PACIFIC COUNTY HEALTH & HUMAN SERVICES DEPARTMENT
2012 – 2014 CONSOLIDATED CONTRACT

CONTRACT NUMBER: C16896 **AMENDMENT NUMBER: 14**

PURPOSE OF CHANGE: To amend this contract between the DEPARTMENT OF HEALTH hereinafter referred to as "DOH", and PACIFIC COUNTY HEALTH & HUMAN SERVICES DEPARTMENT hereinafter referred to as "LHJ", pursuant to the Modifications/Waivers clause, and to make necessary changes within the scope of this contract and any subsequent amendments thereto.

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

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

   ☐ Adds Statements of Work for the following programs:

   ☒ Amends Statements of Work for the following programs:

   - Public Health Emergency Preparedness & Response (PHEPR) - Effective July 1, 2013
   - Supplemental Nutrition Assistance Program-Education - Effective October 1, 2013

   ☐ Deletes Statements of Work for the following programs:

2. Exhibit B-14 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-13 Allocations as follows:

   ☒ Increase of **$61,021** for a revised maximum consideration of **$1,386,022**.

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

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

3. Exhibit C-8 Schedule of Federal Awards, attached and incorporated by this reference, amends and replaces Exhibit C-7.

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

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

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

PACIFIC COUNTY HEALTH & HUMAN SERVICES DEPARTMENT

_____
Date

STATE OF WASHINGTON
DEPARTMENT OF HEALTH

_____
Date

APPROVED AS TO FORM ONLY
Assistant Attorney General

2012-2014 CONSOLIDATED CONTRACT
EXHIBIT A
STATEMENTS OF WORK
TABLE OF CONTENTS

DOH Program Name or Title: Public Health Emergency Preparedness & Response (PHEPR) - Effective July 1, 2013 3
DOH Program Name or Title: Supplemental Nutrition Assistance Program-Education - Effective October 1, 2013 7

Exhibit A
Statement of Work
Contract Term: 2012-2014

DOH Program Name or Title: Public Health Emergency Preparedness & Response (PHEPR) - Effective July 1, 2013

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

Contract Number: C16896

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

Period of Performance: July 1, 2013 through June 30, 2014

Funding Source	Federal Compliance (if applicable)	Type of Payment
☒ Federal Subrecipient	☐ ARRA (Recovery Act)	☒ Reimbursement
☐ State	☒ FFATA (Transparency Act)	☐ Fixed Price
☐ Other		

Statement of Work Purpose: The purpose of this statement of work is to establish the funding and tasks for the Public Health Emergency Preparedness and Response program for the 2013 - 2014 grant period.

Revision Purpose: The purpose of this revison is to add funding to allow the LHJ to provide preparedness training and educational opportunities to staff and partners.

Chart of Accounts Program Name or Title	CFDA #	BARS Revenue Code	Master Index Code	Funding Period (LHJ Use Only) Start Date	End Date	Current Consideration	Change Increase (+)	Total Consideration
FFY13 PHEPR LHJ FUNDING	93.069	333.93.06	18101430	07/01/13	06/30/14	82,417	0	82,417
FFY13 PHEPR HC SYSTEMS - PREP	93.889	333.93.88	61301101	07/01/13	06/30/14	0	3,500	3,500
TOTALS						**82,417**	**3,500**	**85,917**

