

EXECUTIVE SUMMARY
For
2025-2027 Consolidated Contract #CLH32057 Amendment #2
Between
Washington State Department of Health &
Lewis County Public Health and Social Services

Background Information and Purpose:

The Consolidated Contract is the primary vehicle for transferring federal and state funding to Local Health Jurisdictions (LHJs) for planning and local implementation of public health prevention and early intervention programs and activities.

Consolidated Contract #CLH32057 is hereby amended as follows:

- **Exhibit A Statements of Work**
 - Adds Statements of Work for the following program:
 - Office of Drinking Water Program-YR2 Contaminated Water System Proviso - Effective January 1, 2025
 - Amends Statements of Work for the following program:
 - WIC Nutrition Program - Effective January 1, 2025
- **Exhibit B-2 Allocations, amends and replaces Exhibit B-1 Allocations as follows:**
 - Increase of \$43,648 for a revised maximum consideration of \$2,945,392.
- **Exhibit C Federal Grant Awards Index**, incorporated by this reference, and located in the ConCon, Funding & BARS library at the URL provided in the attached document.

Duration:

Contract is effective for 3 years (2025-2027)

Funding is allocated annually, and with amendments throughout the year.

Budget Impact:

Fund: 1900

Funding **Increased** by: \$ 43,648.00

Total Consideration: \$ 2,945,392.00

These funds were anticipated for the 2025 County Fiscal Year.

See the attached table for fund allocation reference.

Lewis County Public Health & Social Services Department ALLOCATIONS

Contract Number: CLH31017

Contract Term: 2022-2024

Effective Date: January 1, 2025
Latest Amendment # 2

Indirect Rate as of July 2019: 34.124%
Indirect Rate as of July 2020: 27.480%
Indirect Rate as of January 2022: 22.480%
Indirect Rate as of January 2023: 22.710%
Indirect Rate as of January 2024: 22.138%
Indirect Rate as of January 2025: 27.410%

Report Inquiry

ORIGINAL
CONTRACT

2,901,744.00

Contract Total

2,903,789.00

State \$ 620,912.00

Federal \$ 2,324,480.00

(41,603.00)

filter NAME here

filter FY here

filter NAME/ CFDA here

Contract Total							2	Grand Total
Row Labels	Fiscal Year	CON CON Program Title	BARS Code	Start Date	End Date			
Emergency Preparedness, Resilience & Response-PHEP	FFY24	PHEP BP1-CDC- LHJ PARTNERS						
		93.069	333.93.06	1/1/2025	6/30/2025			24,495
Emergency Preparedness, Resilience & Response-PHEP Total								24,495
Foundational Public Health Services (FPHS)	SFY25	FPHS-LHJ Funds-GFS						
		N/A	336.04.25	1/1/2025	6/30/2025			2,242,000
Foundational Public Health Services (FPHS) Total								2,242,000
Maternal & Child Health Block Grant	FFY23	MCHBG-LHJ Contracts						
		93.994	333.93.99	1/1/2025	9/30/2025			63,163
Maternal & Child Health Block Grant Total								63,163
Office of Drinking Water FS SS	FY25	SRF - Local Asst (15%) (FS) SS						
		N/A	346.26.64	1/1/2025	12/31/2025			5,000
Office of Drinking Water FS SS Total								5,000
Office of Drinking Water FS TA	FY25	SRF - Local Asst (15%) (FS) TA						
		N/A	346.26.66	1/1/2025	12/31/2025			10,000
Office of Drinking Water FS TA Total								10,000
Office of Drinking Water Group B Program	YR25	SFY2 GFS - GROUP B						
		N/A	334.04.90	1/1/2025	6/30/2025			25,877
Office of Drinking Water Group B Program Total								25,877
Office of Immunization Perinatal Hepatitis B	FFY25	CDC PPHF OPS-Hep B						
		93.268	333.93.26	1/1/2025	6/30/2025			10,000
Office of Immunization Perinatal Hepatitis B Total								10,000
Supplemental Nutrition Assistance Program-Education	FFY25	SNAP Ed Prog Mgnt-Admin IAR						
		10.561	333.10.56	1/1/2025	9/30/2025			28,126
Supplemental Nutrition Assistance Program-Education Total								28,126
WIC Nutrition Program	FFY25	WIC Client Svs Contracts						
		10.557	333.10.55	1/1/2025	9/30/2025	2,045		448,989
	FFY22	WIC-BFPC Prog Mgmt						
		10.557	333.10.55	1/1/2025	9/30/2026			46,139
WIC Nutrition Program Total						2,045		495,128
Grand Total						2,045		2,903,789

