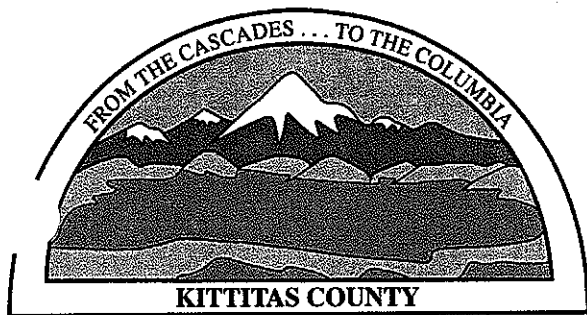


PUBLIC HEALTH DEPARTMENT

www.co.kittitas.wa.us/health/

Administration
Community Health Services
Health Promotion Services
507 N. Nanum Street, Ste 102
Ellensburg, WA 98926
Phone: (509) 962-7515
Fax: (509) 962-7581

Environmental Health
411 North Ruby Street, Ste 3
Ellensburg, WA 98926
Phone (509) 962-7698
Fax (509) 962-7052



GRANT/CONTRACT APPLICATION REVIEW FORM

Department Name/Fund and Program Number/Requesting Grant:

Kittitas County Public Health Department Fund 116

Grant/Contract File:

2007-2011 Consolidated Contract #C14952 Amendment #5

Agency Grant/Contract is with:

Washington State Department of Health (DOH)

Agency Grant/Contract due date was:

1/1/2007 – 12/31/2011

Fund Requirements of Kittitas County/Explanation: Amendment to Consolidated Contract reflects the following:

1. Exhibit A, the Statements of Work, shall be amended as follows and is attached and incorporated by this reference:

Add: Basic Food Nutrition Education Program (BFNEP) to provide nutrition education for Basic Food clients and low-income families who are interested in learning about healthy food and nutrition practices.

2. Exhibit B-5 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-4 Allocations as follows: addition of \$13,467 to FFY08 BFNEP, federal revenue code 333.10.6 for the October 1, 2007 through September 30, 2008 time period.

Matching Requirement Amount: N/A

Kittitas County Grant/Contract Application Amount: This amendment increases the contract by \$13,467 with the revised total maximum consideration not to exceed \$675,940.

Department Program Contact: Bonnie Corns
Department Fiscal Contact: Sheila Gallagher

DOCUMENT WAS SIGNED BY: Cathy Bambrick

RECOMMENDATION: Recommend that the Board of Health approve the signature of the Public Health Director on the DOH 2007-2011 Consolidated Contract #C14952 Amendment #5.

Department Head Signature: Cathy Bambrick , Director Date 9/20/07

Kittitas County Prosecutor, Auditor, and Board of Health Review and Comment:

Approved as to form
Don Anderson, DPA 9/13/07
Signature of Prosecutor's Office Date

To Protect and Promote the Health and the Environment of the People of Kittitas County

PUBLIC HEALTH
ALWAYS WORKING FOR A SAFER AND
HEALTHIER KITTITAS COUNTY

Jarri McLean 9/17/07 Budget to Amt Increase OK
Signature of Auditor's Office Date

Al Carlson 9/20/07
Signature of Board of Health Member Date

To Protect and Promote the Health and the Environment of the People of Kittitas County

PUBLIC HEALTH
ALWAYS WORKING FOR A SAFER AND
HEALTHIER KITTITAS COUNTY

KITTITAS COUNTY PUBLIC HEALTH DEPARTMENT
2007-2011 CONSOLIDATED CONTRACT
CONTRACT NUMBER: C14952 **AMENDMENT NUMBER: 5**

PURPOSE OF CHANGE: To amend this contract between the DEPARTMENT OF HEALTH hereinafter referred to as "DOH", and KITTITAS COUNTY PUBLIC HEALTH 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, is amended as follows:
 - Adds Statements of Work for the following programs:
 - Basic food Nutrition Education Program
 - Amends Statements of Work for the following programs:
 - Deletes Statements of Work for the following programs:
2. Exhibit B-5 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-4 Allocations as follows:
 - Increase of \$13,467 for a revised maximum consideration of \$675,940.
 - Decrease of \$ _____ for a revised maximum consideration of \$ _____.
 - No change in the maximum consideration of \$ _____.
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.

