

**INTERLOCAL AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN
THE KITSAP COUNTY HEALTH DISTRICT, JEFFERSON COUNTY PUBLIC
HEALTH AND CLALLAM COUNTY HEALTH DEPARTMENT**

I. PREAMBLE

This Interlocal Agreement (hereafter "AGREEMENT") is by and between Kitsap County Health District (hereafter "KCHD") whose principal offices are located at 345 6th STREET, SUITE 300, Bremerton, WA, 98377-1866 and Jefferson County Public Health (hereafter "JCPH") and Clallam County Health Department (hereafter "CCHD") whose principal offices are located at 615 Sheridan Street, Port Townsend, WA, 98368 and 223 East 4th Street, Suite 14, Port Angeles, WA 98362-3015 (respectively).

II. RECITALS

KCHD, on behalf of Region 2 Health Authorities, has successfully applied for and been awarded a Local Source Control Specialist grant of \$158,316 by the Washington Department of Ecology (Ecology) under the Puget Sound Partnership, Local Source Control Specialist Partnership. KCHD, on behalf of Region 2 Health Authorities, has entered into a contract with Ecology, (Exhibit A) for the performance of Local Source Control (LSC) inspections, Environmental Results Program (ERP) inspections and technical assistance as specified in the Ecology contract scope of work (Exhibit A). The Purpose of this Interlocal Agreement is to govern the performance of work under this Grant Contract. Each party will be responsible for performing the specified work described in Exhibit A within its jurisdiction based on the revised budget provided in Exhibit B.

The KCHD, JCPH, and CCHD desire to enter into an AGREEMENT for performing the requirements of the grant contract. The KCHD will receive and submit for reimbursement from Ecology, any eligible costs incurred by KCHD, JCPH and CCHD in performance of work specified in the grant contract between KCHD and the Ecology. The Interlocal Cooperation Act, R.C.W.39.34, further authorizes the parties hereto to enter into this AGREEMENT.

ACCORDINGLY, THE PARTIES AGREE AS FOLLOWS:

III. AGREEMENT

1. Purpose

The purpose of this AGREEMENT is to provide a mechanism for the JCPH and CCHD to provide reimbursable inspection and other associated services as specified in the grant contract between KCHD and the Ecology (Exhibit A).

2. Scope of Work

JCPH and CCHD shall perform all work under this contract according to attached Scope of Work. Services performed under this AGREEMENT include:

- LSC Task 1: Training and Project Communications
 - LSC-1A: Training
 - LSC-1B: Monthly Conference Calls
 - LSC-1C: Semi-Annual Meetings
- LSC Task 2: Inspection and Inspection Follow-up
 - LSC-2A: Mailing List
 - LSC-2B: LSC Inspections/Follow-up
 - LSC-2C: ERP Inspections/Follow-up
- LSC Task 3: Education and Outreach
 - LSC-3: LSC and ERP Education and Outreach
- LSC Task 4: Administration
 - LSC-4A: Quarterly Reports and Invoices
 - LSC-4B: Data Evaluation
 - LSC-4C: Misc Expenses

The scope of work for each of these tasks is set forth in the following documents:

- *Exhibit 1: Ecology Grant Contract 2009-2011 Biennium*
- *Exhibit 2: LSC 09-11 Grant Budget for LSC.*

JCPH and CCHD shall maintain time records using the above revenue codes to the nearest quarter hour. These time reports together with all expenses shall be reported to KCHD each month so that KCHD can invoice these project costs to Ecology under its contract. Overhead will be billed as specified in the Ecology Contract at 25% of Salary and Benefits using Ecology's billing rate formula.

JCPH and CCHD shall also report its progress towards completion of contract activities for each month using the Ecology Progress Report template and as specified in the Ecology contract. JCPH and CCHD shall complete the requirements of the grant contract no later than June 30, 2011 and submit final close out documentation to the KCHD by July 15, 2011.

