

CONTRACT NO. KC-407-25
Professional Services Contract

This Professional Services Contract ("Contract") is between Kitsap County, a Washington state political subdivision, having its principal offices at 614 Division Street, Port Orchard, Washington 98366 ("County") and Holly Ridge Center, a WA state non-profit corporation, having its principal offices at 5112B, Taylor Rd., Bremerton, WA 98312 ("Contractor").

In consideration of the terms and conditions of this Contract, the parties agree as follows:

SECTION 1. TERM AND EFFECTIVE DATE

- 1.1 The Contract will become effective January 1, 2026 and terminate June 30, 2026, unless terminated or extended. The Contract may be extended for additional consecutive terms at the mutual agreement of the parties. In no event will the Contract become effective unless and until it is approved and executed by the duly authorized representative of Kitsap County.

SECTION 2. SERVICES

- 2.1. **Scope of Work.** The Contractor shall provide all "Services" identified in Attachment A: (Scope of Work), which is incorporated herein by reference. The Contractor shall provide its own equipment, labor, and materials.
- 2.2. **Contract.** "Contract" means this Contract and any exhibits, amendments, and solicitation documents accepted by the County, and Attachment A – Special Terms and Conditions; Attachment B – Statement of Work; Attachment; C – Budget Summary; Attachment D – Criteria for Evaluation; Attachment; E –DRW Access Agreement; Attachment F - Certification Regarding Debarment, Suspension, and Other Responsibility Matters; Attachment G – Certification Regarding Lobbying; Attachment; H –Confidentiality and Data Security; Attachment I: Student Guide All such documents are incorporated herein in full by this reference.
- 2.3. **Personnel.** The Contractor shall have and maintain complete responsibility for its Personnel. "Personnel" means Contractor and Contractor's employees, subcontractors, volunteers, interns, agents, and any other person utilized by the Contractor directly or indirectly or through third parties to perform any Services under the Contract. The Contractor shall promptly remove any Personnel performing Services on request from the County Representative.
- 2.4. **Standards.** The Contractor warrants that i) Contractor has the qualifications, knowledge, experience, skills, and resources necessary to provide all Services; ii) all Services shall be provided by Personnel experienced in their respective fields and in a manner consistent with the standards of care, skill, diligence, and knowledge commonly possessed and exercised by experienced professionals in the same discipline in the same or similar circumstances; and iii) all Services shall be performed to the County's reasonable satisfaction and according to the schedule agreed to by the parties.
- 2.5. **Communication.** The Contractor shall keep the County informed of the progress of the Services in the manner, method, and intervals requested by the County.

SECTION 3. COMPENSATION AND PAYMENT

- 3.1. Compensation. The maximum amount of compensation paid under the Contract by the County shall not exceed \$54,000. A description of the compensation is provided in Attachment C: Service Information Form herein by reference.
- 3.2. Invoice. The Contractor will submit one (1) invoice to the County per month for payment of Services completed to date, unless otherwise provided herein. Each invoice shall identify the Services performed, dates performed, and any other information requested by the County.
- 3.3. Payment. The County will make reasonable efforts to pay the Contractor within thirty (30) days from the date the County receives a complete and correct invoice, unless otherwise provided herein. All funds disbursed to the Contractor will be processed by Direct Deposit via Automated Clearing House (ACH), unless otherwise agreed to by the parties.
- 3.4. Insurance/W-9 Compliance. All payments are expressly conditioned upon the Contractor's compliance with all insurance requirements and submission of a current IRS W-9 form to the County. Payments may be suspended in full in the event of noncompliance. Upon full compliance, payments will be released to the Contractor unless otherwise provided herein.
- 3.5. Restrictions. The Contractor will only be entitled to receive payment for Services expressly authorized in the Contract, and received during the Contract term and accepted by the County. The Contractor acknowledges oral requests and approvals of additional services or additional compensation are prohibited and unenforceable. Advance payments are not authorized.

SECTION 4. TERMINATION

- 4.1. For Convenience. The County may terminate the Contract, in whole or in part, without penalty, for any reason or no reason, with ten days prior notice to the Contractor.
- 4.2. For Funding issues. If any funding for Services is not available, withdrawn, reduced, or limited in any way, or if additional or modified conditions are placed on the funding after the Contract becomes effective, the County may: (1) accept a decreased price offered by the Contractor; (2) terminate the Contract; or (3) terminate the Contract and re-solicit the requirements.
- 4.3. Termination for Default. The County may immediately terminate the Contract, in whole or part, due to the failure of the Contractor to comply with any Contract term or condition, or to make satisfactory progress in performing the Contract, subject to the provisions of 11.1, or if the County determines the Contractor has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity. The Contractor shall immediately notify the County if the Contractor becomes suspended or debarred.
- 4.4. Procedures. Upon receipt of notice of termination, the Contractor shall stop all Services as directed in the notice, notify Personnel of the termination date, and minimize further costs. All goods, materials, documents, data, and reports prepared by the Contractor under the Contract shall become the property of, and delivered to, the County on demand. A final payment will be made to the Contractor only for Services performed and accepted by the County through the effective date of termination. No costs incurred after the effective date of the termination will be paid.

SECTION 5. INDEMNIFICATION

- 5.1. To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless Kitsap County and its elected and appointed officials, officers, employees, and agents (collectively "Indemnitees") from and against all Claims resulting from or arising out of the performance of the Contract, whether such Claims arise from the acts, errors, or omissions of the Contractor, its Personnel, third parties, or Kitsap County, or anyone directly or indirectly employed by any of them or anyone for whose acts, errors, or omissions any of them may be liable. It is the specific intent of the parties that the Indemnitees shall, in all instances, except Claims arising from the sole negligence or willful misconduct of the Indemnitees, be indemnified by the Contractor from and against any and all Claims.
- 5.2. With regard to any Claim against any Indemnitee by any of the Contractor's Personnel, or anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the Contractor's indemnification obligation shall not be limited in any way by a limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor or Contractor's Personnel under workers compensation acts, disability benefit acts, or other employee benefit acts. Solely for the purposes of this indemnification provision, the Contractor expressly waives its immunity under Title 51 RCW (Industrial Insurance) and acknowledges this waiver was mutually negotiated by the parties.
- 5.3. Architectural, Landscape Architectural, Engineering, or Land Surveying Services. Should a court of competent jurisdiction determine the Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the County, its officers, officials, employees, and agents, the Contractor's liability hereunder, including the duty and cost to defend, will be only to the extent of the Contractor's negligence.
- 5.4. Claim. "Claim" means all losses, claims, suits, actions, liabilities, damages, demands, judgments, settlements, expenses, fines, or other liabilities of any kind or nature whatsoever, including without limitation, all costs including costs of Claim processing, investigation, reasonable attorneys' fees, and damages, for any personal or bodily injury, sickness, disease, disability, or death, or loss or damage to tangible or intangible business or property, including the loss of use. Claim includes any infringement of copyright, patent, trademark, or other proprietary rights of any third parties arising out of Contract performance or use by the County of materials furnished or work performed under the Contract.
- 5.5. Obligations/Notice of Claim. The County will provide the Contractor notice of the assertion of liability by a third party that may give rise to a Claim by County against the Contractor based on the indemnity contained herein. The Contractor shall respond to the County's tender of defense of a claim in writing within fourteen (14) calendar days from the notice date, and will advise the County if the Contractor accepts or denies tender of the claim. The County may in its discretion withhold all or part of any payment due the Contractor under the Contract until the Contractor responds to such notice. The Contractor shall keep the County timely and fully informed through all stages of the defense and promptly respond to and comply with County's requests for information. The County at all times reserves the right, but has no obligation to participate in the defense and settlement of any Claim. Such participation shall not constitute a waiver of the Contractor's indemnity and

defense obligations under the Contract. The Contractor shall not settle or compromise any Claim in any manner that imposes any obligations upon the County without the prior written consent of the County. The Contractor shall promptly advise the County of any occurrence or information known to the Contractor that could reasonably result in a Claim against the County. The violation of any provisions of this Section, including improper refusal to accept tender, is a material breach.

SECTION 6. INSURANCE

- 6.1. Minimum Insurance Required. The Contractor and its subcontractors, if any, shall procure and maintain, until all of the Contract obligations have been fully discharged, including any warranty period, all insurance required in this Section with an insurance company duly licensed in Washington State with an A.M. Best Company ratings of not less than A-VIII and a category rating of not less than "8", with policies and forms satisfactory to the County. Use of alternative insurers requires prior written approval from the County. Coverage limits shall be at minimum the limits identified in this Section, or the limits available under the policies maintained by the Contractor without regard to the Contract, whichever is greater.
- 6.2. Professional Liability. Not less than \$1,000,000 per claim and \$2,000,000 annual aggregate. Coverage will apply to liability for professional error, act or omission arising out of or in connection with the Contractor's Services under the Contract. The coverage shall not exclude bodily injury, property damage or hazards related to the work rendered as part of the Contract or within the scope of the Contractor's services under the Contract, including testing, monitoring, measuring operations or laboratory analysis where such Services are rendered under the Contract.
- 6.3. Commercial General Liability ("CGL"). Not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. Coverage shall include personal injury, bodily injury, and property damage for premise-operations liability, products/completed operations, personal/advertising injury, contractual liability, independent contractor liability, and stop gap/employer's liability. Coverage shall not exclude or contain sub-limits less than the minimum limits required herein, without the prior written approval of the County. The certificate of insurance for the CGL policy shall expressly cover the indemnification obligations required by the Contract.
- 6.4. Automobile Liability.
 - Contractor shall maintain personal automobile insurance on all vehicles used for Contract purposes as required by law.
 - Not less than \$100,000 per occurrence and \$300,000 annual aggregate. If a personal automobile liability policy is used to meet this requirement, it must include a business rider and cover each vehicle to be used in the performance of the Contract. If Contractor will use non-owned vehicles in performance of the Contract, the coverage shall include owned, hired, and non-owned automobiles.
 - Not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. Coverage shall include liability for any and all owned, hired, and non-owned vehicles. Coverage may be satisfied with an endorsement to the CGL policy.

- 6.5. **Umbrella or Excess Liability.** The Contractor may satisfy the minimum liability limits required for the CGL and Automobile Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the Umbrella or Excess Liability; however, the annual aggregate limit shall not be less than the highest "Each Occurrence" limit for either CGL or Automobile Liability. The Contractor agrees to an endorsement naming the County as an additional insured as provided in this Section, unless the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.
- 6.6. **Workers' Compensation and Employer Liability.** If applicable, the Contractor shall maintain workers' compensation insurance as required under the Title 51 RCW (Industrial Insurance), for all Contractor's Personnel eligible for such coverage. If the Contract is for over \$50,000, then the Contractor shall also maintain employer liability coverage with a limit of not less than \$1,000,000.
- 6.7. **Primary, Non-Contributory Insurance/Subcontractors.** The Contractor's and its subcontractors' insurance policies and additional named insured endorsements will provide primary insurance coverage and be non-contributory. Any insurance or self-insurance programs maintained or participated in by the County will be excess and not contributory to such insurance policies. All Contractor's and its subcontractors' liability insurance policies must be endorsed to show as primary coverage. The Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All subcontractors shall comply with all insurance and indemnification requirements herein.
- 6.8. **Review of Policy Provisions.** Upon request, the Contractor shall provide a full and complete copy of all requested insurance policies to the County. The County reserves the right without limitation, but has no obligation to revise any insurance requirement, or to reject any insurance policies that fail to meet the requirements of the Contract. The County also has the right, but no obligation to review and reject any proposed insurer providing coverage based upon the insurer's financial condition or licensing status in Washington. The County has the right to request and review the self-insurance retention limits and deductibles, and the Contractor's most recent annual financial reports and audited financial statements, as conditions of approval. Failure to demand evidence of full compliance with the insurance requirements or failure to identify any insurance deficiency shall not relieve the Contractor from, nor be construed or deemed a waiver, of its obligation to maintain all the required insurance at all times as required herein.
- 6.9. **Waiver of Subrogation.** In consideration of the Contract award, the Contractor agrees to waive all rights of subrogation against the County, its elected and appointed officials, officers, employees, and agents. This waiver does not apply to any policy that includes a condition that expressly prohibits waiver of subrogation by the insured or that voids coverage should the Contractor enter into a waiver of subrogation on a pre-loss basis.
- 6.10. **Additional Insured, Endorsement and Certificate of Insurance.** All required insurance coverage, other than the workers' compensation and professional liability, shall name the County, its elected and appointed officials, officers, employees, and agents, as additional insureds and be properly endorsed for the full available limits of coverage maintained by Contractor and its subcontractors. Endorsement is not required if the Contractor is a self-insured government entity, or insured through a government risk pool authorized by Washington State.

The Certificate of Insurance and endorsement shall identify the Contract number and shall require not less than thirty (30) days' prior notice of termination, cancellation, nonrenewal or reduction in coverage. At the time of execution, the Contractor shall provide the Certificate of Insurance, endorsement, and all insurance notices to: Risk Management Division, Kitsap County Department of Administrative Services, 614 Division Street, MS-7, Port Orchard, Washington 98366.

- 6.11. General. The coverage limits identified herein are minimum requirements only and will not in any manner limit or qualify the liabilities or obligations of the Contractor under the Contract. All insurance policy deductibles and self-insured retentions for policies maintained under the Contract shall be paid by the Contractor. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the County, its elected and appointed officials, officers, employees, or agents. The Contractor's insurance shall apply separately to each insured against whom a claim is made or suit is brought, subject to the limits of the insurer's liability.
- 6.12. Claims-Made. If the Contractor's liability coverage is written as a claims-made policy, the Contractor shall purchase an extended-reporting period or "tail" coverage for a minimum of three (3) years following completion of the performance or attempted performance of the provisions of this Contract.

SECTION 7. NOTICE AND CONTRACT REPRESENTATIVES

- 7.1. Any notices, demands and other communications required by the Contract will be effective if personally served upon the other party or if mailed by registered or certified mail, postage prepaid, return receipt requested, to the other party's Contract Representative at the address below. Notice may also be given by facsimile with the original to follow by regular mail. Notice will be deemed to be given three (3) days following the date of mailing, or immediately if personally served. For service by facsimile, service will be effective at the beginning of the next working day. Each party will designate a "Contract Representative", which may be changed by providing fifteen (15) days prior notice to the other party.

County's Contract Representative

Name: Heidi Scheibner
Title: DD County Coordinator
Address: Kitsap County Human Services, 614 Division St., MS-23, Port Orchard, WA 98366
Phone: 360-337-4624
Email: hscheibner@kitsap.gov

Contractor's Contract Representative

Name: Dedra Miller
Title: Executive Director
Address: Holly Ridge Center, 5112B, Taylor Rd., Bremerton, WA 98312
Phone: 360-373-2536
Email: dmiller@hollyridge.org

SECTION 8. AMENDMENTS, SUBCONTRACTS, INDEPENDENT CONTRACTOR

- 8.1. Amendment. No amendment or modification to the Contract will be effective without the prior written consent of the authorized representatives of the parties.
- 8.2. Successors and Assigns. To the extent permitted by law, the Contract is binding on the parties' respective partners, successors, assigns, executors, and legal representatives.
- 8.3. Assignments. Except with the prior written consent of the other party, each party shall not assign or transfer, including by merger (whether that party is the surviving or disappearing entity), consolidation, dissolution, or operation of law any right, duty, obligation, or remedy under the Contract. Any purported assignment or transfer in violation of this section shall be void.
- 8.4. Subcontracts. The Contractor shall provide the County a list of all subcontractors and the subcontractors' proposed responsibilities. "Subcontract" means any contract, express or implied, between the Contractor and another party or between a subcontractor and another party delegating or assigning, in whole or in part, the making or furnishing of any material or service for the performance of the Contract. All subcontracts shall incorporate by reference the terms and conditions of this Contract. The Contractor is solely responsible for the performance and payment of its subcontractors.
- 8.5. Independent Contractor. Each party under the Contract shall be for all purposes an independent contractor. Nothing contained herein will be deemed to create an association, a partnership, a joint venture, or a relationship of principal and agent, or employer and employee between the parties. The Contractor shall have complete responsibility and control over its Personnel. Neither the Contractor nor its Personnel shall be, or be deemed to be, or act or purport to act, as an employee, agent or representative of the County. The Contractor and its Personnel shall have no County employee-type benefits of any kind whatsoever, including without limitation, insurance, pension plan, vacation pay or sick pay, or other right or privilege afforded to County employees. The Contractor and its Personnel shall be responsible for payment of all insurance, taxes, and benefits.

SECTION 9. OWNERSHIP, CONFIDENTIAL INFORMATION AND BREACH

- 9.1. Ownership. Any and all data, reports, analyses, documents, photographs, pamphlets, plans, specifications, surveys, films, or any other materials created, prepared, produced, constructed, assembled, made performed, or otherwise produced by the Contractor or its Personnel for delivery to the County under this Contract shall be the sole and absolute property of the County. All such property shall constitute "work made for hire" as defined by the U.S. Copyright Act of 1976, 17 U.S.C § 101, and the ownership of the copyright and any other intellectual property rights in such property shall vest in the County at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material the Contractor uses to perform this Contract that is not created, prepared, constructed, assembled, made, performed, or otherwise produced for or paid for by the County is owned by the Contractor and is not "work made for hire" within the terms of the Contract.
- 9.2. Confidential Information/Breach. The Contractor shall ensure that all personal identifying information, financial information, and other information submitted or made available to the Contractor by, or on behalf of, the County, or acquired or developed by the Contractor in the performance of the Contract (unless publicly available) is kept confidential, secured,

and protected to prevent unauthorized access. Such information will be utilized by the Contractor solely as necessary for the performance of Services under the Contract and not made available to any other person without the County's prior written consent. In the event of unauthorized access or other security breach, the Contractor shall immediately notify the Contract Representative and shall at its sole expense comply with all requirements of RCW 19.255.010, in effect at any given time. Upon expiration or termination of the Contract, all confidential information shall be returned to the County or destroyed at the County's discretion.

SECTION 10. REPRESENTATIONS AND RECORDS

- 10.1. No Fee. The Contractor certifies it has not received, nor paid or agreed to pay, another person or entity, other than a bona fide employee working exclusively for the Contractor, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of the Contract.
- 10.2. Licenses, Permits and Taxes. The Contractor shall, at its own expense, have and maintain all licenses, registrations, permits, and approvals necessary for the performance of the Contract, including without limitation, registration with the Washington State Department of Revenue. The Contractor shall pay all fees (including licensing fees) and applicable federal, state, and local taxes.
- 10.3. Compliance. The Contractor and its Personnel, and the Services provided by the Contractor and its Personnel, shall comply with all applicable laws, codes, and standards in effect at any given time regardless as to whether such laws are referred to by the County. If required for the Services provided, the Contractor and its Personnel shall submit to a background check as directed by the County.
- 10.4. Nondiscrimination. The Contractor and its Personnel shall not discriminate against any person on the basis of race, color, creed, religion, national origin, age, sex, marital status, sexual orientation, veteran status, disability, or other circumstance prohibited by federal, state, or local law, and shall comply with Title VI of the Civil Rights Act of 1964, P.L. 88-354 and Americans with Disabilities Act of 1990 in the performance of the Contract.

- 10.5. Public Records. The Contractor agrees that the Contract and all records associated with the Contract shall be available to the County for inspection and copying by the public pursuant to the Public Records Act, Chapter 42.56 RCW ("Act"). If the County determines that records in the custody of the Contractor are needed to respond to a request under the Act, the Contractor shall make all such records promptly available to the County at no cost to the County. With the exception of the Contract, if the Contractor considers any portion of any record, electronic or hard copy, to be protected from disclosure under the Act, the Contractor shall clearly identify all specific information it claims to be confidential or proprietary. If the County receives a request under the Act to inspect or copy proprietary information that has been identified by the Contractor as protected from disclosure and the County determines that release of the information is required by the Act or otherwise appropriate, the County's sole obligation will be to make a reasonable effort to notify the Contractor of the request and the date that such protected information will be released unless the Contractor obtains a court order to enjoin disclosure pursuant to RCW 42.56.540. If the Contractor fails to timely obtain a court order enjoining disclosure, the County will release the requested information on the date specified. The County has no obligation on behalf of the Contractor to claim any exemption from disclosure under the Act. The County will not be liable to the Contractor for releasing records pursuant to the Act.
- 10.6. Advertising, Logo. The Contractor shall not use, advertise, or promote for commercial benefit information concerning the Contract or use any trade name, trademark, or logo of the County, without the County's prior written consent.
- 10.7. Audit and Record Retention. The Contractor and its Personnel shall retain all books, documents, and records relating to performance of the Contract and Services provided in connection with this Contract for six (6) years after completion of the Contract or longer if requested by the County. All records shall be subject to inspection and audit by the County. Upon request, the Contractor shall promptly make available to the County a legible copy of all books, documents, and records at no cost to the County.

