, 2025
  - Amends Statements of Work for the following programs:
    - DCHS - ELC COVID-19 Response - Effective January 1, 2025
    - Injury & Violence Prevention-Overdose Data to Action in States - Effective January 1, 2025
    - Maternal & Child Health Block Grant – Effective January 1, 2025
  - Deletes Statements of Work for the following programs:
2. Exhibit B-7 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-6 Allocations as follows:
  - Increase of \$2,303,989 for a revised maximum consideration of \$5,948,386.
  - 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 Federal Grant Awards Index, incorporated by this reference, and located in the ConCon, Funding & BARS library at the URL provided above.

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.

This section intentionally left blank.

**ISLAND COUNTY PUBLIC HEALTH  
2025-2027 CONSOLIDATED CONTRACT**

**CONTRACT NUMBER: CLH32052**

**AMENDMENT NUMBER: 7**

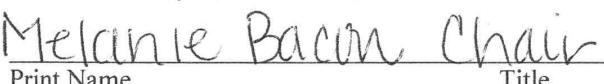
IN WITNESS WHEREOF, the undersigned has affixed his/her signature in execution thereof.

ISLAND COUNTY BOARD OF  
COUNTY COMMISSIONERS

STATE OF WASHINGTON  
DEPARTMENT OF HEALTH

  
Chair  
Board of County Commissioners

9/16/25  
Date

  
Print Name  
Title

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
Print Name \_\_\_\_\_  
Title \_\_\_\_\_

APPROVED AS TO FORM ONLY  
Assistant Attorney General

Indirect Rate January 1, 2025 through December 31, 2025: MTDC De Minimus

Chart of Accounts Program Title	Federal Award Identification #	Amend #	BARS Assist List #*	Revenue Code**	Statement of Work LHJ Funding Period				DOH Use Only Chart of Accounts Funding Period				Funding Period SubTotal	Chart of Accounts Total
					Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date		
FFY25 USDA BFPC Prog Mgmt	7WA700WA1	Amd 4	10.557	333.10.55	01/01/25	09/30/26	10/01/24	09/30/26	\$25,804	\$25,804			\$25,804	
FFY24 USDA BFPC Prog Mgmt	7WA700WA1	Amd 4	10.557	333.10.55	01/01/25	09/30/26	10/01/23	09/30/26	(\$25,804)	\$0			\$0	
FFY24 USDA BFPC Prog Mgmt	7WA700WA1	Amd 1	10.557	333.10.55	01/01/25	09/30/26	10/01/23	09/30/26	\$25,804					
FFY25 USDA WIC Client Svcs Contracts	7WA700WA7	Amd 4	10.557	333.10.55	01/01/25	09/30/25	10/01/24	09/30/25	\$3,975	\$256,842			\$256,842	
FFY25 USDA WIC Client Svcs Contracts	7WA700WA7	Amd 2	10.557	333.10.55	01/01/25	09/30/25	10/01/24	09/30/25	\$76,273					
FFY25 USDA WIC Client Svcs Contracts	7WA700WA7	Amd 1	10.557	333.10.55	01/01/25	09/30/25	10/01/24	09/30/25	\$176,594					
FFY25 USDA FMNP Mgmt	7WA810WA7	Amd 4	10.572	333.10.57	01/01/25	09/30/25	10/01/24	09/30/25	\$704	\$704			\$704	
PS SSI2 Sub Award Management Task 3	01J89801	Amd 5	66.123	333.66.12	01/01/25	03/31/27	07/01/21	08/31/28	\$300	\$214,730			\$214,730	
PS SSI2 Sub Award Management Task 3	01J89801	Amd 4	66.123	333.66.12	01/01/25	03/31/27	07/01/21	08/31/28	\$164,430					
PS SSI2 Sub Award Management Task 3	01J89801	Amd 1	66.123	333.66.12	01/01/25	03/31/27	07/01/21	08/31/28	\$50,000					
FFY25 SWIMMING BEACH ACT IAR (ECY)	01J74301	Amd 2	66.472	333.66.47	03/01/25	10/31/25	01/01/25	11/30/25	\$10,800	\$10,800			\$10,800	
FFY25 PHEP BP2-CDC-LHJ Partners	NU90TU000055	Amd 7	93.069	333.93.06	07/01/25	06/30/26	07/01/25	06/30/26	\$36,413	\$36,413			\$69,562	
FFY24 PHEP BP1-CDC-LHJ Partners	NU90TU000055	Amd 3	93.069	333.93.06	01/01/25	06/30/25	07/01/24	06/30/25	\$7,441	\$33,149				
FFY24 PHEP BP1-CDC-LHJ Partners	NU90TU000055	Amd 1	93.069	333.93.06	01/01/25	06/30/25	07/01/24	06/30/25	\$25,708					
FFY24 CDC PCH OD2A Prevention	NU17CE010218	Amd 4	93.136	333.93.13	01/01/25	08/31/25	09/01/24	08/31/25	\$14,332	\$47,772			\$47,772	
FFY24 CDC PCH OD2A Prevention	NU17CE010218	Amd 1	93.136	333.93.13	01/01/25	08/31/25	09/01/24	08/31/25	\$33,440					
FFY25 OD2A Prevention CDC YR3	NGA Not Received	Amd 7	93.136	333.93.13	09/01/25	08/31/26	09/01/25	08/31/26	\$47,772	\$47,772			\$47,772	
COVID 19 Vaccines R4	NH23IP922619	Amd 4	93.268	333.93.26	01/01/25	06/30/25	07/01/20	06/30/25	\$46,367	\$46,367			\$46,367	
FFY24 ELC Core Vector Borne CDC	NU51CK000364	Amd 4	93.323	333.93.32	02/01/25	07/31/25	08/01/24	07/31/25	\$4,000	\$4,000			\$4,000	
FFY20 ELC EDE LHJs CDC	NU50CK000515	Amd 1, 7	93.323	333.93.32	01/01/25	12/31/25	01/15/21	07/31/26	\$105,000	\$105,000			\$105,000	
FFY21 CDC COVID-19 PHWFD-LHJ	NU90TP922181	Amd 3	93.354	333.93.35	01/01/25	06/30/25	07/01/23	06/30/25	\$104,135	\$104,135			\$104,135	
FFY22 PH Infrastructure Comp A1-LHJ	NE11OE000053	Amd 3	93.967	333.93.96	01/01/25	11/30/27	12/01/22	11/30/27	\$155,156	\$155,156			\$155,156	
FFY25 HRSA MCHBG LHJ Contracts	B04MC54583	Amd 4	93.994	333.93.99	01/01/25	09/30/25	10/01/24	09/30/25	\$2,560	\$44,413			\$44,413	
FFY25 HRSA MCHBG LHJ Contracts	B04MC54583	Amd 1	93.994	333.93.99	01/01/25	09/30/25	10/01/24	09/30/25	\$41,853					
FFY26 MCHBG LHJ Contracts HRSA YR1	NGA Not Received	Amd 7	93.994	333.93.99	10/01/25	09/30/26	10/01/25	09/30/26	\$55,804	\$55,804			\$55,804	
SFY1 GFS - Group B Proviso		Amd 6	N/A	334.04.90	07/01/25	06/30/26	07/01/25	06/30/26	\$20,259	\$20,259			\$20,259	

Indirect Rate January 1, 2025 through December 31, 2025: MTDC De Minimus

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #*	BARS	Statement of Work		DOH Use Only		Funding Period SubTotal	Chart of Accounts Total
				Revenue Code**	Start Date	End Date	LIJ Funding Period	Start Date		
SFY2 GFS - Group B		Amd 1	N/A	334.04.90	01/01/25	06/30/25	07/01/23	06/30/25	\$25,877	\$25,877
SFY25 Local OPI Prev & Supp Proviso		Amd 4	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$9,625	\$25,667
SFY25 Local OPI Prev & Supp Proviso		Amd 1	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$16,042	\$25,667
Rec Shellfish/Biotoxin		Amd 6	N/A	334.04.93	07/01/25	06/30/26	07/01/25	06/30/26	\$1,800	\$1,800
Rec Shellfish/Biotoxin		Amd 5	N/A	334.04.93	01/01/25	06/30/25	07/01/23	06/30/25	\$800	\$1,600
Rec Shellfish/Biotoxin		Amd 1	N/A	334.04.93	01/01/25	06/30/25	07/01/23	06/30/25	\$800	\$1,600
SFY25 Island Co Treatment Proviso		Amd 6	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	(\$63,000)	\$71,148
SFY25 Island Co Treatment Proviso		Amd 3	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$134,148	\$71,148
SFY25 Wastewater Management-GFS		Amd 6	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$63,000	\$98,174
SFY25 Wastewater Management-GFS		Amd 5	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$7,500	\$98,174
SFY25 Wastewater Management-GFS		Amd 3	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25	\$27,674	\$98,174
SFY26 OHSC Safe Kids DSHS IAR		Amd 6	N/A	334.04.96	07/01/25	06/30/26	07/01/25	06/30/26	\$8,000	\$8,000
FFY25 TBI Safe Kids IAR		Amd 2	N/A	334.04.96	03/01/25	06/30/25	07/01/24	06/30/25	\$5,000	\$5,000
<b>SFY26 FPHS-LIJ Funds-GFS</b>		<b>Amd 7</b>	N/A	<b>336.04.25</b>	<b>07/01/25</b>	<b>06/30/26</b>	<b>07/01/25</b>	<b>06/30/26</b>	<b>\$2,164,000</b>	<b>\$2,164,000</b>
SFY25 FPHS-LIJ Funds-GFS		Amd 1	N/A	336.04.25	01/01/25	06/30/25	07/01/24	06/30/25	\$2,314,000	\$2,314,000
YR1 Stimulus - Local Asst (10% of 15%) SS		Amd 6	N/A	346.26.64	01/01/25	12/31/27	07/01/23	06/30/28	\$20,000	\$20,000
YR 28 SRF - Local Asst (15%) SS		Amd 6	N/A	346.26.64	01/01/25	12/31/27	07/01/24	06/30/29	(\$13,500)	\$0
YR 28 SRF - Local Asst (15%) SS		Amd 4	N/A	346.26.64	01/01/25	12/31/27	07/01/24	06/30/29	\$13,500	\$0
YR 27 SRF - Local Asst (15%) SS		Amd 4	N/A	346.26.64	01/01/25	06/30/25	07/01/23	06/30/25	(\$13,500)	\$0
YR 27 SRF - Local Asst (15%) SS		Amd 1	N/A	346.26.64	01/01/25	06/30/25	07/01/23	06/30/25	\$13,500	\$0
YR1 Stimulus - Local Asst (10% of 15%) TA		Amd 6	N/A	346.26.66	01/01/25	12/31/27	07/01/23	06/30/28	\$4,000	\$4,000
YR 28 SRF - Local Asst (15%) TA		Amd 6	N/A	346.26.66	01/01/25	12/31/27	07/01/24	06/30/29	(\$4,000)	\$0
YR 28 SRF - Local Asst (15%) TA		Amd 4	N/A	346.26.66	01/01/25	12/31/27	07/01/24	06/30/29	\$4,000	\$0
YR 27 SRF - Local Asst (15%) TA		Amd 4	N/A	346.26.66	01/01/25	06/30/25	07/01/23	06/30/25	(\$4,000)	\$0
YR 27 SRF - Local Asst (15%) TA		Amd 1	N/A	346.26.66	01/01/25	06/30/25	07/01/23	06/30/25	\$4,000	\$0
<b>TOTAL</b>									<b>\$5,948,386</b>	<b>\$5,948,386</b>
<b>Total consideration:</b>				<b>\$3,644,397</b>					<b>GRAND TOTAL</b>	<b>\$5,948,386</b>
<b>GRAND TOTAL</b>				<b>\$2,303,989</b>					<b>Total Fed</b>	<b>\$1,188,861</b>
				<b>\$5,948,386</b>					<b>Total State</b>	<b>\$4,759,525</b>

Indirect Rate January 1, 2025 through December 31, 2025: MTDC De Minimus

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #*	BARS	Statement of Work	DOH Use Only	Funding Period SubTotal	Chart of Accounts Total
				Revenue	LIJF Funding Period	Funding Period		
				Code**	Start Date	End Date	Start Date	End Date

\*Assistance Listing Number fka Catalog of Federal Domestic Assistance

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

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** DCHS - ELC COVID-19 Response -  
Effective January 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health

**Contract Number:** CLH32052

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

**Period of Performance:** January 1, 2025 through December 31, 2025

<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		

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

**Revision Purpose:** Extend Period of Performance and LHJ Funding End Date from June 30, 2025 to December 31, 2025.

<b>DOH Chart of Accounts Master Index Title</b>	<b>Master Index Code</b>	<b>Assistance Listing Number</b>	<b>BARS Revenue Code</b>	<b>LHJ Funding Period Start Date</b>	<b>LHJ Funding Period End Date</b>	<b>Current Allocation</b>	<b>Allocation Change</b>	<b>Total Allocation</b>
FFY20 ELC EDE LHJS CDC	1897140E	93.323	333.93.32	01/01/25	12/31/25	105,000	0	105,000
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						<b>105,000</b>	<b>0</b>	<b>105,000</b>

<b>Task #</b>	<b>Activity</b>	<b>Deliverables/Outcomes</b>	<b>Due Date/Time Frame</b>	<b>Payment Information and/or Amount</b>
Participate in public health emergency preparedness and response activities for COVID-19. This may include surveillance, epidemiology, laboratory capacity, infection control, mitigation, communications and/or other preparedness and response activities for COVID-19.				
Examples of key activities include: <ul style="list-style-type: none"> <li>• Incident management for the response</li> <li>• Testing</li> <li>• Case Investigation/Contact Tracing</li> <li>• Sustainable isolation and quarantine</li> <li>• Care coordination</li> <li>• Surge management</li> <li>• Data reporting</li> </ul>				