3. Kitsap County Health District Representative

Jan Brower, R.S., SHW Program
Kitsap County Health District
345 6th Street, Suite 300
Bremerton, WA 98337-1866
360-337-5672

4. Jefferson and Clallam Health Department Representatives (respectively)

Margie Boyd
Jefferson County Public Health
615 Sheridan Street
Port Townsend, WA 98368

Belinda Pero
Clallam County Health Department
223 East 4th Street, Suite 14
Port Angeles, WA 98362-3015

5. Reimbursement

KCHD shall be responsible for submitting invoices for actual, eligible, incurred costs by all Parties to Ecology for reimbursement under this Grant. All invoices shall conform to the Ecology guidelines contained in the "Yellow Book" governing what is eligible for reimbursement under Ecology grants. JCPH and CCHD shall submit time reports and project expenses to KCHD monthly, no later than 30 days after the end of each month, except that the final invoice must be submitted by July 10, 2011 in order to meet final invoice deadlines. These reimbursement requests shall specify the hours and the billing rate for eligible staff time using the Ecology formula for determining billing rates and billing codes as provided in Section 2 of this agreement. Back-up documentation shall be provided for all expenses with each invoice submittal. KCHD shall approve JCPH and CCHD invoices and provide reimbursement within 30 days of receipt. Invoices not approved by the KCHD will be returned to JCPD and CCHD for revision and resubmittal. KCHD will submit Quarterly invoices to Ecology for all expenses and costs incurred to date. Should Ecology disallow an expense submitted by CCHD or JCPH, KCHD will require adjustments be made to past invoices, as appropriate.

6. Documentation of Costs & Maintenance Records

Each Entity to this agreement shall maintain all books, documents, receipts, invoices and records including payroll records necessary to sufficiently and properly reflect the expenditure of grant funds. The accounting records must provide for a separate recording and reporting of all receipts and expenditures related to this AGREEMENT. Financial records pertaining to matters authorized by this AGREEMENT are subject to inspection and audit by representatives of KCHD or the State Auditor upon request. Financial records shall be preserved and made available to KCHD, the Washington Department of Ecology, or its agents for a period of six (6) years after the end of this AGREEMENT or, in the event of an audit, records shall be kept until the audit is completely resolved.

7. Nondiscrimination

All Parties agree to comply with all applicable local, state, and/or federal laws and ordinances, and agree that they shall not discriminate in their employment practices or delivery of services or other activities on the grounds of race, color, religion, national origin, age, sex, marital status, veteran status, sexual orientation, or the presence of any sensory, mental or physical handicap. Each Party shall ensure that any subcontractor shall fully comply with this paragraph.

8. Compliance with Laws

All Parties shall comply with all federal, state, and local laws, statutes, ordinances, rules, and regulations applicable to the performance of this AGREEMENT. All Parties agrees to comply with all the provisions of the Americans with Disabilities Act and all regulations interpreting or enforcing such act.

9. Indemnity

It is understood and agreed that this AGREEMENT is solely for the benefit of the parties hereto and gives no right to any other party. No joint venture or partnership is formed as a result of this AGREEMENT. Each party hereto agrees to be responsible and assumes liability for its own negligent acts or omissions, or those of its officers, agents, or employees to the fullest extent required by law, and agree to save, indemnify, defend, and hold the other party harmless from any such liability. In the case of negligence of two or more of the parties, any damages allowed shall be levied in proportion to the percentage of negligence attributable to each party, and each party shall have the right to seek contribution from the other party in proportion to the percentage of negligence attributable to the other party. This indemnification clause shall also apply to any and all causes of action arising out of the performance of work activities under this AGREEMENT.

10. Insurance – Workers Compensation

All Parties agree to comply with all State requirements to Worker's Compensation Insurance.

11. Amendments to Agreement

The parties hereby further agree that this AGREEMENT cannot be amended or modified without the written concurrence of both parties.

Exhibit A:
2009-2011 LSC Ecology Grant Contract

RECEIVED

JUL 31 2009

**KITSAP COUNTY
HEALTH DISTRICT**

INTERAGENCY AGREEMENT NO. C1000059
BETWEEN
THE STATE OF WASHINGTON

AND

KITSAP COUNTY HEALTH DISTRICT

THIS AGREEMENT is made and entered into by and between the DEPARTMENT OF ECOLOGY, hereinafter referred to as "ECOLOGY", and the KITSAP COUNTY HEALTH DISTRICT hereinafter referred to as the "KCHD".