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
FFY13 PHEPR HC SYSTEMS – PREP (HPP)					
HPP 1	*Provide preparedness training and educational opportunities to staff and partners.*		*Submit year-end progress report summarizing activities.*	*06/30/14*	*Reimbursement for costs, not to exceed total funding consideration amount.*
FFY13 PHEPR LHJ FUNDING (PHEP)					
Admin 1	Complete the reporting templates to comply with federal grant requirements (e.g., performance measures, gap analysis, etc.)		Submit completed templates.	As required	Reimbursement for costs, not to exceed total funding consideration amount.
Admin 2	Develop work plan for the 2014-2015 grant cycle.		Submit completed work plan.	03/14/14	
Admin 3	Complete mid-year and end-of-year reporting.		Submit completed reporting templates.	12/20/13 and 06/30/14	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
Admin 4	Attend quarterly meetings in Olympia for the Health Care Coalition and the Hospital Coalition. (Health Officer attends the Hospital Coalition/Director attends the Health Care Coalition)		Submit mid-year and year-end progress reports summarizing activities.	12/20/13 and 06/30/14	
Admin 5	Designate Local Emergency Response Coordinator (LERC).		Submit mid-year and year-end progress reports summarizing activities.	12/20/13 and 06/30/14	
1.1	Arrange a set of meetings to continue working on the development of public health, mental/behavioral health, and medical care system to support recovery after an incident.		Submit mid-year and year-end progress reports summarizing activities.	12/20/13 and 06/30/14	
1.2	Reengage with the Red Cross, adult assisted living centers, home health providers, dialysis care center and the emergency management along with the mental health providers and the two new inpatient chemical dependency group programs in the south county to discuss care during and after an incident.		Submit mid-year and year-end progress reports summarizing activities.	12/20/13 and 06/30/14	
1.3	Perform risk assessment of who is involved in care of at risk adults: i.e. visiting nurse program, assisted living centers, and nursing homes in the north county. Engage those providers in a meeting to discuss response in an emergency.		Submit mid-year and year-end progress reports summarizing activities.	12/20/13 and 06/30/14	
1.4	Renew Memoranda of Understandings (MOUs) with each identified evacuation site and perform an onsite walkthrough using identified assessment tool.		Submit mid-year and year-end progress reports summarizing activities.	12/20/13 and 06/30/14	
4.1	Participate in regular testing of the local health jurisdiction (LHJ) 24/7 phone contact system and testing of communication equipment.		Submit mid-year and year-end progress reports summarizing activities.	12/20/13 and 06/30/14	
4.2	Maintain staff's ability to be available for 24/7 call.		Submit mid-year and year-end progress reports summarizing activities.	12/20/13 and 06/30/14	
4.3	Maintain and update as needed a list of staff on call 24/7 that are able to receive and send emergency notifications, alerts, and notifiable conditions reporting and communication. The list should include the contact person, title, current phone number and email address.		Submit mid-year and year-end progress reports summarizing activities.	12/20/13 and 06/30/14	

Task Number	Task/Activity/Description	*May Support PHAB Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
4.4	Continue training in risk communication skills with health department staff.		Submit mid-year and year-end progress reports summarizing activities.	12/20/13 and 06/30/14	
4.5	Deputy Director to complete Incident Command System (ICS) courses 200,300, 400, and 800 along with training on National Incident Management System (NIMS) Compliance.			*Please see reporting template for specific due dates.	
4.6	Conduct a table-top exercise developed to use the communication skills learned in training.		Submit mid-year and year-end progress reports summarizing activities.	12/20/13 and 06/30/14	
4.7	Have all public health staff practice basics of the Incident Command System (ICS) at least annually in either a table-top or Emergency Operations Center (EOC) quarterly exercises.		Submit mid-year and year-end progress reports summarizing activities.	12/20/13 and 06/30/14	
9.1	Complete the TAR self-assessment for Pacific County.		Submit mid-year and year-end progress reports summarizing activities.	12/20/13 and 6/30/14	
10.1	Review and update Alternate Care Facility (ACF) Plan as needed.		Submit mid-year and year-end progress reports summarizing activities.	12/20/13 and 06/30/14	
10.2	Review hospitals Medical Surge Plans and learn what is included in each plan.		Submit mid-year and year-end progress reports summarizing activities.	12/20/13 and 06/30/14	
10.3	Review hospitals Medical Surge Plans to determine resource conflicts, where they are, how to make the decision as to where the staff would report to, know what the plans are and determine where the need is.		Submit mid-year and year-end progress reports summarizing activities.	12/20/13 and 06/30/14	
10.4	Conduct Medical Reserve Corp (MRC) training to assist with medical surge needs.		Submit mid-year and year-end progress reports summarizing activities.	12/20/13 and 06/30/14	
13.1	Participate in Department of Health (DOH) Integrated surveys regarding systems and surveillance data as requested.		Submit mid-year and year-end progress reports summarizing activities.	12/20/13 and 06/30/14	

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

Program Specific Requirements/Narrative

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

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

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

DOH Program Contact
Brad Halstead, Finance Analyst
Department of Health
PO Box 47890, Olympia, WA 98504-7890
brad.halstead@doh.wa.gov
PHEPR Deliverable Submission: concondeliverables@doh.wa.gov
360-236-4054

Exhibit A
Statement of Work
Contract Term: 2012-2014

DOH Program Name or Title: Supplemental Nutrition Assistance Program-Education - Effective October 1, 2013

Local Health Jurisdiction Name: Pacific County Health & Human Services Department
Contract Number: C16896

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

Funding Source	Federal Compliance (if applicable)	Type of Payment
☒ Federal Subrecipient	☐ ARRA (Recovery Act)	☒ Reimbursement
☐ State	☒ FFATA (Transparency Act)	☐ Fixed Price
☐ Other		

Period of Performance: October 1, 2013 through September 30, 2014

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

Revision Purpose: The purpose of this revision is to increase FFY14 funds.

