615 Sheridan Street
Port Townsend, WA 98368
www.JeffersonCountyPublicHealth.org
Consent Agenda

JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA REQUEST

TO: **Board of County Commissioners**
Mark McCauley, County Administrator

FROM: Apple Martine, Public Health Director
Anna McEnery, DD & BH County Coordinator

DATE: October 14, 2024

SUBJECT: Agenda Item – a Memorandum of Understanding Agreement with Jefferson County Juvenile Court; January 1, 2025 – December 31, 2026; $30,000.00; ($15,000 in 2025 and $15,000 in 2026)

STATEMENT OF ISSUE:

Jefferson County Public Health (JCPH), as the fund manager of the 1/10th of 1% Behavioral Health Sales Tax Treatment Funds, is requesting Board approval of a Memorandum of Understanding (MOU) with the Jefferson County Juvenile Court; for the Referred-Becca Petition Project; January 1, 2025 – December 31, 2026; $30,00.00 ($15,000 in 2025 and $15,000 in 2026).

ANALYSIS/STRATEGIC GOALS/PROS and CONS:

This Memorandum of Understanding, is with the Jefferson County Juvenile Court; for the Referred-Becca Petition Project; for Jefferson County youth with behavioral or emotional problems affected by substance abuse, chemical dependency and mental health issues.

This Memorandum of Understanding, results from an RFP process and is recommended by the Behavioral Health Advisory Committee.

FISCAL IMPACT/COST BENEFIT ANALYSIS:

This is sales tax revenue raised by the County in the 1/10th of 1% Behavioral Health Sales Tax Treatment Funds and is allocated by the Board of County Commissioners, with advice from the Behavioral Health Advisory Committee.

The Memorandum of Understanding states, if the sales tax revenue decreases; the Court will be contacted and the agreement may be renegotiated.

RECOMMENDATION:

Jefferson County Public Health, as the fund manager of the 1/10th of 1% Behavioral Health Sales Tax Treatment Funds, is requesting Board approval of a Memorandum of Understanding Agreement with the Jefferson County Juvenile Court; for the Referred-Becca Petition Project; January 1, 2025 – December 31, 2026; $30,00.00 ($15,000 in 2025 and $15,000 in 2026).

REVIEWED BY:

Mark McCauley

Mark McCauley, County Administrator

10/8/24

Date

MEMORANDUM OF UNDERSTANDING
Between
Jefferson County Juvenile Court
and
Jefferson County Board of County Commissioners as Administrator of
$1/10^{th}$ of 1% Behavioral Health Sales Tax Fund – 2025-2026

WHEREAS, this Memorandum of Understanding (MOU) is between Jefferson County Juvenile Court (Court) and the Jefferson County Board of County Commissioners (County) which administers the $1/10^{th}$ of 1% Behavioral Health Sales Tax; (Fund 131); through Jefferson County Public Health; and

WHEREAS, this Memorandum of Understanding describes the mutually-agreed conditions under which $1/10^{th}$ of 1% Behavioral Health Sales Tax; (Fund 131); is being allocated to Jefferson County Juvenile Court for the Referred/Becca Petition Project for youth with behavioral or emotional problems affected by substance abuse, chemical dependency and mental health issues; and

WHEREAS, the Jefferson County Behavioral Health Advisory Committee voted to recommend the $1/10^{th}$ of 1% Behavioral Health Sales Tax; (Fund 131); be allocated for Functional Family Therapy Services or Individual Counseling in 2025-2026 as follows; January 1, 2025 – December 31, 2026; $30,000.00; ($15,000.00 in 2025 and $15,000.00 in 2026); for Therapeutic Prevention Services for Referred/Becca Youth in Jefferson County Juvenile Court; and

WHEREAS, the Board of County Commissioners approved a 2025-2026 County Budget that allocates funding from the $1/10^{th}$ of 1% Behavioral Health Sales Tax; (Fund 131); the consistent with the Jefferson County Behavioral Health Advisory Committee's recommendations; and

WHEREAS, the Juvenile Court will administer the contracts and expenditures to provide the Functional Family Therapy Services pursuant to this MOU from January 1, 2025 to December 31, 2026; and

WHEREAS, Work performed between January 1, 2025 and December 31, 2026 the execution of this Agreement that is consistent with the provisions of this Agreement is hereby ratified; and