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

KITTITAS COUNTY PUBLIC HEALTH
DEPARTMENT

Carly Bambrick 9/20/07
(Date)

STATE OF WASHINGTON
DEPARTMENT OF HEALTH

Qu Thompson 10/8/07
(Date)

Approved as to Form:

Mark L. Anderson, DPA, for
Kittitas County Prosecuting Attorney

APPROVED AS TO FORM ONLY
Assistant Attorney General

2007-2011 CONSOLIDATED CONTRACTS
EXHIBIT A
STATEMENTS OF WORK
TABLE OF CONTENTS

DOH Program Name or Title: Basic Food Nutrition Education Program3

Exhibit A
Statement of Work
Contract Term: 2007 – 2011

Local Health Jurisdiction Name: Kittitas County Public Health Department
Contract Number: C14952

DOH Program Name or Title: Basic Food Nutrition Education Program

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> SOW Amendment # (for this program): (include the effective date of change in Task/Activity)	Type of Contractor	Type of Funds	Type of Payment
	Period of Performance: October 1, 2007 through September 30, 2008	<input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Vendor	<input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Fixed Price

SOW or Amendment Purpose: For the Basic Food Nutrition Education Program (BFNEP) provide nutrition education for Basic Food clients and low-income families who are interested in learning about healthy food and nutrition practices.

Chart of Accounts Program Name or Title	CFDA#	BARS Revenue Code	Master Index Code	Funding Period	Current Consideration	Change: (+) (-)	Total Consideration
FFY08 BFNEP	10.561	333.10.61	75433980	10/01/07 – 09/30/08	\$0	\$13,467	\$13,467
TOTALS					0	\$13,467	\$13,467

Task Number	Task/Activity Description	*May Support PHIP State and Local Standards/Measure	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	For the Basic Food Nutrition Education Program (BFNEP), the contractor will perform work as described in the BFNEP plan submitted to DOH and approved by USDA in September 2007, which is incorporated herein by reference. The activities will provide nutrition education information to increase the likelihood of Basic Food Program recipients making healthy food choices and choosing active lifestyles using the 2005 Dietary Guidelines for Americans and MyPyramid food guidance system as the foundation.		<ol style="list-style-type: none"> Prepare Quarterly Progress Reports, using the form provided by DOH, to summarize work on the following: <ul style="list-style-type: none"> Target audiences reached – project activities, settings, and demographics Key nutrition messages delivered Formative, process and outcome evaluation results to date Achievements, challenges, changes Success Stories Prepare Monthly Invoice Vouchers, using the form provided by DOH, documenting federal and local costs incurred and accompanied by an agency financial system status report supporting the costs. Submit Quarterly Progress reports and Invoice Vouchers to the BFNEP Contract Manager. 	Progress Reports due: 1 st Quarter – Due Jan. 30, 2008 2 nd Quarter – Due Apr. 30, 2008 3 rd Quarter – Due July 30, 2008 4 th Quarter – Due Oct. 30, 2008 Invoice Vouchers due: Final Invoice Voucher due 45 days after the end of the BFNEP funding period.	Payment upon receipt and approval of deliverables will not exceed \$13,467.

***For Information Only:**

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 www.doh.wa.gov/PHIP/PerfMgmt/announce.htm.

Program Specific Requirements/Narrative

Work will not begin previous to the execution of the amendment defining the USDA approved task/activity description and associated funding level. Non-compliance with quarterly report due dates may result in reduction of funding or cancellation of the agreement with BFNPEP.

Monitoring visits (frequency, type)

Contractor premises and records will be made available to DOH and USDA staff for the purposes of observing nutrition education activities and reviewing or auditing for program compliance.

