

CHEHALIS CITY COUNCIL AGENDA
 CITY HALL
 350 N MARKET BOULEVARD, CHEHALIS, WA 98532

Terry F. Harris, District 1, Mayor Pro Tem Daryl J. Lund, District 2 Dr. Isaac S. Pope, District 4	Dennis L. Dawes, Position at Large Mayor	Anthony E. Ketchum Sr., District 3 Chad E. Taylor, Position at Large Bob Spahr, Position at Large
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Regular Meeting of Monday, June 8, 2015

5:00 p.m.

ITEM	ADMINISTRATION RECOMMENDATION	PAGE
1. <u>Call to Order.</u> (Mayor)		
2. <u>Pledge of Allegiance.</u> (Mayor)		

CITIZENS BUSINESS		
This is an opportunity for members of the audience to address the council on matters not listed elsewhere on the agenda. Speaker identification forms are available at the door and may be given to the city clerk prior to the beginning of the meeting.		

PROCLAMATIONS / PRESENTATIONS		
3. <u>Proclamation – W.F. West Bearcats Girls Fastpitch Team - 2A State Champions.</u> (Mayor)	---	

CONSENT CALENDAR		
4. <u>Minutes of the Regular Meeting of May 26, 2015.</u> (City Clerk)	APPROVE	1
5. <u>Vouchers and Transfers.</u> (Finance Manager)	APPROVE	5
6. <u>Authorize City Manager to Execute Grant Agreement between the City and the Washington State Department of Health to Conduct Feasibility Study on Options to Consolidate Small Water Systems on Hamilton Road, not to exceed \$30,000.</u> (City Manager, Public Works Director, Water Superintendent)	AUTHORIZE CITY MANAGER TO EXECUTE GRANT AGREEMENT	7

ADMINISTRATION AND CITY COUNCIL REPORTS		
7. <u>Administration Reports.</u>		
a. Report on 2015 street oiling program/crack sealing locations. (Street/Stormwater Superintendent)	INFORMATION ONLY	50
b. Update on research for panhandling ordinance. (Police Chief)	COUNCIL DIRECTION REQUESTED	
c. Parking on 2 nd Street. (Police Chief)	INFORMATION ONLY	
8. <u>Council Reports.</u>		
a. Councilor reports. (City Council)	INFORMATION ONLY	
b. Council committee reports. (City Council)	INFORMATION ONLY	

NEW BUSINESS		
9. <u>Resolution No. 5-2015, First and Final Reading – Adopting the 2016-2021 Six-Year Transportation Improvement Plan.</u> (City Manager, Public Works Director, Street Superintendent)	ADOPT	51
10. <u>EMS Levy Proposal for November 3 General Election Ballot.</u> (City Manager, Fire Chief)	SET DATE AND TIME FOR PUBLIC HEARING AND DIRECT THE ADMINISTRATION TO PREPARE RESOLUTION	54

THE CITY COUNCIL MAY ADD AND TAKE ACTION ON
OTHER ITEMS NOT LISTED ON THIS AGENDA

NEXT REGULAR CITY COUNCIL MEETING WILL BE ON MONDAY, JUNE 22, 2015

May 26, 2015

The Chehalis city council met in regular session on Tuesday, May 26, 2015, in the Chehalis city hall. Mayor Dawes called the meeting to order at 4:15 p.m. with the following council members present: Terry Harris, Dr. Isaac Pope, Bob Spahr, Daryl Lund, Chad Taylor, and Tony Ketchum. Staff present included: Merlin MacReynold, City Manager; and Judy Schave, City Clerk.

1. **Executive Session.** Mayor Dawes announced the council would be in executive session pursuant to RCW 42.30.110(1)(g) – review performance of a public employee for approximately 15 minutes and there would be no decision following conclusion of the executive session.

Mayor Dawes closed the executive session at 4:36 p.m. and immediately opened the work session.

2. **Work Session – Open Government Training.** Mayor Dawes announced the council would be receiving training on the Open Public Meetings Act. Additional staff included: Bill Hillier, City Attorney.

Mayor Dawes closed the work session at 4:55 p.m. and announced the council would take a short recess before opening the regular meeting at 5:00 p.m. Additional staff included: Glenn Schaffer, Police Chief; Ken Cardinale, Fire Chief; Dennis Osborn, Community Development Director; Judy Pectol, Finance Manager; Peggy Hammer, Human Resources Administrator; Dale McBeth, Municipal Court Judge; Becky Fox, Court Administrator; Rick Sahlin, Public Works Director; and Don Schmitt Street/Stormwater Superintendent. Members of the media included Sharyn Decker from *Lewis County Sirens*.

3. **Lewis County Tourism Update.** Lewis County Commissioner Edna Fund provided a brief update on the county's new Facebook page, "Discover Lewis County." She noted so far they've had over 500 Likes, 345 Shares, and the opportunity for 26,000 others to see it. Commissioner Fund reported the county's IT staff also created a new website that will be launched in about two weeks.

4. **Swearing-in of Fire Chief Ken Cardinale.** Municipal Court Judge Dale McBeth swore in Fire Chief Ken Cardinale. After taking the oath, Chief Cardinale introduced his wife Beth who came forward and pinned his badge on.

5. **Recognition of Former Chehalis Planning Commission Member Jim Ward.** Community Development Director Dennis Osborn presented Jim Ward with a plaque in recognition of 23 years of service on the Chehalis Planning Commission. Mayor Dawes thanked Mr. Ward for the donation of his time over the last 23 years and wished him the best in retirement.

6. **Introduction of Consultant for the Recreation Park Improvement Project.** Mr. Osborn introduced Tom Skillings of Skillings Connolly, Inc. He noted Mr. Skillings' firm was selected to provide management services for the Recreation Park improvement project.

Mr. Skillings stated it was a very exciting project and they looked forward to coming up with some good solutions for the park. He introduced Jerry Smith as the project manager.

7. **Public Hearing on the 2016-2021 Six-Year Transportation Improvement Program.** Public Works Director Rick Sahlin stated the agenda report included a list of projects that the city will attempt to get grant funding for. He noted projects that receive funding from state or federal sources are required to be identified on the city's local Transportation Improvement Program and once funding is received, they are placed on the Statewide Transportation Improvement Program.

Mayor Dawes closed the regular meeting at 5:13 p.m. and opened the public hearing.

There being no public comment, Mayor Dawes closed the public hearing and reopened the regular meeting at 5:14 p.m.

City Manager MacReynold asked Mr. Sahlin to talk briefly about the history of trying to get funding to do improvements on National Avenue.

Mr. Sahlin reported National Avenue has been on the list of streets the city would like to improve for a number of years. He noted they've applied for funding numerous times, but have been unsuccessful at getting any grants.

May 26, 2015

Mr. Sahlin reported National Avenue is not in bad enough shape to qualify for an overlay project through the Transportation Improvement Board (TIB). He noted, a few years ago, a representative from TIB looked at our streets and we were able to get a grant for Chehalis Avenue, which at that time was the best street the city had to qualify for that type of funding.

Mr. Sahlin reported the city has applied for safety grants, but apparently things have to be pretty bad in order to qualify. He noted Street Superintendent Don Schmitt was breaking the project up into smaller segments, but didn't know if that would help to get any grant funding.

Mayor Dawes stated there are probably a number of citizens who would argue the point that National Avenue is in good shape. He noted it's got some problems and yet when we try to answer the constituents' complaints and do things to smooth it out, it sets it back further in getting a long-term solution. Mayor Dawes stated, "It's very frustrating."

Councilor Lund stated if we keep letting it get worse it might score high enough to receive grant funding.

Mr. Sahlin reported that was possible, adding it looks really bad driving from Centralia to Chehalis because of the improvements Centralia made. He reported the money Centralia used for the Gold Street project was money Chehalis gave up for the Chamber Way project.

8. **Consent Calendar.** Councilor Spahr moved to approve the consent calendar comprised of the following:

- a. Minutes of the regular meeting of May 11, 2015;
- b. Claim Vouchers No. 112446-112587 and Electronic Funds Transfer No. 42015 in the amount of \$370,501.12 dated May 15, 2015;
- c. Confirm City Manager's appointment of Dave Herzog to a new six-year term on the Civil Service Commission with an expiration date of June 1, 2021; and
- d. Accept the Gail and Carolyn Shaw Aquatics Center as complete and release the retainage in the amount of \$99,989.40 to Schwiesow Construction, Inc.

The motion was seconded by Councilor Lund and carried unanimously.

9. **Administration Reports.**

a. **April Financial Report.** Finance Manager Judy Pectol reported the general fund property taxes looked low at this time; however, the city did receive \$617,000 in May, which will put it back on track with what is budgeted. She noted the sales tax revenue is higher than it was last year at this time, but still lower than where she would like it to be. Ms. Pectol reported the city received its first donation of the year, adding she was happy to get that. She reminded the council that a large portion of the miscellaneous revenue received to date was for insurance recoveries for the police and fire departments and reimbursement for demolishing the house at 628 NW West Street.

Ms. Pectol reported on the general fund expenditures, noting she believed they would even out by the end of the year. She indicated there would be some changes on how the contra expenses are recorded, adding she's currently working on a cost allocation plan.

Ms. Pectol reported the water and wastewater utility revenues are lower than anticipated due to lower usage by commercial utility customers.

b. **Update on the Chehalis River Basin Flood Authority.** City Representative Julie Balmelli-Powe reported there isn't much happening with the Chehalis River Basin Flood Authority at this time, adding they're still waiting for the budget to pass. She noted there was an initial budget request for \$30 million for projects, including the permitting for the water retention structure, but recently heard it was bumped to up \$50 million.

May 26, 2015

Ms. Balmelli-Powe reported the Dillenbaugh Creek project didn't make the cut this year, but with the increased budget amount, if approved, they're hoping they can get something going on that.

Ms. Balmelli-Powe reported they're doing a lot of outreach to get projects done. She stated for more information on the various projects people can visit the Chehalis River Basin Flood Authority website. Ms. Balmelli-Powe reported they also have a place now for residents to enter in their email address to get early warning alerts regarding flooding in their area.

Mayor Dawes thanked Ms. Balmelli-Powe for continuing to serve on the Flood Authority on behalf of the council, adding he appreciated it very much.

Mr. Osborn provided a map showing what the 2007 flood event looked like in relation to the 2006 Federal Emergency Management Administration (FEMA) flood insurance rate map, noting there really wasn't a whole lot of difference between the two.

Ms. Balmelli-Powe reported the Flood Authority would like to come up with some basin-wide guidelines, so there's no finger-pointing. She noted by putting the FEMA map and the flood of record on the same map they can use it basin-wide to establish regulations. Ms. Balmelli-Powe noted this was only in regards to the floodplain, not the floodway.

10. Council Reports.

a. **Update From Councilor Taylor.** Councilor Taylor reported panhandling seems to be getting worse in Chehalis and asked if the council would support having City Manager MacReynold research the ordinance passed by the city of Centralia to see if Chehalis could do something similar. He noted several people in the community have asked him to bring it up.

The council supported the request.

b. **Update From Councilor Lund.** Councilor Lund provided a brief update on the recent activities of the Tacoma Rail Work Group. He noted the Lewis County Commissioners will be considering a contract with the consultant selected by the group to do a feasibility study and business plan, to determine if a portion of the Tacoma rail line between Chehalis and Maytown is worth purchasing.

c. **Update From Mayor Dawes.** Mayor Dawes reported he stood in for Councilor Taylor at the Lewis County Traffic Coalition meeting on May 18, adding they're doing a lot of work on the Regional Transportation Plan. He also attended a Business After Hours event at the Holiday Inn Express.

d. **Appoint 2015 Association of Washington Cities (AWC) Voting Representative.** City Manager MacReynold reported the council was copied on a letter received from AWC, noting they're requesting the council select a voting delegate to represent the city. City Manager MacReynold believed Mayor Dawes was the only one signed up to attend the annual conference at this time. The council agreed that Mayor Dawes should be the city's representative.