Chart of Accounts Program Name or Title	CFDA #	BARS Revenue Code	Master Index Code	Funding Period (LHJ Use Only) Start Date	End Date	Current Consideration	Change Increase (+)	Total Consideration
FFY14 DSHS SNAP-Ed IAR	10.561	333.10.56	76430940	11/01/13	09/30/14	26,548	57,521	84,069
FFY13 CARRYFORWARD DSHS SNAP ED IAR	10.561	333.10.56	76430931	10/14/13	06/30/14	8,849	0	8,849
TOTALS						**35,397**	**57,521**	**92,918**

Task Number	Task/Activity/Description	*May Support PHIP State and Local Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1.0	For SNAP-Ed, the LHJ will perform work as described in the SNAP-Ed Work Plan submitted to DOH and approved by DOH, Department of Social and Health Services (DSHS) and United States Department of Agriculture (USDA) in September 2013, which is incorporated herein by reference.		1. Target audiences reached. 2. Project activities completed 3. Evaluation measures completed	For the Period: 10/01/13-09/30/14 Due: **09/30/14**	Reimbursement upon receipt and approval of deliverables for the funding period will not exceed ~~$35,397.~~ *$92,918. LHJ* will be paid the allowable costs incurred based on Budget. See Special Billing Requirements Section.

Task Number	Task/Activity/Description	*May Support PHIP State and Local Standards/Measures	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1.1	**Submit Quarterly Progress Reports** Report data to be collected: 1. Audience served by race/ethnicity, sex, SNAP eligibility, and age 2. Setting type and project activity details 3. Key nutrition messages delivered 4. Formative, processes and outcome evaluation results to date 5. Achievements, challenges, changes 6. Success stories 7. Other		Using the electronic means and forms provided by DOH to summarize the work aforementioned in the SNAP-Ed work plans for quarter reports.	Quarterly Reports due for the period October 1, 2013 – September 30,2014: 1st quarter due 01/30/14 2nd quarter due 04/30/14 3rd quarter due 07/30/14 4th quarter due 10/15/14	See payment information as referenced in task number 1.0
1.2	**Submit Timely Invoice Vouchers**		Prepare and submit invoice vouchers monthly (**or with pre-approval by DOH contract manager, every two months maximum) using the A19-1A specific to SNAP-Ed. (This document will be sent to all contractors prior to October 2013.) Documentation of all costs incurred shall be accompanied by an agency financial system summary-level report supporting the costs to be reviewed by SNAP-Ed Contract Manager before approval of payment. **NOTE: In FFY14 the SNAP-Ed program will deny payment for any costs not submitted by the due date without prior approval.**	**Monthly**: due no later than 30 days after the end of the preceding month (e.g. October A19 invoice submitted no later than November 30, and so on.) **If, and only if, LHJ has been **pre-approved** to bill on a 2-month billing cycle, A19 invoices must be received by DOH no later than dates listed below: Oct & Nov due: 12/31/13 Dec & Jan due: 02/28/14 Feb & Mar due: 04/30/14 Apr & May due: 06/30/14 Jun & Jul due: 08/31/14 Aug & Sept due: 10/30/14	See payment information as referenced in task number 1.0

<u>*For Information Only:</u>
Funding is not tied to the 2006 revised Standards/Measures listed here. This information may be helpful in discussions of how program activities might contribute to meeting a Standard/Measure. More detail on these and/or other revised Standards/Measures that may apply, may be found at:
http://www.doh.wa.gov/PublicHealthandHealthcareProviders/PublicHealthSystemResourcesandServices/PublicHealthImprovementPartnershipPHIP/ResourceCatalog/Standards.aspx

<u>Program Specific Requirements/Narrative</u>

Special Requirements:

Federal Funding Accountability and Transparency Act (FFATA)

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

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

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

Program Manual, Handbook, Policy References

Supplemental Nutrition Assistance Program Education Guidance for FY14
Nutrition Education and Obesity Prevention Grant Program http://snap.nal.usda.gov/snap/Guidance/FY2014SNAP-EdGuidance.pdf

Assurances / Certifications

The local governmental agency is fiscally responsible for nutrition education activities funded with Supplemental Nutrition Assistance Program Education funds and is liable for repayment of unallowable costs. Nutrition education activities are conducted exclusively for the benefit of Supplemental Nutrition Assistance Program participants, applicants, and those eligible.

Program activities are conducted in compliance with all applicable Federal laws, rules, regulations including Civil Rights and OMB circulars governing cost issues.