WHEREAS, all funds from the $1/10^{th}$ of 1% Behavioral Health Sales Tax; (Fund 131); may only be used for their intended purpose within that budget year, and any unexpended funds remaining at the end of a budget year must be retained in the $1/10^{th}$ of 1% Behavioral Health Sales Tax; (Fund 131); fund balance, to be available for allocation for eligible services in future years; and

WHEREAS, Juvenile Court agrees to regularly report deliverables and metrics to Jefferson County through the Jefferson County Public Health as specified under this MOU as a condition of receiving, $1/10^{th}$ of 1% Behavioral Health Sales Tax; (Fund 131); and to facilitate overall management of the Fund;

NOW, THEREFORE, it is mutually agreed that:

1. The County, as administrator of the $1/10^{th}$ of 1% Behavioral Health Sales Tax; (Fund 131); Jefferson County Juvenile Court mutually agrees for the Court to provide case management services and other services to individuals enrolled in the Truancy Reform Project in Juvenile Court, as described in this MOU,

including **EXHIBIT A: Scope of Work: Family Functional Therapy or Individual Counseling to provide Therapeutic Prevention Services for Referred/Becca Petition Project** and **EXHIBIT B**: Referred/Becca Petition Project, **Logic Model and Performance Measures** and **EXHIBIT C**: **Jefferson County, 1/10th of 1% Behavioral Health Sales Tax, (Fund 131); Spreadsheet** attached hereto and incorporated herein.

2. Funding from the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); to the Juvenile Court for the services pursuant to this MOU shall be up to $15,000.00 in 2025 and up to $15,000.00 in 2026 as described in the following **Budget Table**; on page two; subject to modification pursuant to Section 8 of this MOU.

3. Juvenile Court will use the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); for direct services (e.g. Functional Family Therapy or Individual Counseling) for participants in the Referred/Becca Petitions Project; per the following **Budget Table**;

Description	**Service Period**	**Amount from Fund 131**
Family Functional Therapy Cost per Family: $3000.00 **Projected # of Families Served: 3** **Individual Counseling** **$120 an hour**	**January 1, 2025- December 31, 2025**	**$15,000**
Subtotal-2025		**$15,000**
Family Preservation Services Cost per Family: $3000.00 **Projected # of Families Served: 3** **Individual Counseling** **$120 an hour**	**January 1, 2026- December 31, 2026**	**$15,000**
Subtotal-2026		**$15,000**
Total Funding for Juvenile Court for 2025- 2026		**$30,000**

4. Funding approved pursuant to this MOU will be included in the 2025 and 2026 expenditure appropriation budgets of Juvenile Court. In addition, a quarterly transfer from the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); for a total equal to the amount expended during the YTD period minus previous expenditure reimbursements from this award not to exceed the authorized annual amounts in the **Budget Table** above, will be made to the Juvenile Court revenue budget upon timely submittal of required reports. Funds provided pursuant to this MOU will be tracked separately by the Court and may only be used for its intended purpose within that budget year. At the end of each budget year, if documented actual authorized expenditures pursuant to this MOU services related to/for the Referred/Becca Petition Project are less than the authorized budgeted amount, the difference will be transferred back to the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); Juvenile Court will not exceed the amount provided by the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); without obtaining an appropriation.

5. Funding provided by the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); will be used to monitor participant compliance and as well as help participants improve psychiatric symptoms and functioning, reduce substance use, reduce hospitalizations, increase housing stability, reduce arrests, and improve quality of life. Funding will be used to assist participants with the above areas. Funding listed in the table on page two are approximations for each line item and may be shared between the descriptions, with budget updates given to Public Health.

6. Juvenile Court will use the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131) Spreadsheet; see **EXHIBIT C - Jefferson County, 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); Spreadsheet** for actual paid monthly expenses that have incurred.

7. Provide monthly financial reports per **EXHIBIT C - Jefferson County, 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); Spreadsheet** for actual paid monthly expenses that have incurred and email them quarterly to the Auditor's Chief Accountant and to Public Health.