11. **Executive Session.** Mayor Dawes closed the regular meeting at 5:29 p.m. and announced the council would be in executive session pursuant to RCW 42.30.110(1)(c) – lease or sale of real estate, and would continue discussion under RCW 42.30. 42.30.110(1)(g) – review performance of a public employee for approximately 30 minutes and there would be no decision following conclusion of the executive session.

Mayor Dawes closed the executive session at 6:28 p.m. and there being no further business to come before the council, the meeting adjourned immediately.

Mayor

Attest:

City Clerk

May 26, 2015

SUGGESTED MOTION

I move that the council approve the minutes of the regular city council meeting of May 26, 2015.

CITY OF CHEHALIS
AGENDA REPORT

DATE: May 29, 2015
TO: The Honorable Mayor and City Council
FROM: Judy Pectol, Finance Manager *JP*
PREPARED BY: Michelle White, Accounting Tech II *MW*
SUBJECT: Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

Claim Vouchers No. 112588 through 112697 and Electronic Funds Transfer No. 52015 in the amount of \$980,890.87 dated May 29, 2015 and the transfer of \$43,237.02 from the General Fund, \$1,865.94 from the Dedicated Street Fund - 4% Sales Tax Fund, \$10,000.00 from the Tourism Fund, \$502.50 from the Federal & State Grants Fund, \$15,953.13 from the 2011 G.O. Bond Fund, \$1,419.85 from the Automotive Equipment Reserve Fund, \$854,900.18 from the Wastewater Fund, \$26,562.22 from the Water Fund, \$518.00 from the Storm & Surface Water Utility Fund, \$25,019.35 from the Airport Fund and \$912.68 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the May 29, 2015 Claim Vouchers No. 112588 through 112697 and Electronic Funds Transfer No. 52015 in the amount of \$980,890.87.

SUGGESTED MOTION

I move to approve the May 29, 2015 Claim Vouchers No. 112588 through 112697 and Electronic Funds Transfer No. 52015 in the amount of \$980,890.87.

Reviewed by: *Mac DeLay*, City Manager

CITY OF CHEHALIS
AGENDA REPORT

DATE: May 29, 2015
TO: The Honorable Mayor and City Council
FROM: Judy Pectol, Finance Manager *JP*
PREPARED BY: Michelle White, Accounting Tech II *MW*
SUBJECT: Payroll Vouchers and Transfers

ISSUE

Council approval is requested of the following financial transactions:

Payroll Vouchers No. 38081 through 38139, Direct Deposit Payroll Vouchers No. 6055 through 6143 and Electronic Federal Tax Payment No. 148 dated May 29, 2015 in the amount of \$680,113.14 and the transfer of \$462,340.42 from the General Fund, \$8,048.91 from the Arterial Street Fund, \$82,895.35 from the Wastewater Fund, \$83,558.28 from the Water Fund, \$20,130.43 from the Storm & Surface Water Utility Fund, \$21,593.76 from the Airport Fund and \$1,545.99 from the Firemen's Pension Fund.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council approve the May 29, 2015 Payroll Vouchers No. 38081 through 38139, Direct Deposit Payroll Vouchers No. 6055 through 6143, and Electronic Federal Tax Payment No. 148 in the amount of \$680,113.14.

SUGGESTED MOTION

I move to approve the May 29, 2015, Payroll Vouchers No. 38081 through 38139, Direct Deposit Payroll Vouchers No. 6055 through 6143, and Electronic Federal Tax Payment No. 148 in the amount of \$680,113.14.

Reviewed by: *Mac DeLeon*, City Manager

CITY OF CHEHALIS

AGENDA REPORT

DATE: May 29, 2015
TO: The Honorable Mayor and City Council
FROM: Dave Vasilauskas, Water Superintendent
Rick Sahlin, Public Works Director
SUBJECT: Grant Agreement between the City and Department of Health

ISSUE / PURPOSE

The City has been offered a grant to determine the feasibility of consolidating several small, Group A public water systems along Hamilton Road North into the City's service area. A grant agreement is being presented for the council's consideration.

DISCUSSION

In 2014, the City was approached by the Washington State Department of Health (DOH) and Lewis County Public Health regarding the possibility of supplying water to some of the properties on Hamilton Road North. The overall objective is to increase the efficiency, reliability and quality of water services to properties currently served by four small private water systems.

The grant would fund a feasibility study to evaluate various cost-sharing mechanisms to fund the consolidation of these water systems under a Restructuring Technical Assistance Grant from DOH. It is hoped that by including numerous property owners along Hamilton Road North, not just those served by the Group A systems, the cost sharing mechanism can be supported by more property owners and result in lower costs for each property owner. The grant is for up to \$30,000 to cover the cost of the study.

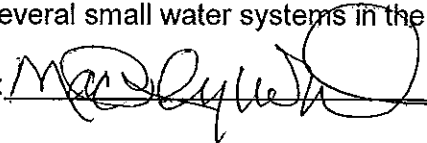
RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council authorize the city manager to execute the grant from DOH in an amount not to exceed \$ 30,000 to conduct a feasibility study of various funding and cost sharing options to consolidate several small water systems in the Hamilton Road North area.

SUGGESTED MOTION

I move that the council authorize the city manager to execute the grant from DOH in an amount not to exceed \$ 30,000 to conduct a feasibility study of various funding and cost sharing options to consolidate several small water systems in the Hamilton Road area.

REVIEWED BY:



CITY MANAGER



N21173

Grant Agreement

between

Department of Health

and

City of Chehalis

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GRANT FACE SHEET

Grant Number: N21173

Washington State Department of Health (DOH)

1. Grantee City of Chehalis 2007 NE Kresky Ave Chehalis, WA 98532		2. Grantee Doing Business As (optional)	
3. Grantee Representative Rick Sahlin Public Works Director 2007 NE Kresky Ave Chehalis, WA 98532		4. Department of Health Representative Andy Anderson PO Box 47823 Olympia, WA 98504-7823	
360-748-0238 rsahlin@ci.chehalis.wa.us		360-236-3024 Andy.Anderson@doh.wa.gov	
5. Grant Amount \$30,000	6. Funding Source Federal: <input checked="" type="checkbox"/> State: <input type="checkbox"/> Other: <input type="checkbox"/> FFATA Form Required: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		7. Start Date May 8, 2015
		8. End Date Sept 30, 2015	
9. Federal Funds (as applicable)		Federal Agency Environmental Protection Agency	
		CFDA Number 66.468	
10. Tax ID # 91-6001235	11. SWV # 0015116-01	12. UBI # 212 000 026	13. DUNS # 07926664
14. Grant Purpose The outcome of this performance-based agreement is to determine the feasibility of consolidating the small, Group A public water systems along Hamilton Road North within the southeast area of the City of Chehalis' (City) service area as referenced in <i>Attachment III - Project Scope of Work</i> . DOH, defined as the Department of Health or its successor agency, and the Grantee, as defined above, acknowledge and accept the terms of this Grant and attachments and have executed this Grant on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Grant are governed by this Grant and the following other documents incorporated by reference: <i>Grant Terms and Conditions, Attachment I - Federal Compliance and Standard Federal Certifications and Assurances, Attachment II - EPA Administrative and Programmatic Conditions, and Attachment III - Project Scope of Work</i>			
FOR THE GRANTEE _____ Authorized Signature _____ Print Name _____ Title _____ Date NOTE: THE GRANTEE'S SIGNATURE IS ALSO REQUIRED ON ATTACHMENT III, FEDERAL COMPLIANCE & STANDARD FEDERAL CERTIFICATIONS AND ASSURANCES (see pages 25 & 28)		FOR THE DEPARTMENT OF HEALTH _____ Department of Health Contracting Officer Signature _____ Print Name _____ Date	

"Approved as to Form: Sandra Adix, Assistant Attorney General, March 25, 2014"

GRANT TERMS AND CONDITIONS

THIS GRANT entered into by and between Washington State Department of Health (hereinafter referred to as DOH), and City of Chehalis (hereinafter referred to as the Grantee), WITNESSES THAT:

WHEREAS, under chapter 70.119A RCW, DOH and its Secretary are authorized to administer drinking water programs and, under RCW, 70.119A.070 to enter into contracts to carry out the chapter's purposes; and

WHEREAS, DOH has awarded the Grantee a Small Water System Consolidation and Restructuring Technical Assistance grant; and

WHEREAS the Grantee will be a sub-recipient of funds provided by the United States Environmental Protection Agency, CFDA Number 66.468, Title: Safe Drinking Water State Revolving Fund Federal Grant Award #99083912.

NOW, THEREFORE, in consideration of covenants, conditions, performances, and promises hereinafter contained, the parties hereto agree as follows:

1. GRANT 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 Grant.

The Representative for DOH and their contact information are identified on the Face Sheet of this Grant.

The Representative for the Grantee and their contact information are identified on the Face Sheet of this Grant.

2. COMPENSATION

DOH shall pay an amount not to exceed \$30,000 for the costs necessary for or incidental to the performance of work as set forth in the *Attachment III: Project Scope of Work*.

3. PURPOSE

DOH and the Grantee have entered into this Grant to undertake a local project that furthers the goals and objectives of the Drinking Water State Revolving Fund Loan Program. The project will be undertaken by the Grantee and will include the activities described in *Attachment III - Project Scope of Work*. The project must be undertaken in accordance with all applicable federal, state and local laws and ordinances.

4. PREVAILING WAGE LAW

The Project funded under this Grant may be subject to state prevailing wage law (Chapter 39.12 RCW). The Grantee is advised to consult the Industrial Statistician at the Washington Department of Labor and Industries to determine whether prevailing wages must be paid. DOH is not responsible for determining whether prevailing wage applies to this Project or for any prevailing wage payments that may be required by law.

5. EXPENDITURES ELIGIBLE FOR REIMBURSEMENT INPUTS

The Grantee may be reimbursed, at the rate set forth elsewhere in this Grant, for the Project expenditures in the following cost categories:

A. Consolidation and Restructuring costs identified in *Attachment III: Project Scope of Work*.

6. BILLING PROCEDURES AND PAYMENT INPUT

DOH shall reimburse the Grantee for eligible project expenditures up to the maximum payable under this Grant. When requesting reimbursement for costs incurred or expenditures made, the Grantee shall submit a signed and completed Invoice Voucher, referencing the *Attachment III: Project Scope of Work* activity performed, and any appropriate documentation. The Invoice Voucher must be certified by a representative of the Grantee with authority to bind the Grantee.

Each Invoice Voucher must be accompanied by a Project Status Report, which describes, in narrative form, the progress made on the project since the last invoice was submitted, as well as a report of project status to date. DOH will not release payment for any reimbursement request received unless and until the Project Status Report is received. After approving the Invoice Voucher and Project Status Report, DOH shall promptly remit a warrant to the Grantee.

The final Invoice Voucher payment shall not occur prior to the completion of all project activities as identified in *Attachment III: Project Scope of Work*. DOH will retain a sum not to exceed ten percent (10%) of the grant amount until all project activities are complete and a Report is submitted by the Grantee, per Section 7.

The Grantee shall submit all Invoice Vouchers and any required documentation to:
Office of Drinking Water
Department of Health
PO Box 47823
Olympia, WA 98504-7823

DOH will pay the Grantee upon acceptance of reports documenting work on the project and receipt of properly completed invoices, which shall be submitted to DOH not more often than monthly.

Payment shall be considered timely if made by DOH within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Grantee.