AGREEMENT PURPOSE

The purpose of this agreement is to provide funding for the local government to hire a "local source control specialist" as part of the Local Source Control Partnership. Local governments help small businesses and citizens safely manage hazardous and solid wastes. The Local Source Control Specialists will conduct source control site visits and provide technical assistance and education services to small businesses, make referrals to ECOLOGY, and report measurable environmental results.

IT IS MUTUALLY AGREED THAT:

Under the Local Source Control Partnership, the local government will conduct multimedia source control site visits and prevention activities to conditionally exempt small quantity generator (CESQG) businesses, designed to reduce or eliminate hazardous waste and pollutants at the source. Ecology will coordinate this partnership through a Local Source Control Program Coordinator to support collaborative efforts to protect and restore Puget Sound and the Spokane River Watershed. The Local Source Control Coordinator will work directly with the local governments to establish and monitor interagency agreements authorized under Chapter 39.34 RCW, Interlocal Cooperation Act.

The Local Source Control Specialist will continue to fill a critical gap at the local level by working with small businesses to help in avoiding contamination and recontamination of previously cleaned up sites, reduce the impacts from stormwater pollution and eliminate potential sources of toxics and hazardous waste. The Local Source Control Specialist will fill an important role in providing small business technical assistance to comply with regulations and implement pollution prevention practices.

STATEMENT OF WORK

The KCHD shall furnish the necessary personnel, equipment, material and/or service(s) and otherwise do all things necessary for or incidental to the performance of the work set forth in Attachments "A", "B", "C", and "D" attached hereto and incorporated herein.

PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence on July 1, 2009, and be completed on June 30, 2011, unless terminated sooner as provided herein. Ecology reserves the option to review the contract after one year and adjust the scope of work and budget according to actual performance.

PAYMENT

Compensation for the work provided in accordance with this Agreement has been established under the terms of RCW 39.34.130. The parties have determined that the cost of accomplishing the work herein will not exceed \$158,316.00. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount. If the jurisdiction finds itself unable to complete the contracted number of visits, the contract amount will be reduced proportionally. Compensation for service(s) shall be based on the following rates or in accordance with the following terms, or as set forth in accordance with the budget in Appendix "B" which is attached hereto and incorporated herein.

Purchase of source control tools for distribution to CESQG businesses may not exceed \$2,500.00 for the 24-month contract period. Any purchases of equipment or goods over \$1,000 must be pre-approved by the LSC Program Coordinator.

BILLING PROCEDURE

The KCHD shall submit invoices using state invoice voucher A19-1A, Appendix "C", on a quarterly basis (Jan-Mar, Apr-Jun, Jul-Sept, Oct-Dec) within 40 days following the end of the quarter, to the Local Source Control Program Coordinator. Payment to the for approved and completed work will be made by warrant or account transfer by the Department of Ecology within 30 days of receipt of a properly completed invoice. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within 30 days after the expiration date or the end of the fiscal year, whichever is earlier. Invoices for the last month of the biennium (June, 2011), are due by July 30, 2011.

RECORDS MAINTENANCE

The parties to this Agreement shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the service(s) described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so

authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

RIGHTS IN DATA

Unless otherwise provided, data which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by the Department of Ecology. Data shall include, but not be limited to, site visit checklist 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.

PUBLICATION REQUIREMENTS- these requirements apply if publications are created for Ecology use.

1. Apply Plain Talk principles to the document:
http://www.ecy.wa.gov/quality/plaintalk/resources/pub_expectations.pdf
1. Use the Department of Ecology logo. Request a copy of the logo from the agency's Communication Office (360) 407- 7006.
2. Include the agency approved ADA (American with Disabilities Act) language on the document. (Request the current language from the program's publication coordinator.)
3. Include an agency publication number. (Request a publication number from the program's publication coordinator.)
4. Provide an electronic copy of the document in software that meets the current graphics industry standards software and that Ecology employs.