Assurances/Certifications

The Local Governmental Agency or Non Governmental Agency is fiscally responsible for nutrition education activities funded with Food Stamp Program funds and is liable for repayment of unallowable costs. Nutrition education activities are conducted exclusively for the benefit of Basic Food Program participants and applicants. Waivers are approved for each project with nutrition education activities that include non-participants; however, primary beneficiaries must be Basic Food Program participants, applicants, and other low-income people. At least 50 percent of the target population must have gross incomes at or below 185 percent of poverty.

Cash or in-kind donations from non-Federal sources to the local Basic Food Nutrition Education Program (BFNEP) have not been claimed or used as a match or reimbursement under any other Federal program.

Documentation of costs, payments, and donations for approved BFNEP activities are maintained and will be available for USDA and DOH review and audit.

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

Program activities do not supplant existing nutrition education programs, and where operating in conjunction with existing programs, enhance and supplement them.

Program activities are reasonable and necessary to accomplish BFNEP objectives and goals.

Materials developed with Federal Food Stamp Program funds include the appropriate non-discrimination statement, credit provided to Basic Food Program as a funding source, and a brief message about how the Basic Food Program can help provide a healthy diet and how to apply for benefits.

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

Special Billing Requirements

Costs billed will align with the approved budget below and be supported by an agency financial system report submitted to the designated BFNEP contract manager.

<u>Category</u>	<u>Costs</u>
Salaries	9,474
Benefits	110
Contracts/Grants	16,000
Non-Capital Equipment	300
Goods and Services	3,050
Travel	592
Building/Space	33
Maintenance	0
Total Direct Costs	29,559
Indirect Costs	367

Total Costs 29,926

<u>Source of Funds</u>	
USDA	13,467
Local Match	16,459
Total	29,926

Budget Revisions

The contractor will be allowed, in a one year period, to adjust funding listed in a Category by up to 10% as long as the \$29,926 budget maximum is not exceeded, without prior approval by DOH. Any anticipated need greater than 10% in a Category of the budget must be pre-approved by DOH. To receive approval for an over expenditure greater than 10%, the contractor will submit a proposed budget revision in writing, using a Budget Revision Request form provided by DOH. Budget Revision Requests must be approved, in advance, in writing by DOH, and will require a contract amendment to be approved by both parties.