No payments in advance or in anticipation of services or supplies to be provided under this Grant shall be made by DOH.

Duplication of Billed Costs: The Grantee shall not bill DOH for work performed under this Grant, and DOH shall not pay the Grantee, if the Grantee is entitled to payment or has been or will be paid by any other source, including other grants, for such work.

Disallowed Costs: The Grantee is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its sub- grantees.

7. CERTIFIED COMPLETION REPORT AND FINAL PAYMENT

The Grantee will submit the Completion Report together with the last Invoice Voucher for a sum not to exceed the balance of the grant amount including the ten percent (10%) retainage, as described in Section 6. DOH shall not make the final Invoice Voucher payment prior to the Grantee's completion of all project activities identified in *Attachment III: Project Scope of Work* and DOH's receipt and acceptance of the Completion Report.

8. REPORTS

The Grantee shall furnish DOH with Project Status Reports when submitting Invoice Vouchers (as described in Section 6), Quarterly Progress Reports at the end of each quarter, a Report at project completion (as described in Section 7), and other reports as DOH may reasonably require. Grantee's failure to file required reports may result in termination of this Grant.

9. INSURANCE

The Grantee shall provide insurance coverage as set out in this section. The intent of the required insurance is to protect the state of Washington should there be any claims, suits, actions, costs, damages or expenses arising from any loss, or negligent or intentional act or omission of the Grantee, or Subgrantee, or agents of either, while performing under the terms of this Grant.

The insurance required shall be issued by an insurance company authorized to do business within the state of Washington. The insurance shall name the state of Washington, its agents, officers, and employees as additional insureds under the insurance policy. All policies shall be primary to any other valid and collectable insurance. The Grantee shall instruct the insurers to give DOH thirty (30) calendar days advance notice of any insurance cancellation or modification.

The Grantee shall submit to DOH within fifteen (15) calendar days of the Grant start date, a certificate of insurance which outlines the coverage and limits defined in this insurance section. During the term of the Grant, the Grantee shall submit renewal certificates not less than thirty (30) calendar days prior to expiration of each policy required under this section.

The Grantee shall provide insurance coverage that shall be maintained in full force and effect during the term of this Grant, as follows:

Commercial General Liability Insurance Policy. Provide a Commercial General Liability Insurance Policy, including contractual liability, written on an occurrence basis, in adequate quantity to protect against legal liability arising out of Grant activity but no less than \$1,000,000 per occurrence. Additionally, the Grantee is responsible for ensuring that any Subgrantees provide adequate insurance coverage for the activities arising out of subgrants.

Fidelity Insurance. Every officer, director, employee, or agent who is authorized to act on behalf of the Grantee for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks, or other instruments of payment for program costs shall be insured to provide protection against loss:

- A. The amount of fidelity coverage secured pursuant to this Grant shall be \$2,000,000 or the highest of planned reimbursement for the Grant period, whichever is lowest. Fidelity insurance secured pursuant to this paragraph shall name the Grantor as beneficiary.
- B. The Grantee shall provide, at DOH's request, copies of insurance instruments or certifications from the insurance issuing agency. The copies or certifications shall show the insurance coverage, the designated beneficiary, who is covered, the amounts, the period of coverage, and that DOH will be provided thirty (30) days advance written notice of cancellation.

Grantees and Local Governments that Participate in a Self-Insurance Program.

Self-Insured/Liability Pool or Self-Insured Risk Management Program – With prior approval from DOH, the Grantee may provide the coverage above under a self-insured/liability pool or self-insured risk management program. In order to obtain permission from DOH, the Grantee shall provide: (1) a description of its self-insurance program, and (2) a certificate and/or letter of coverage that outlines coverage limits and deductibles. All self-insured risk management programs or self-insured/liability pool financial reports must comply with Generally Accepted

Accounting Principles (GAAP) and adhere to accounting standards promulgated by: 1) Governmental Accounting Standards Board (GASB), 2) Financial Accounting Standards Board (FASB), and 3) the Washington State Auditor's annual instructions for financial reporting. Grantee's participating in joint risk pools shall maintain sufficient documentation to support the aggregate claim liability information reported on the balance sheet. The state of Washington, its agents, and employees need not be named as additional insured under a self-insured property/liability pool, if the pool is prohibited from naming third parties as additional insured.

Grantee shall provide annually to DOH a summary of coverages and a letter of self insurance, evidencing continued coverage under Grantee's self-insured/liability pool or self-insured risk management program. Such annual summary of coverage and letter of self insurance will be provided on the anniversary of the start date of this Agreement.

10. ORDER OF PRECEDENCE

In the event of an inconsistency in this Grant, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations, including but not limited to federal law as set forth in the *Federal Compliance and Standard Federal Certifications and Assurances, Attachment I*.
- *General Terms and Conditions*
- *Attachment III – Project Scope of Work*
- *Disadvantaged Business Enterprise Requirements*

11. SUSPENSION OF PERFORMANCE AND RESUMPTION OF PERFORMANCE

In the event Grant funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Grant and prior to normal completion, DOH may give notice to Grantee to suspend performance as an alternative to termination. DOH may elect to give written notice to Grantee to suspend performance when DOH determines that there is a reasonable likelihood that the funding insufficiency may be resolved in a timeframe that would allow performance to be resumed prior to the end date of this contract. Notice may include notice by facsimile or email to Grantee's representative. Grantee shall suspend performance on the date stated in the written notice to suspend. During the period of suspension of performance each party may inform the other of any conditions that may reasonably affect the potential for resumption of performance.

When DOH determines that the funding insufficiency is resolved, DOH may give Grantee written notice to resume performance and a proposed date to resume performance. Upon receipt of written notice to resume performance, Grantee will give written notice to DOH as to whether it can resume performance, and, if so, the date upon which it agrees to resume performance. If Grantee gives notice to DOH that it cannot resume performance, the parties agree that the Grant will be terminated retroactive to the original date of termination. If the date Grantee gives notice it can resume performance is not acceptable to DOH, the parties agree to discuss an alternative acceptable date. If an alternative date is not acceptable to DOH, the parties agree that the Grant will be terminated retroactive to the original date of termination.

12. TERMINATION FOR FRAUD OR MISREPRESENTATION DISINCENTIVE

In the event the Grantee commits fraud or makes any misrepresentation in connection with the Grant application or during the performance of this Grant, DOH reserves the right to terminate or amend this Grant accordingly, including the right to recapture all funds disbursed to the Grantee under the Grant.

13. DEFINITIONS

As used throughout this Grant, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B. "DOH" shall mean the Department of Health or its successor agency.
- C. "Grantee" shall mean the entity identified on the face sheet performing service(s) under this Grant, and shall include all employees and agents of the Grantee.
- D. "Start Date" and "Date of Execution" shall mean the later date of signature by the authorized representative of both parties.
- E. "State" shall mean the state of Washington.
- F. "Subgrantee" shall mean one not an employee of the Grantee, who is performing all or part of the work under this Grant under a separate contract or grant with the Grantee. The terms "subgrantee" includes any contractor or subcontractor retained by the Grantee to perform work on the project in any tier. Unless an express agreement is entered into between DOH and a subgrantee, no contractual relationship is established between DOH and a subgrantee of the Grantee. The Grantee is required to ensure compliance by any subgrantee with those applicable terms and conditions stated herein.

14. ADVANCE PAYMENTS PROHIBITED

No payments in advance of or in anticipation of goods or services to be provided under this Grant shall be made by DOH.

15. ALL WRITINGS CONTAINED HEREIN

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

16. AMENDMENTS

This Grant 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.

17. APPROVAL

This Grant shall be subject to the written approval of DOH's Authorized Representative and shall not be binding until so approved. The Grant may be altered, amended, or waived only by a written amendment executed by both parties.

18. ASSIGNMENT

Neither this Grant, nor any claim arising under this Grant, shall be transferred or assigned by the Grantee without prior written consent of DOH.

19. ATTORNEYS' FEES

Unless expressly permitted under another provision of the Grant, in the event of litigation or other action brought to enforce Grant terms, each party agrees to bear its own attorneys fees and costs.

20. AUDIT

A. General Requirements

The Grantee will procure audit services based on the following guidelines.

The Grantee shall maintain its records and accounts so as to facilitate the audit requirement and shall ensure that any Subgrantees also maintain auditable records.

The Grantee is responsible for any audit exceptions incurred by its own organization or that of its Subgrantees.

DOH reserves the right to recover from the Grantee all disallowed costs resulting from an audit.

As applicable, Grantees required to have an audit must ensure the audits are performed in accordance with Generally Accepted Auditing Standards (GAAS); Government Auditing Standards (the Revised Yellow Book) developed by the Comptroller General.

Responses to any unresolved management findings and disallowed or questioned costs shall be included with the audit report. The Grantee must respond to DOH requests for information or corrective action concerning audit issues within thirty (30) days of the date of request.

21. COMPETITIVE BID REQUIREMENTS

Pursuant to 40 CFR, Section 33.501(b) and (c), the Grantee also agrees to create and maintain a bidders list for both Disadvantaged Business Enterprises (DBE) and Non-Disadvantaged Business Enterprises (non-DBE). The purpose of a bidders list is to provide the recipient and entities receiving identified grants who conduct competitive bidding with as accurate a database as possible about the universe of DBE and non-DBE prime and subcontractors. The list must include all firms that bid or quote on prime contracts, or bid or quote subcontracts on Environmental Protection Agency assisted projects, including both DBE and non-DBE. The bidders list must be kept at least until the grant project period has expired and the recipient is no longer receiving Environmental Protection Agency funding under the grant. For grantees receiving identified grants, the bidders list must only be kept until the project period for the identified grant has ended. The following information must be obtained from all prime and subgrantees: entity's name with point of contact; entity's mailing address, telephone number, and e-mail address; the procurement on which the entity bid or quoted, and when; and entity's status as a DBE or non-DBE.

The Grantee agrees to provide Environmental Protection Agency Form 6100-2 DBE Subcontractor Participation and Environmental Protection Agency Form 6100-3 DBE Subcontractor Performance to all its Disadvantaged Business Enterprise subcontractors.

The Grantee shall require Disadvantaged Business Enterprise provisions are contained in all contracts with any subcontractors for work or services related to the declared SCOPE OF WORK.

22. REGISTRATION WITH CENTRAL CONTRACTOR REGISTRATION (CCR)

By signing this Contract, the Grantee accepts the requirements stated in 48 CFR 52.204-7 to register with the Central Contractor Registration (CCR) database at the System for Awards Management (SAM) website. To register in SAM, a valid Data Universal Numbering System (DUNS) Number is required. The Grantee is responsible for the accuracy and completeness of the data within the SAM database and for any liability resulting from the Government's reliance on inaccurate or incomplete data. The Grantee must remain registered in the SAM database after the initial registration. The Grantee is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in SAM to ensure it is current, accurate and complete. The Grantee shall provide evidence documenting registration and renewal of SAM registration to the Board.

In the event of the Grantee's noncompliance or refusal to comply with the requirement stated above, the DOH reserves the right to suspend payment until the Contractor cures this noncompliance.

23. FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT OF 2006 (FFATA)

The Federal Funding Accountability and Transparency Act of 2006 (FFATA) requires DOH to report subawards of \$25,000 or more. If marked on the Face Sheet, this grant 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 federal funds are spent.

If this applies, information about Grantee's organization and this grant will be made available on www.USASpending.gov by DOH as required by P.L. 109-282. DOH's form, Federal Funding Accountability and Transparency Act Data Collection Form is considered part of this grant and must be completed and returned along with the grant document.

24. CONFORMANCE

If any provision of this Grant violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

25. DISPUTES

Except as otherwise provided in this Grant, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with DOH's Office of Drinking Water Director, who may designate a neutral person to decide the dispute.