**LEWIS COUNTY PUBLIC HEALTH & SOCIAL SERVICES
2025-2027 CONSOLIDATED CONTRACT**

CONTRACT NUMBER: CLH32057

AMENDMENT NUMBER: 2

PURPOSE OF CHANGE: To amend this contract between the DEPARTMENT OF HEALTH hereinafter referred to as "DOH", and LEWIS COUNTY PUBLIC HEALTH & SOCIAL SERVICES, a Local Health Jurisdiction, hereinafter referred to as "LHJ", pursuant to the Modifications/Waivers clause, and to make necessary changes within the scope of this contract and any subsequent amendments thereto.

IT IS MUTUALLY AGREED: That the contract is hereby amended as follows:

1. Exhibit A Statements of Work, includes the following statements of work, which are incorporated by this reference and located on the DOH Finance SharePoint site in the Upload Center at the following URL:
<https://stateofwa.sharepoint.com/sites/doh-ofsfundingresources/sitepages/home.aspx?e1:9a94688da2d94d3ea80ac7fbc32e4d7c>
 - ☒ Adds Statements of Work for the following programs:
Office of Drinking Water Program-YR2 Contaminated Water System Proviso - Effective January 1, 2025
 - ☒ Amends Statements of Work for the following programs:
WIC Nutrition Program - Effective January 1, 2025
 - ☐ Deletes Statements of Work for the following programs:
2. Exhibit B-2 Allocations, attached and incorporated by this reference, amends and replaces Exhibit B-1 Allocations as follows:
 - ☒ Increase of **\$43,648** for a revised maximum consideration of **\$2,945,392**.
 - ☐ Decrease of _____ for a revised maximum consideration of _____.
 - ☐ No change in the maximum consideration of _____.
Exhibit B Allocations are attached only for informational purposes.
3. Exhibit C Federal Grant Awards Index, incorporated by this reference, and located in the ConCon, Funding & BARS library at the URL provided above.

Unless designated otherwise herein, the effective date of this amendment is the date of execution.

ALL OTHER TERMS AND CONDITIONS of the original contract and any subsequent amendments remain in full force and effect.

IN WITNESS WHEREOF, the undersigned has affixed his/her signature in execution thereof.

LEWIS COUNTY PUBLIC HEALTH & SOCIAL SERVICES	STATE OF WASHINGTON DEPARTMENT OF HEALTH
Signature:	Signature:
Date:	Date:

APPROVED AS TO FORM ONLY
Assistant Attorney General

Indirect Rate January 1, 2021 through December 31, 2025: 27.41%

Chart of Accounts Program Title	Federal Award Identification #	Amend #	Assist List #**	BARS Revenue Code**	Statement of Work LHJ Funding Period		DOH Use Only Chart of Accounts Funding Period		Amount	Funding Period SubTotal	Chart of Accounts Total
					Start Date	End Date	Start Date	End Date			
FFY24 USDA BFPC Prog Mgmt	7WA700WA1	Amd 1	10.557	333.10.55	01/01/25	09/30/26	10/01/23	09/30/26	\$46,139	\$46,139	\$46,139
FFY25 USDA WIC Client Svs Contracts	7WA700WA7	Amd 2	10.557	333.10.55	01/01/25	09/30/25	10/01/24	09/30/25	\$2,045	\$448,989	\$448,989
FFY25 USDA WIC Client Svs Contracts	7WA700WA7	Amd 1	10.557	333.10.55	01/01/25	09/30/25	10/01/24	09/30/25	\$446,944		
FFY25 SNAP Ed Prog Mgmt Admin IAR	202525Q390347	Amd 1	10.561	333.10.56	01/01/25	09/30/25	10/01/24	09/30/25	28126	\$28,126	\$28,126
FFY24 PHEP BP1-CDC-LHJ Partners	NU90TU000055	Amd 1	93.069	333.93.06	01/01/25	06/30/25	07/01/24	06/30/25	\$24,495	\$24,495	\$24,495
AMD 2											
FFY24 CDC PPHF Ops	NH23IP922619	Amd 1	93.268	333.93.26	01/01/25	06/30/25	07/01/23	06/30/25	\$10,000	\$10,000	\$10,000
FFY25 HRSA MCHBG LHJ Contracts	B04MC54583	Amd 1	93.994	333.93.99	01/01/25	09/30/25	10/01/24	09/30/25	\$63,163	\$63,163	\$63,163
SFY2 GFS - Group B		Amd 1	N/A	334.04.90	01/01/25	06/30/25	07/01/23	06/30/25	\$25,877	\$25,877	\$25,877
YR2 Contaminated Water Sys Proviso		Amd 2	N/A	334.04.91	01/01/25	06/30/25	07/01/24	06/30/25	\$41,603	\$41,603	\$41,603
SFY25 FPHS-LHJ Funds-GFS		Amd 1	N/A	336.04.25	01/01/25	06/30/25	07/01/24	06/30/25	\$2,242,000	\$2,242,000	\$2,242,000
YR 27 SRF - Local Asst (15%) SS		Amd 1	N/A	346.26.64	01/01/25	06/30/25	07/01/23	06/30/25	\$5,000	\$5,000	\$5,000
YR 27 SRF - Local Asst (15%) TA		Amd 1	N/A	346.26.66	01/01/25	06/30/25	07/01/23	06/30/25	\$10,000	\$10,000	\$10,000
TOTAL									\$2,945,392	\$2,945,392	
Total consideration:	\$2,901,744									GRAND TOTAL	\$2,945,392
	\$43,648										
GRAND TOTAL	\$2,945,392									Total Fed	\$620,912
										Total State	\$2,324,480

*Assistance Listing Number fka Catalog of Federal Domestic Assistance

**Federal revenue codes begin with "333". State revenue codes begin with "334".

Exhibit A
Statement of Work
Contract Term: 2025-2027

DOH Program Name or Title: Office of Drinking Water Program-YR2 Contaminated Water System Proviso - Effective January 1, 2025

Local Health Jurisdiction Name: Lewis County Public Health & Social Services

Contract Number: CLH32057

SOW Type: Original **Revision # (for this SOW)** 0

Period of Performance: January 1, 2025 through June 30, 2025

Funding Source ☐ Federal <Select One> ☒ State ☐ Other	Federal Compliance (check if applicable) ☐ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☒ Reimbursement ☐ Fixed Price
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Statement of Work Purpose: The purpose of this statement of work (SOW) is to provide Lewis County Public Health & Social Services funding through the Alternative Drinking Water Program (ADWP) to conduct Nitrate Sampling, public education and notification, installation of Point-Of-Use filters, evaluation for long term solutions, and determine if defined focus area needs to expand.

Revision Purpose: N/A

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date End Date		Current Allocation	Allocation Change Increase (+)	Total Allocation
YR2 CONTAMINATED WATER SYS PROVISIO	24110854	N/A	334.04.91	01/01/25	06/30/25	0	41,603	41,603
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						0	41,603	41,603

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	The Office of Drinking Water is providing the specified funds through the Alternative Drinking Water Program (ADWP) to be spent before June 30, 2025, for Lewis County Public Health and Social Services to conduct work to address a critical drinking water health issue for residents the Ford's Prairie area, a neighborhood defined by Mayberry Rd, Rancho Rd, Karla Rd, Prill Rd, Cowlitz Rd, Pheasant Rd, and portions of Borst Ave and MT Vista Rd.	Lewis County Public Health & Social Services will provide a final report to the ADWP detailing the results of the work outlined in this Scope of Work and complete a ADWP Fiscal Year Close Out Questionnaire supplied by ADWP.	01/01/2025 – 06/30/2025	\$41,603 is planned for the period of 1/01/2025 – 6/30/2025. Submit payment requests along with an authorized/signed A19-1A Invoice Voucher to DOH Grants Management at LHJinvoice@doh.wa.gov and a

