

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
FROM: Adiel McKnight, Executive Assistant
DATE: October 23, 2023
SUBJECT: AGREEMENT re: 2024 Hotel Motel (Lodging Tax) Grant Funding; In the Amount of \$110,000; Tourism Coordinating Council Olympic Peninsula Gateway Visitor Center

STATEMENT OF ISSUE:

This agreement provides grant funding for 2024 to certain non-profit agencies for the promotion of tourism and ongoing preservation of Jefferson County's heritage. The Lodging Tax Advisory Committee met on September 19, 2023 and reviewed request for proposals. This funding has been budgeted from the Hotel Motel (Lodging Tax) Fund, and approved by the Board of County Commissioners on October 2, 2023.

FISCAL IMPACT:

Tourism Coordinating Council Olympic Peninsula Gateway Visitor Center \$110,000

RECOMMENDATION:

Approve and sign the agreement.

REVIEWED BY:


Mark McCauley, County Administrator Date: 10/18/23

**AGREEMENT FOR 2024 HOTEL-MOTEL FUNDING FOR TOURISM SERVICES
JEFFERSON COUNTY TOURISM COORDINATING COUNCIL
OLYMPIC PENINSULA GATEWAY VISITOR CENTER**

This Agreement is by and between JEFFERSON COUNTY (hereinafter known as "COUNTY" and the JEFFERSON COUNTY TOURISM COORDINATING COUNCIL OLYMPIC PENINSULA GATEWAY VISITOR CENTER (hereinafter known as "GATEWAY VISITOR CENTER").

WHEREAS, the GATEWAY VISITOR CENTER is operating in partnership with Jefferson County under RCW 35.21.700 and RCW 67.28.120 of the State of Washington; and

WHEREAS, the COUNTY desires to promote tourism by providing information to guests, supporting and staffing the Gateway Visitor Center in unincorporated Jefferson County, as well as promoting tourism through participation at workshops, conferences and regional organizations, as authorized by Chapter 67.28 RCW and Jefferson County Code Chapter 3.25; and

WHEREAS, the COUNTY wishes to create and operate a visitor center that can be a destination itself, a place to learn about Jefferson County and visitors can be encouraged to spend time in the County, not just a place to pick up brochures; and

WHEREAS, the COUNTY envisions that the GATEWAY VISITOR CENTER will create opportunities to generate revenue through gift shop sales, charges for services (stocking brochures, etc.), all of which will be retained by the GATEWAY VISITOR CENTER; and

WHEREAS, management of the visitor center will be at no cost to the GATEWAY VISITOR CENTER with all reasonable expenses being paid for by the COUNTY; and

WHEREAS, the Jefferson County Lodging Tax Advisory Committee reviewed and recommended funding the lodging tax proposal by the JEFFERSON COUNTY GATEWAY VISITOR CENTER to operate the Gateway Visitor Center;

NOW, THEREFORE, IN CONSIDERATION of the mutual covenants and agreements herein, the parties agree as follows:

SECTION 1: SERVICES TO BE PERFORMED

The GATEWAY VISITOR CENTER shall use its capabilities and utilize up to \$110,000 provided under this agreement to continue and update the ongoing performance of the following tourism promotion services, as outlined below and consistent with the Itemized List of Proposed Tourism Promotion Services and Lodging Tax Budget a copy of which is incorporated herein and attached hereto as Exhibit A:

1. Act as a pass-through agency for the purpose of staffing and operating the Gateway Visitor Center, including scheduling hours of operation, receiving and processing information requests, routine grounds maintenance, payment of utilities and other activities necessary to maintain the Gateway Visitor Center as a point of visitor contact and education.
2. Act as a pass through providing free display for the purpose of providing the staff function to represent the COUNTY on local, regional, and statewide tourism organizations and activities to promote tourism in the unincorporated areas of Jefferson County. Also providing a refined outdoor display area including informative publications with QR Codes, other direct links to websites, and phone numbers for a 24-hour, 7 day a week informative center and perform additional tourism promotion activities consistent with the Itemized List of Proposed Promotion Services attached hereto and incorporated herein as Exhibit A.