The request for a dispute hearing must:

- be in writing;
- state the disputed issues;
- state the relative positions of the parties;
- state the Grantee's name, address, and Grant number; and
- be mailed to the Director and the other party's (respondent's) Grant Representative within three (3) working days after the parties agree that they cannot resolve the dispute.

The respondent shall send a written answer to the requestor's statement to both the Director or the Director's designee and the requestor within five (5) working days.

The Director or designee shall review the written statements and reply in writing to both parties within ten (10) working days. The Director or designee may extend this period if necessary by notifying the parties.

The decision shall not be admissible in any succeeding judicial or quasi-judicial proceeding.

The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in this Grant shall be construed to limit the parties' choice of a mutually acceptable alternate dispute resolution (ADR) method in addition to the dispute hearing procedure outlined above.

26. DUPLICATE PAYMENT

The Grantee certifies that work to be performed under this Grant does not duplicate any work to be charged against any other Grant, subgrant, or other source.

27. ETHICS/CONFLICTS OF INTEREST

In performing under this Grant, the Grantee shall assure compliance with the Ethics in Public Service Act (Chapter 42.52 RCW) and any other applicable state or federal law related to ethics or conflicts of interest.

28. GOVERNING LAW AND VENUE

This Grant 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.

29. INDEMNIFICATION

To the fullest extent permitted by law, the Grantee shall indemnify, defend, and hold harmless the state of Washington, DOH, all other agencies of the state and all officers, agents and employees of the state, from and against all claims or damages for injuries to persons or property or death arising out of or incident to the Grantee's performance or failure to perform the Grant. The Grantee's obligation to indemnify, defend, and hold harmless includes any claim by the Grantee's agents, employees, representatives, or any Subgrantee or its agents, employees, or representatives.

The Grantee's obligation to indemnify, defend, and hold harmless shall not be eliminated by any actual or alleged concurrent negligence of the state or its agents, agencies, employees and officers.

Subgrants shall include a comprehensive indemnification clause holding harmless the Grantee, DOH, the state of Washington, its officers, employees and authorized agents.

The Grantee waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless the state and its agencies, officers, agents or employees. The Grantee shall require this same waiver of its immunity from any Subgrantee.

30. INDEPENDENT CAPACITY OF THE GRANTEE

The parties intend that an independent contractor relationship will be created by this Grant. The Grantee and its employees or agents performing under this Grant are not employees or agents of the state of Washington or DOH. The Grantee will not hold itself out as or claim to be an officer or employee of DOH or of the state of Washington by reason hereof, nor will the Grantee make any claim of right, privilege or benefit which would accrue to such officer or employee under law. Conduct and control of the work will be solely with the Grantee.

31. INDUSTRIAL INSURANCE COVERAGE

The Grantee shall comply with all applicable provisions of Title 51 RCW, Industrial Insurance. If the Grantee fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as may be required by law, DOH may collect from the Grantee the full amount payable to the Industrial Insurance Accident Fund. DOH may deduct the amount owed by the Grantee to the accident fund from the amount payable to the Grantee by DOH under this Grant, and transmit the deducted amount to the Department of Labor and Industries, (L&I) Division of Insurance Services. This provision does not waive any of L&I's rights to collect from the Grantee.

32. LAWS

The Grantee shall comply with all applicable laws, ordinances, codes, regulations and policies of local and state and federal governments, as now or hereafter amended including, but not limited to:

Washington State Laws and Regulations

- A. Affirmative action, RCW 41.06.020 (11).
- B. Boards of directors or officers of non-profit corporations – Liability - Limitations, RCW 4.24.264.
- C. Disclosure-campaign finances-lobbying, Chapter 42.17 RCW.
- D. Discrimination-human rights commission, Chapter 49.60 RCW.
- E. Ethics in public service, Chapter 42.52 RCW.
- F. Office of minority and women's business enterprises, Chapter 39.19 RCW and Chapter 326-02 WAC.
- G. Open public meetings act, Chapter 42.30 RCW.
- H. Public records act, Chapter 42.56 RCW.
- I. State budgeting, accounting, and reporting system, Chapter 43.88 RCW.

33. LICENSING, ACCREDITATION AND REGISTRATION

The Grantee shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Grant.

34. LIMITATION OF AUTHORITY

Only the Authorized Representative or Authorized Representative's designee by writing (designation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Grant.

35. NONCOMPLIANCE WITH NONDISCRIMINATION LAWS

During the performance of this Grant, the Grantee shall comply with all federal, state, and local nondiscrimination laws, regulations and policies. In the event of the Grantee's non-compliance or refusal to comply with any nondiscrimination law, regulation or policy, this Grant may be rescinded, canceled or terminated in whole or in part, and the Grantee may be declared ineligible for further Grants with the state. The Grantee shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.

36. PROHIBITION AGAINST PAYMENT OF BONUS OR COMMISSION

The funds provided under this Grant shall not be used in payment of any bonus or commission for the purpose of obtaining approval of the application for such funds or any other approval or concurrence under this Grant provided, however, that reasonable fees or bona fide technical consultant, managerial, or other such services, other than actual solicitation, are not hereby prohibited if otherwise eligible as project costs.

37. PUBLICITY

The Grantee agrees not to publish or use any advertising or publicity materials in which the state of Washington or DOH's name is mentioned, or language used from which the connection with the state of Washington's or DOH's name may reasonably be inferred or implied, without the prior written consent of DOH.

38. RECAPTURE DISINCENTIVE

In the event that the Grantee fails to perform this Grant in accordance with state laws, federal laws, and/or the provisions of this Grant, DOH reserves the right to recapture funds in an amount to compensate DOH for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Grantee of funds under this recapture provision shall occur within the time period specified by DOH. In the alternative, DOH may recapture such funds from payments due under this Grant.

39. RECORDS MAINTENANCE OUTPUT

The Grantee shall maintain all books, records, documents, data and other evidence relating to this Grant and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Grant. Grantee shall retain such records for a period of six years following the date of final payment.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been finally resolved.

40. REGISTRATION WITH DEPARTMENT OF REVENUE

If required by law, the Grantee shall complete registration with the Washington State Department of Revenue.

41. RIGHT OF INSPECTION

At no additional cost all records relating to the Grantee's performance under this Grant shall be subject at all reasonable times to inspection, review, and audit by DOH, the Office of the State Auditor, and federal and state officials so authorized by law, in order to monitor and evaluate performance, compliance, and quality assurance under this Grant. The Grantee shall provide access to its facilities for this purpose.

42. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Grant and prior to normal completion, DOH may terminate the Grant under the "Termination for Convenience" clause, without the ten business day notice requirement. In lieu of termination, the Grant may be amended to reflect the new funding limitations and conditions.

43. SEVERABILITY

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

44. SUBGRANTING

The Grantee may only subgrant work contemplated under this Grant, if it obtains the prior written approval of DOH.

If DOH approves subgranting, the Grantee shall maintain written procedures related to subgranting, as well as copies of all subgrants and records related to subgrants. For cause, DOH in writing may: (a) require the Grantee to amend its subgranting procedures as they relate to this Grant; (b) prohibit the Grantee from subgranting with a particular person or entity; or (c) require the Grantee to rescind or amend a subgrant.

Every subgrant shall bind the Subgrantee to follow all applicable terms of this Grant. The Grantee is responsible to DOH if the Subgrantee fails to comply with any applicable term or condition of this Grant. The Grantee shall appropriately monitor the activities of the Subgrantee to assure fiscal conditions of this Grant. In no event shall the existence of a subgrant operate to release or reduce the liability of the Grantee to DOH for any breach in the performance of the Grantee's duties.

Every subgrant shall include a term that DOH and the State of Washington are not liable for claims or damages arising from a Subgrantee's performance of the subgrant.

45. SURVIVAL

The terms, conditions, and warranties contained in this Grant that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Grant shall so survive.

46. TAXES

All payments accrued on account of payroll taxes, unemployment contributions, the Grantee's income or gross receipts, any other taxes, insurance or expenses for the Grantee or its staff shall be the sole responsibility of the Grantee.

47. TERMINATION FOR CAUSE / SUSPENSION DISINCENTIVE

In event DOH determines that the Grantee failed to comply with any term or condition of this Grant, DOH may terminate the Grant in whole or in part upon written notice to the Grantee. Such termination shall be deemed "for cause." Termination shall take effect on the date specified in the notice.

In the alternative, DOH upon written notice may allow the Grantee a specific period of time in which to correct the non-compliance. During the corrective-action time period, DOH may suspend further payment to the Grantee in whole or in part, or may restrict the Grantee's right to perform duties under this Grant. Failure by the Grantee to take timely corrective action shall allow DOH to terminate the Grant upon written notice to the Grantee.

"Termination for Cause" shall be deemed a "Termination for Convenience" when DOH determines that the Grantee did not fail to comply with the terms of the Grant or when DOH determines the failure was not caused by the Grantee's actions or negligence.

If the Grant is terminated for cause, the Grantee shall be liable for damages as authorized by law, including, but not limited to, any cost difference between the original Grant and the replacement Grant, as well as all costs associated with entering into the replacement Grant (i.e., competitive bidding, mailing, advertising, and staff time).

48. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Grant DOH may, by ten (10) business days written notice, beginning on the second day after the mailing, terminate this Grant, in whole or in part. If this Grant is so terminated, DOH shall be liable only for payment required under the terms of this Grant for work satisfactorily performed and invoiced s prior to the effective date of termination.

49. TERMINATION PROCEDURES

After receipt of a notice of termination, except as otherwise directed by DOH, the Grantee shall:

- A. Stop work under the Grant on the date, and to the extent specified, in the notice;
- B. Place no further orders or subgrants for materials, work, or facilities related to the Grant;
- C. Assign to DOH all of the rights, title, and interest of the Grantee under the orders and subgrants so terminated, in which case DOH has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subgrants. Any attempt by the Grantee to settle such claims must have the prior written approval of DOH; and
- D. Preserve and transfer any materials, Grant deliverables and/or DOH property in the Grantee's possession as directed by DOH.

Upon termination of the Grant, DOH shall pay the Grantee for any service provided by the Grantee under the Grant prior to the date of termination. DOH may withhold any amount due as DOH reasonably determines is necessary to protect DOH against potential loss or liability resulting from the termination. DOH shall pay any withheld amount to the Grantee if DOH later determines that loss or liability will not occur.

The rights and remedies of DOH under this section are in addition to any other rights and remedies provided under this Grant or otherwise provided under law.

50. WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Grant unless stated to be such in writing and signed by Authorized Representative of DOH.

FEDERAL COMPLIANCE & STANDARD FEDERAL CERTIFICATIONS AND ASSURANCES

In the event federal funds are included in this agreement, added by future amendment(s), or redistributed between fund sources resulting in the provision of federal funds, the following sections apply: I. Federal Compliance and II. Standard Federal Assurances and Certifications. In the instance of inclusion of federal funds as a result of an amendment, the Contractor may be designated as a sub-recipient and the effective date of the amendment shall also be the date at which these requirements go into effect.

- I. **FEDERAL COMPLIANCE** - The use of federal funds requires additional compliance and control mechanisms to be in place. The following represents the majority of compliance elements that may apply to any federal funds provided under this contract. (Refer to Catalog of Domestic Assistance number(s) cited in the "Payment" section of this Grant for requirements specific to that fund source.) For clarification regarding any of these elements or details specific to the federal funds in this contract, contact:

Compliance and Internal Control Officer
Office of Financial Services
Department of Health
Post Office Box 47901
Olympia, Washington 98504-7901

1. **CIRCULARS 'COMPLIANCE MATRIX'** - The following compliance matrix identifies the OMB Circulars that contain the requirements which govern expenditure of federal funds. These requirements apply to the Department of Health, as the primary recipient of federal funds, and then follow the funds to the subrecipient. The federal Circulars which provide the applicable administrative requirements, cost principles and audit requirements are identified by subrecipient organization type.

