

## AGREEMENT

Between

Sedgwick County Health Department

And

The Kansas Department of Health and Environment

The Parties to this Agreement are:

- Sedgwick County Health Department  
1900 E Ninth Street N  
Wichita, KS 67214-3115
- Kansas Department of Health and Environment  
1000 SW Jackson, Suite 340  
Topeka, Kansas 66612

## RECITALS

The Kansas Department of Health and Environment [KDHE] through the Bureau of Community Health Systems [BCHS] desires to build and strengthen the abilities of public health departments to respond effectively to public health threats, whether they are natural, unintentional, or intentional events, through the Public Health Emergency Preparedness cooperative agreement [PHEP]; and,

The Sedgwick County Health Department [Local Agency] desires to and is able to facilitate KDHE's goal through support, preparedness, and response activities in the PHEP.

## TERMS AND CONDITIONS

KDHE and Local Agency agree as follows.

1. This Agreement shall be effective on the day and year executed by the Secretary of the KDHE [Secretary].
2. The total payments to the Local Agency under this Agreement shall not exceed Three Hundred Twenty-Seven Thousand Eight Hundred Seventy-Seven Dollars (\$327,877.00).

3. The term of this Agreement is from August 10, 2011, through August 9, 2012, at 5:00 p.m., unless terminated earlier by written agreement of the parties or in accord with the provisions set forth in this Agreement.
4. The provisions found in the Contractual Provisions Attachment (Form DA-146a), which is attached, are hereby incorporated in this Agreement and made a part hereof.
5. That the provisions found in the attachment(s) to this Agreement are hereby incorporated in this Agreement and made a part hereof.
6. The terms and conditions of this Agreement may be amended in writing and executed by both parties.
7. Payments to the Local Agency hereunder are solely contingent upon the receipt of adequate funding by BCHS through federal grants.
8. In the event that Local Agency is unable to expend all of the funds allocated, Local Agency shall notify KDHE in writing of the amount of unspent funds. KDHE may request a refund of unspent funds at the end of the grant period.
9. The Local Agency will not subcontract any work under the Agreement without the express, written approval of KDHE prior to entering said subcontracts. The Local Agency shall be totally responsible for all actions and work performed by its subcontractor(s). All terms, conditions, and requirements of this Agreement shall apply without qualification to each subcontractor of the Local Agency. For the purposes of this Agreement, the term "Local Agency" shall include all subcontractors hired by the Local Agency.
10. Payment(s) may be withheld if any required Program/Fiscal Reports and/or refunds for any previous period have not been received, or if program requirements/objectives are not met as specified in this agreement and/or the Agreement Attachment(s).
11. KDHE may cancel this Agreement if the Local Agency fails to submit performance and financial reports as required herein below.

LOCAL AGENCY AGREES:

12. To return the signed Agreement to KDHE by September 14, 2011.
13. To submit a Budget to KDHE by September 14, 2011 on the forms specified by KDHE.
14. To perform all tasks required on the incorporated Attachment(s).

15. To establish and maintain accounting records in compliance with the local governmental accounting and financial reporting requirements of the Governmental Accounting Standards Board.
16. That KDHE Agreement funds will not be used to supplant other Local Agency funds.
17. To submit Affidavits of Expenditure and Work Plan Progress Reports to KDHE according to the following schedule:
  - a. Period 1 – August 10, 2011 through October 31, 2011 – Report due November 15, 2011.
  - b. Period 2 – November 1, 2011 through January 31, 2012 – Report due February 15, 2012.
  - c. Period 3 – February 1, 2012 through April 30, 2012 – Report due May 15, 2012.
  - d. Period 4 – May 1, 2012 through August 9, 2012 – Report due September 15, 2012.
18. To attain significant achievement of Work Plan activities, attached hereto as Appendix A. Significant achievement on Work Plan activities is defined as follows:
  - a. Period 1 – August 10, 2011 through October 31, 2011 – at least 10% completion must be achieved for at least 25% of the Work Plan activities.
  - b. Period 2 – November 1, 2011 through January 31, 2012 – at least 25% completion must be achieved for at least 50% of the Work Plan activities.
  - c. Period 3 – February 1, 2012 through April 30, 2012 – at least 50% completion must be achieved for at least 75% of the Work Plan activities.
  - d. Period 4 – May 1, 2012 through August 9, 2012 – at least 100% completion must be achieved for at least 75% of the Work Plan activities.
19. To obtain, as necessary, an audit in accordance with the Federal Single Audit Act of 1996 and OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations, and to submit one complete copy of the single agency audit report to KDHE within 12 months after the end of the Local Agency's fiscal year.
20. Upon request of KDHE or the Kansas Legislative Post Audit, to afford access to any Local Agency documents and other records necessary to certify compliance with this agreement, Kansas legislative appropriations, Kansas statutes and regulations, and Federal grant acts and regulations; and to participate fully in any required evaluation study and/or on-site inspection.

