

**2023**  
**ISLAND COUNTY COMMISSIONER'S WORK SESSION SCHEDULE**  
**SEPTEMBER 13, 2023**

Meetings are available remotely. Those interested in attending the meetings by computer, tablet, or smartphone may use the following link: Join Zoom Meeting:  
<https://tinyurl.com/ICWorkSession> **Meeting ID:** 957 0144 6335 **Passcode:** 969196  
**Dial by your location:** +12532158782, 95701446335#, \*969196# US (Tacoma)

9:00 a.m. Auditor  
9:10 a.m. County Administration  
9:25 a.m. Public Health  
9:35 a.m. Public Works  
10:35 a.m. Human Services

**NOON BREAK**

1:00 p.m. Joint meeting with Planning Commission

The Board of County Commissioners meets in Work Session routinely on the first three Wednesdays of each month (unless otherwise scheduled). Work Sessions are held in the Annex Building, Board of County Commissioner's Hearing Room, #B102, 1 NE 6<sup>th</sup> Street, Coupeville, WA.

Work sessions are public meetings which provide an informal workshop format opportunity for the Board to review ongoing issues with individual departments and elected officials. This time is used for the Board to meet with other agencies, committees, and groups to discuss specific topics of mutual interest. Items are typically first reviewed at Work Session before being scheduled on the agenda for the Board's regular Tuesday business meetings.

Written public comment is welcomed and can be directed to the Clerk of the Board by submitting it to [CommentBOCC@islandcountywa.gov](mailto:CommentBOCC@islandcountywa.gov) or [j.roll@islandcountywa.gov](mailto:j.roll@islandcountywa.gov). If you have questions regarding public comment you may call 360-679-7385. Written comments presented by members of the public are considered a public document and must be submitted to the Clerk of the Board.

Times for each department are approximate. Due to time constraints, a time slot scheduled for a specific department may be revised (earlier or later) as the Work Session progresses. Because of the workshop format and time sensitivity of certain items, topics and materials may be presented that are not included in a department's agenda. **If you are interested in reviewing those documents, please contact our office at 360-679-7354.**

**NOTE: Audio recordings are posted within 48 hours of the meeting date. To listen to the recording visit the Island County website or [click here](#).**



**ISLAND COUNTY AUDITOR**

**WORK SESSION AGENDA**

**DATE: 9/13/2023**

---

**To:** Janet St. Clair, Chair  
Board of Island County Commissioners

**From:** Sheilah Crider, Auditor

---

**Amount of time requested for agenda discussion. 10 minutes**

**Agenda Item No.:** 1

**Subject:** 2023 Stale Dated Warrants

**Description:** Cancellation of stale dated warrants

**Attachment:** Resolution, Outstanding Warrants 2023

**Request:** (Check boxes that apply)

<input checked="" type="checkbox"/> Move to Consent	<input type="checkbox"/> Move to Regular
<input type="checkbox"/> None/Informational	<input checked="" type="checkbox"/> Discussion
<input type="checkbox"/> Signature Request	<input type="checkbox"/> Other: _____

**IT Review Complete:**  Not Applicable

**Budget Review Complete:**  Not Applicable

**BEFORE THE BOARD OF ISLAND COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON**

**IN THE MATTER OF  
CANCELLATION OF WARRANTS**

**}**

**RESOLUTION C-\_\_\_\_-23**

**WHEREAS**, RCW 39.56.040, provides for the cancellation of warrants not presented within one year of the issue date and;

**WHEREAS**, the warrants listed on Exhibit "A" / Outstanding Warrants have not been presented for payment and have been outstanding for more than one year;

**WHEREAS**, the effort to contact the recipients did not result in presentation of the warrants or an affidavit to request the issuance of replacement warrants, and;

**NOW, THEREFORE, BE IT RESOLVED** the warrants listed in Exhibit "A," Outstanding Warrants are canceled. The County Auditor and County Treasurer, by copy of this resolution, are directed to take action to transfer all records of such warrants so as to leave the funds as if such warrants had never been drawn.

**APPROVED** this 13th day of September 2023.

**BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON**

---

Janet St. Clair, Chair

---

Jill Johnson, Member

---

Melanie Bacon, Member

**ATTEST:**

---

Jennifer Roll, Clerk of the Board

Outstanding Warrants 2023								
Auditor Exhibit A								
Warrant #	Payee Id	Payee Name	Invoice Number	Check Date	Type	Check Amt	LETTER	RESPONSE
00616235	5003615	US POSTMASTER	060822AUDITOR	6/21/2022	CHK	2,522.50	6/1/2023 & 7/18/2023 Emailed Nicole Wheat 5/2/23 & 7/28	NO REPOSE
00610614	9400998	WFG NATIONAL TITLE COMPANY	806555-2021	2/15/2022	CHK	2,006.94	6/1/2023 & 7/18/2023	NO REPOSE
00602098	9406668	JON BECKLER	801741 - 2021	7/27/2021	CHK	1,073.03	6/1/2023 & 7/18/2023	NO REPOSE
00616234	5003615	US POSTMASTER	MAY 2022	6/21/2022	CHK	890.05	6/1/2023 & 7/18/2023 Emailed Nicole Wheat 5/2/23 & 7/28	NO REPOSE
00606558	9406755	DILLON HOUSTON	306323 - 2021	11/9/2021	CHK	870.47	6/1/2023 & 7/18/2023	NO REPOSE
00603463	9401110	WASHINGTON FEDERAL BANK CORPORATE HEADQUATERS	422750 - 2020	8/24/2021	CHK	805.03	6/1/2023 & 7/18/2023	NO REPOSE
00611368	9406864	DAVID DAWLEY	407394-2021	3/1/2022	CHK	649.44	6/1/2023 & 7/18/2023	NO REPOSE
00605585	9406735	TIMOTHY GRAY	484531 - 2021	10/19/2021	CHK	466.09	6/1/2023 & 7/18/2023	NO REPOSE
00602964	9600123	CHICAGO TITLE COMPANY	617167 - 2021	8/17/2021	CHK	432.10	6/1/2023 & 7/18/2023	NO REPOSE
00605022	5010776	FULL CIRCLE TRAINING SOLUTIONS	092321	10/5/2021	CHK	399.00	6/1/2023 & 7/18/2023	NO REPOSE
00603448	5010554	ISLAND COMMUNITY SOLAR LLC	811617 - 2021	8/24/2021	CHK	322.49	6/1/2023 & 7/18/2023	NO REPOSE
00616221	5003678	VERIZON WIRELESS	9907161872	6/21/2022	CHK	180.35	6/1/2023 & 7/18/2023	NO REPOSE
00613952	9107778	ANGELA MCFARLAND	050322-2	5/3/2022	CHK	168.28	6/1/2023 & 7/18/2023	NO REPOSE
00607532	9107718	NOLAN DAVIS	120721-56	12/7/2021	CHK	162.00	6/1/2023 & 7/18/2023	RETURNED MAIL
00616179	5008915	SKAGIT VALLEY POLARIS KAWASAKI	4176674	6/21/2022	CHK	143.56	6/1/2023 & 7/18/2023	NO REPOSE
00606315	9401723	CHICAGO TITLE	720893 - 2021	11/2/2021	CHK	94.05	6/1/2023 & 7/18/2023	NO REPOSE
00608707	5000824	CHRISTIANS TOWING STORAGE & WRECKING LLC	35988	1/4/2022	CHK	90.00	6/1/2023 & 7/18/2023	NO REPOSE
00613956	9107780	BENJAMIN METZ	050322-6	5/3/2022	CHK	73.82	6/1/2023 & 7/18/2023	NO REPOSE
00602359	5002413	LEXIS NEXIS MATTHEW BENDER	26315890	8/3/2021	CHK	69.00	6/1/2023 & 7/18/2023	NO REPOSE
00603353	9107629	PATRICIA SACCO	080621-74	8/24/2021	CHK	66.96	6/1/2023 & 7/18/2023	NO REPOSE
00607921	9406781	RAINIER TITLE	143008 - 2021	12/14/2021	CHK	64.35	6/1/2023 & 7/18/2023	NO REPOSE
00610054	9406798	MICHAEL BARRETT	105013-2021	2/1/2022	CHK	55.92	6/1/2023 & 7/18/2023	NO REPOSE
00602965	9401069	FRANK D COOK	311371 - 2020	8/17/2021	CHK	52.52	6/1/2023 & 7/18/2023	NO REPOSE
00615334	9602815	JAKE BROOKS	051222	6/6/2022	CHK	51.50	6/1/2023 & 7/18/2023	NO REPOSE
00608872	9107777	ZACHARY SRDAR	010422-96	1/4/2022	CHK	46.88		
00614031	9107810	KIERA ALDERTON	050322-66	5/3/2022	CHK	45.74		
00609941	5002118	ISLAND AUTO SUPPLY	655690	2/1/2022	CHK	42.14		
00614027	9107807	KENNETH HAINES	050322-60	5/3/2022	CHK	38.08		
00602969	9406691	SCOTT HAGER	36080 - 2021	8/17/2021	CHK	36.84		
00607502	9107710	JOSEPH EGGERT	120721-40	12/7/2021	CHK	32.40		
00606324	5002342	LAND TITLE OF ISLAND COUNTY OAK HARBOR	329148 - 2021	11/2/2021	CHK	30.94		
00602944	9602653	COLEEN YOUNG SUMRALL	CH-21-00384	8/17/2021	CHK	30.00		
00614021	9107804	KATHRYN LIGGETT	050322-54	5/3/2022	CHK	27.55		
00615449	9107879	MICHELLE MILLER-GARSON	052422-78	6/6/2022	CHK	27.55		
00603282	9107648	DENNIS LEIGHTON	080621-94	8/24/2021	CHK	24.56		
00608719	9107738	DALLAS BRODT	010422-18	1/4/2022	CHK	24.56		
00610584	9406840	COOL ROAD OSS ASSOCIATION	648400-2021	2/15/2022	CHK	23.04		
00615564	9107859	IRENE WALKER FOSTER	052422-38	6/6/2022	CHK	21.70		
00603268	9107646	AUSTIN COX	080621-92	8/24/2021	CHK	21.20		
00603334	9107628	MARCO MENDOZA	080621-73	8/24/2021	CHK	21.20		
00608761	9107751	JOSEPH KISNER	010422-44	1/4/2022	CHK	21.20		
00610294	9406812	GERALD LEES	62489-2021	2/8/2022	CHK	21.18		
00610590	9406836	PATRICK W HALL	316081-2021	2/15/2022	CHK	18.93		
00614121	9107786	CHRISTOPHER TYAU	050322-18	5/3/2022	CHK	17.02		
00610591	9406845	GREG HEYMAN	200918-2021	2/15/2022	CHK	16.81		
00602123	9401024	STEWART TITLE COMPANY	356386 - 2021	7/27/2021	CHK	16.62		
00606562	5002342	LAND TITLE OF ISLAND COUNTY OAK HARBOR	289627 - 2021	11/9/2021	CHK	16.08		
00616538	9406899	THE KRAFT LAW GROUP PS	813900-2022	6/28/2022	CHK	10.62		
00601734	9406657	CHRISTINE WHITMORE	568095 - 2021	7/20/2021	CHK	10.01		
00616534	9406893	VICKY D REIERSON	196601-2022	6/28/2022	CHK	9.77		
00610596	9406844	KEVIN D MCDONALD	696857-2021	2/15/2022	CHK	9.63		
00601137	9406666	CHRISTOPHER PHILLIPS	20774 - 2021	7/6/2021	CHK	8.41		
00602985	9406699	MARILISA PREVATT	156994 - 2021	8/17/2021	CHK	7.86		
00610580	9406396	JEFFREY F BUELER	804251-2021	2/15/2022	CHK	6.01		
				Total Amount		\$ 12,393.98		



## ISLAND COUNTY COUNTY ADMINISTRATION

### WORK SESSION AGENDA

DATE: 9/13/2023

---

**To:** Janet St. Clair, Chair  
Board of Island County Commissioners  
**From:** Michael Jones, County Administrator

---

Amount of time requested for agenda discussion. 15 Minutes

**Agenda Item No.:** 1

**Subject:** Review of SWOT (Strengths, Weaknesses, Opportunities, and Threats) for Comprehensive Economic Development Strategy (CEDS) project.

**Description:** The County Administrator is seeking Board of County Commissioners' feedback and direction to submit the SWOT to the CEDS project team.

**Attachment:** Memo regarding Draft SWOT Analysis for CEDS

**Request:** (Check boxes that apply)

<input type="checkbox"/> Move to Consent	<input type="checkbox"/> Move to Regular
<input type="checkbox"/> None/Informational	<input checked="" type="checkbox"/> Discussion
<input type="checkbox"/> Signature Request	<input checked="" type="checkbox"/> Other: <u>Direction for County Administrator</u>

**IT Review Complete:**  Not Applicable

**Budget Review Complete:**  Not Applicable



## Island County Administration

*Michael Jones, MPA – County Administrator*

---

1 NE 7<sup>th</sup> Street, Coupeville, WA 98239

Ph: Whidbey 360-679-7331 | Camano 360-387-3443 | S Whidbey 360-321-5111

Email: Michael.jones@islandcountywa.gov | [www.islandcountywa.gov](http://www.islandcountywa.gov)

## M E M O R A N D U M

September 13, 2023

TO: Board of County Commissioners  
FROM: Michael Jones, County Administrator

RE: Draft SWOT Analysis for Comprehensive Economic Development Strategy

---

As part of preparing a Comprehensive Economic Development Strategy, each government jurisdiction and business sector is asked to prepare a SWOT analysis. A SWOT considers the strengths, weaknesses, opportunities, and threats faced by Island County. It is important to clarify that Island County means the geographic area for which the Comprehensive Economic Development Strategy is being drafted. It does not mean Island County as a government agency.

The County Administrator and Department Directors conducted a SWOT analysis exercise. The outcome of that exercise is attached hereto as Attachment A. The Draft SWOT Analysis is presented for review by the Board of County Commissioners.

The County Administrator is seeking input on the draft and permission to submit the SWOT analysis to the Comprehensive Economic Development Strategy team for inclusion in the report.



## Attachment A

### SWOT Analysis by Island County Government for submittal to Comprehensive Economic Development Strategy

#### 1) STRENGTHS OF ISLAND COUNTY

- a) The jurisdiction has a high quality of life. This is demonstrated by a rich history, relatively low crime rate, and being a regional outdoor recreation destination where natural beauty abounds. In 2022 the jurisdiction ranked among the Healthiest Communities by U.S. News and World Report.
- b) The jurisdiction is less impacted by poor air quality and traffic congestion than many neighboring areas.
- c) Low poverty rates
- d) High levels of high school completion
- e) Educated workforce with higher than state average college education levels
- f) Strong community engagement and volunteerism
- g) Moderate climate, attractive to many people due to lack of extremes
- h) Consistent revenue coming into County due to navy and retiree income
- i) Navy spouses/veterans provide skilled and educated labor force
- j) Existing agricultural businesses can support new value-added food industries
- k) Strong tourism base
- l) Many recreational opportunities
- m) Variety of social services and non-profits
- n) Very low hurricane risk
- o) Relatively low extreme heat event risk
- p) The jurisdiction is dedicated to achieving progressive transportation goals, innovative mobility performance measures, and effective programs to encourage walking, biking, ride-sharing, and public transit while discouraging single-occupant vehicles.

#### 2) WEAKNESSES OF ISLAND COUNTY

- a) Low unemployment rate
- b) Inadequate potable water supply and sewage infrastructure for significant industry anywhere outside Oak Harbor
- c) No municipal sewer in Freeland growth area
- d) Inadequate access to South Whidbey industrial area
- e) No construction-ready industrial or business parks - causes slow pace of development for interested businesses
- f) Island County government challenged to maintain reasonable permit review times, primarily due to employee retention and complexity of development

- g) Existing gaps in EV charging capabilities within the jurisdiction discourage adoption and prevent disadvantaged communities from benefitting from investments in EV deployment.
- h) Child food insecurity rate hovering above 18% or 2.8K children.
- i) Vulnerable populations have geographic and transportation barriers with advanced medical care, mental health practitioners, and health care often a minimum of an hour away.
- j) Lower than state and Seattle metro area average wages discourage employee retention
- k) High reliance on ferry and bridge access (limited freight transit options)
- l) Limited medical care providers and facilities
- m) Lack of housing and lack of housing options
- n) Lack of recreational infrastructure to meet summer demand
- o) Limited broadband and cellular services
- p) Food deserts exist in portions of the County. Limited grocery stores allow for higher prices.
- q) Limited construction trade workers
- r) Limited development-friendly land
- s) Lack of childcare
- t) Limited nightlife
- u) Lack of variety in the business sector
- v) Not enough employment opportunities for NASWI spouses, veterans, or Camano Island residents; many must commute off base and off island for work

### **3) THREATS TO ISLAND COUNTY**

- a) Overly dependent on NASWI for economic vitality as the largest employer in the jurisdiction
- b) Risk of flooding due to atmospheric river events and tidal events
- c) Sea level rise
- d) Earthquake risk due to location in the Juan de Fuca Plate Subduction Zone
- e) Volcanic eruption risk due to proximity to Mt. Baker and other Cascade volcanoes
- f) Cost of fuel
- g) Heavy reliance on Boeing
- h) High interest rates driving up housing costs
- i) Ferry policies determined by Washington State
- j) Potential of military strike against NASWI
- k) Aging national workforce

#### **4) OPPORTUNITIES IN ISLAND COUNTY**

- a) Increasing economic development coordination between local jurisdictions
- b) Addressing homelessness
- c) Code changes to authorize more business development and housing development
- d) Development of workforce housing policies, and direct support of workforce housing
- e) Expand higher education availability in County
- f) Grant opportunities/Federal infrastructure spending
- g) Promotion of tele-working, tele-medicine, and the benefits of connectivity and technology
- h) Passenger ferry to/from Whidbey Island linked with public transit in Island and Snohomish County
- i) Tunnel or second bridge to increase access to/from Whidbey Island



## ISLAND COUNTY PUBLIC HEALTH

### WORK SESSION AGENDA

DATE: 9/13/2023

---

To: Janet St. Clair, Chair  
Board of Island County Commissioners  
From: Shawn Morris, Director

---

Amount of time requested for agenda discussion. 10 minutes

**DIVISION:** Health Administration

**Agenda Item No.:** 1

**Subject:** Consolidated Contract with Washington State Department of Health No.;  
CLH31021 (Amendment No. 15); Amount: \$1,404,365

**Description:** Review and discuss the Consolidated Contract CLH31012 Amendment No. 15 with Washington State Department of Health for Foundational Public Health Services (FPHS), COVID-19 Gap Funding, Immunization Promotion, WIC Nutrition Program, Maternal Child Health Block Grant, and Public Health and Emergency Preparedness programs, and request to move item to the next available consent agenda. Please see coversheet for summary information. Presented by Shawn Morris, Public Health Director, Heather Kortuem, Environmental Health Manager, and Megan Works, Community Health Manager.

**Attachment:** Executive Summary and Contract

**Request:** (*Check boxes that apply*)

<input checked="" type="checkbox"/> Move to Consent	<input type="checkbox"/> Move to Regular
<input type="checkbox"/> None/Informational	<input type="checkbox"/> Discussion
<input type="checkbox"/> Signature Request	<input type="checkbox"/> Other: _____

**IT Review Complete:**  In process

**Budget Review Complete:**  In process

**Consolidated Contract with WA State Dept of Health  
Contract No.: CLH31012; Amendment No. 15**

**- Executive Summary -**

*Sep 13<sup>th</sup> BOCC Work Session and Sep 19<sup>th</sup> BOH*

<b>Summary</b>	Consolidated Contract CLH31012 Amendment No. 15 with Washington State Department of Health to revise funding for Foundational Public Health Services (FPHS), Maternal Child Health Block Grant, Emergency Preparedness, and COVID-19 Gap Funding. Funding supports delivery of FPHS, maternal child health initiatives, the WIC nutrition program, and immunization promotion outreach. Amendment No. 15 increases allocations by \$1,404,365.
<b>Policy Context</b>	<ul style="list-style-type: none"><li><b>FPHS Lifecourse &amp; Maternal Child Health Block Grant (MCHBG):</b> New FPHS funding supports strengthening local capacity for communications, preparedness, community-based prevention, and finance capacity. Lifecourse funding is supporting the following activities that align with CHIP 2020 goals for community health improvement:<ul style="list-style-type: none"><li>Our community outreach worker program to engage historically underserved Latino community members, providing culturally appropriate resources, care navigation, and support. Lifecourse funding offsets costs for our supportive nursing care for families, by funding assessment and community-scale engagement activities.</li><li>Funding supports a senior falls prevention coalition that engages a variety of organizations to prevent the incidence of falls and decrease ED visits.</li><li>Lifecourse and MCHBG funding supports efforts to expand a local care directory with Help Me Grow, including collaborative planning with community partners.</li><li>Staff are expanding population scale disease prevention for heart disease, diabetes, cancer, and other chronic disease through sharing lifestyle health resources with historically underserved populations. Resources are delivered through workshops, one on one engagement, and supporting health and nutrition fairs.</li><li>Funding supports parenting support groups for Hispanic families and families with infants, and staff are expanding parenting support after completing certification from Nurturing Parenting, a recognized leader in parenting support workshops.</li><li>A portion of the Lifecourse funding can be provided to Human Services for early childhood work as well, and Public Health staff closely coordinate services with the Human Services team.</li></ul></li><li><b>FPHS Communications:</b> Funding can support a portion (0.3 FTE) of the county Communications Manager to provide Public Health communications support. A portion can be contracted to develop locally responsive social media outreach campaigns, including supporting communication strategies. Contracting services can support other departments with health-related outreach, including Human Services and components of the Comprehensive Plan that relate to community and environmental health and well-being.</li></ul>

	<ul style="list-style-type: none"> <li>• <b>FPHS Finance Capacity:</b> Increases capacity for sound financial stewardship of all grants and contracts managed by Public Health. As the amount of funding to our department has increased, the legislature is providing funding to meet the increased need for financial management related to BARS reporting, grant tracking, allocations, and payroll.</li> <li>• <b>FPHS EH Leadership Capacity:</b> New funding supports Environmental Health leadership capacity, fully covering the costs for our EH Manager, helping decrease the demand on grant funding and fees dedicated to programmatic delivery. Expands capacity for EH Manager to focus on policy development, program planning, and administration.</li> <li>• <b>Vaccine Promotion:</b> Funding supports population scale outreach with community members and providers through technical assistance and public health educational activities.</li> <li>• <b>Emergency Preparedness:</b> Preparedness funding supports management and staff involved in PHEPR activities. Priorities for individual funding are based on Board direction, input from community stakeholders, assessment activities, and guidance from regional partners and contract definitions for scope of services. Current key priorities include implementing our staff training plan (IPPW plan), strengthening the Medical Reserve Corps (MRC), building capacity for administrative preparedness, and updating all sub-plans related to the COOP and ESF-8.</li> <li>• <b>WIC Nutrition Program:</b> WIC nutrition funding is expected and supports our ongoing WIC services, including the breast-feeding peer counselor programs. WIC staff actively coordinate services with community partners, including pediatricians, neurodevelopmental providers, and social service agencies. WIC engages in community-scale outreach along with family services, and staff integrate nutritional education and resources with cultural humility into care delivery.</li> <li>• <b>COVID Response:</b> Gap funding supports staff to provide timely and relevant community guidance and equitable access to essential treatment for COVID-19. Funding supports outreach efforts to hard-to-reach community members to support access to COVID-19 vaccination and sharing timely community guidance across a variety of sectors</li> </ul>
<b>Fiscal &amp; Community Impact</b>	<p>Overall, Amendment 15 increases allocations by \$1,404,365.</p> <p>All funding was presented in the ICPH Budget Workshop August 23, 2023, and Public Health is collaboratively using this funding to strengthen local capacity and support other departments and agencies engaged in foundational work.</p>
<b>Recommendations and Desired Outcomes</b>	<p><b>Overall Recommendation:</b> Accept contract and funding changes based on factors outlined in this Executive Summary.</p> <ul style="list-style-type: none"> <li>• Improve health outcomes related to immunization rates, maternal child health outcomes, injury prevention, and chronic disease through preventive, community-driven efforts, while ensuring sound fiscal stewardship of public resources and program sustainability.</li> <li>• Equitable access to COVID-19 vaccination, treatment, and community guidance, while improving community outreach and provider engagement related to childhood and adult immunizations.</li> <li>• Practice continual improvement with Public Health emergency preparedness planning, exercises, and information.</li> </ul>

**ISLAND COUNTY PUBLIC HEALTH DEPARTMENT**  
**2022-2024 CONSOLIDATED CONTRACT**

**CONTRACT NUMBER: CLH31012**

**AMENDMENT NUMBER: 15**

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

**IT IS MUTUALLY AGREED:** 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/sitelpages/home.aspx?e1:9a94688da2d94d3ea80ac7fbc32e4d7c>

Adds Statements of Work for the following programs:

COVID-19 LHJ Gap Funding - Effective July 1, 2023

Executive Office of Resiliency & Health Security-PHEP - Effective July 1, 2023

Executive Office of Resiliency & Health Security-WFD LHJ - Effective July 1, 2023

Amends Statements of Work for the following programs:

Foundational Public Health Services (FPHS) - Effective July 1, 2023

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

Office of Immunization-Promotion of Immunizations to Improve Vaccination Rates - Effective July 1, 2023

WIC Nutrition Program - Effective January 1, 2022

Deletes Statements of Work for the following programs:

2. Exhibit B-15 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-14 Allocations as follows:

Increase of **\$1,404,365** for a revised maximum consideration of **\$9,353,099**.