SECTION 11. RIGHTS AND REMEDIES

- 11.1. Failure to Perform. If County determines the Contractor has failed to perform any material obligation of the Contract, and such failure has not been cured within ten (10) days' following notice from the County, the County may without penalty, in its discretion, withhold all monies due the Contractor until such failure is cured to the reasonable satisfaction of the County.
- 11.2. Right of Assurance. If the County in good faith has reason to believe the Contractor does not intend, or is unable to perform, or continue performing under the Contract, the County may demand in writing that the Contractor give a written assurance of intent to perform. Should the Contractor fail to provide adequate assurance to the reasonable satisfaction of the County, by the date specified the demand, the County may terminate all or part of the Contract and pursue all other rights and remedies available at law and in equity.

- 11.3. **Responsibility for Errors.** All Services shall be completed to the reasonable satisfaction of the County and as required herein. Upon request, the Contractor shall provide any clarifications and/or explanations regarding any Services provided as required by the County, at no additional cost to the County. In the event of an error or omission under the Contract, the Contractor shall, at no cost to the County, provide all necessary design drawings, estimates, and all other professional services the County deems necessary to rectify and correct the matter to the satisfaction of the County. The Contractor shall continue to be responsible for the accuracy of Services, even after the Work is accepted by the County and the termination or expiration of the Contract.
- 11.4. **Remedies.** All County rights and remedies under the Contract are in addition to, and shall in no way limit, any other rights and remedies that may be available to the County at law and in equity.
- 11.5. **Right of Off-Set; Reimbursement.** The County will be entitled to offset against any sums due the Contractor and to reimbursement from the Contractor for any damages, expenses, or costs incurred by the County due to the Contractor's nonconforming performance or failure to perform the Services under the Contract.
- 11.6. **Waiver.** Either party's failure to insist upon the strict performance of any provision of the Contract, or to exercise any right based upon a breach thereof or the acceptance of any performance during such breach, will not constitute a waiver of any right or remedy under the Contract unless expressly so agreed in writing by an authorized representative.
- 11.7. **Breach.** In the event of a material breach by the Contractor, the County may procure, on terms and in the manner that it deems appropriate, Services to replace those under the Contract. The Contractor shall be liable to the County for any and all costs, expenses, penalties, and fees incurred by the County in procuring such Services in substitution for those due from the Contractor under the Contract.

SECTION 12. GOVERNING LAW, DISPUTES

- 12.1. **Governing Law; Venue.** The Contract will be governed in all respects by the laws of the State of Washington, both as to interpretation and performance, without regard to conflicts of law or choice of law provisions. Any action arising out of or in connection with the Contract may be instituted and maintained only in a court of competent jurisdiction in Kitsap County, Washington or as provided by RCW 36.01.050.
- 12.2. **Disputes.** Conflicts and disagreements between the parties related to the Contract will be promptly brought to the attention of the County. Any dispute relating to the quality or acceptability of performance or compensation due the Contractor will be decided by the County's Contract Representative. All decisions of the County's contract Representative are considered final; however, nothing herein prohibits either party from seeking judicial relief.

SECTION 13. PREVAILING WAGE

[Prevailing Wage]

SECTION 14. GENERAL PROVISIONS

- 14.1. Implied Contract Terms. Each provision of law and any terms required by law to be in the Contract are made a part of the Contract as if fully stated in it.
- 14.2. Headings/Captions. Headings and captions used are for convenience only and are not a part of the Contract and do not in any way limit or amplify the terms and provisions hereof.
- 14.3. No Party the Drafter. The Contract is the product of negotiation between the parties, and no party is deemed the drafter of the Contract.
- 14.4. No Third Party Beneficiary. No provision of the Contract is intended to, nor will it be construed to, create any third party beneficiary or provide any rights or benefits to any person or entity other than the County and the Contractor.
- 14.5. Severability. If a court of competent jurisdiction holds any provision of the Contract to be illegal, invalid, or unenforceable, in whole or in part, the validity of the remaining provisions will not be affected, and the parties' rights and obligations will be construed and enforced as if the Contract did not contain the particular provision held to be invalid. If any provision of the Contract conflicts with any statutory provision of the State of Washington, the provision will be deemed inoperative to the extent of the conflict or modified to conform to statutory requirements.
- 14.6. Precedence. The Contract documents consist of this Contract and its attachments and exhibits. In the event of a conflict between or among the Contract documents, the order of precedence shall be this Contract, then the attachments and exhibits.
- 14.7. Counterparts/Electronic Signature. The Contract may be executed in several counterparts, each of which will be deemed an original, but all of which together will constitute one and the same agreement. A facsimile, email, or other electronically delivered signatures of the parties shall be deemed to constitute original signatures and deemed to constitute duplicate originals.
- 14.8. Non-Exclusive Contract. The County may at its discretion enter into multiple agreements to obtain the same or similar services that are the subject of this Contract or may have its own employees perform the same or similar services contemplated by the Contract.
- 14.9. Survival. Those provisions of this Contract that by their sense and purpose should survive expiration or termination of the Contract shall so survive. Those provisions include, without limitation: Sections 5 (Indemnification), 6 (Insurance), 8.5 (Independent Contractor), 9 (Ownership, Confidential Information and Breach), 11 (Rights and Remedies), 12 (Governing Law, Disputes), and 14 (General Provisions).
- 14.10. Entire Agreement. The parties acknowledge the Contract is the product of negotiation between the parties and represents the entire agreement of the parties with respect to its subject matter. All previous agreements and representations, whether oral or written, entered into prior to this Contract are hereby revoked and superseded by the Contract.
- 14.11. Authorization. Each party signing below warrants to the other party, that they have the full power and authority to execute this Contract on behalf of the party for whom they sign.

Dated this 12 day of January, 2026

CONTRACTOR NAME
Holly Ridge Center



Signature

Dedra Miller
Print Name

Executive Director
Title

Dated this 14 day of January, 2026

KITSAP COUNTY, WASHINGTON



VICTORIA BRAZITIS
COUNTY ADMINISTRATOR

N/A

Kitsap County Face Sheet

For Sub-recipient Contracts Using Federal Awards

CFR 200.332 Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the information provided below. A pass-through entity must provide the best available information when some of the information below is unavailable. A pass-through entity must provide unavailable information when it is obtained. Required information includes:

(Fill in)

Subrecipient's unique entity identifier:

Federal Award Identification Number (FAIN):

Federal Revenue Award Date:

Subaward Period of Performance Start and End Date:

Check to verify the information is in contract:

- Subrecipient's name (must match the name associated with its unique entity identifier):
- Federal award identification:
- Subaward Budget Period Start and End Date:
- Amount of Federal Funds Obligated in the subaward:
- Amount of Federal Funds Obligated to the sub by the pass-through entity, including the current financial obligation:
- Total Amount of the Federal Award committed to the subrecipient by the pass-through entity:
- Federal award project description, as required by the Federal Funding Accountability and Transparency Act (FFATA):
- Name of the Federal agency, pass-through entity, and contact information for awarding official of the pass-through entity:
- Dollar amount made available under each Federal award and the Assistance Listings Number at the time of disbursement:
- Indirect cost rate for the Federal award (including if the de minimis rate is used in accordance with § 200.414):

ATTACHMENT A: SPECIAL TERMS AND CONDITIONS

SECTION 1. Definitions

- 1.1 **“Acuity Level”** means the level of Client’s abilities and needs as determined through the DDA assessment.
- 1.2 **“ALTSA Web Access (AWA)”** means a web-based portal to the Developmental Disabilities Administration CARE system designed to support county services for DDA clients.
- 1.3 **“Additional Consumer Services”** refers to indirect client service types as follows:
 - 1) **“Community Information and Education”**: Activities to inform and/or educate the general public about developmental disabilities and related services. These may include information and referral services; activities aimed at promoting public awareness and involvement; and community consultation, capacity building and organization activities.
 - 2) **“Training”**: To increase job related skills and knowledge of staff, providers, volunteers, or interning students in the provision of services to people with developmental disabilities. Also, to enhance program-related skills of board or advisory board members.
 - 3) **“Other Activities”** reserved for special projects and demonstrations categorized into the following types:
 - A. **Infrastructure projects**: Projects in support of clients (services not easily tracked back to a specific working age client) or that directly benefit a client(s), but the client is not of working age. Examples include planning services, like benefits planning, and generic job development; e.g. “Project Search.”
 - B. **Start-up Projects**: Projects that support an agency or directly benefit the agency. Examples include equipment purchases and agency administration support.
 - C. **Partnership Project**: Collaborative partnerships with school districts, employment providers, DVR, families, employers and other community collaborators needed to provide the employment supports and services young adults with developmental disabilities require to become employed during the school year they turn 21.
- 1.4 **“ADSA”** means Aging and Disability Services.
- 1.5 **“Budget and Accounting Reporting System (BARS)”** means a master classification of balance sheet, revenue, and expenditure/expenses accounts.
- 1.6 **“Client”** means a person with a developmental disability as defined in Chapter [388-823](#) WAC who is currently eligible and active with the Developmental Disabilities Administration or is an identified PASSR client.

- 1.7 **“Competitive Integrated Employment”** means work performed by a Client on a part time or full-time basis, within an integrated setting within the community that meets HCBS setting requirements. The Client must be compensated at minimum wage or higher, using the higher federal, state or local rate, and at a rate comparable to the wage paid to non-disabled workers performing the same tasks, including the same benefits and opportunities for advancement.
- 1.8 **“Consumer Support”** refers to direct client service types as follows:
 - 1) **“Community Inclusion” or “CI”**: means individualized services provided in integrated community settings with other individuals without disabilities. The activities are based on Client interests and provide opportunities typically experienced by the general public of similar age in their local community, accessible by public transit or a reasonable commute from their home. The goal of the service is to support clients to participate, contribute, and develop relationships with community members who are not paid staff. These services may be authorized for individuals 62 and older. These services may be authorized in addition to or instead of employment support (Individual Employment) for working-age individuals who have received nine months of employment support.
 - 2) **“Child Development Services” or “CDS”**: Birth to three services are designed to meet the developmental needs of each eligible child and the needs of the family related to enhancing the child’s development. Services are provided in natural environments to the maximum extent appropriate. Service may include assistive technology, audiology, family training/home visits, health services, medical services, nursing services, nutrition services, occupational therapy, physical therapy, psychological services, sign language, social work, special instruction, speech-language pathology, vision, and transportation.
 - 3) **“Individual Supported Employment” or “IE”**: Services are part of a Client’s pathway to employment and are tailored to individual needs, interests, abilities, and promote career development. These are individualized services necessary to help persons with developmental disabilities obtain and continue integrated employment at or above the state’s minimum wage in the general workforce. These services may include intake, discovery, assessment, job preparation, job marketing, job supports, record keeping and support to maintain a job.
 - 4) **“Individualized Technical Assistance” or “ITA”**: Services are part of a Client’s pathway to individual employment or community inclusion. This service provides assessment and consultation to the employment provider to identify and address existing barriers to employment. This is in addition to supports received through supported employment services or community inclusion for Clients who have not yet achieved their goal.
- 1.9 **“Contractor”** means a vendor whom the county contracts for services.

- 1.10 **“County”** means the political subdivision of the state of Washington and the county or counties entering into this Program Agreement.
- 1.11 **“DDA Case Resource Manager (CRM)”** means case manager for DDA clients.
- 1.12 **“County Service Authorization (CSA)”** means authorization of county services.
- 1.13 **“Developmental Disabilities (DD)”** means a disability attributable to intellectual disability, cerebral palsy, epilepsy, autism, or another neurological or other condition of an individual found by the secretary to be closely related to an intellectual disability or to require treatment similar to that required for individuals with intellectual disabilities, which disability originates before the individual attains the age of eighteen, which has continued or can be expected to continue indefinitely, and which constitutes a substantial limitation to the individual.
- 1.14 **“Developmental Disabilities Administration (DDA)”** means a division within DSHS.
- 1.15 **“DDA Regional office (DDA Region)”** means the regional DDA office that supports DDA clients.
- 1.16 **“DRW”** means Disability Rights of Washington (Formally known as Washington Protection and Advocacy System, WPAS).
- 1.17 **“DSHS”** means the state Department of Social and Health Services.
- 1.18 **“Division of Vocational Rehabilitation (DVR)”** means a division within the Department of Social and Human Services.
- 1.19 **“Medicaid Home and Community Based Services (HCBS)”** means services occur in the Client’s home rather than institutions or other isolated settings. These programs serve a variety of targeted population groups, such as people with intellectual or developmental disabilities, physical disabilities, and/or mental illnesses.
- 1.20 **“Preadmission Screening and Resident Review (PASSR)”** means individuals with intellectual disabilities or related conditions (ID/RC) who have been referred for nursing facility (NF) care.
- 1.21 **“Person Centered Service Plan (PCPS)”** means a document that authorizes and identifies the DDA paid services to meet a Client’s assessed needs. Formally referred to as the Individual Support Plan.
- 1.22 **“Quality Assurance”** means an adherence to all contract requirements, including DDA policy 6.13, Provider Qualifications for Employment and Day

Program Services, DDA Guiding Values, County Guide to Achieving Developmental Disability Administration's Guiding Values and the Criteria for Evaluation, as well as focus on reasonably expected levels of performance, quality and practice.

- 1.23 **“Quality Improvement”** means a focus on activities to improve performance above minimum standards and reasonably expected levels of performance, quality and practice.
- 1.24 **“RCW”** means Revised Code of Washington.
- 1.25 **“Service Provider”** is a qualified Client service vendor who is contracted to provide Employment and Day Program services.
- 1.26 **“WAC”** means Washington Administrative Code.

SECTION 2. Credentials and Minimum Requirements

- 2.1 The Contractor will comply with the Developmental Disabilities Administration's [Policy 6.13, Program Provider Qualifications](#).
- 2.2 **Home and Community Based Waiver Services assignment of Medicaid Billing Rights:** The Contractor agrees to assign the Developmental Disabilities Administration its Medicaid billing rights for services to DDA clients eligible under the Title XIX program in this agreement.
- 2.3 **Single State Medicaid Agency-DSHS.** DSHS, as the single state Medicaid Agency, has administrative authority for Title XIX coverage of services for people with developmental disabilities per 42 CFR 431.10. The County only has responsibility for services covered in this agreement.
- 2.4 **Qualified Board Members:** The Contractor, if it has a board, shall include members knowledgeable about developmental disabilities. The Contractor shall assure that potential conflict of interest (real or apparent) will not arise. Such a conflict will arise when a Board member is a guardian, legal representative, family member or other decision maker for the client. The Contractor shall document specific measures taken to ensure a conflict of interest does not exist.
- 2.5 **Background and Criminal History Check:** The Contractor shall ensure a background criminal history clearance is required every three years for all employees, subcontractors, and/or volunteers who may have unsupervised access to vulnerable DSHS clients, in accordance with RCW 43.43.830-845, RCW 74.15.030, and Chapter 388. WAC. If the entity elects to hire or retain an individual after receiving notice that the applicant has a conviction for an offense that would disqualify the applicant from having unsupervised contact with vulnerable adults, as defined in Chapter 74.34 RCW, the County shall deny

payment for any subsequent services rendered by the individual provider. The Contractor shall utilize DSHS Background Check Central Unit (BCCU) to obtain background clearances.

2.6 **Reporting Abuse and Neglect:** The Contractor is a mandated reporter under RCW 74.34.020 (13) and must comply with the reporting requirements described in RCW 74.34.035, .040 RCW, and 26.44 RCW. If the Contractor is contacted by DSHS that a Contractor is cited or on the registry for a substantiated finding, then that associated staff will be prohibited from providing services under this contract.

The Contractor will promptly report to DSHS per Policy 5.13 Protection from Abuse and Policy 6.08 (mandated reporting Requirements for Employment and Day Program Services Providers), incorporated by reference, if:

- A. They have reasonable cause to believe that abandonment, abuse, financial exploitation or neglect (as defined in RCW 74.34.020) of a person who has a developmental disability (as defined in RCW 71A.10.020) has occurred.
- B. If they have reason to suspect that sexual or physical assault of such a person has occurred, they shall also immediately report to the appropriate law enforcement agency.

2.7 **Duplicative Funding.** Client services shall not be reimbursed under this Agreement when the same services are paid for under the Rehabilitation Act of 1973, as amended in 1993 (DVR), P.L. 94-142 (Public Education), or any other source of public or private funding.

2.8 **Compliance with Law, Rules and Regulations.** The Contractor agrees to abide by the terms of the Developmental Disabilities Administration Policy Manual as applicable; available at website: <http://www.dshs.wa.gov/dda/county-best-practices>.

DDA Policies: 4.11 County Services for Working Age Adults, 5.05 Limited English Proficiency (LEP) Clients, 5.06 Client Rights, 5.13, Protection From Abuse: Mandatory Reporting, 5.14 Positive Behavior Support, 5.15 Use of Restrictive Procedures, 5.17 Physical/Manual Intervention Techniques, 6.08 Mandatory Reporting Requirements for Employment and Day Program Providers, 6.13 Provider Qualifications for Employment and Day Program Services, 9.03 Employee Protection from Bloodborne Pathogens, 12.01 Incident Management, 15.03 Community Protection Standards for Day/Employment Programs; 15.19 Positive Behavior Support for Children and Youth; 5.20 Restrictive Procedures and Physical Interventions with Children and Youth; 5.23 Functional Assessments and Positive Behavioral Support Plans: Employment and Day.

WACS: 388-825, Developmental Disabilities Administration Service Rules; 388-06, Background Checks; 388-823, Developmental Disabilities Administration Intake and Determination of Developmental Disabilities; 388-845-0001,0030, 0210,0215,0220,0600-0610,1400-1410,2100,2110, Developmental Disabilities Administration Home and Community Based Waivers; 388-828, Developmental Disabilities Administration (DDA) Assessment; 296-24, General Health and Safety; 296-62, General Occupational Health Standards

RCWS: 43.43.830-845 Background Checks; 71.A.14.070 Confidentiality of Information; 49.17, Washington Industrial Safety and Health Act; 26.44 Abuse of Children; 74.34 Abuse of Vulnerable Adults; 44.04.280, Respectful Language.

County Guide to Achieve Developmental Disability Administration's Guiding Values

DDA Guiding Values

Criteria for Evaluation

DDA Guidelines for Community Assessments within Employment and Vocational Programs

Budgeting, Accounting and Reporting System (BARS), Developmental Disabilities Administration

Disability Rights of Washington Access Agreement

Any other requirements established by the Department of Social and Health Services, the County, and rules and regulations promulgated thereunder, and rules and regulations of the state and federal government as applicable, which control disposition of funds granted under this Work Order, and any subcontract.

SECTION 3. Statement of Work

- 3.1 **Number of People Served:** The number of people served shall be determined by County Service Authorizations. The number of people served may fluctuate as people enter/leave the Contractor's service over the contract period.
- 3.2 **Limitation to the Waiver Services:** The Contractor will act in accordance with WAC 388-845 by monitoring the client's yearly waiver limits for consumer Employment or Day support services.
- 3.3 **Direct Client Services and Program Outcomes:** The Contractor will provide services as defined and outlined in the Service Information Forms. An Individual Support Plan will be developed for each person referred to the Contractor with a

County Service Authorization for IE and CI services that reflect the individual's preferences. Each plan will contain the minimum elements outlined in Attachment D, Criteria for Evaluation. The Individual Support Plan should be developed within 60 days of a participant beginning services and updated at least annually or more frequently if appropriate. The Contractor will provide a copy of the participant's Individual Support Plan to the respective CRM, County staff, guardian and others as appropriate.

Prior to beginning services, the Contractor will clearly communicate the maximum service hours the client can expect to receive. The Contractor will also communicate the service hour information to the County. If a change occurs in the maximum service hours expected, the client, the client's DDA Case Resource Manager and County staff will be informed prior to the change.

The client's DDA PCSP is the driver for the service. The AWA County Service Authorization and updated Planned Rates information will not exceed the client's DDA PCSP maximum listed service hours. The amount of service the client receives should match AWA Planned Rates and County Service Authorization information.

Six-month progress reports describing the progress made towards achieving Client's goal(s) will be provided by the Contractor to the respective CRM, participant, County staff and/or guardian, if any, within 30 days following the six-month period. The client six-month progress reports will also include the client service hours received by the Contractor. The report will be provided on an on-going, six-month interval within 30 days following the six-month period of client's annual plan date. The report will summarize activities and outcomes made towards the Client's individualized goal(s).