SECTION 2: RESPONSIBILITIES OF THE GATEWAY VISITOR CENTER

1. On or before July 31; October 31, 2024; and January 31, 2025, provide to the COUNTY: see Exhibit C, attached hereto and incorporated;
 - A quarterly report of the use, services, programs and activities of the Gateway Visitor Center under this Agreement for the prior quarter;
 - A quarterly financial statement detailing revenues, expenses and cash balances for the prior quarter; and for the final quarter report, the financial statement shall also include a detailed financial statement for all of 2024.
2. Submit orders and invoices from marketing vendors to the County Administrator's Office for payment by the County out of budgeted funding allocated for TCC activities consistent with this Agreement.
3. For a minimum of six (6) years, maintain documented proof of payments made, contracts executed, and other expenditures authorized under this Agreement. Upon reasonable notice, provide access to County or State representatives to audit those records.
4. Funding provided by this Agreement may only be expended on the services described in Section 1 of this Agreement. Any monies used for other services or purposes shall be refunded to Jefferson County.
5. By **February 28th** of each year provide the following information on Exhibit B, attached hereto and incorporated by reference for the previous year.
 - a. Each festival, event, or tourism facility owned and/or operated by Gateway Visitor Center.
 - b. The amount of lodging tax revenue allocated for expenditure (whether actually expended or not) by the Gateway Visitor Center on each festival, event or tourism facility.
 - c. Estimated number of tourists served at each festival, event or tourism facility. ("Tourist" includes persons traveling more than 50 miles to the location of the event, festival or facility and overnight stays in the area).

- d. Estimated lodging stays. ("Lodging" refers to commercial lodging such as hotels, motels, resorts, bed and breakfasts, or commercial campgrounds).
- e. Measurements that demonstrate the impact of increased tourism attributable to the event, festival or facility.

SECTION 3: RESPONSIBILITY OF JEFFERSON COUNTY

1. The COUNTY will provide the GATEWAY VISITOR CENTER funding from Hotel-Motel Tax receipts to be used in support of their responsibilities as defined under this agreement.
2. Said funding is in the sum of \$110,000 for 2024. Payments are to be predicated on submittal of reports defined in Section 2. Payment will be made by the COUNTY upon receipt of an invoice on the next available billing cycle.
3. The County shall establish a Fund 125 revolving checking account, and the County Administrator's Office may use it to pay time-sensitive orders and invoices for services consistent with this Agreement, and that require payment sooner than a normal County billing cycle.
4. Consult with the GATEWAY VISITOR CENTER on all decisions regarding design and site considerations.
5. The GATEWAY VISITOR CENTER assumes no responsibility for the maintenance and upkeep of the Gateway Visitor Center. The COUNTY shall keep the Center and the entries immediately adjacent thereto in a neat, clean and safe condition, maintain the glass of all windows and doors thereof, and maintain the Center and entries thereto in a good state of repair. The COUNTY shall also maintain and repair the electrical and other utility systems within the Center together with the roof, exterior walls and foundations thereof.

SECTION 4: DEFINITION:

Pass Through Agency: The term pass through agency shall mean that the GATEWAY VISITOR CENTER shall act as the fiscal agent for the operation of the Gateway Center. The GATEWAY VISITOR CENTER shall not incur any additional financial liability for the operation of the Gateway Center in excess of the sum listed in Section 3 above.

SECTION 5: TERM

This Agreement shall commence on May 26, 2024 and end on December 31, 2024, except for the reports referenced in Section 2, due January 31, 2024 and February 28, 2024. Transition activities prior to the effective date and related incurred prior to the effective date are hereby validated.

SECTION 5: ASSIGNMENT

Either party to the agreement shall not assign this Agreement, except by signed amendment.

SECTION 6: MODIFICATION

This Agreement may be modified by mutual written agreement executed by both parties.

