

**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 \$55,000; The Production Alliance

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**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:**

The Production Alliance \$55,000

**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 THE PRODUCTION ALLIANCE – 2024 SEASON OF EVENTS**

This Agreement is by and between JEFFERSON COUNTY (hereinafter known as "COUNTY" and THE PRODUCTION ALLIANCE – 2024 SEASON OF EVENTS (hereinafter known as "TPA").

WHEREAS, The Production Alliance is a non-profit corporation of the State of Washington; and

WHEREAS, the COUNTY desires to promote tourism in unincorporated Jefferson County, as authorized by Chapter 67.28 RCW and Jefferson County Code Chapter 3.25; and

WHEREAS, the Jefferson County Lodging Tax Advisory Committee reviewed and recommended funding the lodging tax proposal by TPA to implement a strategy for the unincorporated area of Jefferson County to promote tourism activities;

IN CONSIDERATION of the mutual covenants and agreements herein it is agreed by the parties as follows:

### **SECTION 1: SERVICES TO BE PERFORMED**

TPA shall use its capabilities and utilize up to \$55,000 of funding provided under this agreement to promote Jefferson County Events, restricted to any of the promotional expense items identified as "LTAC" in the itemized list of proposed tourism promotion services, a copy of which is incorporated herein as Exhibit A.

- Website Development & Design
- Videography & Photography
- Marketing & Advertising
- Graphic Design & Printing
- Administration of Tourism Events
- Event Equipment
- Entertainment Displays

### **SECTION 2: RESPONSIBILITIES OF THE PRODUCTION ALLIANCE:**

1. On or before January 31; April 30; 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 TPA for the prior quarter under this Agreement;
  - 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 2024.
2. On or before January 31, 2024 OR upon execution of this agreement, whichever is later, provide to the COUNTY:
  - A billing invoice requesting payment of Hotel-Motel Funding for the first half of the current year.

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 Hotel/Motel Fund. Any monies under-expended of the total funding allocated under this Agreement shall be refunded to Jefferson County by January 31, 2024.
5. By **February 28<sup>th</sup>** 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 TPA.
  - b. The amount of lodging tax revenue allocated for expenditure (whether actually expended or not) by TPA 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 TPA 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 \$55,000 for 2024. Semiannual payments of \$27,500 will be made, beginning with the first quarter of 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.

### **SECTION 4: TERM**

This Agreement shall be for a term of one year, commencing on January 1, 2024 and ending on December 31, 2024, except for the reports referenced in Section 2, due January 31, 2025 and February 28, 2025. Work performed during the term and pursuant to this Agreement, but prior to its complete execution, is hereby ratified.

### **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 Agreement may be terminated, in whole or in part, 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. TPA 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. If termination covers a period for which payment has already been made, TPA shall refund to the COUNTY a pro-rated share of the payment based upon the balance of time remaining in the paid period, unless otherwise negotiated.

## **SECTION 8: HOLD HARMLESS**

TPA 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 TPA's negligence or breach of any of its obligations under this Agreement; provided that nothing herein shall require TPA 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) TPA'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 TPA's negligence, or the negligence of TPA's agents or employees.

TPA specifically assumes potential liability for actions brought against the COUNTY by TPA's employees, including all other persons engaged in the performance of any work or service required of TPA under this Agreement and, solely for the purpose of this indemnification and defense, TPA specifically waives any immunity under the state industrial insurance law, Title 51 RCW. TPA 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**

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

- A. Commercial General Liability Insurance. TPA 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 limits 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). TPA 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**

TPA and the COUNTY agree that TPA 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 TPA nor any employee of TPA 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 TPA, or any employee, representative, agent or contractor of TPA. TPA 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**

TPA 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**

TPA 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 TPA 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 TPA.

**APPROVED** and signed this            day of            , 2023.

**Attest:**

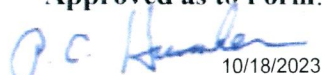
**JEFFERSON COUNTY  
BOARD OF COMMISSIONERS**

Carolyn Gallaway, CMC  
Clerk of the Board

Greg Brotherton, Chair

**Approved as to Form:**

**THE PRODUCTION ALLIANCE**

  
10/18/2023

Philip C. Hunsucker,  
Chief Civil Deputy Prosecutor

Authorized Official

## EXHIBIT A

### Itemized List of Proposed Tourism Promotion Services

LTAC Section 1. Itemized list of proposed services and estimated costs



#### **Administration & Tourism Event Operations.....TOTAL = \$46,000**

- TPA Marketing Coordinator.....\$15,000
  - Graphic design, website, social media, bulk mail marketing, event brochures, posters, flyers and handbills for Street Team, banners and signage, merchandise
- TPA Event Coordinator.....\$10,000
  - Administration, planning, logistics, management of fiscal sponsors and financial reporting, management of contractors
  - Formation and development of partnerships with local hotels in Jefferson County
- TPA Volunteer Coordinator.....\$5,000
  - Recruitment, planning, training, and day-of activities associated with event volunteer staff
- TPA Technical Director.....\$5,000
  - Audio, stage, lighting, and technical event coordination
- Miscellaneous Event Contractors.....\$5,000
- Office at Fort Worden and storage rental fees.....\$2,500
- Permitting, licensing, event insurance.....\$3,500

#### **Graphic Design & Printing.....TOTAL \$18,000**

- Printing & distribution.....\$10,000
  - Event brochures
  - Posters
  - Flyers and handbills for Street Team
  - Banners and signage
- Visual artist commissions for new event designs.....\$3,000
- Marketing and PR Contractors.....\$3,000
- "Street Team" to hang posters etc. in public spaces.....\$2,000

#### **Marketing & Advertising.....TOTAL = \$14,500**

Through a cohesive and creative marketing campaign, TPA will increase brand awareness through onsite, print and digital marketing, including promotion of Jefferson County events/festivals and other tourist attractions. TPA Marketing Coordinator will develop a robust strategic plan for 2024 season of events to increase social media engagement, drive traffic to website, and increase impressions click-through rate. We will work with local marketing coordinators to enhance visitor experience, community engagement, and data collection, including improved systems for capturing of visitation data (ie where people are coming from, collected at day of event). We also will enhance visitor experience through engagement with skilled "front of house" staff, which will also be promoting future events.