Decrease of \_\_\_\_\_ for a revised maximum consideration of \_\_\_\_\_.

No change in the maximum consideration of \_\_\_\_\_.

Exhibit B Allocations are attached only for informational purposes.

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

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

This section intentionally left blank.

**ISLAND COUNTY PUBLIC HEALTH DEPARTMENT  
2022-2024 CONSOLIDATED CONTRACT**

**CONTRACT NUMBER: CLH31012**

**AMENDMENT NUMBER: 15**

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 Date  
Board of County Commissioners

Signature Date

---

Print Name Title

---

Print Name Title

ISLAND COUNTY BOARD OF HEALTH

APPROVED AS TO FORM ONLY  
Assistant Attorney General

---

Chair Date  
Board of Health

---

Print Name Title

Indirect Rate January 1, 2022 through December 31, 2022: 24%

Indirect Rate January 1, 2023 through December 31, 2023: 23%

Chart of Accounts Program Title	Federal Award Identification #	Amend #	BARS Assist List #*	Revenue Code**	Statement of Work		DOH Use Only		Amount	Funding Period SubTotal	Chart of Accounts Total
					LHJ Funding Period Start Date	End Date	Chart of Accounts Funding Period Start Date	End Date			
<b>FFY24 USDA BFPC Prog Mgmt</b>	<b>NGA Not Received</b>	<b>Amd 15</b>	<b>10.557</b>	<b>333.10.55</b>	<b>10/01/23</b>	<b>09/30/24</b>	<b>10/01/23</b>	<b>09/30/24</b>	<b>\$34,405</b>	<b>\$34,405</b>	<b>\$81,101</b>
FFY23 USDA BFPC Prog Mgmt	7WA700WA1	Amd 11	10.557	333.10.55	10/01/22	09/30/23	10/01/22	09/30/23	\$25,804	\$34,405	
FFY23 USDA BFPC Prog Mgmt	7WA700WA1	Amd 8, 11	10.557	333.10.55	10/01/22	09/30/23	10/01/22	09/30/23	\$8,601		
FFY22 USDA BFPC Prog Mgmt	7WA700WA1	Amd 1	10.557	333.10.55	01/01/22	09/30/22	10/01/21	09/30/22	\$12,291	\$12,291	
<b>FFY24 USDA WIC Client Svcs Contracts</b>	<b>NGA Not Received</b>	<b>Amd 15</b>	<b>10.557</b>	<b>333.10.55</b>	<b>10/01/23</b>	<b>09/30/24</b>	<b>10/01/23</b>	<b>09/30/24</b>	<b>\$3,000</b>	<b>\$56,125</b>	<b>\$430,450</b>
FFY24 USDA WIC Client Svcs Contracts	NGA Not Received	Amd 11, 15	10.557	333.10.55	10/01/23	09/30/24	10/01/23	09/30/24	\$53,125		
FFY23 USDA WIC Client Svcs Contracts	7WA700WA7	Amd 11	10.557	333.10.55	10/01/22	09/30/23	10/01/22	09/30/23	\$158,375	\$212,100	
FFY23 USDA WIC Client Svcs Contracts	7WA700WA7	Amd 1	10.557	333.10.55	10/01/22	09/30/23	10/01/22	09/30/23	\$53,725		
FFY22 USDA WIC Client Svcs Contracts	7WA700WA7	Amd 1	10.557	333.10.55	01/01/22	09/30/22	10/01/21	09/30/22	\$162,225	\$162,225	
FFY23 USDA WIC Prog Mgmt CSS	7WA700WA7	Amd 11	10.557	333.10.55	01/01/23	09/30/23	10/01/22	09/30/23	\$1,600	\$1,600	\$1,600
<b>FFY23 USDA FMNP Prog Mgmt</b>	<b>7WA810WA7</b>	<b>Amd 15</b>	<b>10.572</b>	<b>333.10.57</b>	<b>06/01/23</b>	<b>09/30/23</b>	<b>10/01/22</b>	<b>09/30/23</b>	<b>\$567</b>	<b>\$567</b>	<b>\$1,115</b>
FFY22 USDA FMNP Prog Mgmt	7WA810WA7	Amd 4	10.572	333.10.57	05/01/22	09/30/22	10/01/21	09/30/22	\$548	\$548	
<b>FY24 LHJ COVID-19 ARPA</b>	<b>SLFRP0002</b>	<b>Amd 15</b>	<b>21.027</b>	<b>333.21.02</b>	<b>07/01/23</b>	<b>06/30/24</b>	<b>07/01/23</b>	<b>06/30/25</b>	<b>\$531,716</b>	<b>\$531,716</b>	<b>\$531,716</b>
LHJ Vaccination ARPA	SLFRP0002	Amd 10	21.027	333.21.02	11/01/22	06/30/23	11/01/22	06/30/23	\$342,392	\$342,392	\$342,392
PS SSI 1-5 Sub Award Process Task 4	01J18001	Amd 2	66.123	333.66.12	01/01/22	09/30/22	07/01/16	08/31/23	\$57,206	\$57,206	\$57,206
FFY23 Swimming Beach Act Grant IAR (ECY)	01J74301	Amd 12	66.472	333.66.47	03/01/23	10/31/23	03/01/23	10/31/23	\$12,000	\$12,000	\$27,000
FFY22 Swimming Beach Act Grant IAR (ECY)	01J74301	Amd 2	66.472	333.66.47	03/01/22	10/31/22	01/01/22	11/30/22	\$15,000	\$15,000	
<b>FFY23 PHEP BP5 LHJ Funding</b>	<b>NU90TP922043</b>	<b>Amd 15</b>	<b>93.069</b>	<b>333.93.06</b>	<b>07/01/23</b>	<b>06/30/24</b>	<b>07/01/23</b>	<b>06/30/24</b>	<b>\$64,271</b>	<b>\$64,271</b>	<b>\$192,813</b>
FFY22 PHEP BP4 LHJ Funding	NU90TP922043	Amd 7	93.069	333.93.06	07/01/22	06/30/23	07/01/22	06/30/23	\$64,271	\$64,271	
FFY21 PHEP BP3 LHJ Funding	NU90TP922043	Amd 2	93.069	333.93.06	01/01/22	06/30/22	07/01/21	06/30/22	\$64,271	\$64,271	
COVID19 Vaccines	NH23IP922619	Amd 13	93.268	333.93.26	01/01/22	06/30/24	07/01/20	06/30/24	(\$30,569)	\$351,098	\$351,098
COVID19 Vaccines	NH23IP922619	Amd 4	93.268	333.93.26	01/01/22	06/30/24	07/01/20	06/30/24	\$381,667		
COVID19 Vaccines R4	NH23IP922619	Amd 7	93.268	333.93.26	01/01/22	06/30/24	07/01/20	06/30/24	\$5,000	\$386,667	\$386,667
COVID19 Vaccines R4	NH23IP922619	Amd 1	93.268	333.93.26	01/01/22	06/30/24	07/01/20	06/30/24	\$381,667		
<b>FFY24 CDC VFC Ops</b>	<b>NH23IP922619</b>	<b>Amd 15</b>	<b>93.268</b>	<b>333.93.26</b>	<b>07/01/23</b>	<b>06/30/24</b>	<b>07/01/23</b>	<b>06/30/24</b>	<b>\$602</b>	<b>\$6,626</b>	<b>\$6,626</b>
FFY24 CDC VFC Ops	NH23IP922619	Amd 14	93.268	333.93.26	07/01/23	06/30/24	07/01/23	06/30/24	\$6,024		
FFY19 COVID CARES	NU50CK000515	Amd 2	93.323	333.93.32	01/01/22	04/22/22	04/23/20	07/31/24	\$220,357	\$220,357	\$220,357
FFY19 ELC COVID Ed LHJ Allocation	NU50CK000515	Amd 2	93.323	333.93.32	01/01/22	10/18/22	05/19/20	10/18/22	\$367,314	\$367,314	\$367,314

Indirect Rate January 1, 2022 through December 31, 2022: 24%

Indirect Rate January 1, 2023 through December 31, 2023: 23%

Chart of Accounts Program Title	Federal Award Identification #	Amend #	BARS Assist List #*	Revenue Code**	Statement of Work		DOH Use Only		Amount	Funding Period SubTotal	Chart of Accounts Total
					LHJ Funding Period Start Date	End Date	Chart of Accounts Funding Period Start Date	End Date			
FFY20 ELC EDE LHJ Allocation	NU50CK000515	Amd 7, 9, 12	93.323	333.93.32	01/01/22	12/31/23	01/15/21	07/31/24	(\$13,429)	\$1,083,320	\$1,083,320
FFY20 ELC EDE LHJ Allocation	NU50CK000515	Amd 2, 9, 12	93.323	333.93.32	01/01/22	12/31/23	01/15/21	07/31/24	\$1,096,749		
FFY22 Vector-borne T2&3 Epi ELC FPH	NU50CK000515	Amd 5	93.323	333.93.32	08/01/22	09/30/22	08/01/22	07/31/23	\$1,500	\$1,500	\$3,000
FFY21 Vector-borne T2&3 Epi ELC FPH	NU50CK000515	Amd 5	93.323	333.93.32	06/01/22	07/31/22	08/01/21	07/31/22	\$1,500	\$1,500	
<b>FFY24 HRSA MCHBG LHJ Contracts</b>	<b>NGA Not Received</b>	<b>Amd 15</b>	<b>93.994</b>	<b>333.93.99</b>	<b>10/01/23</b>	<b>09/30/24</b>	<b>10/01/23</b>	<b>09/30/24</b>	<b>\$55,804</b>	<b>\$55,804</b>	<b>\$111,608</b>
FFY23 <b>HRSA</b> MCHBG LHJ Contracts	B04MC47453	Amd 7	93.994	333.93.99	10/01/22	09/30/23	10/01/22	09/30/23	\$55,804	\$55,804	
FFY22 MCHBG LHJ Contracts	B04MC45251	Amd 4	93.994	333.93.99	01/01/22	09/30/22	10/01/21	09/30/22	\$9,958	\$51,811	\$51,811
FFY22 MCHBG LHJ Contracts	B04MC45251	Amd 1	93.994	333.93.99	01/01/22	09/30/22	10/01/21	09/30/22	\$41,853		
GFS-Group B (FO-NW)		Amd 11	N/A	334.04.90	01/01/23	06/30/23	07/01/22	06/30/23	\$25,878	\$25,878	\$51,755
GFS-Group B (FO-NW)		Amd 1	N/A	334.04.90	01/01/22	06/30/22	07/01/21	06/30/22	\$25,877		
Rec Shellfish/Biotoxin		Amd 14	N/A	334.04.93	07/01/23	12/31/24	07/01/23	06/30/25	\$2,400	\$2,400	\$5,400
Rec Shellfish/Biotoxin		Amd 1	N/A	334.04.93	01/01/22	06/30/23	07/01/21	06/30/23	\$3,000		
Small Onsite Management (ALEA)		Amd 14	N/A	334.04.93	07/01/24	12/31/24	07/01/23	06/30/25	\$30,000	\$30,000	\$75,000
Small Onsite Management (ALEA)		Amd 14	N/A	334.04.93	07/01/23	06/30/24	07/01/23	06/30/25	\$45,000		
Wastewater Management-GFS		Amd 1	N/A	334.04.93	07/01/22	06/30/23	07/01/21	06/30/23	\$45,000	\$45,000	\$67,500
Wastewater Management-GFS		Amd 1	N/A	334.04.93	01/01/22	06/30/22	07/01/21	06/30/23	\$22,500		
SFY23 FPHS-LHJ-GFS		Amd 13	N/A	336.04.25	07/01/22	06/30/23	07/01/21	06/30/23	\$100,000	\$1,700,000	\$1,700,000
SFY23 FPHS-LHJ-GFS		Amd 6, 9	N/A	336.04.25	07/01/22	06/30/23	07/01/21	06/30/23	\$1,600,000		
FPHS-LHJ-Proviso (YR2)		Amd 7	N/A	336.04.25	07/01/22	06/30/23	07/01/21	06/30/23	(\$854,000)	\$0	\$854,000
FPHS-LHJ-Proviso (YR2)		Amd 1	N/A	336.04.25	07/01/22	06/30/23	07/01/21	06/30/23	\$854,000		
FPHS-LHJ-Proviso (YR1)		Amd 1	N/A	336.04.25	01/01/22	06/30/22	07/01/21	06/30/23	\$854,000	\$854,000	
<b>FPHS-Local Health Jurisdiction</b>		<b>Amd 15</b>	<b>N/A</b>	<b>336.04.25</b>	<b>07/01/23</b>	<b>06/30/24</b>	<b>07/01/23</b>	<b>06/30/25</b>	<b>\$714,000</b>	<b>\$2,314,000</b>	<b>\$2,314,000</b>
FPHS-Local Health Jurisdiction		Amd 14	N/A	336.04.25	07/01/23	06/30/24	07/01/23	06/30/25	\$1,600,000		
YR 25 SRF - Local Asst (15%) (FO-SW) SS		Amd 13	N/A	346.26.64	01/01/23	12/31/23	01/01/23	12/31/23	\$250	\$17,750	\$32,250
YR 25 SRF - Local Asst (15%) (FO-SW) SS		Amd 12	N/A	346.26.64	01/01/23	12/31/23	01/01/23	12/31/23	\$17,500		
YR24 SRF - Local Asst (15%) (FO-NW) SS		Amd 5	N/A	346.26.64	01/01/22	12/31/22	07/01/21	06/30/23	\$250	\$14,500	
YR24 SRF - Local Asst (15%) (FO-NW) SS		Amd 2	N/A	346.26.64	01/01/22	12/31/22	07/01/21	06/30/23	\$500		
YR24 SRF - Local Asst (15%) (FO-NW) SS		Amd 1	N/A	346.26.64	01/01/22	12/31/22	07/01/21	06/30/23	\$13,750		
YR 25 SRF - Local Asst (15%) (FO-SW) TA		Amd 12	N/A	346.26.66	01/01/23	12/31/23	01/01/23	12/31/23	\$4,000	\$4,000	\$6,000
YR24 SRF - Local Asst (15%) (FO-NW) TA		Amd 1	N/A	346.26.66	01/01/22	12/31/22	07/01/21	06/30/23	\$2,000		

Indirect Rate January 1, 2022 through December 31, 2022: 24%

Indirect Rate January 1, 2023 through December 31, 2023: 23%

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #*	Revenue Code**	BARS		Statement of Work		DOH Use Only		Amount	Funding Period SubTotal	Chart of Accounts Total
					LHJ Funding Period	Start Date	End Date	Start Date	End Date	Chart of Accounts			
<b>TOTAL</b>													
Total consideration:					\$7,948,734						\$9,353,099	\$9,353,099	GRAND TOTAL \$9,353,099
					\$1,404,365								
<b>GRAND TOTAL</b>					<b>\$9,353,099</b>								Total Fed \$4,247,194 Total State \$5,105,905

\*Catalog of Federal Domestic Assistance

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

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

**DOH Program Name or Title:** COVID-19 LHJ Gap Funding -  
Effective July 1, 2023

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

**Contract Number:** CLH31012

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

**Period of Performance:** July 1, 2023 through June 30, 2024

<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 support LHJ COVID-19 work utilizing American Rescue Plan Act (ARPA) funding.

**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>			
FY24 LHJ COVID-19 ARPA	926C0240	21.027	333.21.02	07/01/23	06/30/24	0	531,716	531,716
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						<b>0</b>	<b>531,716</b>	<b>531,716</b>

<b>Task #</b>	<b>Activity</b>	<b>Deliverables/Outcomes</b>	<b>Due Date/Time Frame</b>	<b>Payment Information and/or Amount</b>
	Task 1, 2, and 3 Activities Supported by LHJ COVID-19 Gap Supplemental		July 1, 2023 – June 30, 2024	Reimbursement for actual costs incurred, not to exceed total funding allocation.  Due date: Every 60 days as specified in the ConCon billing instructions.
1.	Provide vaccination services to increase COVID-19 vaccine availability in the community. Vaccination services are defined as those outside the usual healthcare delivery method, such as pop-up clinics, mobile clinics, non-clinical facilities and may be conducted during non-traditional hours such as evenings and weekends. Activities may include vaccine strike teams, mobile vaccine clinics,	Vaccine availability to the community and prioritized in your jurisdiction's community.		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	satellite clinics, temporary or off-site clinics to travel and provide vaccination services in non-traditional settings, community outreach/messaging or to supplement the work of other community partners in underserved communities and may include administration costs for COVID-19 vaccine.			
1A.	Vaccination data – will be maintained according to current state and federal requirements.  Vaccine Registration Systems – If a local jurisdiction or region does not have a registration system(s) then include internet based, phone option and other methods to ensure equitable registration. The state PrepMod system and tools will be available for use.	Submission of vaccine use into WA IIS database within 48 hours of use.  Jurisdiction/Regions will ensure a fair and equitable process for registration of eligible Washingtonians across all available modalities.	Within two (2) days of vaccine use	
1B.	Specific itemized breakdown of activities and costs from our partners for vaccine efforts and keeping Washington safe.	Final written report including activities completed and how LHJ addressed equitable distribution of the vaccine, community outreach and messaging.	Report due within 30 days of the end of each quarter listed below:  Year 1 Quarter 1 July 1, 2023-September 30, 2023  Year 1 Quarter 2 October 1, 2023-December 31, 2023  Year 1 Quarter 3 January 1, 2024-March 31, 2024  Year 1 Quarter 4 April 1, 2024-June 30, 2024	
2.	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></ul>	See Special Requirements below.	See Special Requirements below.	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> <li>• Data reporting</li> </ul> <p>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.</p>			
3.	<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 ensure the following Contact Tracing and Case Investigation Support: Hire a minimum of 1.0 data entry FTE to assure system requirements for task 2.1.a.</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,</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>LHJs and Tribes.) 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> </ol>	<p>Enter all case investigation data in WDRS-following guidance from DOH.</p>		

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>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.</p> <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. Maintain records of all COVID negative lab test results from the LHJ and enter into WDRS when resources permit or send test results to DOH.</li> <li>iii. Collaborate with Tribes to ensure Tribal entities with appropriate public health authority have read/write access to WDRS and CREST to ensure that all COVID lab results from their jurisdictions are entered in WDRS or shared with the LHJ or DOH for entry.</li> </ul> <p>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.</p> <p>e. Support Infection Prevention and control for high-risk populations</p> <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</li> </ul>	<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> <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>quarantine protocols in congregate care facilities.</p> <p>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.</p> <p>iv. Healthcare: Support infection prevention and control assessments, testing, cohorting, and isolation procedures. Provide educational resources to a variety of healthcare setting types (e.g., nursing homes, hospitals, dental, dialysis).</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>			

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>h. Establish sustainable isolation and quarantine (I&amp;Q) measures in accordance with <b>WAC 246-100-045</b> (Conditions and principles for isolation or quarantine).</p> <ul style="list-style-type: none"> <li>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.</li> <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> </ul> <p>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.</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> <p>Report census numbers to include historic total by month and monthly total for current quarter to date</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**

**Special Requirements:**

A report on the specific areas the LHJ partners have spent the ARPA **vaccine** dollars if the legislature requests this information.

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

**DOH Program Name or Title:** Executive Office of Resiliency & Health Security-  
PHEP - Effective July 1, 2023

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

**Contract Number:** CLH31012

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

**Period of Performance:** July 1, 2023 through June 30, 2024

<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 to support and sustain LHJ public health emergency preparedness as part of statewide public health emergency preparedness (PHEP), resilience and response.