SECTION 7: TERMINATION

The GATEWAY VISITOR CENTER Agreement may be terminated or reduced in amount by the County upon thirty (30) days written notice in the event expected or actual revenue from the Hotel-Motel Tax is reduced or limited in any way, or for non-performance of duties under this Agreement, or for any reason. The GATEWAY VISITOR CENTER may terminate this Agreement upon thirty (30) days written notice to the COUNTY. In the event of termination under this clause, the County shall be liable to pay only for services rendered prior to the effective date of termination.

SECTION 8: HOLD HARMLESS

The GATEWAY VISITOR CENTER shall comply with all Federal, State, and local laws and ordinances applicable to the work to be done under this Agreement. This Agreement shall be interpreted and construed in accord with the laws of the State of Washington and venue shall be in Jefferson County, Washington.

The GATEWAY VISITOR CENTER shall indemnify and hold the COUNTY, and its officers, employees, agents and volunteers (and their marital communities) harmless from and shall process and defend at its own expense, including all costs, attorney fees and expenses relating thereto, all claims, demands, or suits at law or equity arising in whole or in part, directly or indirectly, from GATEWAY VISITOR CENTER's negligence or breach of an of its obligations under this Agreement; provided that nothing herein shall require GATEWAY VISITOR CENTER to indemnify the COUNTY against and hold harmless the COUNTY from claims, demands or suits based solely upon the conduct of the COUNTY, its officers, employees, agents and volunteers (and their marital communities), and; provided further that if the claims or suits are caused by or result from the concurrent negligence of: (a) GATEWAY VISITOR CENTER's agents or employees; and , (b) the COUNTY, its officers, employees agents and volunteers (and their marital communities), this indemnity provision with respect to claims or suits based upon such negligence, and or the costs to the COUNTY of defending such claims and suits, etc., shall be valid and enforceable only to the extent of GATEWAY VISITOR CENTER's negligence, or the negligence of GATEWAY VISITOR CENTER's agents or employees.

GATEWAY VISITOR CENTER specifically assumes potential liability for actions brought against the COUNTY by GATEWAY VISITOR CENTER's employees, including all other persons engaged in the performance of any work or service required of GATEWAY VISITOR CENTER under this Agreement and, solely for the purpose of this indemnification and defense, GATEWAY VISITOR CENTER specifically waives any immunity under the state industrial insurance law, Title 51 RCW. GATEWAY VISITOR CENTER recognize that this waiver was specifically entered into pursuant to provisions of RCW 4.24.115 and was subject of mutual negotiation.

SECTION 9: INSURANCE

GATEWAY VISITOR CENTER shall obtain and keep in force during the term of the Agreement, or as otherwise required, the following insurance:

- A. Commercial General Liability Insurance. GATEWAY VISITOR CENTER shall maintain commercial general liability coverage on a form acceptable to Jefferson County Risk Management for bodily injury, personal injury, and property damage, with a limit of not less than in the amount of at least \$1 million per occurrence, for bodily injury, including death, and property damage.
- B. Worker's Compensation (Industrial Insurance). GATEWAY VISITOR CENTER shall maintain workers' compensation insurance at its own expense, as required by Title 51 RCW, for the term of this Agreement and shall provide evidence of coverage to Jefferson County Risk Management, upon request.

SECTION 10: INDEPENDENT CONTRACTOR

The GATEWAY VISITOR CENTER and the COUNTY agree that the GATEWAY VISITOR CENTER is an independent contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither the GATEWAY VISITOR CENTER nor any employee of the GATEWAY VISITOR CENTER shall be entitled to any benefits accorded County employees by virtue of the services provided under this agreement. The COUNTY shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to the GATEWAY VISITOR CENTER, or any employee, representative, agent or contractor of the GATEWAY VISITOR CENTER. The GATEWAY VISITOR CENTER shall be responsible for all applicable withholdings, deductions, state industrial insurance, tax reports, business licenses, registrations, and all other obligations of an independent organization.

SECTION 11: COMPLIANCE WITH LAWS

The GATEWAY VISITOR CENTER shall comply with all Federal, State, and local laws and ordinances applicable to the work to be done under this Agreement. This Agreement shall be interpreted and construed in accord with the laws of the State of Washington and venue shall be in Jefferson County, Washington.