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
NOTE: The purpose of this agreement is to supplement existing funds for local health jurisdictions to carry out surveillance, epidemiology, case investigations and contact tracing, laboratory capacity, infection control, mitigation, communications, community engagement, and other public health preparedness and response activities for COVID-19.				
<b>DCHS COVID-19 Response</b>				
1	Establish a budget plan and narrative to be submitted to the Department of Health (DOH) Contract Manager. DOH will send the "Budget narrative Template", "Budget Guidance" and any other applicable documents that may be identified.	Submit the budget plan and narrative using the template provided.	Within 30 days of receiving any new award for DCHS COVID-19 Response tasks.	Reimbursement of actual costs incurred, not to exceed:  \$105,000 FFY20 ELC EDE LHJ ALLOCATION Funding (MI 1897140E) Funding end date 12/31/25 6/30/2025
2	1) LHJ Active monitoring activities. In partnership with WA DOH and neighboring Tribes, the LHJ must ensure adequate culturally and linguistically responsive testing, investigation and contact tracing resources to limit the spread disease. LHJs must conduct the following activities in accordance with the guidance to be provided by DOH. <ul style="list-style-type: none"> <li>a. Allocate enough funding to sustain modest local level capacity for prioritized case investigation and contact tracing for COVID-19. This includes efforts to conduct follow-up on outbreak/cluster investigations in prioritized high risk settings.               <ul style="list-style-type: none"> <li>i. Contact tracing                   <ul style="list-style-type: none"> <li>1. Strive to maintain the capacity to conduct targeted investigations as appropriate.</li> <li>2. Have staff that reflect the demographic makeup of the jurisdiction and who can provide culturally and linguistically competent and responsive services. In addition, or alternatively, enter into an agreement(s) with Tribal, community-based and/or culturally-specific organizations to provide such services. DOH centralized investigations will count towards this minimum.</li> <li>3. Ensure all contact tracing staff are trained in accordance with DOH investigative guidelines and data entry protocols.</li> <li>4. Coordinate with Tribal partners in conducting contact tracing for Tribal members.</li> <li>5. Ensure contact tracing and case investigations activities meet DOH case and Contact Tracing Metrics. (Metrics to be determined collaboratively by DOH, LHJs and Tribes.)</li> </ul> </li> </ul> </li> </ul>	Data collected and reported into DOH systems daily.  Enter all contact tracing data in CREST following guidance from-DOH.	Enter performance metrics daily into DOH identified systems  Quarterly performance reporting updates	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>Work with DOH to develop a corrective action plan if unable to meet metrics.</p> <p>ii. Case investigation</p> <ol style="list-style-type: none"> <li>1. Strive to maintain the capacity to conduct targeted investigations as appropriate.</li> <li>2. Enter all case investigation and outbreak data in WDRS following DOH guidance.           <ol style="list-style-type: none"> <li>a) Strive to enter all case investigation and outbreak data into CREST as directed by DOH.</li> <li>b) Ensure all staff designated to utilize WDRS have access and are trained in the system.</li> <li>c) Include if new positive cases are tied to a known existing positive case or indicate community spread.</li> <li>d) Conduct targeted case investigation and monitor outbreaks.</li> <li>e) Coordinate with Tribal partners in conducting case investigations for tribal members.</li> </ol> </li> <li>3. Ensure contact tracing and case investigation activities meet DOH Case and Contact Tracing Metrics. (Metrics to be determined collaboratively by DOH, LHs, and Tribes.)</li> </ol> <p>Work with DOH to develop a corrective action plan if unable to meet metrics.</p> <p>b. Testing</p> <ol style="list-style-type: none"> <li>i. Work with partners and Tribes to ensure testing is available to every person within the jurisdiction meeting current DOH criteria for testing and other local testing needs.</li> <li>ii. Work with partners and Tribes to ensure testing is provided in a culturally and linguistically responsive manner with an emphasis on making testing available to disproportionately impacted communities and as a part of the jurisdiction's contact tracing strategy.</li> <li>iii. Maintain a current list of entities providing COVID-19 testing and at what volume. Provide reports to DOH on testing locations and volume as requested.</li> </ol>	<p>Enter all case investigation data in WDRS following guidance from-DOH.</p> <p>Maintain a current list of entities providing COVID-19 testing and at what volume. Provide reports to DOH Contract manager on testing locations and volume as requested.</p>		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>c. Surveillance FTE support at a minimum of .5 FTE Epidemiologist to support daily reporting needs below.</p> <ul style="list-style-type: none"> <li>i. Ensure all COVID positive lab test results from LHJ are entered in to WDRS by 1) entering data directly in to WDRS, 2) sending test results to DOH to enter, or 3) working with DOH and entities conducting tests to implement an electronic method for test result submission.</li> <li>ii. Collaborate with Tribes to ensure Tribal entities with appropriate public health authority have read/write access to WDRS and CREST to ensure that all COVID lab results from their jurisdictions are entered in WDRS or shared with the LHJ or DOH for entry.</li> <li>d. Tribal Support. Ensure alignment of contact tracing and support for patients and family by coordinating with local tribes if a patient identified as American Indian/Alaska Native and/or a member of a WA tribe.</li> <li>e. Support Infection Prevention and control for high-risk populations <ul style="list-style-type: none"> <li>i. Migrant and seasonal farmworker support. Partner with farmers, agriculture sector and farmworker service organizations to develop and execute plans for testing, quarantine and isolation, and social service needs for migrant and seasonal farmworkers.</li> <li>ii. Congregate care facilities: In collaboration with the state licensing agency (DSHS), support infection prevention assessments, testing, Infection control and isolation and quarantine protocols in congregate care facilities.</li> <li>iii. High risk businesses or community-based operations. In collaboration with state licensing agencies and Labor and Industries, partner with food processing and manufacturing businesses to ensure adequate practices to prevent COVID-19 exposure, conduct testing and respond to outbreaks.</li> <li>iv. Healthcare: Support infection prevention and control assessments, testing, cohorting, and isolation procedures. Provide educational resources</li> </ul> </li> </ul>	<p>Ensure all COVID positive test results are entered into WDRS within 2 days of receipt</p> <p>Quarterly performance updates related to culturally and linguistic competency and responsiveness, tribal support, infection prevention and control for high-risk populations, community education and regional active monitoring activities. Performance update should include status of all projects listed.</p>		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>to a variety of healthcare setting types (e.g., nursing homes, hospitals, dental, dialysis).</p> <p>v. Non-healthcare settings that house vulnerable populations: In collaboration with state corrections agency (DOC) and other state partners, support testing, infection control, isolation and quarantine and social services and wraparound supports for individuals living or temporarily residing in congregate living settings, including detention centers, prisons, jails, transition housing, homeless shelters, and other vulnerable populations.</p> <p>vi. Schools: In collaboration with OSPI and local health jurisdictions, support infection prevention and control and outbreak response in K-12 and university school settings.</p> <p>f. Ensure adequate resources are directed towards H2A housing facilities within communities, fishing industries and long-term care facilities to prevent and control disease transmission. Funds can be used to hire support staff, provide incentives or facility-based funding for onsite infection prevention efforts, etc.</p> <p>g. Community education. Work with Tribes and partners to provide culturally and linguistically responsive community outreach and education related to COVID-19.</p> <p>h. Establish sustainable isolation and quarantine (I&amp;Q) measures in accordance with <a href="#"><u>WAC 246-100-045</u></a> (Conditions and principles for isolation or quarantine).</p> <p>i. Have at least one (1) location for conducting I&amp;Q operations identified and confirmed. This location should be sufficient for supporting I&amp;Q services that are adequate for the population for your jurisdiction and have an ability to expand if needed. This can be through contract/formal agreement; alternatively, the jurisdiction may establish with an adjacent jurisdiction a formal agreement to provide the isolation and quarantine capacity adequate to the population for your jurisdiction with the ability to expand.</p>	Quarterly performance updates to include name, address and capacity of identified location that can support isolation and quarantine, and confirmation of appropriate planning and coordination as required.		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> <li>ii. Maintain ongoing census data for isolation and quarantine for your population.</li> <li>iii. Planning must incorporate transfer or receipt of people requiring I&amp;Q support to and from adjacent jurisdictions or state facilities in the event of localized increased need.</li> <li>iv. Planning must incorporate indicators for activating and surging to meet demand and describe the process for coordinating requests for state I&amp;Q support, either through mobile teams or the state facility.</li> </ul>	Report census numbers to include historic total by month and monthly total for current quarter to date		

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

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

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

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

**Program Specific Requirements**

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

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

CDC Funding Regulations and Policies

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

**Monitoring Visits (frequency, type)**

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

**Special Billing Requirements:**

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

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

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** Foundational Public Health Services -  
Effective July 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health

**Contract Number:** CLH32052

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

**Period of Performance:** July 1, 2025 through June 30, 2026

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

**Statement of Work Purpose:** Per RCW 43.70.512, Foundational Public Health Services (FPHS) funds are for the governmental public health system: local health jurisdictions, Department of Health, state Board of Health, sovereign tribal nations and Indian health programs. These funds are to build the system's capacity and increase the availability of FPHS services statewide.

**Revision Purpose:** N/A

<b>DOH Chart of Accounts Master Index Title</b>	<b>Master Index Code</b>	<b>Assistance Listing Number</b>	<b>BARS Revenue Code</b>	<b>LHJ Funding Period</b>	<b>Current Allocation</b>	<b>Allocation Change Increase (+)</b>	<b>Total Allocation</b>
SFY26 FPHS - LHJ FUNDS - GFS	99210860	N/A	336.04.25	07/01/25 06/30/26	0	2,164,000	2,164,000
					0	0	0
					0	0	0
					0	0	0
					0	0	0
<b>TOTALS</b>					<b>0</b>	<b>2,164,000</b>	<b>2,164,000</b>

<b>Task #</b>	<b>Activity</b>	<b>Deliverables/Outcomes</b>	<b>Due Date/Time Frame</b>	<b>Payment Information and/or Amount</b>
1	<b>FPHS funds to each LHJ – See below in Program Specific Requirements – Activity Special Instructions for details</b>	See below in <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$674,000
2	<b>Assessment Reinforcing Capacity – See below in Program Specific Requirements – Activity Special Instructions for details</b>	See below in <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$60,000
3	<b>Assessment – CHA/CHIP – See below in Program Specific Requirements – Activity Special Instructions for details</b>	See below in <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$30,000
4	<b>Lifecourse - NEW SFY 24 Full Lifecourse Workforce Capacity – See below in Program Specific Requirements – Activity Special Instructions for details</b>	See below in <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$384,000

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
5	<b>CD - NEW SFY 24 Immunization Outreach, Education &amp; Response –</b> See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in Program Specific Requirements - Deliverables	See below in Program Specific Requirements - Deliverables	\$75,000
6	<b>EPH - NEW SFY 24 Fully fund Environmental Public Health Policy &amp; Leadership Capacity –</b> See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in Program Specific Requirements - Deliverables	See below in Program Specific Requirements - Deliverables	\$150,000
7	<b>FC - NEW SFY 24 Strengthening Local Finance Capacity –</b> See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in Program Specific Requirements - Deliverables	See below in Program Specific Requirements - Deliverables	\$62,000
8	<b>FC - NEW SFY 24 Public Health Communications –</b> See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in Program Specific Requirements - Deliverables	See below in Program Specific Requirements - Deliverables	\$200,000
9	<b>EPR - NEW SFY 24 Emergency Preparedness &amp; Response – Capacity and Capability –</b> See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in Program Specific Requirements - Deliverables	See below in Program Specific Requirements - Deliverables	\$202,000
10	<b>CD – Tuberculosis Program –</b> See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in Program Specific Requirements - Deliverables	See below in Program Specific Requirements - Deliverables	\$17,000
11	<b>Assessment – Shared Regional Epidemiology – General (Assessment/Surveillance, CHA/CHIP) –</b> See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in Program Specific Requirements - Deliverables	See below in Program Specific Requirements - Deliverables	\$150,000
12	<b>EPH Core Team – Safe and Healthy Communities –</b> See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements – Activity Special Instructions</u> for details	\$160,000

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

FPHS staff from DOH and the Washington State Association of Local Public Health Officials (WSALPHO) will coordinate and communicate together to build and assure common systemwide approaches per FPHS Steering Committee direction and the FPHS framework intent.

- For LHJ questions about the use of funds:
  - Chris Goodwin, FPHS Policy Advisor, WSALPHO – [cgoodwin@wsac.org](mailto:cgoodwin@wsac.org) 564-200-3166
  - Brianna Steere, FPHS Policy Advisor, WSALPHO – [bsteere@wsac.org](mailto:bsteere@wsac.org) 564-200-3171

The intent of FPHS funding is outlined in [RCW 43.70.512](#)

Foundational Public Health Services Definitions and related information can be found here: [www.doh.wa.gov/fphs](http://www.doh.wa.gov/fphs)

**Stable funding and an iterative decision-making process** – The FPHS Steering Committee's roles and responsibilities are outlined in the [FPHS Committee & Workgroup Charter](#) The Steering Committee is the decision making body for FPHS and operates under a consensus-based decision making model, outlined [here](#) The Steering Committee use

an iterative approach to decision making meaning additional tasks and/or funds may be added to a local health jurisdiction's (LHJ) FPHS Statement of Work (SOW) as funding decisions are made.

**Spending of FPHS funds** – FPHS funds do not require pre-approval or pre-authorization to spend. FPHS funds are to assure FPHS services are available in each jurisdiction based on the FPHS Definitions (link) and as reflected in the SOW. Assurance includes providing FPHS as part of your jurisdiction's program operations, contracting with another governmental public health system partner to provide the service, or receiving the service through a new service delivery model such as cross-jurisdictional sharing or regional staff. **FPHS funds are eligible starting at the beginning of each state fiscal year (July 1) regardless of when funds are received by the LHJ, even if the expenditure occurred before the LHJ's contract was signed.**

These funds are not intended for fee-based services such as select environmental public health services. As state funding for FPHS increases, other funds sources (local revenue, grants, federal block grants) should be directed to the implementation of additional important services and local/state priorities as determined by each agency/jurisdiction.

**Annual Allocations** – The legislature appropriates FPHS funding on an annual basis and the FPHS Steering Committee allocates funds annually through the FPHS Concurrence Process for the State Fiscal Year (SFY): July - June.

The Legislature appropriates FPHS funding amounts for each fiscal year of the biennium. This means that funds must be spent within that fiscal year and cannot be carried forward. Any funds not spent by June 30<sup>th</sup> each year must be returned to the State Treasury. Funding allocations reset and begin again at the start of the next fiscal year (July 1).

This Statement of Work is for the period of July 1, 2025-June 30, 2026 and may be included in multiple Consolidated Contracts (ConCons) which are based on the calendar year and renewed every three years.

**Disbursement of FPHS funds to LHJs** – Unlike other ConCon grants, FPHS bill-back to DOH is NOT required. Half of the annual FPHS funds allocated by the Steering Committee to each LHJ are disbursed each July and January. The July payments to LHJs and access to FPHS allocation for all other parts of the governmental public health system occur upon completion of the FPHS Annual Assessment.

