

AMENDMENT TO AGREEMENT 2181

This Amendment ("Amendment") to Kitsap Public Health District Contract 2181 for Youth Cannabis & Commercial Tobacco Prevention Program (the "Contract"), is entered into between the Clallam County Health and Human Services ("Contractor") and the Kitsap Public Health District ("District").

RECITALS

WHEREAS, the Parties entered into the Contract effective July 1, 2021; and

WHEREAS, Allocated Funding and period of performance for this agreement has been extended by Washington Department of Health; and therefore the parties have agreed it is desirable to increase the amount of eligible funding and extend the Contract term, and

In consideration of mutual benefits and covenants contained herein, the parties agree that the Contract is amended as follows:

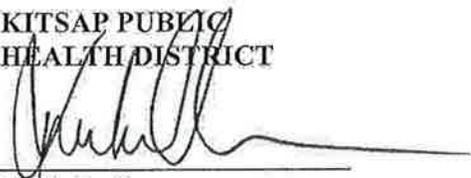
- I. Section 1, Period of Performance. Section 1 is amended to extend the Contract termination date to June 30, 2022.
- II. Section 5, Compensation. Section 5 is amended to add an additional \$27,380 in funding for the period of July 1, 2021-June 30, 2022 for a total compensation not to exceed \$54,761.
- III. Attachment A, CTPP Scope of Work and Budget. Attachment A is amended and replaced in its entirety with the revised Attachment A-1 which is attached hereto and incorporated in full by reference.
- IV. Attachment B, YMP Scope of Work and Budget. Attachment B is amended and replaced in its entirety with the revised Attachment B-1 which is attached hereto and incorporated in full by reference.
- V. Other Provisions Unchanged. The other provisions of the Contract, remain unchanged.
- VI. Effective Date. The effective date of this Amendment is the date last executed by all parties.
- VII. Authorization. Each party signing below warrants to the other party that they have the full power and authority to execute this Amendment on behalf of the party for whom they sign.

IN WITNESS WHEREOF, the Parties have subscribed their names hereto.

*[Signatures on next page]*

Dated this 10<sup>th</sup> day of JAN, 2022.

**KITSAP PUBLIC  
HEALTH DISTRICT**



Keith Grellner  
Administrator

Dated this 25<sup>th</sup> day of Jan, 2022.

**CLALLAM COUNTY BOARD OF  
COMMISSIONERS**



Mark Ozias  
Chair

**ATTACHMENT A – COMMERCIAL TOBACCO PREVENTION PROGRAM**  
**Scope of Work and Budget**  
**Clallam County Health and Human Services**  
**July 1, 2021 – June 30, 2022**

As a subrecipient of KPHD under the Washington Department of Health funded *Youth Cannabis & Commercial Tobacco Prevention Program (YCCTPP)*, Clallam County agrees to the following activities for Commercial Tobacco Prevention funded in full or part by the associated budget.

<i>Activity</i>	
<b>Planning</b>	Participate in statewide commercial tobacco prevention coalition meetings as established.
<b>Implementation</b>	<p><i>2021-2022 DOH Regional Requirements:</i></p> <ol style="list-style-type: none"> <li>1. In collaboration with priority population contractors, engage and educate internal and external decision makers, stakeholders, and community leaders about:               <ol style="list-style-type: none"> <li>a. The value of local control in preventing initiation and continued use of commercial tobacco products that lead to tobacco-related health issues and health disparities.</li> <li>b. The value of a comprehensive tobacco prevention program to prevent the initiation of commercial tobacco product use among youth and young adults.</li> <li>c. Evidence-based and promising policy options to address the appeal of commercial tobacco products to youth and young adults, including the impact of commercial tobacco product flavors (including menthol) on youth initiation and use.</li> </ol> </li> <li>2. Build or enhance partnerships with youth-serving organizations and local champions (including identifying youth champions) to collaborate on youth access and industry marketing interventions.</li> <li>3. Plan and conduct a minimum of one meeting with the prevention-intervention lead at your region's Educational Service District to establish a connection, build relationships, and share resources.</li> <li>4. Promote the Washington State Quitline and self-help options for TUDT (Tobacco Use, Dependence, Treatment), including 2Morrow Health app (<a href="http://doh.wa.gov/quit">doh.wa.gov/quit</a>) and This is Quitting (<a href="http://doh.wa.gov/vapefreewa">doh.wa.gov/vapefreewa</a>), to people who use commercial tobacco.</li> <li>5. In collaboration with CTPP, incorporate 2022-2022 Centers for Disease Control and Prevention (CDC) (e.g., Tips® campaign) materials into agency communications, and report efforts in a template provided by the CTPP as part of the monthly reporting requirement.</li> <li>6. Disseminate TUDT resources provided by CTPP and/or developed locally to community-based organizations, centers, and networks supporting</li> </ol>