DOH Program Contact Name, Address, Email Address, Phone Number

Trish Bunsen, BFNEP Contract Manager

PO Box 47855

Olympia, WA 98504

trish.bunsen@doh.wa.gov

(360) 236-3494

Exhibit A, Statements of Work

EXHIBIT B-5
ALLOCATIONS
Contract Term: 2007-2011

Program Title	Amendment	BARS		Chart of Accounts CFDA** Funding Period	Amount	Funding	Chart of
		Revenue Code*				Period Sub Total	Accounts Total
WIC/USDA Farmers Market Admin	Amend 2	333.10.52	10.572	1/1/07-9/30/07	\$144	\$144	\$144
WIC/USDA NLS		333.10.57	10.557	1/1/07-9/30/07	\$64,380		
WIC/USDA NLS	Amend 1	333.10.57	10.557	1/1/07-9/30/07	\$1,150		
WIC/USDA NLS	Amend 4	333.10.57	10.557	1/1/07-9/30/07	\$1,100	\$66,630	
WIC/USDA NLS		333.10.57	10.557	10/1/07-9/30/08	\$85,840		
WIC/USDA NLS	Amend 4	333.10.57	10.557	10/1/07-9/30/08	\$2,220	\$88,060	
WIC/USDA NLS		333.10.57	10.557	10/1/08-12/31/08	\$21,460		
WIC/USDA NLS	Amend 4	333.10.57	10.557	10/1/08-12/31/08	\$555	\$22,015	\$176,705
WIC/USDA Breastfeeding		333.10.57	10.557	1/1/07-9/30/07	\$1,317	\$1,317	
WIC/USDA Breastfeeding		333.10.57	10.557	10/1/07-9/30/08	\$1,756	\$1,756	
WIC/USDA Breastfeeding		333.10.57	10.557	10/1/08-12/31/08	\$439	\$439	\$3,512
FFY08 BFNEP	Amend 5	333.10.61	10.561	10/1/07-9/30/08	\$13,467	\$13,467	\$13,467
EH - DRINKING WATER TA		333.66.48	66.468	1/1/07-6/30/07	\$1,000	\$1,000	
EH - DRINKING WATER TA		333.66.48	66.468	7/1/07-12/31/08	\$3,000	\$3,000	\$4,000
EH - DRINKING WATER SS		333.66.48	66.468	1/1/07-6/30/07	\$750		
EH - DRINKING WATER SS	Amend 1	333.66.48	66.468	1/1/07-6/30/07	\$750	\$1,500	
EH - DRINKING WATER SS		333.66.48	66.468	7/1/07-12/31/08	\$2,250		
EH - DRINKING WATER SS	Amend 1	333.66.48	66.468	7/1/07-12/31/08	\$1,000	\$3,250	\$4,750
AFIX IMMUN CONCON FED	Amend 1	333.92.68	93.268	1/1/07-12/31/07	\$11,425	\$11,425	
AFIX IMMUN CONCON FED	Amend 1	333.92.68	93.268	1/1/08-12/31/08	\$11,425	\$11,425	\$22,850
VFC IMMUN CONCON FED		333.92.68	93.268	1/1/07-12/31/07	\$4,925		
VFC IMMUN CONCON FED	Amend 1	333.92.68	93.268	1/1/07-12/31/07	(\$4,643)	\$282	
VFC IMMUN CONCON FED		333.92.68	93.268	1/1/08-12/31/08	\$4,925		
VFC IMMUN CONCON FED	Amend 1	333.92.68	93.268	1/1/08-12/31/08	(\$4,643)	\$282	\$564
FA317 IMMUN CONCON FED		333.92.68	93.268	1/1/07-12/31/07	\$4,533		
FA317 IMMUN CONCON FED	Amend 1	333.92.68	93.268	1/1/07-12/31/07	(\$2,593)	\$1,940	
FA317 IMMUN CONCON FED		333.92.68	93.268	1/1/08-12/31/08	\$4,533		
FA317 IMMUN CONCON FED	Amend 1	333.92.68	93.268	1/1/08-12/31/08	(\$2,593)	\$1,940	\$3,880
CDC Tobacco		333.92.83	93.283	1/1/07-6/30/07	\$2,950	\$2,950	
CDC Tobacco	Amend 2	333.92.84	94.283	1/1/07-6/30/07	\$1,890	\$1,890	
CDC Tobacco	Amend 3	333.92.84	94.283	7/1/07-6/30/08	\$5,900	\$5,900	\$10,740
PHEPR-PANDEMIC INFLUENZA		333.92.83	93.283	1/1/07-8/31/07	\$13,696		
PHEPR-PANDEMIC INFLUENZA	Amend 3	333.92.83	93.283	1/1/07-8/31/07	\$2,730	\$16,426	\$16,426
PHEPR - LHJ FUNDING		333.92.83	93.283	1/1/07-8/31/07	\$59,075		
PHEPR - LHJ FUNDING	Amend 3	333.92.83	93.283	1/1/07-8/30/07	\$16,550	\$75,625	\$75,625
OBESITY PREVENTION		333.92.83	93.283	1/1/07-6/30/07	\$25,000		
OBESITY PREVENTION	Amend 3	333.92.83	93.283	1/1/07-6/30/07	\$45,000	\$70,000	\$70,000
PHEPR-PROG E	Amend 3	333.92.83	93.583	1/1/07-8/30/07	\$730	\$730	\$730
HCCW Infant Toddler IAR		333.95.75	93.575	1/1/07-6/30/07	\$6,424	\$6,424	