**Deliverables** – FPHS funds are to be used to assure FPHS services statewide. The FPHS accountability process measures how funds are spent, along with changes in system capacity through the FPHS Annual Assessment, system performance indicators, and other data. DOH, SBOH and local health jurisdictions have agreed to complete:

1. Reporting of spending and spending projections. Process timelines and reporting template are provided by the FPHS Steering Committee via FPHS Support Staff.
2. FPHS Annual Assessment is due each July to report on the previous state fiscal year. Process and reporting template are provided by the FPHS Steering Committee via FPHS Support Staff. System results are published in the annual FPHS Investment Report available at [www.doh.wa.gov/fphs](http://www.doh.wa.gov/fphs)

**BARS Revenue Code:** 336.04.25

**BARS Expenditure Coding** – provided for your reference

<b>562.xx BARS Expenditure Codes for FPHS activities: see below</b>	
10	FPHS Epidemiology & Surveillance
11	FPHS Community Health Assessment
12	FPHS Emergency Preparedness & Response
13	FPHS Communication
14	FPHS Policy Development
15	FPHS Community Partnership Development
16	FPHS Business Competencies
17	FPHS Technology

20	FPHS CD Data & Planning
21	FPHS Promote Immunizations
23	FPHS Disease Investigation – Tuberculosis (TB)
24	FPHS Disease Investigation – Hepatitis C
25	FPHS Disease Investigation – Syphilis, Gonorrhea & HIV
26	FPHS Disease Investigation – STD (other)
27	FPHS Disease Investigation – VPD
28	FPHS Disease Investigation – Enteric
29	FPHS Disease Investigation – General CD
40	FPHS EPH Data& Planning
41	FPHS Food
42	FPHS Recreational Water
43	FPHS Drinking Water Quality
44	FPHS On-site Wastewater
45	FPHS Solid & Hazardous Waste
46	FPHS Schools
47	FPHS Temporary Worker Housing
48	FPHS Transient Accommodations
49	FPHS Smoking in Public Places
50	FPHS Other EPH Outbreak Investigations
51	FPHS Zoonotics (includes vectors)
52	FPHS Radiation
53	FPHS Land Use Planning
60	FPHS MCH Data & Planning
70	FPHS Chronic Disease, Injury & Violence Prevention Data & Planning
80	FPHS Access/Linkage with Medical, Oral and Behavioral Health Care Services Data & Planning
90	FPHS Vital Records
91	FPHS Laboratory – Centralized (PHSKC Only)
92	FPHS Laboratory

**Special References (i.e., RCWs, WACs, etc.):**[FPHS Intent - RCW 43.70.512](#)[FPHS Funding – RCW 43.70.515](#)[FPHS Committee & Workgroup Charter](#)[FPHS Steering Committee Consensus Decision Making Model](#)**Activity Special Instructions:****Investments to Each LHJ:****1. FPHS Funds to Each LHJ**

These funds are allocated to be used to provide any programs and services within all of the FPHS Definitions. Each LHJ is empowered to prioritize where and how to use these funds to maximize equitable, effective and efficient delivery of FPHS to every community in Washington.

Use BARS expenditure codes from the list above that most closely align with expenditure made.

**Targeted Investments to Each LHJ:**

2. **Assessment Reinforcing Capacity (FPHS definition G.2)**  
Support LHJ assessment capacity with flexible funds to meet locally identified needs. BARS expenditure codes: 562.10 or 11
3. **Assessment – CHA/CHIP (FPHS definitions G.3)**  
Support any CHA/CHIP activity or service (e.g., data analysis, focus groups, report writing, process facilitation) and may be used to contract with other agencies for staff time or services. Use BARS expenditure codes: 562.11
4. **Lifecourse - NEW SFY 24 Full Lifecourse Workforce Capacity (FPHS definitions D, E, F)**  
Infrastructure and workforce investments to each LHJ to meet fundamental needs in three areas: Maternal/Child/Family Health; Access/Linkage with Medical, Oral and Behavioral Health Services; and Chronic Disease, Injury and Violence Prevention. Use BARS expenditure codes: 562.60, 562.70, and/or 562.80
5. **CD - NEW SFY 24 Immunization Outreach, Education & Response (FPHS definition C.3)**  
Promote immunization education and use of the statewide immunization registry through evidence-based strategies. Funding can also be used to support vaccine-preventable disease response. BARS expenditure codes: 562.21 and/or 562.27
6. **EPH - NEW SFY 24 Fully fund Environmental Public Health Policy & Leadership Capacity (FPHS definitions B.2, A.C, J.1-3, K.1-2, L.1)**  
These funds are to be used for staffing costs for environmental health responsibilities and functions (that are not directly fee-based) within leadership, policy development, foundational public health services implementation, evaluation, or administration, including (but not limited to) Environmental Health Directors. Examples of funded roles include work relating to general policy, statewide and/or system-wide, and/or cross-jurisdictional work, legislation, and rulemaking, SBOH engagement, leadership support and/or development, workforce development, leadership within health equity, climate, and environmental justice. Use BARS expenditure codes: 562.14, 562.40 – 562.53
7. **FC - NEW SFY 24 Strengthening Local Finance Capacity (FPHS definitions L.2-4, L.6, L.8)**  
Capacity and infrastructure to assure fiscal management and contract and procurement policies and procedures are effectively implemented to support programs and services. Use BARS expenditure codes: 562.16
8. **FC - NEW SFY 24 Public Health Communications (FPHS definitions L.1-2)**  
Capacity to enhance the frequency, accuracy, and accessibility of public health communications to diverse populations via various media to support programs and services. Use BARS expenditure codes: 562.13
9. **EPR - NEW SFY 24 Emergency Preparedness & Response – Capacity and Capability (FPHS definitions H. 1-4)**  
Capacity and infrastructure to support and enhance the local delivery of FPHS Emergency Preparedness and Response services and activities across critical subject matter areas. Use BARS expenditure codes: 562.12

**Targeted Investments to Select LHJs – Assuring FPHS Available in Own Jurisdiction:**

10. **CD – Tuberculosis Program (FPHS definition C.4.q-v)**  
Expand capacity to conduct timely investigation for all infectious TB cases, conduct outreach and evaluation to Class B arrivers and infected contacts, provide education and resources to promote engagement with community providers, and coordinate case management for patients with LTBI. Funding allocated to LHJs with high Tuberculosis (TB) burden. Use BARS expenditure codes: 562.23.

**Targeted Investments to Select LHJs – Assuring FPHS Available for/in Multiple Jurisdictions:**

11. **Assessment – Shared Regional Epidemiology – General (Assessment/Surveillance, CHA/CHIP) (FPHS definitions G.1,2)**  
 Increase assessment and epidemiology capacity via regional/shared epidemiologist model to meet locally identified needs. Use BARS expenditure codes: 562.10 or 11

**EPH -- Core Teams (Applies to all EPH Core Team FPHS Investments) (FPHS definition B.1-7)**

Each EPH Core Team investment is for LHJ staff to participate in a cross-jurisdictional topic-specific Core Team. The Core Teams are each tasked with developing one or more model program(s), intended to offer guidance for scalable environmental public health responses relating to their specific sub-topic area(s). Where it makes sense to do so, the Core Teams may also work on implementation of these model programs. The content and output of these model programs will vary depending on the needs and approaches specific to each sub-topic area.

Recipients of these Core Team FPHS funds are required to participate in the associated Core Team for each investment. Recipients may spend these funds towards staffing time necessary to participate and on FPHS-qualifying activities for the specific sub-topic area(s) attached to its associated investment. Each Core Team FPHS investment is distinctive from all other Core Team FPHS investments.

Core Teams exist outside the FPHS structure, in partnership between LHJs and WA DOH, with one co-lead from each. Model programs developed through Core Team work will be made available to all Washington public health agencies.

There are currently six EPH Core Teams. They are listed below, with their sub-topic area(s), as applicable.

- System-Wide Data Management Improvement
- Climate-Change Response
- Lead Exposure
- Water System Capacity
- Homelessness Response
- Safe & Healthy Communities

**Island is receiving funds to participate in these EPH Core Teams:**

12. **EPH Core Team – Safe & Healthy Communities**

This Core Team develops system capacity to advance EPH perspectives into planning processes such as State Environmental Policy Act (SEPA) work, Health Impact Assessments, Comprehensive Plans, and related environmental review opportunities. The Core Team will develop one or more model program(s) to provide scalable approaches to healthy community planning, which may include wastewater planning and treatment, seawater intrusion in drinking water, ventilation in public buildings, PFAS contamination, climate change challenges, and other emerging topics identified by the Core Team.

- Use BARS expenditure code: 562.40

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** Injury & Violence Prevention-Overdose Data to Action in States - Effective January 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health

**Contract Number:** CLH32052

**SOW Type:** Revision      **Revision # (for this SOW)** 3

**Period of Performance:** January 1, 2025 through August 31, 2025

<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		

**Statement of Work Purpose:** The purpose of this statement of work (SOW) is to allocate funds to Island County Public Health to implement overdose prevention strategies under the CDC Overdose Data to Action in States (OD2A-S) Cooperative Agreement. Please see the budget tables under the activity table for a breakdown of allocated funds. Please also see the "Program Special Requirements" section at the bottom of the Statement of Work.

**Revision Purpose:** Extend the Period of Performance from August 31, 2025 to August 31, 2026, add funds for OD2A-S for FFY25, revise deliverable reporting periods and due dates, and revise program specific requirements.

<b>DOH Chart of Accounts Master Index Title</b>	<b>Master Index Code</b>	<b>Assistance Listing Number</b>	<b>BARS Revenue Code</b>	<b>LHJ Funding Period Start Date</b>	<b>End Date</b>	<b>Current Allocation</b>	<b>Allocation Change Increase (+)</b>	<b>Total Allocation</b>
FFY24 CDC PCH OD2A PREVENTION	77520240	93.136	333.93.13	01/01/25	08/31/25	47,772	0	47,772
SFY25 LOCAL OPI PREV & SUPP POVISO	77550855	N/A	334.04.93	01/01/25	06/30/25	25,667	0	25,667
FFY25 OD2A PREVENTION CDC YR3	77520250	93.136	333.93.13	09/01/25	08/31/26	0	47,772	47,772
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						<b>73,439</b>	<b>47,772</b>	<b>121,211</b>

<b>Task #</b>	<b>Activity</b>	<b>Deliverables/Outcomes</b>	<b>Due Date/Time Frame</b>	<b>Payment Information and/or Amount</b>				
1.	<p>OD2A-S 8.1.1</p> <p>The LHJ will initiate, expand, and support overdose prevention programs and outreach activities led by navigators with the intention of promoting access to harm reduction services.</p> <p>The LHJ will staff three syringe services program (SSP) locations and offer the following services: distributed harm reduction supplies, offer harm reduction services, offer assistance with obtaining assessments for mental health and substance use disorder (SUD) treatment, and</p>	<p>Progress report update about:</p> <ul style="list-style-type: none"> <li>Types of assistance offered to clients to obtain assessments for mental health and SUD treatment</li> <li>Types of assistance offered to clients to access detox and treatment for SUD</li> </ul> <p>Quarterly performance measure reporting on the data that is relevant to this activity. Please see the deliverables/outcomes tied to</p>	<p>Progress report updates and quantitative performance measure reporting and due to DOH on the following timeline:</p> <table border="1"> <tr> <th><b>Reporting Period</b></th> <th><b>Report Due Date</b></th> </tr> <tr> <td>11/01/24-01/31/25</td> <td>02/10/25</td> </tr> </table>	<b>Reporting Period</b>	<b>Report Due Date</b>	11/01/24-01/31/25	02/10/25	<p>Monthly invoices for actual cost reimbursement will be submitted to DOH.</p> <p>Barring the purchase of naloxone, the LHJ may bill to <i>any</i> either of the two MI codes listed in the funding table for time and effort spent on any activity in this statement of work.</p>
<b>Reporting Period</b>	<b>Report Due Date</b>							
11/01/24-01/31/25	02/10/25							

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame		Payment Information and/or Amount
	offer assistance with accessing detox and/or treatment for SUD and mental health concerns.	the "Evaluation Requirements" activity for a full list of performance measures.	09/01/25-11/30/25	12/10/25	Total of all invoices for FFY24 CDC PCH OD2A PREVENTION will not exceed \$47,772 through August 31, 2025.
2.	OD2A-S 8.2.1  The LHJ will expand overdose education and naloxone distribution, prioritizing those who are at the greatest risk of experiencing or witnessing an overdose. Presentations may be offered to Island County schools' students and staff and staff of local businesses likely to persons who are experiencing an overdose.	Progress report update on the progress and process to expand overdose education and naloxone distribution including: <ul style="list-style-type: none"><li>• Where presentations were offered</li><li>• A brief description of the content offered in the trainings at each location</li></ul> Quarterly performance measure reporting on the data that is relevant to this activity. Please see the deliverables/outcomes tied to the "Evaluation Requirements" activity for a full list of performance measures.	02/01/25-03/31/25 12/01/25-02/28/26	04/10/25 03/10/26	Total of all invoices for SFY25 LOCAL OPI PREV & SUPP POVISO will not exceed \$25,667 through June 30, 2025.
3.	OD2A-S 8.2.2  The LHJ will provide low-barrier transportation services to treatment and distribute take-home lock boxes for safe medications for opioid use disorder (MOUD) storage. The LHJ will provide transportation to detox facilities, SUD assessments, and treatment as well as to court hearings and other essential needs programs for clients. The LHJ will distribute lock boxes at shelters, community events, and to people they are connected with through referrals from community agencies.	Progress report update on the progress and process of providing low-barrier transportation services to treatment and distributing take-home lock boxes including: <ul style="list-style-type: none"><li>• The number of clients transported</li><li>• Where they were transported (MOUD, behavioral health, other [describe])</li><li>• The number of lock-boxes distributed and where</li></ul> Quarterly performance measure reporting on the data that is relevant to this activity. Please see the deliverables/outcomes tied to the "Evaluation Requirements" activity for a full list of performance measures.	04/01/25-06/30/25 03/01/26-05/30/26 07/01/25-08/31/25 06/01/26-08/31/26	07/10/25 06/10/26	<i>Total of all invoices for FFY25 OD2A PREVENTION CDC YR3 will not exceed \$47,772 through August 31, 2026.</i>
4.	OD2A-S 8.2.3  The LHJ will improve education on and increase access to drug-checking supplies. The LHJ will provide education and drug testing supplies at three SSPs, through community outreach efforts (including homeless encampments), and through referrals received from community stakeholders.	Progress report update on the progress and process of improving education on and access to drug-checking supplies.  Quarterly performance measure reporting on the data that is relevant to this activity. Please see the deliverables/outcomes tied to the "Evaluation Requirements" activity for a full list of performance measures.			