KDHE AGREES:

- 21. To make periodic payments according to the following schedule, subject to receipt, review, and approval of affidavits of expenditures and work plan progress reports:
  - a. Upon execution of Agreement by the Secretary, 25% of the total Agreement Amount or Eighty-One Thousand Nine Hundred Sixty-Nine Dollars and Twenty-Five Cents (\$81,969.25).
  - b. Report Period 1 – an amount equal to the total amount of expenditures during Period 1, not to exceed the remaining Agreement balance.
  - c. Report Period 2 – an amount equal to the total amount of expenditures during Period 2, not to exceed the remaining Agreement balance.
  - d. Report Period 3 – an amount equal to the total amount of expenditures during Period 3, not to exceed the remaining Agreement balance.
- 22. To provide on-site and telephonic technical assistance to any local agency not meeting program expectations or requesting such assistance.

THE PARTIES, through duly authorized representatives, assent to the terms and conditions of this Agreement and have executed it as of the date shown below.

SEDGWICK COUNTY HEALTH DEPARTMENT

STATE OF KANSAS  
DEPARTMENT OF HEALTH AND ENVIRONMENT

By:

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Robert Moser, MD  
Secretary

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Approved As To Form**



CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

"The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 04-11), which is attached hereto, are hereby incorporated in this contract and made a part thereof."

The parties agree that the following provisions are hereby incorporated into the contract to which it is attached and made a part thereof, said contract being the tenth day of August, 2011.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the contract in which this attachment is incorporated. Any terms that conflict or could be interpreted to conflict with this attachment are nullified.
2. **Kansas Law and Venue:** This contract shall be subject to, governed by, and construed according to the laws of the State of Kansas, and jurisdiction and venue of any suit in connection with this contract shall reside only in courts located in the State of Kansas.
3. **Termination Due To Lack Of Funding Appropriation:** If, in the judgment of the Director of Accounts and Reports, Department of Administration, sufficient funds are not appropriated to continue the function performed in this agreement and for the payment of the charges hereunder, State may terminate this agreement at the end of its current fiscal year. State agrees to give written notice of termination to contractor at least 30 days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided in this contract, except that such notice shall not be required prior to 90 days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided State under the contract. State will pay to the contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any such equipment. Upon termination of the agreement by State, title to any such equipment shall revert to contractor at the end of the State's current fiscal year. The termination of the contract pursuant to this paragraph shall not cause any penalty to be charged to the agency or the contractor.
4. **Disclaimer Of Liability:** No provision of this contract will be given effect that attempts to require the State of Kansas or its agencies to defend, hold harmless, or indemnify any contractor or third party for any acts or omissions. The liability of the State of Kansas is defined under the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.).
5. **Anti-Discrimination Clause:** The contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 et seq.) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 et seq.) and the applicable provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs or activities; (b) to include in all solicitations or advertisements for employees, the phrase "equal opportunity employer"; (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration; (f) if it is determined that the contractor has violated applicable provisions of ADA, such violation shall constitute a breach of contract and the contract may be cancelled, terminated or suspended, in whole or in part, by the contracting state agency or the Kansas Department of Administration.  
  
Contractor agrees to comply with all applicable state and federal anti-discrimination laws.  
  
