

Kittitas County  
Review Form  
Grants & Contract Agreement

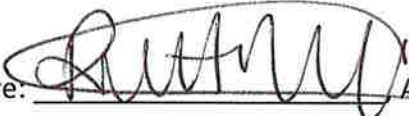


Today's Date 01/07/2014	Agenda Date
Fund/Department 116-Public Health	

**Contract/Grant Information**


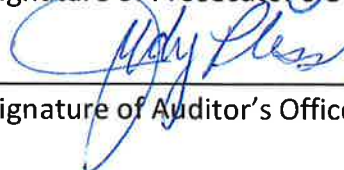
Contract /Grant Agency: Department of Ecology- Interagency Agreement between Kittitas County Public Health Department and Department of Ecology	
Period Begin Date: January 1, 2014	Period End Date: January 1, 2015
Total Grant/Contract Amount: \$25,000.00	
Grant/Contract Number: C1400161	
Contract/Grant Summary: The Interagency Agreement between Kittitas County Public Health Department and State of Washington Department of Ecology to establish an Air Quality Advisory Committee, assess the reasons for burning, educate the community in a way that resonates, and reduce the overall PM2.5 "bad air days" in Kittitas County.	

**Recommendation for Board of Health and Board of Health Review on \_\_\_\_\_**

Department Head Signature: 	Administrator Date: 2/4/14
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**Kittitas County Prosecutor, Auditor, and Board of Health Review and Comment:**

APPROVED AS TO FORM:

Signature of Prosecutor's Office	Date
	2/5/14
Signature of Auditor's Office	Date
	2/10/14
Signature of Board of Health member	Date

**Financial Information**

Total Amount \$25,000	State Funds \$	Federal Funds \$
Percentage County Funds	Matching Funds \$	CFDA#

	In-Kind \$ Explain
Is Equipment being purchased? No	Who owns equipment?
New Personnel being hired? No	Contact HR hiring – reporting requirements
Future impacts or liability to Kittitas County:	

### Budget Information

Budget Amendment Needed?	Yes <input checked="" type="checkbox"/> attach budget form	No <input type="checkbox"/> Why not
New Division Created? No		
Revenue Code		
116-615.08.04.346.24 – Air Quality.DOE Fee for Service		
334.03.10.3 - DOE Air Quality		

### Pass Through Information

Agency to Pass Through	
Amount to Pass Through	\$
Sub-Contract Approved	Date:

### Prosecutor Review

Has the Prosecutor reviewed this agreement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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### County Departments Impacted

Auditor	Facilities Maintenance
Information Services	Human Resource
Prosecutor	Treasurer

### Submitted

Signature:	Date:
Department:	

### Assignment of Tracking Information

Auditor's Office	
Human Resource	
Prosecutor's Office	
Who Signed the grant application	

Reviewer	Date
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**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF KITTITAS  
STATE OF WASHINGTON**

**RESOLUTION TO AUTHORIZE EXECUTION OF INTERAGENCY AGREEMENT BETWEEN  
THE WASHINGTON STATE DEPARTMENT OF ECOLOGY AND  
THE KITTITAS COUNTY PUBLIC HEALTH DEPARTMENT**

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**RESOLUTION No. 2014 - \_\_\_\_\_**

**WHEREAS**, RCW 39.34, the Interlocal Cooperation Act, provides the capability for public agencies to cooperate by providing services and facilities for mutual advantage; and

**WHEREAS**, Kittitas County, through the Kittitas County Public Health Department, is charged with the preservation, promotion, and improvement of health in the county; and

**WHEREAS**, The Washington State Department of Ecology wishes to collaborate with the Kittitas County Public Health Department for a project of mutual benefit; and

**WHEREAS**, The Kittitas County Public Health Department and the Washington State Department of Ecology have a mutual interest in establishing an Air Quality Advisory Committee, assess the reasons for burning, educate the community, reduce overall PM 2.5 "bad air days" in Kittitas County, and for other purposes set forth in the Interlocal Agreement; and

**WHEREAS**, All parties have agreed to enter into such an agreement under the terms and conditions of the Interlocal Agreement shown on and attached hereto; and

**WHEREAS**, the Board of County Commissioners authorized the execution of this Interagency Agreement by action taken at a regular meeting; and

**NOW THEREFORE, BE IT HEREBY RESOLVED** that the Board of County Commissioners of Kittitas County, Washington authorizes the Director of the Kittitas County Public Health Department to execute the Interagency Agreement with the Washington State Department of Ecology that is attached hereto, and incorporated herein by this reference.