SECTION 12: DISCRIMINATION PROHIBITED

The GATEWAY VISITOR CENTER with regard to the project to be completed under this agreement, will not discriminate on the grounds of age, sex, marital status, sexual orientation, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational

qualification in the selection and retention of employees, materials, supplies, contractors or subcontractors.

SECTION 13: INTEGRATED AGREEMENT

This agreement together with attachments or addenda represents the entire and integrated agreement between the County and the GATEWAY VISITOR CENTER and supersedes all prior negotiations, representations, or agreements written or oral. This agreement may be amended only by written instrument signed by both the County and the GATEWAY VISITOR CENTER.

APPROVED and signed this day of 2024.

Attest:

**JEFFERSON COUNTY
BOARD OF COMMISSIONERS**

Carolyn Gallaway, CMC
Clerk of the Board

Greg Brotherton, Chair

Approved as to Form:

**JEFFERSON COUNTY
TOURISM COORDINATING COUNCIL**



10/18/2023

Philip C. Hunsucker,
Chief Civil Deputy Prosecutor

Authorized Official

EXHIBIT A

Itemized List of Proposed Tourism Promotion Services And GATEWAY VISITOR CENTER Lodging Tax Budget

1. Itemized List of Proposed Tourism Promotion Services

Organization (or Event) Name: Olympic Peninsula Gateway Visitor Center (VIC)

The Olympic Peninsula Gateway Visitor Information Center (VIC) is of great importance to the complete and comprehensive tourism marketing and promotion of the entire Olympic Peninsula.

Jefferson County Tourism Coordinating Council (TCC) believes that the VIC's continued operations is essential in supporting all business in Jefferson County and across the north Olympic Peninsula. Therefore, TCC is pleased to offer a responsive proposal for both the transitional management, and the ongoing operational development of the VIC on behalf of both Jefferson County and all tourism marketing and promotion partners around the Olympic Peninsula.

This year's management transition of the VIC from the years of good stewardship under the Jefferson Historical Society (JCHS) comes at an interesting time of both leadership and infrastructure changes at the VIC. TCC has been required to "think outside the box" regarding leadership and staffing of the VIC, as well as stay proactively active of the various construction programs transforming the SR 104 & SR 19 intersection into the optimal location for the long envisioned – full-service – "Olympic Peninsula Gateway Welcome Center" VIC facility.

Our 2024 plans are to continue with recommendation of a dedicated VIC enterprise, most probably organizing as an independent non-profit. Currently the VIC operates semi-independent of TCC, utilizing a dedicated budget, bookkeeper, its own insurance and payroll services.

1. Gateway Visitor Center maintains an opening schedule of 290-300 days a year, 11am to 4pm
2. The VIC displays over 150 Promotional Brochures related to Jefferson County and the Olympic Peninsula inside Center and outside, a 24 hour a day, 7 days a week QR code detailed display, featuring most popular and informational Brochures for pickup by visitors, and affording complementary WiFi.
3. The VIC maintains digital messaging on the internet at www.enjoyolympicpeninsula.com, www.olympicpeninsula.org, and Facebook pages to promote Lodging, events, and activities year-round.
4. The VIC is involved with development and production of production printed materials such as Jefferson County Activity Maps, the Olympic Peninsula Travel Planner, The J. C. Getaway Guide, and other printed, promotional pieces produced by the Jefferson County Tourism Coordinating Council and Olympic Peninsula Tourism Commission. Developing and implementing Tourism attractional endeavors for both Jefferson and Clallam County. These range from television, internet, to hardcopy publications beyond those mentioned above. The Gateway contracts with a professional Media Manager to develop and implement many of these endeavors.