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
2	Lewis County Public Health and Social Services will provide nitrate sampling for all residents living in the defined area.	Lewis County Public Health & Social Services will provide a final report to the ADWP detailing the results of the work outlined in this Scope of Work including a map of the defined area.	01/01/2025 – 06/30/2025	copy to the Alternative Drinking Water Program at odw-adwp@doh.wa.gov
3	Lewis County Public Health and Social Services will provide public health education and outreach on Nitrate in drinking water using printed publications, advisories, neighborhood meetings, emails, and phone calls to residents living in the defined area.	Lewis County Public Health & Social Services will provide a final report to the ADWP detailing the results of the work outlined in this Scope of Work summarizing the public health education and outreach methods utilized in for the residents in the defined area.	01/01/2025 – 06/30/2025	
4	Lewis County Public Health and Social Services will document and record all nitrate results from residents in the defined area. The documentation should include any testing results such as water quality tests, pump tests and treatment assessments	Lewis County Public Health & Social Services will provide a final report to the ADWP detailing the results of the work outlined in this Scope of Work summarizing results of water quality tests, pump tests, and treatments assessments.	01/01/2025 – 06/30/2025	
5	Lewis County Public Health and Social Services will install Point-Of-Use Filters for residents living in the defined area with confirmed nitrate levels over the MCL of 10 mg/L	Lewis County Public Health & Social Services will provide a final report to the ADWP detailing the results of the work outlined in this Scope of Work listing how many Point-Of-Use filters were installed for residents in the defined area with confirmed nitrate levels over the MCL of 10 mg/L.	01/01/2025 – 06/30/2025	
6	Lewis County Public Health and Social Services will evaluate long term solutions for residents living in the defined area with nitrate levels over the MCL of 10 mg/L by evaluating and coordinating with nearby Group A public water system to determine the possibility of water line extensions	Lewis County Public Health & Social Services will provide a final report to the ADWP detailing the results of the work outlined in this Scope of Work.	01/01/2025 – 06/30/2025	
7	Lewis County Public Health and Social Services will evaluate and determine if it is necessary to expand the defined area to include additional residents for sampling, notification, and public health education.	Lewis County Public Health & Social Services will provide a final report to the ADWP detailing the results of the work outlined in this Scope of Work.	01/01/2025 – 06/30/2025	

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Program Specific Requirements

Billing Requirements: The LHJ shall submit quarterly invoices within 30 days following the end of the quarter in which work was completed, noting on the invoice the quarter and year being billed for. Payment cannot exceed a maximum accumulative fee of \$41,603 for all Tasks during the period of performance, to be paid at the rates specified in the Payment Method/Amount section above. When invoicing for Task 1, bill to BARS Revenue Code 334.04.91. Submit payment requests along with an authorized/signed A19-1A Invoice Voucher to DOH Grants Management.

Special Instructions:

Provide ADWP quarterly reports on spending activities including population served due April 1, 2025, and July 1, 2025

Exhibit A
Statement of Work
Contract Term: 2025-2027

DOH Program Name or Title: WIC Nutrition Program - Effective January 1, 2025

Local Health Jurisdiction Name: Lewis County Public Health & Social Services

Contract Number: CLH32057

SOW Type: Revision **Revision # (for this SOW)** 1

Period of Performance: January 1, 2025 through December 31, 2027

Funding Source ☒ Federal Subrecipient ☐ State ☐ Other	Federal Compliance (check if applicable) ☒ FFATA (Transparency Act) ☐ Research & Development	Type of Payment ☒ Reimbursement ☐ Fixed Price
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Statement of Work Purpose: To provide Women, Infants, and Children (WIC) Nutrition Program services by following WIC federal regulations, WIC state office policies and procedures, WIC directives, and other rules. Refer to the Program Specific Requirements section of this document

Revision Purpose: To add funds to FFY25 USDA WIC CLIENT SVS CONTRACTS (\$2,045)

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date End Date		Current Allocation	Allocation Change Increase (+)	Total Allocation
FFY25 USDA WIC CLIENT SVS CONTRACTS	76101251	10.557	333.10.55	01/01/25	09/30/25	446,944	2,045	448,989
FFY24 USDA BFPC PROG MGMT	7621424A	10.557	333.10.55	01/01/25	09/30/26	46,139	0	46,139
						0	0	0
						0	0	0
						0	0	0
						0	0	0
TOTALS						493,083	2,045	495,128

