

AMENDMENT TO AGREEMENT 2265

This Amendment (“Amendment”) to Kitsap Public Health District Contract for Youth Cannabis & Commercial Tobacco Prevention Program (the “Contract”), is entered into between the Washington State University, (“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 2. 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 4. Compensation.** \$50,000 dollars will be added to the total budget for Clallam County WSU Extension during this agreement for a total compensation of \$90,000.
- 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 18th day of July, 2023.

**KITSAP PUBLIC
HEALTH DISTRICT**

Keith Grellner

Keith Grellner
Administrator

Dated this _____ day of _____, 2023.

WASHINGTON STATE UNIVERSITY

ATTACHMENT A-1 – SCOPE OF WORK AND BUDGET
WSU Extension – Clallam County 4-H
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)*, Washington State University (WSU) Extension Clallam County 4-H agrees to the following activities funded in full or part by the associated budget.

<i>Activity</i>	
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 Clallam 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 YCCTPP 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 YCCTPP 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	22,500	35% of Melanie Greer's FTE
Benefits	6,600	Associated benefits for 35% of Melanie Greer's position
Indirect	8,500	F and A
Goods & Services	2,400	Programming supplies
Mileage		
Travel/Training		
Total Cannabis:	\$40,000	

<i>Tobacco</i>	<i>Cost</i>	<i>Description</i>
Staff Salary	6,038	9.5% of Melanie Greer's FTE
Benefits	1,726	Associated benefits for 9.5% of Melanie Greer's position
Indirect	2,061	F and A
Goods & Services	175	Programming supplies
Mileage		
Travel/Training		
Total Tobacco:	\$10,000	

Funding Source

Chart of Accounts Program Name	ALN#	BARS Code	7/1/23 – 6/30/24
SFY24 Dedicated Cannabis Account	N/A	334.04.93	\$40,000
SFY24 Tobacco Prevention Proviso	N/A	334.04.93	\$10,000
Total to WSU			\$50,000






2265 AMENDMENT 1 CLALLAM WSU (YCCTPP) (2348)

Final Audit Report

2023-07-18

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