The VIC is committed to provide a pleasant, safe, and sanitary environment for the traveler. The VIC administers our management agreement with the County:

SECTION 3: RESPONSIBILITY OF JEFFERSON COUNTY

5. The GATEWAY VISITOR CENTER assumes no responsibility for the maintenance and upkeep of the Gateway Visitor Center. The COUNTY shall keep the Center and the entries immediately adjacent thereto in a neat, clean and safe condition, maintain the glass of all windows and doors thereof, and maintain the Center and entries thereto in a good state of repair. The COUNTY shall also maintain and repair the electrical and other utility systems within the Center together with the roof, exterior walls and foundations thereof.

With the VIC proactively bringing Gateway Center needed maintenance and upkeep to the attention of County officials.

TCC's ops of GATEWAY VIC Budget 2024 Proposed

	Jun-Dec 2024	BUDGET
Expense		
7900 · Off Site Marketing Exp		
7510 · Bulk Mailing, Certified Folder		5,760.00
7030 · Dues		120.00
7530 · Internet, computer/sftwr/svc		840.00
7750 · Marketing/Web Promo & Mgmt		5,400.00
7070 · Travel		1,000.00
Total 7900 · Off Site Marketing Exp		13,120.00
7000 · On-Site Expense		
7200 · Bldg/Maintenance Supplies		700.00
7110 · Bldg Rprs & Park'g Lot Maint		4,200.00
7601 · Misc. Supplies		60.00
7020 · Office Equipment/Mtce		500.00
7500 · Office Supplies		420.00
7600 · Mailing/P.O. Box Rental		420.00
7065 · Volunteer Functions		300.00
7540 · Water		216.00
Total 7000 · On-Site Expense		6,816.00
8000 · On Site Utilities		
8010 · Electricity		1,620.00
8040 · Sani-Can Service		4,800.00
8020 · Telephone/Internet services		2,760.00
8030 · Trash Pick-up		1,080.00
Total 8000 · On Site Utilities		10,260.00
6000 · Payroll Expenses		
6580 · Consulting Services & Fees		17,000.00
6576 · Bookkeeping/Payroll Services		25,000.00
6575 · Payroll taxes Paid thru TCC		Included above
6570 · Wages Paid by TCC		60,000.00
Total 6000 · Payroll Expenses		102,000.00
Total Expense		132,196.00

Exhibit B
Jurisdiction Lodging Tax Reporting Form – To Be Submitted to Jefferson County
Administrator's Office
No Later than February 28th of each Year
Lodging Tax Reporting Form

Organizations receiving funding to promote festivals, special events and tourism-related activities through tourism-related facilities owned or sponsored by non-profit organizations or the local jurisdiction are required to complete this form for EACH activity.