Notes: Regional Emergency Response Coordinator LHJs (RERCs): Benton-Franklin, Chelan-Douglas, Clark, Kitsap, Seattle-King, Snohomish, Spokane, Tacoma-Pierce, and Thurston

Local Emergency Response Coordinator LHJs (LERCs): Adams, Asotin, Clallam, Columbia, Cowlitz, Garfield, Grant, Grays Harbor, Island, Jefferson, Kittitas, Klickitat, Lewis, Lincoln, Mason, NE Tri-County, Okanogan, Pacific, San Juan, Skagit, Skamania, Wahkiakum, Walla Walla, Whatcom, Whitman, and Yakima

**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>
FFY23 PHEP BP5 LHJ Funding	31602231	93.069	333.93.06	07/01/23	06/30/24	0	64,271	64,271
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						<b>0</b>	<b>64,271</b>	<b>64,271</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>PHEP BP5 LHJ Funding</b>			Reimbursement for actual costs not to exceed total funding allocation amount.
1  <b>All LHJs</b>	Across Domains and Capabilities  Complete reporting templates as requested by DOH to comply with program and federal grant requirements, including mid-year and end-of-year reports.	Mid- and end-of-year reports on template provided by DOH.  Additional reporting may be required if federal requirements change.	December 31, 2023 June 30, 2024	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
<b>2</b> <b>All LHJs</b>	Across Domains and Capabilities  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 information by September 1, 2023, 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, 2023  Within 30 days of the change.  December 31, 2023 June 30, 2024	
<b>3</b> <b>All LHJs</b>	Across Domains and Capabilities  Review and provide input to DOH on public health emergency preparedness plans developed by DOH, upon request from DOH.	Mid- and end-of-year reports on templates provided by DOH.  Input provided to DOH upon request from DOH.	December 31, 2023 June 30, 2024	
<b>4</b> <b>All LHJs</b>	Across Domains and Capabilities  Participate with DOH in site visit (virtual or in person) to discuss LHJ's performance measure data and readiness to respond.  Complete preparation and follow-up activities as requested by DOH.  DOH will take notes during the discussion and send them to you for review.	Participation in site visit discussion.  Preparation and follow-up activities as requested by DOH.  Reviewed and returned discussion notes (sent to you for review by DOH).	Upon request from DOH	
<b>5</b> <b>All LHJs</b>	Domain 1 Community Resilience Capability 1 Community Preparedness  Participate in emergency preparedness events (for example, trainings, meetings, conference calls, and conferences) to advance LHJ, regional, or statewide public health preparedness.  <b>Note:</b> For Seattle-King County and Tacoma-Pierce County, the LHJ is the region.	Mid- and end-of-year reports on templates provided by DOH.	December 31, 2023 June 30, 2024	
<b>6</b> <b>All LHJs</b>	Domain 1 Community Resilience Capability 1 Community Preparedness  Assist DOH and the University of Washington in developing a tool to complete a public health disaster risk assessment tailored to the needs of LHJs and our state.	Mid- and end-of-year reports on templates provided by DOH.	December 31, 2023 June 30, 2024	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	LHJ participation in one or more 90-minute engagement sessions/focus groups is planned for this statement of work period.			
7 <b>All LHJs</b>	<p>Domain 1 Community Resilience Capability 1 Community Preparedness</p> <p>DOH/Executive Office of Resiliency and Health Security (ORHS) anticipates many changes in the next months to years as we incorporate lessons learned from the COVID-19 response. In preparation for these changes, the LHJ <b>may</b> use PHEP funding to participate in training and/or learning discussions in the following areas:</p> <ul style="list-style-type: none"> <li>• Adaptive Leadership</li> <li>• Change Management</li> <li>• Trauma-Informed Change Management</li> <li>• Trauma-Informed Systems</li> <li>• Trauma-Informed Practice</li> <li>• Outward Mindset</li> <li>• Growth Mindset</li> <li>• Racial Equity and/or Social Justice</li> <li>• Community Resilience</li> <li>• Climate Change and Health Equity</li> <li>• Related topics – prior approval from ORHS required for training topics other than those listed above.</li> </ul> <p><b>Note:</b> Prior approval from DOH/ ORHS is required for any out-of-state travel.</p>	Mid- and end-of-year reports on templates provided by DOH.	December 31, 2023 June 30, 2024	
8 <b>All LHJs</b>  <b>Note for RERCs</b>	<p>Domain 1 Community Resilience Capability 1 Community Preparedness</p> <p>Connect with new and/or existing partners to develop working relationships that promote capabilities, capacity, and community resilience, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Local and/or regional Emergency Manager(s).</li> <li>• Local and/or regional hospitals.</li> <li>• Local and/or regional elected officials.</li> <li>• Local and/or regional Community Health Workers (CHWs).</li> <li>• Local and/or regional organizations that work with groups disproportionately impacted by public</li> </ul>	Mid- and end-of-year reports on templates provided by DOH.	December 31, 2023 June 30, 2024	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	health emergencies or incidents. (For RERCs, this may include some or all the groups identified in #21.)			
<b>9</b> <b>All LHJs</b>	<p>Domain 2 Incident Management Capability 3 Emergency Operations Coordination - Training &amp; Exercise</p> <p>Participate in at least one public health emergency preparedness, response, or recovery training provided or approved by DOH. Participation in a conference related to public health emergency preparedness, response, or recovery may be used to meet this requirement.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Prior approval from DOH is required for any out-of-state travel.</li> <li>• Participation in an activation, exercise or real-world event may be considered additional training, but does not take the place of the requirement to participate in at least one training as described above.</li> <li>• Participation in the optional trainings listed in #7 and/or the communication drill (#15) <b>does not</b> meet the requirement for this activity.</li> </ul>	Mid- and 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.	December 31, 2023 June 30, 2024	
<b>10</b> <b>All LHJs</b>	<p>Domain 2 Incident Management Capability 3 Emergency Operations Coordination - Training &amp; Exercise</p> <p>10.1 Review LHJ public health preparedness and response capabilities and identify gaps, priorities, and training needs.</p> <p>10.2 Complete Integrated Preparedness Planning Workshop (IPPW) Workbook.</p> <p>10.3 Participate in Integrated Preparedness Planning Workshop (IPPW). The Workshop is planned for February 2024.</p>	<p>10.2 IPPW Workbook</p> <p>10.3 Participation in IPPW.</p> <p>End-of-year report on template provided by DOH.</p>	<p>10.2 December 31, 2023</p> <p>10.3 As requested by DOH.</p> <p>June 30, 2024</p>	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
11 <b>All LHJs</b>	<p>Domain 2 Incident Management Capability 3 Emergency Operations Coordination</p> <ul style="list-style-type: none"> <li>Provide immediate notification to DOH Duty Officer at 360-888-0838 or <a href="mailto:hanalert@doh.wa.gov">hanalert@doh.wa.gov</a> for all response incidents involving use of emergency response plans and/or incident command structures.</li> <li>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.</li> </ul>	Mid- and end-of-year reports on template provided by DOH.	December 31, 2023 June 30, 2024	
12 <b>All LHJs</b>	<p>Domain 2 Incident Management Capability 3 Emergency Operations Coordination</p> <p>After a locally affected Emergency Support Function (ESF)-8 related incident or ESF-8 related exercise, participate in After Action Review and an After Action Report, including an Improvement Plan.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Follow Homeland Security Exercise and Evaluation Program (HSEEP) guidelines for process and documentation.</li> <li>Include list of organizations that participated in the After Action Review.</li> </ul>	<p>Mid- and end-of-year reports on template provided by DOH.</p> <p>After Action Report(s)/Improvement Plan(s)</p>	December 31, 2023 June 30, 2024	
13 <b>All LHJs, unless completed previously.</b>	<p>Domain 2 Incident Management Capability 3 Emergency Operations Coordination</p> <p>If not, completed and submitted in previous reporting period, develop and/or update a county COVID-19 Improvement Plan, including progress tracking and estimated dates of completion.</p> <p>If not, completed and submitted in previous reporting period, coordinate or participate in a county Emergency Support Function (ESF) 8 AAR for COVID-19. Participants include, but not limited to:</p> <ul style="list-style-type: none"> <li>Local Health Officer</li> <li>Public Health Official(s)</li> </ul>	<p>Mid-year report on template provided by DOH.</p> <p>County COVID-19 Improvement Plan, unless submitted previously.</p> <p>County ESF-8 AAR for COVID-19, unless submitted previously.</p>	December 31, 2023	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> <li>Emergency Manager</li> <li>Regional Health Care Coalition</li> <li>Local and regional hospitals, if in your county</li> <li>Federally Qualified Health Center(s), if in your county</li> <li>Accountable Community of Health</li> <li>Emergency Medical Services Medical Program Director</li> <li>County Coroner or Medical Examiner</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Follow Homeland Security Exercise and Evaluation Program (HSEEP) guidelines for process and documentation.</li> <li>Include name, title, and organization of each participant in documentation (AAR).</li> <li>Outreach may need to be conducted to gather input from entities not able to participate in an AAR meeting.</li> </ul>			
<b>14</b> <b>All LHJs</b>	<p>Domain 3 Information Management Capability 4 Emergency Public Information and Warning - Communication</p> <p>Participate in Monthly Public Health Communicator Call/Webinar by joining call/webinar and/or following information on the public health communicator online collaborative workspace (for example, Basecamp).</p>	Mid- and end-of-year reports on templates provided by DOH.	December 31, 2023 June 30, 2024	
<b>15</b> <b>All LHJs</b>	<p>Domain 3 Information Management Capability 4 Emergency Public Information and Warning - Communication</p> <p>Participate in at least one risk communication drill offered by DOH between July 1, 2023, and June 30, 2024.</p> <p>Conduct a hot wash evaluating LHJ participation in the drill.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>DOH will offer one July 1 – December 31, 2023, and one drill between January 31 – June 30, 2024.</li> <li>Drill will occur via webinar, phone, and email.</li> </ul>	<p>Hot wash</p> <p>If you participated in a real-world incident, submit hotwash or AAR.</p> <p>If the real-world event is ongoing, submit hotwash or AAR, <b>or</b> brief summary of communication activities <b>and</b> one sample of communication with report.</p>	December 31, 2023 June 30, 2024	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> <li>Identifying and implementing communication strategies in real-world incidents will satisfy need to participate in drill. Conduct a hot wash or After-Action Review (AAR) evaluating LHJ participation in communication strategies during the incident.</li> <li>If the real-world incident response is ongoing, LHJ may conduct a hot wash or AAR evaluating communication strategies to date <b>or</b> include a summary of communication activities <b>and</b> one sample of communication in mid-year or end-of year report.</li> </ul>			
<b>16</b> <b>All LHJs</b>	<p>Domain 3 Information Management Capability 6 Information Sharing</p> <p>Maintain Washington Secure Electronic Communications, Urgent Response and Exchange System (WASECURES) as primary notification system.</p> <p>Participate in DOH-led notification drills.</p> <p>Conduct at least one LHJ drill using LHJ-preferred staff notification system.</p> <p><b>Notes:</b></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 <u>in addition to</u> WASECURES to alert staff during incidents.</li> </ul>	Mid- and end-of-year reports on template provided by DOH.	December 31, 2023 June 30, 2024	
<b>17</b> <b>All LHJs</b>	<p>Domain 3 Information Management Capability 6 Information Sharing</p> <p>Provide Essential Elements of Information (EEIs) during incident response upon request from DOH.</p> <p><b>Note:</b> DOH will request specific data elements from the LHJ during an incident response, as needed to inform decision making by DOH and state leaders, as well as federal partners when requested.</p>	Mid- and end-of-year reports on template provided by DOH.	December 31, 2023 June 30, 2024	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
<b>18</b> <b>All LHJs</b> <b>RERCs</b> <b>additional activity</b> <b>Note for CRI LHJs</b>	<p>Domain 4 Countermeasures and Mitigation</p> <p>Capability 8 Medical Countermeasures Dispensing</p> <p>Capability 9 Medical Countermeasures Management and Distribution</p> <p>Update and maintain Medical Countermeasure (MCM) Plans for LHJ and/or PHEP Region.</p> <p><b>RERCs</b> – Gather input and provide technical assistance to LERCs in PHEP region, as needed.</p> <p>MCM plans include:</p> <ul style="list-style-type: none"> <li>• Number of local points of dispensing (PODs).</li> <li>• Number of local PODs for which a point-to-point distribution plan from local distribution site to dispensing site has been jointly confirmed by LHJ and POD operator (for example, nursing home, local agency, public POD, and independent pharmacy).</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• DOH will provide technical assistance to LHJs on core elements of an MCM plan, including hosting MCM planning sessions.</li> <li>• LHJs are not required to maintain a hub. LHJs may partner with other organizations to centralize distribution. If LHJs opt to maintain a hub, this should be included in the MCM plan.</li> <li>• CRI LHJs – See also <b>CRI Task #3</b>.</li> </ul>	<p>Mid- and end-of-year reports on template provided by DOH.</p> <p>Updated MCM plan.</p>	December 31, 2023 June 30, 2024 June 30, 2024	
<b>19</b> <b>All LHJs</b>	<p>Domain 4 Countermeasures and Mitigation</p> <p>Capability 11 Non-Pharmaceutical Interventions</p> <p>Update public health emergency preparedness plan to include capability to isolate or quarantine people suspected of, or confirmed to have an infectious disease, who cannot isolate or quarantine safely within the confines of their current living arrangements.</p> <p><b>Note:</b> This can be accomplished with Memorandums of Understanding (MOUs) or agreements with neighboring jurisdictions for a regionalized approach to ease potential funding and/or staffing constraints.</p>	<p>Mid- and end-of-year reports on template provided by DOH, including progress on updating plan (meetings, draft, etc.).</p>	December 31, 2023 June 30, 2024	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
<b>20</b> <b>All LHJs</b>	<p>Domain 5 Surge Management Capability 10 Medical Surge</p> <p>Engagement with regional Health Care Coalition (HCC) or Healthcare Alliance:</p> <ul style="list-style-type: none"> <li>• Northwest Healthcare Response Network (Network)</li> <li>• Regional Emergency and Disaster (REDi) Healthcare Coalition</li> <li>• Healthcare Alliance (Alliance)</li> </ul> <p>During each reporting period (see notes below), participate in <b>one or more</b> of the following activities:</p> <ul style="list-style-type: none"> <li>• Meetings - Communication <ul style="list-style-type: none"> <li>◦ Regional meeting, in person or virtually.</li> <li>◦ Subgroup (catchment area, committee, district, etc. (meeting in person or virtually)</li> <li>◦ Discussions pertaining to ESF8 and HCC or Alliance roles and responsibilities.</li> <li>◦ Development of Disaster Clinical Advisory Committee (DCAC) meetings. May include identifying local clinical participants, attending meetings via webinar and reviewing planning efforts.</li> </ul> </li> <li>• Planning <ul style="list-style-type: none"> <li>◦ Planning process to inform on the roles and responsibilities of public health, including reviewing HCC or Alliance plans for alignment with local ESF8 plans.</li> </ul> </li> <li>• Drills and Exercises <ul style="list-style-type: none"> <li>◦ Drill or exercise, including redundant communications, WATrac, Medical Response Surge Exercise (MRSE), or other drills and exercises to support planning and response efforts.</li> </ul> </li> <li>• Response <ul style="list-style-type: none"> <li>◦ Information sharing process during incidents.</li> <li>◦ Coordination with HCC or Alliance during responses involving healthcare organizations within your jurisdiction.</li> </ul> </li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• Reporting periods are July 1 – December 31, 2023, and January 1 – June 30, 2024</li> <li>• LHJs in HCC or Alliance regions:</li> </ul>	<p>Briefly describe engagement in mid- and end-of-year reports on template provided by DOH.</p>	<p>December 31, 2023 June 30, 2024</p>	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> <li>○ Alliance: Clark, Cowlitz, Klickitat, Skamania and Wahkiakum.</li> <li>○ Network: Clallam, Grays Harbor, Island, Jefferson, Kitsap, Lewis, Mason, Pacific, San Juan, Seattle-King, Skagit, Snohomish, Tacoma-Pierce, Thurston, and Whatcom.</li> <li>○ REDi: Adams, Asotin, Benton-Franklin, Chelan-Douglas, Columbia, Garfield, Grant, Kittitas, Lincoln, NE Tri, Okanogan, Spokane, Walla Walla, Whitman, and Yakima.</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 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.

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 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: 2022-2024**

**DOH Program Name or Title:** Executive Office of Resiliency & Health Security-  
WFD LHJ - Effective July 1, 2023

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

**Contract Number:** CLH31012

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

**Period of Performance:** July 1, 2023 through July 31, 2024

<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, 2024. LHJs will not be provided a fund allocation. Program will review invoices and manage use of funds across all LHJs who want to access these funds. Timely invoicing of costs by LHJs to DOH is essential. The program also asks LHJs to inform DOH as soon as possible if they do not plan to invoice for any of these funds.

**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</b>	<b>None</b>	<b>Total Allocation</b>
FFY21 CDC COVID-19 PHWFD-LHJ	3190621G	93.354	333.93.35	07/01/23	06/30/24	0	0	0	0
						0	0	0	0
						0	0	0	0
						0	0	0	0
						0	0	0	0
						0	0	0	0
<b>TOTALS</b>						<b>0</b>	<b>0</b>	<b>0</b>	<b>0</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>1</b>	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 September 15, 2023, and any changes within 30 days of the change.	September 15, 2023 Within 30 days of the change.	Reimbursement for actual costs not to exceed total funding allocation amount.
<b>2</b>	Develop a plan to use these funds for one or more of the allowable costs listed below.	Implementation Plan	December 31, 2023, or sooner.	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	Submit 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.			
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 on form provided by DOH.</p>	<p>December 31, 2023, or sooner.</p> <p>January 10, 2024</p> <p>July 10, 2024</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> </ul>	Data on form provided by DOH.	<p>January 10, 2024</p> <p>July 10, 2024</p>	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> <li>Describe promising practices or activities that should be considered for sustained funding.</li> <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> <p>Note: Reporting periods are July 1 – December 31, 2023, and January 1 – June 30, 2024.</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**

**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.

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 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: 2022-2024**

**DOH Program Name or Title:** Foundational Public Health Services (FPHS) - Effective July 1, 2023

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

**Contract Number:** CLH31012

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

**Period of Performance:** July 1, 2023 through June 30, 2024

<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:** Adding SFY24 funds and additional 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</b>		<b>Current Allocation</b>	<b>Allocation Change Increase (+)</b>	<b>Total Allocation</b>
				<b>Start Date</b>	<b>End Date</b>			
FPHS-LOCAL HEALTH JURISDICTION	99210840	N/A	336.04.25	07/01/23	06/30/24	1,600,000	714,000	2,314,000
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						<b>1,600,000</b>	<b>714,000</b>	<b>2,314,000</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</b> – See below in <u>Program Specific Requirements</u> – <u>Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements</u> - Deliverables	See below in <u>Program Specific Requirements</u> - Deliverables	<b>\$674,000</b> <b>\$675,000</b>
2	<b>Assessment Reinforcing Capacity</b> – See below in <u>Program Specific Requirements</u> – <u>Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements</u> - Deliverables	See below in <u>Program Specific Requirements</u> - Deliverables	\$60,000
3	<b>Assessment – CHA/CHIP</b> – See below in <u>Program Specific Requirements</u> – <u>Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements</u> - Deliverables	See below in <u>Program Specific Requirements</u> - Deliverables	\$30,000
4	<b>Lifecourse Infrastructure &amp; Workforce Capacity</b> – See below in <u>Program Specific Requirements</u> – <u>Activity Special Instructions</u> for details	See below in <u>Program Specific Requirements</u> - Deliverables	See below in <u>Program Specific Requirements</u> - Deliverables	<b>\$360,000</b>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
5	<b>Lifecourse - NEW SFY 24 Full Lifecourse Workforce Capacity</b> – 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
6	<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 <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$75,000
7	<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 <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$150,000
8	<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 <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$62,000
9	<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 <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	200,000
10	<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 <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$202,000
11	<b>CD – Tuberculosis Program</b> – 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
12	<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 <u>Program Specific Requirements - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$150,000
13	<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 - Deliverables</u>	See below in <u>Program Specific Requirements - Deliverables</u>	\$160,000
14	<b>EPH Core Team – Water System Capacity</b> – 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 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 uses 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, 2023-June 30, 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 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 – Infrastructure & 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 or 70 or 80.~~
5. **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~~
6. **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~~
7. **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~~
8. **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: 526.16~~
9. **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: 526.13~~
10. **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:**

#### **11. 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:**

#### **12. 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:**

#### **13. 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

#### **14. 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: 2022-2024**

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

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

**Contract Number:** CLH31012

**SOW Type:** Revision      **Revision # (for this SOW)** 3

**Period of Performance:** January 1, 2022 through September 30, 2024

<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, 2023 to September 30, 2024 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</b>		<b>Current Allocation</b>	<b>Allocation Change Increase (+)</b>	<b>Total Allocation</b>
				<b>Start Date</b>	<b>End Date</b>			
FFY22 MCHBG LHJ CONTRACTS	78101221	93.994	333.93.99	01/01/22	09/30/22	51,811	0	51,811
FFY23 HRSA MCHBG LHJ CONTRACTS	78101231	93.994	333.93.99	10/01/22	09/30/23	55,804	0	55,804
FFY24 HRSA MCHBG LHJ CONTRACTS	78101241	93.994	333.93.99	10/01/23	09/30/24	0	55,804	55,804
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						<b>107,615</b>	<b>55,804</b>	<b>163,419</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>Maternal and Child Health Block Grant (MCHBG) Administration</b>				
1a	Report actual expenditures for the six-month period October 1, 2021 through March 31, 2022	Submit actual expenditures using the MCHBG Budget Workbook to DOH contract manager	May 27, 2022	Reimbursement for actual costs, not to exceed total funding consideration. <b>Action Plan and Progress Monthly</b> Reports must only reflect activities paid for with funds provided in this statement of work for the specified funding period.
1b	Develop 2022-2023 MCHBG Budget Workbook for October 1, 2022 through September 30, 2023 using DOH provided template.	Submit MCHBG Budget Workbook to DOH contract manager	September 9, 2022	
1c	Participate in DOH sponsored MCHBG fall regional meeting.	Designated LHJ staff will attend regional meeting.	September 30, 2023	

Task #	Activity	Deliverables/Outcomes	Due Date/ Time Frame	Payment Information and/or Amount
1d	Report actual expenditures for October 1, 2021 through September 30, 2022.	Submit actual expenditures using the MCHBG Budget Workbook to DOH contract manager.	December 2, 2022	See Program Specific Requirements and Special Billing Requirements.
1e	Develop 2022-2023 MCHBG Budget Workbook for October 1, 2022 through September 30, 2023 using DOH provided template.	Submit MCHBG Budget Workbook to DOH contract manager.	September 9, 2022	
1f	Report actual expenditures for the six-month period from October 1, 2022 through March 31, 2023.	Submit actual expenditures using the MCHBG Budget Workbook to DOH contract manager.	May 19, 2023	
1g	<i>Report actual expenditures for October 1, 2022 through September 30, 2023.</i>	<i>Submit actual expenditures using the MCHBG Budget Workbook to DOH contract manager.</i>	<i>December 1, 2023</i>	
1h	<i>Develop 2023-2024 MCHBG Budget Workbook for October 1, 2023 through September 30, 2024 using DOH provided template.</i>	<i>Submit MCHBG Budget Workbook to DOH contract manager.</i>	<i>September 8, 2023</i>	
1i	<i>Report actual expenditures for the six-month period from October 1, 2023 through March 31, 2024.</i>	<i>Submit actual expenditures using the MCHBG Budget Workbook to DOH contract manager.</i>	<i>May 17, 2024</i>	

### Implementation

2a	Report activities and outcomes of 2022 MCHBG Action Plan using DOH- provided template.	Submit quarterly Action Plan reports to DOH Contract manager.	January 15, 2022 April 15, 2022 July 15, 2022	Reimbursement for actual costs, not to exceed total funding consideration. <b>Action Plan and Progress Monthly</b> Reports must only reflect activities paid for with funds provided in this statement of work for the specified funding period.
2b	Develop 2022-2023 MCHBG Action Plan for October 1, 2022 through September 30, 2023 using DOH-provided template.	Submit MCHBG Action Plan to DOH contract manager.	Draft August 19, 2022 Final- September 9, 2022	
2c	Report activities and outcomes of 2023 MCHBG Action Plan using DOH- provided template.	Submit monthly Action Plan reports to DOH Contract manager.	July-Sept 2022 quarterly report due October 15, 2022  November 15, 2022 December 15, 2022 January 15, 2023 February 15, 2023 March 15, 2023 April 15, 2023 May 15, 2023 June 15, 2023 July 15, 2023 August 15, 2023 September 15, 2023	See Program Specific Requirements and Special Billing Requirements.