The provisions of this paragraph number 5 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of such contract or whose contracts with the contracting State agency cumulatively total \$5,000 or less during the fiscal year of such agency.
6. **Acceptance Of Contract:** This contract shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
7. **Arbitration, Damages, Warranties:** Notwithstanding any language to the contrary, no interpretation of this contract shall find that the State or its agencies have agreed to binding arbitration, or the payment of damages or penalties. Further, the State of Kansas and its agencies do not agree to pay attorney fees, costs, or late payment charges beyond those available under the Kansas Prompt Payment Act (K.S.A. 75-6403), and no provision will be given effect that attempts to exclude, modify, disclaim or otherwise attempt to limit any damages available to the State of Kansas or its agencies at law, including but not limited to the implied warranties of merchantability and fitness for a particular purpose.
8. **Representative's Authority To Contract:** By signing this contract, the representative of the contractor thereby represents that such person is duly authorized by the contractor to execute this contract on behalf of the contractor and that the contractor agrees to be bound by the provisions thereof.
9. **Responsibility For Taxes:** The State of Kansas and its agencies shall not be responsible for, nor indemnify a contractor for, any federal, state or local taxes which may be imposed or levied upon the subject matter of this contract.
10. **Insurance:** The State of Kansas and its agencies shall not be required to purchase any insurance against loss or damage to property or any other subject matter relating to this contract, nor shall this contract require them to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.), the contractor shall bear the risk of any loss or damage to any property in which the contractor holds title.
11. **Information:** No provision of this contract shall be construed as limiting the Legislative Division of Post Audit from having access to information pursuant to K.S.A. 46-1101 et seq.
12. **The Eleventh Amendment:** "The Eleventh Amendment is an inherent and incumbent protection with the State of Kansas and need not be reserved, but prudence requires the State to reiterate that nothing related to this contract shall be deemed a waiver of the Eleventh Amendment."



**2011-2012 Public Health Preparedness and Response  
Local Health Department Work Plan**



Reporting Period: (Check One)	THIS REPORT & ASSOCIATED WORK PLAN SUBMISSIONS MUST BE SENT TO <a href="mailto:btgrantreports@kdheks.gov">btgrantreports@kdheks.gov</a> EVERY QUARTER <input type="checkbox"/> Period 1 8/10/11 - 10/31/11 <input type="checkbox"/> Period 2 11/1/11 - 1/31/12 <input type="checkbox"/> Period 3 2/1/12 - 4/30/12 <input type="checkbox"/> Period 4 5/1/12 - 8/9/12	County Name:	
		Contact Person:	
		Contact E-mail:	
		Contact Phone:	

Description of Tasks (PLEASE REFER TO THE 2011-2012 LOCAL HEALTH DEPARTMENT PREPAREDNESS PROGRAM GRANT GUIDANCE FOR SPECIFIC INFORMATION ON THE WORK PLAN TASKS)		Contractual Expectation ***** Measurement Tool	Actual Completion ***** Measurement Tool
1	LHDs will participate in at least one exercise annually (tabletop, functional, or full-scale exercise, or real incident). The exercise may be completed on a community-based or regionally-based level and must test Capability 8: Medical Countermeasure Dispensing and Capability 13: Public Health Surveillance and Epidemiological Investigation, as indicated in KDHE guidance. (Capability 8 and 13)	Must complete exercise by 08/09/12 ***** 1. All exercises must be posted in KS-TRAIN prior to the date of the exercise. 2. HSEEP After Action Report and Improvement Plan sent to <a href="mailto:BTGrantReports@kdheks.gov">BTGrantReports@kdheks.gov</a> within 90 days following the exercise(s).	Posted Exercise on KS-Train: <input type="checkbox"/> Yes <input type="checkbox"/> No
			Date Conducted Exercise:
			Date AAR/IP Submitted to KDHE:
2	Each LHD will participate in one full-scale POD exercise on a community-based or regionally-based level within the five-year PHEP project period (2011-2016) that tests Capability 8: Medical Countermeasure Dispensing as indicated in KDHE guidance. This full-scale exercise will fulfill the annual exercise requirement (Work Plan item 1). (Capability 3 and 8)	Must complete one full-scale POD exercise within 5 year grant cycle ***** 1. All exercises must be posted in KS-TRAIN prior to the date of the exercise. 2. HSEEP After Action Report and Improvement Plan sent to <a href="mailto:BTGrantReports@kdheks.gov">BTGrantReports@kdheks.gov</a> within 90 days following the exercise(s).	Posted Exercise on KS-Train (if tested in this grant year) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not tested this year
			Date Conducted Exercise (if tested during this grant year)
			Date AAR/IP Submitted to KDHE (if tested during this grant year)
3	At least one representative on staff from the local health department must have attended a Homeland Security Exercise & Evaluation Program (HSEEP) class at some point in the past or in this grant cycle. New designees will complete the three-day face-to-face training provided by KDEM/KDHE. Class schedules are posted on KS-TRAIN under Course ID #1023667. (Capability 3)	Must complete by 08/09/12 ***** Enrollment on KS-TRAIN	Name of Participant:
4	LHDs must participate in the quarterly HAN notification test and respond in a timely manner. LHD must assure that at least one employee carries the Health Alert Network notification device	Quarterly ***** Must participate in HAN notification device	1 <sup>st</sup> Quarter: <input type="checkbox"/> Completed <input type="checkbox"/> Incomplete <input type="checkbox"/> Not Conducted