8. Juvenile Court and any Contractors it may use to provide Case Management with the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); shall comply with the following:
ATTACHMENT A - Jefferson County 1/10th of 1% Behavioral Health Sales Tax Match Policy.

   a. The County reserves first right to use as match, the Chemical Dependency or Mental Health Treatment Sales and Use Tax, (now known as the 1/10th of 1% Behavioral Health Sales Tax) and the services funded by them for purposes of qualifying for additional funding and grants. The County may allow the Contractor to use the 1/10th of 1% Behavioral Health Sales Tax funds as match, at the County's sole discretion. Should the County decline to use the 1/10th of 1% Behavioral Health Sales Tax funds as match for additional funding and/or grants, then the County may authorize the Contractor to use such funds for match consistent with this MOU; as required by **ATTACHMENT A - Jefferson County 1/10th of 1% Behavioral Health Sales Tax Funding Match Policy.**

   b. Where the Court or its Contractor proposes to use 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); funds for match, the Court or its Contractor shall be solely responsible for compliance with all state and federal laws and regulations, including but not limited to DSHS, CMS and DBHR funding rules, applicable to the use of 1/10th of 1% Behavioral Health Sales Tax funds as match. The Court or its Contractor shall document it has met this responsibility by submitting in writing to the Juvenile Court and County Administrator their match formula, allocation plan and any other documentation required of them by **ATTACHMENT A - Jefferson County 1/10th of 1% Behavioral Health Sales Tax Funding Match Policy**. The County may withhold authorization to utilize the 1/10th of 1% Behavioral Health Sales Tax as match. The Court's or its Contractor's failure to provide adequate documentation does not relieve the Court or its Contractor of their responsibility to comply with all state and federal laws and regulations related to match.

9. This MOU may be amended by mutual written agreement of both parties. The basis for amending this agreement includes, but is not limited to, an increase or decrease in sales tax funding, or addition of required tasks not addressed in this agreement.

10. This MOU shall remain in effect from January 1, 2025 until December 31, 2026, unless terminated before then by either party with 30 days' prior written notice, except that the requirements to provide financial and program reports and other documentation required pursuant to **EXHIBIT A, EXHIBIT B, EXHIBIT C** and **ATTACHMENT A** shall remain in effect until fulfilled. All work performed in 2025 and 2026 consistent with this MOU prior to its adoption is hereby ratified.

Jefferson County Board of Commissioners

Kate Dean, Chair Date

Jefferson County Juvenile Court

10/7/24

Shannon Burns, Date
Juvenile Courts Administrator

Attest:

Carolyn Gallaway, Date
Clerk of the Board

Approved as to Form Only:

for 09/30/2024

Philip Hunsucker, Date
Chief Civil Deputy Prosecuting Attorney

EXHIBIT A
Scope of Work: Referred/Becca Petitions Project

Jefferson County Juvenile Court agrees to utilize the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); provided through this MOU to provide the following services and provide tracking reports as follows:

1. Provide the intervention of Family Functional Therapy Services to youth who are referred via: Jefferson County through a Referred/Becca Petition such as: At Risk Youth Petition, Child In Need of Services Petition, or youth referred through community partners including self-referrals. All referrals will be in writing by Jefferson County Juvenile Services, in accordance with the FFT model, which shall include but is not limited to:

   a) Concepts and practice contained in the most recent Blueprints for Violence Prevention: Functional Family Therapy;

   b) General Precepts/Practice/Assessment practices contained in FFT initial 3-Day Training and 1-Day Systems Training;

   c) Clinical Guidance as supplied by:

      - FFT, Inc.; Local FFT Supervisor in formal consultation and any FFT site visits.

2. Provide Individual Counseling, for youth who are referred via: Jefferson County Referred/Becca Petitions, for example: At Risk Youth Petition, Child in Need of Services Petition, or youth referred through community partners, including self-referrals. All referrals will be in writing, using referral form specific for this funding, by Jefferson County Juvenile Services. The Individual Counseling will have an emphasis on Cognitive Behavioral Treatment and Motivational Interviewing.

3. Make referrals to Functional Family Therapy and Individual Counseling services "in conjunction" with any current treatment program, and require a mutual exchange of information release to increase the effectiveness of all co-occurring treatment modalities.

4. Assure that all youth referred, undergo a Positive Assessment Change Tool prescreen and pre/posttests. This assessment identifies risk factors that are related to family discourse and truant behaviors. A database will be utilized to summarize information and the therapeutic intervention that specific responsively matches the youth/family.