Materials developed with Federal Supplemental Nutrition Assistance Program funds include the appropriate non-discrimination statement, credit provided to SNAP as a funding source on newly developed and reprinted materials. For more information see Appendix G: Notes About Education Materials on pp. 98-101 of FFY14 Guidance at http://snap.nal.usda.gov/snap/Guidance/FY2014SNAP-EdGuidance.pdf

Program activities are reasonable and necessary to accomplish SNAP-Ed objectives and goals.

Messages of nutrition education are consistent with the Dietary Guidelines for Americans and do not disparage any specific food, beverage or commodity.

Audits

The local governmental agency, Indian Tribal Organization or non-Governmental Agency must make State financial and program audits or reviews conducted by other entities available to the DOH, DSHS, USDA, or its designee.

Indirect Rate

Per SNAP-Ed FFY14 Guidance pages 93-95, DOH is responsible for ensuring that indirect costs included in the LHJ's SNAP-Ed plan are supported by an indirect cost agreement and/or cost allocation plan approved by the appropriate agency. The LHJ cannot bill indirect costs that are determined to be unacceptable and will be disallowed.

Monitoring visits

The local governmental agency, Indian Tribal Organization or non-Governmental Agency's premises and records will be made available upon request to DOH, DSHS, and USDA staff for the purposes of observing nutrition education activities and reviewing for program compliance.

Overtime

Overtime is not billable in the SNAP-Ed program unless it has been reviewed and preapproved by the state SNAP-Ed contract manager in writing.

Records
(Record Retention and Management-State Agency and All Sub-grantees 7CFR 272.2)
SNAP-Ed regulations require that all records be retained for three years from fiscal closure. This requirement applies to fiscal records, reports and client information. Supporting documentation may be kept at the subgrantee level, but shall be available for review for three years from the date of quarterly claim submittal. Any costs that cannot be substantiated by source documents will be disallowed as charges to SNAP.

Travel
The LHJ is expected to comply with the Office of Financial Management's Travel Management Requirement and Restrictions as found in policy 10.10.
http://www.ofm.wa.gov/policy/10.htm

Amendments to Project(s) Plan
Agencies must submit a request to DOH to amend a project plan for prior approval whenever they wish to change the USDA-approved scope of activities. All requests for amendments must be submitted no later April 1, 2014.

Please Note:
1. No changes may be incorporated into the project plan until an amendment request is approved by DOH and/or USDA
2. Any requests submitted after April 1, 2014 will NOT be approved.

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

The FFY13 Carryforward DSHS SNAP ED IAR funds expire on June 30, 2014.

Special Billing Requirements
1. Total costs bill will not exceed the USDA-approved budget amount listed in the text box below.
    a. Bills must be for only SNAP-Ed specific activities, using a DOH A19-1A Invoice voucher
    b. A SNAP-Ed specific A19-1A must be submitted to the agency's designated DOH SNAP-Ed contract manager within 30 days of the last day of the month for which the work is being billed, OR
    c. An agency may request pre-approval to bill every 2 months instead, in which case, that agency is required to adhere to the billing due dates listed in Task 1.2 (see above)
    d. **NOTE: In FFY14, if for ANY reason a contractor is unable to submit the SNAP-Ed A19-1A by the due date, the contractor is required to submit a request for an exception to DOH, no later than 7 days prior to the due date, to the DOH SNAP-Ed contract manager. The SNAP-Ed contract manager reserves the right and responsibility to either approve or deny the request and will reply to the request.**

2. **NOTE: In FFY14 the SNAP-Ed program will deny payment for any costs not submitted by the due date without prior approval.**

3. Supporting documentation for each month must be submitted with each SNAP-Ed A19-1A.
    a. At the very least this means a copy of an agency's financial expanded/detailed general ledger level report.
    b. Additionally, all receipts, timecards and other supporting documentation, as noted by USDA, must be available upon request.

    PLEASE NOTE: If an agency is a new SNAP-Ed contractor or has had a fiscal finding within the last year, all SNAP-Ed backup documentation must be submitted with each bill and this requirement will continue until further notice by the DOH designated SNAP-Ed contract manager.

Source and Amount of FFY14 Funds	
USDA	~~$35,397~~ *$92,918*

Budget Revisions
The LHJ is allowed, in the Federal Fiscal year period, to request an adjustment be made to a funded line item listed in the approved budget, with pre-approval from the DOH designated SNAP-Ed contract manager. Any anticipated changes to the budget must be pre-approved by DOH.

DOH Program Contact
Kathi LLoyd, SNAP-Ed Contract Manager
Department of Health
PO Box 47886, Olympia, WA 98504
kathi.lloyd@doh.wa.gov
(360) 236-3965