**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ 2014.

**BOARD OF COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

\_\_\_\_\_  
Paul Jewell, Chairman

ATTEST:  
CLERK OF THE BOARD

\_\_\_\_\_  
Gary Berndt, Vice-Chairman

\_\_\_\_\_  
Julie A. Kjorsvik

\_\_\_\_\_  
Obie O'Brien, Commissioner

## Request for Budget Amendment

Date: January 7, 2014

Amendment # 04

Department Use

Department: Public Health

Amount of Requested Budget Amendment

**\$25,000**

Whole dollars only

### Reason for budget amendment:

2014 grants awarded not previously budgeted for

**Expenditures:** Indicate by budget codes in detail the type of expenses that will be associated with this budget amendment request: (salaries, benefits, supplies, capital outlay, etc)

615080451001 - \$10,999  
615080452001 - \$4,289  
615080450098 - \$4,317  
615080453115 - \$665  
615080454101 - \$4,630  
615080454906 - \$100

**Revenue:** Indicate by budget codes in detail the type of revenue that will be funding the above budget amendment request: (grants, fees, etc)

615080434624 - \$25,000

Authorized Signature \_\_\_\_\_

Approved by Board of County Commissioners: \_\_\_\_\_

Date \_\_\_\_\_

Date scheduled for amendment: \_\_\_\_\_  
(To be completed by Auditor)



DEPARTMENT OF  
**ECOLOGY**  
State of Washington

**IAA No. C1400161**  
**INTERAGENCY AGREEMENT (IAA)**

**BETWEEN KITTITAS COUNTY PUBLIC HEALTH DEPARTMENT and**  
**THE STATE OF WASHINGTON, DEPARTMENT OF ECOLOGY**

THIS INTERAGENCY AGREEMENT is made and entered into by and between the STATE OF WASHINGTON, DEPARTMENT OF ECOLOGY, hereinafter referred to as "ECOLOGY," and the KITTITAS COUNTY PUBLIC HEALTH DEPARTMENT hereinafter referred to as "KCPHD," pursuant to the authority granted by Chapter 39.34 RCW.

**THE PURPOSE OF THIS AGREEMENT** is to establish an Air Quality Advisory Committee (AQAC), assess the reasons for burning, educate the community in a way that resonates, and reduce the overall PM2.5 "bad air days" in Kittitas County. KCPHD proposes to complete a wood stove inventory, a community survey, and a qualitative assessment to determine the current situation regarding burning and air quality. KCPHD will use the information produced in the assessment, the feedback provided by the AQAC, and research into best practices to develop and implement a plan for outreach and education to reduce PM2.5 in Kittitas County.

**THEREFORE, IT IS MUTUALLY AGREED THAT:**

**1. STATEMENT OF WORK**

KCPHD 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 Appendix A, attached hereto and incorporated herein.

**2. PERIOD OF PERFORMANCE**

Subject to its other provisions, the period of performance of this IAA shall commence on **January 1, 2014**, or date of execution, whichever comes later, and be completed by **January 1, 2015**, unless terminated sooner as provided herein.

**3. PERFORMANCE REPORTING**

KCPHD shall submit progress reports to ECOLOGY on a quarterly basis. Quarterly reports shall cover the periods January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31. Reports shall be due within thirty days following the end of the quarter being reported.

#### **4. PAYMENT**

Compensation for the work provided in accordance with this IAA has been established under the terms of RCW 39.34.130 and in accordance with Governor's Executive Order 10-07. This is a performance-based contract, in which payment is based on the successful completion of expected deliverables. The parties have determined that the cost of accomplishing the work herein will not exceed **\$25,000**. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree to a higher amount. Compensation for services shall be based on the terms set forth in accordance with the tasks listed in Appendix A, Statement of Work and Budget, which is attached hereto and incorporated herein. ECOLOGY will not make payment until it has reviewed and accepted the completed work.