INDEPENDENT CAPACITY

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

AGREEMENT ALTERATIONS AND AMENDMENTS

This Agreement 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. In the event of staff changes or layoffs directly affecting execution of this contract, Ecology reserves the right to periodically review and amend Appendix "A" and "B", the scope of work and budget, respectively.

TERMINATION

Either party may terminate this Agreement upon 30 days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

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 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.

GOVERNANCE

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

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

- a. Applicable state and federal statutes and rules;

- b. Statement of work; and
- c. Any other provisions of the agreement, including materials incorporated by reference.

ASSIGNMENT

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.

ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

CONTRACT MANAGEMENT

The project manager 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 Agreement.

The Contract/Project Manager for Ecology is: *Julia McHugh, Hazardous Waste and Toxics Reduction Program, Washington State Department of Ecology, N. 4601 Monroe, Spokane, WA 99205-1295, 509-329-3551, jmch461@ecy.wa.gov*

The Contract/Project Manager for KITSAP COUNTY HEALTH DISTRICT is:

Jan Brower

345 6th Street, Suite 300

Bremerton, WA 98337

browej@health.co.kitsap.wa.us

Appendix A

Statement of Work

Scope of Work

Kitsap County Public Health will complete all tasks as described in this Appendix, with particular emphasis on follow-up visits, and implementation of Best Management Practices, and coordination of efforts for Illicit Discharge Detection and Elimination with stakeholders and with City/County agencies for stormwater inspections.

Key Personnel

STAFF	ROLE	% FTE
Niels Nicolaisen	LSC/ERP Inspector	~0.70
Anita Hicklin	LSC/ERP Inspector	~0.20
Jenifer Garcelon	LSC/ERP Inspector	~0.30
Grant Holdcroft	LSC/ERP Inspector	neg
Richard Bazzell	IDDE Inspector	neg
Jan Brower	LSC Project Coordinator	neg

Activity Narrative:

In addition to the focus on follow-up visits, the Health District will continue to coordinate with other stakeholder agencies to develop brochures, website information, and other pertinent information about appropriate pollution prevention practices for dissemination to both participating and non-participating small businesses. This information will be designed to focus on pollution prevention management practices that will help to minimize business impact on the Puget Sound.

The Health District will continue to promote membership in the EnviroStars program.

Deliverables

The Kitsap County Health District, together with its subcontractors, are responsible for the bulleted deliverables that follow each task description below.

Task 1. Multimedia Source Control Site Visits

Local governments will conduct a specified number of source control site visits annually, using the site visit source control checklist provided by Ecology.

Note: Ecology reserves the right to direct a reasonable percentage of site visits to businesses that are priorities for the Puget Sound Partnership. Examples of these priorities include: abandoned/bankrupt sites, businesses conducting outdoor washing activities, businesses with opportunities to reduce releases of copper or zinc, businesses that have Vehicle Pollution Prevention opportunities and sites that could implement industrial stormwater Best Management Practices.

Specific deliverables are:

- Identify the top business sectors of concern for the 2009-11 biennium, generate a list(s) of businesses to be visited, using, but not limited to, any combination of the following to assemble the list: Yellow Pages, WA Dept of Licensing, county records, Polk Directory, www.referenceusa.com, www.manta.com, and other internet search tools

- Coordinate with Ecology on which businesses sectors will be visited
- Coordinate with Ecology's Regional Office associated with the local jurisdiction prior to visiting businesses to ensure that businesses are not being visited by other Source Control or Urban Waters staff, and that the business is not an active Medium or Large Quantity Generator
- Coordinate with local jurisdictions and Ecology's Regional Office in a timely manner regarding complaints about businesses that are on the business site visit list developed for this task, or businesses previously visited through the Local Source Control Program
- Coordinate with the Ecology Regional Office to go on periodic site visits (biannually, if possible) with an Ecology inspector to ensure consistency among all Local Source Control staff in site visit techniques and conveying technical assistance to businesses
- Complete a minimum of 300 site visits (over a 24-month contract period). Credit will be assigned for the following four types of site visits with checklist submitted; () indicates checklist & report form language:
Site Visit (Initial Inspection) – visit complete;
Follow-Up Site Visit (Follow-up Inspection);
Attempted but not viable or turned away - (Screening Visit /Incomplete);
ERP-related Visit – separate checklist
- Of the total number of site visits, at least 10% of the total will be follow-up visits to evaluate implementation of Best Management Practices
- Complete the Ecology-provided source control checklist for each site visit.
- Enter information from each site visit checklist into Ecology's data base within 30 days of the site visit
- Send a follow-up letter to each business within 30 days of the site visit
- Follow Ecology's business referral policy, outlined in the 'LSCP Contact and Referral Guide' (distributed as separate document)

