



DEPARTMENT OF
ECOLOGY
State of Washington

IAA No. C1600107

INTERAGENCY AGREEMENT (IAA)

BETWEEN

THE STATE OF WASHINGTON, DEPARTMENT OF ECOLOGY

AND

CITY OF KIRKLAND

THIS INTERAGENCY AGREEMENT ("Agreement" or "IAA") is made and entered into by and between the state of Washington, Department of Ecology, hereinafter referred to as "ECOLOGY," and the CITY OF KIRKLAND hereinafter referred to as the "CONTRACTOR," pursuant to the authority granted by Chapter 39.34 RCW.

THE PURPOSE OF THIS AGREEMENT is to provide funding for the CONTRACTOR to hire "Local Source Control" (LSC) specialist(s) who will provide technical assistance and education outreach to small businesses in an effort to prevent pollution of waters of the state. The LSC specialist will make referrals to ECOLOGY as needed, and report measurable environmental results.

WHEREAS, the source of funds for this IAA is Federal funding is through the National Estuary Program (NEP) – Puget Sound Action Agenda: Technical Investigations and Implementation Assistance Program, Catalog of Federal Domestic Assistance Number 66.123, PC-00J89901-1.

THEREFORE, IT IS MUTUALLY AGREED THAT:

1) STATEMENT OF WORK

CONTRACTOR shall furnish the necessary personnel, equipment, material and/or service(s) and otherwise do all things necessary for or incidental to the performance of the work set forth in Appendix A, attached hereto and incorporated herein. Appendix C, Special Terms and Conditions, contains additional contract language in support of this work.

2) PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this IAA shall commence on **January 1, 2016**, and be completed by **December 31, 2017**, unless terminated sooner as provided herein. Amendments extending the period of performance, if any, shall be at the sole discretion of ECOLOGY.

3) COMPENSATION

Compensation for the work provided in accordance with this IAA has been established under the terms of RCW 39.34.130 and RCW 39.26.180(3). This is a performance-based contract, in which payment is based on the successful completion of expected deliverables.

The parties have determined that the cost of accomplishing the work identified herein will not exceed **\$118,000.00**. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree via an amendment to a higher amount. Compensation for services shall be based on the terms and tasks set forth in Appendix A, Statement of Work and Appendix B, Invoice & Budget Detail. ECOLOGY will not make payment until it has reviewed and accepted the completed work.

Travel expenses for state and federally funded partners (meals, lodging, mileage) will be reimbursed according to current state rates at the time of travel (see: <http://www.ofm.wa.gov/resources/travel.asp>). Any purchases of travel, equipment or goods and services over \$1,000.00 must be pre-approved by the LSC Program Coordinator.

This agreement does not have an indirect rate.

4) BILLING AND PAYMENT PROCEDURE

Payment requests shall be submitted on state form, Invoice Voucher A19-1A with completed Appendix B template and other supporting documentation. Invoices shall describe and document to ECOLOGY's satisfaction a description of the work performed, the progress of the work, and related fees. Each invoice voucher shall reference the Agreement (IAA) number and clearly identify those items that relate to performance under this Agreement. Payment will be made within thirty (30) days of a properly completed invoice (form A19-1A) with supportive documentation. All expenses invoiced shall be supported with copies of invoices paid.

Invoices are to be sent to:

State of Washington Department of Ecology Attn: Peggy Morgan, HWTR Program P.O. Box 47600 Olympia, WA 98504-7600

Payment requests may be submitted on a **quarterly** basis or at the completion of the work. Upon expiration of this Agreement, any claim for payment not already made shall be submitted to ECOLOGY within 30 days after the expiration date or the end of the fiscal year, whichever is earlier.

Payment will be issued through Washington State's Department of Enterprise Services Statewide Payee Desk. To receive payment you must be registered as a state-wide vendor. To register submit a state-wide vendor registration form and an IRS W-9 form at website,

<http://www.des.wa.gov/services/ContractingPurchasing/Business/VendorPay/Pages/default.aspx>. If you have questions about the vendor registration process you can contact DES at the Payee Help Desk at (360) 407-8180 or email payeehelpdesk@des.wa.gov.

5) ALTERATIONS AND AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

6) ASSIGNMENT

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

7) ASSURANCES

Parties to this Agreement agree that all activity pursuant to this contract will be in accordance with all the applicable current federal, state and local laws, rules, and regulations.