COMPLIANCE MATRIX

ENTITY TYPE	OMB CIRCULAR		
	ADMINISTRATIVE REQUIREMENTS	COST PRINCIPLES	AUDIT REQUIREMENTS
State, Local and Indian Tribal Governments & Governmental Hospitals	A-102 & Common Rule	A-87	A-133
Non-Profit Organizations & Non-Profit Hospitals	A-110	A-122	A-133
Colleges or Universities & Affiliated Hospitals	A-110	A-21	A-133

2. **CITIZENSHIP/ALIEN VERIFICATION/DETERMINATION** - The Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 (PL 104-193) states that federal public benefits should be made available only to U.S. citizens and qualified aliens. Entities that offer a service defined as a "federal

public benefit” must make a citizenship/qualified alien determination/ verification of applicants at the time of application as part of the eligibility criteria. Non-US citizens and unqualified aliens are not eligible to receive the services. PL 104-193 also includes specific reporting requirements. Exemptions from the determination/verification requirement is afforded the following programs offered by the Department of Health: Family Planning, Breast & Cervical Health Program (BCHP), Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), WIC Farmers Market Program, Immunization Programs, and Ryan White CARE Act programs and other communicable disease treatment and diagnostic programs.

3. **CIVIL RIGHTS AND NONDISCRIMINATION** - During the performance of this agreement, the Contractor shall comply with all current and future federal statutes relating to nondiscrimination. These include but are not limited to: Title VI of the Civil Rights Act of 1964 (PL 88-352), Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681-1683 and 1685-1686), section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-6107), the Drug Abuse Office and Treatment Act of 1972 (PL 92-255), the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (PL 91-616), §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290dd-3 and 290ee-3), Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), and the Americans with Disability Act (42 U.S.C., Section 12101 et seq.).
 4. **SINGLE AUDIT ACT** - A subrecipient (including private, for-profit hospitals and non-profit institutions) shall adhere to the federal Office of Management and Budget (OMB) Circular A-133, as well as all applicable federal and state statutes and regulations. A subrecipient who expends \$500,000 or more in federal awards during a given fiscal year shall have a single or program-specific audit for that year in accordance with the provisions of OMB Circular A-133.
- II. **STANDARD FEDERAL CERTIFICATIONS AND ASSURANCES** - Following are the Assurances, Certifications, and Special Conditions that apply to all federally funded (in whole or in part) agreements administered by the Washington State Department of Health.

CERTIFICATIONS

1. CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The undersigned (authorized official signing for the contracting organization) certifies to the best of his or her knowledge and belief, that the contractor, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

- A. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;
- B. have not within a 3-year period preceding this Grant been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining,

attempting to obtain, or performing a public (Federal, State, or local) transaction or under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- C. are not presently indicted or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- D. have not within a 3-year period preceding this Grant had one or more public transactions (Federal, State, or local) terminated for cause or default.

Should the contractor not be able to provide this certification, an explanation as to why should be placed after the assurances page in the contract.

The contractor agrees by signing this Grant that it will include, without modification, the clause titled *Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion--Lower Tier Covered Transactions* in all lower tier covered transactions (i.e., transactions with sub-grantees and/or contractors) and in all solicitations for lower tier covered transactions in accordance with 45 CFR Part 76.

2. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

The undersigned (authorized official signing for the contracting organization) certifies that the contractor will, or will continue to, provide a drug-free workplace in accordance with 45 CFR Part 76 by:

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- B. Establishing an ongoing drug-free awareness program to inform employees about
 - i. The dangers of drug abuse in the workplace;
 - ii. The contractor's policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - iv. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- C. Making it a requirement that each employee to be engaged in the performance of the Grant be given a copy of the statement required by paragraph (a) above;

- D. Notifying the employee in the statement required by paragraph (a), above, that, as a condition of employment under the contract, the employee will—
 - i. Abide by the terms of the statement; and
 - ii. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

- E. Notifying the agency in writing within ten calendar days after receiving notice under paragraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every contract officer or other designee on whose Grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

- F. Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d) (ii), with respect to any employee who is so convicted—
 - i. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

- G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (A), (B), (C), (D), (E), and (F).

For purposes of paragraph (e) regarding agency notification of criminal drug convictions, DOH has designated the following central point for receipt of such notices:

Compliance and Internal Control Officer
 Office of Grants Management
 WA State Department of Health
 PO Box 47905
 Olympia, WA 98504-7905

3. CERTIFICATION REGARDING LOBBYING

Title 31, United States Code, Section 1352, entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions," generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must

disclose lobbying undertaken with non-Federal (nonappropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part 93).

The undersigned (authorized official signing for the contracting organization) certifies, to the best of his or her knowledge and belief, that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- B. If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. (If needed, Standard Form-LLL, "Disclosure of Lobbying Activities," its instructions, and continuation sheet are included at the end of this application form.)
- C. The undersigned shall require that the language of this certification be included in the award documents for all subcontracts at all tiers (including subcontracts, subcontracts, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

4. CERTIFICATION REGARDING PROGRAM FRAUD CIVIL REMEDIES ACT (PFCRA)

The undersigned (authorized official signing for the contracting organization) certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her to criminal, civil, or administrative penalties. The undersigned agrees that the contracting organization will comply with the Public Health Service terms and conditions of award if a Grant is awarded.

5. CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law

also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds. The law does not apply to children's services provided in private residence, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole source of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed.

Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing the certification, the undersigned certifies that the contracting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The contracting organization agrees that it will require that the language of this certification be included in any subcontracts which contain provisions for children's services and that all subrecipients shall certify accordingly.

The Public Health Services strongly encourages all recipients to provide a smoke-free workplace and promote the non-use of tobacco products. This is consistent with the PHS mission to protect and advance the physical and mental health of the American people.

6. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS INSTRUCTIONS FOR CERTIFICATION

By signing and submitting this proposal, the prospective contractor is providing the certification set out below.

- A. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective contractor shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective contractor to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
- B. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective contractor knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause of default.
- C. The prospective contractor shall provide immediate written notice to the department or agency to whom this Grant is submitted if at any time the prospective contractor learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- D. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to whom this Grant is submitted for assistance in obtaining a copy of those regulations.

- E. The prospective contractor agrees by submitting this Grant that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DOH.
- F. The prospective contractor further agrees by submitting this Grant that it will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transaction, provided by HHS, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- G. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List (of excluded parties).
- H. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- I. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, DOH may terminate this transaction for cause or default.

7. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS -- PRIMARY COVERED TRANSACTIONS

- A. The prospective contractor certifies to the best of its knowledge and belief, that it and its principals:
 - i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - ii. Have not within a three-year period preceding this Grant been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or Grant under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

ATTACHMENT I

- iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- iv. Have not within a three-year period preceding this Grant had one or more public transactions (Federal, State or local) terminated for cause or default.

B. Where the prospective contractor is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this contract.

GRANTEE'S SIGNATURE IS REQUIRED

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
Please also print or type name:	
ORGANIZATION NAME: (if applicable)	DATE

FEDERAL ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

Note: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the contractor, I certify that the contractor:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education

Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following:
 - (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §1470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead- based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

GRANTEE'S SIGNATURE IS REQUIRED

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
Please also print or type name:	
ORGANIZATION NAME: (if applicable)	DATE

ATTACHMENT II - EPA ADMINISTRATIVE & PROGRAMMATIC CONDITIONS

Administrative Conditions

1. Hotel-Motel Fire Safety Act

Pursuant to 40 CFR 30.18, if applicable, and 15 USC 2225a, the recipient agrees to ensure that all space for conferences, meetings, conventions, or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (PL 101-391, as amended). Recipients may search the Hotel-Motel National Master List at <http://www.usfa.dhs.gov/applications/hotel> to see if a property is in compliance (FEMA ID is currently not required), or to find other information about the Act.

2. Recycled Paper

INSTITUTIONS OF HIGHER EDUCATION HOSPITALS AND NON-PROFIT ORGANIZATIONS:

In accordance with 40 CFR 30.16, the recipient agrees to use recycled paper and double sided printing for all reports which are prepared as a part of this agreement and delivered to EPA. This requirement does not apply to reports prepared on forms supplied by EPA, or to Standard Forms, which are printed on recycled paper and are available through the General Services Administration.

STATE AGENCIES AND POLITICAL SUBDIVISIONS:

In accordance with Section 6002 of the Resource Conservation and Recovery Act (RCRA) (42 U.S.C. 6962) any State agency or agency of a political subdivision of a State which is using appropriated Federal funds shall comply with the requirements set forth. Regulations issued under RCRA Section 6002 apply to any acquisition of an item where the purchase price exceeds \$10,000 or where the quantity of such items acquired in the course of the preceding fiscal year was \$10,000 or more. RCRA Section 6002 requires that preference be given in procurement programs to the purchase of specific products containing recycled materials identified in guidelines developed by EPA. These guidelines are listed in 40 CFR 247.

STATE AND LOCAL INSTITUTIONS OF HIGHER EDUCATION AND NON-PROFIT ORGANIZATIONS:

In accordance with 40 CFR 30.16, State and local institutions of higher education, hospitals, and non-profit organizations that receive direct Federal funds shall give preference in their procurement programs funded with Federal funds to the purchase of recycled products pursuant to EPA's guidelines.

STATE TRIBAL AND LOCAL GOVERNMENT RECIPIENTS:

In accordance with the polices set forth in EPA Order 1000.25 and Executive Order 13423, Strengthening Federal Environmental, Energy and Transportation Management (January 24, 2007), the recipient agrees to use recycled paper and double sided printing for all reports which are prepared as a part of this agreement and delivered to EPA. This requirement does not apply to reports prepared on forms supplied by EPA, or to Standard Forms, which are printed on recycled paper and are available through the General Services Administration.

3. Lobbying

ALL RECIPIENTS:

The recipient agrees to comply with Title 40 CFR Part 34, *New Restrictions on Lobbying*. The recipient shall include the language of this provision in award documents for all subawards exceeding \$100,000, and require that subrecipients submit certification and disclosure forms accordingly.

In accordance with the Byrd Anti-Lobbying Amendment, any recipient who makes a prohibited expenditure under Title 40 CFR Part 34 or fails to file the required certification or lobbying forms shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure.

PART 30 RECIPIENTS:

All contracts awarded by a recipient shall contain, when applicable, the anti-lobbying provision as stipulated in the Appendix at Title 40 CFR Part 30.

ATTACHMENT II - EPA ADMINISTRATIVE & PROGRAMMATIC CONDITIONS

Pursuant to Section 18 of the Lobbying Disclosure Act, the recipient affirms that it is not a nonprofit organization described in Section 501(c)(4) of the Internal Revenue Code of 1986; or that it is a nonprofit organization described in Section 501(c)(4) of the Code but does not and will not engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act.

4. Lobbying and Litigation

ALL RECIPIENTS:

The chief executive officer of this recipient agency shall ensure that no grant funds awarded under this assistance agreement are used to engage in lobbying of the Federal Government or in litigation against the United States unless authorized under existing law. The recipient shall abide by its respective OMB Circular (A-21, A-87, or A-122), which prohibits the use of Federal grant funds for litigation against the United States or for lobbying or other political activities.