All clients will be contacted by their Contractor according to client need, and at least once per month.

3.4 Employment and day services must adhere to the Home and Community Based settings requirements of 42CFR 441.301 (c)(4), including:

- a. The setting is integrated in the greater community and supports Client full access to the greater community;
- b. Ensures the Client receives services in the community to the same degree of access as individuals not receiving Medicaid HCBS;
- c. Provides opportunities to seek employment and work in competitive integrated settings; and
- d. The setting facilitates individual choice regarding services and supports, and who provides them.

- 3.5 For Individual Employment where the service provider is also the client's employer, long-term funding will remain available to the service provider/employer for six months after the employee/DDA client's date of hire. At the end of the six month period, if the DDA client continues to need support on the job, another service provider who is not the employer of record must provide the support unless the County issues prior written approval for the service provider to continue to provide long-term supports, if needed. If the County approves the continuation of long-term supports where the service provider is also the Client's employer, the County will regularly monitor these positions to assure fading efforts occur when appropriate and any potential conflict of interest is addressed.
- 3.6 **Utilization of DVR, PASS and IRWE:** In developing employment support plans for individuals with developmental disabilities, the Contractor shall utilize Division of Vocational Rehabilitation (DVR) per the DVR/DDA MOU, Social Security work incentive programs, such as Plans for Achieving Self Support (PASS) and Impairment-Related Work Expense (IRWE), for those who are programmatically eligible.
- 3.7 **Compliance with Confidentiality and Data Security Policies.** The Contractor shall take any necessary and reasonable steps to comply with the Confidentiality and Data Security Policy incorporated by reference herein.
- 3.8 **Contractor Grievance Process and Procedures.** The Contractor will incorporate the elements identified in the Criteria for An Evaluation System, Developmental Disabilities, (Attachment D) into their Grievance Process/Procedures, including a review of grievances by the Contractor's Board of Directors as appropriate.
- 3.9 **Contractor Conflict of Interest Process and Procedures.** The Contractor will develop a plan that addresses potential conflict of interest(s) when applicable as outlined in [Policy 6.13, Program Provider Qualifications](#). A copy of the plan will be provided to County staff for review and approval.

SECTION 4. Evaluation

- 4.1 **Contractor Evaluation System.** The Contractor shall complete and have available for review a Service Evaluation System. The evaluation shall include the Criteria for an Evaluation System, quality assurance and quality improvements. A copy of such Service Evaluation System shall be provided upon request to the County for review and approval.
- 4.2 **Program Evaluation.** The County shall evaluate and review services delivered to reasonably assure compliance and quality. The County shall conduct at least

one visit to each subcontractor every two (2) years excluding Child Development Services subcontractors. The County shall conduct at least one visit to Child Development Services providers every three (3) years. The County shall maintain written documentation of all evaluations, recommendations and corrective action plans for each subcontractor. Copies of such documentation will be provided to the DDA upon request.

SECTION 5. Billing and Payment

- 5.1 **Approval of Fees-County Responsibility:** The County reserves the right to approve fees/rates paid to the Contractor for the service(s) being provided under this agreement.
- 5.2 **Work Order Budget.** The County shall pay the Contractor allowable, allocable and reimbursable costs, as defined in the DDA Budgeting Accounting and Reporting System Manual Supplement. Fiscal Year (FY) reimbursement for FY 25 shall not exceed the revenue for the FY revenue listed on the County Service Authorizations. Furthermore, these payments shall not exceed the Contractor's actual reimbursable cost for the service.
- 5.3 **Compliance with BARS Policies.** The Contractor shall take any necessary and reasonable steps to comply with the currently effective DDA BARS Supplement Manual incorporated by reference herein.
- 5.4 **Monthly Vouchers with Documentation.** All requests for reimbursement by the Contractor for performance hereunder must be submitted on an invoice signed by the Director or designee. The AWA documentation is also required for reimbursement via electronic transmission (e-mail attachment). The Contractor may submit a combined claim for all programs/services covered by this agreement, provided the claim for each individual is separately identified.
- 5.5 **A claim for each individual is made on the AWA system documents by indicating the number of service units delivered to each individual listed, and the fee per unit.** A unit is defined as:
 - A. An "Hour" which is at least fifty (50) minutes of direct service. Partial hour to the quarter may be recorded; and
 - B. A "Month" represents a minimum of one (1) service visit, which is at least fifty (50) minutes of direct service for Child Development Services (CDS) reimbursement.
- 5.6 **Timeliness of and Modification to Billings.** The County must receive all initial invoices with documentation within ten (10) calendar days following the last day of the month for which reimbursement is claimed. If an invoice or required documentation is incorrect, it will be returned to the Contractor. The Contractor

can expect to receive payment from a correct invoice and documentation within thirty days from time of receipt by the County. Corrected invoices and documentation will be accepted throughout the period of the contract as long as they are received within sixty (60) calendar days of the associated fiscal year, unless an extension is approved by the County. The County agrees to provide instruction and training to the Contractor on the use of the AWA system.

5.7 **Internal Control.** The Contractor shall establish and maintain a system of internal control systems that includes written policy/procedural manuals for information systems, personnel, and accounting/ finance to ensure the efficient and proper processing and use of contract funds. The manuals should provide sufficient detail such that operations can continue should staffing change or absences occur. The Contractor should be able to demonstrate the ability to safeguard public funds including maintaining books, records, documents and other materials relevant to the provision of goods and services.

SECTION 6. NON-COMPLIANCE

6.1 **Recovery of Fees.** If the Contractor bills and is paid fees for services that the County later finds were (a) not delivered or (b) not delivered in accordance with applicable standards, the County shall recover the fees for those services and contractor shall fully cooperate during the recovery.

6.2 **Corrective Action Process.** If the County Contract Administrator finds indications of non-compliance during the Reports on Numbers Served and Outcomes or learns that the Contractor is out of compliance with any of the other terms or conditions of this contract, the following process will be pursued by designated County staff.

- A. A corrective action plan, if required, will be initiated by County staff with the Contractor.
- B. If the above process does not result in a resolution acceptable to the County, staff may contact the Contractor for the purpose of official, verbal notification of non-compliance and to establish a date when representatives of the Contractor and County shall discuss the areas of non-compliance and attempt to resolve the issues.
- C. Within five (5) working days of the verbal notification, the County will provide the Contractor, via certified mail, a written summary of the areas of non-compliance.
- D. Within twenty (20) working days of the date the written notification is mailed, a discussion shall be held between the County and Contractor staff about the areas of non-compliance.

- E. If the County and the Contractor cannot agree on a corrective action plan within ten (10) working days of the discussion described in the previous paragraph, the County shall withhold payment related to the area(s) of non-compliance, unless a written, time-limited extension of the ten (10) day period is issued by the County.
- F. The evaluation procedure and corrective action process outlined above shall not replace the dispute resolution process outlined in the Basic Interagency Agreement with the Contractor. It is a precursor to that process.
- G. Nothing in this section shall preclude audits by other duly authorized representatives of the County, the State Auditor's Office or federal officials so authorized by law, nor shall it preclude the recoupment of overpayments identified through those audit procedures.

SECTION 7. CONTRACTING/SUB-CONTRACTING

- 7.1 **County Approval of Subcontractors.** Subcontracting for direct services is not allowed under this program agreement.

SECTION 8. DSHS/DRW ACCESS AGREEMENT

- 8.1 The DRW February 27, 2001 Access Agreement with DDA is incorporated by reference. The Contractor assures that it and its subcontractors have reviewed the Access Agreement. The agreement covers DRW access to individuals with developmental disabilities, clients, programs and records, outreach activities, authority to investigate allegations of abuse and neglect, other miscellaneous matters, and is binding for all providers of DDA contracted services.

SECTION 9. AUDITING AND COST RECOVERY

- 9.1 **Audit Requirements.** Independent Audits will be submitted annually to the Kitsap County DD Contract Administrator in the following manner:

The Contractor shall acquire a financial audit by an independent auditing firm to determine, at a minimum, the fiscal integrity of the financial transactions and reports of the Contractor. Copies of the audit and management letter shall be submitted to the County Human Services Department within nine months of the end of the Contractor's fiscal year.

The Contractor shall provide an independent audit of the entire organization, which:

- A. Is performed by an independent Certified Public Accountant, the Washington State Auditor's Office, or another entity, which the County and the Contractor mutually agree will produce an audit which meets the requirements described in items B and C below.
- B. Provides statements consistent with the guidelines of AICPA SOP 78-10, Reporting for Other Non-Profit Organizations.
- C. Is performed in accordance with generally accepted auditing standards and with Federal Standards for Audit of Governmental Organizations, Programs, Activities, and Functions, and meeting all requirements of OMB Circular A-133, as applicable for agencies receiving federal funding in the amount of \$750,000 or more during the fiscal year.
- D. The Contractor shall submit one (1) copy of the audit and the management letter directly to the County immediately upon completion. The audit must be accompanied by documentation indicating the Contractor's Board of Directors has reviewed the audit.

9.2 **Maintenance of Records.** The Contractor shall maintain all books, records, documents, reports, and other evidence, which sufficiently and properly reflect all direct and indirect costs related to the performance of this contract. The Contractor will keep all client records, reports, and documents a minimum of six (6) years for clients to be eligible under Title XIX. These records shall be subject to inspection, review or audit by personnel of both parties and other personnel duly authorized by the County and the Office of the State Auditor. In the event of litigation, unresolved audits and/or unresolved claims, the Contractor agrees to retain all records, reports and other documentation until all such litigation, claims and audits have been resolved.

9.3 **Suspension, Debarment, and Lobbying.** The Contractor shall certify, on a separate attachment form (Attachment F) that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transaction by any Federal debarment or agency. Also, the Contractor, on a separate form (Attachment G), will certify that it does not use Federal funds for lobbying purposes. Both forms are attached to this Contract.

Attachment B: STATEMENT OF WORK

JOB FOUNDATION AND SCHOOL-TO-WORK SERVICES

I. WORK STATEMENT

The Contractor shall provide employment services to authorized individuals with developmental disabilities in accordance with the requirements in all contract Attachments, Department of Vocational Rehabilitation Community Rehabilitation Program, (CRP) applicable contract requirements, and all applicable County, State, and Federal laws.

PROGRAM DESCRIPTION

A. Goal

1. To provide job readiness, education, and employment services to help vulnerable youth and adults increase independence, self-sufficiency, and lead more meaningful and productive lives.
2. To increase collaboration between schools and the adult service systems by establishing agreements of shared responsibility during assessment, job exploration, and paid individual employment.
3. The purpose of School to Work efforts are to provide employment related services to individuals with developmental disabilities who will be exiting school with outcome of paid employment. This is collaborative effort with school districts, Department of Vocational Rehabilitation (DVR), Developmental Disabilities Administration (DDA), provider, and the County.
4. The purpose of Job Foundations efforts are to position the students in the year prior to School To Work to have actionable next steps to be employed or enter post secondary education upon exit from school.

B. Objective

Increase number of individuals with disabilities who are employed before they exit school.

C. Eligibility

1. All participants shall be clients currently eligible to receive services through the DSHS, Developmental Disabilities Administration (DDA).

2. Eligible students for Job Foundations are DDA clients who were born between:
 - i. For fiscal year 2026 9/1/05 through 8/31/06
 - ii. For fiscal year 2027 9/1/06 through 8/31/07
4. Each student will have a DVR Individual Plan for Employment (IPE) with a DVR approved employment goal that requires County long term services in order to be achieved.
5. Eligible students for School to Work are DDA Clients who were born between:
 - iii. For fiscal year 2026 9-1-2004 through 8-31-2005
 - iv. For fiscal year 2027 9-1-2005 through 8-31-2006

F. Definitions

1. Student Guide means a guide designed for Students and/or parent(s)/guardians to house School Special Terms and Conditions DSHS Central Contract Services 6017CF County Program Agreement (10-31-2017) Page 4 to-Work related documentation, information, assessments, activity logs, and notes. This guide is a Student's 'roadmap' to ensure key activities and milestones are completed and organized.
2. School to Work Assessment means those activities related to gathering information about a participant's unique interests, skills, abilities, and support needs, which will inform Intensive Job Placement, Intensive Training Services, and other services within Individual Supported Employment to secure and maintain competitive employment as identified in the DVR School to Work (S2W) SDOP for assessment. At a minimum, these activities will include:
 - a. Discovery: intensive individualized efforts to identify a task or tasks the participant could perform at competitive levels as well as other prerequisite information necessary to ensure employment success such as assistive technology needs, environmental supports, and additional support needs that traditional assessments do not provide; or
 - b. Community Based Assessment: locating, securing, and placing a participant into a paid employment setting(s), or other realistic work setting(s), when not provided by the school district, in which the participant performs work for a

specified period of time with the direct provision of needed job supports and training.

3. **Intensive Job Placement.**
 - a. Intensive Job Placement means locating, securing, and placing a participant into a paid, integrated job that is mutually agreed upon by the DSHS/DVR Counselor, the Contractor and the participant or their representative.
 - b. Placements less than 10 hours: Job placement goals less than 10 hours shall be approved in advance by the appropriate DVR Supervisor in consultation with the team. The team may include the Customer, the Customer's Family (if applicable), DSHS/DVR Counselor, Contractor and County. This approval shall be obtained at the time the Job Placement and Intensive training DVR School to Work (S2W) SDOP for job placement and intensive training is developed.
4. **Intensive Training Services** means individualized, one-on-one job skills training and support provided at the supported employment job site to enable a participant to:
 - a. Attain job stabilization in on-the-job performance, with job supports;
 - b. Meet the employer's expected level of work productivity; and
 - c. Transition to Individual Supported Employment services.
5. **Job Stabilization** means the participant or their representative, the employer, the DSHS/DVR Counselor and the Contractor mutually agree that the participant placed has demonstrated and maintained satisfactory on-the-job performance and has the quantity and type of long-term employment supports available that are needed to maintain satisfactory on-the-job performance.
6. **Individual Supported Employment** means individualized services to help the person obtain and continue integrated employment at or above the state's minimum wage in the general workforce. These services may include intake, discovery, assessment, job preparation, job marketing, job supports, support to maintain a job, and retention services to replace a job due to upgrade, participant choice, or job loss, and record keeping.
7. **Employed** means an individual working at a job, which is in the community and paid at or above the minimum wage.
8. **Employment plan** means DVR School to Work (S2W) Service Delivery Outcome Plan (SDOP) for assessment and DVR School to

Work (S2W) SDOP intensive job placement/intensive training services.

4. SDOR means Service Delivery Outcome Report which details how and when the Customer has achieved job stabilization.
5. Extended Services means on-going support services and other appropriate services needed to support youth with the most significant disability in supported employment and that are provided by a State agency, a private non-profit organization, employer or any other appropriate resource. Extended services are time limited and temporary in nature.
6. Self-employment means an individual owns and operates a business in accordance with state-adopted, self-employment guidelines (e.g., State Division of Vocational Rehabilitation, Developmental Disabilities Administration). Any self-employment venture must include a written business plan, established benchmarks for financial gain, and show that progress is being made towards providing a living wage.
7. Staff hour is defined as time spent on behalf of or with the program participant providing services such as planning, assessment, and evaluation to determine career choices and necessary supports, coordination with family, residential services or other support systems, collaboration with school districts or other organizations with which the participant is affiliated, job development and placement, transportation training, on the job training or other skills training for the participant or employer as necessary for successful employment, coworker training, follow-along services to secure job retention, post-employment support to the participant and employer as needed, ongoing career development support, and replacement in employment if needed. This can also include planning and scheduling services for a participant, making collateral contacts for a participant, consulting about a participant, completing documentation of a service provided, and time spent traveling to participants' community sites.
8. The Job Foundation and the Value Based Payment Project is intended to engage students earlier in targeted employment planning and connection; increase partnerships with school staff to complete student's Job Foundation report and actionable next steps; and increase the number of students completing transition programs with a job or secondary education connection.

- a. The Job Foundation process and comprehensive report may replace the need for a School-to-Work Assessment. To do so, the Job Foundation Report should include all information necessary for the DVR Counselor to complete the vocational assessment.
 - b. (Additional assessment may be required and determined by the Student's Team should the Job Foundation report not provide sufficient information to establish an employment goal for the Student.
9. The Job Foundation report is derived from employment readiness activities performed by transition students that identifies actionable next steps for employment. Job Foundation documents include the Job Foundation report, the Job Foundation Guidelines, and the Job Foundation Quality Assurance (QA) Scoring document. Documents are available at: <https://www.dshs.wa.gov/dda/county-best-practices>
 - a. The Job Foundation report should include all information necessary for the student's DVR VRC to complete their vocational assessment. Reports should be written in language that directly addresses the participant.
 - b. Job Foundation process and comprehensive report may replace the need for a Community Based Assessment through School to Work.

E. Program Requirements

1. The Contractor shall interview potential participants, market services to employers and schools on behalf of individuals and provide non-client-specific job development as routine functions under this Attachment. These activities are documented through staff logs, case notes, or other similar documents.
2. For each participant, the Contractor shall provide the following functions to coordinate services:
 - a. Review with participants and their families the terms of agreement to participate in the program, with an emphasis on a team approach and shared commitment to beginning paid employment prior to leaving school. Obtain appropriate signatures on the Student-Contractor Agreement form (provided by the County), submit a copy to the County, and maintain a copy in the participant's file.
 - b. Create a support team around the participant and their family, referred to hereafter as an Inter-Contractor Team

(IAT) including representatives from the School District, the Contractor, DSHS/DVR, and DSHS/DDA, as well as other key individuals and agencies supporting the participant in the community. Identify the key members of the IAT and keep a list of names, contractor affiliations, and contact information in the participant's file.

3. Meetings must be held in the format best suited for the Student. If all parties are not able to attend meetings in person, use of telephone or video conferences is encouraged to complete the process in a timely manner.
4. For students participating in School to Work (S2W) Services, the Contractor shall be part of the planning, negotiating and signing the student's S2W Service Delivery Outcome Plan(s) as appropriate. Copies of the Service Delivery Outcome Plan(s) will be maintained in the participant's file.
5. For Students participating in Job Foundation, the Contractor shall:
 - a. Engage the student's IAT team to complete a Job Foundation Report per the Job Foundation Guidelines as outlined in Section II.D. Definitions.
 - b. Submit the completed Job Foundations Report to the County for Approval.
 - c. Upon approval, the Contractor will provide a copy of the Job Foundation Report to all members of the IAT and meet with IAT members to determine next steps toward obtaining employment, i.e. DVR S2W SDOP for Job Placement and Intensive Training, DVR S2W for Assessment.
6. For Students participating in School to Work (S2W) only, the Contractor shall:
 - a. Student Guide: Contractor will adhere to the plan published in the Division of Vocational Rehabilitation's School to Work Student Guide.
 - i. Student Guide must be submitted to the Family, the County, the school district, and the DVR representative within seven (10) days of the end of the reporting month. These reports are for each individual student and must follow DVR SDOR requirements.

- b. Coordinate and participate in employment service planning with the participant, within two month of service start date, and document efforts to involve all members of the IAT within the participants file.
 - i. Documentation of the date of meetings and a list of attendees shall be kept in the participant's file.
 - ii. The resulting plan shall be updated for each service defined under Section II.D., Definitions of this Attachment and establish clear expectations about the start date and nature of services to be provided by the Contractor and other members of the IAT, including the frequency and mode of communication between the Contractor and other members of the IAT.
 - iii. The participant and/or his/her representative shall sign the plan. A copy of this plan shall be kept in the participant's file and distributed to all members of the IAT, including County staff.
- c. If an assessment, as described in Section II.D., Definitions of this Attachment, is required in a participant's employment plan, ensure completion of assessment and a written report summarizing the findings of the assessment, within two months of the start of service (except with written approval from the County). Keep a copy of the assessment report in the participant's file and provide copy to the student's assigned DVR Counselor via the Student Guide.
 - i. The Contractor shall conduct all assessment activities in integrated, community-based work settings.
 - ii. The Contractor shall report to all members of the IAT on the outcome of the assessment and, with the input of the Team, determine the next steps toward obtaining employment.

- 7. **Providing Job Placement, Intensive Training, and other School to Work services, the Contractor shall:**
 - a. The Contractor shall provide Intensive Job Placement, Intensive Training Services, and/or other Individual Supported Employment services as defined under Section II.D., Definitions of this Attachment.