	<p>disparately affected communities that address emerging tobacco/e-cigarettes and are culturally &amp; linguistically appropriate, trauma-informed, &amp; equity-based.</p> <p>7. Respond to technical assistance requests and needs from local agencies and organizations interested in adopting and/or that have adopted voluntary smoke-free and vape-free campus and/or organizational policies; technical assistance requests to colleges/universities on the adoption and implementation of tobacco- and vape-free campuses; and to technical assistance to multi-unit housing organizations, landlords, and residents on smoke- and/or vape-free policies.</p> <p>8. Plan and implement public relations/earned media efforts (i.e. press releases, social media) utilizing national media campaigns to prevent youth initiation and support cessation.</p> <p>Specific Clallam County activities are described in the 2021-2022 CTPP workplan. Workplans are subject to change. Any changes will be approved by both parties.</p>
<b>Monitoring and Reporting</b>	Monitor progress for each activity as appropriate; submit monthly narrative and data reports as requested by KPHD on the 5 <sup>th</sup> of every month.
<b>Midterm Evaluation</b>	By February 1, 2022 report progress to CTPP Regional Coordinator. If needed, adjust activities to ensure spend down. Conduct a mid-year workplan reevaluation.
<b>Calls/Meetings</b>	Participate in monthly conference call with KPHD and attend webinars as scheduled; respond to correspondences related to CTPP from the Department of Health; respond to activity assessments/surveys administered by KPHD as appropriate per scope of work.
<b>Invoicing</b>	Submit monthly invoices by the 20 <sup>th</sup> of the month following the month in which costs were incurred, except for the Final Expenditure Report and Request for Reimbursement in each federal fiscal year (due July 1, 2022). Invoices must include supporting documentation such as timecards for staff time and copies of invoices paid for goods and services.

**Budget July 1, 2021 – June 30, 2022**

	<i>Cost</i>	<i>Description</i>
Staff Salary	\$6,000.00	Prevention Specialist & Supervisor
Benefits	\$2,600.00	
Indirect	\$2,040.00	34% of Salaries
Goods & Services	\$1,000.00	Supplies, Outreach/Educ. Materials/Advertising/Comm. Trainings
Mileage	\$500.00	Mileage for Meetings
Travel/Training	\$377.00	Training Expenses For Staff
<b>Total Clallam</b>	<b>\$12,517.00</b>	

**Funding Source**

Chart of Accounts Program Name or Title	CFDA#	BARS Code	7/1/21-6/30/22
SFY22 Youth Tobacco Vapor Products	N/A	334.04.93	\$12,517
<b>Total to Clallam</b>			<b>\$12,517</b>

**Subrecipient DUNS Number:** 07-573-9235  
**Subrecipient Indirect Rate:** 34% of salary  
**Research and Development:** No

**Federal Funding Accountability and Transparency Act (FFATA):** The 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 to be eligible to perform the activities in this statement of work, the Local Health Jurisdiction (LHJ) must have a Data Universal Numbering System (DUNS) number. Information about the LHJ and this statement of work will be made available on [USASpending.gov](http://USASpending.gov) by DOH as required by P.L. 109-282.

**Federal Funding Restrictions and Limitations:**

- a. Recipient may not use federal funds for lobbying.
- b. Recipient may not use funds for research.
- c. Recipient may not use funds for clinical care.
- d. Recipient may not use funds to supplant existing state funding or to supplant funds from federal or state sources.
- e. Recipient may use funds only for reasonable program purposes, including personnel, travel, supplies, and sources.
- f. Recipient are the direct and primary recipients in a cooperative agreement program and must perform a substantial role in carrying out project outcomes and not merely serve as a conduit for an award to another party or provider who is ineligible.
- g. Recipient are generally not allowed to use funds to purchase furniture or equipment. Any such proposed spending must be clearly identified in the budget.
- h. Recipient may not be reimbursed for pre-award costs.

- i. Recipient may only use funds for evidence-based tobacco control interventions, strategies, and activities.
- j. Recipient may not use funds to provide direct cessation services or other direct services other than those through evidence-based quit line services.
- k. Recipient may not use funds to purchase nicotine replacement therapy or other products used for cessation.
- l. Recipient may not use funds to purchase K-12 school curricula.