5. Collect and share data statistics; school attendance data, court and school referral data, PACT assessment data, court collection of referral dates, start dates and completion dates, and school outcome data for school attendance, for the administration of the Truancy, At Risk Family for reporting purposes.

6. **EXHIBIT B**: **Referred/Becca Petitions Project Logic Model and Performance Measures** are attached hereto and incorporated herein.

7. The 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); provides support needed to operate the Referred/Becca Petitions Project and will support those youth that are referred through non-court involved means. This protects public safety while reducing the student's risk for future justice involvement and placement in a higher, more restrictive level of care or incarceration. Funds provide Functional Family Therapy Intervention and Individual Counseling to referred youth and their families that otherwise would only qualify under an official "court involved" referral.

8. If the Court utilizes funds under this MOU to hire a Contractor to provide case management services or administration and billing services subject to this MOU, the Court agrees to prepare for BoCC approval a professional services agreement with the Contractor, which Agreement has been approved by the County's Risk Management and Legal review, and which requires Contractor's compliance with the provisions of this MOU, including compliance with the provisions of Section 8 of this MOU, and requires the Contractor to timely provide all financial and program reports and other documentation necessary for the Court to comply with this MOU.

9. Provide at least the following for the referrals for FFT and Individual Counseling; so the Behavioral Health Advisory Committee is able to review usage of allocated funds in order to assure access to appropriate treatments and services:

    a) Provide monthly financial reports per **EXHIBIT C - Jefferson County, 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); Spreadsheet** for actual paid monthly expenses that have incurred and email them quarterly to the Auditor's Chief Accountant and to Public Health.

    b) Juvenile Court will provide an estimate of projected expenditures under this MOU for the remainder of the year at the end of October of 2025 and at the end of October 2026 to Public Health.

    c) Juvenile Court will provide all invoices to the Auditor's office for processing during the Open Period, (a.k.a. 13th Month, in January); and the final reporting by Jan 20, 2025 and Jan 19, 2026.

    d) Provide to Jefferson County through Jefferson County Public Health a copy of any service contracts (and all amendments associated therewith) with the 1/10th of 1% Behavioral Health Sales Tax; (Fund 131); under this MOU.

    e) Jefferson County Juvenile Court will provide quarterly statistics in an electronic form that is developed and may be revised by Jefferson County Public Health and the Kitsap Health District, in consultation with the Court, for statistical and program data collection.

    f) Jefferson County Juvenile Court will ensure that quarterly electronic reports are sent to Lolinthea Hinkley at LHinkley@co.jefferson.wa.us

        - Quarterly reports will be reviewed by Public Health for accuracy. Any questions will be referred back to the Court.

Jefferson County 1/10th of 1% Sales Tax- EXHIBIT B
2025-2026 Request for Proposal
Becca Petitions Project: Truancy/At-Risk/CHINS Referred Youth: FFT and Individual Counseling

INPUT

Truancy: 1. Student meets legal "truant" definition and truancy referral by school
2. Interview and PACT assessment completed. Determination of risk factors in areas of MH/CD and family discourse
3. If family/student willing, referral made for early intervention to FFT or Individual Counseling based on need.

At-Risk Family: 1. Prevention referral received from law enforcement, school, parent or child; 2. Interview and PACT assessment completed. Determination of risk factors in areas of MH/CD and family discourse
3. If family/youth willing, referral made for early intervention to FFT or Individual counseling based on need.

CHINS/Referred Youth: 1. Youth referred by school per Referral of Concern or possible Threat Assessment.
2. Youth seeks help through CHINS Petition
3. Interview and PACT assessment completed. Determination of risk factors in areas of MH/CD and family discourse
4. If family/student willing, referral made for early intervention to FFT or Individual counseling based on need.

PROCESS FFT; Patty Oden (already under contract with Juvenile Services

1. Referred youth and their families receive FFT, moving through all phases successfully:
   - Engagement
   - Motivation
   - Relational Assessment
   - Behavior Change
   - Generalization
2. Becca Counselor is notified of progress through the phases;
3. Family completes FFT; pre and posttests go to Becca Counselor.
4. Database updated

Process: Individual Counseling CBT centered; Claire Chambers (already under contract with Juvenile Services

1. Referred youth will receive Individual Counseling with Claire Chambers steeped in CBT (8 session average)
2. Becca Counselor is notified of progress throughout.
3. Youth completes Individual Counseling. Pre & posttests are given to Becca counselor.
4. Database updated.