5. Suspension and Debarment

Recipient shall fully comply with Subpart C of 2 CFR Part 180 and 2 CFR Part 1532, entitled "Responsibilities of Participants Regarding Transactions (Doing Business with Other Persons)." Recipient is responsible for ensuring that any lower tier covered transaction as described in Subpart B of 2 CFR Part 180 and 2 CFR Part 1532, entitled "Covered Transactions," includes a term or condition requiring compliance with Subpart C. Recipient is responsible for further requiring the inclusion of a similar term or condition in any subsequent lower tier covered transactions. Recipient acknowledges that failing to disclose the information as required at 2 CFR 180.335 may result in the delay or negation of this assistance agreement, or pursuance of legal remedies, including suspension and debarment.

Recipient may access the Excluded Parties List System at www.epls.gov. This term and condition supersedes EPA Form 5700-49, "Certification Regarding Debarment, Suspension, and Other Responsibility Matters."

6. Drug-Free Workplace Certification for all EPA Recipients

The recipient organization of this EPA assistance agreement must make an ongoing, good faith effort to maintain a drug-free workplace pursuant to the specific requirements set forth in Title 2 CFR Part 1536 Subpart B. Additionally, in accordance with these regulations, the recipient organization must identify all known workplaces under its federal awards, and keep this information on file during the performance of the award.

Those recipients who are individuals must comply with the drug-free provisions set forth in Title 2 CFR Part 1536 Subpart C.

The consequences for violating this condition are detailed under Title 2 CFR Part 1536 Subpart E. Recipients can access the Code of Federal Regulations (CFR) Title 2 Part 1536 at <http://ecfr.gpoaccess.gov>.

7. Management Fees

Management fees or similar charges in excess of the direct costs and approved indirect rates are not allowable. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs which are not allowable under this assistance agreement. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

8. Reimbursement Limitation

ATTACHMENT II - EPA ADMINISTRATIVE & PROGRAMMATIC CONDITIONS

If the recipient expends more than the amount of federal funding in its EPA approved budget in anticipation of receiving additional funds from EPA, it does so at its own risk. EPA is not legally obligated to reimburse the recipient for costs incurred in excess of the EPA approved budget.

9. Trafficking in Persons

a. Provisions applicable to a recipient that is a private entity.

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or subawards under the award.
2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity —
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
 - A. Associated with performance under this award; or
 - B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our Agency at 2 CFR 1532.

b. Provision applicable to a recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—

1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
 - i. Associated with performance under this award; or
 - ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR 1532

c. Provisions applicable to any recipient.

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

d. Definitions. For purposes of this award term:

1. "Employee" means either:
 - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

10. Trafficking Victim Protection Act of 2000 (TVPA) as Amended.

ATTACHMENT II - EPA ADMINISTRATIVE & PROGRAMMATIC CONDITIONS

To implement requirements of Section 106 of the Trafficking Victims Protection Act of 2000, as amended, the following provisions apply to this award:

a. We, as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity: (1) is determined to have violated an applicable prohibition in the Prohibition Statement below; or (2) has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in the Prohibition Statement below through conduct that is either: (a) associated with performance under this award; or (b) imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR part 1532. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in the Prohibition Statement below.

b. Our right to terminate unilaterally that is described in paragraph a of this award term: (1) implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and (2) is in addition to all other remedies for noncompliance that are available to us under this award.

c. You must include the requirements of the Prohibition Statement below in any subaward you make to a private entity.

Prohibition Statement - You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not engage in severe forms of trafficking in persons during the period of time that the award is in effect; procure a commercial sex act during the period of time that the award is in effect; or use forced labor in the performance of the award or subawards under the award.

11. DUNS and CCR Requirements (Updated 8/1/12)

A. Requirement for Central Contractor Registration (CCR)/System for Award Management (SAM). Unless you are exempted from this requirement under 2 CFR 25.110, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or another award term.

B. Requirement for Data Universal Numbering System (DUNS) numbers. If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its DUNS number to you.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to you.

C. Definitions. For purposes of this award term:

1. Central Contractor Registration (CCR)/System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the System for Award Management (SAM) Internet site <http://www.sam.gov>.
2. Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).

ATTACHMENT II - EPA ADMINISTRATIVE & PROGRAMMATIC CONDITIONS

3. Entity, as it is used in this award term, means all of the following, as defined at 2 CFR part 25, subpart C:

- a. A Governmental organization, which is a State, local government, or Indian tribe;
- b. A foreign public entity;
- c. A domestic or foreign nonprofit organization;
- d. A domestic or foreign for-profit organization; and
- e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

4. Subaward:

- a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
- b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.

5. Subrecipient means an entity that:

- a. Receives a subaward from you under this award; and
- b. Is accountable to you for the use of the Federal funds provided by the subaward.

12. Subawards

- a. The recipient agrees to:

- (1) Establish all subaward agreements in writing;
- (2) Maintain primary responsibility for ensuring successful completion of the EPA-approved project (this responsibility cannot be delegated or transferred to a subrecipient);
- (3) Ensure that any subawards comply with the standards in Section 210(a)-(d) of OMB Circular A-133 and are not used to acquire commercial goods or services for the recipient;
- (4) Ensure that any subawards are awarded to eligible subrecipients and that proposed subaward costs are necessary, reasonable, and allocable;
- (5) Ensure that any subawards to 501(c)(4) organizations do not involve lobbying activities;
- (6) Monitor the performance of their recipients and ensure that they comply with all applicable regulations, statutes, and terms and conditions which flow down in the subaward;
- (7) Obtain EPA's consent before making a subaward to a foreign or international organization, or a subaward to be performed in a foreign country; and
- (8) Obtain approval from EPA for any new subaward work that is not outlined in the approved work plan in accordance with 40 CFR Parts 30.25 and 31.30, as applicable.

b. Any questions about subrecipient eligibility or other issues pertaining to subawards should be addressed to the recipient's EPA Project Officer. Additional information regarding subawards may be found at <http://www.epa.gov/ogd/guide/subaward-policy-part-2.pdf>. Guidance for distinguishing between vendor and subrecipient relationships and ensuring compliance with Section 210(a)-(d) of OMB Circular A-133 can be found at <http://www.epa.gov/ogd/guide/subawards-appendix-b.pdf> and http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf.

c. The recipient is responsible for selecting its subrecipients and, if applicable, for conducting subaward competitions.

13. Civil Rights Obligations

ATTACHMENT II - EPA ADMINISTRATIVE & PROGRAMMATIC CONDITIONS

GENERAL

This term and condition incorporates by reference the signed assurance provided by the recipient's authorized representative on: 1) EPA Form 4700-4, "Preaward Compliance Review Report for All Applicants and Recipients Requesting EPA Financial Assistance"; and 2) Standard Form 424B or Standard Form 424D, as applicable. These assurances and this term and condition obligate the recipient to comply fully with applicable civil rights statutes and implementing EPA regulations.

STATUTORY REQUIREMENTS

In carrying out this agreement, the recipient must comply with:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, and national origin, including limited English proficiency (LEP), by entities receiving Federal financial assistance.
- Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against persons with disabilities by entities receiving Federal financial assistance; and
- The Age Discrimination Act of 1975, which prohibits age discrimination by entities receiving Federal financial assistance.

If the recipient is conducting an education program under this agreement, it must also comply with:

- Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs and activities operated by entities receiving Federal financial assistance.

If this agreement is funded with financial assistance under the Clean Water Act (CWA), the recipient must also comply with:

- Section 13 of the Federal Water Pollution Control Act Amendments of 1972, which prohibits discrimination on the basis of sex in CWA-funded programs or activities.

REGULATORY REQUIREMENTS

The recipient agrees to comply with all applicable EPA civil rights regulations, including:

- For Title IX obligations, 40 C.F.R. Part 5; and
- For Title VI, Section 504, Age Discrimination Act, and Section 13 obligations, 40 C.F.R. Part 7.
- As noted on the EPA Form 4700-4 signed by the recipient's authorized representative, these regulations establish specific requirements including maintaining compliance information, establishing grievance procedures, designating a Civil Rights Coordinator, and providing notices of non-discrimination.

TITLE VI – LEP, Public Participation and Affirmative Compliance Obligation

- As a recipient of EPA financial assistance, you are required by Title VI of the Civil Rights Act to provide meaningful access to LEP individuals. In implementing that requirement, the recipient agrees to use as a guide the Office of Civil Rights (OCR) document entitled "*Guidance to Environmental Protection Agency Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons.*" The guidance can be found at http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=2004_register&docid=fr25jn04-79.pdf
- If the recipient is administering permitting programs under this agreement, the recipient agrees to use as a guide OCR's Title VI Public Involvement Guidance for EPA Assistance Recipients Administering Environmental Permitting Programs. The Guidance can be found at <http://edocket.access.gpo.gov/2006/pdf/06-2691.pdf>.

ATTACHMENT II - EPA ADMINISTRATIVE & PROGRAMMATIC CONDITIONS

- In accepting this assistance agreement, the recipient acknowledges it has an affirmative obligation to implement effective Title VI compliance programs and ensure that its actions do not involve discriminatory treatment and do not have discriminatory effects even when facially neutral. The recipient must be prepared to demonstrate to EPA that such compliance programs exist and are being implemented or to otherwise demonstrate how it is meeting its Title VI obligations.

14. Disadvantaged Business Enterprise Requirements

General Compliance, 40 CFR, Part 33

The recipient agrees to comply with the requirements of EPA's Program for Utilization of Small, Minority and Women's Business Enterprises in procurement under assistance agreements, contained in 40 CFR, Part 33.

15. Payment to Consultants

EPA participation in the salary rate (excluding overhead) paid to individual consultants retained by recipients or by a recipient's contractors or subcontractors shall be limited to the maximum daily rate for Level IV of the Executive Schedule (formerly GS-18), to be adjusted annually. This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. This rate does not include transportation and subsistence costs for travel performed (the recipient will pay these in accordance with their normal travel reimbursement practices).

Subagreements with firms for services which are awarded using the procurement requirements in 40 CFR Parts 30 or 31, are not affected by this limitation unless the terms of the contract provide the recipient with responsibility for the selection, direction, and control of the individuals who will be providing services under the contract at an hourly or daily rate of compensation. See 40 CFR 30.27(b) or 40 CFR 31.36(j), as applicable, for additional information.

As of January 1, 2014, the limit is \$602.24 per day \$75.28 per hour.

NOTE: For future years' limits, the recipient may find the annual salary for Level IV of the Executive Schedule on the following Internet site: <http://www.opm.gov/oca>. Select "Salary and Wages", and select "Rates of Pay for the Executive Schedule". The annual salary is divided by 2087 hours to determine the maximum hourly rate, which is then multiplied by 8 to determine the maximum daily rate.

Programmatic Conditions

1. Electronic and Information Technology Accessibility

Recipients and subrecipients are subject to the program accessibility provisions of Section 504 of the Rehabilitation Act, codified in 40 CFR Part 7, which includes an obligation to provide individuals with disabilities reasonable accommodations and an equal and effective opportunity to benefit from or participate in a program, including those offered through electronic and information technology ("EIT"). In compliance with Section 504, EIT systems or products funded by this award must be designed to meet the diverse needs of users (e.g., U.S. public, recipient personnel) without barriers or diminished function or quality. Systems shall include usability features or functions that accommodate the needs of persons with disabilities, including those who use assistive technology. At this time, the EPA will consider a recipient's websites, interactive tools, and other EIT as being in compliance with Section 504 if such technologies meet standards established under Section 508 of the Rehabilitation Act, codified at 36 CFR Part 1194. While Section 508 does not apply directly to grant recipients, we encourage recipients to follow either the 508 guidelines or other comparable guidelines that concern accessibility to EIT for individuals with disabilities. Recipients may wish to consult the latest Section 508 guidelines issued by the US

ATTACHMENT II - EPA ADMINISTRATIVE & PROGRAMMATIC CONDITIONS

Access Board or W3C's Web Content Accessibility Guidelines (WCAG) 2.0 (see <http://www.access-board.gov/sec508/guide/index.htm>).