#### **5. BILLING PROCEDURE**

KCPHD shall submit invoices to ECOLOGY for payment. All invoices are to be delivered to the attention of Carrol Johnston, at the following address: Department of Ecology, Air Quality Program, PO Box 47600, Olympia, WA 98504-7600.

Invoices may be submitted on a monthly basis or at the completion of the work.

Each invoice shall reference the Agreement (IAA) number and clearly identify the items related to performance under this agreement. All expenses invoiced shall be supported with copies of invoices paid. 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. Payment will be within 30 days of receipt of properly completed invoice.

Payment for approved and completed work will be issued through Washington State's Department of Enterprise Services Statewide Payee Desk. To receive payment you must register as a state-wide vendor by submitting a state-wide vendor registration form and an IRS W-9 form at website, <http://www.des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>. If you have questions about the vendor registration process you can contact DES at the Payee Help Desk at (360) 407-8180 or email [payeehelpdesk@des.wa.gov](mailto:payeehelpdesk@des.wa.gov).

#### **6. 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.

#### **7. SUBCONTRACTORS**

KCPHD agrees to take complete responsibility for all actions of any Subcontractor used for the performances under this agreement.

Prior to performance KCPHD shall identify subcontractor(s) who will perform services in fulfillment of agreement requirements, including their name, the nature of services to be performed, address, telephone, WA State Department of Revenue Registration Tax number (UBI), federal tax identification number (TIN), and anticipated dollar value of each subcontract:

#### **8. 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.

## **9. 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.

## **10. FUNDING AVAILABILITY**

ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to completion or expiration date of this agreement, ECOLOGY, at its sole discretion, may elect to terminate the agreement, in whole or part, for convenience or to renegotiate the agreement subject to new funding limitations and conditions. ECOLOGY may also elect to suspend performance of the agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification restrictions.

## **11. GOVERNING LAW AND VENUE**

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. This Agreement 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.

## **12. 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.

## **13. ORDER OF PRECEDENCE**

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 Federal and State of Washington statutes, regulations and rules.
- b. Mutually agreed written amendments to this Contract.
- c. Statement of Work and Budget.
- d. Any other provisions of the Agreement, including materials incorporated by reference.

## **14. RECORDS MAINTENANCE**

The parties to this Agreement shall each maintain books, records, documents and other evidence that 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.

#### **15. 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 state of Washington. Data shall include, but not be limited to, 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.

Both Ecology and KCPHD may use these materials, and permit others to use them, for any purpose consistent with their respective missions as agencies of the State of Washington. Material which KCPHD provides and uses to perform this agreement but which not created for or paid for by Ecology shall be owned by KCPHD or such other party as determined by Copyright Law and/or KCPHD's internal policies.

#### **16. 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.

#### **17. 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.

#### **18. TERMINATION FOR CONVENIENCE**

Either party may terminate this Agreement upon thirty (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

#### **19. 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.



## 20. AGREEMENT 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 Agreement.

The ECOLOGY Representative is:	The KCPHD Representative is:
Susan Billings Washington State Department of Ecology Central Regional Office Air Quality Section Supervisor 15 W Yakima Ave, Suite 200 Yakima, WA 98902  Phone: (509)575-2486 Email: SBIL461@ecy.wa.gov Fax: (509)575-2809	Holly Myers Kittitas County Public Health Department Environmental Health Supervisor 507 N Nanum St. Suite 102 Ellensburg, WA 98926  Phone: (509)962-7005 Email: holly.myers@co.kittitas.wa.us Fax: (509)962-7581

## 21. 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.

The signatories to this Agreement represent that they have the authority to bind their respective organizations to this Agreement.