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		the "Evaluation Requirements" activity for a full list of performance measures.		
5.	<p>OD2A-S 9.1.1</p> <p>The LHJ will use navigators to facilitate linking people to care and other services.</p> <p>Opioid Outreach Case Managers (navigators) will facilitate referrals and warm handoffs to community service providers for SUD assessments, detox, treatment, and harm reduction services. Both community partner referrals as well as self-referrals from those participating in SSP outreach efforts will be accepted.</p> <p>Once initial referrals for services are made, Island County Human Services staff will continue to work with individuals and assist them in making ongoing appointments and participating in follow-up care and treatment. Ongoing assessments will be made throughout engagement to modify goals and ascertain the most current state of a person's needs.</p>	<p>Progress report update on the progress and process of facilitating referrals and warm handoffs.</p> <p>Quarterly performance measure reporting on the data that is relevant to this activity. Please see the deliverables/outcomes tied to the "Evaluation Requirements" activity for a full list of performance measures.</p>		
6.	<p>Maintaining partnerships</p> <p>The LHJ will participate in community meetings and forums to strengthen collaboration and continue to encourage referrals from partner organizations.</p>	<p>Progress report update on participation in community meetings and forums as well as engagement with partners.</p>		
7.	<p>Maintain communication with DOH</p> <ul style="list-style-type: none"> <li>• The LHJ will meet virtually with the DOH contract manager on a monthly or quarterly basis.</li> <li>• When requested, the LHJ will join meetings with DOH and CDC OD2A-S project officers to provide updates on the implementation of the statement of work activities.</li> <li>• The LHJ will participate in quarterly calls with DOH and other recipients of this funding to share lessons learned, successes, and challenges.</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly or quarterly meetings</li> <li>• Meetings with CDC as requested</li> <li>• Participate in quarterly calls with all grantees</li> </ul>		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
8.	<p>Evaluation requirements</p> <p>The LHJ will engage in evaluation activities in the following ways:</p> <ul style="list-style-type: none"> <li>• Collect data on CDC performance measures to support DOH evaluation plan.</li> <li>• Provide answers to contextual performance measures questions.</li> <li>• Collaborate with the DOH evaluator on a Targeted Evaluation Project (TEP) that will provide a greater understanding of navigation activities.</li> <li>• Support other evaluation tasks as requested, to meet overall CDC evaluation requirements.</li> </ul> <p>The LHJ will collect and submit the following quantitative data on a DOH-provided excel workbook on the quarterly timeline mentioned in the “Due Date/Time Frame” column:</p> <ul style="list-style-type: none"> <li>• Total number of harm reduction service encounters (e.g., in-person, mail, telephone, online)</li> <li>• Zip code where harm reduction services were provided (list “unknown” when location is unknown)</li> <li>• Total number of navigators located in a harm reduction setting or other setting</li> <li>• Number of referrals to harm reduction services for each race ethnicity</li> <li>• If possible, total number of hours spent by each navigator on linkage to care or referral efforts</li> <li>• Type of organization where naloxone was distributed (SSP, faith-based organizations, schools, etc.)</li> <li>• Zip code where naloxone was distributed (list “unknown” when unknown)</li> <li>• Number of naloxone doses distributed at each type of organization</li> <li>• Number of service encounters involving drug checking</li> <li>• Zip code for drug checking encounters (list “unknown” when unknown)</li> </ul>	<p>Submit the quantitative data on a DOH-provided excel workbook on the quarterly timeline mentioned in the “Due Date/Time Frame” column and submit the qualitative data on a DOH-provided excel workbook <u>once</u> on the quarter 4 progress report template.</p>		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> <li>Number of referrals to MOUD for each race/ethnicity</li> <li>Number of referrals to behavioral health treatment only (without MOUD) for each race/ethnicity</li> <li>Number of other referrals, if not to MOUD and behavioral health, with a description of the type of referral</li> </ul> <p>The LHJ will collect and submit the following qualitative data on a DOH-provided excel workbook <u>once</u> on the quarter 4 progress report template:</p> <p><b>Health Equity (HE)</b></p> <p><u>HE Impact: Impactful practices for improving access to care and treatment for PWUD who are historically underserved by overdose prevention programs</u></p> <ol style="list-style-type: none"> <li>1. Please provide a brief description of the implemented and/or tailored (adapted to specific cultural, linguistic, environmental, or social needs of populations) evidence-based intervention or innovative practice (including setting and whether navigators were included if applicable) and how these compare to previous efforts.</li> <li>2. Please describe how access to care or treatment has been improved, and what new/existing community assets were leveraged.</li> <li>3. Please describe how specific populations disproportionately affected by overdose and underserved with care and treatment programs are impacted by efforts (if tracked).</li> <li>4. (Optional) Please share if there were any other outcomes that were improved (provides recipients the option to expand beyond access to care and include any other outcomes, for example, retention in care, decreased opioid use).</li> <li>5. Please describe any issues or concerns that impact the quality of the data shared (e.g., data completeness, data accuracy, facilitators/barriers for collection and reporting).</li> </ol>			

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p><b>HE_Activities:</b> Number of health equity focused overdose prevention activities implemented with OD2A funding</p> <p>1. Please describe the activities in this performance measure, for whom they were intended, and how the activities were implemented and/or tailored (e.g., linguistically, culturally) for racially, ethnically, and linguistically diverse populations?</p> <p>2. Please describe any issues or concerns that impact the quality of the data shared (e.g., data completeness, data accuracy, facilitators/barriers for collection and reporting).</p> <p><b>Harm Reduction (HR)</b></p> <p><b>HR_Encounters:</b> Number of harm reduction service encounters at organizations funded or supported by OD2A</p> <p>1. What are the barriers for people accessing harm reduction services in your jurisdiction?</p> <p>2. What are the facilitators for people accessing harm reduction services in your jurisdiction?</p> <p>3. What types of services are included?</p> <p>4. Please estimate the proportion of harm reduction service encounters that occurred:</p> <p style="margin-left: 20px;">____ % at brick and mortar locations</p> <p style="margin-left: 20px;">____ % via mobile-based outreach services</p> <p style="margin-left: 20px;">____ % via mail-based delivery</p> <p style="margin-left: 20px;">____ % other (please specify)</p> <p>5. Please describe any issues or concerns that impact the quality of the data shared (e.g., data completeness, data accuracy, facilitators/barriers for collection and reporting).</p> <p><b>HR_Naloxone:</b> Number of naloxone doses distributed by OD2A funded or supported organizations</p> <p>1. What are barriers to accessing or receiving naloxone?</p> <p>2. What are facilitators to accessing or receiving naloxone?</p>			

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>3. How did you use OD2A Funds to distribute naloxone (e.g. staffing to distribute, vending machines)?</p> <p>4. (Optional) Describe mechanisms used to distribute naloxone (e.g., mail in, handoffs).</p> <p>5. If you selected “other” type of organizations in the reporting tool, please describe.</p> <p>6. Please describe any issues or concerns that impact the quality of the data shared (e.g., data completeness, data accuracy, facilitators/barriers for collection and reporting).</p> <p><b>Linkage to Care (LTC)</b></p> <p><u>LTC_Navigators: Number of navigators who link PWUD to care and harm reduction services via warm handoffs</u></p> <ol style="list-style-type: none"> <li>1. Please describe what types of navigators are included in the data reported (e.g., certified peer recovery specialists, peer support specialists, case managers, patient navigators, community health workers, persons with lived experience, etc.).</li> <li>2. Please describe methods to support navigators, including average hourly pay, benefits, and additional supports (e.g., trauma, wellness, emotional/psychological support, infrastructure such as a phone) to help retain them.</li> <li>3. Please describe any issues or concerns that impact the quality of the data shared (e.g., data completeness, data accuracy, facilitators/barriers for collection and reporting).</li> </ol> <p><u>LTC_Referrals: Number of referrals to care and harm reduction services</u></p> <ol style="list-style-type: none"> <li>1. (Optional) If you have other OD2A funded or supported referrals beyond referrals to MOUD, behavioral treatment only (without MOUD), and harm reduction services, please describe the “other” types of referrals. <ul style="list-style-type: none"> <li>2. Please describe any issues or concerns that impact the quality of the data shared (e.g., data completeness, data accuracy,</li> </ul> </li> </ol>			

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	facilitators/barriers for collection and reporting).			

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

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

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

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

**Program Specific Requirements**

**Restrictions on Funds (i.e., disallowed expenses or activities, indirect costs, etc.):** Reimbursement for the purchase of naloxone can only be billed to SFY25 LOCAL OPI PREV & SUPP-POVISO. The LHJ must have received prior approval from the DOH contract manager to purchase naloxone. *Please refer to unallowable guidance document provided by DOH program staff.*

**Billing Requirements:**

DOH awards funding through reimbursement-based billing. Invoices must be submitted monthly on an A19-1A invoice voucher.

**Budget Table**

\*The LHJ must receive written approval from DOH before making any changes to the *approved SOW activities or itemized budget on file with DOH.*

\*If the LHJ intends to request reimbursement for indirect costs, the LHJ must have an unexpired cost-rate approval letter on file with DOH. Payment for indirect costs may be withheld until an up-to-date approval letter is received by DOH.

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** Maternal & Child Health Block Grant – Effective January 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health

**Contract Number:** CLH32052

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

**Period of Performance:** January 1, 2025 through September 30, 2026

<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		

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

**Revision Purpose:** The purpose of this revision is to provide additional funding, add activities and deliverable due dates, and extend the period of performance and funding period from September 30, 2025 to September 30, 2026, for continuation of MCHBG related activities, and update Program Specific Requirements.

<b>DOH Chart of Accounts Master Index Title</b>	<b>Master Index Code</b>	<b>Assistance Listing Number</b>	<b>BARS Revenue Code</b>	<b>LHJ Funding Period Start Date</b>	<b>End Date</b>	<b>Current Allocation</b>	<b>Allocation Change Increase (+)</b>	<b>Total Allocation</b>
FFY25 HRSA MCHBG LHJ CONTRACTS	78101251	93.994	333.93.99	01/01/25	09/30/25	44,413	0	44,413
FFY26 MCHBG LHJ CONTRACTS HRSA YR1	78101261	93.994	333.93.99	10/01/25	09/30/26	0	55,804	55,804
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						<b>44,413</b>	<b>55,804</b>	<b>100,217</b>

<b>Maternal and Child Health Block Grant (MCHBG) Administration</b>				
<b>Task #</b>	<b>Activity</b>	<b>Deliverables/Outcomes</b>	<b>Due Date/Time Frame</b>	<b>Payment Information and/or Amount</b>
1a	Report actual expenditures for the six-month period from October 1, 2024 through March 31, 2025.	Submit actual expenditures using the MCHBG Budget Workbook to DOH Community Consultant.	May 16, 2025	Reimbursement for actual costs, not to exceed total funding consideration. Monthly Reports must only reflect activities paid for with funds provided in this statement of work for the specified funding period.
1b	Develop 2025-2026 MCHBG Budget Workbook for October 1, 2025 through September 30, 2026 using DOH-provided template.	Submit MCHBG Budget Workbook to DOH Community Consultant.	September 5, 2025	
1c	Participate in DOH-sponsored annual MCHBG meeting.	LHJ Contract Lead or designee will attend meeting.	September 30, 2025	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1d	Report actual expenditures for October 1, 2024 through September 30, 2025.	Submit actual expenditures using the MCHBG Budget Workbook to DOH Community Consultant.	December 5, 2025	See Program Specific Requirements and Special Billing Requirements.
1e	Report actual expenditures for the six-month period from October 1, 2025 through March 31, 2026.	Submit actual expenditures using the MCHBG Budget Workbook to DOH Community Consultant.	May 15, 2026	
1f	Report annual FTE billed to MCHBG.	Submit FTE information on DOH-provided template.	July 1, 2026	
1g	Develop 2026-2027 MCHBG Budget Workbook for October 1, 2026 through September 30, 2027 using DOH-provided template.	Submit MCHBG Budget Workbook to DOH Community Consultant.	September 4, 2026	
1h	Participate in DOH-sponsored MCHBG fall regional meeting.	LHJ Contract Lead or designee will attend regional meeting.	September 30, 2026	

**Implementation**

2a	Report 2024-25 MCHBG-funded activities and outcomes using DOH-provided reporting template. As a foundation of your MCHBG work determine how processes and programs can close gaps in health outcomes.	Submit monthly reports to DOH Community Consultant. Describe in your updates within each activity of the monthly report how you are intentionally focused on closing gaps in health outcomes.	January 15, 2025 February 15, 2025 March 15, 2025 April 15, 2025 May 15, 2025 June 15, 2025 July 15, 2025 August 15, 2025 September 15, 2025	Reimbursement for actual costs, not to exceed total funding consideration. Monthly Reports must only reflect activities paid for with funds provided in this statement of work for the specified funding period.
2b	Develop 2025-26 MCHBG reporting document for October 1, 2025 through September 30, 2026 using DOH-provided template.	Submit MCHBG reporting document to DOH Community Consultant.	Draft – August 15, 2025 Final – September 12, 2025	See Program Specific Requirements and Special Billing Requirements.
2c	Report 2025-26 MCHBG-funded activities and outcomes using DOH-provided reporting template. As a foundation of your MCHBG work determine how processes and programs can close gaps in health outcomes.	Submit monthly reports to DOH Community Consultant. Describe in your updates within each activity of the monthly report how you are intentionally focused on closing gaps in health outcomes.	September report due October 15, 2025 November 15, 2025 December 15, 2025 January 15, 2026 February 15, 2026 March 15, 2026 April 15, 2026 May 15, 2026 June 15, 2026 July 15, 2026 August 15, 2026 September 15, 2026	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2d	Develop 2026-27 MCHBG Monthly Reporting Template for October 1, 2026 through September 30, 2027 using DOH-provided template.	Submit MCHBG reporting document to DOH Community Consultant.	Draft – August 14, 2026 Final – September 11, 2026	