OUTPUT

Truancy: 1. Youth has developed skills to address behaviors related to truancy;
2. Action plan created to specifically address barriers to educational success; including anxiety and mental health/SUD. Participates in post referrals for continued services.
3. Youth has realistic goals and is moving towards those. Education plan developed

At-Risk Family: 1. At-risk behaviors reduced and/or better specific management of family's identified issues;
2. Overall improvement of family functioning; and reduced at-risk behaviors;
3. Behavior change successful; family environment improved to preserve family unit.

CHINS/Referred Youth: Youth and family have reduced incidents related to family dysfunction and violence. Mental Health/SUD has been addressed and mitigated. Next steps and referrals made.

OUTCOMES

Truancy: 1 Youth is participating and engaged in appropriate educational program, communication at home is improved; Youth anxiety or MH symptoms subsided.
2. Factors leading to truant behavior are addressed;
3. Youth has improved education outcomes such as better attendance and educational progress; No longer meet Truancy definition.

At-Risk Family: 1. Factors leading to family distress are addressed;
2. Youth is not exhibiting same risky behaviors and is following appropriate household rules, and is successfully addressing substance use or mental health issues;
5. Youth & Family no longer meet At Risk definition and services terminated.

CHINS/Referred Youth: Youth and parents have agreed on alternative living or treatment plan. Youth/family engaged in follow-up services. Youth destress tolerance increased; MH /SUD symptoms mitigated. No longer seeking court services

Data Entry pre referral and upon completion of intervention. Qualifying factors of MH, SUD, and/or family violence and acuity will be tracked post and upon completion. Non successful completion will be noted and reason. All demographics will be included with PACT assessment.

EXHIBIT C:
JEFFERSON CO 1/10th of 1% Behavioral Health Sales Tax; (Fund 131)
SPREADSHEET
Referred/Becca Petitions Project-2025

TRUANCY REFORM PROJECT TOTAL AWARD: $15,000				
Vendor	*Month of Svc*	*Date Paid*	*Amount*	*Description/Service*
		Total FTC Court YTD Expended	$0.00	
		Total FTC Court Remaining	$0.00	

EXHIBIT C:
JEFFERSON CO 1/10th of 1% Behavioral Health Sales Tax; (Fund 131)
SPREADSHEET
Referred/Becca Petitions Project-2026

TRUANCY REFORM PROJECT AWARD: $15,000				
Vendor	*Month of Svc*	*Date Paid*	*Amount*	*Description/Service*
		Total FTC Court YTD Expended	$0.00	
		Total FTC Court Remaining	$0.00	

ATTACHMENT A
JEFFERSON COUNTY 1/10th of 1% BEHAVIORAL HEALTH SALES TAX FUNDING MATCH POLICY

Definitions:

Match: is a requirement for the grantee to provide contributions of a specified amount or percentage to match funds provided by another grantor. Matching can be in the form of cash or in-kind contributions.

Regulations: The specific requirements for matching funds are unique to each federal or state program. The A-102 Common Rule provides criteria for acceptable costs and contributions in regard to match.

Jefferson County Policy:

In 2005, the Washington State Legislature created an option for counties to raise the local sales tax by 0.1 percent, (the 1/10th of 1% sales tax initiative) to augment state funding for behavioral health treatment. Jefferson County collects and distributes the 1/10th of 1% Behavioral Health Sales Tax fund. Services purchased by the County are allocated through a formal Request for Proposal (RFP) process, review and contracting; staffed by Jefferson County Public Health, overseen by Jefferson County Behavioral Health Advisory Committee and adopted by the Board of County Commissioners, (BOCC). BOCC does not assume any fiscal responsibility/liability for any of the Contractors they contract for services with.

Jefferson County reserves the first right to use as match the 1/10th of 1% Behavioral Health Sales Tax funds and the services funded by them for purposes of qualifying for additional funding and grants. County may make available to the Contractor the 1/10th of 1% Behavioral Health Sales Tax funds for the Contractor to propose as match to state, federal or other entities, at the County's sole discretion. Contractor shall not use the 1/10th of 1% Behavioral Health Sales Tax funds for match without prior authorization by the Jefferson County Administrator and County fiscal team. To request authorization of availability of the funds for match, Contractor must apply to the County Administrator in writing, and include their match formula and allocation plan and may include other documentation to support their request. The County Administrator will authorize or deny the availability of match funds in writing within 30 days of the application.