**IN WITNESS WHEREOF**, the parties have executed this Agreement.

**State of Washington  
Department of Ecology**

**Kittitas County Public Health  
Department**

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name:

\_\_\_\_\_  
Print Name:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Title:

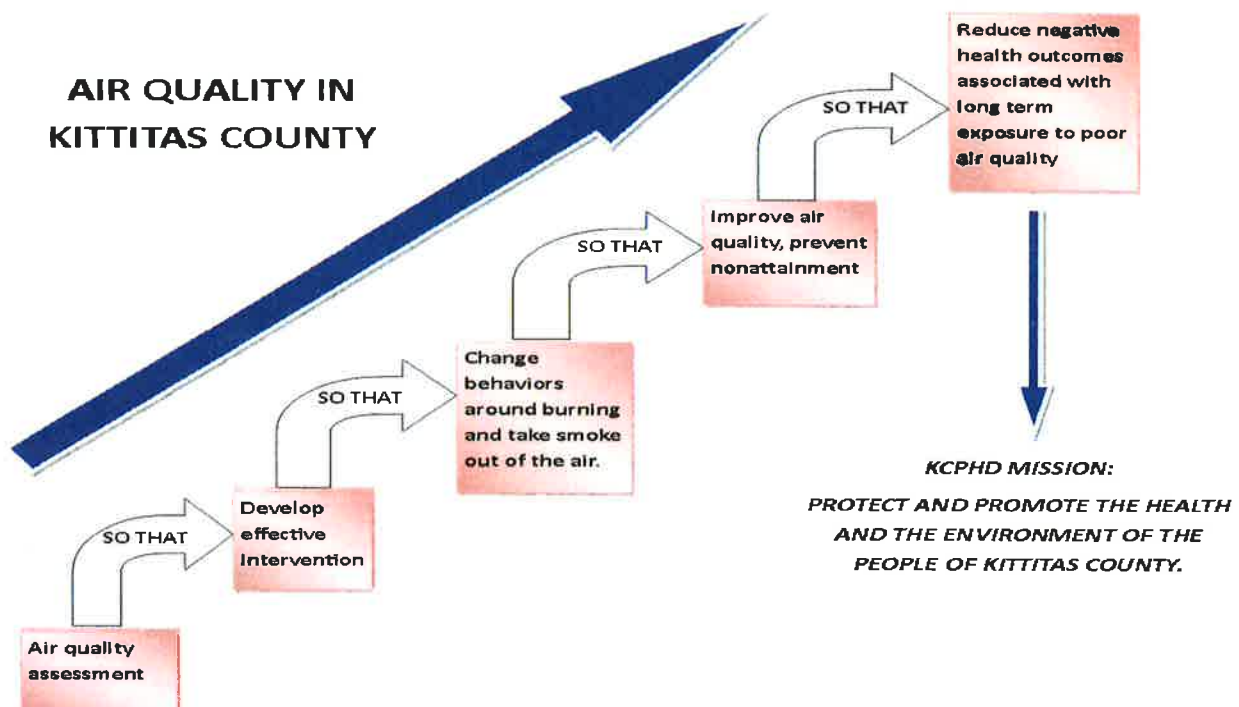
Approved as to form:  
Attorney General's Office

## APPENDIX A

### STATEMENT OF WORK AND BUDGET

- A. Project Title: Assessing Burning in Kittitas County and Reducing PM2.5
- B. Project Coordinator: Holly Myers, Environmental Health Supervisor, Kittitas County Public Health Department, 507 N. Nanum St. Suite #102, Ellensburg, WA 98926, (509) 962-7515, holly.myers@co.kittitas.wa.us
- C. Tax Identification Number: 91-6001349
- D. Proposal Summary:

KCPHD's mission is to protect and promote the health and the environment of the people of Kittitas County. Health impacts from poor air quality in Kittitas County are a concern that falls within that mission. As part of this proposal, KCPHD is seeking to establish an Air Quality Advisory Committee (AQAC), assess patterns of, reasons for, and attitudes about burning, educate the community in a way that resonates, and reduce the overall PM2.5 "bad air days" in Kittitas County. KCPHD proposes to complete a wood stove inventory, a community survey, and a qualitative assessment to determine the current situation regarding burning and air quality. KCPHD will use the information produced in the assessment, the feedback provided by the AQAC, and research into best practices to develop and implement a plan for outreach and education to reduce PM2.5 in Kittitas County. KCPHD has the staff capacity and experience to lead the AQAC and coordinate the project together with our partners. Many of our partnerships are already established, and staff has experience building community around an issue such as air quality. The logic model below demonstrates how our proposal can lead to improved health outcomes from better air quality.