- b. Make at least one face-to-face contact per month per individual for whom they have assigned responsibility. Any exception to this requirement shall have written approval from the County.
- c. For participants who obtain employment, the Contractor shall inform the County and DSHS/DVR Counselor within 10 days of job placement or hire date of a new job.
 - i. The Contractor shall provide the County and DSHS/DVR Counselor with the following information:
 - (i) Name of the Employer
 - (ii) Job Title
 - (iii) Hourly Wage
 - (iv) Number of Hours Worked per Week
 - (v) Fringe Benefits provided
- d. Documentation of these activities shall be kept in the participant's file.
- e. When **Intensive Training Services** are completed, the Contractor shall provide the County, assigned DSHS/DVR Counselor, and all members of the students team a completed Student Guide.
 - i. The Contractor will provide verification to County staff the assigned DSHS/DVR Counselor is in agreement that participant job stabilization has been reached. Documentation of this communication will be kept in the participant's file.
 - j. The County will notify assigned DSHS/DDA Case Resource Manager (CRM) of job stabilization status with respect to funding for continued services and the transfer to adult programs. County staff will coordinate long term funding details with Contractor.
 - k. Notify all participants, their families and/or guardians, and other appropriate individuals or organizations of the obligation to identify all sources of funding appropriate and available to individuals to pay for the cost of services. Proof of notification shall be kept in the participant's file.

- i. If a participant loses their employment for whatever reason, the Contractor shall notify, in writing, the individual and/or their representative of the availability of replacement services as specified in the Contractor's contract with the County. The Contractor shall maintain on file a written replacement plan, signed by the individual and/or their designee. If the individual does not desire replacement services or wishes to be referred to other agencies for services, this shall be noted and acknowledged by the participant.
 - m. Document the discontinuance of services to a participant and provide a copy of this to the participant and the County, while keeping a copy in the participant's file. If a participant cannot be reached, then the Contractor shall demonstrate they have attempted to reach the client (for example: a registered letter receipt) and send a copy of the notification to the County.
 - n. If it appears that a participant will not obtain employment by the end of school year, the Contractor shall facilitate a meeting with the IAT, including the DSHS/DDA Case Resource Manager (CRM), and begin to identify other services or resources, which may be appropriate as part of planning for the participant's life and services after school. Documentation of this notification shall be kept in the participant's file.
8. The Contractor will arrange and be responsible for all costs associated with communication interpreter services, as needed, to provide disability-related access per the Americans with Disabilities Act (ADA).
9. The Contractor will provide and be responsible for the cost of providing services through alternative formats, methods, and languages, as needed, for customers who have Limited English Proficiency (LEP) as per the Civil Rights acts of 1964.

F. COMPENSATION AND METHOD OF PAYMENT

The Contractor shall submit to the County a copy of the signed Student-Contractor Agreement form, as a written request for authorization of payment on behalf of participants.

A. Billing Invoice Package

1. The monthly billing report shall serve as documentation for the Contractor's invoice to the County for services rendered.

2. The County, at its option, may withhold reimbursement for any month in which the required reports have not been received, are incomplete, or inaccurate.

B. Method of Payment for Job Foundation

1. The Contractor shall be reimbursed a maximum of \$3,000, unless a specialized rate is agreed upon by the agency and the County, for each student's completed Job Foundation report that receives a satisfactory or above rating from the County.
2. The Contractor may receive a partial payment for an incomplete Job Foundation report on a case by case basis as determined by the County.

C. Method of Payment for School to Work

1. The Contractor shall be reimbursed for meeting minimum requirements, at \$700 per month, unless a specialized rate is agreed upon by the agency and the County, for each individual served according to the following conditions.
 - a. The Contractor shall make at least one face-to-face contact per month per individual for whom they have assigned responsibility.
 - b. The Contractor shall provide services according to the employment plan and provide a monthly summary of services. The report is due by the 10th of the following month in which services were provided.
 - c. In the event that the Contractor cannot meet the above stated minimum requirements within a month, but wishes to bill for monthly services, the Contractor must submit a written request documenting the delivery of comparable services. This written request must be submitted with the billing invoice package and shall be approved or denied at the County's discretion.
2. If other funds become available to pay for services covered in this Attachment during the course of delivery of service, such as extended services, the County must be notified and payments or payment schedules may be modified, as appropriate.
3. The Contractor may receive a one-time additional payment of \$5600 per person when the participant has reached job stabilization

as defined under Section II.D., Definitions of this Attachment for project participants who are participating in an outcome-based contract with the County.

4. The Contractor may receive a one- time additional payment if funding is available and approved by DDA, for high acuity transition students if they obtain a competitive integrated job within a specific timeframe described in the DDA Billing Instructions. If the job is at a minimum of ten hours of work per week an additional amount will be included in the payment.

III. REPORTING REQUIREMENTS

- A. At a minimum, the Contractor shall submit the following deliverables to demonstrate completion of the required services. Deliverables should be submitted in the formats provided in the School-to-Work Program's Student Guide (Exhibit I). The monthly summary reports shall be provided through Customer job stabilization or until DVR case closure.
 1. Intake and Assessment Phase
 - a. Intake deliverable is a signed Service Delivery Outcome Plan (SDOP) issued by the Washington State Division of Vocational Rehabilitation (DVR) and the completed form titled Team Contacts, Roles, and Responsibilities, which is in the Student Guide
 - i. Team Contacts, Roles, and Responsibilities will include;
 - a. Team member contact information including name, email, and phone.
 - b. Team member roles.
 - c. Each team member's responsibility to the student.
 - b. Assessment deliverable includes completion of the Job Goal form and an explanation on how it was reached.
 2. Job Placement Phase
 - a. Job Seeker Tools: Resume and cover letter (video, PowerPoint, portfolio, etc.).
 - b. (Job Offer: Documentation/details of a job offer.
 3. Stabilization Phase
 - a. Employment Verification: Documentation/details of a job start.
 - b. Stabilization: Stabilization Report.
 - A. The Contractor's monthly summary as specified in the Job Foundation/ School-to-Work Billing and Data Reporting Instructions provided by the County shall, if applicable, answer the individual elements specified on the DSHS/DVR Service Delivery Outcome Plans.

- B. The Contractor shall document each required column of information as applicable for all participants on the monthly billing report as outlined in the Job Foundation/School-to-Work Billing and Data Reporting Instructions provided by the County.
- C. The Contractor shall report all DSHS/DDA eligible persons they are serving on the monthly billing report that are participating in Job Foundation and School to Work. In the event the Contractor is not claiming reimbursement, the Contractor shall enter the appropriate "non-reimbursable funding code" and enter a zero in the units received and unit reimbursement columns of the billing form. The County, during routine monitoring, may audit this data to ensure accuracy of reporting and appropriateness of coding.

IV. **MEETING REQUIREMENTS**

- A. The Contractor will meet annually with the County, DSHS/DVR, and DDA representatives to discuss the program's process and encourage methods to improve effectiveness of services.

ATTACHMENT C: BUDGET SUMMARY

BUDGET SUMMARY

Contractor: Holly Ridge Center
Contract No: KC-407-25
Activity: Job Foundation and School to Work
Time Period: January 1, 2026 – June 30, 2026

Revenue Source	Budget Period	Current Budget	Changes this Contract	Current Budget
Kitsap County Real & Personal Property Tax Pursuant to R.C.W. 71.20.110	1/1/26 – 06/30/26	\$54,000	N/A	\$54,000
Revenues (County Billed)				\$54,000

Attachment D

CRITERIA FOR EVALUATION DEVELOPMENTAL DISABILITIES July 1, 2025

CRITERIA FOR ALL SERVICES

A. SERVICES ACCORDING TO INDIVIDUAL NEED -- The service provider documents:

1. That services the client is receiving relate to the client's Individual Habilitation Plan (IHP) (ICF/ID), PASRR Level II Assessment, DDA Assessment including the Person-Centered Service Plan (PCSP) and/or Individualized Family Service Plan (IFSP).
2. A copy of the current annual DDA Assessment, Service Summary, and Employment Summary or PASRR Level II Assessment or IHP or IFSP if applicable, will be maintained in the client's file, or clear evidence that the provider has requested this documentation from the appropriate DDA Case Manager.
3. There is a County approved grievance process for clients that:
 - a) Is explained to clients and others in accordance with [DDA Policy 5.02, Necessary Supplemental Accommodation](#);
 - b) Negotiates conflicts;
 - c) States advocates are available and clients are encouraged to bring advocates to help negotiate;
 - d) Provides a mediation process using someone who is unaffected by the outcome if conflicts remain unresolved (a DDA Case Resource Manager may be included as an alternative option);
 - e) Prohibits retaliation for using the grievance process; and
 - f) Includes a process for tracking and reporting grievances.
4. Clients and others, in accordance with [DDA Policy 5.06, Client Rights](#), have been informed of their rights, what services and benefits may be expected from the program, the program's expectations of them, and if necessary, the client's family, guardian or advocate is also informed.
5. Reason for client exit from service.

B. HEALTH AND SAFETY -- The service provider has a policy that addresses confidential / private information for and documents:

1. Incidents involving injury, health or safety issues are reported to DDA and the County reference [DDA Policy 6.08, Mandatory Reporting Requirements for Employment and Day Program Services Providers](#).
2. Incident reports are tracked and analyzed for potential trends and patterns.
3. Mandatory reporting is done in accordance with [Chapter 74.34 RCW, Abuse of Vulnerable Adults](#) and [Chapter 26.44 RCW, Abuse of Children](#).
4. Current emergency contact and medical information (medications, diet, allergies, etc.) needed during the hours of service is readily available for each client.
5. Evidence that it employs typical safety protection based upon the environment the client is working or receiving services in.

CRITERIA FOR EVALUATION
DEVELOPMENTAL DISABILITIES
July 1, 2025

C. POLICIES PROTECTING INDIVIDUAL RIGHTS -- The service provider has policies that protect individual rights that include but are not limited to:

1. Respectful staff-to-client interactions;
2. A person's right to be treated with dignity, respect and free of abuse;
3. A person's right to privacy; and
4. Safeguarding personal information.

D. ORGANIZATIONAL DESIGN -- The service provider documents:

1. The date policies are implemented or date they are revised.
2. A written performance plan which describes program objectives, expected outcomes, how and when objectives will be accomplished, and that the plan is evaluated at least biennially and revised based on actual performance. The performance plan must include performance indicators that address diversity, equity and inclusion efforts. Document progress on performance indicators identified in [DDA Policy 6.13, Provider Qualifications for Employment and Day Program Services](#).
3. Direct service staff are trained and has experience in accordance with DDA Policy 6.13.
4. That it is able to account for and manage public funds compliance with Generally Accepted Accounting Principles "GAAP" provide financial statements within nine months subsequent to the close of the subcontractor's fiscal year. An agency, for-profit or non-profit, who receives in excess of \$100,000 in DDA funds during its fiscal year from the County, shall provide Certified Public Accountant reviewed or audited financial statements.
5. An administrative/organizational structure that clearly defines responsibilities.
6. Each employee has a current (within three years) DSHS background check in accordance with [RCW 43.43.830-845](#), [RCW 74.15.030](#) and [WAC 388-825](#). Child Development Service providers may submit background checks directly to the BCS at DSHS or they may submit background checks to the Department of Children, Youth and Families, for processing by the DSHS BCCU.
7. Equal access to persons who do not speak or have a limited ability to speak, read, or write English well enough to understand and communicate effectively (reference [DDA Policy 5.05, Limited English Proficient \(LEP\) Clients](#)).

CRITERIA FOR EVALUATION
DEVELOPMENTAL DISABILITIES
July 1, 2025

CRITERIA FOR SPECIFIC SERVICES

E. CHILD DEVELOPMENT SERVICES (Birth to Three) -- The County evaluates, in collaboration with the Local Lead Agency, that service providers document:

1. The child and family received timely services. (Services are considered timely if they begin within 30 days of the start date on the signed IFSP unless documented that there was an exceptional family circumstance).
2. Services are in compliance with the natural environments criteria for IDEA, Part C and Washington State's federally approved Early Intervention Plan.
3. Training, experience, and expertise of staff meet the highest entry level requirements in Washington State for Early Intervention professionals and relate to the needs of the child.
4. Evaluation (eligibility), assessment (child and family need) and the Individualized Family Service Plan (IFSP) was conducted within 45 days of receipt of referral. (Referral is defined as the date the family resources coordinator or lead agency received referral)
5. The family was assisted to ensure the child obtained an evaluation by a multidisciplinary team.
6. Contractor received from the parent, in writing, consent for all activities related to the provision of Early Intervention Services in the family's native language or other mode of communication.
7. The IFSP was reviewed every six months with a new plan written annually.
8. Progress toward the child and family outcomes within the IFSP are assessed on an ongoing basis and documented at least annually.
9. Child and family outcomes within the IFSP are functional and based on the individualized needs of the infant or toddler and the concerns and the priorities of the family. Child specific outcomes reflect the child's participation in everyday routines and activities. Family specific outcomes address the capacity of the family to enhance their child's development.
10. Services and supports were provided, to the maximum extent appropriate for the individual child, in naturally occurring environments and occurs in a setting other than a natural environment only when early intervention cannot be achieved satisfactorily for an infant or toddler in a natural environment.
11. A transition plan for each child participating in the early intervention program was developed at least 90 days prior to the child's third birthday.

F. ALL EMPLOYMENT SERVICES-- The service provider documents:

1. Adult Employment plans will include the information listed below and should be developed by the provider in collaboration with the Case Resource Manager, client and their family (the team). Initial plans will be completed within 60 days from date of service authorization and must be signed by the client and/or their guardian, if any. Copies of the initial and subsequent revised

**CRITERIA FOR EVALUATION
DEVELOPMENTAL DISABILITIES**
July 1, 2025

plans will be distributed as appropriate to all team members. Plans will be reviewed and signed annually. All employment plans should address how the client will pursue and maintain a community paid job, increased wages, and increased work hours towards a living wage.

- a) Current date;
- b) Timeline for the plan;
- c) Client's name first and last;
- d) Client ADSA ID;
- e) Employment goal;
 - i. The preferred (job type) the client wishes to obtain or maintain;
 - ii. The preferred wages/salary the client wishes to earn;
 - iii. The number of hours the client prefers to work;
 - iv. The agreed upon timeline to achieve the employment goal.
- f) The client's skills, gifts, interests and preferred activities;
- g) Measurable strategies and timelines (action steps and supports) to meet the employment goal;
- h) Identification of persons and/or entities available to assist the client in reaching their employment goal (example: a family member, Vocational Rehabilitation services, etc.) and;
- i) Identification of other accommodations, adaptive equipment and/or supports critical to achieve employment goal.

2. All services relate to the client's individually identified goal(s) as outlined in the employment plan.

3. The identification and provision of supports necessary for job success have been provided to each client. Supports may include, but are not limited to, identification of resources necessary for transportation, job restructuring, work materials or routine adaptation, work environment modifications, identification of job counseling needs, etc.

4. Supports, which include training and support to employers and co-workers, have been provided in each job placement to ensure jobs are maintained and fading is occurring. This also includes the development of natural supports.

5. Employment service activities and the outcome of those activities are documented.

6. Six-month progress reports describing the progress made towards achieving client's goal will be provided by the service provider to the Case Resource Manager, client, and/or guardian if any within 30 days following the six-month period.

7. Training and support is provided as a part of a client's pathway to integrated employment in accordance with [DDA Policy 4.11, County Services for Working Age Adults](#).

8. Information about wages, benefits, and work hours for each client.

9. Progress in achieving increased wages and work hours for each client.

10. Evidence that services the agency provides adhere to the Medicaid HCBS settings requirements of 42 C.F.R Section 441.301(c)(4) including: is integrated in the greater community and supports individuals to have full access to the greater community; ensures the individual receives services in the community to the same degree of access as individuals not receiving Medicaid HCBS; the setting provides opportunities to seek employment and work in competitive integrated settings; and the setting facilitates individual choice regarding services and supports; and who provides them.

**CRITERIA FOR EVALUATION
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11. Identifying settings that isolate people from the broader community or that have the effect of isolating individuals from the broader community of individuals who do not receive Medicaid HCB services. These settings are presumed not to be home and community-based.

G. GROUP SUPPORTED EMPLOYMENT-- The service provider documents:

1. Clients in Group Supported Employment shall be compensated in accordance with applicable State and Federal laws and regulations and the optimal outcomes of the provision of Group Support Employment services is permanent integrated employment at or above minimum wage in the community.
2. The direct service staff hours supporting the group.
3. Clients' identified goal(s) include pathway strategies leading to Individual Supported Employment.
4. Service is in accordance with the [DDA Group Supported Employment Service Guidelines](#).

H. INDIVIDUAL SUPPORTED EMPLOYMENT SERVICES-- The service provider documents:

1. Service is in accordance with the [DDA Employment Activities – Strategies and Progress/Outcomes Measures document](#).
2. State-adopted [self-employment guidelines](#) are followed for any individual who owns and operates a business. In addition, at minimum, any self-employment venture must include a business plan, established benchmarks for financial gain, and show that progress is being made towards providing a living wage.

I. COMMUNITY INCLUSION SERVICES -- The service provider documents:

1. Adult Community Inclusion plans will include information that identifies and addresses the individualized goal and support needs for each client. Plans must consider individualization, integration, and safety and should be developed by the provider in collaboration with the Case Resource Manager, client and their family (the team). Initial plans will be completed within 60 days from date of service authorization and must be signed by the client and/or their guardian if any. Copies of the initial and subsequent revised plans will be distributed as appropriate to all team members. Plans will be reviewed and signed annually. Plans will include the information listed below:
 - a) Current date;
 - b) Timeline for the Plan;
 - c) Client's name first and last;
 - d) Client's ADSA ID;
 - e) The client's skills, gifts, interests, and preferred activities.
 - f) The Community Inclusion goal. The goal needs to relate to the following (per the [County Guide to Achieve Developmental Disability Administration Guiding Values](#)):
 - i. Identify integrated community places where the client's interest, culture, talent, and gifts can be contributed and shared with others with similar interests.
 - ii. Identify typical community clubs, associations, and organizations where the client can be a member and have decision making capacities.

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- iii. Identify opportunities where the client can contribute to the community doing new and interesting things or things the client enjoys.
- iv. Building and strengthening relationships between family members and members of the local community who are not paid to be with the person.
- g) The Support Assessment subscale that most relates to the goal (Community living; Lifelong learning; Employment; Health & Safety; Social; and Protection & Advocacy)
- h) Measurable strategies and timelines (action steps and supports) to meet the goal.
- i) Identification of persons and/or entities available to assist the client in reaching their long-term goal.
- j) Identification of other accommodations, adaptive equipment and/or conditions critical to achieve the goal.

2. All services relate to the client's individually identified goal(s) as outlined in their plan.
3. Six-month progress reports describing the progress made towards achieving the client's goal, service activities and the outcome of those activities will be provided by the service provider to the Case Resource Manager, client, and/or guardian if any within 30 days following the six-month period.
4. Each client is assisted to participate in typical and integrated activities, events and organizations in the client's neighborhood or local community in ways similar to others of same age.
5. Each client is assisted to take part in activities on an individualized basis.
6. The opportunity is provided for connection and relationship building between the client and people without disabilities and who are not paid to provide services to the client. This also includes the development of natural supports and fading of paid staff support.
7. Volunteer opportunities comply with [U.S. Department of Labor](#) standards and applicable [state](#) standards.
8. Service activities and the outcome of those activities are documented.
9. Evidence that services the agency provides adhere to the Medicaid HCBS settings requirements of 42 C.F.R. Section 441.301 (c)(4) including: is integrated in and supports full access to the greater community; ensures the individual receives services in the community to the same degree of access as individuals not receiving Medicaid HCBS; and provides opportunities to seek employment and work in competitive integrated settings.
10. Identifying settings that isolate people from the broader community or that have the effect of isolating individuals from the broader community of individuals who do not receive Medicaid HCB services. These settings are presumed not to be home and community-based.

ATTACHMENT E: DRW ACCESS AGREEMENT

ACCESS AGREEMENT BETWEEN DISABILITY RIGHTS OF WASHINGTON AND THE DEVELOPMENTAL DISABILITIES ADMINISTRATION DEPARTMENT OF SOCIAL AND HEALTH SERVICES.

This agreement is entered into by the Washington Disability Rights of Washington, (hereinafter DRW), the protection and advocacy system authorized pursuant to the Developmental Disabilities Assistance and Bill of Rights Act of 1975, 42 U.S.C. sec. 6000, et seq. to investigate alleged incidents of abuse, neglect and rights violations of persons with developmental disabilities, and the Developmental Disabilities (Administration hereinafter DDA) of the Department of Social and Health Services, for the purpose of clarifying the rights and responsibilities of DRW with respect to its access; to individuals with developmental disabilities, clients, programs, and records.

The Department of Social and Health Services, specifically DDA, is responsible for providing services to, individuals with developmental disabilities, to the extent funding is available. In providing those services, DDA must protect the confidentiality of records and information regarding those individuals pursuant to the state and federal confidentiality laws.