2. Competency of Organizations Generating and/or Using Environmental Measurement Data

In accordance with Agency Policy Directive Number FEM-2012-02, Policy to Assure the Competency of Organizations Generating Environmental Measurement Data under Agency-Funded Assistance Agreements, recipient shall maintain competency for the duration of the project period of this agreement and this will be documented during the annual reporting process. A copy of the Policy is available online at http://www.epa.gov/fem/lab_comp.htm or a copy may also be requested by contacting the EPA Project Officer for this award.

Federal Assistance Agreement Funds Up To \$200,000

Recipient agrees that if the total federal funding obligated on this award exceeds \$200,000 (resulting from subsequent amendments to this agreement) and will involve the use or generation of environmental data it will (unless it has otherwise done so) demonstrate competency prior to carrying out any activities involving the generation or use of environmental data under this agreement.

Federal Assistance Agreement Funds Exceed or Expect to Exceed \$200,000

Recipient agrees, by entering into this agreement, that it has demonstrated competency prior to award, or alternatively, where a pre-award demonstration of competency is not practicable. Recipient agrees to submit documentation and demonstrate competency prior to carrying out any activities under the award involving the generation or use of environmental data.

R10 Quality Assurance Team Contact: Gina Grepo-Grove, Quality Assurance Manager, at (206) 553-1632 or email: Grepo-Grove.Gina@epa.gov.

3. Sufficient Progress

DOH may terminate the assistance agreement for failure of the sub-recipient to make sufficient progress so as to reasonably ensure completion of the project within the project period, including any extensions. DOH will measure sufficient progress by examining the performance required under the workplan in conjunction with the milestone schedule, the time remaining for performance within the project period, and/or the availability of funds necessary to complete the project.

4. Recognition of EPA Funding

Reports, documents, signage, videos, or other media, developed as part of projects funded by this assistance agreement shall contain the following statement:

"This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement 99083912 to Washington Department of Health. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does mention of trade names or commercial products constitute endorsement or recommendation for use."

5. Copyrighted Material

In accordance with 40 CFR 31.34 for State, local and Indian Tribal governments or 40 CFR 30.36 for other recipients, EPA has the right to reproduce, publish, use, and authorize others to use copyrighted works or other data developed under this assistance agreement for Federal purposes.

Examples of a Federal purpose include but are not limited to: (1) Use by EPA and other Federal employees for official Government purposes; (2) Use by Federal contractors performing specific tasks for the Government; (3) Publication in EPA documents provided the document does not disclose trade secrets (e.g. software codes) and the work is properly attributed to the recipient through citation or otherwise; (4) Reproduction of documents for inclusion in Federal depositories; (5) Use by State, tribal and local governments that carry out delegated Federal environmental programs as "co-regulators" or act as official partners with EPA to carry out a national environmental program within their jurisdiction and; (6)

ATTACHMENT II - EPA ADMINISTRATIVE & PROGRAMMATIC CONDITIONS

Limited use by other grantees to carry out Federal grants provided the use is consistent with the terms of EPA's authorization to the other grantee to use the copyrighted works or other data.

Under Item 5, the grantee acknowledges that EPA may authorize another grantee(s) to use the copyrighted works or other data developed under this grant as a result of:

- a. the selection of another grantee by EPA to perform a project that will involve the use of the copyrighted works or other data or;
- b. termination or expiration of this agreement.

In addition, EPA may authorize another grantee to use copyrighted works or other data developed with Agency funds provided under this grant to perform another grant when such use promotes efficient and effective use of Federal grant funds.

6. Program Income

If program income is generated, the recipient is required to account for program income related to this project. Program income earned during the project period shall be retained by the recipient and shall be added to funds committed to the project by EPA and the recipient, and shall be used to further eligible project objectives.

7. Minority and Women-Owned Business Enterprise (MBE/WBE) Fair Share Objectives and Reporting

Sub-recipients are held to the same requirements as the recipient of the EPA Grant and must accept the MBE/WBE fair share objectives/goals negotiated with EPA by the Washington Office of Minority and Women's Business Enterprises as follows:

MBE: PURCHASED GOODS 8%, PURCHASED SERVICES 10%, PROFESSIONAL SERVICES 10%
 WBE: PURCHASED GOODS 4%, PURCHASED SERVICES 4%, PROFESSIONAL SERVICES 4%

By accepting this financial assistance the sub-recipient is accepting the fair share objectives/goals stated above and attests to the fact that it is purchasing the same or similar construction, supplies, services and equipment, in the same or similar relevant geographic buying market as, Washington Office of Minority and Women's Business Enterprises.

Sub-recipients are required to submit MBE/WBE utilization reports annually. Reports will be in the following format and will include all qualifying purchases. Reporting period is from October 1 to September 30, and upon contract completion. Reports are due to DOH 15 calendar days after the end of each reporting period.

1. Procurement Made By (check box)			2. Business Enterprise (check box)		3. \$ Value of Procurement	4. Date of Purchase MM/DD/YY	5. Type of Product or Services * (Enter Code)	6. Name/Address/Phone Number of MBE/WBE Contractor or Vendor
Recipient	Subrecipient	Prime	Minority	Women				

*Type of product or service codes: 1 = Construction 2 = Supplies 3 = Services 4 = Equipment

ATTACHMENT III
PROJECT SCOPE OF WORK

CFDA #	CFDA TITLE	Federal Grant Award #	Federal Grant Award Name	Federal Agency Name	Amount of Funding for each Grant Award
66.468	Safe Drinking Water State Revolving Fund	99083912	WA State Funds for the 16th Year of the DWSRF Program	EPA	\$30,000

Purpose

The purpose of this grant is to determine the feasibility of consolidating the small, Group A public water systems along Hamilton Road North within the southeast area of the City of Chehalis' (City) service area.

Background/General Information

The Washington State Department of Health (DOH) and Lewis County Public Health (County) have identified several struggling Group A water systems within the City's water system retail service area. Approximately four small systems, located off of and around Hamilton Road North, have been identified. These systems have problems, such as sanitary control infringements, source well locates in vaults, rising nitrate levels, financial challenges, water shortages, and/or general lack of resources to manage the systems in a safe manner.

In order to be able to fund the infrastructure, the feasibility study will evaluate properties along Hamilton Road North, north of the intersection of Hamilton Road and Hamilton Road North. By including the property owners along Hamilton Road North, not just the Group A systems, the cost-sharing mechanism will be supported by more property owners, and thus lower the cost for each property owner.

The City, which has a current water system plan (WSP), has agreed to evaluate the feasibility of various cost-sharing mechanisms to fund the consolidation of these water systems under a Restructuring Technical Assistance Grant from DOH. The primary purpose of this grant is to analyze the feasibility of the various funding and cost sharing options.

The overall objective is to increase the efficiency, reliability, and quality of water services to several small private water systems in and near the City.

Assumptions Overall assumptions for this project are as follows:

1. RH2 will rely on the accuracy of documentation provided by the City, County, DOH, and other third parties in the course of the study.
2. The small systems included in the analysis are those previously identified by DOH, the County, and the City.
3. The analysis will consider impacts/improvements to the City's system only. It is assumed that points of connection will be made at the property line, with the City not assuming responsibility for infrastructure located on the customer side of the proposed points of connection.
4. Estimates of peak hour demands will be made based on number and type of approved connections for each system, along with other information readily available from DOH, (e.g., from systems' water facility inventories and other data contained in DOH's Sentry database).
5. The analysis will be conducted consistent with the City's WSP update processes and procedures.
6. Hydraulic model is calibrated and can be provided in WaterCAD format.
7. Financial information can be obtained without an overall financial rate study.

Task 1 – Engineering Issues	<u>Deliverables</u>
<p>Objective: Evaluate improvements to the City's system to provide service to the identified Group A water systems and the other properties located in the study area.</p> <p>Approach:</p> <p>1.1 Identify the points of connection to the City's water system.</p>	<p>Provided by City:</p> <ul style="list-style-type: none"> • Current City water hydraulic model. <p>Provided by RH2:</p>

<p>1.2 Identify/define the methods/types of connections in schematic detail.</p> <p>1.3 Identify required main extensions or replacements.</p> <p>1.4 Estimate the demands (peak hour and fire flow) at each point of connection, including identification of limits of City authority/responsibility, where applicable.</p> <p>1.5 Perform hydraulic analysis of City's distribution system piping to support the needs at each connection. This also includes evaluation of potential water quality issues due to low water demand and potential alternatives for looping the system.</p> <p>1.6 Evaluate the City's water rights, including potential acquisition of water rights from systems that connect, and evaluate source and existing storage capacities to support additional</p> <p>1.7 Establish metering and cross-connection control requirements.</p> <p>1.8 Prepare cost estimates for short- and long-term financing associated with capital, operational, and maintenance improvements.</p>	<ul style="list-style-type: none"> • Table of proposed connection sizes and types for each system. • Map that depicts proposed main extension locations and proposed connection locations. • Summary report that identifies any limiting issues. <p>Due: September 30, 2015</p>
<p>Task 2 – Financial Issues</p> <p>Objective: Identify connection costs for each potential connection beyond the engineering-related costs noted above.</p> <p>Approach:</p> <p>2.1 Identify applicable connection fees and General Facilities Charges based upon water use and business type, or property zoning.</p>	<p><u>Deliverables</u></p> <p>Provided by City:</p> <ul style="list-style-type: none"> • City connection charge ordinance or document. <p>Provided by RH2:</p> <ul style="list-style-type: none"> • Summary table of estimated connection cost for each system. <p>Due: September 30, 2015</p>
<p>Task 3 – Financing City Infrastructure Improvements</p> <p>Objective: Evaluate various cost-sharing mechanisms and select one (1) with the City to finance the construction of the main line extension.</p> <p>Approach:</p> <p>3.1 Assist the City regarding cost-sharing options and alternatives used in past projects.</p> <p>3.2 Assist the City in determining cost percentages for property owners based upon zoning, water use, and/or property size.</p>	<p><u>Deliverables</u></p> <p>Provided by RH2:</p> <ul style="list-style-type: none"> • Synopsis of documents to set up various cost-sharing mechanisms, including examples. • Analysis of costs to be assessed to each property owner along Hamilton Road North. • The City and RH2 will coordinate to gather commitments from the landowners to enter into the selected cost-sharing mechanism.