E. Background:

Kittitas County lies along the East slopes of the Cascade Mountain Range. The geography of the county results in long periods of high pressure and air inversions where any smoke emitted into the atmosphere stays in the lower atmosphere until changing conditions clean out the valley. Air quality data from ECOLOGY indicate Ellensburg has one of the highest levels of PM<sub>2.5</sub> in Washington State during winter home-heating season. Ellensburg has been identified by ECOLOGY and the State legislature as a vulnerable community for PM<sub>2.5</sub>. Over the past few years, fine particle air pollution in the Ellensburg area has reached unhealthy levels several times. This is a concern not only for health reasons, but also because higher levels of fine particles could cause the Ellensburg area to violate the federal health-based air quality standard.

KCPHD has evaluated air monitoring data from ECOLOGY's air monitoring station in Ellensburg, Washington since at least 1999 as an environmental health indicator. In the 2012 Kittitas County Community Health Assessment, poor air quality was identified as an area of concern by a group of key community partners that were gathered to identify and bring focus to concerns affecting the health of the local community. In this assessment, it was also noted that Kittitas County has a significantly higher mortality rate for influenza and pneumonia compared to Washington State as a whole. This statistic draws concern regarding respiratory impacts related to poor air quality.

Currently, KCPHD does not have any funding dedicated to air quality awareness or improvement. When poor air quality conditions exist due to wildfire smoke or air inversions, KCPHD monitors the air quality and sends out multiple media releases and works with local partners such as health care, schools, and daycares to reduce exposure to poor air. KCPHD also participates in the county's Emergency Operations Center, providing emergency personnel with information about current air quality conditions during wildfire events. KCPHD also receives information from ECOLOGY during air inversions, which are distributed to partners throughout the community. Kittitas County Solid Waste posts air quality messages on a public message board at the transfer station.

F. Partnerships:

- Kittitas County Public Health Department (KCPHD) will be the lead agency responsible for facilitating the Air Quality Advisory Committee (AQAC), completing assessments, and creating the outreach and education plan for Kittitas County.
- Washington State Department of Ecology (ECOLOGY) will participate in the AQAC and provide technical assistance to KCPHD as needed.
- Kittitas Valley Fire & Rescue will assist KCPHD by participating in the AQAC, contributing feedback to curriculum development and providing air quality county specific data upon request.
- Kittitas County Fire Marshall will assist KCPHD by participating in the AQAC and contributing to the development of the air quality outreach and education program.
- Kittitas County Solid Waste will assist KCPHD in the assessment process by helping to reach key demographic population. They will also participate in the AQAC and curriculum development.
- HopeSource will assist KCPHD by providing staff to assist with assessment development and implementation. They will also participate in the AQAC and curriculum development.
- Other Partners: KCPHD plans to reach out to other community partners to join the AQAC and/or provide assistance with the project. Examples include: Ellensburg Public Library, Central Washington University, Kittitas Valley Community Hospital, Washington State Department of Health, local woodstove retailers, etc.

## G. Project Work Plan

**Goal 1: Assess current practices, beliefs, attitudes, habits, and culture around air quality and burning in Kittitas County with input and feedback from the Air Quality Advisory Council.**

**Objective A:** By January 31, 2014, KCPHD will convene at least five community partners to form an Air Quality Advisory Committee.