8) CONFORMANCE

If any provision of this contract violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

9) DISPUTES

Parties to this Agreement shall employ every effort to resolve a dispute themselves without resorting to litigation. In the event that a dispute arises under this Agreement that cannot be resolved among the parties, it shall be determined by a Dispute Board in the following manner. Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms, and applicable statutes and rules, and then make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto, unless restricted by law. The cost of resolution will be borne by each party paying its own cost. As an alternative to this process, if state agencies, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control. The parties may mutually agree to a different dispute resolution process.

10) FUNDING AVAILABILITY

ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the agreement, in whole or part, for convenience or to renegotiate the agreement subject to new funding limitations and conditions. ECOLOGY may also elect to suspend performance of the agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification restrictions.

11) GOVERNING LAW AND VENUE

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws. This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

12) INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

13) ORDER OF PRECEDENCE

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable federal and state of Washington statutes, regulations, and rules.
- b. Mutually agreed upon written amendments to this Agreement.
- c. This Agreement.
- d. Statement of Work and Budget.
- e. Any other provisions of this Agreement, including materials incorporated by reference.

14) RECORDS MAINTENANCE

The parties to this Agreement shall each maintain books, records, documents and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the service(s) described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration of this Agreement and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties subject to state public disclosure laws.

15) RESPONSIBILITIES OF THE PARTIES

Each party of this Agreement hereby assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omissions on the part of itself, its employees, its officers, and its agents. Neither party will be considered the agent of the other party to this agreement.

16) RIGHTS IN DATA

Unless otherwise provided, data which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by state of Washington, ECOLOGY. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

17) SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without

the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.

18) SUBCONTRACTORS

CONTRACTOR agrees to take complete responsibility for all actions of any Subcontractor used under this Agreement for the performance. When federal funding is involved there will be additional subcontractor requirements and reporting.

Prior to performance, all subcontractor who will be performing services under this Agreement must be identified, including their name, the nature of services to be performed, address, telephone, WA State Department of Revenue Registration Tax number (UBI), federal tax identification number (TIN), and anticipated dollar value of each subcontract. Provide such information to ECOLOGY's agreement manager.

19) TERMINATION FOR CAUSE

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

20) TERMINATION FOR CONVENIENCE

Either party may terminate this Agreement upon thirty (30) days' prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

21) WAIVER

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a written amendment to this Agreement signed by an authorized representative of the parties.

22) AGREEMENT MANAGEMENT

The representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Agreement.

The ECOLOGY Representative is:	The CONTRACTOR Representative is:
Name: Peggy Morgan, HWTR Address: PO Box 47600 Olympia, WA 98504-7600 Phone: (360) 407-6739 Email: pmor461@ecy.wa.gov Fax: (360) 407-6715	Name: Jenny Gaus Address: 123 5 th Avenue Kirkland, WA 98033 Phone: 425-587-3850 Email: jgaus@kirklandwa.gov Fax:

23) ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

The signatories to this Agreement represent that they have the authority to bind their respective organizations to this Agreement.

IN WITNESS WHEREOF, the parties hereto, having read this Contract in its entirety, including all attachments, do agree in each and every particular and have thus set their hands hereunto.

**State of Washington
Department of Ecology**

By:

Polly Zehm 12/30/15
Signature Date

Polly Zehm

Deputy Director

City of Kirkland

By:

Marilynne Beard 12/18/15
Signature Date

Marilynne Beard

Deputy City Manager
Title:

Approved as to form:
Attorney General's Office

APPENDIX C SPECIAL TERMS AND CONDITIONS

1) Federal Funding Accountability And Transparency Act (FFATA) Reporting Requirements

CONTRACTOR/RECIPIENT must complete the attached FFATA Data Collection Form (ECY 070-395) and return it with the signed agreement to ECOLOGY.

Any CONTRACTOR/RECIPIENT that meets each of the criteria below must report compensation for its five top executives using the FFATA Data Collection Form.

- Receives more than \$25,000 in federal funds under this award.
- Receives more than 80 percent of its annual gross revenues from federal funds.
- Receives more than \$25,000,000 in annual federal funds.

ECOLOGY will not pay any invoices until it has received a completed and signed FFATA Data Collection Form. ECOLOGY is required to report the FFATA information for federally funded agreements, including the required DUNS number, at www.fsrs.gov within 30 days of agreement signature. The FFATA information will be available to the public at www.usaspending.gov.

For more details on FFATA requirements, see www.fsrs.gov.