**Children and Youth with Special Health Care Needs (CYSHCN)**

3a	Complete intake and renewal, per reporting guidance supplied by DOH, on all infants and children served by the CYSHCN Program as referenced in CYSHCN Program guidance. If no CYSHCN care coordination (enabling service) is provided in a given quarter, email the CHIF administrator at <a href="mailto:DOH-CHIF@doh.wa.gov">DOH-CHIF@doh.wa.gov</a> and indicate that zero clients were served during the quarter. No spreadsheet is necessary when zero clients are served.	Submit data to DOH per CYSHCN Program guidance.	January 15, 2025 April 15, 2025 July 15, 2025	Reimbursement for actual costs, not to exceed total funding consideration. Monthly Reports must only reflect activities paid for with funds provided in this statement of work for the specified funding period.
3b	Identify unmet needs for CYSHCN on Medicaid and refer to DOH CYSHCN Program for approval to access Diagnostic and Treatment funds as needed.	Submit completed Health Services Authorization forms and Central Treatment Fund requests directly to the CYSHCN Program as needed.	30 days after forms are completed. <i>Through September 30, 2025</i>	See Program Specific Requirements and Special Billing Requirements.
3c	Review your program's entry on <a href="http://ParentHelp123.org">ParentHelp123.org</a> annually for accuracy.	Document in the Administrative box on your MCHBG report that you have updated information on your local CYSHCN program with WithinReach/Help Me Grow.	September 30, 2025	
3d	Support improvements to the local system of care (public health services and systems/policy, systems, and environment) for CYSHCN. Refer to the Focus of Work document for example activities and priority areas.	Submit updates as part of monthly reporting document.	January 15, 2025 February 15, 2025 March 15, 2025 April 15, 2025 May 15, 2025 June 15, 2025 July 15, 2025 August 15, 2025 September 15, 2025	
3e	Complete intake and renewal, per reporting guidance supplied by DOH, on all infants and children served by the CYSHCN Program as referenced in CYSHCN Program guidance. If no CYSHCN care coordination (enabling service) is provided in a given quarter, email the CHIF administrator at <a href="mailto:DOH-CHIF@doh.wa.gov">DOH-CHIF@doh.wa.gov</a> and indicate that zero clients were served during the quarter. No spreadsheet is necessary when zero clients are served.	Submit data to DOH per CYSHCN Program guidance.	October 15, 2025 January 15, 2026 April 15, 2026 July 15, 2026	
3f	Review your program's entry on <a href="http://ParentHelp123.org">ParentHelp123.org</a> annually for accuracy.	Document in the Administrative box on your MCHBG report that you have updated	September 30, 2026	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		<i>information on your local CYSHCN program with WithinReach/Help Me Grow.</i>		
3g	<i>Support improvements to the local system of care (public health services and systems/policy, systems, and environment) for CYSHCN. Refer to the Focus of Work document for example activities and priority areas.</i>	<i>Submit updates as part of monthly reporting document.</i>	<i>September report due October 15, 2025 November 15, 2025 December 15, 2025 January 15, 2026 February 15, 2026 March 15, 2026 April 15, 2026 May 15, 2026 June 15, 2026 July 15, 2026 August 15, 2026 September 15, 2026</i>	

**MCHBG Assessment and Evaluation**

4a	<i>As part of the ongoing 5-year MCHBG Needs Assessment, participate in activities developed and coordinated by DOH using DOH-provided reporting template.</i>	<i>Submit documentation as requested by DOH.</i>	<i>September 30, 2025</i>	Reimbursement for actual costs, not to exceed total funding consideration. Monthly Reports must only reflect activities paid for with funds provided in this statement of work for the specified funding period.
4b	<i>Provide summary of outcomes of MCHBG-funded work completed from October 1, 2024 through September 30, 2025 using DOH-provided reporting template.</i>	<i>Submit documentation as requested by DOH.</i>	<i>November 21, 2025</i>	
4c	<i>As part of the ongoing 5-year MCHBG Needs Assessment, participate in activities developed and coordinated by DOH using DOH-provided reporting template.</i>	<i>Submit documentation as requested by DOH.</i>	<i>September 30, 2026</i>	See Program Specific Requirements and Special Billing Requirements.

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

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

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

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

**Program Specific Requirements****Special Requirements:**

All training costs and all travel expenses for such training (for example: per diem, hotel, registration fees) must be pre-approved, unless identified in pre-approved Budget Workbook. Submit a paragraph to your Community Consultant explaining why the training is **necessary** to implement a strategy in the approved work plan. Details should also include total cost of the training and a link to or brochure of the training. Retain a copy of the Community Consultant's approval in your records.

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

CYSHCN Information and Resources:

[Children and Youth with Special Health Care Needs Website\(wa.gov\)](#)

[Health Services Authorization \(HSA\) Form](#)

[Children and Youth with Special Health Care Needs Website\(wa.gov\)](#)

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

**Monitoring Visits (i.e., frequency, type, etc.):**

Check-ins with DOH Community Consultant as needed.

**Billing Requirements:**

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

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** Office of Resiliency & Health Security-PHEP -  
Effective July 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health

**Contract Number:** CLH32052

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

**Period of Performance:** July 1, 2025 through June 30, 2026

<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		

**Statement of Work Purpose:** The purpose of this statement of work is to establish funding and tasks for LHJs to strengthen their capacity and capability around the Public Health Response Readiness Framework (CDC) to prepare for, respond to, and recover from public health threats and emergencies through a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and implementing corrective actions as described in the Public Health Emergency Preparedness (PHEP) Cooperative Agreement. Many LHJs support a position responsible for public health emergency preparedness and response. LHJs use different titles for these positions. DOH wants to be respectful of this diversity and refers to the people who fill these important roles as Public Health Emergency Response Coordinators.

This statement of work includes a partial allocation of PHEP funds because DOH has received a partial allocation from the CDC. DOH will add the remaining funds to the statement of work when they are received. If they are not received, DOH will review the statement of work and adjust activities as needed.

Guidance Documents - LHJs are strongly encouraged to use the Guidance Documents listed in the Program Specific Requirements in the bottom section of this Statement of Work.

**Revision Purpose:** NA

<b>DOH Chart of Accounts Master Index Title</b>	<b>Master Index Code</b>	<b>Assistance Listing Number</b>	<b>BARS Revenue Code</b>	<b>LHJ Funding Period</b>	<b>Current Allocation</b>	<b>Allocation Change Increase (+)</b>	<b>Total Allocation</b>
FFY25 PHEP BP2 - CDC- LHJ PARTNERS	31602254	93.069	333.93.06	07/01/25 06/30/26	0	36,413	36,413
					0	0	0
					0	0	0
					0	0	0
					0	0	0
<b>TOTALS</b>					<b>0</b>	<b>36,413</b>	<b>36,413</b>

<b>Task #</b>	<b>Activity</b>	<b>Deliverables/Outcomes</b>	<b>Due Date/Time Frame</b>	<b>Payment Information and/or Amount</b>
1	Maintain accurate and up-to-date contact information. This includes names, position titles, email addresses, and phone numbers of key LHJ staff responsible for this statement of work, including management, Emergency Response Coordinator(s), and accounting and/or financial staff.	Submit information by September 1, 2025, and any changes within 30 days of the change.  Mid-and end-of-year reports on template provided by DOH. Note any changes or no changes.	September 1, 2025 Within 30 days of the change.  December 31, 2025 June 30, 2026	Reimbursement for actual costs not to exceed total funding allocation amount.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2	As requested, submit additional information to DOH to comply with federal grant requirements and/or DOH requirements.	Information requested by DOH.	Upon request from DOH.	
3	Participate with DOH in a site visit (virtual or in person) to develop stronger relationships, enhance collaboration, and promote a unified approach to public health preparedness and response efforts.	Participation in site visit.  Preparation and follow-up activities as requested by DOH.	As requested by DOH.	
4	<b>Jurisdictional Risk Assessment</b> Implementing the preparedness cycle in any organization or jurisdiction is dependent on information about jurisdictional hazards. DOH is providing every local health jurisdiction with access to the H2azaRDS tool that was developed by the University of Washington. This Jurisdictional Risk Assessment (JRA) identifies, analyzes, and prioritizes potential public health and medical threats and hazards within the jurisdiction.			
4.1	Participate in the public health disaster risk assessment tool/report (H2azaRDS tool) training. This training will provide a foundational understanding of the tool and the rollout of it.  Note: LHJs will be notified at least 30 days in advance of the training date.	Participation in training.  Mid-year reports on template provided by DOH (note participation in training).	December 31, 2025	
4.2	Complete a jurisdictional risk assessment tool/report during the PHEP FFY24 BP1 grant period or between July 1 and December 31, 2025, to inform the 2026 Integrated Preparedness Planning Workshop (IPPW). OR  Participate in a jurisdictional risk assessment tool/report during the PHEP FFY24 BP1 grant period or between July 1 and December 31, 2025, to inform the 2026 IPPW.  The completed risk assessment report will include: <ul style="list-style-type: none"> <li>• Documented risk profiles, capability gaps, and recommendations to inform planning and resource allocation.</li> <li>• Preparedness strategies in alignment with local, state, and federal emergency management frameworks.</li> <li>• A list of identified risks within the jurisdiction.</li> <li>• A prioritized ranking of the top five risks.</li> <li>• A summary of how these risks impact the most affected populations.</li> </ul>	Risk Assessment	December 31, 2025	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
5	<b>Training</b> Maintaining baseline training competency is essential for a coordinated and effective public health emergency response. Ensuring staff complete the appropriate Incident Command System (ICS) training enables them to operate within standardized response structures and communicate effectively during emergencies. Requiring sub-awardees to verify completion through a DOH-approved training plan promotes accountability and consistency across jurisdictions.			
5.1	Ensure baseline NIMS compliant training competency is maintained as determined by the LHJ.  PHEP funding may be used to support additional public health emergency response trainings identified by the LHJ.	Mid- and end-of-year reports on templates provided by DOH, including titles, dates, and sponsor of trainings.	December 31, 2025 June 30, 2026	
6	<b>Exercising</b> Both state and local health departments follow the Homeland Security Exercise and Evaluation Program (HSEEP) principles. Assessing the effectiveness of our emergency response plans and the training of those who might respond to the public health impacts of disasters, is a core component of the preparedness cycle. The act of exercising combined with the learning as demonstrated by an After-Action Report (AAR) drives future planning and training. It is DOH's responsibility to meet the exercise requirements under our CDC PHEP Cooperative Agreement. DOH uses the Multi-Year Preparedness Activities Calendar (MYPAC) to demonstrate that sub-recipients of the PHEP funding are participating in, or leading exercises. Local Jurisdictions and Tribes may use PHEP funding for any exercise that furthers their preparedness.			
6.1	If DOH participation is requested, complete the WA DOH <u>Exercise Notification Form</u> prior to conducting an exercise that was not previously identified in the LHJ's MYPAC or led by DOH.	Exercise Notification Form	As soon as the LHJ is aware of the exercise date and details.	
6.2	Conduct, or participate in, at least one emergency response exercise by June 30, 2026.  LHJs should coordinate preparedness exercises with local partners, including Tribes, emergency management, healthcare facilities, and first responder agencies. Participation in exercises hosted by other organizations within the jurisdiction or geographic region is also strongly encouraged to support regional coordination and strengthen multi-agency response capabilities.  Note: A real-world response would meet this deliverable.	Submit a Completed After-Action Report/Improvement Plan (AAR/IP)	For AARs that the LHJ are responsible for, 90 days after exercise completion. For others, when the AAR is publicly available.	
7	<b>Public Health Emergency Response Planning</b> A core component of every public health preparedness and response program is maintaining an up-to-date and complete emergency response plan that describes how the jurisdiction will respond to the public health impacts of the most likely threats faced by the jurisdiction.			
7.1	Update or develop LHJ identified sections of the Comprehensive Emergency Response Plan addressing gaps/needs identified from an After Action Report from an exercise or a real world response	Describe progress to date in the mid-year report on template provided by DOH.	December 31, 2025 June 30, 2026	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	Align the Plan with National Incident Management System/Incident Command System (NIMS/ICS) standards and coordinate with community-based organizations, healthcare, and local emergency response agencies.	Emergency Response Plan by June 30, 2026.		
8	<b>Integrated Preparedness Planning</b> Washington values the strengths of a decentralized public health system while recognizing that PHEP resources are limited. The Integrated Preparedness Planning (IPP) process is intended to promote inter-jurisdictional efficiency by aligning planning, training, and exercise efforts across the many public health jurisdictions in the state.			
8.1	To inform IPPW, develop a Multi-Year Preparedness Activities Calendar (MYPAC).  Use the following to inform development of your MYPAC: exercise plans, emergency response plans, AAR/IPS, IPPs, and response training plans.	MYPAC  Bring (or have available) your MYPAC to the IPPW (digital or on paper). Highlight activities that are new since January 2025.	January 5, 2026  January 13-14, 2026	
8.2	Participate in both days of DOH Integrated Preparedness Planning Workshop (IPPW), with at least one representative (virtually or in person).  The IPPW is scheduled for January 13-14, 2026 (location TBD).	Participation in IPPW (DOH will be looking at sign in documents).  End-of-year report on template provided by DOH.	January 13-14, 2026  June 30, 2026	
8.3	Develop or update a multi-year-integrated preparedness plan with critical response and recovery partners using the whole community approach.  Use the information gathered in tasks 8.1. and 8.2 to inform the development of this plan	Multiyear integrated preparedness plan that is aligned with HSEEP principles, developed or updated between February 1 and June 30, 2026 (after the IPPW).	June 30, 2026	
9	<b>Emergency Information Sharing</b> Effective emergency communication and notification are critical for ensuring a timely, coordinated response to public health incidents. Immediate notification and accurate situation reporting enable rapid decision-making, resource deployment, and situational awareness at the state, tribal, and local levels. Maintaining reliable communication systems and conducting regular drills help verify readiness, strengthen coordination, and ensure that response protocols function as intended during real-world emergencies.			
9.1	Notification Requirement: Notify the Washington State Department of Health (DOH) Duty Officer at <b>360-888-0838</b> or via email at <a href="mailto:hanalert@doh.wa.gov">hanalert@doh.wa.gov</a> for any incident that involves the activation of emergency response plans and/or the implementation of an incident command structure.	Mid- and end-of-year reports on template provided by DOH.	December 31, 2025  June 30, 2026	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
9.2	<p>Situation Reporting: Develop situation reports (sitreps) documenting jurisdictional activities during all response incidents that extend beyond two operational periods and require a written Incident Action Plan.</p> <p>Situation reports may be prepared directly by the LHJ or by another jurisdiction, provided they include input from the LHJ to ensure accuracy and completeness.</p> <p>Submit Situation Reports to DOH Duty Office (hanalert@doh.wa.gov) during LHJ response as soon as they are available.</p>	Mid- and end-of-year reports on template provided by DOH. Note whether Situation Reports were submitted, or there was no need to submit them.	December 31, 2025 June 30, 2026	
9.3	<p>Maintain the Washington Secure Electronic Communications, Urgent Response, and Exchange System (WASECURES) as the primary platform for emergency notifications.</p> <p>Participate in DOH-led notification drills.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>• Registered users must log in (or respond to an alert) 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 in addition to WASECURES to alert staff during incidents.</li> </ul>	Mid- and end-of-year reports on template provided by DOH.	December 31, 2025 June 30, 2026	
9.4	Participate in quarterly WASECURES notification drills coordinated by DOH to support statewide communication readiness.	Mid- and end-of-year reports on template provided by DOH.	December 31, 2025 June 30, 2026	
9.5	Conduct at least one Local Health Jurisdiction (LHJ)-led drill using the jurisdiction's preferred staff notification system to ensure operational effectiveness.	Submit results of the drill on the mid- OR end-of-year reports on template provided by DOH.	December 31, 2025 OR June 30, 2026	
10	<p><b>Medical Materiel and Volunteer Management</b></p> <p>Effective medical materiel and volunteer management are essential for ensuring timely access to critical supplies and skilled personnel during public health emergencies, enabling local health jurisdictions to respond quickly, coordinate resources efficiently, and maintain continuity of operations under surge conditions. While LHJs are not expected to sustain these capabilities independently, they must have plans in place to access and coordinate resources through local, mutual aid, and state systems when needed.</p>			
10.1	Maintain and update the LHJ's medical materiel management plan components, operational guide, or process document by verifying that the local agency's preferred large parcel delivery sites are accurate and operational and jointly confirmed with DOH, confirming that	Mid- and end-of-year reports on template provided by DOH that describe progress on this task.	December 31, 2025 June 30, 2026	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	inventory tracking systems work as intended, and ensuring the LHJ can procure, store, manage, and distribute palletized and bulk medical supplies during a public health emergency when necessary.	Summary of medical materiel management plan components, operational guide, or process document. (You may submit the whole plan, guide, or document if you prefer.)	December 31, 2025 OR June 30, 2026	
10.2	Develop process/procedure to integrate clinical volunteers into your emergency response plan(s) including the process for management of volunteers during a public health emergency. This could be in partnership with other response partners (EM, Hospitals, Local Volunteer agencies, etc.).  This plan must identify a point of contact to collaborate with state volunteer registries and support volunteer vetting, credentialing, and response readiness.  If a Medical Reserve Corps (MRC) is housed within the Local Health Jurisdiction (LHJ), confirm a Point of Contact (POC).  For LHJs without an MRC, identify a POC to liaise with external volunteer management organizations, including the State Emergency Medical Reserve Corps.	Mid- and end-of-year reports on template provided by DOH, including identified volunteer management point of contact.  Volunteer management process, procedure, or plan, including the point of contact.  Updated volunteer management point of contact, as needed.	December 31, 2025  June 30, 2026  June 30, 2026  As changes occur.	
11	<b>Public Health Information and Warning</b> Effectively communicating with the public about health risks during emergencies is essential for reducing morbidity and mortality. When people understand the nature of a threat and what actions they can take to stay safe, they are better equipped to protect themselves and others. Timely, clear, and culturally appropriate messaging helps minimize confusion, supports informed decision-making, and ultimately saves lives during public health emergencies.			
11.1	Incorporate communication strategies into exercises to strengthen your jurisdiction's capacity to manage and disseminate accurate information during emergencies to populations disproportionately affected by top public health hazards within jurisdiction.	Mid- and end-of-year reports on template provided by DOH.	December 31, 2025  June 30, 2026	
12	<b>Healthcare Coalition Partnerships</b> Collaboration between local PHEP recipients and healthcare coalitions is essential to align public health and healthcare system preparedness capabilities, enhance interoperable response plans, and ensure efficient allocation of critical resources during emergencies.			
12.1	Participate in the Northwest Healthcare Response Network (NWHRN) monthly or the Healthcare Alliance (HCA) bi-monthly meetings, at least once during each contract reporting period.	Mid- and end-of-year reports on template provided by DOH.	December 31, 2025  June 30, 2026	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	The contract reporting periods are July 1 – December 31, 2025, and January 1 – June 30, 2026.			
12.2	Participate in the following additional activities with the Northwest Healthcare Response Network (NWHRN) or the Healthcare Alliance (HCA): <ul style="list-style-type: none"> <li>• Communications</li> <li>• Planning</li> <li>• Training, and/or exercises.</li> </ul>	Mid- and end-of-year reports on template provided by DOH.	December 31, 2025 June 30, 2026	
13	<b>Coordination with Tribes</b> Tribes bring valuable cultural knowledge, governance structures, and community networks, essential for effective preparedness, response, and recovery. Partnering with tribes enhances trust, optimizes resource use, and ensures equitable support during crises.			
13.1	Seek to engage and coordinate with local tribes on preparedness activities, if you have federally recognized tribes within your LHJ.  Note: The jurisdictional risk assessment might be an opportunity to work with tribes (Task #4).	Mid- and end-of-year reports on template provided by DOH.	December 31, 2025 June 30, 2026	
14	<b>Administrative Preparedness Plans/Procedures</b> Administrative preparedness is essential for LHJs to effectively fulfill their obligation to respond to public health emergencies in their jurisdiction. Having established administrative procedures that allow your organization to implement appropriate flexibility during declared emergencies—even in the absence of a formal plan—helps ensure rapid access to resources, contracts, staffing, and operational support during public health emergencies.			
14.1	Based on the unique structure and administrative procedures, review and have an understanding of the following areas: <ul style="list-style-type: none"> <li>• Conditions under which expedited processes can be activated.</li> <li>• Identification of those authorized to implement emergency administrative processes and procedures.</li> <li>• Streamlined processes for securing emergency funding from federal, state, or both levels of government (recognizing that state and federal funding is contingent on availability).</li> <li>• Accelerated procedures for procuring resources, including additional staff (temporary or permanent).</li> <li>• Criteria for deactivating emergency processes and transitioning back to normal operations.</li> </ul>	Mid- and end-of-year reports on template provided by DOH.  Plan and/or procedures available upon request	December 31, 2025 June 30, 2026	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
15	<b>Build Highly Qualified PHEP Workforce</b> Maintaining a qualified PHEP workforce is essential for ensuring operational readiness and effective emergency response. Ongoing participation in communities of practice fosters shared learning, supports the dissemination of best practices, and strengthens workforce competencies needed to execute critical public health preparedness functions.			
15.1	Engage in at least one community of practice (CoP) group that identifies problems, solutions, and best practices in public health emergency preparedness. This can be a community of practice led by DOH, CDC, or Northwest Center for Evidence-Based Public Health Emergency Preparedness and Response.  Note: Attending the MCM CoP (Task 16.2) meets this activity also.	Mid- and end-of-year reports on template provided by DOH.	December 31, 2025 June 30, 2026	
16	<b>Medical Countermeasures</b> – All LHJs, including non-Cities Readiness Initiative (CRI)* LHJs, must be able to meet medical countermeasure (MCM) capabilities to ensure timely protection of their communities during public health emergencies. Building and maintaining this capability supports equitable access to life-saving interventions and strengthens the overall statewide response system.  *Non-CRI LHJs are LHJs that do not receive Cities Readiness Initiative (CRI) funding. In Washington State, the LHJs that receive CRI funding are Clark County Public Health, Public Health – Seattle & King County, Snohomish County Health Department, and Tacoma–Pierce County Health Department.			
16.1	Update MCM plan between July 1, 2025, and June 30, 2026, to reflect current capabilities, procedures, and resources, to demonstrate ongoing medical countermeasure (MCM) readiness.  If the MCM plan does not include jurisdiction's ability to receive, stage, store, and distribute MCM, provide a comprehensive supplemental report on these capabilities. This report should include: <ul style="list-style-type: none"><li>The process for receiving, staging, storing, and distributing MCM.</li></ul>	Updated MCM plan (submit once by June 30, 2026, or sooner).  If the Plan is not submitted by December 31, 2025, describe progress to date in the mid-year report on template provided by DOH.  End-of-year report on template provided by DOH.	December 31, 2025 June 30, 2026	
16.2	Attend one of the MCM quarterly meetings for the non-CRI LHJs and one MCM community of practice meeting throughout the performance period.  Note: Participation in the MCM community of practice also meets the requirement of Task 15.1.	Mid- and end-of-year reports on template provided by DOH.	December 31, 2025 June 30, 2026	