DRW is charged by federal law to protect the legal and human rights of individuals with developmental disabilities. DRW provides legal and related advocacy services to meet that obligation. DRW is also required to maintain the confidentiality of records and information regarding individuals with developmental disabilities consistent with 42 U.S.C. § 6000, et seq.

This agreement governs the access of DISABILITY RIGHTS OF WASHINGTON System to DDA employees who do not work in Residential Habilitation Centers (RHCs) and records maintained by DDA which are associated with individuals with developmental disabilities living outside of RHCs.

Federal laws and regulations also provide DRW with access to community programs and individuals with developmental disabilities served by DDA contract providers. DDA will work with community providers and DRW to arrive at an agreement governing access to DDA contracted programs and the people served by them.

I. General.

A. That all terms used in this agreement which we defined in the Developmental Disabilities Assistance and Bill of Rights Act of 1975, 42 U.S.C. § 6000, et seq., will have the meaning given to them in the Act, unless otherwise stated in this agreement

B. This agreement is intended to carry out the provisions of the Developmental Disabilities Assistance and Bill of Rights. Act of 1975, 42 U.S.C. § 6000, et. seq. and therefore, if this agreement is or becomes inconsistent with the Act or the implementing regulations promulgated thereto, the terms of the Act and its implementing regulations will control.

C. If any provision of the agreement is held invalid, the parties intend that the remainder of the agreement not be affected.

II. **Definitions.**

A. Actively Aggressive: means that the individual with developmental disabilities is assaulting others or is threatening to do so, or the individual with developmental disabilities is actively harming him or herself

B. Client Services: means legal representation. The term does not include monitoring and observation.

C. Complaint: as defined in 45 CFR 1386, or hereinafter amended, includes, but is not limited to, any report or communication, whether formal or informal, written or oral, received by DRW including media accounts, newspaper articles, telephone calls (including anonymous calls), from any source alleging abuse or neglect of an individual with a developmental disability.

D. DDA Consumer: means an individual with a developmental disability receiving support from a program funded by DDA. The term includes DDA consumers who have died or whose whereabouts are unknown. See 45 CFR 1386.22(a)(2).

E. DDA Employees: includes those individuals who are employed by DDA or who volunteer for DDA to provide services to individuals with developmental disabilities.

F. Emergencies: means actions, omissions, or conditions that immediately threaten an individual with a developmental disability's health, life or well being.

G. Individual with a Developmental Disability: means individuals with developmental disabilities in the process of applying for or who have been found eligible for services from DDA.

H. Monitoring: means unaccompanied access to all residents of a program at reasonable times, which at a minimum shall include normal working and visiting hours to ensure program compliance with respect to the rights and safety of DDA consumers. See 45 C.F.R- §1386.22(g).

I. Probable Cause: as defined in 45 CFR 1386, or hereinafter amended, means a reasonable ground for belief that an individual with developmental disabilities has been, or may, be, subject to abuse or neglect. The individual making such determination may base the decision on reasonable inferences drawn from his or her experience or training regarding similar incidents, conditions or problems that are usually associated with abuse and neglect.

J. Program: consistent with the definition of "facility" in 45 CFR 1386.19 includes any setting that provides care, treatment services and habilitation, even if only "as needed" or under a contractual arrangement. Programs include, but are not limited to, community living arrangements (e.g.. group homes. adult

family homes, congregate care facilities, boarding homes, individual residences and apartments), day programs, juvenile detention centers, nursing homes, homeless shelters, jails and prisons.

K. Provider: means those individuals/corporations with whom DDA contracts to provide services to DDA consumers, including but not limited to behavioral management services, family support services, vocational support services, sheltered employment, tenant support, intensive tenant support, alternative living, supported living, group home, adult family home, and congregate care facilities, chore services, Medicaid personal care and other personal assistance services.

L. Provider Employee: includes those individuals who are employed by a provider or who volunteer for a provider to provide services to individuals with developmental disabilities.

M. Records: as defined in 42 U.S.C. § 6042 and 45 CFR 1386(22)(b), or hereinafter amended, reports prepared by any state staff or reports prepared by an agency charged with investigating reports of incidents of abuse, neglect, injury, or death that describe incidents of abuse, neglect, injury, or death occurring at a facility, investigative documents and discharge planning records. The term records also includes DDA consumer abuse and neglect committee reports but does not include peer review death reports, attorney work product, and records which are otherwise privileged under state or federal law.

N. Regular Program Activity: includes work assignments, education programs, therapy, health services, and daily living activities.

O. SOLA: means the DDA consumer support program, State Operated Living Alternative.

P. DRW Client(s):

(1) Individuals with developmental disabilities who do not have a guardian or legal representative and who indicate either orally or in writing to a DRW employee that they want DRW to represent them.

(2) Individuals with developmental disabilities without guardians who are unable to communicate their wishes regarding protection and advocacy services when DRW has received a complaint of abuse and/or neglect about the individual with a disability, or DRW determines that there is probable cause to believe that the individual with a developmental disability has been abused or neglected.

(3) Individuals with developmental disabilities who have a guardian or legal representative where the guardian or legal representative has consented to the representation in writing.

(4) Individuals with developmental disabilities whose guardian or legal representative fails or refuses to act on behalf of the individual with a developmental disability, despite being contacted by DRW, after a court has determined that the guardian has failed or refuses to act.

(5) A DRW client does not include those instances where DRW represents the guardian. DRW shall notify the DDA Regional Administrator or designee in writing that it represents the individual with developmental disabilities and forward a copy of that notice to either the guardian or the individual with developmental disabilities.

Q. DRW Employees: includes paid employees and volunteer employees as identified by DRW. Each employee shall carry DRW identification.

III. Access to Programs.

A. DDA will not obstruct DRW access to programs when consistent with the law and will ensure that SOLA and other programs staffed by DDA employees will comply with this agreement. For programs which contract with DDA to provide services, DDA will not obstruct DRW access to programs when consistent with the law, but DRW will assume, primary responsibility for enforcing its access rights. DRW will attempt to resolve access issues at the lowest level possible. In cases where there is danger of imminent or continuing harm to an individual with developmental disabilities, DRW will report the occurrence to DDA, consistent with the Washington State Bar Association Rules of Professional Responsibility and other applicable state law. In those cases and where there is a pattern of failure to provide access for DRW to a program or DDA consumers, DRW will report this failure to DDA, and DDA will respond by investigating the allegation of failure to provide access and will take appropriate actions.

B. DRW staff will identify themselves to any staff present when they arrive at a program by showing a DRW photo identification badge. DRW shall provide the DDA -director with a list of employee and their pictures by July 1, 1997, and DRW shall update this list as necessary.

C. DRW shall have access to SOLAs and other programs staffed by DDA employees as specified in this section. This agreement does not affect the right of an individual with a developmental disability served by such a program who owns or rents his or her own home to deny DRW access to programs or the residences of individuals who are served by programs.

D. DRW staff shall have access to all programs when DRW has received a complaint or has probable cause to believe than an incident of abuse, neglect, or other rights violation has occurred;

E. DRW staff shall have access to all living areas of SOLAs and other programs staffed by DDA employees during regular business hours for the purpose of providing information on legal rights and self advocacy to the

individuals with disabilities who participate in, the program. During the course of such access DRW staff shall be allowed to engage in informal discussions with the individuals with disabilities, out of the presence of DDA employees or others; in an area that affords privacy.

F. DRW staff may visit any location where residents are served by DDA employees, where the purpose is observation or monitoring compliance with respect to the rights and safety of service recipients (CFR 1386.22(g)(2)). Such observation and monitoring activities need not be limited to clients of DRW, and DRW staff shall not be required to schedule or give prior notice of such visits to DDA employees, provided that DRW has the permission of a DDA consumer. DRW staff shall be permitted to monitor the program without an accompanying DDA employee. DRW staff shall conduct all monitoring activities in a manner which is respectful of the privacy of the individuals with disabilities who reside in the monitored program.

IV. Access to Individuals with Developmental Disabilities.

A. DRW staff will be provided access to their clients in the same manner as such access is provided to privately retained and/or court appointed attorneys. DDA shall assist and support the professional relationship between DRW and its clients. Written consent for such access is not required.

B. DRW recognizes that all individuals with developmental disabilities have the right to refuse to talk with DRW, to have a third party present during the interview or to reschedule the appointment for a more convenient time. DRW shall advise their clients and other individuals with developmental disabilities with whom they have contact of these rights before each meeting. A person who does not wish to talk with DRW staff shall be allowed to communicate this directly and privately to DRW staff unless he or she overtly manifests fear of being alone with the DRW staff. When the individual with a developmental disability overtly manifests such fear by words or behavior, DRW shall respect that persons desires and not meet alone with that person.

C. DRW will encourage its clients and other individuals with developmental disabilities to notify DDA and/or providers of complaints regarding DDA services and to resolve those complaints through any existing dispute resolution process.

D. DRW staff shall comply with all safety and security requirements of DDA. DDA will communicate these requirements to DRW staff.

E. DDA employees shall not interfere with DRW staff in obtaining a private space for meetings between DRW staff and individuals with developmental disabilities. Private space does not mean a common area room or other location which would afford other residents and DDA employees open access to DRW employees in living areas or on the grounds. DDA employees shall respect the confidentiality needs of the individual with a developmental disability and DRW. Where an individual with a developmental disability indicates that he or she does not want to meet in a private space, DRW staff will respect this request.

F. DRW staff will not be required to schedule visits with DDA employees in advance of their visits. However, DRW staff may contact DDA employees to do so if access to a DRW client or other individual with a developmental disability will be facilitated due to the individual's daily activities.

G. DRW staff shall have the right to unaccompanied access to any SOLA or program staffed by DDA employees, and access to any individual DRW client or DD consumer they are authorized to serve, subject to the following limitations:

(1) While DRW need not notify the DDA employees prior to meeting with its client or DDA consumer, DRW agrees not to disturb a client or DDA consumer if the DRW employee arrives at the residence or other building in which the client or DDA consumer is served and the client or DDA consumer is engaged in regularly scheduled program activity. In such case, DRW staff will be to observe or otherwise verify the programming without disturbing it. If DRW staff presence disturbs or is objected to by the DRW client or any other DDA consumer who is present, DRW staff shall make arrangements to meet with the DRW client or DDA consumer at a later time. Where consulted prior to making an appointment, DDA employees will cooperate with DRW staff in making scheduling arrangements. The DRW employee shall not disturb nor interrupt the activity. If the activity is confidential, DRW shall obtain the client or DDA consumer's permission to observe the activity or shall respect the client or DDA consumer's right to privacy. DRW staff will then either wait until the activity is completed or reschedule the visit at a time that is mutually agreeable to DRW staff and its individual client or DDA consumer, no later than 48 hours later.

(2) If the DRW employee arrives for a meeting with a client or DDA consumer and the individual is actively aggressive, in programming to address this behavior, or receiving "one-to-one" supervision, in such a situation, DRW staff will be permitted to observe the individual from a safe distance or otherwise verify that the individual is actively aggressive. DRW staff will, then either:

(a) wait until the individual's aggressive behavior has stopped and be permitted to meet with the individual privately while DDA employees remain in viewing distance; unless such distance would place the individual with developmental disabilities at serious risk of harm based on that individual's documented behavioral issues; if the individual would be at serious risk of harm, DRW and DDA shall work cooperatively to address DRW need for confidentiality with the individual's need for safety; provided that any such interview does not interfere with the individual's Behavior Support Program, Individual Program Plan, Individual Service Plan, or other program plan, nor interfere with staffing needs for other individuals with developmental disabilities; or

(b) reschedule the visit at a time mutually agreeable to DRW and DDA employees, but no later than forty-eight (48) hours;

(c) if the DRW staff is notified that an individual is either actively aggressive or receiving one-to-one supervision and if knowing this the staff chooses to meet with the individual, DRW agrees to release, indemnify, and hold DDA, DSHS, the State and its employees, agents, officers, and servants harmless for any injuries that occur from any claims or cause of action asserted by any DRW employee or agent who is injured as a result of any act committed by an individual with developmental disabilities except that those circumstances where DDA employees willful misconduct is the proximate cause of the injury to DRW employee or agent. DRW agrees that its staff shall sign a statement to this effect prior to requesting to meet with any such individual. If the DRW staff refuses to sign such an agreement, DDA employees may deny the DRW staff access to the individual until such time as DDA employees determine that safety to the DRW staff is no longer an issue. When a DRW staff member elects to meet with an individual who is actively aggressive, it is neither negligent nor willful misconduct for a state employee to allow the meeting to take place.

H. All individuals with developmental disabilities who wish to contact DRW staff shall be provided uncensored access to writing materials, DRW address and toll-free telephone number, a stamped envelope, and/or access to a telephone for private conversations without monitoring by or permission from DDA employees.

I. SOLAs and programs staffed by DDA employees shall permit individuals with developmental disabilities to set appointments with DRW staff at times agreeable to both the individual with a developmental disability and DRW staff. If the DDA employees know that a meeting with a DDA consumer will be disruptive of the DDA consumer's regular program activity, DRW staff shall be informed of this and allowed to reschedule the appointment in order to meet with the DDA consumer so that the appointment does not disrupt his or her regular activity.

V. Access to Records of Individuals with Developmental Disabilities.

A. DRW has access to records as provided in 42 U.S.C. § 6042, et. seq. DRW has legal authority to review an individual with developmental disabilities' records only when there is consent or, if a DDA consumer is unable to consent, there is a complaint or probable cause to believe a DDA consumer has suffered abuse or neglect. DRW has no general right to review records except in these circumstances.

B. Upon receiving a valid, written consent, DDA will have 48 hours in which to schedule an appointment with DRW so that it may come to the record location to review specified records. DDA will verify that DRW has received consent to view such records, or if the DDA consumer is unable to consent and there is no

guardian to consent, that there is a complaint or probable cause to believe, the DDA consumer has suffered abuse or neglect. DDA shall make the requested records within its possession available within five working days from the date the request is made.

C. DRW may access records of:

- (1) any DDA consumer if he or she consents, or if he or she has a legal guardian with the power to consent for the DDA consumer and that guardian consents;
 - a) the DDA consumer or guardian shall give written authorization for access on a form approved by DRW and DDA jointly.
- (2) any DDA consumer:
 - a) who by reason of his or her mental or physical condition is unable to authorize DRW to have access to their records;
 - b) who does not have a legal guardian, conservator or other legal representative, or for whom the legal guardian is the state; and
 - c) with respect to whom a complaint has been received by DRW or with respect to whom, as a result of monitoring or other activities there is probable cause to believe that such individual has been subject to abuse or neglect.
 - d) If records are requested pursuant to this section, the request shall be in writing and will state that the resident, by reason of his or her mental or physical condition is unable to authorize DRW to have access to his or her records, does not have a legal representative, and that a complaint has been received by DRW with, respect to the DDA consumer or that there is probable cause to believe the resident has been subjected to abuse or neglect. The DDA case manager will make a determination regarding whether a DDA consumer is able to consent to access within 3 working days, except in case of an emergency.
- (3) In the case of a resident who has a legal guardian, and upon request by DRW, DDA will provide DRW with the name, address and telephone number of the legal guardian by 5 p.m. the next business day so that DRW can contact such representative and offer its assistance. If the guardian has been contacted by DRW and failed or refused to act on behalf of the individual DRW has received a complaint sufficiently that sufficiently identifies the individual or DRW has probable cause to believe that the health or safety of the individual is in serious and immediate jeopardy, DRW shall obtain court approval for such access.

- a) If a guardian refuses to consent to allow DRW access to records, and DRW still wants access, DRW will file a lawsuit to access the records and allow a court to determine whether the guardian has failed or refused to act on behalf of the DDA consumer. DRW agrees to provide legal notice to DDA of any such proceeding. If the guardian refuses to provide written consent for DRW to access the records, DDA shall not make the records available absent a court order.
- b) DRW shall attempt to contact the guardian to obtain consent. Unless an emergency exists, then DRW shall contact the standby guardian if one has been designated. If no standby guardian is appointed and the guardian is unavailable, and DRW determines that the DDA consumer is at risk of serious injury or death, DDA shall make the records available to DRW to review.

D. DRW staff may review the requested records within normal business hours in the building or room in which such records are provided. A DDA employee may remain in the room while the records are viewed. Under no circumstances may DRW staff remove the original records, or any part thereof, from the room where they are viewed.

E. DRW agrees to reimburse DDA for the costs of copies at the same rate charged for public disclosure requests, currently \$.15 per page. When feasible, copies will be provided on the day the copies are requested. If that is not possible, DDA will make the copies available within 10 days of the request.

F. DRW shall request a guardian information or access to DDA consumer records of the DDA Regional Administrator of the region in which the DDA consumer resides. Thereafter, their contact regarding that DDA consumer shall be the regional administrator, or his or her designee. DDA shall provide DRW a list with contact information for purposes of access to records. DDA agrees to update that list at least annually.

G. In order to access DDA records, DRW will send a written request directly to the DDA Regional Administrator or designee in custody of the records. In the request, DRW will identify the individual whose records it seeks. DRW need not identify the individual by name, but must sufficiently identify the individual so that the person reviewing the request can determine whose records are being sought. DRW will specify which records it wants and for which time periods. DRW will also indicate that it has received a complaint concerning the individual so that it has probable cause to believe the individual has suffered abuse or neglect. DRW need not further specify the nature of the complaint nor who made the complaint.

H. In the event DDA denies access to records pursuant to a request, DRW staff may request that the denial be in writing and include the reason for the denial.

I. DRW will limit its request to records it considers necessary to accomplish its investigation. DDA may request that DRW specifically identify the records that it is seeking if the request is too broad or voluminous.

VI. Outreach.

A. All individuals with developmental disabilities shall have access to DRW staff for the purpose of obtaining information about their legal rights and self-advocacy. DRW staff shall be allowed to engage in informal discussions with DDA consumers who wish to speak to them out of the presence of DDA employees in an area that affords privacy.

B. DRW may have regularly scheduled information/training sessions for DDA consumers and parents/guardians/family members regarding DRW' S services and individual rights. DDA employees may attend outreach and scheduled information sessions only with advance written permission of DRW staff.

C. DDA agrees to give DRW a list of all current DDA consumers and their addresses. DDA will provide DRW an updated list annually.

D. DDA agrees to provide DDA consumers with notice of DRW services at the time of application for DDA services. DRW will provide DDA with copies of their brochure and/or any other information they want DDA to distribute at that time.

E. DDA agrees to require contractors to comply with 42 U.S.C. §6000 et seq. and 45 CJF.R. Parts 1385-86 by including the requirement in contracts. Current contracts will be amended to include this requirement when they are renewed.

VII. Authority to Investigate Allegations of Abuse and Neglect

A. DRW shall have unaccompanied reasonable access to DDA consumers and facilities when necessary to conduct a full investigation of an incident of abuse or neglect. This access shall include the opportunity to interview any individual with a developmental disability, any DDA or provider employee, or any other person who might be reasonably believed by DRW to have knowledge of the incident under investigation; and to review what DRW is entitled to review pursuant to this agreement. DRW shall be permitted to do its own investigation of allegations of abuse or neglect regardless of any pending action or investigation by the State or any other individual or entity.

B. DRW investigations shall not interfere with any other ongoing investigation DRW employees shall not visit areas at times that would violate any person's right to privacy.

C. DDA shall allow and encourage all employees and providers to talk openly with DRW, employees. DRW will not ask staff to disrupt their work schedules or responsibilities to talk with DRW. Except in cases of emergency, DRW will schedule appointments with staff in advance.

D. While DDA and provider employees shall be encouraged to cooperate with DRW, employees have the right to refuse to talk with DRW. DRW shall notify employees of that right prior to any attempt to interview them.

E. Any complaint concerning DRW staff shall, be immediately brought to the attention of the DRW Executive Director or his or her designee. Upon receipt of a complaint, the DRW Executive Director or his or her designee shall conduct an investigation and submit a written response to the State within fourteen (14) days in an effort to resolve any complaints as expeditiously as possible. DDA reserves the right to file formal charges if the behavior places a DDA consumer's health or safety at risk.

F. DRW shall inform DDA and providers, in writing, of its findings and concerns upon completion of any investigation activity undertaken pursuant to its authority under 42 U.S.C. § 6000 et. seq., and the access rights granted to DRW in this agreement, in an effort to resolve DDA consumer complaints or concerns prior to commencing litigation, unless DRW believe that such delay would result in serious injury or harm to the DDA consumer

VIII. Implementation of the Agreement.

A. The DDA Assistant Secretary shall ensure that each supervisor will conduct an annual meeting with his or her staff to provide information regarding the parties' rights and responsibilities under this agreement. The DDA Assistant Secretary shall ensure that each employee of DDA has read and signed a copy of a form indicating that they have read this agreement at the time of hire, and at the time of his/her annual evaluation. DDA and DRW shall develop a mutually agreed to summary of this agreement for use in informing DDA employees of the parties, rights and responsibilities. When DDA and DRW develop and agree regarding the content of this summary, DDA employees shall be required to read the summary, rather than reading this agreement, and acknowledge that they read and understood the summary with a signature.