- Targeted print advertising.....\$10,000
  - Strait Up Magazine
  - Port Townsend & Jefferson County Leader Getaway Guide
  - PDN Olympic Peninsula Visitor Guides (2)

*LTAC Section 1. Itemized list of proposed services and estimated costs*



- Banners & signage along Highway 19, 20, 101 and 104
- Postering on WSDOT Ferries
- Postering in major metropolitan areas along I-5 corridor
- Targeted digital advertising on the following platforms..... \$3,000
  - Facebook, Instagram, YouTube
  - Google AdWords
  - The Leader (local newspaper)
  - Major metropolitan news sites
  - Popular arts, culture, and travel blogs
- Radio ads..... \$1,500

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**Videography & Photography.....TOTAL = \$7,000**

TPA will hire a local videographer / photographer to collect digital content throughout the TPA Season of Events. The videographer / photographer will be tasked to capture specific content creation for website, print digital advertising, YouTube, and social media. The new content will then be developed into 30- to 60-second teaser reels and 60- to 180-second videos with comprehensive event information for promotion on website, YouTube and social media. All high-quality content will then be stored in an online library for future print and digital marketing purposes.

- Photographer at events.....\$2,000
- Videographer, editing and post production..... \$5,000

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**Event Expenses and Equipment.....TOTAL = \$8,000**

- Venue fees..... \$2,000
- Rental of tools, equipment, and materials for day-of event.....\$1,000
- Construction materials, small tools, and equipment.....\$3,000
- Food and beverage for events.....\$2,000

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**Entertainment.....TOTAL = \$7,000**

TPA uses creative large displays and spectacles for community enjoyment such as fireworks, drone light shows, and more. We also draw upon our large network of musicians, performers, and artists to bring excitement and fun to all of our events.

- Fireworks display for First Night (New Year's Eve celebration).....\$2,000
  - Musician and performing artists.....\$5,000
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**Website Development & Design.....TOTAL = \$5,000**

The TPA website acts as the primary hub of event and partner information, and is a repository for graphic design, video content, and event organization. TPA strives to continually improve our website in order to draw more visitors and support partner organizations, and highlight what makes our community so great. We plan to use LTAC funds in the following ways:

- Website maintenance performed by TPA Information Manager, 50 hours at \$100/hr.....\$5,000
  - Extensive debugging, testing, and optimizations of existing website (<https://theproductionalliance.org> )
  - Improved database and server backups with enhanced analytic tools to track visitor demographics, including geography to better estimate percentage of out of county visitors
  - Improved search engine optimization (SEO) to increase traffic to website and improve ranking in organic searches
  - Improved user experience including navigation and site responsiveness
  - Site optimized for improved mobile user experience
  - Error and activity logs to aid in rapid debugging
  - Enhancing website security and backups of database
  - Data audit - clean up accumulated database and tech debt to maintain data integrity
  - Overhaul and build out of infrastructure to support:
    - User profiles
    - Volunteer recruitment and retainment
    - Tent/activity equipment reservations system

**Exhibit B**  
**Jurisdiction Lodging Tax Reporting Form – To Be Submitted to Jefferson County**  
**Administrator's Office**  
**No Later than February 28<sup>th</sup> 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  
jeffboco@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 1<sup>st</sup> QUARTER

Due by April 30<sup>th</sup> to [afmcknight@co.jefferson.wa.us](mailto:afmcknight@co.jefferson.wa.us)

Organization:

Contact person:

Mailing Address:

Phone Number/Email:

1. LTAC Funds received from the County 1<sup>st</sup> QTR:

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

2. LTAC funds spent by your organization 1<sup>st</sup> 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 1<sup>st</sup> 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 2<sup>nd</sup> QUARTER

Due by July 31<sup>st</sup> to [afmcknight@co.jefferson.wa.us](mailto:afmcknight@co.jefferson.wa.us)

Organization:

Contact person:

Mailing Address:

Phone Number/Email:

1. LTAC Funds received from the County 2<sup>nd</sup> QTR:

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

2. LTAC funds spent by your organization 2<sup>nd</sup> 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 2<sup>nd</sup> 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 3<sup>rd</sup> QUARTER

Due by October 31<sup>st</sup> to [afmcknight@co.jefferson.wa.us](mailto:afmcknight@co.jefferson.wa.us)

Organization:

Contact person:

Mailing Address:

Phone Number/Email:

1. LTAC Funds received from the County 3<sup>rd</sup> QTR:

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

2. LTAC funds spent by your organization 3<sup>rd</sup> 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 3<sup>rd</sup> 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 4<sup>th</sup> QUARTER

Due by January 31<sup>st</sup> to [afmcknight@co.jefferson.wa.us](mailto:afmcknight@co.jefferson.wa.us)

Organization:

Contact person:

Mailing Address:

Phone Number/Email:

1. LTAC Funds received from the County 4<sup>th</sup> QTR:

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

2. LTAC funds spent by your organization 4<sup>th</sup> 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 4<sup>th</sup> 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.