

AMENDMENT TO AGREEMENT 2263

This Amendment (“Amendment”) to Kitsap Public Health District Contract for Youth Cannabis & Commercial Tobacco Prevention Program (the “Contract”), is entered into between the Kitsap County (“Contractor”) and the Kitsap Public Health District (“District”).

RECITALS

WHEREAS, the Parties entered into the Contract effective July 1, 2022; and

WHEREAS, Washington State Department of Health has extended the contract by one year, and thus, has made changes to the statement of work, and the parties have agreed it is desirable to adjust funding; and

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- I. **Amendment of Contract Section 1. Period of Performance.** The date of the contract will be extended to June 30, 2024.
- II. **Amendment of Contract Section 4. Statement of Work and Budget.** Subcontractor shall furnish the necessary personnel, equipment material, and / or services and otherwise do all things necessary for or incidental to the performance of the work set forth in ATTACHEMENT A-1, attached hereto and incorporated herein. ATTACHMENT A of the initial contract remains unchanged.
- III. **Amendment of Contract Section 5. Compensation.** \$26,000 dollars will be added to the total budget for Kitsap County during this agreement for a total compensation of \$52,129.
- IV. **Other Provisions Unchanged.** The other provisions of the Contract remain unchanged.
- V. **Effective Date.** This Amendment is effective July 1, 2023.
- VI. **Authorization.** Each party signing below warrants to the other party that they have the full power and authority to execute this Amendment on behalf of the party for whom they sign.

IN WITNESS WHEREOF, the Parties have subscribed their names hereto.

[SIGNATURES FOLLOW ON THE NEXT PAGE]

Dated this 7th day of June, 2023.

**KITSAP PUBLIC
HEALTH DISTRICT**

Keith Grellner

Keith Grellner
Administrator

Dated this 28 day of Aug, 2023.

**KITSAP COUNTY BOARD OF
COMMISSIONERS**

Charlotte Garrido

CHARLOTTE GARRIDO, Chair

Katherine T. Walters

KATHERINE T. WALTERS, Commissioner

Christine Rolfes

CHRISTINE ROLFES, Commissioner

ATTEST:

Dana Daniels

Dana Daniels, Clerk of the Board



ATTACHMENT A-1 – SCOPE OF WORK AND BUDGET
Kitsap County Human Services
July 1, 2023 – June 30, 2024

As a subrecipient of KPHD under the Washington Department of Health funded *Youth Cannabis & Commercial Tobacco Prevention Program (YCCTPP)*, Kitsap County Human Services agrees to the following activities funded in full or part by the associated budget.

Planning & Coordination of Regional Network	<p>Coordinate and maintain the Olympic Prevention Partnership steering committee and network.</p> <ul style="list-style-type: none"> • Invite new community partners to join the Olympic Prevention Partnership Steering Committee. • Attend four Regional Networking meetings (July 2023 – June 2024) • Each subcontractor will be responsible for planning one of the above meetings. Refer to the workplan for schedule.
Implementation	<p><i>2023-2024 Strategies for Youth Cannabis & Commercial Tobacco Prevention:</i></p> <ul style="list-style-type: none"> • Social Norms: Media & Health Communications • Youth Empowerment & Engagement • Decision-maker Engagement • Policy, System, Environmental Changes <p>Specific Kitsap County activities are described in the 2023-2024 YCCTPP workplan. Please refer to the workplan for guidance on which activities fall under each funding source. Workplans are subject to change. Any changes will be approved by both parties.</p>
Monitoring and Reporting	<p>Monitor progress for each activity as appropriate; submit monthly narrative and data reports as requested by KPHD on the 5th of every month.</p>
Midterm Evaluation	<p>By February 1, 2024, report progress to CTPP Regional Coordinator. If needed, adjust activities to ensure spend down. Conduct a mid-year workplan re-evaluation.</p>
Calls/Meetings	<p>Participate in monthly conference call with KPHD and attend webinars as scheduled; respond to correspondences related to CTPP from the Department of Health; respond to activity assessments/surveys administered by KPHD as appropriate per scope of work.</p>
Invoicing	<p>Submit monthly invoices by the 20th of the month following the month in which costs were incurred, except for the Final Expenditure Report and Request for Reimbursement in each federal fiscal year (due July 1, 2024). Invoices must include supporting documentation such as timecards for staff time and copies of invoices paid for goods and services.</p>

Budget July 1, 2023 – June 30, 2024

<i>Cannabis</i>	<i>Cost</i>	<i>Description</i>
Staff Salary	\$11,000	
Benefits	\$3,400	
Indirect	\$1,600	
Goods & Services		
Mileage		
Travel/Training		
Total Kitsap	\$16,000	

<i>Tobacco</i>	<i>Cost</i>	<i>Description</i>
Staff Salary	\$8,000	
Benefits	\$1,000	
Indirect	\$1,000	
Goods & Services		
Mileage		
Travel/Training		
Total Kitsap	\$10,000	

Funding Source

Chart of Accounts Program Name or Title	AL#	BARS Code	7/1/23 – 6/30/24
SFY24 Dedicated Cannabis Account (MJ)	n/a	334.04.93	\$16,000
SFY24 Youth Tobacco Vapor Products (YTVP)	n/a	334.04.93	\$10,000
Total to Kitsap			\$26,000

Subrecipient DUNS Number: 184826790

Subrecipient Indirect Rate: 10%

Research and Development: No






2263 AMENDMENT 1 KITSAP CO (YCCTPP) (2283)

Final Audit Report

2023-06-07

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"2263 AMENDMENT 1 KITSAP CO (YCCTPP) (2283)" History

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