EXHIBIT B-5
 ALLOCATIONS
 Contract Term: 2007-2011

Program Title	Amendment	BARS	Chart of Accounts		Amount	Funding	Chart of
		Revenue	CFDA**	Funding Period		Period	Accounts
		Code*				Sub Total	Total
HCCW Infant Toddler IAR	Amend 4	333.95.75	93.575	7/1/07-6/30/08	\$12,847	\$12,847	\$19,271
PHEPR HOSPITAL - PREP		333.98.89	93.889	1/1/07-8/31/07	\$1,340		
PHEPR HOSPITAL - PREP	Amend 3	333.98.89	93.889	1/1/07-8/31/07	\$660	\$2,000	\$2,000

Program Title	Amendment	BARS		Chart of Accounts CFDA** Funding Period	Amount	Funding	Chart of
		Revenue Code*				Period Sub Total	Accounts Total
PHBG - LHD	Amend 2	333.99.91	93.991	1/1/07-12/31/07	\$4,240	\$4,240	\$4,240
MCHBG MCH ConCon Fed		333.99.94	93.110	1/1/07-9/30/07	\$33,521	\$33,521	
MCHBG MCH ConCon Fed		333.99.94	93.110	10/1/07-9/30/08	\$44,695	\$44,695	
MCHBG MCH ConCon Fed		333.99.94	93.110	10/1/08-12/31/08	\$11,174	\$11,174	\$89,390
ODW GROUP B		334.04.91		1/1/07-6/30/07	\$4,000		
ODW GROUP B	Amend 2	334.04.91		1/1/07-6/30/07	\$1,000	\$5,000	\$5,000
Oral Health State		334.04.91		1/1/07-6/30/07	\$4,500	\$4,500	
Oral Health State		334.04.91		7/1/07-6/30/08	\$9,000	\$9,000	
Oral Health State		334.04.91		7/1/08-12/31/08	\$4,500	\$4,500	\$18,000
PHEPR - PANDEMIC INFLUENZA		334.04.91		1/1/07-6/30/07	\$6,089	\$6,089	\$6,089
Correction in amendment #1 of the reduction of \$12 (previously \$6,077)							
GFS Nutrition & Physical Activity	Amend 3	334.04.91		07/01/07-06/30/08	\$5,000	\$5,000	\$5,000
Local Capacity		334.04.92		1/1/07-6/30/07	\$22,696	\$22,696	
Local Capacity		334.04.92		7/1/07-12/31/07	\$22,696	\$22,696	\$45,392
Local Capacity HSA Partnership	Amend 3	334.04.92		5/1/07-6/30/07	\$2,900	\$2,900	\$2,900
Youth Tobacco Prevention		334.04.93		1/1/07-6/30/07	\$3,750	\$3,750	
Youth Tobacco Prevention	Amend 3	334.04.93		7/1/07-6/30/08	\$6,400	\$6,400	\$10,150
Tobacco Prevention Control Account		334.04.97		1/1/07-6/30/07	\$19,125		
Tobacco Prevention Control Account	Amend 2	334.04.97		1/1/07-6/30/07	\$890	\$20,015	
Tobacco Prevention Control Account	Amend 3	334.04.97		7/1/07-6/30/08	\$38,250	\$38,250	\$58,265
EHP - Drinking Water - SS State	Amend 4	334.04.98		1/1/07-6/30/07	\$1,500	\$1,500	
EHP - Drinking Water - SS State	Amend 4	334.04.98		7/1/07-6/30/08	\$3,250	\$3,250	\$4,750
Multi-state Learning Collaborative 2	Amend 3	334.04.98		7/1/07-12/31/07	\$2,100	\$2,100	\$2,100
					\$675,940	\$675,940	
Total consideration prior to this amendment:		\$662,473			GRAND TOTAL		\$675,940
Change in consideration in this amendment:		\$13,467			Total Fed		\$518,294
GRAND TOTAL		\$675,940			Total State		\$157,646

*Federal revenue codes begin with "333". State revenue codes begin with "334".
** Catalog of Federal Domestic Assistance