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	WIC Nutrition Program			See “Billing Requirements” below.
1.1	Maintain authorized participating caseload at 100% based on quarterly average as determined from monthly caseload management reports generated at state WIC office. The Department of Health (Department) State WIC Nutrition Program has the option of reducing authorized participating caseload and corresponding funding when: 1. Unanticipated funding situations occur. 2. Reallocations are necessary to redistribute caseload statewide. 3. Caseload declines.	Outcomes based on monthly participation data from state WIC caseload management reports.	Authorized participating caseload for October 2024 through September 2025 = 2,045	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1.2	Submit the annual Nutrition Services Plan for each year of the contract.	Nutrition Services Plan	First year due 9/30/25 Second year due 9/30/26 Third year due 9/30/27	Payment withheld if not received by due date.
1.3	Submit the annual Nutrition Services Expenditure Report for each year of the contract.	Nutrition Services Expenditure Report	11/30/25 11/30/26 11/30/27	Payment withheld if not received by due date.
1.4	Tell participants about other health services in the agency. If needed, develop written agreements with other health care agencies and refer participants to these services.	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.5	Provide nutrition education services to participants and caregivers in accordance with federal and state requirements.	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.6	Issue WIC benefits while assuring adequate WIC card security and reconciliation.	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.7	Collect data, maintain records, and submit reports to effectively enforce the non-discrimination laws (Refer to Civil Rights Assurances below).	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
1.8a	Submit entire WIC and Breastfeeding Peer Counseling Budget Workbook for each year of the contract	Budget Workbook	First year due 9/30/25 Second year due 9/30/26 Third year due 9/30/27	
1.8b	Submit Rev-Exp Report spreadsheet from the WIC Budget Workbook monthly with A-19	Revenue and Expense Report and A-19	First year due monthly through September 30, 2025 Second year due monthly through September 30, 2026 Third year due monthly through September 30, 2027	
2	Breastfeeding Promotion			See “Billing Requirements” below.
2.1	Provide breastfeeding promotion activities in accordance with federal and state requirements.	Status report of chosen activities in Nutrition Services Plan. Documentation must be available for review by WIC monitor staff.	First year due 11/30/25 Second year due 11/30/26 Third year due 11/30/27 Biennial WIC Monitor	
2.2	Work with community partners to improve practices that affect breastfeeding. Choose one or more of the following projects:	Status report of chosen activities in Nutrition Services Plan.	First year due 8/30/25 Second year due 8/30/26 Third year due 8/30/27	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	- Provide staff, health care providers and community partners virtual breastfeeding training resources. - Work with employers who likely employ low-income people to create worksite environments that support breastfeeding. - Work with birthing hospitals to improve maternity care practices that affect WIC participant breastfeeding rates. - Provide participants access to lactation consultants. Other projects will need pre-approval from the State WIC Office	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	
3	Breastfeeding Peer Counseling Program (BFPC)			See “Billing Requirements” below.
3.1	Provide Breastfeeding Peer Counseling Program activities in accordance with federal and state requirements. The WIC Breastfeeding Peer Counseling Program is meant to enhance, not replace, WIC Breastfeeding promotion and support activities.	Breastfeeding Peer Counseling Annual Report and expenditures from the previous federal fiscal year. Documentation must be available for review by WIC monitor staff.	First year due 12/31/25 Second year due 12/31/26 Third year due 12/31/27 Biennial WIC Monitor	
3.2	Track Breastfeeding Peer Counseling Program expenditures and bill separately from the WIC grant.	Documentation must be available for review by WIC monitor staff.	Biennial WIC Monitor	

DOH Program and Fiscal Contact Information for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to finance@doh.wa.gov.

Federal Funding Accountability and Transparency Act (FFATA) (Applies to federal grant awards.)

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent.

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

Information about the LHJ and this statement of work will be made available on [USASpending.gov](#) by DOH as required by P.L. 109-282.