2) Certification Regarding Suspension, Debarment, Ineligibility Or Voluntary Exclusion

- a) CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the CONTRACTOR is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.
- b) CONTRACTOR shall provide immediate written notice to ECOLOGY if at any time the CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
- c) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact ECOLOGY for assistance in obtaining a copy of those regulations.
- d) CONTRACTOR agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
- e) CONTRACTOR further agrees by signing this agreement, that it will include this clause titled "CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

- f) Pursuant to 2CFR180.330, the CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.
 - g) CONTRACTOR acknowledges that failing to disclose the information required in the Code of Federal Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment.
 - h) CONTRACTOR agrees to keep proof in its agreement file, that it, and all lower tier CONTRACTORS or subcontractors, are not suspended or debarred, and will make this proof available to ECOLOGY before requests for reimbursements will be approved for payment. CONTRACTOR must run a search in <http://www.sam.gov> and print a copy of completed searches to document proof of compliance.
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Local Source Control Partnership, National Estuary Program Funds

Appendix A, Statement of Work, IAA # C1600107 CITY OF KIRKLAND

I. Introduction

This appendix provides the 'Statement of Work' in support of the 2016 contract for the Local Source Control (LSC) Partnership, funded by the federal National Estuary Program, which is overseen by the Washington Department of Ecology (Ecology) Hazardous Waste and Toxics Reduction Program.

The goal of the LSC Partnership is to provide hands-on pollution prevention advice and regulatory assistance to businesses and other organizations that generate small quantities of dangerous waste. By helping business owners do their part, we also help prevent polluted runoff from damaging Washington's streams, rivers, and the Puget Sound.

The LSC work is expected to fall within these general proportions:

- 70-75% technical assistance visits (see Sections III and IV)
- 15-20% unique program elements (see Section II)
- 10% networking/training (see Section V)

Key staff and their roles are identified in Table 1.

Table 1: Key Staff

Staff Name	Estimated FTE	Role
Jenny Gaus	0.0*	Manager/Supervisor
Ryeann-Marie Tuomisto	0.0*	Project Lead
ECOSS (John Loyd)	0.25	Sub-contractor/LSC Specialist
ECOSS (to be determined - TBD)	0.25	Sub-contractor/LSC Specialist
<i>Note: *City of Kirkland staff will not charge time to the contract</i>		

II. Unique Program Elements

Contractor unique elements for the LSC program are outlined in Table 2.

Table 2: Unique Program Elements

Program Element	Deliverable(s)	Timeframe
Database App – Field Testing	Purchase and implement	January 2016- December 2017

III. Technical Assistance Visits

The contractor will conduct technical assistance visits to small generators of dangerous wastes, and to businesses or organizations that have the potential to pollute stormwater. Depending upon a jurisdiction's conditions, approximately 60% of the visits will be initial (i.e., small businesses or organizations that have never been visited, or have not received a LSC visit within two or more years). The balance of visits will be return visits to resolve high priority environmental issues; see Table 3.

Table 3: Technical Assistance Visits

Visit Type	Number
Target for Initial Visits	90
Follow-up/Return Visits	60
Total Visits	150

Business sectors, organizations, waste streams, and/or regions that will provide a focus for this contract's technical assistance visits are listed in Table 4.

Table 4: Technical Assistance Targets

Target	Rationale	Timeframe
Forbes Drainage Basin	Continue with geographic approach	January 2016-December 2017
Moss Creek Drainage Basin	Additional geographic area	January 2016-December 2017
<i>Note: City of Kirkland will visit a wide variety of small quantity generators within the targeted geographic areas</i>		

High Priority Environmental Issues

The following are Ecology's nine high priority environmental issues. When found to be non-compliant to these issues, a return visit to a business is justified. Return visits for other issues are at the discretion of the jurisdiction.

- **Hazardous Waste**
 1. Properly designate waste
 2. Properly dispose of waste
 3. Properly store products/wastes
 4. Repair or replace degraded open chemical containers
- **Stormwater**
 5. Correct illegal plumbing connection
 6. Halt discharges of process wastewaters to storm drain
 7. Properly store containerized materials
 8. Properly store non-containerized materials
 9. Clean and eliminate leaks and spills from storage areas

When unable to resolve high priority environmental issues, the LSC Specialists are to follow Ecology's referral policy, outlined in the 'LSC Referral Sheets' (available on the LSC SharePoint site, updated 6/30/2015).

In addition, Ecology may direct a portion of technical assistance visits toward specific priority sources or contaminants.