## 2011-2012 Public Health Preparedness and Response Local Health Department Work Plan



Description of Tasks (PLEASE REFER TO THE 2011-2012 LOCAL HEALTH DEPARTMENT PREPAREDNESS PROGRAM GRANT GUIDANCE FOR SPECIFIC INFORMATION ON THE WORK PLAN TASKS)		Contractual Expectation ***** Measurement Tool	Actual Completion ***** Measurement Tool	
	24/7, and assure that all persons designated to carry the HAN notification device, including substitutes for vacations, are enrolled in KS-HAN. (Capability 6)  <i>NOTE: LHDs will not be penalized for not participating in a quarterly HAN test if KDHE has not conducted one in that quarter.</i>	test, if conducted, and respond in a timely manner.	2 <sup>nd</sup> Quarter:	<input type="checkbox"/> Completed <input type="checkbox"/> Incomplete <input type="checkbox"/> Not Conducted
			3 <sup>rd</sup> Quarter:	<input type="checkbox"/> Completed <input type="checkbox"/> Incomplete <input type="checkbox"/> Not Conducted
			4 <sup>th</sup> Quarter:	<input type="checkbox"/> Completed <input type="checkbox"/> Incomplete <input type="checkbox"/> Not Conducted
5	Identify employees who are required to package and ship clinical specimens and provide training as required by Federal Law. Initial training must be completed 30 days prior to an employee packaging specimens to be shipped. <b>Recurrent training must take place every two years.</b> Clinical specimens include Category A Infectious Substances and Biological Substances, Category B Biological Substances. Class available online on KS-TRAIN under Course ID #1025324. (Capability 12)	Must complete by 08/09/12 ***** Completion must be verified through KS-TRAIN or LHD must turn in a class roster or class certificate to BCHS.	Name of Participant:	
6	Each local health department must participate in an SNS Technical Assistance Review (TAR) to be conducted by the trained external agency evaluator (regional coordinator or the designated individual contracted by the region) every other year. It is recommended that each local health department try to attain a 69 or higher on the SNS TAR. (Capability 8 and 9)	Must complete by 08/09/12 ***** All reviewer reports should be submitted to <a href="mailto:btgrantreports@kdheks.gov">btgrantreports@kdheks.gov</a> within 90 days following the TAR.	TAR Completed:	<input type="checkbox"/> Completed <input type="checkbox"/> Incomplete <input type="checkbox"/> Not Conducted
7	LHDs will update KDHE-identified annexes and appendices to their Mass Dispensing Standard Operating Guides (SOGs) to meet all required elements identified in association with Capability 8 and 9. These include submitting the following modifications and/or additions to KDHE: A. LHDs will add 24/7 contact information of medical/pharmaceutical wholesalers (local, regional, or national wholesaler)	Must complete by 08/09/12	Date Submitted:	
			A	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Submitted