If the County informs the Contractor of the availability of the 1/10th of 1% Behavioral Health Sales Tax funds for match, then the Contractor shall be solely responsible for compliance with all state and federal laws and regulations, including, but not limited to DSHS, CMS and BIRR funding rules, applicable to the use of 1/10th of 1% Behavioral Health Sales Tax funds as match. Following state, federal and local guidelines for match is the responsibility of the Contractor.

For example, if a Contractor provides Title XIX Medicaid services (the Policy 19.50.02 or 42CFR 430.30) they are required by those rules to actually bill Medicaid for the services at the same time. If no Medicaid billing exists, the match would not comply with state and federal guidelines for match. Concurrent with its request for authorization of the availability of match, Contractor shall document it has met its responsibility to follow state, federal and local guidelines for match by submitting in writing to the County Administrator their match formula, allocation plan, and other documentation made mandatory pursuant to this Agreement and this Attachment A. At a minimum, the Contractor shall also provide the following to the County Administrator:

1. DSHS requires contractors to complete and submit a "Local Match Certification" form (DSHS 06-155) or a form that has equivalent data elements prior to any agreement for DSHS services. Submit a copy of this application and form when requesting match availability from the County and at each monthly billing.
2. Submit the current administrative policy within WA State regulating your services and the use of local match.
3. Submit to the County your last financial audit showing your use of match, County funds and tracking systems.
4. Submit to the County the terms of the agreement showing the 1/10th of 1% Behavioral Health Sales Tax fund allocation is an allowable source of match.
5. Provide documentation that your financial reporting system tracks matching funds at a level that meets the level of documentation required by federal or state statutes.

The County may reject permission for Contractor to utilize the 1/10th of 1% Behavioral Health Sales Tax funding as match.

Clear Form

CONTRACT REVIEW FORM

(INSTRUCTIONS ARE ON THE NEXT PAGE)

CONTRACT WITH: Juvenile Court Contract No: AD-24-046

Contract For: Referred/Becca Petition Project Term: January 1, 2025 to December 31, 2026

COUNTY DEPARTMENT: Public Health
Contact Person: Anna Mc Enery
Contact Phone: 360-385-9410
Contact email: amcenery@co.jefferson.wa.us

AMOUNT: $30,000.00; ($15,000 in 2025 and $15,000 in 2026)

Revenue:
Expenditure:
Matching Funds Required:
Sources(s) of Matching Funds
Fund # #131
Munis Org/Obj 13156400

PROCESS:

- ☐ **Exempt from Bid Process**
- ☐ **Cooperative Purchase**
- ☐ **Competitive Sealed Bid**
- ☐ **Small Works Roster**
- ☐ **Vendor List Bid**
- ☑ **RFP or RFQ**
- ☐ **Other:**

APPROVAL STEPS:

STEP 1: DEPARTMENT CERTIFIES COMPLIANCE WITH JCC 3.55.080 AND CHAPTER 42.23 RCW.

CERTIFIED: ☐ **N/A:** ■ [signature] Sept. 26, 2024
Signature Date

STEP 2: DEPARTMENT CERTIFIES THE PERSON PROPOSED FOR CONTRACTING WITH THE COUNTY (CONTRACTOR) HAS NOT BEEN DEBARRED BY ANY FEDERAL, STATE, OR LOCAL AGENCY.

CERTIFIED: ☐ **N/A:** ■ [signature] Sept. 26, 2024
Signature Date

STEP 3: RISK MANAGEMENT REVIEW (will be added electronically through Laserfiche):

Electronically approved by Risk Management on 9/27/2024.

STEP 4: PROSECUTING ATTORNEY REVIEW (will be added electronically through Laserfiche):

Electronically approved as to form by PAO on 9/30/2024.

STEP 5: DEPARTMENT MAKES REVISIONS & RESUBMITS TO RISK MANAGEMENT AND PROSECUTING ATTORNEY(IF REQUIRED).

STEP 6: CONTRACTOR SIGNS

STEP 7: SUBMIT TO BOCC FOR APPROVAL