Visit Guidance

The following guidance applies to technical assistance visits, unless otherwise discussed with Ecology:

- Coordinate with respective Ecology Regional Offices to ensure that:
 - Business is not a Medium or Large Quantity (dangerous waste) Generator
 - Business is not currently being visited by other Source Control or Urban Waters staff
- Research site and issues prior to the visit using a combination of data sources
- Provide technical assistance on waste and toxics reduction, storage, disposal, spill prevention, and pollution prevention
- Provide written follow-up via correspondence or e-mail to document the results of an initial site visit
- Coordinate and collaborate with Ecology technical staff and other partner agencies when developing technical assistance messages and outreach materials
- Coordinate, when applicable, with fire marshal, code enforcement, stormwater, wastewater treatment, and moderate risk waste staff
- When complaints arise from hazardous waste generators, coordinate with local jurisdictions and Ecology Regional Offices in a timely manner (i.e., within one week)
- Encourage businesses to participate in local green business programs, such as the EnviroStars business certification program (<http://envirostars.org/>)

When unique outreach or educational materials are developed by your jurisdiction, provide a copy of such materials to Ecology within 30 days of completion of the piece.

IV. LSC Checklist & Database

Information gathered during technical assistance visits must align with the LSC checklist (v4.0.3, dated 12/18/2012) and be entered into the LSC database, which is managed and maintained by Ecology. The following guidance applies to all technical assistance visits, unless otherwise discussed with Ecology:

- Complete a LSC checklist for each site visit and enter it into Ecology's LSC database within 15 work days of the visit for initial, return, or screening visits, or referrals to a regulatory agency
- Ensure that data entry is thorough, complete, and accurate
- Refer to the LSC database instructions, or contact Ecology support staff, for assistance with database entry and reporting
- Maintain the original checklist documents for purposes of public disclosure requests and as historic records, and in accordance with local and state public disclosure laws

V. Training

Ecology provides training to LSC partners to ensure that new staff are properly trained and supported, and that experienced staff are exposed to new information and have opportunities to share their expertise for the benefit of the LSC Partnership. The following types of training are provided, and Table 5 contains an annual training schedule.

New Staff Mentoring and Training

New LSC Specialists are provided a variety of training support from Ecology staff and from experienced LSC Specialists, as assigned by Ecology. Details of the trainings, briefly outlined below, are available in the LSC SharePoint 'New Specialists' tab.

1. SharePoint 'New Specialists' Resources

The LSC SharePoint site contains a presentation and self-test for new LSC Specialists. A new hire shall complete the self-test and presentation review within the first two weeks of work as a LSC Specialist.

2. Field Mentoring & Training Review

Ecology will assign an experienced LSC Specialist as a mentor to provide field training and support to a new hire; this will be set-up within the first two weeks of work for the new hire.

Field mentoring will involve a series of accompanied field visits designed by the mentor and Ecology staff to support the needs of the new hire. This training will take place over three months. When the mentor and new hire deem they are ready, an Ecology staff will administer a field training/test. This will involve the new hire and Ecology staff spending a day conducting technical assistance visits, and reviewing specific information on hazardous and dangerous wastes, other types of wastes, spills prevention, storm water pollution prevention, and hazard / toxics reduction opportunities.

Ecology staff, along with the mentor, will determine when field training is complete and the new LSC Specialist is ready to conduct technical assistance visits on their own.

3. In-person New Staff Training

A new staff in-person training will be offered the second Wednesday and Thursday in December. This training will be planned and conducted by Ecology staff and experienced LSC Specialists.

Topics for the in-person training may include the following:

- | | |
|--------------------------------|----------------------------------|
| • SharePoint Orientation | • Health & Safety |
| • Checklist & Database Basics | • Toxics Reduction Opportunities |
| • Waste & Stormwater Overviews | • Customer Service |
| • Technical Assistance Visits | • LSC Internal Resources |

In-person Trainings

The In-person Trainings for all staff will be planned and conducted by teams of three to four LSC Specialists from at least two to three LSC partners. Training topics are intended to help new LSC staff become more competent in their work, and experienced staff to gain greater technical depth on relevant topics. Ecology staff will help define and schedule the teams, review agendas, and provide support for planning and logistics.

Schedule: Held the second Wednesday in September, March and June, these are typically scheduled between 9 a.m. and 3:30 p.m. with overnight travel allowed for jurisdictions that need the extra time to attend the trainings.