Program Specific Requirements

Program Manual, Handbook, Policy References:

The local agency shall be responsible for providing services according to rules, regulations and other information contained in the following:

- WIC Federal Regulations, USDA, and FNS 7CFR Part 246.
- Washington State WIC Nutrition Program Policy and Procedure Manual
- Office of Management and Budget, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR 200
- Farmers Market Nutrition Program Federal Regulations, USDA, FNS 7CFR Part 248
- Other directives issued during the term of the contract

Staffing Requirements:

The local agency shall:

- Use Competent Professional Authority staff, as defined by WIC policy, to determine participant eligibility, prescribe an appropriate food package and offer nutrition education based on the participants' needs.
- Use a Registered Dietitian (RD) or other qualified nutritionist to provide nutrition services to high risk participants, to include development of a high-risk care plan. The RD is also responsible for quality assurance of WIC nutrition services. See WIC Policy for qualifications for a Registered Dietitian and other qualified nutritionist.
- Assign a qualified person to be the Breastfeeding Coordinator to organize and direct local agency efforts to meet federal and state policies regarding breastfeeding promotion and support. The Breastfeeding Coordinator must be an International Board Certified Lactation Consultant or attend an intensive lactation management course, or other state approved training.

Restrictions on Funds (i.e., disallowed expenses or activities, indirect costs, etc.):

The local agency shall follow the instructions found in the Policy and Procedure Manual under WIC Allowable Costs and 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Special References (i.e., RCWs, WACs, etc.):

What is the WIC program?

1. The WIC program in the state of Washington is administered by the Department of Health.
2. The WIC program is a federally funded program established in 1972 by an amendment to the Child Nutrition Act of 1966. The purpose of the program is to provide nutrition and health assessment; nutrition education; nutritious food; breastfeeding counseling; and referral services to pregnant, breastfeeding, and postpartum women, infants, and young children in specific risk categories.
3. Federal regulations governing the WIC program (7 CFR Part 246) require implementation of standards and procedures to guide the state's administration of the WIC program. These regulations define the rights, responsibilities, and legal procedures of WIC employees, participants, persons acting on behalf of a participant, and retailers. They are designed to promote:
 - a. High quality nutrition services;
 - b. Consistent application of policies and procedures for eligibility determination;
 - c. Consistent application of policies and procedures for food benefit issuance and delivery; and
 - d. WIC program compliance.
4. The WIC program implements policies and procedures stated in program manuals, handbooks, contracts, forms, and other program documents approved by the USDA Food and Nutrition Service.
5. The WIC program may impose sanctions against WIC participants for not following WIC program rules stated on the WIC rights and responsibilities.
6. The WIC program may impose monetary penalties against persons who misuse WIC benefits or WIC food but who are not WIC participants.

Monitoring Visits (i.e., frequency, type, etc.):

Program and fiscal monitoring are done on a biennial (every two years) basis and are conducted onsite.

The local agency must maintain on file and have available for review, audit and evaluation:

- All criteria used for certification, including information on income, nutrition risk eligibility and referrals
- Program requirements
- Nutrition education
- All financial records

Assurances/Certifications:**1. Computer Equipment Loaned by the Department of Health WIC Nutrition Program**

In order to perform WIC program activities, the Department requires computer equipment, such as computers, signature pads, document scanners, card readers and printers to be in local WIC clinics or to be transported to mobile clinics. This equipment ("Loaned Equipment") is owned by the Department and loaned to the local agency (Contractor). The Loaned Equipment is supported by the Department. This equipment shall be used for WIC business only or according to WIC Policy and Procedures.

An inventory of Loaned Equipment is kept by the Department. Each time Loaned Equipment is changed, the parties shall complete the Equipment Transfer Form and the Department updates the inventory. A copy of the Transfer Form will be provided to the contractor. Copies of the updated inventory list may be requested at any time.

The local agency agrees to:

- a. Defend, protect and hold harmless the Department or any of its employees from any claims, suits or actions arising from the use of this Loaned Equipment.
- b. Assume responsibility for any loss or damage from abnormal wear or use, or from inappropriate storage or transportation. The Department may enforce this by:
 - 1) Requiring reimbursement from the local agency of the value of the Loaned Equipment at the time of the loss or damage.
 - 2) Requiring the local agency to replace the Loaned Equipment with equipment of the same type, manufacturer, and capabilities (as pre-approved by the Department), or
 - 3) Assertion of a lien against the Contractor's property.
- c. Notify the Department immediately of any damage to Loaned Equipment.
- d. Notify the Department prior to moving or replacing any Loaned Equipment.