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

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

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

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

**Program Specific Requirements**

**Special Requirements:**

**Guidance Documents** - LHJs are strongly encouraged to use the following documents to inform the implementation of activities in this statement of work. DOH will provide copies of the documents.

New Statement of Work Guidance Document (under development)

*Washington State Doctrine for Enhancing Resiliency, Health Security, Response, and Recovery.*

*Public Health Response Readiness Framework (CDC) -- 2024-2028 PHEP Program Priorities – Defines Excellence in Response Operations*

*Public Health Emergency Preparedness and Response Capabilities: National Standards for State, Local, Tribal, and Territorial Public Health*

*Public Health Emergency Preparedness (PHEP) Cooperative Agreement (2024 – 2029 Guidance Document)*

**Follow all Federal requirements for use of Federal funds:**

Code of Federal Regulations (CFR), Title 2, Subtitle A, Chapter II, Part 200

Uniform Administrative Requirements, Cost Principle, and Audit Requirements for Federal Awards

[CFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](http://2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)

Recipients may only use funds for reasonable program purposes, including personnel, travel, supplies, and services." PHEP Notice of Funding Opportunity: Funding Limitations Supplemental Guidance – February 2024

**The following expenses are not allowable with these funds:**

- Clothing (except for vests to be worn during exercises or responses).
- Salaries at a rate above Federal Executive Schedule Level II.
- Vehicles (with preapproval, funds may be used to lease vehicles).
- Pay or reimburse backfilling costs for staff.
- Vaccines for seasonal influenza mass vaccination clinics or other routine vaccinations covered by CDC/ACIP schedules.
- Influenza vaccines for the public.
- Promotional items and memorabilia.
- Construction or major renovations.

**Preapproval from DOH is required to use these funds for:**

- Contracting.
- Purchasing food or beverages is generally not allowable (unless employees are in travel status, then reimbursement of food and beverages is allowable).
- Purchasing equipment (see definition of equipment in 2 CFR 200, link above).

- Disposition of equipment with a current value of (see 2 CFR 200, link above).
- Leasing vehicles.
- Out of state travel.
- Overtime pay for staff directly associated with this statement of work.
- Purchase of caches of vaccine for public health responders and their households to ensure the health and safety of the public health workforce.
- Purchase of caches of vaccine for select critical workforce groups to ensure their health and safety during an exercise testing response plans.

See also DOH *A19 Documentation Matrix* for additional expenses that may require preapproval.

## **BILLING**

**Please refer to the Billing Instructions in the 2025 – 2027 Consolidated Contract.**

**All expenses on invoices must be related to the Statement of Work Tasks.**

**Submit invoices monthly** on a signed A19-1A invoice voucher form with backup documentation appropriate for risk level. DOH will provide A19 form and risk level.

- Submit invoices monthly within 60 days of the end of the month of service (unless the related ConCon amendment has not been executed, in that case submit invoices as soon as possible after the amendment is executed).
- Please do not submit invoices until the ConCon amendment including the funds has been executed.
- If invoices include indirect costs, there must be a DOH-approved indirect rate cost agreement.
- If there are no expenses related to this Statement of Work for a month, let the DOH Contact via email.
- If you are submitting a supplemental, revised, corrected, or any additional invoice for a month, please clarify your intentions in the email with the invoice.
- Submit final billing within 60 days of the end of the funding period.

**ISLAND COUNTY PUBLIC HEALTH  
2025-2027 CONSOLIDATED CONTRACT**

**CONTRACT NUMBER: CLH32052**

**AMENDMENT NUMBER: 8**

**PURPOSE OF CHANGE:** To amend this contract between the DEPARTMENT OF HEALTH hereinafter referred to as "DOH", and ISLAND COUNTY PUBLIC HEALTH, a Local Health Jurisdiction, hereinafter referred to as "LHJ", pursuant to the Modifications/Waivers clause, and to make necessary changes within the scope of this contract and any subsequent amendments thereto.

**IT IS MUTUALLY AGREED:** That the contract is hereby amended as follows:

1. Exhibit A Statements of Work, includes the following statements of work, which are incorporated by this reference and located on the DOH Finance SharePoint site in the Upload Center at the following URL:  
<https://stateofwa.sharepoint.com/sites/doh-ofsfundingresources/siteweb/home.aspx?e1:9a94688da2d94d3ea80ac7fbc32e4d7c>
  - Adds Statements of Work for the following programs:  
OSS LMP Implementation - Effective July 1, 2025
  - Amends Statements of Work for the following programs:  
WIC Nutrition Program - Effective January 1, 2025
  - Deletes Statements of Work for the following programs:
2. Exhibit B-8 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-7 Allocations as follows:
  - Increase of \$75,003 for a revised maximum consideration of \$6,023,389.
  - 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 Federal Grant Awards Index, incorporated by this reference, and located in the ConCon, Funding & BARS library at the URL provided above.

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.

This section intentionally left blank.