B. The agreement is effective as of the date it is signed.

C. DDA agrees that having an agreement in place that would govern DRW and DDA provider relationships is appropriate. This agreement will affect contractual relationships, so it will be negotiated with providers prior to implementation. This negotiation will take place during the 1997-1998 provider contract negotiations. DDA will request DRW review the proposed contact language prior to contract signing by DDA. The goal of this negotiation process will be to arrive at an agreement which implements the federal statutory and regulatory requirements in a manner consistent with the provision of quality, individualized services and supports to people with developmental disabilities living in the community.

D. The DDA Assistant Secretary will make changes as necessary to implement this agreement by September 1, 1997, and prior to implementing changes will confer with DRW.

E. DRW and DDA agree to work together to assist providers in becoming familiar with DRW access to programs. DDA agrees to host a forum in each region to familiarize providers with the access provisions. DRW agrees to make staff available as presenters at regional forums, and otherwise as mutually agreed to with providers. DDA will distribute to providers a summary of the access provisions. This summary will be prepared by DRW, and will be subject to the review and approval of DDA prior to distribution.

IX. Miscellaneous.

A. DRW agrees that its staff shall not give medical advice and shall not engage in the practice of medicine. It is DRW intent and purpose to give legal advice. For example, DRW will not tell DDA consumers not to take medication or that medications are wrong for them DRW will not discourage individuals with developmental disabilities from participating in programs or activities. DRW may explain DDA consumer legal rights including the right to informed consent, their right to be told of the risks and benefits of medication or medical procedures, their right to refuse to take medications and the procedure to follow if the DDA consumer does not wish to take medications, and their right to refuse to participate in experimental programs or research, all as guaranteed under state and federal law.

B. DRW agrees that: there are some DDA consumers who are identified as medically fragile or to have behavioral concerns that require constant monitoring. If DRW requests a meeting with such a DDA consumer and DDA determines that the DDA consumer cannot be left unsupervised with a DRW employee, a DDA or provider employee shall be present during any meetings. If DDA consumers are hospitalized due to medical conditions, DDA or provider employees may remain within viewing distance if necessary for the DDA consumer's health and safety. The employees will not interfere with the meeting except for medical reasons and will respect the DDA consumer's privacy to the extent possible given his or her medical needs.

C. This agreement delineates the usual process by which DRW and DDA will work together. In some situations, it may be necessary to amend these procedures. DRW and DDA may agree to modify these procedures as necessary for any particular situation,

X. Dispute Resolution.

A. DRW and DDA agree that informal resolution of disputes is preferred. If DRW staff and the DDA Regional Administrator or designee are unable to agree about an issue regarding interpretation or application of this agreement, they will request the DRW Executive Director and the DDA Assistant Secretary review the situation and attempt to resolve the disagreement.

B. The Directors Meeting and Mediation process are mandatory for both parties. The only exception to this term of the agreement is where DRW, in good faith, has probable cause to believe that there are exigent circumstances

warranting immediate access. Such circumstances are defined as "emergencies" as defined in the access agreements. In such cases, the DRW Executive Director or his or her designee shall contact the DDA Assistant Secretary or his or her designee; and/or Office of the Attorney General to attempt to resolve the dispute. If the exigent access dispute is not resolved by the end of the following business day, DRW may immediately take any necessary legal action, including seeking a temporary restraining order and preliminary injunction or an order to show cause in order to secure the necessary access without going through the ADR process discussed herein. When DRW does take such action, it shall give the Office of the Attorney General advance notice of such action by telephone and facsimile.

C. In the event that there is an access dispute regarding any aspect of the Access Agreements between DRW and DDA (Community), the aggrieved party shall send written notice to the director of the other party (e.g. DRW Executive Director, DDA Assistant Secretary, or their designees) of the dispute and the desire to meet to attempt to resolve the dispute. The DDA Assistant Secretary (or his/her designee) shall meet with the DRW Executive Director (or his/her designee) within ten days after receiving written notice from the aggrieved party. The date of receipt of notice shall be in accordance with Civil Rule .6 of the Washington Court Rules. The meeting may take place in person or telephonically. The parties have the right to bring their counsel to the directors meeting, however it is the preference of the parties not to have their counsel present. In the event a party intends to have his or her counsel present, that party will advise the other party of this intent in advance of the meeting. However, when either director (or his or her designee) is an attorney, it will be understood and expected that the other director may have his or her attorney present without prior notice.

D. In the event that the access issues are not resolved by a meeting between the Director/CEO and Executive Director of DRW or their designees, the parties agree to attempt to resolve the dispute through mediation absent exigent circumstances as described in paragraph 1. An available mediator from the mutually agreed upon Mediator Panel list as described below will be used to conduct the mediation.

Mediation will be scheduled to occur as soon as possible following the directors meeting, but will occur no later than 30 days from the time mediation is agreed upon by the parties, absent written, agreement by both parties to extend this timeline. The mediation may take place telephonically or in any manner the mediator believes will be efficient and conducive to a productive mediation. If, at any time during the mediation, either party declares an impasse, the mediation will end. The parties are then encouraged, but not required, to arbitrate the dispute. The costs of mediation shall be borne equally by the parties. If no litigation results within 90 days of the completion of mediation, DRW shall withdraw its access request. Nothing, however, prevents DRW from renewing its request in the future should that become necessary. In such event DRW renews the request, and that request is denied by the State, the ADR process will begin again.

E. Within 90 days of the execution of this agreement, the parties shall select a panel of at least 4 mutually agreeable mediators. There will be two separate lists: one for DRW and DDA and one for DRW and the MHD. The parties agree that any

one of the selected panel members will mediate all disputes related to the Access Agreement. However, the parties will rotate the order of contacting the panel members for each mediation in a nonstrategical manner.

In order to select this panel, within 60 days of execution of this agreement the parties will each propose at least 4 mediators. The parties will exchange, via fax, their list of proposed mediators and the mediators' curriculum vitae and any other necessary facts such as cost, mediation rules, etc. If the parties cannot agree upon at least 4 mediators from the first exchange of lists, the parties will exchange additional lists of mediators until an agreement can be reached. However, a final agreement must be reached no later than 90 days from the date of the settlement agreement of this case absent written agreement for an extension of a specific amount of time.

Any party may strike a mediator from the list except that a party may not strike a mediator from the panel once the mediation process has been initiated to resolve a dispute. If a party strikes a mediator from the panel, that mediator will be replaced by another mediator using the same mediator selection process as described above.

F. In the event that the access issues are not resolved through mediation, the parties may agree to attempt to resolve the dispute through arbitration. Written agreement to proceed to arbitration must be made within five working days of the completion of mediation described in Section B. An available arbitrator from the mutually agreed upon Arbitrator Panel list, as described below, will be used to conduct the arbitration of the dispute. Arbitration will be scheduled to occur as soon as possible, but will occur no later than 45 days from the time arbitration is agreed upon by the parties, absent written agreement by both parties to extend this timeline. Prior to the time of final agreement to arbitrate the dispute, the parties shall agree in writing whether the arbitration decision will be binding or advisory, and if advisory, whether that option is admissible in court. If no litigation results within 90 days of the completion of this arbitration, DRW shall withdraw its access request. Nothing, however, prevents DRW from renewing its request in the future should that become necessary. In such event that DRW renews its request, and that request is denied by the State, the ADR process will begin

G. Within 120 days of the execution of this agreement, the parties shall select a panel of at least 4 mutually agreeable arbitrators. The parties agree that any one of the selected panel members will arbitrate all disputes related to the Access Agreement. However, the parties will rotate the order of contacting the panel members for each arbitration in a nonstrategical manner.

In order to select this panel, within 60 days of the execution of this agreement the parties will each propose at least 4 arbitrators. The parties will exchange, via fax, their list of proposed arbitrators and the arbitrators' curriculum vitae and any other necessary facts such as cost, etc. If the parties cannot agree upon at least 4 arbitrators from the first exchange of lists, the parties will exchange additional lists of arbitrators until an agreement can be reached. However, a final agreement must be reached no later than 120 days from the date of the settlement

agreement of this case absent written agreement for an extension of a specific amount of time.

Any party may strike an arbitrator from the list except that a party may not strike an arbitrator from the panel once the arbitration process has been initiated to resolve a dispute. If a party strikes an arbitrator from the panel, that arbitrator will be replaced by another arbitrator using the same arbitrator selection process as described above.

H. The timeframes for dispute resolution shall be as detailed above. Any timeframes not described in this proposal will be those set out in the current relevant access agreements. Any timeframe may be extended by written agreement of the parties.

I. The parties agree they will abide by the timeframes contained in the Access Agreement and this settlement agreement. The parties may mutually agree to extend any timeframe. If a party fails to act or respond within the allotted time, the other party may request appropriate sanctions be imposed as provided by law or civil rule.

/s/Linda Rolfe 11/7/00
LINDA A ROLFE Date
Acting Director
Division of Developmental Disabilities

/s/ Mark Stroh 11/10/01 MGS 1-17-01
MARK STROH Date
Executive Director
Washington Protection & Advocacy System

**ATTACHMENT F: CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS**

Primary Covered Transactions 45 CFR 76

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principles:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connections with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract 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 statement, or receiving stolen property;
 - c. 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
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participants are unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

This Certification is executed by the person(s) signing below who warrant they have authority to execute this Certification.

CONTRACTOR:
Holly Ridge Center



Name: Dedra Miller
Title: Executive Director

DATE: 01-12-2026

ATTACHMENT G: CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) 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 an 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.
- (2) If any funds other than Federal 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 Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants 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, title 31, 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.

Holly Ridge Center

Contractor Organization



01/12/2026

Signature of Certifying Official

Date

ATTACHMENT H: CONFIDENTIALITY AND DATA SECURITY

Definitions. The words and phrases listed below, as used in this Contract, shall each have the following definitions:

1. **“AES”** means the Advanced Encryption Standard, a specification of Federal Information Processing Standards Publications for the encryption of electronic data issued by the National Institute of Standards and Technology (<http://nvlpubs.nist.gov/nistpubs/FIPS/NIST.FIPS.197.pdf>)
2. **“Authorized User(s)”** means an individual or individuals with a business need to access DSHS Confidential Information, and who has or have been authorized to do so.
3. **“Category 4 Data”** is data that is confidential and requires special handling due to statutes or regulations that require especially strict protection of the data and from which especially serious consequences may arise in the event of compromise of any such data. For purposes of this contract, data classified as category 4 refers to data protected by: Health Insurance Portability and Accountability Act (HIPPA).
4. **“Cloud”** means data storage on servers hosted by an entity other than the Contractor and on a network outside the control of the Contractor. Physical storage of the data in the cloud typically spans multiple servers and often multiple locations. Cloud storage can be divided between consumer grade storage for personnel files and enterprise grade for companies and governmental entities. Examples of consumer grade storage would include iCloud, Dropbox, Box.com, and many other entities. Enterprise cloud vendors include Microsoft Azure, Amazon Web Services, O365, and Rackspace.
5. **“Confidential Information”** means information that is exempt from disclosure to the public or other unauthorized persons under RCW 42.56 or other federal or state laws. Confidential information includes, but is not limited to, Personal Information.
6. **“Encrypt”** means to encode Confidential Information into a format that can only be read by those possessing a “key”; a password, digital certificate or other mechanism available only to authorized users. Encryption must use a key length of at least 256 bits (for symmetric keys) or 2048 bits for asymmetric keys. When a symmetric key is used, the Advanced Encryption Standard (AES) must be used if available.
7. **“Hardened Password”** means a string of at least eight characters containing at least three of the four following character classes: Uppercase alphabetic, lowercase alphabetic, numeral and special

characters such as an asterisk, ampersand or exclamation point.

8. **“Mobile Device”** means a computing device, typically smaller than a notebook, which runs a mobile operating system, such as iOS, Android, or Windows Phone. Mobile Devices include smart phones, most tablets and other form factors.
9. **“Multi-factor Authentication”** means controlling access to computers and other IT resources by requiring two or more pieces of evidence that the user is who they claim to be. These pieces of evidence consist of something the user knows, such as a password or PIN; something the user has such as a key card, smart card, or physical token; and something the user is, a biometric identifier such as a fingerprint, facial scan, or retinal scan. “PIN” means a personal identification number, a series of numbers which act as a password for the device. Since PINs are typically only four to six characters, PINs are usually used in conjunction with another factor of authentication, such as a fingerprint.
10. **“Personal Information”** means information identifiable to any person, including, but not limited to, information that relates to a person’s name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, Social Security Numbers, driver’s license numbers, other identifying numbers, and any financial identifiers.
11. **“Portable Device”** means any computing device with a small form factor, designed to be transported from place to place. Portable devices are primarily battery powered devices with a base computing resources in the form of a processor, memory storage, and network access. Examples include, but are not limited to, mobile phones, tablets and laptops. Mobile Device is a subset of Portable Device.
12. **“Portable Media”** means any machine-readable media that may routinely be stored or moved independently of computing devices. Examples include magnetic tape, optical discs (CDs or DVDs), flash memory (thumb drive) devices, external hard drives, and internal hard drives that have been removed from a computing device.
13. **“Physically Secure”** means that access is restricted through physical means to authorized individuals only.
14. **“Secure Area”** means an area to which only authorized representatives of the entity possessing the Confidential Information have access, and access is controlled through the use of a key, card key, combination lock, or comparable mechanism. Secure Areas may include buildings, rooms, or locked storage containers (such as a filing cabinet or desk drawer) within a room, as long as access to Confidential Information is not

available to unauthorized personnel. In otherwise Secure Areas, such as offices with restricted access, the Data must be secured in such a way as to prevent access by non-authorized staff such as janitorial or facility security staff, when authorized Contractor staff are not present to ensure non-authorized staff cannot access it.

15. **“Tracking”** means a record keeping system that identifies when the sender begins delivery of Confidential Information to the authorized and intended recipient, and when the sender receives confirmation of delivery from the authorized and intended recipient of Confidential Information.
16. **“Trusted Network”** means a network operated and maintained by the Contractor, which includes security controls sufficient to protect DSHS/County Data on that network. Controls would include a firewall between any other networks, access control lists on networking devices such as routers and switches, and other such mechanisms which protect the confidentiality, integrity, and availability of the Data.
17. **“Trusted Systems”** include only the following methods of physical delivery: (1) hand-delivery by a person authorized to have access to the Confidential Information with written acknowledgement of receipt; (2) United States Postal Service (“USPS”) first class mail, or USPS delivery services that include Tracking, such as Certified Mail, Express Mail or Registered Mail; (3) commercial delivery services (e.g. FedEx, UPS, DHL) which offer tracking and receipt confirmation; and (4) the Washington State Campus mail system. For electronic transmission, the Washington State Governmental Network (SGN) is a Trusted System for communications within that Network
18. **“Unique User ID”** means a string of characters that identifies a specific user and which, in conjunction with a password, passphrase or other mechanism, authenticates a user to an information system.

1. Administrative Controls.

- a) A documented security policy governing the secure use of its computer network and which defines sanctions that may be applied to the Contractor staff for violating that policy.
- b) If the data is shared under this agreement is classified as Category 4 data, the Contractor must be aware of and compliant with the applicable legal or regulatory requirements for the Category 4 data.
- c) If confidential information shared under this agreement is classified as Category 4 data, the contractor must have a documented risk assessment for the system(s) housing the Category 4 Data.

2. Authorization, Authentication, and Access. In order to ensure that access to

the Data is limited to authorized staff, the Contractor must:

- a. Have documented policies and procedures governing access to systems with the shared Data.
- b. Restrict access through administrative, physical, and technical controls to authorized staff.
- c. Ensure that the user accounts are unique and that any given user account logon ID and password combination is known only to the employee to whom the account is assigned. For purposes of non-repudiation, it must always be possible to determine which employee performed a given action on the system housing the Data based solely on the logon ID used to perform the action.
- d. Ensure only authorized users are capable of accessing the data.
- e. Ensure that an employee's access to the Data is removed immediately:
 - (1) Upon suspected compromise of the user credentials.
 - (2) When their employment or the contract under which the data is made available to them, is terminated.
 - (3) When they no longer need access to the Data to fulfill the requirements of the contract.
- f. Have a process to periodically review and verify that only authorized users have access to systems containing DSHS/County Confidential Information.
- g. When accessing the Data from within the Contractor's network (the Data stays within the Contractor's network at all times), enforce password and logon requirements for users with the contractor's network including:
 - (1) A minimum of 8 characters and containing at least three of the following classes: uppercase letters, lowercase letters, numerals, and special characters such as an asterisk, ampersand, or exclamation point.
 - (2) That a password does not contain a user's name, logon ID, or any form of their full name.
 - (3) That a password does not consist of a single dictionary word. A password may be formed as a passphrase, which consists of multiple dictionary words.
 - (4) That passwords are significantly different from the previous

four passwords. Passwords that increment by simply adding a number are not considered significantly different.

- h. When accessing Confidential Information from an external location (the Data will traverse the Internet or otherwise travel outside the Contractor's network), mitigate risk and enforce password and logon requirement for users by employing measures including:
 - (1) Ensuring mitigations applied to the system do not allow end-user modification.
 - (2) Not allowing the use of dial-up connections.
 - (3) Using industry standard protocols and solutions for remote access. Examples include but are not limited to RADIUS Microsoft Remote Desktop (RDP) and Citrix.
 - (4) Encrypting all remote access traffic from the external workstation to a Trusted Network or to a component within the Trusted Network. The traffic must be encrypted at all times while traversing any network, including the internet, which is not a Trusted Network.
 - (5) Ensuring that the remote access system prompts for re-authentication or performs automated session termination after no more than 30 minutes of inactivity.
 - (6) Ensuring use of a Multi-Factor Authentication to connect from the external end point to the internal endpoint.
- i. Passwords or PIN codes may meet a lesser standard if used in conjunction with another authentication mechanism, such as a biometric (fingerprint, facial recognition, iris scan) or token (software, hardware, smart card, etc.) in that case:
 - (1) The PIN or password must be at least 5 letters or numbers used in conjunction with at least one other authentication factor;
 - (2) Must not be comprised of all the same letter or number (11111,22222, aaaaa would not be acceptable).
 - (3) Must not contain a run of three or more consecutive numbers (12398, 98743 would not be acceptable)
- j. If the contract specifically allows for storage on a Mobile Device, passcodes for the device must:

- (1) Be a minimum of six alphanumeric characters
- (2) Contain at least three unique character classes (upper case letter, lower case letter, number).
- (3) Not contain more than a three consecutive character run.
Passwords consisting of 12345, or abcd12 would not be acceptable.

k. Render the device unusable after a maximum of 10 failed logon attempts.

Confidentiality.

- **The Contractor shall not use, publish, transfer, sell or otherwise disclose any Confidential Information gained by reason of this Contract for any purpose that is not directly connected with Contractor's performance of the services contemplated hereunder, except:**
 - as provided by law; or,
 - in the case of Personal Information, with the prior written consent of the person or personal representative of the person who is the subject of the Personal Information.
- **Ensure the security of Confidential Information transmitted via fax (facsimile) by:**
 - Verifying the recipient phone number to prevent accidental transmittal of Confidential Information to unauthorized persons.

Data Transport:

1. Paper Documents: Send paper documents containing Confidential Information via a Trusted System.

Protection of Data. The Contractor agrees to store data on one or more of the following media and protect the data as described. Electronic data can be on desktops, laptops, and other portable devices, servers and external media:

1. **Hard disk drives.** For Data stored on local workstation hard disks, access to the data will be restricted to Authorized Users by requiring logon to the local workstation using a unique user ID and hardened password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards.

2. **Network server disks.** For Data stored on hard disks mounted on network servers and made available through shared folders, access to the data will be restricted to authorized users through the use of access control lists which will grant access only after the authorized user has authenticated to the network using a unique user ID and hardened password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. Data on disks mounted to such servers must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.

For DSHS/County confidential data stored on these disks, deleting unneeded data is sufficient as long as the disks remain in a secured area and otherwise meets the requirements listed in the above paragraph. Destruction of the data as outlined in Section 11. Data Disposition may be deferred until the disks are retired, replaced, or otherwise taken out of the secured area.