Recipient may not use funds for construction.

**ATTACHMENT B – YOUTH MARIJUANA PREVENTION**  
**Scope of Work and Budget**  
**Clallam County Health and Human Services**  
**July 1, 2021 – June 30, 2022**

As a subrecipient of KPHD under the Washington State funded *Youth Cannabis & Commercial Tobacco Prevention Program (YCCTPP)*, Clallam County agrees to the following Youth Marijuana Prevention activities funded in full or part by the associated budget.

<i>Activity</i>	
<b>Planning</b>	Participate in Regional Network, hold a position on the Strategic Planning Team. As a member of the Strategic Planning Team, help to: <ol style="list-style-type: none"> <li>1. Update the 2022-2023 Olympic Region YMPEP Needs Assessment, including the Community Readiness Assessment.</li> <li>2. Update the 2022-2023 Olympic Region YMPEP Strategic Plan, per DOH guidance.</li> </ol>
<b>Education</b>	Participate in a minimum of one skill enhancement opportunity per month.
<b>Implementation</b>	<ol style="list-style-type: none"> <li>1. <i>2021-2022 DOH Approved Regional Strategies:</i> <ul style="list-style-type: none"> <li>• PSE Priority 1: Local Laws &amp; Ordinances</li> <li>• PSE Priority 2: Community Norms</li> <li>• PSE Priority 3: Retailer Consumer Education</li> <li>• PSE Priority 4: Health Care Policy &amp; Procedures</li> </ul> </li> <li>2. Specific Clallam County activities are described in the 2021-2022 YMPEP workplan. Work plans are subject to change. Any changes will be approved by both parties.</li> <li>3. Participate in statewide collaboration on the strategies listed above. More detail for how to participate is listed within work plan.</li> </ol>
<b>Monitoring and Reporting</b>	Monitor progress for each activity as appropriate; submit monthly narrative and data reports as requested by KPHD on the 5 <sup>th</sup> of every month.
<b>Calls/Meetings</b>	Participate in monthly check-in call with regional lead. Attend and participate in Regional Network and Planning Team meetings; review correspondences related to YMPEP; respond to activity assessments/surveys administered by KPHD as appropriate per scope of work. Attend at least one statewide All-Providers Meeting or Practice Collaborative Meeting.
<b>Mid-Year Evaluation</b>	By February 1, 2022 report progress to YMPEP Regional Coordinator. If needed, adjust activities to ensure spend down. Conduct a work plan reevaluation.
<b>Invoicing</b>	Submit monthly invoices by the 20 <sup>th</sup> of the month following the month in which costs were incurred, except for the Final Expenditure Report and Request for Reimbursement in each federal fiscal year (due July 1, 2022). Invoices must include supporting documentation such as timecards for staff time and copies of invoices paid for goods and services.

**Budget July 1, 2021 – June 30, 2022**

	<i>Cost</i>	<i>Description</i>
Staff Salary	\$21,500	Prevention Specialist and Supervisor
Benefits	8,500	
Indirect	7,800	34% of Salaries
Goods & Services	3,444	Supplies, Outreach/Educ. Materials/Advertising/Comm. Trainings
Training/Travel	1,000	Mileage for Meetings and Training Expenses for Staff
<b>Total Clallam</b>	<b>\$42,244</b>	

**Funding Source**

Chart of Accounts Program Name or Title	CFDA #	BARS Code	7/1/21-6/30/22
SFY22 Marijuana Tobacco Education	N/A	334.04.93	\$42,244

**Community Resources:** Subrecipient shall make a reasonable and ongoing effort, throughout the period of performance, to secure and/or leverage resources from private and public entities to supplement the administrative, operational, and implementation costs under this program. Documentation of any collaborative efforts and securing of resources that benefit this project shall be kept current and on file in the office of the Subcontractor and be available for review upon request by District staff.

**Funding Restrictions and Limitations:**

- m. Recipient may not use funds for research.
- n. Recipient may not use funds for clinical care.
- o. Recipient may only expend funds for reasonable program purposes, including personnel, travel, supplies, and services, such as contractual.
- p. Recipient may not generally use funding for the purchase of furniture or equipment. However, if equipment purchase is integral to a selected strategy, it will be considered. Any such proposed spending must be identified in the budget and approved by the District.
- q. Recipient may not use funding for construction.
- r. Recipient must comply with District guidance on food, incentives and use of District or DOH logo outlined in YMPEP Regional Implementation Guide and should not exceed federal per diem rates.
- s. Reimbursement of pre-award costs is not allowed.