Task #	Activity	Deliverables/Outcomes	Due Date/ Time Frame	Payment Information and/or Amount
2d	Develop 2023-2024 MCHBG Action Plan for October 1, 2023 through September 30, 2024 using DOH-provided template.	Submit MCHBG Action Plan to DOH contract manager.	Draft- August 18, 2023 Final- September 8, 2023	
2e	<i>Report activities and outcomes of 2023-24 MCHBG-funded work using DOH-provided reporting template.</i>	<i>Submit monthly reports to DOH contract manager.</i>	<i>September report due October 15, 2023</i>  <i>November 15, 2023</i> <i>December 15, 2023</i> <i>January 15, 2024</i> <i>February 15, 2024</i> <i>March 15, 2024</i> <i>April 15, 2024</i> <i>May 15, 2024</i> <i>June 15, 2024</i> <i>July 15, 2024</i> <i>August 15, 2024</i> <i>September 15, 2024</i>	
2f	<i>Develop 2024-2025 MCHBG reporting document for October 1, 2024 through September 30, 2025 using DOH-provided template.</i>	<i>Submit MCHBG reporting document to DOH contract manager.</i>	Draft- August 16, 2024 Final- September 6, 2024	
2g	<i>Support statewide roll-out of Universal Developmental Screening Strong Start system as requested by DOH.</i>	<i>Submit updates as part of monthly reporting document as requested by DOH.</i>	September 30, 2024	
2h	<i>Determine how processes and programs can become more equitable, as a foundation of your MCHBG work.</i>	<i>Describe in your activities within each Domain of the monthly report how you are intentionally focused on equity in your work.</i>	<i>November 15, 2023</i> <i>December 15, 2023</i> <i>January 15, 2024</i> <i>February 15, 2024</i> <i>March 15, 2024</i> <i>April 15, 2024</i> <i>May 15, 2024</i> <i>June 15, 2024</i> <i>July 15, 2024</i> <i>August 15, 2024</i> <i>September 15, 2024</i>	

#### Children and Youth with Special Health Care Needs (CYSHCN)

3a	Complete Child Health Intake Form (CHIF) using the CHIF Automated System on all infants and children served by the CYSHCN Program as referenced in CYSHCN Program guidance.	Submit CHIF data into Secure Access Washington website: <a href="https://secureaccess.wa.gov">https://secureaccess.wa.gov</a>	January 15, 2022 April 15, 2022 July 15, 2022	Reimbursement for actual costs, not to exceed total funding consideration. <i>Action Plan and Progress Monthly</i> Reports must
----	---	--	---	---

Task #	Activity	Deliverables/Outcomes	Due Date/ Time Frame	Payment Information and/or Amount
3b	Identify unmet needs for CYSHCN on Medicaid and refer to DOH CYSHCN Program for approval to access Diagnostic and Treatment funds to meet the need.	Submit completed Health Services Authorization forms and Central Treatment Fund requests directly to the CYSHCN Program as needed.	30 days after forms are completed.	only reflect activities paid for with funds provided in this statement of work for the specified funding period.
3c	Work with partners to share updated local CYSHCN resources with Within Reach / Help Me Grow (HMG).	Review resources for your local area on <a href="http://ParentHelp123.org">ParentHelp123.org</a> annually for accuracy and submit any updates to Within Reach.	September 30, 2022	See Program Specific Requirements and Special Billing Requirements.
3d	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.	Submit data to DOH per CYSHCN Program guidance.	October 15, 2022 January 15, 2023 April 15, 2023 July 15, 2023	
3e	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.	
3f	Work with partners to share updated local CYSHCN resources with Within Reach / Help Me Grow (HMG).	Review resources for your local area on <a href="http://ParentHelp123.org">ParentHelp123.org</a> annually for accuracy and submit any updates to Within Reach.	September 30, 2023	
3g	<i>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.</i>	<i>Submit data to DOH per CYSHCN Program guidance.</i>	<i>October 15, 2023 January 15, 2024 April 15, 2024 July 15, 2024</i>	
3h	<i>Identify unmet needs for CYSHCN on Medicaid and refer to DOH CYSHCN Program for approval to access Diagnostic and Treatment funds as needed.</i>	<i>Submit completed Health Services Authorization forms and Central Treatment.</i>	<i>30 days after forms are completed.</i>	
3i	<i>Review your program's entry on <a href="http://ParentHelp123.org">ParentHelp123.org</a> annually for accuracy.</i>	<i>Document in the Administrative box on your MCHBG report that you have updated information on your local CYSHCN program with Within Reach / Help Me Grow.</i>	<i>September 30, 2024</i>	

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

4a	<i>As part of the 5-year MCHBG Needs Assessment, participate in activities developed and coordinated by DOH, as requested.</i>	<i>Submit documentation using guidance provided by DOH.</i>	<i>September 30, 2024</i>	<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.</i>  <i>See Program Specific Requirements and Special Billing Requirements.</i>
----	--	---	---------------------------	---

**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 subrecipient funding.)**

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

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a 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 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 (*contract manager*) 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:**

Children and Youth with Special Health Care Needs Manual -

*Children and Youth with Special Health Care Needs Manual (wa.gov)*

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

Health Services Authorization (HSA) Form

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

**Restrictions on Funds:**

1. At least 30% of federal Title V funds must be used for preventive and primary care services for children and at least 30% must be used *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:** Telephone calls with DOH contract manager as needed.

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

**Special Instructions:** Contact DOH contract manager for approval of expenses not reflected in approved budget workbook.

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

- ~~Providing support in educating the MCH population about COVID-19 through partnerships with other local agencies, medical providers, and health care organizations.~~
- ~~Working closely with state and local emergency preparedness staff to assure that the needs of the MCH population are represented.~~
- ~~Funding infrastructure that supports the response to COVID-19. For example, Public Health Nurses who are routinely supported through the Title V program may be able to be mobilized, using Title V funds or separate emergency funding, to support a call center or deliver health services.~~
- ~~Partnering with parent networks and health care providers to provide accurate and reliable information to all families.~~
- ~~Engaging community leaders, including faith-based leaders, to educate community members about strategies for preventing illness.~~

~~Restrictions listed above continue to apply.~~

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

**DOH Program Name or Title:** Office of Immunization-Promotion of Immunizations to Improve Vaccination Rates - Effective July 1, 2023

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

**Contract Number:** CLH31012

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

**Period of Performance:** July 1, 2023 through June 30, 2024

<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 contract with local health to conduct activities to improve immunization coverage rates

**Revision Purpose:** The purpose of this revision is to increase the allocation by 10%

<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>			
FFY24 CDC VFC Ops	74310241	93.268	333.93.26	07/01/23	06/30/24	6,024	602	6,626
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						<b>6,024</b>	<b>602</b>	<b>6,626</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 proposal to improve immunization coverage rates for a target population by increasing promotion activities and collaborating with community partners (can use pre and post qualitative or quantitative collection methods</p> <p><u>Examples of qualitative &amp; quantitative methods/measures:</u></p> <ul style="list-style-type: none"> <li>▪ Surveys, Questionnaires, Interviews</li> <li>▪ Immunization coverage rates expressed in percentages</li> <li>▪ Observations (i.e., feedback from surveys/interviews, social media posts comments)</li> <li>▪ Analytic tools (i.e., google analytics measuring website traffic, page views etc.)</li> </ul>	<p>Written proposal summarizing project plan and method of assessing/observing change in target population.</p> <p>(Template will be provided)</p>	August 1, 2023	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2	Upon approval of proposal, implement the plan to increase immunization coverage rates with the target population identified.	Written report describing the progress made on reaching milestones for activities identified in the plan (template will be provided)	November 30, 2023 March 31, 2024	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.
3	<p>Develop final report to include comparison of change or improvement of targeted outcome from start of the project/intervention [This can be short-term or intermediate outcomes with overall goal to increase immunization rates]</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>▪ Increased partner knowledge on immunization guidelines</li> <li>▪ Change in attitudes about childhood vaccines</li> <li>▪ Increase in school district immunization coverage rates</li> </ul>	<p>Final written report including measured and/or observed outcomes [what was achieved as a result of the activity/intervention?].</p> <p>(Template will be provided)</p>	June 15, 2024	Reimbursement for actual costs incurred, not to exceed total funding consideration amount.

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

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

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

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

**Contract Number:** CLH31012

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

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

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

**Revision Purpose:** To add FFY23 USDA FMNP MGMT and FFY24 USDA BFPC PROG MGMT funds, add FFY24 USDA WIC CLIENT SVS CONTRACTS funds and extend the funding period from 12/31/23 to 09/30/24, and add a special requirement.

<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>			
FFY22 USDA WIC CLIENT SVS CONTRACTS	76101234	10.557	333.10.55	01/01/22	09/30/22	162,225	0	162,225
FFY23 USDA WIC CLIENT SVS CONTRACTS	76101244	10.557	333.10.55	10/01/22	09/30/23	212,100	0	212,100
FFY22 USDA BFPC PROG MGMT	76214231	10.557	333.10.55	01/01/22	09/30/22	12,291	0	12,291
FFY22 USDA FMNP PROG MGMT	76540237	10.572	333.10.57	05/01/22	09/30/22	548	0	548
FFY23 USDA BFPC PROG MGMT	76214241	10.557	333.10.57	10/01/22	09/30/23	34,405	0	34,405
FFY23 USDA WIC PROG MGMT CSS	76101242	10.557	333.10.55	01/01/23	09/30/23	1,600	0	1,600
FFY24 USDA WIC CLIENT SVS CONTRACTS	7610124B	10.557	333.10.55	10/01/23	09/30/24	53,125	3,000	56,125
FFY23 USDA FMNP MGMT	76540248	10.572	333.10.57	06/01/23	09/30/23	0	567	567
FFY24 USDA BFPC PROG MGMT	TBD	10.557	333.10.55	10/01/23	09/30/24	0	34,405	34,405
						0	0	0
						0	0	0
<b>TOTALS</b>						<b>476,294</b>	<b>37,972</b>	<b>514,266</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.	Outcomes based on monthly participation data from state WIC caseload management reports.	<b>Authorized participating caseload for January 2022 through December 2024 = 795</b>	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<p>The Department of Health (Department) State WIC Nutrition Program has the option of reducing authorized participating caseload and corresponding funding when:</p> <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>		<p><b>Revised authorized participating caseload for January 2023 through December 2024 = <u>750</u></b></p>	
1.2	Submit the annual Nutrition Services Plan for each year of the contract.	Nutrition Services Plan	First year due 9/30/22 Second year due 9/30/23	Payment withheld if not received by due date.
1.3	Submit the annual Nutrition Services Expenditure Report for each year of the contract.	Nutrition Services Expenditure Report	11/30/22 11/30/23	Payment withheld if not received by due date.
1.4	Tell participants about other health services in the agency. If needed, develop written agreements with other health care agencies and refer participants to these services.	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.5	Provide nutrition education services to participants and caregivers in accordance with federal and state requirements.	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.6	Issue WIC benefits while assuring adequate WIC card security and reconciliation.	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.7	Collect data, maintain records, and submit reports to effectively enforce the non-discrimination laws (Refer to Civil Rights Assurances below).	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.8a	Submit entire WIC and Breastfeeding Peer Counseling Budget Workbook for each year of the contract	Budget Workbook	First year due 9/30/22 Second year due 9/30/23	
1.8b	Submit Rev-Exp Report spreadsheet from the WIC Budget Workbook monthly with A-19	Revenue and Expense Report and A-19	First year due monthly through December 31, 2022 Second year due monthly through December 31, 2023	
2	<b>Breastfeeding Promotion</b>			See "Billing Requirements" below.
2.1	Provide breastfeeding promotion activities in accordance with federal and state requirements.	<p>Status report of chosen activities in Nutrition Services Plan.</p> <p>Documentation must be available for review by WIC monitor staff.</p>	First year due 11/30/22 Second year due 11/30/23  Biennial WIC Monitor	
2.2	<p>Work with community partners to improve practices that affect breastfeeding. Choose one or more of the following projects:</p> <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> </ul>	<p>Status report of chosen activities in Nutrition Services Plan.</p> <p>Documentation must be available for review by WIC monitor staff.</p>	First year due 8/30/22 Second year due 8/30/23  Biennial WIC Monitor	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	<ul style="list-style-type: none"> <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>			
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 12/31/22</p> <p>Second year due 12/31/23</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 checks to eligible WIC participants between June and September 30 of current year.	<p>Send completed readable copy of FMNP check registers to State WIC office on a weekly basis following FMNP procedures.</p> <p>Documentation must be available for review by WIC monitor staff.</p>	<p>Weekly June-Sept. 2022 and June-Sept. 2023</p> <p>All sent by Oct. 1, 2022 and by Oct. 1, 2023</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 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 LHJ shall be responsible for providing services according to rules, regulations and other information contained in the following:

- WIC Federal Regulations, USDA, and FNS 7CFR Part 246.
- Washington State WIC Nutrition Program Policy and Procedure Manual
- Office of Management and Budget, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR 200

- Farmers Market Nutrition Program Federal Regulations, USDA, FNS 7CFR Part 248
- Other directives issued during the term of the contract

#### **Staffing Requirements:**

The LHJ shall:

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

#### **Restrictions on Funds:**

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

#### **Special References:**

What is the WIC program?

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

#### **Monitoring Visits:**

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

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

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

#### **Assurances/Certifications:**

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

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

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

The LHJ agrees to:

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

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

## 2. Civil Rights Assurance

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

## 3. 2CFR 200

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

### Billing Requirements:

#### 1. Definitions

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

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

- There are four federal budget periods

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

2. Billing Information:

- a. Billings are submitted on an A-19-1A invoice. These invoices are provided by the Department in the WIC Budget Workbook and include accounting codes for different budget categories.
- b. A-19s are submitted monthly and must be received by the Department within 60 days following the close of each calendar month. Additional A-19s may be submitted at any time, but must be received within 90 days of the close of the federal budget period.
- c. Funds are allocated by budget categories and by federal budget periods (refer to the budget spreadsheet).
- d. Funds are encumbered or spent only during the budget period; no carry forward from previous time periods or borrowing from future time periods is allowed.
- e. Payments are limited to the amounts allocated for the budget period for each budget category.
- f. Billings are based on actual costs for completed activities. Advance payments are not allowed. Back up documentation must be retained by the LHJ and available for inspection by the Department or other appropriate authorities.
- g. Payments will be made only for WIC approved expenditures. Refer to the Washington State WIC Nutrition Program Policy and Procedure Manual Volume 2, Chapter 4 – Allowable Costs and 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- h. If billing for indirect costs, a Cost Allocation Plan or Federal Indirect Cost Agreement must be submitted prior to payment.

**Special Instructions:**

The LHJ shall:

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

**SPECIAL REQUIREMENTS**

Contract Funding Period	Time Period special requirement funds are available	Amount	Special Requirement Description
January 2022 to September 2024	January 2022 to September 2022	\$1,050	Added in the USDA WIC Client Services Contracts category to cover training and travel expenses for all local WIC staff to participate in WIC-related trainings.
January 2023 - September 2023	January 2023 - September 2023	\$1,600	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 or contractor), and other approved WIC training expenses.
<i>October 2023 - September 2024</i>	<i>October 2023 - September 2024</i>	<i>\$3,000</i>	<i>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 contractors), and other approved WIC training expenses.</i>

**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 WORKS

### WORK SESSION AGENDA

DATE: 9/13/2023

---

To: Janet St. Clair, Chair  
Board of Island County Commissioners

From: Connie Bowers, Director

---

Amount of time requested for agenda discussion. 60 minutes

**DIVISION:** Solid Waste

**Agenda Item No.: 1**

**Subject:** Compactor PLC Control Board Purchase

**Description:** Discuss the purchase of a PLC control board for the solid waste compactor to replace outdated and aging control board.

**Attachment:** Memorandum, Purchase Order, Contract Review Form

**Request:** (Check boxes that apply)

<input checked="" type="checkbox"/> Move to Consent	<input type="checkbox"/> Move to Regular
<input type="checkbox"/> None/Informational	<input checked="" type="checkbox"/> Discussion
<input type="checkbox"/> Signature Request	<input type="checkbox"/> Other: _____

**IT Review Complete:**  Not Applicable

**Budget Review Complete:**

**Agenda Item No.: 2**

**Subject:** Wildfire Discussion

**Description:** An open discussion with the Board of Island County Commissioners about the Risk, Preparedness, Response, and Mitigation associated with wildfires in Island County. This is a discussion only with financial or IT requests.

**Attachment:** Memorandum, Wildfire Annex to the Multijurisdictional Hazard Mitigation Plan

**Request:** (Check boxes that apply)

<input type="checkbox"/> Move to Consent	<input type="checkbox"/> Move to Regular
<input type="checkbox"/> None/Informational	<input checked="" type="checkbox"/> Discussion
<input type="checkbox"/> Signature Request	<input type="checkbox"/> Other: _____

**IT Review Complete:**  Not Applicable

**Budget Review Complete:**  Not Applicable



**Island County Public Works**  
*Connie Bowers, P.E., Director and County Engineer*

---

P.O. Box 5000, Coupeville, WA 98239  
Ph: Whidbey 360-679-7331 | Camano 360-387-3443 | S Whidbey 360-321-5111  
Email: ConnieB@islandcountywa.gov | [www.islandcountywa.gov](http://www.islandcountywa.gov)

**M E M O R A N D U M**

September 13, 2023

TO: Board of County Commissioners – Island County  
FROM: Fred Snoderly, Assistant Public Works Director  
RE: PLC Upgrade for the Compactor at the Coupeville Transfer Station

---

The control board (PLC) for the compactor is the original and is no longer available as an off the shelf purchase should it fail.

To keep the compactor operational until such time that a new compactor is purchased, I am requesting the Boards authorization to have a new board made and purchased.

The cost of the control board is \$99,905.61 and is not in the 2023 Solid Waste budget. This would need a budget adjustment (supplemental) to fund the purchase.



## **Island County**

## PUBLIC WORKS

## PURCHASE ORDER

13100

Please reference number on invoice

PO Box 5000  
Coupeville, WA 98239-5000  
(360) 678-5111

Order date 7/31/2023 Contact Phone # 360 - 679 -7387  
Ordered by Todd Davis Approved By \_\_\_\_\_  
Requested for Solid Waste \_\_\_\_\_  
Approved \_\_\_\_\_

~~Connie Bowers, Director~~ MICHAEL JONES, COUNTY ADMINISTRATOR

Vendor Name Blankenship Equipment Repair Contact Person Jan  
Address PO Box 2087 City / State / Zip Auburn, WA 98071  
Phone 800-765-8434 Fax 253-288-8434 Federal Tax ID #

**This purchase order is for**  Goods  General Services  Professional Services  Public Works Construction

Risk Manager Contract # **RM-PW-2023-328** Risk Manager Signature

Vendors & Quotes Per ICC 2.30A.020 & 2.30A.050      1) Blankenship Equipment \$99,905.61      2) \_\_\_\_\_  
3)      4)      5)

Remarks / Attachments **PLC Upgrade for the TP-150 Compactor at the Coupeville Transferstation / PW-2023-102**

*I have read and agree to the terms of this Purchase Order (front, back, and any attachments).*

Subtotal \$ 91,825.00

## **Freight**

(VENDOR MUST RETURN SIGNED ORDER BEFORE GOODS ARE RENDERED)

Tax \$ 8,080.61

**Vendor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Date \_\_\_\_\_

**TOTAL** \$ 99,905.61

THE JOURNAL OF

## PURCHASE ORDER STANDARD TERMS AND CONDITIONS

The purchase order contract includes the following terms and conditions and includes, but is not limited to the invitation to bid, request for quotations, specifications, plans and published rules and regulations of Island County Ordinances and the laws of the State of Washington, which are hereby incorporated by reference.

- 1) **CHANGES:** No alteration in any of the terms, conditions, delivery, price, quality, quantities, or specifications of this order will be effective without written consent of the department purchasing the materials/services.
- 2) **DELIVERY:** For any exception to the delivery date as specified on this order, Vendor shall give prior notification and obtain written approval thereto from the department purchasing the materials/services. With respect to delivery under this order, time is of the essence and the order is subject to termination for failure to deliver as specified. The acceptance by the Purchaser of late performance with or without objection or reservation shall not waive the right to claim damage for such breach nor constitute a waiver of the requirements for the timely performance of any obligation remaining to be performed by Vendor.
- 3) **PAYMENTS, CASH DISCOUNT, LATE PAYMENT CHARGES:** Invoices will not be processed for payment nor will the period of computation for cash discount commence until receipt of a properly completed invoice or receipt of invoiced items, whichever is later. If an adjustment in payment is necessary due to damage or dispute, the cash discount period shall commence on the date final approval for payment is authorized.
- 4) **SHIPPING INSTRUCTIONS:** Unless otherwise specified, all goods are to be shipped prepaid, FOB Destination. Where shipping addresses indicate room numbers, it will be up to the Vendor to make delivery to that location at no additional charge. Where specific authorization is granted to ship goods, FOB shipping point, Vendor agrees to prepay all shipping charges, route as instructed or if instructions are not provided, route by cheapest common carrier, and to bill the Purchaser as a separate item on the invoice for said charges. Each invoice for shipping charges shall contain the original or a copy of the bill indicating that the payment for shipping has been made. It is also agreed that the Purchaser reserves the right to refuse COD shipments.
- 5) **REJECTIONS:** All goods, materials/services purchased herein are subject to approval by the Purchaser. Any rejection of goods, materials/services resulting because of nonconformity to the terms and specifications of this order, whether held by the Purchaser or returned, will be at Vendor's risk and expense.
- 6) **IDENTIFICATION:** All invoices, packing lists, packages, shipping notices, instruction manuals, and other written documents affecting this order shall contain the applicable purchase order number. Packing lists shall be enclosed in each and every box or package shipped pursuant to this order, indicating the contents therein.
- 7) **INFRINGEMENTS:** Vendor agrees to protect and save harmless the Purchaser against all claims, suits or proceedings for patent, trademark, copyright, or franchise infringement arising from the purchase, installation, or use of goods and materials ordered, and to assume all expenses and damages arising from such claims, suits or proceedings.
- 8) **WARRANTIES:** Vendor warrants that articles and services under this order conform to specifications herein and are fit for the purpose for which such goods or services are ordinarily employed, except that if a particular purpose is stated, the material and/or service must then be fit for that particular purpose.
- 9) **TAXES:** Unless otherwise indicated, the Purchaser agrees to pay all State of Washington sales or use tax. No charge by Vendor shall be made for federal excise taxes and the Purchaser agrees to furnish Vendor, upon acceptance of articles or services supplied under this order, with an exemption certificate.
- 10) **LIENS, CLAIMS AND ENCUMBRANCES:** Vendor warrants and represents that all the goods and materials and services ordered herein are free and clear of all liens, claims and encumbrances of any kind.
- 11) **RISK OF LOSS:** Regardless of FOB point, Vendor agrees to bear all risks of loss, injury or destruction of goods and materials ordered herein which occur prior to delivery. Such loss, injury or destruction shall not release Vendor from any obligation hereunder.
- 12) **SAVE HARMLESS:** Vendor shall protect, defend, and indemnify, and save the Purchaser harmless from and against any damage, cost, or liability for any injuries to persons or property arising from acts or omissions of Vendor, his employees, agents, or subcontractors, howsoever caused. When applicable, and upon request by Purchaser, Vendor will provide certificate(s) of insurance.
- 13) **PRICES:** If the price is not stated on this order, it is agreed that the goods shall be billed at the price last quoted or paid, or the prevailing market price, whichever is lower.
- 14) **TERMINATION:** In the event of breach by Vendor of any of the provisions of this contract, the Purchaser reserves the right to cancel and terminate this contract forthwith upon giving oral or written notice to Vendor. Vendor shall be liable for damages suffered by the Purchaser resulting from Vendor's breach of contract.
- 15) **NONDISCRIMINATION AND AFFIRMATIVE ACTION:** The Vendor agrees not to discriminate any client, employee or applicant for employment or services because of race, creed, color, national origin, sex, sexual orientation, marital status, age or the presence of any sensory, mental or physical handicap, honorably discharged veteran or military status or the use of a trained dog guide or service animal by a person with a disability, with regard to, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; selection for training; rendition of services. It is further understood that any Vendor who is in violation of the clause or an applicable Affirmative Action Program shall be barred forthwith from receiving awards of any purchase order from the County unless a satisfactory showing is made that discriminatory practices or noncompliance with applicable Affirmative Action Programs have terminated and that a recurrence of such acts is unlikely. Vendor must comply with the Americans with Disabilities Act of 1990.
- 16) **DEFAULT:** The Vendor covenants and agrees that in the event suit is instituted by the Purchaser for any default on the part of the Vendor, and the Vendor is adjudged by a court of competent jurisdiction to be in default, the Vendor shall pay to the Purchaser all costs, expenses expended or incurred by the Purchaser in connection therewith, and reasonable attorney's fees. The Vendor agrees that the Superior Court of the State of Washington shall have jurisdiction over any such suit, and that venue shall be laid in Island County.
- 17) **BRANDS:** When a special brand is named it shall be construed solely for the purpose of indicating the standard of quality, performance, or use described. Brands of equal quality, performance, and use shall be considered, provided Vendor specifies the brand and model and submits descriptive literature, when available. Any bid containing a brand which is not equal quality, performance or use specified must be represented as an alternate and not as an equal, and failure to do shall be sufficient reason to disregard the bid.
- 18) **ACCEPTANCE: THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS AND CONDITIONS STATED HEREIN. ALL ADDITIONAL OR DIFFERENT TERMS PROPOSED BY VENDOR ARE OBJECTED TO AND HEREBY REJECTED, UNLESS OTHERWISE PROVIDED IN WRITING BY THE DEPARTMENT THAT IS PURCHASING THE MATERIALS/SERVICES.**
- 19) **HANDLING:** No charges will be allowed for handling which includes, but is not limited to packing, wrapping, bags, containers, or reels, unless otherwise stated herein. (optional)



## Island County Public Works

Connie Bowers, P.E., Director and County Engineer

1 NE 7<sup>th</sup> Street, Coupeville, WA 98239

Ph: Whidbey 360-679-7331 | Camano 360-387-3443 | S Whidbey 360-321-5111

Email: ConnieB@islandcountywa.gov | [www.islandcountywa.gov](http://www.islandcountywa.gov)

## MEMORANDUM

13 September 2023

TO: Board of Island County Commissioners

FROM: Eric Brooks/Director Department of Emergency Management

RE: Discussion on Wildfire Risk, Preparedness, and Response in Island County

---

The recent wildfires in Maui have sparked interest and conversations about wildfire plans and preparedness. As such, the Island County Department of Emergency Management will present to the Board of Island County Commissioners at its 13 September 2023 Work Session, information on wildfires in Island County. The topics will include, but not be limited to:

- Wildfire Risk as described in the Island County Hazard Mitigation Plan, the WA State Enhanced Hazard Mitigation Plan, and other sources
- Preparedness and Mitigation steps that the community can take prior to a wildfire
- The response process in Island County and the partnerships involved. This will include input and participation from local fire districts.
- Evacuation in the case of wildfires
- Alert and Warning to include how alerts are sent to the community (Wireless Alerts, Emergency Alert System, All Hazards Alert Broadcast sirens)
- Comprehensive Wildfire Protection Plan (CWPP)
- Potential grant opportunities.