Attendance Requirement: Mandatory for at least one LSC Specialist who is responsible for disseminating information back to the LSC Specialists from that jurisdiction; LSC managers are welcome but not required to attend. Ecology staff must approve absences (non-emergency) at least two weeks prior. No training substitutions (i.e., HAZWOPER, conferences) are allowed for the in-person Training.

WebEx Trainings

Ecology will plan and conduct WebEx trainings during the months that do not have In-person Trainings. These sessions are intended to expose LSC Specialists to new information or technical topics relevant to their work. Suggestions on topics and speakers are welcomed from LSC partners.

Schedule: These are one and a half hour sessions, held on a second Wednesday of the month, except during the months when In-person Trainings are held. Up to six WebEx Trainings will be scheduled each year.

Attendance Requirement: Mandatory for at least one LSC Specialist from each partner to attend at least four of the six WebEx Trainings each year.

Another type of training that is relevant to LSC specialists' work may be substituted for up to two of the six WebEx Trainings. Notification of the substitution must be provided to Ecology at least two weeks in advance of the WebEx Training.

Table 5: Annual Training Schedule (beginning January 1, 2016)

January	February	March	April
No LSC training	2 nd Wed, WebEx	2 nd Wed, In-person	2 nd Wed, WebEx
May	June	July	August
2 nd Wed, WebEx	2 nd Wed, In-person	No LSC training	2 nd Wed, WebEx
September	October	November	December
2 nd or 3 rd Wed, In-person (due to school schedules)	2 nd Wed, WebEx	2 nd or 3 rd Wed, WebEx (due to Veterans' Day)	2 nd Wed & Thurs, New Staff In-person

VI. Reporting and Contract Changes

The quarterly Financial and Ecosystem Accounting Tracking System (FEATS) report will be due to Ecology within one (1) week of the request.

An annual report, briefly summarizing contract status (e.g., site visits, unique elements, budget) and providing information on shortfalls shall be provided to Ecology by July 31, 2016 and July 31, 2017. The report shall include two to three 'case studies' of a business or organization that benefitted from the LSC site visits or education/outreach, with a few photos of the business or activities.

Any of the following changes shall be reported to the LSC Program Coordinator within 10 business days:

- Key personnel changes (staff leaving, new hires, etc.)
- Any potential program, contract, or small business client problems and resolutions
- Initiation of or changes to a subcontract

VII. Invoicing

Invoice (billing) procedures are outlined in the Interagency Agreement (IAA), to which this document is an appendix (see IAA Section 4). In addition to directions in the IAA, the following information is provided:

- Support documents may be submitted on a CD rather than as a paper copy.
- Quarterly invoicing will follow the schedule in Table 6.

Table 6: Invoicing Schedule

Quarter	Months	Due Date
1	January, February, March 2016	May 10, 2016
2	April, May, June 2016	August 10, 2016
3	July, August, September 2016	November 10, 2016
4	October, November, December 2016	February 10, 2017
5	January, February, March 2017	May 10, 2017
6	April, May, June 2017	August 10, 2017
7	July, August, September 2017	November 10, 2017
8	October, November, December 2017	February 10, 2018

IAA # C1600107
City of Kirkland

**APPENDIX B
INVOICE & BUDGET DETAIL**

Department of Ecology - Local Source Control Partnership *(updated 02/2015)*

Contractor:	City of Kirkland		IAA No:	C1600107	
Current Invoice Period: Qtr/YR:			Invoice No:		
	Current Invoice	Total Cumulative Invoices to-date*	Proposed Budget 2016-17	Remaining Budget	notes
Salaries				0.00	
Benefits				0.00	
Subcontracts			113,000.00	113,000.00	
Database App - Field Testing			5,000.00	5,000.00	
Goods & Services				0.00	
Equipment				0.00	
Travel / Training				0.00	
Subtotal Direct Costs	0.00	0.00	118,000.00	118,000.00	
Indirect Costs (@ Rate ____%)				0.00	No indirect rate applicable
Total Costs	\$ -	\$ -	\$ 118,000.00	\$ 118,000.00	

**Total Cumulative includes current invoice amounts*

Staff Name / Expense Description <i>(attach copy of internal record reflecting all staff paid through contract & copy of each invoice paid)</i>	Salaries	Benefits	Subcontracts	Goods & Services	Equipment	Travel / Training	Indirect Costs
Subtotals	0	0	0	0	0	0	0
Total = Current Invoice	\$ -						