Activities	Deadline	Deliverable	Lead Staff
Identify and engage key groups that need to be involved and ensure representation at the table	January 15, 2014	Meeting Minutes	Holly Myers, Environmental Health Supervisor
Construct a consistent meeting schedule	January 31, 2014	Meeting Minutes Set Schedule	Holly Myers, Environmental Health Supervisor
Once the group has convened, create a charter and mission	February 15, 2014	Meeting Minutes Completed Charter Mission	Holly Myers, Environmental Health Supervisor
Identify group's goals and create 2014 action plan that will be aligned with KCPHD goals.	February 15, 2014	Meeting Minutes Action Plan	Holly Myers, Environmental Health Supervisor

**Objective B:** By May 31, 2014, KCPHD will conduct an inventory of the number of local wood burning households and catalogue wood burning behaviors in Kittitas County.

Activities	Deadline	Deliverable	Lead Staff
Determine data gathering methods and plan for implementation	February 28, 2014	Written plan/meeting notes	Amy Fuller, Assessment Coordinator
Implement data gathering process	April 30, 2014	Data collected from the public	Amy Fuller, Assessment Coordinator
Analyze data	May 31, 2014	Assessment report	Amy Fuller, Assessment Coordinator
Create report on findings	June 30, 2014	Assessment report	Amy Fuller, Assessment Coordinator
Share report with AQAC	June 30, 2014	Meeting minutes	Amy Fuller, Assessment Coordinator

**Objective C:** By May 31, 2014, KCPHD will conduct a community survey, sampling at least 2% of the county population.

Activities	Deadline	Deliverable	Lead Staff
KCPHD assessment will identify or create a survey tool	February 28, 2014	Final survey tool(s)	Amy Fuller, Assessment Coordinator
Create a plan for polling relevant population and survey distribution	February 28, 2014	Written plan/meeting notes	Amy Fuller, Assessment Coordinator
Implement data gathering plan	April 30, 2014	Data collected from the public	Amy Fuller, Assessment Coordinator
Analyze data	May 30, 2014	Assessment report	Amy Fuller, Assessment Coordinator
Create report on findings	June 30, 2014	Assessment report	Amy Fuller, Assessment Coordinator
Share report with AQAC	June 30, 2014	Meeting minutes	Amy Fuller, Assessment Coordinator

<b>Objective D:</b> By May 31, 2014, KCPHD will collect qualitative information from at least 10 individuals in Kittitas County.			
<b>Activities</b>	<b>Timeline</b>	<b>Deliverable</b>	<b>Lead Staff</b>
KCPHD will research and determine qualitative methods	February 28, 2014	Method plan	Amy Fuller, Assessment Coordinator
Create a plan to implement the qualitative method	February 28, 2014	Written plan/meeting notes	Amy Fuller, Assessment Coordinator
Implement data gathering plan	April 30, 2014	Data collected from the public	Amy Fuller, Assessment Coordinator
Create report on findings	June 30, 2014	Assessment report	Amy Fuller, Assessment Coordinator
Share report with AQAC	June 30, 2014	Meeting minutes	Amy Fuller, Assessment Coordinator
<b>Goal 2: Utilize assessment results and known evidence-based or best practices to develop and implement an education and outreach plan to reduce PM 2.5 in Ellensburg with input and feedback from the Air Quality Advisory Council.</b> <b>Objective A:</b> By August 15, 2014, KCPHD will develop and implement an outreach and education action plan which will include at least three different activities.			
<b>Activities</b>	<b>Deadline</b>	<b>Deliverable</b>	<b>Lead Staff</b>
Review assessments and determine air quality issues that will be most relevant to Kittitas Community	June 30, 2014	Meeting Minutes Clearly identified issues	Holly Myers, Environmental Health Supervisor
Identify/create steps that Kittitas County residents can take to address the defined problem.	June 30, 2014	Air Quality Public Health Outreach and Education Curriculum	Holly Myers, Environmental Health Supervisor
Create the curriculum containing a clear definition of the air quality problem	July 31, 2014	Air Quality Public Health Outreach and Education Curriculum	Holly Myers, Environmental Health Supervisor
Curriculum will include a clear definition of the solution and the actions that citizens are being asked to perform to support this solution.	August 15, 2014	Air Quality Public health Outreach and Education Curriculum	Holly Myers, Environmental Health Supervisor
Curriculum will address viability of the solution as well as explaining why the proposed solution will lead to cleaner fires and cleaner air.	August 15, 2014	Air Quality Public health Outreach and Education Curriculum	Holly Myers, Environmental Health Supervisor
Design outreach plan to ensure maximum numbers of target population are reached	September 15, 2014	Outreach Plan	Holly Myers, Environmental Health Supervisor
Design evaluation plan	September 15, 2014	Evaluation plan and monitoring tool	Amy Fuller, Assessment Coordinator
Implement curriculum	December 31, 2014	Progress reports	Community Health Specialist
Evaluate project	December 31, 2014	Final evaluation report	Amy Fuller, Assessment Coordinator