This is an open discussion for information sharing, gathering, and collaboration. There are no specific requests from the Department of Emergency Management associated with this discussion.

Eric Brooks  
Director, DEM

## CHAPTER 14.

# WILDFIRE

A wildfire is any uncontrolled fire occurring on undeveloped land that requires fire suppression. Wildfires can be ignited by lightning or by human activity such as smoking, campfires, equipment use, and arson.

The wildfire season in Washington usually begins in early July and ends in late September; however, wildfires have occurred in every month of the year. Drought, snow pack, and local weather conditions can expand the length of the fire season.

People start most wildfires; major causes include arson, recreational fires that get out of control, smoker carelessness, debris burning, and children playing with fire. From 1992 to 2001, on average, people caused more than 500 wildfires each year on state-owned or protected lands; this compares to 135 fires caused by lightning strikes. Wildfires started by lightning burn more state-protected acreage than any other cause, an average of 10,866 acres annually; human caused fires burn an average of 4,404 state-protected acres each year. Fires during the early and late shoulders of the fire season usually are associated with human-caused fires; fires during the peak period of July, August and early September often are related to thunderstorms and lightning strikes.

### 14.1 GENERAL BACKGROUND

#### *Wildland-Urban Interface Areas*

The wildland urban-interface (WUI) is the area where development meets wildland areas. This can mean structures built in or near natural forests, or areas next to active timber and rangelands. The federal definition of a WUI community is an area where development densities are at least three residential, business, or public building structures per acre. For less developed areas, the wildland-intermix community has development densities of at least one structure per 40 acres.

In 2001, Congress mandated the establishment of a Federal Register which identifies all urban wildland interface communities within the vicinity of Federal lands, including Indian trust and restricted lands that are at high-risk from wildfire. The list assimilated information provided from States and Tribes, and is intended to identify those communities considered at risk. Review of the Federal Registry does not list any communities within Island County at high-risk within the vicinity of Federal lands.

#### DEFINITIONS

**Brush fire**—A fast-moving fire that ignites grass, shrubs, bushes, scrub oak, chaparral, marsh grass (cattails), and grain fields. This is the type of wildfire most likely to affect Whitman County.

**Conflagration**—A fire that grows beyond its original source area to engulf adjoining regions. Wind, extremely dry or hazardous weather conditions, excessive fuel buildup and explosions are usually the elements behind a wildfire conflagration.

**Firestorm**—A fire that expands to cover a large area, often more than a square mile, when many individual fires grow together. Temperatures may exceed 1000°C. Superheated air and hot gases of combustion rise over the fire zone, drawing surface winds in from all sides, often at velocities approaching 50 miles per hour. Although firestorms seldom spread because of the inward direction of the winds, once started there is no known way of stopping them. Lethal concentrations of carbon monoxide, combined with the intense heat, poses a serious life threat to responding fire forces. In very large events, the rising column of heated air carries enough particulate matter into the upper atmosphere to cause cloud nucleation, creating a thunderstorm and the hazard of lightning strikes.

**Interface Area**—An area where vegetation susceptible to wildfires and urban or suburban development occur together.

**Wildfire**—Fires that result in uncontrolled destruction of forests, brush, field crops, grasslands, and real and personal property in non-urban areas. Because of their distance from firefighting resources, they can be difficult to contain and can cause a great deal of destruction.

When identifying areas of fire concern, in addition to the Federal Register, the Washington Department of Natural Resources and its federal partners also determine communities at risk based on fire behavior potential, fire protection capability, and risk to social, cultural and community resources. These risk factors include areas with fire history, the type and density of vegetative fuels, extreme weather conditions, topography, number and density of structures and their distance from fuels, location of municipal watersheds, and likely loss of housing or business. The criteria for making these determinations are the same as those used in the National Fire Protection Association's *NFPA 299 Standard for Protection of Life and Property from Wildfire*.

Review of the 2018 Washington State Enhanced Hazard Mitigation Plan does designate Island County as a WUI Community (see Figure 14-1). Currently, 86 percent of the WUI land in Island County is extensively developed, equating to 22.87 square miles, leaving 3.73 square miles of WUI defined land as undeveloped (Headwaters, 2019).<sup>1</sup> Based on these criteria, Island County is considered to be at high to moderate risk (see Figure 14-2).<sup>2</sup> Camano Island is specifically referenced and indicated as a high-risk community in the State's 2018 Hazard Mitigation Plan. Figure 14-3 identifies the extreme/high/low/moderate level of wildfire hazard rating countywide based on Washington State DNR data.

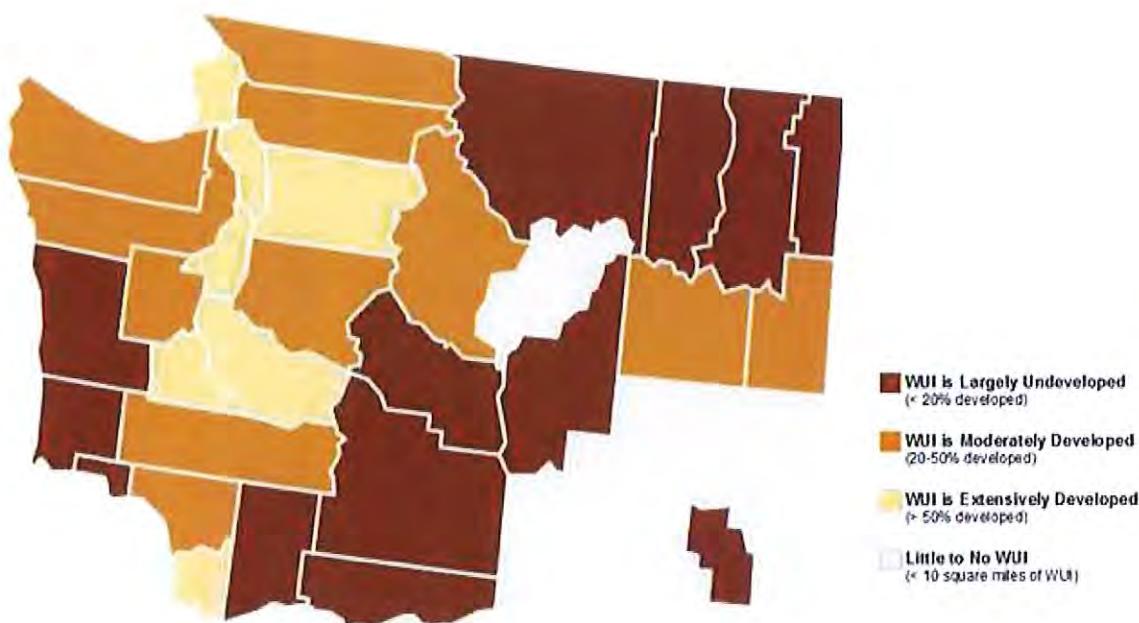


Figure 14-1. Wildland Urban Interface (WUI) Development

Source: Headwaters Economics, 2016

<sup>1</sup> Wildland Urban Interface Development. Headwaters Economics. Accessed 10 Feb 2020. Available online at: <https://headwaterseconomics.org/databiz/wui-development-and-wildfire-costs/>

<sup>2</sup> [http://mil.wa.gov/uploads/pdf/HAZ%20MIT%20PLAN/Wildland\\_Fire\\_Hazard\\_Profile.pdf](http://mil.wa.gov/uploads/pdf/HAZ%20MIT%20PLAN/Wildland_Fire_Hazard_Profile.pdf)

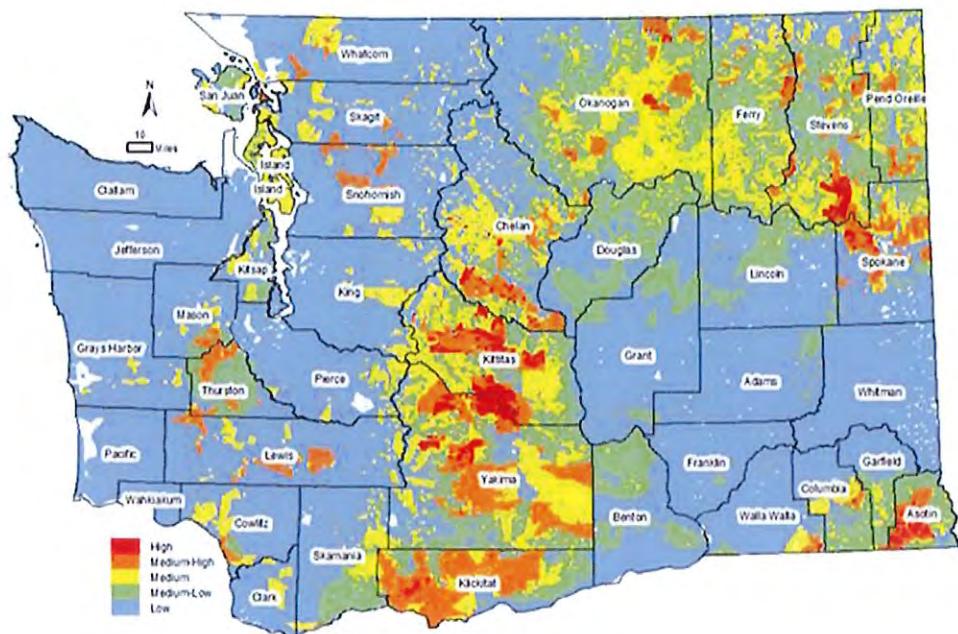


Figure 14-2. Level of Risk for Wildland Urban Interface Communities  
(Source: Headwaters, 2018)

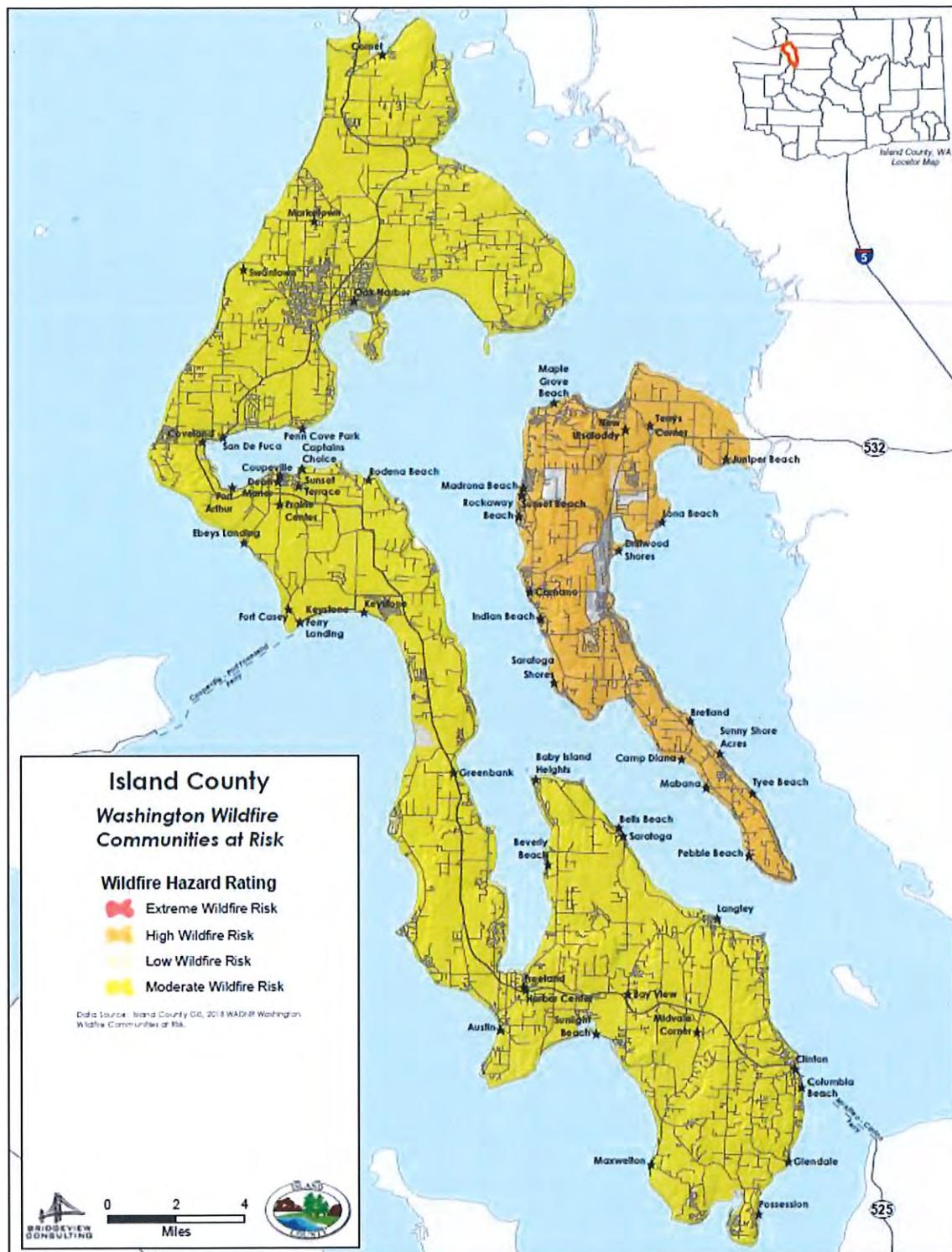


Figure 14-3 Wildfire Communities at Risk

### 14.1.1 Wildfire Behavior

The wildfire triangle (see Figure 14-4) is a simple graphic used in wildland firefighter training courses to illustrate how the environment affects fire behavior. Each point of the triangle represents one of three main factors that drive wildfire behavior: weather, vegetation type (which firefighters refer to as “fuels”), and topography. The sides represent the interplay between the factors. For example, drier and warmer weather combined with dense fuel loads (e.g., logging slash) and steeper slopes will cause more hazardous fire behavior than light fuels (e.g., short grass fields) on flat ground.

The following are key factors affecting wildfire behavior:

- **Fuel**—Lighter fuels such as grasses, leaves and needles quickly expel moisture and burn rapidly, while heavier fuels such as tree branches, logs and trunks take longer to warm and ignite. Snags and hazard trees—those that are diseased, dying, or dead—are larger but less prolific west of the Cascades than east of the Cascades. In 2002, about 1.8 million acres of the state’s 21 million acres of forestland contained trees killed or defoliated by forest insects and diseases.
- **Weather**— Relevant weather conditions include temperature, relative humidity, wind speed and direction, cloud cover, precipitation amount and duration, and the stability of the atmosphere. Of particular importance for wildfire activity are wind and thunderstorms:
  - Strong, dry winds produce extreme fire conditions. Such winds generally reach peak velocities during the night and early morning hours. East wind events can persist up to 48 hours, with wind speed reaching 60 miles per hour. Being a coastal community, the County experiences significant winds on a fairly regular basis during all times of the year.
  - The thunderstorm season typically begins in June with wet storms, and turns dry with little or no precipitation reaching the ground as the season progresses into July and August.
- **Topography**—Topography includes slope, elevation and aspect. The topography of a region influences the amount and moisture of fuel; the impact of weather conditions such as temperature and wind; potential barriers to fire spread, such as highways and lakes; and elevation and slope of land forms (fire spreads more easily uphill than downhill).
- **Time of Day**—A fire’s peak burning period generally is between 1 p.m. and 6 p.m.
- **Forest Practices**—In densely forested areas, stands of mixed conifer and hardwood stands that have experienced thinning or clear-cut provide an opportunity for rapidly spreading, high-intensity fires that are sustained until a break in fuel is encountered.

Fires can be categorized by their fuel types as follows:

- **Smoldering**—Involves the slow combustion of surface fuels without generating flame, spreading slowly and steadily. Smoldering fires can linger for days or weeks after flaring has ceased, resulting in potential large quantities of fuel consumed. They heat the duff and mineral layers, affecting the roots, seeds, and plant stems in the ground. These are most common in peat bogs, but are not exclusive to that vegetation.
- **Crawling**—Surface fires that consume low-lying grass, forest litter and debris.
- **Ladder**—Fires that consume material between low-level vegetation or forest floor debris and tree canopies, such as small trees, low branches, vines, and invasive plants.



Figure 14-4 Wildfire Behavior Triangle

- **Crown**—Fires that consume low-level surface fuels, transition to ladder fuels, and also consume suspended materials at the canopy level. These fires can spread rapidly through the top of a forest canopy, burning entire trees, and can be extremely dangerous (sometimes referred to as a “Firestorm”).

Wildfires may spread by jumping or spotting, as burning materials are carried by wind or firestorm conditions. Burning materials can also jump over roadways, rivers, or even firebreaks and start distant fires. Updraft caused by large wildfire events draw air from surrounding area, and these self-generated winds can also lead to the phenomenon known as a firestorm.

### 14.1.2 Wildfire Impact

Short-term loss caused by a wildfire can include the destruction of timber, wildlife habitat, scenic vistas, and watersheds. Long-term effects include smaller timber harvests, reduced access to affected recreational areas, and destruction of cultural and economic resources and community infrastructure. Vulnerability to flooding increases due to the destruction of watersheds. The potential for significant damage to life and property exists in WUI areas, where development is adjacent to densely vegetated areas (DeSisto et al., 2009). As indicated, in the case of Island County, 86 percent of the area’s WUI areas are heavily developed.



Forestlands in the planning area are susceptible to disturbances such as logging slash accumulation, forest debris due to weather damage, and periods of drought and high temperature. Forest debris from western red cedar, western hemlock, and Sitka spruce can be especially problematic and at risk to wildfires when slash is accumulated on the forest floor, because such debris resists deterioration. When ignited, these fuels can be explosive and serve as ladder fuels carrying fire from the surface to the canopy.

### 14.1.3 Identifying Wildfire Risk

Risk to communities is generally determined by the number, size and types of wildfires that have historically affected an area; topography; fuel and weather; suppression capability of local and regional resources; where and what types of structures are in the WUI; and what types of pre-fire mitigation activities have been completed. Identifying areas most at risk to fire or predicting the course a fire will take requires precise science. The following data sets are most useful in assessing risk in the area:

- **Topography (slope and aspect) and Vegetation (fire fuels)**—These are two of the most important factors driving wildfire behavior.
- **Weather**—Regional and microclimate variations can strongly influence wildfire behavior. Because of unique geographic features, weather can vary from one neighborhood to another, leading to very different wildfire behavior.
- **Critical Facilities/Asset Location**—A spatial inventory of assets—including homes, roads, fire stations, and natural resources that need protection—in relation to wildfire hazard helps prioritize protection and mitigation efforts.

### 14.1.1 Historic Fire Regime and Condition Classifications

Many ecosystems are adapted to historical patterns of fire. These patterns, called “fire regimes,” include attributes such as frequency and seasonality, spatial attributes such as size and spatial complexity, and magnitude attributes, defined as intensity and severity, each of which have ranges of natural variability.

Alterations of historical fire regimes and vegetation dynamics have occurred in many landscapes in the U.S., including Island County through the combined influence of land management practices, fire exclusion, insect and disease outbreaks, climate change, and the invasion of non-native plant species.

Anthropogenic influences to wildfire occurrence have been witnessed through arson, incidental ignition from industry (e.g., logging, railroad, sporting activities), and other factors. Likewise, wildfire abatement practices have reduced the spread of wildfires after ignition. This has reduced the risk to both the ecosystem and the urban populations living in or near forestlands, such as portions of Island County.

The LANDFIRE Project produces maps of simulated historical fire regimes and vegetation conditions using the LANDSUM landscape succession and disturbance dynamics model. The LANDFIRE Project also produces maps of current vegetation and measurements of current vegetation departure from simulated historical reference conditions. These maps support fire and landscape management planning outlined in the goals of the National Fire Plan, Federal Wildland Fire Management Policy, and the Healthy Forests Restoration Act.

The simulated historical mean fire return interval data layer quantifies the average number of years between fires under the presumed historical fire regime. This data simulates aspects of a fire as a function of vegetation changes, topography, and spatial context, in addition to variability introduced by dynamic wind direction and speed, frequency of extremely dry years, and landscape-level fire characteristics.

The historical fire regime groups simulated in this data is categorized by the mean fire return interval and fire severities, which are grouped into five regimes defined in the Interagency Fire Regime Condition Class (FRCC) Guidebook, which identify the frequency and severity of the anticipated fire, as follows:

- Regime I: 0-35 year frequency, low to mixed severity
- Regime II: 0-35 year frequency, replacement severity
- Regime III: 35-200 year frequency, low to mixed severity
- Regime IV: 35 -200 year frequency, replacement severity
- Regime V: 200+ year frequency, any severity

Land managers need to understand historical fire regimes (that is, fire frequency and fire severity) to be able to define appropriate goals and objectives for an area, including management plans and treatment strategies to help reduce impact from wildfires.

Understanding ecosystem departures (how ecosystems have changed over time) provides a context for managing sustainable ecosystems, that is, what measures must be taken to help reduce risk, but also by how such changes have increased or decreased the probability and severity of a fire occurring.