**ISLAND COUNTY PUBLIC HEALTH  
2025-2027 CONSOLIDATED CONTRACT**

**CONTRACT NUMBER: CLH32052**

**AMENDMENT NUMBER: 8**

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

ISLAND COUNTY BOARD OF  
COUNTY COMMISSIONERS

STATE OF WASHINGTON  
DEPARTMENT OF HEALTH



Chair  
Board of County Commissioners

9/23/25

Date

Signature

Date

MELANIE BACON  
Print Name

CHAIR

Title

Print Name

Title

APPROVED AS TO FORM ONLY  
Assistant Attorney General

Indirect Rate January 1, 2025 through December 31, 2025: MTDC De Minimus

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #*	BARS Revenue Code**	DOH Use Only				Funding Period SubTotal	Chart of Accounts Total
					LHJ Funding Period Start Date	End Date	Start Date	End Date		
FFY25 USDA BFPC Prog Mgmt	7WA700WA1	Amd 8	10.557	333.10.55	01/01/25	09/30/27	10/01/24	09/30/27	(\$6,940)	\$18,864
FFY25 USDA BFPC Prog Mgmt	7WA700WA1	Amd 4, 8	10.557	333.10.55	01/01/25	09/30/27	10/01/24	09/30/27	\$25,804	
FFY24 USDA BFPC Prog Mgmt	7WA700WA1	Amd 8	10.557	333.10.55	01/01/25	09/30/26	10/01/23	09/30/26	\$6,940	\$6,940
FFY24 USDA BFPC Prog Mgmt	7WA700WA1	Amd 4	10.557	333.10.55	01/01/25	09/30/26	10/01/23	09/30/26	(\$25,804)	\$0
FFY24 USDA BFPC Prog Mgmt	7WA700WA1	Amd 1	10.557	333.10.55	01/01/25	09/30/26	10/01/23	09/30/26	\$25,804	
FFY25 USDA WIC Client Svcs Contracts	7WA700WA7	Amd 4	10.557	333.10.55	01/01/25	09/30/25	10/01/24	09/30/25	\$3,975	\$256,842
FFY25 USDA WIC Client Svcs Contracts	7WA700WA7	Amd 2	10.557	333.10.55	01/01/25	09/30/25	10/01/24	09/30/25	\$76,273	
FFY25 USDA WIC Client Svcs Contracts	7WA700WA7	Amd 1	10.557	333.10.55	01/01/25	09/30/25	10/01/24	09/30/25	\$176,594	
FFY25 Farm Mkt Ntr Prog Mgmt USDA	7WA810WA7	Amd 4	10.572	333.10.57	01/01/25	09/30/25	10/01/24	09/30/25	\$704	\$704
PS SSI2 Sub Award Management Task 3	01J89801	Amd 5	66.123	333.66.12	01/01/25	03/31/27	07/01/21	08/31/28	\$300	\$214,730
PS SSI2 Sub Award Management Task 3	01J89801	Amd 4	66.123	333.66.12	01/01/25	03/31/27	07/01/21	08/31/28	\$164,430	
PS SSI2 Sub Award Management Task 3	01J89801	Amd 1	66.123	333.66.12	01/01/25	03/31/27	07/01/21	08/31/28	\$50,000	
FFY25 SWIMMING BEACH ACT IAR (ECY)	01J74301	Amd 2	66.472	333.66.47	03/01/25	10/31/25	01/01/25	11/30/25	\$10,800	\$10,800
FFY25 PHEP BP2-CDC-LHJ Partners	NU90TU000055	Amd 7	93.069	333.93.06	07/01/25	06/30/26	07/01/25	06/30/26	\$36,413	\$36,413
FFY24 PHEP BP1-CDC-LHJ Partners	NU90TU000055	Amd 3	93.069	333.93.06	01/01/25	06/30/25	07/01/24	06/30/25	\$7,441	\$33,149
FFY24 PHEP BP1-CDC-LHJ Partners	NU90TU000055	Amd 1	93.069	333.93.06	01/01/25	06/30/25	07/01/24	06/30/25	\$25,708	
FFY24 CDC PCH OD2A Prevention	NU17CE010218	Amd 4	93.136	333.93.13	01/01/25	08/31/25	09/01/24	08/31/25	\$14,332	\$47,772
FFY24 CDC PCH OD2A Prevention	NU17CE010218	Amd 1	93.136	333.93.13	01/01/25	08/31/25	09/01/24	08/31/25	\$33,440	
FFY25 OD2A Prevention CDC YR3	NGA Not Received	Amd 7	93.136	333.93.13	09/01/25	08/31/26	09/01/25	08/31/26	\$47,772	\$47,772
COVID 19 Vaccines R4	NH23IP922619	Amd 4	93.268	333.93.26	01/01/25	06/30/25	07/01/20	06/30/25	\$46,367	\$46,367
FFY24 ELC Core Vector Borne CDC	NU51CK000364	Amd 4	93.323	333.93.32	02/01/25	07/31/25	08/01/24	07/31/25	\$4,000	\$4,000
FFY20 ELC EDE LHJs CDC	NU50CK000515	Amd 1, 7	93.323	333.93.32	01/01/25	12/31/25	01/15/21	07/31/26	\$105,000	\$105,000
FFY21 CDC COVID-19 PHWFD-LHJ	NU90TP922181	Amd 3	93.354	333.93.35	01/01/25	06/30/25	07/01/23	06/30/25	\$104,135	\$104,135
FFY22 PH Infrastructure Comp A1-LHJ	NE11OE000053	Amd 3	93.967	333.93.96	01/01/25	11/30/27	12/01/22	11/30/27	\$155,156	\$155,156
FFY25 HRSA MCHBG LHJ Contracts	B04MCS4583	Amd 4	93.994	333.93.99	01/01/25	09/30/25	10/01/24	09/30/25	\$2,560	\$44,413
FFY25 HRSA MCHBG LHJ Contracts	B04MCS4583	Amd 1	93.994	333.93.99	01/01/25	09/30/25	10/01/24	09/30/25	\$41,853	
FFY26 MCHBG LHJ Contracts HRSA YR1	NGA Not Received	Amd 7	93.994	333.93.99	10/01/25	09/30/26	10/01/25	09/30/26	\$55,804	\$55,804

Indirect Rate January 1, 2025 through December 31, 2025: MTDC De Minimus

Chart of Accounts Program Title	Federal Award Identification #	Amend #	DOH Use Only								Funding Period SubTotal	Chart of Accounts Total
			BARs Assist List #*	Revenue Code**	Statement of Work		LHJ Funding Period		Funding Period			
					Start Date	End Date	Start Date	End Date	Start Date	End Date	Amount	
SFY1 GFS - Group B Proviso		Amd 6	N/A	334.04.90	07/01/25	06/30/26	07/01/25	06/30/26			\$20,259	\$20,259
SFY2 GFS - Group B		Amd 1	N/A	334.04.90	01/01/25	06/30/25	07/01/23	06/30/25			\$25,877	\$25,877
SFY25 Local OPI Prev & Supp Proviso		Amd 4	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25			\$9,625	\$25,667
SFY25 Local OPI Prev & Supp Proviso		Amd 1	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25			\$16,042	\$25,667
Rec Shellfish/Biotoxin		Amd 6	N/A	334.04.93	07/01/25	06/30/26	07/01/25	06/30/26			\$1,800	\$1,800
Rec Shellfish/Biotoxin		Amd 5	N/A	334.04.93	01/01/25	06/30/25	07/01/23	06/30/25			\$800	\$1,600
Rec Shellfish/Biotoxin		Amd 1	N/A	334.04.93	01/01/25	06/30/25	07/01/23	06/30/25			\$800	\$1,600
SFY25 Island Co Treatment Proviso		Amd 6	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25			(\$63,000)	\$71,148
SFY25 Island Co Treatment Proviso		Amd 3	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25			\$134,148	\$71,148
<b>SFY27 Wastewater Management-GFS</b>		<b>Amd 8</b>	N/A	<b>334.04.93</b>	<b>07/01/26</b>	<b>06/30/27</b>	<b>07/01/26</b>	<b>06/30/27</b>			<b>\$38,392</b>	<b>\$38,392</b>
<b>SFY26 Wastewater Management-GFS</b>		<b>Amd 8</b>	N/A	<b>334.04.93</b>	<b>07/01/25</b>	<b>06/30/26</b>	<b>07/01/25</b>	<b>06/30/26</b>			<b>\$36,611</b>	<b>\$36,611</b>
SFY25 Wastewater Management-GFS		Amd 6	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25			\$63,000	\$98,174
SFY25 Wastewater Management-GFS		Amd 5	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25			\$7,500	
SFY25 Wastewater Management-GFS		Amd 3	N/A	334.04.93	01/01/25	06/30/25	07/01/24	06/30/25			\$27,674	
SFY26 OHSC Safe Kids DSHS IAR		Amd 6	N/A	334.04.96	07/01/25	06/30/26	07/01/25	06/30/26			\$8,000	\$8,000
FFY25 TBI Safe Kids IAR		Amd 2	N/A	334.04.96	03/01/25	06/30/25	07/01/24	06/30/25			\$5,000	\$5,000
SFY26 FPHS-LHJ Funds-GFS		Amd 7	N/A	336.04.25	07/01/25	06/30/26	07/01/25	06/30/26			\$2,164,000	\$2,164,000
SFY25 FPHS-LHJ Funds-GFS		Amd 1	N/A	336.04.25	01/01/25	06/30/25	07/01/24	06/30/25			\$2,314,000	\$2,314,000
YR1 Stimulus - Local Asst (10% of 15%) SS		Amd 6	N/A	346.26.64	01/01/25	12/31/27	07/01/23	06/30/28			\$20,000	\$20,000
YR 28 SRF - Local Asst (15%) SS		Amd 6	N/A	346.26.64	01/01/25	12/31/27	07/01/24	06/30/29			(\$13,500)	\$0
YR 28 SRF - Local Asst (15%) SS		Amd 4	N/A	346.26.64	01/01/25	12/31/27	07/01/24	06/30/29			\$13,500	
YR 27 SRF - Local Asst (15%) SS		Amd 4	N/A	346.26.64	01/01/25	06/30/25	07/01/23	06/30/25			(\$13,500)	\$0
YR 27 SRF - Local Asst (15%) SS		Amd 1	N/A	346.26.64	01/01/25	06/30/25	07/01/23	06/30/25			\$13,500	
YR1 Stimulus - Local Asst (10% of 15%) TA		Amd 6	N/A	346.26.66	01/01/25	12/31/27	07/01/23	06/30/28			\$4,000	\$4,000
YR 28 SRF - Local Asst (15%) TA		Amd 6	N/A	346.26.66	01/01/25	12/31/27	07/01/24	06/30/29			(\$4,000)	\$0
YR 28 SRF - Local Asst (15%) TA		Amd 4	N/A	346.26.66	01/01/25	12/31/27	07/01/24	06/30/29			\$4,000	
YR 27 SRF - Local Asst (15%) TA		Amd 4	N/A	346.26.66	01/01/25	06/30/25	07/01/23	06/30/25			(\$4,000)	\$0
YR 27 SRF - Local Asst (15%) TA		Amd 1	N/A	346.26.66	01/01/25	06/30/25	07/01/23	06/30/25			\$4,000	

Island County Public Health

Indirect Rate January 1, 2025 through December 31, 2025: MTDC De Minimus

EXHIBIT B-8  
ALLOCATIONS  
Contract Term: 2025-2027

Page 5 of 15  
Contract Number: CLH32052  
Date: September 1, 2025

Chart of Accounts Program Title	Federal Award Identification #	Amend #	DOH Use Only						Funding Period	Chart of Accounts Total
			Assist List #*	Revenue Code**	BARS	Statement of Work	LHJ Funding Period	Funding Period		
<b>TOTAL</b>									\$6,023,389	\$6,023,389

Total consideration: \$5,948,386  
\$75,003

**GRAND TOTAL** \$6,023,389

**GRAND TOTAL** \$6,023,389  
Total Fed \$1,188,861  
Total State \$4,834,528

\*Assistance Listing Number fka Catalog of Federal Domestic Assistance

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

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** OSS LMP Implementation - Effective July 1, 2025

**Local Health Jurisdiction Name:** Island County Public Health

**Contract Number:** CLH32052

**SOW Type:** Original      **Revision # (for this SOW)** 0

**Period of Performance:** July 1, 2025 through June 30, 2027

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

**Statement of Work Purpose:** The purpose of this statement of work is to fund implementation of the on-site sewage system (OSS) local management plan (LMP). This funding is for the 2025-2027 biennium.

**Revision Purpose:** N/A

<b>DOH Chart of Accounts Master Index Title</b>	<b>Master Index Code</b>	<b>Assistance Listing Number</b>	<b>BARS Revenue Code</b>	<b>LHJ Funding Period Start Date</b>	<b>LHJ Funding Period End Date</b>	<b>Current Allocation</b>	<b>Allocation Change Increase (+)</b>	<b>Total Allocation</b>
SFY26 WASTEWATER MANAGEMENT - GFS	26701160	N/A	334.04.93	07/01/25	06/30/26	0	36,611	36,611
SFY27 WASTEWATER MANAGEMENT - GFS	26701170	N/A	334.04.93	07/01/26	06/30/27	0	38,392	38,392
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						<b>0</b>	<b>75,003</b>	<b>75,003</b>

**GOALS & MEASURABLE OBJECTIVES**

This table summarizes starting and target metrics achieved by implementing the tasks below. This data is reported on an ongoing basis in the semiannual progress reports.

<b>Description (e.g., "OSS compliance")</b>	<b>Units (e.g. "systems")</b>	<b>Starting Amount</b>	<b>Targets</b>
OSS compliant with inspections in Marine Recovery Areas (MRAs) and/or Sensitive Areas (SA)	Number of OSS		
OSS compliant with inspections countywide	Number of OSS		
OSS failures identified/corrected in MRA/SA	Number of OSS failures identified and repaired/replaced		
OSS failures identified/corrected countywide	Number of OSS failure identified and repaired/replaced		
OSS Inspection Incentives/Rebates issued in MRA/SA	Number of OSS Incentives/Rebates issued		

Task #	Task/Activity/Description	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount	
<b>Task 1. Grant Administration</b>					
This task is to fund the required financial and reporting activities necessary to meet state DOH and Auditor requirements including administration of LHJ local management plan and OSS LMP grant program.					
1.1	<b>Bi-monthly Invoicing and Progress Reports</b> DOH Consolidated Contracts (ConCon) requires billing within 60 days of completing work. LHJ will submit invoices through the ConCon process and will send progress reports and deliverables to the LMP Contract Manager. Invoices must be submitted at least bi-monthly (per ConCon requirements) but no more frequently than monthly. Invoices will be reviewed for consistency with progress. The LMP Contract Manager may require monthly invoices.	Bimonthly/Monthly invoices	Bimonthly/monthly for duration of contract period	Reimbursement up to \$X based on actual costs.	
1.2	<b>Semi-Annual Progress Reports</b> Reporting periods are semiannually from January 1 – June 30 and July 1 – December 31. Progress reports include data described in the outcome column.	Data about the following: <ul style="list-style-type: none"><li>• Qualitative:<ul style="list-style-type: none"><li>◦ Summary of work</li><li>◦ Barriers to LMP Implementation</li></ul></li><li>• Quantitative:<ul style="list-style-type: none"><li>◦ OSS inventory metrics</li><li>◦ Enforcement actions</li><li>◦ Outreach and Education efforts</li></ul></li></ul>	Due July 15 and December 31 for the duration of the contract period		
<b>Task 2. Local Management Plan Implementation</b>					
This task includes all work done to implement the county's LMP excluding grant management tasks and inspection rebates/incentives.					
2.1	<b>Database Maintenance and Quality Assurance/Quality Control</b> Database maintenance and QA/QC is ongoing to ensure accurate tracking methods for all OSS in the county. Specific tasks include: <ul style="list-style-type: none"><li>• Import and maintain records from OnlineRME and SmartGOV data management systems</li><li>• Monitor data input and output for accuracy</li></ul>	<ul style="list-style-type: none"><li>• Supports quality of all reporting associated with this SOW</li></ul>		Reimbursement up to \$X based on actual costs.	
2.2	<b>Operations and Maintenance Program Administration</b> <ul style="list-style-type: none"><li>• Mail inspection reminders to homeowners as needed.</li><li>• Inspection Compliance tracking/mapping</li><li>• Failure and repair tracking/mapping</li><li>• Compliance enforcement</li><li>• Complaint response</li><li>• O&amp;M data reports about inventory and deficiencies</li><li>• Collaborate with Surface Water Quality team to notify homeowners in identified risk areas of inspection requirements</li></ul>	a. Enforcement Protocol  b. Data on the following: <ul style="list-style-type: none"><li>• Number of OSS with current inspections</li><li>• Number of OSS failures and calculated risk using DOH-provided risk assessment.</li><li>• Number of repairs</li></ul>	a. By first semi-annual progress report due date  b. Report in semi-annual progress report in Subtask 1.2.		