3. **Optical discs (CDs or DVDs) in local workstation optical disc drives.** Data provided by DSHS on optical discs which will be used in local workstation optical disc drives and which will not be transported out of a secured area. When not in use for the contracted purpose, such discs must be stored in a Secure Area. Workstations which access DSHS/County data on optical discs must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.
4. **Optical discs (CDs or DVDs) in drives or jukeboxes attached to servers.** Data provided by DSHS on optical discs which will be attached to network servers and which will not be transported out of a secure area. Access to data on these discs will be restricted to authorized users through the use of access control lists, which will grant access only after the authorized user has authenticated to the network using a unique user ID and hardened password or other authentication mechanisms which provide equal or greater security, such as biometrics or smart cards. Data on discs attached to such servers must be located in an area which is accessible only to authorized personnel, with access controlled through use of a key, card key, combination lock, or comparable mechanism.
5. **Paper documents.** Any paper records must be protected by storing the records in a secure area which is only accessible to authorized personnel. When not in use, such records must be stored in a Secure Area.
6. **Data storage on portable devices or media.**
 - A) Except where otherwise specified herein, DSHS/County data shall not be stored by the Contractor on portable devices or media unless specifically authorized within the Terms and Conditions of the contract. If so authorized, the data shall be given the following protections:

- Encrypt the data.
- Control access to devices with a unique user ID and hardened password or stronger authentication method, such as physical token or biometrics.
- Manually lock devices whenever they are left unattended and set devices to lock automatically after a period of inactivity, if this feature is available. Maximum period of inactivity is 20 minutes.

B) Apply administrative and physical security controls to Portable Devices and Portable media by:

- Keeping them in a Secure Area when not in use,
- Using check-in/check-out procedures when they are shared; and
- Taking frequent inventories.

C) When being transported outside of a Secure Area, Portable Devices and Portable Media with confidential DSHS/County data must be under the physical control of Contractor staff with authorization to access the Data, even if the Data is encrypted.

7. Data Stored for Backup Purposes

- (1) DSHS/County data may be stored on Portable Media as part of a Contractor's existing documented backup process for business continuity or disaster recovery purposes. Such storage is authorized until such time as media would be reused during the course of normal backup operations. If backup media is retired while DSHS/County Confidential Information still exists upon it, such media will be destroyed at that time in accordance with Section 11. Data Disposition.
- (2) DSHS/County data may be stored in non-portable media (e.g. Storage Area Network drives, virtual media, etc.) as part of a Contractor's existing documented backup process for business continuity or disaster recovery purposes. If so, such media will be protected as otherwise described in this attachment. If this media is retired while DSHS Confidential Information still exists upon it, such media will be destroyed at that time in accordance with Section 11. Data Disposition.

8. **Cloud Storage.** DSHS Confidential Information requires protections equal to or greater than those specified elsewhere within this attachment. Cloud storage of data is problematic as DSHS/County nor the Contractor has control over the environment in which the data is stored. For this reason:

(1) DSHS/County Data will not be stored in any consumer grade Cloud solution, unless all of the following conditions are met:

- a) Contractor has written procedures in place governing the use of the Cloud storage and Contractor can attest to the contact listed in the contract and keep a copy of the attestation for your records in writing that all such procedures will be uniformly followed.
- b) The Data will be Encrypted while within the Contractor network.
- c) The Data will remain encrypted during transmission to the Cloud.
- d) The Data will remain encrypted at all times while residing within the Cloud Storage solution.
- e) The Contractor will possess a decryption key for the Data, and the decryption key will only be possessed by the Contractor.
- f) The Data will not be downloaded to non-authorized systems, meaning systems that are not on the contractor network.
- g) The Data will not be decrypted until downloaded onto a computer within the control of an Authorized User or within the contractor network.

(2) Data will not be stored on an Enterprise Cloud storage solution unless either:

- a) The Cloud storage provider is treated as any other Sub-contractor, and agrees in writing to all the requirements within this attachment; or,
- b) The Cloud storage solution used is HIPPA compliant.

(3) If the Data includes protected health information covered by the Health Insurance Portability and Accountability Act (HIPPA), the Cloud provider must sign a Business Associate Agreement prior to the data being stored in their Could solution.

9. **System Protection.** To prevent compromise of systems which contain DSHS/County Data or through which that Data passes:

- a. Systems containing DSHS/County data must have all security patches or hotfixes applied within three months of being made available.
- b. The Contractor will have a method of ensuring the requisite patches and hotfixes have been applied within the required timeframes.
- c. Systems containing DSHS/County Data shall have an Anti-Malware application, if available, installed.
- d. Anti-Malware software must be kept up to date. The product, its anti-virus engine and any malware database the systems uses, will be no more than one update behind current.

10. Data Segregation.

- DSHS/County category 4 data must be segregated or otherwise distinguishable from non-DSHS/County data. This is to ensure that when no longer needed by the Contractor, all DSHS/County data can be identified for return or destruction. It also aids in determining whether DSHS/County data has or may have been compromised in the event of a security breach. As such, one or more of the following methods will be used for data segregation:
 - DSHS/County data will be kept on media (e.g. hard disk, optical disc, tape, etc.) which will contain no non-DSHS/County data; and/or
 - DSHS/County data will be stored in a logical container on electronic media, such as a partition or folder dedicated to DSHS/County data; and/or
 - DSHS/County data will be stored in a database which will contain no non-DSHS/County data; and/or
 - DSHS/County data will be stored within a database and will be distinguishable from non-DSHS/County data by the value of a specific field or fields within database records; and/or
 - When stored as physical paper documents, DSHS/County data will be physically segregated from non-DSHS/County data in a drawer, folder, or other container.
- When it is not feasible or practical to segregate DSHS/County data from non-DSHS/County data, then both the DSHS/County data and the non-DSHS/County data with which it is commingled must be protected as described in this attachment.

11. Data Disposition.

When the contracted work has been completed or when no longer needed, except as noted in **Protection of Data**, the Contractor will

certify in writing that the data stored on the media listed below was destroyed utilizing the approved methods outlined in the following table:

Data stored on:	Will be destroyed by:
Server or workstation hard disks or Removable media (e.g. floppies, USB flash drives, portable hard disks, Zip or similar disks), excluding optical discs	Using a "wipe" utility which will overwrite the data at least three (3) times using either random or single character data Degaussing sufficiently to ensure that the data cannot be reconstructed, or Physically destroying the disk
Paper documents with sensitive or confidential data	Recycling through a contracted firm provided the contract with the recycler assures that the confidentiality of data will be protected.
Paper documents containing confidential information requiring special handling (e.g. protected health information)	On-site shredding, pulping, or incineration
Optical discs (e.g. CDs or DVDs)	Incineration, shredding, or completely defacing the readable surface with a course abrasive
Magnetic tape	Degaussing, incinerating or crosscut shredding

12. Notification of Compromise or Potential Compromise. The compromise or potential compromise of DSHS/County shared data must be reported to the County within one (1) business day of discovery. The Contractor must also take action to mitigate the risk of loss and comply with any requirements imposed by law or DSHS/County.



Attachment I

School-to-Work

Student Guide

DSHS' Division of Vocational Rehabilitation

Job Seeker:

Month/Year:

Check out what's new this month in your Student Guide!

Monthly Summary:

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Welcome

School-to-Work Overview

The School-to-Work program is designed to assist students in finding a job before they exit school in June. Students enrolled in the program will work directly with a supported employment agency that will collaborate with them, their parent(s)/guardian(s), school district staff, County Developmental Disabilities programs, the Division of Vocational Rehabilitation, and the Developmental Disabilities Administration.



This School-to-Work Student Guide is a document that is updated regularly and is designed for students and/or parent(s)/guardian(s) to house program related documentation, assessments, activity logs, notes and so much more!

This is a guide for students to ensure key activities and milestones have been completed and organized effectively. This tool will support students in keeping important information in one place, and it will also be a great resource to bring to collaboration meetings that occur with support partners and agencies.

School-to-Work Phases

Phase 1: Intake and Assessment



This phase includes bringing a team together that will support and guide you through the School-to-Work program. Key intake and assessment activities will take place to ensure a positive experience for you.

Phase 2: Job Placement

This phase includes conducting and capturing important job placement activities like employment goals, site visits, job interviews, and more.



Phase 3: Employment



This phase serves as an exciting step to complete and capture all employment stabilization information like employment verification information, completion of the first day of work, and much more!

Phase 1: Intake and Assessment



Phase 1 includes:

- Team Building and Information
- Team Contacts, Roles, and Responsibilities
- Job Foundation Report and/or School-to-Work Assessment
- Job Goal
- Next Steps and Team Actions

Team Building and Information

Team Building Date

To-Do-List

1. Introductions / Overview of Services / Strengths and Challenges
2. Job Foundation Review / Assessment Needs
3. Job Goal is Established

Name	Role/Agency

Team Contacts, Roles, Responsibilities

(This list is more than one page.)

Team Member Role	Team Member Contact Information	Team Member Responsibility to You
You, the Student (most important person on the team)	Name: Email: Phone:	Show Up, Speak Up, and Share! You are the driver of your services and without your voice, the team is not able to support you with your goals. Work with your team to get a job. Services are person-centered and individualized.
Your Parent(s) or Guardian(s)	Name: Email: Phone:	Supports you in partnership with school, county, and state departments to acquire employment.
Employment Provider: Your Job Coach	Name: Email: Phone:	School-to-Work CRP/Subcontractor who coordinates getting resources, training, and supports needed for you to get a job before you leave school in June.
Your County Program	Name: Email: Phone:	School-to-Work Contractor entity providing local support for you to find a job.

Your Vocational Rehabilitation Counselor	Name: Email: Phone:	Coordinate with schools, counties, and other state departments to help you get a job. Provide job coach funding. This could be the Division of Vocational Rehabilitation, Department of Services for the Blind, or Tribal Vocational Rehabilitation.
Your School Teacher and/or School Staff	Name: Email: Phone:	Connects you or your parent(s) or guardian(s) with community, county, and resources for School-to-Work.
Main Keeper of Your Student Guide	Name: Email: Phone:	Lead role who edits this School-to-Work Student Guide monthly and shares the most current copy with each person listed above at the end of the month and gathers information from you and your team to share.
Other Person on Your Team	Name: Email: Phone:	

Assessment(s)

Job Foundation Report and/or School-to-Work Assessment

Your job coach will collect information about your strengths, skills, and support needed for success on the job. This information will be gathered through school, home, and community work-related activities, as well as conversations and observations with those supporting your School-to-Work journey.

Assessment includes the areas listed below:

- History of school attendance and reliability
- Behavior support or strategies likely to be needed
- Student's communication skills
- Student's learning preferences
- Student's personal hygiene
- Potential job safety issues
- Student's stamina/endurance
- Student's social skills
- Demonstrated skills and task performance
- Transportation needs
- Work preferences and interests



Go to the next page to determine the next step!

Job Foundation Report

What is the purpose of Job Foundation?

The purpose of Job Foundation is to engage, connect, and plan with you in your second to last year of school. Through discovery and the completion of the Job Foundation Report, your next steps toward employment will be explored and determined.

Answer the following questions:

Is the Job Foundation Report complete?

Yes No

Final Report sent to the Student and the DVR Counselor?

Yes No Date sent:

If no, complete a School-to-Work Assessment.

At this point, do you feel you have a job goal in mind?

Yes No

If yes, have your job coach complete the next page, the Job Foundation Executive Summary and Job Recommendation.

If no, complete a School-to-Work Assessment and come back together with your team to establish a job goal.

Set your next meeting to talk about the assessment...



Team meeting date to discuss the results of assessment:

Job Foundation Executive Summary and Job Recommendation

Check if not applicable

Add Job Foundation Executive Summary below:

Add Job Recommendation based on what was learned through the Job Foundation Process below:

School-to-Work Assessment

Check if not applicable

It has been determined that a School-to-Work Assessment is needed to learn more about what you would like to do for a job; this will help you figure out your job goal! Your job coach will collect information about your strengths, skills, and support needed for success on the job. The following information will be based on your school, home, and community work-related activities, interviews with you, your family, school staff, others who are familiar with you, and your job coach observations.

The School-to-Work Assessment may take two or more pages to complete.

Summary of Assessment Areas

History of school attendance and reliability:

Behavior support or strategies likely to be needed:

Communication skills:

Learning preferences:

Personal hygiene:

Potential job safety issues:

Stamina/endurance:

Social skills:

Demonstrated skills and task performance:

Transportation needs:

Work preferences and interests:

Recommendations

Skills and interests:

Desired work environment:

Desired schedule:

Ability to travel to and from work within a reasonable length of time:

Accommodations and Necessary Supports

Job Goal

Your Job Goal Is:



Congratulations! You are on your way to being employed!

Next Steps and Team Actions

Task	Who	When
Example: DVR Counselor will connect you with a Benefits Planner	Example: Benefits Planner, Student, Family	Example: Before job start (and again, as needed)



Tip: Tasks may be added throughout your School-to-Work year, or removed if they are no longer something you want to explore.

Phase 2: Job Placement



Phase 2 includes:

- Job Seeker Tools
- Job Offer Details

Job Seeker Tools

Job seeker tools will be developed to support you as you look for a job. You will work with your team to figure out what you need, which may include the following: online portfolios, cover letters, video resumes, letters of recommendation, LinkedIn pages, and more.

Resume or Media Resume

(Video, PowerPoint, Portfolio, etc.)

Sent to Student: Yes No Date sent:

Sent to DVR Counselor: Yes No Date sent:

Cover Letter

Sent to Student: Yes No Date sent:

Sent to DVR Counselor: Yes No Date sent:

Employer Letter of Recommendation (optional)

Sent to Student: Yes No Date sent:

Sent to DVR Counselor: Yes No Date sent:

LinkedIn Page (optional)

Sent to Student: Yes No Date sent:

Sent to DVR Counselor: Yes No Date sent:

You Were Offered the Job! Way to Go!

Did you accept this job offer? Yes No

If yes, please complete the section below.

If not, please complete the section below and explain why the job was not accepted:

Job Offer Details

Job Goal:
Employer:
Job Title:
Start Date:
Job Duties:
Expected Weekly Hours:
Starting Wage:
Location:
Transportation Considerations:
Benefits Package:
Potential Training Services and Date/Additional Information:

Phase 3: Employment

Congratulations! You have a job!



Phase 3 includes:

- Job Verification
- Your Supports on the Job
- Job Stabilization Report

Congratulations! You are Employed!

Now what? Please work with your job coach to complete the form below.

Employee's Name:

Employer's Name:

Employee's Job Title:

Employer's Address:

Is this a new job? No Yes

Date Employee Started Work:

Average Number of Hours Worked Per Week:

Rate of Pay or Salary: \$

Hourly Monthly Annually

Pay Frequency:

Daily Weekly Every Two Weeks Two Times a Month Monthly

Tips: No Yes; if yes, how often and how much?

Commissions: No Yes; if yes, how often and how much?

Bonuses: No Yes; if yes, how often and how much?

Overtime: No Yes; if yes, how often and how much?

Work Schedule (include exact times when possible):

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Is health insurance available: No Yes

1. If yes, did the employee enroll in the health plan? No Yes

a. If yes, when does the coverage begin?

b. If yes, what is the employee's portion of the premiums? \$

Name and Title of Person Who Completed This Page:

Date:

Your Supports on the Job!

The strengths you bring to the job

How you will become stable on the job (your fading plan)

Additional training, services, and supports could include



The support you receive on the job from the beginning will be shared with you and your team in the monthly notes at the end of this guide.

Job Stabilization Report

You are considered stable on the job when the following things happen:

1. Your desired work hours are met (unless you and your team agree the job represents suitable employment).
2. Your DVR Counselor, your job coach, and your employer agree that you meet your employer's expectations (this is verified by your job coach).
3. You are ready for long-term support.

But first...

Did you meet your expected job goal? Yes No

Was your starting wage what you wanted? Yes No

Does the job location meet your expected needs? Yes No

Anything else you want to add about your job?

Job Stabilization Summary

Detail and summarize how the placement hours were met (or if the job represents suitable employment):

Detail and summarize how it has been agreed that the employer's expectations have been met. Please provide descriptions and details as to how stabilization occurred for the employer's expectations to be met:

Detail and summarize how long-term support is set up and will occur:

Helpful Resources

Developmental Disabilities Administration, or DDA



- Website: www.dshs.wa.gov/dda
- DDA Eligibility Information: www.dshs.wa.gov/dda/consumers-and-families/eligibility

Division of Vocational Rehabilitation, or DVR



- Website: www.dshs.wa.gov/dvr
- Phone: 1-800-637-5627

Social Security Administration, or SSA



- Website: www.ssa.gov
- Phone: 1-800-772-1213

Benefit U



- Website: www.benefitu.org
- Benefit U Information: support@benefitu.org

Other Resources:

Name:

Phone:

Email:

Other:

Name:

Phone:

Email:

Other:

Other Helpful Contacts

Name:

Phone:

Email:

Other:

Name:

Phone:

Email:

Other:

Name:

Phone:

Email:

Other:

Optional Documents

Copy of Food Worker Card

Sent to Student: Yes No Date sent:

Sent to DVR Counselor: Yes No Date sent:

Copy of Current CPR and/or First Aid Certification

Sent to Student: Yes No Date sent:

Sent to DVR Counselor: Yes No Date sent:

*Other

Sent to Student: Yes No Date sent:

Sent to DVR Counselor: Yes No Date sent:

*Other

Sent to Student: Yes No Date sent:

Sent to DVR Counselor: Yes No Date sent:

*Ideas of other items to include could be a person-centered plan, other certifications, and other job-related documents.

Monthly Progress Reports

May	
June	
July	
August	
September	

October	
November	
December	
January	

February	
March	
April	
May	

June	
July	
August	
September	

Notes

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	Loretta Schuelke	
	PHONE (A/C, No, Ext):	800 499-0933	FAX (A/C, No):
Propel Insurance 1201 Pacific Avenue; Suite 1000 COM Middle Market Tacoma, WA 98402-4321	E-MAIL ADDRESS:	loretta.schuelke@propelinsurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #	
	INSURER A : Berkley Regional Insurance Company	29580	
INSURED	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			HHN8525119	05/01/2025	05/01/2026	EACH OCCURRENCE	\$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$500,000
	OTHER:						MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$3,000,000
							PRODUCTS - COMP/OP AGG	\$3,000,000
								\$
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			HHN8525119	05/01/2025	05/01/2026	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			HHN8525119	05/01/2025	05/01/2026	EACH OCCURRENCE	\$1,000,000
	DED <input type="checkbox"/> RETENTION \$						AGGREGATE	\$1,000,000
								\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	HHN8525119	05/01/2025	05/01/2026	PER STATUTE	OTHR
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	CL - Package			HHN8525119	05/01/2025	05/01/2026		

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Verification of insurance.

Additional Insured Status applies per attached form(s).

CERTIFICATE HOLDER

CANCELLATION

Kitsap County Risk MGMT
Attn: Kelly Oneal
614 Division Street MS-7
Port Orchard, WA 98366

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

This page has been left blank intentionally.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ CAREFULLY.

GENERAL LIABILITY BROADENING ENDORSEMENT

This endorsement modifies the insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

Throughout this endorsement, the words "you" and "your" refer to the Named Insured shown in the Declarations. The word "we," "us," and "our" refer to the company providing this insurance.

The following is only a summary of the additional coverages provided by this endorsement and is provided only for your reference and convenience. For the Limits of Insurance and the additional coverages provided by this endorsement, read the provisions on the following pages and the Coverage Form, which this endorsement modifies.

SUBJECTS OF INSURANCE	
Broadened Bodily Injury	
Broadened Personal and Advertising Injury	
Broadened Property Damage	
Broadened Fire, Lightning, Explosion, and Sprinkler Leakage - \$500,000	
Broadened Medical Payments - \$20,000	
Broadened Supplementary Benefits	
a. Bail Bonds - \$1,000	
b. Expenses Incurred to Assist in Defense - \$500 per Day	
Broadened Newly Acquired or Formed Organization	
Broadened Non-Owned or Chartered Watercraft or Aircraft	
Broadened Commercial General Liability Conditions	
a. Duties in the Event of Occurrence, Offense, Claim, or Suit	
b. Liberalization – Automatic Coverage If We Adopt Broader Coverages	
c. Notice to Company	
Automatic Coverage for "Special Events"	
Automatic Additional Insureds	
a. Athletic Activity Participants	
b. Contractual Obligations	
c. Funding Sources	
d. Manager or Lessor of Premises	
e. Owner, Manager, Operator, or Lessor of "Special Event" Premises	
f. Supervisors or Higher in Rank – Co-Employee Exclusion Removed	
g. Limitations	
Blanket Waiver of Subrogation	
Priority of Application for Multiple Insureds	

The coverages listed in this endorsement are provided as extensions or additions to your insurance program.