H. Project Staffing:

- a. Robin Read, Public Health Administrator—Ms. Read has worked and studied in the field of public health for ten years. This experience includes project management and health assessments. She will provide high-level oversight for the project and technical assistance and review with the assessment.
- b. Holly Myers, Environmental Health Supervisor—Ms. Myers has worked in the environmental health field for 13 years, including working with the Air Quality division of Ecology. She will be responsible for convening and leading the AQAC and overseeing the project.
- c. Amy Fuller, Assessment Coordinator—Ms. Fuller has 7 years of combined experience working in public health and education. She also has experience conducting assessments and program evaluations. Ms. Fuller will be the lead staff on the assessment goal and objective areas.
- d. Erin Moore, Environmental Health Technician—Ms. Moore has five years of experience working with environmental public health. She will provide support for the project on an as needed basis.
- e. Kasey Knutson, Community Health Specialist—Ms. Knutson has five years of experience working in public health and education. She currently also serves as KCPHD's public information officer. She will provide support with information sharing with the public and media outlets.
- f. Community Health Specialist—KCPHD's Community Health Specialists have backgrounds and education in public health and will be responsible for implementing the outreach and education goal of this project.

I. Budget:

<b>Staff Salaries</b>	<b>Amount</b>	<b>Description</b>
Holly Myers, Environmental Health Supervisor	\$ 2,885.00	100 hours (2 hrs/week), project oversight, staff supervision, advisory committee lead
Amy Fuller, Assessment Coordinator	\$ 3,926.47	200 hours (4 hrs/week), assessment lead
Erin Moore, Environmental Health Technician	\$ 859.86	50 hours (1 hrs/week), support
Kasey Knutson, Community Health Specialist II	\$ 496.49	25 hours (.5 hrs/week), public information officer support
Community Health Specialist I	\$ 2,830.50	150 hours (3 hrs/week), implementation lead
<b>TOTAL SALARIES</b>	<b>\$ 10,998.32</b>	525 hours (10.5 hrs/week)
<b>BENEFITS</b>	<b>\$ 4,289.35</b>	39% of salaries (average benefit rate, actual amount would be billed)
<b>INDIRECT COSTS</b>	<b>\$ 4,316.84</b>	39.25% of salaries (budgeted per 2013 federally approved indirect cost allocation plan, actual percentage may be different in 2014)

**Other expenses**

Assessment participant drawing & compensation	\$ 500.00	Ex: Gift cards, moisture meters
Presentation and assessment report materials	\$ 165.49	Report covers, paper, printing
Event entry fees	\$ 100.00	Ex: E3 event, health fair, community connect day, etc.
Staff assistance from Kittitas County Solid Waste	\$ 1,400.00	40 hours, \$35/hour, assistance with survey distribution
Staff assistance from HopeSource	\$ 3,230.00	85 hours, \$38/hour, assistance with survey development, survey distribution, and data collection
<b>TOTAL NON PAYROLL</b>	<b>\$ 5,395.49</b>	

**TOTAL REQUEST \$ 25,000.00**

<b>In Kind Contributions</b>	<b>Approx. Value</b>	<b>Description</b>
Alisa Spieckerman, CDC Associate	\$ 3,500.00	100 hours (2 hrs/week) support for project assessment and implementation, \$35/hour
Advisory Committee Members	\$ 4,200.00	120 hours (2 hrs/month x 12 months=24 hours x 5 people), \$35/hour
	<b>\$ 7,700.00</b>	