Task #	Task/Activity/Description	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2.3	<b>Education and Outreach</b> Education and outreach are conducted for OSS owners, realtors, builders and consultants. Specific tasks include: <ul style="list-style-type: none"> <li>• EHD led realtor classes</li> <li>• Builders' discussion forum with EHD</li> <li>• Outreach and flyers to support consultants &amp; owners</li> </ul>	Report attendance	With semi-annual reporting	
2.4	<b>Professional Development and Coordination</b> <ul style="list-style-type: none"> <li>• The LHJ will participate in LMP and West Side Coordinators Meetings and will network between counties.</li> <li>• The LHJ will support professional development through:               <ul style="list-style-type: none"> <li>◦ Attending DOH OSS Program trainings</li> <li>◦ Washington On-Site Sewage Association (WOSSA) Septicon for up to six (6) staff</li> <li>◦ ORENCO in person week for one (1) staff – if offered</li> </ul> </li> </ul>	a. Attendance and contribution at four (4) meetings per year b. Conference and Training participation as available	a-b. Report attendance semi-annually, as scheduled in Task 1.2	
<b>Task 3. Homeowner Inspection Rebates/Incentives Program</b> Provide low-income rebates to homeowners. Provide inspection compliance incentives to homeowners in priority areas.				
3.1	<b>Low-Income Homeowner Inspection Rebates</b> The County will provide rebates of up to \$350 for low-income homeowners, with priority given to homeowners residing in the Sensitive Areas designated in the current LMP.	a. Provide draft and final process/policy documents to DOH b. Up to ## rebates for contract period	a. Prior to issuing any rebates b. By grant closeout	Reimbursement up to \$X based on actual costs.
3.2	<b>Homeowner Inspection Incentives</b> Promote inspection compliance with \$150 incentive to homeowners in priority areas.	a. Provide draft and final process/policy documents to DOH b. Up to ## incentives for contract period	a. Prior to issuing any incentives b. By grant closeout	
<b>Task 4. Indirects OPTIONAL TASK – INDIRECTS CAN BE ADDED TO TASK BUDGETS ABOVE OR PULLED OUT AS THEIR OWN TASK</b> Indirects rates can only be charged to this work if the County has a current approved rate on file with DOH.				
4.1	Annual rate may change during contract period.	Submit current approved indirect rate to DOH Grants Management Office for approval.	Before indirects can be approved for reimbursement	Reimbursement up to \$X based on actual costs.

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

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

DOH Program Name or Title: WIC Nutrition Program - Effective January 1, 2025Local Health Jurisdiction Name: Island County Public HealthContract Number: CLH32052SOW Type: Revision      Revision # (for this SOW) 3Period of Performance: January 1, 2025 through December 31, 2027

Funding Source	Federal Compliance (check if applicable)	Type of Payment
<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		

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

**Revision Purpose:** Extend FFY25 BRSTFDG PEER CN PR MGMT USDA funding period end date from 09/30/26 to 09/30/27 and shift funding (\$6,940.66) to FFY24 BRSTFDG PEER CN PR MGMT USDA, and update the Chart of Accounts (COA) title for FFY25 USDA FMNP MGMT to FFY25 FARM MKT NTR PROG MGMT USDA to match new biennium COA and revise task language.

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date	End Date	Current Allocation	Allocation Change	Total Allocation
FFY25 USDA WIC CLIENT SVS CONTRACTS	76101251	10.557	333.10.55	01/01/25	09/30/25	256,842	0	256,842
FFY24 BRSTFDG PEER CN PR MGMT USDA	7621424A	10.557	333.10.55	01/01/25	09/30/26	0	6,940	6,940
FFY25 BRSTFDG PEER CN PR MGMT USDA	76214250	10.557	333.10.55	01/01/25	09/30/27	25,804	-6,940	18,864
FFY25 FARM MKT NTR PROG MGMT USDA	76540251	10.572	333.10.57	01/01/25	09/30/25	704	0	704
<b>TOTALS</b>						0	0	0
						283,350	0	283,350

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
I	<b>WIC Nutrition Program</b>			See "Billing Requirements" below.
I.1	Maintain authorized participating caseload at 100% based on quarterly average as determined from monthly caseload management reports generated at state WIC office. The Department of Health (Department) State WIC Nutrition Program has the option of reducing authorized participating caseload and corresponding funding when: <ol style="list-style-type: none"> <li>1. Unanticipated funding situations occur.</li> <li>2. Reallocations are necessary to redistribute caseload statewide.</li> </ol>	Outcomes based on monthly participation data from state WIC caseload management reports.	Authorized participating caseload for October 2024 through September 2025 = 725.  Authorized participating caseload for March 2025 through September 2025 = 785.	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	3. Caseload declines.		Authorized participating caseload for March 2025 through September 2025 = 805.	
1.2	Submit the annual Nutrition Services Plan for each year of the contract.	Nutrition Services Plan	First year due 9/30/25 Second year due 9/30/26 Third year due 9/30/27	Payment withheld if not received by due date.
1.3	Submit the annual Nutrition Services Expenditure Report for each year of the contract.	Nutrition Services Expenditure Report	11/30/25 11/30/26 11/30/27	Payment withheld if not received by due date.
1.4	Tell participants about other health services in the agency. If needed, develop written agreements with other health care agencies and refer participants to these services.	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.5	Provide nutrition education services to participants and caregivers in accordance with federal and state requirements.	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.6	Issue WIC benefits while assuring adequate WIC card security and reconciliation.	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.7	Collect data, maintain records, and submit reports to effectively enforce the non-discrimination laws (Refer to Civil Rights Assurances below).	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.8a	Submit entire WIC and Breastfeeding Peer Counseling Budget Workbook for each year of the contract	Budget Workbook	First year due 9/30/25 Second year due 9/30/26 Third year due 9/30/27	
1.8b	Submit Rev-Exp Report spreadsheet from the WIC Budget Workbook monthly with A-19	Revenue and Expense Report and A-19	First year due monthly through September 30, 2025 Second year due monthly through September 30, 2026 Third year due monthly through September 30, 2027	
2	<b>Breastfeeding Promotion</b>			See "Billing Requirements" below.
2.1	Provide breastfeeding promotion activities in accordance with federal and state requirements.	Status report of chosen activities in Nutrition Services Plan.		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
		Documentation must be available for review by WIC monitor staff.		
2.2	Work with community partners to improve practices that affect breastfeeding. Choose one or more of the following projects: <ul style="list-style-type: none"> <li>▪ Provide staff, health care providers and community partners virtual breastfeeding training resources.</li> <li>▪ Work with employers who likely employ low-income people to create worksite environments that support breastfeeding.</li> <li>▪ Work with birthing hospitals to improve maternity care practices that affect WIC participant breastfeeding rates.</li> <li>▪ Provide participants access to lactation consultants.</li> </ul> Other projects will need pre-approval from the State WIC Office	Status report of chosen activities in Nutrition Services Plan.  Documentation must be available for review by WIC monitor staff.	First year due 11/30/25 Second year due 11/30/26 Third year due 11/30/27  Biennial WIC Monitor	
3	<b>Breastfeeding Peer Counseling Program (BFPC)</b>			See "Billing Requirements" below.
3.1	Provide Breastfeeding Peer Counseling Program activities in accordance with federal and state requirements. The WIC Breastfeeding Peer Counseling Program is meant to enhance, not replace, WIC Breastfeeding promotion and support activities.	Breastfeeding Peer Counseling Annual Report and expenditures from the previous federal fiscal year.  Documentation must be available for review by WIC monitor staff.	First year due 12/31/25 Second year due 12/31/26 Third year due 12/31/27  Biennial WIC Monitor	
3.2	Track Breastfeeding Peer Counseling Program expenditures and bill separately from the WIC grant.	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
4	<b>Farmers Market Nutrition Program (FMNP)</b>			See "Billing Requirements" below.
4.1	<i>Issue FMNP benefits to eligible WIC participants by September 30 of the current year. Participants have until October 31 of the current year to use FMNP benefits at authorized farmers markets and farm stores.</i>  <i>Distribute all Farmers Market Nutrition Program benefits to eligible WIC participants between June and September 30 of current year.</i>	<i>Document in a Family Alert that FMNP benefits were issued. Set the end date to October 31 of the current year for the alert to dismiss at the end of the season.</i>  <i>Send completed readable copy of FMNP check registers to State WIC office on a weekly basis following FMNP procedures.</i>  <i>Documentation must be available for review by WIC monitor staff.</i>	<i>Weekly June-Sept. 2025 and June-Sept. 2026</i>  <i>All sent by Oct. 1, 2025 and by Oct. 1, 2026 and by Oct. 1, 2027</i>  Biennial WIC Monitor	

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

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

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

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

**Program Specific Requirements**

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

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

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

**Staffing Requirements:**

The local agency shall:

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

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

The local agency shall follow the instructions found in the Policy and Procedure Manual under WIC Allowable Costs and 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

**Special References (i.e., RCWs, WACs, etc.):**

What is the WIC program?

1. The WIC program in the state of Washington is administered by the Department of Health.
2. The WIC program is a federally funded program established in 1972 by an amendment to the Child Nutrition Act of 1966. The purpose of the program is to provide nutrition and health assessment; nutrition education; nutritious food; breastfeeding counseling; and referral services to pregnant, breastfeeding, and postpartum women, infants, and young children in specific risk categories.
3. Federal regulations governing the WIC program (7 CFR Part 246) require implementation of standards and procedures to guide the state's administration of the WIC program. These regulations define the rights, responsibilities, and legal procedures of WIC employees, participants, persons acting on behalf of a participant, and retailers. They are designed to promote:
  - a. High quality nutrition services;

- b. Consistent application of policies and procedures for eligibility determination;
- c. Consistent application of policies and procedures for food benefit issuance and delivery; and
- d. WIC program compliance.

4. The WIC program implements policies and procedures stated in program manuals, handbooks, contracts, forms, and other program documents approved by the USDA Food and Nutrition Service.

5. The WIC program may impose sanctions against WIC participants for not following WIC program rules stated on the WIC rights and responsibilities.

6. The WIC program may impose monetary penalties against persons who misuse WIC benefits or WIC food but who are not WIC participants.

**Monitoring Visits (i.e., frequency, type, etc.):**

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

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

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

**Assurances/Certifications:**

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

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

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

The local agency agrees to:

- a. Defend, protect and hold harmless the Department or any of its employees from any claims, suits or actions arising from the use of this Loaned Equipment.
- b. Assume responsibility for any loss or damage from abnormal wear or use, or from inappropriate storage or transportation. The Department may enforce this by:
  - 1) Requiring reimbursement from the local agency of the value of the Loaned Equipment at the time of the loss or damage.
  - 2) Requiring the local agency to replace the Loaned Equipment with equipment of the same type, manufacturer, and capabilities (as pre-approved by the Department), or
  - 3) Assertion of a lien against the Contractor's property.
- c. Notify the Department immediately of any damage to Loaned Equipment.
- d. Notify the Department prior to moving or replacing any Loaned Equipment.

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

**2. Civil Rights Assurance**

- a. The local agency shall perform all services and duties necessary to comply with federal law in accordance with the following Civil Rights Assurance.
- b. "The Program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the ground of race, color, national origin, sex, age or handicap, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.
- c. "By accepting this assurance, the Program applicant agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the nondiscrimination laws and permit authorized USDA personnel during normal working hours to review such records, books and accounts as needed to ascertain

3. **2CFR 200**

The local agency shall comply with all the fiscal and operations requirements prescribed by the state agency as directed by Federal WIC Regulations (7CFR part 246.6), 2CFR part 200, the debarment and suspension requirements of 2CFR part 200.213, if applicable, the lobbying restrictions of 2CFR part 200.245, and FNS guidelines and instructions and shall provide on a timely basis to the state agency all required information regarding fiscal and program information.

**Billing Requirements:**

1. Definitions

**Contract Period:** January 1, 2025 – December 31, 2027

**Contract Budget Periods:** The time periods for which the funding is budgeted.

- There are four federal budget periods

January 1, 2025, through September 30, 2025

October 1, 2025, through September 30, 2026

October 1, 2026, through September 30, 2027

October 1, 2027, through December 30, 2027

2. Billing Information:

- Billings are submitted on an A191A invoice. These invoices are provided by the Department in the WIC Budget Workbook and include accounting codes for different budget categories.
- A19s are submitted monthly and must be received by the Department within 60 days following the close of each calendar month. Additional A19s may be submitted at any time but must be received within 60 days of the close of the federal budget period.
- Funds are allocated by budget categories and by federal budget periods (refer to the budget spreadsheet).
- Funds are encumbered or spent only during the budget period; no carry forward from previous time periods or borrowing from future time periods is allowed.
- Payments are limited to the amounts allocated for the budget period for each budget category.
- Billings are based on actual costs for completed activities. Advance payments are not allowed. Back up documentation must be retained by the local agency and available for inspection by the Department or other appropriate authorities.
- Payments will be made only for WIC approved expenditures. Refer to the Washington State WIC Nutrition Program Policy and Procedure Manual Volume 2, Chapter 4 – Allowable Costs and 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- If billing for indirect costs, a Cost Allocation Plan or Federal Indirect Cost Agreement must be submitted prior to payment.

**Special Instructions:**

The local agency shall:

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

SPECIAL REQUIREMENTS			
Contract Budget Period	Time Period special requirement funds are available	Amount	Special Requirement Description
January 1, 2025 – September 30, 2025	January 2025 – September 2025	2,500	For general training funds. This funding is for all WIC staff to participate in WIC-related training. Added in the USDA WIC Client Services Contracts category to cover training registrations, travel expenses, staff time to participate in training (salary/benefits for part time or contractor), and other approved training expenses.

**Other:**

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