A. BROADENED BODILY INJURY

Paragraph 3. of **Section V – Definitions** is deleted and replaced with the following:

3. “Bodily injury” means physical injury, sickness, or disease sustained by a person, including death resulting from any of these. “Bodily injury” also means mental injury, mental anguish, humiliation, or shock sustained by a person, if directly resulting from physical injury, sickness, or disease sustained by that person.

B. BROADENED PERSONAL AND ADVERTISING INJURY

1. Paragraph 14. of **Section V - Definitions** is deleted and replaced with the following:

14. “Personal and advertising injury” means injury, including consequential “bodily injury” arising out of one or more of the following offenses during the policy period.
 - a. False arrest, detention, or imprisonment;
 - b. Malicious prosecution or abuse of process;
 - c. The wrongful eviction from, wrongful entry into, or invasion of the right of private occupancy of a room, dwelling, or premises that a person occupies by or on behalf of its owner, landlord, or lessor;
 - d. Oral, written, televised, videotaped, or electronic publication of material that slanders or libels a person or organization, or disparages a person’s or organization’s goods, products, or services;
 - e. Oral, written, televised, videotaped or electronic publication of material that violates a person’s right of privacy;
 - f. Misappropriation of advertising ideas or style of doing business;
 - g. Infringement of copyright, title, or slogan; or
 - h. Mental injury, mental anguish, humiliation, or shock, if directly resulting from Items 14.a. through 14.g. above.

2. Exclusions 2.b. and 2.c. under **Coverage B - Personal and Advertising Injury Liability** are deleted and replaced with the following:

- b. Material Published with Knowledge of Falsity**

“Personal and advertising injury” arising out of oral, written, televised, videotaped, or electronic publication of material, if done by or at the direction of the insured with knowledge of its falsity;

- c. Material Published Prior to Policy Period**

“Personal and advertising injury” arising out of oral, written, televised, videotaped, or electronic publication of material whose first publication took place before the beginning of the policy period;

C. BROADENED PROPERTY DAMAGE

Exclusion 2.a. under **Coverage A - Bodily Injury and Property Damage Liability** is deleted and replaced with the following:

- a. Expected Or Intended Injury**

“Bodily injury” or “property damage” expected or intended from the standpoint of the insured. This exclusion does not apply to “bodily injury” or “property damage” resulting from the use of reasonable force to protect persons or property.

D. BROADENED FIRE, LIGHTNING, EXPLOSION AND SPRINKLER LEAKAGE

1. Paragraph 6. under **Section III - Limits Of Insurance** is deleted and replaced with the following:

6. Subject to 5. above, the Damage to Premises Rented to You Limit is the most we will pay under Coverage A for damages because of “property damage” to:

- a. Any one premises while rented to you, or in the case of damage by fire, while rented to you or temporarily occupied by you with permission of the owner; and
 - b. Personal property of others in your care, custody, or control, while at premises rented to you or in the case of damage by fire, while rented to you or temporarily occupied by you with permission of the owner, arising out of any one fire, lightning, explosion, or sprinkler leakage occurrence.

The Damage to Premises Rented to You Limit is the greater of:

- c. \$500,000; or
- d. The amount shown in the Declarations for Damage to Premises Rented to You Limit.

2. Paragraph 2. Exclusions of Coverage A - Bodily Injury and Property Damage Liability is amended as follows:

Paragraphs c. through n., do not apply to damage by fire, lightning, explosion, or sprinkler leakage to premises while rented to you or temporarily occupied by you with permission of the owner. A separate limit of insurance applies to this coverage as described in **Section III - Limits Of Insurance**.

3. Paragraph 4. Other Insurance of Section IV - Commercial General Liability Conditions is amended as follows:

Paragraph b.(1)(a)(ii) is deleted and replaced with the following:

- (ii) That is Fire, Lightning, Explosion, or Sprinkler Leakage insurance for premises rented to you or temporarily occupied by you with permission of the owner; or

4. Paragraph 9.a. under Section V - Definitions is deleted and replaced with the following:

- a. A contract for a lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for damage by fire, lightning, explosion or sprinkler leakage to premises while rented to you or temporarily occupied by you with permission of the owner is not an "insured contract";

5. This Broadened Coverage is subject to all the terms of Section III - Limits Of Insurance.

6. This Broadened Coverage does not apply if Fire Damage Liability of COVERAGE A (SECTION I) is excluded either by the Declaration to this Coverage Part or by an endorsement to this Coverage Part.

E. BROADENED MEDICAL PAYMENTS

1. The following provision is added to Paragraph 2. of Section III - Limits Of Insurance:

The Medical Expense Limit shall be the greater of:

- a. \$20,000; or
- b. The amount shown in the Declarations for Medical Expense Limit.

2. This Medical Expense Limit is subject to all the terms of Section III - Limits Of Insurance.

3. This above Medical Expense Limit does not apply if Coverage C - Medical Payments is excluded either by the Declaration to this Coverage Part or by an endorsement to this Coverage Part.

F. BROADENED SUPPLEMENTARY PAYMENTS

Paragraphs 1.b. and 1.d. under **Supplementary Payments - Coverages A and B** are deleted and replaced with the following:

- b. Up to \$1,000 for cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies. We do not have to furnish these bonds.
- d. All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit," including actual loss of earnings up to \$500 a day because of time off from work.

G. BROADENED NEWLY ACQUIRED OR FORMED ORGANIZATION

Paragraph 3.a under **Section II - Who Is An Insured** is deleted and replaced by the following:

- a. Coverage under this provision is afforded only until the 120th day after you acquire or form the organization or the end of the policy period, whichever is earlier.

H. BROADENED NON-OWNED OR CHARTERED WATERCRAFT OR AIRCRAFT

Exclusion 2.g. under **Coverage A - Bodily Injury and Property Damage Liability** is deleted and replaced by the following:

- g. "Bodily injury" or "property damage" arising out of the ownership, maintenance, use, or entrustment to others of any aircraft, "auto," or watercraft owned by or operated by, or rented or loaned to, any insured. Use includes operation and "loading or unloading".

This exclusion does not apply to:

- (1) A watercraft while ashore on premises you own or rent;
- (2) A watercraft you do not own that is:
 - (a) Less than 51 feet long; and
 - (b) Not being used to carry persons or property for a charge;
- (3) Parking an "auto" on, or on the ways next to premises you own or rent, provided the "auto" is not owned by or rented, or loaned to you or the insured;
- (4) Liability assumed under any "insured contract" for the ownership, maintenance, or use of aircraft, watercraft, or "autos"; or
- (5) "Bodily injury" or "property damage" arising out of the operation of any of the equipment listed in Paragraph f. (2) or f. (3) of **Section V - Definitions**, Paragraph 12., "Mobile Equipment"; or
- (6) An aircraft you do not own that is:
 - (a) Hired, chartered, or loaned with a crew; and
 - (b) Not owned in whole or in part by any insured.
- (7) This insurance does not apply, under Paragraph g.(1) and g.(2) above, if the insured has any other insurance for "bodily injury" or "property damage" which would also apply to loss covered under this provision, whether the other insurance is primary, excess, contingent, or on any other basis.
- (8) This insurance is excess, under Paragraph g.(6) above, over any other insurance, whether the other insurance is primary, excess, contingent or on any other basis.

I. BROADENED COMMERCIAL GENERAL LIABILITY CONDITIONS

1. Paragraph **2. Duties in The Event Of Occurrence, Offense, Claims Or Suit under Section IV - Commercial General Liability Conditions** is amended to add the following provision:
 - e. Your obligation to notify us as soon as practicable of an "occurrence," or offense under Paragraph 2.a. above, or a claim or "suit" or offense under Paragraphs 2.a., 2.b., and 2.c above, is satisfied if you send us written notice as soon as practicable after any of your "executive officers," directors, partners, insurance managers, or legal representatives becomes aware of, or should have become aware of, such "occurrence," offense, claim or "suit."

2. The following provisions are added to **Section IV - Commercial General Liability Conditions**:

10. Liberalization

If we adopt any revision that would broaden the coverage under this coverage part without additional premium within 30 days prior to or during the policy period, the broadened coverage will immediately apply to this coverage part.

11. Notice To Company

If you report an "occurrence" or offense to your Workers' Compensation insurer which later becomes a claim under this Coverage Part, failure to report such "occurrence" or offense to us at the time of the "occurrence" or offense will not be considered a violation of the **Duties In The Event Of Occurrence, Offense, Claim Or Suit Condition**, if you notify us as soon as practicable when you become aware that the "occurrence" or offense has become a liability claim.

J. AUTOMATIC COVERAGE FOR SPECIAL EVENTS

1. You are automatically covered for all "special events" which you organize, promote, administer, sponsor, or conduct during the term of this policy.
2. **Section V - Definitions** is amended to add the following paragraph:
 23. "Special Event" means any event:
 - a. The purpose of which is to raise funds for you; or
 - b. To recognize the accomplishments of your organization, your "employees," or your "volunteer workers"; or

- c. Which you, or an individual or organization with whom you have entered into a contract or agreement, organize, promote, administer, sponsor, or conduct for the purposes described in Paragraphs a. or b. above; and
- d. Which takes place on premises owned by you, or on premises while rented or leased to you or to that organization described in Paragraph c. above.

K. AUTOMATIC ADDITIONAL INSURED(S)

The following provisions are added to **Section II - Who Is An Insured:**

4. Automatic Additional Insured(s)

a. Additional Insureds - Athletic Activity Participants

- (1) This policy is amended to include as an insured any person(s) [hereinafter called Additional Insured(s)] representing you while participating in amateur athletic activities that you sponsor. However, no such person is an insured for:
 - (a) "Medical expenses" under **Coverage C - Medical Payments.**
 - (b) "Bodily Injury" to:
 - (i) A co-participant, your "volunteer worker" or your "employee" while participating in amateur athletic activities that you sponsor; or
 - (ii) You, or any partner or member, (if you are a partnership or joint venture), or any member (if you are a limited liability company); or
 - (c) "Property damage" to property owned by, occupied or used by, rented to, in the care, custody, or control of, or over which physical control is being exercised for any purpose by:
 - (i) A co-participant, your "volunteer worker", or your "employee"; or
 - (ii) You, or any partner or member, (if you are a partnership or joint venture), or any member (if you are a limited liability company).

b. Additional Insured - Contractual Obligations

- (1) This policy is amended to include as an insured any person or organization (hereinafter called Additional Insured) that you are required by a written "insured contract" to include as an insured, subject to all of the following provisions:
 - (a) Coverage is limited to liability arising out of:
 - (1) Your ongoing operations performed for such Additional Insured; or
 - (2) Such Additional Insured's financial control of you; or
 - (3) The maintenance, operation or use by you of equipment leased to you by such Additional Insured; or
 - (4) A permit issued to you by a state or political subdivision.
 - (b) Coverage does not apply to any "occurrence" or offense:
 - (i) Which took place before the execution of, or subsequent to the completion or expiration of, the written "insured contract"; or
 - (ii) Which takes place after you cease to be a tenant in that premises.
 - (c) With respect to architects, engineers, or surveyors, coverage does not apply to "Bodily Injury," "Property Damage," "Personal Injury," or "Advertising Injury" arising out of the rendering or the failure to render any professional services by or for you including:
 - (i) The preparing, approving, or failing to approve or prepare maps, drawings, opinions, reports, surveys, change orders, designs or specifications; and
 - (ii) Supervisory, inspection, or engineering services.
 - (d) Coverage provided herein shall be considered excess over any other valid and collectible insurance available to the Additional Insured whether that other insurance is primary, excess, contingent, or on any other basis unless a written contractual arrangement specifically requires this insurance to be primary.

(e) In the event that you are engaged in the manufacture or assembly of any goods or products for the benefit or at the direction of another party, pursuant to a contract or agreement with that party, this paragraph (e). does not extend coverage to that party as an Additional Insured. Coverage for such a party will be extended only by a specific endorsement issued by us and naming such party.

c. Additional Insured - Funding Sources

(1) This policy is amended to include as an insured any Funding Source (hereinafter called Additional Insured) which requires you in a written contract to name such Additional Insured but only with respect to liability arising out of your premises or "your work" for such Additional Insured, and only to the extent set forth as follows:

- (a) The Limits of Insurance applicable to the Additional Insured are the lesser of those specified in the written contract or agreement or in the Declarations for this policy and subject to all the terms, conditions and exclusions for this policy. The Limits of Insurance applicable to the Additional Insured are inclusive of, and not in addition to, the Limits of Insurance shown in the Declarations.
- (b) The coverage provided to the Additional Insured is not greater than that customarily provided by the policy forms specified in and required by the contract.
- (c) In no event shall the coverages or Limits of Insurance in this Coverage Form be increased by such contract.
- (d) Coverage provided herein shall be considered excess over any other valid and collectible insurance available to the Additional Insured whether that other insurance is primary, excess, contingent, or on any other basis unless a written contractual arrangement specifically requires this insurance to be primary.

d. Additional Insured - Manager or Lessor of Premises

(1) This policy is amended to include as an insured any person or organization (hereinafter called Additional Insured) from whom you lease or rent your premises and which requires you to add such person or organization as an Additional Insured in this policy under:

- (a) A written contract; or
- (b) An oral agreement or contract where a Certificate of Insurance has been issued showing that person or organization as an Additional Insured;

but only if the written or oral agreement is an "insured contract";

- (a) Currently in effect or to become effective during the term of this policy; and
- (b) Executed prior to the "bodily injury," "property damage," "personal injury", or "advertising injury."

(2) With respect to the insurance afforded the Additional Insured identified in Paragraph d.(1) immediately above, the following additional provisions apply:

- (a) This insurance applies only to liability arising out of the ownership, maintenance, or use of that portion of the premises leased to you;
- (b) The Limits of Insurance applicable to the Additional Insured are the lesser of those specified in the written contract or agreement or in the Declarations for this policy and subject to all this policy's terms, conditions, and exclusions. The Limits of Insurance applicable to the Additional Insured are inclusive of, not in addition to, the Limits of Insurance shown in the Declarations.
- (c) In no event shall the coverages or Limits of Insurance in this Coverage Part be increased by such contract or agreement.
- (d) Coverage provided herein shall be considered excess over any other valid and collectible insurance available to the Additional Insured whether that other insurance is primary, excess, contingent, or on any other basis unless a written contractual arrangement specifically requires this insurance to be primary.

(3) This insurance does not apply to:

- (a) Any "occurrence" or offense which takes place after you cease to be a tenant in the premises covered by this endorsement; or

(b) Structural alterations, new construction, or demolition operations performed by or on behalf of the Additional Insured.

e. Additional Insured - Owner, Manager, Operator or Lessor of "Special Events" Premises

(1) This policy is amended to include as an insured any person or organization (hereinafter called Additional Insured) from whom you lease, rent or occupy the premises upon which a "special event" is held, sponsored or conducted by you, or on your behalf, under:

- (a) A written contract; or
- (b) An oral agreement or contract where a Certificate of Insurance has been issued showing that person or organization as an Additional Insured; but only if the written or oral agreement is an "insured contract,"
 - (i) Currently in effect or to become effective during the term of this policy; and
 - (ii) Executed prior to the "bodily injury", "property damage" or "personal and advertising injury".

(2) With respect to the insurance afforded the Additional Insured identified in Paragraph e. (1) of this endorsement, the following additional provisions apply:

- (a) This insurance applies only to liability arising out of the use of that portion of the premises while leased or rented to you for the specific "special event";
- (b) The Limits of Insurance applicable to the Additional Insured are the lesser of those specified in the contract or agreement pertaining to the use of the premises or in the Declarations for this policy and subject to all of this policy's terms, conditions, and exclusions. The Limits of Insurance applicable to the Additional Insured are inclusive of, not in addition to, the Limits of Insurance shown in the Declarations.
- (c) In no event shall the coverage or Limits of Insurance in this Coverage Form be increased by such contract or agreement.
- (d) Coverage provided herein shall be considered excess over any other valid and collectible insurance available to the Additional Insured whether that other insurance is primary, excess, contingent, or on any other basis unless a written contractual arrangement specifically requires this insurance to be primary.

(3) This insurance does not apply to:

- (a) Any "occurrence" or offense which takes place after you cease to be a tenant, licensee or occupant in the premises covered by this endorsement; or
- (b) Any acts or "occurrences" caused by or attributable to the owner, manager, operator, or lessor of the premises upon which the "special event" is held.

f. Additional Insured - Supervisors or Higher in Rank

(1) This policy is amended to include as insured any "employees" (hereinafter called Additional Insured), designated as supervisor or higher in rank, who are authorized by you to exercise direct or indirect supervision and control over "employees" and the manner in which work is performed, but only for acts within the scope of their employment by you or while performing duties related to the conduct of your business. However, none of these "employees" designated as supervisor or higher in rank, is an insured for:

- (a) "Bodily injury" or "personal injury":
 - (i) To you, to your partners or members (if you are a partnership or joint venture), or to your members (if you are a limited liability company);
 - (ii) For which there is any obligation to share damages with or repay someone else who must pay damages because of the injury described in paragraph (a)(i) above; or
 - (iii) Arising out of his or her providing or failing to provide professional health care services.
- (b) "Personal Injury":
 - (i) To a co-"employee" while in the course of his or her employment;
 - (ii) To the spouse, child, parent, brother or sister of that co-"employee" as a consequence of Paragraph (b)(i) above; or

- (iii) For which there is any obligation to share damages with or repay someone else who must pay damages because of the injury described in Paragraph (b)(i) or (b)(ii) above.
- (c) "Property damage" to property:
 - (i) Owned, occupied or used by; or
 - (ii) Rented to, in the care, custody, or control of, or over which physical control is being exercised for any purpose by you, any of your "employees," any partner, or member (if you are a partnership or joint venture), or any member (if you are a limited liability company).

g. Additional Insured - LIMITATIONS

- (1) The persons, entities, or organizations to which coverage is extended under Paragraphs **a.** (Athletic Activity Participants), **b.** (Contractual Obligations), **c.** (Funding Sources), **d.** (Managers or Lessors of Premises), and **e.** (Owner, Manager, Operator, or Lessor of "Special Events" Premises) are Additional Insureds, but only:
 - (a) With respect to each Additional Insured's vicarious liability for "actual damages" solely caused by you or by "your work" that is ongoing for such Additional Insured's supervision of "your work"; and
 - (b) If the Additional Insured did not cause or contribute to the "occurrence" or act resulting in liability.
- (2) If an endorsement is attached to this policy and specifically names a person or organization as an Additional Insured, then the coverage extended under this paragraph **4. AUTOMATIC ADDITIONAL INSURED(S)** does not apply to that person, entity, or organization.
- (3) The following is added to **Section V - Definitions:**
 - 24.** "Actual Damages" is to have its usual and customary legal meaning and excludes without limitation, punitive damages, restitution, penalties, and formula damages added to "actual damages" and any other enhanced damages.
- (4) All other terms and conditions of this Coverage Part which are not inconsistent with this Paragraph **h.** apply to coverage extended to the above referenced Additional Insureds REGARDLESS OF WHETHER OR NOT A COPY OF THIS COVERAGE PART AND/OR ITS ENDORSEMENTS ARE DELIVERED TO AN ADDITIONAL INSURED.

L. BLANKET WAIVER OF SUBROGATION

Paragraph **8.** under **Section IV - Commercial General Liability Conditions** is deleted and replaced with the following:

8. Transfer of Rights Of Recovery Against Others To Us And Blanket Waiver Of Subrogation

- a. If an insured has rights to recover all or part of any payment we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them.
- b. If required by written "insured contract," we waive any right of recovery we may have against any person or organization because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract for that person or organization and included in the "products-completed operations hazard."

M. PRIORITY OF APPLICATION FOR MULTIPLE INSUREDS

Section III - Limits Of Insurance is amended to add the following paragraph:

- 8. In the event a claim or "suit" is brought against more than one insured, due to "bodily injury" or "property damage" from the same "occurrence," or "personal injury," or "advertising injury," from the same offense, we will apply the Limits of Insurance in the following order:
 - a. You;
 - b. Your "executive officers," directors, "employees," and
 - c. Any other insureds in any order that we choose.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.



Debarred Contractors List

A debarred contractor may not bid on, or have a bid considered on, any public works contract. You can search and filter this list using the options presented below.

Company Name: Principal: From: To:

WA UBI Number: RCW: Penalty Due: Wage Due:

License Number:

Show per page Showing 0 records

Company Name	▲	UBI	▲	License	▲	Principals	▲	Related Business	▲	Status	▲	RCW	▲	Debar Begins	▲	Debar Ends	▲	Penalty Due	▲	Wages Due	▲
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There are no records that match your search criteria.

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