Task 2. Technical Assistance

Provide technical assistance on waste and toxics reduction, pollution prevention and stormwater management to small quantity generator businesses through source control site visits and return site visits referenced above, as well as phone consultations with individual businesses, meetings, publications, newsletters, workshops, and other forms of business industry outreach and resource dissemination.

Specific deliverables are:

- Coordinate and collaborate to develop technical assistance messages and outreach materials and resources with other internal local government personnel or functions such as fire marshal, code enforcement, storm water, wastewater treatment plant, and moderate risk waste staff
- Coordinate technical assistance messages externally with Ecology technical assistance staff

Task 3. Environmental Results Program Auto Body Pilot Project

Local governments will conduct the following tasks for the Environmental Results Program (ERP) Auto Body Pilot:

- Conduct ERP Verification Site Visits - Site visits will receive credit as defined in this Appendix, Task 1. Multimedia Source Control Site Visits. Ecology will provide a random list of auto body shops to be visited by each jurisdiction
- Submit original (hard copy) checklists to Ecology's ERP Coordinator within 30 days of the site visit, and retain a copy
- Report site visit information monthly on the electronic Local Source Control reporting form within 30 days of the site visit, including the number and names of auto body shops visited, and shops to be removed from the master list, and why
Link to form: <http://www.ecy.wa.gov/programs/hwtr/lsp/reportform.html>
- Follow Ecology's referral policy (refer to the LSCP Contact and Referral Guide, provided as separate document)
- Utilize Ecology-provided ERP compliance-assistance materials
- Coordinate with local EnviroStars program in EnviroStars jurisdictions
- Attend the Ecology-sponsored Auto Body Checklist Review Training (see date in schedule table below)
- Local governments may also provide business assistance and outreach activities, including technical assistance visits, to auto body shops within the jurisdiction, as resources allow
- Ecology, through its ERP Coordinator, will:
 - Provide ongoing support to Local Source Control Specialists over the duration of the pilot project
 - Generate master and random ERP site-visit lists
 - Provide Self Certification business assistance and outreach
 - Coordinate referrals and collaboration with local EnviroStars programs
 - Develop ERP technical assistance materials and checklists
 - Provide ERP checklist training for the Local Source Control Specialists
 - Provide ERP checklist data entry

SCHEDULE OF ERP DELIVERABLES

DATE	DELIVERABLE
July 2009 – March 2010	Business Assistance & Outreach (optional)
March 31, 2010	Ecology-sponsored Checklist Training
April – June 2010	ERP Verification site visits
April – July 2010	Completed original verification site visit checklists to Ecology within 30-days of site visits
	Monthly accounting of site visits due to Ecology within 30 days— on Local Source Control Site visit e-report form

Ongoing	Coordination with local EnviroStars program (in EnviroStars jurisdictions)
Ongoing	Follow Ecology's referral policy (LSCP Contact & Referral Guide)
September 30, 2010	Participate in ERP LSC Survey #2

Task 4. Local Government Specific Activity

None.

Task 5. Technical Training

Due to the nature of Multimedia Source Control Site Visits, there is an ongoing need for each Local Source Control Specialist (LSCS) to gain knowledge of business best management practices for a variety of business sectors. Ecology and Local Source Control Program Partner Jurisdictions will jointly develop and execute the 2009-11 technical training schedule. Parties will determine format (phone/video conference, webinar, live), and topics to be presented in two venues by August 2009.