Broad-scale alterations of historical fire regimes and vegetation conditions have occurred in many landscapes in the U.S. through the combined influence of land management practices, fire prevention, livestock grazing, insect and disease outbreaks, climate change, and invasion of non-native plant species. These departures result in changes to one or more of the following ecological components which can increase fire danger:

- Vegetation characteristics (species composition, structural stages, stand age, canopy closure and mosaic pattern)
- Fuel composition
- Fire frequency, severity, and pattern
- Associated disturbances (e.g. insect and disease mortality, grazing, and drought).

Through a series of processes, LANDFIRE has determined various Fire Regime Condition Classes that represent a classification of a given area's amount of departure from the historical fire regime. The classifications categorize wildland vegetation and fuel conditions into one of the three condition classes,

based on the degree of departure, helping to identify how frequently an area may experience a wildfire, and the degree of damage it may cause.

The three classes indicate low (FRCC 1), moderate (FRCC 2) and high (FRCC 3) departure from the historical fire regime. Low departure is considered to be within the historical range of variability, while moderate and high departures are outside. Determination of the amount of departure is based on comparison of a composite measure of fire regime attributes to the central tendency of the historical fire regime. The amount of departure is then classified to determine the fire regime condition class. Table 14-1 presents a simplified description of the fire regime condition classes and associated potential risks. Figure 14-5 identifies the fire regimes in Island County.

**TABLE 14-1.**  
**FIRE REGIME CONDITION CLASS DEFINITIONS**

Description	Potential Risks
<b>Fire Regime Condition Class 1</b>	
Within the historical range of variability.	<ul style="list-style-type: none"> <li>Fire behavior, effects and other associated disturbances are similar to those that occurred prior to fire exclusion (suppression) and other types of management that do not mimic the natural fire regime and associated vegetation and fuel characteristics.</li> <li>Composition and structure of vegetation and fuels are similar to the natural (historical) regime.</li> <li>Risk of loss of key ecosystem components (e.g. native species, large trees and soil) is low.</li> </ul>
<b>Fire Regime Condition Class 2</b>	
Moderate departure from the historical regime of variability.	<ul style="list-style-type: none"> <li>Fire behavior, effects, and other associated disturbances are moderately departed (more or less severe).</li> <li>Composition and structure of vegetation and fuel are moderately altered.</li> <li>Uncharacteristic conditions range from low to moderate.</li> <li>Risk of loss of key ecosystem components is moderate.</li> </ul>
<b>Fire Regime Condition Class 3</b>	
High departure from the historical regime of variability.	<ul style="list-style-type: none"> <li>Fire behavior, effects, and other associated disturbances are highly departed (more or less severe).</li> <li>Composition and structure of vegetation and fuel are highly altered.</li> <li>Uncharacteristic conditions range from moderate to high.</li> <li>Risk of loss of key ecosystem components is high.</li> </ul>

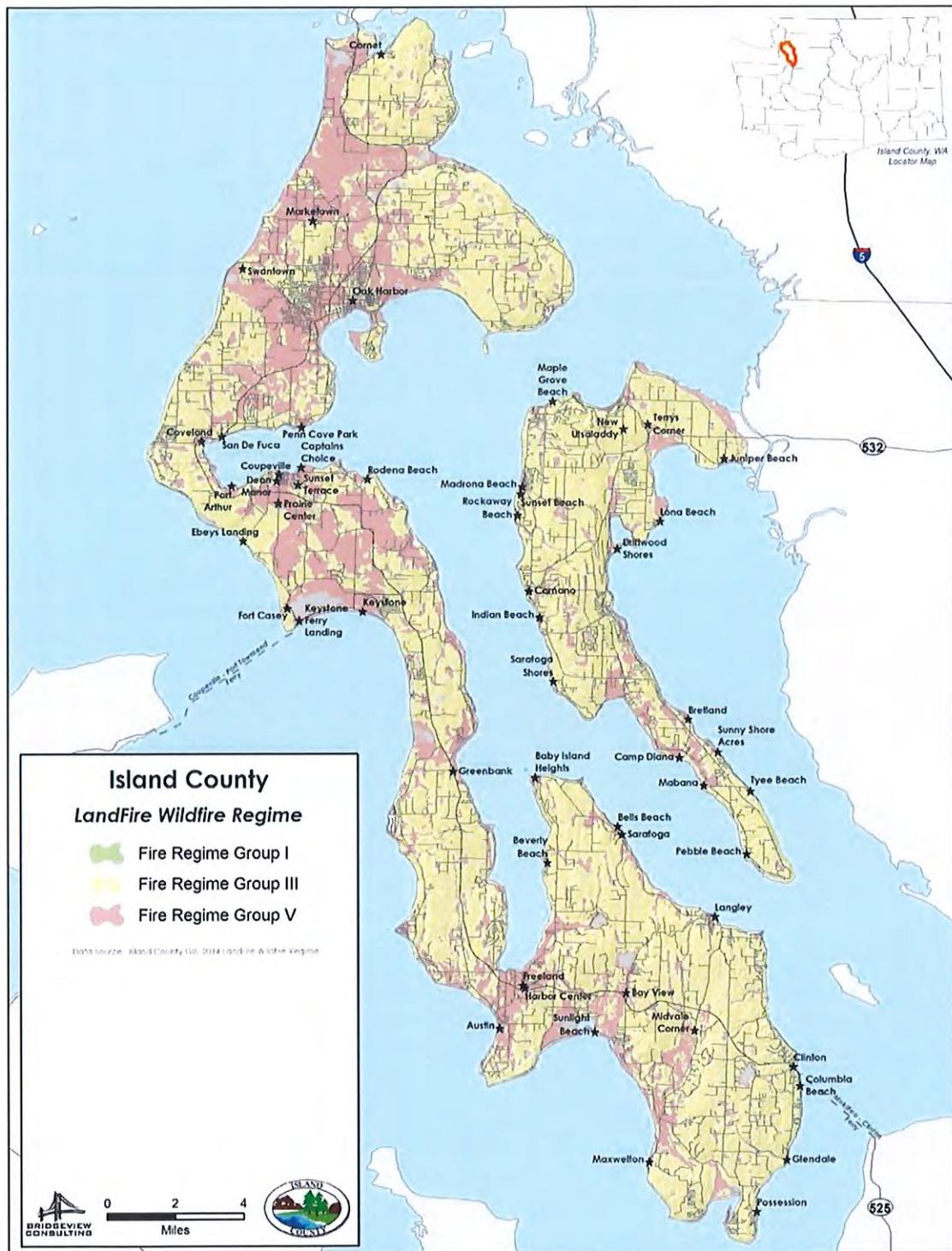


Figure 14-5 LANDFIRE Fire Regimes in Island County

## 14.2 HAZARD PROFILE

### 14.2.1 Extent and Location

Based on review of existing DNR and FEMA data, Island County has never received a state or federal disaster declaration for a wildfire event. Historic impact has been relatively minor, with one exception; a fire in July 1920, which destroyed Oak Harbor. That fire left the town to struggle through the Great Depression, until 1941, when Naval Air Station Whidbey Island was constructed.

### 14.2.2 Previous Occurrences

During the five-year-period of 2007-2011, the National Fire Protection Administration (NFPA) estimates that U.S. local fire departments responded to an estimated average of 22,600 fires started by lightning per year. These fires caused an estimated average of nine civilian deaths, 53 civilian injuries and \$451 million in direct property damage per year. These estimates are based on data from the U.S. Fire Administration's (USFA's) National Fire Incident Reporting System (NFIRS) and the NFPA's annual fire department experience survey. Only 19% of reported lightning fires occurred in homes, but these fires caused a majority of the associated losses. Lightning is also a major factor in wildland fires, and the average number of acres burned per fire is much higher in lightning fires than in fires caused by humans. (Ahrens)

Wildfires have been a common occurrence throughout Washington as a whole for thousands of years. Evidence from tree rings or fire-scarred trees indicates cycles of prehistoric fires burned in many locations in both Eastern and Western Washington.

Natural fire occurrence is directly related, but not proportional, to lightning incidence levels. It is rare for a summer to pass without at least one period of lightning activity. Lightning incidence is greatest during July and August, though storms capable of igniting fires have occurred from early spring to mid-October. Lightning storms generally track across the park in a southwest to northeast direction.

At a national level, lightning starts over 4,000 house fires each year, which can ignite wildland fires through ember ignition and as a result of proximity to wildland areas. Lightning-caused fires cause over 10 times more acreage damage than human-caused fires, requiring great resource allocation.

Within Washington, lightning storms are typically followed by light to moderate amounts of precipitation. The rainfall may extinguish the fires, while high fuel moisture inhibits spread. However, prolonged periods of warm, dry weather, especially in combination with east winds, often reveal numerous latent "sleepers." While most lightning fires are less than a quarter acre in size, occasional large fires during dry periods account for most of the burned acreage. On average, Washington State experiences 10 or fewer days per year of lightning storms.

Since completion of the last plan in 2015:

- South Whidbey Fire/EMS has had a total of 61 vegetation fires, burning less than 20 acres total. The largest fire encompassed 15 of the ~20 acres. None of the fires were a significant threat, and were managed by fire suppression tactics.
- Oak Harbor sustained less than two (2) acres of wildfire impact, with a total of 25 fires, all small in nature and all managed by fire suppression tactics.
- Camano Island Fire & Rescue experienced 33 events; eight (8) events in 2017; nine (9) events in 2018, and 16 events in 2019. Each fire involved less than one acre in size.

- During the time period 2003 to 2015, the County had sustained ~48 wildfires, burning a total of 32.41 acres. Most of those fires occurred in 2003, during which season 13 fires burned; six (6) fires occurred in 2012, and eight (8) fires occurred in 2009.

### **14.2.3 Severity**

Potential losses from wildfire include human life, structures and other improvements, and natural resources. Smoke and air pollution from wildfires can be a health hazard, especially for sensitive populations such as children, the elderly and those with respiratory and cardiovascular diseases. Wildfire may also threaten the health and safety of those fighting the fires. Wildfire can lead to ancillary impacts such as landslides in steep ravine areas and flooding due to the impacts of silt in local watersheds. The destruction of forestlands can have a significant impact on salmon rearing for generations.

Extreme fires, when they occur, are characterized by more intense heat and preheating of surrounding fuels, stronger flame runs, potential tree crowning, increased likelihood of significant spot fires, and fire-induced weather (e.g., strong winds, lightning cells). Such fires are also significantly more difficult to combat and suppress, increasing the threat to homes and communities.

The statistical analysis of the wildfire exposure assessments conducted by the State of Washington revealed that six counties are at the highest risk from wildfires, including Island County. Klickitat, Okanogan, Pend Oreille, San Juan and Stevens are the remaining counties. Island County is estimated to have a medium wildfire hazard exposure. Island County has a high proportion of residents located in areas exposed to medium or higher wildfire hazard. While the proportion of built environment at risk from wildfires is consistently high among in Island County, exposure of vulnerable population varies greatly. Island County ranked at a medium level for vulnerable population exposure to wildfires. (Washington State Enhanced Hazard Mitigation Plan Risk and Vulnerability Assessment, 2018).

### **14.2.4 Frequency**

None of Washington State's most significant wildfires have occurred in Island County, although smaller fires have occurred in the area regularly. Fires historically burn on a regular cycle, recycling carbon and nutrients stored in the ecosystem, and strongly affecting species within the ecosystem. The burning cycle in western Washington is approximately every 100 to 150 years; however, the built environment has greatly changed historic norms. From review of the number of previous occurrences since the last plan's completion, it appears as though the area is experiencing an increase in wildfire activities. Such is not to be unexpected due to the dryer than normal conditions experienced over the course of the last several years, including 2019 when we were again in a drought situation. This type of situation does correlate to the increased number of wildfires in 2019 that were experienced by Camano Island, among others. Review of data illustrates that large quantities of land fall within Regime I and Regime V, meaning that frequency for burns in the area range from 35-200 years based on LANDFIRE data.

## **14.3 VULNERABILITY ASSESSMENT**

### **14.3.1 Overview**

Structures, above-ground infrastructure, critical facilities and natural environments are all vulnerable to the wildfire hazard. Currently as there are no validated damage functions available to support wildfire mitigation planning due to the fact that no such damage functions exist, for these planning purposes, dollar loss estimates were developed by calculating the assessed value of exposed structures identified utilizing the various LANDFIRE Fire Regime (1-5) datasets. Population impact also utilized the various Fire Regimes, with population estimated using the exposed structure count of buildings in each Fire Regime area and applying the census value of 2.3 persons per household for Island County.

### **Warning Time**

Wildfires are often caused by humans, intentionally or accidentally. There is no way to predict when one might break out. Since fireworks often cause brush fires, extra diligence is warranted around the Fourth of July when the use of fireworks is highest. Dry seasons and droughts are factors that greatly increase fire likelihood. Dry lightning may trigger wildfires. Severe weather can be predicted, so special attention can be paid during weather events that may include lightning. Reliable National Weather Service lightning warnings are available on average 24 to 48 hours prior to a significant electrical storm.

Understanding the relationship between weather, potential fire activity, and geographical features enhances the ability to prepare for the potential of wildfire events. This knowledge, when paired with emergency planning and appropriate mitigation measures, creates a safer environment.

Wildfire studies can analyze weather data to assist firefighters in understanding the relationship between weather patterns and potential fire behavior. Fire forecasting examines similarities between historical fire weather and existing weather and climate values. These studies have determined that for areas such as Island County, any combination of two of the following factors can create more intense and potentially destructive fire behavior, known as extreme fire behavior:

- Sustained winds from the east
- Relative humidity less than 40 percent
- Temperature greater than 72° Fahrenheit
- Periods without precipitation greater than 14 days in duration
- 1,000-hour fuel moisture less than 17 percent.

If a fire breaks out and spreads rapidly, residents may need to evacuate within a short timeframe. A fire's peak burning period generally is between 1 p.m. and 6 p.m. In normal situations, fire alerting would commence quickly, helping to reduce the risk. However, in more remote locations of the County, or in areas where cell phone services are sporadic at times, warning time and calls for assistance may be reduced.

### **14.3.2 Impact on Life Health & Safety**

While there are no recorded fatalities from wildfire in the planning area, a statistical number of the population vulnerable to impact from fire is impossible to determine with any accuracy, due to the high number of variables that impact fire scenarios. The population at risk must also take into consideration tourists given the County's proximity to the parklands and its proximity to Canada and other Washington high-tourist destinations. With its relatively high tourism rate, especially during summer months, there is an increase in the population vulnerability to fire. Given the increase in tourism during the summer months, when fire danger is at its greatest, increased consideration must be taken into account for fire response. Similarly, as in the case of Camano Island and the Twin City Foods fire, isolation as a result of restricted access can also occur, further increasing the vulnerability of populations in the area of the fire.

Smoke and air pollution from wildfires can be a severe health hazard, especially for sensitive populations, including children, the elderly and those with respiratory and cardiovascular diseases. Island County has a high population of retirees and individuals over 65, further increasing the potential impact on the fire hazard. Smoke generated by wildfire consists of visible and invisible emissions that contain particulate matter (soot, tar, water vapor, and minerals), gases (carbon monoxide, carbon dioxide, nitrogen oxides), and toxics (formaldehyde, benzene). Emissions from wildfires depend on the type of fuel, the moisture content of the fuel, the efficiency (or temperature) of combustion, and the weather. Public health impacts associated with wildfire include difficulty in breathing, odor, and reduction in visibility. Wildfire may also threaten the

health and safety of those fighting the fires. First responders are exposed to the dangers from the initial incident and after-effects from smoke inhalation and heat stroke.

For purposes of this assessment, the various Fire Regimes were used with population estimated using the structure count of buildings exposed within the various Fire Regime areas, and applying the census value of 2.3 persons per household for Island County. These estimates are shown in Table 14-2. Table 14-3 illustrates the population potentially impacted within the various fire regimes during the last plan cycle in 2014. Not calculated into the potential impact is the number of tourists who may be visiting the area at any given time.

In viewing the data between the last plan to the current plan, population growth in the area has increased the risk factor of population exposed in each municipality. Fire Regime 3 saw the highest increase of almost 10,000 citizens since the last plan was completed. This increase in number could be due to multiple factors, including better Assessor's data during this planning cycle, more accurate census data, and updated hazard maps. The other factor relates to the built environment, and the actual increased number of structures built within the various areas identified since completion of the last plan. All of the fire agencies remain confident, however, that such increase in growth will not jeopardize their ability to manage fires in the same effective manner.

**TABLE 14-2.  
2020 POPULATION WITHIN FIRE REGIME AREAS**

	Fire Regime 1		Fire Regime 3		Fire Regime 5	
	Population	% of Total	Population	% of Total	Population	% of Total
Unincorporated	334	0.57%	44,881	76.42%	17,441	29.70%
Coupeville	9	0.47%	610	31.69%	886	46.03%
Langley	0	0.00%	998	83.51%	324	27.11%
Oak Harbor	44	0.19%	6,587	28.68%	8,846	38.51%
<b>Total (2020)</b>	<b>387</b>	<b>0.46%</b>	<b>53,076</b>	<b>62.57%</b>	<b>27,497</b>	<b>32.42%</b>

**TABLE 14-3.  
2014 POPULATION WITHIN FIRE REGIME AREAS**

	Fire Regime 1		Fire Regime 3		Fire Regime 5	
	Population	% of Total	Population	% of Total	Population	% of Total
Unincorporated	266	0.48%	36,946	67.06%	14,528	26.37%
Coupeville	8	0.42%	494	26.07%	740	39.05%
Langley	0	0.00%	762	70.88%	246	22.88%
Oak Harbor	36	0.16%	5,536	25.23%	7,402	33.74%
<b>Total (2014)</b>	<b>310</b>	<b>0.39%</b>	<b>43,738</b>	<b>54.67%</b>	<b>22,916</b>	<b>28.65%</b>

### 14.3.3 Impact on Property

Property damage from wildfires can be severe and can significantly alter entire communities. Details on the number and value of structures exposed to LANDFIRE Wildfire Regime areas are provided in Table 14-4 through Table 14-6. Density and the age of building stock in Island County are contributing factors in

assessing property vulnerability to wildfire. Many of the buildings in the planning area are of significant age, with many being constructed with wood frames and shingle roofs.

Loss estimations for the wildfire hazard are not based on damage functions, because no such damage functions have been generated. Instead, loss estimates were developed representing 10 percent, 30 percent and 50 percent of the assessed value of exposed structures. This allows emergency managers to select a range of economic impact based on an estimate of the percent of damage to the general building stock. Damage in excess of 50 percent is considered to be substantial by most building codes and typically requires total reconstruction of the structure. The loss estimates for the general building stock for jurisdictions that have an exposure to Fire Regime Areas are listed in Table 14-7 through Table 14-9.

In addition, review of Headwaters Economics data indicates that in excess of 14,000 residential structures (~13 percent) fall within the WUI area (2013).<sup>3</sup> WDNR further identifies Island County as being of medium to medium-high risk for impact to state owned or leased facilities (see Figure 14-6). State assets exposed to wildfire in Island County include 72 owned and leased facilities. It is unclear whether the state indicates these assets to be of critical in nature, or merely structures owned.

**TABLE 14-4.**  
**PLANNING AREA STRUCTURES EXPOSED TO LANDFIRE FIRE REGIME 1**

Buildings Exposed	Estimated Value			% of Total Value
	Structure	Contents	Total	
Unincorporated	\$25,236,156	\$12,993,446	\$38,229,602	0.44%
Coupeville	\$1,258,272	\$777,999	\$2,036,271	0.46%
Langley	\$0	\$0	\$0	0.00%
Oak Harbor	\$4,461,949	\$2,869,359	\$7,331,308	0.18%
<b>Total</b>	<b>181</b>	<b>\$30,956,377</b>	<b>\$16,640,804</b>	<b>0.36%</b>

<sup>3</sup> In reviewing this data, it is unclear what type of data Headwaters utilized to reach its determination (e.g., Assessor's data identifying residential structure; general building stock available from Hazus). Variations could be an aggregate or average at the block or census tract levels. The data is also dated (2013). As such, this should be an informative figure only, as methodology for determining such data is unclear. Data accessed 11 Feb 2020. Available at: <https://headwaterseconomics.org/dataviz/wui-development-and-wildfire-costs/>

**TABLE 14-5.**  
**PLANNING AREA STRUCTURES EXPOSED TO LANDFIRE FIRE REGIME 3**

Buildings Exposed	Estimated Value			% of Total Value
	Structure	Contents	Total	
Unincorporated	20,353	\$3,884,700,089	\$2,053,598,013	\$5,938,298,102
Coupeville	335	\$65,037,553	\$41,099,050	\$106,136,603
Langley	512	\$101,279,352	\$63,580,741	\$164,860,093
Oak Harbor	3,487	\$1,166,382,816	\$904,067,438	\$2,070,450,254
<b>Total</b>	<b>24,687</b>	<b>\$5,217,399,810</b>	<b>\$3,062,345,240</b>	<b>61.93%</b>

**TABLE 14-6.**  
**PLANNING AREA STRUCTURES EXPOSED TO LANDFIRE FIRE REGIME 5**

Buildings Exposed	Estimated Value			% of Total Value
	Structure	Contents	Total	
Unincorporated	8,149	\$1,410,554,556	\$777,915,498	\$2,188,470,054
Coupeville	484	\$167,371,353	\$160,779,085	\$328,150,438
Langley	187	\$36,187,393	\$24,610,825	\$60,798,218
Oak Harbor	4,526	\$1,143,256,964	\$779,793,453	\$1,923,050,417
<b>Total</b>	<b>13,346</b>	<b>2,757,370,266</b>	<b>1,743,098,861</b>	<b>33.66%</b>

**TABLE 14-7.**  
**ESTIMATED LOSS POTENTIAL FOR LANDFIRE FIRE REGIME 1**

	Exposed Value	10% Damage	30% Damage	50% Damage
Unincorporated	\$38,229,602	\$3,822,960	\$11,468,881	\$19,114,801
Coupeville	\$2,036,271	\$203,627	\$610,881	\$1,018,136
Langley	\$0	\$0	\$0	\$0
Oak Harbor	\$7,331,308	\$733,131	\$2,199,392	\$3,665,654
<b>Total</b>	<b>\$47,597,181</b>	<b>\$4,759,718</b>	<b>\$14,279,154</b>	<b>\$23,798,590</b>

**TABLE 14-8.**  
**ESTIMATED LOSS POTENTIAL FOR LANDFIRE FIRE REGIME 3**

	Exposed Value	10% Damage	30% Damage	50% Damage
Unincorporated	\$5,938,298,102	\$593,829,810	\$1,781,489,430	\$2,969,149,051
Coupeville	\$106,136,603	\$10,613,660	\$31,840,981	\$53,068,301
Langley	\$164,860,093	\$16,486,009	\$49,458,028	\$82,430,046
Oak Harbor	\$2,070,450,254	\$207,045,025	\$621,135,076	\$1,035,225,127
<b>Total</b>	<b>\$2,341,446,949</b>	<b>\$234,144,695</b>	<b>\$702,434,085</b>	<b>\$1,170,723,474</b>

**TABLE 14-9.**  
**ESTIMATED LOSS POTENTIAL FOR LANDFIRE FIRE REGIME 5**

	Exposed Value	10% Damage	30% Damage	50% Damage
Unincorporated	\$2,188,470,054	\$218,847,005	\$656,541,016	\$1,094,235,027
Coupeville	\$328,150,438	\$32,815,044	\$98,445,131	\$164,075,219
Langley	\$60,798,218	\$6,079,822	\$18,239,465	\$30,399,109
Oak Harbor	\$1,923,050,417	\$192,305,042	\$576,915,125	\$961,525,209
Total	\$2,311,999,073	\$231,199,907	\$693,599,722	\$1,155,999,536

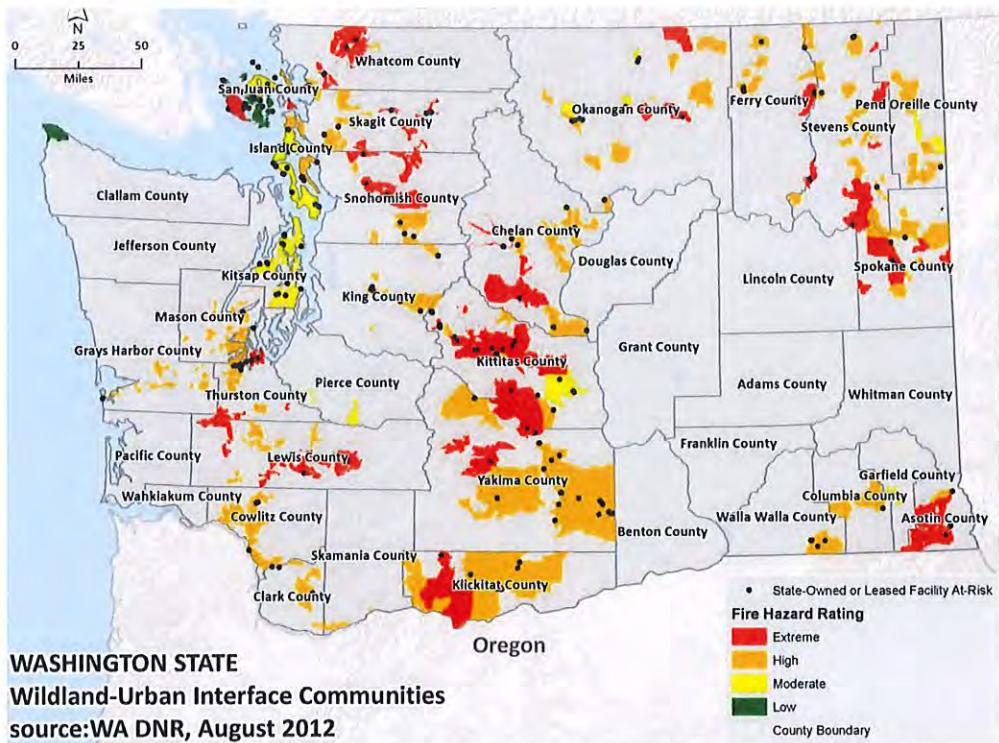


Figure 14-6. Wildland-Urban Interface Communities and State Facilities at Risk

#### 14.3.4 Impact on Critical Facilities and Infrastructure

Critical facilities of wood frame construction are especially vulnerable during wildfire events. In the event of wildfire, there would likely be little damage to most infrastructure. Most roads and railroads would be without damage except in the worst scenarios. Fueling stations could be significantly impacted. Power lines are also significantly at risk from wildfire because most poles are made of wood and susceptible to burning. Fires can create conditions that block or prevent access and can isolate residents and emergency service providers. Wildfire in Island County could also impact wood-structured bridges, piers and docks, which the County utilizes for ferry services, as well as to moor fishing vessels or other private boats associated with tourism. Table 14-10 identifies critical facilities exposed to the wildfire hazard.