<p>Task 4 – Policy Issues</p> <p>Objective: Identify other issues/constraints that may support or limit the ability of the City to consolidate these systems.</p> <p>Approach:</p> <p>4.1 Evaluate the water system and surrounding property constraints.</p>	<p>Due: September 30, 2015</p> <p>Deliverable</p> <p>Provided by RH2:</p> <ul style="list-style-type: none"> • Summary table of issues identified for each system. <p>Due: September 30, 2015</p>
<p>Task 5 – Meetings with Staff</p> <p>Objective: Assist in determining the direction of the study, discuss findings, and support the City throughout the project.</p> <p>Approach:</p> <p>5.1 Attend up to three (3) meetings with the City/DOH/County staff throughout the course of the study on an as-needed basis.</p> <p>5.2 Provide meeting minute summaries.</p>	<p>Deliverables</p> <p>Provided by RH2:</p> <ul style="list-style-type: none"> • Attend up to three (3) meetings with City/DOH/County staff. • Meeting minute summaries. <p>Due: September 30, 2015</p>
<p>Task 6 – Public Meeting</p> <p>Objective: Facilitate a public meeting to which representatives from the identified small water systems, DOH, and the public will be invited.</p> <p>Approach:</p> <p>6.1 Present and discuss the results of the study.</p>	<p>Deliverables</p> <p>Provided by City:</p> <ul style="list-style-type: none"> • Location for public meeting. <p>Provided by RH2:</p> <ul style="list-style-type: none"> • Attend one (1) public meeting and present the results of the study. <p>Due: September 30, 2015</p>
<p>Task 7 – Draft Project Report</p> <p>Objective: Following Task 6 activities, the results of the study will be documented in a draft project report and submitted for review by the City, County, and DOH.</p> <p>Approach:</p> <p>7.1 Summarize the results of the analyses.</p> <p>7.2 Summarize the hydraulic analysis.</p> <p>7.3 Summarize the City's ability to serve these systems.</p> <p>7.4 Identify infrastructure improvements.</p> <p>7.5 Assess the City's water rights.</p> <p>7.6 Prepare conceptual design of preliminary alignments, pipeline sizing, etc., of water main extension or replacement.</p> <p>7.7 Estimate cost of the proposed improvements and Connection fees.</p>	<p>Deliverables</p> <p>Provided by City:</p> <ul style="list-style-type: none"> • Submission of draft report to DOH and County. <p>Provided by RH2:</p> <ul style="list-style-type: none"> • Provide draft project report to City, DOH, and County for review. (Three (3) hardcopies.) <p>Due: August 31, 2015</p>

<p>Task 8 – Final Project Report</p> <p>Objective: Following Task 7 activities, RH2 will provide the final project report for City review.</p> <p>Approach:</p> <p>8.1 Prepare final project report with edits based on comments from reviewing agencies.</p> <p>8.2 Submit final report to DOH.</p>	<p><u>Deliverables</u></p> <p>Provided by RH2:</p> <ul style="list-style-type: none"> • Prepare final project report. • Submit final project report to DOH. <p>Due: September 30, 2015</p>
<p>Task 9 – Final Invoice Preparation</p> <p>Objective: Document actual costs for the study.</p> <p>Approach:</p> <p>9.1 Prepare final invoice, including hourly billing rate, and job classification associated with all hours billed.</p>	<p><u>Deliverables</u></p> <p>Provided by RH2:</p> <ul style="list-style-type: none"> • Final invoice from RH2. <p>Due: September 30, 2015</p>
<p>Payment: DOH will provide reimbursement to the City of Chehalis based upon acceptance of reports documenting work on the project and receipt of properly completed invoices. The City will provide an hourly accounting of time spent for each task in support of an invoice.</p> <p>The contractor is responsible for tracking all project expenditures as related to this contract, and for maintaining these records.</p> <p>DOH will withhold 10 percent of the total funding amount (\$3,000) until the project is successfully completed and all deliverables are received and approved by DOH.</p>	
<p>Total Reimbursement for costs not to exceed: \$30,000.00</p>	

MACHINE
07075

Bishop Rd

FIREWELL
ENTERPRISES

1728 BISHOP
ROAD WATER
07059

HAMILTON
REGGIE
05652

HAMILTON RD

Borovec Rd

OAKWOOD
HOMES
06952

CVM
MACHINE
07129

UPS
07061

TYLER
RENTALS INC
07060

BRIM
TRACTORS
07069

BARNETT
IMPLEMENT
07068

KLUM
AC488

49

NORTH FORK
TIMBER SHOP

071118

City of Chehalis Public Works Department

WHAT: 2015 Street Oiling Program and Crack Sealing Locations

WHERE: The following streets are scheduled to receive new oil and rock this year:

SE Canyon Dr.
SE Summit Rd.
SE Hillsdale Ln.
SE Woodland Ave.
SE Crestview Dr.
SE Carlesta Ave.
SE Greenwood Ave.
SE Aust Manor Dr.
SE Washington from 12th to 16th St.
SE 12th St. from Market to Washington
SE Fairview St.
SE Kenwood St.
SE Magnolia Dr.
SE Maple Dr.
SE Cypress Dr.
SW 21st St.
SW Olympic Dr.
SW 22nd St.
SW Salsbury Ave. from 21st to 22nd
SW Snively from 18th to 20th
SW 19th St.
SW 18th St.
SW Kimberly Ct.
SW Grandview from 16th to 18th
SW Gails from 16th to 18th
SW Fair Ave.
SW 17th St. from Fair to Gails
SW Ruzicka Dr.
SW Armstrong Ct.

A total of approximately 10 lane miles of roadway will receive seal coat treatment this year.

*Market Blvd. is scheduled to receive crack seal treatment.

WHEN: Preparation work is scheduled to begin in June and the application of oil and rock will likely begin the week of June 29th.

CITY OF CHEHALIS

AGENDA REPORT

DATE: June 1, 2015
TO: The Honorable Mayor and City Council
FROM: Rick Sahlin, Public Works Director
Don Schmitt, Street/Storm Superintendent
SUBJECT: Adoption of the 2016-21 Six-Year Transportation Improvement Plan

ISSUE

Attached is Resolution No. 5-2015, which includes the recommended 2016-2021 Six-Year Transportation Improvement Plan (TIP). We are presenting this document for the council's review and consideration.

DISCUSSION

The city is required to annually update the six-year transportation improvement plan and to submit any updates to the Regional Transportation Planning Organization (RTPO), whose duty it is to submit a regional transportation plan to Washington State Department of Transportation. As mentioned in the past, a project's inclusion in the City's or RTPO's TIP does not, by itself, provide or guarantee funding. However, in order for a project to be eligible for federal or state funding assistance, it must first be listed in the TIP. Should a funding opportunity arise for a project not listed on the TIP, the TIP can be amended to add the project.

On May 26, 2015, the City held a public hearing on the proposed TIP to get public comment on the proposed plan. No members of the public were present and no comments were received.

RECOMMENDATION/COUNCIL ACTION DESIRED

The administration recommends that the council adopt Resolution No. 5-2015 on first and final reading, approving the 2016 -21 Six-Year Transportation Improvement Plan.

SUGGESTED MOTION

I move that the council adopt Resolution No. 5-2015 on first and final reading.

REVIEWED BY:  _____, CITY MANAGER

RESOLUTION NO. 5-2015

**A RESOLUTION OF THE CITY OF CHEHALIS,
WASHINGTON, ADOPTING THE 2016-2021 SIX-YEAR
TRANSPORTATION IMPROVEMENT PLAN FOR THE
CITY OF CHEHALIS.**

WHEREAS, pursuant to RCW 35.77.010, a public hearing was held by the City Council on the 26th day of May, 2015 to consider the 2016-2021 six-year transportation improvement plan for the city; and

WHEREAS, the City Council is desirous of adopting a six-year transportation improvement plan, now, therefore,

**THE CITY COUNCIL OF THE CITY OF CHEHALIS, WASHINGTON, DO
RESOLVE AS FOLLOWS:**

Section 1. The 2016-2021 six-year transportation improvement plan for the city, hereto attached and by this reference incorporated herein, shall be, and the same hereby is, adopted as the 2016-2021 six-year transportation improvement plan for the city effective the reporting year 2015/2016.

ADOPTED by the City Council of the city of Chehalis, Washington, and **APPROVED** by its Mayor, at a regularly scheduled open public meeting thereof this 8th day of June, 2015.

Mayor

Attest:

City Clerk

Approved as to form and content:

City Attorney

CITY OF CHEHALIS - 2016-2021 SIX YEAR TRANSPORTATION IMPROVEMENT PROGRAM

Project	General Description	Funding Source	Start Year	Prior Years	2015	2016	2017	2018	2019	2020	2021	Future	Total Cost
National Ave. Bridge Scour	Scour project & Repair, Salzer Creek Crossing	Grants	2014-2015		396,447								396,447
National Ave. Overlay	Grind, overlay, safety, etc.	Grants	Future									1,066,000	1,066,000
Market Blvd. - Park to N National Ave.	Renaissance streetscape planning	Utility Fund & Twin Transit	Future									2,000,000	2,000,000
Market Blvd - 13th to city limits	Grind / overlay	Grants & Loans	Future									2,500,000	2,500,000
Snively Ave improvements	Reconstruct 16th to 20th	General Fund, Utility Funds & Twin Transit	Future									2,234,000	2,234,000
Guardrail	Various locations throughout city	General Fund	Future									125,000	125,000
Riverside Dr/Newankum Ave repairs	Spot repairs Hwy 6 to Shorey Rd	General Fund	Future									250,000	250,000
Chamber Way Bridge Replacement	Replace Bridge	Grants & Loans	Future									15,000,000	15,000,000
Kresky Ave improvements	Overlay	Grants & Loans	Future									500,000	500,000
Kresky Ave Flood Mitigation	Raise roadway between Exhibitor and Scott Johnson Blvd.	General Fund	Future									2,078,000	2,078,000
Front, Pacific, Park Streets improvements	Grind, overlay/utility/finish improvements	General Fund, Grants & Loans	Future									2,500,000	2,500,000
Louisiana Ave Repairs	Spot repair & overlay Hwy 6 North	General Fund / TBD	Future									450,000	450,000
					396,447	0	0	0	0	0	0	28,703,000	29,099,447

National Ave. Bridge Scour 2015 breakdown Estimated project cost, less amounts paid prior years

CITY OF CHEHALIS

AGENDA REPORT

DATE: June 3, 2015
TO: The Honorable Mayor and City Council
FROM: Ken Cardinale, Fire Chief
SUBJECT: EMS Levy

ISSUE

In 2009, a majority of the city voters approved a supplemental six-year property tax levy for EMS purpose at a rate of up to \$0.50 per \$1,000.00 of assessed value.

Should the city council place an issue on the general election ballot this year for renewal of the current EMS levy?

DISCUSSION

The current EMS Levy is set to expire on 12-31-2015. The administration has discussed the need to renew this levy to continue to maintain the current levels of service. The November 3 general election was determined to be the most appropriate date, as this would likely provide the best voter turnout and the cost of such election would be shared by more entities. The intended use for these funds is to provide continued funding of two firefighters positions, purchase EMS supplies and equipment, and contribute to an equipment replacement fund.

When the last renewal was proposed and approved by the voters in 2009 the Chehalis Fire Department responded on 1338 EMS Calls for service, which accounted for 82% of our total calls for service. During 2014 the fire department responded to 1542 EMS calls for service, which accounted for 84% of our total calls for service. This represents a 15% increase in EMS calls for service during this time frame.

Attached is the information which shows the actual levy rate and the amount collected for the last six years, as reported by the Lewis County Assessor's Office.

RECOMMENDATION/COUNCIL ACTION DESIRED

It is recommended that the Council set the date and time of July 13, 2015, at 5:05 p.m., to conduct a public hearing on the EMS levy and direct the City Manager to prepare a resolution for council consideration at their July 13 meeting, to place the EMS levy renewal on the November 3, 2015 general election ballot.

SUGGESTED MOTION

I move that the that the Council set the date and time of July 13, 2015 at 5:05 p.m., to conduct a public hearing on the EMS levy and direct the City Manager prepare a resolution for council consideration on July 13, 2015, to place the EMS levy renewal on the November 3, 2015 general election ballot.

Reviewed by:  _____ City Manager

Tax Year	Levy Name	Requested Amt.	Actual Amount	Actual Rate
2010	City of Chehalis - EMS	\$ 227,000	\$ 227,000	0.361214171
2011	City of Chehalis - EMS	\$ 229,000	\$ 228,273	0.360985772
2012	City of Chehalis - EMS	\$ 231,000	\$ 229,641	0.378952426
2013	City of Chehalis - EMS	\$ 231,000	\$ 230,195	0.397498065
2014	City of Chehalis - EMS	\$ 233,000	\$ 231,782	0.398176826
2015	City of Chehalis - EMS	\$ 231,657	\$ 231,875	0.390465836