The LSCS will work with Ecology's LSC Program Coordinator to locate available resources and reference materials and bring these trainings to the LSC group-at-large. The LSCS are expected to attend and participate in regularly scheduled conference calls with Ecology's LSC Program Coordinator, and attend Ecology-sponsored training events organized on their behalf.

- Venue 1: the monthly Local Source Control phone conference meetings, wherein each LSCS will determine, develop, and present materials and available resources showcasing a particular business sector. Two or more LSCS may team up and/or hold a live event. All presentations will be coordinated with the LSC Program Coordinator, and all training materials will be organized in e-binders and posted to the LSC SharePoint site.
- Venue 2: two bi-annual 'live' meetings to be held at an Ecology regional office or Headquarters, or at the partner jurisdiction wishing to host it. One meeting will be an Ecology-organized training on Dangerous Waste Designation. The second is a joint Ecology and LSCS planning effort to determine agenda content, guest speakers, technical resources including capturing the training for future reference, and all other periphery details of event planning. The LSC Program Coordinator will designate the rotation of the specific group of jurisdictions to contribute to this effort.

Task 6. Reporting Results to Ecology

Local Partner Jurisdictions will complete a monthly report using the electronic 'Monthly Report' form provided on the Ecology Internet / Hazardous Waste and Toxics Reduction page, (Appendix "D", attached) within 20 business days after the end of each month.

To access: <http://www.ecy.wa.gov/programs/hwtr/lsp/reportform.html>

In addition to the report information solicited on the form, the following shall also be reported when applicable:

- Any potential problems and suggested resolutions
- Any problems resolved during the reporting period
- Any key personnel changes
- Subcontract information

Task 7. Invoicing

Invoices for completed work will be submitted quarterly on Ecology-provided, original signed Form A-19-1A (Appendix "C"), and Budget Status Report & Invoice Detail (Appendix "B"). Attached and provided as links below. The invoice, invoice detail, and supporting invoice detail documentation will be sent within 40 days of the end of the invoice quarter to the Contract/Project Manager:

Julia McHugh

Hazardous Waste and Toxics Reduction Program

Washington State Department of Ecology

N. 4601 Monroe, Spokane, WA

99205-1295

509-329-3551

jmch461@ecy.wa.gov

Click on this link for Office 2003-07 version of the invoice detail:

[LSC Appendix B. Budget Status Report.Invoice Detail.09-11 contracts.xls](#)

Click on this link for Office 2007 version of the invoice detail:

[LSC Appendix B. Budget Status Report.Invoice Detail.09-11 contracts.xlsx](#)

Click on this link for Office 2003-07 version of the invoice voucher:

[LSC Appendix C. A19-1A.InvoiceVoucher.doc](#)

Click on this link for Office 2007 version of the invoice voucher:

[LSC Appendix C. A19-1A.InvoiceVoucher.docx](#)

Click on this link for the Monthly Report form:

[LSC Appendix D. Monthly Report Form.mht](#)

Appendix B

Department of Ecology - Local Source Control Partnership

Budget Status Report and Invoice Detail *(revised 05/09)*

Jurisdiction:	Kitsap County Health	Contract No:	
Current Invoice Period Qtr/YR:		Invoice No:	

	Current Invoice	Total Cumulative Invoices to-date*	Total Approved Budget 2009-11	Remaining Budget
Salaries			\$64,682.00	
Benefits			\$20,064.00	
Subcontracts			\$45,058.00	
Goods & Services			\$436.00	
Equipment				
Travel / Training			\$4,912.00	
Subtotal Direct Costs	0	0	\$135,152.00	
Indirect Costs (__%)			\$22,164.00	
Total Costs	0	0	\$158,316.00	

**Total Cumulative includes current invoice amounts*

Staff Name / Description	Salaries	Benefits	Subcontracts	Goods & Services	Equipment	Travel / Training	Indirect Costs
Subtotals	0	0	0	0	0	0	0
Total = Current Invoice	0						