TABLE 14-10. CRITICAL FACILITIES AND INFRASTRUCTURE EXPOSED TO FIRE REGIME AREAS			
	Regime 1	Regime 3	Regime 5
Medical and Health Services	0	1	6
Government Function	0	16	10
Protective Function	0	22	11
Schools	0	16	11
Hazmat	0	19	18
Other Critical Function	0	9	12
Transportation	0	7	7
Water	0	5	2
Wastewater	0	2	4
Communications	0	6	7
<b>Total</b>	<b>0</b>	<b>103</b>	<b>88</b>

#### ***Hazardous Material Involved Fire Impact on Critical Facilities and Infrastructure***

Currently there are 38 registered Tier II hazardous material containment sites throughout Island County (based on 2018 reporting to Washington State Dept. of Ecology). During a wildfire event, hazardous material storage containers could rupture due to excessive heat and act as fuel for the fire, causing rapid spreading and escalating the fire to unmanageable levels. In addition the materials could leak into surrounding areas, saturating soils and seeping into surface waters, having a disastrous effect on the environment.

#### **14.3.5 Impact on Economy**

Wildfire impact on the economy can be far reaching, ranging from damage to ferry services, to non-use of park facilities and campsites impacting tourism, to loss of structures influencing tax base from lost revenue. Secondary hazards associated with wildfire, such as increased landslides and flooding potential, would further impact the economy.

Climate change is influencing the frequency, intensity, and duration of wildfires and will likely exacerbate wildfire costs in the future. In the aftermath of a wildfire, local communities shoulder the responsibilities and costs of ongoing recovery. Homeowners, businesses, local organizations, and agencies can take years to financially rebound, and perhaps longer to heal emotionally and psychologically. Yet as more people continue to build in harm's way and as wildfire trends rise, wildfire costs will increase. By realizing that local communities bear the brunt of wildfire costs, elected officials and decisionmakers can take steps now in the planning and design of their communities to prevent devastating wildfire impacts in the future. Almost half of all wildfire costs are paid for at the local level, including homeowners, businesses, and government agencies. Many local wildfire costs are due to long-term damages to community and environmental services, such as landscape rehabilitation, lost business and tax revenues, and property and infrastructure repairs.

Some of the most prevalent and enduring long-term damages are related to restoring local landscapes. The restoration of forests, viewsheds, and critical natural resources such as watersheds is a slow and painstaking task. In the years and decades it takes to recover from a catastrophic wildfire, communities may experience decreasing property values, degraded ecosystem services, declining business and tax revenues, and other

persistent adverse impacts. A wildfire can severely damage local utilities and infrastructure. The replacement and repair of transmission lines, gas lines, electric utility poles, and transportation routes can take years and quickly add to the overall costs of a wildfire.

Wildfires can have an enduring effect on the local economy by impacting tax and business revenue and other forms of income. Less visible than other wildfire impacts, long-term damages resulting from a depreciated tax and business base can add up to millions of dollars over succeeding years. Wildfire impacts on tax and business revenues can be particularly acute in places dependent on tourism and recreation. Fewer tourists and recreational users result in less business for local retailers, outfitters, hotels, and restaurants, as well as reduced income from user fees in national parks and recreational areas. (Headwaters Economics)

#### **14.3.6 Impact on Environment**

Fire is a natural and critical ecosystem process in most terrestrial ecosystems, dictating in part the types, structure, and spatial extent of native vegetation. However, wildfires can cause severe environmental impacts:

- Damaged Fisheries—Critical fisheries can suffer from increased water temperatures, sedimentation, and changes in water quality.
- Soil Erosion—The protective covering provided by foliage and dead organic matter is removed, leaving the soil fully exposed to wind and water erosion. Accelerated soil erosion occurs, causing landslides and threatening aquatic habitats.
- Spread of Invasive Plant Species—Non-native woody plant species frequently invade burned areas. When weeds become established, they can dominate the plant cover over broad landscapes, and become difficult and costly to control.
- Disease and Insect Infestations—Unless diseased or insect-infested trees are swiftly removed, infestations and disease can spread to healthy forests and private lands. Timely active management actions are needed to remove diseased or infested trees.
- Destroyed Endangered Species Habitat—Catastrophic fires can have devastating consequences for endangered species.
- Soil Sterilization—Topsoil exposed to extreme heat can become water repellent, and soil nutrients may be lost. It can take decades or even centuries for ecosystems to recover from a fire. Some fires burn so hot that they can sterilize the soil.

#### **14.4 FUTURE DEVELOPMENT TRENDS**

The County and its planning partners are optimistic that increased population growth will occur throughout the region. As areas of the County become more urbanized, the potential exists that the fire risk may increase as urbanization tends to alter the natural fire regime, and the growth will expand the urbanized areas into undeveloped wildland areas. However, the County and its planning partners feel that this expansion of the wildland-urban interface can be managed with strong land use and building codes, and to date, while the number of fires has increased, it is unclear because such increase has occurred as a result of increased population, or the various drought situations that have occurred since the last plan's completion. Regardless, all feel that growth can be managed effectively through fire suppression tactics and land use regulations without increasing the vulnerability to the citizens as a result of wildfires. Figure 14-7 identifies some land use options which will help reduce the risk of the wildfire hazard in the planning area. The County and its planning partners will continue to consider such regulations as they update their respective municipal codes and comprehensive plans.

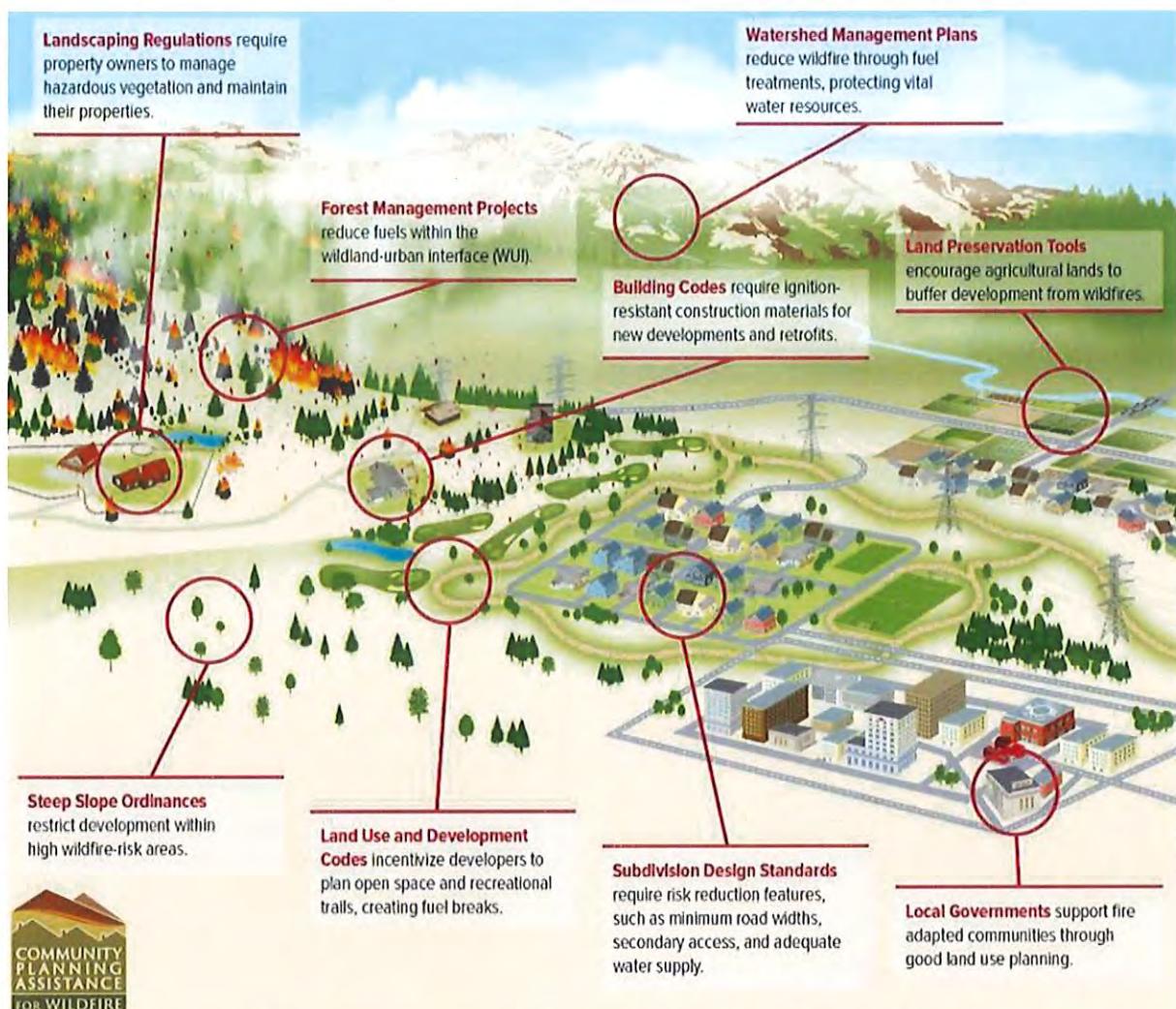


Figure 14-7 Potential Land Use Mitigation Activities to Reduce Wildfire Impact

In addition to the public element of land use development, a growing body of research suggests that “the only effective home protection treatment is treatment in, on, and around the house (see Figure 14-8); homeowners must be responsible for protecting that property” (Nowicki 2001, p. 1:3). U.S. Forest Service research scientist, Jack Cohen has stated that “home ignitions are not likely unless flames and firebrand ignitions occur within 40 meters [131 feet] of the structure; the WUI fire loss problem primarily depends on the home and its immediate site.” Figure 14-9 illustrates additional ember and home ignition zones.

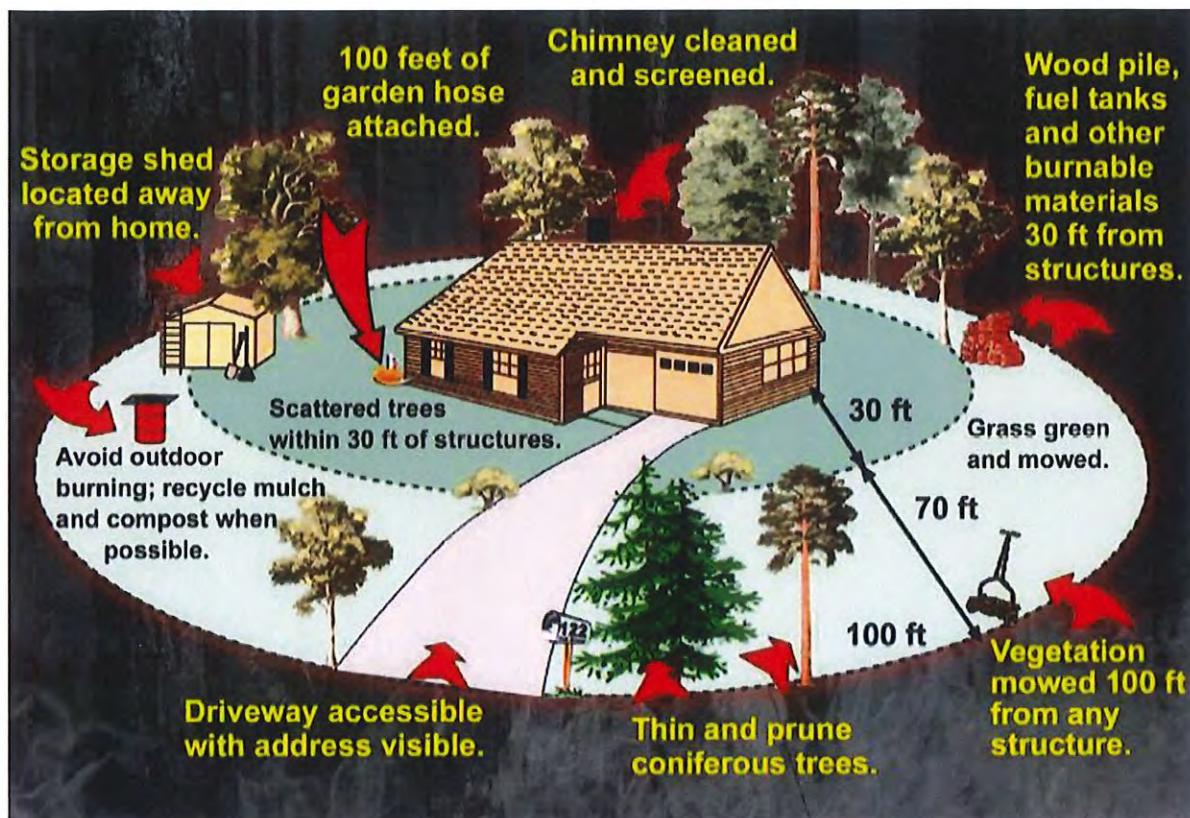


Figure 14-8. Measures to Protect Homes from Wildfire



Figure 14-9 Firewise USA Ember Threat and Home Ignition Zones

Source: Firewise USA

## 14.5 CLIMATE CHANGE IMPACTS

Climate change could affect multiple elements of the wildfire system: fire behavior, ignition, fire management, and vegetation fuels. Hot dry spells create the highest fire risk. Increased temperatures may intensify wildfire danger by warming and drying out vegetation. When climate alters fuel loads and fuel moisture, forest susceptibility to wildfires changes. Climate change also may increase winds that spread fires. Faster fires are harder to contain, and thus are more likely to expand into residential neighborhoods.

State and local officials, employers, and the public are coming to grips with the fact that wildfires—and their attendant toxic smoke—need deeper solutions, as climate change is causing fires out West to erupt earlier in spring and last later into the winter, a conclusion also reached in the latest scientific assessment of U.S. climate change effects (Saiyid).

Climate scenarios project summer temperature increases between 2°C and 5°C and precipitation decreases of up to 15 percent. Such conditions would exacerbate summer drought and further promote high-elevation wildfires, releasing stores of carbon and further contributing to the buildup of greenhouse gases. Forest response to increased atmospheric carbon dioxide—the so-called “fertilization effect”—could also contribute to more tree growth and, thus, more fuel for fires, but the effects of carbon dioxide on mature forests are still largely unknown. High carbon dioxide levels should enhance tree recovery after fire and young forest regrowth, as long as sufficient nutrients and soil moisture are available, although the latter is in question for many parts of the western United States because of climate change.

## 14.6 ISSUES

The major issues for wildfire in Island County are the following:

- Public education and outreach to people living in or near the fire hazard zones should include information about and assistance with mitigation activities such as defensible space, and advance identification of evacuation routes and safe zones.
- Wildfires could cause landslides as a secondary natural hazard.
- Climate change could affect the wildfire hazard.
- Future growth into interface areas should continue to be managed.
- Vegetation management activities should include enhancement through expansion of target areas as well as additional resources.
- Building code standards need to be enhanced, including items such as residential sprinkler requirements and prohibitive combustible roof standards.
- Increased fire department water supply is needed in high-risk wildfire areas.
- Obtain and maintain certifications and qualifications for fire department personnel. Ensure that all firefighters are trained in basic wildfire behavior, basic fire weather, and that all company officers and chief level officers are trained in the wildland command and strike team leader level.

A worst-case scenario would include an active fire season throughout the American west, spreading resources thin. Firefighting teams would be exhausted or unavailable. Many federal assets would be responding to other fires that started earlier in the season. While local fire districts would be extremely useful in the urban interface areas, they have limited wildfire capabilities, and they would have a difficult time responding to the ignition zones. Even though the existence and spread of the fire is known, it may not be possible to respond to it adequately, so an initially manageable fire can become out of control before resources are dispatched.

To further complicate the problem, heavy rains could follow, causing flooding and landslides and releasing tons of sediment into rivers, permanently changing floodplains and damaging sensitive habitat and riparian areas. Such a fire followed by rain could release millions of cubic yards of sediment into streams for years, creating new floodplains and changing existing ones. With the forests removed from the watershed, stream flows could easily double. Floods that could be expected every 50 years may occur every couple of years. With the streambeds unable to carry the increased discharge because of increased sediment, the floodplains and floodplain elevations would increase.

## 14.7 IMPACT AND RESULTS

While wildfires in the County have been successfully managed to date by wildfire suppression activities, with the added impact from climate change, the wildfire environment is changing. Thankfully, the County has not experienced any deaths or (significant) injuries as a result of historic wildfire events; however, since completion of the last plan, the number of wildfires has increased (Camano), as has the area impacted.

Wildfires can generate a range of secondary effects, which in some cases may cause more widespread and prolonged damage than the fire itself. Health impacts from wildfire, particularly in an area of increased vulnerability due to a higher population of elderly, could increase the number of individuals experiencing breathing (or other) health-related issues, and could increase the number of calls for service. Some areas of the County could be isolated as a result of a wildfire incident, which would impact potential evacuation and first responder activities.

Fires can cause direct economic losses in the reduction of harvestable timber and indirect economic losses in reduced tourism. Wildfires cause the contamination of reservoirs, destroy transmission lines and contribute to flooding. They strip slopes of vegetation, exposing them to greater amounts of runoff. This in turn can weaken soils and cause failures on slopes. Major landslides can occur several years after a wildfire. Most wildfires burn hot and for long durations that can bake soils, especially those high in clay content, thus increasing the imperviousness of the ground. This increases the runoff generated by storm events, thus increasing the chance of flooding.

The Planning Team for this 2020 update did not concur with either WDNR or the State's assessment of the level of risk at high based on historical occurrences and previous impact. While the County does have a high percentage of construction in the WUI areas, fire suppression tactics and building codes have significantly helped manage impact. While the County as a whole has a higher-than-average population of elderly who are at higher risk to impacts from wildfire, the County and its Planning Partners have been able to successfully manage wildfire events that have occurred to date, limiting historic impact, injuries, and damages. Based on the potential impact, the Planning Team determined the CPRI score to be 1.85, with overall vulnerability determined to be a medium-low level.



## ISLAND COUNTY HUMAN SERVICES

### WORK SESSION AGENDA

DATE: 9/13/2023

---

To: Janet St. Clair, Chair  
Board of Island County Commissioners  
From: Lynda Austin, Director

---

Amount of time requested for agenda discussion. 30 minutes

**DIVISION: Housing Assistance**

**Agenda Item No.: 1**

**Subject:** Washington State Department of Commerce Federal Interagency Agreement for the Emergency Housing Fund; Contract Number 24-4619D-108; 7/1/2023-6/30/2024; \$476,285.

**Description:** The Emergency Housing Fund grant will be used to maintain current levels of homeless subsidies and emergency housing services.

**Attachment:** Contract Number 24-4619D-108.

**Request:** (Check boxes that apply)

<input checked="" type="checkbox"/> Move to Consent	<input type="checkbox"/> Move to Regular
<input type="checkbox"/> None/Informational	<input type="checkbox"/> Discussion
<input type="checkbox"/> Signature Request	<input type="checkbox"/> Other: _____

**IT Review Complete:**  In process

**Budget Review Complete:**  In process

**DIVISION: Housing Assistance**

**Agenda Item No.: 2**

**Subject:** Affordable Housing Update

**Description:** Update to the BOCC on the current affordable housing development pipeline. Recommendation for consideration on partial use of 1590 funds.