1 Organization Name: _____ Reporting Year: _____

2 Sponsor Type (Check One): ☐ 501(c)(3) ☐ 501(c)(6) ☐ Local Jurisdiction ☐ Other (Explain): _____

3 Activity Name: _____

4 Activity Type (Check One): ☐ Event/Festival* ☐ Facility* ☐ Marketing*

5 Activity Start Date*: _____

6 Activity End Date*: _____

7 Total Cost of Activity: \$ _____

8 Amount Requested: \$ _____

9 Amount Awarded: \$ _____

10 Overall Attendance*

a) Projected* _____

b) Actual* _____

c) Methodology (Check One): ☐ Direct Count*

☐ Indirect Count* ☐ Representative Survey*

☐ Informal Survey* ☐ Structured Estimate*

☐ Other (explain): _____

11 Number of Attendees Who Traveled 50 Miles or More*

a) Projected* _____

b) Actual* _____

c) Methodology (Check One): ☐ Direct Count*

☐ Indirect Count* ☐ Representative Survey*

☐ Informal Survey* ☐ Structured Estimate*

☐ Other (explain): _____

12 Number of Attendees Who Traveled from Another State or Country*

a) Projected* _____

b) Actual* _____

c) Methodology (Check One): ☐ Direct Count*

☐ Indirect Count* ☐ Representative Survey*

☐ Informal Survey* ☐ Structured Estimate*

☐ Other (explain): _____

13 Number of Attendees Who Stayed Overnight in Unpaid Accommodations*

a) Projected* _____

b) Actual* _____

c) Methodology (Check One): ☐ Direct Count*

☐ Indirect Count* ☐ Representative Survey*

☐ Informal Survey* ☐ Structured Estimate*

☐ Other (explain): _____

14 Number of Attendees Who Stayed Overnight in Paid Accommodations*

a) Projected* _____

b) Actual* _____

c) Methodology (Check One): ☐ Direct Count*

☐ Indirect Count* ☐ Representative Survey*

☐ Informal Survey* ☐ Structured Estimate*

☐ Other (explain): _____

15 Number of Paid Lodging Nights*

a) Projected* _____

b) Actual* _____

c) Methodology (Check One): ☐ Direct Count*

☐ Indirect Count* ☐ Representative Survey*

☐ Informal Survey* ☐ Structured Estimate*

☒ Other (explain): _____

*See Lodging Tax Yearly Reporting Definitions Instructions

Name of Individual Who Prepared Report: _____

Phone #: _____ E-Mail Address: _____

RETURN THIS FORM TO:

Jefferson County Administrator's Office
 1820 Jefferson Street
 P.O. Box 1220
 Port Townsend, WA 98368
 jeffboc@co.jefferson.wa.us

DEADLINE: February 28th of Each Reporting Year

LTAC Yearly Reporting Definitions/Instructions

Activity Type: Event/Festival: Short-term activity occurring between specific dates (e.g., 4th of July celebration, local marathon)
Facility: Municipally-owned facility that operates some or all of the year (e.g., county historical museum, convention center)
Marketing: Activity that provides information to encourage visitors to an area; is typically a year-round activity but may also operate for less than a full year.

Activity Date: Activity beginning and ending dates.

Actual: Persons estimated to have **actually** participated in event/festival or visiting a facility. For marketing activity, enter the number of persons estimated to have **actually** visited area as result of marketing activity.

Projected: Persons **expected** to participate in event/festival or visiting a facility. For marketing activity, enter the number of persons **expected** to visit area as result of marketing activity.

Methodology: Select the methodology used to estimate the actual number of visitors/participants.
Direct Count: Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.
Indirect Count: Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.
Representative Survey: Information collected directly from individual visitors/ participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.
Informal Survey: Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.
Structured Estimate: Estimate produced by computing known information related to the event or location. For example, one jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet).
Other: (please describe)

Overall Attendance: Total projected and estimated actual attendance recorded for event, facility or resulting from marketing activity.

Total Attendees Traveling 50 miles or more:

Total: Total projected and estimated actual number of visitors traveling more than 50 miles to attend event or facility. For marketing organizations, report visitors traveling more than 50 miles to visit area.

Of total, attendees who traveled from another state or country: Of the total projected and estimated actual number of visitors traveling more than 50 miles to attend event or facility or visit area, report projected and estimated actual number of visitors who traveled from another state or country.

Attendees who stayed overnight:

Paid Accommodations: Total projected and estimated actual number of visitors staying in paid lodging establishments such as hotels, motels, bed and breakfasts, etc.

Unpaid Accommodations: Total projected and estimated actual number of visitors staying in unpaid accommodations such as family and friends.

Paid Lodging Nights: Total projected and estimated actual number of paid lodging nights. One Lodging night = one or more persons occupying one room for one night.

EXHIBIT C 1st QUARTER

Due by April 30th to afmcknight@co.jefferson.wa.us

Organization:

Contact person:

Mailing Address:

Phone Number/Email:

1. LTAC Funds received from the County 1st QTR:

ORGANIZATION	Amount Awarded by JeffCo	Received From JeffCo	Overspent (+) Underspent (-) of LTAC funds	Refund Required	TOTAL 1 st QTR LTAC FUNDS SPENT

2. LTAC funds spent by your organization 1st QTR (include 200 word limit regarding activities and funds spent with an itemized statement and supporting documentation ie: invoices paid, receipts from payment,):

3. LTAC funds balance remaining 1st QTR:

4. Please attach your organization's report for all revenue, marketing, services, programs and activities of the prior quarter.