Exhibit B:
Budget for 2009-2011 LSC Grant

REVISED INDIVIDUAL LSC GRANT BUDGET

Kitsap County Health		Inspections	Hours	% FTE	Costs	Expenses	OH (25%)	Task Total
TASK 1: Training/Communications								
Monthly Conference Calls (24)	24X2		48		\$ 2,184		\$ 546	\$ 2,730
Semi-Annual Meetings (2)	1x2 @ 8hrs		16		\$ 728		\$ 182	\$ 910
TASK 2: Inspections								
Mailing List			20		\$ 910		\$ 228	\$ 1,138
LSC Inspections (9hrs ea)		160	1,440		\$ 65,520		\$ 16,380	\$ 81,900
LSC Follow-up (4 hrs ea)		70	280		\$ 12,740		\$ 3,185	\$ 15,925
ERP Verification Inspections (4 Hrs)		5	20		\$ 910		\$ 228	\$ 1,138
TASK 3: Education/Outreach		235						
Preparing Materials			20		\$ 910		\$ 228	\$ 1,138
Postage						\$ 186		\$ 186
Printing-Graphics						\$ 250		\$ 250
TASK 4: Administration								
Invoices	8 X 4		32		\$ 1,408		\$ 352	\$ 1,760
Monthly Progress Reports	24X1		40		\$ 1,760		\$ 440	\$ 2,200
Grant Administration (Interagency Coordination)			25		\$ 1,588		\$ 397	\$ 1,984
Travel Expense (Mileage-Per Diem)						\$ 2,000		\$ 2,000
		1941			\$ 88,658	\$ 2,436	\$ 22,164	\$ 113,258
Jefferson County Health		Inspections	Hours	% FTE	Costs	Expenses	OH (25%)	Task Total
TASK 1: Training/Communications								
Monthly Conference Calls (24)	1x24 x 1hrs		48		\$ 1,608		\$ 402	\$ 2,010
Semi-Annual Meetings (2)	1x2x 8		16		\$ 536		\$ 134	\$ 670
TASK 2: Inspections								
Facility Selection/Mailing List			20		\$ 670		\$ 168	\$ 838
LSC Inspections (9hrs ea)		24	216		\$ 7,236		\$ 1,809	\$ 9,045
LSC Follow-up (4 hrs ea)		9	36		\$ 1,206		\$ 302	\$ 1,508
ERP Verification (4hrs)		3	12		\$ 402		\$ 101	\$ 503
TASK 3: Education/Outreach		33						
Preparing Materials			10		\$ 335		\$ 84	\$ 419
Postage						\$ 167		\$ 167
Printing-Graphics						\$ 250		\$ 250
TASK 4: Administration								
Invoices	8x2		16		\$ 536		\$ 134	\$ 670
Progress Reports	12X1.5		18		\$ 603		\$ 151	\$ 754
Travel Expense (Mileage/Per Diem)						\$ 1,000		\$ 1,000
		392			\$ 13,132	\$ 1,417	\$ 3,283	\$ 17,832
Clallam County Health		Inspections	Hours		Costs		OH (25%)	
TASK 1: Training/Communications								
Monthly Conference Calls (24)	24X2		48		\$ 1,800		\$ 450	\$ 2,250
Semi-Annual Meetings (2)	1x2X8		16		\$ 600		\$ 150	\$ 750
TASK 2: Inspections								
Mailing List			20		\$ 750		\$ 188	\$ 938
LSC Inspections		37	333		\$ 12,488		\$ 3,122	\$ 15,609
LSC Follow-up		18	72		\$ 2,700		\$ 675	\$ 3,375
ERP Follow-up/TA		4	16		\$ 600		\$ 150	\$ 750
TASK 3: Education/Outreach		59						
Preparing Materials			10		\$ 375		\$ 94	\$ 469
Postage						\$ 210		\$ 210
Printing-Graphics						\$ 200		\$ 200
TASK 4: Administration								
Invoices	8x2		16		\$ 600		150.00	\$ 750
Progress Reports	24X1		24		\$ 900		225.00	\$ 1,125
Mileage						\$ 800		\$ 800
		555			\$ 20,813	\$ 1,210	\$ 5,203	\$ 27,226
TOTAL GRANT					\$ 122,602	\$ 5,063	\$ 30,651	\$ 158,316

158,316