**Attachment:** None

**Request:** (Check boxes that apply)

<input type="checkbox"/> Move to Consent	<input type="checkbox"/> Move to Regular
<input type="checkbox"/> None/Informational	<input checked="" type="checkbox"/> Discussion
<input type="checkbox"/> Signature Request	<input type="checkbox"/> Other: _____

**IT Review Complete:**  Not Applicable

**Budget Review Complete:**  Not Applicable



**Federal Interagency Agreement with**

**Island County – Human Services**

**through**

**The Homelessness Assistance Unit**

**Contract Number:**  
**24-4619D-108**

**For**

**Emergency Housing Fund**

**Dated:** Saturday, July 1, 2023

## Table of Contents

<b>TABLE OF CONTENTS.....</b>	<b>2</b>
<b>FACE SHEET.....</b>	<b>3</b>
<b>SPECIAL TERMS AND CONDITIONS.....</b>	<b>4</b>
1. AUTHORITY.....	4
2. ACKNOWLEDGEMENT OF FEDERAL FUNDING.....	4
3. CONTRACT MANAGEMENT .....	4
4. COMPENSATION.....	4
5. SUBCONTRACTOR DATA COLLECTION .....	4
6. INDIRECT COSTS .....	4
7. BILLING PROCEDURES AND PAYMENT.....	5
8. AUDIT .....	5
9. FRAUD AND OTHER LOSS REPORTING .....	6
11. INSURANCE.....	7
12. SEAT BELT USE POLICIES AND PROGRAMS (APR 2005).....	7
13. ENCOURAGING CONTRACTOR POLICIES TO BAN TEXT MESSAGING WHILE DRIVING (JUNE 2020).....	8
14. ORDER OF PRECEDENCE.....	8
<b>GENERAL TERMS AND CONDITIONS.....</b>	<b>9</b>
1. DEFINITIONS .....	9
2. ALL WRITINGS CONTAINED HEREIN.....	10
3. AMENDMENTS .....	10
4. ASSIGNMENT.....	10
5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION .....	10
6. COPYRIGHT .....	10
7. DISPUTES .....	11
8. GOVERNING LAW AND VENUE .....	11
9. INDEMNIFICATION .....	11
10. LICENSING, ACCREDITATION AND REGISTRATION.....	11
11. RECAPTURE.....	11
12. RECORDS MAINTENANCE .....	11
13. SAVINGS .....	12
14. SEVERABILITY.....	12
15. SUBCONTRACTING .....	12
16. SURVIVAL.....	12
17. TERMINATION FOR CAUSE.....	12
18. TERMINATION FOR CONVENIENCE.....	13
19. TERMINATION PROCEDURES .....	13
20. TREATMENT OF ASSETS .....	14
21. WAIVER .....	14
<b>ATTACHMENT A: SCOPE OF WORK.....</b>	<b>15</b>
<b>ATTACHMENT B: BUDGET .....</b>	<b>16</b>



## Face Sheet

Contract Number: 24-4619D-108

**Housing Division**  
**Homelessness Assistance Unit**  
**Emergency Housing Fund**

Subrecipient  
 Contractor

<b>1. Grantee</b> Island County – Human Services PO Box 5000 105 NW 1st Street Coupeville, WA 98239		<b>2. Grantee Doing Business As (as applicable)</b>			
<b>3. Grantee Representative</b> Emily Wildeman Housing Program Manager (360) 678-7804 e.wildeman@islandcountywa.gov		<b>4. COMMERCE Representative</b> Augustine Sughrua Grant Coordinator (206) 256 -6127 <a href="mailto:Augustine.sughrua@commerce.wa.gov">Augustine.sughrua@commerce.wa.gov</a>			
<b>5. Contract Amount</b> \$476,285.00	<b>6. Funding Source</b> Federal: <input checked="" type="checkbox"/> State: <input type="checkbox"/> Other: <input type="checkbox"/> N/A: <input type="checkbox"/>	<b>7. Start Date</b> 7/1/2023	<b>8. End Date</b> 6/30/2024		
<b>9. Federal Funds (as applicable)</b> <b>\$476,285.00</b>		<b>Federal Agency:</b> ALN U.S. Department of Treasury	<b>Indirect Rate</b> 21.027 <b>19.91%</b>		
<b>10. Tax ID #</b> 91-6001321	<b>11. SWV #</b> SWV0000203-07	<b>12. UBI #</b> 151-000-298	<b>13. UEI #</b> KDMTGQSAF5V5		
<b>14. Contract Purpose</b> The Emergency Housing Fund grant will be used to maintain current levels of homeless subsidies and emergency housing services.					
<p>COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract and Attachments and have executed this Contract on the date below and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Contract are governed by this Contract and the following other documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Scope of Work and Attachment "B" – Budget.</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>FOR CONTRACTOR</b>    Janet St. Clair, Board Chair Island County    Signature    Date </td> <td style="width: 50%; vertical-align: top;"> <b>FOR COMMERCE</b>    Corina Grigoras, Assistant Director, Housing Division    Date    <b>APPROVED AS TO FORM ONLY</b>  <b>BY ASSISTANT ATTORNEY GENERAL</b>  <b>APPROVAL ON FILE</b> <div style="text-align: right; margin-top: 10px;"> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">DS</span>  <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">KK</span> </div> </td> </tr> </table>				<b>FOR CONTRACTOR</b>  Janet St. Clair, Board Chair Island County  Signature  Date	<b>FOR COMMERCE</b>  Corina Grigoras, Assistant Director, Housing Division  Date  <b>APPROVED AS TO FORM ONLY</b> <b>BY ASSISTANT ATTORNEY GENERAL</b> <b>APPROVAL ON FILE</b> <div style="text-align: right; margin-top: 10px;"> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">DS</span>  <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">KK</span> </div>
<b>FOR CONTRACTOR</b>  Janet St. Clair, Board Chair Island County  Signature  Date	<b>FOR COMMERCE</b>  Corina Grigoras, Assistant Director, Housing Division  Date  <b>APPROVED AS TO FORM ONLY</b> <b>BY ASSISTANT ATTORNEY GENERAL</b> <b>APPROVAL ON FILE</b> <div style="text-align: right; margin-top: 10px;"> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">DS</span>  <span style="border: 1px solid black; border-radius: 50%; padding: 2px 5px;">KK</span> </div>				

## **Special Terms and Conditions**

### **1. AUTHORITY**

COMMERCE and Contractor enter into this Contract pursuant to the authority granted by the Interlocal Cooperation Act, Chapter 39.34 RCW.

### **2. ACKNOWLEDGEMENT OF FEDERAL FUNDING**

Federal Award Date: 05/14/2021

Federal Award Identification Number (FAIN): SLFRF0002

Total amount of the federal award: \$55,500,000

Awarding official: U.S. Department of Treasury

Recipient understands and agrees that the funds disbursed under this award may only be used for the purposes set forth in American Rescue Plan Act of 2021, Coronavirus State Fiscal Recovery Fund.

The Contractor agrees that any publications (written, visual, or sound) but excluding press releases, newsletters, and issue analyses, issued by the Contractor describing programs or projects funded in whole or in part with federal funds under this Contract, shall contain the following statements:

“This project was supported by a grant awarded by US Department of the Treasury. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the US Department of the Treasury. Grant funds are administered by the Coronavirus State Fiscal Recovery Fund thru the Washington State Department of Commerce.”

### **3. CONTRACT MANAGEMENT**

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Contract.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Contract.

The Representative for the Contractor and their contact information are identified on the Face Sheet of this Contract.

### **4. COMPENSATION**

COMMERCE shall pay an amount not to exceed the Grant amount listed on the Face Sheet for the performance of all things necessary for or incidental to the performance of work under this Grant as set forth in the Scope of Work (Attachment A).

### **5. SUBCONTRACTOR DATA COLLECTION**

Contractor will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Contract performed by subcontractors and the portion of Contract funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. “Subcontractors” shall mean subcontractors of any tier.

### **6. INDIRECT COSTS**

Contractor shall provide their indirect cost rate that has been negotiated between their entity and the federal government. If no such rate exists a de minimis indirect cost rate of 10% of modified total



direct costs (MTDC) will be used.

## 7. **BILLING PROCEDURES AND PAYMENT**

COMMERCE will pay Contractor upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE via the Commerce Contracts Management System.

If required, the attachments to the invoice request in the Commerce Contracts Management System shall describe and document, to COMMERCE's satisfaction, a description of the work performed, the progress of the project, and fees.

Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor.

COMMERCE may, in its sole discretion, terminate the Contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Contract.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.

### Invoices and End of Fiscal Year

Invoices are due on the 20th of the month following the provision of services.

Final invoices for a state fiscal year may be due sooner than the 20th and Commerce will provide notification of the end of fiscal year due date.

The Contractor must invoice for all expenses from the beginning of the contract through June 30, regardless of the contract start and end date.

### Duplication of Billed Costs

The Contractor shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Contractor, if the Contractor is entitled to payment or has been or will be paid by any other source, including grants, for that service.

### Disallowed Costs

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

COMMERCE may, in its sole discretion, withhold ten percent (10%) from each payment until acceptance by COMMERCE of the final report (or completion of the project, etc.).

## 8. **AUDIT**

If the Grantee is a subrecipient and expends \$750,000 or more in federal awards from any and/or all sources in any fiscal year, the Grantee shall procure and pay for a single audit or a program-specific audit for that fiscal year. Upon completion of each audit, the Grantee shall:

- A. Submit to COMMERCE the reporting package specified in Uniform Guidance 2 CFR 200, reports required by the program-specific audit guide (if applicable), and a copy of any management letters issued by the auditor.
- B. Submit to COMMERCE follow-up and developed corrective action plans for all audit findings.



If the Grantee is a subrecipient and expends less than \$750,000 in federal awards from any and/or all sources in any fiscal year, the Grantee shall notify COMMERCE they did not meet the single audit requirement.

The Grantee shall send all single audit documentation to the [Federal Audit Clearinghouse](#).

## **9. FRAUD AND OTHER LOSS REPORTING**

Contractor shall report in writing all known or suspected fraud or other loss of any funds or other property furnished under this Contract immediately or as soon as practicable to the Commerce Representative identified on the Face Sheet.

## **10. DEBARMENT**

- A. Grantee, defined as the primary participant and its principals, certifies by signing these General Terms and Conditions that to the best of its knowledge and belief that they:
  - i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
  - ii. Have not within a three-year period preceding this Grant, 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 or private agreement or transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
  - iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of federal Executive Order 12549; and
  - iv. Have not within a three-year period preceding the signing of this Grant had one or more public transactions (Federal, State, or local) terminated for cause of default.
- B. Where the Grantee is unable to certify to any of the statements in this Grant, the Grantee shall attach an explanation to this Grant.
- C. The Grantee agrees by signing this Grant that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by COMMERCE.
- D. The Grantee further agrees by signing this Grant that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," as follows, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

### **LOWER TIER COVERED TRANSACTIONS**

- i. The lower tier Grantee certifies, by signing this Grant that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- ii. Where the lower tier Grantee is unable to certify to any of the statements in this Grant, such contractor shall attach an explanation to this Grant.
- E. The terms **covered transaction, debarred, suspended, ineligible, lower tier covered transaction, person, primary covered transaction, principal, and voluntarily excluded**, as used in this section, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. Grantee may contact COMMERCE for assistance in obtaining a copy of these regulations.



## **11. INSURANCE**

Each party certifies that it is self-insured under the State's or local government self-insurance liability program, and shall be responsible for losses for which it is found liable.

## **12. SEAT BELT USE POLICIES AND PROGRAMS (APR 2005)**

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the contractor is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information on how to implement such a program or for statistics on the potential benefits and cost-savings to your company or organization, please visit the Buckle Up America section of NHTSA's Web site at [www.nhtsa.dot.gov](http://www.nhtsa.dot.gov). Additional resources are available from the Network of Employers for Traffic Safety (NETS), a public-private partnership headquartered in the Washington, DC metropolitan area, and dedicated to improving the traffic safety practices of employers and employees. NETS is prepared to help with technical assistance, a simple, user friendly program kit, and an award for achieving the President's goal of 90 percent seat belt use. NETS can be contacted at 1-888-221-0045 or visit its Web site at [www.trafficsafety.org](http://www.trafficsafety.org).

## **13. ENCOURAGING CONTRACTOR POLICIES TO BAN TEXT MESSAGING WHILE DRIVING (JUNE 2020)**

(a) *Definitions.* As used in this clause— “Driving”—

(1) Means operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light, stop sign, or otherwise.

(2) Does not include operating a motor vehicle with or without the motor running when one has pulled over to the side of, or off, an active roadway and has halted in a location where one can safely remain stationary.

*Text messaging* means reading from or entering data into any handheld or other electronic device, including for the purpose of short message service texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication. The term does not include glancing at or listening to a navigational device that is secured in a commercially designed holder affixed to the vehicle, provided that the destination and route are programmed into the device either before driving or while stopped in a location off the roadway where it is safe and legal to park.

(b) This clause implements Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, dated October 1, 2009.

(c) The Contractor is encouraged to—

(1) Adopt and enforce policies that ban text messaging while driving—

(i) Company-owned or rented vehicles or Government-owned vehicles; or

(ii) Privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government.



(2) Conduct initiatives in a manner commensurate with the size of the business, such as-

- (i) Establishment of new rules and programs or reevaluation of existing programs to prohibit text messaging while driving; and
- (ii) Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

(d) *Subcontracts*. The Contractor shall insert the substance of this clause, including this paragraph (d), in all subcontracts that exceed the micro-purchase threshold, as defined in Federal Acquisition Regulation [2.101](#) on the date of subcontract award.

#### **14. ORDER OF PRECEDENCE**

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Budget

## **General Terms and Conditions**

### **1. DEFINITIONS**

As used throughout this Contract, the following terms shall have the meaning set forth below:

- A.** "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B.** "COMMERCE" shall mean the Washington Department of Commerce.
- C.** "Contract" or "Agreement" or "Grant" means the entire written agreement between COMMERCE and the Contractor, including any Exhibits, documents, or materials incorporated by reference. E-mail or Facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.
- D.** "Contractor" or "Grantee" shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the Contractor.
- E.** "Modified Total Direct Costs" (MTDC) shall mean all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.
- F.** "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers, and "Protected Health Information" under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- G.** "State" shall mean the state of Washington.
- H.** "Subaward" shall mean an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.
- I.** "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.
- J.** "Subrecipient" shall mean a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.



## **2. 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.

## **3. AMENDMENTS**

This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

## **4. ASSIGNMENT**

Neither this Contract, work thereunder, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of COMMERCE.

## **5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION**

### **A. "Confidential Information" as used in this section includes:**

- i.** All material provided to the Contractor by COMMERCE that is designated as "confidential" by COMMERCE;
- ii.** All material produced by the Contractor that is designated as "confidential" by COMMERCE; and
- iii.** All Personal Information in the possession of the Contractor that may not be disclosed under state or federal law.

**B.** The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Contractor shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Contractor shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Contract whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by COMMERCE. Upon request, the Contractor shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.

**C. Unauthorized Use or Disclosure.** The Contractor shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

## **6. COPYRIGHT**

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes,



and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, the Contractor hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Contractor shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials 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. The Contractor shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

## **7. DISPUTES**

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

## **8. GOVERNING LAW AND VENUE**

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

## **9. INDEMNIFICATION**

Each party shall be solely responsible for the acts of its employees, officers, and agents.

## **10. LICENSING, ACCREDITATION AND REGISTRATION**

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

## **11. RECAPTURE**

In the event that the Contractor fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Contract.

## **12. RECORDS MAINTENANCE**

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.



The Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

### **13. SAVINGS**

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, COMMERCE may suspend or terminate the Contract under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

### **14. SEVERABILITY**

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

### **15. SUBCONTRACTING**

The Contractor may only subcontract work contemplated under this Contract if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subcontracting, the Contractor shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Contractor to amend its subcontracting procedures as they relate to this Contract; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. The Contractor is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the Subcontractor to assure fiscal conditions of this Contract. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to COMMERCE for any breach in the performance of the Contractor's duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

### **16. SURVIVAL**

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

### **17. TERMINATION FOR CAUSE**

In the event COMMERCE determines the Contractor has failed to comply with the conditions of this contract in a timely manner, COMMERCE has the right to suspend or terminate this contract. Before suspending or terminating the contract, COMMERCE shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.



COMMERCE reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by COMMERCE to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

## **18. TERMINATION FOR CONVENIENCE**

Except as otherwise provided in this Contract, COMMERCE may, by ten (10) business days' written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, COMMERCE shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.

## **19. TERMINATION PROCEDURES**

Upon termination of this contract, COMMERCE, in addition to any other rights provided in this contract, may require the Contractor to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Contractor and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. COMMERCE may withhold from any amounts due the Contractor such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE 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 notice of termination, and except as otherwise directed by the Authorized Representative, the Contractor shall:

- A.** Stop work under the contract on the date, and to the extent specified, in the notice;
- B.** Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
- C.** Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- D.** Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
- E.** Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the contract had been completed, would have been required to be furnished to COMMERCE;



- F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
- G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this contract, which is in the possession of the Contractor and in which COMMERCE has or may acquire an interest.

## **20. TREATMENT OF ASSETS**

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in COMMERCE upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this contract, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A. Any property of COMMERCE furnished to the Contractor shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this contract.
- B. The Contractor shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.
- C. If any COMMERCE property is lost, destroyed or damaged, the Contractor shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.
- D. The Contractor shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this contract.
- E. All reference to the Contractor under this clause shall also include Contractor's employees, agents or Subcontractors.

## **21. WAIVER**

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by Authorized Representative of COMMERCE.



## **Attachment A: Scope of Work**

### **Allowable Activities and Expenses**

Grantee will utilize the Emergency Housing Fund grant to maintain current levels of homeless subsidies and emergency housing services.

Allowable activities and expenses follow the Consolidated Homeless Grant (CHG)/System Demonstration Grant (SDG) guidelines. Allowable activities are restricted to "emergency housing" activities, to include: street outreach, diversion, emergency shelter including hotel/motel leasing, sanctioned encampments, transitional housing, rapid re-housing, housing search and placement, and housing stability case management.

Household eligibility requirements also follow the CHG/SDG guidelines.

### **Invoicing**

Grantees must provide adequate back up documentation to support costs on each reimbursement request, to include:

1. General ledger from financial accounting system with transaction and expenditure dates on allowable activities within period of performance, and Dept. of Commerce voucher detail form.
2. If lead grantee has sub recipients, also submit their general ledgers with transaction and expenditure dates on allowable activities within period of performance.
3. For rental assistance and flexible fund payments, backup documentation should include a client name to tie the transaction to the payee or recipient.

In addition, at the time of contracting, grantee must submit a copy of letter of approved indirect rate or cost allocation plan for all federally funded programs, if billing for the recovery of indirect costs.



## **Attachment B: Budget**

**July 1, 2023 – June 30, 2024**

<b>Budget Category</b>	
Admin	\$58,394.00
Operations	\$218,791.00
Facility Support	\$89,100.00
Rent	\$110,000.00
<b>Total</b>	<b>\$476,285.00</b>

Payment Events	Status	Timestamps
		<b>DocuSign</b>
<b>Certificate Of Completion</b>		
Envelope Id: 8D6892D9E7454786995DD9B8407670AD		Status: Completed
Subject: Complete with DocuSign: Island County EHF Contract.docx		
Division:		
Community Services and Housing		
Program: EHF		
ContractNumber: 24-4619D-108		
DocumentType: Contract		
Source Envelope:		
Document Pages: 16	Signatures: 0	Envelope Originator:
Certificate Pages: 2	Initials: 1	Augustine Sughrua
AutoNav: Enabled		1011 Plum Street SE
EnvelopeD Stamping: Enabled		MS 42525
Time Zone: (UTC-08:00) Pacific Time (US & Canada)		Olympia, WA 98504-2525
		augustine.sughrua@commerce.wa.gov
		IP Address: 147.55.149.203

<b>Record Tracking</b>		
Status: Original 6/26/2023 2:47:47 PM	Holder: Augustine Sughrua augustine.sughrua@commerce.wa.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Washington State Department of Commerce	Location: DocuSign
<b>Signer Events</b>		
Kathy Kinard Kathy.Kinard@commerce.wa.gov Security Level: Email, Account Authentication (None)		<b>Timestamp</b> Sent: 6/26/2023 2:49:22 PM Viewed: 6/26/2023 2:56:15 PM Signed: 6/26/2023 2:56:39 PM
		Signature Adoption: Pre-selected Style Using IP Address: 147.55.134.13

<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>In Person Signer Events</b>	<b>Signature</b>	<b>Timestamp</b>
	<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
	<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
	<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
	<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
Kathryn Dodge kathryn.dodge@commerce.wa.gov Security Level: Email, Account Authentication (None)			Sent: 6/26/2023 2:49:23 PM Viewed: 6/26/2023 3:26:31 PM
			Using IP Address: 198.239.106.233

<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
	<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>

Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/26/2023 2:49:23 PM
Certified Delivered	Security Checked	6/26/2023 2:56:15 PM
Signing Complete	Security Checked	6/26/2023 2:56:39 PM
Completed	Security Checked	6/26/2023 3:26:31 PM
Payment Events	Status	Timestamps



ISLAND COUNTY PLANNING & COMMUNITY DEV.

**WORK SESSION AGENDA**

DATE: 9/13/2023

---

To: Janet St. Clair, Chair  
Board of Island County Commissioners  
From: Mary Engle, Director

---

Amount of time requested for agenda discussion. 60 minutes

**DIVISION:** Long Range Planning

**Agenda Item No.:** 1

**Subject:** Joint meeting with Planning Commission

**Description:** Discussion of multiple points in the Comp Plan

**Attachment:** Memo 2024 Docket and Work Plan for Joint Work Session

**Request:** (Check boxes that apply)

<input type="checkbox"/> Move to Consent	<input type="checkbox"/> Move to Regular
<input type="checkbox"/> None/Informational	<input checked="" type="checkbox"/> Discussion
<input type="checkbox"/> Signature Request	<input type="checkbox"/> Other: _____

**IT Review Complete:**  Not Applicable

**Budget Review Complete:**  Not Applicable



## Island County Planning and Community Development

Mary Engle, Director

Physical Address: 1 NE 7<sup>th</sup> St, Coupeville, WA 98239 Mailing Address: 1 NE 7<sup>th</sup> St, Coupeville, WA 98239  
Ph: Whidbey 360-679-7339 | Camano 360-387-3443 | Fax: 360-679-7306  
Email: [PlanningDept@islandcountywa.gov](mailto:PlanningDept@islandcountywa.gov) | <https://www.islandcountywa.gov/Planning/Pages/Home.aspx>

### ~MEMORANDUM~

September 13, 2023

TO: Board of Island County Commissioners and Planning Commission  
FROM: Long Range Planning

#### 2024 Docket Workplan Idea List

Comp Plan Related Items – Recommended to Move Forward	Docket or Work Plan	Origin	Notes
Comp Plan – Including all BOCC requested Elements (Clinton Sub Area Plan, Camano Gateway, etc.)	Docket	State Mandate/BOCC /Clinton/Planning Commission	Part of Comp Plan review
Short Term Rental Regulations and Rural Area ADU Limits	Docket	BOCC/Planning Commission	Part of Comp Plan review
Airport Protection Compatibility	Docket	Community	Part of Comp Plan review
Whidbey Camano Land Trust Special Review District	Docket	Whidbey Camano Land Trust	Part of Comp Plan review
<b>Ebey's Landing Code and Design Guideline Update</b>	Docket	Carry over	Part of Comp Plan review
Affordable Housing Code	Docket	Carry Over	Part of Comp Plan review
Density Bonus for Housing	Docket	Carry Over	Part of Comp Plan review
Planned Residential Development	Docket	Carry Over	Part of Comp Plan review
RVs/Temporary and Emergency Use	Docket	Carry Over	Part of Comp Plan review
AICUZ/APZ Map Update	Docket	Carry over	Part of Comp Plan review
Coordinated Water System Plan Update – Update so expansions do not need legislative approval	Docket	Planning Staff	Part of Comp Plan review – as time allows

Items Not Recommended to Move Forward in 2024	Docket or Work Plan	Origin	Notes
Kennel Code Updates	Work Plan	County Administrator/ Planning Commission	Staff Capacity – Consider for future year
Regulation of Private Gun Ranges	Work Plan	BOCC	Staff Capacity – Consider for future year
PBRS Full Code Review	Work Plan	Planning Commission	Staff Capacity – Consider for future year
Consolidate Land Use definitions – 17.01	Work Plan	Planning Staff	Staff Capacity – Consider for future year
Junk and Junk Vehicles terms and definitions	Work Plan	Code Enforcement Staff	Minor Code update – Recommend staff to work with PA's staff to review and update
5G/Cell Tower Code Update	Work Plan	Planning Commission	Staff Capacity – Consider for future year
Streamlining Construction Permitting Process	Work Plan	Planning Commission	Ongoing Department Head work
Shoreline Protection Measures	Work Plan	Planning Commission	SMP update anticipated by end of 2023
Title 11 – Land Development Standards	Docket	Public Works	PW to complete
Title 12 – Complete Streets	Docket	Public Works	PW to complete