**2011-2012 Public Health Preparedness and Response  
Local Health Department Work Plan**



Description of Tasks (PLEASE REFER TO THE 2011-2012 LOCAL HEALTH DEPARTMENT PREPAREDNESS PROGRAM GRANT GUIDANCE FOR SPECIFIC INFORMATION ON THE WORK PLAN TASKS)		Contractual Expectation ***** Measurement Tool	Actual Completion ***** Measurement Tool
	B. LHDs will update SOG to include language regarding the utilization of KS-CRA for inventory management and tracking, based upon formalized guidance released by KDHE.		B <input type="checkbox"/> Submitted <input type="checkbox"/> Not Submitted
	C. LHDs will ensure local inventory information is loaded and updated within the KS-CRA system, based on KDHE-developed guidance.		C <input type="checkbox"/> Submitted <input type="checkbox"/> Not Submitted
	D. LHDs will add protocols related to the demobilization of unused medical materials.		D <input type="checkbox"/> Submitted <input type="checkbox"/> Not Submitted
	E. LHDs will submit any additional changes to the Mass Dispensing SOG. (Part E is optional. If your jurisdiction did not make any additional changes beyond A-D, please select No Changes).		E <input type="checkbox"/> Submitted <input type="checkbox"/> Not Submitted <input type="checkbox"/> No Changes
8	LHDs must maintain two registered users of the KDHE Countermeasure Response Administration (CRA) system. Both users are required to complete or have completed KS-CRA training, which is available on KS-TRAIN (Course # 1019768). (Capability 8 and 9)	Must complete by 01/31/12	Names of 2 Users:
9	LHDs will verify the accuracy of their primary and back-up delivery locations when requested by KDHE. (Capability 8 and 9)	Must complete by 08/09/12	<input type="checkbox"/> Verified <input type="checkbox"/> Not Verified <input type="checkbox"/> Not yet Contacted
10	Continue reviewing and evaluating reportable disease data at least quarterly to identify unusual patterns and clusters, trends and potential new or unusual diseases in order to revise public health response policies and strategies as needed. (Capability 13)	Must complete by 08/09/12	1 <sup>st</sup> Quarter <input type="checkbox"/> Conducted <input type="checkbox"/> Not Conducted <input type="checkbox"/> Not Applicable
			2 <sup>nd</sup> Quarter <input type="checkbox"/> Conducted <input type="checkbox"/> Not Conducted <input type="checkbox"/> Not Applicable
			3 <sup>rd</sup> Quarter <input type="checkbox"/> Conducted <input type="checkbox"/> Not Conducted <input type="checkbox"/> Not Applicable



**2011-2012 Public Health Preparedness and Response  
Local Health Department Work Plan**



Description of Tasks (PLEASE REFER TO THE 2011-2012 LOCAL HEALTH DEPARTMENT PREPAREDNESS PROGRAM GRANT GUIDANCE FOR SPECIFIC INFORMATION ON THE WORK PLAN TASKS)		Contractual Expectation ***** Measurement Tool	Actual Completion ***** Measurement Tool
			4 <sup>th</sup> Quarter <input type="checkbox"/> Conducted <input type="checkbox"/> Not Conducted <input type="checkbox"/> Not Applicable
11	LHDs will partner with other community entities to discuss the guidance provided by KDHE related to the establishment of community reception centers for radiation emergencies. It is recommended that this be accomplished through pre-established relationships (e.g., the Local Emergency Planning Committee). (Capability 8)	Must complete by 08/09/12 ***** Meeting agenda and sign-in sheet must be submitted to KDHE.	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Submitted
12	LHDs will complete an inventory of current staff, including regional partners, who regularly conduct disease investigations and their related epidemiology/surveillance trainings completed. The inventory will include staff names, training(s) attended and completion dates. (Capability 13)	Must complete by 1/31/12	<input type="checkbox"/> Submitted <input type="checkbox"/> Not Submitted
13	LHDs will complete the following training: (1) All LHD employees <i>who assist with</i> epidemiological investigations should document completion, this cycle or before, of an epidemiology training module consistent to ensure that all assisting parties have received at least basic epidemiology training. ***** (2) All epidemiologists or medical investigators at LHDs will complete all components of the epidemiology training module, which includes: basic epidemiology, applied epidemiology for Kansas, and applied epidemiology for real world events. The list of approved courses or their equivalent will be provided by KDHE. KDHE may follow-up for a list of participants and their courses. (Capability 13)	Must complete by 08/09/12	(1) Basic Course <input type="checkbox"/> Completed <input type="checkbox"/> Incomplete
			(2) All Courses <input type="checkbox"/> Completed <input type="checkbox"/> Incomplete <input type="checkbox"/> Not Applicable
14	Upon completion of the PHIN Directory (scheduled for January 2012), LHDs will designate their primary and back-up 24/7 contacts for surveillance and disease investigation response and disaster response and maintain this information quarterly in the PHIN Directory. (Capability 6)	Must completed between 01/31/12 and 08/09/12	Completed 3 <sup>rd</sup> Quarter <input type="checkbox"/> Completed <input type="checkbox"/> Incomplete
			Completed 4 <sup>th</sup> Quarter <input type="checkbox"/> Completed <input type="checkbox"/> Incomplete