The Department recommends Contractors carry insurance against possible loss or theft.

2. Civil Rights Assurance

- a. The local agency shall perform all services and duties necessary to comply with federal law in accordance with the following Civil Rights Assurance.
- b. "The Program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR 50.3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the ground of race, color, national origin, sex, age or handicap, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.
- c. "By accepting this assurance, the Program applicant agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the nondiscrimination laws and permit authorized USDA personnel during normal working hours to review such records, books and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, Food and Nutrition Service, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Program applicant, its successors, transferees, and assignees, as long as it receives assistance or retains possession of any assistance from the Department. The person or persons whose signatures appear on the contract are authorized to sign this assurance on behalf of the Program applicant."

3. 2CFR 200

The local agency shall comply with all the fiscal and operations requirements prescribed by the state agency as directed by Federal WIC Regulations (7CFR part 246.6), 2CFR part 200, the debarment and suspension requirements of 2CFR part 200.213, if applicable, the lobbying restrictions of 2CFR part 200.245, and FNS guidelines and instructions and shall provide on a timely basis to the state agency all required information regarding fiscal and program information.

Billing Requirements:

1. Definitions

Contract Period: January 1, 2025 – December 31, 2027

Contract Budget Periods: The time periods for which the funding is budgeted.

- There are four federal budget periods

January 1, 2025, through September 30, 2025

October 1, 2025, through September 30, 2026

October 1, 2026, through September 30, 2027

October 1, 2027, through December 30, 2027

2. **Billing Information:**

- a. Billings are submitted on an A-19-1A invoice. These invoices are provided by the Department in the WIC Budget Workbook and include accounting codes for different budget categories.
- b. A-19s are submitted monthly and must be received by the Department within 60 days following the close of each calendar month. Additional A-19s may be submitted at any time, but must be received within 60 days of the close of the federal budget period.
- c. Funds are allocated by budget categories and by federal budget periods (refer to the budget spreadsheet).
- d. Funds are encumbered or spent only during the budget period; no carry forward from previous time periods or borrowing from future time periods is allowed.
- e. Payments are limited to the amounts allocated for the budget period for each budget category.
- f. Billings are based on actual costs for completed activities. Advance payments are not allowed. Back up documentation must be retained by the local agency and available for inspection by the Department or other appropriate authorities.
- g. Payments will be made only for WIC approved expenditures. Refer to the Washington State WIC Nutrition Program Policy and Procedure Manual Volume 2, Chapter 4 – Allowable Costs and 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- h. If billing for indirect costs, a Cost Allocation Plan or Federal Indirect Cost Agreement must be submitted prior to payment.

Special Instructions:

The local agency shall:

1. Maintain complete, accurate, and current accounting of all local, state, and federal program funds received and expended.
2. Provide, as necessary, a single audit in accordance with the provisions of 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. This circular requires all recipients and sub-recipients of federal funds to have a single audit performed should they spend \$750,000 or more of federal grants or awards from all sources. Contractors spending less than \$750,000 in federal grants or awards may also be subject to audit.
3. Use Breastfeeding Peer Counseling (BFPC) Program funds only to support the peer counseling program. Once the program is established and peer counselors are trained, the majority of the salary costs must be paid to peer counselors to provide direct services to WIC participants. For a list of allowable costs see Volume 2, Chapter 4 – Allowable Costs. The priority use of BFPC funds is to hire and train peer counselors to provide breastfeeding peer counseling services to WIC participants.

SPECIAL REQUIREMENTS			
Contract Budget Period	Time Period special requirement funds are available	Amount	Special Requirement Description
January 1, 2025 – September 30, 2025	January 2025 – September 2025	3,000	For general training funds. This funding is for all WIC staff to participate in WIC-related training. Added in the USDA WIC Client Services Contracts category to cover training registrations, travel expenses, staff time to participate in training (salary/benefits for part time or contractor), and other approved training expenses.

Other:

Any program requirements that are not followed may be subject to corrective action and may result in monetary fines or repayment of funds.