This report and any attachments may be subject to disclosure as a public record under the Public Records Act, RCW Chapter 42.56. A minimum of six years, you must maintain documented proof of payments made, contracts executed and other expenditures authorized under your Agreement with Jefferson County. Upon reasonable notice, you must be able to provide access to County or State representatives to audit those records.

EXHIBIT C 2nd QUARTER

Due by July 31st to afmcknight@co.jefferson.wa.us

Organization:

Contact person:

Mailing Address:

Phone Number/Email:

1. LTAC Funds received from the County 2nd QTR:

ORGANIZATION	Total Amount Awarded by JeffCo	Total Received From JeffCo	Overspent (+) Underspent (-) of LTAC funds	Refund Required	TOTAL 1 st QTR LTAC FUNDS SPENT	TOTAL 2 nd QTR LTAC FUNDS SPENT

2. LTAC funds spent by your organization 2nd QTR (include 200 word limit regarding activities and funds spent with an itemized statement and supporting documentation ie: invoices paid, receipts from payment,):

1. LTAC funds balance remaining 2nd QTR:

2. Please attach your organization's report for all revenue, marketing, services, programs and activities of the prior quarter.

This report and any attachments may be subject to disclosure as a public record under the Public Records Act, RCW Chapter 42.56. A minimum of six years, you must maintain documented proof of payments made, contracts executed and other expenditures authorized under your Agreement with Jefferson County. Upon reasonable notice, you must be able to provide access to County or State representatives to audit those records.

EXHIBIT C 3rd QUARTER

Due by October 31st to afmcknight@co.jefferson.wa.us

Organization:

Contact person:

Mailing Address:

Phone Number/Email:

1. LTAC Funds received from the County 3rd QTR:

ORGANIZATION	Total Amount Awarded by JeffCo	Total Received From JeffCo	Overspent (+) Underspent (-) of LTAC funds	Refund Required	TOTAL 1 st QTR LTAC FUNDS SPENT	TOTAL 2 nd QTR LTAC FUNDS SPENT	TOTAL 3rd QTR LTAC FUNDS SPENT

2. LTAC funds spent by your organization 3rd QTR (include 200 word limit regarding activities and funds spent with an itemized statement and supporting documentation ie: invoices paid, receipts from payment,):

2. LTAC funds balance remaining 3rd QTR:

3. Please attach your organization's report for all revenue, marketing, services, programs and activities of the prior quarter.

This report and any attachments may be subject to disclosure as a public record under the Public Records Act, RCW Chapter 42.56. A minimum of six years, you must maintain documented proof of payments made, contracts executed and other expenditures authorized under your Agreement with Jefferson County. Upon reasonable notice, you must be able to provide access to County or State representatives to audit those records.

EXHIBIT C 4th QUARTER

Due by January 31st to afmcknight@co.jefferson.wa.us

Organization:

Contact person:

Mailing Address:

Phone Number/Email:

1. LTAC Funds received from the County 4th QTR:

ORGANIZATION	Total Amount Awarded by JeffCo	Total Received From JeffCo	Overspent (+) Underspent (-) of LTAC funds	Refund Required	TOTAL 1 st QTR LTAC FUNDS SPENT	TOTAL 2 nd QTR LTAC FUNDS SPENT	TOTAL 3 rd QTR LTAC FUNDS SPENT	TOTAL 4 th QTR LTAC FUNDS SPENT

2. LTAC funds spent by your organization 4th QTR (include 200 word limit regarding activities and funds spent with an itemized statement and supporting documentation ie: invoices paid, receipts from payment,):

3. LTAC funds balance remaining 4th QTR:

4. Please attach your organization's report for all revenue, marketing, services, programs and activities of the prior quarter.

This report and any attachments may be subject to disclosure as a public record under the Public Records Act, RCW Chapter 42.56. A minimum of six years, you must maintain documented proof of payments made, contracts executed and other expenditures authorized under your Agreement with Jefferson County. Upon reasonable notice, you must be able to provide access to County or State representatives to audit those records.