**2011-2012 Public Health Preparedness and Response  
Local Health Department Work Plan**



Description of Tasks (PLEASE REFER TO THE 2011-2012 LOCAL HEALTH DEPARTMENT PREPAREDNESS PROGRAM GRANT GUIDANCE FOR SPECIFIC INFORMATION ON THE WORK PLAN TASKS)		Contractual Expectation ***** Measurement Tool	Actual Completion ***** Measurement Tool
15	LHDs are to log into the eQIPM performance management system at a minimum of twice a year to review their county's performance indicators and to seek out opportunities for improvement. (Capability 6 and 15)	Must complete by 08/09/12	Log in Prior to Mid-Year: <input type="checkbox"/> Completed <input type="checkbox"/> Incomplete
			Log in Following Mid-Year: <input type="checkbox"/> Completed <input type="checkbox"/> Incomplete
16	LHDs must assure that the following on-going tasks are performed: Training: A. Designated LHD staff will have completed ICS 100, 200, 300, 400, 700 and 800b classes per ICS training requirements. (Capability 3) B. Maintain records regarding training an employee attends. (Cross-Cutting) Operations: C. Ensure that priority communication services are available in an emergency, including maintaining an always-on high-speed internet connection (Capability 3) D. Have available signed shared resource agreements. (Capability 1) E. Purchase personal protective equipment (PPE) at levels that meet or exceed the PPE guidance, and check and replace outdated stock. (Capability 14) F. Maintain a public website where information can be posted and accessed by members of the public. (Cross-Cutting) G. Assure that annual fit testing for PPE for local health department staff is completed per KDHE guidance and in compliance with the revised OSHA respirator standard, 29, CFR 1910.134, adopted April 8, 1998. (Capability 14) Fiscal: H. Retain copies of expenditure reports, including invoices for each capital equipment purchase, for a period of at least three years.	Ongoing	A. Documentation Available Upon Request? <input type="checkbox"/> Yes <input type="checkbox"/> No
			B. Documentation Available Upon Request? <input type="checkbox"/> Yes <input type="checkbox"/> No
			C. Documentation Available Upon Request? <input type="checkbox"/> Yes <input type="checkbox"/> No
			D. Documentation Available Upon Request? <input type="checkbox"/> Yes <input type="checkbox"/> No
			E. Documentation Available Upon Request? <input type="checkbox"/> Yes <input type="checkbox"/> No
			F. Documentation Available Upon Request? <input type="checkbox"/> Yes <input type="checkbox"/> No
			G. Documentation Available Upon Request? <input type="checkbox"/> Yes <input type="checkbox"/> No
			H. Documentation Available Upon Request? <input type="checkbox"/> Yes <input type="checkbox"/> No



**2011-2012 Public Health Preparedness and Response  
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<b>Description of Tasks</b> (PLEASE REFER TO THE 2011-2012 LOCAL HEALTH DEPARTMENT PREPAREDNESS PROGRAM GRANT GUIDANCE FOR SPECIFIC INFORMATION ON THE WORK PLAN TASKS)	<b>Contractual Expectation</b> ***** <b>Measurement Tool</b>	<b>Actual Completion</b> ***** <b>Measurement Tool</b>	
I. Maintain an inventory control system for tracking capital equipment and electronic devices. J. Document through job descriptions and employee time and attendance records that all staff members paid with preparedness funds are performing activities related to preparedness.		I. Documentation Available Upon Request?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		J. Documentation Available Upon Request?	<input type="checkbox"/> Yes <input type="checkbox"/> No